



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, October 6, 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: 2489 643 3911

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

Safety and Public Works Committee held: Council Chambers at 6:15 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**

___K. Stunek ___ K. Yeager ___T. Erickson___K. Bevans___J. Czeczok ___G.
Johnson___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**

On file and available by request in the Administrator's Office

B. **Approval of Minutes**

C. **Department Activity Reports**

D. **Approve MN Lawful Gambling Application Exempt Permit Submitted by CLC Foundation for an Event to be held on May 6th, 2026 at 501 West College Drive**

E. **Approve Revised Billing Representative Job Description and Authorize Staff to Conduct an Internal-Only Job Posting Process**

F. **Approve Promotion of Kyle Glass to Water Serviceworker Effective October 7, 2025**

6. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Council -
Time limits may be imposed

7. **Presentations**

8. **Council Committee Reports**

A. **Personnel & Finance Committee**

1. Consider 2026 Health Insurance Proposals
2. Authorization to Sign Heartland Animal Rescue Team (HART) Impound Contract

B. **Safety & Public Works Committee**

1. Ordinance Section 1110 - Cannabis, Hemp, and Related Businesses of the City Code
2. Approve Cost Share for Country Manor Utility Extensions
3. Direction Requested on Upcoming Infrastructure Grant Solicitations
4. Update on Response to Bollig Complaint on Stormwater Easement adjacent to CSAH 48
5. Construction Update
6. Direction on Active Code Enforcement

9. **Unfinished Business**

A. **Call for Applicants**

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

B. **Hold Public Hearing and Re-Affirm Resolution Ordering Improvement - Improvement 23-14 - Hawkins/Ronald/Joseph Resurfacing Project**

C. **Hold Public Hearing and Adopt Resolution for Assessment - 2024-2025 Nuisance Abatement and 2024-2025 Downtown Special Services District**

D. **Hold Public Hearing on Assessment and Adopt Resolution Adopting Assessment - Improvement 23-16 - South Brainerd Resurfacing Project**

10. **New Business**

- A. **Review Consultant's Presentation and Make Recommendation for future transit operation.**
- B. **First Reading - Proposed Ordinance 1592 - Text Amendment for an Accessory Greenhouse for a Cannabis Microbusiness at Yesterday's Gone - Parcel ID# 41241525**
- C. **First Reading - Proposed Ordinance 1593 - Rezoning from CN-2 (Contemporary Neighborhood 2) to GC (General Commercial) to Allow for an Office/Retail Building - 3424 Oak St**
- D. **First Reading - Proposed Ordinance 1594- Business Sign Ordinance**
- E. **First Reading - Proposed Ordinance 1595- Amend Section 320 - Administrative Citations**
- F. **First Reading - Proposed Ordinance 1596 and Consider a Preliminary Plat and Planned Unit Development for a Proposed 190-unit Apartment Complex for Parcel ID's 41020691 and 41020682 on HWY 371 S**
- G. **Consider Distribution of Voyageur Heights EAW**
- 11. **Staff Reports**
(Verbal: Any Updates since Packet)
- 12. **Mayor's Report**
- 13. **Council Member Reports**
- 14. **Adjourn**
 - A. **Adjourn to Closed Session per MN Statute 13D.03 Subd 1(b) for a Closed Union Negotiation Strategy Session with the Brainerd Public Utilities Managers and Supervisors Union**
- 15. **Council Communications**
 - A. **Karl's TV & Appliance**

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"

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 STUNEK, DULY CARRIED, TO APPROVE THE AGENDA.

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

- 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

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 7:31 p.m.

No one came forward.

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

Council Committee Reports

Personnel and Finance Committee

Approve Additional Door Replacement - PD Exterior Repairs Project

Committee Chair Johnson stated that the City budgeted \$500,000 for exterior repairs which was considerably under budget. This is an additional door replacement at a low cost that needed repair.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE ADDITIONAL DOOR REPLACEMENT WITH THE PD EXTERIOR REPAIRS PROJECT FOR \$5,000.

Adopt Resolution Authorizing The Execution Of Traffic Safety Enforcement Grant

Committee Chair Johnson stated that this is the former Towards Zero Deaths grant that the City operates as the fiscal agent for.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO AUTHORIZE THE POLICE CHIEF TO EXECUTE THE 2025 TRAFFIC SAFETY ENFORCEMENT GRANT.

RESOLUTION 62:25

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.

Adopt Resolution Authorizing The Execution Of Traffic Safety Officer Grant

Committee Chair Johnson stated that the grant is for up to \$150,000 and can be utilized for traffic safety enforcement that the department can utilize for work they are already conducting.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO AUTHORIZE THE POLICE CHIEF TO EXECUTE THE 2025 TRAFFIC SAFETY OFFICER GRANT.

RESOLUTION 63:25

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 Misdemeanor Prosecutor Agreement

Committee Chair Johnson stated that the City and other City partners are content with the services by Severson Porter. Staff will negotiate a contract with Severson Porter and return to Council to ratify the agreement.

Member Czeczok asked what the City budgets for prosecution services.

Committee Chair Johnson stated that in 2025 the total cost for prosecution services was \$233,171 of which the City paid about \$130,000. The 2026 budget does include an estimate for 2026 services.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO AUTHORIZE STAFF TO ENTER INTO NEGOTIATIONS WITH SEVERSON PORTER FOR A 3-YEAR CONTRACT FOR PROSECUTION SERVICES AND WITH THE CITIES OF BAXTER AND NISSWA FOR A 3-YEAR JOINT PROSECUTION SERVICES AGREEMENTS.

Discussion of Rate/Plan Design Study for Sanitary and Storm Sewer

Committee Chair Johnson stated that the sanitary and storm sewer funds are enterprise funds and should be profitable. However, they haven't been in recent years. A study may help to get them back on track.

Member Czeczok stated that in 2023 the City had a presentation and set the rates. He wonders if the rate increase in 2023 should have been higher.

Committee Chair Johnson stated that generally a higher rate makes it more sustainable. The sanitary had a couple of unforeseen projects that may have contributed to a negative

balance. With a new rate, the City may be able to build in a rate to accommodate for emergent projects.

Finance Director Hillman stated that she believes the sanitary sewer will have a negative cash balance in 2027 due to the planning of a \$2 million dollar lining project. That project may require bonding. It was the storm sewer that had emergency repairs that caused that fund to go negative. The study may not indicate that rates need to increase but should be completed to ensure healthy rates.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO GET A QUOTE FROM UFS FOR A RATE/PLAN STUDY AND BRING BACK TO COUNCIL FOR AUTHORIZATION TO ENTER INTO THE SERVICE AGREEMENT.

Direction on PILOT Contribution from BPU

Committee Chair Johnson stated that this is directing staff as to what the Council would like to see. The Council may not have the authority to set the PILOT as the Charter refers to a Public Utility Commission resolution to set the PILOT. This is a suggestion that the Council would like to see for as the payment from the utility.

Member Czczok questioned how the Council is directing staff with this motion.

Committee Chair Johnson stated that the motion would direct Administrator Broyles to work with Attorney Langel to find out the legal process and to work with the Public Utilities Commission if there is action to be taken by the committee. This is the Council taking a formal stance on what it would like to see.

Member Czczok asked if the Council recommends the rate structure to the Public Utility Commission as suggested and the Commission approves if it would just return to the Council for approval.

Committee Chair Johnson stated that based on his understanding of the Charter his answer would be yes.

Member Czczok stated that he would prefer the Commission make the recommendation and Council approve it.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO REQUEST THAT THE PUBLIC UTILITIES COMMISSION SET THE PAYMENT IN LIEU OF TAXES (PILOT) FOR TOTAL ELECTRIC REVENUES TO 3% FOR 2026, 4% FOR 2027, 5% FOR 2028 TO THE CITY.

Safety and Public Works Committee

Approve Change Order #1 - Imp 23-13 - TH 371B/Willow Street Roundabout Project

Committee Chair Erickson gave an overview of the change order. The change order is mostly on MnDOT's portion of the project, resulting in an increase in their cost. The City's portion will be roughly half of the amount of the requested change order which includes a decrease.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE CHANGE ORDER #1 FOR THE TH 371B/ WILLOW STREET ROUNDABOUT PROJECT.

Snow Removal for 2025-2026 season

Committee Chair Erickson stated that this a yearly topic. This RFP is difficult to fulfill. There was discussion at the Park Board about utilizing Park staff to manage downtown snow removal. The Park Board did not recommend utilizing Park staff for downtown snow removal as the parks should be a priority.

Member Czczok stated that if there are no proposals received, staff may need to be utilized regardless.

Mayor Badeaux stated that the Park Board was asked whether they were interested in having the Park staff provide snow removal. The Park Board's position is that the City should go through the RFP process as typically done.

Chair O'Day clarified that the Park Board does not employ the park employees. He likened it to the Public Utilities employees. When it comes down to it, the Council will make the right decision.

Mayor Badeaux stated that the correct course of action is to ask the Park Board first and then the City Council to make the decision. That's what has been done here.

Member Czczok stated that he would have preferred this topic to have been on an earlier Council meeting.

Chair O'Day stated that it would be preferable to make this decision before end of summer next year.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO ISSUE A REQUEST FOR PROPOSALS FOR DOWNTOWN SNOW REMOVAL.

Direction on Active Code Enforcement

Committee Chair Erickson gave an overview of the violations.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK TO ABATE PROPERTY AT 907 FIRST STREET FOR JUNK AND DEBRIS, SEND 10-DAY WARNING LETTER TO 1419 MARY STREET AND TOW THE VEHICLE, SEND A \$300 CITATION EVERY 10 DAYS TO 320 4TH ST N UNTIL THE FENCE IS CORRECTED.

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

Committee Chair Erickson stated that currently staff has the ability to administratively abate a property for public health reasons. Amending the ordinance would allow for a quicker response for repeat properties.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO DIRECT STAFF TO DRAFT AN ORDINANCE TO ALLOW STAFF TO ADMINISTRATIVELY HANDLE ABATEMENT OF JUNK AND DEBRIS FOR REPEAT PROPERTIES.

Unfinished Business

Council President- Committee Recommendation

Chair O'Day recommended Mike Duval to the Planning Commission.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO APPOINT MIKE DUVAL TO THE PLANNING COMMISSION TO A TERM EXPIRING DECEMBER 31, 2027.

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)

Water Tower Committee—**2 terms**

Discussion of HRA 2026 Levy Request

Finance Director Hillman gave an overview of the HRA levy request. As of July 31, 2025, the HRA's unassigned cash fund balance is \$498,306. The 2025 levy was held at the same amount as 2024 and was not at the maximum amount allowed by statute.

Member Czczok asked how the payroll is allocated.

HRA Finance Director Karen Young stated that the City Council is presented with the general fund budget for the HRA. The payroll is spread across all funds due to receiving funding from State and Federal programs. The administrative employees are allocated in the general fund, other employees are allocated to other funds.

Member Yeager stated that the HRA levy is separate from the City's levy that has a maximum amount per State statute. If there were to be a shortfall year, the HRA cannot by law levy more than the maximum amount to make up for the shortfall. If the HRA continually is limited to their request, he believes that the board may have less appetite to take on projects if the levy amount requested is not approved. He stated that the shocking 31% increase is due to the fact that the HRA levy was held flat for the last 2 years.

Member Johnson stated that as the liaison for the previous 10 years, he was concerned about the amount of time spent on initiatives for the Crow Wing County HRA at the cost to the Brainerd citizens. He is hopeful that if Member Yeager is suggesting the full amount be levied by the citizens of Brainerd that priority is being given to projects within the City and agreements have been resolved.

Chair O'Day asked for clarification on the levy being based on the market value of the City.

Finance Director Hillman stated that the max levy for the HRA is a percentage of the cities previous estimated market value. She also clarified again that the levy is separate from the City's levy. It is listed under "other levies" when you look at your tax statement. The HRA is a separate taxing authority, but the City Council sets the amount.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND BEVANS, DULY CARRIED, TO SET THE 2026 PRELIMINARY LEVY FOR THE BRAINERD HRA AT \$227,866.

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

Finance Director Hillman gave an overview of the options for the preliminary levy. She stated that there are still a number of unknowns that will be resolved in the coming weeks that the Council was hoping were determined prior to setting the preliminary levy.

Chair O'Day stated that he is more comfortable setting the preliminary levy at a special meeting in order to give more time to resolve some of the open items.

Member Czczok asked for clarification on open items and making assumptions. He asked about the amount of the PILOT for 2026 if the Public Utilities Commission approves the 3% that the Council has structured.

Finance Director clarified that assumptions were made for certain expenditures. She stated that the PILOT would be an estimated \$53,000 increase over 2025.

Member Johnson stated that he agrees that waiting could be beneficial.

Member Czczok stated that he recognizes the impact of the significant increase to the contribution to the Airport as we knew would happen. However, he also asked about employee salary increases over the last year.

Finance Director Hillman stated that the increase in the working funds for personnel services has increased 6.44% over 2025. Similar to the HRA, the working funds are levied. That is not the total payroll for the City as other funds are also utilized for personnel. A majority of the increase to working is coming from the Airport and personnel services.

Member Johnson stated that the personnel services figure is assuming that the City will be 100% staffed, without resignations or retirements. He believes it is an inflated number.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO SET A SPECIAL MEETING FOR SEPTEMBER 29, 2025 AT 6:00 P.M.

New Business

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

Finance Director Hillman stated that the City is planning to bond for 2025 construction projects. The debt structure has changed since the debt levy calculation in August. The 2026 bond structure is a little unique in that the bond is paying for a project done in 2025 that will not be assessed until 2027. This creates a situation where the City needs to decide whether to capitalize interest. Staff recommends not capitalizing the interest and using more of the projected cash balance to keep the debt levy flat.

Member Johnson stated that he agrees with staff's recommendation to use cash balance and not capitalize the interest.

Chair O'Day stated that he agrees with Member Johnson, and he is in favor of anything the Council can do to soften the blow on the levy.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ADOPT RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL

OBLIGATION BONDS, SERIES 2025A, IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$3,480,000.

RESOLUTION 64:25

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.

Adopt Resolution - Call for Public Hearing on Improvement - Imp 23-14 - Hawkins/Ronald/Joseph Resurfacing Project

City Engineer Dehn stated that staff reviewed documentation for this project, and the notice of hearing was improperly noticed. This resolution will reschedule the public hearing to hear public testimony on the project. Staff is recommending no work to be completed until after the public hearing.

Member Johnson asked if it is standard practice that an engineering firm send the notice of hearings to the newspaper. He commented that it must make the project more expensive.

City Engineer Dehn stated that when a firm administers a project, it also conducts the administrative tasks.

Administrator Broyles confirmed that it is an industry standard for a firm to administer all aspects of a project.

Member Erickson stated that this is a frustrating oversight. He commended staff for finding the mistake and correcting it with minimal delay.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON TO ADOPT RESOLUTION CALLING FOR A PUBLIC HEARING FOR IMPROVEMENT 23-14 ON OCTOBER 6TH, 2025 AT 7:30 P.M.

RESOLUTION 65:25

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.

Adopt Resolution - Order Feasibility Report - Imp 25-05 - Southeast Brainerd Reconstruction Project

City Engineer Dehn gave an overview of the proposed project.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON TO ADOPT RESOLUTION ORDERING THE FEASIBILITY REPORT FOR IMPROVEMENT 25-05-SOUTHEAST BRAINERD RECONSTRUCTION PROJECT.

RESOLUTION 66:25

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.

Adopt Resolution Declaring Costs to be Assessed for Nuisance, Downtown Snow Removal, and Downtown Special Services Assessments and Call for Public Hearing

City Engineer Dehn stated that the City needs to declare all of the costs to be assessed and schedule the public hearing. Staff recommends October 6th at 7:30 p.m. for the public hearing.

Member Johnson asked about the difference between 2023-2024 and 2024-2025 downtown snow removal. He asked to have staff send the information.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ADOPT RESOLUTION DECLARING COSTS TO BE ASSESSED FOR NUISANCE, DOWNTOWN SNOW REMOVAL, AND DOWNTOWN SPECIAL SERVICES ASSESSMENTS, ORDER THE PREPARATION OF THE PROPOSED ASSESSMENT, AND SET A PUBLIC HEARING ON THE PROPOSED ASSESSMENT ON OCTOBER 6, 2025 AT 7:30 P.M.

RESOLUTION 67:25

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.

Adopt Resolution Declaring Costs to be Assessed for Improvement 23-16- South Brainerd Resurfacing Assessments and Call for Public Hearing

City Engineer Dehn stated that the City needs to declare all of the costs to be assessed and schedule the public hearing. Staff recommend October 6th at 7:30 p.m. for the public hearing.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK TO ADOPT RESOLUTION DECLARING COSTS TO BE ASSESSED FOR IMPROVEMENT 23-16- SOUTH BRAINERD RESURFACING, ORDER THE PREPARATION OF THE PROPOSED ASSESSMENT, AND SET A PUBLIC HEARING ON THE PROPOSED ASSESSMENT OF OCTOBER 6, 2025 AT 7:30 P.M.

RESOLUTION 68:25

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

Consider Extension of Kamp Realty Brokerage Agreement

Community Development Director Kramvik gave an overview of the addendum.

Member Czeczok questioned why the Council needed to approve this agreement.

Community Development Director Kramvik stated that the City owns the properties.

Member Bevans stated that he would vote against the extension, as he doesn't believe they have marketed anything.

Chair O'Day stated that Kamp is in the process of selling 3 lots in the Industrial Park.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND YEAGER TO APPROVE THE EDA TO ENTER INTO AN AGREEMENT WITH KAMP REALTY ON ADDENDUM NO. 2 TO THE EXCLUSIVE LISTING AGREEMENT.

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

Consider Childcare Incentive Policy

Community Development Director Kramvik gave an overview of the policy for commercial and home daycare facilities.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND YEAGER, DULY CARRIED, TO APPROVE THE CHILDCARE INCENTIVE POLICY FOR A PERIOD OF TEN YEARS.

Staff Reports

Community Development Director Kramvik gave an overview of the Planning Commission agenda. He also reminded citizens that Touch a Truck is from 10 a.m. to 12 p.m. on Saturday, September 20th.

City Engineer Dehn gave an update on the downtown snow removal costs for 2024-2025 is \$73,000 and the cost for 2023-2024 was \$54,000. Construction continues to progress. Some of the projects will be completed too late to assess for the projects this year. He will also be presenting changes for the Wright Street project.

Administrator Broyles stated that the LCCMR committee will be meeting at Lyman P. White Park on Tuesday, September 16th around lunchtime to talk about trail connectivity.

Mayor's Report

Mayor Badeaux gave a shoutout to Hubbard Radio, who were awarded the Twins Affiliate of the Year Award. The award is a huge win for Brainerd Area Baseball. Homecoming week is this week, he gave a big shout out to all the athletes and the football team. He stated that the Flapjack Festival will be held in conjunction with the Touch-A-Truck event.

Council Member Reports

Member Czczok stated that if anyone had even a little celebration over the assassination of Charlie Kirk is as evil as the shooter. He also stated that every Council packet has staff recommendations included. Sometimes the Council takes staff's recommendations, other times not. Sometimes Council is asked to make a recommendation to staff. The onus is on the Council for any final decision.

Member Stunek stated that on September 11th he participated in the Fire Department's annual stair climb in honor of the anniversary of the 2001 attacks. The Firefighter hiring test was held on September 13th, there were some promising candidates.

Member Yeager stated that the Airport is interviewing for the ARFF position, there were 22 applications. The Airport decided to self-advertise for the permanent Airport Director position. Applications will posted in October. He stated that "heavy iron" has two different meanings. For pilots it means great big aircraft, the Airport had a Boeing 737 take off for Vegas recently. For ARFF employees "Heavy iron" also means a big cupping plow and tractor, that has been delivered. The fencing projects was completed a week early.

Member Bevans stated that he will attend the Charter Commission meeting. The Pride event happened at Gregory Park on September 9th. It looked like a great time.

Member Erickson stated that he will be attending Planning Commission, he is excited to be back at full strength for that committee.

Member Johnson stated that he received correspondence from a constituent in the Brainerd Oaks development requesting that the City consider establishing a park or gathering space in the development.

Chair O'Day reiterated comments about the assassination and school shootings that have taken place as of late. He stated that growing up, events like these would happen in far off countries. He feels people not having open conversations and disagreements without flying off the handle and it shouldn't be happening. He reminded Council Members that they represent the City of Brainerd. He hopes at some point, that the Country can get back to people feeling they can have opinions.

Adjourn

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

The Chair adjourned the meeting at 8:42 p.m.

Nicholas W. Broyles
City Administrator



RECREATION REPORT

Fall Leagues:

- Kickball League
- Softball leagues (MS2, Coed)
- Concessions
- Pickleball Leagues (Competitive, Recreational)
- Great Pumpkin Festival (10/4/25)
- Fee Schedule

PARKS MAINTENACE REPORT

- Working with LoonFest, organizing concerts at Mills Field
- Started blowdown and winterizing of park systems
- Working with Hy Tec & CCCA on new batting cages
- Getting estimates on rock firepit repair at Lum Park
- Building downtown History sign
- Mulching and weeding Lyman P. White
- Prepping athletic fields
- Repairing T010 Mower
- Cutting lips and repairing Mills Field
- Bring extra garbage cans for washing and storage
- Repaired air compressor
- Edging sidewalks and blowing concrete areas
- Trimming trees and shrubs
- Watering downtown
- Mowing all park and miscellaneous areas
- Pricing Turf-friendly vehicles
- Weed whipping

STREETS & SEWER

- Patch potholes



- Tree removal for batting cage addition
- Haul and mix sand for 2025-26 salt/sand
- Jet annual sanitary sewers
- Mow ROW's
- Grade and repair alleys
- Touch-a-truck
- Traffic control for street closures
- Paint fence poles on College Dr.
- Clear storm sewers/drains after heavy rainfall

TRANSIT REPORT

The Transit Team would like to provide a quick guide on how new riders can get started with our service and use our new app. Brainerd & Crow Wing Transit puts riders first.

Getting Started

New riders can set up their profile by calling **218-825-7433** to speak with a friendly dispatcher. The dispatcher will assist with:

- Creating a rider profile (name, phone, email, mailing address)
- Adding mobility needs or Personal Care Attendants (PCAs)
- Setting up ride reminders via **text, phone call, email, or app**

Dispatchers are happy to answer any questions about the service.

Booking a Trip

To book a ride, riders will need to provide:



- **Pick-up and drop-off locations**
- **Date of travel**
- Desired **pick-up time** (with a 0–20 min window) or required **arrival time** (arrive no more than 20 mins early)

Dispatch will confirm if a guest or PCA is traveling, and accommodate any mobility needs (e.g., lift access) if requested.

Payment Options

- **Cash** (exact change only – drivers do not carry change)
- **Transit tickets**
- **Cash + tickets**
- **Credit card** (available through the app for an additional fee)

App & Web portal - Brainerd Dial-A-Ride

The **Brainerd Dial-A-Ride app** and **web portal** offer convenient options for booking, canceling, and checking trip details.

- Apple App Store: [Brainerd Dial-A-Ride on the App Store](#)
- Google play store: [Brainerd Dial-A-Ride - Apps on Google Play](#)
- Web portal: [Dial-A-Ride](#)



How-to Guides:

How to use the app: [How to Ride Guide](#)

[How to Ride Guide - with subtitles](#)

These tools give riders additional flexibility and control over their transit experience, putting riders first.

The rider brochure is attached for your reference and includes these instructions in detail, along with app information.

More information can be found by visiting our official website: [Brainerd & Crow Wing Public Transit | Brainerd, MN](#)

Engineering Division

Beech/Oakridge Reconstruction Project

The work on this project is progressing roughly a couple weeks behind schedule. The contractor is completing grading work on the south half of the project with curb and gutter expected to be placed this week. Watermain will be continuing northward, roughly halfway through Beech Street up to Oak Street. Landwehr will continue to move forward with underground utility replacement over the next month or so with final road building occurring in October.

Wright/10th Reconstruction Project

Landwehr has completed construction of curb and gutter and the first lift of paving on the west half of Wright Street. Underground utility work is continuing on Wright Street between 10th and 13th Streets, followed by grading and gravel placement. At this point, the project is roughly 2 months behind the original schedule. After meeting with the contractor, it has been discussed that it is in our best interest to not begin work on the 10th Street portion of the project, as it is likely with the likely weather conditions in October and November that the quality of the product would be undesirable. Staff has been monitoring progress with providing avenues for the contractor to accelerate progress in that the remaining portion of Wright Street can be completed with curb and pavement before the end of this construction season. A more detailed memo is being provided to the Council

TH 371B/Willow Roundabout Project

The contractor has completed the underground utility work including the new storm sewer for the roundabout. Grading has already started and will continue through this week. Curb and gutter and sidewalk is also planned for this week. It is likely that the project will continue into paving over the next week with final completion by mid-October, at which time, the detour route would be removed. The RRFB signs for the pedestrian crossings are slightly delayed and will be installed after completion of the rest of the work. Staff and SEH have continued to coordinate with both residents on and nearby the project to address concerns and with Police to keep travel on the detour routes and nearby safe.

South Brainerd Resurfacing Project

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

Hawkins-Ronald-Joseph Resurfacing Project

Staff and Moore Engineering has held a pre-construction meeting with J&J Excavating regarding the timeframe of construction for this project and other details. It hasn't been finalized if work on Hawkins Drive will occur this fall with the re-scheduled hearing to occur on 10/6, but if it is not, it would be planned to complete in early 2026. With the timing of the TH 371B/Willow Street Roundabout project and using Joseph Street as the local detour for that project and necessary gas line relocations, it is likely that the Joseph/Ronald/alley portion of the project will occur in Spring 2026.

2025 Lowell Safe Routes to School Project

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

TH 210/Washington Street Reconstruction Project

MnDOT has prepared plans to the 95% stage and staff has provided comments regarding the planned utilities and street lighting. Staff will continue to work with SRF and MnDOT as the plans are wrapped up to 100% completion.

M Street Storm Sewer Outfall Repair Project

Staff and WSB held a pre-construction conference with the contractor to discuss details of construction including planned schedule. The construction is anticipated to begin at the beginning of October with roughly 3 weeks of planned work.

2025 Chip Sealing Project

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

Library Exterior and Mechanical Repairs Project

The contractor has completed boiler replacements and repairs to the restroom. Doors were being painted with installation to follow shortly afterwards. Staff will perform a final walkthrough with the contractor once work is completed to determine if any punchlist items remain.

2025 City Tree Plantings Project

The trees for this project have been planted throughout College Drive, Jaycees and Triangle Parks. Staff will be following up to ensure the trees perform and establish before the expiration of the 1-year warranty period.

Police Department Exterior Repairs Project (2024)

The contractor will be completing window replacement shortly. After window replacement, the contractor will work on new painting. The additional door will be replaced once received and painted later this fall. Once complete, staff will review the project items for completion for final acceptance and contract close out.



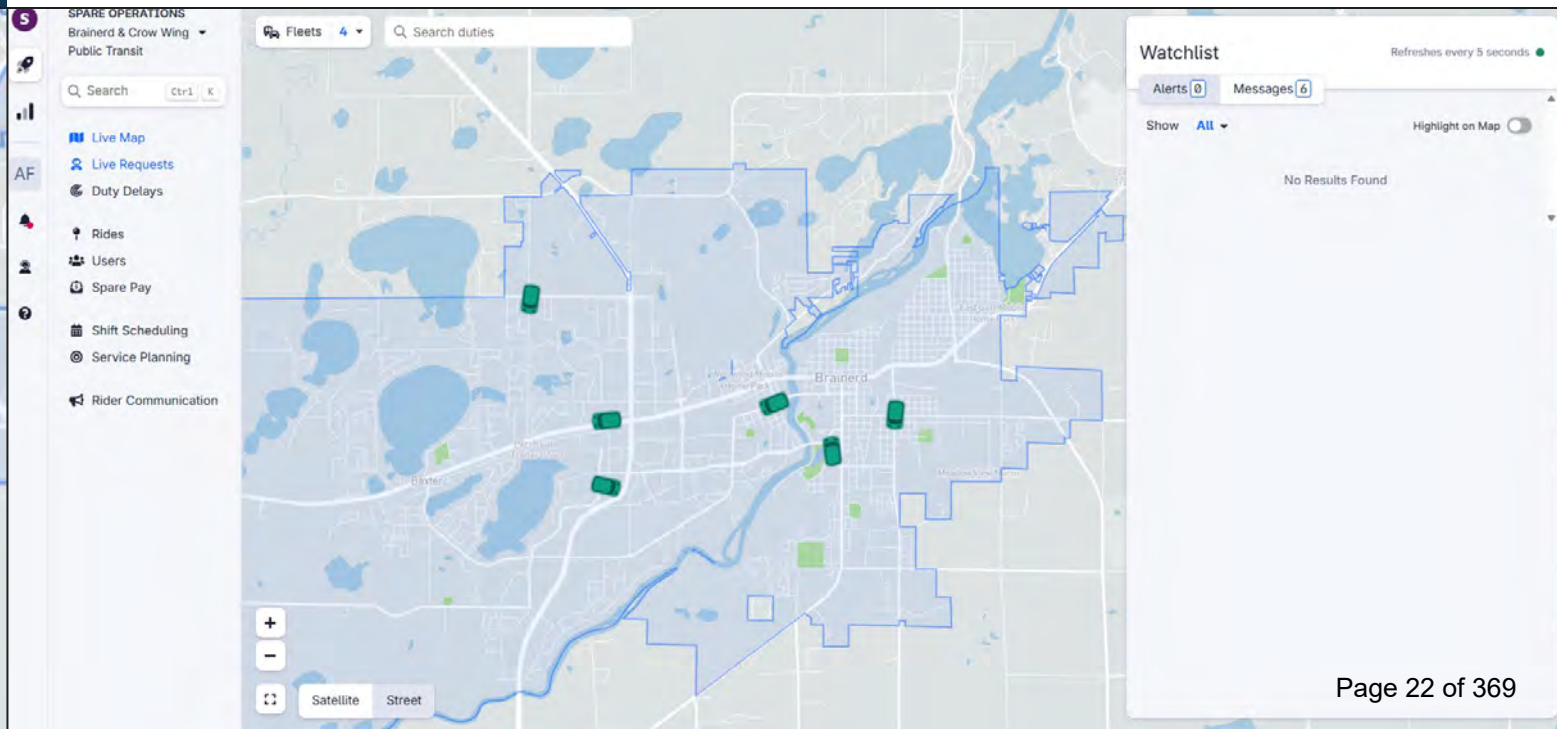
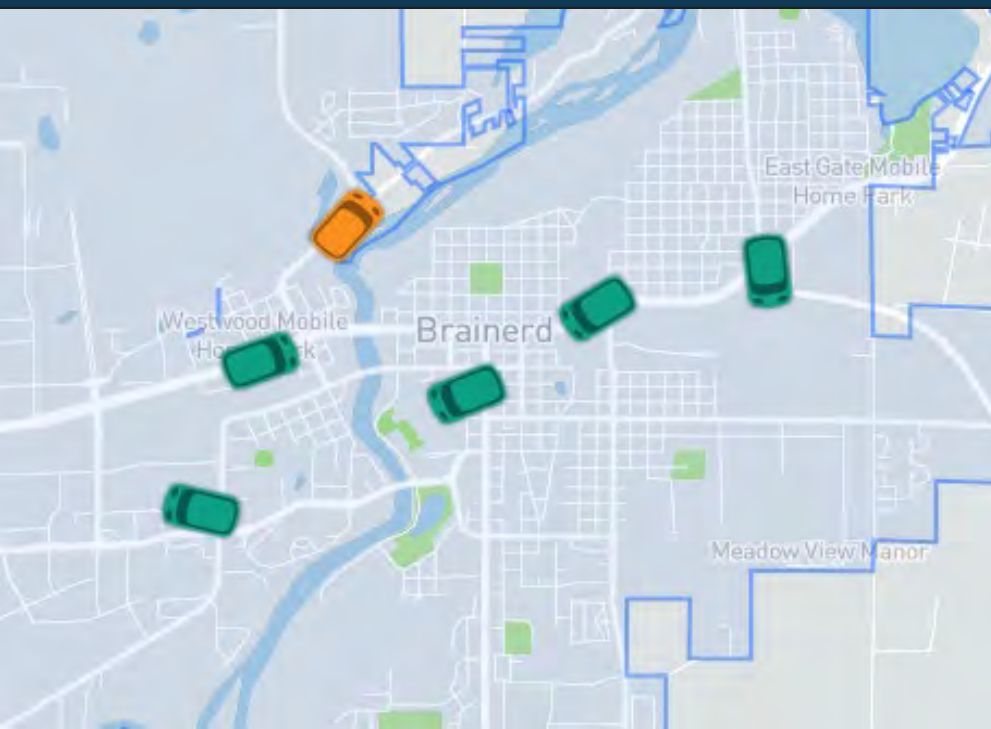
Spare

Dispatch & Rider software

Dispatch Interface

Live Map

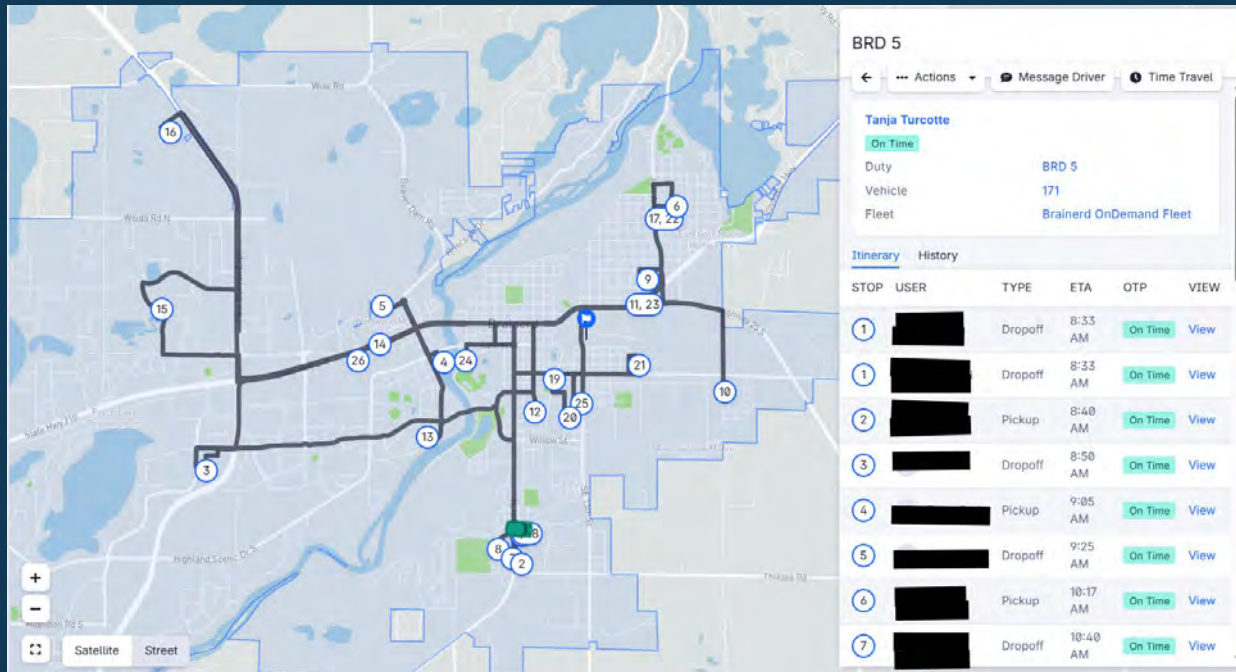
- Real time location of buses
- Color coded bus icons showing when trips are in danger of running behind schedule
- Access to alerts and messaging to drivers without leaving the live map



Trip Optimization

- Spare AI automatically reassesses and adjusts routes in real-time, reducing manual dispatcher effort

- Continuously optimize routes and manifests using live Google traffic data

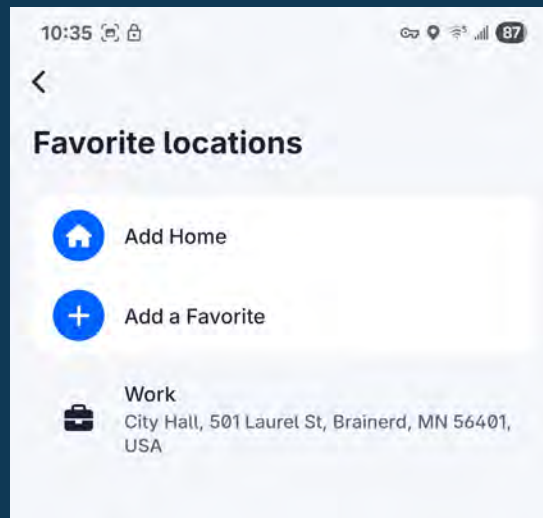
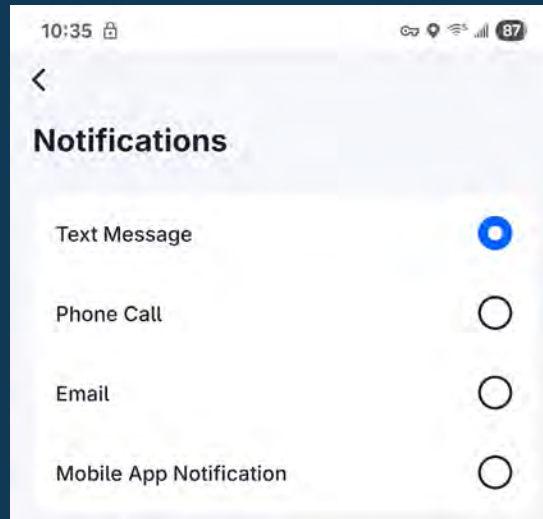
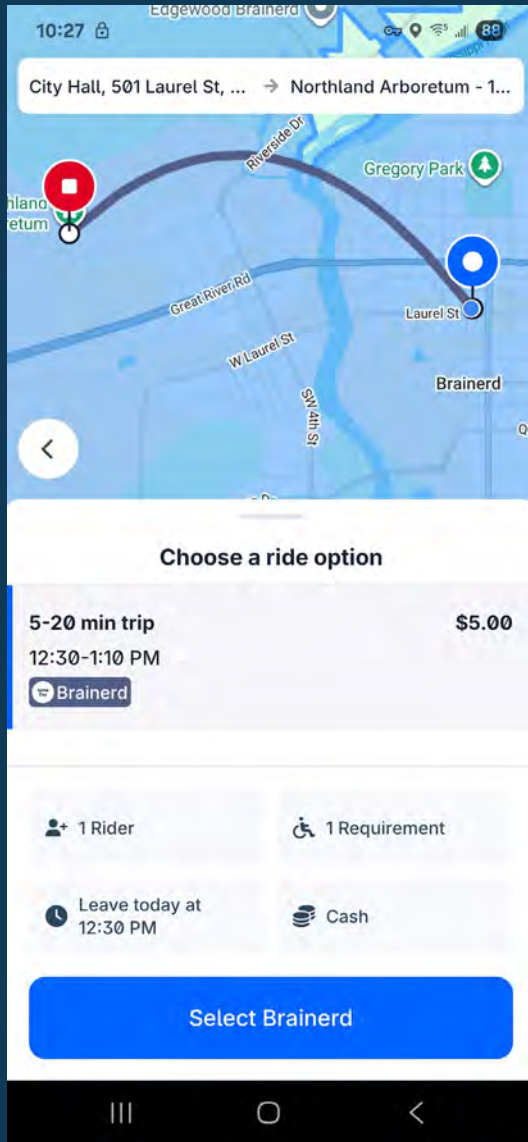


Live Request

Live Requests											
Filter Wednesday, August 20 Today											
Metrics											
Summary By Hour By Driver By Service By Fleet											
	ALL	COMPLETED	MATCHED	UNMATCHED	DISPATCHING	ON TIME	LATE	NO DRIVERS	NO SHOW	BPVH	OTP
Total	130	130	0	0	0	130	0	0	0	2.21	100.00%
Past	130	130	0	0	0	130	0	0	0	2.21	100.00%
Upcoming	0	0	0	0	0	0	0	0	0	-	-
Requests 11 Import Requests Add Request											
STATUS	RIDER	DRIVER	VEHICLE IDENTIFIER	REQUESTED PICKUP TIME	SCHEDULED PICKUP TIME	REQUESTED PICKUP ADDRESS	REQUESTED DROPOFF ADDRESS	RELEVANT OTP	ACTIONS		
Completed		Lenny Sanvig	155	Wed, Aug 20, 2025 6:00 AM	Wed, Aug 20, 2025 6:21 AM			On Time			
Completed		Brian Garcia	171	Wed, Aug 20, 2025 6:15 AM	Wed, Aug 20, 2025 6:32 AM			On Time			
Completed		Lenny Sanvig	155	Wed, Aug 20, 2025 6:30 AM	Wed, Aug 20, 2025 6:43 AM			On Time			
Completed		Denise Osvoid	201	Wed, Aug 20, 2025 6:45 AM	Wed, Aug 20, 2025 6:45 AM			On Time			
Completed		Tanja Turcotte	181	Wed, Aug 20, 2025 6:50 AM	Wed, Aug 20, 2025 7:03 AM			On Time			
Completed		Lenny Sanvig	155	Wed, Aug 20, 2025 6:50 AM	Wed, Aug 20, 2025 6:32 AM			On Time			
Completed		Brian Steuck	240	Wed, Aug 20, 2025 7:00 AM	Wed, Aug 20, 2025 7:00 AM			On Time			

- Allows dispatch to monitor trips as they are completed.
- Easy visualization of the status of trips as they flow through dispatching

Rider Experience



- Gives riders the option to book how they want through dispatch, app, web portal, or after hours through A.I. voice
- Riders can receive notifications on upcoming trips and when their bus is arriving
- The ability to set favorite locations for fast and easy booking.

<

Jun 2, 2025

How was your ride?

June 2, 2025 to City Hall, 501 Laurel St, Brainerd, MN 56401, USA

Great! What did you like?

above & beyond

on time

app experience

comfort

driving

professionalism

stop location

price

transit connection

Write an optional comment to Brainerd – Simulation Org support

Rider Feedback

- Track and monitor rider experience

Reviews			
Filter			
CREATED AT	REVIEWER	REVIEWEE	RATING
Fri, Aug 22, 2025 4:15 PM		Jeremy Arndt	100%
Fri, Aug 22, 2025 10:53 AM		Brian Steuck	100%
Fri, Aug 22, 2025 10:27 AM		Lenny Sanvig	100%
Fri, Aug 22, 2025 9:11 AM		Lenny Sanvig	100%

Page 26 of 369

HOW DOES BRAINERD & CROW WING TRANSIT WORK?

Connecting the people of
Brainerd, Baxter, and Crow
Wing County!



DIAL-A-RIDE SERVICE

Dial-a-Ride will pick you up curbside and is available to anyone living within the City of Brainerd and the City of Baxter. Also serving Crow Wing County with service in Crosby and Pequot Lakes.

For more information about Dial-a-Ride service or to make a reservation, call Dispatch at 218-825-7433.

RIDE THE BUS!

We are Public Transit serving our community Monday through Friday from 6 a.m. to 6 p.m. This is a shared ride service, and the bus will make additional stops along the way. We will pick you up curbside and bring you wherever you're scheduled to go. Perfect for work, shopping trips, medical appointments, and all other transportation needs.



TRANSIT MAP AND RIDER GUIDE

DIAL-A-RIDE FARES:

PER ONE-WAY RIDE and
SCHEDULED IN ADVANCE

Brainerd Origin **\$3.00** , *same day \$5.00*

Baxter Origin **\$7.00** , *same day \$11.00*

Crow Wing County Pequot Lakes or Crosby
\$8.00 , *same day \$12.00*

PASSES:

\$10 AND \$20 PREPAID FARE TICKETS
AVAILABLE FOR PURCHASE ON OUR
WEBSITE OR AT BRAINERD CITY HALL

ACCESSIBLE VEHICLES

All Brainerd & Crow Wing Transit vehicles are fully accessible ADA compliant. Our lifts make it easy to board the bus



"It is the Mission of the Brainerd & Crow Wing County Public Transit agency to facilitate mobility by providing options for safe, efficient and reliable transportation."



<https://www.ci.brainerd.mn.us/Transit>



218-825-7433 or
866-925-7433

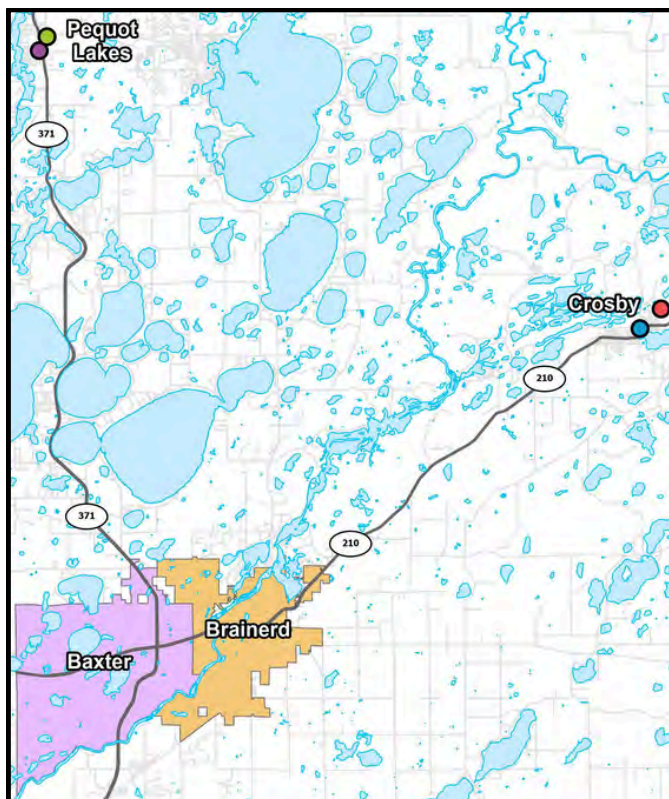


501 Laurel St, Brainerd MN
56401

Includes:
Complete Schedule
Service Area Map
Fares and Transit Tickets
Dial-a-Ride Information

**CONNECTING
BRAINERD, BAXTER &
CROW WING COUNTY**

SERVICE AREA MAP FOR BRAINERD & CROW WING TRANSIT



Legend

- County Dial-a-Ride Stops
- Hallett Community Center
- Holiday Gas Station
- St Alice Catholic
- SuperValu
- Baxter Dial-a-Ride
- Brainerd Dial-a-Ride
- Highways
- Other Roads
- Water Features

Produced by City of Brainerd GIS, 2023

Brainerd Dial-A-Ride App

“Putting Riders First”

- Book, cancel, and manage trips on your phone at any time
- Set notifications to get reminders of scheduled trips
- Set up commonly used locations as favorites
- Stay up to date on announcements



Scan with
phone
camera



Dial A Ride Extras

- *Bring your bicycle. All buses are equipped with easy loading bike racks*
- *Passengers may request driver assistance to and from doors and help with small packages*
- *Due to space and safety there is a 6 bag limit per passenger*
- *The bus will arrive 0 to 20 minutes from your requested pick up time. They will wait 3 minutes before proceeding to the next stop*
- *Please allow extra time as the bus makes additional stops*
- *State law requires wearing seat belts at all times*
- *Service animals are allowed. All other animals must be contained in a pet carrier*
- *All buses are equipped with ADA Accessible lifts*

TIPS FOR RIDING THE BUS

- Save money by scheduling Dial-A-Ride requests at least one day prior to need
- To avoid a No Show make sure you cancel your trip before your bus is enroute
- Please be ready to pay your fare when you board, with exact cash or a ticket. Drivers do not carry change. Cash, check, or tickets are valid fares.

FIND MORE ON OUR WEBSITE

- Purchase Transit fare tickets
- Transit Operating Policies
- Transit Language Assistance Plan
- Title VI Notification Plan
- ADA & Reasonable Modification Plans
- Rider Safety Guide
- Bicycle Rack information

FOR CURRENT SCHEDULE UPDATES AND INFORMATION:

- <https://www.ci.brainerd.mn.us/Transit>
- 218-825-7433 (RIDE)
- Service from 6 AM - 6 PM, Monday - Friday. Closed on major holidays.



HR DIRECTOR REPORT

In this report:

- Union Negotiations
- Wellness Committee
- Public Utilities Director
- Personnel
- Employee Policy Manual
- Benefits
- Airport

Union Negotiations

The 2025-2027 Union Contract between the City and the Teamsters (Police Lieutenant & Sergeants) Union has been signed by all parties.

A closed union negotiation strategy session is scheduled for Monday, October 6th, to update and seek direction from Council regarding our Public Utilities Managers and Supervisors Association Union.

Staff recently met with a IUOE Union representatives to discuss the Union's proposed Memorandum of Agreement regarding the new Paid Family Medical Leave law.

Wellness Committee

The 2025 Employee Appreciation Event was held on October 2nd at the Public Works facility. We would like to thank all those that took time out of your busy schedules to participate.

2024 Innovation and Exceptional Service Awards were announced at the Employee Appreciation Event. The winner of the Innovation Award was Jay Personius and the winner of the Exceptional Service Award was Kelly Eades. Congratulations to both of you and thank you for the amazing work you do for the City of Brainerd!

Public Utilities Director

On September 29th, the Council officially established the Public Utilities Director Work Group consisting of City Administrator Broyles, HR Director Schubert, P & F Chair Johnson, Council Liaison to the Public Utilities Commission Czezok and Public Utilities Commissioners Angland and Matten.

Jeff Weldon from GMP Consultants suggested that we utilize a rolling interview model and encouraged applicants to apply as soon as possible for our Public Utilities Director position. By utilizing this model, we can interview at any time. Four applications were received as of September 30th.

Personnel

Farewell to:
Anthony Moberg - POC (9/30)

Current Job Opportunities:
Police Officer - Open and accepting applications through October 7th.

Paid on-call Firefighter - Interviews are scheduled for October 7th.

Police Intern - Conditional job offer has been given and candidate is now going through the pre-employment process.

Airport Rescue & Fire Fighting (ARFF)/Operations - Conditional job offer was given and candidate is going through pre-employment process.

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

Employee Policy Manual

Our Employee Policy Manual (EPM) must be updated before the end of 2025 to incorporate recent law changes specifically regarding the new MN Paid Family & Medical Leave, ESST and meals/breaks. Staff have begun our review and we are planning to present the revised EMP for Council consideration in November.

Benefits

Following the RFP deadline of September 9th, the Employee Insurance Committee met on September 25th to review the results. The Committee recommended accepting the revised quote from the Better Health Collective with a 3% increase and a 15% rate cap for 2027. This recommendation will be submitted to the City Council for approval at the October 6th meeting.

Once that health insurance decision is made by Council, Staff will quickly organize our Open Enrollment meeting for employees to select their 2026 benefits. There are a lot of ancillary benefit changes for 2026 with the implementation of the new MN Paid Family Medical Leave to be effective January 1, 2026, as well.

Airport

HR Staff assisted the Interim Airport Manager in the recent Airport Rescue and Firefighting hiring process. We have also provided assistance updating the Airport Manager job description and anticipate the job posting will go live by October 13th.



Brainerd Fire Department Monthly Report

September 2025

September proved to be a remarkably demanding month, marking our busiest on record for call volume. Despite the high incident volume, the department maintained a rigorous and comprehensive training schedule, focusing heavily on inter-agency collaboration and specialized emergency preparedness.

The department prioritized specialized and collaborative training crucial for high-risk, low-frequency events:

Training began with a focus on core operations, specifically drafting and water supply.

We conducted essential joint training with Crosslake Fire Department, local Law Enforcement agencies, and North Ambulance. This major exercise included practicing Rescue and Triage Task Forces in response to a mass casualty/act of violence.



Personnel completed their required annual ARFF live fire refresher in partnership with the Brainerd Lakes Regional Airport.





Brainerd Fire Department Monthly Report

September 2025



The Brainerd Fire Department provides crucial emergency support to the dedicated Aircraft Rescue and Fire Fighting (ARFF) crew at the Brainerd Lakes Regional Airport, enhancing the safety of the travelling public.

- Disaster Management Exercises:

We participated in a Large Tabletop Exercise with CWC Emergency Management and FEMA to simulate and refine response protocols for a major wind event.



**PREPARING
TOGETHER**
**THANK YOU TO OUR
LOCAL, STATE, AND
FEDERAL PARTNERS**
WINDSTORM TABLETOP EXERCISE

Chief Holmes also attended the annual review of the BRD Airport Emergency Action Plan (EAP) tabletop.

Paid On-call testing was completed with 16 applicants passing all the testing. The department is scheduled to hold applicant interviews in early October.



Brainerd Fire Department Monthly Report

September 2025



The annual 9/11 Memorial Stair Climb event was successfully held to honor those who lost their lives.

INSPECTIONS	
Fire Alarm	41
Fire Pump	4
Hood Suppression	16
Commercial Kitchen Exhaust	26
5 Year Sprinkler	3
Sprinkler System	30
Special Suppression	1



Brainerd Fire Department Monthly Report

September 2025

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	3
Rescue & Emergency Medical Service	9
Hazardous Condition	8
Service Calls	7
Good Intent Call	19
Alarm Activation	23
TOTAL	69
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	2
Rescue & Emergency Medical Service	2
Hazardous Condition	3
Service Calls	5
Good Intent Call	11
Alarm Activation	11
TOTAL	34

Upcoming Event:

* Brainerd Fire Department Open House October 9th, 2025 from 5 PM to 7 PM.





City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Approve Revised Billing Representative Job Description and Authorize Staff to Conduct an Internal-Only Job Posting Process

ACTION REQUESTED: Approve/Deny Motion

ESTIMATED TIME (MIN): N/A - consent

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

PRESENTER: Danny Loch, Finance Manager, Kris Schubert, Human Resources Director

SUMMARY OF ISSUE: Billing Representative Kelly Dean retired effective August 29th. After reviewing and considering our organizational structure and needs, Staff recommends backfilling the Billing Representative position with a few changes to the job description. Attached is the updated job description as well as a redlined version depicting the changes for the Council's review. The Brainerd Public Utilities Commission, at its September 29, 2025, meeting, recommended to the City Council approval of the revised Billing Representative Job Description as presented; further, to conduct an internal-only job posting process.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Consent Calendar: Approve the revised Billing Representative Job Description and authorize Staff to conduct an internal-only job posting process.

FINANCIAL IMPACT: n/a



Billing Representative

Department: Public Utilities

FLSA Status: Non-Exempt

General Definition of Work

The Billing Representative job classification is a union position under the general supervision of the Business Office Supervisor. This role is responsible for performing a range of duties related to the accurate and timely billing of customer utility accounts, including electric, water, and wastewater services. In addition to billing responsibilities, the position provides support across various business office functions such as customer service, data entry, records management, and front-desk operations.

Qualification Requirements

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

Essential Functions

- Oversees all necessary procedures and functions to generate regular and final billings for all utility customers, including billing customer deposits.
- Responsible for the proper creation and maintenance of customer accounts including the resolution of associated problems.
- Generates utility bills ensuring all charges are billed accurately,
- Assists with the preparation and mailing of billing statements to customers.
- Evaluates customer accounts with irregular consumptions and makes adjustments when necessary.
- Assists customers with billing issues, complaints, service concerns, and responds to outside agencies related to the same.
- Updates meter log and AMR/RF command center including changing out meters on customer accounts.
- Runs and checks for accuracy, monthly and yearly reports for billing, including seasonal accounts, sprinkling sewer credits, and electric heat tax exemptions.
- Prepares, distributes, and maintains a variety of billing and customer reports, documents, and correspondence for utility customers, utility staff, realtors, and other outside agencies.
- Assists with ACH bank drafts and credit cards and monthly processing of ACH payments, and NSF Charge backs.
- Performs other duties as apparent or assigned.

Billing Representative

Page 2

Knowledge, Skills and Abilities

- Working knowledge of BPU's policies and procedures, including safety practices and procedures.
- Demonstrates organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms and an aptitude for math to provide the ability to compile, review, and tabulate financial data.
- Outstanding communication and interpersonal skills and be able to work with customers to answer questions and provide service in a professional manner. Must be able to deal with complaints, difficult situations, and angry individuals. Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner; and preserving confidentiality of account and credit information relating to customer accounts.
- Require knowledge and understanding of BPU accounting and billing systems and practices related to customer accounts.
- Proficient in the use of PC's and relevant software packages; knowledge of basic office equipment, as well as accounting and clerical procedures; accurately managing files and records; possess ability to create spreadsheets, compose correspondence, manage databases and create presentations, reports and documents.

Education, Experience and Special Requirements

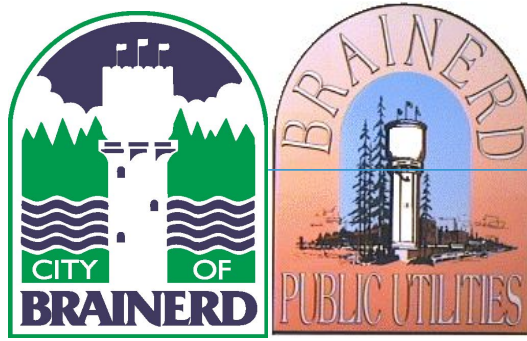
- High school diploma or GED
- Completion of office practices and/or general accounting courses, and/or equivalent combination of related education and experience.
- One or more years of utility related experience.
- Valid MN driver's license

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee is not required to work in adverse weather conditions.

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

Last Revised: September 24, 2025



Billing Representative

Department: ^ Public Utilities ^ * Brainerd Public Utilities (BPU) Business Office *
 FLSA Status: Non-Exempt

General Definition of Work

The Billing Representative job classification is a union position under the general supervision of the ^ Business Office ^ * Accounting * Supervisor. ^ This role is responsible for performing a range of duties related to the accurate and timely billing of customer utility accounts, including electric, water, and wastewater services. In addition to billing responsibilities, the position provides support across various business office functions such as customer service, data entry, records management, and front-desk operations. ^ * who oversees a variety of accounting, office support, and/or administrative duties relating to the billing of customer utility accounts for electric, water, and wastewater. Performs other duties as apparent or assigned. *

Qualification Requirements

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

Essential Functions

- Oversees all necessary procedures and functions to generate regular and final billings for all utility customers, including billing customer deposits. * mailing of all bills *
- ^ Responsible for the proper creation and maintenance of customer accounts including the resolution of associated problems. ^
- Generates utility bills ensuring all charges are billed accurately.
- Assists with the preparation and mailing of billing statements to customers. ^
- * Accountable for properly setting up and maintain customer accounts to ensure accounts are billed correctly. *
- * Ensures correctness of billings and resolution of associated problems of customer accounts by sending meter reader to verify information and resolve discrepancies for readings and potential leaks. Notifies customers if there is an issue with their meter(s). *
- Evaluates customer accounts with irregular consumptions and * gives an ^ makes ^ adjustments whenif necessary.

- Assists customers with billing issues, complaints, ~~and~~ service concerns [^], and responds to outside agencies related to the same. [^]
- Updates meter log and AMR/RF command center including changing out meters on customer accounts.
- Runs and checks for accuracy, monthly and yearly reports for billing, including seasonal accounts, sprinkling sewer credits, and electric heat tax exemptions.
- Prepares, distributes, and maintains a variety of billing and customer reports, documents, and correspondence for utility customers, utility staff, realtors, and other outside agencies.
- Assists with ACH bank drafts and credit cards and monthly processing of ACH payments, and NSF Charge backs. [^]
- Performs ~~routine office~~ [^] ~~other~~ [^] ~~tasks~~ [^] ~~duties~~ [^] as apparent or [^] assigned.

Billing Representative

Page 2

Knowledge, Skills and Abilities

- Working knowledge of BPU's policies and procedures, including safety practices and procedures.
- Demonstrates organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms and an aptitude for math to provide the ability to compile, review, and tabulate financial data.
- Outstanding communication and interpersonal skills and be able to work with customers to answer questions and provide service in a professional manner. Must be able to deal with complaints, difficult situations, and angry individuals. Possesses the ability to effectively gather and present information as well as respond to questions and resolve complaints from the general public, all departments, government officials, and public agencies in a courteous manner; and preserving confidentiality of account and credit information relating to customer accounts.
- Require knowledge and understanding of BPU accounting and billing systems and practices related to customer accounts.
- Proficient in the use of PC's and relevant software packages; knowledge of basic office equipment, as well as accounting and clerical procedures; accurately managing files and records; possess ability to create spreadsheets, compose correspondence, manage databases and create presentations, reports and documents.

Education, Experience and Special Requirements

- High school diploma or GED
- Completion of office practices and/or general accounting courses, and/or equivalent combination of related education and experience.
- One or more years of utility related experience.
- Valid MN driver's license

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires speaking and hearing, using hand to finger, handle or feel and repetitive motions, frequently requires sitting and occasionally requires standing, walking, reaching with hands and arms, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging

ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work is generally in a moderately noisy location (e.g. business office, light traffic). Employee Is not required to work in adverse weather conditions.

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

Last Revised: ^ September 24, 2025 ^ *January 1, 2018 *



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Approve Promotion of Kyle Glass to Water Serviceworker Effective October 7, 2025

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Trent Hawkinson, Operations Manager

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director, Trent Hawkinson, Operations Manager

ESTIMATED TIME (MIN): N/A - Consent

SUMMARY OF ISSUE: On June 16th, the Council authorized backfilling the Water Serviceworker position. An internal job posting was conducted with one employee applying for the position. Staff recommends promoting Kyle Glass to the Water Serviceworker position effective October 7, 2025. Mr. Glass will be placed on Step 3 (\$29.98 per hour) pursuant to City Policy.

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

RECOMMENDED ACTION/MOTION: Consent Calendar: Approve the promotion of Kyle Glass to Water Serviceworker; further, that he be placed on Step 3 of the Water Serviceworker wage grid (\$29.98 per hour) effective October 7, 2025.

FINANCIAL IMPACT: The Water Serviceworker position is included in the 2025 Public Utilities Department Budget.



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Consider 2026 Health Insurance Proposals

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: On August 4th, the City Council authorized North Risk Partners (our health insurance broker) and Staff to conduct an RFP for our 2026 health insurance policy/carrier. Seven proposals were received with proposals ranging from a 6.4% decrease to a 29.5% increase in premium (see page 37 of the attachment). North Risk Partners presented the attached information to our Employee Health Insurance Committee on September 25, 2025, and recommended accepting the proposal from the Better Health Collective (BHC), which represents a 3% average increase across our four plan options and a 15% rate cap for 2027. The Committee agreed with that recommendation. Adam Olson from North Risk Partners will be attending the October 6th meeting virtually to discuss the proposals.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Mr. Olson/North Risk Partners had concerns regarding the lower-cost proposals as UnitedHealthCare would not cover retirees (we are required to cover retirees by state law); the Public Employees Insurance Program (PEIP) requires a four-year commitment with unknown future renewals; and fully-insured plans do not protect the city for future rate increases as he has seen many 20-35% renewal increases for fully-insured plans. Mr. Olson noted that the MN HealthCare Consortium provided a good rate; however, the Consortium did not provide a 2nd year rate cap and the value-added services offered by the Consortium are not as comprehensive as the services offered by the BHC i.e. wellness programs and funding. Mr. Olson noted the BHC's initial renewal averaged 9.5%; however, he did offer them a last review since they were the incumbent. The BHC revised their proposal from 9.5% to 3% to retain our business. The BHC's revised proposal reduced our estimated premium by approximately \$150,000.

RECOMMENDED ACTION/MOTION: Motion to approve the 2026 health insurance renewal as received from the Better Health Collective with an average 3% increase and a 15% rate cap for our 2027 renewal.

FINANCIAL IMPACT: This renewal has been included in our 2026 budget.



NORTH RISK PARTNERS®



BRAINERD
MINNESOTA
A City for all Seasons

2026 MEDICAL RENEWAL

City of Brainerd
September 25, 2025

TABLE OF CONTENTS

Management Team & Services

Health Plan Benchmarking

2026 Health Plan Renewal

Value-Added Services

Compliance Update

To build
something
great,
there must
be a plan.

ABOUT US

NORTH RISK PARTNERS

Numbers tell a story

Our size allows us to offer more choices in coverage and important risk management resources. We are one of the largest, privately-owned independent insurance brokerages in the Midwest.

TOP 30 FIRM IN THE UNITED STATES

\$1B+

IN AGENCY
PREMIUM

28

LOCATIONS

60K+

AGENCY
CLIENTS

450+

EMPLOYEES

North Risk Partners is
#oneTEAM with **#oneMISSION:**
service to our clients, to each
other, and to our communities.

#oneTEAM FOR EVERY INSURANCE NEED

Strategic solutions

We specialize in strategic insurance solutions for businesses and individuals. We are committed to helping clients face risk head on with right-fit insurance programs and value-added services that help you save.

For Businesses

- Employee Benefits
- Commercial Insurance
- Executive Benefits
- Surety Bonds
- + Value-Added Services

For Individuals & Families

- Health & Life
- Home, Auto, & More

PROPERTY & CASUALTY TRENDS



PROPERTY MARKET STRESSED: INSURANCE TO VALUE, ACV COVERAGE, WIND AND HAIL DEDUCTIBLES.



WORK COMP RATE CONTINUES TO DECREASE.



INCREASED UTILIZATION OF CAPTIVES AS ALTERNATIVE FINANCING.



CYBER MARKET FLATTENING, HIGHER LIMITS BECOMING AVAILABLE.



DIRECTORS AND OFFICERS MARKET SOFTENING.



SOCIAL INFLATION DRIVING HIGHER LIABILITY CLAIM AMOUNTS (GL & AUTO).

TEAM APPROACH



Adam Olson

VP EMPLOYEE BENEFITS,
RISK ADVISOR, PARTNER



Britt Osterhues
SENIOR ACCOUNT MANAGER



Sarah Stoffel
UNDERWRITING ANALYST



Kris Landis
VP OF UNDERWRITING, PARTNER

HEALTH PLAN BENCHMARKING

MILLIMAN & NORTH RISK PARTNERS

Make data-driven decisions

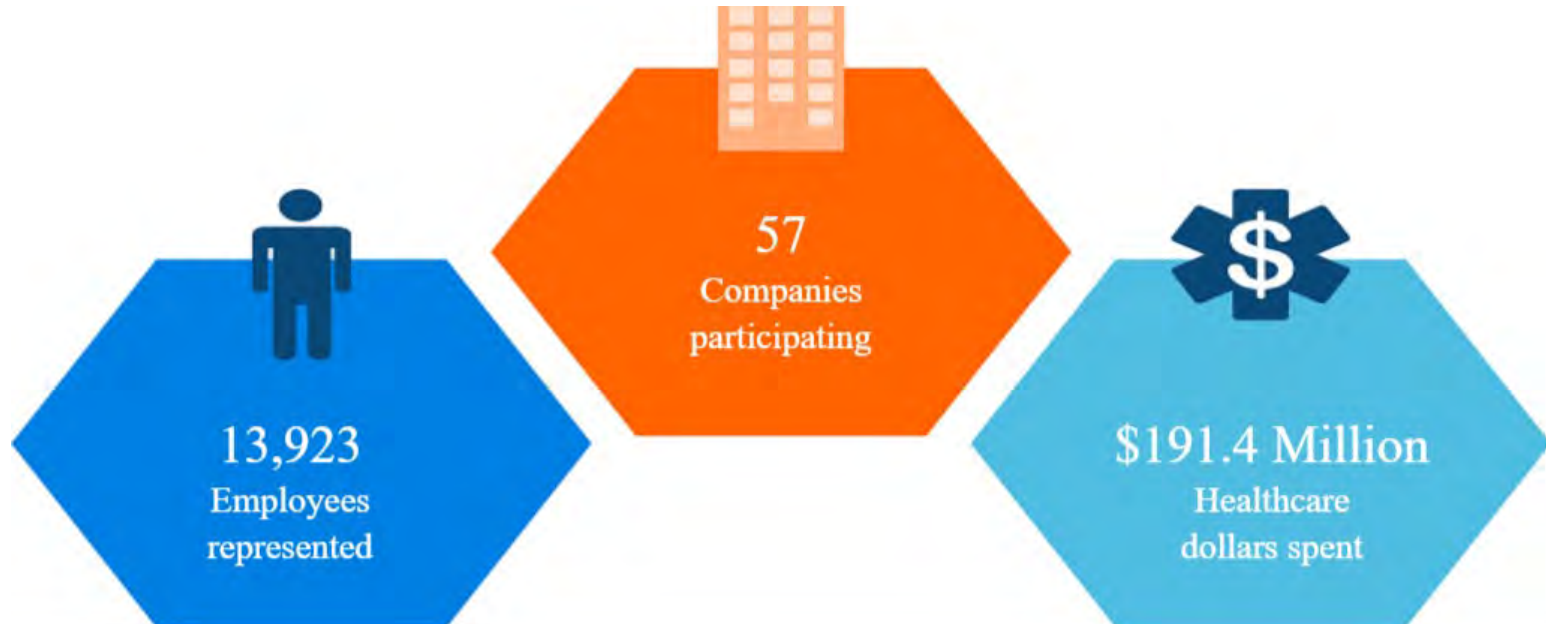
Founded in 1947, Milliman is among the world's largest providers of actuarial and risk management services.

Working with the 50 largest U.S. health insurers, their actuarial models are recognized as the industry gold standard.

North Risk Partners clients receive actuarial support through North Risk's strategic third-party relationship with Milliman.

Survey Summary Statistics

City of Brainerd



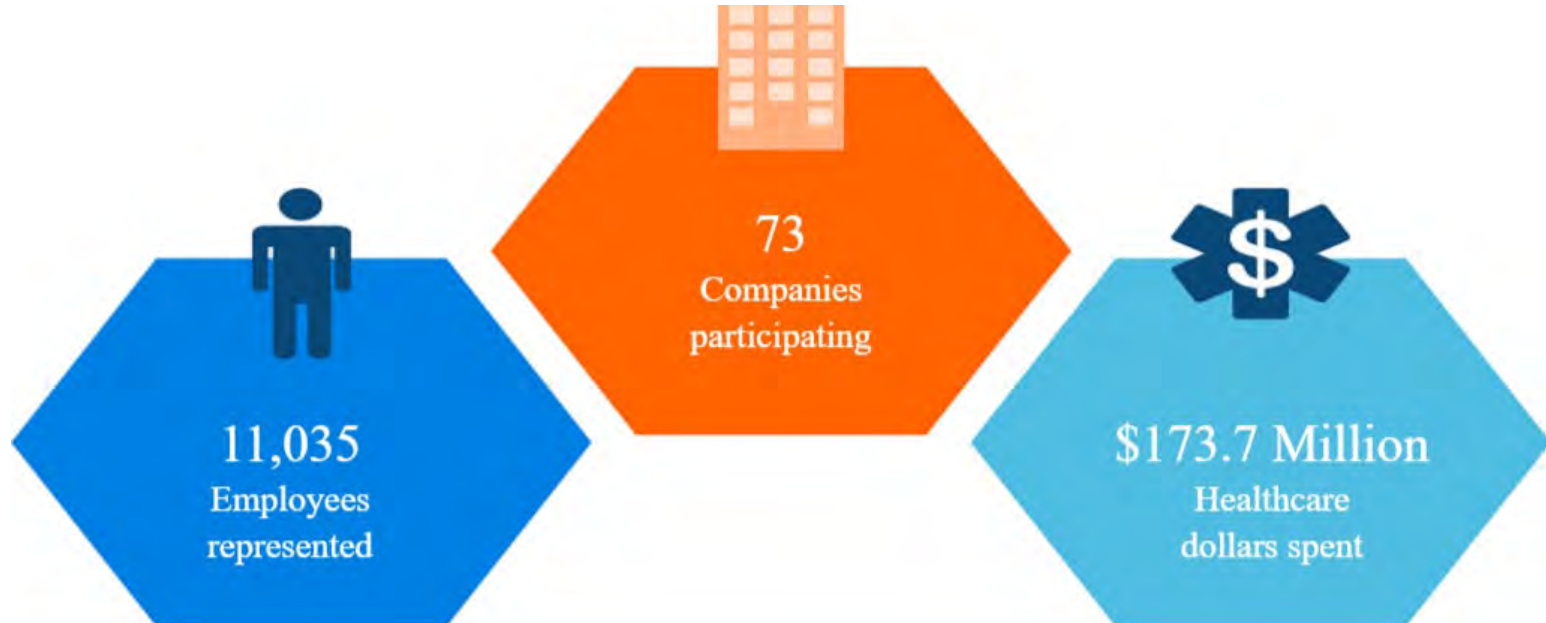
*Based on the 2025 BM1 survey responses

Benchmark: BM1 - Industry (92 Public Administration); NAICS Code (921100 Executive, Legislative, and Other General Government Support; 921110 Executive Offices; 921120 Legislative Bodies); BM2 - State (Minnesota); No of Employees (101-250); BM3 - Company Type (Government Organization); No of Employees (101-250)

09/23/20
25

Survey Summary Statistics

City of Brainerd



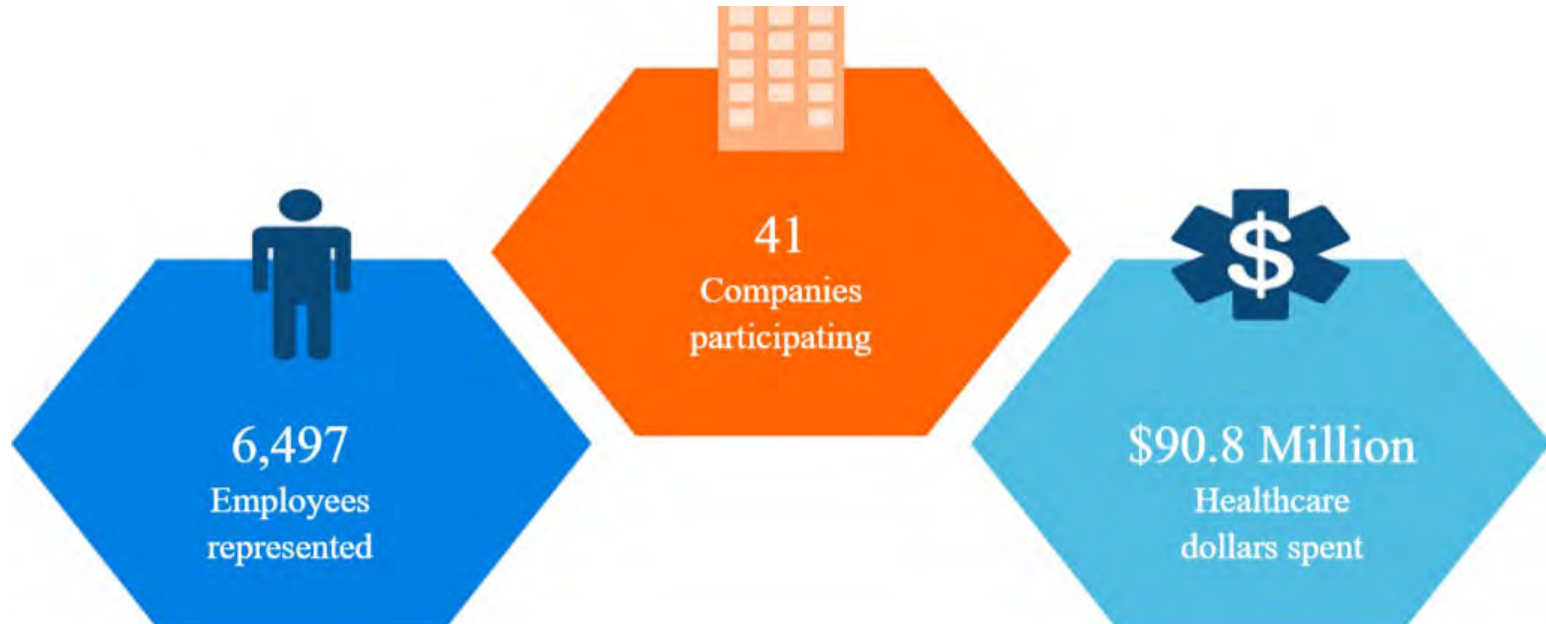
*Based on the 2025 **BM2 survey responses**

Benchmark: BM1 - Industry (92 Public Administration); NAICS Code (921100 Executive, Legislative, and Other General Government Support, 921110 Executive Offices, 921120 Legislative Bodies); **BM2 - State (Minnesota): No of Employees (101-250)**; BM3 - Company Type (Government Organization); No of Employees (101-250)

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25

Survey Summary Statistics

City of Brainerd



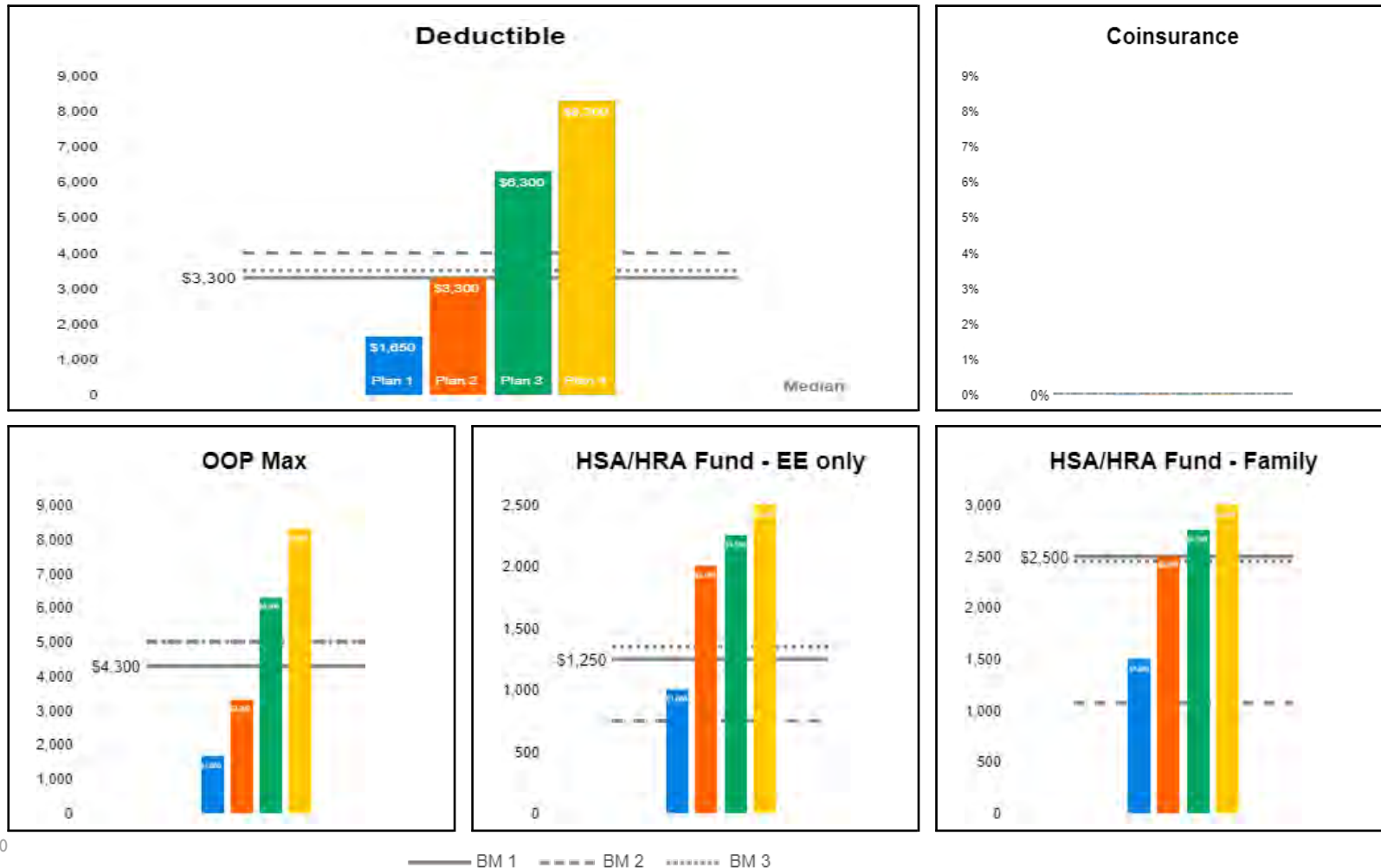
*Based on the 2025 **BM3 survey responses**

Benchmark: BM1 - Industry (92 Public Administration); NAICS Code (921100 Executive, Legislative, and Other General Government Support, 921110 Executive Offices, 921120 Legislative Bodies); BM2 - State (Minnesota); No of Employees (101-250); **BM3 - Company Type (Government Organization); No of Employees (101-250)**

09/23/20
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Medical Plan Design - HDHP

City of Brainerd



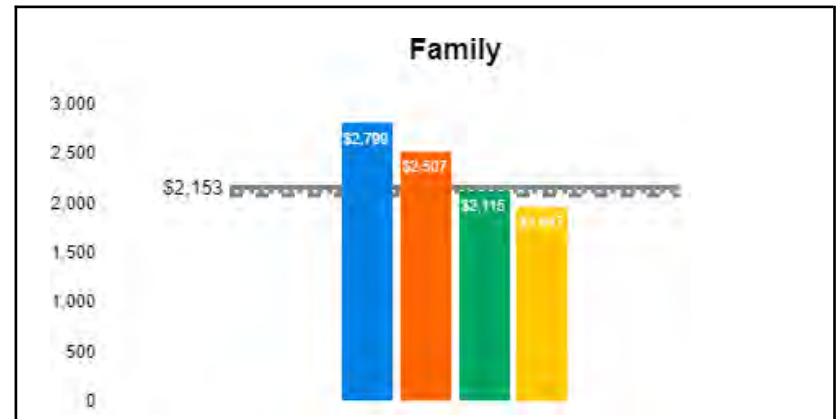
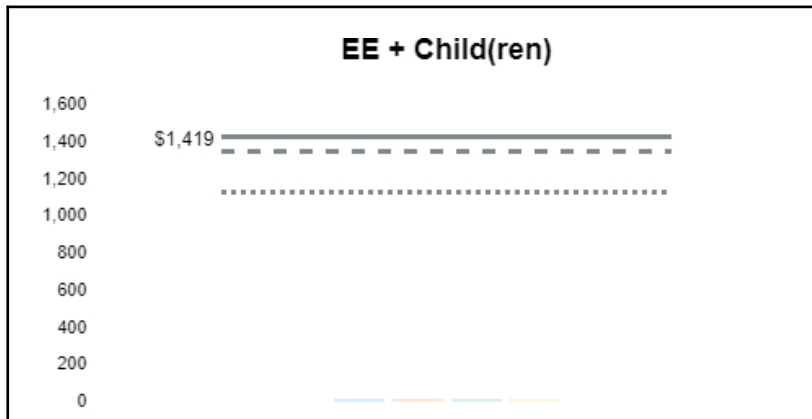
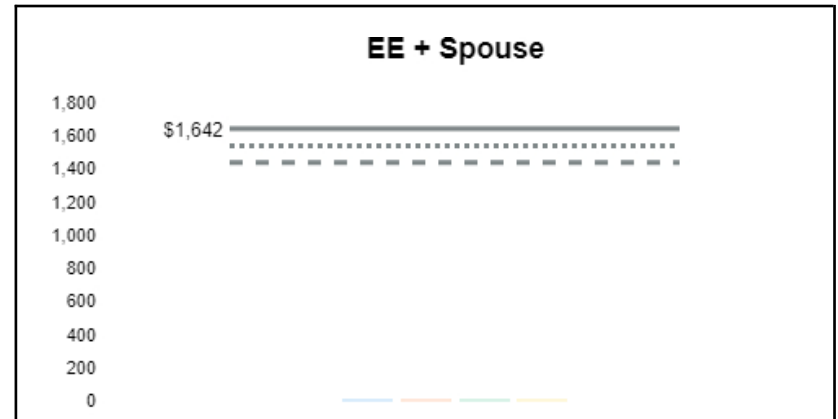
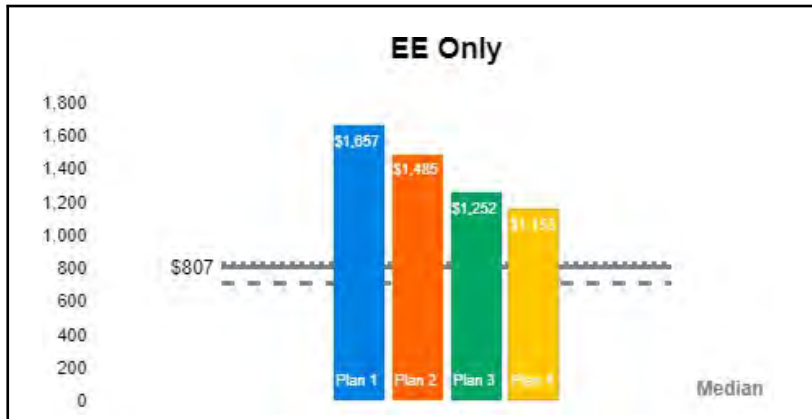
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Benchmark: BM1 - Industry (92 Public Administration); NAICS Code (921100 Executive, Legislative, and Other General Government Support, 921110 Executive Offices, 921120 Legislative Bodies); BM2 - State (Minnesota); No of Employees (101-250); BM3 - Company Type (Government Organization); No of Employees (101-250)

Medical Cost - HDHP

Total Premium (\$)

City of Brainerd



— BM 1 - - - - BM 2 BM 3

09/23/20

25

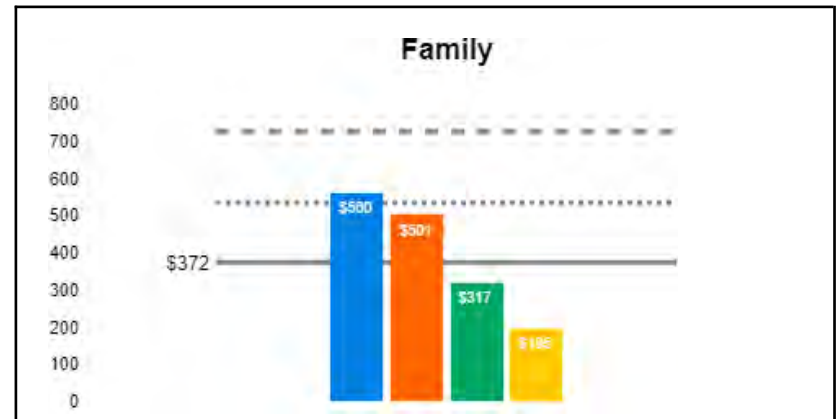
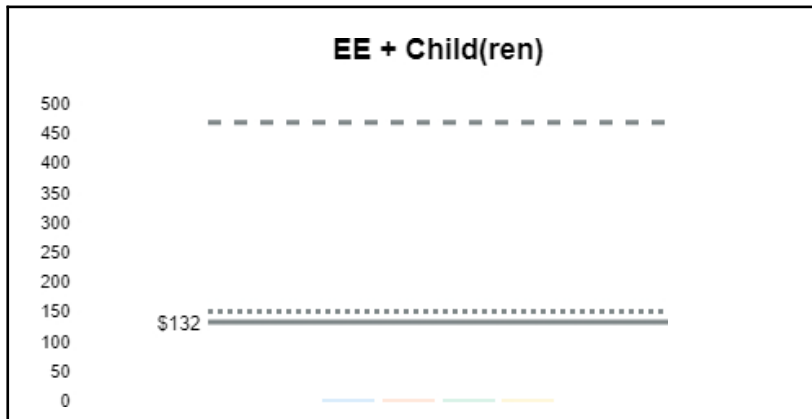
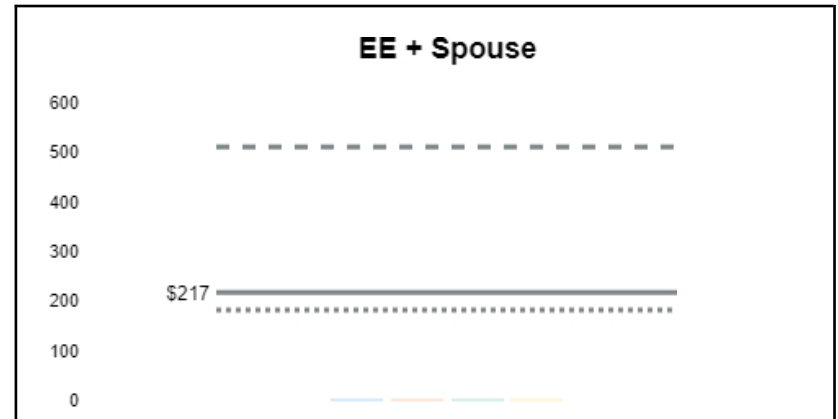
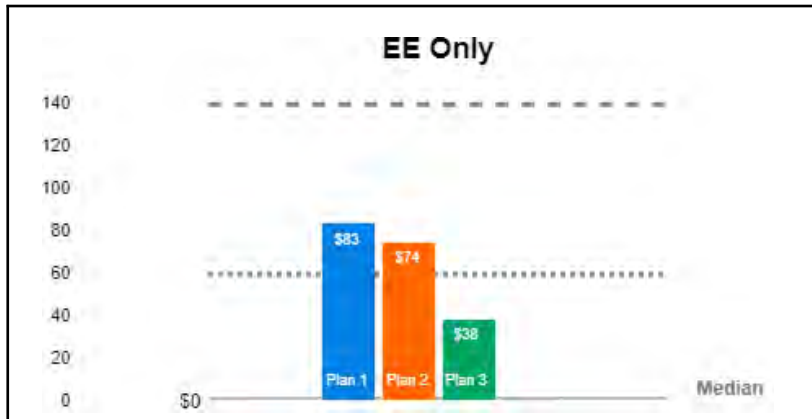
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Produced by: North Risk Partners, LLC

Medical Cost - HDHP

Employee Contribution (\$)

City of Brainerd



09/23/20

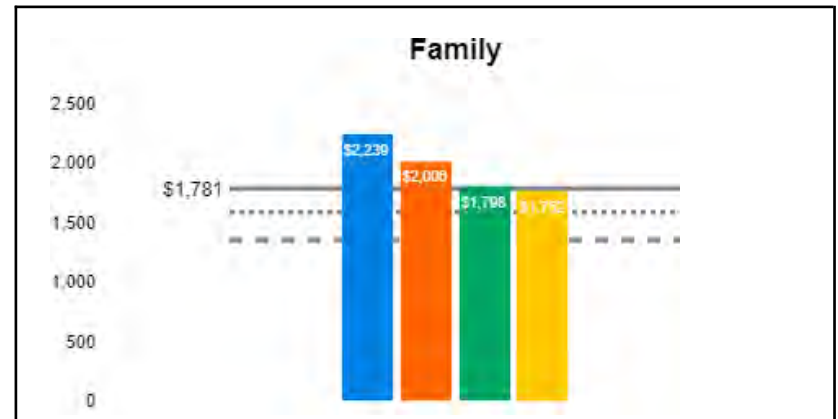
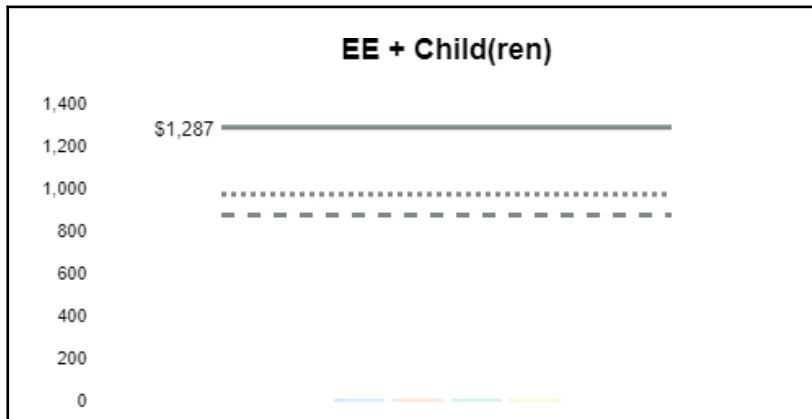
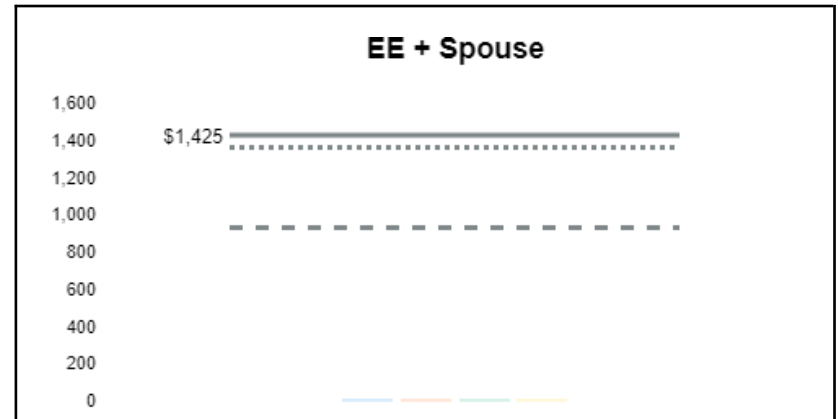
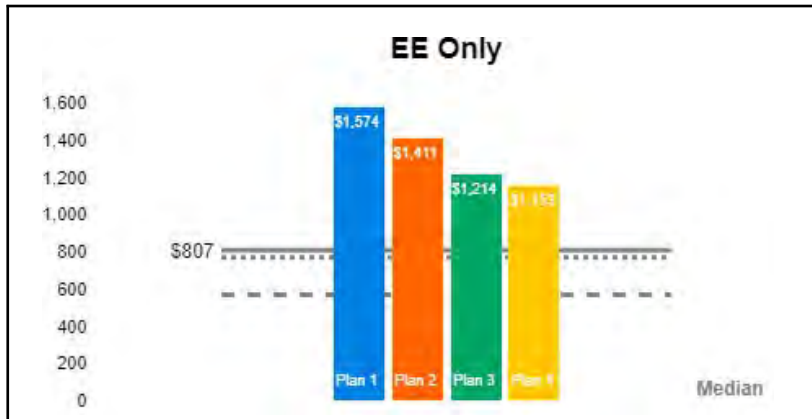
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Medical Cost - HDHP

Employer Contribution (\$)

City of Brainerd



09/23/20

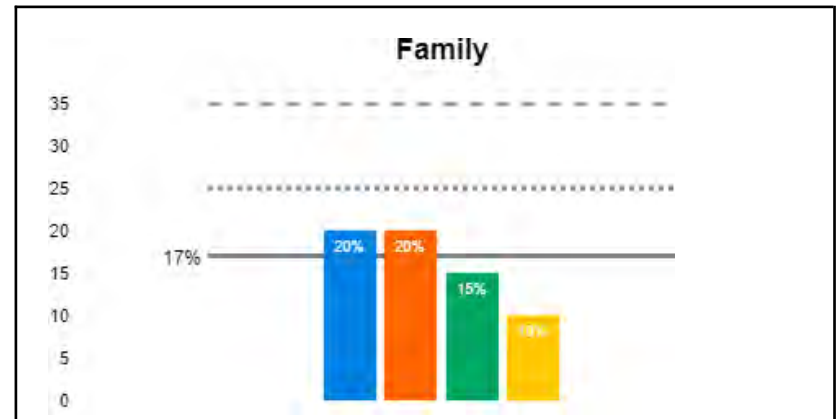
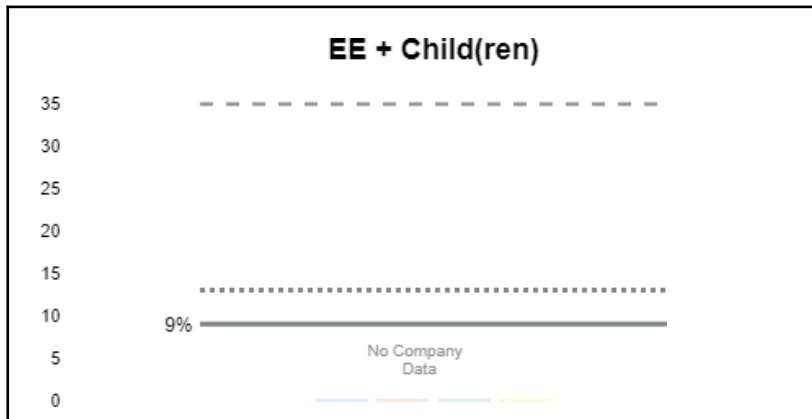
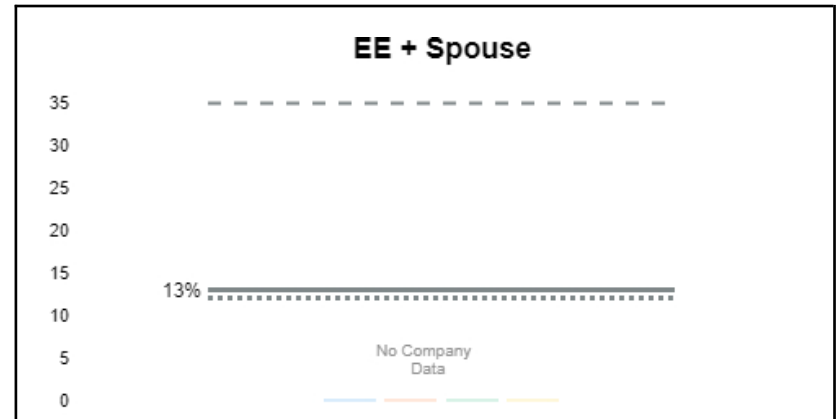
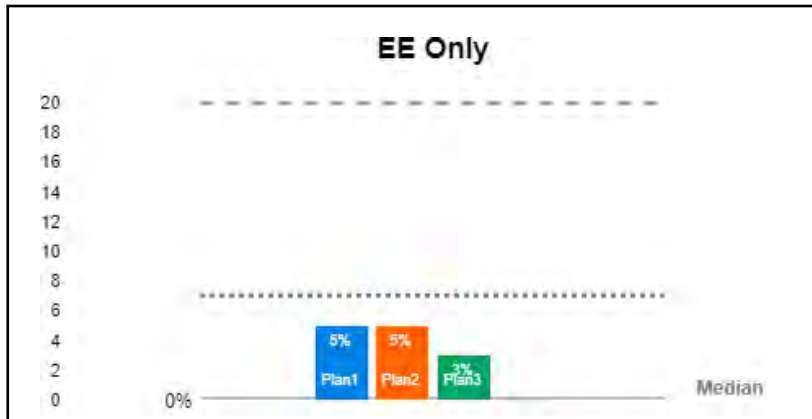
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Medical Cost - HDHP

Employee Subsidy (%)

City of Brainerd



09/23/20

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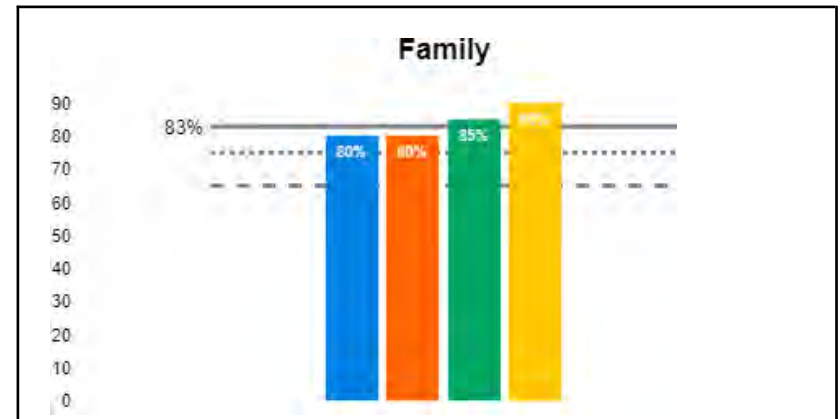
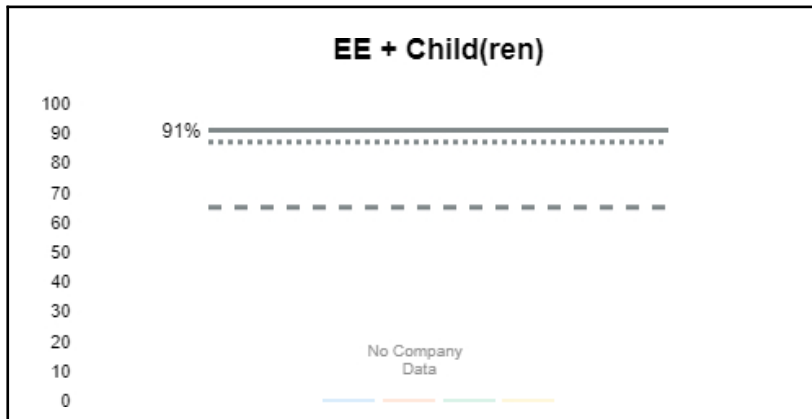
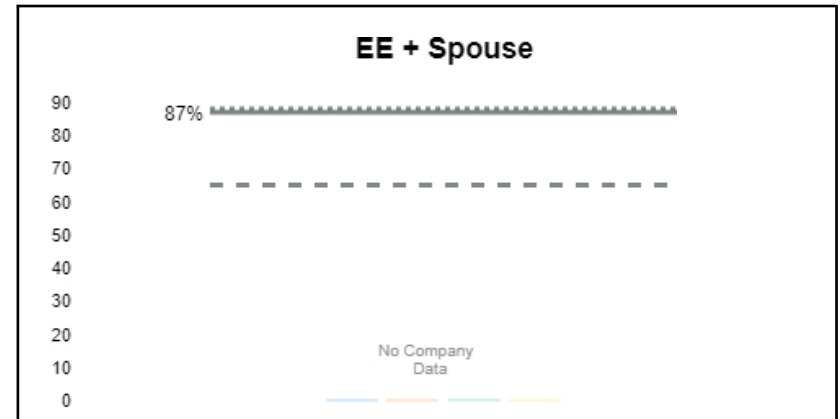
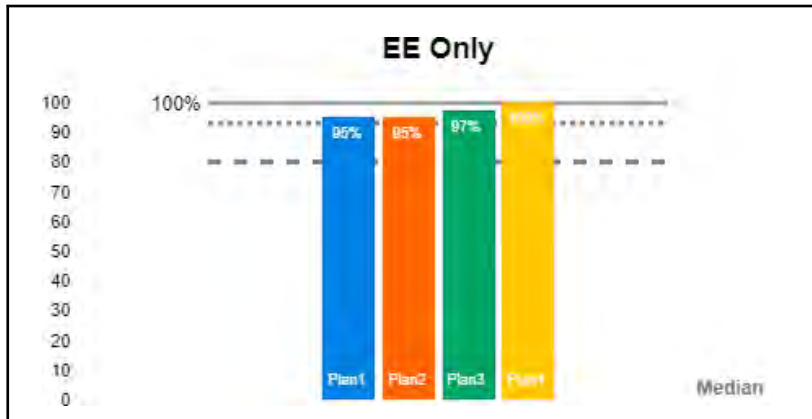
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Produced by: North Risk Partners, LLC

Medical Cost - HDHP

Employer Subsidy (%)

City of Brainerd



09/23/20

25

— BM 1 - - - - BM 2 BM 3

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Produced by: North Risk Partners, LLC

2026 HEALTH PLAN RENEWAL

ANNUAL RECAP

HealthPartners (Incumbent)

2025 Sourcewell Co-op renewal with change in carrier to BCBS.

8% cap for 2025 when renewing with all Smart Plans, group received 8%, combined between plans

January 1, 2025 Renewal Action:

Group renews with 4 in-force plans, open access network, plan changes due to IRS inflationary levels:

Smart Plan 1: \$1600-0: deductible/OOP increase to \$1650 single/\$3300 family (+9.26%)

Smart Plan 3: \$3200-0: deductible/OOP increase to \$3300 single/\$6600 family (+7.96%)

Smart Plan 7: \$6150-0: deductible/OOP increase to \$6300 single/\$12600 family (+6.28%)

Smart Plan 8: \$8050-0: deductible/OOP increase to \$8300 single/\$16600 family (+5.55%)

Health Plan Opt-out (no change): \$400

HSA Employer Contributions (no change):

Smart Plan 1 (\$1650): \$1000 single, \$1500 fam

Smart Plan 3 (\$3300): \$2000 single, \$2500 fam

Smart Plan 7 (\$6300): \$2250 single, \$2750 fam

Smart Plan 8 (\$8300): \$2500 single, \$3000 fam

Ancillary benefits through Integrity Benefits: Dental, Life, STD, LTD, Vision, Critical Illness, Accident

COBRA: WEX

The Better Health Collective - Our Partners

Our health insurance solutions bring together the people, partners, and tools necessary to support complete wellness for public employees. Here is an overview of key partners and their contact information.



The Better Health Collective is a self-funded, government organization created under state statute. It serves public entities in Minnesota with group health insurance solutions. On June 27, 2022, the Minnesota Department of Commerce awarded The Better Health Collective a Certificate of Authority and Compliance, assuring the public its offering(s) meets all state requirements and laws.

History of Better Health Collective Renewals

Plan Year	Avg. % increase	Min. % increase	Max. % increase
2025	8.9%	3.0%	15.0%
2024	8.7%	5.0%	15.0%
2023	7.1%	3.0%	15.0%
2022	7.9%	-2.0%	14.2%
2021	2.6%	-0.1%	9.0%
2020	9.8%	4.1%	15.6%
2019	9.2%	5.8%	15.7%
2018	10.0%	6.9%	18.3%
2017	3.5%	-5.8%	11.5%
2016	6.7%	0.0%	26.3%
Averages	7.4%	2.0%	15.6%

January 2026 Renewal Strategy

- Overall increase need of 12.9%
- Renewal range: 6 - 19%
- Rate Caps 9 - 19%

Renewal Factors

- Rate caps matter
- Maintain strong reserves
- Fixed cost increase
- Prescription drugs
- General population morbidity

Group size (# of participating members)	2026 Minimum Premium Increase
< 100	8.5%
100-199	8.0%
200-299	7.5%
300-399	7.0%
400-499	6.5%
500+	6.0%

Claims Experience

New Comprehensive Reports

- Include HealthPartners and Blue Cross data
- Include premiums paid to BHC
- 24 months of data, rolling 12-month periods
- High claim information – ONLY available for groups over 100
- Incurred loss ratio
- Enrollment details

Smart Plan Strategy

Choose up to four plans

Aware and High Value networks available

About our 2025 Smart Plans



	Plan 1: <i>100% after Min Ded per Single</i>	Plan 2: <i>Single Value Min Ded per Single</i>	Plan 3: <i>100% after Min Ded per Family</i>	Plan 4: <i>Family Value Min Ded per Family</i>	Plan 5: <i>100% after Max Contrib per Single</i>	Plan 6: <i>Saver Value Max Contrib per Single</i>	Plan 7: <i>Min Value 1 Ded same as Plan 6. OOP</i>	Plan 8: <i>Min Value 2 Max Ded per Single</i>
Actuarial Value ³	87.7%	82.2%	80.1%	75.7%	76.6%	72.5%	70.7%	66.0%
Deductible per Single ²	\$1,650	\$1,650	\$3,300	\$3,300	\$4,300	\$4,300	\$6,300	\$8,300
Ded per Family Person	\$3,300	\$3,300	\$3,300	\$3,300	\$4,300	\$4,300	\$6,300	\$8,300
Ded per Family Total	\$3,300	\$3,300	\$6,600	\$6,600	\$8,600	\$8,600	\$12,600	\$16,600
% Paid by Plan After Ded ¹	100%	80%	100%	80%	100%	80%	100%	100%
Out-of-Pkt Max per Single	\$1,650	\$3,650	\$3,300	\$5,300	\$4,300	\$6,300	\$6,300	\$8,300
OOP Max Family Person	\$3,300	\$7,300	\$3,300	\$5,300	\$4,300	\$6,300	\$6,300	\$8,300
OOP Max per Family Total	\$3,300	\$7,300	\$6,600	\$10,600	\$8,600	\$12,600	\$12,600	\$16,600
Embedded or non-embedded ded ⁴	Non-embedded	Non-embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Part D Creditable Coverage	Yes	Yes	Yes	Yes	Yes	Yes	No	No



2026 Smart Plans

New Plan Available – Plan 1.5 (Groups choose maximum of 4)

(Plan 1.5 labeled Plan 9 on plan documents)

Deductibles adjusted per IRS changes

About our 2026 Smart Plans



	Plan 1: <i>100% after Min Ded per Single</i>	Plan 1.5: <i>100% after Ave Min Ded Single/Family</i>	Plan 2: <i>80% after Min Ded per Single</i>	Plan 3: <i>100% after Min Ded per Family</i>	Plan 4: <i>80% after Min Ded per Family</i>	Plan 5: <i>100% after Max Contrib per Single</i>	Plan 6: <i>80% after Max Contrib per Single</i>	Plan 7: <i>100% after Ded same as Plan 6 OOP</i>	Plan 8: <i>100% after Max OOP per Single</i>
Actuarial Value ¹	88.1%	83.9%	82.8%	80.7%	76.4%	77.3%	73.4%	71.7%	66.9%
Deductible per Single ²	\$1,700	\$2,600	\$1,700	\$3,400	\$3,400	\$4,400	\$4,400	\$6,400	\$8,500
Deductible per Family Person ⁴	\$3,400	\$5,200	\$3,400	\$3,400	\$3,400	\$4,400	\$4,400	\$6,400	\$8,500
Deductible per Family Total ⁴	\$3,400	\$5,200	\$3,400	\$6,800	\$6,800	\$8,800	\$8,800	\$12,800	\$17,000
% Paid by Plan after deductible ³	100%	100%	80%	100%	80%	100%	80%	100%	100%
Out-of-Pocket Max per Single	\$1,700	\$2,600	\$3,700	\$3,400	\$5,400	\$4,400	\$6,400	\$6,400	\$8,500
Out-of-Pocket Max Family Person	\$3,400	\$5,200	\$7,400	\$3,400	\$5,400	\$4,400	\$6,400	\$6,400	\$8,500
Out-of-Pocket Max per Family Total	\$3,400	\$5,200	\$7,400	\$6,800	\$10,800	\$8,800	\$12,800	\$12,800	\$17,000
Embedded or non-embedded deductible ⁴	Non-embedded	Non-embedded	Non-embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Creditable for Part D Medicare?	yes	yes	yes	yes	yes	yes	yes	no	no



HEALTH PLAN

2026 BHC Sourcewell Insurance Pool Renewal – Benefit Summary

Carrier: Network: Plan Name:	Better Health Collective/Sourcewell - BlueCross BlueShield			
	Open Access Smart Plans			
	Smart Plan 1: \$1700-0%	Smart Plan 3: \$3,400-0%	Smart Plan 7: \$6,400-0%	Smart Plan 8: \$8,500-0%
	In-Network Benefits			
Deductible	<u>Non-Embedded*</u>	<u>Embedded**</u>	<u>Embedded**</u>	<u>Embedded**</u>
Single	\$1,700 (prev \$1,650)	\$3,400 (prev \$3,300)	\$6,400 (prev \$6,300)	\$8,500 (prev \$8,300)
Family	\$3,400 (prev \$3,300)	\$6,800 (prev \$6,600)	\$12,800 (prev \$12,600)	\$17,000 (prev \$16,600)
Employee Coinsurance	0%	0%	0%	0%
Out-of-Pocket Maximum				
Single	\$1,700 (prev \$1,650)	\$3,400 (prev \$3,300)	\$6,400 (prev \$6,300)	\$8,500 (prev \$8,300)
Family	\$3,400 (prev \$3,300)	\$6,800 (prev \$6,600)	\$12,800 (prev \$12,600)	\$17,000 (prev \$16,600)
Preventive Services	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Office Visits	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Emergency Room Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Inpatient Facility Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Outpatient Facility Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Prescription Drugs (BCBS FlexRx Drug List)	Creditable for Med Part D		Non-Creditable for Medicare Part D	
Preventive RX	Generic: \$0/Brand \$50 copay	Generic: \$0/Brand \$50 copay	Generic: \$0/Brand \$50 copay	Generic: \$0/Brand \$50 copay
Preferred Generic	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Preferred Brand	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Non-Formulary	no coverage	no coverage	no coverage	no coverage
Specialty Drugs	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
* Non-Embedded Deductible: the family contract requires that the full deductible be met before any family members reach coinsurance level. ** Embedded Deductible: One family member stops at single deductible, then 100% coverage for the remainder of the year				

HEALTH PLAN



Better Health Collective - Sourcewell Group Dashboard: City of Brainerd

Data Incurred Jul-2023 through Jun-2025; Paid Through Jun-2025

OF MONTHS IN POOL
GROUP EFFECTIVE DATE
GROUP STATUS

341
1/1/1997
Active

BROKER
INDUSTRY
NRP
City

24-Month Rolling Summary Report

Demographic Summary YOY 12-Month Variance (Current vs. Prior)

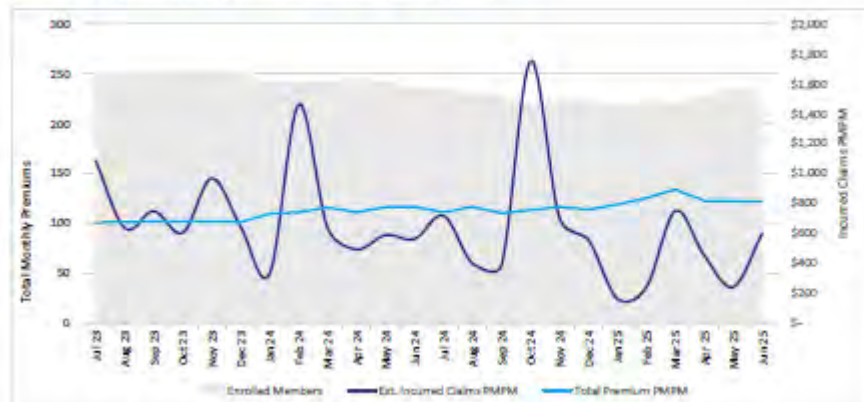
Reporting Period	# Months Effective (End of Period)	Average # of Enrolled Employees	Average \$ of Enrolled Members	Member to Employee Ratio	Average Member Age	% of Employees	% Age 65+	% of Male Members	% Spouse Dependents	% Residing in State of MN	Age Band Under18	Total Premiums	Incurred Claims	Incurred Loss Ratio ¹
Rolling 12 Months - Prior 1	329	100	246	2.47	32.6	40.5%	2.2%	53.7%	20.5%	100.0%	26.0%	\$ 2,111,696	\$ 2,154,830	102.0%
Rolling 12 Months - Current	341	93	227	2.44	33.1	41.1%	1.4%	52.8%	20.1%	99.9%	24.8%	\$ 2,152,631	\$ 1,566,643	72.8%
YOY Variance (vs.)		-6.6%	-7.9%	-1.4%	1.5%	0.6%	-0.8%	-0.9%	-0.3%	-0.1%	-1.3%	1.9%	-27.3%	-29.3%

¹ Incurred Loss Ratio (incurred claims divided by total premium) includes an actuarial estimate of claims incurred but not yet paid.

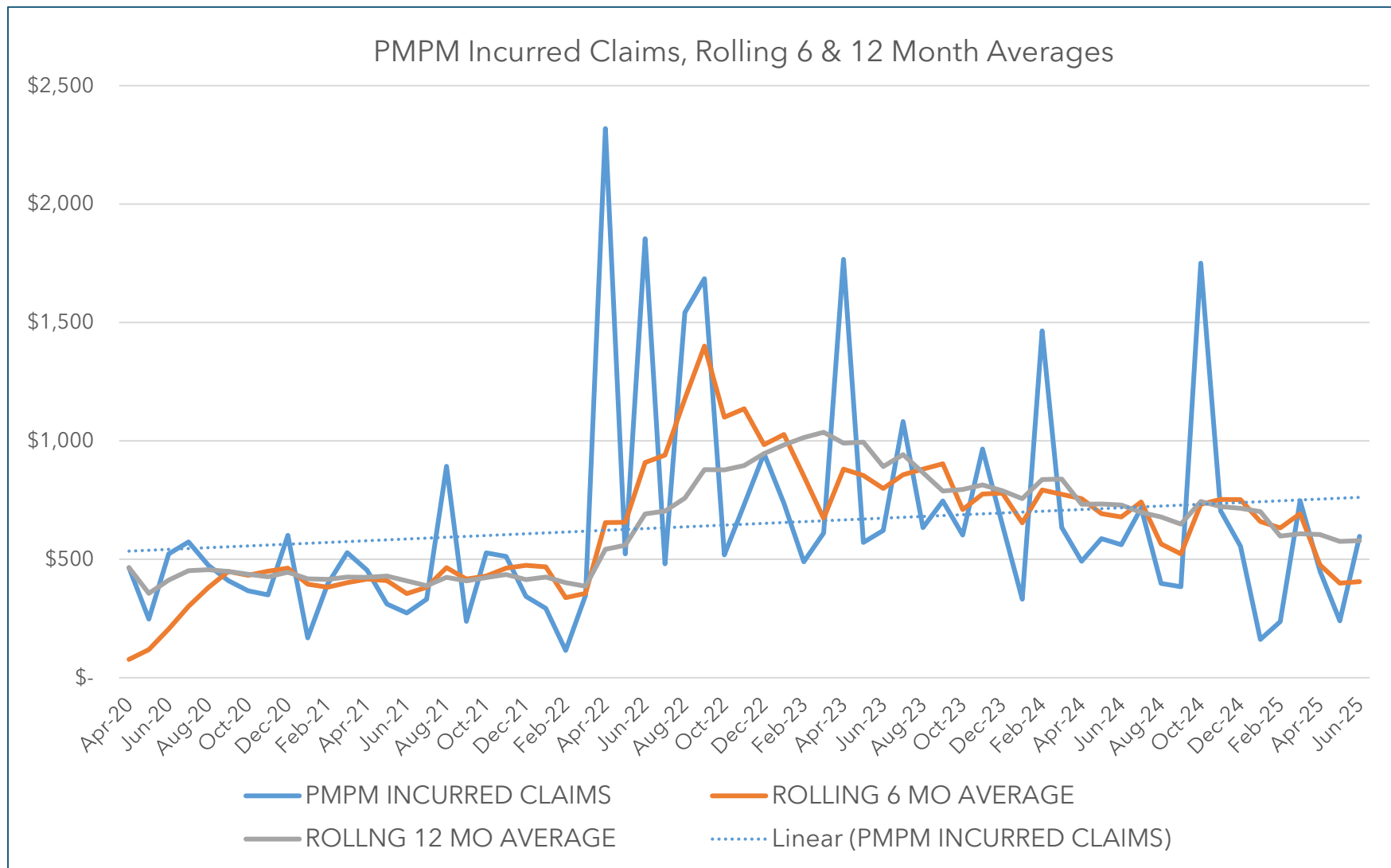
24-Month Enrollment and Loss Ratio



24-Month Premiums and Estimated Incurred Claims PMPM

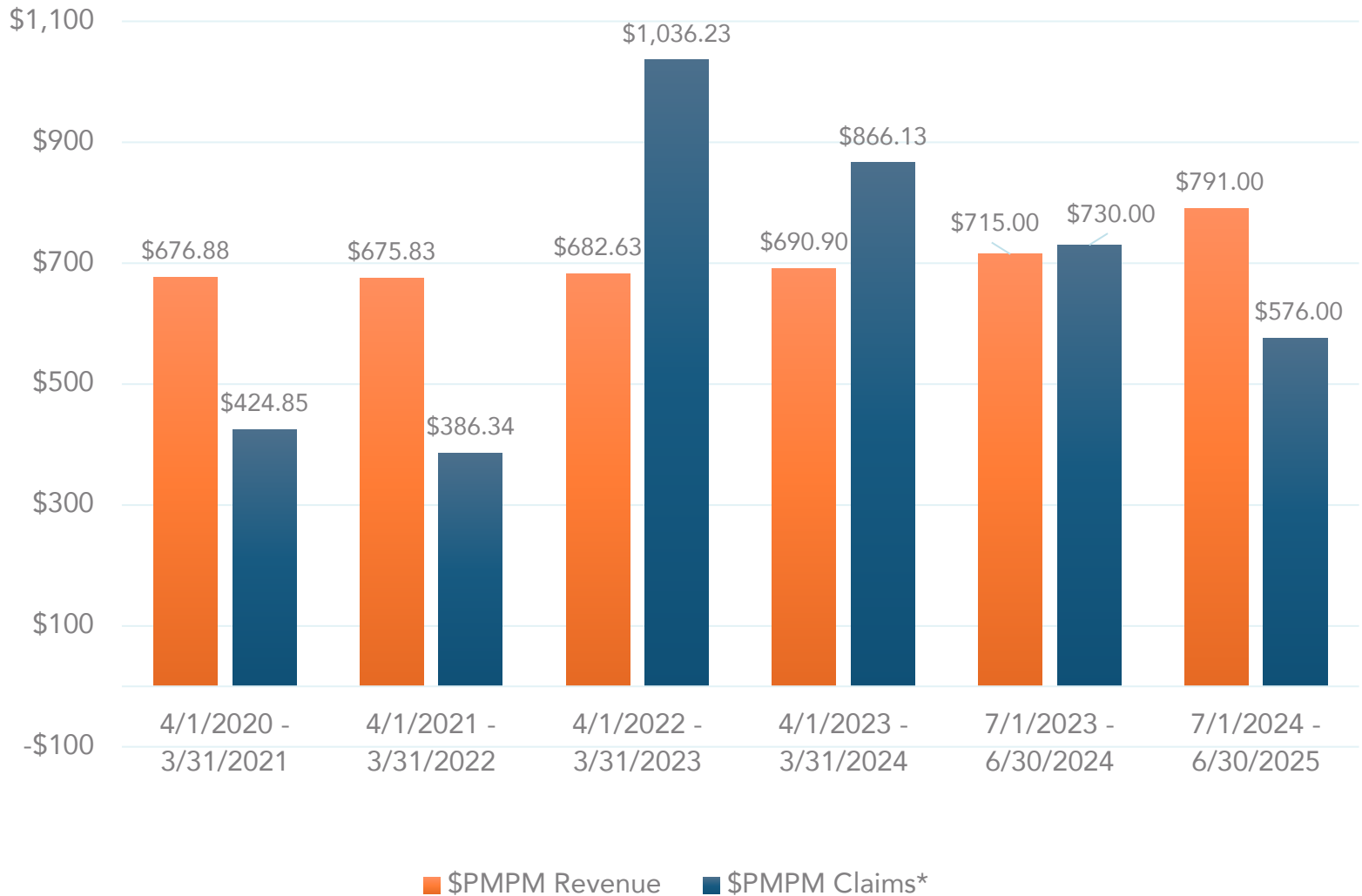


Claim Trend Line



HEALTH PLAN

PMPM Premium vs. Claims



*Claims do not include IBNR

Provider Utilization Report – Top 20 Providers

January 1, 2025 through July 31, 2025

Provider Name	Place of Service	Specialty	Nbr of Claimants	Nbr of Claims	Nbr of Visits	Plan Paid
St Cloud Hospital	Outpatient	Immunology	4	16	15	\$81,935.51
Essentia Health St Josephs Medical Center	Outpatient	Immunology	57	100	117	\$39,553.90
Lakewood Health System	Inpatient	Immunology	1	1	1	\$32,230.13
Lakewood Health System	Outpatient	Immunology	18	51	49	\$31,369.24
Cuyuna Regional Medical Center	Inpatient	Immunology	2	3	3	\$23,776.88
Essentia Health St Joseph Baxter Clinic	Professional	Multi-Specialty Group	61	130	102	\$19,514.35
Cuyuna Regional Medical Center	Outpatient	Immunology	21	38	40	\$19,250.83
Cuyuna Regional Medical Center	Professional	Multi-Specialty Group	26	71	61	\$13,367.79
Essentia Health St Josephs Brainerd Clinic	Professional	Multi-Specialty Group	45	111	88	\$13,065.34
Centracare River Campus Clinic	Professional	Multi-Specialty Group	8	55	45	\$9,580.33
Essentia Health Duluth	Outpatient	Immunology	1	2	1	\$8,284.50
Hinge Health Inc	Professional	Online Care	9	25	25	\$8,210.00
Cuyuna Regional Medical Center	Professional	Multi-Specialty Group	6	11	14	\$7,953.04
Essentia Health Duluth Clinic	Professional	Multi-Specialty Group	7	10	9	\$6,934.89
Option Care	Professional	Pharmacy/DME Supplier	1	5	35	\$5,377.07
Brainerd Eyecare Center	Professional	Optometry	23	30	26	\$4,831.80
Lakewood Health System	Professional	Family Practice	13	23	25	\$3,889.02
Hazelden Center For Youth & Families	Outpatient	Adult/Adol Substance Abuse Rehab	1	6	25	\$3,435.77
Lakewood Clinic Pillager	Professional	Family Practice	15	26	26	\$3,181.89
Essentia Health Brainerd Specialty Clinic	Professional	Multi-Specialty Group	39	55	53	\$3,158.20

HEALTH PLAN

2026 Sourcewell Insurance Pool Renewal - Rate Summary

Premium Summary - Renewal Rates Effective January 1, 2026

CURRENT					CURRENT				
Contract Type	1	3	7	8	Smart Plan 1: \$1700-0%	Smart Plan 3: \$3,400-0%	Smart Plan 7: \$6,400-0%	Smart Plan 8: \$8,500-0%	
Single	11	19	5	8	\$1,657.00	\$1,485.00	\$1,252.00	\$1,153.00	
Family	12	25	6	9	\$2,799.00	\$2,507.00	\$2,115.00	\$1,947.00	
Monthly Premium					\$51,815.00	\$90,890.00	\$18,950.00	\$26,747.00	
Annual Premium					\$621,780.00	\$1,090,680.00	\$227,400.00	\$320,964.00	
Combined CURRENT Plans - Annual Total					\$2,260,824				

RENEWAL					INITIAL RENEWAL			
Contract Type	1	3	7	8	Smart Plan 1: \$1700-0%	Smart Plan 3: \$3,400-0%	Smart Plan 7: \$6,400-0%	Smart Plan 8: \$8,500-0%
Single	11	19	5	8	\$1,816.00	\$1,630.00	\$1,378.00	\$1,271.00
Family	12	25	6	9	\$3,059.00	\$2,743.00	\$2,319.00	\$2,138.00
Monthly Premium					\$56,684.00	\$99,545.00	\$20,804.00	\$29,410.00
Annual Premium					\$680,208.00	\$1,194,540.00	\$249,648.00	\$352,920.00
Combined RENEWAL Plans - Annual Total					\$2,477,316			
Difference from CURRENT by PLAN					9.40%	9.52%	9.78%	9.96%
Combined Renewal Increase Percentage (2026 Rate Cap of 15%)					9.6%			
					Includes 2027 rate cap of 15% when employer renews with all Smart Plans			

RENEWAL					NEGOTIATED FINAL RENEWAL			
Contract Type	1	3	7	8	Smart Plan 1: \$1700-0%	Smart Plan 3: \$3,400-0%	Smart Plan 7: \$6,400-0%	Smart Plan 8: \$8,500-0%
Single	11	19	5	8	\$1,706.00	\$1,532.00	\$1,296.00	\$1,196.00
Family	12	25	6	9	\$2,875.00	\$2,580.00	\$2,183.00	\$2,013.00
Monthly Premium					\$53,266.00	\$93,608.00	\$19,578.00	\$27,685.00
Annual Premium					\$639,192.00	\$1,123,296.00	\$234,936.00	\$332,220.00
Combined RENEWAL Plans - Annual Total					\$2,329,644			
Difference from CURRENT by PLAN					2.80%	2.99%	3.31%	3.51%
Combined Renewal Increase Percentage (2026 Rate Cap of 15%)					3.0%			
					Includes 2027 rate cap of 15% when employer renews with all Smart Plans			

Benefit Change Exhibit

Federal and Minnesota State Mandates

Preventive Service Update

- Effective January 1, 2026, Blue Cross will include coverage for additional breast cancer imaging services (magnetic resonance imaging (MRI), ultrasound, and pathology/biopsy) when an initial screening mammogram yields inconclusive results. This aligns with the IRS Notice 2024-75, which allows these services to be covered pre-deductible under HDHPs, maintaining HSA eligibility while improving access to essential diagnostic procedures



AWARE[®] PROVIDER NETWORK



With more than 98% of doctors and 100% of hospitals in Minnesota, the **Aware[®] network** gives you broad, open-access to the largest selection of providers in the state.

20,797 primary care providers¹

47,863 specialty care providers¹

174 hospitals¹



When you travel outside of Minnesota, you have access to the large national **BlueCard[®] PPO network** with access to more than 1.8 million providers nationwide².



If you travel outside the United States, we have you covered with the **Blue Cross Blue Shield Global[®] Core network** with access to coverage in 190 countries and territories worldwide.

BLUECARD[®] PPO



When you travel outside of Minnesota, you have access to the large national **BlueCard PPO network** with access to more than 1.8 million providers nationwide¹.



If you travel outside the United States, we have you covered with the **Blue Cross Blue Shield Global[®] Core network** with access to coverage in 190 countries and territories worldwide.

2026 HEALTH PLAN MARKETING

HEALTH PLAN

Medical Marketing Summary

BHC Sourcewell/BCBS (incumbent)	+9.5% initial renewal +3% FINAL w/2 nd yr 15% RC
BCBS – Direct Fully Insured	+12%
HealthPartners Fully Insured	+29.5% w/2 nd yr 15% RC
MHC Co-op/Medica	+0%
Medica – Direct Fully Insured Self Funded	-6.6% +12.9% at Maximum -2.6% at Expected
Public EE Insurance Program (PEIP)	-.3%, 4 yr commitment w/unknown future renewals
UnitedHealthCare Fully Insured	-6.4% (UHC does not cover Retirees)

City of Brainerd

2026 Medical Marketing - Blue Cross Blue Shield of MN Direct Proposal

Carrier Network	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				BLUE CROSS BLUE SHIELD of MN - DIRECT			
	AWARE				AWARE			
Plan	Smart Plan 1 \$1650-0% HSA	Smart Plan 3 \$3300-0% HSA	Smart Plan 7 \$6300-0% HSA	Smart Plan 8 \$8300-0% HSA	\$1700-0% HSA	\$3400-0% HSA	\$6400-0% HSA	\$8500-0% HSA
Deductible	Non-Embedded	Embedded	Embedded	Embedded	Non-Embedded	Embedded	Embedded	Embedded
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,700	\$3,400	\$6,400	\$8,500
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$3,400	\$6,800	\$12,800	\$17,000
Coinsurance	0%	0%	0%	0%	0%	0%	0%	0%
Out-of-Pocket Maximum								
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,700	\$3,400	\$6,400	\$8,500
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$3,400	\$6,800	\$12,800	\$17,000
Preventive Services	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Preventive Annual Eye Exams	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Office Visits: Primary Care/Specialty Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Diagnostic Services/Lab/X-Rays	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Emergency Room Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Urgent Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Inpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Outpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Bariatric Surgery	Included; Refer to contracts for specific coverages and limitations				Included; Refer to contracts for specific coverages and limitations			
Infertility Treatment								
Creditable Coverage Status	Creditable	Creditable	Non-Creditable	Non-Creditable	Creditable	Creditable	Non-Creditable	Non-Creditable
Prescription Drugs	FlexRx	FlexRx	FlexRx	FlexRx				
Preferred Generic	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Preferred Brand	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Non-Preferred Brand	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage
Specialty - Preferred	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
*HSA Preventive Drugs	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic \$0/Brand \$50 Copay	Generic \$0/\$Brand \$50 Copay	Generic \$0/\$Brand \$50 Copay	Generic \$0/\$Brand \$50 Copay
Out-of-Network Benefits								
Deductible/Coinsurance	\$3,300/\$6,600 Ded; 20%	\$6,600/\$13,200 Ded; 20%	\$12,600/\$25,200 Ded; 20%	\$16,600/\$33,200 Ded; 20%	\$3,300/\$6,600 Ded; 20%	\$6,600/\$13,200 Ded; 20%	\$12,600/\$25,200 Ded; 20%	\$16,600/\$33,200 Ded; 20%
Out-of-Pocket Maximum	\$4,950/\$9,900	\$9,900/\$19,800	\$18,900/\$37,800	\$24,900/\$49,800	\$4,950/\$9,900	\$9,900/\$19,800	\$18,900/\$37,800	\$24,900/\$49,800

This is a brief summary of benefits. The actual contract will prevail.

Premium Summary - Renewal and Proposed Rates Effective January 1, 2026

Lives 1650 3300 6300 8300					BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				BLUE CROSS BLUE SHIELD of MN - DIRECT			
					AWARE				AWARE			
					\$1650-0% HSA	\$3300-0% HSA	\$6300-0% HSA	\$8300-0% HSA	\$1700-0% HSA	\$3400-0% HSA	\$6400-0% HSA	\$8500-0% HSA
EE Only	11	19	5	8	\$1,657.00	\$1,485.00	\$1,252.00	\$1,153.00	\$1,924.97	\$1,679.55	\$1,359.48	\$1,205.39
Family	12	25	6	9	\$2,799.00	\$2,507.00	\$2,115.00	\$1,947.00	\$3,239.39	\$2,826.38	\$2,287.75	\$2,028.45
Monthly Premium	95				\$51,815	\$90,890	\$18,950	\$26,747	\$60,047	\$102,571	\$20,524	\$27,899
Annual Premium					\$621,780	\$1,090,680	\$227,400	\$320,964	\$720,568	\$1,230,851	\$246,287	\$334,790
Combined Annual Premium					\$2,260,824				\$2,532,496			
Increase over Current:									12.0%			
Lives 1650 3300 6300 8300					BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - RENEWAL / REVISED RENEWAL							
					\$1700-0% HSA		\$3400-0% HSA		\$6300-0% HSA		\$8300-0% HSA	
					RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal
EE Only	11	19	5	8	\$1,816.00	\$1,706.00	\$1,630.00	\$1,532.00	\$1,378.00	\$1,296.00	\$1,271.00	\$1,196.00
Family	12	25	6	9	\$3,059.00	\$2,875.00	\$2,743.00	\$2,580.00	\$2,319.00	\$2,183.00	\$2,138.00	\$2,013.00
Monthly Premium	95				\$56,684	\$53,266	\$99,545	\$93,608	\$20,804	\$19,578	\$29,410	\$27,685
Annual Premium					\$680,208	\$639,192	\$1,194,540	\$1,123,296	\$249,648	\$234,936	\$352,920	\$332,220
Initial Renewal Combined Annual Premium					\$2,477,316							
Initial Renewal Combined Increase over Current:					9.6%							
Revised Renewal Combined Annual Premium					\$2,329,644							
Revised Renewal Combined Increase over Current:					3.0%							

City of Brainerd

2026 Medical Marketing - HealthPartners Proposal

Carrier Network	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				HEALTHPARTNERS			
	AWARE				OPEN ACCESS			
Plan	Smart Plan 1 \$1650-0% HSA	Smart Plan 3 \$3300-0% HSA	Smart Plan 7 \$6300-0% HSA	Smart Plan 8 \$8300-0% HSA	NationalONE Empower \$1700-0% HSA	NationalONE Empower \$3400-0% HSA	NationalONE Empower \$6300-0% HSA	NationalONE Empower \$8300-0% HSA
Deductible	Non-Embedded	Embedded	Embedded	Embedded	Non-Embedded	Embedded	Embedded	Embedded
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,700	\$3,400	\$6,300	\$8,300
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$3,400	\$6,800	\$12,600	\$16,600
Coinsurance	0%	0%	0%	0%	0%	0%	0%	0%
Out-of-Pocket Maximum								
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,700	\$3,400	\$6,300	\$8,300
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$3,400	\$6,800	\$12,600	\$16,600
Preventive Services	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Preventive Annual Eye Exams	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Office Visits: Primary Care/Specialty Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Diagnostic Services/Lab/X-Rays	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Emergency Room Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Urgent Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Inpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Outpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Bariatric Surgery	Included; Refer to contracts for specific coverages and limitations				Included; Refer to contracts for specific coverages and limitations			
Infertility Treatment								
Creditable Coverage Status	Creditable	Creditable	Non-Creditable	Non-Creditable	Creditable	Creditable	Creditable	Creditable
Prescription Drugs	FlexRx	FlexRx	FlexRx	FlexRx				
Preferred Generic	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Preferred Brand	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Non-Preferred Brand	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage	No Coverage
Specialty - Preferred	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
*HSA Preventive Drugs	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Enhanced Preventive Rx	Enhanced Preventive Rx	Enhanced Preventive Rx	Enhanced Preventive Rx
Out-of-Network Benefits								
Deductible/Coinsurance	\$3,300/\$6,600 Ded; 20%	\$6,600/\$13,200 Ded; 20%	\$12,600/\$25,200 Ded; 20%	\$16,600/\$33,200 Ded; 20%	\$3,400/\$8,400 Ded; 20%	\$6,800/\$13,600 Ded; 20%	\$12,600/\$25,2600 Ded; 20%	\$16,600/\$33,200 Ded; 20%
Out-of-Pocket Maximum	\$4,950/\$9,900	\$9,900/\$19,800	\$18,900/\$37,800	\$24,900/\$49,800	\$5,100/\$10,200	\$10,200/\$20,400	\$18,900/\$37,800	\$24,900/\$49,800

This is a brief summary of benefits. The actual contract will prevail.

Premium Summary - Renewal and Proposed Rates Effective January 1, 2026

					BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				HEALTHPARTNERS			
					AWARE				OPEN ACCESS			
	1650	3300	6300	8300	\$1650-0% HSA	\$3300-0% HSA	\$6300-0% HSA	\$8300-0% HSA	\$1700-0% HSA	\$3400-0% HSA	\$6300-0% HSA	\$8300-0% HSA
EE Only	11	19	5	8	\$1,657.00	\$1,485.00	\$1,252.00	\$1,153.00	\$2,089.45	\$1,921.73	\$1,681.79	\$1,558.75
Family	12	25	6	9	\$2,799.00	\$2,507.00	\$2,115.00	\$1,947.00	\$3,516.20	\$3,233.93	\$2,830.15	\$2,623.10
Monthly Premium	95				\$51,815	\$90,890	\$18,950	\$26,747	\$65,178	\$117,361	\$25,390	\$36,078
Annual Premium					\$621,780	\$1,090,680	\$227,400	\$320,964	\$782,140	\$1,408,333	\$304,678	\$432,935
Combined Annual Premium					\$2,260,824				\$2,928,087			
Increase over Current:									29.5%			
									HealthPartners proposal includes a 2nd year 15.0% Rate Cap			

	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - RENEWAL / REVISED RENEWAL							
	\$1700-0% HSA		\$3400-0% HSA		\$6300-0% HSA		\$8300-0% HSA	
	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal
EE Only	11	19	5	8	\$1,816.00	\$1,706.00	\$1,630.00	\$1,532.00
Family	12	25	6	9	\$3,059.00	\$2,875.00	\$2,743.00	\$2,580.00
Monthly Premium	95	\$56,684	\$53,266	\$99,545	\$93,608	\$20,804	\$19,578	\$29,410
Annual Premium		\$680,208	\$639,192	\$1,194,540	\$1,123,296	\$249,648	\$234,936	\$352,920
Initial Renewal Combined Annual Premium	\$2,477,316							
Initial Renewal Combined Increase over Current:	9.6%							
Revised Renewal Combined Annual Premium	\$2,329,644							
Revised Renewal Combined Increase over Current:	3.0%							

City of Brainerd

2026 Medical Marketing - Minnesota Healthcare Consortium (Medica) Proposal

Carrier Network	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				MN HEALTHCARE CONSORTIUM (Medica)			
	AWARE				CHOICE PASSPORT			
Plan	Smart Plan 1 \$1650-0% HSA	Smart Plan 3 \$3300-0% HSA	Smart Plan 7 \$6300-0% HSA	Smart Plan 8 \$8300-0% HSA	MSI PP ASO \$1700-0% HSA	MSI PP ASO \$3400-0% HSA	MSI PP ASO \$6300-0% HSA	MSI PP ASO \$8300-0% HSA
Deductible	Non-Embedded	Embedded	Embedded	Embedded	Non-Embedded	Embedded	Embedded	Embedded
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,700	\$3,400	\$6,300	\$8,300
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$3,400	\$6,800	\$12,600	\$16,600
Coinsurance	0%	0%	0%	0%	0%	0%	0%	0%
Out-of-Pocket Maximum								
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,700	\$3,400	\$6,300	\$8,300
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$3,400	\$6,800	\$12,600	\$16,600
Preventive Services	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Preventive Annual Eye Exams	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Office Visits: Primary Care/Specialty Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Diagnostic Services/Lab/X-Rays	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Emergency Room Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Urgent Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Inpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Outpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Bariatric Surgery	Included; Refer to contracts for specific coverages and limitations				Included; Refer to contracts for specific coverages and limitations			
Infertility Treatment								
Creditable Coverage Status	Creditable	Creditable	Non-Creditable	Non-Creditable	Creditable	Creditable		
Prescription Drugs	FlexRx	FlexRx	FlexRx	FlexRx				
Preferred Generic	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Preferred Brand	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Non-Preferred Brand	No Coverage	No Coverage	No Coverage	No Coverage	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Specialty - Preferred	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Specialty - Non-Preferred								
*HSA Preventive Drugs	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	No Charge: ACA Preventive	No Charge: ACA Preventive	No Charge: ACA Preventive	No Charge: ACA Preventive
Out-of-Network Benefits								
Deductible/Coinsurance	\$3,300/\$6,600 Ded; 20%	\$6,600/\$13,200 Ded; 20%	\$12,600/\$25,200 Ded; 20%	\$16,600/\$33,200 Ded; 20%	\$3,300/\$6,600 Ded; 20%	\$6,600/\$13,200 Ded; 20%	\$12,600/\$25,200 Ded; 20%	\$16,600/\$33,200 Ded; 20%
Out-of-Pocket Maximum	\$4,950/\$9,900	\$9,900/\$19,800	\$18,900/\$37,800	\$24,900/\$49,800	\$4,950/\$9,900	\$9,900/\$19,800	\$18,900/\$37,800	\$24,900/\$49,800

This is a brief summary of benefits. The actual contract will prevail.

Premium Summary - Renewal and Proposed Rates Effective January 1, 2026

	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				MN HEALTHCARE CONSORTIUM (Medica)			
	AWARE				CHOICE PASSPORT			
	1650	3300	6300	8300	\$1700-0% HSA	\$3400-0% HSA	\$6300-0% HSA	\$8300-0% HSA
EE Only	11	19	5	8	\$1,672.42	\$1,478.88	\$1,254.42	\$1,145.14
Family	12	25	6	9	\$2,825.06	\$2,498.10	\$2,118.96	\$1,934.36
Monthly Premium	95				\$52,297	\$90,551	\$18,986	\$26,570
Annual Premium					\$627,568	\$1,086,615	\$227,830	\$318,844
Combined Annual Premium	\$2,260,824				\$2,260,857			
Increase over Current:					0.0%			

	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - RENEWAL / REVISED RENEWAL							
	\$1700-0% HSA		\$3400-0% HSA		\$6300-0% HSA		\$8300-0% HSA	
	1650	3300	6300	8300	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal
EE Only	11	19	5	8	\$1,816.00	\$1,706.00	\$1,630.00	\$1,532.00
Family	12	25	6	9	\$3,059.00	\$2,875.00	\$2,743.00	\$2,580.00
Monthly Premium	95				\$56,684	\$53,266	\$99,545	\$93,608
Annual Premium					\$680,208	\$639,192	\$1,194,540	\$1,123,296
Initial Renewal Combined Annual Premium					\$2,477,316			
Initial Renewal Combined Increase over Current:					9.6%			
Revised Renewal Combined Annual Premium					\$2,329,644			
Revised Renewal Combined Increase over Current:					3.0%			

City of Brainerd

2026 Medical Marketing - MEDICA Proposal

Carrier Network	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT AWARE				MEDICA CHOICE PASSPORT			
	Smart Plan 1 \$1650-0% HSA	Smart Plan 3 \$3300-0% HSA	Smart Plan 7 \$6300-0% HSA	Smart Plan 8 \$8300-0% HSA	MIC PP MN \$1700-0% H.S.A	MIC PP MN \$3400-0% H.S.A	MIC PP MN \$6300-0% H.S.A	MIC PP MN \$8300-0% H.S.A
Plan								
Deductible	Non-Embedded	Embedded	Embedded	Embedded	Non-Embedded	Embedded	Embedded	Embedded
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,700	\$3,400	\$6,300	\$8,300
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$3,400	\$6,800	\$12,600	\$16,600
Coinurance	0%	0%	0%	0%	0%	0%	0%	0%
Out-of-Pocket Maximum								
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,700	\$3,400	\$6,300	\$8,300
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$3,400	\$6,800	\$12,600	\$16,600
Preventive Services	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Preventive Annual Eye Exams	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Office Visits: Primary Care/Specialty Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Diagnostic Services/Lab/X-Rays	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Emergency Room Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Urgent Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Inpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Outpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Bariatric Surgery	Included; Refer to contracts for specific coverages and limitations				Not Included			
Infertility Treatment								
Creditable Coverage Status	Creditable	Creditable	Non-Creditable	Non-Creditable	Creditable	Creditable	Creditable	Creditable
Prescription Drugs	FlexRx	FlexRx	FlexRx	FlexRx				
Preferred Generic	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Preferred Brand	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Non-Preferred Brand	No Coverage	No Coverage	No Coverage	No Coverage	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Specialty - Preferred	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Specialty - Non-Preferred	No Coverage	No Coverage	No Coverage	No Coverage	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
*HSA Preventive Drugs	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	No Charge: ACA Preventive	No Charge: ACA Preventive	No Charge: ACA Preventive	No Charge: ACA Preventive
Out-of-Network Benefits								
Deductible/Coinurance	\$3,300/\$6,600 Ded; 20%	\$6,600/\$13,200 Ded; 20%	\$12,600/\$25,200 Ded; 20%	\$16,600/\$33,200 Ded; 20%	\$3,300 / \$6,600 Ded 20%	\$6,600/\$13,200 Ded; 20%	\$12,600/\$25,200 Ded; 20%	\$16,600/\$33,200 Ded; 20%
Out-of-Pocket Maximum	\$4,950/\$9,900	\$9,900/\$19,800	\$18,900/\$37,800	\$24,900/\$49,800	\$4,950 / \$9,900	\$9,900/\$19,800	\$18,900/\$37,800	\$24,900/\$49,800

This is a brief summary of benefits. The actual contract will prevail.

Premium Summary - Renewal and Proposed Rates Effective January 1, 2026

Lives					BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				MEDICA CHOICE PASSPORT			
					AWARE							
	1650	3300	6300	8300	\$1650-0% HSA	\$3300-0% HSA	\$6300-0% HSA	\$8300-0% HSA	\$1700-0% H.S.A	\$3400-0% H.S.A	\$6300-0% H.S.A	\$8300-0% H.S.A
EE Only	11	19	5	8	\$1,657.00	\$1,485.00	\$1,252.00	\$1,153.00	\$1,523.10	\$1,373.34	\$1,205.50	\$1,121.47
Family	12	25	6	9	\$2,799.00	\$2,507.00	\$2,115.00	\$1,947.00	\$2,572.82	\$2,319.85	\$2,036.33	\$1,894.39
Monthly Premium	95				\$51,815	\$90,890	\$18,950	\$26,747	\$47,628	\$84,090	\$18,245	\$26,021
Annual Premium					\$621,780	\$1,090,680	\$227,400	\$320,964	\$571,535	\$1,009,077	\$218,946	\$312,255
Combined Annual Premium					\$2,260,824				\$2,111,813			
Increase over Current:									-6.6%			

	Lives				BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - RENEWAL / REVISED RENEWAL							
					\$1700-0% HSA		\$3400-0% HSA		\$6300-0% HSA		\$8300-0% HSA	
	1700	3400	6500	8500	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal
EE Only	11	19	5	8	\$1,816.00	\$1,706.00	\$1,630.00	\$1,532.00	\$1,378.00	\$1,296.00	\$1,271.00	\$1,196.00
Family	12	25	6	9	\$3,059.00	\$2,875.00	\$2,743.00	\$2,580.00	\$2,319.00	\$2,183.00	\$2,138.00	\$2,013.00
Monthly Premium	95				\$56,684	\$53,266	\$99,545	\$93,608	\$20,804	\$19,578	\$29,410	\$27,685
Annual Premium					\$680,208	\$639,192	\$1,194,540	\$1,123,296	\$249,648	\$234,936	\$352,920	\$332,220
Initial Renewal Combined Annual Premium									\$2,477,316			
Initial Renewal Combined Increase over Current:									9.6%			
Revised Renewal Combined Annual Premium									\$2,329,644			
Revised Renewal Combined Increase over Current:									3.0%			

Medical Marketing - Stop Loss Cost Illustration Effective 1/1/2026

					CURRENT				PROPOSED			
Stop Loss Carrier/TPA:					BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN				MEDICA			
Plan Name:	1650	3300	6300	8300	\$1650-0% HSA	\$3300-0% HSA	\$6300-0% HSA	\$8300-0% HSA	\$1700-0% HSA	\$3400-0% HSA	\$6300-0% HSA	\$8300-0% HSA
Specific Level - Per Member									\$80,000			
Contract Type - Aggregate Margin:									12/15 - 120%			
Specific Stop Loss Premiums - per ee												
Single									\$175.50			
Dual									\$368.55			
Family									\$561.60			
Aggregate Stop Loss Premiums - per ee									\$15.18			
Administration Fee - per ee*												
Medical Administration Fee									\$0.00			
Broker Fee - per ee									\$0.00			
Total Fixed Costs												
Single	11	19	5	8					\$190.68			
Dual	0	0	0	0					\$383.73			
Family	12	25	6	9					\$576.78			
Combined Annual Total									\$458,302			
Expected Claim Rates												
Single	11	19	5	8					\$786.09	\$708.80	\$622.17	\$578.80
Dual	0	0	0	0					\$1,650.79	\$1,488.48	\$1,306.57	\$1,215.49
Family	12	25	6	9					\$2,515.49	\$2,268.15	\$1,990.96	\$1,852.17
Annual Total									\$465,995	\$842,051	\$739,142	\$255,599
Combined Total									\$2,302,787			
Total Expected Costs (Fixed Costs + Expected Claims)												
Single	11	19	5	8					\$976.77	\$899.48	\$812.85	\$769.48
Dual	0	0	0	0					\$2,034.52	\$1,872.21	\$1,690.30	\$1,599.22
Family	12	25	6	9					\$3,092.27	\$2,844.93	\$2,567.74	\$2,428.95
Annual Total									\$574,221	\$1,058,560	\$233,648	\$336,196
Combined Annual Total Expected Costs									\$2,202,626			
Attachment Point Rates (Expected Claims x 1.2)									<u>\$1700-0% HSA</u>	<u>\$3400-0% HSA</u>	<u>\$6300-0% HSA</u>	<u>\$8300-0% HSA</u>
Single	11	19	5	8					\$943.31	\$850.56	\$746.60	\$694.56
Dual	0	0	0	0					\$1,980.95	\$1,786.18	\$1,567.88	\$1,458.59
Family	12	25	6	9					\$3,018.59	\$2,721.78	\$2,389.15	\$2,222.60
Annual Total									\$559,194	\$1,010,462	\$216,815	\$306,719
Combined Annual Total Annual Attachment Point									\$2,093,189			
Total Maximum Costs (Fixed Cost + Attachment Point Rates)					\$1650-0% HSA	\$3300-0% HSA	\$6300-0% HSA	\$8300-0% HSA	\$1700-0% HSA	\$3400-0% HSA	\$6300-0% HSA	\$8300-0% HSA
Single	11	19	5	8	\$1,657.00	\$1,485.00	\$1,252.00	\$1,153.00	\$1,133.99	\$1,041.24	\$937.28	\$885.24
Dual	0	0	0	0	\$2,799.00	\$2,507.00	\$2,115.00	\$1,947.00	\$2,364.68	\$2,169.91	\$1,951.61	\$1,842.32
Family	12	25	6	9	\$2,799.00	\$2,507.00	\$2,115.00	\$1,947.00	\$3,595.37	\$3,298.56	\$2,965.93	\$2,799.38
Annual Total					\$621,780	\$1,090,680	\$227,400	\$320,964	\$667,420	\$1,226,971	\$269,784	\$387,316
Combined Annual Total Maximum Costs					\$2,260,824				\$2,551,491			

Increase over CURRENT Plan Costs @ Total Maximum Plan Cost:

Increase over CURRENT Plan Costs @ Total Expected Plan Cost:

12.9%

2.68%

City of Brainerd

2026 Medical Marketing - Public Employee Insurance Program (PEIP) Proposal

Carrier Network	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				PEIP Advantage HSA BCBS (Aware) - HealthPartners (Open Access)			
	AWARE							
Plan	Smart Plan 1 \$1650-0% HSA	Smart Plan 3 \$3300-0% HSA	Smart Plan 7 \$6300-0% HSA	Smart Plan 8 \$8300-0% HSA	Cost Level 1	Cost Level 2	Cost Level 3	Cost Level 4
Deductible	Non-Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,750	\$2,250	\$3,250	\$4,250
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$4,000 (\$3,500 per member)	\$4,500 (\$3,750 per member)	\$6,500 (\$5,250 per member)	\$8,500 (\$6,750 per member)
Coinsurance	0%	0%	0%	0%	20%	25%	30%	50%
Out-of-Pocket Maximum								
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$3,250	\$3,250	\$4,250	\$5,250
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$6,500 (\$5,250 per member)	\$6,500 (\$5,250 per member)	\$8,500 (\$7,250 per member)	\$10,500 (\$7,250 per member)
Preventive Services	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Preventive Annual Eye Exams	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Office Visits: Primary Care/Specialty Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then \$45 Copay	Ded; then \$55 Copay	Ded; then \$105 Copay	Ded; then \$130 Copay
Emergency Room Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then \$250 Copay	Ded; then \$300 Copay	Ded; then \$350 Copay	Ded; then \$600 Copay
Inpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then \$400 Copay	Ded; then \$650 Copay	Ded; then \$1,500 Copay	Ded; then 50%
Outpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then \$250 Copay	Ded; then \$400 Copay	Ded; then \$800 Copay	Ded; then 50%
Bariatric Surgery	Included; Refer to contracts for specific coverages and limitations				Included; Refer to contracts for specific benefits and limitations			
Infertility Treatment								
Creditable Coverage Status	Creditable	Creditable	Non-Creditable	Non-Creditable	Creditable	Creditable	Creditable	Creditable
Prescription Drugs	FlexRx	FlexRx	FlexRx	FlexRx	CVS Caremark	CVS Caremark	CVS Caremark	CVS Caremark
Preferred Generic	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then \$30 Copay	Ded; then \$30 Copay	Ded; then \$30 Copay	Ded; then \$30 Copay
Preferred Brand	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then \$50 Copay	Ded; then \$50 Copay	Ded; then \$50 Copay	Ded; then \$50 Copay
Non-Preferred Brand	No Coverage	No Coverage	No Coverage	No Coverage	Ded; then \$75 Copay	Ded; then \$75 Copay	Ded; then \$75 Copay	Ded; then \$75 Copay
Specialty - Preferred	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Subject to above Ded and Copays	Subject to above Ded and Copays	Subject to above Ded and Copays	Subject to above Ded and Copays
*HSA Preventive Drugs	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	No Charge: ACA Preventive	No Charge: ACA Preventive	No Charge: ACA Preventive	No Charge: ACA Preventive
Out-of-Network Benefits					Out-of-service area coverage is available outside the PEIP Advantage Plan's service area. Members pay a \$1,750 single or \$4,000 family deductible and 30% coinsurance applies. Above rx copays apply.			
Deductible/Coinsurance	\$3,300/\$6,600 Ded; 20%	\$6,600/\$13,200 Ded; 20%	\$12,600/\$25,200 Ded; 20%	\$16,600/\$33,200 Ded; 20%				
Out-of-Pocket Maximum	\$4,950/\$9,900	\$9,900/\$19,800	\$18,900/\$37,800	\$24,900/\$49,800				

This is a brief summary of benefits. The actual contract will prevail.

Premium Summary - Renewal and Proposed Rates Effective January 1, 2026

Lives 1650 3300 6300 8300					BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				PEIP Advantage HSA			
					AWARE				BCBS (Aware) - HealthPartners (Open Access)			
					\$1650-0% HSA	\$3300-0% HSA	\$6300-0% HSA	\$8300-0% HSA	Cost Level 1	Cost Level 2	Cost Level 3	Cost Level 4
EE Only					\$1,657.00	\$1,485.00	\$1,252.00	\$1,153.00			\$1,033.12	
Family					\$2,799.00	\$2,507.00	\$2,115.00	\$1,947.00			\$2,758.44	
Monthly Premium					\$51,815	\$90,890	\$18,950	\$26,747	\$187,863			
Annual Premium					\$621,780	\$1,090,680	\$227,400	\$320,964	\$2,254,356			
Combined Annual Premium					\$2,260,824				\$2,254,356			
Increase over Current:									-0.3%			
									Four Year Participation Agreement Required			
Lives 1650 3300 6300 8300					BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - RENEWAL / REVISED RENEWAL							
					\$1700-0% HSA		\$3400-0% HSA		\$6300-0% HSA		\$8300-0% HSA	
					RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal
EE Only					\$1,816.00	\$1,706.00	\$1,630.00	\$1,532.00	\$1,378.00	\$1,296.00	\$1,271.00	\$1,196.00
Family					\$3,059.00	\$2,875.00	\$2,743.00	\$2,580.00	\$2,319.00	\$2,183.00	\$2,138.00	\$2,013.00
Monthly Premium					\$56,684	\$53,266	\$99,545	\$93,608	\$20,804	\$19,578	\$29,410	\$27,685
Annual Premium					\$680,208	\$639,192	\$1,194,540	\$1,123,296	\$249,648	\$234,936	\$352,920	\$332,220
Initial Renewal Combined Annual Premium					\$2,477,316							
Initial Renewal Combined Increase over Current:					9.6%							
Revised Renewal Combined Annual Premium					\$2,329,644							
Revised Renewal Combined Increase over Current:					3.0%							

City of Brainerd

2026 Medical Marketing - UnitedHealthcare Proposal

Carrier Network	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				UNITEDHEALTHCARE CHOICE PLUS			
	AWARE							
Plan	Smart Plan 1 \$1650-0% HSA	Smart Plan 3 \$3300-0% HSA	Smart Plan 7 \$6300-0% HSA	Smart Plan 7 \$6300-0% HSA	EQJ6 MOD Rx MM \$1700-0% HSA	EQJV MOD Rx MM \$3,400-0% HSA	EFTF MOD Rx MM \$6,150-0% HSA	EFTF MOD 2 \$8,050-0% HSA
Deductible	Non-Embedded	Embedded	Embedded	Embedded	Non-Embedded	Embedded	Embedded	Embedded
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,700	\$3,400	\$6,150	\$8,050
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$3,400	\$6,800	\$12,300	\$16,100
Coinsurance	0%	0%	0%	\$0	0%	0%	0%	0%
Out-of-Pocket Maximum								
Single	\$1,650	\$3,300	\$6,300	\$8,300	\$1,700	\$3,400	\$6,150	\$8,050
Family	\$3,300	\$6,600	\$12,600	\$16,600	\$3,400	\$6,800	\$12,300	\$16,100
Preventive Services	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Preventive Annual Eye Exams	100% Coverage	100% Coverage	100% Coverage	100% Coverage	Not Included	Not Included	Not Included	Not Included
Office Visits: Primary Care/Specialty Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Diagnostic Services/Lab/X-Rays	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Emergency Room Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Urgent Care	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Inpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Outpatient Hospital	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Bariatric Surgery	Included; Refer to contracts for specific coverages and limitations				Not Included			
Infertility Treatment								
Creditable Coverage Status	Creditable	Creditable	Non-Creditable	Non-Creditable	Creditable Status Pending	Creditable Status Pending	Creditable Status Pending	Creditable Status Pending
Prescription Drugs	FlexRx	FlexRx	FlexRx	FlexRx	Advantage PDL (3 Tiers)	Advantage PDL (3 Tiers)	Advantage PDL (3 Tiers)	Advantage PDL (3 Tiers)
Preferred Generic	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Preferred Brand	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Non-Preferred Brand	No Coverage	No Coverage	No Coverage	No Coverage	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Specialty - Preferred	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
*HSA Preventive Drugs	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	Generic:\$0 /Brand \$50 copay	No Charge: ACA Preventive	No Charge: ACA Preventive	No Charge: ACA Preventive	No Charge: ACA Preventive
Out-of-Network Benefits								
Deductible/Coinsurance	\$3,300/\$6,600 Ded; 20%	\$6,600/\$13,200 Ded; 20%	\$12,600/\$25,200 Ded; 20%	\$16,600/\$33,200 Ded; 20%	\$3,200/\$56,400 Ded; 20%	\$6,400/\$12,800 Ded; 20%	\$12,300/\$24,600 Ded; 20%	\$16,100/\$32,200 Ded; 20%
Out-of-Pocket Maximum	\$4,950/\$9,900	\$9,900/\$19,800	\$18,900/\$37,800	\$24,900/\$49,800	\$4,800/\$9,600	\$9,600/\$19,200	\$18,450/\$36,900	\$24,150/\$48,300

This is a brief summary of benefits. The actual contract will prevail.

UHC Advantage Prescription Drug List (PDL) includes 3 Tiers. Tier 1 includes medications that provide the highest overall value. This includes mostly generic drugs and some brand-name maybe included. Tier 2 includes medications that provide good overall value with a mix of brand-name and generic drugs. Tier 3 includes the highest cost medications that provide the lowest overall value with mostly brand-name drugs and some generics.

UHC: No Coverage for Post 65 Retirees.

Premium Summary - Renewal and Proposed Rates Effective January 1, 2026

	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - CURRENT				UNITEDHEALTHCARE CHOICE PLUS			
	AWARE							
	Lives							
	1650	3300	6300	8300	\$1700-0% HSA	\$3,400-0% HSA	\$6,150-0% HSA	\$8,050-0% HSA
EE Only	11	19	5	8	\$1,657.00	\$1,485.00	\$1,252.00	\$1,153.00
Family	12	25	6	9	\$2,799.00	\$2,507.00	\$2,115.00	\$1,947.00
Monthly Premium	95				\$51,815	\$90,890	\$18,950	\$26,747
Annual Premium					\$621,780	\$1,090,680	\$227,400	\$320,964
Combined Annual Premium					\$2,260,824			
Increase over Current:							\$2,116,475	
							-6.4%	

	BETTER HEALTH COLLECTIVE/SOURCEWELL - BCBS OF MN - RENEWAL / REVISED RENEWAL							
	\$1700-0% HSA		\$3400-0% HSA		\$6300-0% HSA		\$8300-0% HSA	
	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal	RENEWAL	Rev. Renewal
EE Only	\$1,816.00	\$1,706.00	\$1,630.00	\$1,532.00	\$1,378.00	\$1,296.00	\$1,271.00	\$1,196.00
Family	\$3,059.00	\$2,875.00	\$2,743.00	\$2,580.00	\$2,319.00	\$2,183.00	\$2,138.00	\$2,013.00
Monthly Premium	\$56,684	\$53,266	\$99,545	\$93,608	\$20,804	\$19,578	\$29,410	\$27,685
Annual Premium	\$680,208	\$639,192	\$1,194,540	\$1,123,296	\$249,648	\$234,936	\$352,920	\$332,220
Initial Renewal Combined Annual Premium	\$2,477,316							
Initial Renewal Combined Increase over Current:	9.6%							
Revised Renewal Combined Annual Premium	\$2,329,644							
Revised Renewal Combined Increase over Current:	3.0%							

Benefits Included with Better Health Collective Plans



Better Health Collective Partners

Health plan
administration



Member Customer Services: 877-321-0676
Web: bluecrossmn.com

Population health
management
& wellness



Member services: 763-287-0740
Email: support@healthsource-solutions.com
Web: sourcewell.wellright.com

Employee
assistance program



Member services: 866-443-9435
Connect online: one.telushealth.com
Username: collective | Password: collective1

Fertility support



Member services: 888-597-5065
Email: members@progyny.com
Web: progyny.com

Disease prevention
& management



Member services: 888-409-8687
Email: support@omadahealth.com
Web: omadahealth.com

Virtual physical
therapy



Member services: 855-902-2777
Email: help@hingehealth.com
Web: hingehealth.com

EMPLOYEE ACTIVATION

85%

BHC Benchmark | 65%

Grant Goal | 60%

The percentage of eligible on plan employees that have registered an account.

PERCENT OF POINTS EARNED

52%

BHC Benchmark | 30%

Grant Goal |

<20% = \$0

21- 34% = \$20

35- 49% = \$40

>50% = \$60

The percentage of points earned by active on plan employees

HEALTH ASSESSMENT/BIOMETRICS

67%

BHC Benchmark | 50%

Grant Goal | 60%

The percentage of active on plan employees that completed the health assessment or completed the biometric screening

Quarter 1	Collab	0	I:I	0
Quarter 2	Collab	X	I:I	X
Quarter 3	Collab	X	I:I	X
Quarter 4	Collab		I:I	
Goals	X		Calendar	X
Biometrics	April			

Engage in majority of quarterly collab and I:I meetings

TELUS Health EAP

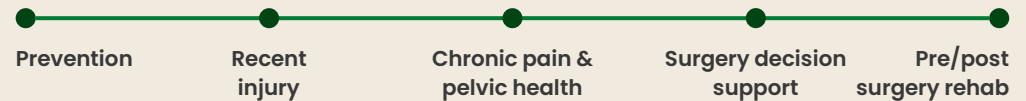
- The EAP is voluntary and confidential
- Easy access using log-in details on flyer
- There is no cost to use the EAP
- Individuals eligible to use the TELUS Health EAP benefit program:
 - o All Employees, regardless of health plan eligibility or enrollment (part-time, seasonal have access)
 - o Spouse/common-law spouse partner
 - o Dependents living within the same household as the employee
 - o Children away from home attending post secondary education full time up to 25 years of age.
- Practical support for legal, financial childcare, elder care
- Critical incident and trauma support
 - o **Up to 5 counseling sessions per person, per issue, per year**
 - o Family, relationships, work, depression, personal/emotional and more



Hinge is transforming the way pain is treated



Comprehensive joint and muscle care for every body



Different members need different care

No two MSK journeys are the same

Available to all members 18+ enrolled in the health plan – no cost to member



Care for a recent
or past injury



Prepping for an
upcoming surgery



Recovering from
surgery



Desire for building
healthy habits

Omada for Diabetes

Improve Blood Glucose Control

Program Goals

-  Achieve and maintain target blood glucose levels
-  Reduce the risk of complications and diabetes distress
-  Build confidence to self-manage medications

Program Features

- **Certified Diabetes Educator (CDCES)**
- **Real-time interventions**
- **T1 & T2 Specific Peer Groups**
- **Continuous Glucose Monitor**
- **Blood Glucose Meter w/automatic refilled test strips & lancets**
- **Additional Devices as needed (scale & BP Cuff)**



Omada for Hypertension

Improve Blood Pressure Control

Program Goals



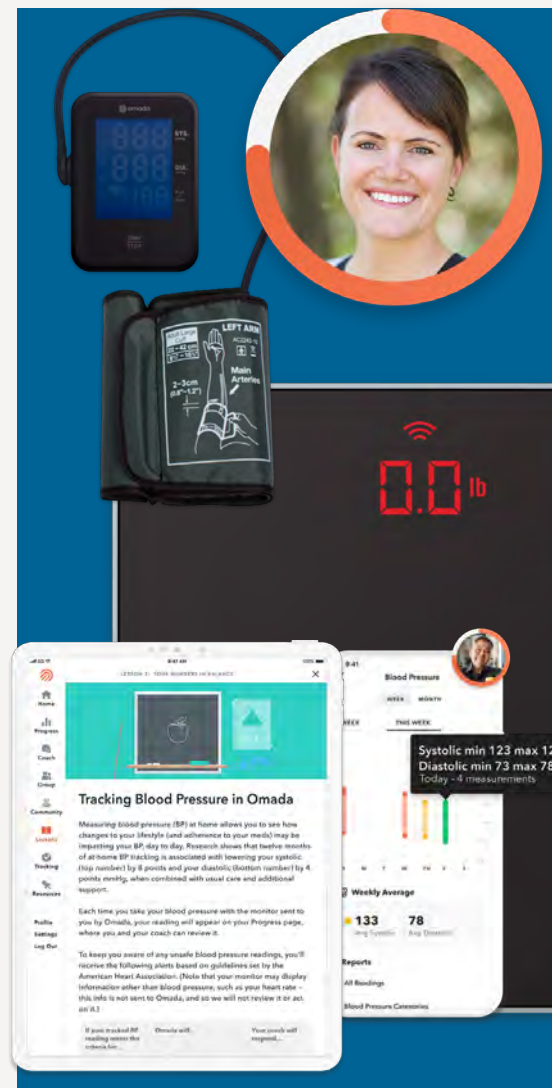
Achieve target blood pressure



Reduce cardiovascular risks

Program Features

- Health coach & HTN Specialist
- HTN curriculum
- Real-time meaningful interventions
- Peer Group & Topic-based communities
- Connected Devices



Progyny Fertility and Family Building

Progyny partners with the Better Health Collective to provide an inclusive family building benefit. Progyny's mission is to provide a healthy, timely, and supported family building journey.



Comprehensive Coverage

Fertility treatment coverage and family building services for every unique path to parenthood.



Personalized Support

Unlimited clinical and emotional support from a dedicated Patient Care Advocate (PCA).



High Quality Care

Convenient access to a network of top fertility specialists across the US.

To learn more and activate your benefit, call: 833.208.8447

Comprehensive Wellness Program and Well Right Portal

Employer
Grant
Funding



Member
Incentives



ENRICH EMPLOYEE WELLBEING



Timeline

January 2026 Renewals

- Better Health Collective Annual Meeting 8/21/25 (virtual)
- Renewals sent to brokers 8/14/25
- Renewals sent direct to groups 8/21/25
- Renewal decisions due 10/10/25
(signed/initialed rate sheet returned to BHC)
- Enrollment updates due 11/14/25

VALUE-ADDED SERVICES

VALUE-ADDED SERVICES MENU

INCLUDED IN CORE SERVICES

HOTLINE



- Safety & Loss Control
- Human Resources
- Legal & Contract Review

TOOLS



- Compliance Guidance
- Benefits Enrollment Platform
- Training Center (LMS)
- Benchmarking Services

EDUCATION



Email
Updates



Webinars
& Seminars

PROFESSIONAL CONSULTING

CUSTOM PROJECTS FOR YOUR NEEDS

- Human Resources
- Safety & Loss control
- Legal & Contract Review
- Cyber Security
- Dot & Fleet Services
- Benefit Claims Analytics
- ERISA Compliance Services



**Preferred rates
+ sponsorship
opportunities available.**

Talk to your North Risk
advisor for more
information

VALUE-ADDED SERVICES

MEET OUR PARTNERS



Preferred rates + sponsorship opportunities available.

Talk to your North Risk advisor for more information.



Lezage

Turnkey LMS HR
& safety training



ComplianceDashboard

Customized benefit compliance
reminders & tracking



Wrangle

Form 5500 & plan
doc preparation



Wagner, Falconer, & Judd

HR & Employment Law



KPA

Safety & Loss Control



Patron

DOT Compliance



Hellmuth & Johnson

Legal & Contract Review



Benefit Comply

Benefits Compliance



Xigent

Cyber Security



Springbuk Health

Intelligence
Claims analytics



Milliman

Actuarial &
benchmarking services



Mod Advisor

Workers' Comp
claim analysis

VALUE-ADDED SERVICES HOTLINE



*Personalized consulting
for compliance and best practices
powered by our trusted partners*

How To Use The Hotline

CALL OR EMAIL: No pre-enrollment required.

 Call **(888) 667-4135** and select the option for the service partner relevant to your need.

 Email the relevant service partner using our designated emails shown on the right.

KNOW WHAT TO EXPECT

1. **Receive a response within 24 hours** and sooner based on urgency.
2. **Portal Activation:** You will be enrolled in a service portal if applicable.
3. **Service Needs Beyond the Hotline:**
Our service partners will coordinate with your North Risk Partners Risk Advisor to discuss additional costs that may apply.

VALUE-ADDED SERVICE PARTNERS

Wagner, Falconer & Judd (WFJ)

HR & Employment Law 

 Option 1

 hr@northriskpartners.com

KPA

Health & Safety, Loss Control 

 Option 2

 safety@northriskpartners.com

Hellmuth & Johnson

Legal & Contract Review

 Option 3

 constructionlaw@northriskpartners.com

 Indicates service portal enrollment included.

NORTH RISK'S 2025 WEBINARS

MONTH	WEBINAR TITLE
January	Paid Leave Laws: How to Navigate the Complexities
February	How to Drive Efficiencies with a Benefits Administration Platform
	New MN Construction Worker Laws: Understanding Employee Misclassification
	Top 10 Subcontractor Agreement Issues and How to Address Them
March	Life Insurance and Legacy Building: Protecting What Matters Most
	Mastering DOT Audits: Preparing Your Fleet for Success
April	Bridging the Generation Gap: Working with Gen Z in the Evolving Construction Industry
	What Non-Union Workforces Need to Know to Stay Compliant
May	Innovative Solutions for Healthcare: Alternate Funding and the Rise of Direct Primary Care
	Workplace Safety: Adapting to New Regulations and Ensuring Compliance

MONTH	WEBINAR TITLE
June	Understanding Business Email Compromise: How to Protect Your Organization from Cyber Threats
	Ensuring Safety on the Road: Best Practices for Vetting CDL and Non-CDL Drivers
July	Top 10 OSHA Violations: Key Insights and Prevention Strategies for Employers
August	Navigating ICHRA: How to Assess if This Health Benefit Model is Right for Your Company
September	From Data to Safety: How to Collect and Use Safety Information Effectively
	Navigating Umbrella Insurance: How to Decide the Right Limit for Your Company Needs
October	Workplace Privacy: Navigating Employee Monitoring and Data Protection
November	The Federal Drug & Alcohol Program: Ensuring a Compliant and Safe Workplace
	Cyber Vulnerability Management: Safeguarding Your Organization from Emerging Online Threats
December	Buy-Sell Planning: Protecting Your Business from Unexpected Risks

COMPLIANCE

COMPLIANCE UPDATE

Limits to Know in 2026

High Deductible Health Plan (HDHP)

Minimum deductible

Single: \$1,700 (up from \$1,650 in 2025)

Family: \$3,400 (up from \$3,300 in 2025)

Maximum out-of-pocket costs

Single: \$8,500 (up from \$8,300 in 2025)

Family: \$17,000 (up from \$16,600 in 2025)

Flexible Spending Account (FSA)

2026 FSA Max Contribution

TBD

(\$3,300 in 2025)

Health Savings Account (HSA)

Maximum contributions

Single: \$4,400 (up from \$4,300 in 2025)

Family: \$8,750 (up from \$8,550 in 2025)

Catch-up contributions

\$1,000 (no change from 2025)

Pay or Play Penalty

Affordability of Health Coverage

Employer-sponsored coverage will be considered affordable if the employee's required contribution for self-only coverage (lowest cost plan option) does not exceed 9.96% of their household income for the year.

COMPLIANCE UPDATE

Medicare Part D

HERE'S HOW TO COMPLETE YOUR REQUIREMENTS:

The only way to comply with the CMS disclosure is by submitting a disclosure form on the CMS website. The electronic form is very user friendly and should take you less than five minutes to complete. You will need the following information to complete the form.

- Group name and Federal Tax Identification Number
- Type of coverage and number of drug options offered
- Credible coverage status of drug options offered by the group
- Period covered by the disclosure (plan year)
- Name, title, email address of the group's authorized individual

The website is:

<https://www.cms.gov/Medicare/Prescription-Drug-Coverage/CreditableCoverage/CCDisclosureForm.html>

The filing deadline is 60 days after the first day of the plan year (your renewal date).

ADDITIONALLY

CMS has issued updated guidance on how to determine whether a prescription drug plan is deemed to be credible. The criteria are available at: <http://www.cms.hhs.gov/creditablecoverage> under guidance documents.

Creditable Coverage notices must be provided to Medicare Part D eligible individuals under the following circumstances.

- Prior to the Medicare Part D annual election period (October 15th each year)
- Prior to the individual's initial enrollment period
- Prior to the effective date of coverage for any Medicare eligible participant that joins the plan
- Within 30 days after the termination of a plan's prescription drug coverage or a change in its creditable coverage status
- Upon request by an individual

All group health plans offered by employers, unions, government employers and tribal organizations are required to notify the Centers of Medicare and Medicaid Services (CMS) of creditable or non-creditable status of prescription drug coverage on an annual basis.

COMPLIANCE UPDATE

Employees Turning Age 65

MEDICARE

- An employee is eligible for Medicare the first of the month of their 65th birthday
- The employee needs to contact the social security office to initiate Part A or Part A and Part B coverage (they can call up to 90 days in advance; here's the phone number (800) 772-1213).
- Eligible employees have the option to remain on the group plan or elect Medicare options along with a supplemental plan.
- Small Group Health Plans (a plan with fewer than 20 full-time, active employees) pay secondary to Medicare. To avoid possible late enrollment penalties or lack of secondary benefits from your employer, it is advised that Medicare-eligible beneficiaries enroll in Medicare Part A and Part B 90 days prior to their 65th birthday.

MEDICARE PART D

Is your plan considered a creditable drug plan per CMS guidelines? If not, the Medicare eligible employee will need to enroll in a creditable Part D plan to avoid penalties. To have a Part D plan, they will need to enroll in Medicare Part A. If you have an HSA plan, this will disqualify them from being able to contribute to a health savings account (HSA). See below.

HDHP with HSA

- If an employee enrolls in Medicare Part A or Part A and Part B, they are no longer eligible to contribute to an HSA. The employer is unable to contribute funds to the employee's HSA under the same circumstances. The HSA would freeze from further contributions, but money in the account remains available to use for eligible expenses.
- If an employee delays enrollment into Part A or Part A and B to keep their HSA eligibility, this could cause future issues when they do enroll. If a person delays Part A and then later enrolls, Social Security goes back six months for the effective date of Part A. This will cause an issue with the HSA. The IRS could impose penalties and taxes for the coverage for those six months since they were not eligible to be enrolled on an HSA plan because of dual coverage restrictions.

LIFE INSURANCE

- Most group life plans have an age reduction schedule that begins at age 65 (review plan details).
- If applicable, employer will need to notify the employee of the reduced amount. Conversion of the reduced amount to an individual policy may be available through carrier. This must be applied within 31 days of the reduction.

FSA / FLEX PLAN

Turning 65 does not change an employee's eligibility to participate in a Flexible Spending Plan.

COMPLIANCE UPDATE

Broker Compensation Disclosure Rule

WHAT DOES THE BROKER COMPENSATION DISCLOSURE RULE MEAN FOR EMPLOYERS?

Transparency and shared expectations are gold standards of any successful business relationship. When it comes to a broker, employers should look for someone who keeps them informed about important issues related to their interests.

BROKER COMPENSATION DISCLOSURE RULE

The Consolidated Appropriations Act (CAA) was signed into law in late 2020 and contains several provisions related to business transparency. Beginning Dec. 27, 2021, as part of the CAA, covered service providers (CSPs)—i.e., insurance brokers and consultants—must disclose all compensation to clients if they expect to receive \$1,000 or more in direct or indirect compensation for providing their services. This means employers will be able to see exactly how brokers earn money, which can help inform plan decisions.

EMPLOYER TAKEAWAY

Knowing how a broker earns their money helps maintain transparency in pricing conversations. With this new compensation disclosure rule, employers will see precisely the cost of a broker's services. Understanding these prices can help establish greater trust between employers and their brokers. Employers will no longer need to guess how much of their money goes toward their group health plan; they will now be able to see it clearly.

Additionally, plan fiduciaries—whether they be the employer, their carrier or TPA—must be aware that the disclosure rules impose new obligations upon them. Fiduciaries could begin getting disclosure documentation from their broker as early as this fall, so preparation will be key.

MEDICARE: WHAT TO EXPECT

Transitioning from Group Insurance to Medicare

Eligibility

- Age 65
- Coming off group plan 65+ (self or spouses)
- Qualifies you for a Special Election Period (SEP)

Disclaimer: Please note this is a general checklist. As each client's situation varies, please consult with a licensed agent with any questions.

Before transitioning to Medicare, use this checklist

- Part A
 - You will receive Part A when you turn 65 (If you did not delay Part A)
- Part B
 - File for Part B via Social Security (at least 30 days from desired Medicare start date)
- Coming off Employer Coverage?
 - File L564 form (If delayed due to Group Coverage: CMS40B)
- Have an HSA?
 - Stop contributions 1-6 months prior to Medicare start (contact agent for exact timeline)
- You must have creditable drug coverage either by your group or Medicare plan.
 - Failure to do so may result in lifetime penalty.

MINNESOTA LEGISLATIVE UPDATE

Minnesota Paid Family Leave - Effective 1/1/2026

New state law will allow employees 12 weeks of caregiver leave or 12 weeks of medical leave for a total of 20 weeks per year.

- The employee will receive up to 90% of their average weekly wage on a sliding scale.
 - The maximum benefit is 100% of the state average weekly wage.
- Employees that work in Minnesota or employees that earn at least 5.3% of the state average weekly wage are eligible for this benefit. *Seasonal workers are excluded.*

WHAT DOES THE MINNESOTA PAID FAMILY LEAVE MEAN FOR EMPLOYERS?

A payroll tax of .88 goes into effect on January 1, 2026. 50% can be passed onto the employee and 50% must be covered by the employer. All employers regardless of size or number of employees must participate in either the state plan, or a private insurance plan.

- Short-Term Disability Plans could be offset by this new benefit.
 - **North Risk Partners will keep our clients abreast of all available options offered by private insurance carriers. We will ensure you have a cost-effective and compliant strategy in place, on a case-by-case basis, prior to the 2026 effective date.**
- Private insurance carriers will offer Paid Family Leave plans as an alternative of going through the state program.
 - Using one of these plans, employers may file with the state of Minnesota for an exemption from the tax.
 - In lieu of paying the state tax, employers pay premiums directly to their chosen carrier, and claims will be paid in coordination with any other short-term disability benefits, by the carrier.

Sign up for updates from DEED about MN Paid Family Leave: mn.gov/deed/paidleave/



Some information contained in this proposal is considered proprietary and/or trade secret status.

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City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Authorization to Sign Heartland Animal Rescue Team (HART) Impound Contract

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: HART provided staff with a new service agreement. The current agreement does not have a specific end date. Rather, it states that the contract may be changed by either party with a thirty (30) day notice. The last time a contract was signed was in 2023, and the only change to the contract was for the contract to run concurrent to HART's fiscal year, which is June 1st to May 31st.

The contract proposed by HART contains the following:

- It is for 3 years, from January 1, 2026 - December 31, 2028.
- Increases the impound fee to \$18.00 per day. It was \$17.00 per day and has been since January 2018.
- Increases the administration fee to \$1.80 per capita. The initial contract was based on a 2024 population report of 14,614. Staff discussed with HART to use the 2020 census as there are many different sources for population data/estimates between censuses. HART staff agreed to using the 2020 census of 14,395. The per capita rate was \$1.60 and has been since January 2018.
- Increases quarantined animals charge to \$75.00 per day. It was \$50.00 per day and has been since 2014.
- HART also pointed out that the pick-up fee is \$30.00, but the City's fee schedule shows \$25.00. Staff will propose an update to the fee schedule to get the fees to match. I found a memo from 2015 that stated the pick-up fee is \$30.00. This fee is collected by HART, remitted to the City, and coded to Impound Fees (revenue account).

The letter received from HART cited the ever-increasing cost of doing business as the reason for increasing the fees, and that HART has not increased rates for several years yet the cost of caring for impound animals has drastically increased. The letter is included in the packet.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: City Attorney Langel, Police Chief Davis, the Animal Control Officer, and Finance Director reviewed the contract proposed by HART. The red-lined contract is the result of the review. Staff sent it to HART on September 18th, and HART agreed to all the proposed changes.

The current 2026 budget includes an administrative fee of \$25,911 ($\$1.80 * 14,395$ population). The impound fees, charge for quarantined animals, as well as the pick-up fees and the animal boarding fees that are paid by the owner of the animal when picked up, do not take into account the increase in fees. The budgeted amount was developed by looking at historical data.

RECOMMENDED ACTION/MOTION: Staff recommends authorization to sign the attached HART contract covering the period of January 1, 2026 - December 31, 2028.

FINANCIAL IMPACT:

This service agreement is made by the Heartland Animal Rescue Team (HART) and the City of Brainerd, Minnesota.

Effective Dates: January 1, 2026, to December 31, 2028. This is a three (3) year contract.

I. Services Provided by HART:

1. Animal Impoundment and Care:

- a) HART's facility will serve as a holding facility for stray and impounded animals.
- b) Brainerd Police and the Brainerd animal control officer will have 24-hour access to bring animals into the HART facility for impounding.
- c) HART will hold impounded animals for a minimum of five (5) regular business days. For the purpose of this agreement, "regular business day" means a day during which ~~*the establishment having custody of an animal~~ ^{*^HART^} is open to the public not less than four consecutive hours between the hours of 8:00 a.m. and 7:00 p.m.
- d) If an animal is not claimed by an owner within this five-day period, the animal becomes the legal property of HART.
- e) HART will evaluate sick or injured animals for medical needs and provide treatment if required.
- f) HART is not responsible for animals that arrive sick, injured, or die as a result of their condition upon arrival while in impound.
- g) Animal care will comply with the standards listed in the Minnesota Animal Welfare Statutes.

2. Fee Collection and Invoicing:

- a) HART will collect all impound boarding and pickup fees before releasing any impounded animal to its owner.
- b) HART will invoice the City of Brainerd monthly for administrative fees and any impounding fees incurred during that month.

- c) The City of Brainerd will pay impound boarding fees and euthanasia fees if an animal is deemed unadoptable.

3. Animal Licensing:

- a) HART will issue animal licenses on behalf of the City of Brainerd in accordance with the Brainerd city code.
- b) HART will collect and remit the appropriate license fee to the City of Brainerd, retaining \$5.00 per license issued.

II. Agreements by the City of Brainerd:

1. Contract Maintenance and Modifications:

- a) The City of Brainerd will maintain a current contract with HART.
- b) This contract may ^ only ^ be ~~*~~ changed by either party with thirty (30) days written notice ~~*~~ ^ amended in writing with consent by both parties. ^
- c) Contracts are based on the calendar year.

2. Animal Control Responsibilities:

- a) All animal control functions will be the responsibility of the City of Brainerd.
- b) All public requests for animal control will be the responsibility of the City of Brainerd.

3. Financial Responsibilities:

- a) The City of Brainerd will be responsible for any veterinary costs incurred during the impound period.
- b) The City of Brainerd will pay HART according to the following fee schedule:
 - I. **Impound boarding fees:** \$18.00 per day for each animal impounded, with a maximum of five (5) days. If the owner claims the animal, the collected pickup fee will be turned over to the municipality.
 - II. **Annual administrative fee:** \$1.80 per capita, based on the ~~*~~ 2024 ~~report~~ ^ 2020 census data ^ report of ^ 14,395 ^. This fee can be

billed monthly, quarterly, or annually and covers administrative duties related to impound.

III. **Veterinary charges:** As charged by the clinic, [^] including euthanasia fees for unadoptable animals. [^]

IV. ~~***Euthanasia fees:** For unadoptable animals.~~ ^{*}

V. **Quarantined animals:** Animals requiring special care handling (e.g., aggressive, rabies observation) will be charged at a rate of \$75.00 per day for a maximum of ten (10) days.

c) The current pickup fee is \$30.00. This fee is charged to the owner when they pick up their animal and is returned to the municipality monthly. ^{*} ~~Any desired change to the pickup fee should be indicated.~~ ^{*}

III. General Provisions:

1. HART will provide the City of Brainerd with proof of insurance.

Signatures:

The undersigned have read and understand this contractual service agreement and agree to the stated terms and conditions.

City of Brainerd Representative:

_____ Date: _____

Dave Badeaux, Mayor

Nicholas W. Broyles, City Administrator

HART Representative:

_____ Date:

Donna Wambeke, Executive Director



RECEIVED

MAR 24 2025

CITY OF BRAINERD
ADMINISTRATION

Heartland Animal Rescue Team
15494 Dellwood Drive
Brainerd, MN 56401
(218) 829 4141

March 11, 2025

RE: HART Impound Contract Rate Update

Dear City of Brainerd,

Due to the ever-increasing cost of doing business HART will be increasing impound rates effective January 1, 2026.

HART has not increased these rates for several years and the cost of caring for impounded animals has drastically increased. These costs include insurance, food, utilities, wages and the list goes on.

Attached is the contract with updated rates. This contract needs to be signed and returned to HART by December 31, 2025 to maintain impound services with HART.

Currently you are charged:

- \$17.00 per day boarding fee per animal; maximum five (5) days hold
- Administration fee of \$1.60 per capita. Based on 2020 census
- Quarantined animals (e.g.) aggressive, rabies observation, \$50.00 per day for a maximum of ten (10) day hold
- \$30.00 pickup fee. *This fee is not billed by HART, it is billed to the owner at time of pickup. If you want to increase this rate, please indicate this on the contract.*
- **If an animal is claimed by the owner, the city recovers the pickup fee and is not charged for boarding. All fees are paid by the owner before the animal is released.**

Sincerely,

Donna Wambeke

Donna Wambeke
HART Executive Director



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Ordinance Section 1110 - Cannabis, Hemp, and Related Businesses of the City Code

AGENDA:

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Connie Hillman, Finance Director,
James Kramvik, Community Development Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director,
James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The cannabis, hemp and related businesses statute is ever evolving. Starting October 1st, all low-potency hemp edible (LPHE) retailers (any convenience store, grocery store, liquor store, etc. that sell LPHE products such as drinks, edibles, etc.) are to license with the state. A municipality cannot limit the number of LPHE businesses in their jurisdiction. Once a license is received from the state, they need to register with the City. The maximum fee that the City can charge is 50% of the state's registration.

The Office of Cannabis Management (OCM) is also taking applications for cannabis events, which will require local government approval and the City can charge a fee. A maximum is not included in the statutes. The fee and other items to consider are noted below.

Staff has started reviewing Section 1110 and the fee schedule that was previously adopted. Staff will update the fee schedule at an upcoming meeting. At the time the fee was established, a municipality could only register cannabis retail businesses. Since that time, municipalities can now have a registration fee for LPHE, and cannabis events. Staff is proposing to have all cannabis registration fees to be the maximum allowed by state statute.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

A City can be more restrictive than statute if it so chooses, however it cannot prohibit cannabis businesses. The following items are open for Council discussion. Staff is seeking direction before bringing the first reading to update the ordinance to Council:

- LPHE Retailers:
 - **Amount for Registration Fee.** The initial and renewal fee for LPHE retailers can be up to 50% of the state's fee. The Council could set the fee below the maximum amount. It would be Staff's recommendation to charge the maximum amount. This would be accomplished by amending the fee schedule as noted above. This would be in addition to any fee already charged by the City. For example, on a regular year (after initial fees) an establishment that has on-sale liquor and LPHE products, would the applicable on-

sale fee (i.e. \$3,300 for a bar), plus \$150 Sunday license, plus the LPHE retailer fee (current max amount is \$125) for a total of \$3,575, and an investigation fee if applicable.

- **Hours of Operation.** Staff's recommendation would be to set the same hours of operation as on-sale liquor, which states no on-sale sales shall be made after 1:00 am.
- **Cannabis Events** - Staff looked at this like a temporary liquor license. It would be an event that would have an organizer, with one or more vendors to sell products.
 - **Amount of Registration Fee.** A maximum fee not listed in statute. Attorney Langel's recommendation would be that the fee is inline with other fees charged by the City. Staff's recommendation would be to create a fee for Cannabis Events and charge \$135 per day. This is the current fee for a temporary on-sale liquor license. However, it could be higher.
 - **On-site Consumption.** At this time, the City can prohibit on-site consumption at a cannabis event. Does the Council want to allow or not?
 - **Duration:** Per statute a cannabis event cannot last longer than 4 days. A City can restrict the number of times a temporary cannabis event can occur. Options:
 - Very restrictive: The City will only allow 1 cannabis event per calendar year.
 - Moderate: Don't set a number of events but only allow an organizer one event per calendar year, in any 4-day combination, i.e. 1 - 4 day event, 1 -1 day event and 1 three day event, 2 - 2 day events, 4 - 1 day events. This is how temporary liquor licenses operates based on the maximum of 12 days.
 - No Restrictions. An event cannot be longer than 4 days. An organizer would be allowed to have as many events as approved by the state lasting 4 days.

RECOMMENDED ACTION/MOTION: Discussion on the above items. Staff will then craft language and vet it with legal, and present a first reading to amend the ordinance and fee schedule.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Approve Cost Share for Country Manor Utility Extensions

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: This item is coming back before the Council for review after the July 21st meeting. At that time, there was a request from Country Manor to assist with costs towards a change order to further extend utilities to make connections with the watermains and sanitary sewer mains into Warrior Ave. and Wild Ave. The original request was for a total of \$56,180. The work is now complete with a final invoice prepared regarding the additional work that was completed. The attached Change Order request covers the additional utility work and street restoration necessary to make these connections. The total amount is for \$44,850, however Country Manor is not requesting the 6% overhead in the request for \$2,539. Thus, the total request from Country Manor is for \$42,311. Staff is recommending approval of reimbursing Country Manor for the requested change order in the amount of \$42,311.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: There are multiple ways for the City to split the cost. Some options include:

- City cover 100% of the \$42,311
- Split costs 50/50 with BPU, \$21,155.50 each.
- Split costs 50/50 with BPU, providing for allowance for salvaged gate valves (\$5,000 in original proposal) - \$26,155.50 City, \$16,155.50 BPU
- Split costs with consideration of depth of utility - Roughly 20 to 25-foot bury for sanitary sewer, 9-foot bury for watermain. An example would be to split the cost 2/3 and 1/3 or \$28,207.33 City, and \$14,103.67 BPU.
- Split costs with consideration of depth of utility and allowance for salvaged gate valves - Using the above example split of 2/3 and 1/3, cost share would be \$33,207.33 City, and \$9,103.67 BPU.

RECOMMENDED ACTION/MOTION: Staff recommends approval of reimbursing Country Manor for the requested change order in the amount of \$42,311. The non-enterprise portion (city) will be paid from the general fund.

FINANCIAL IMPACT: \$42,311



PCO #L002

Bauer Design Build, LLC
14030 21st Ave North
Plymouth, Minnesota 55447
Phone: +17639720000

Project: 25-23-0008 - Pinecrest of Country Manor
9040 Country Manor Way
Brainerd, Minnesota 56401

Prime Contract Potential Change Order #L002: CE #006 - Extra Utilities Work

TO:	Country Manor Campus Brainerd LLC 520 First Street NE Sartell, Minnesota 56377	FROM:	Bauer Design Build, LLC 14030 21st Ave North Plymouth, Minnesota 55447
PCO NUMBER/REVISION:	L002 / 0	CONTRACT:	25230008L - Country Manor Senior Campus L
REQUEST RECEIVED FROM:		CREATED BY:	Nate Gebert (Bauer Design Build, LLC)
STATUS:	Pending - Proceeding	CREATED DATE:	9/9/2025
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	None
FIELD CHANGE:	No		
LOCATION:		ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:		PAID IN FULL:	No
		TOTAL AMOUNT:	\$44,850.00

POTENTIAL CHANGE ORDER TITLE: CE #006 - Extra Utilities Work

CHANGE REASON: Existing Condition

POTENTIAL CHANGE ORDER DESCRIPTION: (The Contract Is Changed As Follows)
CE #006 - Extra Utilities Work at Warrior & Wild
Added cost to extend utilities into residential development due to gap in as-built condition versus plans for Sanitary, and extra gate valves for Water to reduce shutdowns for the residential neighborhood.

ATTACHMENTS:
Country Manor Campus Brainerd Neighborhood repairs Seed Bid form 1 Brainerd MN 9.5.25.pdf _Landwehr Warrior & Wild.pdf _Andersen Bros Warrior & Wild.pdf

#	Cost Code	Description	Type	Amount
1	33-0001 - Utilities	Utilities Labor	Subcontract	\$12,857.00
2	32-1216 - Asphalt Paving	Class 5, Curb & Paving Labor	Subcontract	\$18,130.00
3	32-1216 - Asphalt Paving	Class 5, Curb & Paving Material	Material	\$8,524.00
4	32-9219 - Seeding	Irrigation & Seeding Restoration Allowance	Subcontract	\$2,100.00
5	32-9219 - Seeding	Irrigation & Seeding Restoration Allowance	Material	\$700.00
6	99-0020 - Fee / Profit	6%	Overhead	\$2,539.00
Subtotal:				\$44,850.00
Grand Total:				\$44,850.00

Country Manor Campus Brainerd LLC
520 First Street NE
Sartell, Minnesota 56377

Bauer Design Build, LLC
14030 21st Ave North
Plymouth, Minnesota 55447

 9/9/2025
SIGNATURE DATE

Nate Gebert 9/9/2025
SIGNATURE DATE

From: [Jeff Czeczok](#)
To: [Nick Broyles](#)
Cc: [Toni Gage](#); [Mike ODay](#); [Jessie Dehn](#)
Subject: FW: Country Manor: underground locations - water/sewer
Date: Wednesday, October 1, 2025 11:04:35 AM

Hi Nick,

Please include this email exchange in the packet as a related item

Thanks, Jeff

From: Jessie Dehn <jdehn@ci.brainerd.mn.us>
Sent: Tuesday, July 22, 2025 8:51 AM
To: Jeff Czeczok <jczeczok@ci.brainerd.mn.us>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; Mike Habighorst <mhabighorst@ci.brainerd.mn.us>; Mike ODay <moday@ci.brainerd.mn.us>
Subject: RE: Country Manor: underground locations - water/sewer

Councilman,

Good morning. This was found as the contractor was nearing construction commencing, staff went to locate and mark the ends of the lines for the contractor for construction reference.

Jessie Dehn, P.E.
City Engineer

From: Jeff Czeczok <jczeczok@ci.brainerd.mn.us>
Sent: Tuesday, July 22, 2025 5:15 AM
To: Jessie Dehn <jdehn@ci.brainerd.mn.us>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; Mike Habighorst <mhabighorst@ci.brainerd.mn.us>; Mike ODay <moday@ci.brainerd.mn.us>
Subject: Country Manor: underground locations - water/sewer

Hi Jessie,

When we talked over the phone yesterday, you explained how the city discovered the water and sewer lines didn't match with the information we provided to the developer, but I can't remember exactly what you said.

Please remind me how we discovered the as-built didn't match with what is actually underground.

Thanks, Jeff



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Direction Requested on Upcoming Infrastructure Grant Solicitations

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Staff is requesting Council direction on how to approach the upcoming infrastructure grant solicitation season. Each year, there are several infrastructure grant opportunities that open in roughly October and the full application due around January. For the past couple years, staff has utilized the Council's direction on prioritizing the proposed TH 210/Lum Park Pedestrian Bridge and associated trail segment for applicable grant solicitations. As a reminder, the City was awarded a \$1.33 million grant in Carbon Reduction Program funding. Unfortunately, the deadline has arrived where staff requires direction on the project as the funds will expire mid-2026 and time is necessary to accelerate the design to encumber the CRP funds by the deadline. MnDOT is requiring an answer on the deliverability of the project at this time.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The direction that staff is requesting is on a few topics:

1. Knowing that funding through the State bonding bill is a potential but not guaranteed, does the Council wish to move the project to construction with only the \$1.33 million already received in CRP funding? If so, if the bonding bill funding is not realized, does Council have thoughts on the remaining portion of the cost (i.e. bonding or transportation revolving loan fund)?
2. Does the Council want to continue to apply for Transportation Alternatives (TA), Active Transportation (AT), or other similar grant for the TH 210/Lum Park Pedestrian Bridge project or would they prefer other recommendations to consider?

RECOMMENDED ACTION/MOTION: Staff requests direction on the upcoming infrastructure grant solicitations and requires direction on the CRP grant funding for the TH 210/Lum Park Pedestrian Bridge.

FINANCIAL IMPACT: N/A



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Update on Response to Bollig Complaint on Stormwater Easement adjacent to CSAH 48

AGENDA: SPW Committee

ACTION REQUESTED: Information Only

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE: The Council received testimony from Dennis Bollig on Anabec Street about his concerns regarding stormwater entering the County's stormwater drainage easement in the back portion of his property. Staff has included several attachments for Council review. To provide background on the issue, see as follows:

- Bahma Addition was platted in 1977, with a drainage easement across several parcels, including Lot 3 which is what is under discussion.
- In 1987, Bollig was provided permission to install a garage within the drainage easement under the condition that the County would not be held liable for damages from use of the drainage easement for the garage.
- In 2001, the City reconstructed Cora Street (and other SW Brainerd streets) and connected to an existing section of storm sewer pipe extended from County Road 48. Calculations were completed at that time to determine that the additional stormwater drainage would stay within the drainage easement where the storm sewer outlets. Calculations are attached for reference.
- Bollig's complaint is that the City did connect illegally, resulting in damages to the property and requesting a project to appropriately address stormwater. Options he has requested is diversion of storm sewer flows elsewhere or grading within the easement.
- Multiple staff's have met with and discussed the issue with Mr. Bollig, including multiple City Engineers and County Engineers.

Staff has informed Mr. Bollig of the agenda item to provide an opportunity to testify before the Council on this matter.

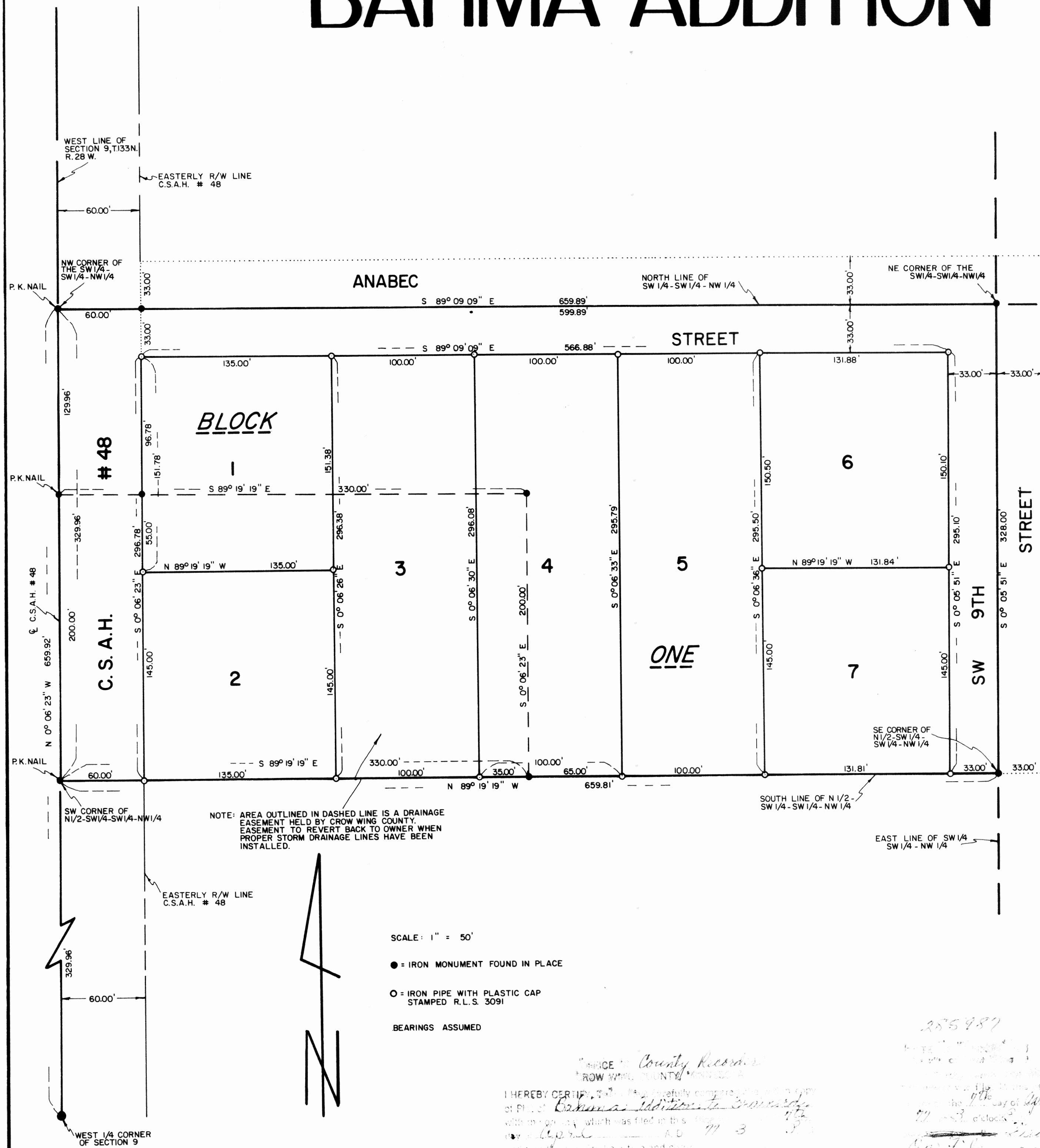
ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff has reviewed the request and the concerns. It is staff's opinion that the City connected appropriately to the storm sewer facilities installed by the County, including a recent MOU agreement that splits the cost of work within the easement between the County and City. Further, staff has the opinion that the garage was installed under the understanding that the drainage easement was reserved for drainage and that any damages within that easement are waived. Staff discussed this matter with the City Attorney and are of the understanding

that the matter is specific to the owner of the easement, Crow Wing County, and that the City does not have liability in the matter. It is staff's recommendation that the City does not initiate a project to divert or re-excavate at this property.

RECOMMENDED ACTION/MOTION: Information Only.

FINANCIAL IMPACT: N/A

BAHMA ADDITION TO BRAINERD



KNOW ALL MEN BY THESE PRESENTS: THAT DAVID L. BAHMA AND MICHELE A. BAHMA, HIS WIFE, ARE THE OWNERS OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER (N1/2-SW1/4-SW1/4-NW1/4) SECTION 9, TOWNSHIP 133 NORTH, RANGE 28 WEST, CROW WING COUNTY, MINNESOTA, AND BEING DESIROUS OF PLATTING SAID LAND INTO LOTS AND STREETS HAVE HAD THE SAME SURVEYED AND THE ANNEXED PLAT THEREOF, MADE ACCORDING TO THE STATUTES IN SUCH CASES, MADE AND PROVIDED. THE NAME OF THIS PLAT SHALL BE BAHMA ADDITION TO BRAINERD. C.S.A.H. NUMBER 48, ANABEC STREET, AND SW 9TH STREET, THE ROAD AND STREETS INDICATED ON THE PLAT ARE HEREBY DEDICATED TO THE PUBLIC.

IN WITNESS WHEREOF, SAID OWNERS HAVE CAUSED THESE PRESENTS TO BE EXECUTED THIS 4TH DAY OF APRIL, 1977.

RECORDED THIS 4 DAY OF MAY
David L. Bahma
DAVID L. BAHMA
Michele A Bahma
MICHELE A. BAHMA

STATE OF MINNESOTA)
COUNTY OF CROW WING) SS

ON THIS 4TH DAY OF April, 1977, BEFORE ME, A Notary Public within and for said County, personally appeared DAVID L. BAHMA and MICHELE A. BAHMA, his wife, to me personally known to be the persons described in and who executed the above dedication and they hereby acknowledge the same as their free act and deed.

MY COMMISSION EXPIRES: *MENDY R. ANTOLAK*
DEC. 10, 1982

Wendy J. Buttolak
NOTARY PUBLIC
CROW WING COUNTY, MINNESOTA

I, DEAN M. ANDERSON, REGISTERED LAND SURVEYOR No. 3091, DO HEREBY CERTIFY THAT I HAVE, AT THE INSTANCE OF THE OWNERS, MADE THE ABOVE MENTIONED SURVEY AND PLAT OF BAHMA ADDITION TO BRAINERD AND ALL INFORMATION SHOWN HEREON IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THERE ARE NO WET LANDS OR PUBLIC ROADS OTHER THAN SHOWN ON THE PLAT ON THIS LAND. IRON MONUMENTS HAVE BEEN PLACED AT THE POINTS INDICATED ON THE PLAT FOR GUIDANCE OF FUTURE SURVEYS. THE BOUNDARIES OF THE PLAT ARE CORRECTLY SHOWN.

ACTUALLY SHOWN,
Dean Henderson
REGISTERED LAND SURVEYOR
MINNESOTA REG. NO. 3091

STATE OF MINNESOTA)
COUNTY OF CROW WING) SS

ON THIS 4TH DAY OF April, 1977, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY, PERSONALLY APPEARED DEAN M. ANDERSON, TO ME WELL KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING CERTIFICATE AND HE HEREBY ACKNOWLEDGES THE SAME AS HIS FREE ACT AND DEED.

WENDY R. ANTOLAK
MY COMMISSION EXPIRES: DEC. 10, 1982

Wendy K. Antolak
NOTARY PUBLIC
CROW WING COUNTY, MINNESOTA

I, EINER R. ANDERSON, AUDITOR FOR CROW WING COUNTY, MINNESOTA, DO HEREBY CERTIFY THAT THE TAXES ON THE LANDS DESCRIBED HEREON HAVE BEEN PAID, FOR THE YEARS PRIOR TO 1977.

DO HEREBY CERTIFY THAT THE TAXES ON THE

Greg R. Anderson
AUDITOR
CROW WING COUNTY, MINNESOTA

I, DOUG M. ANDERSON, TREASURER FOR CROW WING COUNTY, MINNESOTA, DO HEREBY CERTIFY THAT THE TAXES ON THE LANDS DESCRIBED HEREON PAYABLE IN THE YEAR 1977, HAVE BEEN PAID.

TREASURER *Doug M. Anderson*
CROW WING COUNTY, MINNESOTA

THIS PLAT OF BAHMA ADDITION TO BRAINERD WAS APPROVED BY THE COUNCIL FOR THE CITY OF BRAINERD, MINNESOTA, THIS 4th DAY OF April, 1977.

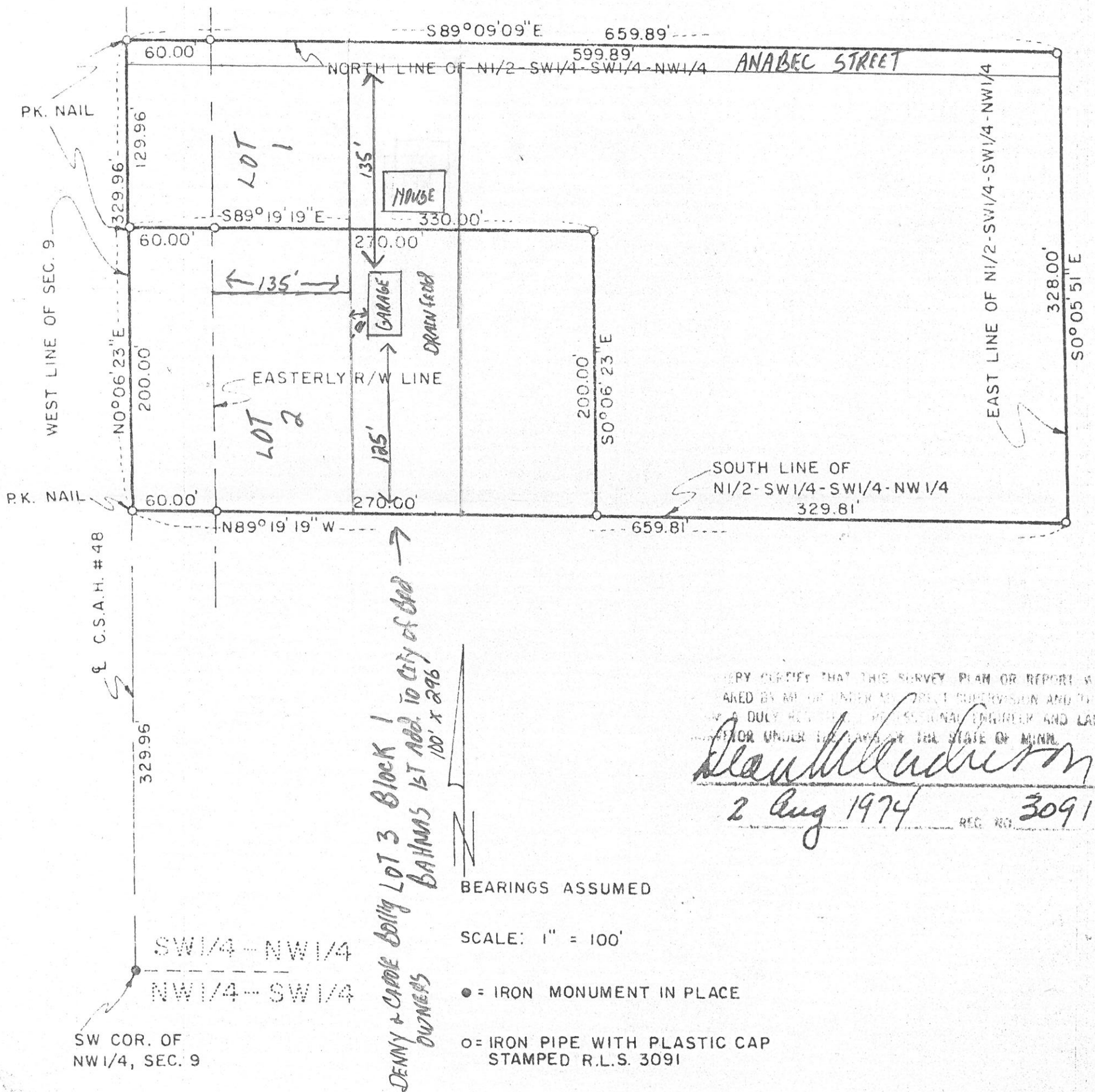
ATTEST: *Richard W. Johnson*
CITY CLERK

PRESIDENT OF THE COUNCIL

Leonard M. Harvard

DEAN M. ANDERSON
REGISTERED PROFESSIONAL ENGINEER & LAND SURVEYOR
310 South Third Street
BRainerd, MINN. 56401

PLAT OF SURVEY OF THE N1/2-SW1/4-SW1/4-NW1/4 SEC. 9, T.133N., R.28W.



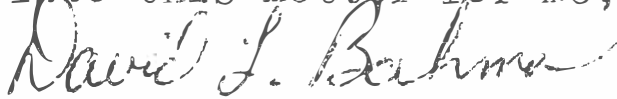
March 29, 1979

Mr. Duane A. Blanck
202 Laurel Street Box 308
Brainerd, Minnesota 56401

Dear Duane:

I have hopes of constructing my family a new home on lot number 1 of the Bahma Addition To Brainerd.

I would, at this time, like to request permission to install a conforming sewage system that would extend into the County's drainage easement on my property. I understand that, if permission is granted, I would agree to the same conditions handed down for lot Number 4 of my addition as described in your letter of June 20, 1978.

I thank you for looking
into this matter for me,

David L. Bahma
901 Anabec st.
Brainerd, Minn.
56401

COUNTY HIGHWAY DEPARTMENT

CROW WING COUNTY, MINNESOTA

202 LAUREL STREET - BOX 308

BRAINERD, MINNESOTA 56401

Telephone (218) 829-1706

MAINTENANCE SUBSTATIONS

Emily, Minnesota

Deerwood, Minnesota

Pine Center, Minnesota

Pequot Lakes, Minnesota

Ideal Corners, Minnesota

DUANE A. BLANCK, P. E.

County Highway Engineer

ROBERT E. FLANSBURG

Asst. County Highway Engineer

EDWARD J. THEIEN

Highway Maintenance Supervisor

ORVILLE D. CHRISTENSEN

Office Manager

June 20, 1978

Mr. David Bahma
Route 11, Box 560
Brainerd, Minnesota 56401

Re: Request to use Drainage Easement; CSAH 48

Dear Dave:

In response to your request to utilize portions of the County's drainage easement on Lot 3, Block One of Bahma Addition to Brainerd a field inspection was made. We find your request reasonable and approve it under the conditions you suggested in your letter of request:

1. A conforming subsurface disposal system shall be properly installed.
2. The County in no way shall be liable for any damages which may result from use of the drainage easement for a sewer system.

It is suggested that certain landscaping be done to accommodate construction of the sewer system such as "benching" out as you did for the house on Lot 4.

I have advised Mrs. Bollig. Should you find this approval acceptable please sign the endorsement below and return one copy to this office.

Sincerely,

Duane A. Blanck
Duane A. Blanck
County Highway Engineer

DAB: pv

CC: City Engineer, Brainerd
County Attorney
Planning & Zoning Office

ENDORSEMENT

The undersigned hereby understands and agrees to the conditions so stated for the use and installation of an individual sewer system on the easement held by Crow Wing County concerning Lot 3, Block One, Bahma Addition to Brainerd.

Signed *David L. Bahma*

Date *June 23, 1978*

Annus D. Bollig
An Equal Opportunity Employer

file CSAH 48
\$ a copy w/
Drainage Easement
KAB
did on 6/26/78
PV

May 19, 1978

Mr. Duane Blanck
Crow Wing Co. Engineer
202 Laurel St.
Brainerd, Minn. 56401

Dear Mr. Blanck,

I am requesting permission to install a conforming sewer system and drain field in the County drainage easement on C.R. # 48. The lot concerned is lot number 3 of the Bahma Addition To Brainerd, (see attached plat). I am the deeded owner of this property and would be more than willing to sign a statement that would release the County from any obligation or liability. The portion concerned is in the high part of the easement.

Your prompt attention into this matter would be greatly appreciated.

Thank You,
David L. Bahma
David L. Bahma
Rt. 11, Box 560
Brainerd, Minn.
56401

*Site visited 6/15/78
OK — letter 6/20/78
to Bahma — DAB*

*Put original files on —
will send signed
one back — PL*

CONRAD A. BYE AUDITOR DUANE BLANCK HIGHWAY ENGINEER
 RICHARD D. ROTTSCHAER, M.D. CORONER MARGE WILLIAMS COURT ADMINISTRATOR
 FRANK BALL SHERIFF LANSIN HAMILTON LAND COMMISSIONER
 STEPHEN RATHKE ATTORNEY KATHY LUDENIA RECORDER
 LAUREEN E. BORDEN TREASURER MARTYN SCHMIDT ASSESSOR
 WAYNE L. LARSON SOCIAL SERVICE DIRECTOR
 DAVID R. SCHULDEISZ VETERAN SERVICE & EMERGENCY MANAGEMENT
 DAVID NEIMAN PLANNING & ZONING ADMINISTRATOR / SOLID WASTE ENVIRONMENTAL COORDINATOR

COUNTY COMMISSIONERS
 STEVE D. SIEVEK, CHAIRMAN HOWARD D. PETERSON
 MARY KOEP SYLVIA E. SCHMITT JOHN "JINX" FERRARI

TELEPHONE (218)



From

Office of the County
 Highway Engineer
 202 Laurel Street
 Brainerd, Minnesota 56401
 (218) 828-3960

CROW WING COUNTY

BRAINERD, MINNESOTA 56401

September 14, 1987

Mr. Dennis Bollig
 1001 Anabec Street
 Brainerd, MN 56401

Re: Request to Use Drainage Easement; CSAH-48

Dear Mr. Bollig:

In response to your request to utilize portions of the County's drainage easement on Lot 3, Block One of Bahma Addition to Brainerd, a review was made. We find your request reasonable and approve it under conditions you suggested in your letter of request:

1. Construction of a garage building in accordance with City of Brainerd requirements.
2. The County in no way shall be liable for any damages which may result from use of the drainage easement for the construction of a garage.
3. You, your heirs and/or subsequent owners shall hold the County harmless for any damages which may result from use of the drainage easement.

Please sign the below endorsement (both you and Carol) and return one copy for our records.

Sincerely,

Duane A. Blanck
 Duane A. Blanck, P.E.
 County Highway Engineer
 DAB/na

cc City Engineer, Brainerd
 County Attorney

ENDORSEMENT

The undersigned hereby understands and agrees to the conditions so stated herein for the use and construction of a garage on the easement held by Crow Wing County concerning Lot 3, Block One, Bahma Addition to Brainerd.

Signed

Date

Dennis Bollig
 9-15-87

Carol Bollig

September 14, 1987

Mr. Dennis Bollig
1001 Anabec Street
Brainerd, MN 56401

Re: Request to Use Drainage Easement; CSAH -48

Dear Mr. Bollig:

In response to your request to utilize portions of the County's drainage easement on Lot 3, Block One of Bahma Addition to Brainerd, a review was made. We find your request reasonable and approve it under conditions you suggested in your letter of request:

1. Construction of a garage building in accordance with City of Brainerd requirements.
2. The County in no way shall be liable for any damages which may result from use of the drainage easement for the construction of a garage.
3. You, your heirs and/or subsequent owners shall hold the County harmless for any damages which may result from use of the drainage easement.

Please sign the below endorsement (both you and Carol) and return one copy for our records.

Sincerely,


Duane A. Blanck, P.E.
County Highway Engineer
DAE/na

cc City Engineer, Brainerd
County Attorney

ENDORSEMENT

The undersigned hereby understands and agrees to the conditions so stated herein for the use and construction of a garage on the easement held by Crow Wing County concerning Lot 3, Block One, Bahma Addition to Brainerd.

Signed _____

Date _____

DATE		
REF.		
INS.		
ACCT.	✓	BS
STOCK		
P.A.		
MAINT.	✓	all
CHOP		
SLIP		

August 24, 1987

Crow Wing County Highway Dept.
202 Laurel Street
Brainerd, MN 56401

Dear Sir:

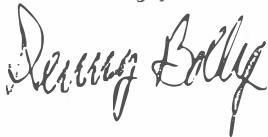
I am requesting use of a portion of the county's drainage easement on lot 3, Block one of Bahma's first addition to the city of Brainerd. The purpose of this request is to build a garage.

We would agree to a Hold Harmless statement in which the county in no way shall be liable for any damages which may result from use of the drainage easement.

Enclosed is a copy of the plat survey of the area that shows the placement of the garage and the existing drainfield in relationship to the ponding area.

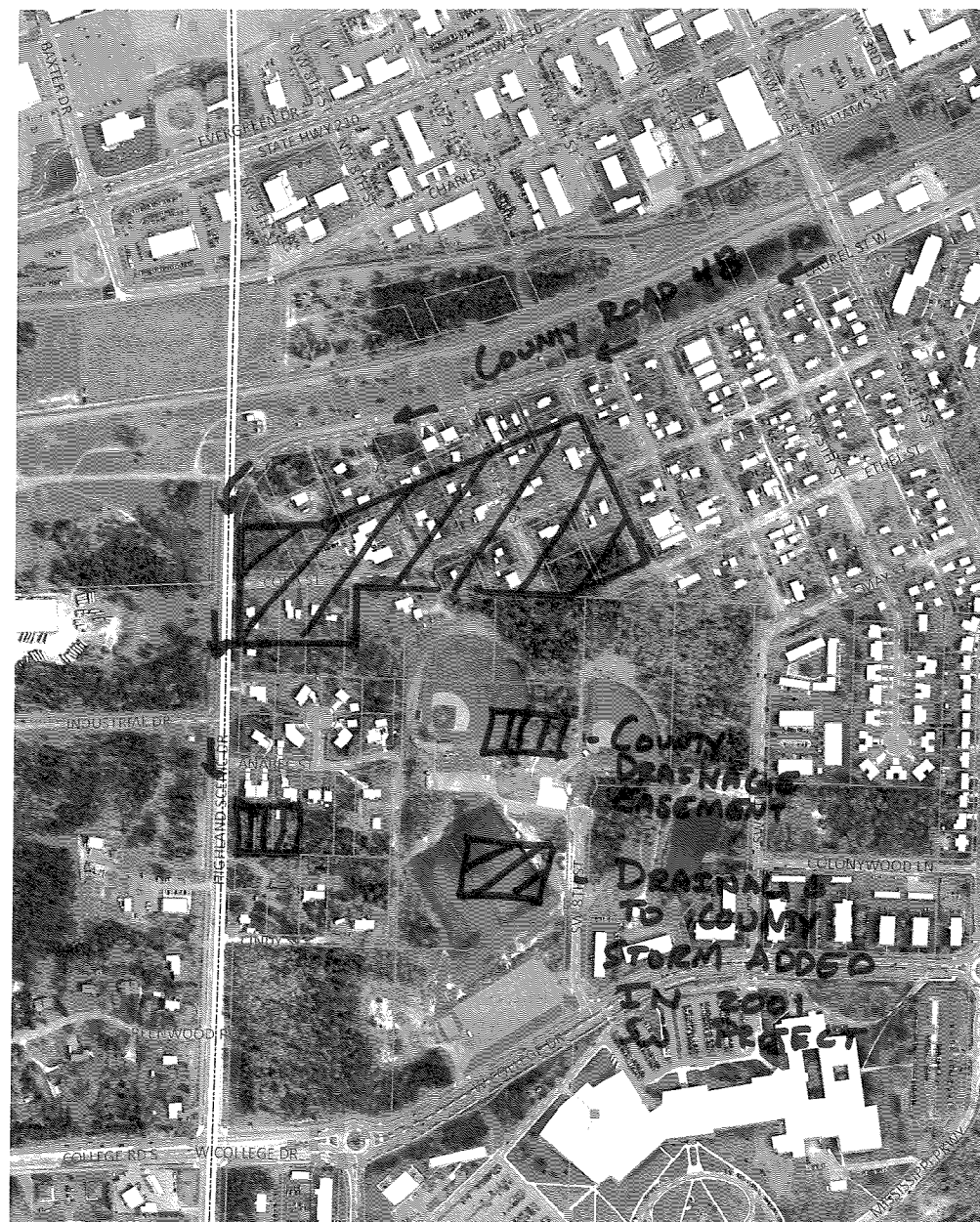
Your prompt attention to this matter will be greatly appreciated.

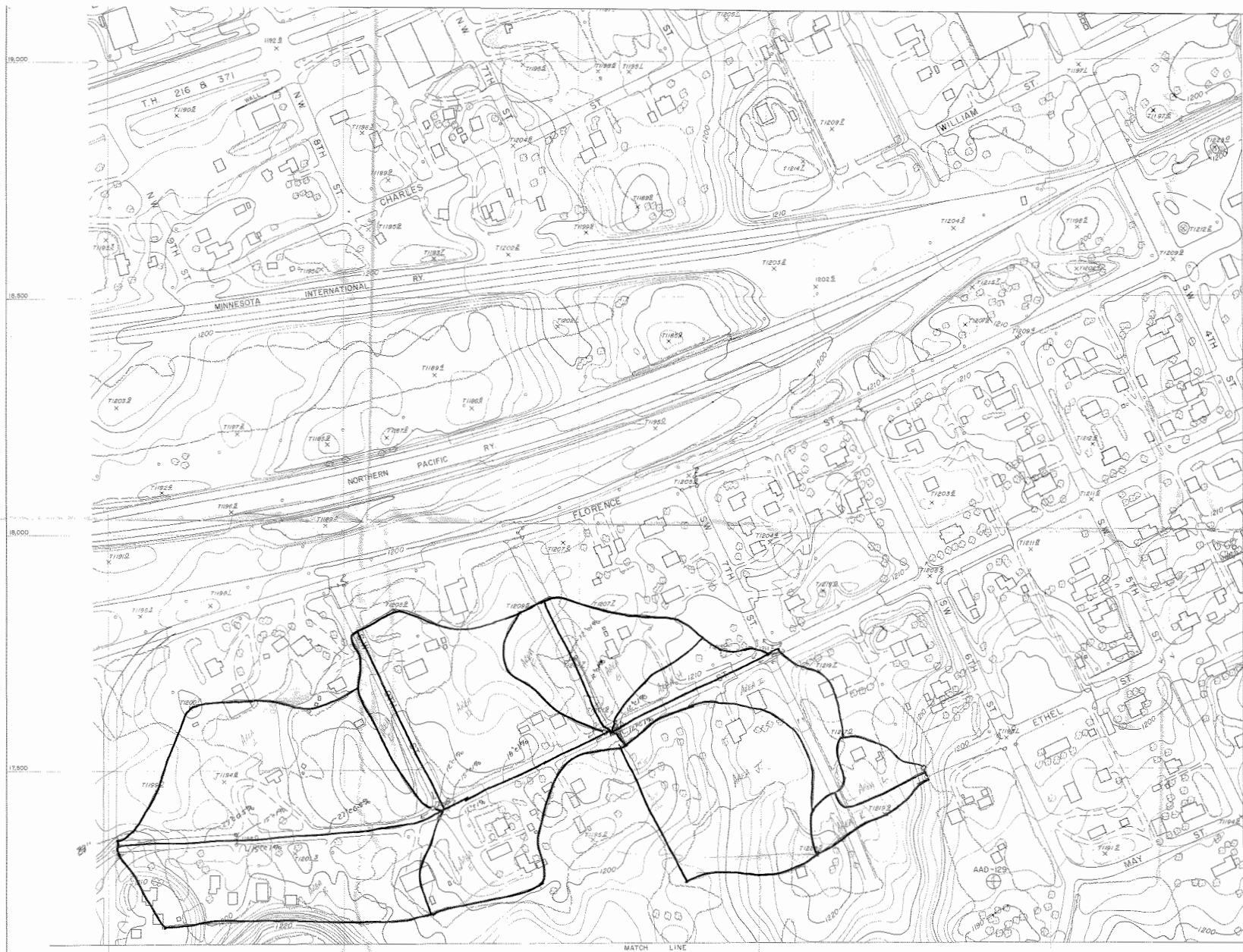
Sincerely,

A handwritten signature in cursive script, appearing to read "Denny Bollig".

Denny Bollig

enc.





Area	Sq Ft	Acres
A	145,458	3.26
B	113,450	2.60
C	17,670	0.41
D	111,755	2.57
E	63,810	1.47
F	27,205	0.62
G	44,875	1.03
H	19,048	0.45
I	41,190	1.02
J	177,560	2.70
K	135,63	0.31
L	14,657	0.33

SHEET INDEX

1	2	3
4	5	6
7	8	9

NOTE
VERTICAL DATUM IS MEAN SEA LEVEL.
20' INTERVALS

10 YEAR STORM DESIGN -

AREA L -

$$L = 200'; V = 1 \text{ FT/SEC}; T_c = 200 \text{ SEC} = 3.33 \text{ min} - \text{STORM MINIMUM}$$

$$I = 7.1 \text{ in/HR}$$

$$A = 0.38 \text{ ACRES}$$

$$C = 0.35$$

$$Q = CIA = (7.1)(0.38)(.35) = 0.944 \text{ CFS}$$

TRY 12" @ 1% -

$$Q = \left(\frac{1.486}{1.012} \right) \left(\frac{D}{4} \right)^{4/3} (A)(.01)^{1/2} = \left(\frac{1.486}{1.012} \right) (125)^{4/3} (0.785)(.01)^{1/2} = 3.85 \text{ CFS} - \text{OK}$$

USE 12" @ 1% -

AREA K

$$L = 300'; V = 1 \text{ FT/SEC}; T_c = 5 \text{ min}$$

$$I = 7.1 \text{ in/HR}; A = 0.31 \text{ ACRES}; C = 0.35$$

$$Q = CIA = (7.1)(0.31)(.35) = 0.77 \text{ CFS}$$

$$\text{AREAL+K Total Flow} = .944 + .77 = 1.71 \text{ CFS} < 3.85 \text{ CFS} - \text{USE } 12" @ 1\%$$

AREA I -

$$L = 700'; V = 1 \text{ FT/SEC}; T_c = 11.67 \text{ min}$$

$$I = 5.25 \text{ in/HR}; A = 1.02 \text{ AC}; C = 0.35$$

$$Q = CIA = (5.25)(1.02)(.35) = 1.87 \text{ CFS} - 12" @ 1\% \text{ CB LEAD}$$

AREA H - A = 0.45 AC -

$$Q = CIA; T_c = 11.67 \text{ min}; I = 5.25 \text{ in/HR}; C = 0.35$$

$$Q = (5.25)(0.45)(0.35) = 0.82 \text{ CFS}$$

AREA F -

$$Q = CIA; C = 0.35; T_c = 11.67 \text{ min}; I = 5.25 \text{ in/HR}; A = 0.62 \text{ AC}$$

$$Q = (0.35)(5.25)(0.62) = 1.14 \text{ CFS} - \text{USE } 12" @ 1\%$$

AREA G -

$$Q = CIA; C = 0.35; T_c = 11.67 \text{ min}; I = 5.25 \text{ in/HR}; A = 1.03 \text{ AC}$$

$$Q = (0.35)(5.25)(1.03) = 1.89 \text{ CFS}$$

AREA F+G.

$$1.14 + 1.89 \text{ cfs} = 3.03 \text{ cfs} < 3.85 \text{ cfs} \cdot \text{USE } 12" \text{ @ } 1\%$$

AREA J.

$$Q = CIA; C = 0.35; T_c = 11.67 \text{ min}; I = 5.25 \text{ in/hr}; A = 2.70 \text{ ac.}$$

$$Q = (0.35)(5.25)(2.70) = 4.96 \text{ cfs} \cdot \text{USE } 15" \text{ @ } 1\% = 7.00 \text{ cfs}$$

MAIN PIPE BETWEEN 8th & 9th - L = 380 ft.

$$\text{TOTAL FLOW} = H + I + J + F + G$$

$$= 0.82 + 1.87 + 4.96 + 1.14 + 1.89$$

$$= 10.68 \text{ cfs}$$

STREET GRADE - 2% - ADE GRADE - 2% 380 ft - 4' DROP - 1% - 380

$$Q - 12" \text{ @ } 2\% = 5.44 \text{ cfs}$$

$$Q - 15" \text{ @ } 2\% = \frac{1.486}{1.012} (1.3125)^{2/3} (1.23)(.02)^{1/2} = 9.91 \text{ cfs} \cdot \text{USE } 15" \text{ @ } 2\% = 11.00 \text{ cfs} \cdot \text{GOOD}$$

$$Q - 18" \text{ @ } 2\% = \frac{1.486}{1.012} (1.375)^{2/3} (1.70)(.02)^{1/2} = 16.02 \text{ cfs} \cdot \text{USE } 18" \text{ @ } 2\% = 11.32 \text{ cfs}$$

$$V/B = 7.05 \text{ ft/sec} = 6.40 \text{ ft/sec}$$

$$\text{AREAS} - C, D \text{ \& } E \quad T_c = 11.67 + (400/6.4)/60 = 12.71 \text{ min.}$$

AREA C.

$$Q = CIA; C = 0.35; T_c = 12.40; I = 5.1 \text{ in/hr}; A = 0.41 \text{ ac.}$$

$$Q = (0.35)(5.1)(0.41) = 0.73 \text{ cfs} \cdot \text{USE } 12" \text{ @ } 1\%$$

AREA D.

$$Q = CIA; C = 0.35; T_c = 12.40; I = 5.1 \text{ in/hr}; A = 2.57 \text{ ac.}$$

$$Q = (0.35)(5.1)(2.57) = 4.59 \text{ cfs}$$

$$\text{TRY } 15" \text{ @ } 1\% = 7.00 \text{ cfs} \cdot \text{OK} \quad \text{OR } 12" \text{ @ } 2\% = 5.44 \text{ cfs}$$

AREA E.

$$Q = CIA; C = 0.35; T_c = 12.40; I = 5.1 \text{ in/hr}; A = 1.47 \text{ ac.}$$

$$Q = (0.35)(5.1)(1.47) = 2.62 \text{ cfs} \cdot \text{USE } 12" \text{ @ } 1\%$$

MAIN LINE BETWEEN 9th & LOW POINT - L=470 FT -

$$Q = 3.9 \text{ MAIN LINE} + \text{AREAS C, D \& E}$$

$$= 10.68 + 0.73 + 4.59 + 262$$

$$= 18.62 \text{ cfs}$$

STREET GRADE - $25' / 470 = 0.53\%$ - TRY 0.5% ON PIPE -

$$Q - 24" \text{ @ } 0.5\% = \left(\frac{1.489}{.012} \right) (.50)^{2/3} (3.14) (.005)^{1/2} = 17.32 \text{ cfs} - \text{TRY } .54\% = 18.00 \text{ cfs}$$

$$Q - 27" \text{ @ } 0.5\% = \left(\frac{1.489}{.012} \right) (.5625)^{2/3} (3.97) (.005)^{1/2} = 23.68 \text{ cfs} - V = 5.96 \text{ FT/SEC}$$

STUB - 1188/16 - 110 FT @ 0.45%

163' TO LOW POINT -

$$\text{AREA A - } T_c = 12.71 + (470 / 5\%) / 60 = 14.02 \text{ min} - I = 4.85 \text{ in/hr}$$

$$Q = CIA ; C = 0.35 ; I = 4.85 ; A = 3.26 \text{ ac}$$

$$Q = (.35 \times 4.85 \times 3.26) = 5.53 \text{ cfs} - \text{USE } 15" \text{ @ } .4\%$$

AREA - B -

$$Q = CIA - C = 0.35 ; I = 4.85 ; A = 2.60 \text{ ac}$$

$$Q = (.35 \times 4.85 \times 2.60) = 4.41 \text{ cfs} - \text{USE } 15" \text{ @ } .4\%$$

LAST LEG - TOTAL FLOW = $18.62 + 5.53 + 4.41 = 28.56 \text{ cfs}$

$$Q - 27" \text{ @ } 0.5\% = 23.68 \text{ cfs} - \text{HAVE TO USE}$$

CROSS-JURISTICTIONAL MAINTENANCE AGREEMENT
BETWEEN CROW WING COUNTY AND CITY OF BRAINERD

This Agreement is made and entered into this day of May 1, 2024, by and between the County of Crow Wing, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "Crow Wing", and the City of Brainerd, a municipal corporation of the State of Minnesota, 501 Laurel Street, Brainerd, Minnesota 56401, hereinafter referred to as "Brainerd".

WHEREAS, Crow Wing and Brainerd both contribute stormwater from area public roads to a stormwater pond located at CSAH 48 (Highland Scenic Road/Highland Scenic Dr. S.) and Anabec Street in the City of Brainerd (see map, Exhibit A), hereinafter referred to as "the stormwater pond"; and,

WHEREAS, Crow Wing has performed stormwater pond maintenance operations at the stormwater pond for a long period of time with no formal agreement in place; and,

WHEREAS, Crow Wing and Brainerd wish to establish a clear set of responsibilities and expectations with respect to maintenance operations of the stormwater pond and to formalize the long-standing unwritten agreement between Crow Wing and Brainerd.

NOW THEREFORE Crow Wing and Brainerd agree to the following:

1. MAINTENANCE

Crow Wing will be responsible for ensuring periodic maintenance is performed on the stormwater pond. Maintenance shall include:

- sediment removal;
- weed/brush control;
- right of way/easement enforcement;
- signage;
- cleaning/trash removal;
- emergency situations that pose a danger to public safety, storm sewer/drainage structures or devices;
- washouts;
- and any other type of normal stormwater pond maintenance.

2. COSTS

Crow Wing will be responsible for 30% of the costs and Brainerd will be responsible for 70% of the costs. This calculation was determined by the percentage of stormwater entering the pond from each entity. Materials and services shall be invoiced by Crow Wing to Brainerd for services provided in accordance with this agreement.

3. EXCLUSIONS

Maintenance does not include engineered construction or road reconstruction.

4. TERMINATION

Neither entity may terminate this agreement unless mutually agreed upon in writing and approved by both the Crow Wing County Board of Commissioners and the City of Brainerd City Council.

5. NOTICE

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the Crow Wing County Engineer, 16589 County Road 142, Brainerd, Minnesota, 56401, on behalf of Crow Wing County, and the City of Brainerd City Engineer, 501 Laurel Street, Brainerd, Minnesota 56401.

6. INDEMNIFICATION

To the extent allowed by law, Crow Wing and Brainerd mutually agree to indemnify and hold each other harmless from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

Each party shall obtain and keep in full force and effect at its own cost and expense for the duration of this Agreement insurance coverage with limits no lower than those set forth in Minnesota Statutes § 466.04 or as may be amended. Adequate or otherwise required insurance coverage obtained through the Minnesota Counties Intergovernmental Trust, Minnesota Association of Townships Insurance Trust, or League of Minnesota Cities Insurance Trust satisfies the insurance requirements of this section.

7. ENTIRE AGREEMENT

It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof.

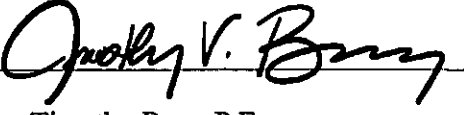
8. MODIFICATION OF AGREEMENT

Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties. In that regard, the parties shall review the terms of this Agreement no later than May 1, 2028, and, if necessary, modify the terms of the Agreement to suit the then current conditions.

Crow Wing County & City of Brainerd Cross Jurisdictional Agreement
Stormwater Pond Maintenance CSAH 48 & Anabec Street

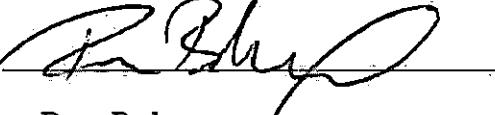
IN WITNESS WHEREOF, the parties of this Agreement have hereunto set their hands on the dates written below:

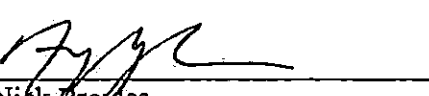
COUNTY OF CROW WING

By: 
Timothy Bray, P.E.
Crow Wing County Engineer

Date: 5/21/2024

CITY OF BRAINERD

By: 
Dave Badeaux
City of Brainerd Mayor

By: 
Nick Brosies
City Administrator

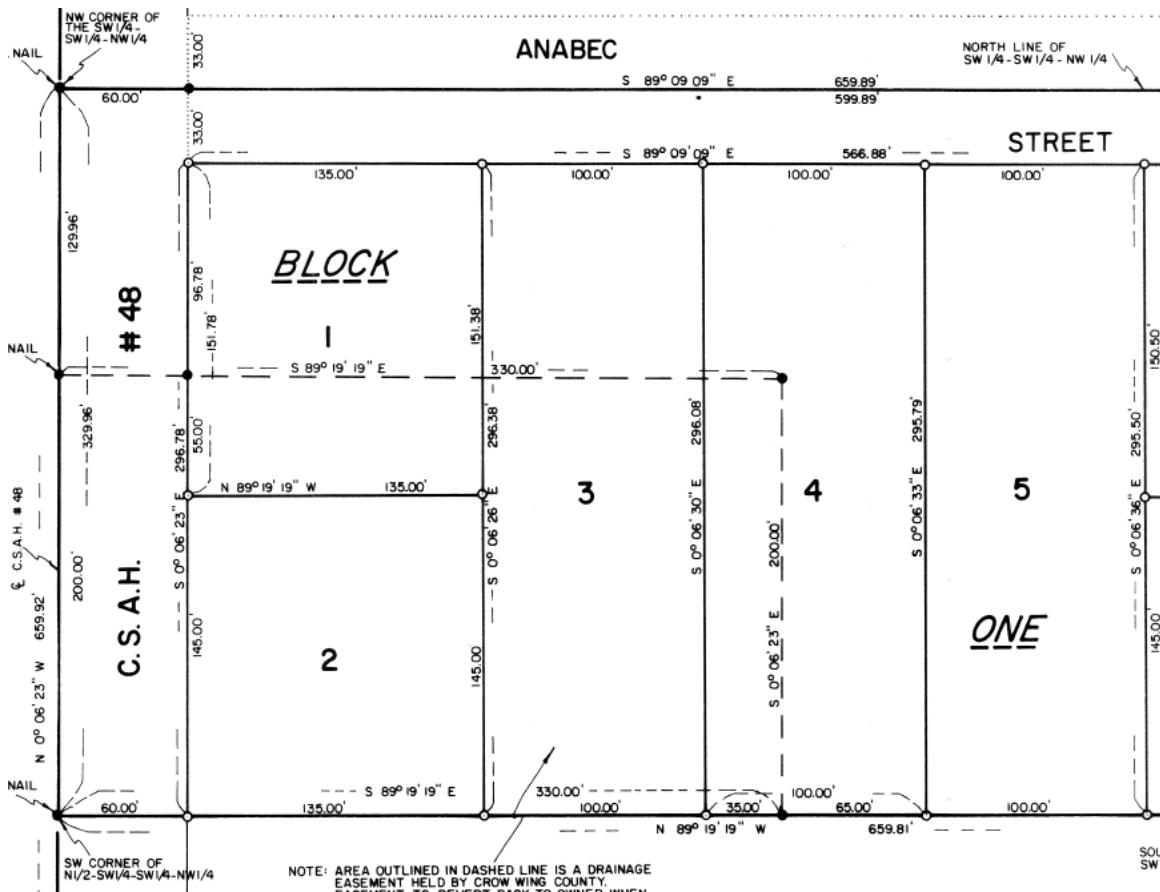
Date: 21 May 24

ATTEST:

APPROVED:

By: 
Stephanie Shook
Asst. Crow Wing County Attorney

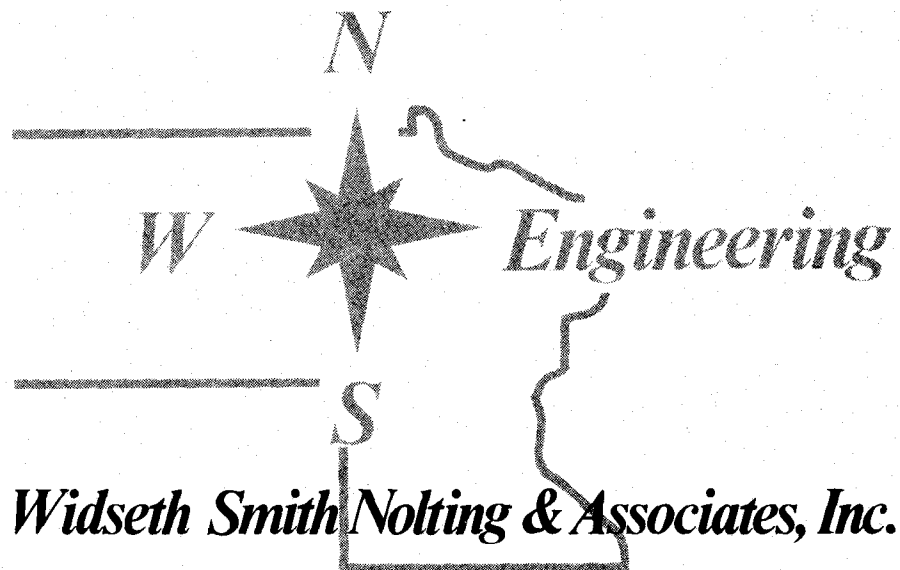
Date: 5/22/24



84-7

A REPORT TO
THE CITY OF
BRAINERD, MN
FOR
SOUTHWEST BRAINERD
AREA IMPROVEMENTS

BY

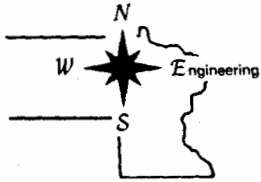


Engineers, Architects & Land Surveyors

Brainerd
401 Golf Course Drive-Baxter
P.O. Box 765
Brainerd, Minnesota 56401
218-829-5117

Crookston
216 South Main Street
P.O. Box 458
Crookston, Minnesota 56716
218-281-6522

Alexandria
1224 North Nokomis
Alexandria, Minnesota 56308
612-762-8149



Widseth Smith Nolting & Associates, Inc.

ENGINEERS, ARCHITECTS & LAND SURVEYORS

216 South Main Street
P.O. Box 458
CROOKSTON, MN 56716
218-281-6522

1224 North Nokomis
ALEXANDRIA, MN 56308
612-762-8149

401 Golf Course Drive-Baxter
P.O. Box 765
BRAINERD, MN 56401
218-829-5117

RICHARD A. WIDSETH
HOWARD C. SMITH
DONALD L. NOLTING
R.A. "Art" DESAUTELS
RONALD J. STAHLBERG
DONALD D. ANDERSON
BRUCE R. BUXTON
TIMOTHY J. MOE
ALVIN H. MOEN
JEFFREY W. MILLER
GEORGE R. KRIHA
OMAR E. ROOD
WALTER J. FORNEY
BROOKE L. SILVERNAIL

Honorable Mayor and City Council
City of Brainerd
City Hall
Brainerd, MN 56401

RE: Report on Southwest Brainerd
Area Improvements

Gentlemen:

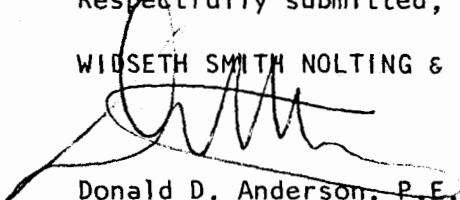
Enclosed, in accordance with your request, is our Report on the Southwest Brainerd Area Improvements.

The report reviews the feasibility of improving West College Drive and discusses various alternates for providing sanitary and storm sewer to the area. Our conclusions and recommendations for the proposed improvements are summarized in the report.

Thank you for the opportunity to provide this service and we look forward to serving you in the future.

Respectfully submitted,

WIDSETH SMITH NOLTING & ASSOCIATES, INC.


Donald D. Anderson, P.E.

Encl.

REPORT
On
SOUTHWEST BRAINERD
AREA IMPROVEMENTS

Prepared for the
City of Brainerd, Minnesota

By
WIDSETH SMITH NOLTING & ASSOCIATES, INC.
Consulting Engineers and Land Surveyors
Brainerd, Minnesota

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

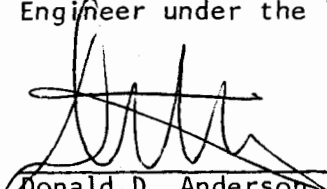

DATE: 1/3/85 REG NO. 10518
Donald D. Anderson, P.E.

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SCOPE	2
STREET IMPROVEMENTS	4
STORM SEWER NEEDS	5 - 14
SANITARY SEWER NEEDS	16 - 25
PROJECT COSTS	27 - 28
CONCLUSIONS	29 - 31
RECOMMENDATIONS	32

LIST OF ILLUSTRATIONS

<u>EXHIBITS</u>	<u>PAGE NO.</u>
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2 Typical Section of West College Drive	5
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4 Storm Sewer Alternate 1	9
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APPENDIX

DETAILED COST ESTIMATES

STATEMENT OF PURPOSE

The City of Brainerd authorized Widseth Smith Nolting & Associates, Inc., to prepare an engineering report concerning proposed improvements in the Southwest Area of Brainerd.

The purpose of this report is to determine the feasibility of the construction of West College Drive and evaluate the alternatives of serving the Southwest area with storm sewer and sanitary sewer.

The report will include the following:

1. Review, analyse and re-evaluate recommendations made in past storm sewer studies of the area. Provide alternate storm sewer solutions which will include an analysis of discharge by pumping verses gravity.
2. Provide alternatives and develop an overall plan to service the area with sanitary sewer. Included will be the location of lift stations required to service the area based on the selected plan. An evaluation of the siphon line under the Mississippi River will be made and alternative methods of the siphon elimination will be provided.
3. Provide a preliminary design for a nine (9) ton street on West College Drive.
4. Provide cost estimates for the proposed improvements including each alternate.
5. Make recommendations on the various alternates that appear to be in the best interest of the City.

SCOPE

The area under study generally consists of the portion of Brainerd West of the Mississippi River and South of Florence Street. The project study area is shown as Exhibit 1.

The primary objective of this report is to determine a preliminary design for a nine (9) ton street on West College Drive between proposed Southwest Sixth Street and County State-Aid Highway 48. However, prior to improving this street segment the underground utility needs of the area will be determined.

The report will cover the storm sewer and sanitary sewer requirements for the area. The watermain was constructed along the segment in recent years and adequately serves the needs of the area.

The report begins by addressing the street improvements and follows with the analysis of the storm sewer and sanitary sewer needs.

STREET IMPROVEMENTS

The street segment under consideration is West College Drive between proposed Southwest Sixth Street and County State-Aid Highway 48. This street segment is currently on the State-Aid and Federal-Aid systems for the City of Brainerd and is classified a collector street.

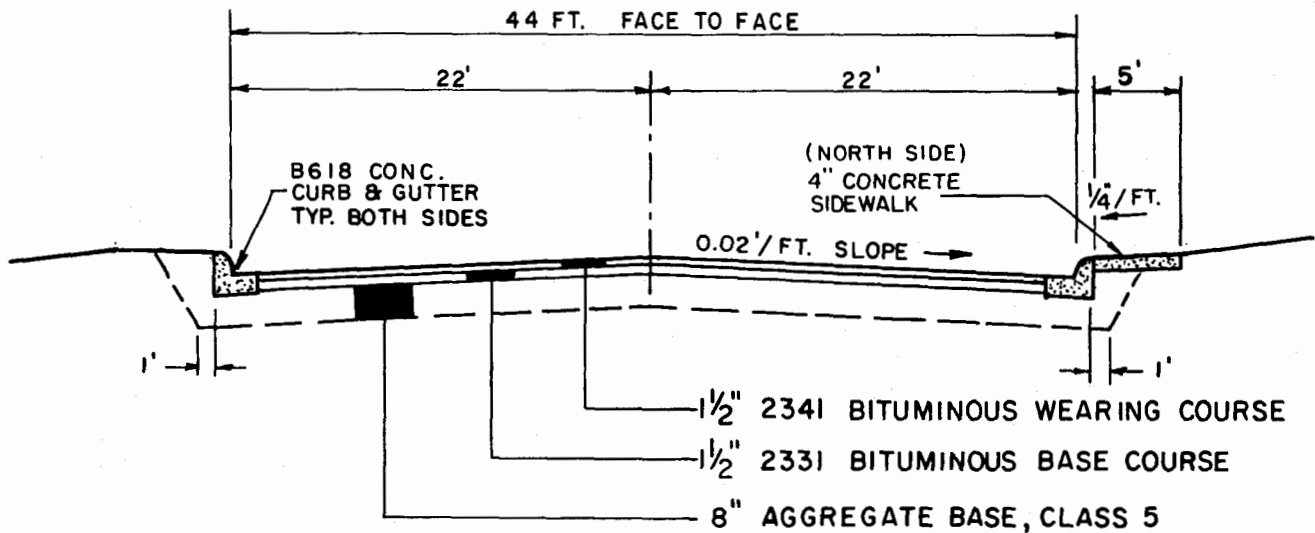
This segment of West College Drive is the last unimproved roadway between Trunk Highway 371 and County State-Aid Highway 48. The highway section between Trunk Highway 371 and County State-Aid Highway 48 provides critical transportation services to the Brainerd High School, Community College and Junior College. Also proposed for this area is the new State of Minnesota, Department of Natural Resources, Service Center.

The street segment under construction has been graded and surfaced with aggregate material. The vertical and horizontal alignment was established when the watermain was constructed and there currently exists an eighty (80) foot right-of-way. The sanitary sewer and storm sewer needs will be discussed later in the report.

The proposed design for this street segment is to construct a forty-four (44) foot wide street with a five (5) foot sidewalk along the north side. This provides two (2) twelve (12) foot driving lanes and two (2) ten (10) foot parking lanes. The street will be designed as a nine (9) ton per axle design strength. The typical section for the proposed street design is shown as Exhibit 2.

This design conforms with the widths and design strengths of the already improved portions of West and East College Drive. The sidewalk along the north side of the street conforms with the existing sidewalk system.

CITY OF
BRAINERD, MINN.
STREET DESIGN
WEST COLLEGE DRIVE



TYPICAL SECTION

STORM SEWER NEEDS

The area under study for storm sewer is generally located west of the Mississippi River and south of Florence Street. The study area and the storm water drainage areas are shown as Exhibit 3. The total drainage area contains approximately 210 acres.

The storm sewer needs of this area were previously studied in a report by Toltz, King, Duvall, Anderson and Associates, Inc., of St. Paul, Minnesota, in March of 1974. The report presented three (3) alternate conceptual layouts for the storm sewer in the area.

We have elaborated on their report and have developed four (4) alternate approaches to providing storm sewer to this area. All the alternates are designed on a five (5) year frequency storm basis using the rational method. All alternates connect to and become an integral part of the existing storm sewer running along Florence Street and CSAH 48.

The following is a description of the four (4) alternates:

CITY OF
BRainerd, MINN.

STORM SEWER STUDY AREA AND
DRAINAGE AREAS

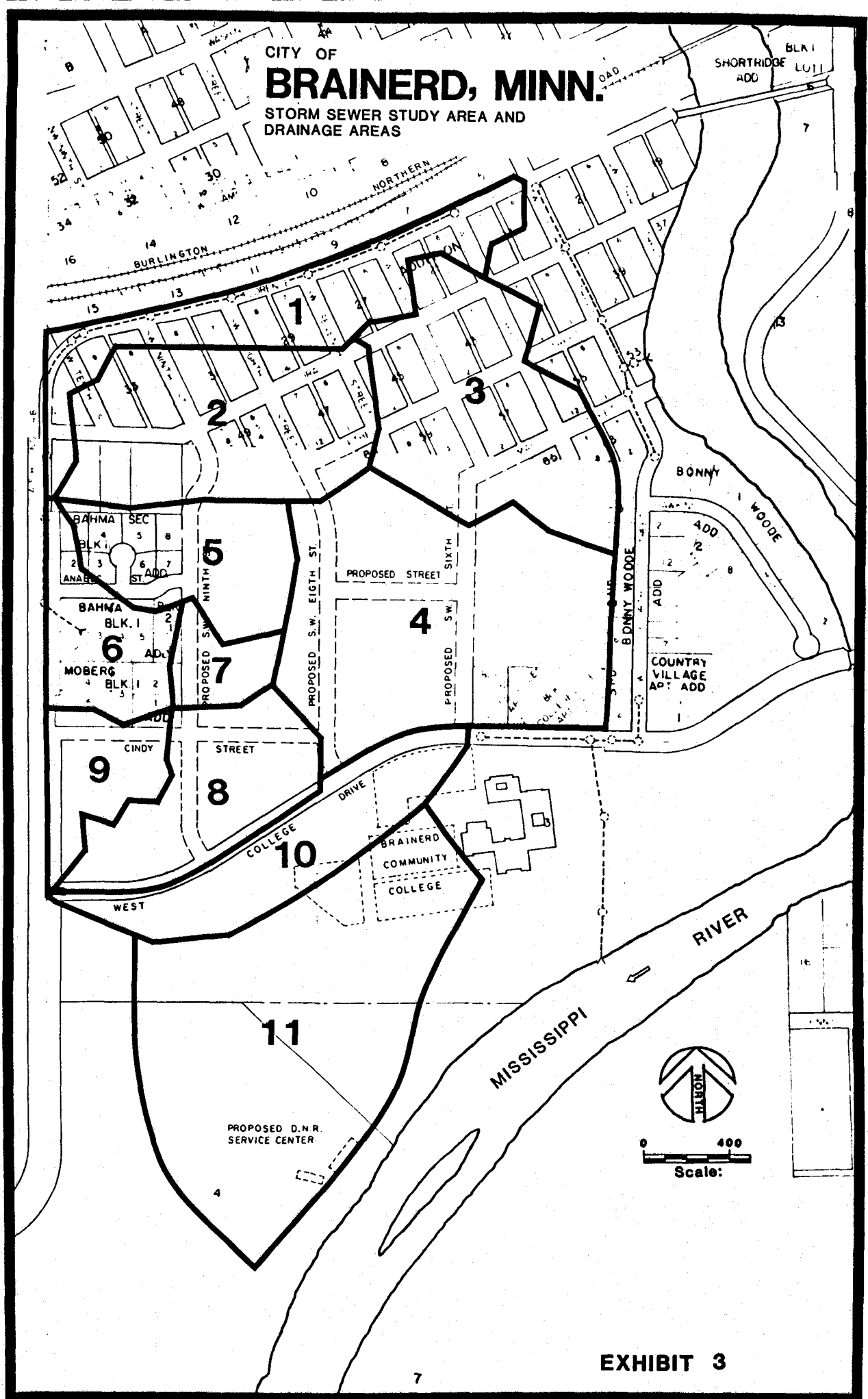


EXHIBIT 3

ALTERNATE 1:

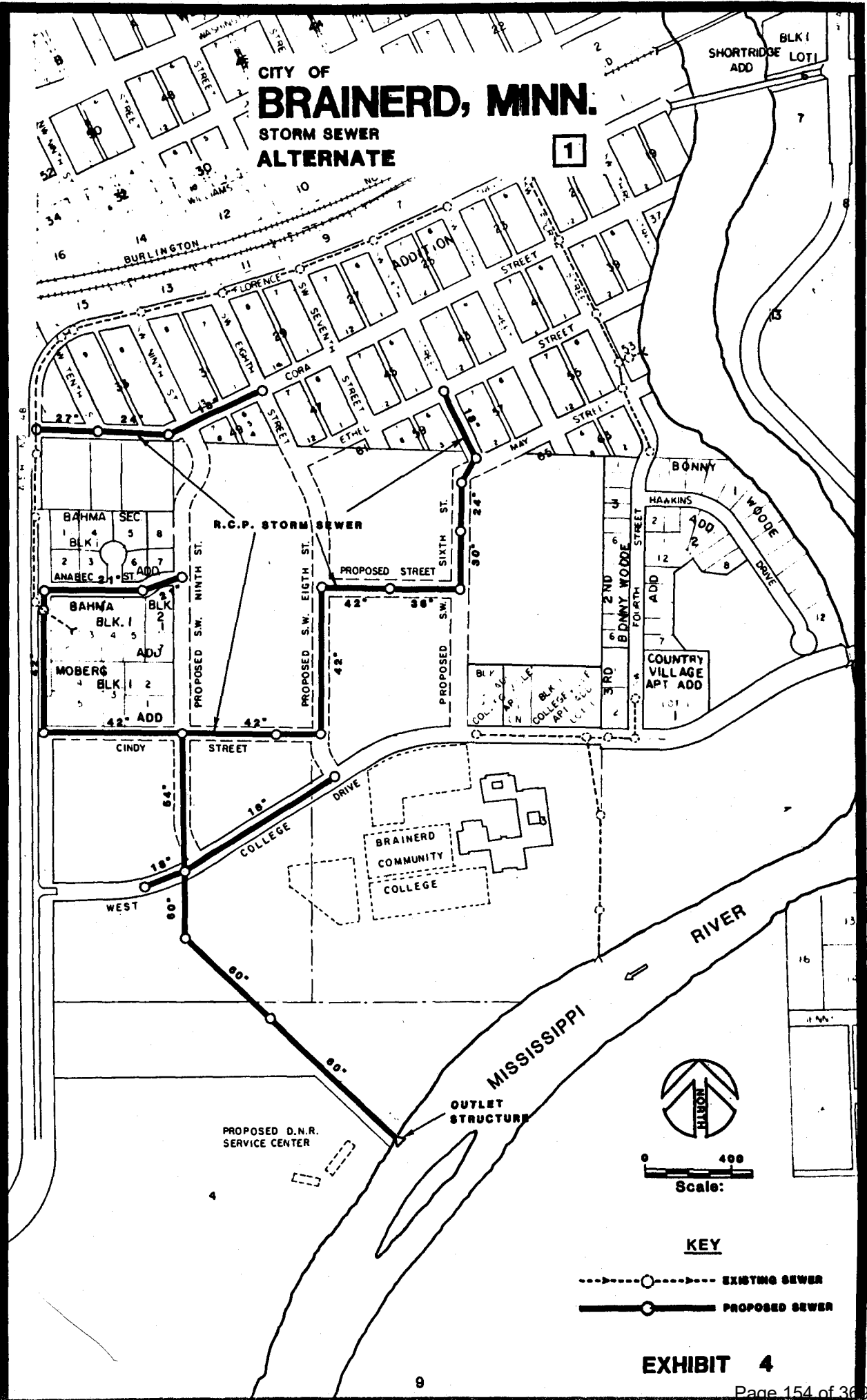
Alternate 1 consists of draining the entire area by gravity through a network of pipes ending with a single outfall pipe. The layout of this alternate is shown as Exhibit 4.

This alternate allows the complete development of the area without acquisition of any land except the proposed street right-of-way. The excavation depths for the storm sewer become excessive towards the outlet resulting in high construction costs.

The portion of this alternate required to be constructed, if West College Drive is improved, will consist of the storm sewer along West College Drive and the sixty (60) inch outlet line.

CITY OF BRAINERD, MINN. STORM SEWER ALTERNATE

1



KEY

- EXISTING SEWER
- PROPOSED SEWER

EXHIBIT 4

ALTERNATE 2:

Alternate 2 is similar to Alternate 1 except the eastern portion of the drainage area is being routed through a detention pond. The layout of this alternate is shown as Exhibit 5.

This alternate allows the complete development of the area except for the land needed for the pond and the proposed street right-of-way. The pond will require approximately a two (2) acre area and a total storage of ten (10) acre-feet.

The discharge from the pond will be by gravity and will still require excessive excavation depths for the storm sewer at the outlet end. However, by using the detention pond concept the outlet pipe size can be reduced.

The portions of this alternate required to be constructed, if West College Drive is improved, will consist of the storm sewer along West College Drive and the fifty-four (54) inch outfall line.

CITY OF
BRainerd, MINN.
STORM SEWER
ALTERNATE

2

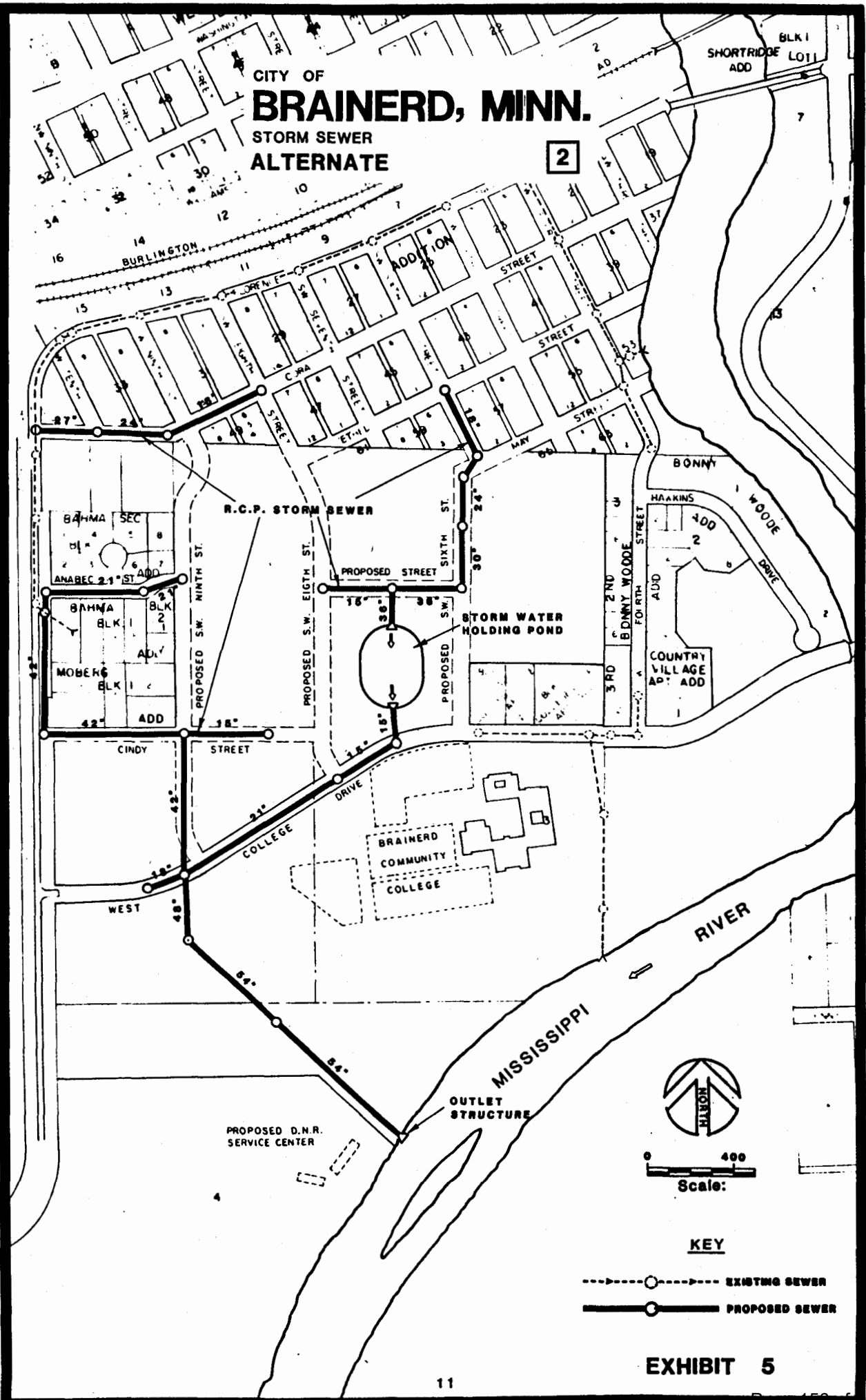


EXHIBIT 5

ALTERNATE 3:

Alternate 3 takes the entire drainage area north of West College Drive and routes it through a detention pond. The layout of this alternate is shown as Exhibit 6.

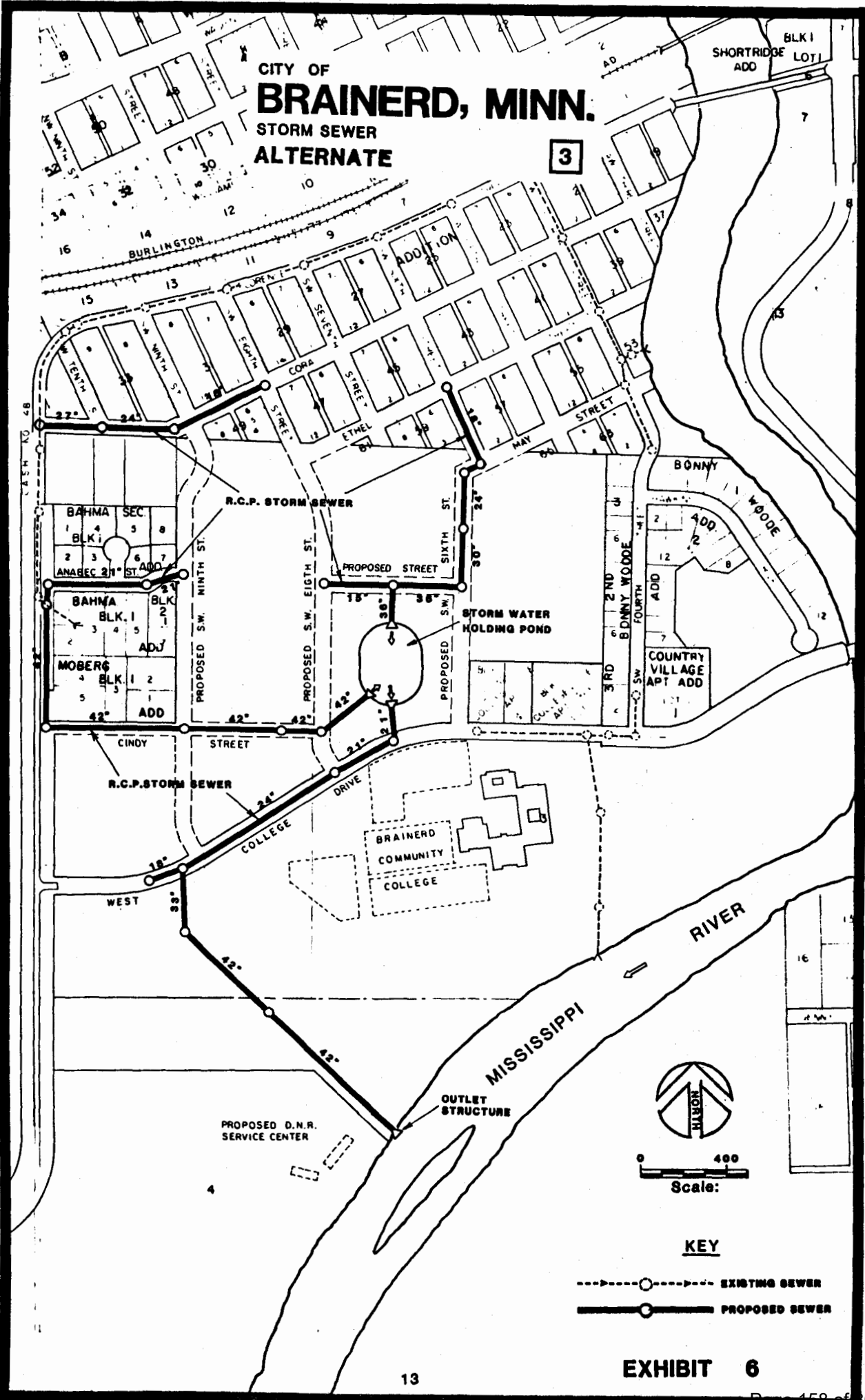
This alternate is similar to Alternate 2 and allows the complete development of the area except for the land needed for the pond and the proposed street right-of-way. The pond will have the same requirements as Alternate 2.

The discharge from the pond will be by gravity and will still require extremely deep storm sewer towards the outlet end. The routing of the entire area north of West College Drive through the pond will further reduce the outlet pipe sizes.

The portions of this alternate required to be constructed, if West College Drive is improved, will consist of the storm sewer along West College Drive and the forty-two (42) inch outfall line.

CITY OF BRainerd, MINN. STORM SEWER ALTERNATE

3



KEY

---○--- EXISTING SEWER
—○— PROPOSED SEWER

EXHIBIT 6

ALTERNATE 4:

Alternate 4 is similar to Alternate 3 but uses pumps and a forcemain to discharge from the holding pond. The layout of this alternate is shown as Exhibit 7.

This alternate is similar to Alternates 2 and 3 and allows the complete development of the area except for the pond and proposed street right-of-way. The pond will have the same requirements as Alternates 2 and 3.

This alternate uses the principals of the detention pond to limit outlet pipe sizes. It also pumps the outfall water to a higher elevation allowing shallower storm sewer depths towards the outlet end.

The disadvantage of this alternate is the energy costs required to run the pumps. The other three (3) alternates are gravity flow which have no energy requirements. Pump maintenance and replacement is another operational cost required by Alternate 4.

The portions of this alternate required to be constructed, if West College Drive is improved, will consist of the portions of the storm sewer needed to drain West College Drive to the pond, the pond, pumping station, and the outlet piping.

CITY OF BRAINERD, MINN. STORM SEWER ALTERNATE

4

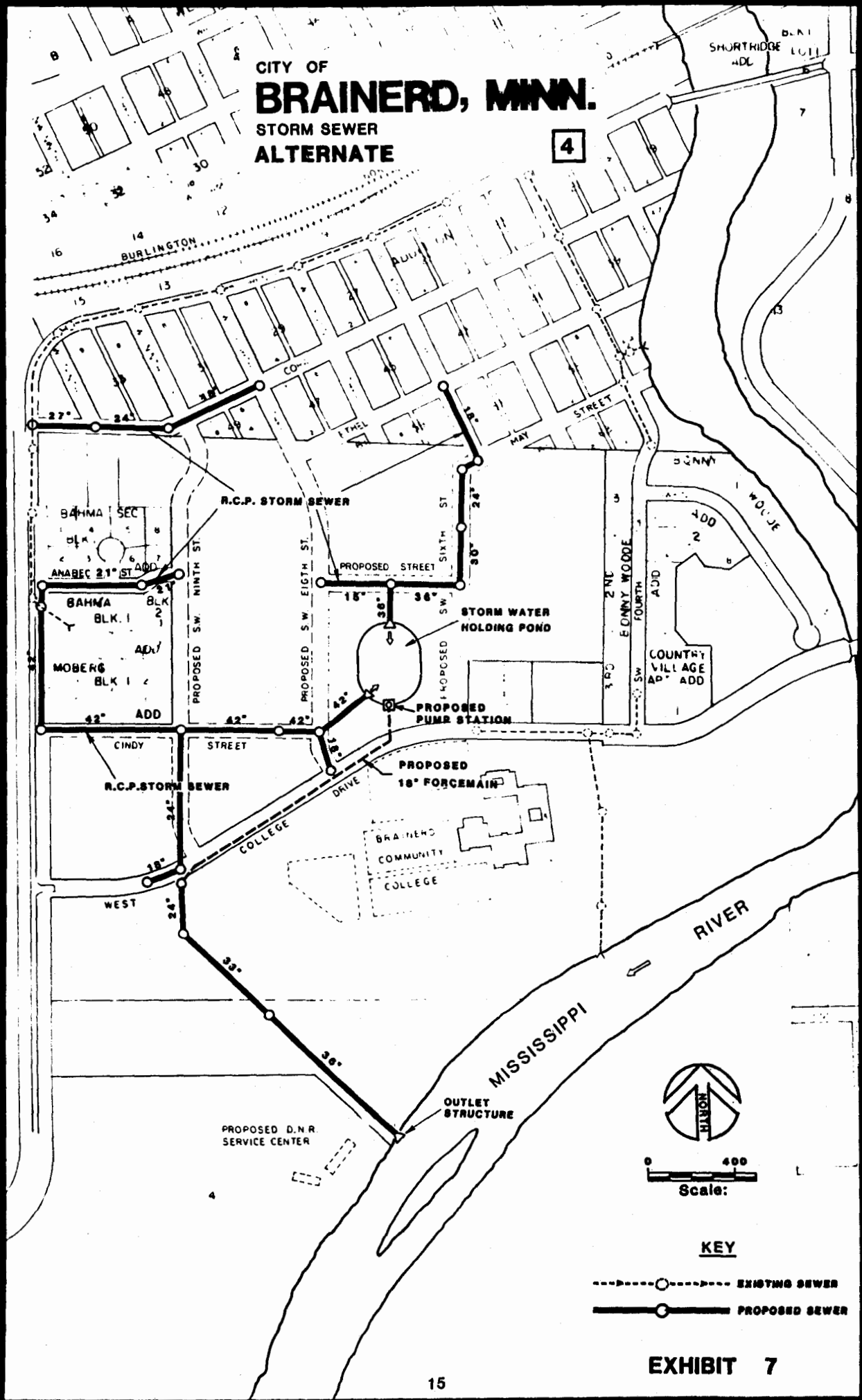


EXHIBIT 7

SANITARY SEWER NEEDS

The primary area under study for sanitary sewer consists of the portion of Brainerd west of the Mississippi River and south of Florence Street. The study area is shown as Exhibit 8 and is primarily undeveloped and has no sanitary sewer system.

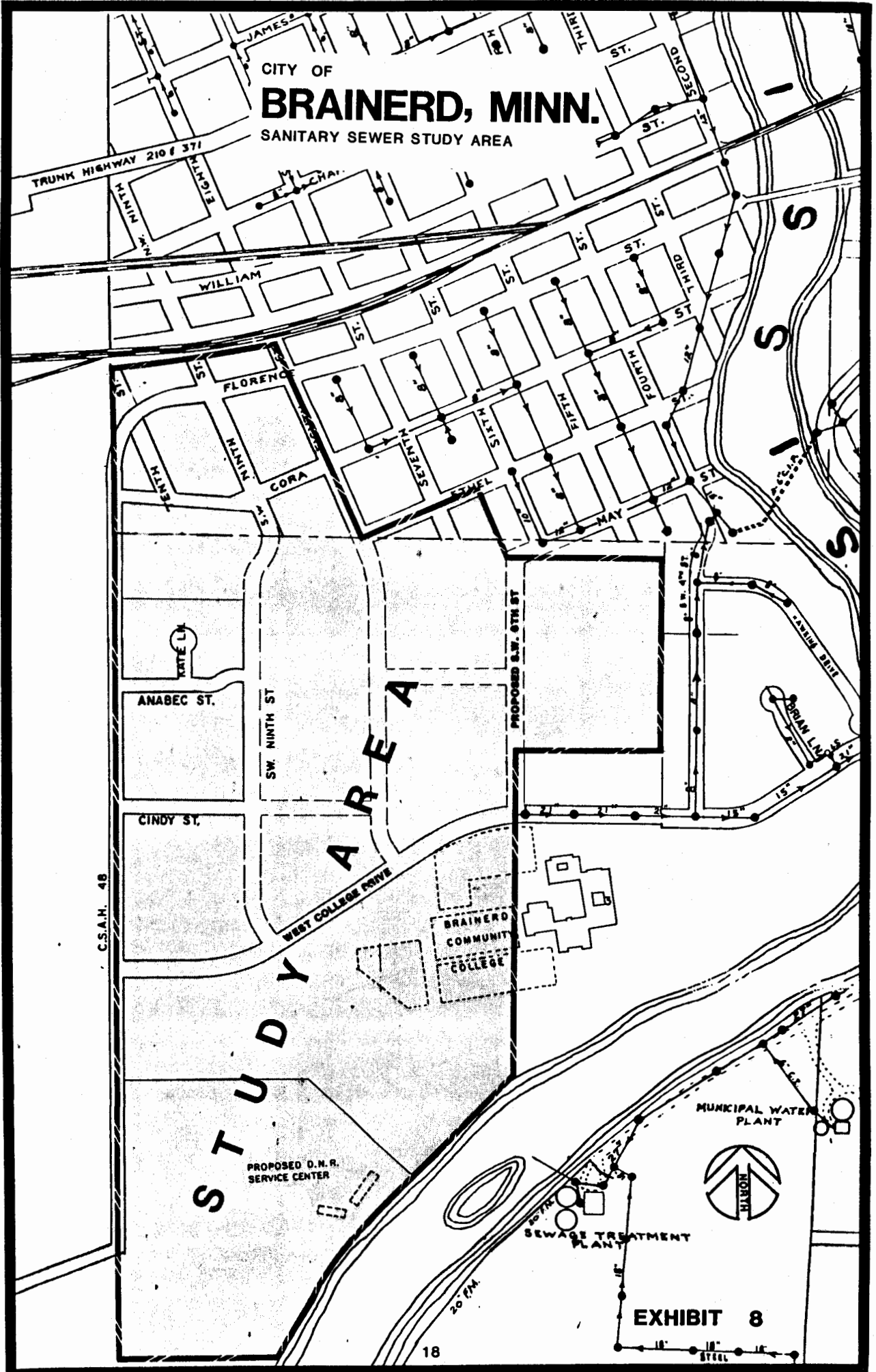
The other areas of Brainerd west of the Mississippi River are adequately served by sanitary sewer. These areas were analysed in an earlier report by Toltz, King, Duvall, Anderson and Associates, Inc., of St. Paul, Minnesota, in April, 1977. The report indicates that these areas have adequate capacity and are in good condition.

The majority of the wastewater generated west of the Mississippi River is collected by a twelve (12) inch interceptor sewer and conveyed across the river by two (2) six (6) inch cast iron siphon lines. The TKDA report indicated that the siphon lines were in jeopardy because recent low water levels in the river have exposed portions of the siphons. Because the pipes are exposed, the potential exists for a section of the siphon to be damaged.

The siphon lines were constructed in the early 1940's and are reaching the end of their normal life expectancy. If the siphon lines become damaged or fail due to age, the City will face a very difficult and costly predicament. Repairs to the lines will be difficult and very costly and may result in having to discharge untreated sewage directly to the river.

The City has another river crossing that was constructed in 1975 and is attached to the West College Drive Bridge. This crossing was designed to handle the entire flow west of the river. Currently the College, College View Apartments, and a portion of the residents along Southwest Fourth Street are using this connection. Twenty-one (21) inch sanitary sewer was stubbed out along West College Drive, to approximately the intersection of proposed Southwest Sixth Street, to be used for the future and existing sanitary sewer west of the Mississippi River.

The main objective of this portion of the report is to analyse the sanitary sewer needs of the study area and evaluate possible methods of eliminating the siphon. The following is a description of the four (4) alterantes considered:



ALTERNATE 1:

Alternate 1 consists of a sanitary sewer system serving the entire study area. This alternate leaves the siphon alone and continues to allow it to function as it currently does. The layout of this alternate is shown as Exhibit 9.

This alternate requires a lift station to be located at the intersection of West College Drive and the proposed Southwest Eighth Street. The lift station will discharge via a forcemain to the twenty-one (21) inch existing sanitary sewer. The eight (8) inch sanitary sewer pipe collection system will adequately serve the area.

The portions of this alternate required to be constructed, if West College Drive is improved, will consist of the sanitary sewer along West College Drive and the lift station and discharge forcemain.

CITY OF
BRainerd, MINN.
 SANITARY SEWER SYSTEM
 ALTERNATE

1

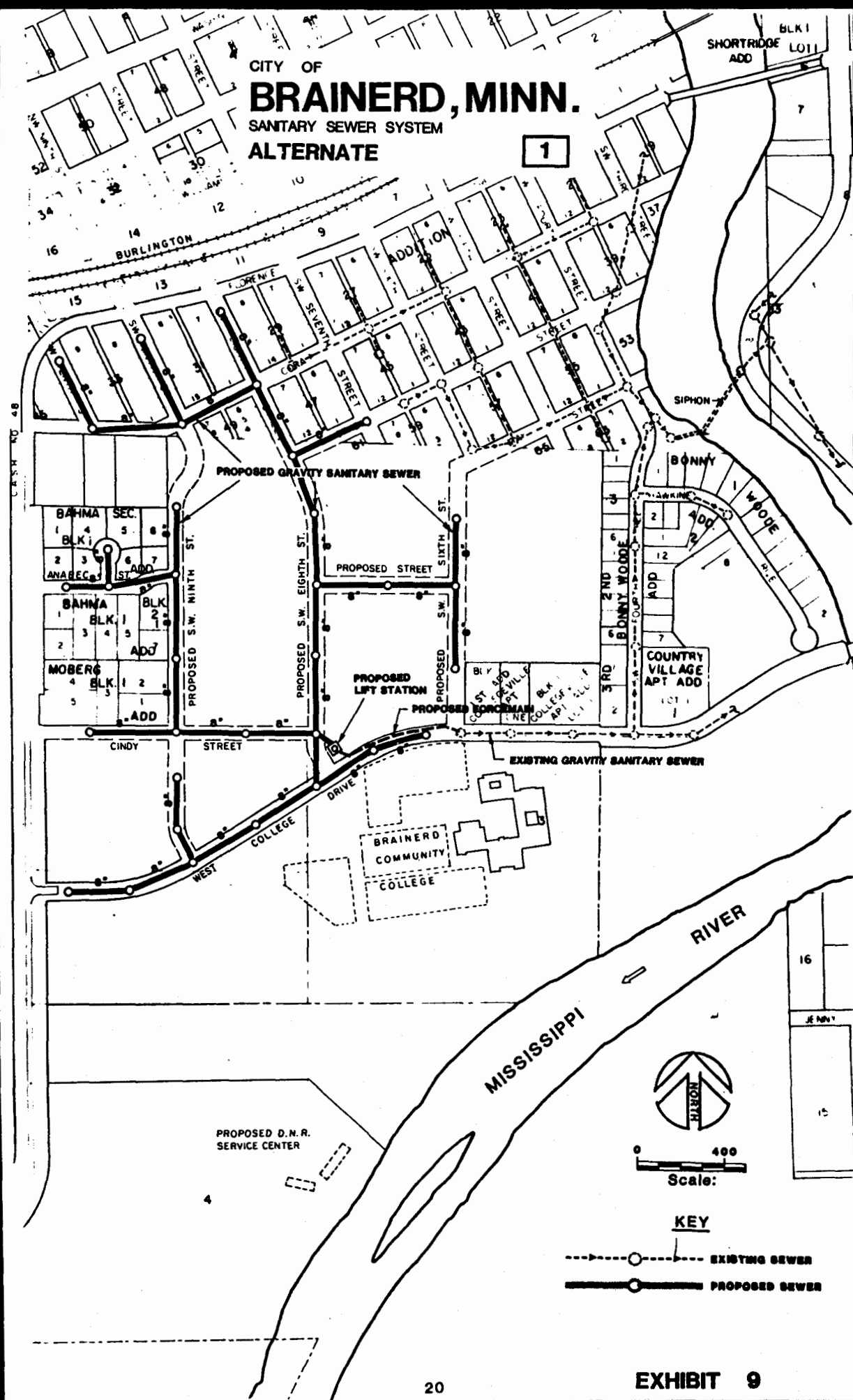


EXHIBIT 9

ALTERNATE 2:

Alternate 2 consists of a collection system similar to Alternate 1 for the undeveloped area and the construction of a twelve (12) inch interceptor sewer to eliminate the siphon. A lift station will be required to convey the flows from the collection system and the interceptor sewer to the twenty-one (21) inch sanitary sewer on West College Drive. The layout of this area is shown as Exhibit 10.

The interceptor sewer will intercept the sewer flows going to the siphon and convey them to the proposed lift station. The lift station will be located at the intersection of West College Drive and proposed Southwest Eighth Street. The lift station will be designed for the combined flow from the collection system and the interceptor sewer. This alternate will eliminate the need for the siphon.

The portions of this alternate required to be constructed, if West College Drive is improved, will consist of the sanitary sewer along West College Drive and the lift station and discharge forcemain.

2



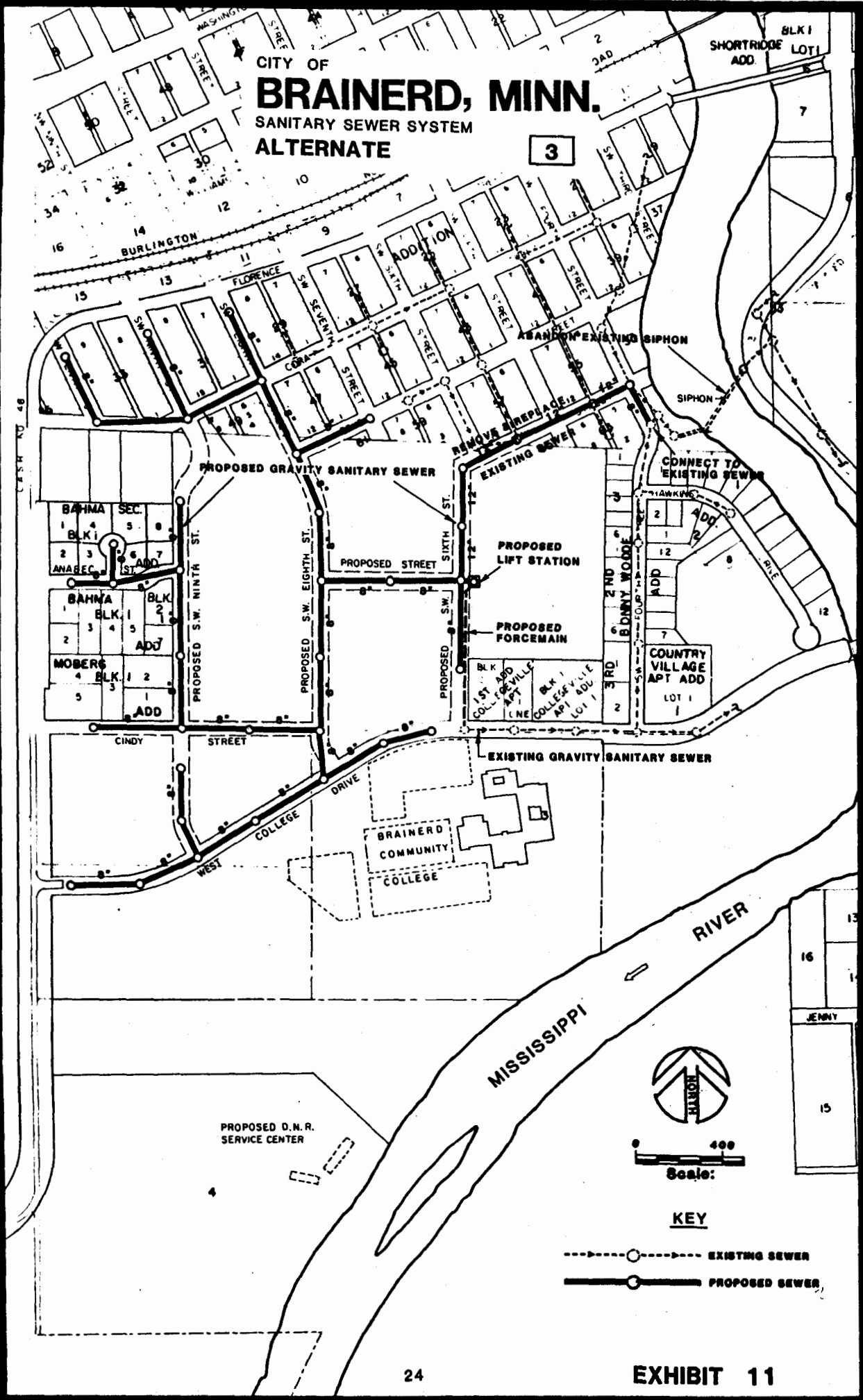
ALTERNATE 3:

Alternate 3 is similar to Alternate 2 except the lift station is located at the intersection of the proposed street and proposed Southwest Sixth Street. The layout of this alternate is shown as Exhibit 11.

This location for the lift station results in a shallower depth of structure and less interceptor sewer. However, it does require more construction as part of the West College Drive improvements.

CITY OF BRAINERD, MINN. SANITARY SEWER SYSTEM ALTERNATE

3



ALTERNATE 4:

Alternate 4 consists of providing an alternate discharge route for conveying the lift station flow to the wastewater treatment plant. This concept can be used with any of the previously mentioned alternates. The layout of this alternate is shown as Exhibit 12.

This concept allows the City to divert the majority of the sewage flow from the West Brainerd area directly to the treatment plant. This reduces the east side flows and creates additional capacity on the east side for future expansion.

Alternate 4 was broken into two (2) paths. Path A follows along CSAH 48 and requires a lift station and grit chamber prior to entering the plant. Path B goes cross-country through Baxter and connects to their eighteen (18) inch interceptor line. The advantage of Path B is the elimination of another lift station and grit chamber. However, to use Path B an agreement with Baxter will need to be worked out allowing Brainerd to use part of Baxter's sewer flow capacity.

CITY OF
BRAINERD, MINN.
 SANITARY SEWER SYSTEM
 ALTERNATE

4

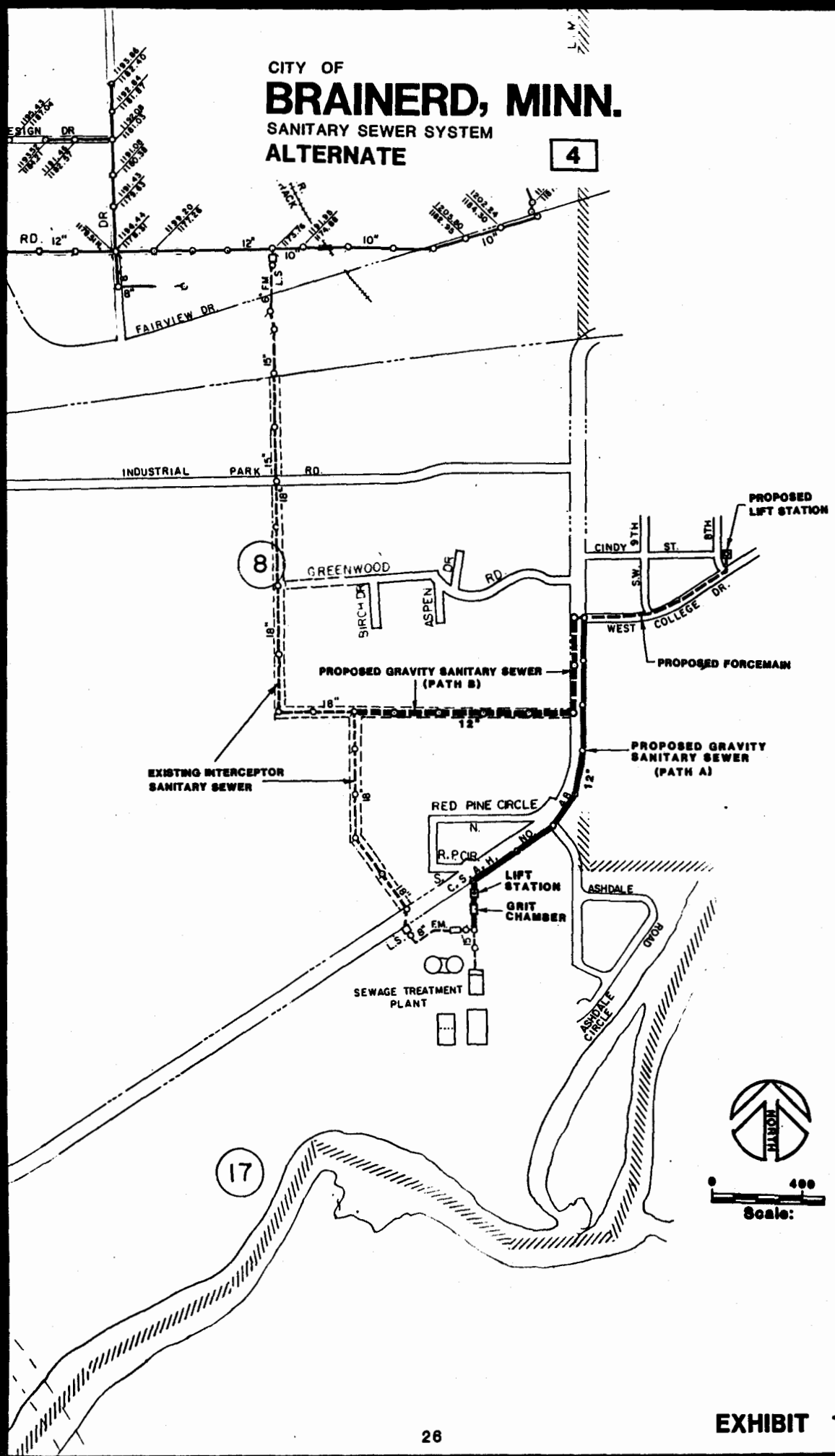


EXHIBIT 12

PROJECT COSTS

The Preliminary Cost Estimates for the street improvements and various storm and sanitary sewer alternates are as follows:

STREET IMPROVEMENTS:

Total Estimated Project Cost \$179,645.00

STORM SEWER NEEDS:

<u>Alternate</u>	<u>Total Project Cost</u>	<u>West College Dr. Cost</u>
1	\$758,799.00	\$229,103.00
2	\$610,132.00	\$277,044.00
3	\$535,069.00	\$194,050.00
4	\$560,713.00	\$368,432.00

The cost for the pond property is not included in Storm Sewer Alternates No. 2, 3 and 4.

SANITARY SEWER NEEDS:

<u>Alternate</u>	<u>Total Project Cost</u>	<u>West College Dr. Cost</u>
1	\$369,185.00	\$120,763.00
2	\$418,122.00	\$137,638.00
3	\$404,403.00	\$188,074.00
4A	\$239,750.00	\$239,750.00
4B	\$130,938.00	\$130,938.00

The West College Drive Costs consist of the underground utility items required to be constructed prior to making the street improvements.

The project costs consist of the construction cost plus ten (10) percent for contingencies and fifteen (15) percent for engineering, legal and administrative.

The estimates are based on the most recent costs encountered during competitive bidding of similar work. It is intended to reflect costs which may be encountered. Because of the variables in each project, timing of the work, weather, construction operations and other circumstances beyond the City's control, the only way to determine the actual costs would be to competitively bid the construction work.

The detailed cost estimates are included in the Appendix.

CONCLUSIONS

STREET IMPROVEMENTS:

The proposed street improvements to West College Drive are required to provide a good transportation system for the area. Prior to making these improvements, the storm and sanitary sewer improvements required along West College Drive should be constructed.

The street design for West College Drive is a forty-four (44) foot wide street with concrete curb and gutter, sidewalk on the north side, and designed as a nine (9) ton street.

STORM SEWER NEEDS:

This report presented four (4) alternate layouts for providing storm sewer.

Alternate 1 consists of a gravity pipe collection system and does not require any right-of-way except for the proposed street right-of-way. This alternate has the highest construction cost.

Alternates 1, 2 and 3 use the detention pond concept to decrease the peak flows. All three (3) alternates require acquisition of additional right-of-way for the pond. Alternate three (3) has the lowest construction cost of all the storm sewer alternates.

Alternate 4 discharges from the pond by using pumps. The other alternates all use gravity flow from the pond. The depth of the outlet storm sewer pipe in Alternate 4 is shallower than the others because of the pumping concept. However, the construction costs for Alternate 4 are still higher than Alternate 3. Also, Alternate 4 is the only alternate that requires power to function, resulting in additional annual operating and maintenance costs.

Alternate 3 has the lowest construction costs for items required to be constructed prior to making the improvements on West College Drive.

SANITARY SEWER NEEDS:

The report presented four (4) alternate layouts for providing sanitary sewer.

Alternate 1 provided sanitary sewer facilities for the area but did not eliminate the need for the river crossing siphon. Alternate 1 has the lowest construction cost of all the alternates. It also has the lowest construction cost for items required to be constructed prior to making improvements on West College Drive.

Alternates 2 and 3 eliminated the need for the river crossing siphon. The total construction cost of Alternate 3 is lower than Alternate 2. However, Alternate 2 has a lower construction cost for items required for improvements on West College Drive. The location of the lift station in Alternate 3 allows for shallower sewer pipe depths resulting in a lower total construction cost.

Alternates 2 and 3 can be constructed without initially including the portions required to eliminate the siphon. The portions required to eliminate the siphon can be constructed at a later date as long as the initial items are designed to handle the additional flows. The estimated additional cost for eliminating the siphon is approximately \$49,000.00 for Alternate 2 and \$35,200.00 for Alternate 3.

Alternate 4 was broken into Path A and Path B. This alternate provides an alternate route for conveying the West Brainerd sewage to the treatment plant. Path A requires the construction of an additional lift station and grit chamber. Path B requires the use of the Baxter interceptor sewer. Path A is significantly higher in cost but Path B requires an agreement with Baxter to use their interceptor sewer.

Alternate 4 can be used in conjunction with any of the other alternates. It's cost will be in addition to the cost of the other alternate. The major advantage of using Alternate 4 is to relieve the sewage flows on the east side of the river and allow for future expansion without reconstruction.

RECOMMENDATIONS

We recommend that the City of Brainerd proceed with the improvements of West College Drive. The improvements are feasible and will be required to further develop the area. The recommended improvements consist of the street improvements plus the portions of Storm Sewer Alternate 3 and Sanitary Sewer Alternate 2 that are required to improve West College Drive.

Storm Sewer Alternate 3 is recommended because it has the lowest construction cost and no significant operating costs. Phasing may be considered in the overall storm sewer needs by constructing the portions required to improve West College Drive and later following with the remaining portions as development occurs. If the cost of acquiring the property needed for the detention pond becomes excessive, we recommend proceeding on the basis of Alternate 1.

Sanitary Sewer Alternate 2 is recommended because it eliminates the siphon and does not require the acquisition of additional right-of-way to make the West College Drive improvements. We feel the elimination of the siphon is required to provide a safe, reliable system for the City. Phasing the sanitary sewer needs similar to the storm sewer may be considered. Also, the portions needed to eliminate the siphon may be phased in at a later date.

We also recommend that the City consider Sanitary Sewer Alternate 4 to determine if it serves the future needs of the City. This alternate may be the most cost effective means of adding additional capacity to the sanitary sewer system of Brainerd east of the river.

APPENDIX

PRELIMINARY COST ESTIMATE FOR STREET
WEST COLLEGE DRIVE

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Grading (Sta.)	21.8	750.00	16,350.00
2	B-618 Concrete Curb & Gutter	4360	6.00	26,160.00
3	4" Concrete Sidewalk	10900	2.30	25,070.00
4	Aggregate Base, Cl. 5 @ (8")	4500	5.50	24,750.00
5	Bituminous Material for Mix @ 5%	45	220.00	9,900.00
6	Bituminous Base Course @ 1½"	950	14.00	13,300.00
7	Bituminous Material for Mix @ 6%	55	220.00	12,100.00
8	Bituminous Wearing Course @ 1½"	960	14.00	13,440.00
9	Topsoil (to 5 ft. back of curb)	212	7.50	1,590.00
10	Seed @ 100 lbs/acre	50	5.00	250.00
11	Roadside Seeding	.5	1500.00	750.00
12	Fertilizer @ 50 lbs/5000 square feet	0.11	500.00	<u>55.00</u>

Total Estimated Construction Cost	\$143,715.00
Contingencies - 10%	14,372.00
Engineering, Legal & Administrative - 15%	<u>21,558.00</u>

TOTAL ESTIMATED PROJECT COST	\$179,645.00
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PRELIMINARY COST ESTIMATE FOR STORM SEWER

ALTERNATE 1

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	18" RCP Average 9' depth	1710	24.00	41,040.00
2	21" RCP Average 9' depth	625	26.00	16,250.00
3	24" RCP Average 10' depth	730	28.50	20,805.00
4	30" RCP Average 13' depth	650	33.50	21,775.00
5	36" RCP Average 11' depth	330	43.00	14,190.00
6	42" RCP Average 19' depth	3010	63.30	190,533.00
7	54" RCP Average 22' depth	650	94.50	61,425.00
8	60" RCP Average 32' depth	1647	123.00	202,581.00
9	Manholes	24	1560.00	37,440.00
10	60" RCP Apron	1	1000.00	1,000.00

Estimated Construction Cost \$607,039.00

Contingencies - 10% 60,704.00

Engineering, Legal, Administrative - 15% 91,056.00

ESTIMATED PROJECT COST \$758,799.00

WEST COLLEGE DRIVE PORTION

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	18" RCP Average 9' depth	950	24.00	22,800.00
2	60" RCP Average 32' depth	1647	123.00	202,581.00
3	Manholes	5	2508.00	12,900.00
4	60" RCP Apron	1	1000.00	1,000.00

Estimated Construction Cost \$239,281.00

Contingencies - 10% 23,930.00

Engineering, Legal, Administrative - 15% 35,892.00

ESTIMATED PROJECT COST \$299,103.00

PRELIMINARY COST ESTIMATE FOR STORM SEWER

ALTERNATE 2

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	15" RCP Average 17' depth	1370	26.40	36,225.00
2	18" RCP Average 8' depth	910	24.00	21,840.00
3	21" RCP Average 15' depth	1415	29.30	41,440.00
4	24" RCP Average 10' depth	730	28.50	20,820.00
5	27" RCP Average 10' depth	350	30.80	10,790.00
6	30" RCP Average 9' depth	300	32.00	9,600.00
7	36" RCP Average 10' depth	530	42.60	22,590.00
8	42" RCP Average 15' depth	1915	60.70	116,280.00
9	48" RCP Average 18' depth	300	72.30	21,680.00
10	54" RCP Average 28' depth	1330	104.70	139,290.00
11	Manholes	23	1552.20	35,700.00
12	15" RCP Apron	2	250.00	500.00
13	36" RCP Apron	1	500.00	500.00
14	54" RCP Apron	1	850.00	850.00
15	Pond Construction	1	10000.00	10,000.00

Estimated Construction Cost \$488,105.00

Contingencies - 10% 48,811.00

Engineering, Legal, Administrative - 15% 73,216.00

ESTIMATED PROJECT COST \$610,132.00

WEST COLLEGE DRIVE PORTION

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	15" RCP Average 21' depth	510	31.10	15,875.00
2	18" RCP Average 7' depth	150	24.00	3,600.00
3	21" RCP Average 17' depth	790	31.90	25,190.00
4	48" RCP Average 18' depth	300	72.30	21,680.00
5	54" RCP Average 28' depth	1330	104.70	139,290.00
6	15" RCP Apron	1	250.00	250.00
7	54" RCP Apron	1	850.00	850.00
8	Manhole	6	2483.30	14,900.00

Estimated Construction Cost \$221,635.00

Contingencies - 10% 22,164.00

Engineering, Legal, Administrative - 15% 33,245.00

ESTIMATED PROJECT COST \$277,044.00

PRELIMINARY COST ESTIMATE FOR STORM SEWER

ALTERNATE 3

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	15" RCP Average 13' depth	500	21.40	10,700.00
2	18" RCP Average 9' depth	760	24.00	18,240.00
3	21" RCP Average 16' depth	1160	31.10	36,110.00
4	24" RCP Average 12' depth	1420	30.90	43,870.00
5	27" RCP Average 10' depth	350	30.80	10,790.00
6	30" RCP Average 9' depth	310	32.00	9,920.00
7	33" RCP Average 18' depth	300	43.30	12,980.00
8	36" RCP Average 10' depth	530	42.60	22,590.00
9	42" RCP Average 28' depth	3515	58.80	206,515.00
10	Manholes	25	1570.00	39,250.00
11	21" RCP Aprons	1	350.00	350.00
12	36" RCP Aprons	1	500.00	500.00
13	42" RCP Aprons	2	620.00	1,240.00
14	Pond Construction	1	15000.00	15,000.00

Estimated Construction Costs \$428,055.00

Contingencies - 10% 42,806.00

Engineering, Legal, Administrative - 15% 64,208.00

ESTIMATED PROJECT COST \$535,069.00

WEST COLLEGE DRIVE PORTION

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	18" RCP Average 7' depth	150	24.00	3,600.00
2	21" RCP Average 22' depth	510	37.10	18,935.00
3	24" RCP Average 16' depth	790	33.70	26,630.00
4	33" RCP Average 18' depth	300	43.30	12,980.00
5	42" RCP Average 30' depth	1325	59.10	78,275.00
6	21" RCP Apron	1	350.00	350.00
7	42" RCP Apron	1	620.00	620.00
8	Manholes	6	2308.30	13,850.00

Estimated Construction Costs \$155,240.00

Contingencies - 10% 15,524.00

Engineering, Legal, Administrative - 15% 23,286.00

ESTIMATED PROJECT COST \$194,050.00

PRELIMINARY COST ESTIMATE FOR STORM SEWER

ALTERNATE 4

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	15" RCP Average 13' depth	350	22.00	7,700.00
2	18" RCP Average 5' depth	1150	24.00	27,600.00
3	21" RCP Average 9' depth	625	26.00	16,250.00
4	24" RCP Average 12' depth	1645	29.40	48,300.00
5	30" RCP Average 9' depth	300	32.00	9,600.00
6	33" RCP Average 8' depth	600	36.00	21,600.00
7	27" RCP Average 9' depth	350	30.80	10,790.00
8	36" RCP Average 16' depth	1120	46.50	52,105.00
9	42" RCP Average 18' depth	1525	62.30	95,005.00
10	Manholes	25	1160.00	29,000.00
11	36" RCP Apron	2	500.00	1,000.00
12	42" RCP Apron	1	620.00	620.00
13	18" Forcemain	1300	30.00	39,000.00
14	Lift Station	1	75000.00	75,000.00
15	Pond Construction	1	15000.00	15,000.00

Estimated Construction Cost \$448,570.00

Contingencies - 10% 44,857.00

Engineering, Legal, Administrative - 15% 67,286.00

ESTIMATED PROJECT COST \$560,713.00

WEST COLLEGE DRIVE PORTION

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	18" RCP Average 5' depth	390	24.00	9,360.00
2	24" RCP Average 13' depth	915	30.00	27,480.00
3	33" RCP Average 8' depth	600	36.00	21,600.00
4	36" RCP Average 20' depth	725	51.10	37,015.00
5	42" RCP Average 18' depth	915	62.30	56,970.00
6	Manholes	9	1355.60	12,200.00
7	42" RCP Apron	1	620.00	620.00
8	36" RCP Apron	1	500.00	500.00
9	18" Forcemain	1300	30.00	39,000.00
10	Lift Station	1	75000.00	75,000.00
11	Pond Construction	1	15000.00	15,000.00

Estimated Construction Cost \$294,745.00

Contingencies - 10% 29,475.00

Engineering, Legal, Administrative - 15% 44,212.00

ESTIMATED PROJECT COST \$368,432.00

PRELIMINARY COST ESTIMATE FOR SANITARY SEWER

ALTERNATE 1

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Standard Manhole	34	1000.00	34,000.00
2	Extra Depth Manhole	130.9	60.00	7,854.00
3	8" Sanitary Sewer Average 15' depth	11372	17.70	200,794.00
4	6" D.O.P. Forcemain	700	11.00	7,700.00
5	Lift Station	1	45000.00	<u>45,000.00</u>
Estimated Construction Cost				\$295,348.00
Contingencies - 10%				29,534.80
Engineering, Legal, Administrative - 15%				<u>44,302.20</u>
ESTIMATED PROJECT COST				\$369,185.00

WEST COLLEGE DRIVE PORTION

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Standard Manhole	8	1000.00	8,000.00
2	Extra Depth Manhole	6.5	60.00	390.00
3	8" Sanitary Sewer Average 14' depth	2040	17.40	35,520.00
4	6" D.I.P. Forcemain	700	11.00	7,700.00
5	Lift Station	1	45000.00	<u>45,000.00</u>
Estimated Construction Cost				\$ 96,610.00
Contingencies - 10%				9,661.00
Engineering, Legal, Administrative - 15%				<u>14,492.00</u>
ESTIMATED PROJECT COST				\$120,763.00

PRELIMINARY COST ESTIMATE FOR SANITARY SEWER

ALTERNATE 2

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Standard Manhole	38	1000.00	38,000.00
2	Extra Depth Manhole	170.4	60.00	10,224.00
3	8" Sanitary Sewer Average 12' depth	8763	16.50	144,318.00
4	12" Sanitary Sewer Average 20' depth	2735	27.70	75,755.00
5	10" D.I.P. Forcemain	700	16.00	11,200.00
6	Lift Station	1	55000.00	<u>55,000.00</u>

Estimated Construction Cost	\$334,497.00
Contingencies - 10%	33,450.00
Engineering, Legal & Administrative - 15%	<u>50,175.00</u>
ESTIMATED PROJECT COST	\$418,122.00

WEST COLLEGE DRIVE PORTION

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Standard Manhole	8	1000.00	8,000.00
2	Extra Depth Manhole	6.5	60.00	390.00
3	8" Sanitary Sewer Average 14' depth	2040	17.40	35,520.00
4	6" D.I.P. Forcemain	700	16.00	11,200.00
5	Lift Station	1	55000.00	<u>55,000.00</u>

Estimated Construction Cost	\$119,110.00
Contingencies - 10%	11,011.00
Engineering, Legal & Administrative - 15%	<u>16,517.00</u>
ESTIMATED PROJECT COST	\$137,638.00

PRELIMINARY COST ESTIMATE FOR SANITARY SEWER

ALTERNATE 3

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Standard Manhole	38	1000.00	38,000.00
2	Extra Depth Manhole	158.9	60.00	9,534.00
3	8" Sanitary Sewer Average 14' depth	10298	17.10	175,709.00
4	12" Sanitary Sewer Average 18' depth	1400	24.30	34,080.00
5	10" D.I.P. Forcemain	700	16.00	11,200.00
6	Lift Station	1	55000.00	<u>55,000.00</u>

Estimated Construction Costs	\$323,523.00
Contingencies - 10%	32,352.00
Engineering, Legal, & Administrative - 15%	<u>48,528.00</u>
ESTIMATED PROJECT COST	\$404,403.00

WEST COLLEGE DRIVE PORTION

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Standard Manhole	12	1000.00	12,000.00
2	Extra Depth Manhole	63.7	60.00	3,822.00
3	8" Sanitary Sewer Average 15' depth	3835	17.80	68,437.00
4	D.I.P. Forcemain	700	16.00	11,200.00
5	Lift Station	1	55000.00	<u>55,000.00</u>

Estimated Construction Costs	\$150,459.00
Contingencies - 10%	15,046.00
Engineering, Legal & Administrative - 15%	<u>22,569.00</u>
ESTIMATED PROJECT COST	\$188,074.00

PRELIMINARY COST ESTIMATE FOR SANITARY SEWER

ALTERNATE 4 - PATH A

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Standard Manholes	9	1000.00	9,000.00
2	Extra Depth Manholes	31	60.00	1,860.00
3	12" Sanitary Sewer Average 14' depth	2830	20.12	56,940.00
4	10" D.I.P. Forcemain	1500	16.00	24,000.00
5	Lift Station (Modification)	1	5000.00	5,000.00
6	Grit Chamber	1	40000.00	40,000.00
7	Lift Station	1	55000.00	<u>55,000.00</u>

Estimated Construction Cost \$191,800.00

Contingencies - 10% 19,180.00

Engineering, Legal & Administrative - 15% 28,770.00

ESTIMATED PROJECT COST \$239,750.00

PRELIMINARY COST ESTIMATE FOR SANITARY SEWER

ALTERNATE 4 - PATH B

ITEM	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
1	Standard Manholes	7	1000.00	7,000.00
2	Extra Depth Manhole	25	60.00	1,500.00
3	12" Sanitary Sewer Average 17' depth	2900	23.20	67,250.00
4	10" D.I.P. Forcemain	1500	16.00	24,000.00
5	Lift Station (Modification)	1	5000.00	<u>5,000.00</u>

Estimated Project Cost \$104,750.00

Contingencies - 10% 10,475.00

Engineering, Legal & Administrative - 15% 15,713.00

ESTIMATED PROJECT COST \$130,938.00



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Construction Update

AGENDA:

ACTION REQUESTED: Information Only

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5

SUMMARY OF ISSUE: City of Brainerd has three reconstruction projects this summer and staff will provide an update on these projects.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Wright/10th Reconstruction Project:

As a summary, City staff met with Council President O'Day, SPW Chair Erickson and P&F Chair Johnson on September 2nd to be briefed on the Wright/10th Reconstruction Project: the project is behind schedule causing the city to hold work on 10th Street until 2026. Then on September 4th, City staff, Council President, SPW Chair and Landwehr discussed these concerns and Landwehr stated they would be accelerating the schedule. City Engineer Dehn has provided a detailed memo (attached) on the Wright/10th Reconstruction Project and next steps moving forward. There are a few change order requests from Landwehr and staff is reviewing those to determine the validity of those change orders and at what level, if any, the City of Brainerd is responsible; these change orders will be before you when those requests have been completely vetted.

Below are project highlights:

- Scope: watermain, sewer & storm, curb/gutter and asphalt
- Contract Start Date – 5/19
- Pre-Construction Conference/Notice to Proceed- 5/28
- Substantial Completion – 10/3
- Progress Schedule Status – Roughly 2 Months behind
- Wright Street from 6th St. to 10th St. has the first lift paved.
- Look Ahead: 10th St. to 13th St. underground work complete 10/17; curb & gutter and first lift paved by end of season.
- 10th Street: Suspended until 2026

The second project is Beech/Oakridge:

- Scope: watermain, sewer & storm, curb/gutter, sidewalk and asphalt
- Contract Start Date – 6/23
- Pre-Construction Conference/Notice to Proceed – 7/16
- Substantial Completion – 10/24
- Progress Schedule Status – Roughly 2 Weeks behind
- To help speediate and get the project on track, staff has authorized Landwehr to swap soil material to allow proper compaction for the project to move forward. There will be an overrun quantity change order that will be on a future council agenda.
- Curb and gutter installed in the south section of Beech.
- Look Ahead: South Beech first lift paving 10/10; Oak & Beech intersection closed and all underground should be complete 10/10; North section curb & gutter 10/13; Oak & Beech intersection curb & patching 10/15 and paving 10/17.
- Paving of Beech Street, we are waiting to determine if final paving can be completed or just first lift.

The third project is the 371/Willow Roundabout:

- Notice to Proceed – 7/22
- Pre-Construction Conference – 7/23
- Contract Start Date – 8/4
- Substantial Completion – 10/10
- Progress Schedule Status – Roughly 1 Week behind
- Landwehr has notified project manager that they will be working Saturdays for the duration of the project.
- Curb and gutter installed 10/1
- Look Ahead: First lift paving 10/10; final pavement 10/17; stripping 10/21; open on 10/24.

If any project is not completed by the completion date, staff will prepare options for City Council to make an informed decision of next steps. Staff has informed the City Attorney on the details of each project.

RECOMMENDED ACTION/MOTION: No action is needed at this time, staff is only providing an update on the stated three construction projects.

FINANCIAL IMPACT:

MEMO



TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER JESSIE DEHN

DATE: OCTOBER 6, 2025

SUBJECT: IMPROVEMENT 17-12 – WRIGHT/10th RECONSTRUCTION PROJECT UPDATE

Staff is providing this memo as an update to the current status of the Wright/10th Reconstruction Project and recommended next steps moving forward. As some have noticed, to date, work is continuing on the reconstruction of Wright Street later than expected moving into October, with no progress on 10th Street.

Project Updates To Date

The start date for the Wright/10th project was stated as May 19th in the contract. When receiving notification from the awarded contractor, Landwehr, on their intent to begin work, a Pre-Construction meeting was scheduled on May 28th. A Notice to Proceed was provided effective the date of the Pre-Construction Meeting. A construction schedule was requested but not provided at this time. Staff requested that a schedule be provided as soon as possible to assist staff with scheduling resources. A schedule was not provided until June 23rd.

The following week after the pre-construction meeting, traffic controls were installed on June 5th with the expectation that work would commence shortly afterwards. Staff continued to monitor progress with comparison to the schedule that was provided on June 23rd. A description of dates of construction compared with the schedule is as follows:

Task/Item	Actual Date	Scheduled Date
Traffic Control installed	June 5 th	
Removals	June 16 th – July 3 rd	June 16 th – June 18 th
Watermain	July 8 th – Aug 7 th	July 7 th – July 16 th
Grading	Aug 8 th – Aug 27 th	July 17 th – July 19 th

During grading operations that were only within the west portion of the Wright Street portion, staff notified the contractor of staff's concern regarding progress to-date and to provide a plan for accelerating progress to meet the project completion of October 3rd. A revised schedule was not provided for nearly two weeks following the initial request. The revised schedule showed completion of Wright Street on 10/14, 11 days following the completion date of the overall project. 10th Street was shown to extend to December 2nd. The lack of progress continued to be a subject of discussion and staff pressed the contractor to mobilize resources to the project to continue progress forward. It was made clear that construction of 10th Street would be not advisable and that effort should be made to accelerate.

Concerns During Summer

During the discussions over the summer regarding the project, the contractor focused on two main topics as the reasoning behind their delays in progress on the project. First, was weather being excessively wet, preventing work from occurring. Second, the presence of more utilities in the boulevard space than indicated in the plans. Staff responded to the weather concern as the amount of delays attributed to rain did not exceed the specified number that should be expected. In addition, staff responded to the concern regarding the utilities by informing the contractor that the plans reflected the markings left by the utilities during initial survey work. Provisions in the specifications note that City staff provides the information known by the utilities and that the City is not responsible for additional compensation due to the presence of utilities in the project area. Staff continued to work diligently in the initial stages of the project to ensure that utilities were not in conflict with the contractor's operations. Staff continued to hold and share the opinion with the contractor that the concerns about progress on the project were not attributed to weather or utilities, but rather presence of contractor resources/crews on site making progress on the project. A breakdown of days of progress on the project are summarized as follows:

To-Date as of End of August	Days
Total Working Days Available	65 Days
Days Any Staff On-Site	44 Days
Days of Measurable Progress (by Pay Items)	30 Days
Rain Days	11 Days (5, 5, 1)
MnDOT Allowance	12 Days (5, 4, 3)

In mid-August, there was concern raised regarding the fire suppression supply lines (water) servicing a few properties on the project. Typically, this is serviced with a temp service line but in discussions, staff realized that to continue to meet fire code, a larger than expected service line for each would be necessary. Staff worked with the contractor to order specialty materials for the project to keep progress moving forward as the contractor indicated the materials would be a longer lead time item. Staff continued to engage multiple parties including the contractor, affected properties, and the Fire Marshal, regarding the fire suppression supply lines. Staff was able to come together with all parties with an acceptable alternative plan to service the lines, saving both time and significant costs. Unfortunately, some materials has already been ordered and were unable to be returned, thus the change order request before the Council at this meeting. This also includes some consideration for additional excusable delay to the contractor for this item specifically. Staff is recommending, based on correspondence, that 15 additional working days be provided to the contract end date.

Current Status

The contractor is progressing at this time on the remaining underground utility work on Wright Street. However, progress is roughly 2 months behind the original schedule and staff has continued to request additional resources to move progress sooner than the revised schedule, at least with the intention to have Wright Street paved. Staff met with the contractor again in early September indicating that it would not be advisable to remove the existing street on 10th Street at this time as the progress on Wright Street was troublesome and it would likely be experiencing poor weather conditions at the time work could commence on 10th Street. The contractor has now provided appropriate crews and resources to progress Wright Street construction forward, with the expectation that the work on Wright be

generally completed before the end of the construction season. Based on the conversations, staff will be working with the contractor to determine the work necessary for during winter suspension.

Next Steps

With the expectation that 10th Street is not completed in 2025, staff is scheduling property owner meetings at City Hall on 10/13 (midday and evening) to provide updates to property owners on the project regarding the progress to date, how things are planned to be handled over the winter suspension, and what to expect as the remaining work on 10th Street is planned for 2026.

Staff will be working with the contractor to determine what items need to be completed prior to winter and the expected cost share of items, depending on responsibility based on the situation at this time. The other item to be finalized will be how the late completion will be handled in regard to delays versus damages. Per the contract, liquidated damages would be in effect for \$1,500 per day after the substantial completion date of October 3rd. With the fire suppression supply line issue, staff would recommend allowance for an additional 15 days of contract time. Staff does not recommend additional allowance for the previously mentioned comments regarding weather and utilities.

Beyond working with the contractor to complete the remainder of the project in 2026, an option for the Council to consider would be contract termination. There are many further considerations with this option such as potential legal ramifications, additional costs, restarting of the assessment process, and others. With all factors considered, staff would not recommend further exploring this option. Staff's recommendation for the project would be as follows:

- Impress on the contractor the necessity to have the Wright Street portion completed to pavement surfacing prior to suspension.
- Determine the appropriate allowances for working days and costs for other temporary items during winter suspension.
- Allow the contractor the ability to complete 10th Street reconstruction in the beginning of 2026. An appropriate and acceptable timeframe for this work to be discussed between contractor and Council over winter.
- Hire a consulting engineer firm to assist with inspection of the 10th Street portion of the project in 2026, as staff will be committed to the already-planned 2026 Southeast Brainerd Reconstruction Project.



City Council Agenda Request

MEETING DATE: October 6, 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 City Council is not bound by this schedule when a matter is appealed for administrative 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 two (2) 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:

507 1st Ave NE

616 4th Ave NE

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:

507 1st Ave NE

Staff recommend towing the vehicles and abatement of the property for junk and debris.

616 4th Ave NE

Staff recommend a \$300 citation every 10 days and to proceed with legal action.

FINANCIAL IMPACT: N/A

MEMO



TO: Mayor and City Council
FROM: James Kramvik, Community Development Director
DATE: October 6th, 2025
RE: Recommendations for Active Code Enforcement Cases

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

- **507 1st Ave NE**

- 1st Offense Earlier in 2025 Unlicensed/Inoperable Vehicle

- Received one (1) Notice of Violation Letter and three (3) Citations
 - First Citation 4/8/25 – Third Citation 5/1/25. Resident complied 5/12/25.
 - \$600 in citations

- 1st Offense Earlier in 2025 Junk/Debris/Blight

- Received one (1) Notice of Violation Letter and one (1) Citation 4/23/25
 - \$100 in citations
 - Resident complied 5/6/25

- 2nd Offense Unlicensed/Inoperable Vehicle

- Received one (1) Notice of Violation Letter and three (3) Citations
 - First Citation 9/2/25 – Third Citation 9/22/25
 - \$600 in citations

- 2nd Offense Junk/Debris/Blight

- Received one (1) Notice of Violation Letter and three (3) Citations
 - First Citation 9/2/25 – Third Citation 9/22/25
 - \$600 in citations

This property owner has indicated the people residing there do not have permission to be there, and they cannot get them to vacate the premises.

Staff recommend towing the vehicles and abatement of the property of the junk and debris.

- **616 4th Ave NE – Parking/Living in RV on Vacant Lot**

- Received one (1) Notice of Violation Letter
- Violation Letter was attached to the door of the RV by a member of the Community Development Department accompanied by a Brainerd Police Officer on 9/10/25.

Staff recommend a \$300 citation every 10 days and proceed with legal action.

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.
- 6) **907 Fir St** – Obtaining administrative search warrant to enter the property and abate the junk/debris/blight.
- 7) **1419 Mary St** – Obtaining administrative search warrant to tow unlicensed/inoperable vehicle.
- 8) **320 4th St N** - \$300 citation every 10 days until fence is corrected.

August 15, 2025

KASER, DONALD M JR
1805 20TH ST S APT 30
MOORHEAD, MN 56560

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: 507 1ST AVE NE
Real Estate Code: 41241605

Violation: Junk/Debris/Blight
IPMC308.1

Description: Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage. Rubbish is defined as combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials; furniture, appliances, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

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 08/29/2025

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

EN25-0421

Date of Violation: 09/22/2025

Parcel ID: 41241605

Violator(s): KASER, DONALD M JR
C/O THERESA ERICKSON
1805 20TH ST S APT 30
MOORHEAD, MN 56560

Location/Address of Violation: **507 1ST AVE NE**

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: 10/02/2025

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: 09/22/2025

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

EN25-0464

Date of Violation: 09/02/2025

Parcel ID: 41241605

Violator(s): KASER, DONALD M JR
1805 20TH ST S APT 30
MOORHEAD, MN 56560

Location/Address of Violation: **507 1ST AVE NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.8	Unlicensed/Inoperable Vehicle	\$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: 09/12/2025

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.

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Representative: Jason Stockinger, Building Inspector

Date: 09/02/2025

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

EN25-0464

Date of Violation: 09/22/2025

Parcel ID: 41241605

Violator(s): KASER, DONALD M JR
C/O THERESA ERICKSON
1805 20TH ST S APT 30
MOORHEAD, MN 56560

Location/Address of Violation: **507 1ST AVE NE**

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

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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: 10/02/2025

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

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Representative: Jason Stockinger, Building Inspector

Date: 09/22/2025

Representative's Signature:

(served via first class mail)



September 09, 2025

DAILEY, EDWARD
616 4TH AVE NE
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: 616 4TH AVE NE
Real Estate Code: 41191508

Violation: Zoning Code Violation

Ordinance: 515-4-1.B

Description: No cellar, garage, tent, travel trailer, motor home, fish house, shall at any time be used as a dwelling unit.

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

Action should be taken on or before 09/19/2025

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





City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Hold Public Hearing and Re-Affirm Resolution Ordering Improvement - Improvement 23-14 - Hawkins/Ronald/Joseph Resurfacing Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Moore Engineering has sent notice for the published, re-scheduled public hearing for Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing Project. The original notice for the April 21st hearing was not publicly noticed in the paper and thus staff has recommended the Council hold a re-scheduled public hearing to ensure that the project stays within compliance of the Minn. Statute 429.031 requirements.

Following the public hearing, staff is recommending that the Council re-affirms the adoption of the attached resolution that orders the improvement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing Project including resurfacing of the following:

- Hawkins Drive
- Joseph Street
- Ronald Street
- Alley between S. 6th and S. 7th Streets from Paul Street to Joseph Street

RECOMMENDED ACTION/MOTION:

1. Hold the improvement hearing to hear testimony for or against the said improvements.
2. Re-affirm the adoption of the attached resolution in which orders the improvement.

FINANCIAL IMPACT: N/A

RESOLUTION

36:25

RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS IMPROVEMENT 23-14 – HAWKINS-RONALD-JOSEPH RESURFACING PROJECT

WHEREAS, the City Council on the 17th day of March 2025, fixed a date for a Council hearing on the Hawkins-Ronald-Joseph Resurfacing Project, to consider the making of improvements on:

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

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 21st day of April 2025, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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.

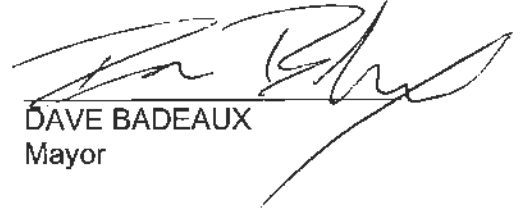
NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, BRAINERD, MINNESOTA:

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the Council resolution adopted March 17, 2025.
3. Such improvement has no relationship to the comprehensive municipal plan.
4. Moore Engineering is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
5. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Adopted this 21st day of April 2025


MIKE O'DAY
President of the Council

Approved this 22nd day of April 2025


DAVE BADEAUX
Mayor

ATTEST: 
NICHOLAS W. BROYLES
City Administrator

EXHIBIT A
IMPACT OF ASSESSMENTS
CITY OF BRAINERD
IMPROVEMENT NO. 23-14

Available at Hearing Held April 21, 2025

The impact of the improvement is to provide necessary and desirable facilities for public use. The impact of the assessments for the improvement is to make benefited properties and their owners responsible for paying the costs of the improvement over time, not the public at large. The extent of the impact of the assessments depends upon the amount assessed.

A reasonable estimate of the total amount assessed is \$302,343. This is approximately one-half of the street reconstruction costs being assessed, per the City's Assessment Policy. The City reserves the right when actually levying assessments to assess up to the full costs of the improvement, which may exceed estimates available at the time of the hearing on the improvement.

The following is a description of the methodology the city intends to use to calculate individual assessments for affected parcels on Improvement 23-14: Front footage with applicable deductions for side-yards calculated in based on the City's Assessment Policy. The City reserves the right when actually levying assessments to modify or depart from this methodology to the extent the City deems appropriate.



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Hold Public Hearing and Adopt Resolution for Assessment - 2024-2025 Nuisance Abatement and 2024-2025 Downtown Special Services District

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Mike Habighorst, Public Works
Director, James Kramvik, Community Development
Director, Jessie Dehn, City Engineer

DEPARTMENT: Public Works

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

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Attached to this request is a copy of the Notice of Assessment Hearing, the Proposed Assessment Rolls for the 2024-2025 downtown special services district including downtown snow removal, and 2024-2025 nuisance abatement, and a resolution in which adopts the assessments.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: At the public hearing, if there are questions or comments about the proposed assessments, staff will be available to respond. At the conclusion of the hearing, the Council would typically adopt a resolution adopting the assessments. If there are contested assessment amounts, staff would ask that the Council still adopt the assessments to start the 30-day payment clock. Contested assessments would be brought back to the next meeting for discussion, unless the council desires to adopt the contested assessments without further consultation.

RECOMMENDED ACTION/MOTION:

1. Hold a public hearing to hear testimony for or against the proposed assessments.
2. Adopt the attached resolution adopting the assessments as proposed for 2024-2025 downtown special services district including downtown snow removal, and 2024-2025 nuisance abatement.

FINANCIAL IMPACT: N/A

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

RECEIVED

SEP 25 2025

**CITY OF BRAINERD
ADMINISTRATION**

Stacy Deason
11171 Town Hall Street
Brainerd, Mn 56401
218-851-8760

9/20/2025

City of Brainerd
Community Development Department
501 Laurel Street
Brainerd, MN 56401

Re: Contesting Proposed Special Assessment – 523 Grove Street, Parcel #41240739

Dear Community Development Department,

I am writing on behalf of **523 Grove Street LLC** to formally contest the proposed \$650 special assessment for nuisance abatement at 523 Grove Street, as notified for the public hearing scheduled on October 6, 2025.

We never received the required notices regarding this alleged nuisance. Instead, all communications were sent to an individual named Brian, who no longer manages or represents our properties and has no authority to act on our behalf. As a result, we were deprived of the legally required opportunity to remedy the situation before the City undertook abatement.

Minnesota law and local ordinances require that nuisance notices be served upon the property owner or an authorized agent. Because notice was not properly provided, the statutory and procedural requirements for imposing a special assessment were not met. Had notice been properly directed to 523 Grove Street LLC, we would have addressed the matter immediately and avoided any city costs.

It is also important to note that the issue has since been fully resolved. The property has been professionally painted, and we are including recent photos for your review and records.

For these reasons, we respectfully request that the proposed \$650 assessment be denied or vacated.

Thank you for your time and consideration.

Sincerely,

Stacy Deason

September 16, 2025

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



www.ci.brainerd.mn.us

RE: Nuisance Abatement and Administrative Citations

Dear Property Owner,

Included is a Notice of Hearing for a Public Hearing scheduled for 7:30 p.m., Monday, October 6th, 2025 in the City Council Chambers of City Hall at 501 Laurel St. to consider the proposed special assessments for nuisance abatement and/or administrative citation(s).

Your property described as: 523 GROVE ST

Parcel Number: 41240739

Is proposed to be assessed as follows:

Proposed Assessment: \$650

If you wish to contest this proposed assessment, you will need to appear before the City Council during the public hearing on October 6th. If you cannot attend the public hearing, you will need to submit a written statement contesting the proposed assessment to the Community Development Department no later than Friday, October 17th.

Following the Public Hearing on October 6th, you will receive another letter stating that the Council has ordered the assessments and that they can be paid within 30 days (thru November 6th) without interest. Unpaid balances after that date will be certified for collection along with the property taxes payable in 2026 with 5.12% interest added to the assessment amount.

Please feel free to contact the Community Development Department at 218-828-2307 if there are any questions related to the hearing or the proposed assessments.

Sincerely,
CITY OF BRAINERD

James Kramvik
Community Development Director



May 08, 2025

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



www.ci.brainerd.mn.us

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 523 GROVE ST
Real Estate Code: 41240739

Violation: Exterior Structure
IPMC 304.1, 304.6

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

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

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

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

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

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

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

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

Respectfully,
By Order of:
THE CITY OF BRAINERD



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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN25-0173

Date of Violation: 06/09/2025

Parcel ID: 41240739

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

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

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.1,304.6	Exterior Structure	\$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: 06/19/2025

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: 06/09/2025

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

EN25-0173

Date of Violation: 06/23/2025

Parcel ID: 41240739

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

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

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.1,304.6	Exterior Structure	\$200.00

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: \$200.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 07/03/2025

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.

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Representative: Jason Stockinger, Building Inspector

Date: 06/23/2025

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

EN25-0173

Date of Violation: 07/03/2025

Parcel ID: 41240739

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

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

VIOLATION

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

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 07/13/2025

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

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

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

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

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

Representative: Jason Stockinger, Building Inspector

Date: 07/03/2025

Representative's Signature:

(served via first class mail)



RESOLUTION
Xx:25

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for 2024-2025 snow removal and special services and nuisance abatement concerning the properties abutting on the following:

DOWNTOWN SNOW REMOVAL AND 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

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

1. Such proposed assessment, a copy of which is on file in the offices of the City Administrator and City Engineer, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in full within 30 days from the adoption of this Resolution without interest at the office of the City Administrator. Thereafter, the entire amount of the assessment shall be payable to the Crow Wing County Auditor with interest at the rate of five and twelve hundredths' percent (5.12%).
3. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the Crow Wing County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 6th day of October 2025

MIKE O'DAY
President of the Council

Approved this 7th day of October 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSR 2025

09/24/2025

Page: 1/2

07:45 AM

DB: BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND
DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE
EXPENSE OF DOWNTOWN SNOW REMOVAL DTSR 2025

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2026 Principal Installmnt	2026 Interest Installmnt	2026 Total Installmnt
DTSR 2025	Active	Active	41240535 MOORES PROPERTIES, INC.	796.24	1	1	5.1200000	796.24	50.48	846.72
DTSR 2025	Active	Active	41241266 BREMER BANK OF BRAINERD	853.11	1	1	5.1200000	853.11	54.09	907.20
DTSR 2025	Active	Active	41241268 RICHARD & DENISE RATHMAN	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41241269 DAVID F PUERINGER INVESTMENTS	888.20	1	1	5.1200000	888.20	56.32	944.52
DTSR 2025	Active	Active	41241270 DAVID F PUERINGER	334.59	1	1	5.1200000	334.59	21.21	355.80
DTSR 2025	Active	Active	41241271 BRAINERD LAKES PROPERTIES LLC	255.93	1	1	5.1200000	255.93	16.23	272.16
DTSR 2025	Active	Active	41241272 DAVID F PUERINGER	255.93	1	1	5.1200000	255.93	16.23	272.16
DTSR 2025	Active	Active	41241273 DAVID F PUERINGER INVESTMENTS	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41241292 MAJIK PROPERTIES LLC	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41241293 ASH PROPERTIES INC.	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41241294 ASH PROPERTIES INC.	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41241295 SMITH COMMERCIAL PROPERTIES LLC	989.61	1	1	5.1200000	989.61	62.75	1,052.36
DTSR 2025	Active	Active	41241300 JUAN M AND JOANNA I BARBOZA	426.55	1	1	5.1200000	426.55	27.04	453.59
DTSR 2025	Active	Active	41241301 AMERICAN HEIGHTS LLC	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41241448 MASONIC TEMPLE ASSN. OF BRAINERD	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41241449 NORTHERN PINES MENTAL HEALTH CENTER	142.18	1	1	5.1200000	142.18	9.01	151.19
DTSR 2025	Active	Active	41241450 TODD BISTED	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41241451 THAI ORCHID LLC	142.18	1	1	5.1200000	142.18	9.01	151.19
DTSR 2025	Active	Active	41241452 DAVID F. PUERINGER INVESTMENTS	426.55	1	1	5.1200000	426.55	27.04	453.59
DTSR 2025	Active	Active	41241454 DAVID F. PUERINGER INVESTMENTS	142.18	1	1	5.1200000	142.18	9.01	151.19
DTSR 2025	Active	Active	41241455 LUHRS, JON A TRUST (UND 1/2 INT)	142.18	1	1	5.1200000	142.18	9.01	151.19
DTSR 2025	Active	Active	41241456 RICK BJORK	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41241457 BREKKEN ENTERPRISES LLC	1,080.61	1	1	5.1200000	1,080.61	68.51	1,149.12
DTSR 2025	Active	Active	41241470 ASH PROPERTIES INC.	1,080.61	1	1	5.1200000	1,080.61	68.51	1,149.12
DTSR 2025	Active	Active	41241472 DAVID F. PUERINGER	568.74	1	1	5.1200000	568.74	36.06	604.80

09/24/2025
07:45 AM

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSR 2025

Page: 2/2
DB: BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF DOWNTOWN SNOW REMOVAL DTSR 2025

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2026 Principal Installmnt	2026 Interest Installmnt	2026 Total Installmnt
DTSR 2025	Active	Active	41241473 DAVID F. PUERINGER INVESTMENTS	582.50	1	1	5.1200000	582.50	36.93	619.43
DTSR 2025	Active	Active	41241474 DAVID F. PUERINGER INVESTMENTS	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41241475 VANDEPUTTE INVESTMENT PROPERTIES LL	264.92	1	1	5.1200000	264.92	16.80	281.72
DTSR 2025	Active	Active	41241476 CARL SIDNEY HANSON POST #255	318.49	1	1	5.1200000	318.49	20.19	338.68
DTSR 2025	Active	Active	41241477 C & L MIDWEST LLC	426.55	1	1	5.1200000	426.55	27.04	453.59
DTSR 2025	Active	Active	41241478 C & L MIDWEST LLC	142.18	1	1	5.1200000	142.18	9.01	151.19
DTSR 2025	Active	Active	41241479 NLLJ JENSEN, LLC	426.55	1	1	5.1200000	426.55	27.04	453.59
DTSR 2025	Active	Active	41241482 NJMS PHELPS BLOCK LLC	361.15	1	1	5.1200000	361.15	22.90	384.05
DTSR 2025	Active	Active	41241483 NJMS CHET'S LLC	150.72	1	1	5.1200000	150.72	9.56	160.28
DTSR 2025	Active	Active	41241484 DANNY E. KUHN	284.37	1	1	5.1200000	284.37	18.03	302.40
DTSR 2025	Active	Active	41251149 LIVELY AUTO BLDG REAL EST HOLDINGS	1,279.66	1	1	5.1200000	1,279.66	81.14	1,360.80
District Totals				15,606.18				15,606.18	989.45	16,595.63
-----> Totals For 235-0000-36101				15,606.18				15,606.18	989.45	16,595.63
Grand Totals				15,606.18				15,606.18	989.45	16,595.63

09/24/2025
07:44 AM

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSS 2025

Page: 1/2
DB: BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF DOWNTOWN SPECIAL SERVICES DTSS 2025

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2026 Principal Installmnt	2026 Interest Installmnt	2026 Total Installmnt
DTSS 2025	Active	Active	41240535 MOORES PROPERTIES, INC.	1,489.02	1	1	5.1200000	1,489.02	94.41	1,583.43
DTSS 2025	Active	Active	41241266 BREMER BANK OF BRAINERD	1,595.38	1	1	5.1200000	1,595.38	101.15	1,696.53
DTSS 2025	Active	Active	41241268 RICHARD & DENISE RATHMAN	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41241269 DAVID F PUERINGER INVESTMENTS	1,661.01	1	1	5.1200000	1,661.01	105.31	1,766.32
DTSS 2025	Active	Active	41241270 DAVID F PUERINGER	625.71	1	1	5.1200000	625.71	39.67	665.38
DTSS 2025	Active	Active	41241271 BRAINERD LAKES PROPERTIES LLC	478.61	1	1	5.1200000	478.61	30.35	508.96
DTSS 2025	Active	Active	41241272 DAVID F PUERINGER	478.61	1	1	5.1200000	478.61	30.35	508.96
DTSS 2025	Active	Active	41241273 DAVID F PUERINGER INVESTMENTS	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41241292 MAJIK PROPERTIES LLC	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41241293 ASH PROPERTIES INC.	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41241294 ASH PROPERTIES INC.	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41241295 SMITH COMMERCIAL PROPERTIES LLC	1,850.64	1	1	5.1200000	1,850.64	117.34	1,967.98
DTSS 2025	Active	Active	41241300 JUAN M AND JOANNA I BARBOZA	797.69	1	1	5.1200000	797.69	50.58	848.27
DTSS 2025	Active	Active	41241301 AMERICAN HEIGHTS LLC	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41241448 MASONIC TEMPLE ASSN. OF BRAINERD	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41241449 NORTHERN PINES MENTAL HEALTH CENTER	265.90	1	1	5.1200000	265.90	16.86	282.76
DTSS 2025	Active	Active	41241450 TODD BISTED	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41241451 THAI ORCHID LLC	265.90	1	1	5.1200000	265.90	16.86	282.76
DTSS 2025	Active	Active	41241452 DAVID F. PUERINGER INVESTMENTS	797.69	1	1	5.1200000	797.69	50.58	848.27
DTSS 2025	Active	Active	41241454 DAVID F. PUERINGER INVESTMENTS	265.90	1	1	5.1200000	265.90	16.86	282.76
DTSS 2025	Active	Active	41241455 LUHRS, JON A TRUST (UND 1/2 INT)	265.90	1	1	5.1200000	265.90	16.86	282.76
DTSS 2025	Active	Active	41241456 RICK BJORK	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41241457 BREKKEN ENTERPRISES LLC	2,020.82	1	1	5.1200000	2,020.82	128.13	2,148.95
DTSS 2025	Active	Active	41241470 ASH PROPERTIES INC.	2,020.82	1	1	5.1200000	2,020.82	128.13	2,148.95
DTSS 2025	Active	Active	41241472 DAVID F. PUERINGER	1,063.59	1	1	5.1200000	1,063.59	67.44	1,131.03

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSS 2025

09/24/2025

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07:44 PM THE CITY COUNCIL OF THE CITY OF BRAINERD DOETH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF DOWNTOWN SPECIAL SERVICES DTSS 2025

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2026 Principal Installmnt	2026 Interest Installmnt	2026 Total Installmnt
DTSS 2025	Active	Active	41241473 DAVID F. PUERINGER INVESTMENTS	1,089.33	1	1	5.1200000	1,089.33	69.07	1,158.40
DTSS 2025	Active	Active	41241474 DAVID F. PUERINGER INVESTMENTS	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41241475 VANDEPUTTE INVESTMENT PROPERTIES LL	495.42	1	1	5.1200000	495.42	31.41	526.83
DTSS 2025	Active	Active	41241476 CARL SIDNEY HANSON POST #255	595.61	1	1	5.1200000	595.61	37.76	633.37
DTSS 2025	Active	Active	41241477 C & L MIDWEST LLC	797.69	1	1	5.1200000	797.69	50.58	848.27
DTSS 2025	Active	Active	41241478 C & L MIDWEST LLC	265.90	1	1	5.1200000	265.90	16.86	282.76
DTSS 2025	Active	Active	41241479 NLLJ JENSEN, LLC	797.69	1	1	5.1200000	797.69	50.58	848.27
DTSS 2025	Active	Active	41241482 NJMS PHELPS BLOCK LLC	675.38	1	1	5.1200000	675.38	42.82	718.20
DTSS 2025	Active	Active	41241483 NJMS CHET'S LLC	281.85	1	1	5.1200000	281.85	17.87	299.72
DTSS 2025	Active	Active	41241484 DANNY E. KUHN	531.79	1	1	5.1200000	531.79	33.72	565.51
DTSS 2025	Active	Active	41251149 LIVELY AUTO BLDG REAL EST HOLDINGS	2,393.07	1	1	5.1200000	2,393.07	151.73	2,544.80
District Totals				29,184.82				29,184.82	1,850.48	31,035.30
-----> Totals For 401-0000-36101				29,184.82				29,184.82	1,850.48	31,035.30
Grand Totals				29,184.82				29,184.82	1,850.48	31,035.30

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
101-25 NUISANCE ASSESSMENTS

09/24/2025

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DB: BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND
DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE
EXPENSE OF CITY NUISANCES 101-25

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2026 Principal Installmnt	2026 Interest Installmnt	2026 Total Installmnt
101-25	Active	Active	41190554 RISNES, ZACHARY A	675.00	1	1	5.1200000	675.00	42.80	717.80
101-25	Active	Active	41190713 TIBBETTS-PEYERL, RENEE M	350.00	1	1	5.1200000	350.00	22.19	372.19
101-25	Active	Active	41190790 LUND, DANIEL A	350.00	1	1	5.1200000	350.00	22.19	372.19
101-25	Active	Active	41190848 MARCHWICK, WHITNEY MORGAN	350.00	1	1	5.1200000	350.00	22.19	372.19
101-25	Active	Active	41190894 SWIFT, MARDELL & LESTER E	7,850.00	1	1	5.1200000	7,850.00	497.72	8,347.72
101-25	Active	Active	41190952 O'CONNOR, JESSE	1,025.00	1	1	5.1200000	1,025.00	64.99	1,089.99
101-25	Active	Active	41191179 MILLER, DAVID	675.00	1	1	5.1200000	675.00	42.80	717.80
101-25	Active	Active	41191183 NADALY, OLSON	675.00	1	1	5.1200000	675.00	42.80	717.80
101-25	Active	Active	41191292 SMITH, MARK	775.00	1	1	5.1200000	775.00	49.14	824.14
101-25	Active	Active	41191418 GODEJOHN, JUSTIN & BRIAN KARL	675.00	1	1	5.1200000	675.00	42.80	717.80
101-25	Active	Active	41191480 HINES, JASON A & FARRAH S	350.00	1	1	5.1200000	350.00	22.19	372.19
101-25	Active	Active	41191502 GOODRICH, WALLACE D	3,900.00	1	1	5.1200000	3,900.00	247.27	4,147.27
101-25	Active	Active	41191507 POTTER, STEVEN T	675.00	1	1	5.1200000	675.00	42.80	717.80
101-25	Active	Active	41191616 VEITH, STEVEN H	1,700.00	1	1	5.1200000	1,700.00	107.79	1,807.79
101-25	Active	Active	41191727 BANKS, TRAVIS E & TRACY L	250.00	1	1	5.1200000	250.00	15.85	265.85
101-25	Active	Active	41191810 BOURDAGE, ZAKERY D	850.00	1	1	5.1200000	850.00	53.89	903.89
101-25	Active	Active	41191816 ENGHOLM, ROGER	175.00	1	1	5.1200000	175.00	11.10	186.10
101-25	Active	Active	41191824 MATTHEWS, KEVIN	9,125.00	1	1	5.1200000	9,125.00	578.56	9,703.56
101-25	Active	Active	41240629 NORFOLK, BRANDON	3,125.00	1	1	5.1200000	3,125.00	198.14	3,323.14
101-25	Active	Active	41240739 523 GROVE STREET LLC	650.00	1	1	5.1200000	650.00	41.21	691.21
101-25	Active	Active	41240829 RANDALL, KELSIE	3,575.00	1	1	5.1200000	3,575.00	226.67	3,801.67
101-25	Active	Active	41240873 BROBERG, TANICIA L	325.00	1	1	5.1200000	325.00	20.61	345.61
101-25	Active	Active	41240878 COOK, ANDREW	7,275.00	1	1	5.1200000	7,275.00	461.26	7,736.26
101-25	Active	Active	41241208 WEISS, RICHARD A	8,250.00	1	1	5.1200000	8,250.00	523.08	8,773.08
101-25	Active	Active	41241210 WINN, BRANDON C	125.00	1	1	5.1200000	125.00	7.93	132.93

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
101-25 NUISANCE ASSESSMENTS

09/24/2025

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DB: BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND
DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE
EXPENSE OF CITY NUISANCES 101-25

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig Yrs	Rem Yrs	Interest Rate	2026 Principal Installmnt	2026 Interest Installmnt	2026 Total Installmnt
101-25	Active	Active	41241278 LEPAGE, KATE & ERIN	675.00	1	1	5.1200000	675.00	42.80	717.80
101-25	Active	Active	41241605 KASER, DONALD M JR	2,775.00	1	1	5.1200000	2,775.00	175.95	2,950.95
101-25	Active	Active	41250555 US SECRETARY OF HOUSING & URBAN DEV	100.00	1	1	5.1200000	100.00	6.34	106.34
101-25	Active	Active	41250635 BOYER, DANNY W	800.00	1	1	5.1200000	800.00	50.72	850.72
101-25	Active	Active	41250666 KINDER, TERRY D	7,000.00	1	1	5.1200000	7,000.00	443.83	7,443.83
101-25	Active	Active	41250960 BLUME, GREGORY R	7,000.00	1	1	5.1200000	7,000.00	443.83	7,443.83
101-25	Active	Active	41251054 PETERSEN, TROY A	21,660.00	1	1	5.1200000	21,660.00	1,373.33	23,033.33
101-25	Active	Active	41251154 SCHWARTZWALD, ELIZABETH A TRUST	125.00	1	1	5.1200000	125.00	7.93	132.93
101-25	Active	Active	41290506 CHURCHILL, LOYD D & KAREN	1,475.00	1	1	5.1200000	1,475.00	93.52	1,568.52
101-25	Active	Active	41290559 SCHLUSSLER, CYNTHIA ANN	775.00	1	1	5.1200000	775.00	49.14	824.14
101-25	Active	Active	41300678 KRUEGER, MANVIL J	5,225.00	1	1	5.1200000	5,225.00	331.29	5,556.29
101-25	Active	Active	41300742 FEDERAL NATIONAL MORTGAGE ASSOCIATI	425.00	1	1	5.1200000	425.00	26.95	451.95
101-25	Active	Active	41300814 GOTTWALT, MATTHEW & ERICA	4,446.00	1	1	5.1200000	4,446.00	281.89	4,727.89
101-25	Active	Active	41300824 GAUERKE, JOHN M	675.00	1	1	5.1200000	675.00	42.80	717.80
101-25	Active	Active	41301002 WGEISHOFSKI, ROBERT J & CAROL	750.00	1	1	5.1200000	750.00	47.55	797.55
101-25	Active	Active	41350562 PETERSON, BROCK	350.00	1	1	5.1200000	350.00	22.19	372.19
101-25	Active	Active	41360574 BEACH, ASPEN & VERONICA WYNN	350.00	1	1	5.1200000	350.00	22.19	372.19
101-25	Active	Active	41360617 SCULL, TYLER	675.00	1	1	5.1200000	675.00	42.80	717.80
101-25	Active	Active	41360812 ANTUS, MICHAEL	775.00	1	1	5.1200000	775.00	49.14	824.14
101-25	Active	Active	41360945 CLEMENTSON, DEWAYNE M	7,000.00	1	1	5.1200000	7,000.00	443.83	7,443.83
			District Totals	116,806.00				116,806.00	7,405.99	124,211.99
	----->	Totals For	101-2400-36101	116,806.00				116,806.00	7,405.99	124,211.99
			Grand Totals	116,806.00				116,806.00	7,405.99	124,211.99

CITY OF BRAINERD



ASSESSMENT DISPUTE REQUEST

Property 1420 Quince St.
 Address & Brainerd, MN 56401
 Parcel ID#
 (if known)

Property Owner
 Name

Terry Kinder

Property Owner
 Mailing Address

17037 Gregory Way Brainerd, MN 56401

Property Owner
 Phone Number

218-316-1141

Hardship

Y/N

Deferral

(circle one)

Request?

(separate application)

Reason for Contesting/Disputing Assessment

I spoke with James this past spring about what was required of me as to above listed property. I have been working diligently as to get all these requirements met. I have been struggling to get the products necessary to completely finish these issues. I'm waiting on a company out of Minneapolis to get me my stained glass for my front window as one example. I'm currently waiting to seed the yard until I'm able to get the sewer system hooked up. I will be moving the trailer in the back yard as soon as I'm able to put the furniture back in the house.

From: [James Kramvik](#)
Cc: [Nick Broyles](#); [Connie Hillman](#); [Stephanie Bestul](#); [Toni Gage](#); [Mike Habighorst](#)
Subject: FW:
Date: Monday, October 6, 2025 3:09:38 PM
Attachments: [image001.png](#)
[Letter.pdf](#)

Hi All,

I have bcc'd all City Council members. I am forwarding an e-mail below and have attached a letter regarding two individuals contesting their nuisance assessments. Staff will be recommending approval of the resolution as presented and then bring additional information about the history of each property for consideration at the October 20th meeting. We have so far received 3 letters/ emails regarding nuisance assessments.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: John Gauerke <johngauerke@gmail.com>
Sent: Monday, October 6, 2025 2:46 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject:

You don't often get email from johngauerke@gmail.com. [Learn why this is important](#)

Hi. This is regarding the fines on my property at 1717 pine St Brainerd. I am writing to explain things. I have called and talked with Jason several times also. I was in Ohio for almost 3 weeks when one of the letters and fines was sent to me. I've also been working in the cities as well. One of the pictures was of totes of shingles I tore off of my roof and another showed items my son dropped off before school and cleaned them up right after but Jason came by in that time frame and took those pictures. Through this we have gotten my yard cleaned up immensely. I'm asking that my fines be cancelled in light of these things. Can you please confirm receipt of this email and let me know your decision?



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Hold Public Hearing on Assessment and Adopt Resolution Adopting Assessment - Improvement 23-16 - South Brainerd Resurfacing Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Attached to this request is a copy of the Notice of Assessment Hearing, the Proposed Assessment Rolls for Improvement 23-16 - South Brainerd Resurfacing project, and a resolution in which adopts the assessments. This project was for resurfacing of numerous streets in South Brainerd including Graydon Avenue, Crestview Lane, Woodcrest Road, Belle Rae Circle, Pineview Drive, Norway Court, Carol Lane, Ridge Drive, Ridge Court, and Aspen Court.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: At the public hearing, if there are questions or comments about the proposed assessments, staff will be available to respond. At the conclusion of the hearing, the Council would typically adopt a resolution adopting the assessments. If there are contested assessment amounts, staff would ask that the Council still adopt the assessments to start the 30-day payment clock. Contested assessments will be brought back to the next meeting for discussion, unless the council desires to adopt the contested assessments without further consultation.

Attached is Resolution 37:22 that details the criteria for deferment of assessments. If application(s) are received for deferment, staff would review the applications for completeness and eligibility and present those applications at a future Council meeting.

Staff has received an appeal from a local resident and the concern at 143 Carol Lane is standing water near the owner's driveway. This appeal/contested assessment will be brought back to the next meeting for discussion and action.

RECOMMENDED ACTION/MOTION: Staff is recommending:

1. Hold a public hearing to hear testimony for or against the proposed assessments
2. Adopt the attached resolution adopting the assessments as proposed for Improvement 23-16 - South Brainerd Resurfacing Project

FINANCIAL IMPACT: N/A

RESOLUTION
NO. _____

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for the improvements of the following described streets, alleys, and utilities 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

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

1. Such proposed assessment, a copy of which is on file in the offices of the City Administrator and City Engineer, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of ten years, the first of the installments to be payable on or before the first Monday in January 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 this resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2025. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.

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

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

Adopted this 6th day of October 2025

MIKE O'DAY
President of the Council

Approved this 7th day of October 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
313 23-16 SOUTH BRAINERD RESURFACING PROJECT

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THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF SOUTH BRAINERD RESURFACING PROJECT 313-23-16

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2026 Principal Installmnt	2026 Interest Installmnt	2026 Total Installmnt
313 23-16	Active	Active	41350500 FORREST, JOHN F & JOANNE F	2,146.71	10	10	5.1200000	214.67	136.11	350.78
313 23-16	Active	Active	41350503 JUDD, DAN W & SARAH S	1,668.40	10	10	5.1200000	166.84	105.78	272.62
313 23-16	Active	Active	41350504 BIESER, WILLIAM J & TONI M	1,731.81	10	10	5.1200000	173.18	109.80	282.98
313 23-16	Active	Active	41350508 STORBAKKEN, ERIC R & TRUDI E	1,655.00	10	10	5.1200000	165.50	104.93	270.43
313 23-16	Active	Active	41350509 RITTER, CONSTANCE A & KENNETH N	2,940.55	10	10	5.1200000	294.06	186.44	480.50
313 23-16	Active	Active	41350512 SCHULTZ, JAYSON D	3,597.11	10	10	5.1200000	359.71	228.07	587.78
313 23-16	Active	Active	41350513 SIMOTA, TIMOTHY C & JENNIFER J	1,517.91	10	10	5.1200000	151.79	96.24	248.03
313 23-16	Active	Active	41350514 RUTMAN, BRADY P & ASHLEY S	1,142.45	10	10	5.1200000	114.25	72.44	186.69
313 23-16	Active	Active	41350515 PRASKA, HENRY D &	998.19	10	10	5.1200000	99.82	63.29	163.11
313 23-16	Active	Active	41350516 ANDERSON, DAVID R & ANNETTE M	1,360.60	10	10	5.1200000	136.06	86.27	222.33
313 23-16	Active	Active	41350517 HIGHUM, THOMAS M & DOROTHY M	1,426.44	10	10	5.1200000	142.64	90.44	233.08
313 23-16	Active	Active	41350518 BURICH, MATHEW & KATHLEEN	2,695.79	10	10	5.1200000	269.58	170.92	440.50
313 23-16	Active	Active	41350519 ERICKSON, NICHOLAS E & TRINA M	3,180.85	10	10	5.1200000	318.09	201.68	519.77
313 23-16	Active	Active	41350520 ANDERSON, HOWARD E	2,416.28	10	10	5.1200000	241.63	153.20	394.83
313 23-16	Active	Active	41350521 MIKKELSON, STEVEN & LYNN	1,517.76	10	10	5.1200000	151.78	96.23	248.01
313 23-16	Active	Active	41350522 PRASKA, HENRY D &	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350523 PRASKA, HENRY D &	759.00	10	10	5.1200000	75.90	48.12	124.02
313 23-16	Active	Active	41350524 SMITH, LANCE W & KAREN	3,171.44	10	10	5.1200000	317.14	201.08	518.22
313 23-16	Active	Active	41350525 ISMIR, MARILYN K TRUST AGR	1,820.40	10	10	5.1200000	182.04	115.42	297.46
313 23-16	Active	Active	41350526 ISMIR, MARILYN K TRUST AGR	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350527 JOHNSON, THADDEUS F & MARY	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350528 NORTHWAY, Riant R & VANESSA B	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350529 NORTHWAY, Riant R & VANESSA B	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350530 HAMRE, JOSHUA T & KARMEN A	1,685.69	10	10	5.1200000	168.57	106.88	275.45
313 23-16	Active	Active	41350531 ANDERSON, GARY M & MARY KAY	1,517.00	10	10	5.1200000	151.70	96.18	247.88

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CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
313 23-16 SOUTH BRAINERD RESURFACING PROJECT

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DB: BRAINERD

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF SOUTH BRAINERD RESURFACING PROJECT 313-23-16

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2026 Principal Installmnt	2026 Interest Installmnt	2026 Total Installmnt
313 23-16	Active	Active	41350532 BOOTH, GALEN & NICOLE	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350533 O'GRADY, KEVIN J & JILL R	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350534 SMITH, BAXTER A III TRUST AGR	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350535 SEIPP-DEBLOCK, KATIE LEE	2,865.10	10	10	5.1200000	286.51	181.66	468.17
313 23-16	Active	Active	41350536 KNOWLEN, GLENDON D & CONNIE L	2,905.51	10	10	5.1200000	290.55	184.22	474.77
313 23-16	Active	Active	41350537 SCHIRMER, CARL K JR & KAREN	994.85	10	10	5.1200000	99.49	63.08	162.57
313 23-16	Active	Active	41350538 DEHEN, SHANNON D TRUST	2,923.91	10	10	5.1200000	292.39	185.39	477.78
313 23-16	Active	Active	41350539 PLOOF, CHAD L & KIMBERLY J	1,365.30	10	10	5.1200000	136.53	86.57	223.10
313 23-16	Active	Active	41350540 EMBRETSON, LORRAINE E	1,365.30	10	10	5.1200000	136.53	86.57	223.10
313 23-16	Active	Active	41350541 EATON, BRYCE R & MARY JEAN	1,517.30	10	10	5.1200000	151.73	96.20	247.93
313 23-16	Active	Active	41350542 DEHNING, KURT & KELLY	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350543 BERGER, TERRY W & KATHLEEN P	759.00	10	10	5.1200000	75.90	48.12	124.02
313 23-16	Active	Active	41350547 THOMPSON, BRUCE C & CYNTHIA	1,062.60	10	10	5.1200000	106.26	67.37	173.63
313 23-16	Active	Active	41350548 FLOWERS, ANTHONY & ASHLEE	2,275.50	10	10	5.1200000	227.55	144.28	371.83
313 23-16	Active	Active	41350549 MARSHALL, SARAH & MARC	2,457.54	10	10	5.1200000	245.75	155.82	401.57
313 23-16	Active	Active	41350550 LUNDEEN, BENJAMIN J & MELISSA A	2,574.20	10	10	5.1200000	257.42	163.21	420.63
313 23-16	Active	Active	41350551 CARLSON, JAMES M & ELSE M	1,163.99	10	10	5.1200000	116.40	73.80	190.20
313 23-16	Active	Active	41350552 OWEN FAMILY REV LIVING TRUST, ROBER	954.50	10	10	5.1200000	95.45	60.52	155.97
313 23-16	Active	Active	41350553 BRUSSEAU, MICHAEL A & KARI L	1,923.56	10	10	5.1200000	192.36	121.96	314.32
313 23-16	Active	Active	41350554 STEINHAUSER, SCOTT & JULIE	1,972.10	10	10	5.1200000	197.21	125.04	322.25
313 23-16	Active	Active	41350555 BRUSSEAU, MICHAEL A & KARI L	455.10	10	10	5.1200000	45.51	28.86	74.37
313 23-16	Active	Active	41350556 STEINHAUSER, SCOTT & JULIE	2,275.50	10	10	5.1200000	227.55	144.28	371.83
313 23-16	Active	Active	41350557 KRUEGER, PATRICK M & HELEN J	1,024.65	10	10	5.1200000	102.47	64.97	167.44
313 23-16	Active	Active	41350558 MASKE, JOHN W & YVONNE M	1,147.00	10	10	5.1200000	114.70	72.72	187.42
313 23-16	Active	Active	41350559 KRUPKE, STEVEN B	1,070.40	10	10	5.1200000	107.04	67.87	174.91

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
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THE CITY COUNCIL OF THE CITY OF BRAINERD DOETH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF SOUTH BRAINERD RESURFACING PROJECT 313-23-16

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2026 Principal Installmnt	2026 Interest Installmnt	2026 Total Installmnt
313 23-16	Active	Active	41350560 NICHOLS, MARC C & CARRIE M	2,459.36	10	10	5.1200000	245.94	155.93	401.87
313 23-16	Active	Active	41350561 HODGMAN, MITCHELL & JILENE	1,259.87	10	10	5.1200000	125.99	79.88	205.87
313 23-16	Active	Active	41350562 PETERSON, BROCK	1,259.87	10	10	5.1200000	125.99	79.88	205.87
313 23-16	Active	Active	41350563 UNSER, BRADLEY J & JYNELL D	1,408.69	10	10	5.1200000	140.87	89.32	230.19
313 23-16	Active	Active	41350564 PETRICH, NICOLE L	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350565 PELTOMA, RODNEY G & SUSAN	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350566 ROCKET MORTGAGE LLC	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350567 BETKER, AMANDA	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350568 HIGGINS, SEAN T & SARAH E WINGE	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350569 GOULD, TIMOTHY & MARSHA	2,911.26	10	10	5.1200000	291.13	184.59	475.72
313 23-16	Active	Active	41350571 POMMERENING, MICHAEL & AMANDA	714.81	10	10	5.1200000	71.48	45.32	116.80
313 23-16	Active	Active	41350572 CORTINAS, ESTEVAN J & KAYLI M	683.11	10	10	5.1200000	68.31	43.31	111.62
313 23-16	Active	Active	41350573 AGRE, JOHN D & ANDREA F	817.06	10	10	5.1200000	81.71	51.80	133.51
313 23-16	Active	Active	41350574 ROBERTS, GREGORY M & DIANE M	2,698.01	10	10	5.1200000	269.80	171.06	440.86
313 23-16	Active	Active	41350575 DUHN, DAVID A & LORA L	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350576 CHARPENTIER, RAYMOND A	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350577 TOTTEN, JEANNE L	2,707.67	10	10	5.1200000	270.77	171.68	442.45
313 23-16	Active	Active	41350578 SCHAFFER, REBECCA A & PATRIC C	1,259.87	10	10	5.1200000	125.99	79.88	205.87
313 23-16	Active	Active	41350579 SCHAFFER, REBECCA A & PATRIC C	1,259.87	10	10	5.1200000	125.99	79.88	205.87
313 23-16	Active	Active	41350580 ADERMAN, THOMAS & RATHEY, REBECCA	1,259.87	10	10	5.1200000	125.99	79.88	205.87
313 23-16	Active	Active	41350581 OSAFO, MAMFE & ANDREA	1,259.87	10	10	5.1200000	125.99	79.88	205.87
313 23-16	Active	Active	41350582 PRUSAK, THOMAS K & MARTHA	1,629.71	10	10	5.1200000	162.97	103.33	266.30
313 23-16	Active	Active	41350583 JENSEN, JENNIFER	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350584 RASMUSSEN, DONALD A & CHRISTINE	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350585 TIBERG, DONAVON	1,517.00	10	10	5.1200000	151.70	96.18	247.88

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313	23-16	Active	Active	41350586 SWARTHOUT, ZACHARY & EMILY	1,441.15	10	10 5.1200000	144.12	91.37	235.49
313	23-16	Active	Active	41350587 LAUGHLIN, REBECCA A	1,441.15	10	10 5.1200000	144.12	91.37	235.49
313	23-16	Active	Active	41350588 RUEN, KEVIN A	1,441.15	10	10 5.1200000	144.12	91.37	235.49
313	23-16	Active	Active	41350589 WARD, DENNIS R & BARBIE J	1,441.15	10	10 5.1200000	144.12	91.37	235.49
313	23-16	Active	Active	41350590 ERLANSON, BRITTA J	1,668.70	10	10 5.1200000	166.87	105.80	272.67
313	23-16	Active	Active	41350591 BOONE, MARK & MARY	3,567.95	10	10 5.1200000	356.80	226.22	583.02
313	23-16	Active	Active	41350592 HALVERSON, MARC & JACQUELYN REV	1,985.15	10	10 5.1200000	198.52	125.87	324.39
313	23-16	Active	Active	41350593 LIMVERE, ENNO J & JOAN R	1,820.40	10	10 5.1200000	182.04	115.42	297.46
313	23-16	Active	Active	41350595 HALVERSON, MARC & JACQUELYN REV	1,760.48	10	10 5.1200000	176.05	111.62	287.67
313	23-16	Active	Active	41350596 MOLINE, RUSSELL W & JENNIFER L	1,517.00	10	10 5.1200000	151.70	96.18	247.88
313	23-16	Active	Active	41350597 HARTING, SAMANTHA L	1,441.15	10	10 5.1200000	144.12	91.37	235.49
313	23-16	Active	Active	41350598 ANDERSON, MARY JO & STEPHEN HESSE	1,441.15	10	10 5.1200000	144.12	91.37	235.49
313	23-16	Active	Active	41350599 MCLAIN, COLIN & AMY, C/O ROBERT MC	1,441.15	10	10 5.1200000	144.12	91.37	235.49
313	23-16	Active	Active	41350600 SWEDBURG, DAVID EDWIN & HAILEY	1,441.15	10	10 5.1200000	144.12	91.37	235.49
313	23-16	Active	Active	41350601 DONNELLY, JENNIFER & PATRICK	1,441.15	10	10 5.1200000	144.12	91.37	235.49
313	23-16	Active	Active	41350602 HANSSSEN, HEATHER S	1,517.00	10	10 5.1200000	151.70	96.18	247.88
313	23-16	Active	Active	41350603 PARK UNITED, METHODIST CHURCH	1,517.00	10	10 5.1200000	151.70	96.18	247.88
313	23-16	Active	Active	41350604 BURNETT, JOAN H	1,441.15	10	10 5.1200000	144.12	91.37	235.49
313	23-16	Active	Active	41350605 PATRICK, AARON	1,499.86	10	10 5.1200000	149.99	95.10	245.09
313	23-16	Active	Active	41350606 REITHER, RANDALL LEE & KAREN L	1,788.85	10	10 5.1200000	178.89	113.42	292.31
313	23-16	Active	Active	41350607 SULLIVAN, TRISH A	1,365.30	10	10 5.1200000	136.53	86.57	223.10
313	23-16	Active	Active	41350608 JORGENSEN, ERNEST C & RACHEL J	1,365.30	10	10 5.1200000	136.53	86.57	223.10
313	23-16	Active	Active	41350609 FLANAGAN, BRIAN K	1,365.30	10	10 5.1200000	136.53	86.57	223.10
313	23-16	Active	Active	41350610 ARMSTRONG, DANIEL	1,517.00	10	10 5.1200000	151.70	96.18	247.88
313	23-16	Active	Active	41350611 LEMKE, SAMANTHA LYNN	1,517.00	10	10 5.1200000	151.70	96.18	247.88

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313 23-16	Active	Active	41350612 RUEN, MICHELLE A	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350613 MULLENIX, DARRELL H	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350614 HASTINGS, MARK A & BRITTNEY A SMITH	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350615 QUALLEY, MATTHEW W & VERONICA	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350616 KARELIS, ZACHARY P & NICOLE G	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350617 TORFIN, JAMES N &	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350618 PELKEY, STEVEN A & LAURIE	2,344.13	10	10	5.1200000	234.41	148.63	383.04
313 23-16	Active	Active	41350619 HORN, VERA L	3,130.58	10	10	5.1200000	313.06	198.49	511.55
313 23-16	Active	Active	41350620 SWANSON, PHILLIP C & DIANE	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350621 SCHILLER, ERIC J & LEAH L	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350622 HOCHHALTER, CASEY & KELLIE	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350623 JOHNSON, BRUCE A REV LIVING TRUST	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350624 OAKLEY, JEROME D & JANICE M	1,414.60	10	10	5.1200000	141.46	89.69	231.15
313 23-16	Active	Active	41350625 DEWITT, GARY L & BRENDA BARTELS DEW	1,523.37	10	10	5.1200000	152.34	96.59	248.93
313 23-16	Active	Active	41350626 POWERS, JEFFREY K & KIMBERLY A	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350627 ENDRES, KYUNG	1,441.15	10	10	5.1200000	144.12	91.37	235.49
313 23-16	Active	Active	41350628 BEST, REBECCA	1,312.66	10	10	5.1200000	131.27	83.23	214.50
313 23-16	Active	Active	41350629 KARLSON, JAMES T	1,016.69	10	10	5.1200000	101.67	64.46	166.13
313 23-16	Active	Active	41350630 TURCOTTE, CHERYL KAY	1,016.69	10	10	5.1200000	101.67	64.46	166.13
313 23-16	Active	Active	41350631 GAMMELLO, WENDY K	1,312.66	10	10	5.1200000	131.27	83.23	214.50
313 23-16	Active	Active	41350632 MORRISON, ELDON L & LI, LIVI	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350634 SJOSTRAND, WHITNEY J & KIRSTEN J	3,029.30	10	10	5.1200000	302.93	192.07	495.00
313 23-16	Active	Active	41350635 FREEMAN, ANDREW & MISHA	2,756.73	10	10	5.1200000	275.67	174.79	450.46
313 23-16	Active	Active	41350636 LACERTE, RICHARD & CATHERINE	3,053.90	10	10	5.1200000	305.39	193.63	499.02
313 23-16	Active	Active	41350637 KLEINSCHMIDT, HUNTER & RACHEL	5,050.24	10	10	5.1200000	505.02	320.20	825.22

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2026 Principal Installmnt	2026 Interest Installmnt	2026 Total Installmnt
313 23-16	Active	Active	41350638 MADISON, JULIE M REVOCABLE TRUST	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41350639 MADISON, JULIE M REVOCABLE TRUST	1,528.83	10	10	5.1200000	152.88	96.93	249.81
313 23-16	Active	Active	41350640 WYNN, CHARLES & JOAN	1,531.71	10	10	5.1200000	153.17	97.12	250.29
313 23-16	Active	Active	41350641 SJOSTRAND, KIRSTEN	1,532.63	10	10	5.1200000	153.26	97.17	250.43
313 23-16	Active	Active	41350642 MAJKA, MATTHEW J & HILLARY SWANSON	1,522.31	10	10	5.1200000	152.23	96.52	248.75
313 23-16	Active	Active	41350643 FUSSY, RENO & MADISON	1,540.82	10	10	5.1200000	154.08	97.69	251.77
313 23-16	Active	Active	41360731 FABIAN, MICHAEL & TERI	1,056.22	10	10	5.1200000	105.62	66.97	172.59
313 23-16	Active	Active	41360732 CONNELL, TRAVIS JOHN	2,498.84	10	10	5.1200000	249.88	158.44	408.32
313 23-16	Active	Active	41360733 MEINKE, LOREN B	1,517.00	10	10	5.1200000	151.70	96.18	247.88
313 23-16	Active	Active	41360734 SCHMITT, PHILIP A	1,138.73	10	10	5.1200000	113.87	72.20	186.07
313 23-16	Active	Active	41361077 IND SCHOOL DISTRICT # 181	3,125.78	10	10	5.1200000	312.58	198.19	510.77
District Totals				230,804.35				23,080.61	14,633.70	37,714.31
-----> Totals For 313-0000-36101				230,804.35				23,080.61	14,633.70	37,714.31
Grand Totals				230,804.35				23,080.61	14,633.70	37,714.31

**Notice of Hearing on
2025 South Brainerd Resurfacing Project
City Improvement 23-16**

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd will meet in the Council Chambers of the City Hall at 7:30 p.m. on February 3, 2025, to consider the proposed 2025 South Brainerd Resurfacing Project, composed of the making of improvements on:

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

consisting of resurfacing streets, spot curb and gutter repair, adjusting storm and sanitary sewer castings, fire hydrant replacement, and adjusting water valves, pursuant to Minn. Stat. §§ 429.011 to 429.111. The area proposed to be assessed for such improvement is composed of the properties abutting these streets and properties directly served via these streets and utilities. The estimated cost of the improvement is \$809,575. A reasonable estimate of the total amount to be assessed and description of the methodology used to calculate individual assessments for affected parcels will be available at the hearing. Such persons as desire to be heard with reference to the proposed improvement will be heard at this meeting.

MIKE O'DAY
President of the Council

DAVE BADEAUX
Mayor

ATTEST: NICHOLAS W. BROYLES
City Administrator

Publish in the Brainerd Daily Dispatch on January 12, 2025 and January 19, 2025.

Mail to the owner of each parcel not less than 10 days before the hearing (mail on January 13, 2025)

**RESOLUTION
NO. 37:22**

RESOLUTION ESTABLISHING CRITERIA FOR DEFERMENT OF ASSESSMENTS

WHEREAS, Minnesota Statutes sections 435.193 through 435.195 authorize the City of Brainerd to defer the payment of special assessments imposed upon homestead property owned by qualified citizens; and

WHEREAS, said deferment of assessments may be permitted at the discretion of the City Council; and

WHEREAS, the City Council finds and determines that deferral of special assessments for certain citizens is in the public interest; and

WHEREAS, it is necessary and proper that the City Council set forth its general policies and guidelines for granting said deferrals of special assessments for property owners.

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

1. That the City Council endorses the principle of deferment of special assessments for citizens where the payment of said special assessments constitutes hardship.
2. The Council, in accordance therewith, may defer the payment of any special assessment on homestead property when payment of the assessment would create a hardship upon the property owner as defined herein.
3. The deferment may be granted upon an application by the owner on a form prescribed by the City Administrator to establish the qualifications of the owner for said deferment. All deferments shall be subject to renewal each following year upon the filing of a similar application not later than November 1. The Council shall either grant or deny the deferment, and if it grants the deferment, the deferred assessment shall bear interest at the rate established in the Resolution adopting the assessment. If the Council grants the deferment, the City Administrator shall notify the County Auditor who shall, in accordance with Minnesota Statute section 435.194, record a notice of the deferment with the County Recorder setting forth the amount of the assessment and the interest.
4. A hardship shall be deemed to exist when all of the following apply:
 - A. The combined annual gross income of the applicant's household is not in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of application. All data necessary to confirm applicant's income shall be furnished to the City Administrator.

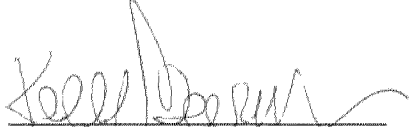
- B. The special assessments to be deferred must be multi-year assessments and the original principal amount must exceed \$300.00.
 - C. The Crow Wing County Assessor's estimated market value of the applicant's homestead is less than \$173,800 (2022 assessment median homestead value per Crow Wing County).
- 5. The payment of an assessment may be deferred for any homestead property owner by:
 - A. A person is 65 years of age or older for whom it would be a hardship to make the payments.
 - B. A person retired by reason of permanent and total disability for whom it would be a hardship to make payments. A disability shall be deemed to exist when the applicant presents a signed letter by a licensed medical doctor attesting that the applicant is unable to be gainfully employed because of a permanent and total disability.
 - C. A person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service as defined in Section 19.05, subdivision 5b or 5c, as stated in the person's military orders for whom it would be a hardship to make the payments.
 - D. Veteran and received the market value exclusion for veterans with disability through Crow Wing County and for whom it would be hardship to make the payments with the exception of 4C.

Notwithstanding the foregoing provisions of this paragraph, the City Council may consider exceptional and unusual circumstances pertaining to an applicant not covered by the above standards; but any determination shall be made in a non-discriminatory manner and shall not give the applicant an unreasonable preference or advantage over the other applicants.

- 6. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any of the following events:
 - A. The death of the owner when there is no spouse who is eligible for deferment;
 - B. The sale, transfer, or subdivision of all or any part of the property;
 - C. Loss of homestead status on the property;

- D. Determination by the Council for any reason that there would be no hardship to require immediate or partial payment; or
 - E. Failure to file a renewal application with the time prescribed by Paragraph 3.
7. This Resolution supersedes Resolution No. 06:05 adopted on February 22, 2005, and Resolution No. 54:16 adopted on November 21, 2016.

Adopted this 17th day of October 2022


KELLY BEVANS
President of the Council

Approved this 18th day of October 2022


DAVE BADEAUX
Mayor

ATTEST:


JENNIFER BERGMAN
City Administrator

2025 South Brainerd Resurfacing Project

City of Brainerd

ASSESSMENT HEARING
OCTOBER 6, 2025 @ 7:30 P.M.



BRAINERD
MINNESOTA
A City for All Seasons

Presentation

- ☐ Public Improvement Process
- ☐ Project Scope
- ☐ City Assessment Policy
- ☐ Project Cost Information
- ☐ Assessments
- ☐ Public Input



Public Improvement Process

- Preliminary Engineering Report
 - City Council accepted and Ordered the Improvement Hearing on January 6, 2025
- Improvement Hearing – February 3, 2025
 - Project generalities discussed, Estimated costs presented, Input from property owners obtained
 - Ordered Project and the preparation of plans and specifications
- Approved plans and specifications and Authorize Bidding - February 18, 2025
- Advertise and obtain Construction Bids (March 2025)
- Award Construction Contract (April 2025)
- Project constructed (May to September 2025)
- **Final Assessment Hearing (October 6, 2025)**
- Adopt and Record Assessments



Project Scope

2025 SOUTH BRAINERD RESURFACING PROJECT

CITY OF BRAINERD, MN

NEIGHBORHOOD INFORMATION MEETING

NOVEMBER 26, 2024



Project Scope

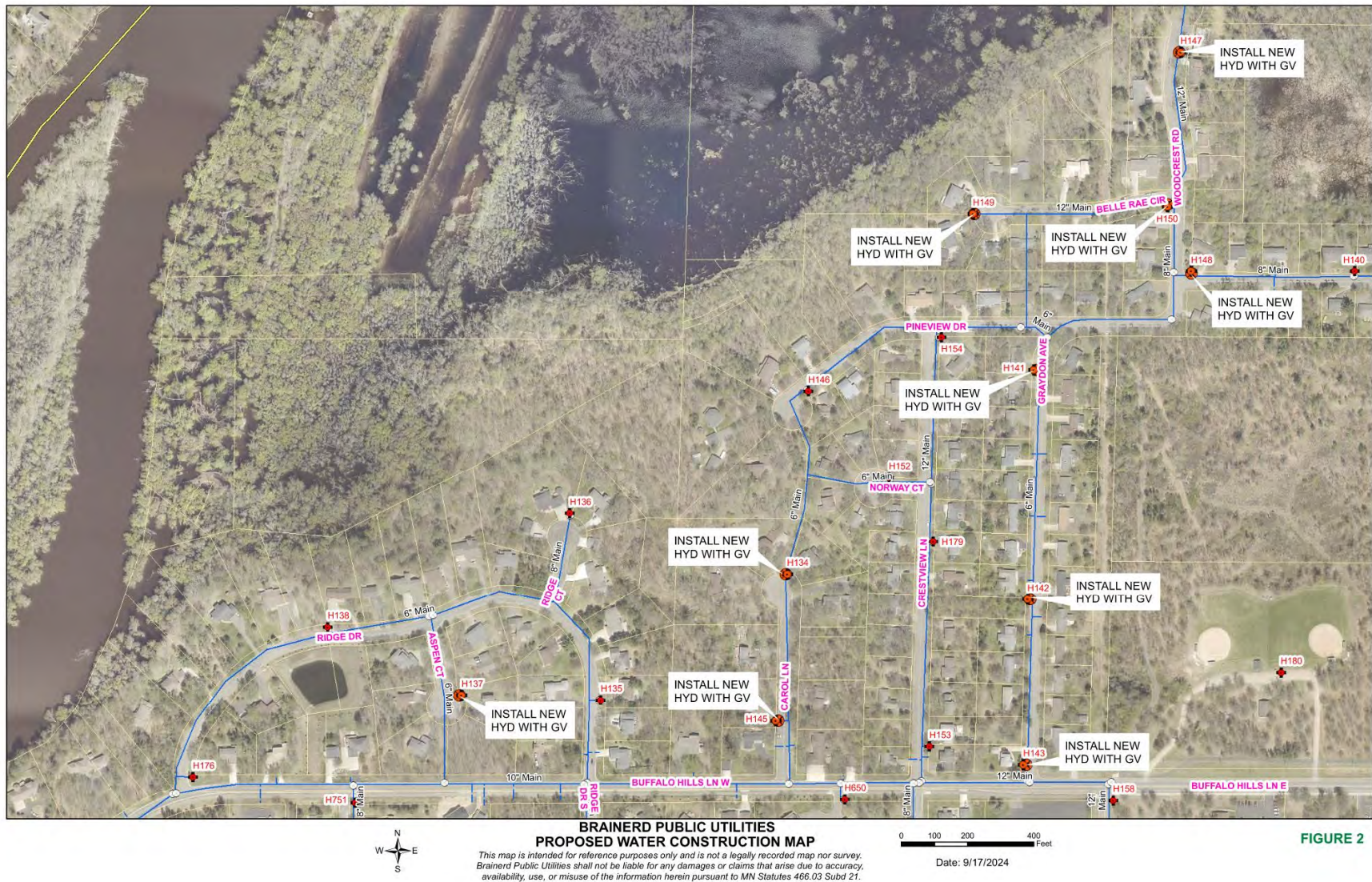


FIGURE 2



City Assessment Policy

☐ Procedure: Minnesota Statute 429

☐ City Policy

☐ Resurfacing assessed at 50%

☐ Assessment Calculated on Front Foot Basis

☐ Assessment Payment

– In Full

– Over a Period of Time

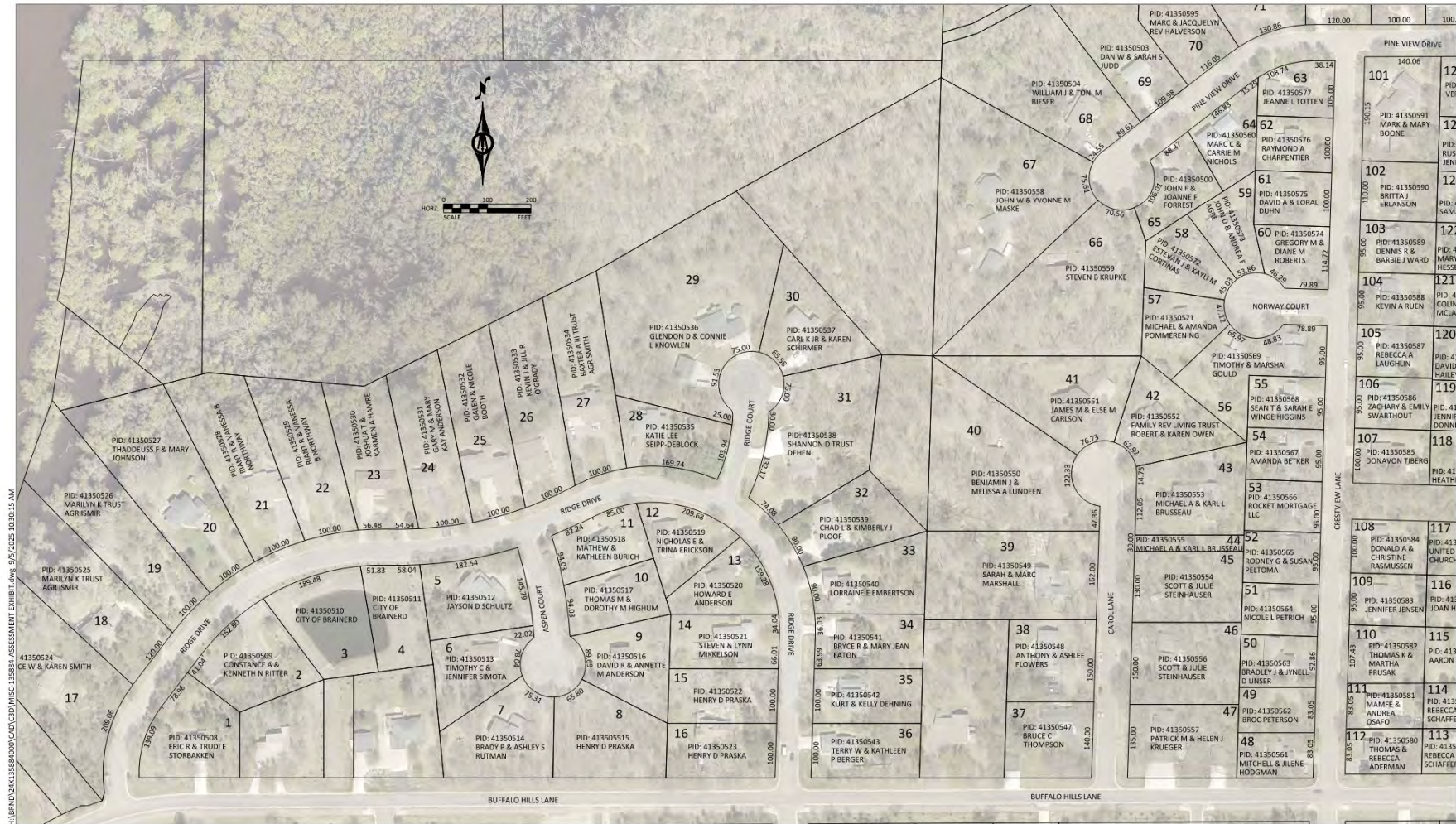
- 10 Year Period
- Interest Rate of 5.12%



City Assessment Policy

2025 South Brainerd Resurfacing Project
Brainerd, MN

FIGURE #1: ASSESSMENT PARCEL EXHIBIT
September 2025



City Assessment Policy

2025 South Brainerd Resurfacing Project
Brainerd, MN

FIGURE #2: ASSESSMENT PARCEL EXHIBIT
September 2025



Project Cost Information

☐Improvement Hearing

☐Total Estimated Cost = \$809,575

- Estimated Resurfacing= \$575,470
- Estimated Hydrant Replacement= \$234,105
 - Project Costs Associated with Hydrant Replacements will not be assessed

☐Assessment Hearing

☐Total Cost = \$757,738.30

- Resurfacing= \$526,915.75
- Hydrant Replacement= \$230,822.55
 - Project Costs Associated with Hydrant Replacements will not be assessed



Project Cost Information

□ Assessment Calculation

- Assessable Amount = 50% of \$526,915.75 = \$263,457.88
- Project Footage = 17,363.41 feet
 - Front Footage = 14,157.26 feet
 - Side Yard Footage = 3,206.15 feet
- Assessment Rate Per Foot = \$263,457.88 / 17,363.41
 - Front Footage Rate = \$15.17 per foot
 - Side Yard Footage Rate = \$7.59 per foot
- Improvement Hearing Estimate = \$16.57 per front foot
- The City Council has adopted a side-yard deduction assessment policy to help reduce the burden for the owners of corner lots for reconstruction or resurfacing projects. Your side-yard is defined as the side of your lot with the most street frontage. Improvements made to your side-yard street result in the city paying for the cost of one-half of your side-yard footage and the property owner being assessed for one-half of the side-yard footage.



Assessments

- Assessments Appeals
 - Council or Clerk must receive written objection prior to or at the assessment hearing (MN Statutes 429.061)
 - Serve notice to City Clerk or Mayor within 30 days after adoption
 - Notice must be filed with District Court within 10 days after its service



Assessment Payments

Once the assessments have been adopted, property owners have numerous options for repayment:

1. Pay the total amount of the assessment within 30 days after the council adopts the assessment rolls. In this situation, the city cannot charge interest; or
2. Pay the assessments in annual installments (with interest) under the terms set by the council (10 years @ 5.12% Interest); or
3. Pay the entire amount at any time after the 30 days, but before any certification to the county auditor. The property owner pays only the amount of interest accrued as of the date of payment; or
4. At any time after certification to the County Auditor, the property owner may still pay the entire remaining unpaid amount to the County Treasurer. However, the property owner must pay the entire remaining unpaid amount of the assessment before November 15 of any year and must also pay all interest accrued until the end of that calendar year.



Assessment Deferments

The City Council has adopted policy which allows for assessment deferments for elderly person and for all other persons who fall within the economic hardship criteria. A deferred assessment is not forgiven but is postponed until such time that the property owner either:

- elects to resume making the annual installments as certified,
- no longer meets the economic hardship criteria,
- or sells the property.

Persons interested in deferring assessments must apply each year to have the following year assessment installment deferred. After 10 years, no further applications are necessary, and the deferred installments will remain permanently deferred without accrual of additional interest, until such time that the deferred assessment is voluntarily paid or the property is sold.

The most current deferment criteria passed by council resolution can be requested from the City Clerk and a copy provided to the requestor.



Thank You!

- Bryan Drown, P.E.
Bolton & Menk – Municipal Project Manager
Bryan.Drown@bolton-menk.com
218-825-0684



Public Input



Subject: Appeal to Proposed Assessment – Project 23-16 (South Brainerd Resurfacing)

To Whom It May Concern,

I am submitting this appeal regarding the proposed assessment for Improvement Project 23-16 – South Brainerd Resurfacing.

While I recognize and appreciate that much of the resurfacing work along Carol Lane was completed well, there remains a significant issue directly in front of my main driveway entry; see attached supplement. Following the project, water continues to pool in this location, and the attempted remedy—a crease in the new pavement—has not corrected the problem. Instead, the crease leaves the surface uneven and the drainage issue largely unresolved. This is concerning given the climate in Minnesota and I am concerned that this will lead to pre-project problems as identified in the supplement. This issue was brought before the planning committee during the 2024 planning meeting, I had conversations with the consultants that this was an issue that needed to be investigated prior to the project starting.

Because the condition in front of my driveway has not been adequately addressed, I respectfully request that my assessment be paused until a proper and lasting remedy is completed. I believe it is only fair that the assessment reflects a finished improvement that functions as intended, without creating new problems for myself and adjacent property owners.

Thank you for your consideration of this appeal and for your attention to resolving this matter.

Sincerely,

Benjamin Lundeen

Benjamin Lundeen

143 Carol Lane, Brainerd, MN 56401

[REDACTED]

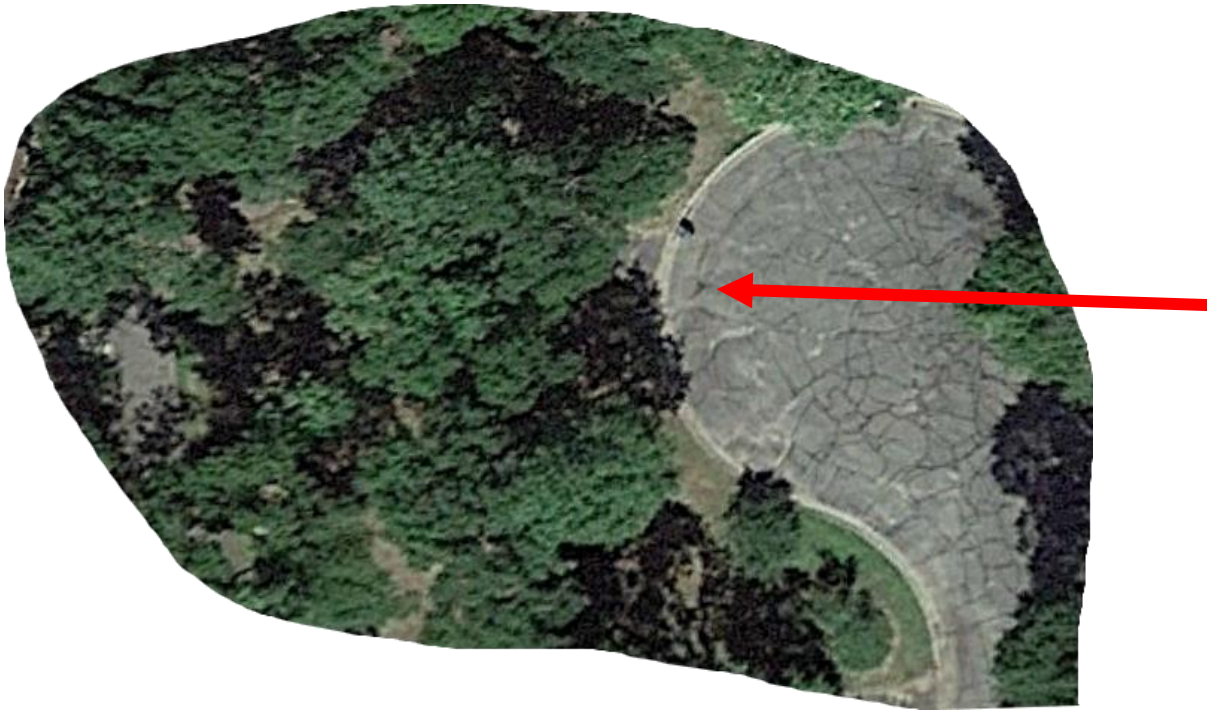
October 1, 2025

Spring Runoff April 2023

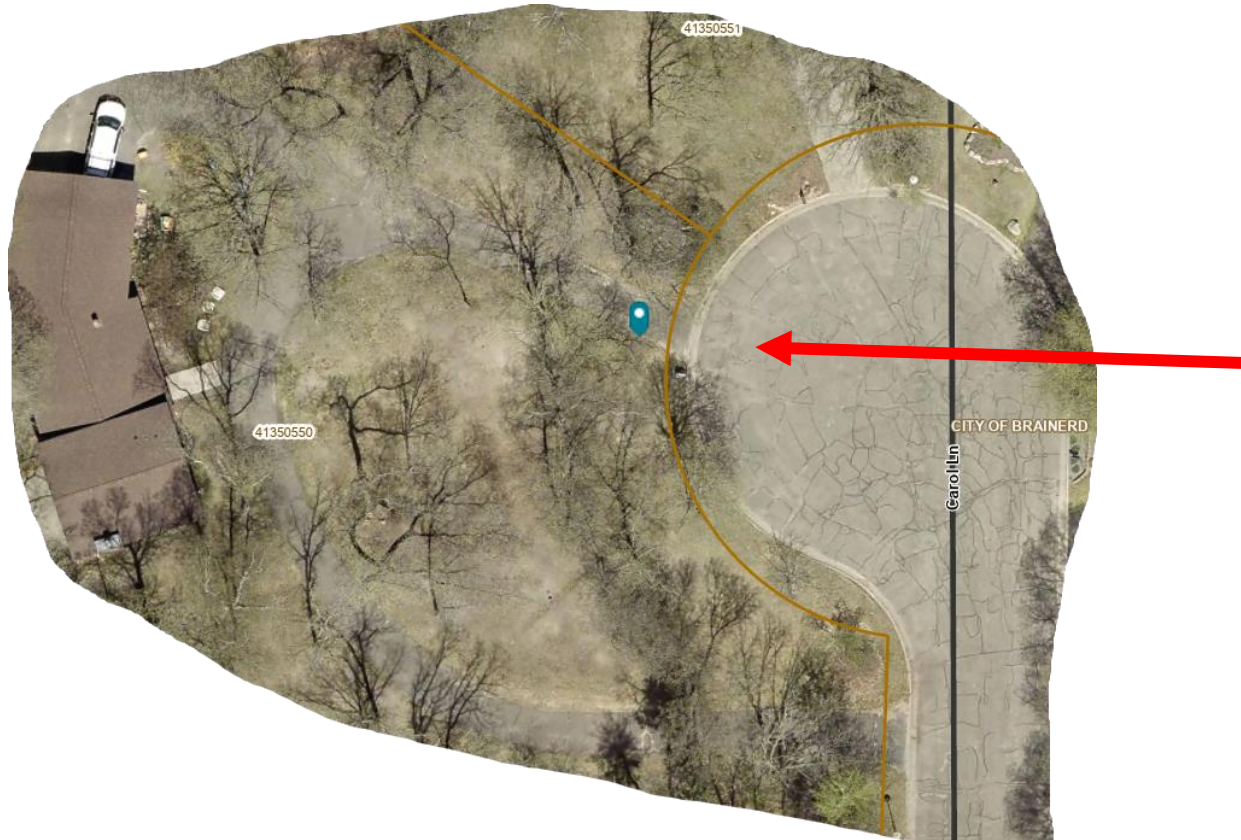
- During the spring and following moderate rain events water pools in the cul-de-sac in front of our main driveway. This is due to the lack of gradient moving the water to the storm sewer grates (red arrow).



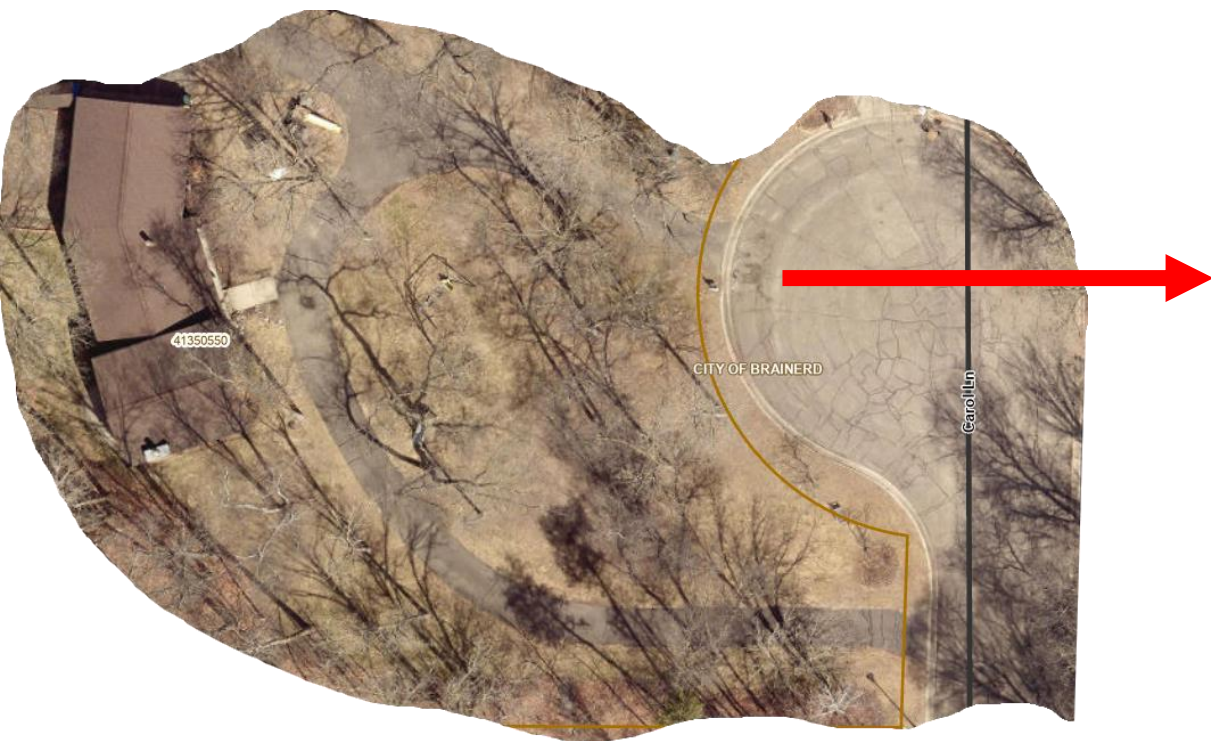
- Aerial image from 08/22/2021



- 2022 Aerial imagery



2025 Aerial imagery



Conditions following resurface completion

- This photo was taken 24 hours following a 1.1” rain event that occurred between 07/15/2025 – 07/16/2025
 - Rain total estimates are based upon data obtained from the CoCoRaHS network:
<https://maps.cocorahs.org/>



Conditions following First Remedy

- This photo was taken 24 hours following a 0.63” rain event that occurred 09/20/2025
 - Rain total estimates are based upon data obtained from the CoCoRaHS network:
<https://maps.cocorahs.org/>





City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Review Consultant's Presentation and Make Recommendation for future transit operation.

AGENDA:

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The Minnesota Department of Transportation offers grants and hires consultants to review the transit operation for municipalities that offer this service. Staff concerned with the fleet management and operational services submitted a request for this service in March 2025. The City engaged with AECOM Consulting Firm, contracted by the Minnesota Department of Transportation to evaluate current transit services and provide recommendations for the future transit plan. The study assessed three goals: to provide the best customer service possible, ensure the fleet is in a state of good repair, and operate in a financially efficient manner. Staff from the consulting firm are attending via WebEx and will be presenting the findings of the study.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This presentation was delivered at the Transportation Advisory Committee (TAC) meeting on September 23rd with a motion to direct staff to develop a business model to operate transit In-House.

RECOMMENDED ACTION/MOTION: Staff is seeking direction for the transit operation; several options are available:

1. No action. Continue with a 3rd Party Contractor to operate Transit.
2. Request staff present a Business Model to operate Transit In-House.
3. Crow Wing County to take over Transit.
4. Hybrid: A combination of the above options.
5. Cancel transit operations.

FINANCIAL IMPACT: N/A



Assessing Brainerd Crow Wing Public Transit Services Operational Models

TAC Presentation

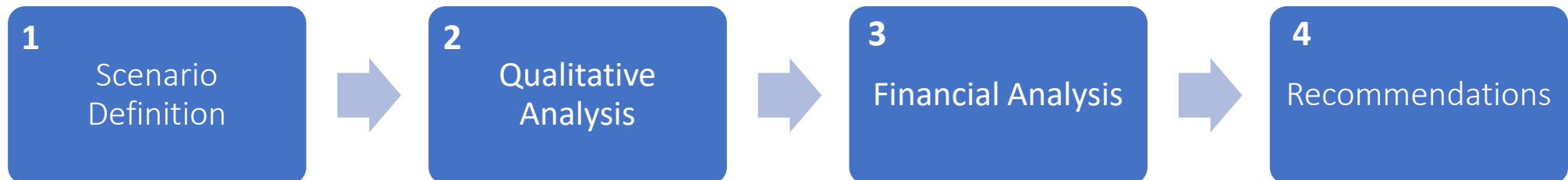
Agenda

- Study Overview
- Current Trends
- Scenarios
- Qualitative Assessment
- Financial Analysis Results
- Recommendations

Study Overview

- Determine best path forward for how Brainerd Crow Wing Transit is operated in the future based on these goals:
 - Provide the best customer service possible
 - Maintain the fleet to a state of good repair
 - Operate in a financially efficient manner
- Study funded by MnDOT Office of Transit and Active Transportation (OTAT) and conducted by on-call consultant team

Process



Rural Transit Trends

- Most (25/27) rural transit agencies in MN directly operate service
 - Brainerd and Winona are the only ones to contract out
- Some (10/27) rural transit agencies in MN are part of the city, county or a local government agency
- Nationwide 85% of rural systems are directly operated, compared to 50% of urban
- State law dictates a minimum local share of 15%
 - 2024-2025 agencies were granted a temporary reduction to a 5% local share
 - 2026-2027 agencies were granted a temporary reduction to a 10% local share

1

Defining Scenarios

1. Continue contracting out

- Release RFP for service operations
- Could be any contractor

2. City of Brainerd directly operates

- The city absorbs all responsibilities and brings drivers & dispatch in-house
- Transit becomes a City department

3. County directly operates

- Crow Wing County absorbs all responsibilities and brings drivers & dispatchers in-house
- Transit becomes county department

4. Hybrid approach

- Operators are contracted
- Dispatch is brought in-house
- Maintenance is brought in-house

2 Scenario Qualitative Analysis

- Seven criteria
- Scoring each criteria and scenario 1 – 5, with higher numbers more favorable
- Maximum score of 35
- Objective was to determine if there were any infeasible scenarios

Criteria
Complexity
Liability
Control
Staffing Requirements
Uncertainty
Customer Service
Maintenance & Vehicle State of Good Repair

2

Qualitative Analysis – Results

Scenario

Criteria	1	2	3	4
Complexity	4	2	1	3
Liability	2	1	1	2
Control	2	5	4	3
Staffing Requirements	4	2	2	3
Uncertainty	2	4	1	2
Customer Service	1	5	1	4
Maintenance & Vehicle State of Good Repair	1	4	4	4
TOTAL SCORE	16	23	14	21

- Scenario 3 - County direct operation eliminated due to high complexity, liability, uncertainty, and loss of City control of service

3 Financial Analysis Results

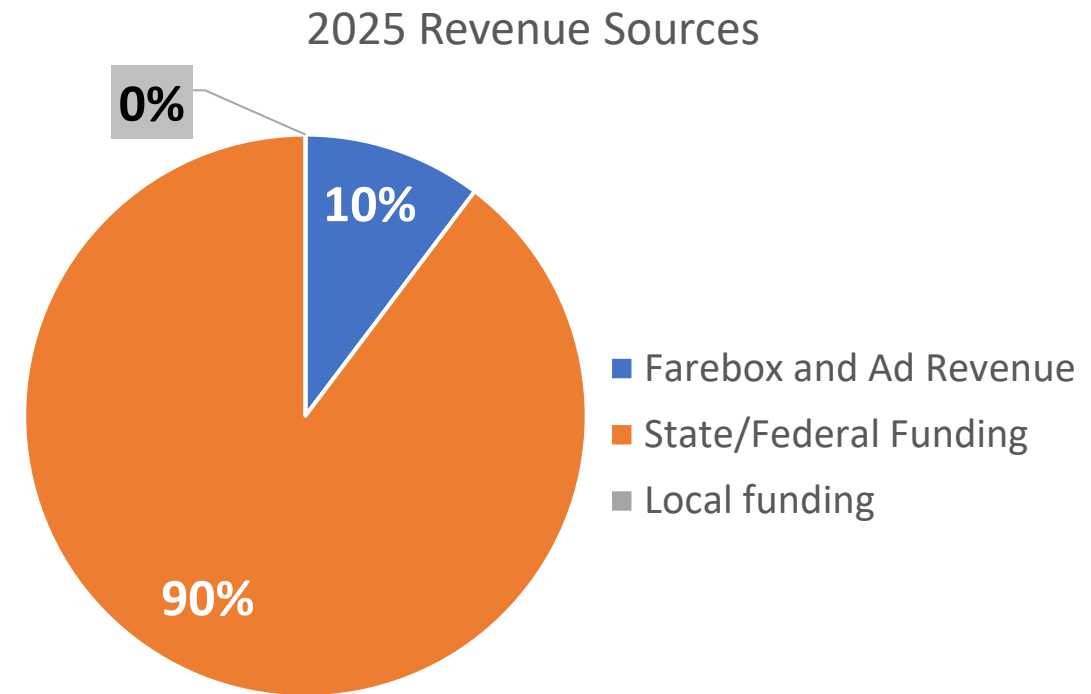
	Continue to Contract	City Directly Operates	Hybrid
Line Item	Scenario 1	Scenario 2	Scenario 4
1000 Personnel	\$1,138,144	\$1,240,830	\$1,207,219
1100 Admin	\$184,075	\$112,445	\$184,630
1200 Vehicles	\$255,254	\$206,305	\$222,621
1300 Operations	\$53,422	\$53,422	\$53,422
1400 Insurance	\$39,774	\$39,774	\$39,774
1500 Taxes and Fees	\$1,458	\$1,458	\$1,458
TOTAL	\$1,672,127	\$1,654,234	\$1,709,123
New Staff Transit Hired	0	15	3

- Analysis based on peers, historical trends for Brainerd Crow Wing Transit, statewide and national best practices, and industry trends.
- Savings from contractor oversight fees & revenue as well as better vehicle maintenance, are greater than additional personnel costs

Scenario 2 is the most cost effective to operate

3 Operating Costs and Revenues Trends

Year & Type	Operating Costs	% Change From Year Before	Notes
2023 Actual	\$1,525,326		
2024 Actual	\$1,429,502	-6.28%	12% decrease in revenue hours from service reduction
2025 Budgeted	\$1,627,900	+13.88%	No change in hours. Cost increases beyond inflation are from 1 FTE Transit specialist added, and \$50k extra in maintenance costs
2026 Budgeted	\$1,702,700	+4.59%	Assumes same service levels as previous year



3 Scenario 2 Compared to 2026 Budgeted

- Savings of \$48,466, ~3% difference between budgeted and scenario 2
- Savings could be spent on one-time transition costs
- 2026- Because of legislatively mandated 10% local match requirements, MnDOT will only fund up to 90% of the actual operating cost or \$1,532,430*, whichever is less

Year & Type	Operating Cost	Maximum MnDOT Funding
2026 Budgeted	\$1,702,700	\$1,532,430 (90%)
2026 Scenario 2	\$1,654,234	\$1,488,810 (90%)
Difference	\$48,466	

* 2025 state obligated funds + 5% increase

4 Recommendation

Goal	Recommendation
Maximize Control	In-house Operations (Scenario 2)
Reduce Liability	Contract Out (Scenario 1 or 4)
Reduce Uncertainty & Risk	In-house Operations (Scenario 2)
Provide Best Customer Service	In-house Operations (Scenario 2)
Maintenance & Vehicle State of Good Repair	In-house maintenance Oversight (Scenario 2 or 4)
Operate Most Cost Efficient	In-house Operations (Scenario 2)

Recommendation: Scenario 2 – bring service in-house

Questions & Thoughts?

From: [Connie Hillman](#)
To: [Toni Gage](#)
Cc: [Mike Habighorst](#); [Crystal Gauthier](#); [Nick Broyles](#)
Subject: RE: State/Federal dollars associated with current staff wages
Date: Monday, October 6, 2025 1:49:19 PM

Mayor and Council have been bcc on this message.

Currently in the 2026 budget the following positions are budgeted in the transit department:

Transit Coordinator (100%)	\$122,282
Transit Operations Specialist (100%)	86,431
PT Specialist (100%)	16,062
Total 100%	\$224,775
Public Works Director (7.5%)	\$13,489
Adm Specialist – Public Works (10%)	9,002
Adm Specialist – Accts Payable (20%) Covers both AP and Adm Assistant time worked on transit activities	23,518
Total Other	\$46,009
Total	\$270,784

I'm not sure I can answer your other question regarding would there be an increase in our levy for the other staff. I would assume it would for the Accounts Payable and Administrative Assistant's time but for the PW Director and Adm Specialist – PW, some of the cost may be absorbed by other non-working funds such as sanitary, storm and the construction funds.

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: Jeff Czczok <jzczok@ci.brainerd.mn.us>
Sent: Monday, October 6, 2025 11:38 AM
To: Connie Hillman <chillman@ci.brainerd.mn.us>
Cc: Mike Habighorst <mhhabighorst@ci.brainerd.mn.us>; Crystal Gauthier <cgauthier@ci.brainerd.mn.us>; Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: State/Federal dollars associated with current staff wages

Hi Connie,

If you can, please let me know the total dollars the city currently receives from the

Transportation funds that pay for some portions/percentages of specific city employees, such as the Public Works Director, Administrative staff and any others.

Also, if the city did not receive the transit funds from the Federal and State, would there be an increase in our levy to accommodate what we currently receive to pay for portions or all of certain city staff?

Of course I understand that if there wasn't a transit grant, we would not require certain staff, so I'm primarily interested in the dollars associated with those staff that wouldn't be affected if we did not receive a transit grant.

Please let me know if you've any questions or concerns and please BCC the Mayor and Council.

Thanks, Jeff



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: First Reading - Proposed Ordinance 1592 - Text Amendment for an Accessory Greenhouse for a Cannabis Microbusiness at Yesterday's Gone - Parcel ID# 41241525

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:

Steven Zelinske, on behalf of Yesterday's Gone, has submitted a request for a Zoning Text Amendment to allow for cannabis microbusinesses to operate in an accessory greenhouse in the TC (Town Center) Zoning District. He has also applied for an amendment to his existing Interim Use Permit to allow for the operation of a cannabis microbusiness in an existing accessory greenhouse in the TC District, and a Variance to allow for a fence height of 10' for the property where the greenhouse is located, which is across the alley from Yesterday's Gone Restaurant.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Interim Use Permit and Variance requests are contingent upon approval of the text amendment. City Council must conduct the first reading before considering proposed Ordinance 1592. The text amendment, IUP, and variance requests will be considered by City Council at the October 20th meeting.

The Planning Commission considered these requests and held a public hearing at their September 17th meeting. The motion from the meeting was unanimous approval as presented with an added finding for the variance request. Commissioner Duval stated that the Cannabis Use was established after the fence standards were developed. As a result, the Zoning Code conflicts with the State requirements for a 10-foot fence for cannabis growers.

No one from the public spoke at the hearing.

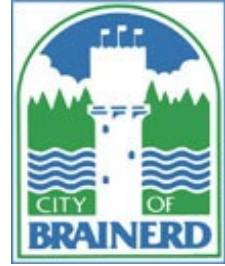
RECOMMENDED ACTION/MOTION:

1) Conduct the first reading of Proposed Ordinance 1592 and dispense with the actual reading.

Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: September 17th, 2025

RE: Consider Zoning Text Amendment, Interim Use Permit, and Variance for Cannabis Microbusiness at Yesterday's Gone – Parcel ID# 41241525

REQUEST

PUBLIC HEARING. Zoning Text Amendment, Interim Use Permit, and Variance Request

APPLICANT: Steven Zelinske

Steven Zelinske on behalf of Yesterday's Gone has submitted a request for a Zoning Text Amendment to allow for cannabis microbusinesses to operate in an accessory greenhouse in the TC (Town Center) Zoning District, an Interim Use Permit amendment to allow for the operation of a cannabis microbusiness in an existing accessory greenhouse in the TC District, and a Variance to allow for a fence height of 10' for the property across the alley from Yesterday's Gone that contains the restaurant's greenhouse.

CONTEXT

Parcel Number: 41241525

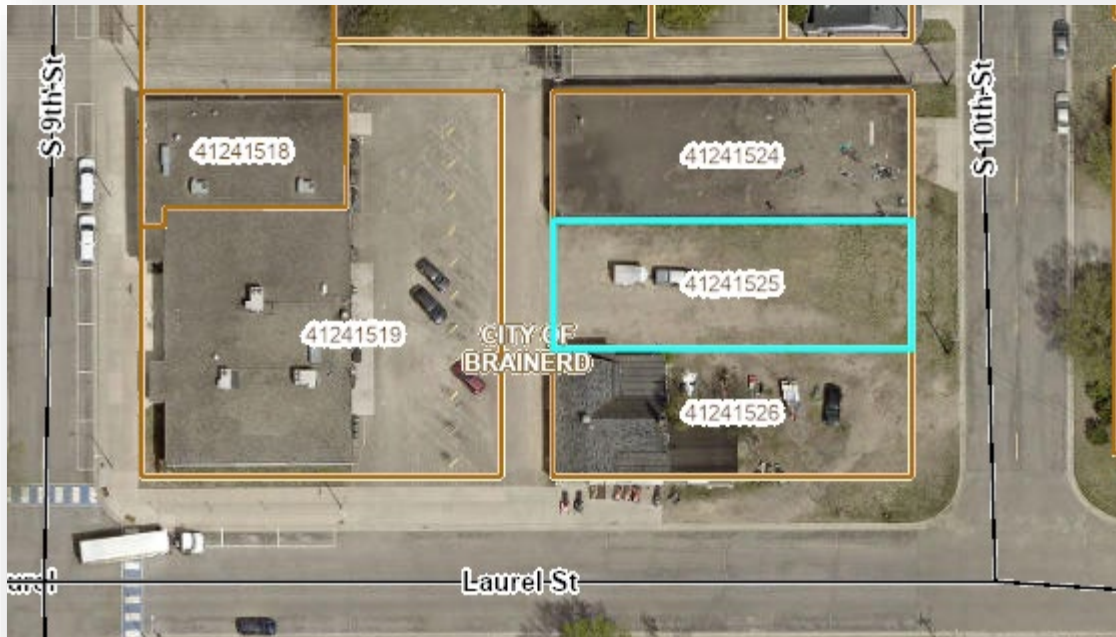
Zoning District: Town Center (TC) Zoning District

Property Area: 7,033 SQFT

Adjacent Uses: North: Commercial Space
East: Great River Door Company
South: Rage Holdings – Office/Garage Space
West: Yesterday's Gone Restaurant

Adjacent Zoning: North: Town Center (TC) District
East: Town Center (TC) District
South: Town Center (TC) District
West: Town Center (TC) District

AERIAL MAP



FINDINGS OF FACT – ZONING TEXT AMENDMENT

1. Parcel number 41241525 is currently located in a TC (Town Center) District.
2. In 2022 the City Council approved a Zoning Text Amendment and Interim Use permit for Yesterday's Gone to operate a commercial greenhouse supporting the operations of a licensed food establishment at an unaddressed parcel with an ID number of 41241525.
3. According to [Section 515-3 -17 – Allowed Uses \(Commercial Greenhouse\)](#) - Commercial greenhouses supporting the operations of a floral shop or licensed food establishment are allowed in the TC District.
4. Mr. Zelinske is requesting that accessory greenhouses be allowed for cannabis microbusinesses in the TC District. Mr. Zelinske has been preliminarily approved by the Office of Cannabis Management and preliminarily approved to operate a cannabis microbusiness with a retail endorsement at Yesterday's Gone.
5. In addition to the text amendment, Mr. Zelinske will also be required to amend his IUP and request a Variance for fence height.
6. The City Council and the Planning Commission shall consider possible adverse effects of the proposed amendment. Their judgment shall be based upon (but not limited to) the following factors:
 - a. The proposed action's consistency with the specific policies and provisions of the official City Comprehensive Plan.
 - i. The requested text amendment is consistent with the comprehensive plan based on the following goals and policies:

1. Economic Development GOAL 3 – Help local businesses grow and attract new businesses in our neighborhoods, along our main corridors, and in our downtown.
 - a. Policy 2 - Attract new businesses best suited for the community's assets, increasing local employment options and building the city's tax base.
 - b. Policy 3 - Encourage entrepreneurs to start their own businesses.
- b. The proposed use's compatibility with present and future land uses of the area.
 - i. *The property is currently utilized as an accessory greenhouse for a licensed food establishment, and the applicant is not requesting an increase in size to the greenhouse.*
 - ii. *The property is designated as downtown in the Future Land Use Map which encourages retail and commercial services. The proposed greenhouse would be accessory to the cannabis microbusiness with retail endorsements.*
- c. The proposed use's effect upon the area in which it is proposed.
 - i. *The property would have no effect upon the area as it is currently operating as a greenhouse.*
 - ii. *As this is a new industry in Minnesota, staff is unsure if there would be a significant smell added to the neighborhood as a result of the growing operations.*
- d. Traffic generation of the proposed use in relation to capabilities of streets serving the property.
 - i. *The green house will not generate a significant amount of traffic except for a few staff members.*
- e. The proposed impact upon existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.
 - i. *The proposed use will not have an impact on existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.*

FINDINGS OF FACT – INTERIM USE PERMIT AMENDMENT

1. Parcel number 41241525 is currently located in a TC (Town Center) District and has a valid Interim Use Permit that allows for a commercial greenhouse to support the operations of a food establishment.
2. The operation of a commercial greenhouse supporting the operations of a floral shop or a licensed food establishment requires an Interim Use Permit in a TC District according to [Appendix A: Table of Uses](#) of the Zoning Code.
 - a. The applicant is requesting a text amendment to also allow for commercial greenhouses supporting the operations of a cannabis microbusiness in a TC District.

- b. The applicant also proposes to continue growing herbs for Yesterday's Gone restaurant establishment.
3. Approval of this Interim Use Permit amendment must be contingent upon approval of the text amendment request.
4. Commercial greenhouses supporting the operations of a floral shop or licensed food establishment must comply with the following minimum standards: as required by [Section 515-3-17 Allowed Uses \(Commercial Greenhouses\)](#) of the Zoning Code:
 - a. Structure framing shall be treated wood, aluminum, or steel and shall be covered by materials as regulated by Section 515-4-6 of this Ordinance.
 - i. *The existing greenhouse structure is constructed with a galvanized steel frame and covered with a double layer of 6mil polyethylene film which satisfies the requirements of the Zoning Code.*
 - b. Structure shall not exceed fifteen (15) feet in height.
 - i. *Greenhouse dimensions - height is 12'10" high x 24' wide x 72' long*
 - c. Structure may be located on a separate lot from the licensed food establishment or floral shop it supports provided that:
 - i. The lot is within one hundred fifty (150) feet of the business.
 1. *The lot with the greenhouse is located 20 FT across the alley from Yesterday's Gone.*
 - ii. The structure shall meet the setback requirements of the Base Zoning District or 10 feet from all property lines, whichever is greater.
 1. *The greenhouse site plan meets the setback requirements. The existing greenhouse is 10' from the northern side yard and a 16' southern side yard setback. The proposed front yard setback is 24'. The proposed rear yard setback is 20'.*
 - d. No outdoor storage.
 - i. *The applicant does not propose outdoor storage for the operation.*
 - e. Indoor storage shall be limited to material incidental to the operation of a greenhouse.
 - i. *There have been no issues with prohibited indoor storage as part of the existing operation of the greenhouse.*
 - f. Should the licensed food establishment or floral shop cease operations, the greenhouse must be removed within 60 days.
 - g. Sales shall only occur at the principal place of business that is supported by the greenhouse.
 - i. *The applicant plans to use the proposed greenhouse to produce food and herbs for Yesterday's Gone and for cannabis production for a separate cannabis microbusiness. There will be no direct sales on the greenhouse property.*
5. The Office of Cannabis Management will inspect the site prior to operation to ensure the business meets all State licensing requirements.

FINDINGS OF FACT – VARIANCE

1. Parcel number 41241525 is currently located in a TC (Town Center) District and has a valid Interim Use Permit to allow for a commercial greenhouse to support the operations of a food establishment.
2. The applicant is requesting a text amendment and IUP amendment to also allow for commercial greenhouses supporting the operations of a cannabis microbusiness in a TC District.
3. The Office of Cannabis Management requires a ten (10) foot fence around cannabis micro-businesses growing facilities.
 - a. [Section 515-4-11 Fences](#) of the Zoning Codes states non-residential fences up to eight and one half (8 ½) feet in height are permitted.
 - i. *The applicant is requesting a variance to exceed the height standards in Section 515-4-11 to meet OCM State requirements for a ten (10) foot chain link fence.*
4. [Section 515-5-4.B.3](#), General Provisions and Evaluation Criteria. – Variances shall only be permitted:
 - a. When they are in harmony with the general purposes and intent of the ordinance and
 - i. According to [Section 515-2-11 Town Center \(TC\) District](#) The purpose of the TC District is to encourage the continuation of a viable, traditional downtown area by allowing retail, service, office and entertainment facilities and public and semi-public uses as well as multi-family dwelling units.
 1. *The applicant is requesting a text amendment and IUP amendment to allow for commercial greenhouses supporting the operations of a cannabis microbusiness in a TC District.*
 2. *Cannabis microbusinesses with a retail endorsement are permitted in the TC District and are consistent the retail uses in the area.*
5. [Section 515-5-4.B.4](#), Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance;
 - a. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
 - i. *Fences for non-residential uses are allowed to be constructed up to eight and one half (8 ½) feet in height which is appropriate for most commercial uses.*
 - ii. *OCM requires a fence height of ten (10) feet to operate a cannabis growing facility and thus creates a practical difficulty for the applicant.*
 - iii. *The Cannabis Use was established after the fence standards were developed. As a result, the Zoning Code conflicts with the State requirements of a 10-foot fence for cannabis growers.*
 - b. The variance, if granted, will not alter the essential character of the locality.

- i. *The construction of the fence will not alter the essential character of the locality as the location currently operates as a commercial greenhouse with an eight (8) foot chain link fence.*
 - ii. *The surrounding businesses are industrial in nature and are different in character than the mixed-use development of downtown Brained.*
 - c. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
 - i. *The practical difficulties are related to OCM requirements and will add additional costs to the applicant and therefore are not related to economic considerations.*
- 6. Section 515-5-4. B.5, The Board may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
 - a. *Staff recommend no additional conditions.*

At the time of this writing, one party contacted the Community Development Department and asked questions regarding the applications.

STAFF RECOMMENDATION

Staff recommend the following approvals:

- 1) Approval of the text amendment request as presented in the proposed ordinance.
- 2) Approval of the Interim Use Permit amendment contingent upon approval of the text amendment request with the following conditions:
 - a. No outdoor storage
 - b. Indoor storage shall be limited to material incidental to the operation of a greenhouse.
 - c. Cannabis products must be grown indoors.
 - d. Should the establishment cease operations, the greenhouse must be removed within 60 days.
 - e. The Interim Use Permit amendment is approved for a period of three (3) years upon approval by City Council.
- 3) Approval of the Variance request is contingent upon approval of the Interim Use Permit amendment.

**ORDINANCE
NO. 1592**

AN ORDINANCE AMENDING SECTION 515-3-17 OF THE ZONING CODE

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on September 17th, 2025

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota, as follows:

SECTION ONE: Section 515-3-17 Allowed Uses (Commercial Greenhouses) is hereby amended with the following new language underlined and deleted language struck out:

- A. Commercial greenhouses supporting the operations of a floral shop[^], cannabis microbusiness with a retail endorsement, or licensed food establishment must comply with the following minimum standards:
1. Structure framing shall be treated wood, aluminum, or steel and shall be covered by materials as regulated by Section [515-4-6] of this Ordinance.
 2. Structure shall not exceed 15 feet in height.
 3. Structure may be located on a separate lot from the establishment ~~*or floral shop~~ it supports provided that:
 - a. The lot is within 150 feet of the principal business.
 - b. The structure shall meet the setback requirements of the Base Zoning District or 10 feet from all property lines, whichever is greater.
 - c. No outdoor storage is permitted.
 - d. Indoor storage shall be limited material incidental to the operation of a greenhouse.
 - e. Should the establishment or floral shop cease operations, the greenhouse must be removed within 60 days.
 - f. Sales shall only occur at the principal place of business that is supported by the greenhouse.

SECTION TWO: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2025

MIKE O'DAY
President of the Council

Approved this _____ day of _____, 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

CONDITIONAL USE PERMIT	☒	(\$350.00)
REZONING	☐	(\$350.00)
VARIANCE	☐	(\$350.00)
ZONING TEXT AMENDMENT	☒	(\$250.00)

COMMERCIAL

☐	(\$500.00 + \$500.00 escrow deposit)
☐	(\$500.00)
☒	(\$500.00 + \$500.00 escrow deposit)
☐	(\$400.00)

PROPERTY ADDRESS: 219 SOUTH NINTH STREET BRAINERD

LEGAL DESCRIPTION: Lot(s): 3 & 4 Block: 37 Addition: FIRST ADDITION
(attach description if lengthy)

LOT 16 THRU 24 INCL BLOCK 37 EXC PART OF LOTS

Property Owner Name: STEVEN ZELINSKE

Street Address: 15965 COUNTY RD 25 City: BRAINERD State: MN Zip Code: _____

Phone Number: 218-270-0365 Fax: _____ E-mail: ygore@brainerd.mn.us

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: AMEND 515-3-17 TO INCLUDE
CANNABIS MICROBUSINESS

ALLOW A 10' FENCE PER OCM REQUIREMENTS

Steven Zelinske
Property Owner Signature

STEVEN ZELINSKE
(Please print name)

8-29-25
Date

Steven Zelinske
Applicant Signature

STEVEN ZELINSKE
(Please print name)

8-29-25
Date

8-28-2025

Brainerd City Council and Staff

We currently have preliminary license approval from the Minnesota Office of Cannabis to operate a Cannabis Microbusiness. It is our intent to operate Kraft Roots out of part of our 219 south 9th street location and cultivate in the existing greenhouse.

We are asking the city to amend 515-3-17 Commercial Greenhouses to include Cannabis Microbusiness's and allow a Cannabis Microbusiness in the Town Center district.

Thank you for your consideration

Steve Zelinske

Kraft Roots



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218/828-2307

www.ci.brainerd.mn.us

INTERIM USE PERMIT

Application Form (residential - \$350.00 / commercial - \$500.00 + \$500.00 escrow deposit) (This form must be filled out completely before your application will be accepted)

Property Address for this Interim Use Permit: 219 SOUTH 9TH STREET BRAINERD

I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use

Permit to allow A CANNABIS MICRO BUSINESS IN

THE TOWN CENTER DISTRICT

_____ at the property address listed above until the date of _____

Legal Description (attach, if lengthy): Lot 344 Block 37 Addition FIRST ADDITION

LOT 16 THRU 24 INCL BLOCK 37 EXC PT OF LOTS

Property Owner: STEVEN ZELINSKE

Address: 15965 COUNTY RD 25 BRAINERD MN 56401
(Street) (City) (State) (Zip)

Contact Information #: 218- 270- 0365 218- 824- 2050
(Home) (Business)

(Fax) Y GONE @ BRAINERD.NET
(E-mail)

Applicant: (if different than Property Owner) _____

Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____
(Home) (Business)

(Fax) _____
(E-mail)

Contact Person: (if different than Property Owner) _____

Address: _____
(Street) (City) (State) (Zip)

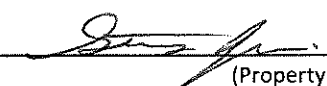
Contact Information #: _____
(Home) (Business)

(Fax) _____
(E-mail)

This Interim Use Permit may be approved if sufficient facts are presented at the Planning Commission and City Council meetings to support a finding that all of the attached criteria for granting an Interim Use Permit have been met.

Obtaining this *Interim Use Permit* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, MnDOT access permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for an Interim Use Permit and that the information is factual.

Signed by:  Date: 8-29-25
(Property Owner)

STEVEN ZELENSKI
(Property Owner-Please print Name)

(Applicant-If different than owner) Date: _____

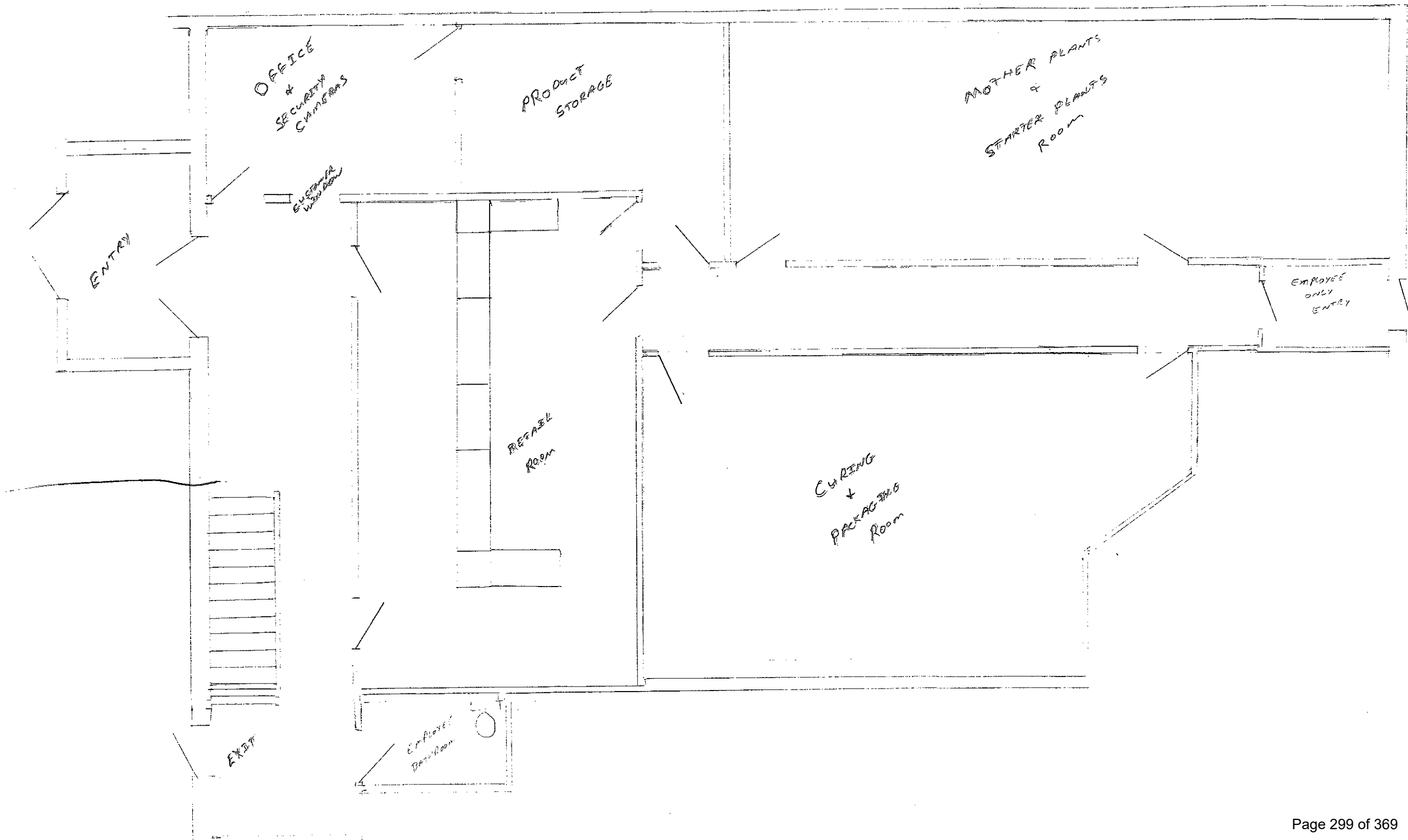
(Applicant - Please print name)

Interim Use Permit
Supporting Information

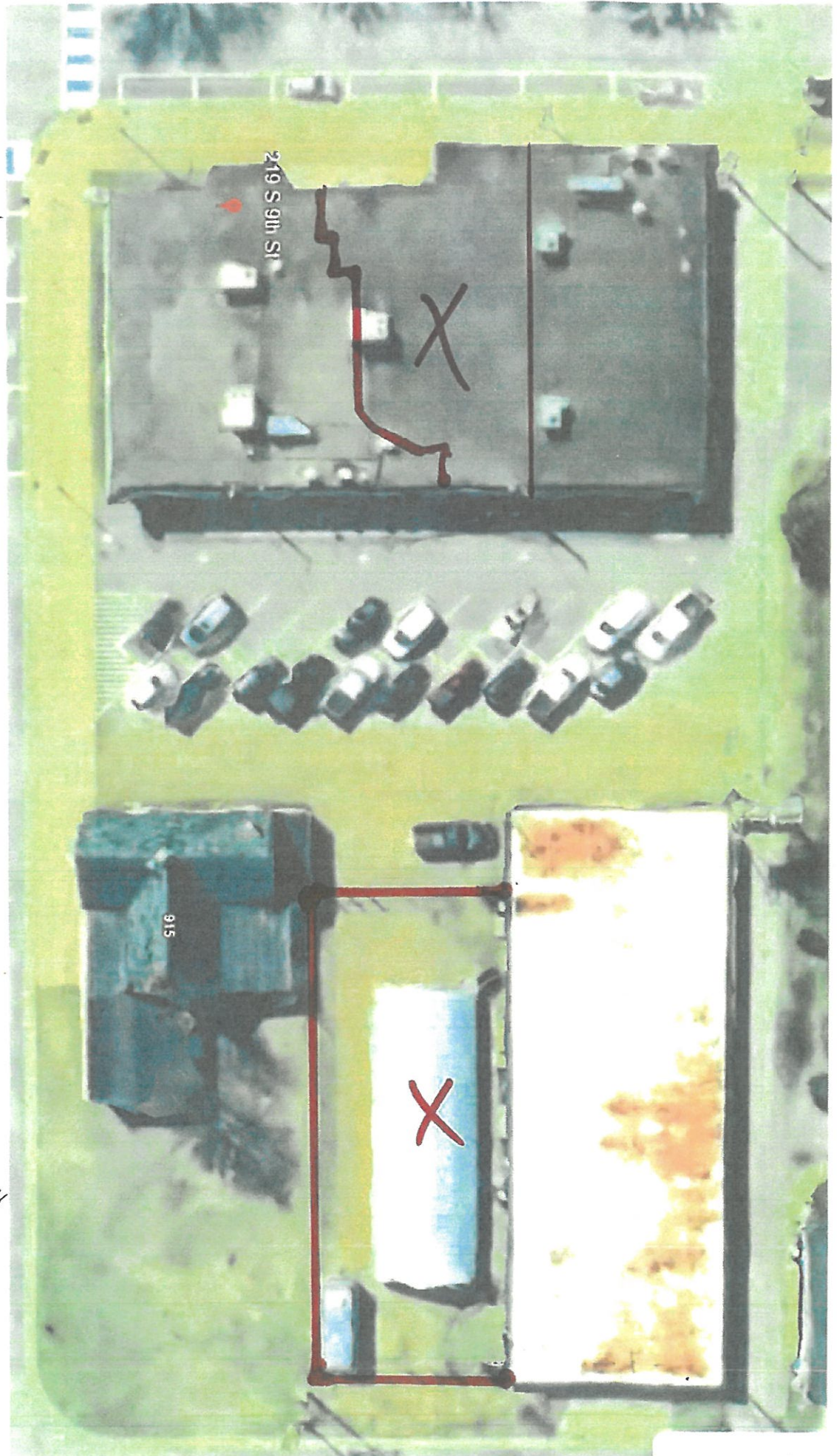
The City Council may approve an Interim Use Permit if all of the “Criteria for Review of Interim Use Permits” are met. In order to facilitate review of this application for an *Interim Use Permit*, the applicant must address each of the “Criteria”, referred to in Section 515-5-3 of the Zoning Ordinance.

1. **Public Health/Safety/Welfare.** The *Planning Commission* and the *City Council* shall review each application for the purpose of determining that each proposed use meets the following criteria referenced in Section 515-5-3 and in addition, shall find adequate evidence that each use in its proposed location will address the following:
- (a) The proposed use conforms to the district and conditional use provisions and all general regulations of this Ordinance.
 - (b) The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.
 - (c) The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - (d) The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - (e) The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - (f) The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.
 - (g) The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.

(con't)



OUTLINE OF
PORTION OF BUILDING
TO BE USED BY
KRAFT ROOTS



RAISE EXISTING
GREEN HOUSE
SECURITY FENCE
FROM 8' TO
10' AND INSTALL
PRIVACY SCREENING
AND LIVE CAMERA
SURVEILLANCE
SYSTEM
PER OCM

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Steven Zelinske has submitted a request on behalf of Yesterday's Gone for a Zoning Text Amendment to allow for cannabis microbusinesses to operate in an accessory greenhouse in the TC (Town Center) Zoning District, an Interim Use Permit Amendment to allow for the operation of a cannabis microbusiness in an existing accessory greenhouse in the TC District, and a Variance to allow for a fence height of 10' for the property across the alley from Yesterday's Gone that contains the restaurant's greenhouse and is described as:

*LOTS 3 & 4 BLOCK 37 TOWN OF BRAINERD & FIRST ADDITION TO BRA
P.I.N. 41241525
Section 24, Township 45, Range 31*

The property is zoned TC (Town Center). A copy of the site plan for the proposed greenhouse is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, September 17th, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Text Amendment, Interim Use Permit Amendment, and Variance requests.

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

Dated this 3rd day of September, 2025



James L. Kramvik
Community Development Director

Publication Date: September 6th, 2025



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: First Reading - Proposed Ordinance 1593 - Rezoning from CN-2 (Contemporary Neighborhood 2) to GC (General Commercial) to Allow for an Office/Retail Building - 3424 Oak St

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:

Joel Jacobson, on behalf of Lifelong Learners LLC (Jacobson Excavating), has applied for a Rezoning and Future Land Use Map amendment from CN-2 (Contemporary Neighborhood 2) Zoning District to GC (General Commercial) Zoning District to allow for the construction of an office/retail building on vacant property at 3424 Oak Street. The applicant also requested a Future Land Use amendment from Medium-High Density to Commercial.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this request and held a public hearing at their meeting on September 17th. The motion coming out of the meeting was as follows:
Moved and seconded by Erickson and Peterson to recommend approval of rezoning from CN-2 (Contemporary Neighborhood 2) to GC (General Commercial) to Allow for an Office/Retail Building and amend the Future Land Use Map at 3424 Oak Street as presented.

No one spoke at the public hearing.

Members Gorham, Peterson, Powell, Erickson, and Norwood voted "aye". Member Duval voted "nay." The Chair declared the motion carried. Member Duval indicated the zoning district should be TN-2 rather than GC, as GC would allow for more commercial uses near the apartment building, which would be undesirable.

RECOMMENDED ACTION/MOTION:

1) Conduct the first reading of Proposed Ordinance 1593 and dispense with the actual reading.
Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: September 17th, 2025

RE: Consider Rezoning and Future Land Use Map Amendment from CN-2 to GC to Allow for Office/Retail Building – 3424 Oak St

REQUEST

PUBLIC HEARING. **Rezoning and Future Land Use Map Amendment** from CN-2 (Contemporary Neighborhood 2) Zoning District to GC (General Commercial) Zoning District – 3424 Oak Street

Joel Jacobson on behalf of Lifelong Learners LLC (Jacobson Excavating). Has applied for a Rezoning and Future Land Use Map amendment from CN-2 (Contemporary Neighborhood 2) Zoning District to GC (General Commercial) Zoning District to allow for the construction of an office/retail building on vacant property at 3424 Oak Street. The applicant also requested a Future Land Use amendment from Medium-High Density to Commercial.

CONTEXT

Parcel Number: 41290611

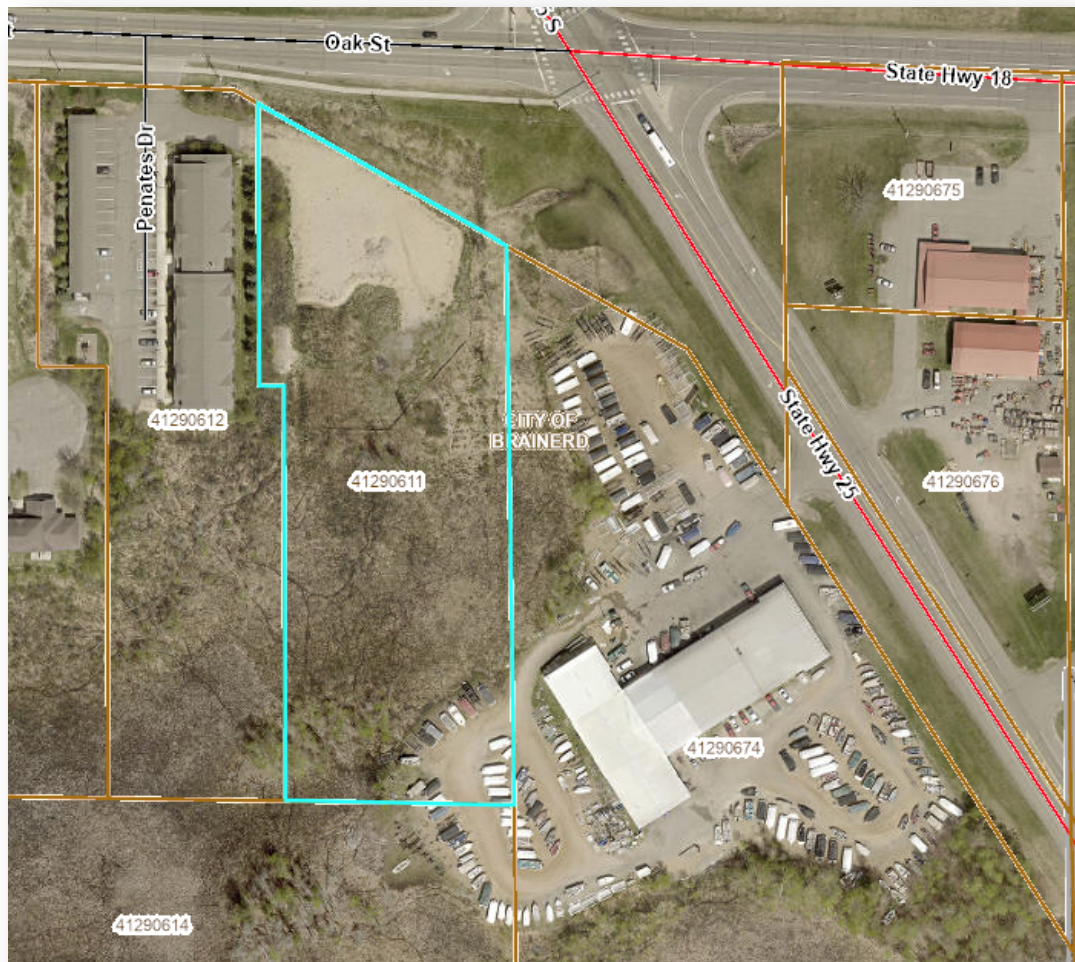
Zoning District: CN-2 (Contemporary Neighborhood 2)

Property Area: Approximately 3.5 acres

Adjacent Uses: North: Retail/ Motor Vehicle Fuel Sales
 East: Commercial Retail Business
 South: Vacant Property
 West: Multi-Family Apartment Building

Adjacent Zoning: North: GC (General Commercial) District
 East: GC (General Commercial) District
 South: CN-2 (Contemporary Neighborhood 2) District
 West: CN-2 (Contemporary Neighborhood 2) District

AERIAL MAP



FINDINGS OF FACT

1. The property at 3424 Oak St Brainerd, MN 56401 is in the CN-2 (Contemporary Neighborhood 2) District. Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) shows the CN-2 district does not allow for office/retail building uses.
 - a. *The applicant is requesting a rezoning from CN-2 (Contemporary Neighborhood 2) to GC (General Commercial) District to allow for an office building for Jacobson Excavating to be constructed on the vacant property they own at 3424 Oak St.*
2. The property is currently designated for Medium-High Density in the [Comprehensive Plan's Future Land Use Map](#). The applicant is requesting that the property is designated Commercial in the Future Land Use Map to reflect the proposed zoning change.
 - a. The Land Use Map, along with related goals, policies and strategies serve as the Land Use Plan, which is a long-term guide for how development should occur in Brainerd and provides a framework for making decisions on development and allocation of public resources.

3. The City Council and the Planning Commission shall consider possible adverse effects of the proposed amendment. Their judgment shall be based upon (but not limited to) the following factors:
- a. The proposed action's consistency with the specific policies and provisions of the official City Comprehensive Plan.
 - i. Economic Development GOAL 1: Support infill and redevelopment throughout Brainerd as a strategic component of growth.
 - 1. Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.
 - a. *The subject property is currently vacant and located along a major thoroughfare where existing infrastructure is present.*
 - b. The proposed uses are to be compatible with present and future land uses of the area.
 - i. *The applicant is proposing an amendment to the Future Land Use Map in the Comprehensive Plan to reflect the proposed zoning change to GC.*
 - ii. *The property is adjacent to other properties zoned GC.*
 - iii. *This property is located at the corner of Oak Street and Highway 25 and all other properties at this intersection are zoned GC.*
 - c. The proposed use's effect upon the area in which it is proposed.
 - i. *The proposed use will not have an adverse effect on the area as the surrounding uses are commercial.*
 - d. Traffic generation of the proposed use in relation to capabilities of streets serving the property.
 - i. *The office for Jacobson's excavating will not add significant traffic to the area. This location will not serve as their construction storage site. It will serve as a general office for the business and a building to meet clients.*
 - ii. *The City Engineer and MNDOT have reviewed the plans and have no concerns. The site will not require additional access to Oak Street. The proposed business will share access with the abutting apartment complex to the West as detailed in their existing easement agreement.*
 - iii. *The Fire Marshal required a turnaround on the property per State Fire Code and has preliminarily approved the plans.*
 - e. The proposed uses impact upon existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.
 - i. *The proposed use will not have an impact on existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.*

Approval of a proposed Zoning Map amendment which changes all or part of the existing classification of a zoning district from Residential to Commercial, Industrial, or Planned Unit Development that allows for commercial or industrial uses shall require a two-thirds (2/3) vote of the City Council.

4. In addition to the above criteria, the City Council should consider the following criteria for a Future Land Use Amendment.
- a. Are there changed conditions that affect the development of the property, which supports the proposed amendment?
 - i. *The property was zoned for Commercial in the previous Zoning Map. The new Zoning Map, adopted in 2022, rezoned the property to CN-2.*
 - ii. *The property owner originally purchased the property in 2018 for the purposes of a contractor office with outdoor storage bins for the sale of bulk landscape materials. City Council approved a conditional use permit for the outdoor storage bins in 2020 which has since expired.*
 - iii. *The property was not developed as a contractor's office but was re-graded for future development.*
 - iv. *There have been no other changes to the site.*
 - b. Is there a mistake in the Future Lands Use Plan map?
 - i. *There is no mistake with the Future Land Use map. However, this property abuts both commercial and residential properties so uses could be either residential or commercial.*
 - ii. *The intersection of Oak Street and Highway 25 is surrounded by properties designated for Commercial in the Future Land Use Map with the exception of this property.*
 - c. Has there been a change in the community not anticipated when the Plan was adopted?
 - i. *There have not been changes in the community or in this area that would require this property to be commercial.*

The City Council may, by resolution by a two-thirds vote of all of its members, adopt and amend the comprehensive plan or a portion of the plan.

As of this writing, no party has contacted the Community Development Department with concerns about the request.

STAFF RECOMMENDATIONS

Staff recommend approval of the rezoning and future land use map amendment as presented.

**ORDINANCE
NO. 1593**

**AN ORDINANCE AMENDING THE ZONING MAP OF
THE CITY OF BRAINERD AND SECTION 515-3 OF THE ZONING CODE**

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on September 17th, 2025

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota, as follows:

^SECTION ONE: The Zoning Map of the City of Brainerd is hereby amended by changing the zoning designation of the property below from a CN-2 (Contemporary Neighborhood 2) District to a GC (General Commercial) District:

PIN 41290611
LOT 3 BLOCK 1 TOGETHER WITH AN ESMNT OF REC.
TIMBERLAND ADDITION

SECTION TWO: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2025

MIKE O'DAY
President of the Council

Approved this _____ day of _____, 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____

**RESOLUTION
NO. xx:25**

RESOLUTION APPROVING COMPREHENSIVE PLAN/FUTURE LAND USE MAP AMENDMENT

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

WHEREAS, the City of Brainerd approved a Comprehensive Plan (the Plan) in 2021, and

WHEREAS, the Plan included a Future Land Use Map (the Map) to guide Brainerd's growth and development, and

WHEREAS, the City Council has designated as one of the duties of the Planning commission to write and revise its Plan when it finds need to do so; and

WHEREAS, a parcel along Oak Street with PIN 41290611 and is legally described as LOT 3 BLOCK 1 TOGETHER WITH AN ESMNT OF REC. TIMBERLAND ADDITION (the Area) is identified as Medium-High Density in the Map, and

WHEREAS, the property owner requested an amendment to the Map for this Area to identify it as Commercial, and

WHEREAS, on September 17th, 2025, the Planning Commission conducted a Public Hearing to consider a Map amendment of the Area to Commercial and recommends to the City Council that the Map change should be approved based on the findings of fact.

NOW THEREFORE, BE IT HEREBY RESOLVED that the City Council has received the Planning Commission recommendation, reviewed the information associated with the change, and approves the change for the reasons cited in the findings of fact.

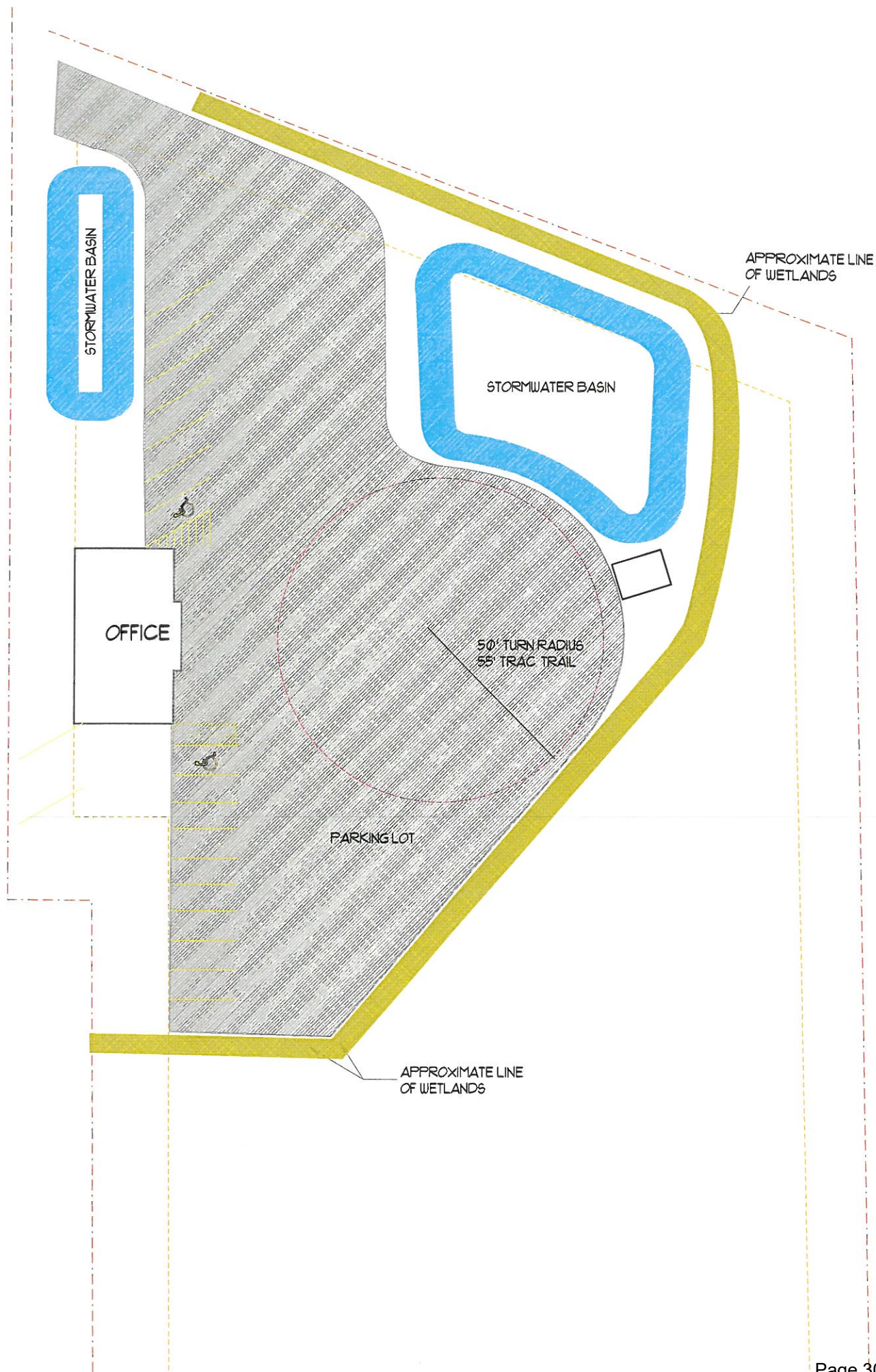
Adopted this __ day of ____ 2025

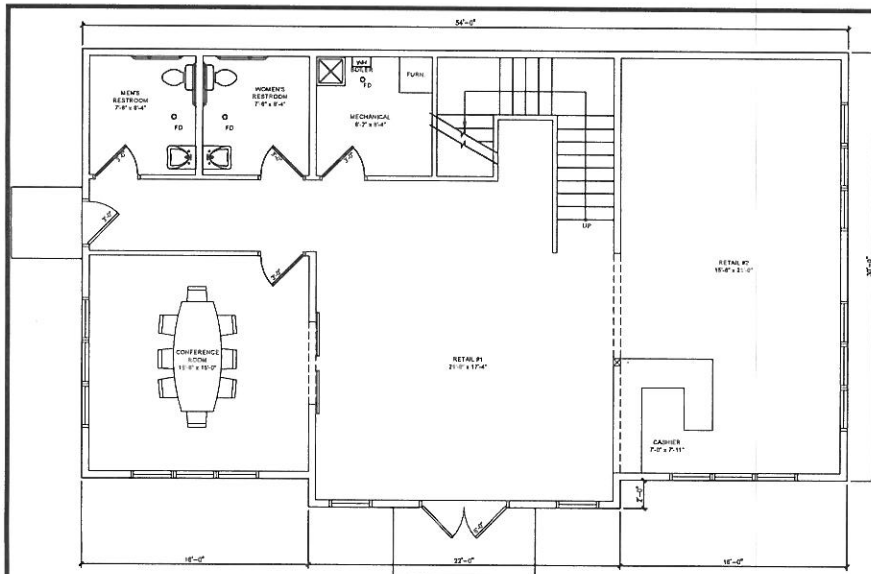
MIKE O'DAY
President of the Council

Approved this __ day of ____ 2025

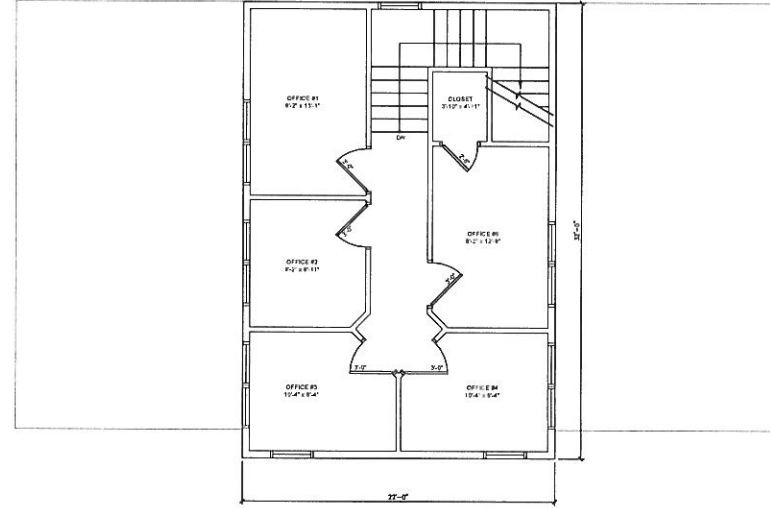
DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

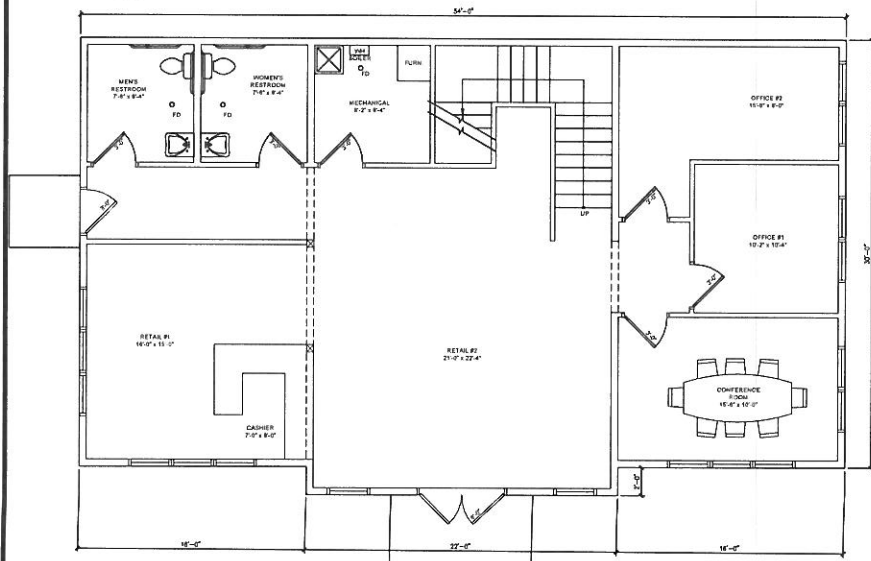




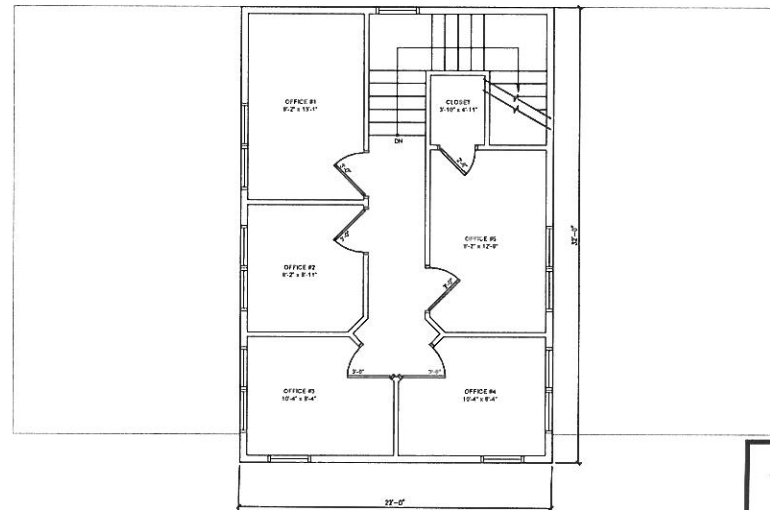
1 PRELIMINARY MAIN FLOOR PLAN - OPTION #1
1/4" = 1'-0" ON 24 X 36 PAPER



2 PRELIMINARY SECOND FLOOR PLAN - OPTION #1
1/4" = 1'-0" ON 24 X 36 PAPER



3 PRELIMINARY MAIN FLOOR PLAN - OPTION #2
1/4" = 1'-0" ON 24 X 36 PAPER



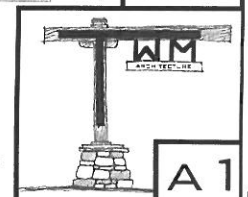
4 PRELIMINARY SECOND FLOOR PLAN - OPTION #2
1/4" = 1'-0" ON 24 X 36 PAPER

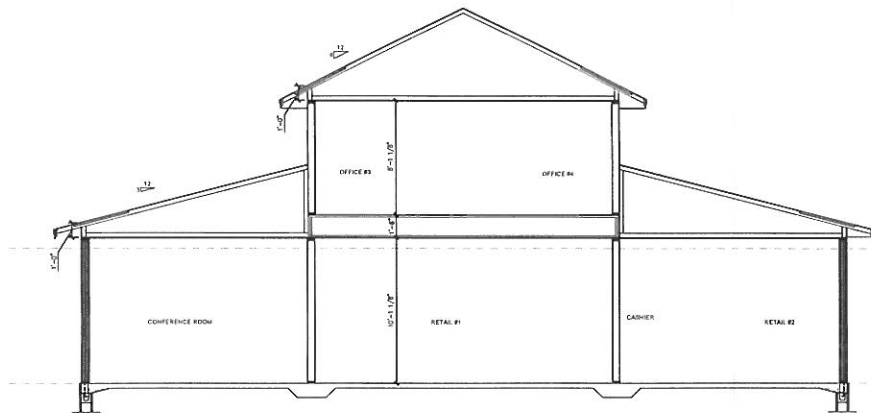
5-27-20

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

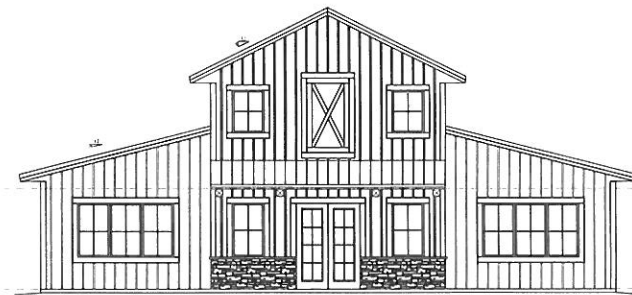
TRAVIS MILLER DATE: LIC. # 45743

JACOBSON EXCAVATING
OFFICE BUILDING
BRainerd, MN

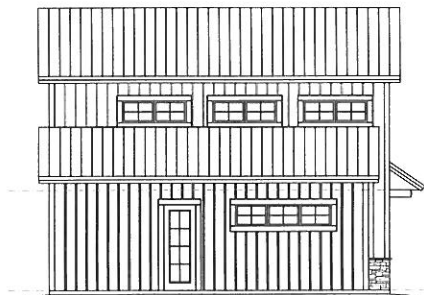




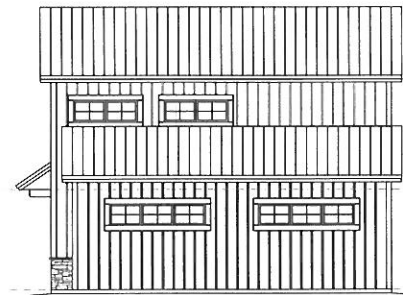
1 PRELIMINARY SECTION
1/4" = 1'-0" ON 24 X 36 PAPER



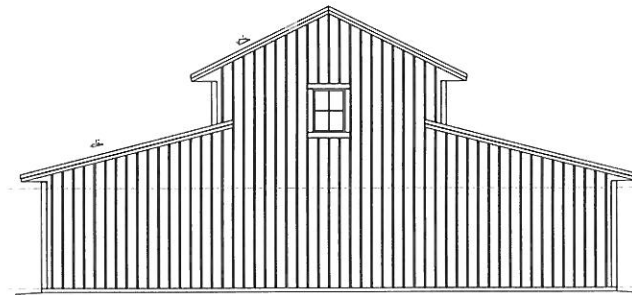
2 PRELIMINARY NORTHEAST ELEV.
3/16" = 1'-0" ON 24 X 36 PAPER



3 PRELIMINARY SOUTHEAST ELEV.
3/16" = 1'-0" ON 24 X 36 PAPER



4 PRELIMINARY NORTHWEST ELEV.
3/16" = 1'-0" ON 24 X 36 PAPER



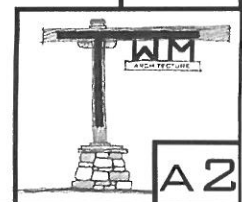
5 PRELIMINARY SOUTHWEST ELEV.
3/16" = 1'-0" ON 24 X 36 PAPER

5-27-20

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND THAT I AM A LICENSED ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA

TRAVIS MILLER DATE: LIC. # 45743

JACOBSON EXCAVATING
OFFICE BUILDING
BRainerd, MN



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NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Joel Jacobson on behalf of Lifelong Learners, LLC. has applied for a Rezoning and Future Land Use Map Amendment from CN-2 (Contemporary Neighborhood 2) Zoning District to GC (General Commercial) Zoning District to allow for the construction of an office/retail building on vacant property at 3424 Oak Street. The property is legally described as:

P.I.N. 41290611

Timberland Addition Lot 3 Block 1 Together with an Esmnt of Rec.

The application for the Rezoning and Future Land Use map amendment is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, September 17th, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Rezoning and Future Land Use Map Amendment requests.

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

Dated this 3rd day of September, 2025



James Kramvik,
Community Development Director

Publication Date: September 6th, 2025



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: First Reading - Proposed Ordinance 1594- Business Sign Ordinance

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Staff have received complaints about signage aesthetics in our major corridors and downtown. Signage is an important aspect of the overall characteristics of a commercial area and sub-standard signage can detract from the appearance and create negative perceptions to visitors. All signs are regulated by Section 515-3-37 of the Zoning Code. The purpose of the ordinance is to maintain, enhance, and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community. The current ordinance regulates size and location but does not regulate material. Banner signs made of canvas or vinyl have increased in Brainerd and the aesthetics have become an issue. Signs should serve to communicate the business but should be held to a standard as they also play an important role in attracting visitors and new businesses to an area.

The EDA made a motion to recommend the Planning Commission review Sign Standards specifically for the Commercial Corridor, Town Center, and Main Street Zoning Districts. Staff also included some additional items for consideration.

Note: The EDA is considering using available funds to help businesses improve their signage with a possible 50% matching grant. Prior to offering the grant, the EDA would like the City to consider signage design standards.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

PROPOSED CHANGES

1. Change sign regulations during election years to reflect state statute.
2. Prohibit banner signs except on a temporary basis of 60 days per calendar year.
3. Allow signs to encroach the MnDOT right-of-way with MnDOT approval.
4. Require the removal of signs that are in disrepair or are no longer associated with a vacated business.
5. Allow larger pylon signs in the General Industrial district for larger properties.

6. Require design elements for wall, canopy, and marquee signs.
7. Allow for more than one monument sign for drive-through businesses.

Note: The Planning Commission considered adding lighting requirements to the Zoning Code to reduce the lighting intensity of signs, but ultimately decided to review standards at a later date.

The Commission reviewed proposed Ordinance 1594 over the past few months and held a public hearing at their September 17th meeting. The motion coming out of the meeting was unanimous and recommended approval of proposed Ordinance 1594 as presented.

RECOMMENDED ACTION/MOTION:

1) Conduct the first reading of Proposed Ordinance 1594 and dispense with the actual reading.

Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1594**

AN ORDINANCE AMENDING SECTION 515-3-38 SIGNS OF THE ZONING CODE

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on September 17th, 2025

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota, as follows:

SECTION ONE: Purpose

1. Regulate the number, location, size, type, illumination, and other physical characteristics of signs within the City in order to promote the public health, safety, and welfare.
2. Maintain, enhance, and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community.
3. Improve the visual appearance of the City while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.
4. Provide for fair and consistent enforcement of the sign regulations set for herein under the zoning authority of the City.

SECTION TWO: Section 515-3-38.E.d Permit Not Required, with the following added language underlined:

- d. No more than two (2) ground mounted signs and two (2) flags are allowed per property.
 - i. Additional signs [^]of any size are permitted beginning forty-six (46) days before the State primary in a State general election year until ten (10) days following the State general election, and ninety-one (91) days prior to any special election until ten (10) days following the special election.

SECTION THREE: Section 515-3-38.I General Regulations, with the following added language underlined:

[^]8. Banner signs are prohibited in all zoning districts except on a temporary basis. One banner sign per building wall shall be permitted in the TN-2, CC, GC, TC, MS, ME, and GI Zoning Districts for a period of 60 days per calendar year.

- a. [^]Banner signs will be part of the allowable sign area percentage and shall not exceed the maximum area percentage specified for each zoning district.

13. Projecting signs may be allowed in commercial districts provided that:

- b. The sign does not project more than five (5) feet beyond the wall to which it is mounted, may not project over any vehicular drive aisle or traveled portion of a public or private street and may not project over a public right-of-way except within the *CC, TC, and MS Zoning Districts.

15. Signs are not allowed to encroach into or over MnDOT right-of-way [^]without MnDOT approval.

[^]16. Any sign that is found to be unreadable, unsafe, unsecured, abandoned, unlawful or in disrepair shall be repaired or removed by the property owner or lessee within 60 days.

[^]17. All signs or sign messages shall be removed by the owner or lessee of the premises upon which a sign is located when the business it advertises is no longer conducted therein.

[^]18. A real estate sign is limited to up to nine square feet in residential districts and up to 32 square feet in commercial districts. A real estate sign must be removed within ten days after sale or rental of property.

SECTION FOUR: Section 515-3-38.J District Regulations, with the following added language underlined and deleted language struck out.

10. Within the [CC, GC, MS, TC, ME, GI] Districts the following additional regulations shall apply:

- b. A 100 square foot sign up to 25 feet tall is permitted for a parcel with street frontage of 100 feet or less.

- i. In [^]GI, CC, and GC Zoning Districts, one (1) square foot of sign area may be added to the permitted 100 square foot sign area for each one (1) foot of street frontage over 100 feet. A sign up to 300 square feet is permitted.
- ii. Parcels in [^]the GI, CC, and GC Zoning Districts with more than 300 feet of street frontage may have one (1) additional sign for each additional 300 feet of street frontage. Signs shall be located at least 300 feet apart.

11. Wall, Canopy and Marquee Signs. Wall, canopy, or marquee signs may occupy up to fifteen (15) percent of a building façade fronting a public street or alley. *~~Up to an additional 16 square feet may be used for awning signs.~~

[^]a. Materials. Sign materials shall be consistent or compatible with the original construction materials and architectural style of the building facade on which they are to be displayed. Every sign shall be constructed in a professional manner and shall not cause blight or a negative impact.

^b. Position. Wall, projecting or overhanging signs shall be positioned so as to create an integral design feature of the building to complement and enhance the building's architectural features. Signs shall not obscure or destroy architectural details such as stone arches, glass transom panels or decorative brickwork.

^c. Window Signs. Window signs shall not be counted towards the allowable wall signage area but shall consist of vinyl material, paint, or be three dimensional.

^d. Design Elements. In addition to the signs allowed without a permit pursuant to this Section, signs must be a three-dimensional wall sign, awning or canopy sign, or a projecting sign.

^i. Three-dimensional wall signs include raised lettering, framing, etc...

15. In addition to the freestanding sign allowed by this Subsection, convenience food uses with drive through facilities may display additional signs, provided that:

~~*a. Not more than one (1) sign is allowed.~~

~~^b. The height of the sign shall not exceed six eight (6 8) feet including its base or pole measured from grade to the top of the structure.~~

SECTION FIVE: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2025

MIKE O'DAY
President of the Council

Approved this _____ day of _____, 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____

BRAINERD, MN
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515-3-38 Signs

A. **Findings, Purpose, and Intent.** It is not the purpose or intent of this Sign Ordinance to regulate the message displayed on any sign, nor is it the purpose or intent of this Ordinance to regulate any building design or any display not defined as a sign, or any sign which cannot be viewed from outside a building. The purpose and intent of this Ordinance is to:

1. The City Council hereby finds as follows:
 - a. Signs provide an important medium through which individuals may convey a variety of messages.
 - b. Exterior signs have a substantial impact on the character and quality of the environment.
 - c. Signs can create traffic hazards, aesthetic concerns, and detriments to property values, thereby threatening the public health, safety, and welfare.
 - d. As defined by Section [515-6] of this Ordinance, a sign is any letter, word or symbol, poster, picture, statuary, reading matter or representation in the nature of advertisement, announcement, message or visual communication, whether painted, posted, printed, affixed or constructed, including all associated brackets, braces, supports, wires and structures, which is displayed for informational or communicative purposes.
 - e. The City's zoning regulations have included the regulation of signs in an effort to provide adequate means of expression and to promote the economic viability of the business community, while protecting the City and its citizens from a proliferation of signs of type, size, location and character that would adversely impact upon the aesthetics of the community and threaten the health, safety and welfare of the community. The regulation of the physical characteristics of signs within the City has had a positive impact on traffic safety and the appearance of the community.
2. The purpose and intent of this Ordinance is to:
 - a. Regulate the number, location, size, type, illumination, and other physical characteristics of signs within the City in order to promote the public health, safety, and welfare.
 - b. Maintain, enhance, and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community.
 - c. Improve the visual appearance of the City while providing for effective means of communication, consistent with constitutional guarantees and the City's goals of public safety and aesthetics.
 - d. Provide for fair and consistent enforcement of the sign regulations set for herein under the zoning authority of the City.

B. **Effect.** A sign may be erected, mounted, displayed, or maintained in the City if it is in conformance with the provisions of this Ordinance. The effect of this Ordinance, as more specifically set for herein, is to:

1. Allow a wide variety of sign types in commercial zones, and a more limited variety of signs in other zones, subject to the standards set forth in this Sign Ordinance.
2. Allow certain small, unobtrusive signs incidental to the principal use of a site in all zones when in compliance with the requirements of this Sign Ordinance.
3. Prohibit signs whose location, size, type, illumination, or other physical characteristics negatively affect the environment and where the communication can be accomplished by means of having a lesser impact on the environment and the public health, safety, and welfare.
4. Provide for the enforcement of the provisions of this Sign Ordinance.

C. **Severability.** If any section, subsection, sentence, clause, or phrase of this Sign Ordinance is for any reason held to be invalid, such invalidity shall not affect the validity or enforceability of the remaining portions of this sign Ordinance. The City Council hereby declares that it would have adopted the sign Ordinance in each section,

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subsection, sentence, or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, or phrases be declared invalid.

D. Permit Required. No sign shall be erected, altered, improved, reconstructed, maintained, or moved in the City without first securing a Sign Permit from the City:

1. The content of the message or speech displayed on the building and/or sign shall not be reviewed or considered in determining whether to approve or deny a Sign Permit.
2. Application for an Administrative Permit shall be filed by the property owner or designated agent with the City on forms to be provided by the City.
3. Application for a Permit shall contain the following information unless waived by the City:
 - a. Names and addresses of the applicant owners of the sign and lot.
 - b. Address at which any signs are to be erected.
 - c. Lot, block, and addition at which the signs are to be erected and the street on which they are to front.
 - d. Type and size of sign (e.g., wall sign, pylon sign, monument sign).
 - e. A Sketch Plan to scale showing the location of lot lines, building structures, parking areas, existing and proposed signs, and any other physical features.
 - f. Inventory of existing on-site signage (size, height, location).
 - g. Plans, location and specifications and method of construction and attachment to the buildings or placement method of the ground.
 - h. Copy of stress sheets and calculations showing that the structure is designed for dead load and wind pressure in any direction in the amount required by this and all other laws and Ordinances of the City.
 - i. Written consent of the owner or lessee of any site on which the sign is to be erected.
 - j. Any Electrical Permit and/or Building Permit required and issued for the sign.
 - k. A detailed description of any electronic or electrical components that are proposed to be added to the sign.
 - l. Other information to demonstrate compliance with this and all other Ordinances of the City.
4. The Sign Permit application shall be accompanied by a fee. Fees for the review and processing of Sign Permit applications shall be imposed in accordance with the fee schedule established by City Ordinance.
5. The City shall notify the applicant, in writing, of an incomplete application within fifteen (15) days of the date of submission.
6. The City shall review the application and related materials and shall determine whether the proposal is in compliance with all applicable evaluation criteria, Ordinances and applicable performance standards set forth in this Ordinance within sixty (60) days of submission of a complete application pursuant to MN State Statutes Section 15.99. If the work that is authorized under a permit has not been completed within sixty (60) days after the date of issuance, the permit shall be null and void.
7. All signs, including electric wiring, supporting structure, guy wires or chains, shall be properly maintained and kept in safe condition. A sign or sign structure which is deteriorated, unsafe, defaced or otherwise altered shall be repaired, repainted, or replaced by the permit holder or property owner on which the sign is located.

E. Permit Not Required. The following signs shall not require a permit and are allowed in addition to those signs allowed by Section [J] of this Subsection. These exemptions however shall not be construed as relieving the owner of the sign from the responsibility of its erection and maintenance and its compliance with the provisions of this Ordinance or any other law or Ordinance regulating the same.

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1. The changing of the display surface on an existing sign.
2. Signs, subject to the following:
 - a. Signs shall only be located on private property with the permission of the property owner.
 - b. Signs shall be placed no less than fifteen (15) feet from the back of the curb and shall not be within the sight visibility triangle or located within the Right-of-Way.
 - c. Ground mounted signs shall not exceed six (6) square feet in area and shall not exceed three (3) feet in height.
 - d. No more than two (2) ground mounted signs and two (2) flags are allowed per property.
 - i. Additional signs of any size are permitted beginning forty-six (46) days before the State primary in a State general election year until ten (10) days following the State general election, and ninety-one (91) days prior to any special election until ten (10) days following the special election.
 - e. Signs shall not be illuminated.
3. One (1) temporary off-premises sign on private property six (6) square feet or less in size, not to exceed three (3) feet. Temporary signs shall be allowed for a period of seven (7) days.
4. Signs located within the public right-of-way are regulated by Chapter [VIII] of the City Code.
5. Official signs.

F. Prohibited Signs. The following signs are prohibited:

1. Any sign, signal, marking or device which purports to be or is an imitation of or resembles any official traffic control device or railroad sign or signal, or emergency vehicle signs, or which attempts to direct the movement of traffic, or which hides from view or interferes with the effectiveness of any official traffic-control device or any railroad sign or signal.
2. All signs over three hundred (300) square feet in area.
3. All off-premises signs greater than six (6) square feet in area.
4. Changeable copy signs, except as specifically allowed by Subsection [J].
5. Content classified as "obscene" as defined by Minnesota State Statutes Section [617.241].
6. Flashing or rotating signs.
7. Signs painted, attached or in any other manner affixed to trees or similar natural surfaces, or attached to utility poles, bridges, towers, or similar public structures.

G. Violations. Any person who violates, disobeys, omits, neglects, or refuses to comply with, or resists the enforcement of any of the provisions of this Ordinance shall, upon conviction thereof, be guilty of a petty misdemeanor. Persons violating this Section may be fined in addition to other penalties for Ordinance violations allowed by this Ordinance. Any sign violation of this Section may be subject to immediate removal by the City, at the expense of the owner, without notice to the property owner or owner of the sign if different than the property owner. Each day that the violation continues is a separate offense.

1. This Ordinance shall be administered and enforced by the Zoning Administrator. The Zoning Administrator may institute in the name of the City any appropriate actions or proceedings against a violator.
2. Inspection. All signs for which a permit is required shall be subject to inspection by the Zoning Administrator.
3. The City reserves the right to require the removal at the owner's expense of any sign when the requirements of this Section are not completely followed and adhered to, or if a sign is not properly maintained or falls into a state of disrepair. The City shall not have any obligation or liability to replace any sign when removed by the City.

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H. **Substitution.** The owner of any sign which is otherwise allowed by this sign Ordinance may substitute non-commercial copy in lieu of any other commercial or non-commercial copy. Conversion back to commercial copy is permitted as allowed in each Zoning District. This substitution of copy may be made without any additional approval or permitting. The purpose of this provision is to prevent any inadvertent favoring of commercial speech over non-commercial speech or favoring of any particular non-commercial message over any other non-commercial message. This provision prevails over any more specific provision to the contrary.

I. General Regulations.

1. All freestanding and monument signs shall be set back three (3) feet from any property line and outside of the site visibility triangle. No portion of the sign shall extend into the public right-of-way or an easement.
2. Wall signs may extend no more than 24 inches from the building façade and may encroach into the public right-of-way where there is a zero-building setback.
3. The installation of electrical signs shall be subject to the State Electrical Code. Electrical service to a freestanding sign shall be underground.
4. No sign shall be attached or be allowed to hang from any building until all necessary wall attachments have been approved by the City Building Official.
5. No signs, guys, stays or attachments shall be erected, placed, or maintained on trees nor interfere with any electric light, power, telephone or telegraph wires or the supports thereof.
6. Illuminated signs shall be shielded to prevent lights from being directed at oncoming traffic in such brilliance that it impairs the vision of the driver and may not interfere with or obscure traffic signs or signals. Lighting may not illuminate any adjacent properties, buildings, or streets.

a. _____

~~6.7.~~ Portable signs which are designed to be transported, including by trailer or on its own wheels, even though the wheels of such sign may be removed are permitted within GC, CC, ME, and GI Zoning Districts subject to the following:

- a. A Sign Permit is issued for the sign that shall require a non-refundable fee as set by Ordinance, together with a bond or cash deposit is issued for the sign.
- b. In the event the sign is not removed within two (2) business days of the permit expiration date, the bond or cash deposit shall be forfeited as a penalty.
- c. Permits shall be for periods not to exceed 60 consecutive days of each 90-calendar day period for one premises, or a total of 120 days in a calendar year.
- d. One (1) temporary sign is allowed on the premises at one time.

~~e.~~ Temporary signs permitted by Subsection [D] of this Ordinance shall be exempt from the requirements of this Section.

~~8. Banner signs are prohibited in all zoning districts except on a temporary basis. One banner sign per building wall shall be permitted in the TN-2, CC, GC, TC, MS, ME, and GI Zoning Districts for a period of 60 days per calendar year.~~

~~e.a. Banner signs will be part of the allowable sign area percentage and shall not exceed the maximum area percentage specified for each zoning district.~~

~~7.9.~~ No sign or sign structure shall be erected or maintained that prevents free ingress or egress from any door, window, or fire escape. No sign or sign structure shall be attached to a standpipe or fire escape.

~~8.10.~~ A freestanding sign or sign structure constructed so that the faces are not back-to-back, shall not have an angle separating the faces exceeding twenty degrees (20°) unless the total area of both sides added together does not exceed the maximum allowable sign area for that District.

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~~9.11.~~ The area within the frame of a sign shall be used to calculate the square footage except that the width of a frame exceeding twelve (12) inches shall constitute sign face, and if such letters or graphics be mounted directly on a wall or fascia or in such way as to be without a frame the dimensions for calculating the square footage shall be the area extending six (6) inches beyond the periphery formed around such letters or graphics in a plane figure bounded by straight lines connecting the outermost points thereof. Each surface utilized to display a message or to attract attention shall be measured as a separate sign and shall be calculated in the overall square footage. Symbols, flags, pictures, wording, figures, or other forms of graphics painted on walls, awnings, free-standing structures, suspended by balloons, or kites or on persons, animals, or vehicles are considered a sign and are included in calculating the overall square footage.

~~10.12.~~ The top of a wall sign, including its superstructure, if any, shall be no higher than the top of the roof of the building to which such sign may be attached.

~~11.13.~~ Projecting signs may be allowed in commercial districts provided that:

- a. There is a minimum of eight (8) feet of clearance under the base of the sign to the ground below.
- b. The sign does not project more than five (5) feet beyond the wall to which it is mounted, may not project over any vehicular drive aisle or traveled portion of a public or private street and may not project over a public right-of-way except within the CC, TC, and MS Zoning Districts.
- c. The area of the projecting sign is not more than fifty (50) percent of the maximum area allowed for an individual wall sign in the respective zoning district in Subsection [J.9 and J.10] of this Subsection.

~~12.14.~~ Roof signs shall be allowed in commercial and industrial districts provided that:

- a. The height of the sign shall not exceed the height of the roof.
- b. The sign design shall be consistent with the building character and integrated into the building architecture.

15. Signs are not allowed to encroach into or over MnDOT right-of-way ~~without MnDOT approval~~.

16. Any sign that is found to be unreadable, unsafe, unsecured, abandoned, unlawful or in disrepair shall be repaired or removed by the property owner or lessee within 60 days.

17. All signs or sign messages shall be removed by the owner or lessee of the premises upon which a sign is located when the business it advertises is no longer conducted therein.

~~13.18.~~ A real estate sign is limited to up to nine square feet in residential districts and up to 32 square feet in commercial districts. A real estate sign must be removed within ten days after sale or rental of property.

J. **District Regulations.** In addition to the signs allowed by this Subsection, the following signs shall be allowed within the specific Base Zoning Districts:

1. Non-residential uses within the RL, GL, CN and TN Base Zoning Districts.
 - a. Except for the uses specified in Appendix A: Table of Uses, one (1) sign shall be allowed per parcel provided that:
 - i. The total area of the sign shall not exceed thirty-two (32) square feet.
 - ii. A freestanding sign shall be limited to a maximum height of six (6) feet.
2. Signs shall be allowed for a subdivision or multiple family development of five (5) or more lots or dwelling units provided that:
 - a. One (1) sign shall be allowed at each street entrance. Entrances less than one hundred (100) feet apart are not permitted individual entrance signs.
 - b. The area of each sign shall not exceed twenty-four (24) square feet.
 - c. Freestanding signs shall be limited to a maximum height of six (6) feet.

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- d. Illumination of the sign shall be as regulated in [I.6.] of this Subsection.
 - e. For sign(s) requiring regular long-term maintenance, the sign(s) shall be located on common space of sufficient size and area to accommodate said structure. The property owner or association shall be responsible for maintenance of the sign.
 - f. One (1) wall sign up to sixteen (16) square feet is permitted for each multifamily development.
 - g. The area around the sign shall be landscaped in such a manner to accent and enhance the sign while remaining sensitive to the natural features of the site. Detailed site and landscape plans shall be included with each sign permit application and shall be subject approval by the Zoning Administrator.
 - h. The design and construction of area identification signs shall be done with the highest commercial quality materials and workmanship to keep maintenance and upkeep costs to a minimum and to minimize the potential for vandalism. Area identification signs are to be aesthetically pleasing when designed and constructed. The sign shall be compatible with nearby structures in the area. Detailed construction plans and a materials list shall be included with each Sign Permit application and shall be subject approval by the Zoning Administrator.
3. Additional signs shall be allowed upon approval of a Final Plat for a subdivision having not less than five (5) lots provided that:
- a. One (1) sign shall be allowed per project or subdivision or one (1) sign for each frontage to a public street, whichever is greater.
 - b. The area of the sign shall not exceed thirty-two (32) square feet.
 - c. Freestanding signs shall be limited to a maximum height of eight (8) feet.
 - d. The sign shall not be displayed for a period to exceed twenty-four (24) months from the date a permit is issued for the sign or until building permits have been issued for eighty-five (85) percent of the lots or dwelling units within the subdivision, whichever is less restrictive.
4. Government buildings and structures, public, quasi-public or private recreation buildings, public parks and recreation areas, public and private educational institutions limited to accredited elementary, middle, senior high schools, or colleges and universities, and places of worship shall be allowed the following signs:
- a. Not more than two (2) wall signs shall be permitted on the front wall. The combined total area of such sign or signs shall not exceed the lesser of fifteen (15) percent of the area of the front face (including doors and windows).
 - b. For each principal building on a lot, there shall not be more than one (1) freestanding monument sign except on a corner lot where two signs, one facing each street, shall be permitted. No such signs shall exceed one hundred (100) square feet in area. Monument signs may not exceed twelve (12) feet in height. The monument sign may include a changeable copy sign as part of the allowable sign area.
5. The changeable copy sign may be a wall, freestanding, or monument sign. The changeable copy sign area shall be counted as part of the total sign area allowed within the Base Zoning District.
6. No more than one (1) changeable copy sign per parcel.
7. A dimmer switch shall be installed which limits illumination brilliance of the sign during nighttime hours to no more than five hundred (500) lumens. Nighttime hours shall be considered to be from dusk to dawn.
8. Minimum height of the sign shall be eight (8) feet as measured from grade to the bottom of the sign.
- a. Temporary signage is subject to the provisions of Subsection [D and I] of this Ordinance.
9. Within the TN-2 District the following additional regulations shall apply:
- a. All residential use regulations in accordance with Appendix A: Table of Uses.

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- i. Each parcel shall be allowed one (1) wall sign up to two (2) square feet in area and one (1) freestanding sign up to 12 square feet in area.
 - ii. The height of a freestanding sign shall not exceed six (6) feet.
10. Within the [CC, GC, MS, TC, ME, GI] Districts the following additional regulations shall apply:
 - a. The total area of building signs displayed on a parcel shall not exceed 15 percent of the building façade on which the sign is to be located fronting not more than two (2) public streets.
 - b. A 100 square foot sign up to 25 feet tall is permitted for a parcel with street frontage of 100 feet or less.
 - i. In GI, CC, and GC Zoning Districts, one (1) square foot of sign area may be added to the permitted 100 square foot sign area for each one (1) foot of street frontage over 100 feet. A sign up to 300 square feet is permitted.
 - ii. Parcels in the GI, CC, and GC Zoning Districts with more than 300 feet of street frontage may have one (1) additional sign for each additional 300 feet of street frontage. Signs shall be located at least 300 feet apart.
 - c. Sign area for parcels permitted more than one (1) sign is equal to the total feet of street frontage. If more than one (1) sign is used, the total sign area allowed shall be distributed between permitted signs.
 - d. Each sign shall be 300 feet apart and each sign may not exceed 300 square feet in area.
 - e. Signs shall be located on the street frontage for which its sign area is determined.
11. Wall, Canopy and Marquee Signs. Wall, canopy, or marquee signs may occupy up to fifteen (15) percent of a building façade fronting a public street or alley. ~~Up to an additional 16 square feet may be used for awning signs.~~
 - a. Materials. Sign materials shall be consistent or compatible with the original construction materials and architectural style of the building facade on which they are to be displayed. Every sign shall be constructed in a professional manner and shall not cause blight or a negative impact.
 - b. Position. Wall, projecting or overhanging signs shall be positioned so as to create an integral design feature of the building to complement and enhance the building's architectural features. Signs shall not obscure or destroy architectural details such as stone arches, glass transom panels or decorative brickwork.
 - ~~11.c.~~ Window Signs. ~~Window signs shall not be counted towards the allowable wall signage area but shall consist of vinyl material, paint, or be three dimensional.~~
 - d. Design Elements. ~~In addition to the signs allowed without a permit pursuant to this Section, signs must be a three-dimensional wall sign, awning or canopy sign, or a projecting sign.~~
 - i. Three-dimensional wall signs include raised lettering, framing, ect...
12. Awning or Canopy Signs. Letters may be painted or otherwise affixed to any permissible awning or canopy as follows:
 - a. One sign per canopy fascia fronting onto a public street.
 - b. Be within the physical dimensions of the awnings or canopy fascia.
13. Accessory signs to gas sales in conjunction with automobile service stations or convenience stores are permitted provided that:
 - a. *Gasoline and Price Sign.* One (1) sign (single or double faced) per frontage on a public street, suitable for apprising persons of the total sign price per gallon. The area of such price sign shall not exceed 16 square feet on either side. Each such sign shall be affixed to the standard of a ground sign or light fixture and shall state the total price. No sign posting an incomplete price or less than the total sales price is permitted.

BRAINERD, MN
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- b. Signs denoting operating instructions associated with self-service gas facilities including gas pump, air supply and car washes are exempt from the maximum sign area standards of this Subsection.

14. Changeable Copy Signage.

- a. The changeable copy sign may be a wall, freestanding, or monument sign. The changeable copy sign area shall be counted as part of the total sign area allowed within a respective Zoning District.
 - b. No more than one (1) changeable copy sign per parcel.
 - c. A dimmer switch shall be installed which limits illumination brilliance of the sign during nighttime hours to no more than five hundred (500) lumens. Nighttime hours shall be considered to be from dusk to dawn.
 - d. Minimum height of the sign shall be eight (8) feet as measured from grade to the bottom of the sign.
15. In addition to the freestanding sign allowed by this Subsection, convenience food uses with drive through facilities may display additional signs, provided that:

~~a. Not more than one (1) sign is allowed.~~

~~b.a.~~ The sign shall be single sided with an area not to exceed fifty (50) square feet.

~~e.b.~~ The height of the sign shall not exceed six (68) feet including its base or pole measured from grade to the top of the structure.

~~d.c.~~ The sign shall not encroach into any principal building setback and shall be located directly adjacent to the drive through aisle and oriented in such a manner so that the sign provides information to the drive through patrons only and does not impair site visibility or obstruct circulation.

16. Multiple Occupancy Commercial and Industrial Buildings including Business/Commercial Centers:

- a. Except as provided for in this Subsection, individual tenants of a multiple occupancy building within a commercial or industrial zoning district may display separate wall, canopy, or marquee signs when a tenant's business has an exclusive exterior entrance subject to the following requirements:
 - i. The number of wall signs shall be limited to one (1) per tenant space, except one (1) sign per exterior wall may be displayed for the tenant of a corner suite or a suite that extends through a building this having two (2) exterior walls facing a public right-of-way.
 - ii. The total area of all wall signs shall not exceed fifteen (15) percent of the tenant bay.
 - iii. Signs shall be located on the exterior wall of the tenant space to which the Sign Permit is issued but are not required to face a public street.
- b. In addition to wall and free-standing signs, canopy and marquee signs are allowed provided that:
 - i. Occupy up to an additional sixteen (16) square feet on a building façade fronting a public street or alley.
 - ii. Letters are painted or otherwise affixed to any permissible awning or canopy as follows:
 - a. One (1) sign per canopy fascia fronting onto a street.
 - b. Be within the physical dimensions of the awnings or canopy fascia.
- c. Business/Commercial Centers may erect one (1) free standing sign per street frontage, not to exceed two (2) freestanding signs per site (single or double faced).
- d. Changeable copy signs are allowed in accordance with this Subsection.

K. Non-Conforming Signs. A nonconforming sign lawfully existing upon the effective date of this Section shall be regulated in accordance with this Section.

NOTICE OF HEARING

Notice is hereby given that the City of Brainerd Planning Commission will be conducting a public hearing to consider a proposed ordinance amending Section 515-3-37 Signs of the Zoning Code. The primary purpose of this ordinance is to maintain, enhance, and improve the aesthetic environment of the City by preventing visual clutter that is harmful to the appearance of the community. The proposed ordinance includes but is not limited to the following changes to Section 515-3-37: requires wall signage to have a three-dimensional design element, increases size for pylon signage in the General Industrial Zoning District, allows for the temporary placement of canvas signs but prohibits permanent placement, and requires old signage no longer pertaining to the property to be removed.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, September 17th, 2025 in the Council Chambers at Brainerd City Hall, 501 Laurel Street. A copy of the proposed ordinance can be viewed at Brainerd City Hall in the Community Development Department on the second floor.

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

Dated this 3rd day of September, 2025



James Kramvik
Community Development Director

Publication Date: September 6th, 2025



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: First Reading - Proposed Ordinance 1595- Amend Section 320 - Administrative Citations

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Properties with code violations are sent a warning letter and three citations before violations are abated by the City after City Council approval. After issuance of three (3) citations, the following nuisance violations shall be administratively abated: Garbage & Rubbish, Grass & Weeds in Excess of 6", Animal Feces, and Nuisance on a Public Sidewalk for Snow and Ice.

If the same property owner commits a subsequent violation within 12 months after abatement of the property for the same or similar offense for a violation listed in the above paragraph, the following schedule shall be: 1st Citation \$300 and Administrative Abatement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

At the September 15th City Council meeting, Council directed staff to also add junk and debris to the list that would allow for an administrative abatement and an expedited abatement for repeat offenders.

A public hearing for proposed Ordinance 1595 will be conducted at the October 20th City Council meeting.

RECOMMENDED ACTION/MOTION:

1) Conduct the first reading of Proposed Ordinance 1595 and dispense with the actual reading.

Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1595**

**AN ORDINANCE AMENDING SECTION 320 ADMINISTRATIVE CITATIONS OF THE CITY
CODE**

WHEREAS, a public hearing was held by the City Council on _____, 2025

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota,
as follows:

SECTION ONE: Purpose

The purpose of this Ordinance is to expedite the abatement of junk and debris for repeat offenders. 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.

Junk and debris includes the accumulation of: batteries; paper; lumber or salvaged wood; boxes or containers; bottles; cans; discarded chemicals; bricks; stones; old or scrap copper, brass, iron, steel, or other metals; old and/or inoperable appliances; tanks; barrels; cages; clothing; pallets; wire/cable; dismantled, abandoned or inoperable vehicles, farm equipment, construction equipment, campers, recreation vehicles, boats, or parts thereof; rope; rags; glass; rubber; construction debris; plumbing fixtures; furniture; brush piles; cut down trees and branches; pulled stumps; leaf piles not in a composting container; or other similar objects and materials which may provide harborage or breeding places for mosquitoes, vermin, or rats.

SECTION TWO: Section 320.07 – Administrative Offenses: Schedules of Fines and Fees – is hereby amended as indicated, with the following added language underlined and deleted language struck out:

Subd. 4 After issuance of three (3) citations, the following nuisance violations shall be administratively abated.

- 1. ^Garbage & Rubbish
- 1.2. ^Junk & Debris
- 2.3. Grass & Weeds in Excess of 6"
- 3.4. Animal Feces
- 4.5. Nuisance on a Public Sidewalk for Snow and Ice

Subd. 5 Repeat Offender. If the same property owner commits a subsequent violation within 12 months after abatement of the property for the same or similar offense for a violation listed in the above paragraph, the following schedule shall be:

- 1st Citation \$300
- Administrative Abatement

SECTION THREE: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2025

MIKE O'DAY
President of the Council

Approved this _____ day of _____, 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____

NOTICE OF HEARING

The City of Brainerd City Council will be conducting a public hearing to consider proposed Ordinance 1595, an ordinance amending Section 320 of the Brainerd City Code pertaining to code enforcement. Currently, the City Code allows staff to administratively abate and expedite the abatement for repeat offenders for violations of Garbage and Rubbish, Grass and Weeds, Animal Feces, and Nuisance on a Public Sidewalk for Snow and Ice. Proposed Ordinance 1595 would add Junk and Debris to the list of violations that allow staff to administratively abate.

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, October 20, 2025, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding proposed Ordinance 1596. Any individual needing special accommodations please call (218) 828-2307.

Dated this 30th day of September 2025

Publication Date: October 4th, 2025



James L. Kramvik
Community Development Director



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: First Reading - Proposed Ordinance 1596 and Consider a Preliminary Plat and Planned Unit Development for a Proposed 190-unit Apartment Complex for Parcel ID's 41020691 and 41020682 on HWY 371 S

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): 10 min

SUMMARY OF ISSUE:

Kuepers Inc has submitted applications for a Preliminary Plat, a Planned Unit Development and a Rezoning for parcels 41020691 and 41020682 for a proposed 190-unit apartment complex/development. The properties are currently zoned RL-1 (Rural Living 1), and the applicant is requesting a rezoning to a PUD Overlay District with an underlying CN-2 (Contemporary Neighborhood 2) Zoning District. The primary purpose of the PUD Overlay District request is to allow for a mix of residential and commercial uses.

Staff has provided City Council with a summary of the construction documents for the proposed development. A full review of the construction documents can be found in the September 17th Planning Commission packet.

Prior to any final approvals for the proposed development, the City must complete and take action on an Environmental Assessment Worksheet (EAW). The EAW requirement pauses the 60-day statutory requirement to provide the applicant with a final answer. City Council may conduct the first reading of proposed Ordinance 1597, consider the preliminary plan, and consider the PUD Development Stage Plan at this time.

The developer plans to submit the final applications and have the Planning Commission review the Final Plat and Final PUD Plan at their November 19th meeting and for City Council to consider their requests at the December 1st meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this request and held a public hearing at their September 17th meeting. The motion coming out of the meeting was as follows:

Moved and seconded by Erickson and Peterson to recommend approval of the preliminary plat, the planned unit development, and the rezoning for the proposed 190-unit apartment complex for parcel

ID#'s 41020691 and 41020682 as presented. The Chair declared the motion carried.

The Planning Commission recommended approval as presented with a 5-1 vote. Member Gorham voted against the motion as he felt this project did not follow the comprehensive plan.

Commission Comments:

Commissioner Gorham: Voted against the motion as he felt this project did not follow the comprehensive plan for the stated reasons: mixed-use development for the project is focused on separation of land uses rather than integration of uses, the project further expands the city and utilities and does not support the comprehensive plan's goals of infill development in a walkable/ bikeable neighborhood, costs for utility development are unknown.

Commissioner Duval: This development meets the goals of the comprehensive plan by helping Brainerd move forward with some of the housing demands and address those in need of a smaller home while freeing up housing for others. He was encouraged by the tree buffers left in place and the photometric plan that shows respectful lighting contained on the site.

Council Member Erickson: Council member Erickson was asked about possible access off Business 371, and he stated that direct access off Business 371 would not be feasible for this development as it would be too close to the intersection of Greenwood Street. He also stated that it is encouraging to see the investment made in addressing the housing crisis facing Brainerd.

Commissioner Norwood: Asked about the Crow Wing County Housing Study and the number of units that must be constructed. Commissioner Duval stated that approximately 4,600 units were needed for Crow Wing County in the 2019 study, which means Brainerd would need 1,600 to 1,800 units, and we have not made significant progress towards that. Mr. Norwood stated that to achieve that goal within 10 years, the City needs roughly 300 units per year to meet that demand.

Commissioner Peterson: Stated that there are not many properties this size in Brainerd. Our infill properties could not support a development of this size.

Public Comments:

One member of the public spoke on behalf of her daughter who lives on Greenwood Street. They stated that they have concerns about adding a dense population to this area, which is a quiet, peaceful, family-friendly neighborhood. The increase in units will cause traffic issues and strained infrastructure, making it unsafe to walk to the park. In addition, this development will cause environmental and noise pollution. This will displace wildlife, increase crime rates, and will make it take longer for emergency services to respond to calls.

RECOMMENDED ACTION/MOTION:

- 1) Conduct the first reading of Proposed Ordinance 1596 and dispense with the actual reading.
Note: A vote to dispense with the actual reading of the ordinance must be unanimous.
- 2) Approve the preliminary plat as presented.
- 3) Approve the PUD development stage plan.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: September 17th, 2025

RE: Consider Preliminary Plat, Planned Unit Development (PUD) and a Rezoning for a Proposed 190-unit Apartment Complex for Parcel ID's 41020691 and 41020682 on HWY 371 S

REQUEST

PUBLIC HEARING. Planned Unit Development - Development Stage Plan, Preliminary Plat, Rezoning to a Planned Unit Development Overlay District with an underlying CN-2 (Contemporary Neighborhood 2) Zoning District.

Kuepers Inc has submitted applications for a Preliminary Plat, a Planned Unit Development and a Rezoning for parcels 41020691 and 41020682 for a proposed 190-unit apartment complex/development. The properties are currently zoned RL-1 (Rural Living 1), and the applicant is requesting a rezoning to a PUD Overlay District with an underlying CN-2 (Contemporary Neighborhood 2) Zoning District. The primary purpose of the PUD Overlay District request is to allow for a mix of residential and commercial uses.

CONTEXT

Parcel Numbers: 41020691 and 41020682

Zoning District: Rural Living 1 (RL-1) Zoning District – requested change to a PUD Overlay District with an underlying CN-2 Zoning District

Property Area: 49 Acres

Adjacent Uses: North: Townhouses
East: Mn Teen Challenge vacant property
South: Automotive Repair Shop
West: Crow Wing Township

Adjacent Zoning: North: CN-2 (Contemporary Neighborhood 2) District
East: GC (General Commercial) District
South: Crow Wing Township
West: Crow Wing Township property

AERIAL MAP



ENVIRONMENTAL ASSESMENT WORKSHEET (EAW)

Prior to a final decision by City Council, the Council is required to complete an Environmental Assessment Worksheet (EAW) for the development, as there are over one-hundred and fifty (150) proposed units. The Environmental Assessment Worksheet (EAW) is a brief document designed to lay out the basic facts of a project necessary to determine if an environmental impact statement (EIS) is required for the proposed project. In addition to the legal purpose of the EAW in determining the need for an EIS, the EAW also provides permit information, informs the public about the project, and helps identify ways to protect the environment. The EAW is not meant to approve or deny a project but instead act as a source of information to guide other approvals and permitting decisions. Kuepers has hired an engineering firm to complete the EAW.

FINDINGS OF FACT - PLANNED UNIT DEVELOPMENT AND (PUD) ZONING OVERLAY

1. According to [Section 515-5-7.B](#), a Planned Unit Development (PUD) may include land uses from a variety of Base Zoning Districts, and may include design flexibility related to density, setbacks, building heights, lot area, lot width, etc. Any mixed-use project that does not comply with the dimensional or use standards may utilize the Planned Unit Development (PUD) Overlay Zoning District. All PUD Overlay Zoning Districts must identify the areas where flexibility from the Base Zoning District standards is established.
2. [Section 515-2-21](#) states the purpose and Intent of the Planned Unit Development Overlay District is to provide for the integration and coordination of land parcels as well as the combination of various types of residential, commercial, and industrial uses.
3. **Voyager Heights - Planned Unit Development (VH-PUD).** The purpose of the VH-PUD is to allow for the development and redevelopment of the property with a mix of uses and dimensional standards. The following standards are established.
 - a. The standards and uses contained within the Contemporary Neighborhood-2 (CN-2) Base Zoning District shall govern the VH-PUD district, with the modifications as noted in Table 515-2-21.3
 - b. Additions to existing structures are permitted provided it meets the CN-2 Zoning District Dimensional Standards of Table 515-2-7.1 and all other requirements in the Zoning Code.
 - c. Development Standards. All approved Final PUD Plans shall govern the development of the property and shall be kept on file with the City Zoning Administrator.

Proposed Table 515-2-21.3 VH-PUD Dimensional and Use Standards - Density, Lot Size, Coverage and Height Standards.

Lot Dimensions		
	Lot Size	None
	Density (minimum)	4+ DU/Acre
	Lot Width	None
Principal Building, Attached Accessory Building, and Detached Accessory Building Standards		
	Front Yard Setback (minimum)	20'
	Rear Yard Setback (minimum)	20'
	Location, detached	Must meet Principal Structure setbacks, may be located in any Yard
	Total Number of Permitted Accessory Buildings	3 per Primary Structure
Coverage and Height Standards		
	Impervious Surface Coverage (maximum)	75%
	Principal structure height (maximum)	45'
Other Standards		
	Driveway	Width at ROW maximum is 36'
	Parking (minimum)	none
	Shrub Planting (minimum)	Four (4) shrubs or perennials shall be planted per first floor dwelling unit

	Landscape Islands (minimum)	One (1) island per thirty (30) continuous rows of internal parking spaces
	Commercial and Industrial Use Design Construction Standards	Facades facing a public street shall not exceed twenty-five (25) percent metal unless allowed upon approval of a Conditional Use Permit. Side and Rear Facades may be one-hundred (100) percent metal and may have exposed fasteners.
Uses Permitted		
	Appendix A: Table of Uses, CN-2 District	All permitted, conditional and interim uses
	Multifamily attached dwelling units (5+ units)	P
	Car Wash Accessory to Motor Vehicle Fuel Sales	C
	Commercial/Retail Establishments	C
	Contractor Offices	C
	Motor Vehicle Fuel Sales	C
	Office Businesses	C
	Light Manufacturing	C
	Warehouse, distribution facilities and wholesale business	C

The City may approve the Planned Unit Development (PUD) only if it is found that the development satisfies all of the following standards:

4. The proposed Planned Unit Development (PUD) is in conformance with the Comprehensive Plan for Brainerd. At a minimum, the City must find that:
 - a. The use will not create an excessive burden on existing parks, schools, streets, and other public facilities and utilities, which serve or are proposed to serve the area.
 - i. *The developer has hired an engineering firm to conduct a traffic study, which will be available before final approval. Staff have no concerns at this time.*
 - ii. *The development will include its own open space areas.*
 - iii. *The development will connect to the City's sewer, water, and electrical system. The City Engineer is currently working with an engineering firm on a sewer study for South Brainerd, specifically for this area. The study will indicate how the system must be designed.*
 - iv. *The additional residential units will positively impact the City and School District.*
 - b. The use is reasonably related to the overall needs of the City and is compatible with the surrounding land use.
 - i. *The City and Crow Wing County as a whole are in need of diverse housing options, which are a part of the Housing Goals and Policies of the Comprehensive Plan.*
 1. HOUSING GOAL 1 Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.
 - a. Policy 2 - Expand home ownership and rental opportunities through rehabilitation and new construction.
 - b. Policy 5 - Ensure an adequate supply of quality and affordable housing units for current and future residents.

- c. The Planned Unit Development (PUD) is an effective and unified treatment of the development possibilities on the project site, and the development plans provide for the preservation of unique natural amenities.
 - i. *The development intends to use the rural setting of the site as an integral element of the development. The wetland to the north will provide as a buffer between this property and the low-medium density Woodland Hills Development.*
 - d. The uses proposed will not have an undue and adverse impact on the reasonable enjoyment of neighboring property and will not be detrimental to surrounding uses.
 - i. *This property is surrounded primarily by vacant land and is adjacent to Business 371 and will not have an undue and adverse impact on the reasonable enjoyment of neighboring property and will not be detrimental to surrounding uses.*
 - ii. *Properties along Business 371 in this area are all commercial uses.*
5. Additionally, the Planned Unit Development (PUD) meets one or more of the following development criteria according to Section 515-5-7.C.2
- a. A minimum of two (2) or more principal structures is proposed.
 - i. *The applicant is proposing the construction of five (5) multi-unit buildings with separate garages.*
 - b. The tract is at least two (2) acres in size.
 - i. *Lot 1 Block 1 is 8.48 acres*
 - ii. *Lot 1 Block 2 is 6.13 acres*
 - c. The Planned Unit Development (PUD) can be planned and developed to harmonize with any existing or proposed development in the areas surrounding the project site.
 - i. *Natural buffers will be maintained between existing developments and the site.*
 - ii. *The surrounding developments are comprised of residential properties, a senior living facility, a recovery facility, and commercial properties along Business 371.*
 - d. Each phase of the proposed development is of sufficient size, composition, and arrangement so that its construction, marketing, and operation are feasible as a complete unit, and that provision for and construction of dwelling units and common open space are balanced and coordinated. In addition, the total development is designed in such a manner as to form a desirable and unified environment within its own boundaries.
 - i. *The proposed development will be fully constructed with five apartment buildings to accommodate 190 dwelling units.*
 - ii. *The remaining property has been divided into Outlots that would require future approvals from the City to develop.*
 - iii. *The proposed design allows for the future expansion of both residential and commercial uses and the developer plans to subdivide Outlot A in the future for commercial uses along Business 371 and additional residential uses to the west.*

- e. Financing is available to the applicant on conditions and in an amount which is sufficient to assure completion of the Planned Unit Development (PUD). To evidence this finding, a written statement of financial feasibility, which is accepted by the City, shall be submitted by the applicant.
 - i. *The applicant has the ability to acquire the necessary financing to complete the proposed development in full.*
 - ii. *The applicant will be required to provide proof of financing with approval of the Final Plan.*
 - iii. *The applicant has provided an escrow to the City to pay for legal review.*
- f. Planned Unit Development (PUD) provides for architectural diversity by way of varied building types and exterior building design.
 - i. According to [Section 515-4-2 Building Design Standards](#) - Multi-family dwelling units shall be designed to create visual interest through a variety of materials, colors, textures, installation direction, structural elements such as balconies, porches, and wall patterns, or other characteristics that create articulation either between units or floors.
 - 1. *The proposed building has a variety of elements to create visual interest such as alternating wall patterns, color changes, stonework, and balconies.*
- g. Underground Utilities. In any Planned Unit Development (PUD), all utilities, including, but not limited to, telephone, electricity, gas, and cable television shall be installed underground.
 - i. *All utilities in the development are planned to be placed underground.*
- h. Utility Connections.
 - i. Water Connections. When more than one property is served from the same service line, a shut off valve must be located in such a way that each unit's service may be shut off and secured by the City, in addition to the normally supplied shut off at the street.
 - ii. Sewer Connections. When more than one (1) unit is served by a sanitary sewer lateral which exceeds three hundred (300) feet in length, provisions must be made for a manhole to allow adequate cleaning and maintenance of the lateral. All maintenance and cleaning shall be the responsibility of the property owner's association or owner.
 - 1. *Staff have no concerns about the utility design at this time.*
- i. Roadways, Private. Design - Private roadways within the project shall have an improved surface to 28 feet or more in width and shall be so designed as to permit the City fire trucks to provide protection to each building.
 - i. *The applicant proposes to create a public street between the two apartment complexes.*
 - ii. *The Fire Department has reviewed the site plan and has no concerns.*
- j. Parking. No portion of the required private road system may be used in calculating required off-street parking space or be used for parking.
 - i. *The proposed planned unit development does not have a private road.*

- ii. *The proposed PUD Overlay district regulations propose no parking minimums for this development as the applicant has adequately addressed off-street parking in the plans.*
 - iii. *This development is subject to parking maximums which the proposed site plan does not exceed.*
- k. Landscaping. In any Planned Unit Development (PUD), landscaping shall be provided according to a plan approved by the City Council, which shall include a detailed planting list with sizes and species indicated as part of the final plan. In assessing the landscaping plan, the City Council shall consider the natural features of the particular site, the architectural characteristics of the proposed structures and the overall scheme of the Planned Unit Development plan.
 - i. *A detailed landscape plan has been submitted. The landscape plan has been designed to enhance the structures and parking facilities.*
 - ii. *Significant natural buffers will be maintained that will help screen the development from surrounding areas and roadways.*
- l. Public services. The proposed project shall be served by the City water and sewer system, and fire hydrants shall be installed at such locations as necessary to provide fire protection.
 - i. *The development will be served by City sewer and water, and there are no concerns over placement of the fire hydrants at this time.*
- m. Refuse. Provision for trash pick-up shall be provided according to a plan approved by the City Council.
 - i. *Per City Code, refuse must be collected at a minimum of a weekly basis.*
- n. Best Management Practices. All Planned Unit Developments shall incorporate Best Management Practices for stormwater management as defined by Chapter 7 of the City Code, subject to review and approval of the Zoning Administrator, Planning Commission and City Council.
 - i. *The City Engineer has reviewed the proposed development for stormwater impacts and has expressed no concerns at this time. A full stormwater review will be conducted upon the submittal of the PUD final plan.*
- o. Sidewalks and Trails. Except as otherwise determined by the City Council, concrete sidewalks not less than five (5) feet in width and/or bituminous trails not less than eight (8) feet in width shall be provided.
 - i. *The applicant proposes a sidewalk on the south side of Voyager Drive.*

FINDINGS OF FACT – PRELIMINARY PLAT

1. That the proposed subdivision is consistent with adopted applicable general and specific comprehensive plans of the City.
 - a. *The applicant proposes to rezone the property from Rural Living 1 (RL-1) to a PUD Overlay District.*
 - i. Section 515-2-21 states the purpose and Intent of the Planned Unit Development Overlay District is to provide for the integration and coordination of land parcels as well as the combination of various types of residential, commercial, and industrial uses.

- ii. *The applicant proposes to construct 190 apartment units with future commercial uses fronting Business 371.*
 - iii. *The future land use map designates this area for Mixed Residential/Commercial.*
- 2. The proposed subdivision is consistent with the Comprehensive Plan.
 - a. HOUSING GOAL 1 - Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.
 - i. Policy 2 - Expand home ownership and rental opportunities through rehabilitation and new construction.
 - ii. Policy 5 - Ensure an adequate supply of quality and affordable housing units for current and future residents.
- 3. That the physical characteristics of this site, including but not limited to topography, percolation rate, soil conditions, susceptibility to erosion and siltation, susceptibility to flooding, water storage, drainage and retention, are such that the site are suitable for the type of development, design, or use contemplated.
 - a. *The site does not have topographical challenges.*
 - b. *The developer has spoken with the City Engineer and regulatory authority about utility construction through the wetland and there are no concerns at this time.*
- 4. That the site is physically suitable for the proposed density of development.
 - a. The density for Lot 1 Block 1 is 13.44 dwelling units per acre
 - b. The density for Lot 1 Block 2 is 12.40 dwelling units per acre
 - i. *The CN-2 District, which is the base zoning district for the proposed PUD overlay, allows for a maximum of 12 dwelling units per acre.*
 - ii. *The proposed PUD Overlay district does not have a maximum dwelling unit per acre requirement and density will be reviewed on a case-by-case basis for each phase proposed by the developer.*
 - iii. *This area is currently underdeveloped with access to Greenwood Street that leads to Business 371 and Buffalo Hills Lane East. City staff have no concerns regarding traffic at this time.*
 - iv. *The developer is conducting a traffic study that will be reviewed prior to the final approval.*
 - v. *The site plan is designed appropriately for the five apartment buildings, garages, off-street parking, and community open space.*
- 5. That the design of the subdivision or the proposed improvements are not likely to cause environmental damage.
 - a. *Improvements will not cause environmental damage to the surrounding neighborhood. The development agreement would ensure that all stormwater is properly managed on site.*
- 6. That the design of the subdivision or the type of improvements, are not likely to cause public health problems.
 - a. *The improvements will not cause any public health problems.*
- 7. That the design of the subdivision or the type of improvements will not conflict with easements of record or with easements established by judgment of a court.
 - a. *Utility easements will remain and are depicted on the preliminary plat.*

8. That the proposed subdivision, its site, or its design does not adversely affect the flood carrying capacity of the floodway increases flood stages and velocities or increases flood hazards within the floodway fringe or within other areas of the City.
 - a. *The proposed site will not increase flood hazards.*
9. The proposed subdivision is consistent with the policies and standards of the State defined shoreland, floodplain, and wetland regulations.
 - a. *The proposed plat is outside of the shoreland district and floodplain.*
10. The City Council deems the subdivision is not premature.
 - a. *The proposed subdivision is located along current infrastructure.*
 - b. *Utilities will need to be constructed to serve the proposed development but are in close proximity to the site.*
11. A subdivision shall be consistent with the following plans:
 - a. Brainerd Comprehensive Plan.
 - b. Brainerd Sanitary Sewer Plan/Engineering Specifications.
 - c. Brainerd Water Plan/Engineering Specifications.
 - d. Stormwater Management Plan.
 - e. Comprehensive Trail Plan.
 - f. Capital Improvement Plan.
 - i. *A full list of the requirements in the capital improvement plan can be found in [Section 500-2-5.11.f](#)*
 - ii. *The Engineering Department and Community Development Department have no concerns with the above plans.*

As of this writing, the Community Development Department has received once call regarding the proposed project. The resident was concerned about loosing their view to the forest across from Woodland Hills Lane if this property is developed.

STAFF RECOMMENDATION

Staff recommend approval of the following requests:

- 1) Rezoning from RL-1 to PUD Overlay
- 2) Preliminary Plat
- 3) PUD Development Stage Plan

Note: The City Council cannot make a final determination for the development prior to the completion of the EAW. All statutory requirements to provide an answer to the developer are paused until the completion of the EAW.

**ORDINANCE
NO. 1596**

**AN ORDINANCE AMENDING SECTION 515-2-21 PUD AND THE ZONING MAP OF
THE CITY OF BRAINERD**

WHEREAS, a public hearing was held by the Planning Commission as required by the Zoning Code, on September 17th, 2025

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Brainerd, Minnesota, as follows:

SECTION ONE: Section 515-2-21.D of the Zoning Code is hereby amended by adding the following underlined language:

3. ^Voyager Heights - Planned Unit Development (VH-PUD). The purpose of the VH-PUD is to allow for the development and redevelopment of the property with a mix of uses and dimensional standards. The following standards are established.

- a. ^The standards and uses contained within the Contemporary Neighborhood-2 (CN-2) Base Zoning District shall govern the VH-PUD district, with the modifications as noted in Table 515-2-21.3**
- b. ^Additions to existing structures are permitted provided it meets the CN-2 Zoning District Dimensional Standards of Table 515-2-7.1 and all other requirements in the Zoning Code.**
- c. ^Development Standards. All approved Final PUD Plans shall govern the development of the property and shall be kept on file with the City Zoning Administrator.**

^Proposed Table 515-2-21.3 VH-PUD Dimensional and Use Standards - Density, Lot Size, Coverage and Height Standards.

Lot Dimensions	
Lot Size	None
Density (minimum)	4+ DU/Acre
Lot Width	None
Principal Building, Attached Accessory Building, and Detached Accessory Building Standards	
Front Yard Setback (minimum)	20'
Rear Yard Setback (minimum)	20'
Location, detached	Must meet Principal Structure setbacks, may be located in any Yard
Total Number of Permitted Accessory Buildings	3 per Primary Structure
Coverage and Height Standards	
Impervious Surface Coverage (maximum)	75%
Principal structure height (maximum)	45'
Other Standards	

	<u>Driveway</u>	<u>Width at ROW maximum is 36'</u>
	<u>Parking (minimum)</u>	<u>none</u>
	<u>Shrub Planting (minimum)</u>	<u>Four (4) shrubs or perennials shall be planted per first floor dwelling unit</u>
	<u>Landscape Islands (minimum)</u>	<u>One (1) island per thirty (30) continuous rows of internal parking spaces</u>
	<u>Commercial and Industrial Use Design Construction Standards</u>	<u>Facades facing a public street shall not exceed twenty-five (25) percent metal unless allowed upon approval of a Conditional Use Permit. Side and Rear Facades may be one-hundred (100) percent metal and may have exposed fasteners.</u>
Uses Permitted		
	<u>Appendix A: Table of Uses, CN-2 District</u>	<u>All permitted, conditional and interim uses</u>
	<u>Multifamily attached dwelling units (5+ units)</u>	<u>P</u>
	<u>Car Wash Accessory to Motor Vehicle Fuel Sales</u>	<u>C</u>
	<u>Commercial/Retail Establishments</u>	<u>C</u>
	<u>Contractor Offices</u>	<u>C</u>
	<u>Motor Vehicle Fuel Sales</u>	<u>C</u>
	<u>Office Businesses</u>	<u>C</u>
	<u>Light Manufacturing</u>	<u>C</u>
	<u>Warehouse, distribution facilities and wholesale business</u>	<u>C</u>

SECTION TWO: The Zoning Map of the City of Brainerd is hereby amended by changing the zoning designation of the property below from a RL-1 (Rural Living 1) District to Voyager Heights – Planned Unit Development (VH-PUD) Planned Unit Development Overlay District:

PIN 41020691 and 41020682

SE1/4 of NE1/4 2 44 31

AND

PT OF NE1/4 OF SE1/4 LYING N & W OF C/L OF BUSINESS HWY 371

SECTION THREE: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2025

MIKE O'DAY
President of the Council

Approved this _____ day of _____, 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307 building@ci.brainerd.mn.us

www.ci.brainerd.mn.us

PRELIMINARY PLAT/FINAL PLAT/P.U.D APPLICATION

☒ **PRELIMINARY PLAT** (\$500.00 + \$30.00/lot residential + \$1,000.00 escrow deposit)
(\$600.00 + \$50.00/lot commercial + \$1,000.00 escrow deposit)

☐ **FINAL PLAT** (fee included with Preliminary Plat)

☒ **PLANNED UNIT DEVELOPMENT** (\$1,000 + \$2,000 escrow deposit/residential)
(\$1,500 + \$2,000 escrow deposit/commercial)

PROPERTY ADDRESS: TBD Greenwood Street

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: See Survey
(attach description if lengthy) PID#'s: 41020691 and 41020682

Property Owner Name: Lively Auto Company

Street Address: 512 Laurel Street **City:** Brainerd **State:** MN **Zip Code:** 56401

Phone Number: _____ **Fax:** _____ **E-mail:** rboe@larkinhoffman.com

Applicant Name: (if different than Property Owner) Kuepers Inc.

Street Address: 17018 Commercial Park Road **City:** Brainerd **State:** MN **Zip Code:** 56401

Phone Number: 218-829-0707 **Fax:** 218-829-0383 **E-Mail:** stevek@kuepers.com

Description of Request: PUD Overlay District requested for our proposed 190 unit market rate apartment complex/development in proposed CN-2 zoning district.

Authentisign

Charlie Mills

08/22/25

Property Owner Signature

Date

Charlie Mills

(Please print name)

Steve Kuepers

Applicant Signature

8-21-25

Date

Steve Kuepers
(Please print name)



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

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

PROPERTY ADDRESS: TBD Greenwood Street

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: See Survey

(attach description if lengthy) PID#'s: 41020691 and 41020682

Property Owner Name: Lively Auto Company

Street Address: 512 Laurel Street City: Brainerd State: MN Zip Code 56401

Phone Number: _____ Fax: _____ E-mail: rboe@larkinhoffman.com

Applicant Name: (If different than Property Owner) Kuepers Inc.

Street Address: 17018 Commercial Park Road City: Brainerd State: MN Zip Code: 56401

Phone Number: 218-829-0707 Fax: 218-829-0383 E-mail: stevek@kuepers.com

Description of Request: Rezone to CN-2 with a PUD Overlay District

Charlie Mills

Property Owner Signature

08/22/25

Date

Charlie Mills

(Please print name)

Steve Kuepers

Applicant Signature

8-21-25

Date

Steve Kuepers

(Please print name)

(OVER)

August 29th, 2025

City of Brainerd
Community Development Department
501 Laurel Street
Brainerd, MN 56401

Subject: Project Narrative for Proposed 'Voyageur Heights Apartments'

We are proposing a 190-unit multifamily housing development at a property that is currently identified as PID#'s 41020691 and 41020682 in the City of Brainerd. The project design includes five 38-unit market rate apartment buildings with site amenities.

Our project site is located on Greenwood Street, a collector street with a direct connection to Business Hwy 371. Of the 52.85 acres of total site area, we are proposing two buildable lots, ROW area and stormwater basins that total 21.19 acres. The rest of the site area will remain undeveloped as outlots.

The wetlands located on the north end of the site will remain in an undisturbed outlot that will provide a natural buffer to single family residential development North of our site. Neighbors include single family residences, vacant land and commercial development along business Hwy 371. Portions of the existing trees/plantation will be saved to serve as a buffer between the proposed apartment building area and neighboring development, Greenwood Street and Hwy 371. Please see our proposed site plan and site renderings.

The subject property is currently zoned RL-1 Rural Living 1. We wish to rezone the property to CN-2 Contemporary Neighborhood with a PUD overlay.

The dwelling unit mix consists of studio, 1- and 2-bedroom units that range in size from 479 SF to 970 SF. Each dwelling unit will have in-unit washers and dryers as well as individually controlled in-unit HVAC systems. Our anticipated monthly rental rates will start at \$995.

Each apartment building has shared amenities both interior and exterior. Interior amenity spaces consist of a secure main entrance, two-story lobby, community room, fitness center, parcel room, mail center and a centralized elevator. Exterior amenity spaces consist of a large central green space, play areas/equipment for children, pickleball court, picnic areas with gas grilles, bike racks and a fenced dog run. All tenants will have access to these shared community spaces.

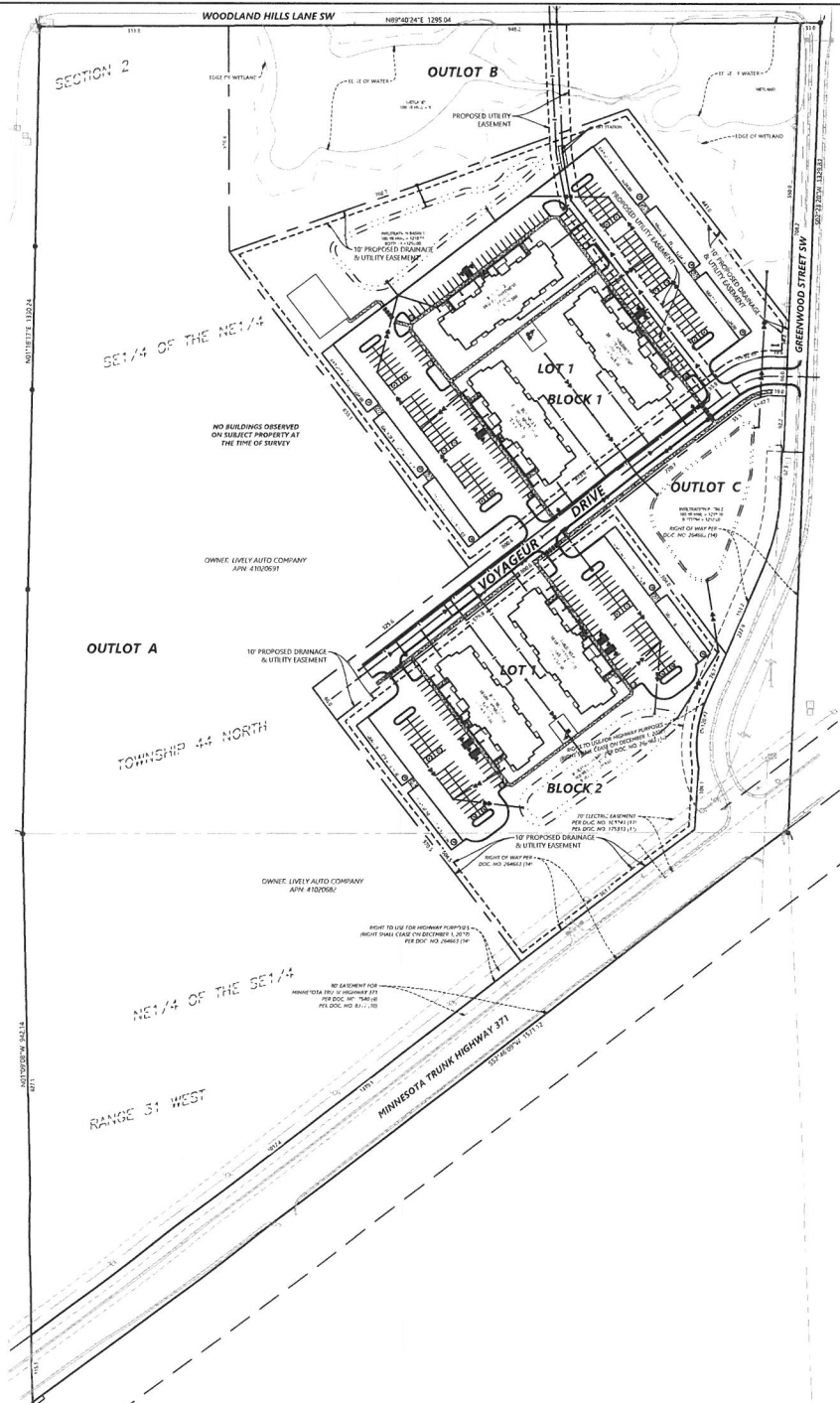
Our experience in developing market rate housing includes projects throughout the State of Minnesota. We have developed over 5,000 apartment units in over 30 communities in Minnesota. Our projects have experienced strong occupancy and absorption. Furthermore, we maintain property management after construction and our projects are staffed by full-time on-site management.

We are pleased to present this development opportunity to the City of Brainerd. We believe that this proposed housing development will serve as a strong and desirable asset to our community.

Thank you,



Christopher Raimann
Vice President - Architecture



SITE LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		LOT LINE
		SETBACK LINE
		EASEMENT LINE
		CURB AND GUTTER
		TIP-OUT CURB AND GUTTER
		10' PROPOSED DRAINAGE & UTILITY EASEMENT
		RETAINING WALL
		FENCE
		CONCRETE PAVEMENT
		CONCRETE SIDEWALK
		HEAVY DUTY BITUMINOUS PAVEMENT
		NORMAL DUTY BITUMINOUS PAVEMENT
		NUMBER OF PARKING STALLS
		TRANSFORMER
		SITE LIGHTING
		TRAFFIC SIGN
		POWER POLE
		ROUNDABOUT

PROPERTY DESCRIPTION

The following information was provided in First American National Title Insurance Company File Number 9875559 which has its commitment date of 6/5/2025.

The Land referred to herein below is situated in the County of Crow Wing, State of Minnesota, and is described as follows:

The Southeast Quarter of the Northeast Quarter (SE1/4 NE1/4) and that part of the Northeast Quarter of the Southwest Quarter (NE1/4 SE1/4) North and West of the right-of-way of the Northern Pacific Railway Company of Section Two (2), of Township Forty-four (44) North, of Range Thirty-one (31) West, Crow Wing County, Minnesota.

NGR: This property is Torrens, Torrens Certificate No. 112323

"SURVEYORS NOTE"

MINNESOTA TRUNK HIGHWAY 371 IS NOT EXCEPTED IN THE ABOVE LEGAL DESCRIPTION AND IS SHOWN THIS WAY ON THE SURVEY. HOWEVER IT APPEARS HIGHWAY RIGHT-OF-WAY HAS BEEN TAKEN IN FEE PER DOCUMENT NO. 24662. ADDITIONAL TITLE REVIEW MAY BE NECESSARY FOR CLARIFICATION ON THIS MATTER.

SCHEDULE B SECTION 2 ITEM NOTES

The following notes correspond to the numbering system of Schedule B, Section 2 of the above mentioned title commitment. Items 1-8, and 11-13 are not survey-related and are not addressed herein.

- The following Memorial appears in the Certificate of Title, and will be carried forward to any Certificate of Title Notice of Lis Pendens recorded August 18, 1925 in Doc. No. 7443 - SAID EASEMENT IS SHOWN HEREON.
- Condemnation of certain lands taken by the State of Minnesota for trunk highway and incidental purposes as evidenced in First Certificate recorded July 6, 1927 in Doc. No. 5317 (RE 50) together with the right of access. - SAID EASEMENT IS SHOWN HEREON.
- An easement for electric line or transmission and incidental purposes in the document recorded February 15, 1926 in Doc. No. 162421 of Official Records. - SAID EASEMENT IS SHOWN HEREON.
- The terms and provisions contained in Conditional Use Permit recorded February 4, 2005, in Doc. No. 173538. - SAID EASEMENT IS SHOWN HEREON.
- The terms and provisions contained in the document entitled "Resolution No. 05-06" recorded March 29, 2006 in Doc. No. 0163414 of Official Records. - AFFECTS PROPERTY, BLANKET IN NATURE AND NOT SHOWN HEREON.
- Notice of Lis Pendens Court Case No. 18 CV-21-2537, dated September 28, 2021, recorded October 20, 2021, in Doc. No. 24662. - RIGHT OF WAY SHOWN ON SURVEY.

GENERAL NOTES

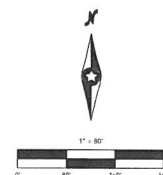
- Boundaries of property lines shown herein are based on the Crow Wing County coordinate system, (NAD 83 - 2011 Central Adjustment).
- Lengths of lines and distances between features are measured in U.S. Survey Feet.
- Elevations and ground contours shown herein are relative to the NAVD83.

LOT AREA CHART

LEGAL DESCRIPTION	LOT AREA (ACRES)
LOT 1, BLOCK 1	0.4800
LOT 2, BLOCK 1	0.4800
LOT 3, BLOCK 1	0.4800
LOT 4, BLOCK 1	0.4800
LOT 5, BLOCK 1	0.4800
LOT 6, BLOCK 1	0.4800
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LOT 98, BLOCK 1	0.4800
LOT 99, BLOCK 1	0.4800
LOT 100, BLOCK 1	0.4800

DEVELOPER:
KUEPERS, INC.

SURVEYOR/ENGINEER:
Westwood Professional Services, Inc.
1400 Westwood Drive, Suite 400
Minneapolis, MN 55407



DATE: 08/29/2025
BY: J. M. J.
CHECKED: J. M. J.
SCALE: AS SHOWN

PROJECT: 0068943
DATE: 08/29/2025
BY: J. M. J.
CHECKED: J. M. J.
SCALE: AS SHOWN

PREPARED FOR:
KUEPERS, INC.
1718 COMMERCE PARK RD
MINNEAPOLIS, MN 55407

PROJECT: 0068943
DATE: 08/29/2025
BY: J. M. J.
CHECKED: J. M. J.
SCALE: AS SHOWN

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DATE: 08/29/2025
BY: J. M. J.
CHECKED: J. M. J.
SCALE: AS SHOWN

Call 48 Hours before Jugging
811 or call811.com
Common Ground Alliance

SHEET NUMBER:

C102

DATE: 8/29/2025

PROJECT NUMBER 0068943

WOODLAND HILLS LANE SW
(PUBLIC STREET 66' ROW)

SEE MEET CITY RECOVERED G/L

SEE MEET CITY RECOVERED G/L
SEE MEET CITY RECOVERED G/L
SEE MEET CITY RECOVERED G/L

GREENWOOD STREET SW
(VARIABLE WIDTH)

MINNESOTA TRUNK HIGHWAY 371

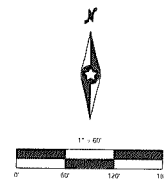
REMOVAL LEGEND

EXISTING	PROPOSED	PROPERTY LINE
---	---	SAW CUT PAVEMENT
---	---	CURB & GUTTER
---	---	SANITARY SEWER
---	---	WATER MAIN
---	---	HYDRANT
---	---	STORM SEWER
---	---	GAS
---	---	UNDERGROUND ELECTRIC
---	---	OVERHEAD ELECTRIC
---	---	UNDERGROUND TELEPHONE
---	---	OVERHEAD TELEPHONE
---	---	TELEPHONE FIBER OPTIC
---	---	CABLE TELEVISION
---	---	CELEBRITY MARK
---	---	FENCE
---	---	CONCRETE
---	---	BITUMINOUS
---	---	BUILDING
---	---	TRAIL
---	---	LIGHT POLE
---	---	TRAFFIC SIGN
---	---	CONSTRUCTION BARRICADE
---	---	COIL BORING LOCATION
---	---	TREE LINE

REMOVAL NOTES

1. LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTOR SHALL FIELD VERIFY SITE CONDITIONS AND UTILITY LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. THE ENGINEER SHALL BE NOTIFIED IMMEDIATELY IF ANY DISCREPANCIES ARE FOUND.
2. CONTRACTOR SHALL COORDINATE LIMITS OF REMOVALS WITH PROPOSED IMPROVEMENTS AND FIELD VERIFY CONDITION OF EXISTING INFRASTRUCTURES TO REMAIN. CONTRACTOR SHALL BE RESPONSIBLE FOR PROTECTING OR RETAINING EXISTING UTILITIES SUCH AS FENCES, SIGNS, ROBOTIC HEADS, ETC. THAT MAY BE DAMAGED BY CONSTRUCTION.
3. CONTRACTOR SHALL PLACE ALL NECESSARY REGION CONTROL MEASURES REQUIRED TO MAINTAIN THE STABILITY PRIOR TO EXISTING ANY SITE REMOVALS.
4. CONTRACTOR SHALL BE RESPONSIBLE FOR COORDINATION WITH UTILITY PROVIDERS FOR REMOVAL AND/OR RELOCATION OF EXISTING UTILITIES AFFECTED BY SITE DEVELOPMENT. ALL PERMITS, APPLICATIONS AND FEES ARE THE RESPONSIBILITY OF THE CONTRACTOR.

Call 48 Hours before digging
811 or call811.com
Common Ground Alliance



PROJECT NO.	2202025
DATE	8/29/2025
DESIGNED BY	
CHECKED BY	
IN CHARGE	
SCALE	AS SHOWN

PREPARED FOR
KUEPERS, INC.
10111 MARSHALL AVE
MINNETONKA, MN 55345

PROJECT NO.
2202025
DATE
8/29/2025
SCALE
AS SHOWN

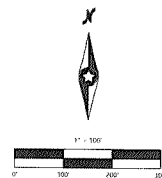
KUEPERS BRANNER - VOYAGEUR HEIGHTS
BRANNER, MN

Westwood
10111 MARSHALL AVE
MINNETONKA, MN 55345
P. 952.835.1111
F. 952.835.1112

EXISTING CONDITIONS PLAN

SHEET NUMBER
C100

DATE: 8/29/2025
PROJECT NUMBER: 0068943



SYMBOL	DESCRIPTION
	PROPERTY LINE
	LOT LINE
	SETBACK LINE
	EASEMENT LINE
	CURB AND GUTTER
	FOUR CORNER AND GUTTER
	FOUR NORMAL WATER LEVEL
	BEARING WALL
	FENCE
	CONCRETE PAVEMENT
	CONCRETE SIDEWALK
	HEAVY DUTY BITUMINOUS PAVEMENT
	NORMAL DUTY BITUMINOUS PAVEMENT
	NUMBER OF PARKING SPACES
	TRANSFORMER
	STREET LIGHTING
	POLE TOP
	POLE TOP
	BOULEVARD POST

Call 48 Hours before Digging
811 or call811.com
Common Ground Alliance

[illegible]

PREPARED FOR
KUEPERS, INC
17518 COMMERCIAL PARK RD

DAVID BADE
6/29/2025 4:08 PM

KUEPERS BRAINERD -
VOYAGEUR HEIGHTS
BRAINERD, MN

Westwood
No. 815.3352
12733 Wilshire Blvd., Suite 400
Beverly Hills, CA 90210
Tel. (310) 206-1100

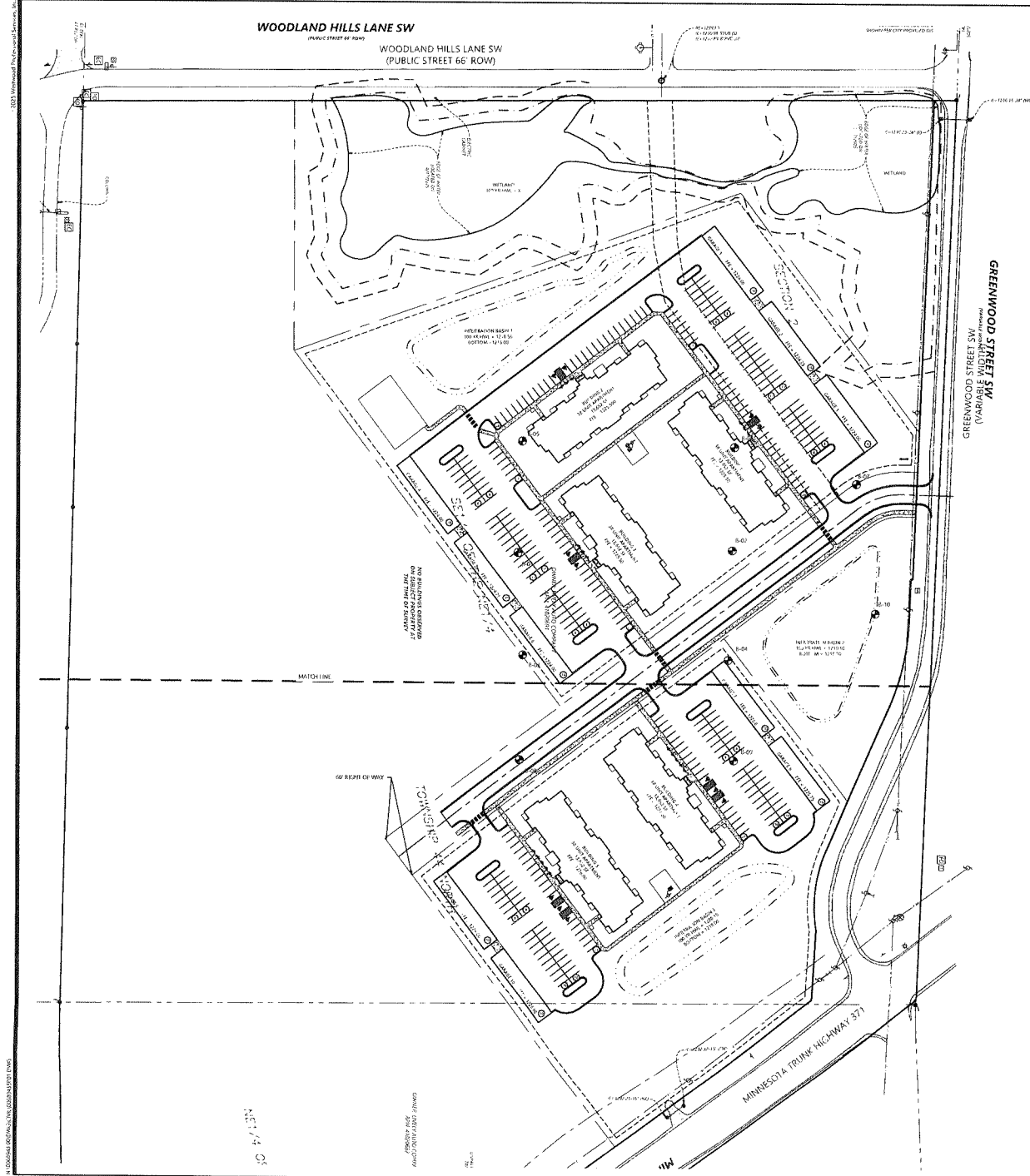
OVERLAY PLAN

SHEET NUMBER

C101

DATE 8/29/2025

PROJECT NUMBER 0068943



SITE LEGEND

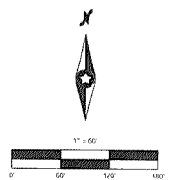
EXISTING	PROPOSED	PROPERTY LINE
		LOT LINE
		STRAIGHT LINE
		EASEMENT LINE
		CURB AND GUTTER
		TOP-OUT CURB AND GUTTER
		FOUR NORMAL WATER LEVEL
		RETAINING WALL
		TIME
		CONCRETE PAVEMENT
		CONCRETE SIDEWALK
		HEAVY DUTY BITUMINOUS PAVEMENT
		NORMAL DUTY BITUMINOUS PAVEMENT
		NUMBER OF PARKING SPACES
		TRANSFORMER
		SITE LIGHTING
		TRAFFIC SIGN
		POWER POLE
		ROLLBACK POST

SITE DEVELOPMENT SUMMARY

• EXISTING ZONING	RS-1 RURAL RESIDING
• PROPOSED ZONING	CM-2 WITH FUD OVERLAY
• PARCEL DESCRIPTION	PORTION OF ARDUBARY A-4180000
• PROPERTY DEVELOPMENT AREA	123,000 SQ. FT. (3.5 AC)
• DEVELOPMENT AREA INCLUDES THE FOLLOWING SITE PLANNING PLAN FOR LOT AREA DATA	
• LOT 1 - BLOCK 1	
• LOT 1 - BLOCK 2	
• LOT 1 - BLOCK 3	
• LOT 1 - BLOCK 4	
• LOT 1 - BLOCK 5	
• LOT 1 - BLOCK 6	
• LOT 1 - BLOCK 7	
• LOT 1 - BLOCK 8	
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• LOT 1 - BLOCK 96	
• LOT 1 - BLOCK 97	
• LOT 1 - BLOCK 98	
• LOT 1 - BLOCK 99	
• LOT 1 - BLOCK 100	

GENERAL SITE NOTES

1. BACKGROUND INFORMATION FOR THIS PROJECT PROVIDED BY WESTWOOD PROFESSIONAL SERVICES, MINNETONKA, MN, JUNE 2025.
2. LOCATIONS AND ELEVATIONS OF EXISTING TOPOGRAPHY AND UTILITIES AS SHOWN ON THIS PLAN ARE APPROXIMATE. CONTRACTORS SHALL FIELD VERIFY ALL UTILITIES AND LOCATIONS PRIOR TO EXCAVATION/CONSTRUCTION. IF ANY DISCREPANCIES ARE FOUND, THE ENGINEER SHOULD BE NOTIFIED IMMEDIATELY.
3. REFER TO SURVEY FOR LOT LINE BEARINGS, DIMENSIONS AND AREAS.
4. ALL DIMENSIONS ARE TO FACE OF CURB OR EXTERIOR FACE OF BUILDING UNLESS OTHERWISE NOTED.
5. REFER TO ARCHITECTURAL PLANS FOR EXACT BUILDING DIMENSIONS AND LOCATIONS OF DOORS, WINDOWS, AND TRUCK DOCKS.
6. ALL CURB RADIUS ARE SHALL BE 30 FEET TO FACE OF CURB UNLESS OTHERWISE NOTED.
7. ALL CURB AND GUTTER SHALL BE 18 FEET UNLESS OTHERWISE NOTED.
8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR PROVIDING AND MAINTAINING TRAFFIC CONTROL DEVICES SUCH AS BARRICADES, WARNING SIGNS, DIRECTIONAL SIGNS, FLARES AND SIGNS TO COMPLY WITH THE MINIMUM OF TRAFFIC WHERE NECESSARY PLACEMENT OF THESE DEVICES SHALL BE APPROVED BY THE CITY AND ENGINEER PRIOR TO PLACEMENT. TRAFFIC CONTROL DEVICES SHALL COMPLY WITH APPROPRIATE INDUSTRY STANDARDS.
9. BITUMINOUS PAVEMENT AND CONCRETE SECTIONS TO BE IN ACCORDANCE WITH THE RECOMMENDATIONS OF THE GEOTECHNICAL ENGINEER.
10. CONTRACTOR SHALL MAINTAIN FULL ACCESS TO ADJACENT PROPERTIES DURING CONSTRUCTION AND TAKE ALL PRECAUTIONS NECESSARY TO AVOID PROPERTY DAMAGE TO ADJACENT PROPERTIES.
11. SITE LIGHTING SHOWN ON PLAN IS FOR REFERENCE ONLY. REFER TO LIGHTING PLAN PREPARED BY OTHERS FOR SITE LIGHTING DETAILS AND PHOTOMETRICS.



Call 48 Hours before Digging
811 or call 811.com
Common Ground Alliance

DATE: 8/29/2025
PROJECT NUMBER: 0068943

PREPARED FOR
KUEPERS, INC.
1975 COMMERCE DRIVE
MINNETONKA, MN 55345

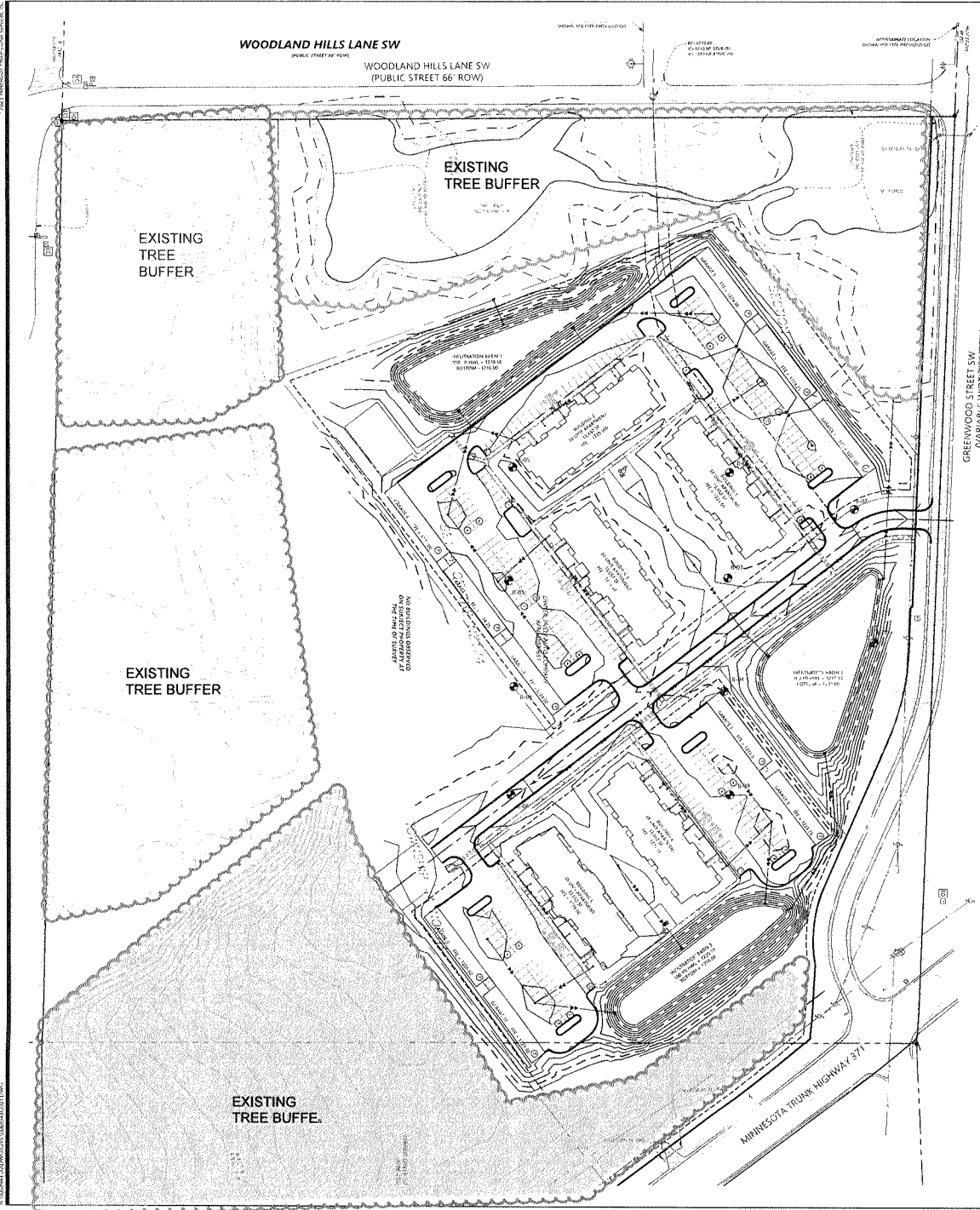
DESIGNED BY
WESTWOOD
1975 COMMERCE DRIVE
MINNETONKA, MN 55345

CHECKED BY
WESTWOOD
1975 COMMERCE DRIVE
MINNETONKA, MN 55345

APPROVED BY
WESTWOOD
1975 COMMERCE DRIVE
MINNETONKA, MN 55345

SITE PLAN
KUEPERS BRAINERD - VOYAGEUR HEIGHTS

SHEET NUMBER
C200



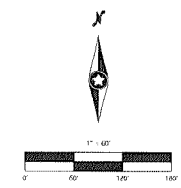
Call 48 Hours before Jugging
811 or call811.com
Licensed Grounds Attender

GRADING LEGEND

EXISTING	PROPOSED	
		PROPERTY LINE
		INTERIOR CONTOUR
		WATER COURSE
		CURB AND GUTTER
		POND NORMAL WATER LEVEL
		SEWER SLOPE
		HIGHWAY SECTION (WITH R/W LINE)
		SEWER SLOPE
		RETAINING WALL
		DRAIN TIE
		ROW LINE
		GRADING LIMITS
		SLOPE ELEVATION
		FLOW DIRECTION
		TOP AND BOTTOM OF RETAINING WALL
		EMERGENCY CASE CLOSURE
		SOIL BORING LOCATION

GRADING NOTES

- [illegible]

[illegible]

PREPARED FOR
 KUEPERS, INC
 1931A COMMERCIAL PARK RD
 BURLINGAME, ILL

JAMES BAUT
 0.11 6/29/02 \$ 11,750.00 40409

**KUEPERS BRAINERD -
VOYAGEUR HEIGHTS**
BRAINERD, MN

Westwood
S. FRANKLIN ST. W. 4TH ST. #106
LOS ANGELES, CA 90024
(213) 859-1100

GRADING PLAN

SHEET NUMBER

C300

DATE 8/29/2025
CT NUMBER 0068943



PROTECTIVE LINER

INDEX CONTOUR

CORRODIBLE FILTER

PONDING, WATER LEVEL

SOIL FILL

HEAVY DUTY SLT FENCE

PERMEANT SLT COFFER

STRAIN SEWER

FLARED END SECTION WITH RAPIDS

WATER MAIN

SANITARY SEWER

RETAINING WALL

DRAIN PIPE

GRADING LINES

ROCK CONSTRUCTION FURNACE

EROSION CONTROL BLANKET

TURF PERMEABLEMENT MAT

EMERGENCY OVERFLOW

SOIL REMEDIATION LOCATION

INLET PROTECTION

0-10 M

[illegible][illegible]KUEPERS, INC.
1118 COMMERCIAL PARK RD
MILWAUKEE, WI 53212

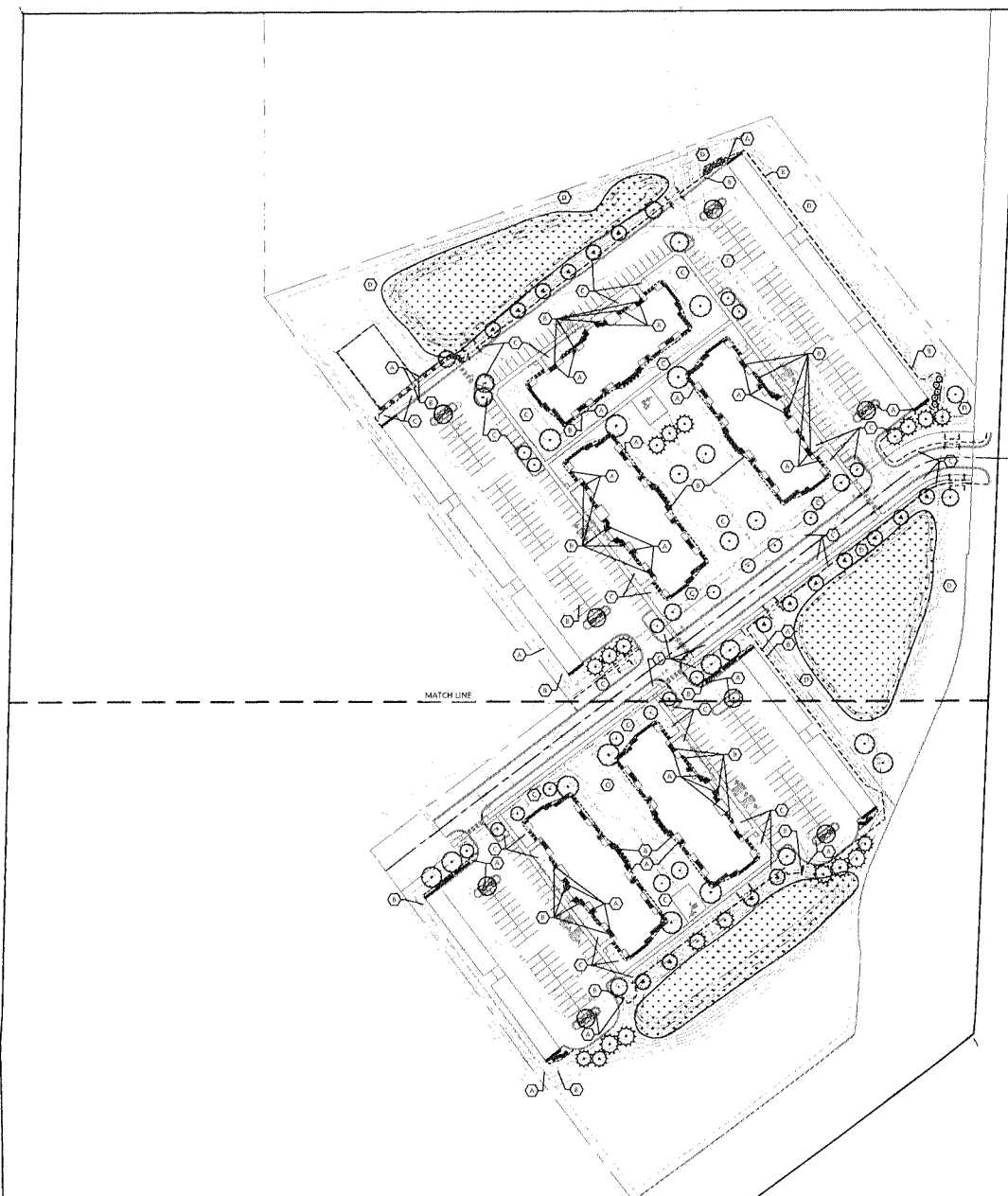
DAVID WARD
C. 11 01/29/2025 11:00 AM
40-429

**KUEPERS BRAINERD -
VOYAGEUR HEIGHTS**
BRAINERD, MN

Westwood

EROSION CONTROL PLAN

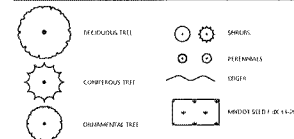
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PLANT SCHEDULE

[illegible]

LANDSCAPE LEGEND

LANDSCAPE KEYNOTES

- A. ROCK MULCH (TYP.)
- B. EDGER (TYP.)
- C. SOIL (TYP.)
- D. MINIDOT SEED MIX 25-15-15

LANDSCAPE SUMMARY

MULTIFAMILY RESIDENTIAL USE REQUIREMENTS

FOUR SHRUBS SHALL BE PLANTED PER TALLIUM BAG UNIT. TWO PERENNIALS CAN BE SUBSTITUTED FOR ONE SHRUB.

REQUIRED TREE PLANTINGS

IN AIR REAR LOADING ZONING DISTRICTS LOTS SHALL INCLUDE PLANTINGS AT THE RATE OF ONE TREE PER 3,000 SF OF OPEN SPACE AREA. AREA DOES NOT INCLUDE DESIGNATED WETLAND AREA. ALL REQUIRED TREE PLANTINGS SHALL HAVE A MIXTURE OF CONIFER AND DECIDUOUS TREES.

REQUIREMENTS

NUMBER OF DWELLING UNITS SHOULD BE QUOTED	150 150 (R0P4 + 200)
OPEN SPACE PROVIDED TREES REQUIRED	472,583 SQ 110 (472,583/000) = 150.53
TREES PROVIDED	54 (30 DECIDUOUS OVERSTORY + 20 CONIFERUS UNDERSTORY + 25 ORNAMENTAL)
SHADES PROVIDED	54 (24 DECIDUOUS + 150 CONIFERUS SHADES, 401 PERMANENCES + 245 SHROUBS)

SEEDING NOTES

STORMWATER POND:

MNDOT SEED MIX 33-261 STORMWATER SOUTH+WEST (OR A MIX COMPRISED OF SIMILAR VARIETIES OF GRASSES AND FORBS, TO BE APPROVED BY LANDSCAPE ARCHITECT)

GENERAL TYPE.

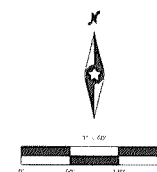
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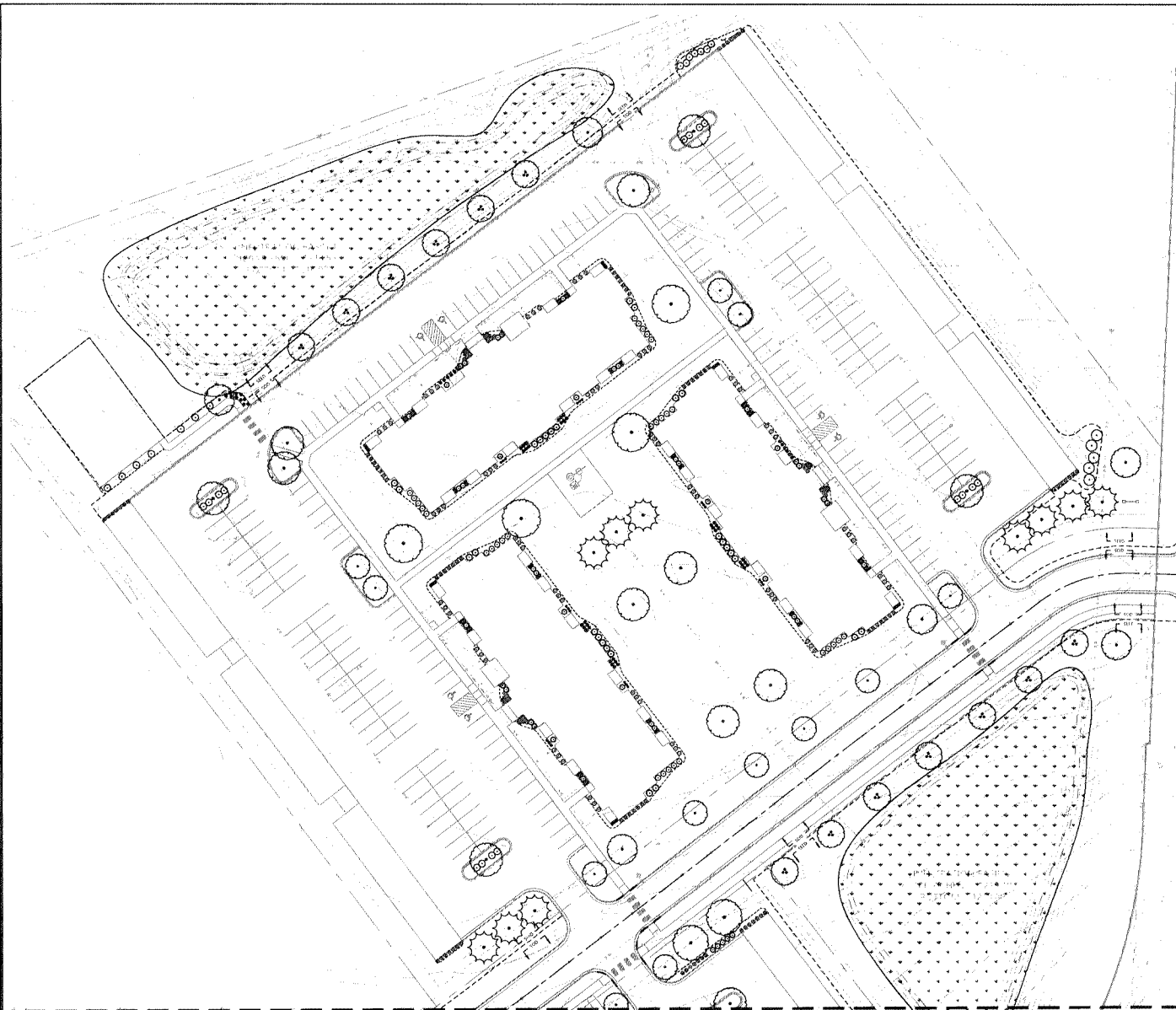
MINDOT SEED MIX 25-13-1 LOW MAINTENANCE TURF (70% A MIX COMPOSED OF SIMILAR VARIETIES OF GRASSES AND FURMS TO BE APPROVED BY LANDSCAPE ARCHITECT)

STUDY 408 TO BE

ALL SEED MIXES TO BE APPLIED DURING RECOMMENDED PLANTING SEASON, AND USING AN APPROVED METHOD, AS FOUND IN THE MIXOT SEEDING MANUAL.

2011 SUMMERS





Call 48 Hours before Jugging
811 or call811.com
Common Ground Alliance

NAME	DATE
SCORE	
1. $2x + 3y = 10$	
2. $4x - 5y = 20$	
3. $3x + 2y = 15$	
4. $5x - 3y = 30$	
5. $2x + 4y = 12$	

DATE: 8/29/2025
TIME: 14:00:00

KUEPERS, INC

PREPARED FOR

9655
2010 11 2202/27/0
PROGRESSIVE

UEPERS BRAINERD -
ROYAGEUR HEIGHTS

Westwood
10000 Wilshire Blvd., Suite 1000
Beverly Hills, CA 90210
(310) 206-1000

LANDSCAPE PLAN -
NORTH

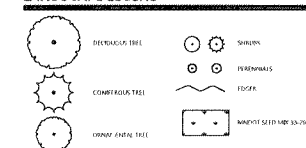
107

KUEPERS BRAINERD - VOYAGEUR HEIGHTS

PLANT SCHEDULE (FOR REFERENCE ONLY, SEE SHEET L100 FOR PLANT COUNTS)

[illegible]

LANDSCAPE LEGEND

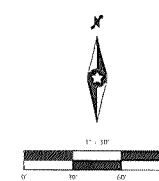
LANDSCAPE KEYNOTES

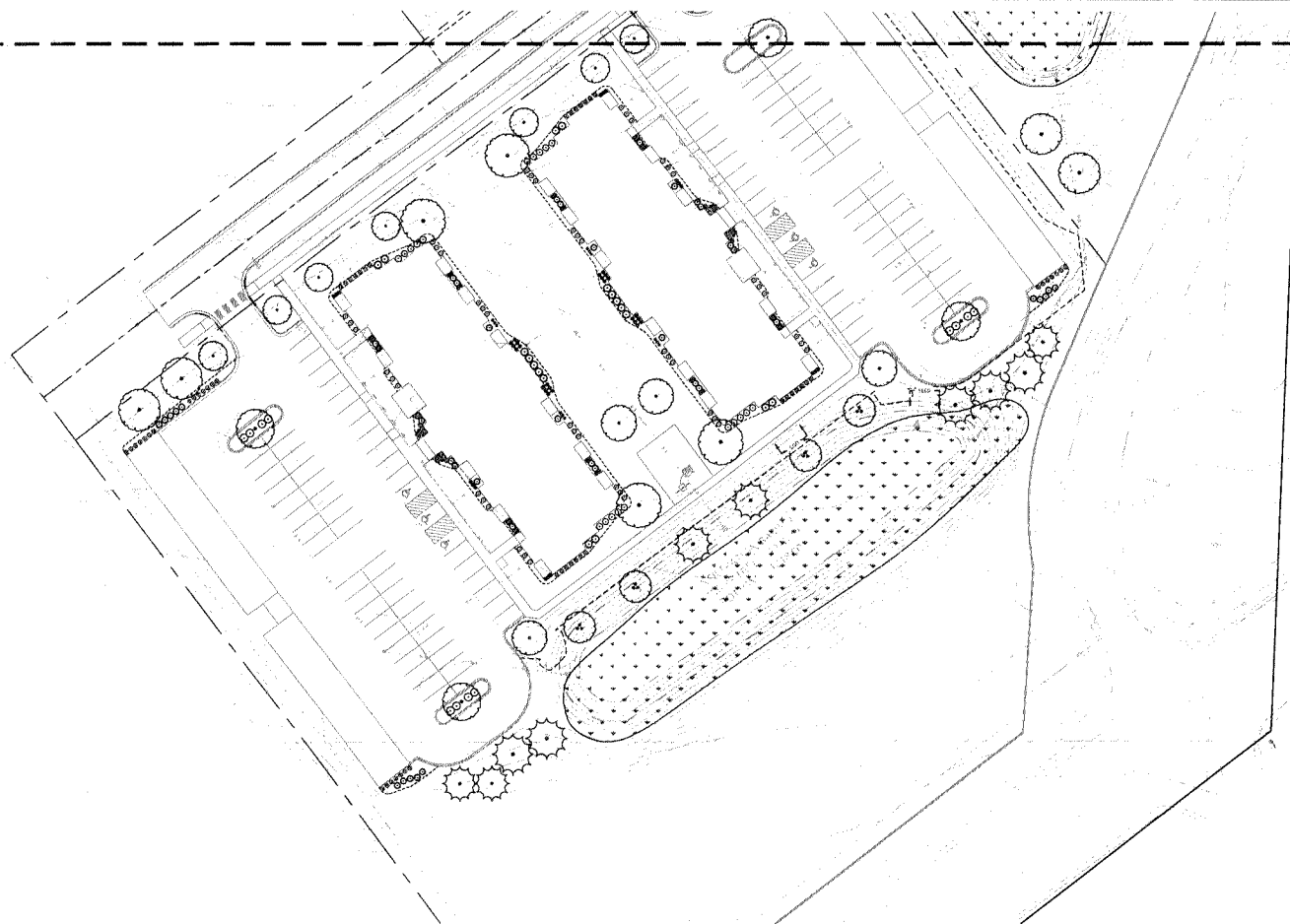
- A ROCK MUNCH (TYP.)
B EDGER. (TYP.)
C SOE (TYP.)
D MENDOT SEED MDG 25-12

PERENNIALS					
201	STELLA DE ORO BARNY 7400000445000	STELLA DE ORO	PT CONT	24° C	11-15-18° W 18-24°
202	NORFOLK DOGWOOD 7400000445000	NORFOLK DOGWOOD	PT CONT	18° C	15-19° W 16-20°
203	ROBUSTA BLOOMING STAR 7400000445000	ROBUSTA BLOOMING STAR	PT CONT	18° C	11-20-24° W 18-24°
204	WALLER'S COW CANTARY 7400000445000	WALLER'S COW CANTARY	PT CONT	24° C	11-24° W 18-24°
205	BYRONCE PEPER 7400000445000	BYRONCE PEPER	PT CONT	24° C	11-26-37° W 18-24°
GRASSES					
206	DAVE FORESTER PLANTER 7400000445000	DAVE FORESTER	PT CONT	30° C	17-3-4° W 2-3°

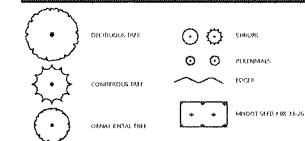
ABBREVIATIONS: B&B = BILLED AND BURLAPPED; C/L = CENTER LINE; HGT = HEIGHT; MIN = MINIMUM; O.C. = ON CENTER; QTY = QUANTITY

NOTE: QUANTITIES ON PLAN SUPERSEDE LIST QUANTITIES IN THE EVENT OF A DISCREPANCY





LANDSCAPE LEGEND



LANDSCAPE KEYNOTES

- A. ROCK MULCH (PP)
- B. EDGE (PP)
- C. SOIL (PP)
- D. MUDSET SET (PP)

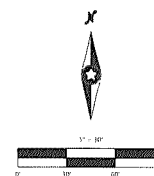
PLANT SCHEDULE (FOR REFERENCE ONLY, SEE SHEET L100 FOR PLANT COUNTS)

CODE	COMMON / BOTANICAL NAME	SIZE	SPACING	MATURE SIZE
CONIFEROUS TREES				
T01	WATERBURY PINE (LARIX LARicina)	12" H. B&B	10' x 10' B&B	15' H. x 10' W.
T02	WATERBURY PINE (LARIX LARicina)	12" H. B&B	10' x 10' B&B	15' H. x 10' W.
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G08	WATERBURY PINE (LARIX LARicina)	12" H. B&B	10' x 10' B&B	15' H. x 10' W.
G09	WATERBURY PINE (LARIX LARicina)	12" H. B&B	10' x 10' B&B	15' H. x 10' W.
G10	WATERBURY PINE (LARIX LARicina)	12" H. B&B	10' x 10' B&B	15' H. x 10' W.

ABBREVIATIONS: B&B = Balled and Burlapped; CAL = CALIPER; HT = HEIGHT; MIN = MINIMUM; D.C. = ON CENTER; DTY = QUANTITY

NOTE: QUANTITIES ON PLAN SUBJECT TO 1ST QUANTITIES IN THE EVENT OF A DISCREPANCY





Voyageur Heights Apartments | Renderings
BRAINERD, MN | 08.27.2025 | #XX-XXXX



Voyageur Heights Apartments | Renderings
 BRAINERD, MN | 08.27.2025 | #XX-XXXX

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Kuepers Inc has submitted applications for a Preliminary Plat, a Planned Unit Development, and a Rezoning for parcels 41020691 and 41020682 for a proposed 190-unit apartment complex/development. The properties are currently zoned RL-1 (Rural Living 1), and the applicant is requesting a Rezoning to a Planned Unit Development Overlay District with an underlying CN-2 (Contemporary Neighborhood 2) Zoning District. The primary purpose of the PUD Overlay District request is to allow for a mix of residential and commercial uses. The property is legally described as:

PIN: 41020691 & 41020682

SE1/4 of NE1/4 2 44 31

AND

PT OF NE1/4 OF SE1/4 LYING N & W OF C/L OF BUSINESS HWY 371

A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, September 17th, 2025, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Preliminary Plat, Planned Unit Development, and Rezoning requests.

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

Dated this 3rd day of September, 2025



James Kramvik
Community Development Director

Publication Date: September 6th, 2025



City Council Agenda Request

MEETING DATE: October 6, 2025

TITLE OF ITEM: Consider Distribution of Voyageur Heights EAW

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:

Prior to a final decision by City Council regarding the Planned Unit Development request, the City is required to complete an Environmental Assessment Worksheet (EAW) for the development, as there are over one-hundred and fifty (150) proposed units. The Environmental Assessment Worksheet (EAW) is a document designed to lay out the basic facts of a project necessary to determine if an Environmental Impact Statement (EIS) is required for the proposed project. In addition to the legal purpose of the EAW in determining the need for an EIS, the EAW also provides permit information, informs the public about the project, and helps identify ways to protect the environment. The EAW is not meant to approve or deny a project but instead act as a source of information to guide other approvals and permitting decisions.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Kuepers has hired Westwood to complete the EAW. Staff have fully reviewed the EAW for accuracy and recommend the City Council approve distribution of the document. The EAW will be distributed to the Environmental Quality Board (EQB) and a press release/public notice will be sent to the local newspaper.

A full copy of the EAW can be viewed on the Community Development page on the City Website at the following link:

<https://www.ci.brainerd.mn.us/DocumentCenter/View/7758/Voyageur-Heights-Apts-EAW>

City Council will consider the "Findings of Fact and Record of Decision" on December 1st 2025 and will make one of the following recommendations:

1. Negative Declaration: EAW is adequate, and no EIS is required.
2. Positive Declaration: Environmental Impact Statement (EIS) is required.
3. Additional information is reasonably available and needed to make a final declaration -- Process is extended up to 30 days.

RECOMMENDED ACTION/MOTION:

Staff recommend City Council approve distribution of the EAW.

FINANCIAL IMPACT: N/A

From: [Brainerd Store](#)
To: [Toni Gage](#)
Subject: Karl's TV & Appliance
Date: Tuesday, September 30, 2025 3:02:22 PM

You don't often get email from brainerd@karlsinc.net. [Learn why this is important](#)

Thank you for all your help on the phone today!

I would like to invite everyone to the grand opening of Karl's TV & Appliance on October 23rd. We will have a ribbon cutting at 12pm with some great food and fun drawings. Please feel free to stop by the store any time as we will be open starting Oct 2nd.

Thank you,

Karin Anderson
Store Manager
Karl's TV & Appliance
302 5th Ave NE Suite 3
Brainerd, MN 56401
218-454-4150
www.karlsonline.com