



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, October 20, 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: 2488 231 3150

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

Safety and Public Works Committee held: Council Chambers at 6:30 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**

B. **Approval of Minutes**

C. **Department Activity Reports**

D. **Approve MN Lawful Gambling Application for Exempt Bingo Submitted by St. Andrew's Catholic Church for an event to be held on March 21, 2026 and November 21, 2026**

E. **Adopt Wage Resolution and Ratify the July 1, 2024, through December 31, 2026, Collective Bargaining Agreement between the City of Brainerd and the Brainerd Public Utilities Managers and Supervisors' Association**

F. **Accept the Retirement of Water Crew Chief Jeff Innes effective December 2, 2025**

G. Approve Surplus Items for Auction

- H. Authority to Enter into Consulting Agreement with USI Consulting Group (USICG) for 2026-2027 for Actuarial Services to Comply with Government Accounting Standards Board (GASB) Relating to Other Post Employment Benefits (OPEB)

6. Public Forum

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

7. Council Committee Reports

A. Personnel & Finance Committee

- 1. Review Grant Application Policy (6 Month Review)
- 2. Public Utilities Director Hiring Update
- 3. Approve 2026 Health Insurance Broker Agreement
- 4. Accept Retirement of HR Director Schubert
- 5. Authorization to Enter into Service Agreement with Utility Financial Solutions (UFS) for Rate Study

B. Safety & Public Works Committee

- 1. Approve Change Orders - Improvement 24-07 - Lowell Elementary Safe Routes to School
- 2. Discuss 2025-2026 Downtown Snow Removal Bid
- 3. Approve Change Order #2 - Improvement 17-12 - Wright/10th Reconstruction Project
- 4. Approve Change Order #2 - Improvement 21-13 - Beech/Oakridge Reconstruction Project
- 5. Approve Change Order #1 - Improvement 23-14 - Hawkins/Ronald/Joseph Resurfacing Project
- 6. Award Engineering Services Proposal - 2026 Resurfacing Projects
- 7. Award Engineering Services Proposal - 2029 Oak Street Reconstruction Project
- 8. Review Request for Reimbursement of Cost of Sanitary Sewer Service Replacement - 601 S. 9th Street
- 9. 2026-2035 Capital Improvement Plan Report

8. Unfinished Business

A. Call for Applicants

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

B. Adopt Resolution Awarding the Sale of General Obligation Bonds, Series 2025A; Fixing their Form and Specifications; Directing their Execution and Delivery; and Providing for their Payment

C. Final Reading- Proposed Ordinance 1592 — Text Amendment for an Accessory Greenhouse for a Cannabis Microbusiness and an IUP Amendment and Variance Request to Operate a Microbusiness at a Current Accessory Greenhouse at Yesterday's Gone - Parcel ID# 41241525

D. Consider Resolution for a Future Land Use Map Amendment and Final Reading - Proposed Ordinance 1593 - Rezoning from CN-2 (Contemporary Neighborhood 2) to GC (General Commercial) to Allow for an Office Building - 3424 Oak St

E. Final Reading- Proposed Ordinance 1594 - Sign Ordinance

F. Final Reading- Proposed Ordinance 1595 — Amending Section 320 — Administrative Citations

G. Provide Direction on Contested Nuisance Assessments

H. Continuance of Public Hearing and Consider Assessments for Improvement 23-16

9. New Business

A. Revisiting Potential Organizational Changes with Appropriate Charter Language

B. Adopt Resolution - Receive Feasibility Report and Call for Public Hearing on Improvement - Improvement 25-05 - Southeast Brainerd Reconstruction Project

10. Staff Reports
(Verbal: Any Updates since Packet)

11. Mayor's Report

12. Council Member Reports

13. Adjourn

14. **Council Communications**

A. **Small Cities Development Award Letter**

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

MISSION

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

Pursuant to due call and notice thereof, the special meeting of the Brainerd City Council was called to order at 6:00 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.

Adopt Resolution Setting 2026 Preliminary Levy for City of Brainerd and the Brainerd HRA

Finance Director Hillman gave an overview of the changes since the budget workshop on August 25th. Based on changes made, an 11.01% increase to the 2025 levy is currently needed to balance the proposed budget in 2026. The preliminary levy needs to be adopted for the City of Brainerd and the Brainerd HRA prior to September 30th.

Chair O'Day commented that he is not comfortable with 10.16%, he was hoping the preliminary levy would be well under 10%. The City still has options to decrease the levy. When the preliminary levy is approved, that amount is put on the preliminary tax statements and sent to constituents who may think that the estimate is the final number. He is confident that the levy can be decreased prior to December 31st.

Member Czeczok reiterated that in 2025 the levied amount for the Airport was \$1,000. The levy for the Airport will be set at over \$200,000 for 2026. That increase contributed to approximately a 3% increase alone from the 2025 levy.

Chair O'Day stated that Member Czeczok makes a good point. Most of the 7% increase remaining is personnel costs. The City is trying to avoid peaks and valleys, so there has to be options to decrease the levy amount.

Member Johnson stated that he cannot abide by any of the numbers provided by staff. He acknowledges the increase for the Airport, but honestly believes the City can be managed with 2-4% increases yearly.

Member Bevans stated that arguably the 2025 levy should have been closer to a 4% increase had the funding of the Airport been included.

Member Czeczok asked about the 2025 levy providing a place holder for increased personnel costs.

Finance Director Hillman stated that a place holder for personnel costs was used in 2023 for 2024 because the final contract numbers were not available for many of the City's unions.

Member Johnson added that the final levy for 2024 was over 8%, the preliminary for 2025 was over 8%, and the final was 2%. In the attempt to avoid peaks and valleys it seems that we are staying at peak to accelerate taxes on citizens given the economic circumstances.

Finance Director Hillman stated that a 11.01% is needed without changing the budget. If she were the decision maker, she would set the preliminary levy at 10.46% increase. That amount would keep the City with the Better Health Collective and PILOT at \$805,000.

Member Czczok asked whether the PILOT is contingent upon the Public Utilities Commission's decision at their meeting on September 30th.

Finance Director Hillman stated that she couldn't answer that question for sure. The PILOT amount of \$805,000 is changing from percentage of Kilowatt hours sold to a percentage of revenue.

Administrator Broyles stated that the \$805,000 is derived from 3% of gross electric receipts. Historically, the PILOT has been at about \$770,00 to \$780,000.

Member Czczok stated he is concerned whether the Public Utility Commission has to take Council's recommendation to change the PILOT and how Council would make up the difference if they don't.

Finance Director Hillman stated that the insurance committee recommended staying with the Better Healthcare Collective and if the PILOT does not change, the increase needed would be a 10.81% increase.

Member Johnson stated that when the Cryptomines were coming online, the City upped its projected electric revenue considerably and needed to be adjusted in further years because the revenues did not match the projections. That is how budgeting works. He stated that Member Czczok's questions were great, budgeting in 2024 left an additional \$350,000 in the couch cushions because the City didn't spend its budget.

Finance Director Hillman reminded the City Council that the City is still out of compliance with its fund balance policy. She was asked during the bonding due diligence call how the City plans to comply with its policy for operations.

Mayor Badeaux stated that he cannot accept a preliminary over 10%. It is disingenuous to the public. He does not want to look people in the eyes and tell them that they're taxes are raising by 10%.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO ADOPT RESOLUTION SETTING THE 2026 CITY OF BRAINERD PRELIMINARY LEVY AT \$7,865,471 AND THE BRAINERD HRA LEVY AT \$227,866.

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

Member Johnson stated that he would set the preliminary at 6% if the figure would have been provided. He believes the final levy will be around 6%.

Member Czczok asked what items were removed from the budget to develop an 8% increase for the preliminary levy.

Member Johnson stated that the how needs to be figured out. However, the City plans to keep the Better Health Collective as it's insurer and is planning for the 3% PILOT.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND YEAGER TO ADOPT RESOLUTION SETTING THE 2026 CITY OF BRAINERD PRELIMINARY LEVY AT \$7,666,013 AND THE BRAINERD HRA LEVY AT \$227,866.

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

Set Date and Time for Budget Public Hearing

Finance Director Hillman stated that the City needs to hold a budget public hearing prior to setting the Final Levy. She suggested December 8th at 6:00 p.m. in the City Council chambers.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND YEAGER, DULY CARRIED, TO SET THE BUDGET PUBLIC HEARING FOR DECEMBER 8TH AT 6:00 P.M. IN THE BRAINERD CITY COUNCIL CHAMBERS.

Establish a Workgroup to Hire a Public Utilities Director

Administrator Broyles stated that the employee policy manual provides for a workgroup to hire a Public Utilities Director. The Public Utilities Commission Personnel Committee will be included in the work group.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND STUNEK, DULY CARRIED, TO APPOINT ADMINISTRATOR BROYLES, HR DIRECTOR SCHUBERT, COMMISSIONERS MATTEN AND ANGLAND, AND COUNCIL MEMBERS JOHNSON AND CZECZOK TO THE PUBLIC UTILITIES DIRECTOR HIRING WORKGROUP.

Adjourn

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

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

Nicholas W. Broyles
City Administrator

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

Upon roll call the following Members were noted as present: Stunek, Yeager, Erickson, Bevans, Czeczok, Johnson, 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 BEVANS, DULY CARRIED, TO APPROVE THE AGENDA.

Member Czeczok requested that Approve Promotion of Kyle Glass to Water Service Worker be removed from the consent calendar for further discussion.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO APPROVE THE CONSENT CALENDAR REMOVING THE PROMOTION OF KYLE GLASS TO WATER SERVICE WORKER FOR FURTHER DISCUSSION.

- A. Approval of Bills
- 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

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

Approve Promotion of Kyle Glass to Water Service worker Effective October 7, 2025

Member Czeczok stated that the individual was hired from within. He asked what position the employee currently holds.

HR Director Schubert stated that Mr. Glass is currently a Laborer.

Member Johnson asked about the authorization to backfill the position.

HR Director Schubert stated that staff is not requesting to backfill the position at this time, they are reviewing organizational and staffing needs prior to backfilling.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK TO APPROVE THE PROMOTION OF KYLE GLASS WATER SERVICES WORKER EFFECTIVE OCTOBER 7, 2025.

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

Public Forum

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

Terry Quick 1565 Stallion Rd, Pillager, and Dave Rasinski 10775 Pinewood Dr, Nisswa, are the contractors for Mr. Jim Runberg for a water and sewer service line at 601 S 9th St. They gave an overview of the project that was completed for Mr. Runberg. He stated that every section of sewer line it was discovered that the lines had been overtaken by roots at the main. They are requesting on behalf of the owner, that the City take some responsibility for the work done by them as contractors on the sewer main. The City Engineer was involved in the repair project and the repair was done as directed by the City.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO WORK WITH THE CONTRACTORS ON BEHALF OF MR. RUNBERG TO RESOLVE THE SEWER MAIN ISSUE AT 601 S 9TH ST.

Sudad Alobaidi, 706 W Washington, Smokey's Smoke Shop, requested that the City Council consider limiting the number of tobacco licenses the City issues. He has been having problems with another potential smoke shop owner threatening to put him out of business unless he pays him money.

The chair closed the public forum at 7:42 p.m.

Council Committee Reports

Personnel and Finance Committee

Consider 2026 Health Insurance Proposals

Committee Chair Johnson stated that this proposal is less than the City budgeted for in 2026. He stated that there was a cheaper option, but staff, the insurance committee, and the consultant decided that the Better Health Collectives was the better option.

HR Director Schubert stated that the Better Health Collective provided a 15% rate cap for 2027 which was not offered by the other companies. She also stated that the value adds regarding Wellness are much more robust with the Better Health Collective proposal.

Member Czczok stated that the cheaper options may have been cheaper, but not less expensive.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, 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.

Authorization to Sign Heartland Animal Rescue Team (HART) Impound Contract

Committee Chair Johnson stated that this is a fair price for a good service.

Member Czczok asked about the discrepancy regarding the cost of pickup fee.

Finance Director Hillman stated that staff will bring this back with the fee schedule at a future meeting.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO AUTHORIZE STAFF TO SIGN THE HART CONTRACT COVERING THE PERIOD OF JANUARY 1, 2026 THROUGH DECEMBER 31, 2028.

Safety and Public Works Committee

Ordinance Section 1110 - Cannabis, Hemp, and Related Businesses of the City **Code**

Committee Chair Erickson stated that he appreciated how staff laid out the questions for Council.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECHOK TO DIRECT STAFF TO INCLUDE LANGUAGE IN THE ORDINANCE SETTING THE REGISTRATION FOR LOW POTENCY CANNABIS RETAILERS FEE AT THE MAXIMUM PER STATE STATUTE AND HOURS OF OPERATION THE SAME AS ON-SALE LIQUOR, CANNABIS EVENT FEE AT \$135 PER DAY, ALLOWING ONSITE CONSUMPTION AT EVENTS, LIMIT OF ONE EVENT PER ORGANIZER IN ANY 4 DAY COMBINATION PER CALENDAR YEAR, AND RESTRICT EVENTS FROM BEING HELD IN CONVENTION CENTERS IN THE TN-2 ZONING DISTRICT.

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

Approve Cost Share for Country Manor Utility Extensions

Committee Chair Erickson gave an overview of the options available to correct the Country Manor utility extension project. The Public Utilities Commission recommended this cost share structure.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECHOK, DULY CARRIED, TO REMBURSE COUNTRY MANOR FOR THE REQUESTED CHANGE ORDER IN THE AMOUNT OF \$42,311 AND 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.

Direction Requested on Upcoming Infrastructure Grant Solicitations

Committee Chair Erickson stated that he would abstain from commenting and voting on the item due to his employment.

Committee Member Yeager stated that the City needs to make a decision on the infrastructure grant it was already awarded for the pedestrian bridge. Council also needs to decide whether or not the City should apply for future grant applications for the bridge project. The committee felt it was not in the best interest of the City to pursue the grant as there is a grant match and it is unknown whether the City will complete the project without additional outside funding. The committee made a motion to not further pursue the \$1.3 million already awarded.

Member Johnson asked for clarification on whether denying the grant money also means that the City will not be pursuing grants for the pedestrian bridge in the future. He stated that the City has another year before the deadline to use the money, and more money could be procured by then. He also asked when the City is required to notify the State whether or not the City is accepting the grant.

Member Czechok stated that the State wants an indication that the City intends to utilize the funding. By beginning the project, the City would be locking itself into the \$300,000 of grant

matching funds not knowing if any other funds will be obtained. By declining the CRP grant, it is not stopping the City from pursuing other grants or bonding.

Public Works Director Habighorst stated that the State has been in contact with Engineer Dehn to find out the City's intention to use the funds. The City already utilized a one year extension, another extension is not available. He stated that the Mayor and Member Yeager have been presenting to State Legislative committees on the project.

Mayor Badeaux stated that he has a problem with denying the use of the \$1.3 million as the City Council set the Pedestrian Bridge Project as priority number two for bonding. He has presented this concept once already and will be presenting again this week for bonding. It is disheartening to present for bonding and then have the rug pulled out for the whole project.

Member Johnson stated that even if the City denies the \$1.3 million and receives bonding money, they'd only need to pursue another \$1.3 million dollars to complete the project.

Finance Director Hillman stated she believes the State is pressing the City so that the funds can be reallocated in a timely manner.

Member Czczok stated that the bridge has been talked about for a number of years. In committee he stated that we want everything but can't pay for anything. The City Council is constantly looking at how much they are asking for from the taxpayers. Once there is a local share for the grant match, that amount needs to be met by the citizens of Brainerd. Grant money is great, but we need to maintain, improve, and repair what we currently have. He asked about the importance of a pedestrian bridge in the big scheme of things. He loves the idea but compared it to him owning a Maserati.

Chair O'Day agrees that the constituents should not be paying for a pedestrian bridge. He questions whether the bonding money could contribute as the local share.

Public Works Director Habighorst stated that sometimes bonding money can be applied as a local match. He suggested the Mayor speak with State Representatives about the timeline to require the City to give an answer now.

Member Bevans stated that the rest of the trail hasn't even been constructed. The bridge would currently connect to only Lum Park not the trail to Riverton.

Mayor Badeaux stated that he has an issue with the timeline and frustrated that the City is being asked to make a snap decision on a facility that will be maintained by the DNR. He agrees that we shouldn't apply for grants that we can pay for. Bonding is a different issue. When the City makes decisions pressed for time, the decision isn't well informed. He would push back on the fact that a decision needs to be made right now. He doesn't fall in line with making a decision simply because a decision needs to be made.

Member Johnson stated that this bridge and trail is a DNR facility, yet the City is tasked with finding the resources for it. If the project is not reallocated, it would save the Minnesota Taxpayers \$1.3 million.

Member Czczok stated that the Mayor should speak with the State about the status of the grant. To Mr. Johnson's point the City should ask for a firm deadline. He doesn't think the Brainerd citizens can afford a pedestrian bridge.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND CZECZOK TO NOT MOVE FORWARD WITH THE CRP GRANT FUNDING IN THE AMOUNT OF \$1.3 MILLION FOR THE PEDESTRIAN BRIDGE.

Upon roll call, Council Members Yeager and Czczok voted “aye”. Members Stunek, Bevans, Johnson, and O’Day voted “nay”. Member Erickson abstained. The Chair declared the motion failed.

Update on Response to Bollig Complaint on Stormwater Easement adjacent to CSAH 48

Member Czczok asked for clarification on the August 18th motion. He stated that “coordinate” does not mean an e-mail or phone call. Mr. Bollig should be able to present all of his information to staff for review.

Committee Chair Erickson stated that staff reviewed the request and discussed it with Attorney Langel. He would request one on one communication with Mr. Bollig.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO DIRECT STAFF TO CONTINUE WITH THE ORIGINAL MOTION MADE ON AUGUST 18TH.

Construction Update

Public Works Director Habighorst gave an overview of the construction update provided. Staff is reviewing change orders requested at length with the City Attorney. Staff is determining whether final paving can be completed this fall or just the first lift. Staff will prepare recommendations for City Council if projects are not completed by the end of the season.

Committee Chair Erickson stated that there were significant strides made on Wright and 10th recently with some of the steps that staff identified, however they’re still behind. Some of the options laid out will require Council action.

Member Czczok stated that he heard a number of times in committee that “a decision was made” to hold off on 10th Street until spring. He stated that staff met with the Council Committee Chairs and President O’Day to decide how to handle the construction delays. It makes him very angry to hear that a “decision was made” when the Council as whole did not decide how to move forward. He asked what the completion date is for the projects as he is now hearing the completion date is the end of construction season. He questioned when the end of the construction season. The Council is responsible to the taxpayers and people living along the projects. When he hears that there is a decision made to hold off on completing 10th Street until the spring he questions not having a say in the decision. When the Council approves the project initially and things happen, who needs to make the decisions for the project.

Public Works Director Habighorst stated that the completion date for Wright and 10th Street was October 3rd. When it begins to snow, it is the end of construction season.

Chair O’Day stated that in this instance, there was a decision needed prior to a Council meeting. He feels Staff probably felt more comfortable pulling in a couple of Council Members to assist with a decision. Staff were adamant on holding off on 10th Street as time constraints would not allow for the project to be completed prior to the winter. If there needs to be repercussions going forward, that would be a decision made by the City Council.

Member Johnson stated that he agrees that the entire Council should make these decisions. He appreciates the update. He finds it less than unfortunate that two of the three projects aren’t going to be completed this year. On paper, it looks like 33% of the projects are going to be completed, but the Hawkins/Ronald/Joseph project is also not being completed this year.

Member Czczok asked what would have been wrong with including the information needed for making a decision in tonight's meeting packet. He'd feel better about leaving the meeting tonight knowing that he had a say in the matter. To think that asking three members of City Council to make a decision without a full Council vote is unacceptable, it goes against democracy. He compared it to the Charter commission discussion. He asked whether the City would be limited in repercussions if they made any decisions tonight.

Attorney Langel stated that typically a change order would need to be approved to change the timeline or the amount of the contract. By approving a change order of the timeline, you are agreeing to the change in the contract time. There would need to be a claim notice in order to reserve a right under the terms and conditions of the contract. It seems that there are still discussions between the City and the contractor that need to be made in regard to the timeline and the consequences of not upholding the contract. There is not enough information tonight.

Public Works Director Habighorst stated that at the end of the construction season, Staff will analyze the conditions of the work zone throughout the season and be able to better determine how to have the contract penalties upheld.

Member Czczok asked whether 26 inches of snow on October 26th would end the construction season.

Public Works Director Habighorst stated that snow would most likely end the season. Otherwise, the final date is November 15th.

Mayor Badeaux stated that his level of frustration is high. Constantly having to rush through decisions is irritating. The Council cannot make decisions if information is not being put in front of us. The City has regular Council meetings. There doesn't need to be decisions made by Staff and a few Members. The citizens and business owners of the City have been contacting him to ask when construction will be completed. The City needs to operate more cleanly.

Direction on Active Code Enforcement

Committee Chair Erickson gave an overview of the violations presented.

Community Development Director Kramvik stated that the second property is a vacant lot that someone has been living in a camper without being hooked up to City utilities.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO FOLLOW STAFF RECOMMENDATIONS FOR NUISANCES AT 507 1ST AVE NE BY TOWING THE VEHICLES AND ABATEMENT OF THE PROPERTY FOR JUNK AND DEBRIS AND AT 616 4TH AVE NE A \$300 CITATION EVERY 10 DAYS AND TO PROCEED WITH LEGAL ACTION.

Unfinished Business

Call for Applicants – Informational:

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

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

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

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

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

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

Water Tower Committee—2 terms

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

Public Works Director Habighorst gave an overview of the rescheduled public hearing.

Member Johnson stated that this project was supposed to be done this year, but will be put off until next year. He asked if Mr. Habighorst had a gut feeling on the cost.

Public Works Director Habighorst could not confirm the cost.

Member Johnson stated that the project will be more expensive to complete next year and it's costing the taxpayers money because the City cannot get projects done.

Member Czczok stated that he agrees with Mr. Johnson. He asked whether the same contractor would be maintained.

Public Works Director Habighorst stated that he could not recall the contractor, but they are local and they would be utilized.

The Chair opened the public hearing at 8:36 p.m.

No one came forward.

The Chair closed the public hearing at 8:37 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK, DULY CARRIED, TO RE-AFFIRM THE RESOLUTION IN WHICH ORDERS THE IMPROVEMENT.

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

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

Community Development Director Kramvik gave an overview of the assessment process, staff received three appeals that will be brought back to the next meeting.

The Chair opened the public hearing at 8:39 p.m.

No one came forward.

The Chair closed the public hearing at 8:40 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON TO ADOPT RESOLUTION ADOPTING THE ASSESSMENTS AS PROPOSED FOR 2024-2025 DOWNTOWN SPECIAL SERVICES DISTRICT INCLUDING DOWNTOWN SNOW REMOVAL, AND 2024-2025 NUISANCE ABATEMENT.

RESOLUTION 70:25

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

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

Public Works Director Habighorst gave an overview of the assessment process.

The Chair opened the public hearing at 8:42 p.m.

Benjamin Lundeen, 143 Carol Lane, gave an overview of the issue he is having in front of his property. He isn't asking for forgiveness for the assessment, he is requesting that he not pay for the assessment until the issue in front of his house is resolved.

The Chair continued the public hearing to the next meeting at 8:47 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND YEAGER TO ADOPT RESOLUTION ADOPTING THE ASSESSMENTS LESS THE PROPERTY AT 706 CAROL LANE AND CONTINUE THE HEARING TO THE OCTOBER 20TH MEETING FOR IMPROVEMENT 23-16 SOUTH BRAINERD RESURFACING PROJECT.

RESOLUTION 71:25

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

New Business

Review Consultant's Presentation and Make Recommendation for Future Transit Operation

Public Works Director Habighorst introduced consultants from AECOM Consulting that were hired by MnDOT to complete an analysis of the Brainerd/ Crow Wing County Transit system.

Jill Cahoun gave an overview of the transit services operational assessment. She stated that only two cities in Minnesota operate transit services through third party contract. The only other City who operates a transit system does so in house.

Council Members had discussion about the analysis.

Member Bevans asked about the recommendations made at the Transportation Advisory Committee. He also asked if the County operating the transit system is a viable option and whether we have their decision in writing.

Member Czeczok stated that the recommendation from the Transportation Advisory Committee was to ask the Council to direct staff to develop a business model for operating transit in-house. The County operating the transit system is not a viable option, however, the City does not have this in writing.

Member Johnson stated that for the City, the County operating transit would be the best option. He also stated that the City of Fosston is not a great comparison to the City's current transit system.

Mayor Badeaux asked who sets the requirements for the City of Brainerd to operate buses and the quantity of buses needed.

The Representative from the State stated that that is determined by the community need.

Member Czczok discussed salaries of City staff that Transit contributes to, which is a benefit to the City to operating a transit system. The transit system has always been run by a third-party operator. The County has significantly reduced their routes and the County's share of the system. The City of Baxter also contributes to the system through fares and an agreement. He asked whether the City has levied for transit. Fares and the grants from the State and Federal governments provide for the transit system. He stated that there are many people in our community who don't have other options for transportation. The Transit system is very valuable to the community and for individual freedom.

Finance Director Hillman stated that she is not aware of the City ever levying for the Transit system.

Member Erickson asked whether action needs to be made tonight.

Member Johnson stated that he could see the benefit of developing a business model. He asked about the current third-party contract.

Member Bevans stated he would like to see a written ask of Crow Wing County. There is opportunity to change the structure of our transit system.

Public Works Director Habighorst stated that the Transit Operation grant for 2026 has been submitted, and the Third-Party contract is through 2027.

Mayor Badeaux stated that he would like to see the business model that fits what ridership is in the City.

Member Czczok also suggested increasing the ridership right outside of the city limits in the business model.

HR Director Schubert stated it would be best if the Department Heads and City Administrator develop the business model with input from the Transit staff.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO DEVELOP A BUSINESS MODEL FOR OPERATING TRANSIT IN HOUSE.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO CONTACT CROW WING COUNTY TO GAUGE THEIR INTEREST IN SOLELY OPERATING TRANSIT OR PARTNERING WITH THE CITY TO OPERATE.

Member Czczok gave a scenario of the fare disparities between the City and the City of Baxter.

Member Johnson questioned whether the Brainerd fares subsidize the Baxter fares.

Public Works Director Habighorst stated that they do not.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO CONTACT THE CITY OF BAXTER ASKING THEM TO ADJUST THEIR RATES TO MATCH THE CITY OF BRAINERD.

First Reading - Proposed Ordinance 1592 - Text Amendment for an Accessory Greenhouse for a Cannabis Microbusiness at Yesterday's Gone - Parcel ID# 41241525

Community Development Director Kramvik gave an overview of the ordinance.

Member Czeczok reminded the Council that the businesses will be regulated and inspected by the State.

MOVED AND SECONDED BY COUNCIL MEMBERS ERCKSON AND JOHNSON, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1592 AND DISPENSE WITH THE ACTUAL READING.

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

Community Development Director Kramvik gave an overview of the ordinance.

Chair O'Day asked about the entrance to the property.

Community Development Director Kramvik stated there is no service drive planned for the property.

Member Bevans asked to have staff provide all of the uses in a General Commercial zone.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND JOHNSON, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1593 AND DISPENSE WITH THE ACTUAL READING.

First Reading - Proposed Ordinance 1594- Business Sign Ordinance

Community Development Director Kramvik gave an overview of the ordinance.

Member Bevans asked about whether this encompasses historic names on the sides of buildings.

Community Development Director Kramvik stated that he would consider those murals and would not be included in the regulations in the ordinance.

Mayor Badeaux stated that himself and Member Yeager have been working with Mr. Kramvik on this ordinance. He really likes the language of this ordinance it was crafted thoughtfully.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1594 AND DISPENSE WITH THE ACTUAL READING.

First Reading - Proposed Ordinance 1595- Amend Section 320 - Administrative Citations

Community Development Director Kramvik gave an overview of the ordinance.

Member Czeczok asked about the commonality of this ordinance.

Community Development Director Kramvik stated that repeat junk and debris complaints are common, he could research other cities.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1595 AND DISPENSE WITH THE ACTUAL READING.

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

Community Development Director Kramvik gave an overview of the ordinance.

Member Yeager thanked the developers for the interest in our City. This complex helps to address the housing crisis in our City.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1596 AND DISPENSE WITH THE ACTUAL READING, APPROVE THE PRELIMINARY PLAT, AND APPROVE THE PLANNED UNIT DEVELOPMENT STAGE PLAN.

Consider Distribution of Voyageur Heights Environmental Assessment Worksheet (EAW)

Community Development Director Kramvik gave an overview of the requirements.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO APPROVE THE DISTRIBUTION OF VOYAGEUR HEIGHTS ENVIRONMENTAL ASSESSMENT WORKSHEET.

Staff Reports

Fire Chief Holmes stated that the Fire Department Open House is on Thursday, October 9th from 5:00 p.m. to 7:00 p.m. at the Main Fire Station.

Public Works Director Habighorst stated that the Pumpkin Festival was held on October 4th, it was a great event.

Finance Director gave an update for Administrator Broyles regarding PILOT. The matter was tabled at the September Public Utilities meeting to gain further information and it will be back on their October meeting agenda.

Mayor's Report

Mayor Badeaux stated that the Pumpkin Festival was a fantastic event, he thanked Ms. Huether for her work on her first pumpkin event. He apologized to the DNR and MnDOT and stated that his ire is not directed towards their entities regarding the pedestrian bridge.

Council Member Reports

Member Czczok thanked everyone who attended the Employee Appreciation lunch including commissioners.

Member Yeager welcomed the new ARFF employee, there were 28 applicants for the position. There are many great things to hear about at the Airport, he will provide an update at the next meeting.

Member Johnson stated that youth hockey has begun, he wished all the youth luck for their seasons.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON, DULY CARRIED, TO 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.

The Chair adjourned the meeting to closed session at 9:57 p.m.

The Council took a five-minute break prior to the closed session.

The Council went into closed session at 10:01

The Chair reconvened the meeting at 10:03 p.m.

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

The Chair adjourned the meeting at 10:03 p.m.

Nicholas W. Broyles
City Administrator

MEMORANDUM

TO: Mayor Badeaux and City Councilmembers
FROM: Nick Broyles, City Administrator
DATE: 20 October 2025
SUBJ: City Administrator Report

In addition to routine administrative matters and in preparation of topics and business action items on the Council's work sessions and meeting agendas, the following is a summary of tasks and activities the City Administrator's office has been working on since the last report of 15 September 2025.

Community Engagement

16 Sep: Met w/LCCMR Commission visit at Lyman P. White Park to discuss past successes and future projects
17 Sep: Finished mid-year reviews w/direct reports
17 Sep: Planning Commission
19 Sep: Discussed status of current construction projects w/Public Works
19 Sep: Final site walk-through in advance of Loon Fest activities
23 Sep: Monthly meeting w/Baxter City Administrator – discussed Local Option Sales Tax
23 Sep: Met w/Capital Investment Committee re: bonding bill at Central Lakes College
23 Sep: TAC meeting and Park Board meeting
24 Sep: HRA Board meeting and continued discussion on construction projects
25 Sep: Met w/employee insurance committee members to formulate health insurance recommendations for 2026
25 Sep: Met w/Andrew Shipe re: parks
29 Sep: Met w/HR re: new Paid Family Medical Leave
29 Sep: Met w/our bonding company to discuss our bond rating
30 Sep: PUC meeting and met w/Mike Higgins to discuss NPC activities
1 Oct: Met w/Kevin Lee from North Memorial Ambulance for our annual meeting
2 Oct: Annual Employee Appreciation Event
8 Oct: Wellness Committee meeting and Comm Dev met w/Kuepers to discuss development
13 Oct: Discussions re: orderly annexations, and YMCA Board meeting
14 Oct: Continued discussions re: orderly annexations
14 Oct: Met w/YMCA to discuss their potential expansion
14 Oct: Attended Fire Advisory Board meeting
15 Oct: Planning Commission
16 Oct: Assembled the Public Utilities Director Work Group to conduct interviews and discuss the way ahead

Finance

Final preparations for 2026 budget continue. The preliminary levy has been set, and staff is working to find the necessary reductions.

Human Resources

- 2026 Open Enrollment: An informational meeting will be held on 4 Nov at 10a to help educate employees regarding 2026 benefit changes. The deadline to make 2026 benefit elections is 14 Nov.
- Public Utilities Director: The Work Group conducted an interview on 16 Oct, and a conditional job offer is being negotiated.
- Employee Policy Manual: Changes are needed due to employment law changes from the 2025 legislative session. Staff is planning to provide an updated version for Council consideration at the 3 Nov meeting.

Public Works/Utilities/Parks/Transit

Road Projects – Wright/10th Street

Wright Street continues to progress but will likely wrap up very late in the construction season. 10th will likely need to be pushed to 2026. City Council will make the final decision.

- Scope: watermain, sewer & storm, curb/gutter, and asphalt
- Contract Start Date: 19 May
- Substantial Completion Date: 3 Oct
- Wright Street from 6th to 10th has the first lift paved
- Look Ahead: 10th to 13th underground work complete 24 Oct; curb & gutter and first lift paved by end of season.

Road Projects – Beech/Oakridge

- Scope: watermain, sewer & storm, curb/gutter, sidewalk, and asphalt
- Contract Start Date: 23 Jun
- Substantial Completion Date: 24 Oct
- Progress Schedule Status: roughly 3 weeks behind
- Curb and gutter installed in the south section of Beech
- Look Ahead: first lift complete on the south half of Beech; Oak & Beech intersection closed until pavement can be fully restored; north section underground continue through 17 Oct; north half grading week following (roughly 24 Oct); remainder of Oak & Beech curb & pavement in early November
- Paving of Beech Street: we are waiting to determine if final paving can be completed or just first lift. It would be recommended that only the first lift be completed this year to allow for a freeze-thaw cycle and then evaluate in the spring of '26.

Road Projects – 371/Willow Roundabout

- Contract Start Date: 4 Aug
- Substantial Completion Date: 10 Oct
- Progress Schedule Status: roughly 2 weeks behind
- Landwehr has notified project manager that they will be working Saturdays for the duration of the project
- Curb and gutter and first lift pavement installed
- Look Ahead: remaining signage, sidewalk, topsoil and seeding by 17 Oct; final pavement 20 Oct; striping 21 Oct; and hopefully open on 31 Oct
- RRFB signage is delayed, and staff is following up with the contractor to find options to complete to allow for opening of the detour on 31 Oct

Road Projects – Hawkins/Ronald/Joseph Resurfacing

- Substantial Completion Date: 15 Jun
- Due to the Roundabout detour, work on the Joseph/Ronald/Alley portion would not start until the detour is no longer needed. With completion and opening of the roundabout on approximately 31 Oct, it is likely this portion of the project will be completed in early 2026 w/City Council concurrence.
- The contractor has completed replacement of the hydrants on Hawkins Drive. Restoration of the curb replacements and paving will follow shortly in late October.

Fire

The Fire Department had their open house on 9 Oct, and it was a very successful event. Eight interviews were conducted for paid-on-call firefighters and job offers are anticipated soon.

Technology

Public Utilities hardware inventory substantially complete, and a software inventory will follow. Computers have been replaced in the Public Utilities Department, and we are working on the same for the Airport. All city computers will be replaced in 2026 as part of the regular replacement schedule. All computer replacements will come with various additional security implementations. Significant progress is being made with GIS applications for sewer crew and others.

Suspense Tracker

Subject	Due Date	Department	Notes	% Complete	Status	Date Completed
Dennis Bollig, 1001 Anabec Street: Stormwater Retention Pond	10/7/2025	Public Works	Process: -Mr. Bollig attended the 8/18/25 City Council meeting Public Forum -Jessie will meet with Dennis on 10/21/25 to discuss issue and outline process for construction improvement. -Jessie will meet/confirm with Joe Langel to collect additional information and conversations with Paul Sandy on the subject. -Jessie will add topic to City Council agenda for discussion on 11/1/25.	75%	In Progress	
Hiring Public Utilities Director	10/31/2025	Administration	Council and Public Utilities Commission conducted a workshop regarding roles and responsibilities. City Council approved the job description changes on 8/18 and directed staff to move forward with hiring using GMP guarantee. The job posting went live on the GMP website on 9/4/25. First review of applicants will occur on October 12th. Applicants were encouraged to apply as soon as possible as rolling interviews will occur.	50%	In Progress	

BlockMetrix- Site Control	12/31/2025	Community Dev	Purchase and Development Agreement- needs to be executed by BM Power Agreement- needs to be executed by BM Building Permits- have been applied for EDA will direct staff on next steps regarding the PDA at the June 5th meeting EDA took no action at the June 5th meeting Power Agreement is currently being reviewed by staff and will be reviewed by the PUC on 6/24 Power Agreement has been forwarded to Blockmetrix for review 7/2 Staff set up a virtual meeting with Blockmetrix on 7/30 – Blockmetrix did not attend – stated that an issue came up Staff virtually met with Blockmetrix – 8/15 – Staff have not received a response Staff will virtually meet with Blockmetrix on 9/11 BPU Commission directed staff to not accept the edits from Blockmetrix regarding the power agreement Staff is waiting on a response from Blockmetrix BPU Commission will be considering the power agreement at the October meeting	50%	In Progress
Shoreland Ordinance	12/31/2025	Community Dev	Planning Commission to review preliminary language on 9/17 Planning Commission reviewed language at the 10/15 meeting and directed staff to work with the DNR on four outstanding items.	75%	In Progress
2026 Budget	12/31/2025	Administration	Preliminary Levy set on September 29th: \$7,666,013 (8% increase)	40%	In Progress
Airport Resolution		Administration	Staff continues work on resolution. Interim Airport Director has been hired. The Airport has been conducting meetings in July & August regarding budget. 7/28/25 Crow Wing County will be removing the City of Brainerd properties from the County portion of the Airport levy given that the City levies equal to or more than the County for the Airport in 2026. 8/5/2025 The City responded to the County's letter regarding the airport levies. 10/1/2025 The Airport released it's application process for hiring an Airport Manager	25%	In Progress

Riverside Drive Orderly Annexation		Community Dev	Staff is coordinating with the Crow Wing County City Council directed staff to resolve connection charge issues and the Rural Service District prior to moving forward with annexation (Complete) Ordinance 1581 is set to eliminate future use of Rural Service District- adopted 6/2 (Complete) Public Works Department – Discuss Connection Charges set at 6/2 meeting (complete) Staff to seek direction from City Council regarding the Annexation of Riverside Drive on 7/7 Staff are working on an interdepartmental review and will complete review by 8/1 Draft joint resolution will be reviewed by the City Attorney prior to meeting with Crow Wing County staff Staff is currently making changes as directed by the City Attorney – Staff will forward amended document to City Attorney for final review City Attorney and City Engineer are discussing final edits – 9/9 City has completed the final document for the proposed orderly annexation agreement- 10/13 City staff will be setting up a meeting with the County in October for discussions on a joint resolution	60%	In Progress
Fire Station #1 Renovation	8/1/2026	Fire	6/16/25 Meeting with Widseth, Kramvik, and Dehn in reference to CUP and variance needed for project. Verifying we can do the project on the current site if funded. 7/16/2025 Planning Commission approved CUP and variance needed for the proposed renovation. 8/4/2025 City Council approved CUP and variance for proposed renovation.	10%	In Progress
Codification		Administration	Initial talks have taken place. Need to develop a schedule. Staff is working to do this internally.	0%	Not Started
805 Laurel		HRA	Developer is working on financing	10%	Waiting
Pedestrian Bridge		Public Works	Staff is pursuing funding opportunities including State Bonding	25%	Waiting

Wastewater Reclamation	Public Utilities	Staff is pursuing funding opportunities including State Bonding Awarded \$5 million in Congressional Spending. Project bids were rejected at the November commission and December council meeting. Bolton and Menk are suggesting we pursue construction manager at risk (CMAR) to oversee the project and create a maximum price. The process for CMAR has been initiated in the May and June Commission meetings and Bolton & Menk has prepared draft requests for staff to begin reviewing and the review process has begun. In addition, the request for proposals has been advertised and will be open through September 4, 2025.	25%	Waiting
Hydrodam	Public Utilities	Barr Engineering and staff continue work related to procurement of one generator at the hydro facility. Barr recently found from multiple suppliers that the project type with the submersible generators are no longer in production or have been paused. In Barr's preliminary research the eliminated line of turbine was anticipated to be the most economical for the utility. Barr continues to evaluate options, for the generation at the hydro facility. The newest challenges are evaluating civil work and costs that would be incurred for installation of any new generators. The most recent option considered is a stream diver generator installed vertically in the pit or in the tail race. No estimates have been provided at this time as Barr continues to estimate the additional costs.	25%	Waiting

Sale of Industrial Properties		Community Dev	River Birch Investments submitted a letter of intent to purchase three industrial park lots at \$1 per acre – 6/5 EDA was in favor of the project and directed staff to begin negotiations on a purchase and development agreement City Council directed staff to begin negotiations on a purchase and development agreement and were generally in favor of the project 6/16 City Council passed ordinance to allow clinics in the industrial district – 7/21 EDA reviewed language and provided direction for a purchase and development agreement with River Birch Investments – 9/4 Developer’s legal team is reviewing the preliminary purchase and development agreement	25%	In Progress	
			Completed in 2025			
Country Manor		Community Dev	Development Agreement (executed) Tax Abatement Agreement (executed) Cost Share Agreement CWC (executed) Conduit Debt PH 3/17 (Complete) Conduit Debt Agreement 3/17 (executed) Will Issue Letter 5/12 (executed) Issue Conduit Debt (5/28) Groundbreaking Ceremony (6/10)	100%	Complete	6/2/2025
614 Front Street Building – Fire Damage		Community Dev	Fire occurred at 614 Front Street – 6/4 City Council waived fire escrow – 7/7 Property owner submitted structural plans – 7/29 Building permit submittal requires details on connection points – Building Official working with Structural Engineer to provide details – 7/30 Building permit issued for structural improvements – 8/4 Structural improvements and roof repair is complete Front Street Café reopened	100%	Complete	9/11/2025
Rural Service District Ordinance	6/2/2025	Community Dev	Review of Draft Ordinance (Complete) 1st Reading (Complete) Letters mailed to designated property owners 5/12 2nd Reading & Public Hearing 6/2	100%	Complete	6/9/2025

Ordinance to Amend Off-Street Parking – Allowing Unimproved Surfaces in General Industrial	6/16/2025	Community Dev	Planning Commission Reviewed Draft Ordinance (complete) Planning Commission Reviews Ordinance and Holds Public Hearing 5/21 Planning Commission Recommended Ordinance 5/21 First Reading 6/2 Final Reading 6/16	100%	Complete	6/13/2025
Ordinance to Amend Screening Requirements – Outdoor Sales	6/16/2025	Community Dev	Planning Commission Review Draft Ordinance (complete) Planning Commission Reviews Ordinance and Holds Public Hearing 5/21 Planning Commission Recommended Ordinance 5/21 First Reading 6/2 Final Reading 6/16	100%	Complete	6/13/2025
Code Enforcement Ordinance	7/7/2025	Community Dev	Review Draft Ordinance 5/19 First Reading of Proposed Ordinance 6/2 Final Reading and public hearing 7/7	100%	Complete	7/2/2025
Corner Lot Fence Requirements	7/21/2025	Community Dev	City Council Directed Planning Commission to Review Proposed Regulations for Corner Lot Fences 5/19 Planning Commission Reviewed Proposed Ordinance Language and Directed Staff to Hold a Public Hearing 6/18 at Planning Planning Commission Recommended Approval 6/18 First Reading 7/7 Final reading and City Council consideration 7/21	100%	Complete	7/24/2025
Office Business in the GI District	7/21/2025	Community Dev	Developer submitted letter of intent to purchase three City owned industrial lots for a medical clinic – 6/5 EDA recommended that Office Business should be an allowed use in the GI District – 6/5 Planning Commission will consider request and conduct public hearing on 6/18 First Reading 7/7 Final reading and consideration by City Council 7/21	100%	Complete	7/17/2025

Amended Allowed Use Table - 8/4/2025 Zoning Code		Community Dev	Initial Planning Commission Review of Revised Allowed Use Table 5/21 Planning Commission Review and Direct Changes 6/18 Planning Commission Public Hearing 7/16 City Council First Reading - 8/4	100%	Complete	8/19/2025
St. Francis Development Agreement	8/4/2025	Community Dev	Staff drafted a development agreement and e-mail the agreement for St. Francis to review - 7/1 St. Francis reviewed the development agreement and sent a revised version - 7/11 Staff met with City Attorney to discuss revisions - 7/14 City Attorney approved revisions - 7/29 City Council review on - 8/4	100%	Complete	8/19/2025
8th & Maple Parking Lot	9/18/2025	Public Works	First Lutheran Church is the primary owner of the parking lot at 8th & Maple along with The Office Shop and Anderson Cleaners. There is an 'L' shaped City Alley through the lot from Maple South to the middle of the block which then turns West to 7th in the middle of the block. The 3 abutting property owners are looking at resurfacing. What is the protocol to get the City to participate financially? The 2nd Question is that due to the high quantity of semi-truck traffic at the SE corner of the Office Shop bldg. we possibly will want to beef up this portion of the lot which crosses the Southern portion of the City's N/S alley. Will the City participate in what possibly could be an additional expense?	100%	Complete	9/24/2025
Transit Consultant Review	9/23/2025	Public Works	3rd party BlueSky has an extreme amount of Non-Performance Issues causing staff to have State conduct a Consultant Review. Presentation at the September 23rd TAC meeting.	100%	Complete	9/29/2025
SRTS Lowell	10/1/2025	Public Works	Construction	100%	Complete	8/19/2025
Arbitration Hearing with Teamsters Union	10/1/2025	Human Resources	The Arbitration Hearing with the Teamsters (Police Lieutenant and Sergeants) Union took place on July 31st. (Update will be available) The results of the arbitration will be ratified on 9/15.	100%	Complete	9/10/2025

Improved Signage Ordinance	10/6/2025	Community Dev	Reviewed Example Ordinances and Selected New Proposed Language (complete) Planning Commission Reviewed Draft Ordinance on 6/18 and Directed Staff to Research Sign Lighting Standards Planning Commission to Review Final Draft on 7/16 Planning Commission asked staff for additional lighting research – 7/16 Planning Commission will review additional lighting standards – 8/20 Planning Commission directed staff to hold a public hearing on – 9/17	100%	Complete	9/29/2025
Improvement 23-12 Beech	10/20/2025	Public Works	Construction	50%	In Progress	
Improvement 17-12 Wright	10/20/2025	Public Works	Construction	50%	In Progress	
Improvement 23-14 Hawkins	10/20/2025	Public Works	Construction	50%	In Progress	
Improvement 23-16 S Brd Resurface	10/20/2025	Public Works	Construction Declare Costs/Set PH for Assessments 2ND MEETING SEPTEMBER Assessment PH 1ST MEETING OCTOBER Assessment Finalized 1ST MEETING OCTOBER Payment of Assessment DECEMBER 1ST TO COUNTY	100%	Complete	10/7/2025
M Street Outfall	10/20/2025	Public Works	Construction	0%	Not Started	
John Stram, 921 SE 19th Street	10/20/2025	Public Works	The owner, John Stram received a grant to install a well on his property.	100%	Complete	9/17/2025



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD

This month's Booyah Winner is Records Technician Courtney DeChaine!



Courtney has consistently exceeded expectations regarding attention to detail. Recently, I received an email from her concerning a gas drive-off case that had been assigned to her. The license plate was initially reported as potentially belonging to South Dakota; however, when checked in CJIS, it was not on file. Courtney examined the photos, which were quite blurry, in the ICR and noticed that the plate was more likely from Illinois.

She proceeded to run this plate through the state of Illinois, which corresponded with the car's make and model. Consequently, the accurate license plate and the registered owner's information were successfully added to this ICR for potential follow-up. While Courtney demonstrates exceptional attention to detail, it does not hinder her ability to complete her work in a timely manner. She manages to notice the minor details while maintaining a high level of efficiency with her time.

Also

Multiple times in one day a Spanish speaking person called the police department. Another employee was unable to communicate with the person. Courtney was kind enough to talk with the person and was able to supply the person with the information that they needed.

Booyah Courtney!

Employee Recognition

Years of Service

Officer Nicholas Karsina – 3 Years
Officer Bryce Johnson – 3 Years
Officer Jordan Host – 5 Years
Officer Sam Judd – 5 Years
Officer Rachel Reed – 10 Years
Chief John Davis – 20 Years

TRAINING & STAFF DEVELOPMENT

Basic Swat Training

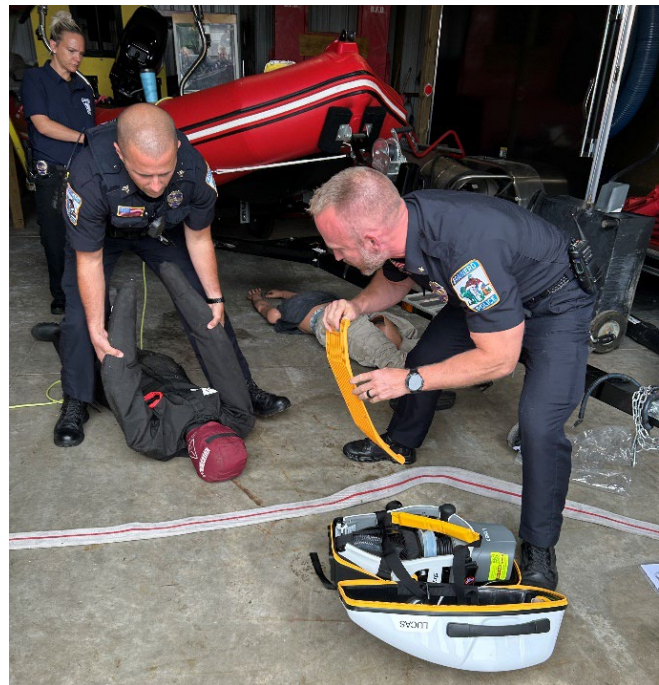
Officer Larson attended Basic Swat Training. The course focused on the basics of working in the team environment, concentrating on tactical team basics and skills, operations, and concepts as well as team composition and dynamics. Operational scouting, mission planning, leadership, asymmetric thinking and teamwork are emphasized during the entire week.

Department Training

This month's department training included the officers' annual physical fitness testing, along with firearms proficiency drills and required qualifications. The skills and drills that officers conducted included new concepts and refinement of previous skills. New concepts that were introduced included emergency reloads from newly implemented squad car go bags and locating threats after being disorientated during a traffic stop. Other skills and drills that were completed were movement to cover, emergency reloads, and engaging threats while moving. Officers also attended mandated reporting training put on by CWC Adult Services.

LUCAS

All officers completed online training and a written test for the new LUCAS CPR device that was received in August. After the online training, officers completed hands on training with the device to ensure proficiency with it.



COMMUNITY OUTREACH

Touch-a-Truck Event

2025 Touch-a-Truck event was held in Downtown Brainerd. Families had the chance to get a closer look at emergency vehicles and interact with the drivers.



BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
September	1,689	413	719	435	14.78 Minutes	56



OVERALL CALLS FOR SERVICE

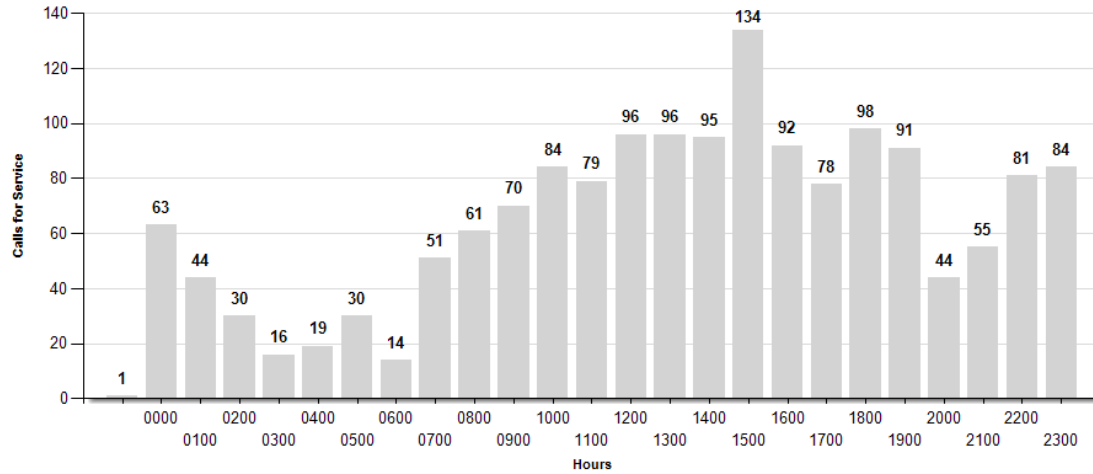
September	2025	2024
Number of Calls for Service	1,606	1,586



Calls for Service Hourly

9/1/2025 to 9/30/2025

Total Calls: 1669

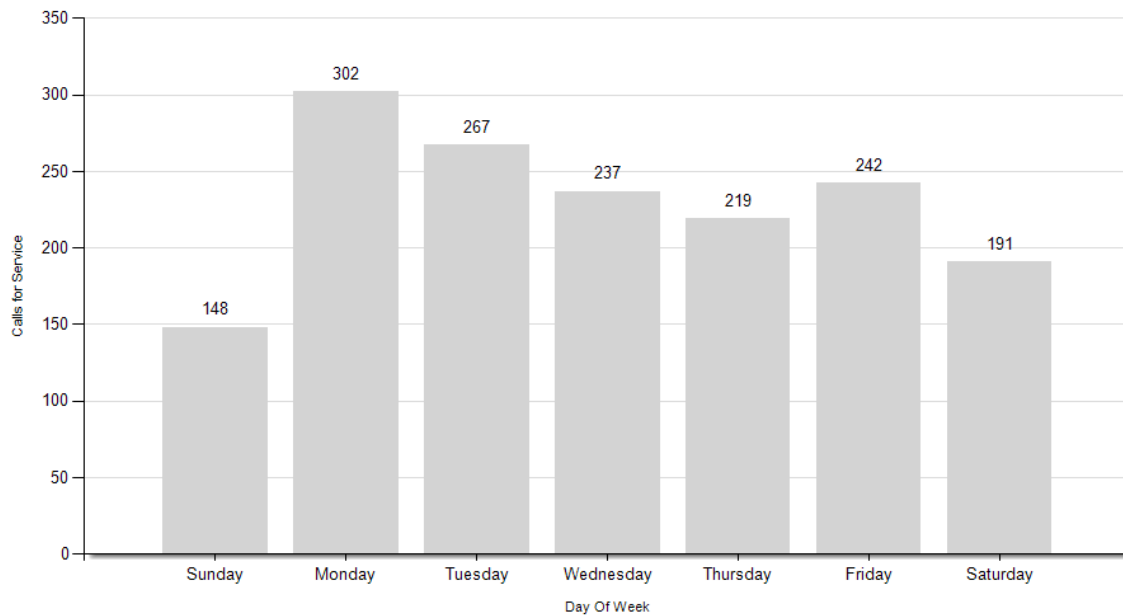


Calls for Service Day Of Week

Start Date: 9/1/2025

End Date: 9/30/2025

Total Calls: 1669



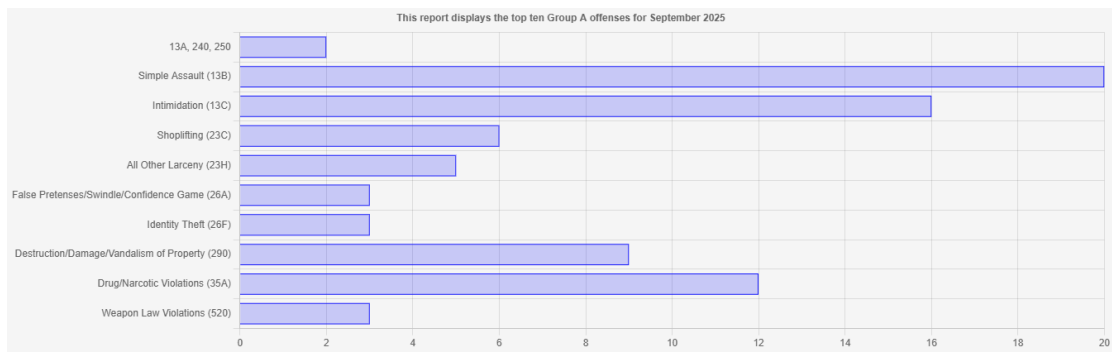
CRIME STATISTICS

Year to Date through Month	2025	2024
Group A Offenses Known or Reported to Police	716	794
Group A and B Arrests	644	627

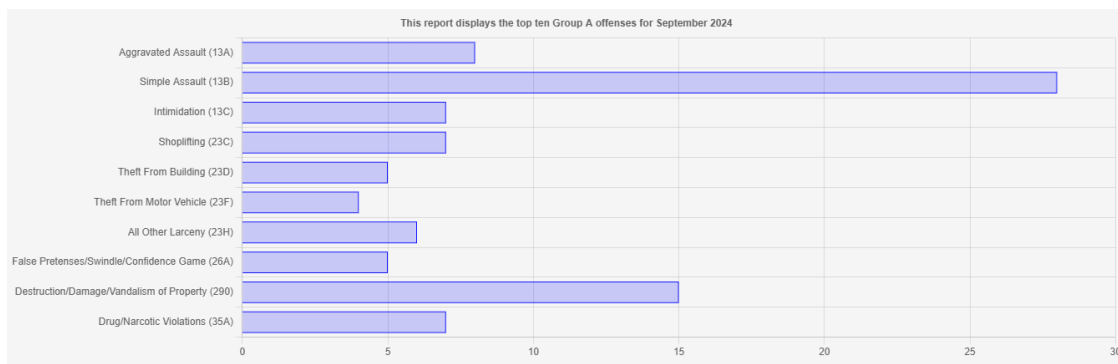
**** Note: 2025 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

September 2025

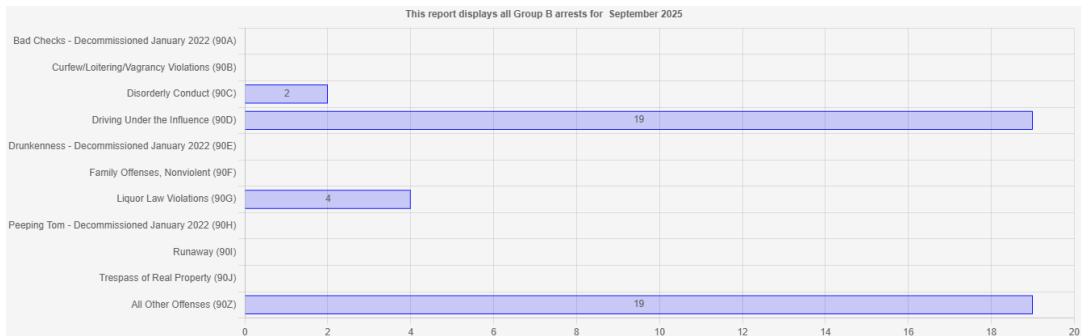


September 2024

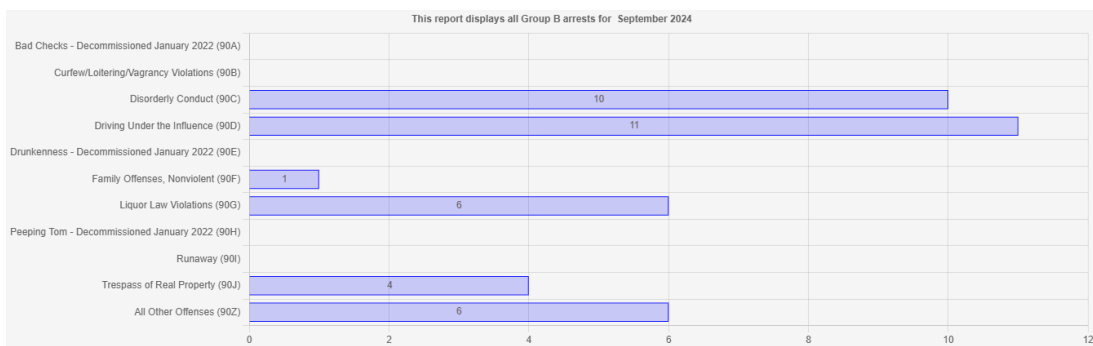


GROUP B ARREST DATA

September 2025



September 2024



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

September	2025	2024
Citations (Inc. Parking Tickets & Written Warnings)	123	163

13 parking tickets were issued in the month of September, with the following dispositions.

1	Dismissed
2	Paid in Full
0	Partial Payments Received
10	No Payment Received

Revenue Recapture Receipts:

2024 Total:	\$8,295.10
2025 To Date:	\$5,464.63

CONDUCT ON PREMISES ACTIVITY REPORT

There were no Conduct on Premises incidents reported in the month of September.



City of Brainerd

Technology Department Monthly Report

September 2025

Projects

- Preparations underway for replacement of almost every BPU computer in October
- Preparing for BPU sync to Microsoft365 and deploying Cisco Duo for multifactor authentication
- Preparing for computer replacements at Airport, Win10 deadline in October
- Hardware inventory mostly complete at BPU, software to follow
- Completing fiber connections to numerous utility sites throughout town
- Replacing hardware at existing connected sites to modernize/standardize communications
- Various technology projects getting underway at BPU – hardware, software, security upgrades
- GIS improvements underway – primarily online applications and field data collection

Hardware/Software

- Planning for city cell phone replacements in Nov
- Planning for city wide (minus BPU) computer replacements in early 2026
- Computer purchased and staged for BPU – installation first half of Oct (deadline 10/14)
- Network switch replacements for BPU OT network
- Intune – testing rollout, configuration, security, patch management on computers (from WSUS).

Other

- Working on Technology Dept capital and operations 2026 budgets
- Working on Technology portions of BPU 2026 capital and operations budgets
- Staff additions: none
- Staff departures: none



COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

September 2025



BUILDING PERMITS

The Community Development Department issued 95 building permits with a total project valuation of \$853,056 in the month of September. Within the Central Business District (prev. River to Rail), 10 permits were issued. These improvements resulted in \$2,212.75 being waived in permit fees.

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

Issued Permits for September 2025		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Remodel	2	\$60,000
Commercial – Building – Roofing	2	\$18,718
Commercial – Mechanical – Air Conditioner	1	N/A
Commercial – Mechanical – Remodel	1	\$1,700
Commercial – Mechanical – Roof Top Unit	1	N/A
Commercial – Plumbing – New/Addition	1	\$6,000
Commercial – Plumbing - Remodel	1	\$4,000
Commercial – Plumbing – Water Heater	1	N/A
Engineering – Excavation	11	N/A
Fence	9	N/A
Residential – Building – Accessory Structure	1	\$13,000
Residential – Building – Deck	1	\$1,200
Residential – Building – Demolition	2	N/A
Residential – Building – New/Addition	1	\$375,000
Residential – Building – Remodel	7	\$349,438
Residential – Building – Roofing	9	N/A
Residential – Building – Roofing+Garage	3	N/A

Residential – Building – Siding	1	N/A
Residential – Building – Windows/Doors	15	N/A
Residential – HUD HOME – Installation	1	N/A
Residential – Mechanical – Air Conditioner	1	N/A
Residential – Mechanical – Furnace/Boiler	4	N/A
Residential – Mechanical – Furnace+AC	2	N/A
Residential – Mechanical – New/Addition	3	N/A
Residential – Plumbing – New/Addition	1	N/A
Residential – Plumbing – Remodel	2	N/A
Residential – Plumbing – Water Heater	7	N/A
Residential – Plumbing – Water Softener	1	N/A
Sign	2	\$24,000
Temporary Sign	1	N/A

There was one (1) single-family home permit issued in the month of September.

BUILDING INSPECTIONS

The Community Development Department conducted 139 building inspections and re-inspections in September.

CODE ENFORCEMENT

The Community Development Department conducted 206 code enforcement inspections and re-inspections in September resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Grass & Weeds	7
Outdoor Storage	4
Premises Identification	2
Zoning Code Violation	4
Unlicensed/Inoperable Vehicle	9
Tree Diseased or Hazardous	8
Unsafe Structure	2
Fence Repair	1
Damaged Roof	2
Junk/Debris/Blight	23
City Code Violation	1
Exterior Structure	6
Total = 69	

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

Direction on Active Code Enforcement Cases

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

- 1) **823 Willow St** – Unlicensed Rental - Issuing \$300 citation monthly for non-licensed rental. Legal action from the City Attorney is taking place. City Council motion 2/3/2025 to \$100 per day citation.
- 2) **319 N 9th St** – Property Maintenance/ Roof – Issuing a \$300 citation each month until roof is corrected.
- 3) **PID 41191502** – Exterior Structure – Issuing a \$300 citation each month until corrected.
- 4) **401 Holly St** – Fence – Issuing a \$300 citation each month until corrected.
- 5) **113 Washington St NE** – Multiple persons residing in a commercial business – Issuing \$100 per day until corrected.
- 6) **320 4th St N** – Fence w/out Permit and constructed incorrectly impeding on neighbor's home without permission. \$300 citation every 10 days until corrected.

VACANT BUILDING REGISTRY

Properties \$7,000 assessed in 2024.

408 2nd Ave NE – Vacant Building – No Response. No action 2025. Added new citation 10/7/25.

224 5th St N – Fire Damage. No action 2025. Added new citation 10/7/25.

Properties that have completed necessary repairs and improvements

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

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

1812 Oak St – Roof Damage. Roof permits were obtained and completed. Removed from list

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

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

1626 Oak Street – Siding completed

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

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

Properties that have registered/ applied for permits

1521 Norwood St – Fire Damage – No action 2025. Added new citation 10/7/25.

Vacant Building Registry Letters Sent after 9/1/2024

912 6th Ave NE – Returned in Mail – Posted to Door. Added new citation 10/7/2025.

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

1119 13th St SE – Roof Damage – no response. Added new citation 10/7/2025

1889 Graydon Ave – Open Excavation – No Progress or response. Added new citation 10/7/2025

319 9th St N – Fire Damage – No response. Building Official processing case file.

RENTAL LICENSES & INSPECTIONS

The Community Development Department issued 1 new rental license in the month of September.

The Housing Inspector completed 34 rental property inspections and re-inspections in September.

CONTRACTOR REGISTRATION

The Community Development Department issued 10 contractor registrations in September.

STAFF TRAININGS AND CERTIFICATIONS

Stephanie Bestul (Zoning Specialist/ Permit Tech)

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

James Kramvik (CDD)

September 25-26, 2025 – Attended the AGA Planning Conference in Willmar, MN

Darrin Deseth (Building Official)

October 9, 2025 Mn DOLI Code's and Licensing Fall Seminar

Jason Stockinger (Building Inspector)

October 9, 2025 Mn DOLI Code's and Licensing Fall Seminar

PLANNING AND ZONING

October 15th Planning Commission Agenda:

- 1) Discuss Comprehensive Plan Update
- 2) Review Shoreland Ordinance
- 3) Review Planning Commission Itinerary

Ordinance Itinerary Planning Commission:

- 1) **Section 530 – Shoreland Management Regulations** - The City of Brainerd's existing Shoreland Management Ordinance was last approved by the DNR on 7/25/2003. Current zoning districts do not match/align with the zoning districts identified in the City's Shoreland Management Ordinance. (In Progress – 75% Complete – Under Review with DNR)
- 2) **Sign Standards** - Signs should serve to communicate for businesses but should be held to a design standard as they also play an important role in attracting visitors and new businesses to an area. (First Reading Ordinance Complete – 75% Complete)
- 3) **Comprehensive Plan Update** - The City should consider reviewing the comprehensive plan every five years to ensure all of the goals and objectives listed in the plan are still relevant for the City of Brainerd. (The Planning Commission Discussed Objectives at the October 15th meeting)





ECONOMIC DEVELOPMENT

EDA Consultants

The EDA authorized City staff to begin negotiations with their current consultants on a new shared services agreement for 2026. Prior to approval of the new shared services agreement, the EDA will review the consultants' deliverables from 2025.

Wright Street Development

The EDA received a letter from the Brainerd HRA to potentially develop properties along the Wright Street extension for residential housing. The EDA directed staff to work with Kamp Real Estate and the Brainerd HRA on a listing agreement that includes provision for HRA development. A one-year brokerage agreement will be considered at the December EDA meeting.

Brainerd Industrial Park Proposed Dermatology Clinic

Kamp Real Estate discussed provisions for a potential purchase and development agreement for the construction of a new Dermatology Clinic in the Brainerd Industrial Park along Thiesse Drive. The EDA provided guidance for Kamp Real Estate. The preliminary purchase and development agreement is currently being reviewed by the developer's legal team.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

Address: 1306 and 1308 Chicago Ave

IN PROGRESS

PZE Process: Variance

Date Issued: 10/8/2024

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

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

Address: 2602 S 11th St

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 10/21/2024

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

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

Address: 502 Juniper St

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/2/2024

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

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

Address: 524 N 8th St

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/2/2024

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

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

Address: 214 S 8th St

COMPLETED

PZE Process: Conditional Use Permit

Date Issued: 12/2/2024

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

Project Progress: In progress

Address: 722 Laurel St

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 12/2/2024

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

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

Address: 722 Laurel St

PZE Process: Variance

IN PROGRESS

Date Issued: 12/2/2024

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

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

Address: 303 J St NE

COMPLETED

PZE Process: Variance

Date Issued: 01/06/2025

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

Project Progress: Approved and completed.

Address: 9040 Country Manor Way

IN PROGRESS

PZE Process: PUD Amendment

Date Issued: 02/03/2025

Project Description: Amending the original planned unit development plans

Project Progress: In progress – building permits issued and work has started.

Address: 324 5th St S

IN PROGRESS

PZE Process: Conditional Use Permit & Variance

Date Issued: 03/03/2025

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

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

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

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

Address: 411 N 10th St **COMPLETED**
PZE Process: Preliminary Plat **Date Issued:** 03/03/2025
Project Description: Consolidate fourteen (14) parcels into three (3) lots; one each for the Church, School and Rectory
Project Progress: Final Plat, Rezoning, and CUP were approved by City Council. Development Agreement was approved by City Council.

Address: 1926 S 7th St (1919 S 6th St) **COMPLETED**
PZE Process: Interim Use Permit **Date Issued:** 04/07/2025
Project Description: Renewal of the Interim Use Permit for the Bridges on 7th Warming Shelter
Project Progress: The Interim Use Permit was approved for September – April 2025-2026

Address: NW 3rd Street PID 41040800 **DENIED**
PZE Process: Conditional Use Permit **Date Issued:**
Project Description: Constructing a Boarding House with Attached Apartment
Project Progress: Project was denied due to lack of density.

Address: 1811 Mill Ave **COMPLETED**
PZE Process: Conditional Use Permit **Date Issued:** 04/07/2025
Project Description: Allowing a Third-Party to Operate Sales of Trailers and Equipment
Project Progress: Approved and completed.

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

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

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

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

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

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

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

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

Address: 23 Laurel St **IN PROGRESS**
PZE Process: Conditional Use Permit & Variance **Date Issued:** 08/04/2025
Project Description: To allow for the construction of an addition to the Fire Hall for bluff setbacks and impervious surface requirements
Project Progress: Approved – applicant will apply for the necessary building permits.

Address: 722 Mississippi Dr **IN PROGRESS**
PZE Process: Variance **Date Issued:** 09/02/2025
Project Description: To allow for the placement of a garden shed in the front yard
Project Progress: Approved – applicant has received the necessary permit.

Address: 703 7th St N

IN PROGRESS

PZE Process: Variance

Date Issued: 09/02/2025

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

Project Progress: Approved – the applicant's contractor has applied for the necessary building permits and the project is in construction.



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Adopt Wage Resolution and Ratify the July 1, 2024, through December 31, 2026, Collective Bargaining Agreement between the City of Brainerd and the Brainerd Public Utilities Managers and Supervisors' Association

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): N/A - Consent

SUMMARY OF ISSUE: The Brainerd Public Utilities Managers and Supervisors' Association unionized in 2024. Attached is the inaugural collective bargaining agreement between the City and the Union effective July 1, 2024, through December 31, 2026. Staff recommends adopting the attached wage resolution and to ratify the Collective Bargaining Agreement as presented.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Consent calendar item: Adopt the wage resolution and ratify the Collective Bargaining Agreement with the Brainerd Public Utilities Managers and Supervisors' Association effective July 1, 2024, through December 31, 2026.

FINANCIAL IMPACT: Appropriate wage adjustments have been included in the applicable budgets.

RESOLUTION

No. :26

BE IT RESOLVED by the Council of the City of Brainerd to set the hourly wages for City employees who are members of the Brainerd Public Utilities Managers and Supervisors Association as provided in its July 1, 2024 – December 31, 2026, Union Contract as described below.

Below is the 2024-2026 eight-step wage grid referenced above, and incorporated in Article 4, as approved by the Council:

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Business Office Supervisor								
7/1/2024	38.16	39.61	41.06	42.52	43.97	45.43	49.06	50.88
1/1/2025	39.59	41.10	42.60	44.11	45.62	47.13	50.90	52.79
7/1/2025	40.68	42.23	43.77	45.32	46.87	48.43	52.30	54.24
1/1/2026	41.90	43.50	45.08	46.68	48.28	49.88	53.87	55.87
	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Electric Distribution Supervisor								
7/1/2024	46.90	48.69	50.48	52.27	54.05	55.84	60.31	62.54
1/1/2025	48.66	50.52	52.37	54.23	56.08	57.93	62.57	64.89
7/1/2025	50.00	51.91	53.81	55.72	57.62	59.52	64.29	66.67
1/1/2026	51.50	53.47	55.42	57.39	59.35	61.31	66.22	68.67
	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Water/Wastewater Manager								
7/1/2024	48.55	50.40	52.25	54.09	55.94	57.79	62.41	64.72
1/1/2025	50.37	52.29	54.21	56.12	58.04	59.96	64.75	67.15
7/1/2025	51.76	53.73	55.70	57.66	59.64	61.61	66.53	69.00
1/1/2026	53.31	55.34	57.37	59.39	61.43	63.46	68.53	71.07
	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Operations Manager								
7/1/2024	50.25	52.16	54.07	55.99	57.90	59.82	64.60	66.99
1/1/2025	52.13	54.12	56.10	58.09	60.07	62.06	67.02	69.50
7/1/2025	53.56	55.61	57.64	59.69	61.72	63.77	68.86	71.41
1/1/2026	55.17	57.28	59.37	61.48	63.57	65.68	70.93	73.55

Adopted this ____ day of October, 2025.

Mike O'Day
President of the Council

Approved this ____ day of October, 2025.

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

COLLECTIVE BARGAINING AGREEMENT
BETWEEN
THE CITY OF BRAINERD
AND
BRAINERD PUBLIC UTILITIES MANAGERS
AND SUPERVISORS' ASSOCIATION

July 1, 2024 - December 31, 2026

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ARTICLE 1. PURPOSE OF AGREEMENT

- 1.1 This AGREEMENT is to be effective as of July 1, 2024, through December 31, 2026 between the City of Brainerd, hereinafter called the EMPLOYER, and the Brainerd Public Utilities Managers and Supervisors Association, hereinafter called the ASSOCIATION.
- 1.2 It is the intent and purpose of this AGREEMENT to:
 - (1) Assure sound and mutually beneficial working and economic relationship between the parties hereto;
 - (2) Establish procedures for the resolution of disputes concerning the interpretation and/or application of this AGREEMENT; and
 - (3) Place in written form the parties' complete agreement upon terms and conditions of employment for the duration of this AGREEMENT.
- 1.3 All personnel policies shall be applied uniformly across the entire bargaining unit, unless otherwise stated.

ARTICLE 2. RECOGNITION

- 2.1 The EMPLOYER recognizes the ASSOCIATION as the exclusive representative for employees in the following unit:

All Managers and Supervisors in the Brainerd Public Utilities Department who are supervisory employees within the meaning of Minn. Stat. 179A.03, subd. 17, employed by the City of Brainerd, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding confidential employees within the meaning of Minn. Stat. 179A.03, subd. 4 and all other employees.
- 2.2 In the event the EMPLOYER and ASSOCIATION are unable to agree as to the inclusion or exclusion of a new or modified job classification, the issue shall be submitted to the Bureau of Mediation Services for determination.

ARTICLE 3. DISCHARGE AND DISCIPLINE

- 3.1 The EMPLOYER shall discipline and discharge employees only for just cause.

- 3.2 An employee, other than a probationary employee, may appeal a disciplinary matter through the contractual grievance procedure. However, only unpaid suspensions and discharges/terminations shall be subject to arbitration.

ARTICLE 4. COMPENSATION

- 4.1 Employees represented by the ASSOCIATION shall be compensated according to the wage schedule attached and incorporated into this AGREEMENT and marked as APPENDIX A.
- 4.2 Progression through the pay steps shall proceed as set forth in the Employee Personnel Manual.

New employees will generally start at Step 1. The EMPLOYER retains the sole discretion to start an employee at a higher step depending on qualifications and needs of the EMPLOYER. Progression through the pay steps will be as identified above.

Employees shall have no right under the AGREEMENT to file a grievance regarding initial placement on the wage schedule. Denial or delay of a step increment shall be grievable through Step 3, but not arbitrable.

- 4.3 When any classification not listed on the wage schedule is established, which involves functions substantially similar in nature, character, and scope to those performed in whole or in part by an existing classification which is part of the bargaining unit, the EMPLOYER shall designate the rate structure for the position.

ARTICLE 5. GRIEVANCE PROCEDURE

- 5.1 Definition of a Grievance: a grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this AGREEMENT.
- 5.2 ASSOCIATION Representatives: The EMPLOYER will recognize representatives designated by the ASSOCIATION as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The ASSOCIATION shall notify the EMPLOYER in writing of the names of the ASSOCIATION representatives and of their successors.
- 5.3 Processing a Grievance: It is recognized and accepted by the ASSOCIATION and the EMPLOYER that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such

employee duties and responsibilities. The aggrieved employee and the ASSOCIATION representative(s) shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the EMPLOYER during normal working hours provided the employee and the ASSOCIATION representatives have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work of the EMPLOYER.

5.4 Procedure: Grievances, as defined by Article 13.1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the violation or application of this AGREEMENT, shall within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance, in writing, to the employee's immediate supervisor as designated by the EMPLOYER. The EMPLOYER-designated representative will meet with the employee and discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of this AGREEMENT allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the EMPLOYER designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the employee within ten (10) calendar days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the ASSOCIATION and discussed with the EMPLOYER-designated Step 2 representative. Such meeting may be waived by agreement of the parties. The EMPLOYER designated representative shall give the EMPLOYER'S Step 2 answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the EMPLOYER-designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the ASSOCIATION within ten (10) calendar days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the ASSOCIATION and discussed with the EMPLOYER-designated Step 3 representative. Such meeting may be waived by agreement of the parties. The EMPLOYER-designated representative shall give the ASSOCIATION the EMPLOYER'S answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the EMPLOYER designated representative's final answer in Step 3. Any grievance not appealed in writing to

Step 4 by the ASSOCIATION within ten (10) calendar days shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 by the ASSOCIATION shall be submitted to arbitration and a request shall be made to the Bureau of Mediation Services for a panel of arbitrators (unless the ASSOCIATION and the EMPLOYER agree on an arbitrator) within ten (10) calendar days following the EMPLOYER-designated representative's final answer in Step 3, subject to the provisions of the Public Employment Labor Relations Acts of 1971 as amended.

- 5.5 Arbitrator's Authority: The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the EMPLOYER and the ASSOCIATION, and shall have no authority to make a decision on any other issue not so submitted. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following close of the hearing or the submissions of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the EMPLOYER and the ASSOCIATION and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented. The fees and expenses for the arbitrator's services and proceeding shall be borne equally by the EMPLOYER and the ASSOCIATION. Each party shall be responsible for compensating its own representative and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record for the proceedings the cost shall be borne equally.
- 5.6 Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the EMPLOYER'S last answer. If the EMPLOYER does not answer a grievance or an appeal thereof within the specified time limits, it shall be considered denied and the ASSOCIATION may elect to appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the EMPLOYER and the ASSOCIATION in each step

ARTICLE 6. WORK RULES / PERSONNEL POLICIES

- 6.1 The EMPLOYER shall have the right to establish reasonable work rules and personnel policies that are not in conflict with the provisions of this AGREEMENT.
- 6.2 All personnel policies unless otherwise superseded by the terms of the AGREEMENT shall apply to the ASSOCIATION members.

ARTICLE 7. HOLIDAYS

- 7.1 The following holidays, or days observed as such, shall be considered as paid holidays for all employees covered by this AGREEMENT:

New Year's Day	Labor Day
Martin Luther King, Jr. Day	Thanksgiving Day
Presidents' Day	Friday After Thanksgiving
Memorial Day	Christmas Day
Juneteenth	Veterans' Day
Independence Day	Two (2) Floating Holidays

- 7.2 Any holiday that falls on a Saturday shall be observed on the preceding Friday, and any holiday falling on a Sunday shall be observed on the following Monday.
- 7.3 Floating holidays shall be arranged by the employee with the Department Head. Such request for floating holiday shall not be denied, unless it interferes with the operation of the Department. Probationary employees whose first working day is between January 1st and June 30th, inclusively, shall receive two (2) floating holidays and probationary employees whose first working day is between July 1st and December 31st, inclusively, shall receive one (1) floating holiday. Employees will be accredited their floating holidays on January 1st of each year and may use them at any time during the year.

ARTICLE 8. SAVINGS CLAUSE

- 8.1 This AGREEMENT is subject to the laws of the United States, the State of Minnesota and the City of Brainerd. In the event any provision of this AGREEMENT shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or administrative ruling or is in violation of legislation or administrative regulations, such provisions shall be void. All other provisions of this AGREEMENT shall continue in full force and effect. The parties agree to immediately meet and negotiate a substitute for the invalidated provision.

ARTICLE 9. EMPLOYER AUTHORITY

- 9.1 It is recognized by both parties that, except as expressly stated herein, the EMPLOYER shall retain all rights and authority necessary to operate and direct the City and the department, including, but not limited to: the provisions of Minnesota Statutes § 179A.07, subd. 1; selection of personnel; directing the workforce; controlling operations and services; determining the methods, means, or organization by which operations and services are to be conducted; changing or eliminating equipment or facilities; and taking whatever actions may be necessary to carry out the missions of the EMPLOYER in emergencies.

ARTICLE 10. COMPLETE AGREEMENT/WAIVER OF BARGAINING

- 10.1 This AGREEMENT shall represent the complete AGREEMENT between the ASSOCIATION and the EMPLOYER.
- 10.2 The parties acknowledge that during the negotiation which resulted in this AGREEMENT, each had the unlimited right and opportunity to make request and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the complete understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this AGREEMENT. Therefore the EMPLOYER and the ASSOCIATION, for the life of this AGREEMENT, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this AGREEMENT or with respect to any subject or matter not specifically referred to or covered in this AGREEMENT, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this AGREEMENT.
- 10.3 This AGREEMENT may be amended at any time by mutual consent. Any changes agreed upon shall be reduced to writing, signed by the parties hereto, and approved in the same manner as the AGREEMENT itself.

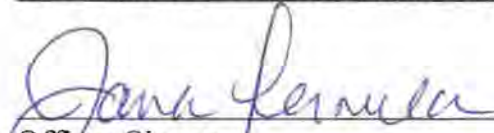
ARTICLE 11. TERMINATION AND MODIFICATION

- 11.1 Notwithstanding the dates of the signatures, this AGREEMENT shall be effective as of July 1, 2024, and shall remain in full force and effect through December 31, 2026. It shall be continued from year to year thereafter unless either party shall notify the other in writing at least 60 days prior to the end date set forth above that it desires to modify this AGREEMENT. This AGREEMENT shall remain in full force and be effective during the period of negotiations or until notice of

termination of this AGREEMENT is provided to the other party in the manner set forth in the following paragraph. In the event that either party desires to terminate or modify this AGREEMENT, written notice must be given to the other party not less than ten (10) calendar days prior to the desired termination or modification date.

This AGREEMENT constitutes the full and complete agreement between the parties hereto regarding this matter.

The Brainerd Public Utilities Managers and Supervisors Association



Officer Signature

9-30-25

Date



Officer Signature

9-30-25

Date



Officer Signature

9-30-25

Date

The City of Brainerd

Mayor

Date

City Administrator

Date

Appendix A

2024-2026 Brainerd Public Utilities Managers and Supervisors Association

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Business Office Supervisor								
7/1/2024	38.16	39.61	41.06	42.52	43.97	45.43	49.06	50.88
1/1/2025	39.59	41.10	42.60	44.11	45.62	47.13	50.90	52.79
7/1/2025	40.68	42.23	43.77	45.32	46.87	48.43	52.30	54.24
1/1/2026	41.90	43.50	45.08	46.68	48.28	49.88	53.87	55.87

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Electric Distribution Supervisor								
7/1/2024	46.90	48.69	50.48	52.27	54.05	55.84	60.31	62.54
1/1/2025	48.66	50.52	52.37	54.23	56.08	57.93	62.57	64.89
7/1/2025	50.00	51.91	53.81	55.72	57.62	59.52	64.29	66.67
1/1/2026	51.50	53.47	55.42	57.39	59.35	61.31	66.22	68.67

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Water/Wastewater Manager								
7/1/2024	48.55	50.40	52.25	54.09	55.94	57.79	62.41	64.72
1/1/2025	50.37	52.29	54.21	56.12	58.04	59.96	64.75	67.15
7/1/2025	51.76	53.73	55.70	57.66	59.64	61.61	66.53	69.00
1/1/2026	53.31	55.34	57.37	59.39	61.43	63.46	68.53	71.07

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Operations Manager								
7/1/2024	50.25	52.16	54.07	55.99	57.90	59.82	64.60	66.99
1/1/2025	52.13	54.12	56.10	58.09	60.07	62.06	67.02	69.50
7/1/2025	53.56	55.61	57.64	59.69	61.72	63.77	68.86	71.41
1/1/2026	55.17	57.28	59.37	61.48	63.57	65.68	70.93	73.55

SUPPLEMENTAL DETAILING INITIAL STEP PLACEMENT

Brainerd Public Utilities Managers and Supervisors Association employees were placed on a wage grid per the ratification of its July 2024-2026 collective bargaining agreement (CBA). The following details each individual's grid placement and transitional pay calculations as of July 2024:

Jana Pernula – Business Office Supervisor:

7/1/2024 Grid Placement: Step 6

Hourly Wage as of 7/1/2024: \$45.43

We as a body would like any step adjustments to be reflected

2024:

7/1/24 Transitional Pay lump sum amount: \$1,287

12/31/23 existing wage was \$45.40. 7/1/24 F&H applicable grid step wage is \$45.43. The employee will be paid \$45.43 per hour, as it is higher than the employee's 01/01/2024 wage. In addition, as \$45.43 is less than 2.25% higher than the 07/01/2024 wage ($\$45.43 - \$45.40 = \$0.03 / \$45.43 = .07\%$), the employee will receive a lump sum payment of \$1,289 ($\$45.43 * 2.18\% (2.25\% - .07\%) = \$0.99 * 1,040 \text{ hours} = \$1,029 * 1.25 = \$1,287$).

2025: Employee will advance to merit-based pay Step 7 effective 1/1/25 for the "exceeds" rating received on her 2022 performance evaluation review.

Charles Gammon - Water/Wastewater Manager:

7/1/2024 Grid Placement: Step 7

Hourly Wage as of 7/1/2024: \$62.41

2024:

12/31/23 existing wage was \$59.64. Employee would be placed on F&H grid Step 7. The 7/1/24 F&H applicable grid step wage is \$62.41 and is 4.64% higher than 12/31/23 wage therefore the employee does not receive transitional pay.

2025: Employee will remain on Step 7 as of 1/1/25 as the 2024 reviews have been completed and the employee received an "achieves" rating on his 2024 review.

Trent Hawkinson – Operations Manager:

7/1/2024 Grid Placement: Step 7

Transitional Pay Hourly Wage as of 07/01/2024: \$71.87

2024:

7/1/24 Transitional Pay lump sum amount: \$2,102

12/31/23 existing wage was \$71.87. 7/1/24 F&H applicable grid step wage is \$64.60. The employee will be paid \$71.87 per hour. In addition, the employee will receive a lump sum payment of \$2,102 ($\$71.87 * 2.25\% = \$1.617 * 1,040 \text{ hours} = \$1,681 * 1.25 = \$2,102$).

2025: Employee will remain on Step 7 as of 1/1/25 as the 2024 reviews have been completed and the employee received an “achieves” rating on his 2024 review.

1/1/25 Transitional Pay lump sum amount: \$7,007

12/31/23 existing wage was \$71.87. 1/1/25 F&H applicable grid step wage is \$67.02. The employee will be paid \$71.87 per hour. In addition, the employee will receive a lump sum payment of \$7,007 ($\$71.87 * 3.75 = \$2.7 * 2,080 \text{ hours} = \$5,605 * 1.25 = \$7,007$).

7/1/25 Transitional Pay lump sum amount: \$2,569

12/31/23 existing wage was \$71.87. 7/1/25 F&H applicable grid step wage is \$68.86. The employee will be paid \$71.87 per hour. In addition, the employee will receive a lump sum payment of \$2,569 ($\$71.87 * 2.75\% = \$1.976 * 1,040 \text{ hours} = \$2,055 * 1.25 = \$2,569$).

2026:

1/1/26 Transitional Pay lump sum amount: \$5,606

12/31/23 existing wage was \$71.87. 1/1/26 F&H applicable grid step wage is \$70.93. The employee will be paid \$71.87 per hour. In addition, the employee will receive a lump sum payment of \$5,606 ($\$71.87 * 3\% = \$2.1561 * 2,080 \text{ hours} = \$4,485 * 1.25 = \$5,606$).



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Accept the Retirement of Water Crew Chief Jeff Innes effective December 2, 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

ESTIMATED TIME (MIN): N/A - consent

SUMMARY OF ISSUE: Water Crew Chief Jeff Innes submitted his retirement notice with his last working day being December 1, 2025.

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

RECOMMENDED ACTION/MOTION: Consent Calendar - Accept Retirement of Jeff Innes effective December 2, 2025

FINANCIAL IMPACT: n/a



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Approve Surplus Items for Auction

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER:

ESTIMATED TIME (MIN): 1

SUMMARY OF ISSUE: In accordance with the State of Minnesota requirements governing the disposal of public assets, staff has conducted a review of the identified items that are no longer in use, have exceeded their useful life, or have been replaced through capital purchase. These items are considered surplus to the operational needs of the utility and the City.

State statutes require governing body approval prior to the disposal of surplus property through auction or other approved methods. Declaring the listed items as surplus ensures compliance with state law and allows staff to proceed with the sale, recapturing value where possible and reducing storage and maintenance costs.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff have discussed with all departments and note that the equipment operational cost would exceed other departments needs.

RECOMMENDED ACTION/MOTION: Authorize disposal of surplus items as required by state statute.

FINANCIAL IMPACT:

Online Auction Request

Online auctions run for 7 to 10 days. Each lot is run as a separate auction. Inspections will be done by appointment only. Please provide all the information below along with digital photos of the lots and copies of titles for all vehicles and trailers. **BIDDER PAYMENTS MUST BE A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO SURPLUS SERVICES.** Full payments must be sent to Surplus Services as soon as possible.

Contact information

Department/Agency:	Brainerd Public Utilities		
Contact Name:	AnnMarie Lamser		
Address:	8027 Highland Scenic Rd, Baxter, MN, 56401		
Email:	alamser@bpu.org		
Phone:	218-825-3233		
Item Location:	8027 Highland Scenic Rd, Baxter, MN, 56401		
Deposit Info Vendor Number:		Remittance Address:	

Lot Information

Please review our website: www.MinnBid.org. Look over some of the past and current Online Auctions. This will give you an idea of what the information should be provided in the Remarks section.

LOT 1

Year	2005	Make	CHEVEROLET	Model	1500 PICKUP
VIN/Serial Number	1GCEK14T65Z305824				
Mileage	65902	Condition	USED	Reserve Price (optional)	\$3500
Remarks: Any known Defects and options the unit may have	2005 CHEVEROLET 1500 5.3L V8 4X4 STANDARD CAB, LONG BOX WITH DIAMOND BACK BATWING COVER POWER WINDOWS AND POWER LOCKS CLOTH SEATS, MAYBE HOLES IN DASH FROM ACCESSORY REMOVAL				

LOT 2

Year	2007	Make	GMC	Model	5500HD W/BOOM
VIN/Serial Number	1GDE5C3267F414697				
Mileage	124,299	Condition	USED	Reserve Price (optional)	\$7500
Remarks: Any known Defects and options the unit may have	2007 GMC 5500 HD BUCKET TRUCK, 6.6L DEISEL, ALLISON TRANSMISSION 4X4, GVWR-19,500, 245/70R19.5 TIRES, MANUAL WINDOWS AND LOCKS, MAYBE HOLES IN DASH FROM ACCESSORY REMOVAL BOOM 2001 37FT TEREX HIGH RANGER, 2 STIFF LEGS, INSPECTION EXPIRED				

LOT 3

Year		Make		Model	
VIN/Serial Number					
Mileage		Condition	USED	Reserve Price (optional)	\$
Remarks: Any known Defects and options the unit may have	PALLET OF 6' USED CROSSARM BRACES				

LOT 4

Year		Make		Model	
VIN/Serial Number					
Mileage		Condition	USED	Reserve Price (optional)	\$
Remarks: Any known Defects and options the unit may have	VINTAGE OHM METER				

LOT 5

Year		Make		Model	
VIN/Serial Number					
Mileage		Condition	USED	Reserve Price (optional)	\$
Remarks: Any known Defects and options the unit may have	PALLET MISC USED TOOLS AND 1 NEW CUTOUT. WORKING CONDITION UNKNOWN				

BIDDER PAYMENTS MUST BE A CERTIFIED CHECK OR MONEY ORDER MADE PAYABLE TO SURPLUS SERVICES. Full payments must be sent to Surplus Services, 5420 Old Highway 8, Arden Hills, MN 55112 as soon as possible.

I certify that this is property owned by agency submitting this form and is not subject to any lien, restriction, or other encumbrance.

Authorized Signature

Title

Date

Surplus Services Use Only	
	Surplus Services Authorization











City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Authority to Enter into Consulting Agreement with USI Consulting Group (USICG) for 2026-2027 for Actuarial Services to Comply with Government Accounting Standards Board (GASB) Relating to Other Post Employment Benefits (OPEB)

AGENDA: Consent

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:

GASB standards require governmental units to compute and record a liability for OPEB. The only OPEB liability the City has is an implicit rate liability from our health insurance. We have an implicit rate liability because we have retirees on our plan as required by law, and all employees pay a blended rate versus an age-banded rate for coverage. The City does not fund this liability because in theory, we are paying higher rates now for health insurance. This accounting standard does not have any affect on the actual rates paid for health insurance. The study includes all city employees as well as the HRA and Airport employees and the cost is allocated amount the City, BPU, HRA and the airport.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

To comply with the accounting standard, the City needs to have an actuarial study completed every 2 years with updates in the off years. The City has used USICG (Hildi, Incorporated) since 2009.

Exhibit 1 of the attached proposed agreement, USICG's cost for fiscal year 2026 is \$3,400 plus \$500 for exhibits (the fee was \$3,100, plus \$500 for exhibits for the 2024 study); and \$1,100-\$1,300 for fiscal year 2027 (the fee was \$1,000-\$1,200 for 2025).

RECOMMENDED ACTION/MOTION:

Authorize Staff to sign the agreement for consulting services with USICG for fiscal years 2026 and 2027 as presented.

FINANCIAL IMPACT:

The general fund paid 43.6% of the fee, whereas the Utilities department paid 39.3%, and the HRA and airport combined paid 17.1% of the cost for 2024 and 2025. Estimated cost will be included in the budget.

AGREEMENT FOR CONSULTING SERVICES

This Agreement for Consulting Services ("Agreement") is entered into and dated October 8, 2025 by and between USI Consulting Group, Inc. (USICG - earlier as **Hildi Inc.**) USICG with offices located at 8000 Norman Center Drive, Suite 400, Bloomington, MN 55437 with headquarters at 95 Glastonbury Blvd., Suite 102, Glastonbury, CT 06033 (hereinafter referred to as the "Consultant") and City of Brainerd with offices located at 501 Laurel St., Brainerd, MN 56401 (hereinafter referred to as the "Company"). Company and Consultant are jointly referred to as the "parties".

IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN, AND FOR OTHER GOOD AND VALUABLE CONSIDERATION, THE SUFFICIENCY OF WHICH IS HEREBY ACCEPTED, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. Description of Services. Consultant will perform certain services for Company upon terms and conditions specified herein and as such services are more particularly described in Exhibit(s), which are attached hereto and incorporated by this reference.
2. Prices and Payment. Company agrees to pay Consultant the fees set forth in the applicable Exhibit(s). Consultant anticipates invoicing the Company monthly for services provided. Payment will be due in full within fifteen (15) days of receipt of Consultant's invoice. Company agrees to pay interest on all overdue amounts at a rate of twelve percent (12%) per annum or the rate allowed by law, which ever is less, plus costs of collection, court costs, and reasonable attorney fees on all such amounts.
3. Travel Expenses. Company agrees to reimburse Consultant for its reasonable and necessary out-of-pocket lodging, transportation, and food incurred at the Company's request. Consultant agrees to provide reasonable expense documentation. Whenever possible, Consultant agrees to take advantage of travel discounts. All air travel by Consultant shall be on major national or regional airlines, and Consultant and its representatives may keep their frequent flier miles earned for their personal usage.
4. Ownership of Work Product. Ownership of, and all rights in, the work product which is the subject matter of this Agreement (the "Work"), including trademarks, patents and copyrights applicable to same, shall belong exclusively to Company. The parties expressly agree to consider as a "work made for hire" any Work ordered or commissioned by the Company which qualifies as such under the United States copyright laws. To the extent that the Work cannot be a "work made for hire" or where necessary for any other reason, Consultant will provide Company with all such assignments of rights, covenants and other assistance which may be required for Company, through trademark, patent or copyright applications or otherwise, to obtain the full benefit of the rights provided for herein. If the Work contains materials previously developed or copyrighted by

Consultant or others, Consultant grants and agrees to grant to Company, or obtain for Company, an unrestricted, royalty-free license to use and copy such materials. Any license so granted or obtained shall include the right for Company to grant an unrestricted, royalty-free license to any affiliate of Company. Consultant is allowed to retain one copy of the Work for archival purposes. Consultant shall place a copyright notice on the Work at Company's request. The Work shall be considered "Information" under the Section entitled "Nondisclosure."

5. Nondisclosure. Any technical or business information, including, but not limited to, computer programs, files, specifications, drawings, sketches, models, samples, tools, cost data, customer information, financial data, business or marketing plans or other data, whether oral, written or otherwise ("Information"), furnished or disclosed to Consultant hereunder or in contemplation hereof, shall remain Company's property. No license, express or implied, under any trademark, patent or copyright is granted by Company to Consultant by virtue of such disclosure. All such information in written, graphic or other tangible form shall be returned to the Company immediately upon request and copies shall be returned to the Company or, at Company's option, certified by Consultant as having been located and destroyed. Consultant shall be allowed to retain one copy of the Information for archival purposes. Unless such Information was previously known to Consultant free of any obligation to keep it confidential, is lawfully obtained by Consultant from any source other than Company or has been or is subsequently made public by Company or a nonparty to this Agreement, is approved for release by written authorization of the Company, or is required by law to be disclosed in response to a valid order of a court of competent jurisdiction or authorized governmental agency, provided the Company receives adequate notice to allow it to request a protective order and the Consultant reasonably cooperates with the Company's efforts to receive a protective order, it shall be kept confidential by Consultant for the benefit of Company, shall be used only in performing under this Agreement and shall not be used for other purposes except upon such terms as may be agreed upon by Company in writing. Consultant shall take reasonable steps to protect such Information to a similar extent that Consultant protects its own Information.
6. Liability. Consultant shall indemnify Company and its affiliates against, and shall hold Company and its affiliates harmless from, any loss, damage, expense or liability that may in any way arise out of or result from the performance of Consultant hereunder and caused by or resulting from the gross negligence or intentional misconduct of Consultant, including but not limited to any knowing infringement, or claim of infringement, of any patent, trademark, copyright, trade secret or other proprietary right of a third party or of Consultant or anyone claiming through Consultant who may be eligible to terminate any assignment or transfer made hereunder pursuant to the terms of the copyright laws up to the amount paid by the Company to the Consultant under a given applicable Exhibit(s). Consultant shall defend or settle, at its own expense, any action or suit against Company or its affiliates for which it is responsible hereunder.

Company shall notify Consultant of any such claim, action or suit and shall reasonably cooperate with the Consultant (at Consultant's expense) to facilitate the defense of any such claim.

7. Limitation. In no event shall company or consultant be liable, one to the other, for indirect, special, incidental, or consequential damages arising out of or in connection with the furnishing, performance or use of any products or services provided pursuant to this agreement.
8. Limited Warranties. Consultant warrants and represents that it has full authority to enter into this Agreement and to consummate the transactions contemplated hereby and that this Agreement is not in conflict with any other agreement to which Consultant is a party or by which it may be bound.

Consultant warrants and represents that Consultant has the proper skill, training and background so as to be able to perform in a competent and professional manner and that all work will be performed in accordance with professional standards in the industry and/or field.

9. Headings. Section headings used in this Agreement are for convenience only, have no legal significance, and in no way change the construction or meaning of the terms hereof.
10. Insurance. Upon request by Company, Consultant shall provide to Company, copies of certificates of insurance evidencing the workers compensation, general liability and automobile insurance coverage that Consultant has in effect and Consultant shall maintain such insurance in effect through the duration of the Agreement.
11. Amendment and Waiver. No provision of this Agreement may be modified, waived, terminated or amended except by a written instrument executed by the parties. No waiver of a material breach of any provision of this Agreement shall constitute a waiver of any subsequent breach of the same or other provisions hereof.
12. Relationship. The Consultant shall be and act as an independent contractor hereunder, and neither Consultant nor any employee, agent, associate, representative or subcontractor shall be deemed to be employees of the Company for any purpose whatsoever.
13. Force Majeure. Neither party will be liable for any failure or delay in performance due to any cause beyond its reasonable control, including, but not limited to acts of nature, strikes, fire, flood, explosion, riots, or wars, provided that personnel changes, including unanticipated employee departures, shall not be considered to be an event or condition of force majeure.
14. Notices. All notices and other communications required or permitted under this Agreement shall be in writing, and hand delivered or sent by registered or

certified mail, return-receipt requested, postage prepaid, or by overnight delivery service and shall be effective upon receipt at the following addresses or as either party shall have notified the other party:

If to Company: Ms. Connie Hillman
Finance Director
City of Brainerd
501 Laurel St.
Brainerd, MN 56401

If to Consultant: USI Consulting Group, Inc. (USICG- earlier as **Hildi Inc.**)
8000 Norman Center Drive
Suite 400
Bloomington, MN 55437
Attn: Noel Johnson, FSA
Consulting Actuary

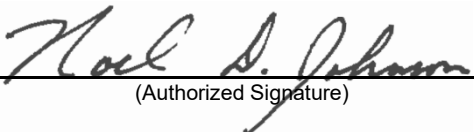
15. Assignment. Consultant shall not assign this Agreement or delegate the services to be performed hereunder, in whole or in part, or any of its rights, interest, or obligations hereunder without Company's express written consent.
16. Law Government. This Agreement shall be governed by the laws of the State of Minnesota, without regard to or application of conflicts of law rules or principles.
17. Taxes. Consultant shall assume full responsibility for the payment of all taxes imposed by any federal, state, local taxes or foreign taxing authority and all contributions imposed or required under unemployment insurance, social security and income tax laws, with respect to performance of services for Company hereunder.
18. Termination. Any Exhibit(s) to this Agreement may be terminated by either party upon thirty (30) days written notice to the other party. This Agreement may be terminated by either party upon ninety (90) days written notice to the other party. Company agrees to pay for all services provided by Consultant and related travel expenses incurred by Consultant through the date of termination of the Exhibit(s) and/or the Agreement as applicable.
19. Entire Agreement. This constitutes the entire agreement between the parties regarding the subject matter hereof. This Agreement shall be binding on the affiliates, administrators, executors, heirs, successors in interest, or assigns of Consultant.

IN WITNESS WHEREOF, authorized representatives of the Company and the Consultant have executed this Agreement in duplicate.

Company: City of Brainerd

Consultant: USICG (earlier as Hildi Inc.)

By: _____
(Authorized Signature)

By:  _____
(Authorized Signature)

Name: Connie Hillman
(Print or Type)

Name: Noel Johnson

Title: Finance Director
(Print or Type)

Title: Vice President & Consulting Actuary

Date: _____

Date: October 8, 2025

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

In Process

**Exhibit 1 to
AGREEMENT FOR CONSULTING SERVICES
Consultant and Rate Schedule**

Consultant Representative's Name	Title	Effective Start Date	Expected End Date
USICG (Hildi Inc.) Actuaries and Consultants	Consulting Actuaries	January 1, 2026	December 31, 2027

Base Fees

The approximate budget for USICG consulting services is as follows:

	2026 Fiscal Year	2027 Fiscal Year
GASB 75	\$3,400 plus \$500 for exhibits	January 1, 2026 actuarial valuation to be used as the base results for this fiscal year. GASB 75 disclosures to be developed for the year ending December 31, 2027. Approximately \$1,100 - \$1,300

Optional: GASB 75/73/101 consulting review on the true-up benefit payment calculations. Each fiscal year it is possible for some additional fees to occur due to this request from the Company/Client on this important calculation.

These Base Actuarial Fees include the following:

- An Actuarial Report including all information required by the GASB Statements. USICG (Hildi Inc.) will provide an electronic copy of the actuarial report. One to three hard copies of the report can be sent, too, if requested.
- A results meeting by conference call or video call to discuss the results.
- Teleconferencing with the actuaries on pending or anticipated issues which may affect the actuarial valuation/report. If any work is needed based on one of the outcomes of a teleconference, a fee will be agreed upon before any work is initiated.
- Periodic memos and telephone calls to provide updates on developments that may affect future actuarial reports.

All quotes assume the plan provisions and assumptions remain unchanged from the last actuarial valuation or year-end disclosure. Additional charges may occur if there is out of scope work due to an auditor request, OPEB Trust, changes in funding or investment policy for the OPEBs, changes in plan provisions or assumptions, or changes in the GASB disclosure requirements.

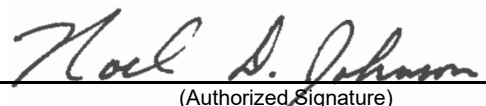
SERVICES OR REQUIREMENTS:

The Agreement for Consulting Services is dated October 8, 2025.

Company: City of Brainerd

Consultant: USICG (earlier as Hildi Inc.)

(Authorized Signature)



(Authorized Signature)

(Date)

October 8, 2025

(Date)

(Please Note: A signature is required on both page 5 and Exhibit 1. Thank you.)

Certificate Of Completion

Envelope Id: 6F6D27B1-5EF9-465F-AF82-E43CC9FEFE76

Status: Delivered

Subject: Complete with Docusign: USICG Consulting Contract City of Brainerd 1.1.2026.pdf

Source Envelope:

Document Pages: 6

Signatures: 0

Envelope Originator:

Certificate Pages: 4

Initials: 0

Lori Goble

AutoNav: Enabled

100 Summit Lake Drive, Suite 400

Envelopeld Stamping: Enabled

Valhalla, NY 10595

Time Zone: (UTC-06:00) Central Time (US & Canada)

lori.goble@usi.com

IP Address: 139.60.216.5

Record Tracking

Status: Original

Holder: Lori Goble

Location: DocuSign

10/8/2025 4:22:18 PM

lori.goble@usi.com

Signer Events

Signature

Timestamp

Connie Hillman

Sent: 10/8/2025 4:23:29 PM

chillman@ci.brainerd.mn.us

Viewed: 10/13/2025 11:31:29 AM

Finance Director

Security Level: Email, Account Authentication
(None)

Electronic Record and Signature Disclosure:

Accepted: 10/13/2025 11:31:29 AM

ID: 122a82a1-2d5d-498a-9d9b-f64ed09c8c5b

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

10/8/2025 4:23:29 PM

Certified Delivered

Security Checked

10/13/2025 11:31:29 AM

Payment Events

Status

Timestamps

Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, USI Insurance Services, LLC (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact USI Insurance Services, LLC:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: michael.pomer@usi.com

To advise USI Insurance Services, LLC of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at michael.pomer@usi.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from USI Insurance Services, LLC

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to michael.pomer@usi.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with USI Insurance Services, LLC

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to michael.pomer@usi.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

By selecting the check-box next to 'I agree to use electronic records and signatures', you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify USI Insurance Services, LLC as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by USI Insurance Services, LLC during the course of your relationship with USI Insurance Services, LLC.



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Review Grant Application Policy (6 Month Review)

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Finance

PRESENTER: Nick Broyles, City Administrator

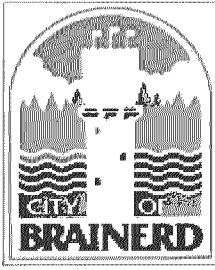
ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: At the 7 Apr 25 City Council meeting, authority was granted for staff to administratively approve grant applications. City Council also asked that this policy be reviewed in 6 months to assess its effectiveness.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff has exercised this authority twice for the Traffic Safety Enforcement Grant and the Traffic Safety Officer Grant. In both instances, the City Administrator approved the grant application and staff subsequently created an agenda item advising City Council of the activities at a City Council meeting.

RECOMMENDED ACTION/MOTION: If City Council concurs, staff recommends continuing with the policy as written.

FINANCIAL IMPACT: N/A



CITY OF BRAINERD POLICY REGARDING GRANT APPLICATIONS REQUIRING CITY COUNCIL APPROVAL

I. Purpose

This policy establishes the requirement for City of Brainerd staff to obtain prior approval from the City Council before submitting applications for grants that meet specific criteria related to financial obligations, personnel changes, or ongoing operational costs. This policy aims to ensure fiscal responsibility, strategic alignment, and informed decision-making regarding the pursuit of external funding opportunities.

II. Scope

This policy applies to all City of Brainerd Department, division, and employees who intend to apply for any grant funding from federal, state, local or private sources.

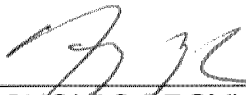
III. Policy Statement

City of Brainerd staff shall obtain explicit approval from the City Administrator and Personnel and Finance Chair prior to submitting any grant application that falls under one or more of the following categories:

- **Matching Contribution:** The grant requires a financial matching contribution from the City of Brainerd and the required match is not included or cannot be absorbed in the current year's budget. This includes cash matches, in-kind contributions that necessitate a direct budget allocation, or any form of financial commitment by the City.
- **New Personnel Position or FTE Increase:** The grant funding is specifically intended to create a new full-time or part-time personnel position within the City, or to increase the Full-Time Equivalent (FTE) of an existing position, whether the grant provides full partial funding for the position.
- **Increased Budgetary Impact:** The grant is for the acquisition of a piece of equipment or the development/construction of a new asset such as a park, street, or facility, where the ongoing maintenance, operation, insurance, or any other associated costs are anticipated to require an increase in the City's annual operating budget beyond existing departmental allocations.

ADOPTED: 4/6/2015

AMENDED: 4/7/2025



NICHOLAS BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Public Utilities Director Hiring Update

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

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

DEPARTMENT: HR

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: The Public Utilities Director Work Group will be interviewing a candidate on Thursday, October 16th. City Administrator Broyles will provide an update and possibly an employment recommendation at the 10/20/25 meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT: Unknown until a job offer is extended.



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Approve 2026 Health Insurance Broker Agreement

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Attached is the 2026 Service Agreement between the City of Brainerd and North Risk Partners for North Risk Partners to be our 2026 health insurance broker for the Better Health Collective (formerly Sourcewell) health insurance for the City and HRA. Please note this agreement is effective October 1, 2025 (October is the same effective date as last year) as the broker will be assisting us with our 2026 Open Enrollment Process; further, North Risk Partners has offered to split the invoice so \$13,500 would be payable this fall and \$13,500 would be payable next summer. Please note the broker fee is split between the City, the Public Utilities Department and HRA based on the number of their employees enrolled in the Better Health Collective health plan. The City's share of the 2026 broker's fee will be approximately \$11,000.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: North Risk Partners has been our Health Insurance Broker since October 2020. Since that time, we have learned how beneficial a fully-engaged broker can be for our renewal process as well as presenting and negotiating benefits for us. North Risk Partners was able to negotiate a premium reduction for us for our 2026 renewal that was estimated to save the City approximately \$150,000 in premium.

RECOMMENDED ACTION/MOTION: Authorize retaining North Risk Partners as our health insurance broker for 2026 for the Better Health Collective (formerly Sourcewell) in the amount of \$27,000; further, to approve the attached 2026 Service Agreement between the City of Brainerd and North Risk Partners.

FINANCIAL IMPACT: The cost for this agreement is included in the budget.



NORTH RISK PARTNERS®

Service Agreement

Large Group Employee Benefits

City of Brainerd/Brainerd HRA

Effective Date: OCT 1, 2025 - SEPT 30, 2026

Herein are services included in our package based on the current commission schedule. Extended services for additional fees are also listed. This document serves as a prompt for service discussions. Once finalized and signed, the document will serve as a formal agreement of services to be delivered by North Risk Partners.

Disclaimer: The services outlined in this agreement will be provided to the employer for the duration of their client relationship with North Risk Partners. Should the employer cease to be a client, the client will assume financial responsibility for these services.

INSERT CLIENT NAME HERE: City of Brainerd/Brainerd HRA

SERVICE AGREEMENT

LARGE GROUP EMPLOYEE BENEFITS

SERVICE	DESCRIPTION	FREQUENCY
Enrollment Strategy & Employee Education	- Evaluate communication strategies and determine the best-fit approach in the short and long term to enhance employee understanding of benefit offerings. This may include: - Open enrollment flyers, posters, payroll stuffers - Open enrollment annual meetings - Use of enrollment platform and/or enrollment guide - Bilingual communication options as needed (additional fees apply) - Determine ongoing benefits enrollment options and eligibility management. - Implement enrollment approach and provide ongoing support.	ANNUALLY
Ongoing Account Management	- Provide contact information and an outline of roles for all account management team. - Perform day-to-day service and act as a resource for City of Brainerd/Brainerd HRA on all benefit topics. - Advocate on behalf of City of Brainerd/Brainerd HRA and its employees regarding any benefit issues, questions, enrollment, claims, and ongoing education. - Act as a liaison between City of Brainerd/Brainerd HRA and all insurance providers and administrators. - Provide ongoing support of the benefits administration platform and all tools and resources. - As requested, provide monthly claims reporting and high claimant overview	ONGOING

SERVICE AGREEMENT

LARGE GROUP EMPLOYEE BENEFITS

SERVICE	DESCRIPTION	FREQUENCY
First Quarter Meeting	- Renewal and open enrollment recap - Review plans and monitor City of Brainerd/Brainerd HRA experiences with each service provider/vendor - Stewardship review and service team review - Annual planning goals - Agency evaluation - Annual service calendar - Prior year full claims experience review	ANNUALLY WITHIN FIRST QUARTER FOLLOWING RENEWAL DATE
Mid-Year Review	- Analyze vendor, carrier, and product performance; based on client needs, determine which plans to take to market for the upcoming renewal - Perform claims analysis and benchmark comparisons -i.e., Milliman benchmark report - Discuss upcoming renewal and open enrollment timeline goals - Discuss renewal estimates based on year-to-date claims information for budget projections of future costs - Review funding options and alternatives where appropriate - Present any new industry best practices, new products or services, compliance, and legislative developments for consideration during the upcoming renewal - Develop benchmarking analysis to demonstrate plan and program efficacy compared to market.	ANNUALLY
Pre-Renewal Strategy	- Pre-renewal discussion with City of Brainerd/Brainerd HRA to confirm market specifications (via phone or in person if needed) - Prepare market specifications for all lines of coverage and solicit alternative product/financial proposals from competitive markets for plans determined in the mid-year meeting (if applicable)	ANNUALLY

SERVICE AGREEMENT

LARGE GROUP EMPLOYEE BENEFITS

SERVICE	DESCRIPTION	FREQUENCY
Pre-Renewal Strategy (cont.)	- Request renewals 90-180 days prior to policy anniversary from all benefits carriers - Review renewals for accuracy, justification and consistency with historical data - Meet with carrier representatives including sales, service, underwriting, claims, etc. to negotiate on City of Brainerd/Brainerd HRA behalf to ensure the most competitive and fair offer is presented - Evaluate qualifying proposals in detail comparing costs, plan designs, administration expenses, network coverage, access, and discounts	ANNUALLY
Renewal Delivery and Process	- Prepare and present a comprehensive and concise Renewal Executive Summary to City of Brainerd/Brainerd HRA benefits team - Analyze claims experience for all insurance coverages and make recommendations (if applicable) - Make recommendations regarding any plan changes or carrier finalists based on in-depth analysis - Inventory current services for all employee plans provided with City of Brainerd/Brainerd HRA and negotiate with finalists for needed services - Provide detailed follow-up regarding any questions or timelines discussed and move forward with open enrollment strategy - Assist City of Brainerd/Brainerd HRA with implementation of recommended programs, plan changes and any vendor/carrier changes - Make recommendations regarding contribution strategy and payroll deductions	ANNUALLY

SERVICE AGREEMENT

LARGE GROUP EMPLOYEE BENEFITS

Value-Added Services

AVAILABLE AS PART OF CORE SERVICES

Services with an * indicate additional fees may apply. All fees for projects are offered at a discounted rate and may be eligible for sponsorship.



Employee Navigator Comprehensive Custom Site Build

- Data Migration
- Load plans, compensation structure, forms and resources
- Configure document library and upload compliance documents
- Coordinate file feed setup with available vendors
- Onboarding setup: I-9, W-4, offer letters, City of Brainerd/Brainerd HRA required documents for signature
- Open enrollment setup and status reporting
- Provide client training, open enrollment progress reports and ongoing support.
- ACA compliance/reporting*
- Outsourced benefit admin/HRIS solutions*



Benefits Compliance Support

North Risk provides a variety of tools and resources available to assist our clients with their compliance needs. Our consultation will evaluate your status, and we will recommend options to help support your compliance needs.

- **ERISA Compliance Services***
 - Plan Document preparation including Summary Plan Description and Summary of Material Modification
 - Wrap Document Preparation
 - Form 5500 Preparation
 - Non-discrimination Testing
- **ComplianceDashboard Health Plan Compliance**

ComplianceDashboard is an online tool customized to each client's health plan.

 - Regular email and calendar reminders
 - Step-by-step guidance
 - On-demand reports
 - Store compliance documents securely
 - Online HR tool that provides compliance checklists, guides and links to state and federal laws

SERVICE AGREEMENT

LARGE GROUP EMPLOYEE BENEFITS

▪ **General Benefit Compliance Support**

North Risk Partners has direct access to a team of attorneys and regulatory analysts to answer employer-specific compliance questions in the areas of:

- Affordable Care Act
- Consolidated Appropriations Act
- HIPAA Privacy and Security
- COBRA and State Continuation Provisions
- Section 125 Regulations
- IRC Non-discrimination Rules
- ERISA Reporting and Disclosure Rules
- HRA and HSA Rules and Regulations
- 5500 Filings
- Non-Discrimination Testing
- Monthly compliance webinars

Training Center (Learning Management System)

Our turnkey solution assists companies in achieving employee training goals. Compared to traditional classroom-based instruction, online training reduces training costs, training time, improves trainee comprehension rates, and provides for consistent, enterprise-wide training content delivery. North Risk's Training Center is user friendly, simple to use, and has over 300 training courses in the areas of Human Resources and Safety.

Human Resources & Employment Law

- **Hotline for day-to-day business support**
 - HR Audits
 - FMLA Guidance
 - Interview Question review
 - Performance Management
 - Onboarding
 - Job Description Review
 - Employee Handbook Creation
- **Client Webinars & Seminars around education on key HR topics**
- **Custom projects such as PTO and termination policies, severance and layoffs, or downsizing management***

SERVICE AGREEMENT

LARGE GROUP EMPLOYEE BENEFITS

Safety & Loss Control

- **Hotline for day-to-day business support**
- **Professional Consulting***
 - Mock safety, loss control, and compliance audits
 - Safety and training program development
 - Workplace hazard evaluations
 - OSHA/DOT compliance and reporting
 - Ergonomics assessments
 - Online loss control and safety resources via Risk Management Center
 - Stay-at/Return-to-Work programs
 - Managing on-the-job distractions

Claims Analytics (Springbuk)

Available for fully insured medical plans > 200 enrolled

Available for self-funded medical plans > 100 enrolled

- Data analytics helping our clients better manage claims by identifying trends.
- North Risk Partners will onboard and work directly with SpringBuk on behalf of clients and provide regular data analysis and reporting
- Programs and resources can be applied, and progress tracked to monetize efficacy.
- Quarterly reporting

Wellness Consulting

North Risk Partners is a passionate proponent of the positive short and long-term impact of behavioral change. We have partnered with a variety of resources that are all at the leading edge of health promotion.

After an evaluation of the current wellness culture, create a strategic plan to meet overall goals of EMPLOYER NAME. This will involve analyzing resources and program scope, including time frames and additional pricing (if applicable).

Seminars and Monthly Webinars

North Risk hosts seminars and monthly webinars presented by industry professionals in the areas of insurance, compliance, human resources, safety, wellness and more.

Service Description	Frequency
---------------------	-----------

Compensation / Consulting Fee

North Risk Partners agrees to provide consulting and core brokerage services as detailed throughout this service agreement in exchange for a fee-for service model:

Fee for Service: \$27,000 annually.
(We can invoice semi-annual installments)

This agreement shall remain for in effect for one year and can be renegotiated annually.



10/01/2025

 North Risk Partners -
 Adam M. Olson

 Date

 City of Brainerd

 Date



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Accept Retirement of HR Director Schubert

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Administration

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

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: HR Director Kris Schubert has submitted her retirement notice with her last working day being January 23, 2026. Staff recommends accepting her retirement and to authorize Staff to conduct an internal hiring process to backfill the position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached is an updated job description. A redlined version is attached depicting the recommended changes.

RECOMMENDED ACTION/MOTION: Motion to accept the resignation of HR Director Kris Schubert effective January 24, 2026; to approve the updated HR Director Job description as presented; and to authorize staff to conduct an internal hiring process to backfill the position.

FINANCIAL IMPACT: n/a



Human Resource Director

Department: Human Resources (HR)

FLSA Status: Exempt

General Definition of Work

Assists the City Administrator and all City Departments with managing and coordinating the planning, implementation, and administration of programs and processes in the functional areas of human resources in accordance with applicable policies and laws. Is responsible for providing research, support and direction in the areas of employee recruitment, assessment and selection; classification and compensation; employee and labor relations; benefit administration; workers' compensation, safety and wellness programs; training and development; and performs related work as required.

Work is performed under the limited supervision of the City Administrator. Assists the Brainerd Housing & Redevelopment Authority and Brainerd Lakes Regional Airport on HR issues as needed. Technical supervision is exercised over payroll personnel.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Responsible for overseeing the daily operations of the HR Department team, ensuring that tasks are completed efficiently and to high standards.
- Leads, mentors, and manages the HR Department staff including training, inspecting and assigning work, and developing staff schedules. Conducts performance evaluations as well as provides coaching, and counseling when needed in accordance with City policies; oversees and/or participates in the selection of employees; recommends hiring and terminating personnel to the City Administrator with final determination by the City Council.
- Coordinates personnel recruitment and selection process in consultation with appropriate Department Heads.
- Analyzes, researches, directs and implements all employee benefit programs; serves as Plan Administrator to current and potential benefit vendors regarding products and services offered; recommends changes to benefit plans; composes RFP's and provides census information as needed; coordinates renewal process for benefits and recommends contract awards; negotiates contracts with carriers.
- Participates in negotiating labor agreements by researching and preparing proposals and responses; interprets labor agreements and prepares contract language. Presents proposals and recommendations to the City Council for guidance. May serve as Lead Negotiator when directed.
- Works directly with the management team, labor counsel, and union stewards/business agents. Oversees the grievance management process; provides advice on policy and contractual issues; recommends resolution; participates in administrative hearings, mediation and arbitration.
- Oversees the performance evaluation process; conducts personnel disciplinary and/or misconduct investigations or assists outside consultant as needed; recommends appropriate action.
- Responds to employee complaints and concerns; serves as an intermediary to resolve disputes.
- Develops, reviews, implements, interprets and administers the City Personnel Policies; provides advice on policy issues.
- Develops, evaluates and maintains job descriptions; conducts wage and compensation package analyses and classification studies; makes recommendations. Compiles, makes adjustment recommendations, and submits Pay Equity Reports.
- Assists payroll staff with compensation as well as labor contract and policy interpretations.
- Coordinates Management/Labor Committee meetings regarding wellness, benefits and safety.

Essential Functions (Cont).

- Oversees the drug testing, workers' compensation and unemployment claims programs; serves as liaison between workers' compensation third party administrator, injured employees and their supervisor.
- Reviews and recommends improved methods of efficiency; assists in coordinating employee training.
- Oversees employee personnel and medical records; ensures security and classifies according to Data Practices Act; responds to employment verifications; oversees completion of compensation and classification surveys and information requests.
- Oversees the City's safety programs to comply with OSHA requirements; administers the employee leave and ADA accommodation process as needed; coordinates education programs on safety issues with the Lakes Area Regional Safety Group members.
- Maintain awareness of trends and developments in human resources practices and implements new, enhanced and revised procedures/programs based on trend analysis, policy direction and compliance with laws and regulations.
- Acts on behalf of the City Administrator upon request or during absence for human resource-related matters.
- Ensures that all governmental HR reports are accurate, complete and filed by submission deadlines.
- Perform related tasks or duties as assigned.

Knowledge, Skills and Abilities

- General knowledge of principles and practices of personnel administration and human resource management including governmental regulations and laws related to public sector employment.
- Strong computer skills, including word processing, spreadsheet, presentation and email applications.
- Skill in communicating logically, persuasively and accurately in verbal and written forms.
- Skill in applying sound business judgment in decision making.
- Skill in providing customer service with continuous focus on compliance.
- Skill in researching and analyzing complex issues, developing recommended actions, preparing reports and maintaining records.
- Ability to work independently and to organize and prioritize workload.
- Ability to respond effectively to the most sensitive inquiries and complaints.
- Ability to read, comprehend, and explain complex materials, often involving legal and technical matters in which the individual may have little background or knowledge.
- Ability to interpret specific rules, laws, policies, contracts and documents and to apply them to a variety of situations based on local, state, and federal regulatory requirements and best human resources practices.
- Ability to establish and maintain effective working relationships with all levels of the organization, unions, other governmental entities, vendors and the general public.

Education, Experience and Special Requirements

- Bachelor's degree with coursework in personnel management, human resources, and business/public administration or related field plus a minimum of two years of experience in personnel and benefits administration; or combination of education and experience determined by management to be equivalent.
- Valid driver's license.
- HRCI, SHRM and/or NPELRA CLRP Certifications are desirable.
- Previous human resource and/or labor negotiation experience for a governmental unit is desirable.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires standing, walking and lifting; work requires close vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Last Revised: October 15, 2025



Human Resource Director

Department: ~~Administration & Brainerd Public Utilities (BPU)~~ Human Resources (HR)

FLSA Status: Exempt

General Definition of Work

Assists the City Administrator, ~~BPU Management Team~~, and all City Departments with managing and coordinating the planning, implementation, and administration of programs and processes in the functional areas of human resources in accordance with applicable policies and laws. Is responsible for providing research, support and direction in the areas of employee recruitment, assessment and selection; classification and compensation; employee and labor relations; benefit administration; workers' compensation, safety and wellness programs; training and development; and performs related work as required.

Work is performed under the limited supervision of the City Administrator, ~~BPU Superintendent, & BPU Finance Director~~. Assists the Brainerd Housing & Redevelopment Authority and Brainerd Lakes Regional Airport on HR issues as needed. Technical supervision is exercised over ~~City and BPU~~ payroll personnel.

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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Responsible for overseeing the daily operations of the HR Department team, ensuring that tasks are completed efficiently and to high standards;
- Leads, mentors, and manages the HR Department staff including training, inspecting and assigning work, and developing staff schedules. Conducts performance evaluations as well as provides coaching, and counseling when needed in accordance with City policies; oversees and/or participates in the selection of employees; recommends hiring and terminating personnel to the City Administrator with final determination by the City Council.
- Coordinates personnel recruitment and selection process in consultation with appropriate Department Heads; ~~assists the Police and Fire Civil Service Commission as directed.~~
- Analyzes, researches, directs and implements all employee benefit programs; serves as Plan Administrator to current and potential benefit vendors regarding products and services offered; recommends changes to benefit plans; composes RFP's and provides census information as needed; coordinates renewal process for benefits and recommends contract awards; negotiates contracts with carriers.
- Participates in negotiating labor agreements by researching and preparing proposals and responses; interprets labor agreements and prepares contract language. Presents proposals and recommendations to the City Council ~~and BPU Commission~~ for guidance. May serve as Lead Negotiator when directed.
- Works directly with the management team, labor counsel, and union stewards/business agents. Oversees the grievance management process; provides advice on policy and contractual issues; recommends resolution; participates in administrative hearings, mediation and arbitration.
- Oversees the performance evaluation process; conducts personnel disciplinary and/or misconduct investigations or assists outside consultant as needed; recommends appropriate action.
- Responds to employee complaints and concerns; serves as an intermediary to resolve disputes.
- Develops, reviews, implements, interprets and administers the City Personnel Policies; provides advice on policy issues.
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- Assists payroll staff with compensation as well as labor contract and policy interpretations.

- Coordinates Management/Labor Committee meetings regarding wellness, benefits and safety.
- Oversees the drug testing, workers' compensation and unemployment claims programs; serves as liaison between workers' compensation third party administrator, injured employees and their supervisor.
- Reviews and recommends improved methods of efficiency; assists in coordinating employee training.

Essential Functions (Cont).

- Oversees employee personnel and medical records; ensures security and classifies according to Data Practices Act; responds to employment verifications; oversees completion of compensation and classification surveys and information requests.
- Oversees the City's safety programs to comply with OSHA requirements; administers the employee leave and ADA accommodation process as needed; coordinates education programs on safety issues with the Lakes Area Regional Safety Group members.
- Maintain awareness of trends and developments in human resources practices and implements new, enhanced and revised procedures/programs based on trend analysis, policy direction and compliance with laws and regulations.
- Acts on behalf of the City Administrator upon request or during absence for human resource-related matters.
- Ensures that all governmental HR reports are accurate, complete and filed by submission deadlines.
- Perform related tasks or duties as assigned.

Knowledge, Skills and Abilities

- General knowledge of principles and practices of personnel administration and human resource management including governmental regulations and laws related to public sector employment.
- Strong computer skills, including word processing, spreadsheet, presentation and email applications.
- Skill in communicating logically, persuasively and accurately in verbal and written forms.
- Skill in applying sound business judgment in decision making.
- Skill in providing customer service with continuous focus on compliance.
- Skill in researching and analyzing complex issues, developing recommended actions, preparing reports and maintaining records.
- Ability to work independently and to organize and prioritize workload.
- Ability to respond effectively to the most sensitive inquiries and complaints.
- Ability to read, comprehend, and explain complex materials, often involving legal and technical matters in which the individual may have little background or knowledge.
- Ability to interpret specific rules, laws, policies, contracts and documents and to apply them to a variety of situations based on local, state, and federal regulatory requirements and best human resources practices.
- Ability to establish and maintain effective working relationships with all levels of the organization, unions, other governmental entities, vendors and the general public.

Education, Experience and Special Requirements

- Bachelor's degree with coursework in personnel management, human resources, and business/public administration or related field plus a minimum of two years of experience in personnel and benefits administration; or combination of education and experience determined by management to be equivalent.
- Valid driver's license.
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Last Revised: ~~September 3, 2019~~October 15, 2025



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Authorization to Enter into Service Agreement with Utility Financial Solutions (UFS) for Rate Study

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director, Mike Angland, Commission Member

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: At the September 15th council meeting, Council authorized Staff to get a quote from UFS for a rate/plan study for sanitary and storm sewer rates. The quotes received are attached.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Council did a study in 2023, establishing rates for 2024 and 2025. The study cost \$12,100, with \$6,910 for sanitary and \$5,190 for storm. The proposed cost for the study is \$15,500, with \$8,000 for sanitary and \$7,500 for storm.

Staff does not recommend rate studies being done in-house.

RECOMMENDED ACTION/MOTION: Authorize staff to enter into agreements with UFS as presented, to prepare financial plans and rate design studies for the sanitary (collection system) and storm sewer rates.

FINANCIAL IMPACT:



BRAINERD MINNESOTA

A City for All Seasons

City of Brainerd

Wastewater Collection System Financial Plan and Rate Design Study

September 23, 2025



Corporate location:
Utility Financial Solutions, LLC
185 Sun Meadow Court
Holland, MI USA 49424
(616) 393-9722
Fax (888) 566-4430

Submitted Respectfully by:

Daniel Kasbohm
Manager, Utility Financial Solutions, LLC
dkasbohm@ufswb.com
(616) 402-7045

Mark Beauchamp, CPA, CMA, MBA
President, Utility Financial Solutions, LLC
mbeauchamp@ufswb.com
(616) 393-9722

September 23, 2025

Ms. Connie Hillman
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Utility Financial Solutions, LLC (UFS) is pleased to submit a proposal to provide a wastewater collection system financial projection and rate design study for the City of Brainerd (City). Our proposal is based on our prior experience with completing cost of service studies for municipal utilities around the United States. UFS is an internationally known firm with a long-standing relationship and history of assisting municipalities with financial analysis and are recognized experts in the utility field. UFS personnel are instructors for the American Public Power Association, Southern Gas Association, and the National Association of Regulatory Utility Commissioners. Courses UFS instruct include financial planning, cost of service, rate design, and a series of Commission training programs.

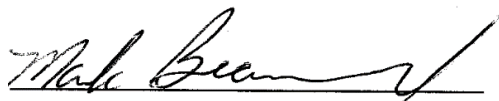
Proposed Project Manager, Mr. Mark Beauchamp: Mark will oversee project management and contractual agreements. Mr. Beauchamp began Utility Financial Solutions, LLC in 2001 and is the current President of UFS. With industry experience since 1981, Mark has worked with utilities to complete over one thousand cost of service studies. His degrees include Water Purification Technology, Accounting and MBA. His background provides unique experience and knowledge to share with utilities and includes a Class A license in wastewater treatment, water treatment license, Certified Public Accountant and Certified Management Accountant. This unique background has identified Mark as an industry leader in utility cost of service and rate design.

Prior Experience: UFS is comprised of experienced staff including economists, engineers, and finance professionals. Our reputation has allowed us to be the recommended rate consulting firm for numerous associations and agencies around the country. Our extensive experience provides utilities with studies that can be relied upon.

Project Approach: UFS has obtained rate approval for many utilities. Our unique approach includes development of key targets to keep the utility financially stable, development of minimum and maximum levels of rate adjustments, and identification of a long-term rate track for the utility. The key targets and development of the rate track is used as part of an educational presentation for the governing body to obtain guidance and input in the rate making process. Our methodology and the education provided is why we have grown to be the preferred provider of rate study services in the United States.

We appreciate the opportunity to submit this proposal and look forward to discussing it with you. If you have questions or need additional information, please contact me at 616.403.5450.

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Beauchamp", with a stylized flourish at the end.

Mark Beauchamp, CPA, MBA, CMA
President, Utility Financial Solutions, LLC

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Understanding of Project Requirements

The City of Brainerd (City) provides wastewater collection services to customers located in its service territory and is requesting the services of a utility rate consultant to complete a wastewater collection system financial plan and rate study. Our proposed work plan is consistent with established methodologies and a summary of the project deliverables is listed below:

1. Wastewater collection system financial projection and long term rate track

- Determine revenue requirements based on fully allocated cost method; including direct and indirect cost's
- Develop a long-term financial plan with rate track that incorporates future capital improvements and debt service
- Identify amount and timing of potential future debt issuances
- Develop minimum cash reserve levels
- Project cash reserves

2. Wastewater collection system rate design for 2026

- Develop rates to adequately fund utility operations, capital costs, and bonded debt
- Analyze effects of implementing changes to the current rate structure on customers based on varying levels of usage

3. Optional presentation of study results

- Optional presentation of results to the Council and Management

Our approach to this project was developed to meet the objectives of the City and our prior experience in preparing wastewater studies for publicly-owned utilities around the nation. Our proposed work plan is designed to meet the requirements and methodologies established by the American Public Power Association and American Public Works Association. Our Technical Approach and Work Plan include the following sections:

- Preliminary Tasks to Complete Study
- One year Rate Design
- Optional Presentation

To meet the objectives, we propose the following approach to the project. The proposed work plan will be finalized during initial meeting with management.

Preliminary Tasks

Task One - Review of Relevant Reports

Review of certain reports is necessary to ensure the models are established to fit the specific requirements of the City. Listed below are examples of reports to obtain and review.

- Monthly financial, operating and maintenance reports
- Asset summary of investments
- Rate schedules

Task Two - Collect and Verify Data

Meeting with utility management is critical to ensure final reports will meet objectives of the City and the information request prepared by UFS is understood. Specific objectives of the meeting will be to identify the following:

- Clarify scope of services and specific expectations of management
- Review the City's chart of accounts and determine strengths and weaknesses and its consistency with utility accounting practices
- Discuss with management the strengths and weaknesses of determining utility revenue requirements using a utility basis vs. cash basis
- Gain an understanding of customers

Task Three - Preparation of Data Request

Based on discussion with management and staff, we will prepare an information request that will include the necessary information to complete the study:

- Financial Projection (wastewater collection system):
 - Financial statements for 2024
 - Current work-in-process and future capital improvement plans
 - Copies of rate schedules and any special contracts

Summary of Ability

A summary of the firm's ability to achieve the Utility's project goals.

Introduction

The Utility is issuing a wastewater cost of service study and financial plan to assess and evaluate the existing rates and make recommendations to ensure the utility operations and maintenance, capital improvement program, depreciation, and debts are adequately funded, while rate impacts are minimized. UFS has the staff available to complete the project in the Utility's desired timeframe. UFS' ability to achieve the Utility's project goals is best demonstrated by our references (noted in a later section) and our organized and well thought out processes outlined below.

Model Set Up

After project award, if selected, UFS will conduct a kick-off meeting to review the information request and confirm the project schedule and deliverables. As data is gathered by the Utility, UFS will process and enter it into the model. Progress calls will be scheduled to address any questions and to review outstanding data requests. UFS will analyze revenues by completing a revenue "proof" to ensure that the monthly billing units provided calculate out to the reported sales revenue when multiplied by current rate schedules.

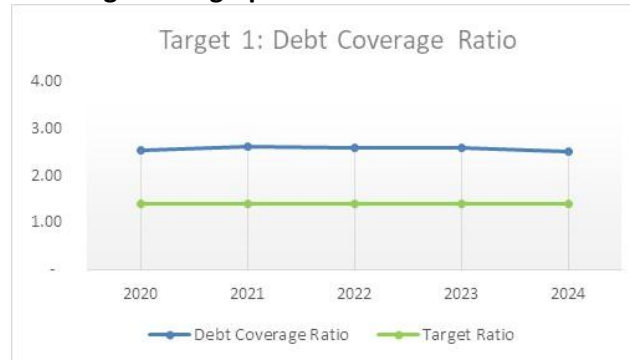
Financial Projection

UFS financial analysis and the subsequent cost of service studies are unique in their ability to easily change from cash basis revenue requirements to utility basis revenue requirements. The financial analysis includes both cash basis targets such as cash reserves and debt coverage; and accrual basis targets such as rate of return. UFS studies also include a review of secondary financial matrices such as debt to equity ratios, age of system, days cash on hand and working capital requirements as part of the overall assessment of the financial health of the utility. The financial projection will incorporate assumptions such as inflation, anticipated changes in expenses, debt issuances, and capital improvements. The financial projection incorporates targets to help ensure the long-term financial stability of the Utility is maintained or improved and develop a plan for rate adjustments.

Target One: Debt Coverage Ratio

Based on review of bond issues and debt service schedules, the principal and interest expense will be identified and incorporated into the analysis. We will provide a table as shown below to compare projected Debt Service Ratios with requirements in the Bond Ordinance.

Sample Report Table: Debt Coverage Ratio graph and calculation:



Description	Projected Y1	Projected Y2	Projected Y3	Projected Y4	Projected Y5
Net Income	\$ 996,826	\$ 997,462	\$ 945,213	\$ 826,113	\$ 758,497
Add Depreciation/Amortization Expense	2,565,601	2,609,101	2,732,859	2,921,523	3,057,531
Add Interest Expense	764,408	726,408	688,408	648,408	606,408
Cash Generated from Operations	\$ 4,326,835	\$ 4,332,972	\$ 4,366,480	\$ 4,396,044	\$ 4,422,435
Debt Principal and Interest	\$ 1,714,408	\$ 1,676,408	\$ 1,688,408	\$ 1,698,408	\$ 1,706,408
Projected Debt Coverage Ratio (Covenants)	2.52	2.58	2.59	2.59	2.59
Minimum Debt Coverage Ratio	1.4	1.4	1.4	1.4	1.4

Target Two: Minimum Cash Reserve Calculation

To help ensure timely completion of capital improvements and enable the utility to meet requirements for large, unexpected expenditures and risk factors, the recommended minimum level of cash reserves will be identified. Development of the minimum cash reserves considers several factors. A sample list is below:

- Working capital
- Variations in expenses
- Capital improvement programs
- Annual bond payments
- Exposure to catastrophic events such as extreme weather

Sample Report Table: Minimum Cash Reserves



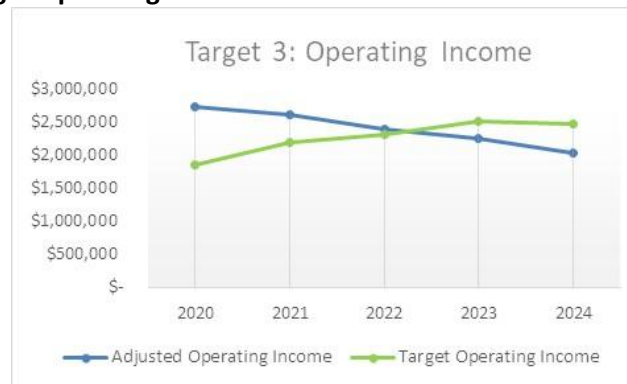
Description	Projected Y1	Projected Y2	Projected Y3	Projected Y4	Projected Y5
Minimum Cash Reserve Allocation					
Operation & Maintenance Less Depreciation Expense	25.0%	25.0%	25.0%	25.0%	25.0%
Purchase Power Expense	25.0%	25.0%	25.0%	25.0%	25.0%
Historical Rate Base	2.0%	2.0%	2.0%	2.0%	2.0%
Current Portion of Debt Service Payment	83%	83%	83%	83%	83%
Five Year Capital Improvements - Net of bond proceeds	20%	20%	20%	20%	20%
% Plant Depreciated	56%	54%	55%	55%	59%
Calculated Minimum Cash Level					
Operation & Maintenance Less Depreciation Expense	\$ 6,589,952	\$ 6,762,400	\$ 6,941,318	\$ 7,153,036	\$ 7,281,393
Purchase Power Expense	8,381,482	9,722,132	9,982,984	10,548,544	9,731,911
Historical Rate Base	1,527,454	1,689,254	1,769,511	1,877,918	1,877,918
Current Portion of Debt Service Reserve	1,391,419	1,401,379	1,409,679	1,416,319	1,462,799
Five Year Capital Improvements - Net of bond proceeds	3,939,646	3,939,646	3,939,646	3,939,646	3,939,646
Minimum Cash Reserve Levels	\$21,829,952	\$23,514,810	\$24,043,138	\$24,935,462	\$24,293,667
Projected Cash Reserves	\$24,692,803	\$19,224,903	\$17,829,253	\$15,047,239	\$17,559,446

Target Three: Operating Income

The optimal target for setting rates is the establishment of a target operating income to consistently fund capital improvements and replacements. Development of this target considers the following:

- Interest expense on the outstanding debt
- Inflationary increase on asset replacement costs
- Assets contributed by customers to the Utility

Sample Report Table: Target Operating Income



Description	Projected Y1	Projected Y2	Projected Y3	Projected Y4	Projected Y5
Target Operating Income Determinants					
Net Book Value/Working Capital	\$33,525,928	\$38,888,526	\$39,931,938	\$42,194,174	\$38,927,644
Outstanding Principal on Debt	18,160,200	17,210,200	16,210,200	15,160,200	14,060,200
System Equity	\$15,365,728	\$21,678,326	\$23,721,738	\$27,033,974	\$24,867,444
Target Operating Income Allocation					
Interest on Debt	4.21%	4.22%	4.25%	4.28%	4.31%
System Equity	7.06%	6.73%	6.87%	6.90%	7.48%
Target Operating Income					
System Equity	\$ 1,085,106	\$ 1,459,590	\$ 1,629,338	\$ 1,864,944	\$ 1,859,437
Target Operating Income	\$ 1,849,514	\$ 2,185,998	\$ 2,317,746	\$ 2,513,352	\$ 2,465,845
Projected Operating Income	\$ 2,728,770	\$ 2,599,641	\$ 2,394,956	\$ 2,247,337	\$ 2,037,669
Rate of Return in %	5.5%	5.6%	5.8%	6.0%	6.3%

Five-Year Projection Summary

The projections will be summarized, and development of alternative rate tracks will be reviewed and compared to each financial target to help ensure the future financial stability of the utility. We will work with Management and the Governing body in review and development of five-year strategies and rate track. All adjustments are tied to the cost of service study for the test year, so results can easily be updated, and sensitivities run within the same model.

Projected Summary Financial before Rate Adjustments

Fiscal Year	Projected Rate Adjustments	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Recommended Minimum Cash	Capital Improvements Plan	Debt Coverage Ratio
Year 1	0.0%	\$ 2,728,770	\$ 3,038,480	\$ 16,392,621	\$ 18,099,160	\$ 6,065,000	1.10
Year 2	0.0%	2,711,845	3,019,772	14,592,541	19,169,551	2,175,000	1.11
Year 3	0.0%	2,622,411	3,061,319	10,964,992	19,674,886	4,012,870	1.11
Year 4	0.0%	2,473,225	3,149,568	5,938,354	20,516,844	5,420,360	1.12
Year 5	0.0%	2,380,491	3,098,229	4,959,247	20,862,261	1,380,000	1.12

Projected Summary Financials with Rate Adjustment and \$5.0 million bond issuance

Fiscal Year	Projected Rate Adjustments	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Recommended Minimum Cash	Capital Improvements Plan	Debt Coverage Ratio
Year 1	2.0%	\$ 3,350,054	\$ 3,038,480	\$ 17,013,904	\$ 18,099,160	\$ 6,065,000	1.26
Year 2	2.0%	3,972,613	3,019,772	22,477,689	19,169,551	2,175,000	1.44
Year 3	1.0%	4,216,200	3,061,319	21,453,355	19,674,886	4,012,870	1.53
Year 4	1.0%	4,407,444	3,149,568	21,578,377	20,516,844	5,420,360	1.62
Year 5	1.0%	4,662,614	3,098,229	21,908,593	20,862,261	1,380,000	1.71

Format of Reports

UFS reports are separated into reports listed below:

- **Executive Summary Report** – An overview that identifies the objectives, process, and results of the rate study in a clear and concise format, the report includes graphs, charts, tables, and recommendations.
- **Full Report** – Includes all the detailed schedules developed to complete the study and includes the executive summary report
- **Rate Design Recommendation Report** for one (1) test year – The rate design report is a separate module. To ensure efficiency and timeliness of the study the executive summary and the full detail report are provided to management for input into the rate design process. The rate design report includes the following:
 - Comparison of the current and proposed rates
 - Expected revenues generated from proposed rates
 - Impact on customer classes at various usage levels or load factors within each rate class

Optional Presentation of Results

A critical aspect of the study is the clear and concise presentation to management and the Council. UFS professionals are skilled at explaining and working with advisory and governing bodies to ensure decisions are based on information they can understand and apply to the local environment.

Meetings and Presentations

We don't anticipate an on-site meeting to complete the analysis. The following meetings are anticipated:

1. Initial meeting – Clarify scope of services, expectations of management and preliminary fieldwork (conference call)
2. Review draft reports with management (Conference call)
3. Conduct presentation to Management and the Council (Conference call / Optional On-Site)

We are available for presentations as requested by management as listed in the Project Fees section of this proposal.

Deliverables for Wastewater Collection System Financial Plan and Rate Design Study

- Executive Summary for Management and the Council
- Detailed report for Management
- Wastewater collection system financial projection and long term rate track
- Wastewater collection system rate design for 2026
- Optional Presentation to Management and the Council

Project Fees

Prices, terms, and conditions are good for a period of 90 days from this proposal date of September 23, 2025.

Payment will be made through submission of invoice which itemizes the work performed.

Total fees for Scope of Services

\$8,000

Out of Scope Services

Out of Scope services will be billed at the hourly rates listed below.

Any out of pocket expenses will be billed at cost.

Name	Title	Hourly Rate
Mark Beauchamp	President	\$375.00
Dawn Lund	Vice President	\$350.00
Dan Kasbohm	Manager	\$310.00
Mike Johnson	Manager	\$310.00
Chris Lund	Business and Technology Manager	\$310.00
Jillian Jurczyk	Financial Analyst	\$295.00
Robert Blank	Financial Analyst	\$195.00

In addition, travel time will be billed at 50% off regular rates.

Proposed Professional Services Agreement

Prices, terms, and conditions are good for a period of 90 days from the date of this proposal September 23, 2025.

Payment will be made through submission of invoice which itemizes the work performed.

Total project fees for Scope of Services are \$8,000

Anticipated Meetings:

- Initial meeting – Conference Call to clarify scope of services, expectations of management and preliminary information request
- Fieldwork – Conference Call to verify data provided
- Report with management - Conference call
- As an option we can be available for on-site presentations as requested by management

Hourly Rates (travel is discounted at 50%)

Mark Beauchamp	\$ 375.00
Dawn Lund	\$ 350.00
Dan Kasbohm	\$ 310.00
Mike Johnson	\$ 310.00
Chris Lund	\$ 310.00
Jillian Jurczyk	\$ 295.00
Robert Blank	\$ 195.00
Support Staff	\$ 65.00 – 165.00

Deliverables:

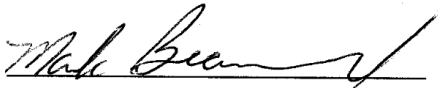
- 1) Long-term financial projection and rate track
- 2) Minimum cash reserve determination
- 3) Target operating income (rate of return)
- 4) One-year rate design & revenue proof

Out of Scope Services – on-site and travel expenses:

Any on-site visit if deemed necessary and agreed upon, will be billed at actual out of pocket expenses – plus travel time discounted at 50% of regular rates. In addition, out of scope service work hours are billed at the hourly rates listed on this page.

We look forward to exceeding your expectations. Please sign, date, and return to dkasbohm@ufswb.com at your earliest convenience.

Sincerely,



Mark Beauchamp, CPA, MBA, CMA
President, Utility Financial Solutions, LLC

Date:

Accepted By:

City of Brainerd



BRAINERD

MINNESOTA

A City for All Seasons

City of Brainerd

Stormwater Collection System Financial Plan and Rate Design Study

September 23, 2025



Corporate location:
Utility Financial Solutions, LLC
185 Sun Meadow Court
Holland, MI USA 49424
(616) 393-9722
Fax (888) 566-4430

Submitted Respectfully by:

Daniel Kasbohm
Manager, Utility Financial Solutions, LLC
dkasbohm@ufswweb.com
(616) 402-7045

Mark Beauchamp, CPA, CMA, MBA
President, Utility Financial Solutions, LLC
mbeauchamp@ufswweb.com
(616) 393-9722

September 23, 2025

Ms. Connie Hillman
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Utility Financial Solutions, LLC (UFS) is pleased to submit a proposal to provide a stormwater collection system financial projection and rate design study for the City of Brainerd (City). Our proposal is based on our prior experience with completing cost of service studies for municipal utilities around the United States. is an internationally known firm with a long-standing relationship and history of assisting municipalities with financial analysis and are recognized experts in the utility field. UFS personnel are instructors for the American Public Power Association, Southern Gas Association, and the National Association of Regulatory Utility Commissioners. Courses UFS instruct include financial planning, cost of service, rate design, and a series of Commission training programs.

Proposed Project Manager, Mr. Mark Beauchamp: Mark will oversee project management and contractual agreements. Mr. Beauchamp began Utility Financial Solutions, LLC in 2001 and is the current President of UFS. With industry experience since 1981, Mark has worked with utilities to complete over one thousand cost of service studies. His degrees include Water Purification Technology, Accounting and MBA. His background provides unique experience and knowledge to share with utilities and includes a Class A license in wastewater treatment, water treatment license, Certified Public Accountant and Certified Management Accountant. This unique background has identified Mark as an industry leader in utility cost of service and rate design.

Prior Experience: UFS is comprised of experienced staff including economists, engineers, and finance professionals. Our reputation has allowed us to be the recommended rate consulting firm for numerous associations and agencies around the country. Our extensive experience provides utilities with studies that can be relied upon. Please feel free to contact the references included in this proposal.

Project Approach: UFS has obtained rate approval for many utilities. Our unique approach includes development of key targets to keep the utility financially stable, development of minimum and maximum levels of rate adjustments, and identification of a long-term rate track for the utility. The key targets and development of the rate track is used as part of an educational presentation for the governing body to obtain guidance and input in the rate making process. Our methodology and the education provided is why we have grown to be the preferred provider of rate study services in the United States.

We appreciate the opportunity to submit this proposal and look forward to discussing it with you. If you have questions or need additional information, please contact me at 616.403.5450.

Sincerely,

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

Mark Beauchamp, CPA, MBA, CMA
President, Utility Financial Solutions, LLC

Table of Contents

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Understanding of Project Requirements

The City of Brainerd (City) provides stormwater collection services to customers located in its service territory and is requesting the services of a utility rate consultant to complete a stormwater collection system financial plan and rate study. Our proposed work plan is consistent with established methodologies and a summary of the project deliverables is listed below:

1. Stormwater collection system financial projection and long term rate track

- Determine revenue requirements based on fully allocated cost method, including direct and indirect costs
- Develop a long-term financial plan with rate track that incorporates future capital improvements and debt service
- Identify amount and timing of potential future debt issuances
- Develop minimum cash reserve levels
- Project cash reserves

2. Stormwater collection system rate design for 2026

- Develop rates to adequately fund utility operations, capital costs, and bonded debt
- Analyze effects of implementing changes to the current rate structure on customers based on varying levels of usage

3. Optional presentation of study results

- Optional presentation of results to Council and Management

Our approach to this project was developed to meet the objectives of the City and our prior experience in preparing stormwater studies for publicly-owned utilities around the nation. Our proposed work plan is designed to meet the requirements and methodologies established by the American Public Power Association and American Public Works Association. Our technical approach and work plan include the following sections:

- Preliminary tasks to complete study
- One year rate design
- Optional presentation

To meet the objectives, we propose the following approach to the project. The proposed work plan will be finalized during initial meeting with management.

Preliminary Tasks

Task One - Review of Relevant Reports

Review of certain reports is necessary to ensure the models are established to fit the specific requirements of the City. Listed below are examples of reports to obtain and review.

- Monthly financial, operating and maintenance reports
- Asset summary of investments
- Rate schedules

Task Two - Collect and Verify Data

Meeting with utility management is critical to ensure final reports will meet objectives of the City and the information request prepared by UFS is understood. Specific objectives of the meeting will be to identify the following:

- Clarify scope of services and specific expectations of management
- Review the City's chart of accounts and determine strengths and weaknesses and its consistency with utility accounting practices
- Discuss with management the strengths and weaknesses of determining utility revenue requirements using a utility basis vs. cash basis
- Gain an understanding of customers

Task Three - Preparation of Data Request

Based on discussion with management and staff, we will prepare an information request that will include the necessary information to complete the study:

- Financial projection (stormwater collection system):
 - Financial statements for 2024
 - Current work-in-process and future capital improvement plans
 - Copies of rate schedules and any special contracts

Summary of Ability

A summary of the firm's ability to achieve the Utility's project goals.

Introduction

The Utility is issuing a stormwater cost of service study and financial plan to assess and evaluate the existing rates and make recommendations to ensure the utility operations and maintenance, capital improvement program, depreciation, and debts are adequately funded, while rate impacts are minimized. UFS has the staff available to complete the project in the Utility's desired timeframe. UFS' ability to achieve the Utility's project goals is best demonstrated by our references (noted in a later section) and our organized and well thought out processes outlined below.

Model Set Up

After project award, if selected, UFS will conduct a kick-off meeting to review the information request and confirm the project schedule and deliverables. As data is gathered by the Utility, UFS will process and enter it into the model. Progress calls will be scheduled to address any questions and to review outstanding data requests. UFS will analyze revenues by completing a revenue "proof" to ensure that the monthly billing units provided calculate out to the reported sales revenue when multiplied by current rate schedules.

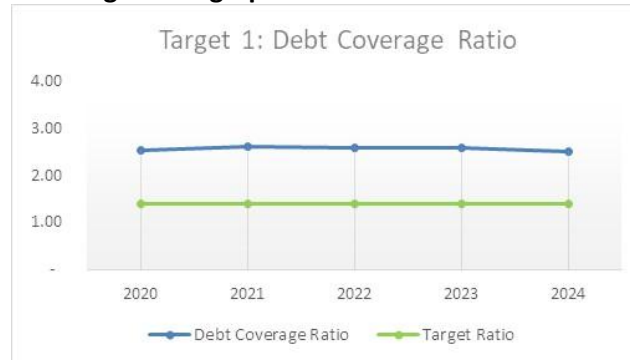
Financial Projection

UFS financial analysis and the subsequent cost of service studies are unique in their ability to easily change from cash basis revenue requirements to Utility Basis revenue requirements. The financial analysis includes both cash basis targets such as cash reserves and debt coverage; and accrual basis targets such as rate of return. UFS studies also include a review of secondary financial matrices such as debt to equity ratios, age of system, days cash on hand and working capital requirements as part of the overall assessment of the financial health of the utility. The financial projection will incorporate assumptions such as inflation, anticipated changes in expenses, debt issuances, and capital improvements. The financial projection incorporates targets to help ensure the long-term financial stability of the Utility is maintained or improved and develop a plan for rate adjustments.

Target One: Debt Coverage Ratio

Based on review of bond issues and debt service schedules, the principal and interest expense will be identified and incorporated into the analysis. We will provide a table as shown below to compare projected Debt Service Ratios with requirements in the Bond Ordinance.

Sample Report Table: Debt Coverage Ratio graph and calculation:



Description	Projected Y1	Projected Y2	Projected Y3	Projected Y4	Projected Y5
Net Income	\$ 996,826	\$ 997,462	\$ 945,213	\$ 826,113	\$ 758,497
Add Depreciation/Amortization Expense	2,565,601	2,609,101	2,732,859	2,921,523	3,057,531
Add Interest Expense	764,408	726,408	688,408	648,408	606,408
Cash Generated from Operations	\$ 4,326,835	\$ 4,332,972	\$ 4,366,480	\$ 4,396,044	\$ 4,422,435
Debt Principal and Interest	\$ 1,714,408	\$ 1,676,408	\$ 1,688,408	\$ 1,698,408	\$ 1,706,408
Projected Debt Coverage Ratio (Covenants)	2.52	2.58	2.59	2.59	2.59
Minimum Debt Coverage Ratio	1.4	1.4	1.4	1.4	1.4

Target Two: Minimum Cash Reserve Calculation

To help ensure timely completion of capital improvements and enable the utility to meet requirements for large, unexpected expenditures and risk factors, the recommended minimum level of cash reserves will be identified. Development of the minimum cash reserves considers several factors. A sample list is below:

- Working capital
- Variations in expenses
- Capital improvement programs
- Annual bond payments
- Exposure to catastrophic events such as extreme weather

Sample Report Table: Minimum Cash Reserves



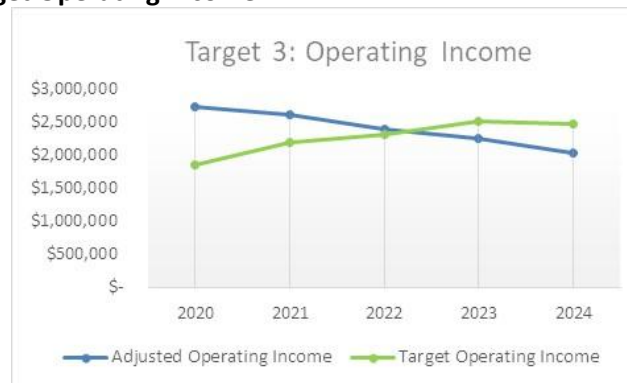
Description	Projected Y1	Projected Y2	Projected Y3	Projected Y4	Projected Y5
Minimum Cash Reserve Allocation					
Operation & Maintenance Less Depreciation Expense	25.0%	25.0%	25.0%	25.0%	25.0%
Purchase Power Expense	25.0%	25.0%	25.0%	25.0%	25.0%
Historical Rate Base	2.0%	2.0%	2.0%	2.0%	2.0%
Current Portion of Debt Service Payment	83%	83%	83%	83%	83%
Five Year Capital Improvements - Net of bond proceeds	20%	20%	20%	20%	20%
% Plant Depreciated	56%	54%	55%	55%	59%
Calculated Minimum Cash Level					
Operation & Maintenance Less Depreciation Expense	\$ 6,589,952	\$ 6,762,400	\$ 6,941,318	\$ 7,153,036	\$ 7,281,393
Purchase Power Expense	8,381,482	9,722,132	9,982,984	10,548,544	9,731,911
Historical Rate Base	1,527,454	1,689,254	1,769,511	1,877,918	1,877,918
Current Portion of Debt Service Reserve	1,391,419	1,401,379	1,409,679	1,416,319	1,462,799
Five Year Capital Improvements - Net of bond proceeds	3,939,646	3,939,646	3,939,646	3,939,646	3,939,646
Minimum Cash Reserve Levels	\$21,829,952	\$23,514,810	\$24,043,138	\$24,935,462	\$24,293,667
Projected Cash Reserves	\$24,692,803	\$19,224,903	\$17,829,253	\$15,047,239	\$17,559,446

Target Three: Operating Income

The optimal target for setting rates is the establishment of a target operating income to consistently fund capital improvements and replacements. Development of this target considers the following:

- Interest expense on the outstanding debt
- Inflationary increase on asset replacement costs
- Assets contributed by customers to the Utility

Sample Report Table: Target Operating Income



Description	Projected Y1	Projected Y2	Projected Y3	Projected Y4	Projected Y5
Target Operating Income Determinants					
Net Book Value/Working Capital	\$33,525,928	\$38,888,526	\$39,931,938	\$42,194,174	\$38,927,644
Outstanding Principal on Debt	18,160,200	17,210,200	16,210,200	15,160,200	14,060,200
System Equity	\$15,365,728	\$21,678,326	\$23,721,738	\$27,033,974	\$24,867,444
Target Operating Income Allocation					
Interest on Debt	4.21%	4.22%	4.25%	4.28%	4.31%
System Equity	7.06%	6.73%	6.87%	6.90%	7.48%
Target Operating Income					
System Equity	\$ 1,085,106	\$ 1,459,590	\$ 1,629,338	\$ 1,864,944	\$ 1,859,437
Target Operating Income	\$ 1,849,514	\$ 2,185,998	\$ 2,317,746	\$ 2,513,352	\$ 2,465,845
Projected Operating Income	\$ 2,728,770	\$ 2,599,641	\$ 2,394,956	\$ 2,247,337	\$ 2,037,669
Rate of Return in %	5.5%	5.6%	5.8%	6.0%	6.3%

Five-Year Projection Summary

The projections will be summarized, and development of alternative rate tracks will be reviewed and compared to each financial target to help ensure the future financial stability of the utility. We will work with Management and the Governing body in review and development of five-year strategies and rate track. All adjustments are tied to the cost of service study for the test year, so results can easily be updated, and sensitivities run within the same model.

Projected Summary Financial before Rate Adjustments

Fiscal Year	Projected Rate Adjustments	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Recommended Minimum Cash	Capital Improvements Plan	Debt Coverage Ratio
Year 1	0.0%	\$ 2,728,770	\$ 3,038,480	\$ 16,392,621	\$ 18,099,160	\$ 6,065,000	1.10
Year 2	0.0%	2,711,845	3,019,772	14,592,541	19,169,551	2,175,000	1.11
Year 3	0.0%	2,622,411	3,061,319	10,964,992	19,674,886	4,012,870	1.11
Year 4	0.0%	2,473,225	3,149,568	5,938,354	20,516,844	5,420,360	1.12
Year 5	0.0%	2,380,491	3,098,229	4,959,247	20,862,261	1,380,000	1.12

Projected Summary Financials with Rate Adjustment and \$5.0 million bond issuance

Fiscal Year	Projected Rate Adjustments	Adjusted Operating Income	Target Operating Income	Projected Cash Balances	Recommended Minimum Cash	Capital Improvements Plan	Debt Coverage Ratio
Year 1	2.0%	\$ 3,350,054	\$ 3,038,480	\$ 17,013,904	\$ 18,099,160	\$ 6,065,000	1.26
Year 2	2.0%	3,972,613	3,019,772	22,477,689	19,169,551	2,175,000	1.44
Year 3	1.0%	4,216,200	3,061,319	21,453,355	19,674,886	4,012,870	1.53
Year 4	1.0%	4,407,444	3,149,568	21,578,377	20,516,844	5,420,360	1.62
Year 5	1.0%	4,662,614	3,098,229	21,908,593	20,862,261	1,380,000	1.71

Format of Reports

UFS reports are typically separated into the reports listed below:

- **Power Point Summary** - A concise presentation of study results that is shared with management and staff prior to developing a proposed rate design. This summary will include graphs, charts, tables, and recommendations.
- **Executive Summary Report** – An overview that identifies the objectives, process, and results of the rate study in a clear and concise format, the report includes graphs, charts, tables, and recommendations.
- **Rate Design Recommendation Report** - The rate design report includes the following:
 - Comparison of the current and proposed rates
 - Expected revenues generated from proposed rates
 - Impact on customer classes at various usage levels or load factors within each rate class

Optional Presentation of Results

A critical aspect of the study is the clear and concise presentation to management and the Council. UFS professionals are skilled at explaining and working with advisory and Governing bodies to ensure decisions are based on information they can understand and apply to the local environment.

Meetings and Presentations

We don't anticipate an on-site meeting to complete the analysis. The following meetings are anticipated:

1. Initial meeting – Clarify scope of services, expectations of management and preliminary fieldwork (conference call)
2. Review draft reports with Management (Conference call)
3. Conduct presentation to Management and the Council (Conference call / Optional On-Site)

We are available for presentations as requested by Management as listed in the Project Fees section of this proposal.

Deliverables for Stormwater Collection System Financial Plan and Rate Design Study

- Executive Summary for Management and the Council
- Detailed report for Management
- Stormwater collection system Financial Projection and long term rate track
- Stormwater collection system rate design for 2026
- Optional presentation to Management and the Council

Project Fees

Prices, terms, and conditions are good for a period of 90 days from the proposal date of September 23, 2025.

Payment will be made through submission of invoice which itemizes the work performed.

Total fees for Scope of Services **\$7,500**

Out of Scope Services

Out of Scope services will be billed at the hourly rates listed below.

Any out of pocket expenses will be billed at cost.

Name	Title	Hourly Rate
Mark Beauchamp	President	\$375.00
Dawn Lund	Vice President	\$350.00
Dan Kasbohm	Manager	\$310.00
Mike Johnson	Manager	\$310.00
Chris Lund	Business and Technology Manager	\$310.00
Jillian Jurczyk	Financial Analyst	\$295.00
Robert Blank	Financial Analyst	\$195.00

In addition, travel time will be billed at 50% off regular rates.

Proposed Professional Services Agreement

Prices, terms, and conditions are good for a period of 90 days from the date of this proposal September 23, 2025.
Payment will be made through submission of invoice which itemizes the work performed.

Total project fees for Scope of Services are \$7,500

Anticipated Meetings:

- Initial meeting – Conference call to clarify scope of services, expectations of management, and preliminary information request
- Fieldwork – Conference call to verify data provided
- Draft report with management - Conference call
- Final report with management – Conference call
- As an option we can be available for on-site presentations as requested by management

Deliverables:

- 1) Long-term financial projection and rate track
- 2) Minimum cash reserve determination
- 3) Target operating income (rate of return)
- 4) One-year rate design & revenue proof

Out of Scope Pricing

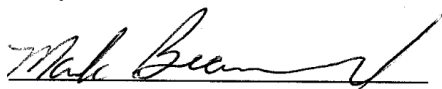
Any on-site visit if deemed necessary and agreed upon, will be billed at actual out of pocket expenses – plus travel time discounted at 50% of regular rates. In addition, out of scope service work hours are billed at the hourly rates listed on this page.

Hourly Rates (travel is discounted at 50%)

Mark Beauchamp	\$ 375.00
Dawn Lund	\$ 350.00
Dan Kasbohm	\$ 310.00
Mike Johnson	\$ 310.00
Chris Lund	\$ 310.00
Jillian Jurczyk	\$ 295.00
Robert Blank	\$ 195.00
Support Staff	\$ 65.00 – 165.00

We look forward to exceeding your expectations. Please sign, date, and return to dkasbohm@ufswweb.com at your earliest convenience.

Sincerely,



Mark Beauchamp, CPA, MBA, CMA
President, Utility Financial Solutions, LLC

Date:

Accepted By:

City of Brainerd



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Approve Change Orders - Improvement 24-07 - Lowell Elementary Safe Routes to School

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Staff is recommending approval of the attached Change Orders #1-3 for the Lowell Safe Routes to School project. Below is a breakdown of the Change Orders:

1. Topsoil Borrow - this item is to cover the topsoil needed to be placed on the project. This quantity was not included in the original plans and WSB has reviewed the proposal for the cost and feels this an appropriate cost based on average bid pricing.
2. Structure Modification - this item is to cover an adjustment to a storm sewer catch basin that had a final elevation that was incorrect in the plans.
3. Pedestal Base Replacement - this item is to cover the contractor having to remove and reset the RRFB pedestal bases to ensure that the push buttons would meet ADA ramp requirements.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: A breakdown of the costs associated with each Change Order and funding is as follows:

1. Topsoil Borrow - \$11,900: this item would be state aid eligible and would be covered using those funds
2. Structure Modification - \$1,787.70: this item was due to an engineering error in the plans, WSB has agreed to cover the expense of this change order
3. Pedestal Base Replacement - \$2,100: as this item was felt to be a field construction and inspection issue, WSB has agreed to cover the expense of this change order

WSB and DeChantal are finalizing quantities and a final pay request is expected for the November 5th meeting.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the Change Orders #1-3 for the Lowell Safe Routes to School project.

FINANCIAL IMPACT: \$15,787.70 (\$11,900 State Aid, \$3,887.70 WSB)

SAP 108-119-007	Minn. Project No.	Change Order No. 1
Project Location: H Street Improvement - SRTS		
Local Agency: City of Brainerd		Local Project No. 24-07
Contractor: DeChantal Excavating LLC		Contract No.
Contractor Address: P O Box 315 Brainerd, MN 56401		
Total Change Order Amount: \$11,900.00		
Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402.5 - Extra Work. The contract documents did not include a bid item for topsoil replacement. Topsoil replacement is necessary to complete final grading and restoration in accordance with project requirements. This change order establishes a bid item and compensation for the required work. Resolution: 1. The Contractor will import topsoil and place it in the boulevards as shown in the plans. Entitlement: Payment for this work will be at Negotiated Unit Prices. Contract Time: is not changed		

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
Group/Funding Category**	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
1	2574.507	BOULEVARD TOPSOIL BORROW & Placement	C Y	\$59.50	200	\$11,900.00
Net Change this Change Order						\$11,900.00

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



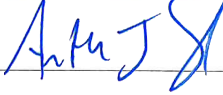
STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2024

Page 2 of 2

Contractor:  Date: 8-28-25

Print Name: Al DelMonte Phone: 218 839-1318

Project Engineer:  Date: 9/10/2025

Print Name: Anthony J. Sommerfeld Phone: 701-840-0609

Owner: _____ Date: _____

Print Name: _____ Phone: _____

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

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

District State Aid Engineer: _____ Date: _____



**P.O. Box 315
Brainerd, MN 56401**

Quote

Date	Quote #
8/7/2025	1829

Name / Address
Brainerd

Description	Quantity	Unit Cost	Unit	Total
* Brainerd H Street SRTS * Topsoil Borrow Imported and Placed 1. Topsoil Borrow	200	59.50		11,900.00
Total				\$11,900.00

**Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com**

DECLARATION

12209 State Highway 18 • Brainerd, MN 56401

Bus. (218) 828-4636

DATE 7/22/28 TRUCK 8

LOCATION AND DESCRIPTION

FROM: E-8 lot 25106

TO: H street

TYPE OF MAT.: TOP SOIL

LOAD TIME	NET YARDS	NET WEIGHT	LOAD TIME	NET YARDS	NET WEIGHT
1 8:00	4		16		
2 8:45	5		17		
3 9:30	6		18		
4 10:00	6		19		
5 11:00	6		20		
6 11:30	6		21		
7 12:30	6		22		
8 1:00	6		23		
9 1:30	5		24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

Dirt
Black
50 CY

EMPLOYEE SIGNATURE _____

WHITE - OFFICE

CANARY - CUSTOMER

EXCAVATING, LLC

12209 State Highway 18 • Brainerd, MN 56401

Bus. (218) 828-4636

DATE 7/23/25-7/24/25 TRUCK 9

LOCATION AND DESCRIPTION

FROM: E - slot 25106

TO: H street

TYPE OF MAT.: Top Soil

LOAD TIME	NET YARDS	NET WEIGHT	LOAD TIME	NET YARDS	NET WEIGHT
1 7:15	12	7/23	16		
2 9:00	12		17		
3 9:30	12		18		
4			19		
5 8:00	12	7/24	20		Dirt
6 9:30	12		21		
7			22	Black	cy
8			23	7/23 3k	
9			24		cy
10			25	7/24	2k cy
11			26		
12			27		
13			28		
14			29		
15			30		

EMPLOYEE SIGNATURE _____

WHITE - OFFICE

CANARY - CUSTOMER

DECHANTAL EXCAVATING, LLC

12209 State Highway 18 • Brainerd, MN 56401

Bus. (218) 828-4636

DATE 8-1-25 TRUCK 28

LOCATION AND DESCRIPTION

FROM: E-Slot 25106

TO: H Street

TYPE OF MAT.: TOP SOIL

LOAD TIME	NET YARDS	NET WEIGHT	LOAD TIME	NET YARDS	NET WEIGHT
1	15		16		
2	18		17		
3	18		18		
4			19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

EMPLOYEE SIGNATURE

WHITE - OFFICE

CANARY - CUSTOMER

DATE 8/1 TRUCK 8

LOCATION AND DESCRIPTION

FROM: H 8T 25106

TO: EAST LOT

TYPE OF MAT: Black DIRT

LOAD TIME	NET YARDS	NET WEIGHT	LOAD TIME	NET YARDS	NET WEIGHT
1	6		16	6	
2	6		17		
3	6		18		
4	6		19		
5			20		
6			21		
7			22		
8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

Gravel

Black DIRT
24 CY

Common EX
6 CY

EMPLOYEE SIGNATURE _____

WHITE - OFFICE

CANARY - CUSTOMER

DECHANTAL EXCAVATING, LLC

12209 State Highway 18 • Brainerd, MN 56401

Bus. (218) 828-4636

DATE 8/4/25 TRUCK 9

LOCATION AND DESCRIPTION

FROM: E-Street

TO: A Street

TYPE OF MAT.: TOP Soil

LOAD TIME	NET YARDS	NET WEIGHT	LOAD TIME	NET YARDS	NET WEIGHT
1	6		16		
2	6		17		
3	3		18		
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8			23		
9			24		
10			25		
11			26		
12			27		
13			28		
14			29		
15			30		

EMPLOYEE SIGNATURE Jale handro

WHITE - OFFICE

CANARY - CUSTOMER

SAP 108-119-007	Minn. Project No.	Change Order No. 2
Project Location: H Street Improvement - SRTS		
Local Agency: City of Brainerd	Local Project No. 24-07	
Contractor: DeChantal Excavating LLC	Contract No.	
Contractor Address: P O Box 315 Brainerd, MN 56401		
Total Change Order Amount: \$1,787.70		
Issue: The Engineer has determined the Contract needs to be revised in accordance with Specification 1402.5 – Extra Work. During construction, it was identified that the contract documents included incorrect rim elevations for the storm sewer catch basins, which required adjustment in the field to match finished grade and ensure proper function. In addition, one structure required relocation due to a conflict with an existing gas main. This change order compensates the Contractor for the additional work necessary to complete these revisions. Resolution: 1. The Contractor will adjust the drainage structure to match the proposed finished ground. Entitlement: Payment for this work will be at Negotiated Unit Prices. Contract Time: This document does not change Contract Time		

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
Group/Funding Category**	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
SAP 108-119-007 Participating Roadway	2506.602	ADJUST DRAINAGE STRUCTURE	EACH	\$1,787.70	1	\$1,787.70
Net Change this Change Order						\$1,787.70

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



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2024

Page 2 of 2

Contractor: *[Signature]* Date: 9-12-25

Print Name: A. DeChantal Phone: 218-828-4636

Project Engineer: *[Signature]* Date: 9/22/2023

Print Name: Anthony J. Sommerfeld Phone: 701-840-0609

Owner: _____ Date: _____

Print Name: _____ Phone: _____

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

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

District State Aid Engineer: _____ Date: _____



P.O. Box 315
Brainerd, MN 56401

Quote

Date	Quote #
7/30/2025	1823

Name / Address
Brainerd

Description	Quantity	Unit Cost	Unit	Total
Brainerd H Street SRTS				
1. Modify Structure 5000 - Labor: Structure height was incorrect, Structure RCP hole needed modification due to Gas Main conflict and relocating in curb line.	4	160.00	Hour	640.00
a. Laborer - \$108.75 / Hour				
b. Concrete Saw - \$51.25 / Hour				
1A. Modify Structure 5000 - Materials:	1	252.59	LS	252.59
a. Concrete Mud - .75 CY				
2. Modify Structure 5001 - Labor: Structure height was incorrect, Structure RCP hole needed modification due to pipe alignment.	3	160.00	Hour	480.00
a. Laborer - \$108.75 / Hour				
b. Concrete Saw - \$51.25 / Hour				
2A. Modify Structure 5001 - Materials:	1	252.59	LS	252.59
a. Concrete Mud - .75 CY				
10% OH&P	1	162.52	LS	162.52
Total				\$1,787.70

Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com

SAP 108-119-007	Minn. Project No.	Change Order No. 3
Project Location: H Street Improvement - SRTS		
Local Agency: City of Brainerd	Local Project No. 24-07	
Contractor: DeChantal Excavating LLC	Contract No.	
Contractor Address: P O Box 315 Brainerd, MN 56401		
Total Change Order Amount: \$2,100.00		
Issue: The Engineer has determined the Contract needs to be revised in accordance with Specification 1402.5 – Extra Work. Due to limited right-of-way, the RRFB pedestal base was designed adjacent to pedestrian ramps, which did not meet ADA requirements. To resolve this, the ADA ramps were redesigned to account for the right-of-way constraints at those crossing locations, requiring the pedestals to be removed and reset at revised elevations. This change order compensates the Contractor for the additional work necessary to complete this revision. Resolution: 1. The Contractor will Remove and reset pedestals to be ADA-compliant with the revised ADA ramps. Entitlement: Payment for this work will be at Negotiated Unit Prices. Contract Time: This document does not change Contract Time.		

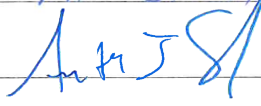
Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
Group/Funding Category**	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
SAP 108-119-007 Participating Roadway	2550.502	PEDESTAL FOUNDATION - REMOVE & REST	EACH	\$2,100.00	1	\$2,100.00
Net Change this Change Order						\$2,100.00

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



Contractor:  Date: 9-12-25

Print Name: Al DeChantal Phone: 218-828-4636

Project Engineer:  Date: 9/22/2023

Print Name: Anthony J. Sommerfeld Phone: 701-840-0609

Owner: _____ Date: _____

Print Name: _____ Phone: _____

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

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

District State Aid Engineer: _____ Date: _____



HOLDEN ELECTRIC CORPORATE OFFICE

7669 COLLEGE ROAD

BAXTER, MN 56425

TELEPHONE: (218) 829-4759

FAX: 218-829-4121

AGATE ELECTRIC DIVISION OFFICE

925 20TH AVENUE

TWO HARBORS, MN 55616

EMAIL: jjohnson@holdenelectric.com

WEBSITE: www.holdenelectric.com

DATE: July 17, 2025

TO: Al DeChantel

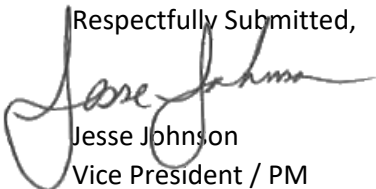
RE: City of Brainerd H street

Al,

The cost to relocate the south Ped Bases after discussions with WSB will be as follows.

Total cost for relocation = \$2,100.00

Respectfully Submitted,



Jesse Johnson

Vice President / PM

Holden Electric Co., Inc.



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Discuss 2025-2026 Downtown Snow Removal Bid

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request are the bids that were received for the 2025-2026 downtown snow removal services. Competitive bids were directly solicited to 8 contractors as well as publicly published in the Dispatch and the website. Staff received 1 bid for the annual contract from Tom's Backhoe. The received proposal is attached to this item.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff reviewed the bid received. The proposal is approximately 20% increase over last year's cost. The costs associated with the bid are \$8,571.82 and \$1,986.16 for the first 4 inches of snow on streets/alleys/parking lots and sidewalks, respectively. The proposal for each additional inch after the first 4 inches for streets and sidewalks are \$2,404.34 and \$418.16 per inch, respectively. Using an 8-inch snowfall as an example, the total cost for snow removal under the proposal would be \$18,189.18 for streets and \$3,658.80 for sidewalks, totaling \$21,847.98.

An alternative to utilizing contracted services would be to utilize internal City staff to perform this service as presented at the 9/15/25 Council meeting.

RECOMMENDED ACTION/MOTION: Staff is seeking direction for the 2025-2026 downtown snow removal services and council has 2 options:

1. Award contract to Tom's Backhoe.
2. Assign Public Works-Park Crew to complete snow removal downtown.

FINANCIAL IMPACT: Unknown at this time

City of Brainerd

2025-2026 Downtown Snow Removal

Form of Proposal



Description	Unit	Unit Price
STREETS, ALLEYS, PARKING LOTS (4" BASE)	LUMP SUM	8,571.82
STREETS, ALLEYS, PARKING LOTS (EACH ADDT'L INCH)	INCH	2,404.34
SIDEWALKS (4" BASE)	LUMP SUM	1,986.16
SIDEWALKS (EACH ADDT'L INCH)	INCH	418.16

This proposal dated this 8th day of October, 2025

Signed: Nathy Thompson

Title: CFD

Tom's Backhoe Service, Inc.
323 Woodland Hills LN
Brainerd, MN 56401

City of Brainerd Downtown Snow Removal and Special Services District

Informational Session

Mike Habighorst – Public Works Director
Jessie Dehn, P.E. – City Engineer



Outcomes and Discussion Points

- Downtown Snow Removal and Special Services District – What is it?
 - Snow Removal
 - Special Services
- Purpose of the District
- District Cost Allocation and Assessment Procedures
- What We Have Been Hearing
- Alternative Proposal
- Conclusion and Next Steps



Snow Removal District – Creation and Purpose

- Established by Ordinance 884 and amended by Ordinance 918
 - Sidewalk snow removal assessed 100% to adjacent properties.
 - Street snow removal assessed at a rate calculated as the difference between the contracted cost to remove snow minus the cost for City forces to remove the snow from the streets.
- District:
 - Laurel Street – S. 6th Street to S. 8th Street
 - S. 7th Street – Maple Street to Front Street
 - Front Street – S. 6th Street to S. 8th Street
 - Downtown Parking Lots (Laurel Street, Burlington Northern, and Front/7th Street)
 - Downtown Alleys
 - Sidewalks Adjacent to Streets in District
- The District was created after downtown businesses at the time wanted a higher level of service for snow events than the City would typically provide others (in commercial or residential areas).
- The Contractor does not get called in unless 4 or more inches fall or is anticipated to fall. City forces take care of all other times at the City cost.



Snow Removal District – Creation and Purpose

- Created to Pay the Cost for Downtown Landscaping Maintenance and Garbage Pickup in Receptacles Downtown
 - Landscaping and cleanup used to be contracted completely to outside entities.
 - Recent years have led to the City hiring a downtown maintenance temporary employee and simply purchasing flowers for the urns and hanging baskets on the light poles.
 - This was requested by the downtown businesses to help beautify downtown.
 - Some businesses choose to go over and above by assisting the City to beautify certain areas in front of their business. This practice has become more prevalent downtown.



Snow Removal District – Ordinance No. 884

AN ORDINANCE ESTABLISHING A DOWNTOWN SIDEWALK SNOW REMOVAL ASSESSMENT DISTRICT

Ordinance No. 884

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

Purpose: The purpose of this ordinance is to provide timely snow removal from the streets and sidewalks in the core area of the Central Business District through contracting the removal of snow from sidewalks during declared snow emergencies and to assess said costs to the benefitting property owners.

SECTION ONE:

1. Sidewalk snow removal assessment district.

The district shall consist of all sidewalks abutting on the following streets:

Front Street from South 6th Street to South 8th Street
Laurel Street from South 6th Street to South 8th Street
Maple Street from South 6th Street to South 8th Street
South 7th Street from Front Street to Maple Street
East side of South 6th Street from Front Street to Maple Street
West side of South 8th Street from Front Street to Maple Street

2. Snow Removal

The city of Brainerd shall contract the removal of snow from the Sidewalk Snow Removal Assessment District effective on the date this ordinance takes effect.

The contracted snow removal will occur only during declared snow emergencies as defined by Brainerd City Code Section 1315.

Accumulations of snow which do not necessitate the declaration of a snow emergency and accumulations of ice shall be removed by the property owner in accordance with Ordinance No. 874, an ordinance amending Section 2010 of the Brainerd City Code pertaining to snow removal in the downtown area of Brainerd.

SECTION TWO:

1. Assessable costs.

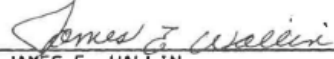
- A. Snow removal on sidewalks listed in section one.
- B. Administrative cost of City staff.

2. Assessment formula.

- A. The assessments to be levied against properties within the sidewalk snow removal district shall be distributed to those properties on the basis of front footage of property owned.
- B. The "Assessment Rate" per foot of property owned shall be determined by taking the sum of all assessable costs and dividing by the sum of front footage of property abutting the sidewalk snow removal assessment district.

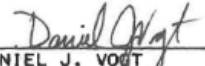
This ordinance shall take effect and be in force one week after its publication.

Adopted this 16th day of January, 1990.


JAMES E. WALLIN
President of City Council

Approved this 17th day of January, 1990.


ROBERT E. OLSON
Mayor

ATTEST: 
DANIEL J. VOOT
City Administrator

Published One Time: January 19, 1990



Snow Removal District – Ordinance No. 918

AN ORDINANCE AMENDING ORDINANCE NO. 884
PERTAINING TO DOWNTOWN SNOW
REMOVAL ASSESSMENT DISTRICT

Ordinance No. 918

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

Purpose: The purpose of this ordinance is to provide timely snow removal from the streets and sidewalks in the core area of the Central Business District through contracting the removal of snow from sidewalks and streets during declared snow emergencies and to assess said costs to the benefitting property owners.

SECTION ONE:

1. Snow Removal Assessment District.

The district shall consist of all the following streets and the abutting sidewalks:

Front Street from South 6th Street to South 8th Street
Laurel Street from South 6th Street to South 8th Street
Maple Street from South 6th Street to South 8th Street
South 7th Street from Front Street to Maple Street

2. Snow Removal.

The city of Brainerd shall contract the removal of snow from the Snow Removal Assessment District effective on the date this ordinance takes effect.

The contracted snow removal will occur only during declared snow emergencies as defined by Brainerd City Code Section 1315.

Accumulations of snow which do not necessitate the declaration of a snow emergency and accumulations of ice shall be removed from sidewalks by the property owner in accordance with Ordinance No. 874, an ordinance amending Section 2010 of the Brainerd City Code pertaining to snow removal in the downtown area of Brainerd. Following these accumulations of less than 4", the snow shall be removed from the streets by City forces.

SECTION TWO:

1. Assessable costs.

- A. Snow removal from sidewalks listed in Section One.
- B. The difference between the contracted cost of removing snow from the streets listed in Section One and the average cost for City forces to remove the snow from the streets.
- C. Administrative cost of City staff.

2. Assessment formula.

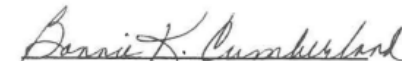
- A. The assessments to be levied against properties within the snow removal district shall be distributed to those properties on the basis of front footage of property owned.
- B. The "Assessment Rate" per foot of property owned shall be determined by taking the sum of all assessable costs and dividing by the sum of front footage of property abutting the snow removal assessment district.

This ordinance shall take effect and be in force one week after its publication.

Adopted this 16th day of December, 1991.


JAMES E. WALLIN
President of City Council

Approved this 17th day of December, 1991.


BONNIE K. CUMBERLAND
Mayor

ATTEST: 
DANIEL J. VOGT
City Administrator

Published One Time: December 26, 1991



Snow Removal District – Total Historical Costs

Downtown Snow Removal Costs					
Year	Inches of Snow Invoiced	Sidewalk Cost	Street and Lot Cost	Total Cost	Average Cost/Inch
2005-2006	8	\$ 765.00	\$ 5,100.00	\$ 5,865.00	\$ 733.13
2006-2007	35	\$ 3,765.00	\$ 20,100.00	\$ 23,865.00	\$ 681.86
2007-2008	29	\$ 3,135.00	\$ 20,900.00	\$ 24,035.00	\$ 828.79
2008-2009	48	\$ 5,270.00	\$ 35,000.00	\$ 40,270.00	\$ 838.96
2009-2010	12	\$ 1,810.00	\$ 10,600.00	\$ 12,410.00	\$ 1,034.17
2010-2011	36.5	\$ 5,642.50	\$ 31,850.00	\$ 37,492.50	\$ 1,027.19
2011-2012	9	\$ 1,375.00	\$ 7,900.00	\$ 9,275.00	\$ 1,030.56
2012-2013	46	\$ 7,090.00	\$ 40,200.00	\$ 47,290.00	\$ 1,028.04
2013-2014	24.3	\$ 4,341.00	\$ 23,100.00	\$ 27,441.00	\$ 1,129.26
2014-2015	5.3	\$ 1,210.00	\$ 5,595.00	\$ 6,805.00	\$ 1,283.96
2015-2016	9	\$ 2,310.00	\$ 10,285.00	\$ 12,595.00	\$ 1,399.44
2016-2017	21	\$ 5,073.74	\$ 26,101.56	\$ 31,175.30	\$ 1,484.54
2017-2018	45	\$ 10,903.33	\$ 54,629.72	\$ 65,533.05	\$ 1,456.29
2018-2019	59	\$ 15,956.97	\$ 76,873.35	\$ 92,830.32	\$ 1,573.40
2019-2020	50	\$ 13,888.16	\$ 69,441.02	\$ 83,329.18	\$ 1,666.58
2020-2021	37	\$ 10,839.74	\$ 51,652.43	\$ 62,492.17	\$ 1,688.98
2021-2022	60.5	\$ 16,935.52	\$ 84,301.10	\$ 101,236.62	\$ 1,673.33
2022-2023	45.5	\$ 15,310.65	\$ 73,649.59	\$ 88,960.24	\$ 1,955.17
2023-2024	17.5	\$ 5,781.19	\$ 31,083.51	\$ 36,864.70	\$ 2,106.55
2024-2025	18	\$ 7,065.00	\$ 33,213.00	\$ 40,278.00	\$ 2,237.67



Snow Removal District – Cost Allocation

- Costs are First Attributed by Percentage Area of Each Feature Downtown (excluding sidewalks assessed at 100%)
 - Streets - 50.3423%
 - Alleys - 14.3385%
 - Parking - 35.3192%
- Streets and Alleys – City pays 46.58% of the Area Splits.
- Streets and Alleys – Property Owners pay 53.42% of Area Splits (Assessed).
- Parking – Parking Lot Fund (City) pays 100% of Area Splits.
- Sidewalks – Property Owners pay 100% of Sidewalk Removal.
- The assessed 53.42% of Streets, Alleys, and Sidewalks Snow Removal is converted to an assessment rate per foot abutting each property. There is 3,260 front feet of private property within the district.
- The City pays its share of the front footage assessment rate for front footage at City-owned parking lots and alleys.
- Rate Splits for Streets is based on the difference of how much it would cost for the City to remove snow downtown along with the rest of the City. If the City performed this contracted function, level of service downtown and on other streets would decrease based on increased workload by Street Department staff.



Snow Removal District – Historical Allocations

Downtown Snow Removal Historical Allocations and Assessments						
Year	Inches of Snow Invoiced	Street and Sewer Fund (City)	Parking Lot Fund (City)	Private Property (Assessed)	Total	Combined Assessment Rate (Street and Sidewalk)
2005-2006	8	\$ 1,636.44	\$ 2,069.56	\$ 2,159.00	\$ 5,865.00	\$ 0.71
2006-2007	35	\$ 6,481.69	\$ 8,243.01	\$ 9,140.30	\$ 23,865.00	\$ 3.04
2007-2008	29	\$ 6,706.18	\$ 8,481.14	\$ 8,847.68	\$ 24,035.00	\$ 2.92
2008-2009	48	\$ 11,231.30	\$ 14,205.17	\$ 14,833.52	\$ 40,269.99	\$ 4.90
2009-2010	12	\$ 3,428.62	\$ 4,375.03	\$ 4,606.35	\$ 12,410.00	\$ 1.68
2010-2011	36.5	\$ 10,310.79	\$ 13,169.24	\$ 14,012.47	\$ 37,492.50	\$ 5.11
2011-2012	9	\$ 2,556.41	\$ 3,263.64	\$ 3,454.95	\$ 9,275.00	\$ 1.26
2012-2013	46	\$ 13,012.57	\$ 16,618.11	\$ 17,659.32	\$ 47,290.00	\$ 6.44
2013-2014	24.3	\$ 7,488.83	\$ 9,579.99	\$ 10,372.17	\$ 27,440.99	\$ 3.78
2014-2015	5.3	\$ 1,820.66	\$ 2,338.64	\$ 2,645.70	\$ 6,805.00	\$ 0.96
2015-2016	9	\$ 3,350.51	\$ 4,308.89	\$ 4,935.60	\$ 12,595.00	\$ 1.80
2016-2017	21	\$ 8,469.16	\$ 10,844.25	\$ 11,861.89	\$ 31,175.30	\$ 4.32
2017-2018	45	\$ 17,737.88	\$ 22,729.44	\$ 25,065.73	\$ 65,533.05	\$ 9.13
2018-2019	59	\$ 24,986.60	\$ 32,055.04	\$ 35,788.68	\$ 92,830.32	\$ 13.04
2019-2020	50	\$ 22,548.24	\$ 28,895.19	\$ 31,885.75	\$ 83,329.18	\$ 11.62
2020-2021	37	\$ 16,793.96	\$ 21,551.90	\$ 24,146.31	\$ 62,492.17	\$ 8.80
2021-2022	60.5	\$ 27,376.70	\$ 35,087.33	\$ 38,772.59	\$ 101,236.62	\$ 14.13
2022-2023	45.5	\$ 23,939.75	\$ 30,713.41	\$ 34,307.08	\$ 88,960.24	\$ 12.50
2023-2024	17.5	\$ 10,074.44	\$ 12,883.97	\$ 13,906.29	\$ 36,864.70	\$ 5.07
2024-2025	18	\$ 10,802.75	\$ 13,869.03	\$ 15,606.22	\$ 40,278.00	\$ 5.69



Special Services District

- Created to Pay the Cost for Downtown Landscaping Maintenance and Garbage Pickup in Receptacles Downtown
- Historically, the City had hired a landscaping and maintenance contractor to perform all the duties of landscaping, providing flowers, weeding, picking up trash, etc. in the downtown district.
- More recently, the City has hired a downtown maintenance summer employee to provide this service, along with City staff simply procuring the landscape materials and planting utilizing staff time.



Special Services District – Total Historical Costs

Downtown Special Services Cost (Landscaping and Garbage)				
Year	Private Property	Parking Lot Fund	Total Cost	Assessment Rate
2010-2011	\$ 12,225.35	\$ 1,675.19	\$13,900.54	\$ 4.45
2011-2012	\$ 15,687.05	\$ 2,149.54	\$17,836.59	\$ 5.72
2012-2013	\$ 13,674.00	\$ 1,873.70	\$15,547.70	\$ 4.98
2013-2014	\$ 14,418.84	\$ 1,975.76	\$16,394.60	\$ 5.25
2014-2015	\$ 11,143.85	\$ 1,527.00	\$12,670.85	\$ 4.06
2015-2016	\$ 11,918.48	\$ 1,633.14	\$13,551.62	\$ 4.34
2016-2017	\$ 13,901.23	\$ 1,904.83	\$15,806.06	\$ 5.06
2017-2018	\$ 13,901.23	\$ 1,904.83	\$15,806.06	\$ 5.06
2018-2019	\$ 15,810.64	\$ 2,166.47	\$17,977.11	\$ 5.76
2019-2020	\$ 9,163.32	\$ 1,255.61	\$10,418.93	\$ 3.34
2020-2021	\$ 11,561.98	\$ 1,584.30	\$13,146.28	\$ 4.21
2021-2022	\$ 11,507.79	\$ 1,576.87	\$13,084.66	\$ 4.19
2022-2023	\$ 13,311.50	\$ 1,824.03	\$15,135.53	\$ 4.85
2023-2024	\$ 14,973.85	\$ 2,051.81	\$17,025.66	\$ 5.46
2024-2025	\$ 29,184.87	\$ 3,999.09	\$33,183.96	\$ 10.64



What We Have Heard Previously

- Is there a way to redistribute fees for the special services district?
- Ordinance not re-evaluated since 1990 when put in place.
- Accepting bid for same contractor each year, raising cost by 5%, is unfair.
- Beautification and other services benefiting all people visiting downtown, not just the owners.
- The assessment benefits all businesses downtown.
- Services allow customers to choose shopping locally.
- Business owner does not have time to dedicate to servicing outside of the business.
- Feels strongly that the special services provided is vital to the accessibility, cleanliness, and safety of visiting downtown Brainerd.



What We Have Been Hearing

- Potential Pitfalls to Removing the Special Services District
 - Maintenance and beautification downtown does not continue to levels it has been (flowers, garbage receptacles, snow removal, etc.).
 - Snow removal treated like the rest of the commercial and residential districts (windrowed to middle, sidewalks become property owner responsibility, snow gets left after sidewalk shoveling, snow pickup happens 24-48 hours later, sidewalk snow left at curb, etc.).
 - Level of service downtown decreases (snow removal and landscaping).
 - The need to change City-wide snow removal practices to fit downtown in the schedule (streets, parking lots, and alleys) – decreases level of service City-wide.
 - Alley's snow covered and last priority for City.
 - Sidewalks/streets/alleys/parking lots not cleaned in as timely of a manner (currently, downtown is completely removed of snow by noon after an event).



Alternative Proposal

- Based on comments received by property owners and City Council, staff has come up with an alternative plan to address the needs of the downtown special services district.
- General concept:
 - Public Works Maintenance clears the sidewalks and streets similarly to other commercial districts.
 - Plows snow to the middle of the street
 - Snow windrow removed 24-48 hours after the event once rest of the streets are cleared
 - City staff clears sidewalks within the downtown special services district for ALL snow events.
 - All staff and equipment time to clear sidewalks are assessed 100% to adjacent properties.
 - Landscaping and garbage treated similarly as previous years with City staff performing the tasks and all costs assessed based on front footage.



Alternative Proposal

- Cost Comparison
 - Assumptions
 - 1 large snow event (12"), 2 moderately large (8"), 3 average events (4"), 8 small events (2")
 - 50 feet of front footage
 - Using bid received for 2025-2026 snow removal season

Current Practice	Alternative Proposal
Snow Removal	
\$755	\$239
Landscaping & Garbage	
\$375	\$375
Total Assessed Cost	
\$1,130	\$614

Alternative Proposal

Pros

- Reduced assessment rate (over 50%)
- Sidewalks are clear on every snow event
- Continued consistent appearance of landscaping and snow clearing
- Prepares an alternative plan for the possibility no private contractors bid the downtown snow removal

Cons

- Requires Public Works staff to leave other tasks to complete the work on downtown sidewalks
- Streets are less convenient for a day or two with the windrow



Next Steps

- Determine future of the Downtown Special Services District and propose any changes, if needed
 - Keep the Special Services District as-is
 - Change the District via Ordinance revision to reflect the Alternative Proposal
 - Eliminate the Special Services District
 - Would require revocation of the ordinances establishing the district





City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Approve Change Order #2 - Improvement 17-12 - Wright/10th Reconstruction Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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: Staff is recommending approval of Change Order #2 for the Wright/10th Reconstruction Project for compensation of specialty water service line materials. Attached is a memo summarizing the project to date, including some of the facets that are related to this change order.

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.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff has included a couple documents in this change order request. First, the proposal for the materials that are not returnable that staff is requesting approval at this meeting for compensation. This cost is for \$20,484.30.

For comparison, staff has also included the proposal to fully furnish the temporary fire suppression supply lines. That cost for the 4 properties that would require this larger service line would total \$93,271.58. Thus, one of the reasons that staff continued to explore any potential cost-saving alternatives.

Attached is a memo that summarizes the project and indicates recommended next steps moving forward with the Wright/10th Reconstruction Project.

RECOMMENDED ACTION/MOTION: Staff recommends approval of Change Order #2 in the amount of \$20,484.30.

FINANCIAL IMPACT: \$20,484.30

SP/SAP(s)	SAP 108-131-002	MN Project No.:	N/A	Change Order No.	2
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Project Location	Wright Street - South 6th Street to 13th Street SE (CR 45), 10th Street SE - Industrial Park				
Local Agency	City of Brainerd	Local Project No.	17-12		
Contractor	Landwehr Construction, Inc.	Contract No.	17-12		
Address/City/State/Zip	PO Box 1086 846 South 33rd Street / St. Cloud / MN / 56302				
Total Change Order Amount	\$20,484.30				

Issue: The Engineer has determined the Contract needs to be revised. See below for the justification for the change.

On 8/12/25, the Engineer requested that the Contractor begin ordering fire service line materials for temporary water service connections to existing 6" fire service lines. To keep progress moving forward, the Engineer directed that the Contractor order the materials to begin the process to source the materials. On 9/2/25, the Engineer informed the Contractor that the Fire Marshal was acceptable to an alternative temporary water service line option and would not need the materials to be installed.

Resolution:

The Agency will The City will reimburse the Contractor for the cost of the materials ordered that are non-returnable.

Entitlement:

Contract Time - is increased by 15 calendar days

Estimate Of Cost: <i>(Include any increases or decreases in contract items, any negotiated or force account items.)</i>						
Group/Funding Category**	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
Watermain / Wright Street	2504.501	TEMPORARY WATER MATERIALS FOR FIRE LINES (P)	LUMP SUM	\$20,484.30	1	\$20,484.30
Net Change this Change Order						\$20,484.30

Project Engineer 
Print Name: Jessie Lawrence Dehn

Date: 9/24/2025
Phone: 218-454-3411

Contractor: [2#first_last#6]
Print Name: [2#first_last#5]

Date: [2#obtained#7]
Phone: [2#phone#4]



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2023

SP/SAP(s)	SAP 108-131-002	MN Project No.:	N/A	Change Order No.	2
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DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for **FUNDING PURPOSES ONLY** and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for:

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

District State Aid Engineer: _____

Date: _____



LANDWEHR CONSTRUCTION INC.

PO Box 1086 St. Cloud, MN 56302

Phone(320) 252-1494 Fax (320) 252-2380

Date: Sept 15th, 2025

To: City of Brainerd

RE: Wright and 10th Street

Description of Work:

TEMP FIRE SERVICE - MATL INVOICE

Item	Price
UNRETURNABLE ITEMS FOR TEMP FIRE SERVICE (includes sales tax and matl markup per mndot specifications)	\$ 20,484.30
Grand Total	<u>20,484.30</u>

Bryan Pearson

From: Clint Christians
Sent: Wednesday, September 3, 2025 7:20 PM
To: Bryan Pearson
Subject: Fwd: {External Email} RE: Brainerd - Temp Water Quote
Attachments: image001.png; X600301.pdf; X600293.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Sent from my iPhone

Begin forwarded message:

From: "Thill, Josh" <Josh.Thill@coreandmain.com>
Date: September 3, 2025 at 11:05:18 AM CDT
To: Clint Christians <clint@landwehrconstruction.com>
Cc: "Johnson, Derek" <Derek.Johnson3@coreandmain.com>
Subject: {External Email} RE: Brainerd - Temp Water Quote

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

Clint,

See the attached order acknowledgements for your temp water order the city is trying to cancel.

Red = I **will not** take back, you are stuck with it.
Green = I **will** take it back

Josh Thill
Branch Manager
Core & Main
O: (320)258-3010
M: (320)212-9905
3028 37th Ave SE
St. Cloud, MN 56304
josh.thill@coreandmain.com

Private

From: Thill, Josh
Sent: Tuesday, August 19, 2025 4:16 PM

Run Date: 9/03/25

Preshipment Notification



Customer #	100020
Order #	X600301
Date Ordered	08/21/25
Job #	TEMP WA
Job Name	Brainerd Temp W
Customer Reference	
Purchase Order #	TEMP - PRECISION TOOL
Method of Shipment	PICKUP
Contract Order #	X600274
Ordered By	CLINT CHRISTIANS
Ship Via	WILL CALL

Sold To:
LANDWEHR CONSTRUCTION INC
PO BOX 1086
SAINT CLOUD, MN 56302-1086

Ship To:
LANDWEHR CONSTRUCTION INC
Branch - 247
3028 37th Avenue SE
St Cloud, MN 56304

Branch:
ST CLOUD MN
Branch - 247
3028 37th Avenue SE
St Cloud, MN 56304
Phone: 320-258-3010

Bid Seq#	Product Code	Description	Qty Ordered	Qty Shipped	Qty B/O	Net Price	UOM	Ext Price
920	0306017YMI	6 SDR17 PR250 YELOMINE PIPE IB	160	160		15.90000	FT	2544.00
940	9445FNST40MIPT	4-1/2" FNST X 4" MIPT ADPT AL HARDCOAT ALUM W/ROCKER LUG	1	1		270.00000	EA	270.00
950	3160B40	6X4 GALV MI BUSH	1	1		150.00000	EA	150.00
960	31609	6 GALV MI 90	1	1		415.00000	EA	415.00
970	/80018360759	6" MIP X 6" MIP 6'6" LONG 150PSI, EPDM KURIYAMA	1	1		500.00000	EA	500.00
1000	24I06FCCS	6 COMP FLG CI F/STL IMP	1	1		145.00000	EA	145.00
1010	5506FF	6 FLG CHECK VALVE MODEL LVCF-2	1	1		1500.00000	EA	1500.00
1030	2906080FHVS	6 PVC S80 VANSTONE FLG SW	1	1		40.00000	EA	40.00
1040	/80018360760	SOCKET W/PVC RING 854-060 6" MALE CERTALOK X PE NIPPLE	3	3		50.00000	EA	150.00
1060	/80018360761	705878 / 705878 6" X 3/4" FIP OUTLET YELOMINE CPLG, #82157705434 (NP)	1	1		230.00000	EA	230.00
1080	24AFGFST06	6 FLG FF SEALTITE GASKET STF06	2	2		7.00000	EA	14.00
1090	24AFBS0740304	3/4X4 HEX HEAD BOLT 304SS	8	8		3.50000	EA	28.00
1100	24AFBS0735304	3/4X3-1/2 HEX HEAD BOLT 304SS	8	8		3.50000	EA	28.00
1110	24AFHN07S304	3/4 HEX NUT 304SS	16	16		.80000	EA	12.80
1120	21I069M	6 MJ 90 C153 IMP	2	2		175.00000	EA	350.00
1130	21I06PE	6 MJ PLUG C153 EPXY IMP IN LIEU OF 21I06PT	1	1		95.00000	EA	95.00
1140	21PVCS4006G2DD	6 STAR 4006 PVC REST SB USA STARBOND L/ACC PVCS4006G2DD IN LIEU OF 21IAMF806P	4	4		50.00000	EA	200.00
1150	21AMG506	6 MJXIPS PVC TRANS GASKET	4	4		7.50000	EA	30.00
1160	21AMB10735CTB	3/4X3-1/2 T-HEAD B&N COR BLUE	24	24		5.00000	EA	120.00
1170	74890560616516	890-56-06165-16 6 HYMAX GRIP CPLG 6.50-7.20 OD	1	1		590.00000	EA	590.00

Run Date: 9/03/25

Preshipment Notification



Sold To:
LANDWEHR CONSTRUCTION INC
PO BOX 1086
SAINT CLOUD, MN 56302-1086

Ship To:
LANDWEHR CONSTRUCTION INC
Branch - 247
3028 37th Avenue SE
St Cloud, MN 56304

Customer # 100020
Order # X600293
Date Ordered 08/21/25
Job # TEMP WA
Job Name Brainerd Temp W
Customer Reference
Purchase Order # TEMP - ARMORY SERVICE
Method of Shipment PICKUP
Contract Order # X600274
Ordered By CLINT CHRISTIANS
Ship Via WILL CALL

Branch:
ST CLOUD MN
Branch - 247
3028 37th Avenue SE
St Cloud, MN 56304
Phone: 320-258-3010

Bid Seq#	Product Code	Description	Qty Ordered	Qty Shipped	Qty B/O	Net Price	UOM	Ext Price
600	0306017YMIB	6 SDR17 PR250 YELOMINE PIPE IB	500	500		15.90000	FT	7950.00
620	9445FNST40MIPT	4-1/2" FNST X 4" MIPT ADPT AL HARDCOAT ALUM W/ROCKER LUG	1	1		270.00000	EA	270.00
630	3160B40	6X4 GALV MI BUSH	1	1		150.00000	EA	150.00
640	3160T60	6 GALV MI TEE	1	1		640.00000	EA	640.00
650	/80018360756	6" MIP X 6" MIP HOSE 6'0" LONG 150PSI, EPDM KURIYAMA	1	1		500.00000	EA	500.00
680	24I06FCCS	6 COMP FLG CI F/STL IMP	1	1		145.00000	EA	145.00
690	5506FF	6 FLG CHECK VALVE MODEL LVCFF-2	1	1		1500.00000	EA	1500.00
710	2906080FHVS	6 PVC S80 VANSTONE FLG SW SOCKET W/PVC RING 854-060	1	1		40.00000	EA	40.00
720	/80018360757	6" MALE CERTALOK X PE NIPPLE 705878 / 705878	3	1	2	50.00000	EA	50.00
750	/80018360758	6" X 3/4" FIP OUTLET YELOMINE CPLG, #82157705434 (NP)	1	1		230.00000	EA	230.00
780	24AFGFST06	6 FLG FF SEALTITE GASKET STF06	2	2		7.00000	EA	14.00
790	24AFBS0740304	3/4X4 HEX HEAD BOLT 304SS	8	8		3.50000	EA	28.00
800	24AFBS0735304	3/4X3-1/2 HEX HEAD BOLT 304SS	8	8		3.50000	EA	28.00
810	24AFHN07S304	3/4 HEX NUT 304SS	16	16		.80000	EA	12.80
830	21I06T060M	6 MJ TEE C153 IMP	2	2		250.00000	EA	500.00
840	21I069M	6 MJ 90 C153 IMP	4	4		175.00000	EA	700.00
850	21I06PT	6 MJ PLUG C153 IMP	3	3		95.00000	EA	285.00
860	21PVCS4006G2DD	6 STAR 4006 PVC REST SB USA STARBOND L/ACC PVCS4006G2DD IN LIEU OF 21IAMF806P	14	14		50.00000	EA	700.00
870	21AMG506	6 MJXIPS PVC TRANS GASKET	14	14		7.50000	EA	105.00
880	21AMB10735CTB	3/4X3-1/2 T-HEAD B&N COR BLUE	84	84		5.00000	EA	420.00
890	74890560616516	890-56-06165-16 6 HYMAX GRIP CPLG 6.50-7.20 OD	2	2		590.00000	EA	1180.00



LANDWEHR CONSTRUCTION INC.

PO Box 1086 St. Cloud, MN 56302

Phone(320) 252-1494 Fax (320) 252-2380

Date: August 22, 2025

To: City of Brainerd

RE: Wright and 10th Street

Description of Work:

Temp Water at Armory

Date: August 22, 2025

Item	Hours	Rate	Total
KUBOTA SVL75 TRACK SKID LOADER	36.0	70.00	\$ 2,520.00
OPERATOR	36.0	118.00	\$ 4,248.00
LABORER	36.0	108.00	\$ 3,888.00
LABORER	36.0	108.00	\$ 3,888.00
LABORER	36.0	108.00	\$ 3,888.00
SUPERINTENDENT W/PICKUP	40.00	150.00	\$ 6,000.00
Total			\$ 24,432.00
6" Temp Water Materials			\$ 22,332.45
Water Testing			\$ 308.00
Grand Total			47,072.45



LANDWEHR CONSTRUCTION INC.

PO Box 1086 St. Cloud, MN 56302

Phone(320) 252-1494 Fax (320) 252-2380

Date: August 22, 2025

To: City of Brainerd

RE: Wright and 10th Street

Description of Work:

Temp Water at Axis North

Date: August 22, 2025

Item	Hours	Rate	Total
KUBOTA SVL75 TRACK SKID LOADER	12.0	70.00	\$ 840.00
OPERATOR	12.0	118.00	\$ 1,416.00
LABORER	12.0	108.00	\$ 1,296.00
LABORER	12.0	108.00	\$ 1,296.00
LABORER	12.0	108.00	\$ 1,296.00
SUPERINTENDENT W/PICKUP	16.00	150.00	\$ 2,400.00
Total			\$ 8,544.00
6" Temp Water Materials			\$ 15,510.20
Water Testing			\$ 308.00
Grand Total			24,362.20



LANDWEHR CONSTRUCTION INC.

PO Box 1086 St. Cloud, MN 56302

Phone(320) 252-1494 Fax (320) 252-2380

Date: August 22, 2025

To: City of Brainerd

RE: Wright and 10th Street

Description of Work:

Temp Water at Mosquito Squad

Date: August 22, 2025

Item	Hours	Rate	Total
KUBOTA SVL75 TRACK SKID LOADER	6.0	70.00	\$ 420.00
OPERATOR	6.0	118.00	\$ 708.00
LABORER	6.0	108.00	\$ 648.00
LABORER	6.0	108.00	\$ 648.00
LABORER	6.0	108.00	\$ 648.00
SUPERINTENDENT W/PICKUP	10.00	150.00	\$ 1,500.00
Total			\$ 4,572.00
6" Temp Water Materials			\$ 1,423.48
Water Testing			\$ 308.00
Grand Total			6,303.48



LANDWEHR CONSTRUCTION INC.

PO Box 1086 St. Cloud, MN 56302

Phone(320) 252-1494 Fax (320) 252-2380

Date: August 22, 2025

To: City of Brainerd

RE: Wright and 10th Street

Description of Work:

Temp Water at Precision Tool

Date: August 22, 2025

Item	Hours	Rate	Total
KUBOTA SVL75 TRACK SKID LOADER	6.0	70.00	\$ 420.00
OPERATOR	6.0	118.00	\$ 708.00
LABORER	6.0	108.00	\$ 648.00
LABORER	6.0	108.00	\$ 648.00
LABORER	6.0	108.00	\$ 648.00
SUPERINTENDENT W/PICKUP	10.00	150.00	\$ 1,500.00
Total			\$ 4,572.00
6" Temp Water Materials			\$ 10,653.45
Water Testing			\$ 308.00
Grand Total			15,533.45

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 20, 2025

TITLE OF ITEM: Approve Change Order #2 - Improvement 21-13 - Beech/Oakridge Reconstruction Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Staff is recommending approval of Change Order #2 for the Beech/Oakridge Reconstruction Project for some additional traffic control signage on the project. Originally, during extension of the watermain across Oak Street, the intent was to detour traffic using 28th Street, Beech Street, and Pine Street. Due to the condition of both 28th Street and the current construction in Beech Street, it will not be feasible to pass the amount of expected traffic around this route. To address this, staff has coordinated with the contractor as well as MnDOT and Crow Wing County to re-route the detour using MN Highways 25 and 210 and 13th Street (CR 45). This proposed change order reflects the cost needed to provide for the additional traffic control materials during this time. Staff has reviewed the proposal and determined that the costs appear appropriate and reasonable for this work.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Landwehr has proposed the following costs for the additional traffic control signage that is being installed on the project.

- \$14,364.58

RECOMMENDED ACTION/MOTION: Staff recommends approval of Change Order #2 in the amount of \$14,364.58.

FINANCIAL IMPACT: \$14,364.58

SP/SAP(s)	SAP 108-125-004	MN Project No.:	N/A	Change Order No.	2
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Project Location	Beech Street - Oakridge Road to Oak Street, Oakridge Road - Beech Street to 28th Street		
Local Agency	City of Brainerd	Local Project No.	21-13
Contractor	Landwehr Construction, Inc.	Contract No.	21-13
Address/City/State/Zip	PO Box 1086 846 South 33rd Street / St. Cloud / MN / 56302		
Total Change Order Amount		\$14,364.58	

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

The Engineer has determined that the planned alternative traffic route during the Oak Street closure phase will be not feasible to appropriately convey the number of vehicles expected. An alternative route to detour Oak Street traffic onto MN Highways 25 and 210 has been approved. Additional traffic control materials will be necessary to appropriately detour the traffic during this phase of construction.

Resolution:

The Agency will The City will reimburse the Contractor for the cost of the traffic control subcontractor to perform this work.

The Contractor will The Contractor will provide all equipment and labor to provide the appropriate traffic control materials during the duration of the construction phase to accommodate the work in Oak Street, including removal of the traffic control materials following completion.

Entitlement:

Contract Time - is not changed

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)

Group/Funding Category**	Item No.	Description	Unit	Unit Price	+ or - Quantity	+ or - Amount \$
Street Reconstruction / Beech Street	2563.601	TRAFFIC CONTROL (OAK STREET DETOUR)	LUMP SUM	\$14,364.58	1	\$14,364.58
Net Change this Change Order						\$14,364.58

Project Engineer 
Print Name: Jessie Lawrence Dehn

Date: 9/24/2025
Phone: 218-454-3411

Contractor: [2#first_last#6]
Print Name: [2#first_last#5]

Date: [2#obtained#7]
Phone: [2#phone#4]



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2023

SP/SAP(s)	SAP 108-125-004	MN Project No.:	N/A	Change Order No.	2
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DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for **FUNDING PURPOSES ONLY** and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for:

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

District State Aid Engineer: _____

Date: _____



Proposal

Landwehr Construction, Inc.

P. O. Box 1086

St. Cloud, MN 56302

Phone (320) 252-1494

Fax (320) 252-2380

Submitted to:		Job Name	
Name	City of Brainerd	Name	Beech Reconstruct Project
Attn:	Jessie Dehn		SAP 108-125-004 Project 21-13
Address		Address	
City, State, Zip		City, State, Zip	
Brainerd MN			
Phone	Fax:	Bid Date	Time Due

We hereby submit specifications and estimates for:

Oak Street Detour for Phase 1

Qty	Unit	Item	Days	S.F Each	Each Price/Day	SF Price/Day	SF Price	TOTAL
20		24x30" Detour w/ Arrow	40	5	\$ 1.14	\$ 0.34		\$ 2,279.20
1		18x24" End Detour	40	3	\$ 1.14	\$ 0.34		\$ 86.68
33		36x12" Oak St CS	40	3			\$ 53.12	\$ 5,258.78
17		48x48" RWA/RCA/DA	40		\$ 3.34			\$ 2,273.92

			Unit Price	TOTAL
2	Ea	MOB, LAYOUT (2), FIRST 30 MILES	\$ 550.00	\$ 1,100.00
260	Mi	MOB, REMAINING MILES (160 MLS ROUND TRIP)	\$ 2.64	\$ 686.40
1	Ea	MOB, SETUP, FIRST 30 MILES	\$ 550.00	\$ 550.00
130	Mi	MOB, REMAINING MILES (160 MLS ROUND TRIP)	\$ 2.64	\$ 343.20
2	Ea	DE-MOB, PICKUP (2), FIRST 30 MILES	\$ 550.00	\$ 1,100.00
260	Mi	DE-MOB, REMAINING MILES (160 MLS ROUND TRIP)	\$ 2.64	\$ 686.40

GRAND TOTAL \$ 14,364.58

INCLUDED:

Setup and teardown of detour as provided on 8/13/25 via email
Contractor allowance (work performed by All State Traffic Control)


Prepared by -
Landwehr Construction, Inc.

9/12/2025
Date

Accepted by (Signature)

Title, Company

Date



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Approve Change Order #1 - Improvement 23-14 - Hawkins/Ronald/Joseph Resurfacing Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached is Change Order request for the Hawkins/Ronald/Joseph Resurfacing Project. The change order includes some revision to the watermain pipe materials for the hydrant replacements on Hawkins and costs for replacement of the intended bituminous paving subcontractor. As has been previously discussed, Anderson Brothers is not an eligible contractor or subcontractor on City projects over \$50,000 and thus would not be eligible to perform on this project. Moore Engineering requested the contractor receive alternative proposal(s) from bituminous paving contractors.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The overall change in contract amount as shown in the change order is \$27,794.50. \$4,779.50 is attributed to the water portion, in which staff has made other cost-saving adjustments to help lower the cost for the water work on Hawkins. The remaining \$23,015 is attributed to the replacement of the paving subcontractor. Please note the amount is based on the estimated tonnage of mix needed on the project and the actual amount will be based actual tonnage used.

RECOMMENDED ACTION/MOTION: Staff recommends approval of Change Order #1 in the amount of \$27,794.50.

FINANCIAL IMPACT: \$27,794.50

CHANGE ORDER NO.: 1

Owner: City of Brainerd
 Engineer: Moore Engineering, Inc.
 Contractor: J&J Excavating, Inc.
 Project: Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing
 Contract Name: 2025 Street and Utility Improvements
 Date Issued: 9/23/2025
 Owner's Project No.: 23-14
 Engineer's Project No.: 24538
 Contractor's Project No.: 0
 Effective Date of Change Order: 9/23/2025

The Contract is modified as follows upon execution of this Change Order:

Description: Changing pipe types on the Hawkins Drive portion of the project from PVC pipe to Ductile Iron pipe. The existing water main in this area is mislabeled on the plans as PVC pipe and is actually Ductile Iron pipe, so the change from PVC to Ductile Iron will help match existing conditions. Also, a second part of this change order is for a change in the asphalt price due to a proposed subcontractor being debarred from doing work in the area. Knowing this, the City has worked with J&J Excavating to obtain a new proposed subcontractor and the increase in costs is shown below in the unit price changes.

Attachments: Change Order No. 1 Plan Sheets, Change Order Forms from J&J Excavating

Change in Contract Price	Change in Contract Times
Original Contract Price: \$ 698,026.50	Original Contract Times: Substantial Completion: June 15, 2026 Ready for Final Payment: July 1, 2026
Increase from previously approved Change Orders No. 0 to No. 0 \$	Change from previously approved Change Orders No. 0 to No. 0 Substantial Completion: Ready for Final Payment:
Contract Price prior to this Change Order: \$ 698,026.50	Contract Times prior to this Change Order: Substantial Completion: June 15, 2026 Ready for Final Payment: July 1, 2026
Increase this Change Order: \$ 27,794.50	Change of this Change Order: Substantial Completion: Ready for Final Payment:
Contract Price incorporating this Change Order: \$ 725,821.00	Contract Times with all approved Change Orders: Substantial Completion: June 15, 2026 Ready for Final Payment: July 1, 2026

Recommended by Engineer (If required)

By: [Signature]
 Title: Project Manager
 Date: 9/24/25
 Authorized by Owner
 By: [Signature]
 Title: City Engineer Public Works Director
 Date: 10/6/25

Accepted by Contractor

By: _____
 Title: _____
 Date: _____
 Approved by Funding Agency (if applicable)
 By: _____
 Title: _____
 Date: _____

EJCDC® C-941, Change Order.

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 Page 1 of 1

EXHIBIT A
CHANGE ORDER NO.: 1

<u>Item No. & Description</u>			<u>Unit</u>	<u>Quantity</u>	<u>Bid Unit Price</u>	<u>Decrease in Contract Price</u>	<u>Increase in Contract Price</u>
BASE BID							
10.	331413.00	Water Main - 6"	LF	(121.00)	\$ 70.00	\$ (8,470.00)	
17.	12000.00	Mobilization	L SUM	(1.00)	\$ 50,000.00	\$ (50,000.00)	
28.	2360.509	Type Sp 9.5 Wearing Course Mix (2,B)	TON	(1,100.00)	\$ 75.00	\$ (82,500.00)	
NEW BID ITEM							
1.	331413.00	Ductile Iron Pipe - 6"	LF	121.00	\$ 109.50		\$ 13,249.50
2.	12000.00	Mobilization	L SUM	1.00	\$ 53,875.00		\$ 53,875.00
3.	2360.509	Type Sp 9.5 Wearing Course Mix (2,B)	TON	1,100.00	\$ 92.40		\$ 101,640.00
TOTALS						\$ (140,970.00)	\$ 168,764.50
NET CHANGE IN CONTRACT PRICE						\$27,794.50	

JUSTIFICATION:

- Existing water main on Hawkins Drive is ductile iron pipe, so it is proposed to switch the proposed hydrant leads from the planned PVC to ductile iron pipe. Gate valves will also be moved slightly to meet city standards.
- Due to a change in asphalt subcontractors out of the Owner's and Contractor's control, a change in the mobilization cost and asphalt wearing course cost was warranted. Attached to this change order is the updated quote. The attached quote does not include the required 5% markup for prime contractor's fees per the Contract.



Ideal Construction, LLC

26932 490th Street | Staples, Minnesota 56479
218-894-3105 | idealconst58@yahoo.com | idealconstructionmn.com

RECIPIENT:

J and J Excavating

Hawkins Drive
Brainerd, Minnesota 56401

Quote #224

Sent on

Sep 02, 2025

Total

\$104,300.00

Product/Service	Description	Qty.	Unit Price	Total
Optional				
GP	Hawkins Drive, Brainerd, MN Item 1: Mobilization	1	\$7,500.00	\$7,500.00
GP	Item 28: type 9.5 wear course (2,B)	1100	\$88.00	\$96,800.00

* Non-taxable

Total

\$104,300.00

Images

View online <https://l.ibbr.io/EGR4JuR>



Reviews

Mark Fraune



Did a great job on the driveway and flexible on some minor changes and communicated well on updates and friendly to work with... certainly will recommend.... thanks

Brian Niemann



Thinking of finally doing something with that dusty gravel driveway? They can help with tar, cement or crushed granite. These pictures show their crushed granite product. Give them a call, and mention you saw it on my Google Maps!!

Troy Shereck



Very fast & quality service, highly recommend Jeff, Jerry & their team.



Ideal Construction, LLC

26932 490th Street | Staples, Minnesota 56479

218-894-3105 | idealconst58@yahoo.com | idealconstructionmn.com

We are excited to work with you on your upcoming project!

TERMS: 50% down. Balance due upon completion otherwise possibility of lien. A service charge will be made on all past due invoices at the rate of 1.5% per month.

CONTRACTOR'S NOTICE: Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota Law, you have the right to pay persons who supplies labor or materials for this improvement directly or deduct the amount from our contract price, or withhold the amounts due from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

PRICING: Any unforeseen conditions at time of excavation or paving can result in additional charges. Price is good for 30 days.

WARRANTY: One year warranty on any breakup due to workmanship and materials, except expansion cracks due to weather conditions, ground water, poor sub soil or petroleum products. Possibility of color and texture difference where hand work is required. Cracking may occur when overlaying existing driveway. Adequate slope of 2% required to guarantee drainage. Contractor is not responsible for any landscaping changes due to driveway design. Damage to trees caused by root removal, damage to sprinkler lines and any other unseen (buried under existing driveway) objects are not Ideal Construction's responsibility.

Ideal Construction will not be held responsible for settling in front of the garage due to inadequate compaction from original excavation.



J&J EXCAVATING INC.

CHANGE
ORDER

218-414-0398
jamie@jandjexcavatinginc.com

10707 285th Ave
Staples, MN
56479

J&J Excavating Inc.
10707 285th Ave
Staples, MN 56479
218-414-0398

Date: 09/19/25
Change Order #1 - 20256
Project Title: Improvement 23-14 - Hawkins-Ronald-Joseph Resurfacing Project

Description	Quantity	Unit Price	Cost
<u>Change Order #1-</u>			
Changing 121' of PVC to Ductile Iron- Material and Labor (LS)	1	\$ 4,778.46	\$ 4,778.46
Subtotal			\$ 4,778.46
			\$ 0
Total			\$ 4,778.46

Thank You For Your Business!

Sincerely yours,

Jamie Johnson



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Award Engineering Services Proposal - 2026 Resurfacing Projects

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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: Staff has solicited RFP's for engineering services for the 2026 Resurfacing Projects. Services generally include surveying, design, and construction engineering. Four proposals were received from the following in alphabetical order: Bolton & Menk, SEH Inc., WSB & Associates, and Widseth. Staff reviewed the proposals and rated the responses on a weighted scale as follows:

- Project Understanding - 10%
- Qualifications/Experience - 10%
- Work Plan and Availability - 10%
- Project Cost & Fees - 70%

Due to the scope and type of projects, staff used a cost-heavy weighting scale for this RFP. After a review of the proposals and using the weighting scale, staff is recommending Council award the proposal for engineering services to WSB & Associates for the 2026 Resurfacing Projects.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The weighted ratings for each proposer is as follows, in scoring order, top first. Scale is 1-10 with 10 being high and 1 being low.

1. WSB & Associates - 8.8
2. Bolton & Menk - 8.7
3. SEH, Inc. - 7.3
4. Widseth - 4.9

With the cost-heavy scaling, the two lowest cost proposals came to the top of the ratings. Staff did review for the amount of hours, type/qualifications of staff included, and assumptions such as construction duration to keep the comparison as equal as able. WSB was the lowest cost proposal and thus is the main reason their score is the highest. Bolton & Menk performed well with the 2025 South Brainerd Resurfacing Project and their cost proposal was close to that of WSB, thus mainly why their score was nearly as high as WSB.

RECOMMENDED ACTION/MOTION: Staff recommends award of engineering services to WSB & Associates for the 2026 Resurfacing Projects in the amount not to exceed \$95,042.

FINANCIAL IMPACT: \$95,042



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

September 19, 2025

Jessie Dehn, P.E. - City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: 2026 Resurfacing Projects Engineering Proposal
City of Brainerd, MN

Dear Jessie,

As part of the City of Brainerd 10-Year Capital Improvement Plan the city has programmed the resurfacing of city streets in 2026. We understand the project consists of the following improvements:

Improvement 25-06 – 2026 South Brainerd Resurfacing

- 2" Mill and Overlay on Graydon Avenue – Woodcrest Drive to South leg of intersection with Birchridge Drive.
- Remove 2" of existing bituminous, shape and grade aggregate base, spot curb repair as needed, drainage improvements at street intersections as needed, adjust sanitary manhole lids, gate valves, and storm sewer castings as needed, and place 2" of new bituminous pavement on Hillcrest Drive and Spruce Drive.
- Replace and upsize storm sewer on Spruce Drive from retention pond overflow pipe to intersection with Birchridge Drive.

Improvement 25-07 – Pine Street Resurfacing

- Remove 2" of existing bituminous, subgrade and aggregate base corrections in failing areas, shape and grade aggregate base, spot curb repair as needed, drainage improvements at street intersections as needed, adjust sanitary manhole lids, gate valves, and storm sewer castings as needed, and place 2" of new bituminous pavement from 13th Street to Walnut Street.
- Remove and replace pedestrian curb ramps that are not ADA compliant.

Improvement 25-08 – Dal-Mar Drive and Dal-Mar Circle Resurfacing

- Remove 2" of existing bituminous, subgrade and aggregate base corrections in failing areas, shape and grade aggregate base, adjust sanitary manhole lids, and gate valves as needed, and place 2" of new bituminous pavement on the rural portion of Dal-Mar Drive and Dal-Mar Circle.

Improvement 25-08 – 11th Street Resurfacing

- 2" Mill and Overlay, subgrade and aggregate base corrections in failing areas, shape and grade aggregate base, spot curb repair as needed, adjust sanitary manhole lids, gate valves, and storm sewer castings as needed, from Industrial Park Road to Thiesse Drive.

We understand a portion of the project cost will be assessed to benefitting properties per the City of Brainerd Street and Sewer Assessment Policy and you are requesting the consultant prepare all notices, resolutions, mailings, assessment rolls, and public hearing presentations to meet the requirements of

To assist the City of Brainerd in completing this project, we propose providing the following project team, many who were involved in delivering the 2025 South Brainerd Resurfacing Project. Full resumes of proposed Engineering staff are available upon request.

1. Project Manager – Bryan Drown, PE
 - a. Bryan will serve as the primary point of contact for Brainerd and will regularly communicate with staff and project partners. He will coordinate all aspects of project delivery and be responsible for the special assessment process, meeting the schedule, and scope management processes.
2. Project Engineer – Andrew Beadell, PE
 - a. Andrew will lead the preparation of construction plans and specifications, construction bidding process, and construction phase administration.
3. Project Land Surveyor – Luke Landecker, LSIT
 - a. Luke will lead the survey team starting with topographic survey of targeted areas and ending with the construction staking. He will also lead topographic basemap and creating construction calculations for staking.
4. Survey Crew Chief – Josh Anderson
 - a. Josh will perform all field survey tasks associated with the topographic survey, utility locations, and construction staking.
5. Resident Project Representative (RPR) – Marty Espersen, Engineering Technician
 - a. Marty will be the on-site RPR during construction working closely with the contractor to ensure the project is constructed according to the approved plans and specifications. He will document daily construction activities, coordinate material testing as needed, work with Bryan and Andrew to prepare pay estimates, and prepare project record drawings.

To assist the City of Brainerd complete this project, we propose to provide the following scope of work based on our review of the Request for Proposal and our discussions with you:

Task 1: Data Collection

Complete a topographic survey of the streets from curb to curb locating all above ground utility structure, with the addition of gathering topographic information beyond the curb at Pine Street pedestrian ramps and Spruce Drive from retention pond to Birchridge Drive for storm sewer replacement. The Project Engineer will perform a field review of the project area and identify curbs to be replaced and failing pavement areas where subgrade corrections are needed.

Task 2: Preliminary Engineering Report and Special Assessments

- Prepare and mail notices to residents of the initial Public Information meeting. The Public Information meeting will include a presentation to describe the scope of the project and gather input regarding project site issues and opportunities.
- Prepare Preliminary Engineering Report (PER) and Preliminary Assessment Roll
- Prepare Resolutions for City Council approval required by Chapter 429 process. We will attend city council meetings as needed to answer questions related to resolutions and where the project is currently within the Chapter 429 process.

- Prepare and mail notices to residents of Public Hearing #1 (Improvement Hearing). The Improvement Hearing will include a presentation detailing the findings of the PER, methodology of how assessment amounts are determined, and allow for Public Input.
- Following construction of the project prepare and mail notices to residents of Public Hearing #2 (Final Assessment Hearing). The Final Assessment Hearing will include a presentation detailing the final assessment amount, methodology of how assessment amounts are determined, the process property owners have to appeal their assessment, and allow for Public Input.
- Prepare Final Assessment Roll for city to record.

Task 3: Final Design Construction Plans and Specifications

Description: Bolton & Menk will submit final design plans and other documents to the city for review and project approval at the following stages of completion:

- **60% Plan Review** – submittal to include design plans and a format/index for the special provisions.
- **100% Plan Review** – submittal to include final design plans, special provisions, and engineer's estimate; we will incorporate responses to city comments from the 60% plan review.
- **Final Plan Approval** – submittal of final design plans, specifications, and engineer's estimate for approval and signatures; we will incorporate responses to any final city comments in this submittal.

Task 4: Bidding Services

Bolton & Menk will prepare and submit for publication the advertisement for bid after receiving authorization to bid from the City of Brainerd. Upon advertising Bidding Services will include:

- Distribute bid documents to via QUESTCDN website.
- Respond to contractor questions.
- Issue Addenda as required.
- Administer Bid Opening.
- Prepare the bid tabulation and verification and provide a recommended award to the city council.

Task 5: Construction Services

Subtask 5.1 Contract Administration

Bolton & Menk will provide construction contractor oversight to verify they are completing the work in compliance with the plans and specifications. Construction administration activities will include project diaries, and preparation of change orders or supplemental agreements as necessary. Bolton & Menk will report daily diaries, pay quantities, partial and final pay estimates, change orders, supplemental agreements, and other related contract documents. Typical contract administration duties include:

- Attend and administer preconstruction meeting.
- Perform on-site review pertaining to work and progress as needed.
- Attend weekly progress meetings as needed.
- Prepare change orders and written directives.
- Review shop drawings and mix designs.
- Review and recommend approval of pay requests.

Subtask 5.2 Field Staking

Complete necessary field staking of storm sewer, curb replacements and pedestrian ramps, as needed.

Subtask 5.3 Construction Observation

Provide a highly qualified individual to serve as RPR to perform construction administration and observation of the contractor's work. The RPR will be on-site during the various stages of construction to observe and review the quality of work. The RPR will perform the following tasks:

- Provide day-to-day construction observation and coordination between contractor, city, and affected businesses and property owners.
 - We assume a 6-week construction period and construction observation will be part-time during removals and grading operations and full-time during concrete and bituminous paving operations.
- Maintain daily construction logs.
- Assist Project Manager with preparing monthly pay requests.

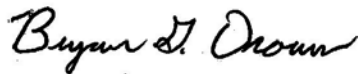
PROJECT SCHEDULE

Bolton & Menk will have staff available to start immediately upon City acceptance of this proposal. A proposed project schedule detailing milestones and meeting dates through the preliminary, design, bidding, and construction phases is included that meets the proposed schedule in the Request for Proposal and requirements of the Chapter 429 Special Assessment Process.

We enjoyed working with the City of Brainerd to deliver the 2025 South Brainerd Resurfacing Project and look forward to assisting the City of Brainerd with this similar project in 2026. If you have any questions or need additional information, please contact me at 218-821-5242.

Sincerely,

Bolton & Menk, Inc.



Bryan G. Drown, PE

Municipal Project Manager

Attachments: Proposed Project Schedule

September 19, 2025

RE: Brainerd, Minnesota
2026 Resurfacing Project
Proposal for Professional Services
SEH No. BRDMN P-185757

Mr. Jessie Dehn, PE – City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Jessie:

Thank you for the opportunity to provide professional services for the City of Brainerd's pavement resurfacing project. The proposed work includes resurfacing approximately 2.3 miles of City streets to improve roadway conditions and extend pavement life.

PROJECT UNDERSTANDING

The objective of this project is to rehabilitate roadway surfaces and replace curb found to be in poor condition within the identified neighborhoods in order to improve quality of life for residents and practice responsible asset management. The scope includes a 2-inch mill and overlay along Graydon Avenue and 11th Street, and full pavement reconstruction—including shaping and grading of the existing aggregate base with a 2-inch bituminous overlay—on the remaining segments. The work also comprises spot curb repairs, subgrade and aggregate base corrections in failing areas, pedestrian ramp replacements, and adjustment of valves and manholes to match the new pavement elevations. Additionally, the project includes potential upsizing the storm sewer along Spruce Drive to improve drainage capacity.

WORK PLAN AND APPROACH

Our approach to the project is structured around and summarized by the following primary tasks:

PHASE 1 – PRELIMINARY DESIGN AND ENGINEERING

Task 1 – Topographic Survey (61 Hours)

SEH will perform a survey of key project parameters as outlined in this section. The survey will document critical roadway features—including select curb segments, manholes, and valves—and include full topographic surveys in targeted areas such as pedestrian ramps or other strategic locations requiring evaluation. Horizontal and vertical control will be established in select areas to support accurate data collection.

- *Deliverables: Topographic Survey File (AutoCAD Civil 3D format)*

Task 2 – Existing Plans (24 Hours)

SEH will prepare a basic overview map to illustrate the project area and will coordinate and host a utility coordination meeting. The purpose of the meeting is to inform utility partners about the project, gather information on existing utility infrastructure, and determine any planned utility improvements within the project area.

- *Deliverables: Meeting agenda and minutes from preliminary utility coordination meeting*

Task 3 – Final Design Plans and Specifications (180 Hours)

SEH will prepare design drawings and contract documents suitable for competitive bidding in accordance with City requirements. Plans will be submitted for City staff review at the 60% and 90% completion stages. An Opinion of Probable Cost will be developed at each stage of plan production, and SEH will produce plan sets as needed for potential bidders and maintain a current list of plan holders.

- *Deliverables: 60, 90, and 100% percent plan sets / Engineer's Estimates / Opinions of Probable Cost / Copies of Plans for Bidders / Plan Holder's List*

Task 4 – Project Meetings (12 Hours)

SEH will coordinate and conduct up to six (6) virtual weekly design meetings with the project team, including SEH and City Engineering staff. These meetings will be held throughout the design phase to review progress, discuss design considerations, and address potential issues in a timely manner.

- *Deliverables: Meeting Agenda and Minutes*

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 13850 Bluestem Court, Suite 150, Baxter, MN 56425

218.855.1700 | 866.852.8880 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Task 5 – Public Engagement (19 Hours)

SEH will facilitate public engagement through the final design process by hosting a Neighborhood Informational meeting to familiarize residents to the upcoming project and gather input to be incorporated into the final design. SEH will also present at one (1) City Council meeting when seeking plan approval and authorizing for bids.

- *Deliverables: Notices for Neighborhood Meeting / Attendee List & Record of Comments / Presentation for Council*

Task 6 – Special Assessment Process (80 Hours)

SEH will prepare a Feasibility Report for City Council approval in accordance with the requirements of the assessment process. This includes developing maps and figures, confirming the improvement type identified in the City's CIP, completing a cost analysis and Opinion of Probable Cost, and calculating preliminary assessment rates assigned to individual properties. The report will demonstrate that the project is necessary, cost-effective, and feasible. SEH will also prepare required Resolutions and mailings and will present the report at the City Council and Improvement Hearing, as needed.

- *Deliverables: Draft Feasibility Report for review by the City / Final Feasibility Report / Notifications for the Minnesota Statute 429 Process / Resolutions / Presentation for the Improvement Hearing*

Task 7 – Bidding Administration (24 Hours)

This task includes preparing final plans and specifications for bidding and preparing the project for advertising. SEH will coordinate with Bidders during the bidding period, distribute addenda as needed, facilitate the bid opening, and prepare the bid tabulation. We will review the apparent low bid for compliance with contract documents and provide an award recommendation. Additionally, SEH will assist with City-specific requirements, including preparation of any necessary Council materials and Resolutions related to the 429 process.

- *Deliverables: Final Bidding Documents / Addenda / Bid Tabulation / Award Recommendation Letter*

PHASE 2 – CONSTRUCTION ENGINEERING / CONTRACT ADMINISTRATION

Task 8 – Construction Administration (83 Hours)

This task includes hosting a preconstruction meeting and up to six (6) construction progress meetings to support effective communication and coordination throughout the project. SEH will review contractor submittals and prepare change orders if needed during construction. Construction staking will be provided as required to support field operations. SEH will also serve as the primary liaison between the City, the Contractor, and the general public to facilitate smooth project execution and timely issue resolution.

- *Deliverables: Meeting Agendas / Finalized Submittals / Minutes / Change Orders*

Task 9 – Construction Observation Support (251 Hours)

This task involves observing construction work to verify conformance with contract documents. A designated SEH representative will monitor construction progress, observe completed work, coordinate staking, removal markings, and materials testing. The representative will also track quantities and document findings for inclusion and preparation of partial pay vouchers.

- *Deliverables: Construction Documentation / Daily Diaries / Partial Pay Vouchers*

Task 10 – Geotechnical Testing Services

SEH will contract with a Braun Intertec to provide testing services that satisfy the SALT Schedule of Materials Control.

- *Deliverables: Documentation of Test Results*

Task 11 – Project Closeout (71 Hours)

SEH will prepare assessment calculations and rolls, public hearings, and documentation in accordance with Minnesota Chapter 429 requirements. This includes preparing the final cost split worksheet and assessment rolls, conducting one meeting with City staff to review the final assessments, and supporting the City with Assessment Hearing resolutions and notices. SEH will also complete final documentation for the final pay voucher and coordinate with the Contractor on a final walkthrough. Additionally, SEH will prepare the final record drawings upon project completion.

- *Deliverables: Final Cost Split Worksheet / Final Assessment Roll and Map / Presentation for the Assessment Hearing / Record Drawings / Final Pay Voucher / Close Out Documentation*

SCHEDULE

Our team is prepared to begin work upon contract authorization. Below is a summary of the major project milestones with dates based on the City's proposed schedule, recognizing that the timeline may be subject to change beyond SEH's control.

Notice to proceed from the City of Brainerd	October 6, 2025
Complete Field Work / Preliminary Layout and Design	November 2025
Submit Feasibility Report to City / Host Improvement Hearing	December 2025
Project Design	December 2025 – April 2026
Authorize Advertisement and Plan Approval	April 6, 2026
Bid Opening	May 12, 2026
Award Contract	May 18, 2026
Construction.....	June – August 2026
Assessment Hearing.....	September/October 2026

PROJECT TEAM

The project team proposed for this project by SEH will be led by Paul Sandy and includes the following members:

- **Paul Sandy, PE – Project Manager:** With over 14 years of experience in both public and private sectors, Paul will serve as the overall Project Manager and primary City contact, overseeing scheduling, budgeting, and deliverables.
- **Alex Voit, PE – Civil Project Engineer:** Based in Baxter with 13 years of civil engineering experience, Alex will serve as Project Engineer, leading the feasibility report, plans, and deliverables while bringing extensive municipal engineering expertise and prior successful collaboration with the City of Brainerd and multiple agencies.
- **Brad Wisted – Survey Crew Chief:** With 20 years of experience in surveying and field crew management—including multiple City of Brainerd projects—Brad, a registered PLS in North Dakota, will lead survey efforts and prepare essential data for design and construction services.
- **Paul Bremer – Resident Project Representative:** With 6 years of construction observation experience, Paul will manage daily site coordination and documentation for the project.

EXPERIENCE

- SEH has successfully led numerous municipal street and utility projects for the City of Brainerd, including South 8th Street Reconstruction, Oak Street Turnback, Mill Avenue improvements, Cuyuna Lakes State Trail, H Street and 10th Avenue NE reconstructions, and Business 371 Roundabout.
- The firm also has experience with a variety of infrastructure enhancements such as airport utilities extension, Garfield Safe Routes to School, Buffalo Hills Trail, and Willow Street projects.
- SEH has also managed recent projects in Baxter, MN, utilizing the Minnesota Chapter 429 assessment process, including South Forestview Area Improvements, CSAH 48 & Cypress Drive Improvements, and Full Depth Reclamation projects.

COST CONTROL

Quality design helps minimize the risk of construction changes, but factors beyond the consultant's and contractor's control—such as weather and subsurface conditions—can still impact costs, necessitating contingencies in the construction budget. SEH offers a skilled team ready to address challenges and will collaborate closely with the City Engineer throughout construction to facilitate informed decisions and effective solutions.

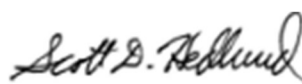
Thank you for the opportunity to propose; I look forward to working with the City again. For questions, please contact Paul Sandy at 320.630.4657 or psandy@sehinc.com.

Sincerely,

SHORT ELLIOTT HENDRICKSON INC.



Paul Sandy, PE
Project Manager
(Lic. MN, ND)



Scott D. Hedlund, PE, PMP
Principal
(Lic. MN, LA)

PRELIMINARY, DESIGN, &
CONSTRUCTION ENGINEERING SERVICES

2026 RESURFACING PROJECTS

CITY OF BRAINERD

SEPTEMBER 19, 2025



WIDSETH
CELEBRATING FIFTY YEARS | EST. 1975

ALEX BITTER, PE, VP

Project Manager

Civil Engineer

218.316.3627

Alex.Bitter@widseth.com



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Brainerd/Baxter

7804 Industrial Park Road
Baxter MN 56425

218.829.5117

Baxter@Widseth.com
Widseth.com

September 19, 2025

Jessie Dehn, PE, City Engineer
501 Laurel Street
Brainerd, MN 56401
JDehn@ci.brainerd.mn.us

Re: 2026 Resurfacing Projects

Dear Jessie Dehn and Members of the Selection Committee:

The City of Brainerd's 2026 Resurfacing Projects offer an important opportunity to enhance the safety, accessibility, and long-term durability of streets across both residential neighborhoods and industrial areas. These projects address a range of street conditions, from older pavements in South Brainerd to more recent surfaces along Pine Street and South 11th Street, and include targeted improvements such as pedestrian ramp upgrades, curb and gutter repairs, and storm sewer enhancements.

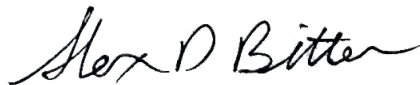
Widseth has extensive experience delivering similar municipal roadway projects throughout central Minnesota. We live and work in this area and have partnered with the City of Brainerd on prior projects, giving us a deep understanding of local conditions and community expectations. Our team excels at guiding projects from preliminary engineering through design, public engagement, and construction administration, ensuring work meets City standards, complies with Minnesota Statute 429 and the City's assessment policy, and minimizes disruption to residents and businesses.

As a multidisciplinary firm with 12 offices and more than 250 professionals across Minnesota and North Dakota, Widseth has the structure and resources to support projects of all sizes. Our in-house team of civil, structural, mechanical, and electrical engineers, along with architects, survey crews, and environmental specialists, work seamlessly together to provide a full package of services from concept to completion. This depth allows us to allocate the right expertise at the right time, ensuring your projects stay on track.

We recognize that these resurfacing projects require thoughtful planning and coordination. By combining technical expertise with proactive communication and hands-on construction oversight, we help communities achieve streets that are safe, functional, and durable while keeping projects on schedule and within budget.

We look forward to collaborating with the City of Brainerd to deliver these improvements and to continue supporting the community with high-quality infrastructure solutions.

Sincerely,



Alex Bitter, PE, VP
Civil Engineer
218.316.3627
Alex.Bitter@widseth.com

PROJECT UNDERSTANDING & TEAM

PROJECT UNDERSTANDING

The City of Brainerd's 2026 Resurfacing Projects are intended to extend pavement life, improve safety, and maintain reliable infrastructure across residential neighborhoods, rural sections, and industrial corridors. Project areas include South Brainerd streets such as Spruce Drive, Graydon Avenue, and Hillcrest Drive; Pine Street from 13th Street SE to Walnut Drive; Dal-Mar Drive and Dal-Mar Circle; and South 11th Street from Thiesse Drive to Industrial Park Road. These corridors represent a range of conditions, from older pavements requiring base corrections to newer sections suited for mill and overlay.

The scope of work will resurface existing pavement and address related infrastructure needs, including ADA-compliant ramp improvements, spot curb and gutter replacement, storm sewer upgrades, and utility adjustments. The mix of

neighborhood streets and a key industrial route requires careful coordination to minimize construction impacts while delivering durable, cost-effective improvements.

Our team understands the importance of meeting City standards, complying with Minnesota Statute 429 assessment processes, and supporting transparent communication with residents and businesses throughout design and construction. With a history of partnering successfully with the City of Brainerd on similar projects, we are well-positioned to anticipate challenges such as drainage needs, base repairs, and traffic management, while also identifying opportunities to improve efficiency and build on lessons learned. By combining technical expertise with local knowledge, we are confident these improvements will provide lasting value to the City and its residents.

PROJECT TEAM

Widseth has the staff and resources to support the City of Brainerd's 2026 Resurfacing Projects. Our proposed team has the availability to dedicate the necessary time to deliver the work on schedule and meet the City's expectations.



ALEX BITTER PE, VP | Project Manager, Civil Engineer

Experience: Street and highway improvements, water and wastewater systems, storm sewers, civil design, construction plans and specifications, permit applications, client and agency coordination, and construction phase services.;

License/Certification: PE: MN (57744); **Education:** Bachelor of Science, Civil Engineering | North Dakota State University



ARIC WELCH PE, VP | Civil Engineer

Experience: Conceptual design, feasibility studies, infrastructure planning, Chapter 429, assessment projects, contract documents and technical specifications, stormwater systems and treatment facilities, and State Aid project development and reporting.;

License/Certification: PE: MN (41983), ADA Design; **Education:** Bachelor of Science, Civil Engineering | North Dakota State University



CHAD CONNER LS, VP | Land Surveyor, Certified Federal Surveyor

Experience: Data collection for design and route determination, municipal improvement projects with street and utility construction, right-of-way acquisition, construction staking, record drawings, project development and management, scheduling, and coordination.;

License/Certification: PLS: MN (41643), WI, IL, CFedS (1292); **Education:** Bachelor of Science, Land Surveying & Mapping | St. Cloud State University; Diploma, Civil Engineering Technology | St. Cloud Technical College



BRAUN INTERTEC

Braun Intertec brings extensive experience in construction materials testing for municipal street and utility projects, including soil compaction, concrete, bituminous, and utility trench backfill verification.

PROJECT
WORK PLAN & SCHEDULE

WORK PLAN / SCHEDULE
WIDSETH
BRAUN INTERTEC

REQUEST FOR PROPOSALS
2026 RESURFACING PROJECTS
IMPROVEMENTS 25-06, 25-07, 25-08 AND 25-09

PHASES AND TASKS	ELEMENT OF WORK	RESPONSIBILITY			SCHEDULE			CITY PARTICIPATION	NOTES
		WIDSETH		BRAUN INTERTEC	ESTIMATED START	TIME EFFORT	ESTIMATED COMPLETION		
		CIVIL	SURVEY						
	PROJECT PRELIMINARYS								
	Proposals Due				19-Sep-25				
	Consultant Selection				6-Oct-25				1
	Contract Executed/Notice to Proceed	X		X	November 2025				
1	PRELIMINARY AND DESIGN ENGINEERING								
1A	Topographical Survey								
	Utility Locate	X	X		Week of 13-Oct-25	1-day		Assist with utility locates.	
	Control		X		Week of 20-Oct-25	2-days			2
	Field Survey	X	X		Week of 20-Oct-25	3-weeks	Week of 3-Nov-25		2,3
1B	Existing Plans								
	Existing Conditions Drawing	X	X		Week of 27-Oct-25	3-weeks	Week of 10-Nov-25	Provide available Record Drawing and Utility GIS Mapping	
	Property Base Mapping (Right-of-Way)		X						
1C	Final Design Plans and Specifications								
	60% Design Plans	X	X		Week of 3-Nov-25	13 weeks	Week of 26-Jan-26	Review and comment on plan, specification and contract document submittals.	4
	90% Design Plans, Engineer's Estimate, Specifications and Contract Documents	X			Week of 2-Feb-26	5-weeks	Week of 2-Mar-26		
	WSN Quality Control Review and Plan Revisions / Modifications	X	X		Week of 9-Mar-26	1-week	Week of 9-Mar-26		
	100% Design Plans, Engineer's Estimate, Specifications and Contract Documents	X			Week of 16-Mar-26	2-weeks	Week of 23-Mar-26		
1D	Project Meetings								
	City Staff Weekly Design Meetings	X			Week of Nov-3-25		Week of 23-Mar-26	Host design meetings at City Hall	5
1E	Public Engagement								
	Neighborhood Information Meeting #1 (Feasibility Report Review)	X		X	Week of 17-Nov-25			Host Neighborhood Informational Meetings	5,6
	Neighborhood Information Meeting #2 (Plan Review)	X			Week of 9-Feb-26				5,6
	City Council Meetings								7
	Feasibility Report Approval				15-Dec-25				
	Plan and Specification Approval				6-Apr-26				
1F	Special Assessment Processes								
	Feasibility Report	X			Week of 27-Oct-25	4-weeks	Week of 17-Nov-25		
	Improvement Hearing Notice Preparation and Mailing	X			Week of 1-Dec-25				6,8,9
	Improvement Hearing	X			Week of 15-Dec-25				5
1G	Bidding Administration								
	Coordination of Bid Solicitation, Bidder Inquiries, Preparation of Addenda	X			Week of 6-Apr-26	4-weeks	Week of 27-Apr-26	Host bid opening.	10
	Bid Opening, Bid Review and Tabulation	X			Week of 4-May-26				5,11
	Award Recommendation Letter	X			Week of 11-May-26				
2	CONSTRUCTION ENGINEERING/CONTRACT ADMINISTRATION								
2A	Construction Administration								
	Contract Documents, Bonds and Insurance Review and Coordination	X			Week of 18-May-26	2-weeks	Week of 25-May-26	See Note 17	12
	Pre-Construction Conference	X			Week of 1-Jun-26				5
	Construction Administration Tasks and Construction Staking	X			Week of 8-Jun-26	12-weeks	Week of 24-Aug-26		13
2B	Construction Observation Support								
	Observation	X			Week of 8-Jun-26	12-weeks	Week of 24-Aug-26		13
2C	Construction Testing								
	Construction Testing	X		X	Week of 8-Jun-26	12-weeks	Week of 24-Aug-26		14
2D	Project Close-out								
	Final Project Review	X			Week of 31-Aug-26	1-week	Week of 31-Aug-26	Assist with final project review. Host Assessment Hearing	5
	Final Project Documentation	X			Week of 7-Sep-26	2-weeks	Week of 14-Sep-26		
	Final Assessment Roll Preparation	X			Week of 31-Aug-26	1-Week	Week of 31-Aug-26		
	Assessment Hearing Notice Preparation and Mailing	X			Week of 7-Sep-26	1-week	Week of 7-Sep-26		6,15,16
	Assessment Hearing	X			Week of 28-Sep-26				5
	Record Drawings	X	X		Week of 14-Sep-26	2-weeks	Week of 21-Sep-26		

- NOTES
- 1

Delay in Consultant selection will alter the project schedule as presented.
- 2

The topographic schedule may be affected by adverse weather conditions. Please note, our proposal assumes no snow or ice coverage during field work.
- 3

City may be asked to assist with clearing/cleaning streets to expedite the visual inspection and pavement evaluation.
- 4

Second Neighborhood Information Meeting is scheduled after completion of 60% plan set
- 5

City staff attendance and/or input is required.
- 6

We have assumed 200 mailings will be required for each meeting/hearing notice.
- 7

Widseth will attend regular City Council meetings as needed throughout the duration of the project at no additional cost to the City.
- 8

Mailed notice must be sent at least ten days prior to the hearing.
- 9

Notice must be published twice in the in the Brainerd Dispatch, one week apart, with the last notice published at least three days prior to the hearing.
- 10

Publication must be made at least three weeks prior to the last day to submit bids. We have assumed three publications in the Brainerd Dispatch one week apart and advertisement of the project on QuestCDN.
- 11

Widseth can set up a virtual bid opening if requested by the City.
- 12

Contractor must to deliver the signed agreement, bonds and insurance certificate within 15-days of issuance of the Notice of Award.
- 13

Construction schedules and time frames are dependent on the Contractor's means, methods and construction techniques, Contractor workforce, weather, unforeseen work conditions, delays, and other items that are not controlled by the City or Engineer. The twelve week construction schedule is based on the anticipated time required to completed the work
- 14

Costs have been estimated based off assumed quantities for each project area. Increase over theses assumed quantities could trigger additional testing based on testing frequencies in the Schedule of Materials Control.
- 15

Mailed notice must be sent at least two weeks prior to the hearing.
- 16

Notice must be published once in the in the Brainerd Dispatch at least two weeks prior to the hearing.
- 17

City Attorney to review final Contract Documents prior to execution of the Agreement. City to execute the Agreement after City Attorney review. Host Pre-Construction Conference. Distribute Public Service Announcements. Review and approve Payment Applications and Change Orders.



WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

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Alexandria | Bemidji | Brainerd | Crookston | Duluth | East Grand Forks
Grand Forks | Hibbing | Mankato | Perham | Rochester | Wyoming

Widseth.com

Jessie Dehn, PE
City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401



Re: Proposal for South Brainerd Resurfacing Projects

Dear Jessie,

On behalf of WSB, thank you for the opportunity to submit our qualifications for the City of Brainerd's 2026 Resurfacing Projects. WSB values our longstanding partnership with the City and is committed to delivering high-quality engineering services.

Sincerely,

A handwritten signature in black ink, appearing to read "Jupe Hale".

Jupe Hale, PE
Senior Director of Municipal Services

PROJECT UNDERSTANDING AND BACKGROUND



The City of Brainerd is seeking professional engineering services for the design and construction administration of the 2026 Resurfacing Projects, which include improvements to South Brainerd (Spruce Drive, Graydon Avenue, Hillcrest Drive), Pine Street, Dal-Mar Drive and Circle, and South 11th Street. These projects are locally funded and will be assessed to benefiting properties in accordance with Minnesota Statute 429 and the City's Assessment Policy.

Our team understands the scope of improvements consists of a combination of 2-inch mill & overlay, removal and replacement of bituminous surfacing, subgrade and aggregate base corrections, spot curb repairs, ADA sidewalk and ramp improvements, and storm sewer replacement on Graydon Avenue.

We recognize the importance of maintaining good public relations and will lead engagement efforts, including feasibility studies, informational meetings, public hearings and council presentations throughout the design and construction phases.

WSB is prepared to deliver comprehensive engineering services, leveraging our experience in similar projects and our familiarity with the Brainerd community.

WORK PLAN

WSB proposes the following work plan based on the RFP requirements and our site visit:

Phase 1 - Preliminary Design & Engineering

- **Kickoff & Site Evaluation** | Meet with City staff to assess roadway conditions, define project limits, address drainage, and identify ADA needs.
- **Weekly Progress Meetings** | Hold weekly progress meetings to review deliverables, resolve issues, and ensure alignment with City expectations.
- **Data Collection** | Gather corridor data using WSB 360 and supplement with City-provided information to inform design decisions.
- **Feasibility & Resolution** | Prepare and present the feasibility report and project resolution, setting the improvement hearing and authorizing plans/specs.
- **Public Engagement** | Host a neighborhood meeting concurrent with the public hearing to inform and gather input from residents.
- **Final Design & Bidding** | Develop final plans per City specs and manage the bidding process using OneOffice.
- **Bid Review** | Prepare bid tabulations and a letter of award recommendation for City Council consideration.

Phase 2 - Construction Engineering & Contract Administration

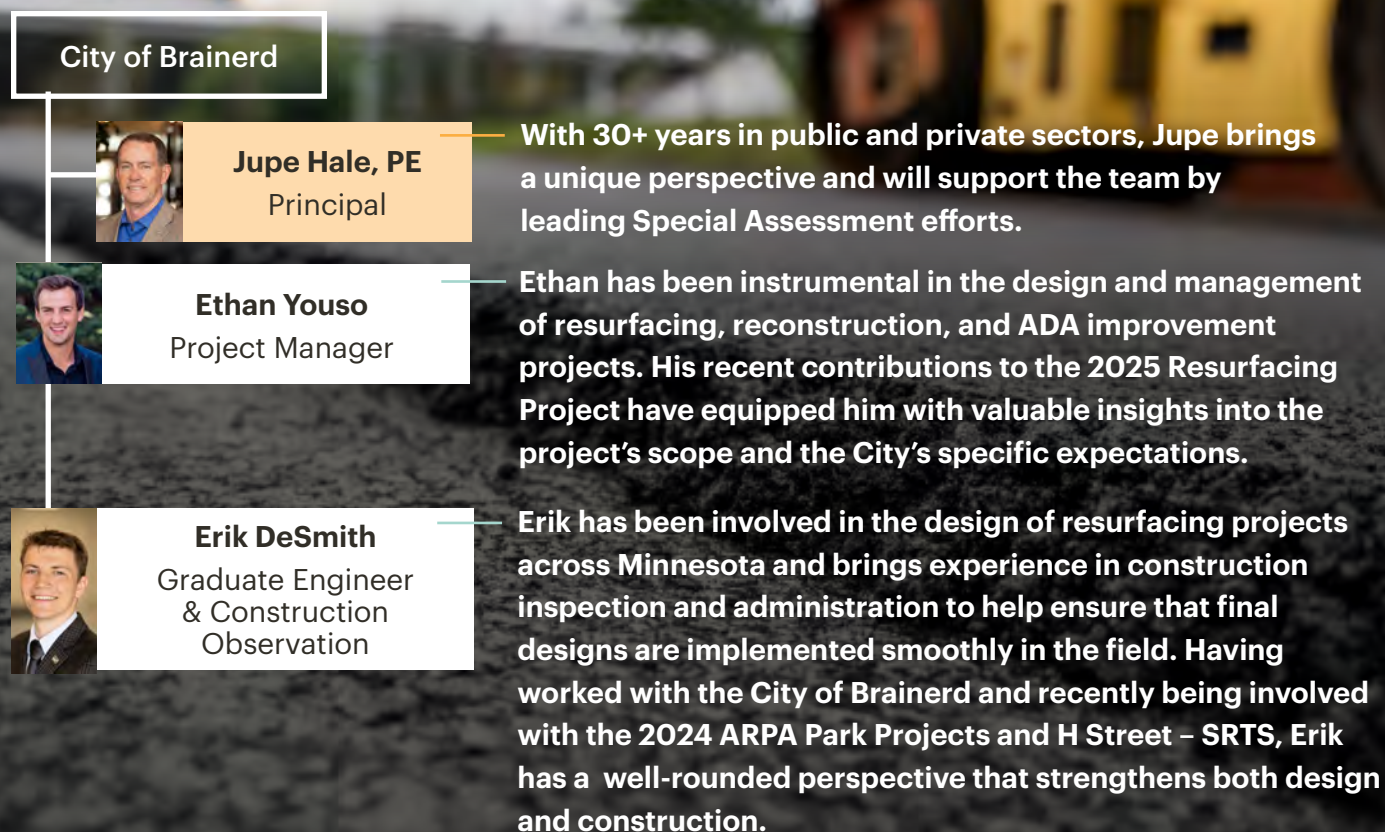
- **Construction Administration** | Oversee work to ensure compliance with plans/specs through preconstruction meetings, site inspections, weekly check-ins, field staking, and contract documentation (change orders, field orders, pay vouchers) via OneOffice.
- **Construction Observation** | Maintain daily onsite presence during construction, prepare daily diaries, document quantities, and coordinate materials testing.
- **Record Drawings & GIS** | Deliver record drawings for underground infrastructure and provide digital files for City GIS integration.
- **Special Assessments** | Calculate final special assessment rolls and coordinate the assessment hearing for benefit distribution.



BUDGET HOURS

PHASE TASK	HOURS
PHASE 1 - PRELIMINARY AND DESIGN ENGINEERING	
Topographic Survey	20
Existing Plans	18
Final Design Plans and Specifications	118
Project Meetings	20
Public Engagement	9
Special Assessment Processes	29
Bidding Administration	24
Phase 1 Subtotal	238
PHASE 2 - CONSTRUCTION ENGINEERING / CONTRACT ADMINISTRATION	
Construction Administration	95
Construction Observation Support	180
Geotechnical Testing Services	N/A
Project Close-out	5
Phase 2 Subtotal	280
TOTAL	518

TEAM ORGANIZATION



SCHEDULE

WSB is prepared to begin work immediately upon City Council authorization and can accelerate the schedule for early construction bidding if needed. The proposed schedule meets all RFP requirements and complies with Minnesota Statute 429 Special Assessment policy.

TASK	2025			2026									
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	FALL	
Notice to Proceed	●												
Kick-off Meeting & Data Collection	■												
Approve Feasibility Report & Public Hearing		●											
Final Design			■	■	■								
City Council Approves Plans & Specs					●								
Bid Opening						●			■	■	■		
Award Construction Contract							●						
Construction													
Final Assessment Hearing												●	



Real People. Real Solutions.

7656 Design Road
Suite 200
Baxter, MN 56425-8676

Ph: (218) 825-0684
Fax: (218) 825-0685
Bolton-Menk.com

September 19, 2025

Jessie Dehn, P.E.
City Engineer
City of Brainerd
501 Laurel Street, Brainerd, MN 56401

RE: 2026 Resurfacing Projects Engineering Cost Proposal
City of Brainerd, MN

Dear Jessie,

Bolton & Menk will provide the scope of work for the 2026 Resurfacing Projects detailed in our proposal letter in the not to exceed amount of \$108,998 further broken down by Tasks to be:

Tasks 1 – 4 (Data Collection through Bidding Services) = \$63,862

Task 5 (Construction Administration) = \$38,136*

Task 5 (Material Testing) = \$7,000

*As the scope of construction is not fully defined at this time Material Testing is difficult to estimate. Based on the testing cost utilized in the 2025 South Brainerd Resurfacing Project we have included a budgetary amount of \$7,000 and will solicit material testing proposals from geotechnical firms upon completion of plans and specifications.

A detailed breakdown of estimated hours and cost of each task is attached for your review.

We appreciate the opportunity to provide our proposal for professional services. If you have any questions or need additional information, please contact me at 218-821-5242.

Sincerely,

Bolton & Menk, Inc.

Bryan G. Drown, PE
Municipal Project Manager

Attachments: Detailed Cost Estimate

Detailed Cost Estimate

City of Brainerd, Minnesota 2026 Resurfacing Projects		Bolton & Menk, Inc.							
Task No.	Work Task Description	Project Manager	Project Engineer	Design Engineer/RPR	Land Surveyor	Survey Crew	Admin/Coordination	Total Hours	Total Cost
Survey and Engineering Design									
1.0	Data Collection	0	8	0	22	56	0	86	\$16,380
2.0	Preliminary Engineering Report & Chapter 429 Process	36	12	24	0	0	16	88	\$13,336
3.0	Final Design Plans and Specifications	18	48	132	0	0	8	206	\$29,828
4.0	Bidding Services	8	10	4	0	0	6	28	\$4,318
Tasks 1-4 Subtotal									\$63,862
Contract Administration, Construction Staking, and Inspection									
5.0	Construction Administration	16	40	180	8	16	0	260	\$38,136
Tasks 5 Subtotal									\$38,136
Total Hours		78	118	340	30	72	30	668	
Average Hourly Rate		\$186.00	\$180.00	\$130.00	\$170.00	\$200.00	\$85.00		
Subtotal		\$14,508	\$21,240	\$44,200	\$5,100	\$14,400	\$2,550		
Geotechnical Subconsultant Budget (Material Testing)									\$7,000
Total Fee									\$108,998



September 19, 2025

RE: Brainerd, Minnesota
2026 Resurfacing Projects
*Cost Proposal for Professional Design
and Engineering Services*
SEH No. BRDMN P--185757 10.03

Mr. Jessie Dehn
City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mr. Dehn and Members of the Selection Committee:

Enclosed please find the SEH team's detailed cost breakdown (breakdown of hours, hourly rates, direct expenses, assumptions, and additional services) for the above-referenced project. Our fee estimate for the project is based on the City of Brainerd's request for proposals and our understanding of the project.

SEH's estimated total base cost for providing the services outlined in the detailed work plan included in our proposal is \$149,082.00.

Please let us know if you have any questions and thank you for considering the SEH team for this project.

Respectfully submitted,

Paul Sandy, PE
Senior Project Manager
psandy@sehinc.com | 320.630.4657
(Lic. MN, ND)

Scott Hedlund, PE
Principal
shedlund@sehinc.com | 612.865.3509
(Lic., MN, LA)

pgs/mrb
Enclosure

x:\ae\b\brdmn\185757\1-gen\10-setup-cont\03-proposal\final proposal documents\2025.09.19_transmittal letter.docx

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 13850 Bluestem Court, Suite 150, Baxter, MN 56425-6005

218.855.1700 | 866.852.8880 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

2026 Resurfacing Projects
Design and Construction Engineering Services
Work Plan Summary and Fee Estimate
City of Brainerd, MN
September 2025



WORK TASKS	Sr. Prof. Engineer/ Sr. Project Manager	Project Engineer	GIS Specialist	Lead Tech/ Drafter	Resident Project Representative	Survey Crew Chief	Admin/ Accounting	SEH TOTAL HOURS	TASK SUBTOTAL LABOR COST
	Paul Sandy	Alex Voit	Mike Steuernagel	Taylor Schloemer	Paul Bremer	Brad Wisted	Melissa Blommel		
1.0 Topographic Survey	0	1	0	0	0	60	0	61	\$10,000
2.0 Existing Plans	4	4	0	0	0	16	0	24	\$4,300
3.0 Final Design Plans and Specifications	26	66	0	84	0	0	4	180	\$29,500
4.0 Project Meetings	6	6	0	0	0	0	0	12	\$2,600
5.0 Public Engagement	6	5	0	4	0	0	4	19	\$3,400
6.0 Special Assessment Process	17	38	8	12	0	0	5	80	\$14,600
7.0 Bidding Administration	8	8	0	2	0	0	6	24	\$4,400
8.0 Construction Administration	9	28	0	0	8	36	2	83	\$14,300
9.0 Construction Observation Support	0	37	0	0	210	0	4	251	\$31,200
10.0 Geotechnical Testing Services	0	0	0	0	0	0	0	0	See Below
11.0 Project Closeout	11	27	0	8	19	4	2	71	\$11,600
Total Project Hours	87	220	8	110	237	116	27	805	\$125,900.00
Average Rates	\$250	\$178	\$179	\$128	\$115	\$163	\$114		

Total Labor Cost	\$125,900.00
Construction Materials Testing Allowance - Braun Intertec	\$16,890.00
Reimbursable Expenses	\$6,292.00
Total SEH Fee	\$149,082.00

**2026 Resurfacing Projects
Design and Construction Engineering Services
Work Plan and Fee Assumptions
September 2025**

1.0 Topographic Survey
Assumptions
Collection of topographic information within the City right-of-way consisting of back-of-curb and back-of-curb only. Additional topographic survey collected during this phase includes any iron within the street, storm sewer if needed for hydraulic calculations, full topographic survey at pedestrian ramp locations, or other information deemed necessary during plan production.
2.0 Existing Plans
Assumptions
Utility coordination is expected to be minimal to meet specific statutory requirements related to bidding, but formal coordination for relocations is not anticipated.
City to provide all available information pertinent to the services to be provided by SEH including but not limited to as-built construction plans, past studies, hydraulic calculations, etc.
SEH can rely on data provided by the City (feasibility reports, CAD, GIS, etc)
3.0 Final Design Plans and Specifications
Assumptions
It is assumed no permits are needed for the project.
Up to one (1) City Council meeting for presentation of final plans and specifications, approving plans and specifications, and authorize bidding.
4.0 Project Meetings
Assumptions
Up to six (6), one (1) hour virtual meetings with City staff throughout the design phase of the project.
5.0 Public Engagement
Assumptions
SEH's assumption is that the City will take the mailing list that is prepared by SEH, and print envelopes and notices, pay postage, stuff envelopes, and send formal notices for all mailings for the public meeting.
6.0 Special Assessment Process
Assumptions
No benefit appraisals performed for the special assessment process.
City assessment policy used for the calculation of preliminary assessments.
Mailings, notices, and resolutions to follow City standard format.
City to provide standard letterhead and envelopes for notices and mailing purposes.
Up to two (2) City Council Meetings (Receive Feasibility and Call Public Hearing, Public Hearing/Order Improvement)
City to pay advertising and publication fees necessary for Statute 429 process (not included in SEH's fees)
7.0 Bidding Administration
Assumptions
City to pay advertising and publication fees necessary for bidding process (not included in SEH's fees)
8.0 Construction Administration
Assumptions
Assumes progress meetings weekly for up to six (6) weeks during active construction.
Minimal staking required, including new pedestrian ramps, centerline stakes, and proposed new storm sewer.
The expectation for the project is that a formal neighborhood meeting ahead of construction is not necessary. SEH intends to provide information to the City for a single mailing to the assessment distribution list advising residents of the general construction timeframe and providing basic comments or recommendations to property owners.
City to provide standard letterhead and envelopes for notices and mailing purposes.
9.0 Construction Observation Support
Assumptions
Up to four (4) weeks of 45-hour and an additional two (2) weeks of 15-hour RPR services for a maximum 210 hours RPR
Construction timeline anticipated to be up to six (6) weeks.
10.0 Geotechnical Testing Services
Assumptions
An allowance amount for construction materials testing is provided. Final contract between SEH and Braun Intertec will be finalized once final construction documents are available.
11.0 Project Closeout
Assumptions
Up to one (1) round of revisions on submitted record drawings.
Up to two (2) City Council meetings for Statute 429 processes.
City to pay advertising and publication fees necessary for bidding process (not included in SEH's fees)
City assessment policy used for the calculation of final assessments.
No benefit appraisals performed for the special assessment process.
Mailings, notices, and resolutions to follow City standard format.
City to provide standard letterhead and envelopes for notices and mailing purposes.

City of Brainerd 2026 Resurfacing Projects

Design and Construction Engineering Services

Estimated Reimbursable Direct Costs

City of Brainerd, MN

September 2025

SEH, INC.				
	NUMBER OF TRIPS	MILES / TRIP	TOTAL MILES	
TRAVEL EXPENSES				
RPR On Site / Local to Local Trips	40	15	600	
Project Site Visits / Field Trips	30	12	360	
Subtotals:			960	
ESTIMATED MILEAGE COSTS:	\$0.700 per mile			\$672
Mailing/Postage Costs				\$420
EQUIPMENT EXPENSES	Number of Units	Unit Cost	Total Cost	
Survey Equipment (per hour)	96	\$ 40.00	\$3,840	\$3,840
Survey Truck (per hour)	96	\$ 7.50	\$720	\$720
Construction Observer Daily Vehicle Allowance (per day)	40	\$ 16.00	\$640	\$640
TOTAL ESTIMATED DIRECT REIMBURSEABLE COSTS				\$6,292

Project Proposal

QTB222184

Brainerd 2026 Resurfacing Projects

Client: Short Elliott Hendrickson, Inc. Paul Sandy 3535 Vadnais Center Dr Saint Paul, MN 55110	Work Site Address: Various Streets Brainerd, MN	Service Description: Construction Materials Testing
---	--	---

	Description	Quantity	Units	Unit Price	Extension
Phase 1	MnDOT Testing				
Activity 1.1	Soil Testing				\$2,111.00
207	Compaction Testing - Nuclear	8.00	Hour	98.00	\$784.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Utilities, Storm Sewer	2.00	Trips	4.00	8.00
1308	Nuclear moisture-density meter charge, per hour	8.00	Each	34.00	\$272.00
209	Sample pick-up	3.00	Hour	98.00	\$294.00
1318	Moisture Density Relationship (Proctor)	2.00	Each	208.00	\$416.00
1861	CMT Trip Charge	3.00	Each	115.00	\$345.00
Activity 1.2	Concrete Testing				\$5,455.00
261	Concrete Testing	22.50	Hour	98.00	\$2,205.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Curb & Gutter	3.00	Trips	4.50	13.50
	Pedestrian Ramps	2.00	Trips	4.50	9.00
278	Concrete Cylinder Pick up	15.00	Hour	98.00	\$1,470.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Cylinder Pickup	5.00	Trips	3.00	15.00
1364	Compressive strength of concrete cylinders, per specimen	15.00	Each	42.00	\$630.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Curb & Gutter	3.00	Set	3.00	9.00
	Pedestrian Ramps	2.00	Set	3.00	6.00
1861	CMT Trip Charge	10.00	Each	115.00	\$1,150.00
Activity 1.3	Pavement Testing				\$7,206.00
209	Sample pick-up	21.00	Hour	98.00	\$2,058.00
1744	MnDOT Verification Without Percent Crush & FAA	6.00	Each	611.00	\$3,666.00
1542	Thickness and Density of Bituminous Core	12.00	Each	66.00	\$792.00
1861	CMT Trip Charge	6.00	Each	115.00	\$690.00
Activity 1.4	Project Management				\$2,118.00
226	Project Manager	6.00	Hour	190.00	\$1,140.00
125	Project Control Specialist	3.00	Hour	156.00	\$468.00
228	Senior Project Manager	1.00	Hour	216.00	\$216.00
138	Project Assistant	3.00	Hour	98.00	\$294.00
Phase 1 Total:					\$16,890.00

Proposal Total:	\$16,890.00
------------------------	--------------------

Brainerd/Baxter

7804 Industrial Park Road
Baxter MN 56425

218.829.5117
Baxter@Widseth.com
Widseth.com

September 19, 2025

Jessie Dehn, PE, City Engineer
501 Laurel Street
Brainerd, MN 56401
JDehn@ci.brainerd.mn.us

Re: 2026 Resurfacing Projects — Cost Proposal

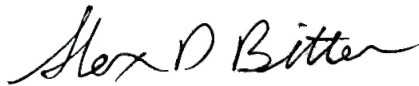
Dear Jessie Dehn and Members of the Selection Committee:

In accordance with the City of Brainerd's request, Widseth is pleased to submit our separate cost proposal for the 2026 Resurfacing Projects. This proposal outlines our estimated fees and includes a breakdown of hours by task for each employee, hourly rates, anticipated direct expenses, and any assumptions used in developing our estimate.

Our cost proposal is presented on a "not-to-exceed" basis, reflecting our commitment to delivering high-quality engineering design, construction administration, survey, and staking services while maintaining careful budget control. We believe this approach, coupled with our proven project experience, provides the City with both transparency and confidence in the financial aspects of the work.

We appreciate the opportunity to submit this information and look forward to collaborating with the City of Brainerd on these important infrastructure improvements. Please do not hesitate to contact us with any questions regarding this cost proposal.

Sincerely,



Alex Bitter, PE, VP
Civil Engineer
218.316.3627
Alex.Bitter@widseth.com

ESTIMATED FEES

Widseth proposes to complete the tasks outlined in the Work Plan and Consultant Cost Detail for the Not To Exceed Amount of \$210,324.50. Services will be billed hourly in accordance with the rates shown in the Cost Proposal. A summary of the proposed costs by Phase and Task is as follows:

PROJECT PHASES & TASKS	COST
PRELIMINARY & DESIGN ENGINEERING	
Topographic Survey	\$13,288.50
Existing Plans	\$12,100.00
Final Design Plans & Specifications	\$37,768.00
Project Meetings	\$3,072.00
Public Engagement	\$4,408.00
Special Assessment Processes	\$20,414.00
Bidding Administration	\$5,218.00
SUBTOTAL	\$96,268.50
CONSTRUCTION ENGINEERING/CONTRACT ADMINISTRATION	
Construction Administration	\$28,640.00
Construction Observation Support	\$59,000.00
Construction Testing	\$17,000.00
Project Close-Out	\$9,416.00
SUBTOTAL	\$114,056.00
TOTAL CONSULTANT COST:	\$210,324.50

CONSULTANT COST NOTES

- Subconsultants will be billed at actual cost and will not be marked up.
- Widseth is a local firm, and we will not charge for miscellaneous expenses like mileage, meals, lodging, copies, etc. Expenses listed in the Consultant Cost Proposal include only those costs associated with meeting and hearing notice publications and mailings.
- During the project, Widseth will attend regular Council meetings, which are not specifically requested in the RFP, and be available for questions at no cost to the City.
- Please see the Notes in the Consultant Cost Detail for additional assumptions.

ESTIMATED FEES

CONSULTANT COST DETAIL		REQUEST FOR PROPOSALS											
WIDSETH		2026 RESURFACING PROJECTS											
BRAUN INTERTEC		IMPROVEMENTS 25-06, 25-07, 25-08 AND 25-09											
PHASES AND TASKS	ELEMENT OF WORK	CONSULTANT LABOR CATEGORY / ESTIMATED HOURS / HOURLY RATES / COSTS								BRUAN INTERTECH	REIMBURSABLE EXPENSES	TOTALS	NOTES
		WIDSETH											
		PROFESSIONAL LEVEL 4 Aric Welch Chad Conner \$200.00	PROFESSIONAL LEVEL 3 Alex Bitter \$192.00	PROFESSIONAL LEVEL 1 Avery Mulholland \$140.00	TECHNICIAN LEVEL 4 Chris Satterlund \$155.00	TECHNICIAN LEVEL 3 \$140.00	TECHNICIAN LEVEL 2 \$120.00	ADMINISTRATIVE ASSISTANT \$85.00					
1	PRELIMINARY AND DESIGN ENGINEERING												
1A	Topographical Survey												
	Utility Locate		2					4				1	
	Control	1	2			8	8	0.5					
	Field Survey	1	2			32	32	2				2	
	Scheduling and Project Management	2	2										
	TOTAL TASK 1A HOURS	4	8			40	40	6.5			98.5		
	TOTAL TASK 1A COSTS	\$800.00	\$1,536.00			\$5,600.00	\$4,800.00	\$552.50			\$13,288.50		
	% OF TOTAL HOURS	0.32%	0.64%					0.52%			7.88%		
1B	Existing Plans												
	Existing Conditions Drawing			10		30							
	Property Base Mapping (Right-of-Way)	4		20		15							
	Scheduling and Project Management	4											
	TOTAL TASK 1B HOURS	8		30		45					83		
	TOTAL TASK 1B COSTS	\$1,600.00		\$4,200.00		\$6,300.00					\$12,100.00		
	% OF TOTAL HOURS	0.64%		2.40%							6.64%		
1C	Final Design Plans and Specifications												
	60% Design Plans			90									
	90% Design Plans	4		40									
	90% Engineer's Estimate of Probable Construction Cost			30									
	90% Specifications and Contract Documents		4										
	WSN Quality Control Review and Plan Revisions / Modifications	8	8										
	100% Final Design Plans			40									
	100% Engineer's Estimate of Probable Construction Cost			10									
	100% Specifications and Contract Documents		2	4									
	Scheduling and Project Management	4	10										
	TOTAL TASK 1C HOURS	16	24	214							254		
	TOTAL TASK 1C COSTS	\$3,200.00	\$4,608.00	\$29,960.00							\$37,768.00		
	% OF TOTAL HOURS	1.28%	1.92%	17.11%							20.31%		
1D	Project Meetings												
	City Staff Weekly Design Meetings		16										
	TOTAL TASK 1D HOURS		16								16		
	TOTAL TASK 1D COSTS		\$3,072.00								\$3,072.00		
	% OF TOTAL HOURS		1.28%								1.28%		
1E	Public Engagement												
	Neighborhood Information Meeting #1 (Feasibility Report Review)		4	4						\$200.00		3	
	Neighborhood Information Meeting #2 (Plan Review)		4	4						\$200.00		3	
	City Council Meetings											4	
	Feasibility Report Approval		2										
	Plan and Specification Approval		2										
	Scheduling and Project Management	1	2										
	TOTAL TASK 1E HOURS	1	14	8							23		
	TOTAL TASK 1E COSTS	\$200.00	\$2,688.00	\$1,120.00						\$400.00	\$4,408.00		
	% OF TOTAL HOURS	0.08%	1.12%	0.64%							1.84%		
1F	Special Assessment Processes												
	Resolution Preparation		6										
	Feasibility Report												
	City Policy Review		2									5	
	Preliminary Design		2	32									
	Exhibits		2	12									
	Quantity Calculations		2	12									
	Preliminary Cost Estimate		2	6									
	Preliminary Assessment Calculations	6	6										
	Final Report Preparation	2	8	4									
	Preparation of Preliminary Assessment Rolls	4	2										
	Improvement Hearing Notice Preparation and Mailing		4										
	Improvement Hearing		6					6		\$200.00		3	
	Scheduling and Project Management	2	5										
	TOTAL TASK 1F HOURS	12	42	66				6			126		
	TOTAL TASK 1F COSTS	\$2,400.00	\$8,064.00	\$9,240.00				\$510.00		\$200.00	\$20,414.00		
	% OF TOTAL HOURS	0.96%	3.36%	5.28%				0.48%			10.08%		
1G	Bidding Administration												
	Coordination of Bid Solicitation		2					4		\$1,200.00		6	
	Bidder Inquiries		4										
	Preparation of Addenda		2	2				2					
	Bid Opening		1										
	Bid Review and Tabulation		1					4					
	Award Recommendation Letter		2										
	Scheduling and Project Management	1	2										
	TOTAL TASK 1 G HOURS	1	14	2				10			27		
	TOTAL TASK 1 COSTS	\$200.00	\$2,688.00	\$280.00				\$850.00		\$1,200.00	\$5,218.00		
	% OF TOTAL HOURS	0.08%	1.12%	0.16%				0.80%			2.16%		
2	CONSTRUCTION ENGINEERING/CONTRACT ADMINISTRATION												
2A	Construction Administration												
	Contract Documents, Bonds and Insurance Review and Coordination		4					2					
	Pre-Construction Conference		4		2								
	Shop Drawing and Submittal Review		1	4									
	Weekly Construction Meetings		16									7	
	Project Status Reports		16									7	
	Public Service Announcements and Notifications		4										
	Payment Applications		16									7	
	Change Orders		12										
	Construction Staking												
	Staking Computations			4									
	Re-Establish Control					2	2						
	Staking					10	10						
	Scheduling and Project Management	2	32	24								7	
	TOTAL TASK 2A HOURS	2	105	32	2	12	12	2			167		
	TOTAL TASK 2A COSTS	\$400.00	\$20,160.00	\$4,480.00	\$310.00	\$1,680.00	\$1,440.00	\$170.00			\$28,640.00		
	% OF TOTAL HOURS	0.16%	8.40%	2.56%				0.16%			13.35%		
2B	Construction Observation Support												
	Preliminary Project Set Up												
	Traffic Control and Staging												
	Removals												
	Bituminous Milling												
	Storm Sewer Construction												
	Misc. Concrete Repairs												
	Curb and Gutter												
	Roadway Construction												
	Bituminous Paving												
	Pavement Markings and Signage												
	Restoration												
	Project Clean Up, Final Inspection, and Punch List												
	Daily Construction Diary and Documentation												
	Item Record Accounts (Quantity Documentation)												
	Testing Observation and Documentation												
	TOTAL TASK 2B HOURS				200	200					400		
	TOTAL TASK 2B COSTS				\$31,000.00	\$28,000.00					\$59,000.00		
	% OF TOTAL HOURS										31.99%		
2C	Construction Testing												
	Construction Testing								\$17,000.00			8	
	TOTAL TASK 2C HOURS												
	TOTAL TASK 2C COSTS								\$17,000.00		\$17,000.00		
	% OF TOTAL HOURS												
2D	Project Close-out												
	Final Project Review		8		8								
	Final Project Documentatoin		8										
	Final Assessment Roll Preparation	4	4					4					
	Assessment Hearing Notice Preparation and Mailing		2					4		\$200.00		3	
	Assessment Hearing		4										
	Record Drawings		2	8								9	
	Scheduling and Project Management												
	TOTAL TASK 2D HOURS	4	28	8	8			8			56		
	TOTAL TASK 2D COSTS	\$800.00	\$5,376.00	\$1,120.00	\$1,240.00			\$680.00		\$200.00	\$9,416.00		
	% OF TOTAL HOURS	0.32%	2.24%	0.64%	0.64%			0.64%			4.48%		
	TOTAL ESTIMATED PROJECT HOURS	48	251	360	210	297	52	32.5			1250.5		
	TOTAL ESTIMATED PROJECT COST	\$9,600.00	\$48,192.00	\$50,400.00	\$32,550.00	\$41,580.00	\$6,240.00	\$2,762.50	\$17,000.00	\$2,000.00	\$210,324.50		
	% OF TOTAL HOURS	3.84%	20.07%	28.79%	16.79%	23.75%	4.16%	2.60%			100.00%		

- NOTES
- 1

The cost proposal assumes one utility locate will be adequate for each street. Additional locates may be necessary if private utility company locators do not respond to the locate request.
- 2

The cost proposal assumes the topographic survey will be completed with no snow or ice coverage. Adverse weather conditions may affect the time required to acquire the necessary topographic information.
- 3

We have estimated a total of 200 mailings will be required.
- 4

Widseth will attend regular City Council meetings as needed throughout the duration of the project at no additional cost to the City.
- 5

The cost proposal assumes there will be no significant changes to the City's Assessment Policy.
- 6

Includes estimated costs for three bid advertisements in the Brainerd Dispatch legal section.
- 7

Based on 12-weeks of construction (8 weeks full time observation, 5 days a week and 10 hours per day)
- 8

Costs have been estimated based estimated quantities for each project area. Increase over theses assumed quantities could trigger additional testing based on the testing frequencies outlined in the Schedule of Materials Control.
- 9

Costs assume a topographical survey of altered or missing utility information shown in the City's GIS database. We have assumed a full topographical survey of all surface features is not required.



A COST PROPOSAL FOR

2026 Resurfacing Projects

FOR THE CITY OF BRAINERD

ESTIMATED FEES

PHASE TASK	PRINCIPAL ENGINEER JUPE HALE	PROJECT MANAGER ETHAN YOUSO	GRAD. ENG. ERIK DESMITH	CONST. OBSRVATN. ERIK DESMITH	ADMIN AMY REIN	SURVEY CREW CHIEF RYAN RAUSCH	TWO-PERSON SURVEY CREW N/A	GEOTECH. ALLOWANCE	HOURS	FEE
PHASE 1 - PRELIMINARY AND DESIGN ENGINEERING										
Topographic Survey	-	-	-	-	-	20	-	-	20	\$3,940
Existing Plans	-	4	8	-	-	6	-	-	18	\$3,062
Final Design Plans and Specifications	3	50	61	-	4	-	-	-	118	\$19,379
Project Meetings	-	10	10	-	-	-	-	-	20	\$3,300
Public Engagement	-	5	4	-	-	-	-	-	9	\$1,510
Special Assessment Processes	2	9	12	2	4	-	-	-	29	\$4,746
Bidding Administration	-	7	12	-	5	-	-	-	24	\$3,660
PHASE 1 SUBTOTAL	5	85	107	2	13	26	-	-	238	\$39,597
PHASE 2 - CONSTRUCTION ENGINEERING / CONTRACT ADMINISTRATION										
Construction Administration	-	24	-	31	8	-	32	-	95	\$18,575
Construction Observation Support	-	-	-	180	-	-	-	-	180	\$26,100
Geotechnical Testing Services	-	-	-	-	-	-	-	-	N/A	\$10,000
Project Close-out Subtotal	-	1	-	4	-	-	-	-	5	\$770
PHASE 2 SUBTOTAL	-	25	-	215	8	-	32	-	280	\$55,445
Average Hourly Billing Rate	\$273	\$190	\$140	\$145	\$130	\$197	\$265			
Total Fee by Labor Classification	\$1,365	\$20,900	\$14,980	\$31,465	\$2,730	\$5,122	\$8,480	\$10,000		
TOTAL PROJECT FEE										\$95,042



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Award Engineering Services Proposal - 2029 Oak Street Reconstruction Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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: Staff has solicited RFP's for engineering services for the 2029 Oak Street Reconstruction Project. As a reminder, the City received a \$1 million grant (federal) towards construction of the project. With Federal funding, there are several additional requirements that are necessary as part of the project development process, thus why staff is requesting the engineering services at this time to provide sufficient timeframe to perform all the necessary work needed for planned construction in 2029.

Services generally include surveying, design, and construction engineering. With the character of the corridor as one of the few "gateways" into the city and the significant amount of traffic and access for both visitors coming into the city and neighborhoods throughout, staff requested proposals to perform a corridor study to fully evaluate the future needs for the corridor including the intersections throughout. This study also includes consideration for the geometrics and aesthetics of one of the major thoroughfares entering Brainerd.

Four proposals were received from the following in alphabetical order: Bolton & Menk, Moore Engineering, SEH Inc., and Widseth. Staff reviewed the proposals and rated the responses on a weighted scale as follows:

Project Understanding - 15%
Qualifications/Experience - 10%
Work Plan and Availability - 25%
Project Cost & Fees - 50%

Due to the scope and complexity, staff used a weighting scale for this RFP. After a review of the proposals and using the weighting scale, staff is recommending Council award the proposal for engineering services to Widseth for the 2029 Oak Street Reconstruction Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The weighted ratings for each proposer is as follows, in scoring order, top first. Scale is 1-10 with 10 being high and 1 being low.

Widseth - 8.4
Bolton & Menk - 7.5

Moore Engineering - 7.5
SEH, Inc. - 7.4

Overall, the Widseth proposal appeared to have done well across the board with a solid understanding of the needs and goals of the project and a lower cost overall for the work. It is a good reminder that while each proposer placed a total not-to-exceed cost proposal, the essence of professional services contracts is the client is billed for hours necessary to perform the work and while sometimes the lowest cost proposal is appealing on paper, this may not provide for the best outcome and product that the City desires. In this instance, even though Widseth had a lower cost proposal, staff felt that the proposal well reflects the needs for the project and should cover a sufficient amount necessary to complete the work.

The cost for the engineering services would be State Aid eligible as Oak Street is a state aid street. However, the engineering is not eligible under the grant. Only construction costs are eligible for the grant.

RECOMMENDED ACTION/MOTION: Staff recommends award of the proposal for engineering services for the 2029 Oak Street Reconstruction Project to Widseth in the amount not-to-exceed \$799,241.00

FINANCIAL IMPACT: \$799,241

CITY OF BRAINERD
REQUEST FOR PROPOSALS
(ADDENDUM 1)

S.P. 108-113-009
IMPROVEMENT 25-12
OAK STREET
RECONSTRUCTION PROJECT

SURFACE TRANSPORTATION BLOCK
GRANT PROGRAM (STBGP)

Proposals due Wednesday, September 24th, 2025, at
12:00 p.m.

The City of Brainerd is requesting proposals for preliminary, design and construction engineering services including project design and development, preparation of plans and specifications, and construction/observation/testing for the Oak Street Reconstruction Project. The project is being funded partially through the Surface Transportation Block Grant Program (STBGP) and is planned to be assessed following Minnesota Statute 429 and the City of Brainerd Assessment Policy.

PROJECT OVERVIEW

The City of Brainerd is seeking a consultant engineering firm to provide engineering services for the reconstruction of Oak Street (MSAS 113) from 19th Street SE to the intersection of MN Highways 18 and 25. This project is anticipated to be bid in late 2028 and constructed in 2029.

BACKGROUND

This corridor segment of Oak Street was formerly State Highway 18 until 2001, at which time it was turned back to the City of Brainerd to own and operate as a city street. The street is classified as an MSAS street (113) and functionally classified as a minor arterial route.

The corridor is a through route with two-way stop intersections at 19th Street SE, Walnut Street, Beech Street, 28th Street SE, and Holton Avenue. The west end of the corridor continues into the downtown area of Brainerd. The east end of the project is at the intersection of State Highways 18 and 25 and controlled by a traffic signal. The speed limit for the street is currently 30 MPH from the west until approximately mid-way between 19th Street and Walnut Street, where the speed limit increases to 45 MPH to the east until the intersection of MN 18/25. In the 30 MPH section, the street has two through lanes and two parking lanes. In the 45 MPH section, the street transitions to having two through lanes with a continuous center left turn lane. There is no parking where the 3-lane configuration is in place.

Latest traffic counts have Oak Street at 6,200 vehicles per day. City staff have also collected several vehicle and pedestrian counts at various intersections in this segment of Oak Street. One exception was at the intersection of Beech Street, which was under construction at the time of counting. Oak Street is a key access for residents, visitors, and commuters to access the downtown Brainerd area, schools, and many other important destinations. During the years 2026 and 2027, Oak Street will be heavily utilized as detour route during reconstruction of Highway 210 throughout Brainerd.

Due to the high traffic volume and speed, this corridor can be a barrier for non-motorized users of the area. There is a trail segment on 28th Street SE from the north and new sidewalk on Beech Street from the south. Oak Street itself

has existing sidewalk on the south side for the entire project area. It can be difficult for non-motorized users to cross Oak Street with the higher traffic volumes and speeds, wider crossing lengths, and through movements at all the intersections. In the last 10 years, there have been 19 reports of crashes on this corridor. Unfortunately, over half of these have included injury or possible injury including one fatality. Of the crashes, two have involved pedestrians. The fatality was one of those two pedestrian-involved crashes.

The City applied for and was granted \$1 million in Surface Transportation Block Grant Program (STBGP) funding (Federal) towards the reconstruction of the street. Other funding that would be planned to be utilized would be Municipal State Aid, Water Utility, Sanitary Sewer Utility, Storm Sewer Utility, and Special Assessments. All Special Assessments would follow the current City of Brainerd Special Assessment Policy and Minnesota Statute 429 requirements.

PROPOSED PROJECT SCOPE

The goal of this project is to reconstruct this corridor between 19th Street and Highways 18 & 25. Reconstruction would include the replacement of the existing gravel base, bituminous pavement, curb & gutter, and sidewalk. The project would also include replacement of the underground utilities that are past their useful life and due for replacement. Underground work may include watermain, sanitary sewer, and storm sewer utilities.

Preliminary engineering and coordination with City Council and City staff will dictate the final improvements to the corridor, potentially including reconfiguration of intersections and controls, non-motorized transportation infrastructure, and lane configurations.

OWNER PROVIDED DOCUMENTATION

The City of Brainerd will provide the following items to the selected Consultant firm to assist in the engineering work.

- Right-of-Way Surveys
- Intersection Traffic Counts
- City Utility GIS Mapping and Shapefiles
- Record drawings of the recently completed Beech Street reconstruction project
- As-built survey documentation post-reconstruction (as available)

This list is not all encompassing and the City of Brainerd will provide to the Consultant any documentation requested that the City is able to produce.

GENERAL SCOPE OF SERVICES

The Consultant's Scope of Services shall be divided into three phases, described as follows:

Phase 1 - Preliminary Engineering

The consultant will perform preliminary engineering services to include the listed scope of work items below. The intent of the scope of work is to develop an approved corridor layout and begin regulatory processes to ensure that all requirements are met prior to advertising the project for construction bids. The following services will be provided by the selected consultant as part of the Phase 1 scope:

- A. **Topographic Survey** – Perform a field control survey and develop horizontal and vertical control points at convenient intervals throughout the roadway project and perform topographic survey of the project boundaries.
 - a. Consultant shall prepare preliminary and final permanent easement descriptions and depictions should Right-of-Way acquisition be necessary for construction.
 - b. Consultant shall prepare preliminary and final temporary easement descriptions and depictions should temporary easement acquisition be necessary for construction.
 - c. Consultant shall stake all temporary and permanent easements prior to acquisition for property owner's review.
- B. **Corridor Study** – Perform a corridor study on Oak Street and provide a report with findings and recommendations. The purpose of this study is to better understand existing conditions and corridor needs to help develop a long-term plan for improvements that has public support. Tasks and objectives of the Corridor Study should include:
 - a. Perform Intersection Control Evaluation (ICE) studies and reports for key intersections at Beech Street, 28th Street SE, and Holton Avenue.
 - b. Build on technical understanding by gathering public input on corridor needs and build support for proposed improvements.
 - c. Specifically consider pedestrian and bicycle needs, and safety improvements, among other items.
 - d. Utilize existing and future potential land uses to develop long-range corridor needs, facilitating economic growth.

- e. Investigate opportunities for aesthetic, streetscape, and right of way improvements such as signage, lighting, and landscaping.
 - f. Develop improvement options and cost estimates by logical project segments.
- C. **Existing Plans** – Using topographic and right-of-way survey information, prepare base plans showing:
- a. Locations and elevations of all physical features.
 - b. Existing right-of-way.
 - c. Existing profiles.
- D. **Geotechnical Testing Services**
- a. Geotechnical Testing Services - The Consultant shall submit a fee for Geotechnical Testing Services for the Preliminary Engineering phase of the project. Services included, but not limited to:
 - i. Soil borings on all project areas prior to design
 - ii. Pavement design based on R-values (where applicable)
 - iii. Design recommendations for any scope of project work.
- E. **Preliminary design plans** – Use of existing conditions and corridor study to prepare an approved layout and preliminary plans for review and comment.
- a. Construction Limits – existing right-of-way, necessary temporary and permanent easements identified
 - b. Alignment – set the alignment for the corridor.
 - c. Profiles – set the profiles for the project.
 - d. Cross-sections – develop cross sections for the entire project.
 - e. Removals – develop a removals plan for all portions of the project.
 - f. Storm drainage system – storm sizing will need to be confirmed prior to replacement.
 - g. Utilities (electric, gas, telephone, cable TV) – all utilities should be coordinated to allow adequate time for relocations if necessary. Working with City staff, utilities should be shown based on information provided by utility companies and marked in the field.
 - i. This should include organizing a small utility meeting and working with the small utility companies on relocation and schedule.
 - h. Sanitary sewer will be replaced/realigned as needed.
 - i. Water main will be replaced/realigned as needed.
 - j. Signing and striping - the consultant selected will develop a signing and striping plan for all portions of the project.
 - k. Intersection Design – The consultant selected will develop an intersection design plan for the project area intersections. This should also include ADA design of all pedestrian ramp facilities.

Configurations will be determined by study recommendations and approval by City Council and staff.

- l. Landscape/Aesthetic Plan - The consultant selected will potentially incorporate landscape and aesthetic enhancements into the proposed design.
 - m. Stormwater Pollution Prevention Plan - The consultant selected will develop a Stormwater Pollution Prevention Plan for all portions of the project.
 - n. Traffic control plans during construction including phasing plan – The consultant selected will develop a traffic control and construction-phasing plan that minimizes closures to the fullest extent.
 - o. Project Memorandum – Complete all tasks necessary to complete a Project Memorandum.
 - p. Phase I ESA – Complete a Phase I ESA report for the project. Phase I ESA will direct if a Phase II ESA is required.
 - q. Estimated Quantities – Estimate the quantities for the project.
- F. **Property Acquisition** – The consultant will provide property acquisition services for the necessary temporary and permanent easements required for construction.
- a. Process will conform with State of Minnesota requirements for right of way acquisition.
- G. **Project Meetings** – The consultant will coordinate and facilitate Project Development meetings throughout the preliminary engineering phase including the following:
- a. Weekly meetings to be held with the City’s project manager and other personnel as identified.
 - i. The first kickoff meeting to occur no more than 15 days following contract execution.
 - ii. These meetings can be held virtually, if needed.
 - iii. The intent of these meetings is to review progress of deliverables, issues, and effectiveness.
 - b. Monthly meetings to be held with the City’s Project Management Team (PMT).
 - i. The City’s PMT group will consist of select City Council members and City staff.
 - ii. The first PMT meeting to occur no more than 30 days following contract execution.
 - iii. The intent of these meetings is to review project progress and discuss design development.
 - c. Stakeholder/Public coordination meetings
 - i. These meetings are intended to collect input from stakeholders during the design process.
 - ii. The consultant will facilitate at least one in-person stakeholder meeting in the preliminary engineering phase.
- H. **Public Engagement** – The consultant will be responsible for leading a Public Engagement process during the preliminary engineering phase including the following:
- a. Public Input Meetings
 - i. Consultant shall hold one Public/Stakeholder Input Meeting prior to presenting City Council with the concept layout including proposed landscaping/aesthetic enhancements.

- b. City Council Meetings
 - i. Consultant shall present at City Council with the conceptual layout (with options if necessary), including cost estimates.

Phase 2 – Final Design

Once the City Council has approved the conceptual layout, preparation of detailed plans and specifications shall be completed by the Consultant. The consultant shall prepare a set of 60%, 90% and 100% plans, with considerations for City review and comment for each plan set. Also required will be completion and submittal of applications to obtain the required permits from the Minnesota Department of Health, and the Minnesota Pollution Control Agency for water supply, sanitary sewer, and storm sewer components of the projects, and any other additional requirements of the federal-aid process. The following services will be provided by the selected consultant as part of the Phase 2 scope:

- A. **Final design plans and specifications** – Prepare plans and specifications. The consultant shall design a final full set of plans and specifications that meet City standards. Specifications shall supplement City’s standard construction documents.
 - a. Refinement of preliminary design elements as described in Phase 1, Items E.a. through E.p.
 - b. Prepare contract documents - the consultant selected will prepare contract documents based on the City of Brainerd standards.
 - c. Submit plans, specifications, and all other required submittal documentation to the City and MnDOT for review and approval.
 - d. Obtain all required permits – The consultant selected will prepare and submit applications for all required permits. The City will pay for all permit fees.
 - e. Prepare opinion of probable construction costs.
 - f. The consultant will produce copies of the plans and specifications for bidding purposes and distribute plans and specifications to potential bidders. The consultant will maintain and provide a plan holders’ list.
 - g. The Consultant shall be familiar with the Federal grant aid process and shall be responsible for preparation of any and all documents/reports that may be required by the DCP process.
- B. **Project Meetings** – The consultant will coordinate and facilitate Project Development meetings throughout the final design plans phase including the following:
 - a. Weekly meetings to be held with the City’s project manager and other personnel as identified.
 - i. These meetings can be held virtually, if needed.

- ii. The intent of these meetings is to review progress of deliverables, issues, and effectiveness.
- b. Monthly meetings to be held with the City's Project Management Team (PMT).
 - i. The intent of these meetings is to review project progress and discuss design development.
- C. **Public Engagement** – The consultant will be responsible for leading a Public Engagement process during the final design phase including the following:
 - a. Neighborhood Informational Meeting
 - i. Consultant shall hold one Neighborhood Informational Meeting to collect input and comments project prior to presenting City Council with the feasibility report, final plans and specifications.
 - b. City Council Meetings
 - i. Consultant shall present at City Council when Approving Plans and Specifications and Authorize for Bids.
- D. **Special Assessment Processes** – The consultant will perform all tasks necessary to comply with Minnesota Statute 429 requirements including:
 - a. Prepare all required resolutions for Council adoption for each task.
 - b. Prepare a feasibility report for the project for presentation and approval by the City Council.
 - c. Preparation of preliminary assessment rolls per the City's Special Assessment Policy.
 - d. Preparing, mailing, noticing, and conducting all notifications, letters, and public hearings, as required.
- E. **Bidding Administration** – Bidding administration will be required of the consultant selected:
 - a. Prepare advertisement for bids and submit to required publications.
 - b. Answer bidder's questions – The consultant selected will be required to answer all bidders' questions.
 - c. Issue addenda, if required – The consultant selected will be required to prepare and distribute any addendums.
 - d. Bid opening and tabulation – The consultant will open and tabulate bids.
 - e. Prepare letter of award recommendation – The consultant will prepare a letter of award recommendation.

Phase 3 – Construction Engineering/Contract Administration

Construction Phase Services shall also be included in the Consultant Proposal. Services including but not limited to attendance at the pre-construction meeting and ongoing site visits by the Project Engineer, to assist with plan and specification interpretation as needed during construction along with all submittal/shop drawing reviews. Construction staking services are also to be included. Construction Phase Services will also provide full-time daily

on-site inspection services, including monitoring construction activity to assure conformance to the plans and specifications, maintaining good public relations with residents and/or property owners during construction activity, keeping a daily diary of activity, and documenting daily completion of pay item quantities, working with the Contactor and City staff to prepare and process partial pay estimates, coordinating materials testing requirements, and tracking and documenting certification of materials, as necessary. The consultant will be required to properly and completely document the Contractor's compliance with all State and Federal-Aid administrative rules. Additional duties are detailed as follows:

A. Construction Administration – The consultant will be required to:

- a. Attend pre-construction conference.
- b. Perform on-site review of project's work and status as needed.
- c. Attend progress meetings as needed.
- d. Approve shop drawings, material list reports and all information on material to be used for construction in accordance with the plans and specifications.
- e. Field Staking
- f. Stake limits of construction.
- g. Stake temporary and permanent easements for construction.
- h. Stake for grading.
- i. Stake alignment and grades for new storm sewer, sanitary sewer and watermain replacement and/or repairs.
- j. Stake alignment and grades for curb and gutter.
- k. Stake alignment and grades for all new sidewalk and pedestrian amenities.
- l. Stake locations for signage.
- m. Stake landscaping amenities as necessary.
- n. Stake pavement markings as necessary
- o. Stake other facilities as necessary.

B. Construction Observation Support - The successful consultant will provide construction observation and day-to-day project coordination. Tasks include but are not limited to:

- a. Full-time daily on-site inspection services.
- b. Maintain good public relations with residents and/or property owners.
- c. Maintaining a daily diary of construction activity.
- d. Coordinate with public and private utilities on relocation and protection during construction.
- e. Daily documentation of pay item quantities.
- f. Working with the Contractor and City Staff to prepare partial pay estimates.

- g. Coordinate and documentation of materials testing requirements.
- h. Documenting certification of materials.
- i. Verify conformity of materials and construction outcomes conform specifically to MnDOT standards and requirements.

C. Geotechnical Testing Services

- a. Field testing services for all facets of construction that meets MnDOT Schedule for Materials Control. Consultant shall take into consideration the amount of small concrete pours required per ADA conformance.

D. Project Close-out

- a. Conduct final review of project.
- b. Obtain record information from field representatives.
- c. Submit all final documents to the City and MnDOT to satisfy the State and Federal aid process.
- d. Preparation of final assessment rolls based on final pay quantities and the City's Special Assessment Policy.
- e. Preparing, mailing, noticing, and conducting all notifications, letters, and special assessment hearings, as required.
- f. Record drawings - The Consultant will prepare record drawings.

DELIVERABLES

- 1. Topographic survey data and points file
- 2. Temporary and Permanent Easement descriptions, exhibits, and documentations
- 3. Soil boring data and testing results
- 4. Pavement design report
- 5. Project Memorandum
- 6. Corridor Study Report
- 7. Approved Conceptual Layout
- 8. 30% Preliminary Design Plans
- 9. 30% Preliminary Estimated Quantities and Estimate of Probable Construction Costs
- 10. Agendas and minutes of all project meetings
- 11. Monthly project updates in memo form including schedule updates
- 12. Public Engagement materials, attendee lists, presentations, and comments received
- 13. Phase I ESA report (also Phase II ESA, if necessary)
- 14. 60% Design Plans

15. 90% Design Plans
16. 90% Estimated Quantities and Estimate of Probable Construction Costs
17. 90% Specifications and Special Provisions
18. 100% Final Design Plans
19. 100% Engineer's Estimate
20. 100% Specifications and Special Provisions
21. Delegated Contract Process (DCP) Documents and Materials
22. CADD Design Files
23. Permit files

SCHEDULE

1. Proposal submittals due on **Wednesday, September 24th, 2025, at 12:00 p.m.** No late submissions will be accepted.
2. Consultant recommended and selected by City Council on October 20, 2025.
3. Preliminary Engineering and Corridor Study – December 2026
4. Conceptual Layout – May 2027
5. 60% Design Plans – December 2027
6. 90% Design Plans – June 2028
7. 100% Design Plans – October 2028
8. City Council Approve Plans and Specifications/Bidding – November 2028
9. Bids Opened and Recommendation Letter – December 2028
10. Bids tabulated and award recommended to City Council – January 2029
11. Construction Occurs – 2029 Construction Season

** Note that schedule items #4 thru #7 are generally flexible with consideration that the project must meet the intended deadline of #8.*

PROPOSAL REQUIREMENTS

1. A narrative describing the proposer's understanding of the project scope, in their own words.
2. An outline of the responder's background and experience with particular emphasis on federal, state and local government work.

3. Identification of the principal staff and team members that will be working on the project, their role on the project, and their experience, training, qualifications, and availability. No change in personnel assigned to the project will be permitted without approval of the City.
4. A detailed work plan identifying the work tasks to be accomplished within each Phase, and the budget hours to be expended on each anticipated task. A cost breakdown to complete each phase of the project should be included in the proposal.
5. A Proposed Project schedule.
6. Approach to managing cost controls on both engineering and construction services including approach to balancing the scope and cost of preliminary engineering services and controlling the unexpected construction cost overruns from change orders and supplemental agreements.
7. Past performance of key team members and firm to deliver quality work within the time constraints and budget.
8. Any other specific experience, knowledge, or abilities that uniquely qualify your firm and project team for this project.
9. Proposals must be limited to no more than 10 pages, 8.5" x 11", with no smaller than 11-point font, including cover letter.
10. In a separate submission, one copy of the estimated fees for the tasks included in each Phase, including engineering design, construction and administration, contingency fee and construction survey, and staking, and construction phases of the project for providing the desired services with a "not to exceed." The cost proposal shall include the following:
 - a. A cover/transmittal letter
 - b. A breakdown of the hours by task for each employee. This shall be in the same format as the work plan proposal with the addition of costs.
 - c. Hourly rates for each specific employee proposed.
 - d. Subconsultant or outside work (i.e. geotechnical investigation) should be clearly identified and an allowance for these costs included in the not-to-exceed total amount.
 - e. Identification of anticipated direct expenses and rates for miscellaneous charges such as mileage and copies.
 - f. Identification of any assumption made while developing this cost proposal.
 - g. Identification of any cost information related to additional services or tasks. Include this in the cost proposal but identify it as additional costs and do not make it part of the total project cost.
 - h. The consultant must not include any cost information within the body of the RFP proposal response.

CONSULTANT SELECTION

Consultant selection will be based upon the following:

- Qualifications, experience, and reputation of the key team members assigned to the project
- The firm's structure and organization, availability of resources in personnel
- Experience, demonstrated competence and performance ability in performing corridor studies, municipal street construction (incl. underground utilities), and federal-aid process.
- Familiarity and experience in the Brainerd community
- Proposed cost of services.

The proposals will be reviewed by City staff. The intent of the selection process is to review proposals and make an award based upon qualifications as described herein. A 100-point scale will be used to create the final evaluation recommendations. The factors and weighting on which proposals will be judged are:

Item	Percent
Project Understanding	15%
Qualifications/Experience	10%
Work Plan and Approach	25%
Project Cost & Fees	50%

The City reserves the right to reject any and all proposals if deemed to be in the City's best interest. The City reserves the right to interview perspective firms before recommendation and selection.

This Request for Proposal does not commit the City to award a contract or pay costs incurred in the preparation of the proposal, or to procure a contract for services or supplies.

QUESTIONS AND CONTACT INFORMATION

Answers will be issued in the form of an addendum. No answers will be issued after Friday, September 19th, 2025, at 4:30 p.m. If the City deems it necessary to revise any part of this RFP before the proposal due date, the City will issue an addendum. Addendums will be issued via e-mail notification.

PROPOSAL DUE

If you are interested in submitting a proposal to perform these services, please submit digital copies of the proposal and estimated fees to the office of the City Engineer no later than 12:00 P.M. on Wednesday, September 24th, 2025. Digital proposals can be e-mailed to JDehn@ci.brainerd.mn.us.

A proposal recommendation will be presented to the City Council at 7:30 p.m. on Monday, October 20, 2025, at Brainerd City Hall.

Proposals and any inquiries should be directed to:

Jessie Dehn, P.E., City Engineer
501 Laurel Street
Brainerd, MN 56401
(218) 513-0172
JDehn@ci.brainerd.mn.us



**OAK STREET RECONSTRUCTION -
IMPROVEMENT 25-12**
SEPTEMBER 24, 2025



**BOLTON
& MENK**

Real People. Real Solutions.

Contact:

Bryan Drown, PE
218-821-5242
Bryan.Drown@bolton-menk.com

7656 Design Road | Suite 200
Baxter, MN 56425
218-825-0684 | Bolton-Menk.com



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September 24, 2025

Jessie Dehn, PE - City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: Proposal for Oak Street Reconstruction –
Improvement 25-12

Dear Jessie:

The City of Brainerd has initiated the Oak Street Reconstruction project to transform a former state highway into a vibrant gateway for the community. This project will not only rebuild critical infrastructure but will also create a safer, more welcoming corridor for residents, visitors, and commuters. Like you, Bolton & Menk, Inc. takes great pride in designing and managing projects that are safe, sustainable, and functional. We understand what needs to be accomplished for the successful completion of Oak Street Reconstruction.

Public Engagement Expertise – Oak Street is more than pavement and utilities—it's a lifeline for Brainerd. We know that intersections like Beech Street, 28th Street, and Holton Avenue have seen too many accidents, including tragic pedestrian incidents. Our team doesn't just design solutions; we listen, engage, and build consensus. Our proven public engagement process brings together city leaders, residents, and stakeholders to shape improvements that truly reflect community needs. Our approach is proactive: we host interactive workshops, leverage digital engagement tools, and provide clear, actionable feedback to the city and public throughout the process. This is how we build trust and deliver solutions that last.

Local Experience & Corridor Studies – We're not outsiders—we're your neighbors. With a local office and deep roots in the Brainerd area, our team brings unmatched familiarity and commitment. We've delivered multiple corridor studies and complex reconstructions in this region, including Mn-DOT TH 371 and the Brainerd 4th Street roundabout. Our experience means we anticipate challenges and deliver solutions that work for Brainerd's unique context. We understand the nuances of local permitting, funding, and stakeholder priorities, and we're ready to leverage our relationships and expertise to move this project forward.

Problem-Solving & Flexibility – We understand that the vision for Oak Street is still evolving—whether it's a roundabout, enhanced pedestrian crossings, or other options. Our approach is flexible and collaborative. We'll guide the city through options analysis, leveraging federal funding and maximizing value for every dollar. Our team's expertise in corridor studies, utility coordination, and innovative design ensures that Brainerd gets not just what's asked for, but what's truly needed to create a safe, attractive gateway.

In continued service to the City of Brainerd, we are excited at the opportunity to complete the Oak Street Reconstruction project. Please contact me at 218-821-5242 or Bryan.Drown@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Bryan Drown, PE
Project Manager



PROJECT UNDERSTANDING

Oak Street is more than a roadway—it's a gateway to Brainerd's downtown and a vital corridor for residents, businesses, and visitors. Once a state highway, Oak Street now belongs to the city, and its transformation is an opportunity to create a safer, more welcoming, and economically vibrant entrance to the heart of Brainerd.

We understand the city's vision: to address safety concerns at key intersections like Beech Street, 28th Street, and Holton Avenue, where accident rates are high, and to leverage federal funding for comprehensive reconstruction. Our team recognizes this project provides an opportunity to replace utilities that have reached their useful life. We understand the project to include watermain replacement throughout the corridor, sanitary sewer replacement east of 28th Street, and we're prepared to help the city assess what portion of the existing storm sewer network is usable or needs replacement.

The city is still exploring options, whether it's a roundabout, enhanced pedestrian crossings, or other innovative solutions. We thrive in environments where collaboration and flexibility are essential. Our approach begins with listening: engaging stakeholders, gathering public input, and building consensus around the best path forward. We don't just deliver engineering solutions; we deliver confidence, clarity, and community buy-in.

Our experience with corridor studies and reconstructions in the region, including TH 371 from Baxter to Nisswa and the City of Brainerd 4th Street roundabout, means we anticipate challenges and deliver solutions tailored to Brainerd's unique context. We bring a local perspective, a proven engagement process, and a commitment to transparency and partnership at every stage.

Key Elements of Our Approach:

- **Engagement:** We lead interactive public meetings, use digital tools for outreach, and provide clear, actionable feedback to city staff and stakeholders
- **Safety:** We analyze crash data, pedestrian and vehicle movements, and design improvements that prioritize safety for all users
- **Flexibility:** We guide the city through options analysis, ensuring every alternative is evaluated for cost, impact, and community support
- **Comprehensive Solutions:** We coordinate utility replacements, traffic control, and construction phasing to minimize disruptions and maximize value
- **Local Commitment:** Our local office means we're available for site visits, stakeholder meetings, and rapid response to project needs

We're excited to help Brainerd realize its vision for Oak Street—a corridor that's safe, functional, and a true gateway to the city's future.





BACKGROUND AND EXPERIENCE

Bolton & Menk brings decades of experience delivering successful infrastructure projects for federal, state, and local government clients across Minnesota. Our team has led high-profile corridor studies, reconstructions, and federal aid projects for MnDOT, counties, and local municipalities, consistently meeting deadlines, maintaining budget discipline, and earning high marks for stakeholder engagement and technical excellence. We have a proven track record with projects similar in scope and complexity to Oak Street, including the Crow Wing County CSAH 66 Pedestrian and Intersection Improvements in the City of Crosslake and the City of Brainerd 4th Street NW Roundabout—both of which required innovative design, robust public engagement, and seamless coordination with city staff and stakeholders. Our expertise spans highway and street design, municipal utility design, stormwater management, ADA-compliant facilities, and contract administration.

Our local office ensures rapid response, accessibility for site visits, and ongoing stakeholder engagement. We understand the nuances of local permitting, funding, and community priorities, and we leverage our relationships and expertise to move projects forward efficiently.

UNIQUE QUALIFICATIONS:

- **Public Engagement Leadership:** Our team is recognized for innovative, inclusive engagement strategies that build consensus and trust; we use interactive workshops, digital outreach, and clear communication to ensure every voice is heard
- **Corridor Study Expertise:** We have delivered multiple corridor studies and reconstructions in the region, anticipating challenges and delivering tailored solutions
- **Flexible, Collaborative Approach:** We thrive in environments where collaboration and adaptability are essential, guiding clients through evolving project needs and options analysis
- **Advanced Design Tools:** We use digital modeling, safety analytics, and visualization to support decision-making and optimize project outcomes
- **Commitment to Brainerd's Vision:** We don't just deliver infrastructure projects, we help build community, ensuring that Oak Street becomes a safe, functional, and attractive gateway to downtown Brainerd

Our team's experience, technical skills, and commitment to partnership make us uniquely qualified to deliver the Oak Street Reconstruction project to the highest standards.



RELATED EXPERIENCE

CROSSLAKE PEDESTRIAN AND INTERSECTION IMPROVEMENTS

CROW WING COUNTY, MINNESOTA



Crow Wing County, in partnership with the City of Crosslake, retained Bolton & Menk to address existing pedestrian safety and intersection issues at the County Road 3 and 66 intersection. **The intersection is located at the entrance to the U.S. Army Corp of Engineer's (USACE) Crosslake Recreational Area and experiences seasonally-intensified vehicular and pedestrian traffic volumes due to area tourism.**

In anticipation of the opening of the National Loon Center, the county and city obtained federal funding to make pedestrian improvements and upgrade the intersection to meet current and anticipated traffic volumes. The effort required an ICE study, extensive public engagement, and access review to identify the preferred roundabout geometry that fit within sensitive areas and provided the safety and capacity needed for the traffic volumes and vehicular types anticipated.

NW 4TH STREET/CSAH 20 INTERSECTION IMPROVEMENTS,

CITY OF BRAINERD, MINNESOTA



The NW 4th Street (CSAH 20) corridor connects West Brainerd and TH 210, serving local and tourist traffic. It faced growing issues—delays, crashes, and lack of pedestrian access—that worsened with rising traffic.

To address safety concerns, Bolton & Menk conducted a traffic study. The City of Brainerd then reconstructed NW 4th Street north of Highway 210, adding a roundabout at Jackson Street, a center median, and a shared-use trail with ADA-compliant ramps. Access management was carefully considered for key properties like Walgreens, the License Office, and Essentia Health Sports Center.

Following a county turnback, Bolton & Menk helped the city secure state aid funding and complete the project. The narrowed roadway calms traffic and accommodates pedestrian facilities, with medians offering safe crossing points.

TH 13/CSAH 21 DOWNTOWN CORRIDOR

CITY OF PRIOR LAKE, MINNESOTA



The TH 13/CSAH 21 intersection and CSAH 21 corridor in downtown Prior Lake lacked the capacity to move traffic safely and efficiently. It had been studied multiple times over the last two decades without identifying a solution supported by all stakeholders. Recognizing this history, Bolton & Menk led a visioning study, the goals of which were to engage the public, build trust between governing agencies and the public, and develop a solution that could be supported by MnDOT, Scott County, and the City of Prior Lake.

The visioning study was used to level the playing field, start over, and identify important community values. After several months of identifying and evaluating concepts and engaging the public, a single vision was recommended and adopted; the vision was completed in summer 2020. The improvements include a $\frac{3}{4}$ -access intersection at the city's Main Street bookended by unbalanced roundabouts (mix of one and two circulatory lanes) at adjacent intersections and an overhead rectangular rapid flashing beacon (RRFB) to facilitate pedestrian movements. Each intersection was designed to serve the specific needs of the community both today and in the future.

PRINCIPAL STAFF AND TEAM MEMBERS

Our team has delivered high-profile corridor studies, reconstructions, and federal aid projects for MnDOT, counties, and local municipalities. We consistently meet deadlines, maintain budget discipline, and earn high marks for stakeholder engagement and technical excellence. Each member is committed to the project for its duration; no personnel changes will occur without city approval



BRYAN DROWN, PE
Project Manager

Bryan leads design and construction phases, ensuring client needs are met through expert project management. With experience since 1998, he specializes in municipal infrastructure, highway and utility design, site development, and stormwater management. He is known for his ability to guide complex projects from concept to completion with clarity and precision.



ANDREW BEADELL, PE
Deputy Project Manager

Andrew coordinates technical design and project delivery, serving as a liaison with city staff and stakeholders. Since 2015, he's led final design efforts for streets, utilities, and multimodal facilities, ensuring responsive and high-quality outcomes. Having lead many state and federal aid projects, his collaborative approach helps build trust and alignment across project teams.



AUSTIN JANSON, EIT
Design Engineer

Austin supports municipal design and construction inspection, with expertise in fiber-reinforced concrete and ADA-compliant infrastructure. Since 2022, he's contributed to sewer and water systems, state aid projects, and multiuse trails. Austin brings energy and innovation to every project he's involved in.



LUKE LANDECKER
Surveyor

Luke manages survey operations including topographic mapping, boundary surveys, and construction staking. Since joining a Bolon & Menk in 2016, he specializes in aerial surveys, municipal layouts, and training field crews across Minnesota. His attention to detail ensures accurate data for design and construction teams.



CHLOE CHRISTENSON, PE
Transportation Engineer

Chloe provides traffic engineering expertise in intersection analysis, corridor studies, and multimodal design. Since 2020, she's focused on creating safe, sustainable transportation options through collaborative planning and technical evaluations. She is passionate about connecting communities through thoughtful infrastructure.



JOSH ANDERSON
Survey Field Staff

Josh leads field survey operations, ensuring accurate data collection and construction staking. Since 2004, he's worked on topographic and boundary surveys, PLSS restorations, and site improvements, with a passion for land stewardship and precision. His field expertise supports reliable project execution from the ground up.



ROBIN CAUFMAN
Engagement Lead

Robin facilitates public and stakeholder engagement to align project goals with community needs. Since 1994, she's led infrastructure planning and environmental studies, with deep experience in regional transit and comprehensive planning. Robin excels at translating technical details into clear, accessible communication.



JOSH SHIELDS, PLA
Landscape Architect

Josh designs corridor enhancements and sustainable landscapes that reflect community vision. Since 2004, he's led master planning and urban design projects, focusing on parks and recreation initiatives. His designs balance aesthetics, functionality, and long-term maintenance.



KEVIN BEIDELMAN
Senior Geologist
(American Engineering Testing)

Kevin leads geotechnical borings and recommendations and Phase I Environmental Site Assessment and Phase II Environmental Site Assessment, if needed. Kevin will also manage construction materials testing meeting the schedule of materials control.



GINA AULWES
Transportation Planner

Gina manages environmental reviews and project memorandums. Since 2010, she's specialized in NEPA/MEPA compliance, permitting, and archaeological investigations, helping keep transportation projects on track and in regulatory alignment. Her thoroughness ensures all documentation meets federal and state standards.



KRISTINA BLOOMQUIST,
CMWP, PWS
Natural Resources Lead

Kristina oversees wetland delineation and permitting. Since 2017, she's supported aquatic resource compliance through WCA, CWA, and DNR reviews, holding certifications as a Minnesota Wetland Professional and Professional Wetland Scientist. Her work helps protect natural resources while enabling responsible development.

AVAILABILITY

All team members are available for the full duration of the project and will participate in weekly and monthly meetings, public engagement sessions, and construction oversight as required.



WORK PLAN AND APPROACH

Our approach is designed to help the city turn a former state highway into a safe, welcoming, and vibrant gateway for residents, businesses, and visitors. We don't just check boxes; we guide you through every step, anticipating challenges and building consensus so the final result reflects Brainerd's vision.

PHASE 1: PRELIMINARY ENGINEERING – LAYING THE FOUNDATION FOR SUCCESS

We start by listening and learning. Our team will walk the corridor, talk with stakeholders, and gather the data that matters. We'll perform topographic surveys and corridor studies, but our real focus is understanding how Oak Street fits into the lives of those who use it every day. We'll dig into accident histories at Beech Street, 28th Street, and Holton Avenue, and bring our experience from similar projects to propose real solutions—whether that's a roundabout, improved crossings, or something new.

We'll host public engagement sessions that go beyond the basics, using interactive tools and clear communication to ensure every voice is heard. Our technical team will coordinate utility assessments, knowing that the need for replacement may be greater than the RFP suggests. We'll work with city staff and utility companies to minimize surprises and keep the project moving.

Community and stakeholder engagement is a critical component of a successful road design and construction project. We propose setting up a communication and engagement strategy that informs people about the project and why it is necessary, seeks input on design elements related to access, safety, and aesthetics, and lets them know the next steps of the project. Engaging people early and often in the project can actually save the project time and money later by addressing issues and obtaining public support for the project.



In addition to the traveling public, there are three distinct stakeholder groups that will need to be engaged as part of the design and engineering process:

- Small businesses that line Oak Street and the cross streets
- Residents and homeowners that live on Oak Street, cross streets, and within two to three blocks north and south
- Brainerd School District and its stakeholders, including bus operators, school operations, teachers, and students/parents

We will also need to tailor our communications and outreach to meet the needs of the surrounding community. There are 34 businesses and roughly 550 residents living in 220 households in the half square mile around this corridor with the following characteristics:

- Nearly half of residents rent their home
- \$49,500 is the annual household income
- 24 percent live below poverty and 14% use food stamps
- 33 percent of households have someone living with a disability
- 41 percent have only a GED or high school diploma, no college
- 3.9 percent unemployment rate
- 34 years is median age
- 50+ percent of homes built more than 60 years ago
- 22 percent follow local groups on social media and even less, 13%, find local social media very important

Using insights from our community analysis, we propose the following communication and stakeholder engagement strategies for each phase of the project. The table below summarizes these strategies:

Activity and purpose	PE (2026)	FD (2027-2028)	Construction (2029)
Website Provide general information and updates about project - Let people know how they can get involved - Provide online form to submit comments or questions	Set up within 1 month of contract	Major update at the beginning of FD (1)	Major update prior to construction (1)
	Updates at key milestones (2-3)	Updates at key milestones (2-3)	Monthly updates during construction (6)
E-newsletter and Articles - Inform public about project - Promote engagement opportunities	Kickoff email (1) Quarterly updates (3)	Quarterly email updates (8)	Quarterly email updates (3)
Postcard Inform public about the project and how they can get stay informed	Mail at kickoff to let people know about website and to sign up for email updates	Mail with a project update and reminder where people can get information	Mail with a project update and reminder where people can get information
Stakeholder Meetings Meet with the school district and businesses to identify their issues, needs, and priorities	Meeting to identify issues (early 2026) Meeting to review concepts (fall 2026)	Meetings to discuss access, parking, deliveries, and finalize plans (6) Meetings to discuss construction (6)	Meeting to prepare for construction
Open House Inform public about project and provide opportunity for input	Open house to inform public, identify issues Open house to present concepts for feedback	Open house to present final plans and communicate next steps	Open house prior to construction to let people know what to expect
City Council Presentation Keep council informed and engaged in the project	Presentation of concept plans	Presentation of final plans	Presentation of construction schedule and plans
INPUTiD™ (Add on) Seek public input on the project	Seek input on issue areas Seek feedback on alternatives	Seek feedback on final concept	

A planning study of the project corridor will be performed to assess the existing conditions of the roadway and to determine an appropriate typical section, intersection control, access management, and other design features that allow the corridor to meet the existing and future needs of the area. A technically sound analysis, consisting of operations and safety analysis, as well as an inventory of pedestrian and bike facilities, roadway lighting, and access will be performed to construct a data-driven baseline for evaluation of potential alternatives. Operations analysis will be performed at all intersections where turning movement count data is provided by the city and will consider AM and PM peak hours under existing and 20-year forecast traffic volumes.

Intersection control and typical sections will be evaluated based on operational performance, potential crash reductions and safety benefits, impacts, costs, and pedestrian and bicycle level of service. Traffic calming and placemaking elements will also be evaluated and recommended for further consideration at locations where their benefits align with city goals. ICE reports will be drafted where a change in intersection control is proposed and a corridor study report will be drafted to document the full study process, including technical analysis, public engagement, and stakeholder feedback. An implementation plan will be developed if constructing the ultimate corridor vision is not realistic in one large project. The plan will recommend project timelines based on need and also identify triggers for advancing projects and potential funding sources to reduce the financial burden on the city.

A Phase 1 Environmental Site Assessment (ESA) will be completed by our subconsultant AET. AET will conduct a Limited Corridor Phase I ESA for the project corridor area, in general accordance with the Minnesota Department of Transportation (MnDOT) highway corridor assessment program and Minnesota Pollution Control Agency (MPCA) guidance documents. The assessment will cover a 500-foot buffer around the corridor and aim to identify potential contamination sources based on current and historical use.

Key tasks include:

- Reviewing available historical and regulatory data from county and state sources
- Conducting reconnaissance of the project area
- Interviewing city staff and other relevant individuals to gather environmental history
- Ranking parcels by contamination potential (high, medium, low, or de minimis) with detailed summaries for up to 20 medium/high risk sites

A draft report will summarize findings, sources, and recommendations, including whether a Phase II ESA is warranted. The Phase I ESA draft will be completed before geotechnical borings begin, allowing environmental and geotechnical evaluations to be conducted simultaneously.

By the end of Phase 1 you'll have a roadmap built on community input, technical rigor, and a shared vision for Oak Street's future.

PHASE 2: FINAL DESIGN – TURNING VISION INTO REALITY

With a clear concept in hand, we'll refine every detail. Our designers will prepare 60%, 90%, and 100% plans, ensuring that every element—from ADA ramps to stormwater management—is tailored to Brainerd's needs. We'll handle permitting, special assessments, and bidding administration, making the process smooth and transparent.

While the final scope of the project is unknown and will be further defined through public engagement and the corridor study completed in Phase 1, our final design is proposed based on the following:

- Watermain replacement throughout the project
- Sanitary sewer replacement from east of 28th Street to TH 18/25
- Construction of one roundabout on the corridor
- Replacement of 50 percent of the project storm sewer; we understand the city will supply televising records of storm sewers to verify what is beyond its useful life
- Proposed improvements will be located within the existing right-of-way

If the Phase I ESA identifies a Phase II ESA is warranted, it will be completed with environmental sampling, including:

- Screening and sampling soil from up to four borings, with lab analysis for diesel range organics (DRO), gasoline range organics (GRO), volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PAHs), and the eight metals of the Resource Conservation and Recovery Act (RCRA) list
- Installing up to two temporary monitoring wells to collect groundwater samples for lab analysis of DRO, GRO, VOCs, and the eight metals of the RCRA list

We'll keep the community engaged, hosting neighborhood meetings and council presentations to share progress and gather feedback. Our team's experience with federal-aid projects means we'll navigate the paperwork and compliance requirements efficiently, so you can focus on what matters: building a better Oak Street.

PHASE 3: CONSTRUCTION ENGINEERING & CONTRACT ADMINISTRATION – DELIVERING RESULTS

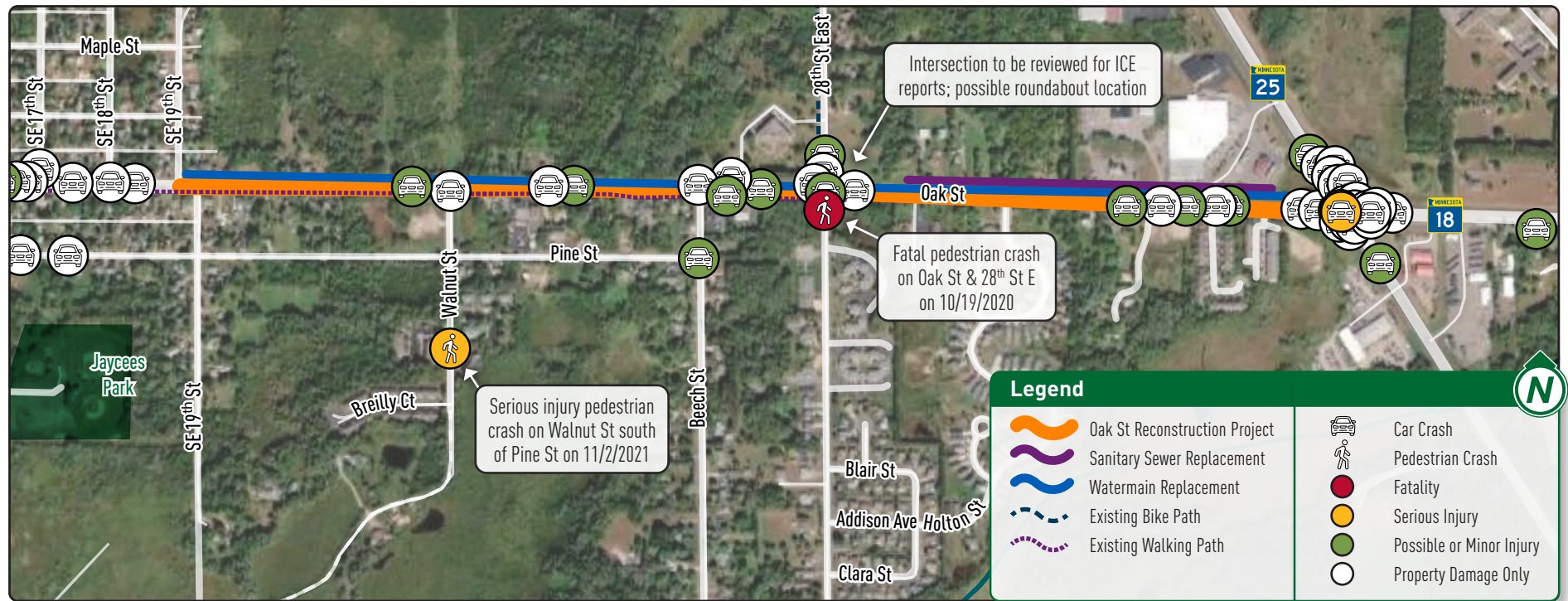
When it's time to build, we're on site—every day. Our field staff will oversee construction, maintain open lines of communication with residents and property owners, and document every step. We'll coordinate with contractors and city staff to resolve issues quickly, ensuring quality and safety are never compromised.

Based on the assumed project scope, we assume construction will be completed in the summer of 2029 over a 20-week period. We assume 900 hours of on-site construction observation will be required.

From staking and materials testing to final close-out and record drawings, we'll make sure every detail is right. Our commitment doesn't end when the pavement is placed; we'll help Brainerd celebrate a successful transformation and set the stage for future growth.

WHY OUR APPROACH WORKS FOR BRAINERD

- **Engagement:** We build trust and consensus, making sure the project reflects community priorities
- **Local Expertise:** Our Brainerd area office means we're always available, and we know the local context inside and out
- **Problem-Solving:** We anticipate challenges—like unexpected utility needs—and address them proactively
- **Transparency:** Regular updates, clear documentation, and open communication keep everyone informed
- **Quality:** Our track record shows we deliver on time, on budget, and to the highest standards



SCHEDULE





COST PROPOSAL

OAK STREET RECONSTRUCTION – IMPROVEMENT 25-12

SEPTEMBER 24, 2025



**BOLTON
& MENK**

Real People. Real Solutions.

Contact:

Bryan Drown, PE

218-821-5242

Bryan.Drown@bolton-menk.com

7656 Design Road | Suite 200

Baxter, MN 56425

218-825-0684 | Bolton-Menk.com



Real People. Real Solutions.

7656 Design Road | Suite 200
Baxter, MN 56425
218-825-0684 | Bolton-Menk.com

September 24, 2025

Jessie Dehn, PE - City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: Proposal for Oak Street Reconstruction –
Improvement 25-12

Dear Jessie,

On behalf of Bolton & Menk, Inc., we are pleased to submit our cost proposal for the Oak Street Reconstruction project. Our team is committed to delivering a solution that is not only technically sound and cost-effective, but also reflects Brainerd's vision for a safe, vibrant gateway to downtown. This cost proposal includes a detailed breakdown of estimated fees for each phase of the project presented as a "not to exceed" amount. You will find:

- A breakdown of hours by task for each team member, aligned with our work plan
- Hourly rates for all proposed personnel
- Clearly identified subconsultant and outside work, including geotechnical investigation
- Anticipated direct expenses and rates for miscellaneous charges
- All assumptions made in developing this proposal
- Additional services or tasks, identified separately as optional costs

Our base cost proposal includes the two neighborhood meetings and city council meetings as listed in the RFP. The optional services include a more robust public engagement process including the communications, INPUTiD™ Tool, stakeholder meetings, and creation of a project website as detailed in the Phase 1 Work Plan and Approach. A Phase II Environmental Site Assessment is listed as an optional service as it is unknown if this will be needed. The scope of the Project Memorandum is based on the project being deemed a Categorical Exclusion. No special studies such as Section 106 Cultural Resource and Architectural History surveys or Section 7 threatened and endangered species are included. We believe the project will require a Programmatic CATEX. However, if any resource category or results of additional required study triggers a higher environmental review, such as a Non-Programmatic CATEX, a change in scope of work would be required.

We have prepared this cost proposal as a separate submission, in accordance with your instructions, and have excluded all cost information from our main proposal document.

We appreciate the opportunity to partner with the City of Brainerd and look forward to helping you realize the full potential of Oak Street. Please contact me at 218-821-5242 or bryan.drown@bolton-menk.com if you have any questions or need further clarification.

Respectfully submitted,

Bolton & Menk, Inc.

Bryan Drown, PE
Project Manager



FEE

The following table summarizes the hours and cost breakdown for each major work task item. The estimated fee includes labor, general business, and other normal and customary expenses associated with operating a professional business. Unless otherwise noted, the fees include vehicle and personal expenses, mileage, telephone, survey stakes, and routine expendable supplies; no separate charges will be made for these activities and materials. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Detailed Cost Estimate

Client: City of Brainerd Project: Oak Street Reconstruction Project		Bolton & Menk, Inc.														
Task No.	Work Task Description	Project Manager	Deputy Project Manager	Design Engineer	Surveyor	Transportation Engineer	Survey Field Staff	Engagement Lead	Landscape Architect	Natural Resources Lead	Engagement Support	GIS	Administrative	Geotechnical	Total Hours	Total Cost
1.0	Preliminary Engineering	100	140	160	33	140	73	26	125	85	20	0	0	230	1132	\$210,344
2.0	Final Design	352	584	1292	0	200	0	16	155	0	0	0	44	0	2643	\$478,947
3.0	Construction Engineering/Contract Administration	100	440	900	75	0	300	0	44	0	0	0	0	400	2259	\$406,193
Total Hours		552	1164	2352	108	340	373	42	324	85	20	0	44	630	6034	
Average Hourly Rate		\$214.00	\$208.00	\$158.00	\$191.00	\$182.00	\$224.00	\$229.00	\$217.00	\$186.00	\$151.00	\$168.00	\$98.00	\$150.00		
Subtotal		\$118,128	\$242,112	\$371,616	\$20,628	\$61,880	\$83,552	\$9,618	\$70,308	\$15,810	\$3,020	\$0	\$4,312	\$94,500		
Total Fee																\$1,095,484
OPTIONAL ADD-ON SERVICES:																
Enhanced Public Engagement		0	0	0	0	0	0	130	0	0	119	80	0	0	329	\$61,179
Phase II Environmental Site Assessment																\$6,700

CITY OF BRAINERD

MINNESOTA

Request for Proposal for Preliminary, Design and Construction Engineering Services.

S.P. 108-113-009
Improvement 25-12
Oak Street Reconstruction Project



September 24, 2025

RYAN ODDEN, PE | SENIOR PROJECT MANAGER

218.296.0757 | ryan.odden@mooreengineeringinc.com
1808 East Fir Avenue | Fergus Falls, MN 56537



mooreengineeringinc.com

September 24, 2025

Mr. Jessie Dehn, P.E., City Engineer/Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401
jdehn@ci.brainerd.mn.us

RE: City of Brainerd - Proposal for Oak Street Reconstruction Project

Dear Mr. Dehn,

Thank you for the opportunity for Moore Engineering, Inc. to submit this proposal to provide engineering services to the City of Brainerd. I visited the project site on a Friday afternoon to see the existing conditions. I noted failing pavements, non-compliant sidewalk ramps and a significant amount of vehicle traffic. However, the most interesting observation was the volume and behavior of the pedestrian traffic. With a sidewalk along the southside I expected others, besides myself walking along it. That was not the case, the people walking on the north side stayed on the North side and it looked like they had their own path in the boulevard, something I am sure you have also seen, and we will consider when we are studying the corridor.

With your proposed 3 phases for the engineering services for this project we have a clear path to follow to have time to perform the tasks as laid out in your schedule. In the preliminary design phase, we will be partnering with Stonebrooke Engineering for the Corridor Study component of the phase and Braun Intertec for the geotechnical services. Moore will perform the other tasks as laid out in the proposal. We are currently just completing the environmental study for a federal aid project in Fergus Falls. For the second phase we will use our experience with you to put together a plan set that meet both the federal/state aid standards and the City of Brainerd standards for the utility portion of the project. Moore would also lead all parts of the 429-assessment process for the City for these improvements with the project currently scheduled for 2029 construction season. We have construction project representatives that have all the MnDOT certifications required for this type of project.

I will be managing this project from start to finish. With my experience working in local government I am very familiar with the funding sources and processes needed to produce a successful federal aid project. Both John and Krysten from the Stonebrooke part of the team were county engineers at the same time I was and we have known each other for almost two decades which will assist to keep good communication for this project.

Chris Heyer, PLS, will be managing the survey crews and review all the data gathered to determine impacts to all properties along the corridor and if any permanent or temporary easements will be needed.

Josiah Rostad, PE, will be the lead designer. He and his team have designed multiple federal aid and state aid projects. He has designed projects in MnDOT District 3 previously and has worked with the current state aid staff on the plan approval process. He has been involved with the current project we are assisting Brainerd with and understands the City's requirements for the utility improvements.

Tyler Wentz will lead the construction project representation. He is MNDOT certified and has been on multiple state and federal aid projects. He will work closely with the contractor to keep the project within the plan and contract requirements. He will track and verify all quantities and be the contact for Braun Intertec so that all materials are tested as laid out in the Schedule of Materials.

The Stonebrooke team brings a high level of expertise in multi-modal considerations and design options for local communities. Britt and Natalie have experience with creative outreach methodologies to assure decision makers receive the right amount of information from both users and adjacent property owners. Considering the reported crash history of this corridor, Moore and Stonebrooke Engineering understand the importance of a thoughtful and experienced analysis of the typical section(s) between 19th St. SE and TH 18/25.

Stonebrooke led the City of Monticello's Safe Streets for All (SS4A) planning study, assisted with engagement for Otter Tail County's ongoing SS4A planning study, and was recently selected to lead Beltrami County's SS4A planning study. For this project, our outreach methodologies will include door-knocking, pop-up events, and focus groups. In our experience, targeted outreach tends to encompass a greater percentage of users in most communities. If desired or as required by assessment procedures (according to Phase 1G and Phase 1H), our budget includes up to four traditional open house or public hearings in addition to other engagement formats.

John and Krysten add to Moore's experience in successfully presenting engineering recommendations in a public setting and formally presenting to elected officials. As a former Assistant Project Manager and District State Aid Engineer for MnDOT, Krysten brings an understanding of MnDOT processes sufficient to navigate agency engagement related to the TH 18/25 intersection as well as MSAS standards – or variance considerations – that apply to Oak Street alternatives. Led by Moore's Project Manager, John will help assure the project team's preferred alternative earns City Council support. Stonebrooke will provide City decision-makers with reliable cost estimates by logical project segments to aid in moving this project forward to the preliminary plans phase.

Kate Miner, PE, PTOE, is available for intersection control evaluation (ICE) reports for the three intersections identified in the request for proposals. Each alternative considered in the report will include a warrant analysis, crash analysis, and capacity analysis. As may be applicable, RODEL will be utilized for roundabout analysis and SYNCHRO for traffic signal and all-way stop analyses. If additional traffic counts are needed to supplement City-provided data, Stonebrooke could conduct updated hourly, turning movement, and/or peak hour counts as a value-added task. The reports will cover each alternative considered and document justification factors leading to a recommended alternative. With approval from District 3's DSAE and the City, and signal justification report (SJR) could be prepared in addition to (or in lieu of) an ICE report for each intersection. It is assumed the City Engineer will obtain DSAE acceptance of preparing ICE reports in lieu of SJRs.

With input from the City Engineer's office and other key stakeholders, Stonebrooke will deliver a well-educated report of findings and recommendations and publicly accepted intersection control evaluations (or SJRs) or Council consideration. It is our belief that a strong corridor study that includes fruitful community and stakeholder engagement sets the stage for efficient layout development and a successful final design phase.

Moore has decades of experience with this type of project and will make every effort to provide you with the engineering support that you need to have this be a successful project. We appreciate the opportunity to submit our proposal and foster our relationship with the City of Brainerd. Should you have any questions or need additional information, please email me at ryan.odden@mooreengineeringinc.com or call my cell 218-296-0757.

Respectfully,

Moore Engineering Inc.



Ryan Odden, PE
Senior Project Manager
ryan.odden@mooreengineeringinc.com

Principal Staff & Team Members



Education

- BS in Construction Engineering, North Dakota State University

Professional Experience

- Moore since 2023
- County Govt. - 22 Years

Ryan Odden, PE Senior Project Manager

ryan.odden@mooreengineeringinc.com
218.296.0757

Ryan brings 24 years of experience in local government, spanning project development and delivery, including survey work, design, construction inspection, and project management. His broad background provides the knowledge and insight to manage projects effectively. As County Engineer, Ryan built strong relationships with County Boards, City Councils, and Township Boards while guiding and supporting local communities. He developed long-term construction and highway maintenance programs and administered the Bridge Inspection Program, overseeing maintenance, funding, and replacement of bridges to ensure safe, reliable infrastructure.



Education

- BS in Civil Engineering, University of North Dakota

Professional Experience

- Moore since 2018

Josiah Rostad, PE Minnesota Municipal Group Leader

josiah.rostad@mooreengineeringinc.com
218.770.1608

Since joining Moore Engineering in 2018, Josiah has worked on a variety of projects ranging from private lot development to entire city infrastructure reconstruction projects. He has been involved in all phases of the projects including writing preliminary engineering reports to determine project feasibility, project design and client communication, bidding, & construction. As the Minnesota Municipal Group Leader, Josiah works closely with a design team to ensure that the projects exceed client's expectations while complying with all agency regulations.



Education

- BS in Mechanical Engineering, Colorado State University

Professional Experience

- Moore since 2009
- Other Firms - 17 Years

Chris Heyer, PLS Senior Survey Group Leader

chris.heyer@mooreengineeringinc.com
701.499.5889

Chris works as the Practice Leader and Senior Survey Group Leader and is in charge of identifying the team to provide survey services, QA/QC protocol by developing continuing training plans for employees in the department and review and analysis of field notes and office work, and ensures projects are completed on time and on budget. Chris is responsible for boundary calculations, existing and new right of way layout, easements, and the laying out of new developments. He oversees dispatching field crews for Construction Staking, Topographic Surveys, Boundary Surveys, Platting, and ALTA/NSPS Surveys.

Principal Staff & Team Members



Education

- Construction Management, Minnesota State University Moorhead

Professional Experience

- Moore since 2016

Tyler Wentz Construction Team Lead

tyler.wentz@mooreengineeringinc.com
701.499.5864

As a field project representative, Tyler will oversee construction to ensure construction practices, quality of workmanship and material quality standards. His experience includes all project functions from initial design through construction contract administration to construction close out. He has experience on various project types including storm/sanitary lift stations, municipal water/sewer and streets, water resources and private site designs. The following is a partial listing of relevant projects in which Tyler has been involved.



Education

- BS in Civil Engineering, North Dakota State University



Kate Miner, PE, PTOE Traffic Design Manager

Stonebrooke Engineering

Kate is a professional engineer with 26 years of experience, with 20 years specifically focused on traffic operations and design. She has a diverse background in project management, transportation corridor studies, traffic analysis studies, and roadway reconstruction design projects. She is also very familiar with traffic/transportation investigations and documents data and findings according to MnDOT, Federal Highway, and other transportation organizations.



Education

- BS in Civil Engineering, University of Minnesota
- MBA, College of St. Scholastica



Krysten Saatela Foster, PE Sr. Project Manager

Stonebrooke Engineering

Krysten is a licensed Civil Engineer with 19 years of experience in engineering, including leadership roles at Otter Tail, Lake, and Cook Counties and prior service with MnDOT. She brings a strong background in project and policy development, ADA standards, long-range planning, and inspiring innovation. Her experience managing multi-million dollar infrastructure programs and working across all phases of projects gives her a practical, implementation-oriented perspective.

Principal Staff & Team Members



Education

- BS in Geography, Colgate University
- MS in Urban and Regional Planning, University of MN



Britt Berner, AICP, AS **Senior Transportation Planner / Project Manager**

Stonebrooke Engineering

Britt has 10 years of experience in transportation planning, urban planning, and community building. She works to support planning projects, including comprehensive plans, transportation plans, bicycle and pedestrian plans, community engagement, subarea/corridor studies, parking studies, freight plans, grant funding, general transportation system improvements, and ADA and accessibility consulting. Britt has written transportation plans and corridor studies, performed transportation alternatives analyses, economic evaluations, policy analyses, and has conducted field inspections.



Education

- BS in Environmental Geography, UW-Eau Claire



Natalie Fetter **Transportation Planner**

Stonebrooke Engineering

Natalie has experience in ADA Transition Plans, transportation planning, research projects, urban planning, environmental documentation, and graphic design. Her expertise lies in research and innovation projects and planning projects, including transportation plans, community engagement, grant funding, and accessibility consulting. Her expertise is environmental review and coordination, existing condition research, and researching public data to compile reports and memos.



Education

- BS in Civil Engineering, ND State University
- AS in Pre-Engineering, North Dakota State College of Science



John Brunkhorst, PE **Regional Business Development Manager**

Stonebrooke Engineering

John has over 31 years of experience in the transportation industry. For 21 years, he served as County Engineer/Public Works Director at McLeod County. He previously worked in Renville County as a County Engineer and Assistant; prior to that, he was a Project Engineer for NDDOT. John now serves as Stonebrooke's Regional Business Development Manager, seeking new clients, maintaining client relationships, recruiting and mentoring staff, and working on LRRB/RIC projects. He is an invaluable resource with 25 years of experience as a County Engineer.

Detailed Work Plan & Proposed Project Schedule

Oak Street Project	Task	Task Schedule	Sub-Task	Resource Role	Employee	Hours
Phase I -Preliminary Engineering	A. Topographic Survey	11/15/25 to 12/15/25	Topographic Field Survey	Survey Crew Chief II	Andrew Becker	60
				Survey Manager	Jacob Duchsherer	10
			Prepare Preliminary and Final Permanent Easements	Senior Land Surveyor	Chris Heyer	15
				Graduate Engineer	Gabe Jauch	5
			Prepare Preliminary and Final Temporary Easements	Senior Land Surveyor	Chris Heyer	25
				Graduate Engineer	Gabe Jauch	10
			Easement Staking	Survey Crew Chief II	Andrew Becker	16
				Senior Land Surveyor	Chris Heyer	6
	B. Corridor Study	12/15/25 to 11/15/26	ICE @ Beech, 28th, and Holton	Senior Project Manager	Krysten Foster	15
				Planner	Natalie Fetter	50
				PTOE	Kate Miner	30
				Traffic Engineer		88
			Public Input and Outreach	Principal	John Brunkhorst	7
				Engagement Manager	Britt Berner	40
				Senior Project Manager	Krysten Foster	20
			Pedestrian and Bicycle Needs, Safety Improvements	Planner	Natalie Fetter	15
				Senior Project Manager	Krysten Foster	5
				PTOE	Kate Miner	5
			Existing and Future Land use	Principal	John Brunkhorst	1
				Engagement Manager	Britt Berner	20
				Senior Project Manager	Krysten Foster	6
			Opportunities for Aesthetic, Streetscape and Right of Way Improvements	Planner	Natalie Fetter	15
				Senior Project Manager	Krysten Foster	3
			Develop Improvement Options	PTOE	Kate Miner	5
				Planner	Natalie Fetter	17
				Engagement Manager	Britt Berner	30
	C. Existing Plans	1/15/26 to 2/15/26	Locations and Elev. of Existing Features	Graduate Engineer	Gabe Jauch	5
				CADD Technician III	Lindy Briesse	8
			Existing Right of Way	Graduate Engineer	Gabe Jauch	2
				CADD Technician III	Lindy Briesse	4
			Existing Profiles	Senior Professional Engineer	Cavin Berube	4
				CADD Technician III	Lindy Briesse	6
	D. Geotechnical Testing Services	5/15/26 to 6/15/26	Soil Boring, Pavement Design, Design Recommendations	Braun Intertech		
	E. Preliminary Design Plans	1/15/26 to 12/15/26	Construction Limits, Alignment, Profile, Cross-sections and Removals	Professional Engineer I	Thomas Herman	24
				Senior Professional Engineer	Nick Anderson	16
				CADD Technician III	Lindy Briesse	20
				Senior Professional Engineer	Cavin Berube	8
			Storm Drainage System	CADD Technician III	Lindy Briesse	24
				Senior Professional Engineer	Cavin Berube	24
			Utility Coordination	Graduate Engineer	Gabe Jauch	5
				Senior Professional Engineer	Cavin Berube	5
			Sanitary Sewer Design	CADD Technician III	Lindy Briesse	24
				Graduate Engineer	Gabe Jauch	12
				Senior Professional Engineer	Cavin Berube	12
			Watermain Design	CADD Technician III	Lindy Briesse	24
				Graduate Engineer	Gabe Jauch	12
			Signing and Striping Design	Senior Professional Engineer	Cavin Berube	12
				Professional Engineer I	Thomas Herman	8
			Intersection Design	Senior Professional Engineer	Nick Anderson	4
				Engineering Designer II	Anthony Johnson	40
			Landscape/Aesthetic Design	Professional Engineer I	Thomas Herman	16
				Senior Professional Engineer	Nick Anderson	8
				CADD Technician III	Lindy Briesse	48
			Stormwater Pollution Plan	Graduate Engineer	Gabe Jauch	24
				Landscape Architect	Chad Fiegum	24
				Engineering Designer II	Anthony Johnson	48
			Traffic Control Plan - Phased Construction	Professional Engineer I	Thomas Herman	16
				Senior Professional Engineer	Nick Anderson	8
				Professional Engineer I	Thomas Herman	16
			Project Memorandum	Senior Professional Engineer	Cavin Berube	30
				Professional Engineer II	Josiah Rostad	5
				Senior Project Manager	Ryan Odden	5
			Phase I ESA	Braun Intertech		
			Estimated Quantities	Senior Professional Engineer	Nick Anderson	20
				Senior Professional Engineer	Cavin Berube	20
	F. Property Acquisition	6/1/27 to 12/1/27	Documents and meetings for Permanent and Temporary Easements	Graduate Engineer	Gabe Jauch	30
				Senior Land Surveyor	Chris Heyer	10
	G. Project Meetings	1/15/26 to 12/1/27	Weekly Meetings	Senior Professional Engineer	Cavin Berube	70
				Senior Project Manager	Ryan Odden	52
			Monthly Meetings	Senior Professional Engineer	Nick Anderson	24

Detailed Work Plan & Proposed Project Schedule

			Stakeholder/Public Meetings	Senior Professional Engineer	Cavin Berube	24			
				Senior Project Manager	Ryan Odden	24			
				Senior Professional Engineer	Nick Anderson	20			
				Senior Professional Engineer	Cavin Berube	20			
				Senior Project Manager	Ryan Odden	15			
			H. Public Meetings	5/1/27 to 7/1/27	Public Input Meeting	Senior Project Manager	Ryan Odden	20	
			City Council Meeting	Senior Professional Engineer	Nick Anderson	15			
				Senior Professional Engineer	Cavin Berube	10			
				Senior Project Manager	Ryan Odden	4			
				Senior Professional Engineer	Nick Anderson	6			
Phase 2 - Final Design	A. Final Design Plans and Specifications	12/1/27 to 10/1/28		Refine Preliminary Design	Graduate Engineer	Gabe Jauch	40		
			Contract Documents	Professional Engineer I	Thomas Herman	16			
				Senior Professional Engineer	Nick Anderson	8			
				Senior Professional Engineer	Cavin Berube	40			
				Graduate Engineer	Gabe Jauch	40			
				Professional Engineer I	Thomas Herman	16			
			Submit for City and MnDOT Approval	Senior Professional Engineer	Cavin Berube	40			
				Senior Project Manager	Ryan Odden	2			
				Professional Engineer I	Thomas Herman	16			
				Senior Professional Engineer	Nick Anderson	8			
				Obtain Permits	Professional Engineer I	Thomas Herman	16		
			Opinion of Probable Cost	Senior Professional Engineer	Cavin Berube	20			
				Professional Engineer I	Thomas Herman	16			
				Senior Professional Engineer	Cavin Berube	16			
				Office Administrator I	Crystal Castro	4			
				Graduate Engineer	Gabe Jauch	2			
			Copies of Plans and Specifications for Bidding	Senior Professional Engineer	Cavin Berube	20			
				Senior Professional Engineer	Nick Anderson	8			
				B. Project Meetings	12/1/27 to 10/1/28	Weekly Meetings	Senior Professional Engineer	Cavin Berube	16
				Monthly Meetings	Senior Project Manager	Ryan Odden	16		
					Senior Professional Engineer	Cavin Berube	10		
			C. Public Engagement	Senior Project Manager	Ryan Odden	8			
				Senior Professional Engineer	Nick Anderson	8			
				Senior Project Manager	Ryan Odden	8			
				Senior Professional Engineer	Nick Anderson	8			
				Senior Project Manager	Ryan Odden	8			
			D. Special Assessment Process	3/1/27 to 9/1/27	Resolution Preparation	Senior Project Manager	Ryan Odden	4	
				Feasibility Report	Graduate Engineer	Gabe Jauch	2		
					Senior Professional Engineer	Cavin Berube	25		
					Preparation of Preliminary Assessment Rolls	Senior Land Surveyor	Chris Heyer	8	
						Graduate Engineer	Gabe Jauch	2	
			Preparing, Mailing, Noticing and Conducting Hearings	Senior Professional Engineer	Cavin Berube	8			
				Office Administrator I	Crystal Castro	4			
				Graduate Engineer	Gabe Jauch	4			
				E. Bidding Administration	11/1/27 to 12/31/27	Prepare Advertisement	Senior Professional Engineer	Cavin Berube	2
					Answer Bidder Questions	Professional Engineer I	Thomas Herman	4	
			Senior Professional Engineer			Cavin Berube	4		
			Bid Opening and Tabulations			Professional Engineer I	Thomas Herman	4	
				Senior Professional Engineer	Cavin Berube	2			
				Senior Professional Engineer	Cavin Berube	1			
			Phase 3 - Construction Engineering/Contract Administration	A. Construction Administration	1/15/29 to 9/1/29	Pre-construction Conference	Senior Professional Engineer	Cavin Berube	4
			Construction Engineering/Contract Administration	Construction Engineer	Tyler Wentz	2			
				Professional Engineer II	Josiah Rostad	5			
				Construction Engineer	Tyler Wentz	12			
				Senior Project Manager	Ryan Odden	12			
				Construction Engineer	Tyler Wentz	12			
			Progress Meetings	Senior Project Manager	Ryan Odden	12			
				Shop Drawings and Submittals	Construction Engineer	Tyler Wentz	6		
					Professional Engineer II	Josiah Rostad	5		
					Construction Staking's	Survey Crew Chief II	Andrew Becker	120	
				Survey Manager	Jacob Duchsherer	8			
B. Construction Observation Support	5/1/29 to 9/1/29	Full Time Onsite RPR	Construction Engineer	Tyler Wentz	1100				
			Material Documentation	Construction Engineer	Tyler Wentz	10			
				Senior Professional Engineer	Cavin Berube	5			
				C. Geotechnical Testing Services	5/1/29 to 9/1/29	Field Material Testing	Braun Intertech		
				D. Project Close-out	10/1/29 to 11/1/29	Final Project Review	Professional Engineer II	Josiah Rostad	8
					Record Information	Construction Engineer	Tyler Wentz	2	
			Professional Engineer II			Josiah Rostad	5		
			Prepare Final Assessment Rolls			Senior Land Surveyor	Chris Heyer	2	
				Graduate Engineer	Gabe Jauch	2			
				Senior Professional Engineer	Cavin Berube	3			
			Preparing, Mailing, Noticing and Conducting Hearings	Senior Professional Engineer	Cavin Berube	2			
Records Drawings	Construction Engineer	Tyler Wentz		2					
	Senior Professional Engineer	Cavin Berube							

Cost Controls

Effective cost control in both engineering and construction services requires a balanced approach that encompasses careful planning, proactive management, and ongoing monitoring. A key aspect of this balance is managing the scope and cost of preliminary engineering services while also controlling unexpected construction cost overruns, particularly those arising from change orders and supplemental agreements.

In the preliminary engineering phase, one of the primary goals is to ensure that the project scope is well-defined and aligned with the City of Brainerd's objectives. The engineering team must work closely with stakeholders to thoroughly understand the project requirements and establish realistic budgets for design, procurement, and other early-phase costs. Any ambiguity in the scope during this phase can lead to scope creep, which is often a significant driver of unforeseen construction costs later. A comprehensive risk analysis should be conducted to identify potential cost drivers, allowing the team to allocate contingencies for unforeseen expenses in both engineering and construction phases.

Once construction begins, managing cost overruns becomes more challenging, especially with change orders or supplemental agreements. Effective contract management is crucial to mitigating these risks. Clearly defined terms and conditions within contracts should include mechanisms for handling changes in scope or unexpected conditions, such as unforeseen site conditions or regulatory changes. Both the engineering team and construction contractors must work collaboratively to evaluate the cost implications of any change orders before proceeding with the work. Strong communication between the project manager, engineers, and contractors ensures that adjustments to the scope are made in a controlled manner, minimizing impact on both time and budget.

Ultimately, maintaining a balance between scope and cost requires flexibility, communication, and careful oversight throughout the entire project lifecycle.



Cascade Avenue Reconstruction Fergus Falls, MN



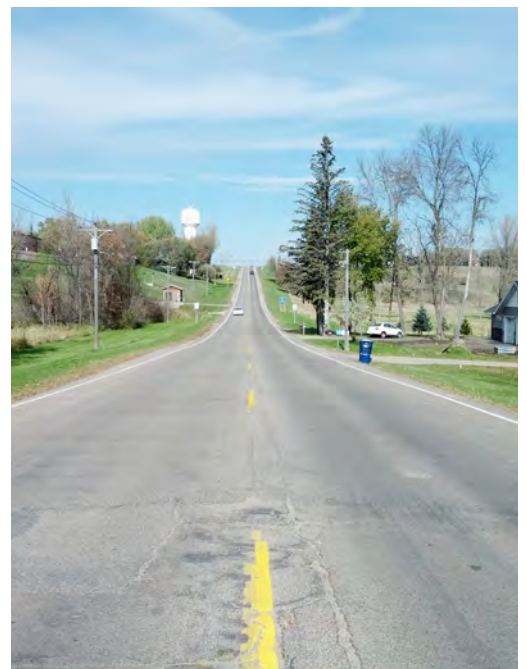
The City of Fergus Falls faced persistent issues with a three-block stretch of Cascade Street, a vital corridor to the central business district and part of Otter Tail County State Aid Highway #1. The area's proximity to emergency services, including law enforcement, fire, ambulance, and a hospital, made detour planning critical. A railroad crossing bisected the project, allowing only 24 hours for removal and replacement, while poor soil conditions and frequent storm sewer backups added complexity. Moore Engineering led a coordinated effort among City, county, railroad, and emergency services to meet MnDOT and County State Aid standards. Their team managed permitting and scheduling to keep the project on track despite tight constraints. Funding was a collaborative effort, combining City enterprise funds for water and sewer, County State Aid Highway funds from Otter Tail County, and railroad contributions for crossing upgrades. The result was a successfully completed infrastructure improvement that resolved long-standing issues and enhanced safety and reliability for both residents and emergency responders.



Otter Tail CSAH 27 Reconstruction Fergus Falls, MN



Otter Tail County and the City of Fergus Falls faced long-standing challenges with a one-mile stretch of roadway known as Cleveland Avenue (CSAH 27), which served as a key access route to northern neighborhoods. The original road lacked pedestrian and bicycle infrastructure, offering only a short sidewalk near a church and school, minimal on-street parking, and narrow shoulders with steep slopes. Moore Engineering led a collaborative solution involving the City, county, contractor, emergency services, and nearby communities. The redesigned roadway met MnDOT CSAH standards and included paved shoulders, a climbing lane for steep areas, and an extended "road diet" to support bike travel beyond City limits. The project also added a fully paved bike trail along the entire corridor and ADA-compliant curb cuts at all intersections. Additional work with the City included a curb-to-curb overlay of another mile of adjacent roadway, improving connectivity and safety. The result was a modernized, inclusive transportation corridor that better serves vehicles, cyclists, pedestrians, and the surrounding community.



CITY OF BRAINERD

MINNESOTA

COST PROPOSAL



September 24, 2025

RYAN ODDEN, PE | SENIOR PROJECT MANAGER

218.296.0757 | ryan.odden@mooreengineeringinc.com
1808 East Fir Avenue | Fergus Falls, MN 56537



mooreengineeringinc.com

September 24, 2025

Mr. Jessie Dehn, P.E., City Engineer/Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401
jdehn@ci.brainerd.mn.us

Re City of Brainerd – Cost Proposal for Oak Street Reconstruction Project

Dear Mr. Dehn,

In the Corridor Study sub-task, additional public engagement was included. Stonebrooke has used this method in the past and has had excellent results. We believe it will add value to the recommendation when brought for City Council consideration.

Braun Intertec did make some conservative estimates for the material testing. With the funding involved, the schedule of material controls will have a higher rate of testing. Due to ADA improvements, th anticipate multiple trips to the site to stay in compliance with the requirements

For the project observation we made an assumption that this project would last 20 weeks with 11-hour days for the resident project representative.

We appreciate the opportunity to submit our proposal and foster our relationship with the City of Brainerd. Should you have any questions or need additional information, please email me at ryan.odden@mooreengineeringinc.com or call my cell 218-296-0757.

Respectfully,



Ryan Odden, PE
Senior Project Manager
ryan.odden@mooreengineeringinc.com

Detailed Work Plan, Proposed Project Schedule & Cost

Oak Street Project	Task	Task Schedule	Sub-Task	Resource Role	Employee	Hours	Cost Amount
Phase I -Preliminary Engineering	A. Topographic Survey	11/15/25 to 12/15/25	Topographic Field Survey	Survey Crew Chief II	Andrew Becker	60	\$ 10,920.00
				Survey Manager	Jacob Duchsherer	10	\$ 1,920.00
			Prepare Preliminary and Final Permanent Easements	Senior Land Surveyor	Chris Heyer	15	\$ 3,120.00
				Graduate Engineer	Gabe Jauch	5	\$ 725.00
			Prepare Preliminary and Final Temporary Easements	Senior Land Surveyor	Chris Heyer	25	\$ 5,200.00
				Graduate Engineer	Gabe Jauch	10	\$ 1,450.00
			Easement Staking	Survey Crew Chief II	Andrew Becker	16	\$ 2,912.00
				Senior Land Surveyor	Chris Heyer	6	\$ 1,248.00
	B. Corridor Study	12/15/25 to 11/15/26	ICE @ Beech, 28th, and Holton	Senior Project Manager	Krysten Foster	15	\$ 3,900.00
				Planner	Natalie Fetter	50	\$ 5,500.00
				PTOE	Kate Miner	30	\$ 9,000.00
				Traffic Engineer		88	\$ 11,528.00
			Public Input and Outreach	Principal	John Brunkhorst	7	\$ 2,100.00
				Engagement Manager	Britt Berner	40	\$ 7,560.00
				Senior Project Manager	Krysten Foster	20	\$ 2,200.00
			Pedestrian and Bicycle Needs, Safety Improvements	Planner	Natalie Fetter	15	\$ 1,650.00
				Senior Project Manager	Krysten Foster	5	\$ 1,300.00
				PTOE	Kate Miner	5	\$ 1,500.00
			Existing and Future Land use	Principal	John Brunkhorst	1	\$ 300.00
				Engagement Manager	Britt Berner	20	\$ 3,780.00
				Senior Project Manager	Krysten Foster	6	\$ 660.00
			Opportunities for Aesthetic, Streetscape and Right of Way Improvements	Planner	Natalie Fetter	15	\$ 1,650.00
				Senior Project Manager	Krysten Foster	3	\$ 780.00
				PTOE	Kate Miner	5	\$ 1,500.00
			Develop Improvement Options	Planner	Natalie Fetter	17	\$ 1,870.00
				Engagement Manager	Britt Berner	30	\$ 5,670.00
	C. Existing Plans	1/15/26 to 2/15/26	Locations and Elev. of Existing Features	Graduate Engineer	Gabe Jauch	5	\$ 725.00
				CADD Technician III	Lindy Briesse	8	\$ 1,240.00
			Existing Right of Way	Graduate Engineer	Gabe Jauch	2	\$ 290.00
				CADD Technician III	Lindy Briesse	4	\$ 620.00
			Existing Profiles	Senior Professional Engineer	Cavin Berube	4	\$ 980.00
				CADD Technician III	Lindy Briesse	6	\$ 930.00
	D. Geotechnical Testing Services	5/15/26 to 6/15/26	Soil Boring, Pavement Design, Design Recommendations	Braun Intertech			\$ 28,405.00
	E. Preliminary Design Plans	1/15/26 to 12/15/26	Construction Limits, Alignment, Profile, Cross-sections and Removals	Professional Engineer I	Thomas Herman	24	\$ 4,680.00
				Senior Professional Engineer	Nick Anderson	16	\$ 3,920.00
				CADD Technician III	Lindy Briesse	20	\$ 3,100.00
			Storm Drainage System	Senior Professional Engineer	Cavin Berube	8	\$ 1,960.00
				CADD Technician III	Lindy Briesse	24	\$ 3,720.00
			Utility Coordination	Senior Professional Engineer	Cavin Berube	24	\$ 5,880.00
				Graduate Engineer	Gabe Jauch	5	\$ 725.00
			Sanitary Sewer Design	Senior Professional Engineer	Cavin Berube	5	\$ 1,225.00
				CADD Technician III	Lindy Briesse	24	\$ 3,720.00
			Watermain Design	Graduate Engineer	Gabe Jauch	12	\$ 1,740.00
				Senior Professional Engineer	Cavin Berube	12	\$ 2,940.00
			Signing and Striping Design	CADD Technician III	Lindy Briesse	24	\$ 3,720.00
				Graduate Engineer	Gabe Jauch	12	\$ 1,740.00
			Intersection Design	Senior Professional Engineer	Cavin Berube	12	\$ 2,940.00
				Professional Engineer I	Thomas Herman	8	\$ 1,560.00
			Landscape/Aesthetic Design	Senior Professional Engineer	Nick Anderson	4	\$ 980.00
				Engineering Designer II	Anthony Johnson	40	\$ 7,000.00
			Stormwater Pollution Plan	Professional Engineer I	Thomas Herman	16	\$ 3,120.00
				Senior Professional Engineer	Nick Anderson	8	\$ 1,960.00
			Traffic Control Plan - Phased Construction	Engineering Designer II	Anthony Johnson	24	\$ 4,200.00
				Professional Engineer I	Thomas Herman	16	\$ 3,120.00
			Project Memorandum	Senior Professional Engineer	Nick Anderson	8	\$ 1,960.00
				Senior Professional Engineer	Cavin Berube	30	\$ 7,350.00
			Phase I ESA	Professional Engineer II	Josiah Rostad	5	\$ 1,075.00
				Senior Project Manager	Ryan Odden	5	\$ 1,300.00
			Estimated Quantities	Braun Intertech			\$ 23,000.00
	F. Property Acquisition	6/1/27 to 12/1/27	Documents and meetings for Permanent and Temporary Easements	Senior Professional Engineer	Nick Anderson	20	\$ 4,900.00
				Senior Professional Engineer	Cavin Berube	20	\$ 4,900.00
				Graduate Engineer	Gabe Jauch	30	\$ 4,350.00
	G. Project Meetings	1/15/26 to 12/1/27	Weekly Meetings	Senior Land Surveyor	Chris Heyer	10	\$ 2,080.00
				Senior Professional Engineer	Cavin Berube	70	\$ 17,150.00
			Monthly Meetings	Senior Project Manager	Ryan Odden	52	\$ 13,520.00
				Senior Professional Engineer	Nick Anderson	24	\$ 5,880.00
			Stakeholder/Public Meetings	Senior Professional Engineer	Cavin Berube	24	\$ 5,880.00
				Senior Project Manager	Ryan Odden	24	\$ 6,240.00
				Senior Professional Engineer	Nick Anderson	20	\$ 4,900.00
				Senior Professional Engineer	Cavin Berube	20	\$ 4,900.00

				Senior Project Manager	Ryan Odden	15	\$	3,900.00
	H. Public Meetings	5/1/27 to 7/1/27	Public Input Meeting	Senior Project Manager	Ryan Odden	20	\$	5,200.00
				Senior Professional Engineer	Nick Anderson	15	\$	3,675.00
			City Council Meeting	Senior Professional Engineer	Cavin Berube	10	\$	2,450.00
				Senior Project Manager	Ryan Odden	4	\$	1,040.00
				Senior Professional Engineer	Nick Anderson	6	\$	1,470.00
Phase 2 - Final Design	A. Final Design Plans and Specifications	12/1/27 to 10/1/28	Refine Preliminary Design	Graduate Engineer	Gabe Jauch	40	\$	5,800.00
				Professional Engineer I	Thomas Herman	16	\$	3,120.00
				Senior Professional Engineer	Nick Anderson	8	\$	1,960.00
				Senior Professional Engineer	Cavin Berube	40	\$	9,800.00
			Contract Documents	Graduate Engineer	Gabe Jauch	40	\$	5,800.00
				Professional Engineer I	Thomas Herman	16	\$	3,120.00
				Senior Professional Engineer	Cavin Berube	40	\$	9,800.00
			Submit for City and MnDOT Approval	Senior Project Manager	Ryan Odden	2	\$	520.00
				Professional Engineer I	Thomas Herman	16	\$	3,120.00
				Senior Professional Engineer	Nick Anderson	8	\$	1,960.00
			Obtain Permits	Professional Engineer I	Thomas Herman	16	\$	3,120.00
				Senior Professional Engineer	Cavin Berube	20	\$	4,900.00
			Opinion of Probable Cost	Professional Engineer I	Thomas Herman	16	\$	3,120.00
				Senior Professional Engineer	Cavin Berube	16	\$	3,920.00
			Copies of Plans and Specifications for Bidding	Office Administrator I	Crystal Castro	4	\$	460.00
				Graduate Engineer	Gabe Jauch	2	\$	290.00
		1/1/27 to 9/15/27	DCP Process and Documents	Senior Professional Engineer	Cavin Berube	20	\$	4,900.00
				Senior Professional Engineer	Nick Anderson	8	\$	1,960.00
	B. Project Meetings	12/1/27 to 10/1/28	Weekly Meetings	Senior Professional Engineer	Cavin Berube	16	\$	3,920.00
				Senior Project Manager	Ryan Odden	16	\$	4,160.00
			Monthly Meetings	Senior Professional Engineer	Cavin Berube	10	\$	2,450.00
				Senior Project Manager	Ryan Odden	8	\$	2,080.00
	C. Public Engagement	7/1/27 to 9/1/27	Neighborhood Informational Meeting	Senior Professional Engineer	Nick Anderson	8	\$	1,960.00
				Senior Project Manager	Ryan Odden	8	\$	2,080.00
			City Council Meeting	Senior Professional Engineer	Nick Anderson	8	\$	1,960.00
				Senior Project Manager	Ryan Odden	8	\$	2,080.00
	D. Special Assessment Process	3/1/27 to 9/1/27	Resolution Preparation	Senior Project Manager	Ryan Odden	4	\$	1,040.00
			Feasibility Report	Graduate Engineer	Gabe Jauch	2	\$	290.00
				Senior Professional Engineer	Cavin Berube	25	\$	6,125.00
			Preparation of Preliminary Assessment Rolls	Senior Land Surveyor	Chris Heyer	8	\$	1,664.00
				Graduate Engineer	Gabe Jauch	2	\$	290.00
				Senior Professional Engineer	Cavin Berube	8	\$	1,960.00
			Preparing, Mailing, Noticing and Conducting Hearings	Office Administrator I	Crystal Castro	4	\$	460.00
				Graduate Engineer	Gabe Jauch	4	\$	580.00
	E. Bidding Administration	11/1/27 to 12/31/27	Prepare Advertisement	Senior Professional Engineer	Cavin Berube	2	\$	490.00
			Answer Bidder Questions	Professional Engineer I	Thomas Herman	4	\$	780.00
				Senior Professional Engineer	Cavin Berube	4	\$	980.00
			Bid Opening and Tabulations	Professional Engineer I	Thomas Herman	4	\$	780.00
				Senior Professional Engineer	Cavin Berube	2	\$	490.00
			Prepare Letter of Award	Senior Professional Engineer	Cavin Berube	1	\$	245.00
Phase 3 - Construction Engineering/Contract Administration	A. Construction Administration	1/15/29 to 9/1/29	Pre-construction Conference	Senior Professional Engineer	Cavin Berube	4	\$	980.00
				Construction Engineer	Tyler Wentz	2	\$	340.00
				Professional Engineer II	Josiah Rostad	5	\$	1,075.00
			Onsite Project Review and Status	Construction Engineer	Tyler Wentz	12	\$	2,040.00
				Senior Project Manager	Ryan Odden	12	\$	3,120.00
			Progress Meetings	Construction Engineer	Tyler Wentz	12	\$	2,040.00
				Senior Project Manager	Ryan Odden	12	\$	3,120.00
			Shop Drawings and Submittals	Construction Engineer	Tyler Wentz	6	\$	1,020.00
				Professional Engineer II	Josiah Rostad	5	\$	1,075.00
			Construction Staking's	Survey Crew Chief II	Andrew Becker	120	\$	21,840.00
				Survey Manager	Jacob Duchsherer	8	\$	1,536.00
	B. Construction Observation Support	5/1/29 to 9/1/29	Full Time Onsite RPR	Construction Engineer	Tyler Wentz	1100	\$	187,000.00
			Material Documentation	Construction Engineer	Tyler Wentz	10	\$	1,700.00
				Senior Professional Engineer	Cavin Berube	5	\$	1,225.00
	C. Geotechnical Testing Services	5/1/29 to 9/1/29	Field Material Testing	Braun Intertech			\$	126,500.00
	D. Project Close-out	10/1/29 to 11/1/29	Final Project Review	Professional Engineer II	Josiah Rostad	8	\$	1,720.00
			Record Information	Construction Engineer	Tyler Wentz	2	\$	340.00
				Professional Engineer II	Josiah Rostad	5	\$	1,075.00
			Prepare Final Assessment Rolls	Senior Land Surveyor	Chris Heyer	2	\$	416.00
				Graduate Engineer	Gabe Jauch	2	\$	290.00
				Senior Professional Engineer	Cavin Berube	3	\$	735.00
			Preparing, Mailing, Noticing and Conducting Hearings	Senior Professional Engineer	Cavin Berube	2	\$	490.00
			Records Drawings	Construction Engineer	Tyler Wentz	2	\$	340.00
				Senior Professional Engineer	Cavin Berube	8	\$	1,960.00
	Total						\$	811,864.00



1808 East Fir Avenue
Fergus Falls, MN 56537
218.998.4041
mooreengineeringinc.com

30757

Oak Street Reconstruction Project

S.P. 108-113-009



SEPTEMBER 24, 2025 | BRAINERD, MINNESOTA

Jessie Dehn, P.E., City Engineer
JDehn@ci.brainerd.mn.us

RE: Oak Street Reconstruction Project | S.P.108-113-009

Dear Members of the Selection Committee:

The City of Brainerd is seeking professional engineering services for the full development of the Oak Street (MSAS 113) Reconstruction project, extending from 19th Street SE to the intersection of Minnesota Trunk Highways 18 and 25. This corridor is a key connector within the City's transportation network, and the planned improvements aim to enhance safety, mobility, and infrastructure longevity. **Short Elliott Hendrickson Inc. (SEH®) understands that the following factors are critical in delivering a successful project for the City:**

History with This Corridor. SEH completed the TH turnback for Oak Street and served as the original designer and constructor of the corridor, positioning the City to move forward efficiently with a team already intimately familiar with its characteristics and complexities.

Project Leadership Familiar with the City and Federal Funding Processes. Our proposed project manager, Paul Sandy, previously served as your City Engineer/Director of Public Works. He will leverage his firsthand knowledge of City processes and long-standing relationships with staff and stakeholders to advocate for your goals and guide the project in the community's best interest. Paul also understands the coordination and documentation required to manage federally funded projects, allowing him to keep the project on schedule and meet all required milestones.

Proven Experience in Gateway Projects. Reconstructing Oak Street is an opportunity to re-envision a critical entrance to Brainerd. SEH brings a track record of designing corridors that merge technical excellence with enhanced aesthetics, safety, and pedestrian accessibility.

Please reach out if we can provide additional information or answer any questions. Respectfully submitted,



PAUL SANDY PE (MN)
PROJECT MANAGER
psandy@sehinc.com
218.855.1705



SCOTT HEDLUND
PE (MN)
CLIENT SERVICE
MANAGER

Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 13850 Bluestem Court, Suite 150, Baxter, MN 56425-6029

218.855.1700 | 866.852.8880 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer



I'm eager to continue supporting
the City in creating a safer, more
connected, and multimodal Oak
Street corridor.

PAUL SANDY | PROJECT MANAGER

We acknowledge receipt of
Addendum 1 on 09/05/25.

The specific licenses and credentials of the team members are described in the personnel and/or resume section of this document.

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The information contained in this Proposal was prepared specifically for you and contains proprietary information. We would appreciate your discretion in its reproduction and distribution. This information has been tailored to your specific project based on our understanding of your needs. Its aim is to demonstrate our ideas and approach to your project compared to our competition. We respectfully request that distribution be limited to individuals involved in your selection process.

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Short Elliott Hendrickson Inc. BDMN105748

Project Understanding

As a major entryway into the City of Brainerd, Oak Street presents an opportunity to **enhance the visual appeal and experience for both motorists and pedestrians**. The project scope includes a full range of services, beginning with conceptual layout planning and a corridor study, and continuing through final design and construction administration.

Construction is scheduled for the 2029 construction season, requiring all planning, design, permitting, and bidding activities to be carefully coordinated and completed in advance. Our team prioritizes aligning technical solutions with the City's goals and regulatory requirements while delivering a collaborative, efficient, and community-focused approach to this critical infrastructure investment.

CORRIDOR HISTORY

This segment of Oak Street was part of the State Trunk Highway system until a 2004 turnback transferred jurisdiction to the City of Brainerd, which reconstructed the corridor to its current configuration. It now features eastbound and westbound through lanes with a continuous center left-turn lane, terminating at the signalized intersection with THs 18 and 25 on the east end and transitioning to a residential street with two through lanes and on-street parking on the west end.

Oak Street provides critical access and connectivity for residents, commuters, and visitors to downtown, schools, industrial zones, commercial areas, and other key community destinations.

Oak Street includes two-way stop-controlled intersections at 19th Street SE, Walnut Street, Beech Street, 28th Street SE, and Holton Avenue. Speed limits range from 45 mph near THs 18 and 25 to 30 mph in residential areas. The corridor carries approximately 6,200 vehicles per day, serving a variety of users and destinations.

Although reconstructed following the turnback, Oak Street retains characteristics of its former highway designation, including wider lanes, higher speeds, and limited pedestrian-friendly features. Recent improvements, such as the 2024 Safe Routes to School project near Harrison Elementary, introduced pedestrian refuge medians and rapid flashing beacons, supporting safer, multimodal infrastructure.

Additional corridor-adjacent projects include the reconstruction of Beech Street (2025), 28th Street SE (2014), and resurfacing on Walnut Street and other parallel streets over the past decade. Planned investments include improvements to Pine Street in 2026. The City is also exploring a eastern extension of the Cuyuna Lakes State Trail to 28th Street, which will require coordination and further accommodation of pedestrians and multimodal users **as part of the corridor's long-term vision**.

Substantial residential growth has occurred on the east end of Brainerd, including the Brainerd Oaks development accessed via Holton Avenue. **Continued expansion is expected to increase travel demand, emphasizing the need for a safe, efficient, and multimodal corridor.**

The Oak Street corridor contains a full complement of public utilities, including a 14-inch cast iron water main which provides critical water service to the area, sanitary sewer, and

storm sewer systems, as well as overhead and underground private utilities such as electric, telecommunications, natural gas, and cable.

SUMMARY

The City of Brainerd has secured \$1 million in Surface Transportation Block Grant Program (STBGP) funding to advance the Oak Street Reconstruction project, a critical entryway and connector within the community. Following its use as a detour during the upcoming TH 210 Reconstruction, Oak Street will undergo a comprehensive corridor redesign that balances safety, accessibility, and mobility for motorists, pedestrians, and cyclists. The project offers an opportunity to reimagine Oak Street as a welcoming, visually appealing gateway that reflects the City's broader commitment to creating multimodal corridors.

Oak Street provides critical access and connectivity for residents, commuters, and visitors to downtown, schools, industrial zones, commercial areas, and other key community destinations.

The selected consultant will provide a full range of services, including corridor planning, conceptual and final design, utility coordination, and permitting, aligning the project with the City's technical, regulatory, and community goals **while accommodating future growth and multimodal connectivity**. This effort builds on recent improvements along NW 4th Street, College Drive, and TH 371 B (S 6th Street), and complements planned investments on TH 210, creating a **cohesive vision for Brainerd's entrance corridors**.

PROJECT CHALLENGES, SOLUTIONS, AND OUTCOMES

Challenges

- Former State Highway characteristics remain (wider lanes and higher speeds).
- Varied speed limits on corridor.
- Traffic demand increases from adjacent residential and commercial development on corridor.
- Critical access corridor for diverse user groups, including commuters, residents, and industrial/commercial traffic.
- Use of Oak Street as detour for TH 210 reconstruction will increase wear and traffic pre-reconstruction.
- Coordination required for potential future connection of the Cuyuna Lakes State Trail to 28th Street SE from the Northern Pacific Center.
- Funding constraints and project phasing need careful management to meet the 2029 construction timeline.
- Potential groundwater contamination source near the intersection of 28th Street and Oak Street.
- High groundwater and poor soil conditions throughout the project limits necessitating careful project planning and phasing during utility reconstruction.
- Adjacent wetlands and areas of environmental sensitivity constraints.

Solutions

- Conduct a detailed corridor study to evaluate operational, safety, and multi-modal needs.
- Develop community supported conceptual layouts.
- Upgrade intersections with improvement control measures and pedestrian accommodations.
- Coordinate closely with MnDOT and other agencies.
- Implement a phased project schedule to meet the 2029 construction deadlines and manage detour-related impacts.
- Integrate streetscape and landscaping elements to enhance corridor aesthetics and community identity.



Goals and Outcomes

- Deliver a safer, more accessible corridor that serves the diverse needs of residents, commuters, and businesses.
- Enhance multimodal connectivity, including improved pedestrian crossings, bicycle accommodations, and future trail integration.
- Create a consistent, context-sensitive corridor that reflects the City's identity and supports a welcoming entrance.
- Leverage secured STBGP funding efficiently while exploring additional funding opportunities.
- Provide infrastructure capable of accommodating current and future residential and commercial growth.



Our team is prepared to tackle challenges head-on, collaborating closely with the City of Brainerd to develop effective solutions and deliver meaningful outcomes.

Background and Experience

TH 210 CORRIDOR STUDY (MNDOT D3)

Brainerd, MN



The goal of the project was to provide recommendations and a geometric layout for TH 210 from Baxter Drive to Pine Shores Road in the City of Brainerd. Project deliverables included alternatives development and evaluation, comprehensive traffic analysis including data collection, HCS and Rodel analysis, safety analysis, and several Intersection Control Evaluation (ICE) reports. SEH also led all public meetings and oversaw the development of the MnDOT Level 1 staff approved layout.

Planned/Actual Completion:
March 2023/September 2023

Original/Actual Professional Service Contract Amount:
\$403,000/\$395,000

CYPRESS DRIVE EXTENSION

Baxter, MN



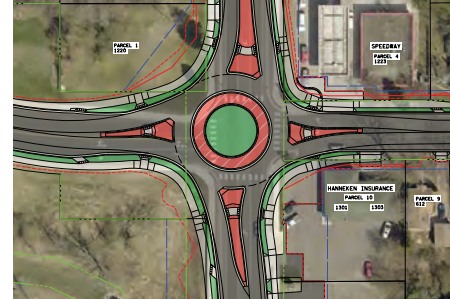
SEH worked with the City on this complicated federal aid funded project to implement a host of improvements along Cypress Drive including stormwater facilities, municipal utilities, street lighting, traffic signal and turn lanes on TH 210, on-road bike lanes, and separated multi-use paved trails. The team offered creative solutions to meet the challenges of the roadway by incorporating **roundabouts at two major state aid street intersections** and a queue cutter traffic signal at a new at-grade railroad crossing. The resulting improvements met the City's goals and improved safety for all modes of travel.

Planned/Actual Completion:
October 2019/August 2019

Original/Actual Construction Amount: \$9,302,000/\$9,118,000

TH 371B AND WILLOW STREET ROUNDABOUT

Brainerd, MN



This **HSIP Carbon Reduction Program (CRP)**, City of Brainerd, and MnDOT funded project involves design and construction of a roundabout that will improve safety at the intersection of TH 371B and Willow Street in Brainerd. The project features significant public outreach in recognition of its high-volume location and restricted right-of-way. SEH is working hand in hand with the City and MnDOT to deliver a high-quality product on time and within budget.

Planned/Actual Completion:
December 2025/In progress*

Original/Actual Professional Service Contract Amount:
\$387,511/\$571,805**

**Currently on schedule and being constructed*

***Increase due to client-added scope*

NICOLLET AVENUE/CSAH 52 RECONSTRUCTION

Bloomington, MN



The existing roadway structure is nearing the end of its useful life and slated for reconstruction. The corridor serves all modes of travel including driving, walking, rolling, biking, and transit. The project purpose is to create a safe, secure, and comfortable environment for all roadway users.

Planned/Actual Completion: July 2024/In progress

Original/Actual Professional Service Contract Amount:
\$993,828/In progress

Key Team Members and Availability

The **key team members** introduced below have been purposefully selected to meet the needs of your project within the timeframe you've indicated. **Each person's availability and area of expertise has been reserved for the project phase to which they are assigned.** Our team is primarily in-house, supported by a single trusted subconsultant, Braun Intertec, with whom we have partnered on countless projects.

TEAM MEMBER AND ROLE	QUALIFICATIONS	EXPERIENCE
 PAUL SANDY PE (MN, ND) Project Manager, Phase 1 and 3 Lead <i>50% Available</i>	- Served as the City of Brainerd City Engineer/Public Works Director for 5 years, with 14 years of experience in municipal and transportation infrastructure projects across Minnesota - Managed federally and state-funded projects, including funding compliance and agency coordination	- TH 371B and Willow Street Roundabout – Brainerd, MN - East River Road Sanitary Sewer Rehabilitation Project – Brainerd, MN
 JUSTIN ANIBAS PE (MN), PTOE, RSP1 Corridor Study Task Lead/ Traffic Engineering Lead <i>40% Available</i>	10 years of experience in traffic volume data collection, traffic signal warrant analysis, crash and safety analysis, and traffic operations analysis - Extensive knowledge of operations of freeways, interchanges, intersections, and corridors	- TH 210 Corridor Study (MnDOT D3) – Brainerd, MN - Cypress Drive Roundabouts – Baxter, MN - TH 371B and Willow Street Roundabout – Brainerd, MN
 LUKE JOHNSON PE (MN) Final Design Plans and Specifications/Design Lead <i>40% Available</i>	11 years of experience specializing in preliminary and final roadway design for state and county projects - Experience preparing preliminary layouts, cost estimates, cross sections, drainage design, and final design plan production for urban reconstruction and rural resurfacing projects	- Cypress Drive Roundabouts – Baxter, MN - TH 371B and Willow Street Roundabout – Brainerd, MN - TH 19 Reconstruction Final Design (MnDOT D7) – New Prague
 SHANE MURPHY Resident Project Representative (RPR) <i>50% Available</i>	- Experience in contract administration and onsite construction observation for municipal improvement projects - Frequently coordinates engineers, contractors, and property owners and leads project and public meetings	- TH 371B and Willow Street Roundabout – Brainerd, MN - South Forestview Construction – Baxter, MN
 SAM TURRENTINE AICP Project Memorandum/ CatEx <i>25% Available</i>	20 years of experience overseeing environmental documentation for transportation improvement projects, maintaining compliance with federal and state requirements - Has authored over 100 Project Memorandum/CatEx documents	- TH 371B and Willow Street Roundabout – Brainerd, MN - Cypress Drive Roundabouts – Baxter, MN
 KEN BRUBAKER PE (MN, CO, MI) Multimodal Lead <i>25% Available</i>	17 years of experience developing multimodal and complete streets projects - Subject matter expert in bicycle and pedestrian transportation, with leadership experience on the AASHTO Technical Committee on Nonmotorized Transportation	- CSAH 38 Corridor Study (Dakota County) – Burnsville, MN - CSAH 33 and CSAH 25 Bikeway (HDR) – Minneapolis, MN
 TINA MCLAUGHLIN ROW Acquisition Lead <i>25% Available</i>	Experience in right-of-way file creation and updates, field title investigations, determination of land values with appraisers, property owner meetings, and presentation of offer letters/negotiation of settlements	- TH 371B and Willow Street Roundabout – Brainerd, MN - Cypress Drive Roundabouts – Baxter, MN

PHASE 1 – PRELIMINARY ENGINEERING

1.1 | TOPOGRAPHIC SURVEY (147 HOURS):

Surveyor **Brad Wisted** will conduct a detailed topographic survey of the project corridor. This survey will collect essential data including horizontal and vertical control points, property boundary information, existing surface features, and other critical surface characteristics to support accurate design and planning.

He will also utilize a combination of newly collected field data, previous SEH design files from the 2004 Trunk Highway turnback project, as-built record drawings, recorded plats, and other available documentation to formally establish existing right-of-way and easement boundaries throughout the project corridor.

1.2 | CORRIDOR STUDY (464 HOURS):

SEH will complete a corridor study and provide recommendations to make Oak Street a more pleasant and safe place to travel for all modes. Led by **Justin Anibas** and **Ken Brubaker**, the SEH team will review the corridor to gain an understanding of existing conditions, traffic, and safety concerns. The team will collaborate with City officials and stakeholders to develop concepts and safety improvements that recognize the balance between utilities, right-of-way availability, drainage needs, landscaping, and spaces that accommodate all users. The team will prepare a technical report detailing the long-range vision, develop exhibits, and create BeyondCad typical sections to support public engagement and preliminary and final design efforts.

Scott Hotchkin will lead the development of preliminary corridor concepts, including the evaluation and layout of potential alternative intersection designs.

Karl Weissenborn will lead discussions and planning efforts related to corridor aesthetics and landscaping. His work will be integrated into the overall concept development and corridor study, helping ensure the design reflects the City's vision.

Emily Jennings will lead the evaluation of existing stormwater conditions within the corridor and develop proposed stormwater management improvements.

1.3 | EXISTING PLANS (65 HOURS):

From the field survey data, **Brad Wisted** will create base mapping for the project location's property, topographic, and DTM files.

1.4 | GEOTECHNICAL TESTING SERVICES:

SEH has arranged to team with **Braun Intertec** to gather soil boring data and prepare a report with utility bedding and backfill, subgrade preparation, and R-value/pavement design recommendations.

1.5 | PRELIMINARY DESIGN PLANS (988 HOURS):

Based on the chosen geometrics, Lead Designer **Luke Johnson**, with support from **Jason Lenneman**, will model the preferred alternative layout with Open Roads to determine construction limits. Luke will also prepare a preliminary 30% construction plan and cost estimate.

Traffic Engineer **Josh Palmateer** and his team will work with their teams to develop traffic control, signage, and striping plans.

Lighting Designer **Andrew Felber** will work with their teams and BPU to develop preliminary lighting plans for the corridor, including preferred lighting equipment, photometric calculations, energization of the proposed system, and mitigating conflicts with overhead power.

Design Engineer **Alex Voit** will prepare the preliminary layout for proposed public utilities, including sanitary sewer and water main improvements. He will also initiate the utility coordination process by performing a Gopher State One Call.

Sam Turrentine will obtain all information necessary to successfully complete the environmental review and documentation including the CatEX (Project Memorandum) for this project. The development of the environmental document will be processed in accordance with the May 1, 2020 FHWA/MnDOT Programmatic Categorical Exclusion Agreement. SEH will be responsible for using the Environmental Document Decision Tree to determine the appropriate level of categorical exclusion document. The SEH team will gather data from appropriate resource agencies and online sources to be used in the project analysis, evaluation, and environmental documentation process. Sam will help ensure that draft and final documents adhere to the MnDOT State Aid Manual and Transportation Project Development Process (TPDP) guidance.

Greg Ahl will complete a Phase I Environmental Site Assessment (ESA) for the project corridor. The purpose of the Phase I ESA is to identify potential soil, groundwater, soil vapor, or debris-impacted sites within the project corridor. The project corridor is currently located adjacent to an undefined groundwater contamination

plume southeast of Oak Street and 28th Street. Additionally, the project is located approximately 1,500 feet from a BNSF railway facility with significant documented soil and groundwater impacts. A Phase II ESA Drilling Investigation may be recommended based on the results of the Phase I ESA, in coordination with the City of Brainerd.

1.6 | PROPERTY ACQUISITION (316 HOURS):

Our right-of-way team, led by **Tina McLaughlin**, will lead the identification and acquisition of the necessary right of way and easements to support the proposed project improvements. For the purposes of this proposal, we are assuming that 10 parcels will be impacted, requiring temporary and/or permanent easements. Our scope of work includes preparing parcel sketches and legal descriptions, conducting field title investigations, coordinating with property owners, and managing the offer and negotiation process in compliance with federal and state aid requirements.

We have teamed with a Certified General Appraiser to determine just compensation for the impacted parcels. For any acquisitions that are not settled, we will work with the City to determine the next steps, including potential eminent domain proceedings.

1.7 | PROJECT MEETINGS (114 HOURS):

Project Manager **Paul Sandy** will meet weekly with Jessie Dehn to review progress and plan upcoming tasks during preliminary design development. Monthly Project Management Team (PMT) meetings will be held with key team members to monitor progress, address challenges, and coordinate team needs.

1.8 | PUBLIC ENGAGEMENT (22 HOURS):

Public involvement will begin during the corridor study phase with a public input meeting aimed at gathering feedback from local residents, business owners, and other stakeholders on existing issues and proposed improvements. SEH will incorporate this input into the development and refinement of corridor alternatives. Once a preferred alternative is identified, SEH will present the updated layout and supporting rationale to the City Council for review and direction, ensuring alignment with community needs and City goals.

PHASE 2 – FINAL DESIGN:

2.1 | FINAL DESIGN PLANS AND SPECIFICATIONS (1,134 HOURS):

Refinement of preliminary design elements:

Throughout the final design phase, SEH will refine and build upon the preliminary design components outlined in Task 1.5, while incorporating City and stakeholder feedback as well as updated field data.

Plan submittals: SEH will prepare and submit 60%, 90%, and 100% construction plan sets in accordance with the project schedule. Each submittal will be coordinated with the City and MnDOT for review and approval.

Engineer's estimates: An updated Engineer's Opinion of Probable Construction Cost will be submitted alongside each design milestone (60%, 90%, and 100%) to assist with budgeting and funding validation.

Special provisions: SEH will develop and submit draft special provisions with the 90% plan set and provide the final version with the 100% construction documents, conforming to City of Brainerd and MnDOT standards.

Permitting: SEH will identify, prepare, and submit all necessary permit applications required for construction. The City will be responsible for payment of all associated permit fees.

Quality Assurance/Quality Control (QA/QC):

A rigorous QA/QC process will be implemented at each stage of the final design to verify the accuracy, consistency, and quality of all plans and specifications prior to submittal.

Contract document preparation: SEH will follow the Delegated Contract Process (DCP) and will be responsible for preparing all bid-ready contract documents, in accordance with City and federal funding requirements.

2.2 | PROJECT MEETINGS (104 HOURS):

Reference Task 1.7.

2.3 | PUBLIC ENGAGEMENT (22 HOURS):

Following the 90% design submittal, SEH will host a second Public Input Meeting to gather additional feedback from residents, business owners, and other stakeholders. Input received will be evaluated and incorporated into the design, as appropriate, to help ensure the project continues to reflect community needs. Upon completion of the 100% design, SEH will present the final construction plans and the updated Engineer's Estimate to the City Council to obtain authorization to proceed with advertising the project for bids.

2.4 | SPECIAL ASSESSMENT PROCESSES (112 HOURS):

Paul Sandy and the SEH team will work with City staff on the requirements of Minnesota Statute 429 assessment processes including preparing a detailed feasibility report outlining

the proposed improvements, estimated costs, and identification of benefiting properties. SEH will prepare all necessary City resolutions and public notices in accordance with Minnesota Statute 429 requirements to initiate and advance the assessment process. Paul will coordinate closely with the City to conduct property owner notifications, address inquiries, and help ensure compliance with statutory timelines. The process concludes with supporting the City Council in reviewing and accepting construction bids by providing all required documentation and recommendations to facilitate informed decision-making. The assessment process is finalized as a part of task 3.3, project closeout.

2.5 | BIDDING ADMINISTRATION (31 HOURS):

Paul Sandy and the SEH team will collaborate with the City to prepare and submit all necessary bid documents and materials. SEH will provide timely responses to contractor inquiries during the bidding period and issue addenda as needed to help ensure clarity and completeness. Following the bid letting, SEH will tabulate all compliant bids and prepare a formal letter of recommendation for award to assist the City in moving forward with contract execution.

PHASE 3 – CONSTRUCTION ENGINEERING/CONTRACT ADMINISTRATION:

3.1 | CONSTRUCTION ADMINISTRATION (665 HOURS):

SEH will provide Construction Administration services for the project, including attendance at the pre-construction conference and participation in progress meetings as needed. SEH will perform on-site reviews of construction activities and review and approve all shop drawings, material

lists, and related submittals to help ensure compliance with the plans and specifications. Surveyor **Brad Wisted** will complete all necessary construction staking, including staking for construction limits, easements, grading, utilities (storm sewer, sanitary sewer, and water main), curb and gutter, sidewalks, pedestrian amenities, signage, landscaping features, pavement markings, and other required facilities.

3.2 | CONSTRUCTION OBSERVATION SUPPORT (1,175 HOURS):

SEH will provide full-time, on-site construction observation through either Construction Inspector **Shane Murphy** or Construction Engineer **Paul Sandy**. Responsibilities include overseeing the contractor's work, maintaining communication with residents and businesses, tracking daily construction activities and pay item quantities, and preparing partial pay estimates. SEH will also coordinate utility relocations, manage materials testing, document material certifications, and verify all work meets MnDOT standards and requirements.

3.3 | GEOTECHNICAL TESTING SERVICES:

SEH has partnered with **Braun Intertec** to perform construction materials testing in accordance with the MnDOT SALT Schedule of Materials Control. An allowance for these testing services has been included in the overall fee estimate to cover all required materials testing throughout the project.

3.4 | PROJECT CLOSE-OUT (133 HOURS):

SEH will support project close-out activities following construction. Upon completion, SEH will conduct a final field review to confirm all contract work is complete and in accordance with project requirements. Record information

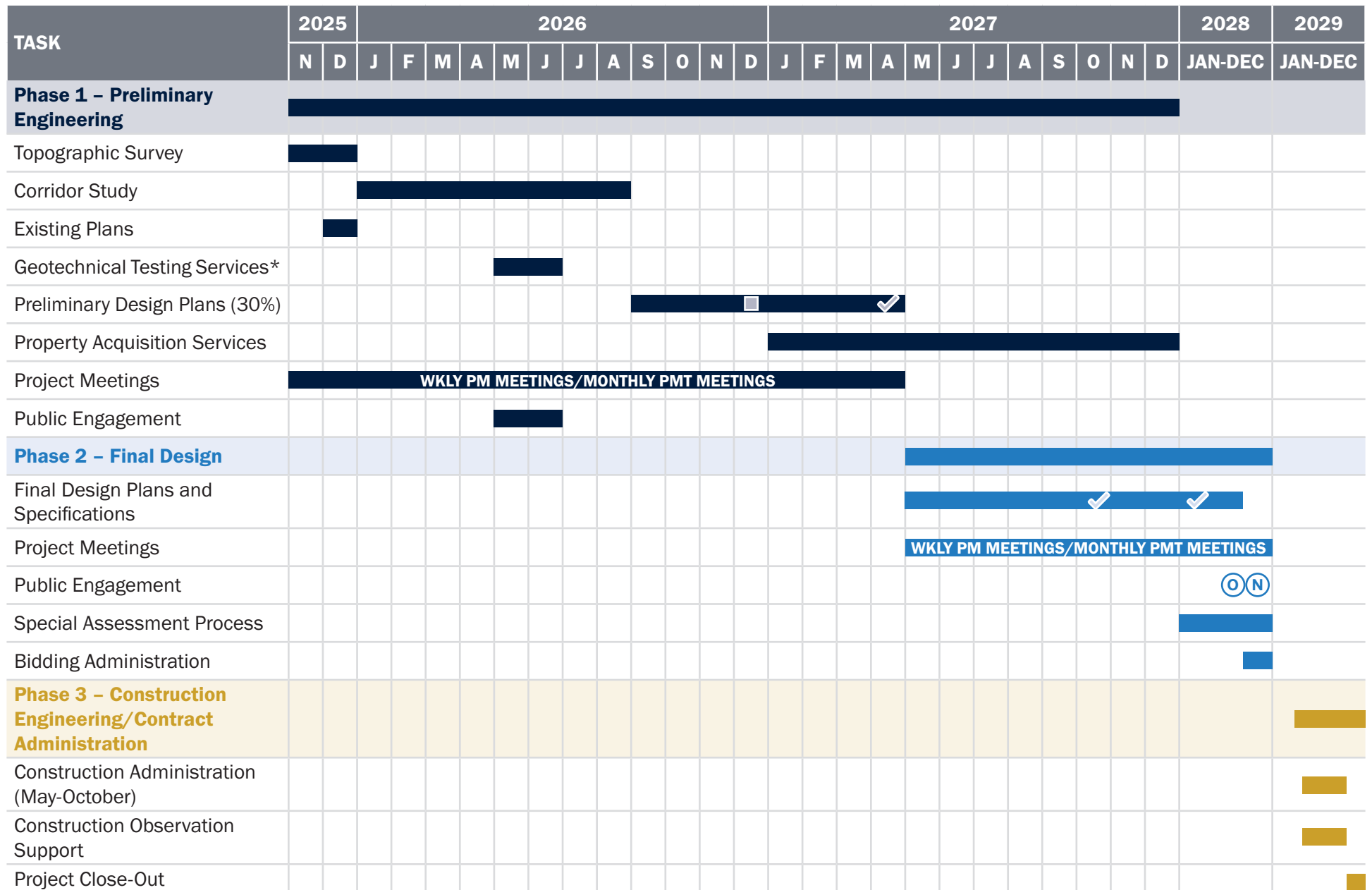
will be collected from field staff, and SEH will prepare and submit all final documentation to the City and MnDOT to meet State and Federal aid requirements. This includes preparing final assessment rolls based on final pay quantities and the City's Special Assessment Policy, along with handling all required assessment notifications, mailings, and hearings. SEH will also survey applicable items and prepare the final record drawings for City use.

ALTERNATIVE TASK – WETLAND DELINEATION AND PERMITTING (70 HOURS)

This task includes wetland delineation, reporting, and agency coordination services for the project. Field procedures for mapping wetlands will follow the 1987 U.S. Army Corps of Engineers Wetlands Delineation Manual and the methods set forth in the applicable Regional Supplement.

This task also includes developing wetland permit applications to be submitted to the reviewing agency. This will include one meeting with the reviewing agency during the pre-application stages of the permitting. This assistance assumes wetland disturbance is eligible for coverage under a Nationwide or General permit from the US Army Corps of Engineers.

Meeting the City's schedule for this project is a key goal for SEH. Although the schedule outlined by the City in the RFP is healthy and balanced, SEH will still be diligent from the start to make sure the project stays on track. Below we highlight the anticipated task durations and key milestones.



KEY: * Subconsultant | ■ Construction Limits | ✓ 30, 60, or 90% Plan Submittals | (O) October | (N) November

💰 Cost Control Management Approach

At SEH, we are dedicated to minimizing unknowns and preventing unexpected construction cost overruns via thorough project scoping and high-quality, detail-oriented design. For your project, we will implement a proven cost management approach that includes the following key steps:

- Create a project-specific Project Management Plan (PMP)
- Establish a Project Management Team (PMT)
- Manage the PMT, starting at the kick-off meeting
- Manage the schedule
- Manage overall engineering and construction costs
- Manage quality
- Manage communications

We will also advocate for maintaining a contingency budget that includes:

- Construction
- Engineering
- Right-of-way acquisition
- Permitting
- Other tasks as appropriate

During Project Management Team (PMT) meetings, we will evaluate the risks associated with each design option, including technical, environmental, and constructability concerns, and assess the level of engineering effort required to reduce those risks to acceptable levels. As part of this process, we propose to develop 30% design-level cost estimates for each option considered during preliminary design. These estimates will include construction costs, contingencies, and allowances for design uncertainties, providing a reliable basis for comparing alternatives. The resulting information will guide the selection of a preferred option, serving as a key milestone before moving into final design.

Controlling costs during construction is a top priority. **While unexpected events are always a possibility, the key to managing them is preparation and responsiveness.** Well-developed, high-quality plans help minimize the risk of changes during construction; however, certain factors – such as weather conditions, groundwater variability, and unforeseen subsurface issues – remain outside the control of both the consultant and contractor and can still impact project costs.

These factors underscore the importance of including contingencies in the construction phase of the overall project budget. Our team of

experienced professionals is well-equipped to navigate unforeseen changes and challenges, maintaining close coordination with the Project Management Team (PMT) to seek input and direction as needed. To support this, the Project Management Plan (PMP) will include a detailed change management plan, clearly outlining the procedures, roles, and chain of command for reviewing and responding to potential change orders promptly and effectively.

By maintaining a strong commitment to minimizing unexpected costs through the proactive approach outlined above, SEH will effectively support cost control throughout the project. Our focus on risk mitigation, detailed planning, contingency management, and clear change order procedures will enable us to deliver a well-managed construction process for the City of Brainerd.

★ Advancing Your Corridor Goals

The City of Brainerd has an opportunity to shape this corridor into a safe, inviting gateway that reflects community character and supports long-term growth. To bring that vision to life, SEH is prepared to bring the following elements to help make that vision a reality:

- **Seamless Coordination Across Disciplines:** Civil, traffic, and utility design will be managed together to reduce conflicts and simplify decision-making.
- **Solutions That Keep the Project on Track:** We have already begun identifying potential challenges and offering solutions in this proposal, positioning the project to stay aligned with milestones and schedules.
- **Designs Informed by Local Knowledge:** Improvements will be tailored to Brainerd's traffic patterns, development trends, and community needs.
- **Infrastructure Built to Last:** The corridor will be designed for today's needs while providing flexibility to accommodate future growth.



September 24, 2025

RE: Brainerd, Minnesota
SP 108-113-009, City Improvement 25-
12 – Oak Street Reconstruction Project
*Cost Proposal for Professional Design
and Engineering Services*
SEH No. BRDMN--185758 10.03

Mr. Jessie Dehn
City Engineer
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mr. Dehn and Members of the Selection Committee:

Enclosed please find the SEH team's detailed cost breakdown (breakdown of hours, hourly rates, direct expenses, assumptions, and additional services) for the above-referenced project. Our fee estimate for the project is based on the City of Brainerd's request for proposals and our understanding of the project.

SEH's estimated total base cost for providing the services outlined in the detailed work plan included in our proposal is \$1,183,900. With the additional alternative task for Wetland Delineation and Permitting included, the total cost for providing the services outlined in the detailed work plan with the additional alternative task is \$1,193,400.

Please let us know if you have any questions and thank you for considering the SEH team for this project.

Respectfully submitted,

Paul Sandy, PE
Senior Project Manager
psandy@sehinc.com | 320.630.4657
(Lic. MN, ND)

Scott Hedlund, PE
Principal
shedlund@sehinc.com | 612.865.3509
(Lic., MN, LA)

pgs/mrb
Enclosure

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Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 13850 Bluestem Court, Suite 150, Baxter, MN 56425-6005

218.855.1700 | 866.852.8880 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

Oak Street Reconstruction Project - SP 108-113-009 - City Improvement No. 25-12

Design and Construction Engineering Services

Work Plan Summary and Fee Estimate

City of Brainerd, MN

September 2025



WORK TASKS	Sr. Project Manager	Design Lead	Design Support	CADD Technician	Utility Design (Water and Sewer)	Stormwater Design Lead	Stormwater Design Support	Traffic Control and Signing Lead	Lighting Lead	Lighting Support	Project Memorandum Lead	Multimodal Lead	Corridor Study Support	Layout Lead	Landscaping / Aesthetics Lead	Landscaping / Aesthetics Support	Traffic Lead / Corridor Study Lead	Traffic Support	Right of Way Quality Manager	Right of Way Advisor	Right of Way Acquisition Lead	Right of Way Acquisition Support	Phase 1 ESA Lead	Environmental Scientist / Phase 1 ESA Support	Staff Environmental Scientist / Phase 1 ESA Support	GIS/Data Specialist	Wetland Delineation Lead	Wetland Delineation Support	Sr. Land Surveyor	Survey Crew Chief/Survey Lead	Survey Rodman	Construction Representative / Construction Lead	Admin/Project Coordinator	SEH TOTAL HOURS	TASK SUBTOTAL LABOR COST	
	Paul Sandy	Luke Johnson	Jason Lenneman	Matt Barnes	Alex Voit	Emily Jennings	Andrew Bick	Josh Palmateer	Andrew Felber	Jon Kruse/John Lilla	Sam Turrentine	Ken Brubaker	Blake Andert	Scott Hotchkin	Karl Weissenbom	Virginia Torzewski	Justin Anibas	Graham Johnson	Scott Samuelson	Brad King	Tina McLaughlin	Kirsten Rueb	Greg Ahl	Keri Aufdencamp	Joe Tigges	Mark Sherrill	Joel Asp	Ashley Mack	Dan Bemboom	Brad Wisted		Shane Murphy	Melissa Blommel/Billing			
1.1 Topographic Survey	2	2	12																										10	104	16		1	147	\$25,800	
1.2 Corridor Study	24			8		8	64					28	164	24	14	26	74	28															2	464	\$84,200	
1.3 Existing Plans		4		24																									4	32			1	65	\$10,700	
1.4 Geotechnical Testing Services (Subconsultant Braun Intertec)																																		0	See Below	
1.5 Preliminary Design Plans (30%)	14	100	156	253	48	15	112	12	2	26	112				4	8							12	7	76	15	8						8	988	\$161,200	
1.6 Property Acquisition	15																		4	7	156	67							11	52			4	316	\$49,300	
1.7 Project Meetings	80	24										3					3																4	114	\$29,100	
1.8 Public Engagement	10	6			4																												2	22	\$5,100	
2.1 Final Design Plans and Specifications	26	135	134	265	100	28	228	94	6	66					4	40																	8	1134	\$190,600	
2.2 Project Meetings	80	24																																	104	\$27,300
2.3 Public Engagement	10	6			4																													2	22	\$5,100
2.4 Special Assessment Process	34	8			60																													10	112	\$23,700
2.5 Bidding Administration	9	8																																14	31	\$6,000
3.1 Construction Administration	80	8				2	16																						30	300	200	24	5	665	\$118,500	
3.2 Construction Observation Support	76																																1083	16	1175	\$223,800
3.3 Geotechnical Testing Services (Subconsultant Braun Intertec)																																			0	See below
3.4 Project Close-Out	22				4																								5	32	28	36	6	133	\$24,800	
Alt Wetland Delineation and Permitting																										16	54								70	\$9,500
Total Project Hours	482	325	302	550	220	53	420	106	8	92	112	31	164	24	22	74	77	28	4	7	156	67	12	7	76	15	24	54	60	520	244	1143	83	5562	\$985,200.00	
Average Rates	\$271	\$235	\$155	\$129	\$190	\$261	\$136	\$196	\$195	\$197	\$184	\$238	\$153	\$276	\$232	\$127	\$182	\$257	\$314	\$201	\$151	\$102	\$185	\$243	\$124	\$175	\$183	\$122	\$224	\$177	\$137	\$186	\$121			

Total Labor Cost	\$985,200.00
Subconsultant - Soil Borings and Report - Braun Intertec	\$24,700.00
Subconsultant - Construction Materials Testing Allowance - Braun Intertec	\$110,000.00
Subconsultant - Appraisal Allowance - Ludenia Appraisals	\$35,000.00
Estimated Reimbursable Direct Expenses	\$29,000.00
Alternate Task (Wetland Delineation and Permitting)	\$9,500.00
Total SEH Fee (without alternate)	\$1,183,900.00
Total SEH Fee (with alternate)	\$1,193,400.00

Oak Street Reconstruction Project - SP 108-113-009 - City Improvement No. 25-12
Design and Construction Engineering Services
Work Plan and Fee Assumptions
September 2025

Task	Description
1.1	Topographic Survey
Assumptions	
Collection of topographic information within the City right-of-way and 10-feet beyond right-of-way boundaries for corridor extents.	
Collection of topographic information on side streets up to one hundred and fifty (150) feet from centerline of Oak Street.	
1.2	Corridor Study
Assumptions	
City to provide all available information pertinent to the services to be provided by SEH including but not limited to past studies, traffic counts, comprehensive plans, zoning maps, etc.	
SEH can rely on data provided by the City (feasibility reports, CAD, GIS, etc).	
Corridor aesthetic and landscape planning only performed on the preferred alternative.	
Conceptual drainage analysis and feasibility only performed on the preferred alternative.	
One draft corridor study report and one final corridor study report. Multiple rounds of revisions will be considered additional services.	
Up to three (3) corridor and intersection layouts and cost estimates.	
Up to six (6) intersections for traffic counting in April (one day) while school is in session from 6:00 AM - 7:00 PM on weekdays.	
Draft Intersection Control Evaluation (ICE) reports for up to three (3) intersections.	
Up to two (2) radar counts for speed and volume.	
Landscaping/aesthetic treatments created to support concept development with graphics/renderings for preferred alternative.	
1.3	Existing Plans
Assumptions	
1.4	Geotechnical Testing Services (Subconsultant Braun Intertec)
Assumptions	
Up to nine (9) total soil borings, including up to five (5) to a 15-foot depth and up to four (4) to a 20-foot depth.	
Braun Intertec to stake and coordinate Gopher State One-Call (GSOC) services.	
Traffic control to be completed by Braun Intertec, and will likely include flagging operations.	
Limited laboratory testing to include percent passing 200-sieve, moisture content, and organic content.	
1.5	Preliminary Design Plans (30%)
Assumptions	
“No adverse effect” to any Section 106 (historic) properties with the determination to be provided by MnDOT Cultural Resources Unit (CRU) in response to the MnDOT CRU Project Review Request Letter/Form. Any cultural resources studies (architectural history and/or archaeology), if required, will be contracted separately through CRU or the City. If contracted through CRU, 80 percent of the cost would be covered by the State of Minnesota and 20 percent by the City.	
No Section 7 (Endangered Species Act) formal consultation or biological opinion required. Assumes a determination of “no effect”, “no jeopardy”, or “may affect, but not likely to adversely affect” from the MnDOT Office of Environmental Stewardship.	
No special studies (e.g., botanical surveys, etc.) will be required by the MnDNR or the MnDOT Office of Environmental Stewardship.	
No use of Section 4(f) property and that all conditions in 23 CFR 774.13(d) can be met for any potential project impacts.	
No Section 6(f)/Land and Water Conservation Fund (LAWCON) involvement.	
No noise analysis is required.	
No Phase II Environmental Site Assessment (ESA). SEH will consult with City upon completion of Phase 1 ESA services if a Phase 2 ESA is required.	
Up to one (1) preliminary utility coordination meeting with impacted private utility providers in the corridor anticipated to be impacted by construction.	
No wetland delineations/permitting required. SEH has provided this service as an alternate task within the proposal.	
Landscaping/aesthetic plans to include minor updates to preferred alternative layout from corridor study.	
1.6	Property Acquisition
Assumptions	
Total of ten (10) parcels subject to right of way acquisition services.	
Preparation of up to ten (10) parcel exhibits with legal descriptions.	
City Attorney will prepare conveyance documentation for all impacted parcels.	
City will provide title commitments for all impacted parcels.	
A total of two (2) trips for the property acquisition services task.	
Only land appraisals and no severance damages for each impacted parcel.	
Eminent domain proceedings support would be an additional service.	
Up to one (1) in-person meeting with individual property owners for up to ten (10) parcels. One (1) additional in-person meeting per parcel for follow-up negotiations.	
Prolonged negotiations would be an additional service.	
Up to one (1) staking exercise per acquisition parcel.	
1.7	Project Meetings
Assumptions	
Weekly meetings with City project manager through the duration of this task up to thirty (30) minutes per meeting.	
Monthly Project Management Team meetings through the duration of this task up to one and one-half (1 1/2) hours per meeting. Other SEH staff outside of the Project Manager will attend virtually.	
1.8	Public Engagement
Assumptions	
Up to one (1) public input/stakeholder meeting with preparation of materials layouts, sign-in sheets, and presentations. No poster boards.	
Up to one (1) City Council meeting for presentation of the preferred conceptual layout and cost estimate.	
City to mail all notices to residents for public input/stakeholder meeting.	
2.1	Final Design Plans and Specifications
Assumptions	
No sanitary sewer lift station design or construction with the project.	
SEH can rely on data provided by the City (feasibility reports, CAD, GIS, etc).	
Sewer and watermain modeling or analysis of upstream/downstream impacts not included.	
No separate bid package for Northern Long Eared Bat (threatened/endangered species) winter tree clearing activities.	
City to remit permitting fees to agencies (not included in SEH's fees).	
Electrical plans to consist of lighting unit locations, underground raceway design, and descriptions of equipment specified for the project. It is assumed BPU will install the lighting system, therefore, no cost estimate or specifications will be necessary.	
Landscaping plan to consist of average street and tree streetscaping including tabulation and planting details.	
Aesthetic treatments assumed to be incorporated into civil plan sheets	
Use of standard MnDOT 2571 specifications for plantings and aesthetic treatments.	
2.2	Project Meetings
Assumptions	
Weekly meetings with City project manager through the duration of this task up to thirty (30) minutes per meeting.	
Monthly Project Management Team meetings through the duration of this task up to one and one-half (1 1/2) hours per meeting.	

2.3	Public Engagement
Assumptions	
Up to one (1) public neighborhood meeting with preparation of materials layouts, sign-in sheets, and presentations. No poster boards.	
Up to one (1) City Council meeting for presentation of the final construction documents when approving plans and specifications and authorizing bids.	
City to mail all notices to residents for neighborhood meeting.	
2.4	Special Assessment Process
Assumptions	
No benefit appraisals performed for the special assessment process.	
City assessment policy used for the calculation of preliminary assessments.	
Mailings, notices, and resolutions to follow City standard format.	
Up to four (4) City Council Meetings (Order Feasibility Report, Receive Feasibility and Call Public Hearing, Public Hearing/Order Improvement, Accept Bids).	
City to pay advertising and publication fees necessary for Statute 429 process (not included in SEH's fees).	
City to supply letterhead and envelopes for SEH use.	
2.5	Bidding Administration
Assumptions	
No separate bid package for Northern Long Eared Bat (threatened/endangered species) winter tree clearing activities.	
City to pay advertising and publication fees necessary for bidding process (not included in SEH's fees).	
3.1	Construction Administration
Assumptions	
Progress meetings weekly for up to twenty (20) weeks during active construction.	
Construction staking for up to fifteen (15) hours per week for up to twenty (20) weeks during active construction.	
3.2	Construction Observation Support
Assumptions	
Full time construction observation for 20 weeks at fifty (50) hours per week and five (5) weeks of part time construction observation at fifteen (15) hours per week.	
3.3	Geotechnical Testing Services (Subconsultant Braun Intertec)
Assumptions	
An allowance amount for construction materials testing is provided. Final contract between SEH and Braun Intertec will be finalized once final consruction documents are available.	
3.4	Project Close-Out
Assumptions	
Up to one (1) round of revisions on submitted record drawings.	
Up to two (2) City Council meetings for Statute 429 processes.	
City to pay advertising and publication fees necessary for bidding process (not included in SEH's fees).	
City assessment policy used for the calculation of final assessments.	
No benefit appraisals performed for the special assessment process.	
Mailings, notices, and resolutions to follow City standard format.	
City to supply letterhead and envelopes for SEH use.	
Alternate Task	Wetland Delineation and Permitting
Assumptions	
Project boundary for delineation is 50-feet north and south of Oak Street centerline.	
Assistance assumes wetland disturbance is eligible for coverage under a Nationwide or General Permit from the US Army Corps of Engineers.	
Wetland bank credit purchases and fees, if required, is the responsibility of the Owner.	

Oak Street Reconstruction Project - SP 108-113-009 - City Improvement No. 25-12

Design and Construction Engineering Services

Estimated Reimbursable Direct Costs

City of Brainerd, MN

September 2025

SEH, INC.				
TRAVEL EXPENSES				
	NUMBER OF TRIPS	MILES/ TRIP	TOTAL MILES	
Local Trips	45	10	450	
RPR Services	150	10	1500	
Survey Services	110	10	1100	
Phase 1 ESA Services	1	264	264	
Lighting Design Services	1	230	230	
Wetland Delineation Services	3	150	450	
Traffic (Data Collection) Services	4	280	1120	
Right of Way Services	2	420	840	
Subtotals:			5954	
ESTIMATED MILEAGE COSTS:	\$0.700 per mile			\$4,168
Miscellaneous				\$510
Miscellaneous Printing:				\$100
Mailing/Postage Costs				\$300
EQUIPMENT EXPENSES				
	Number of Units	Unit Cost	Total Cost	
Survey Equipment (per hour)	400	\$ 40.00	\$16,000	\$16,000
Survey Truck (per hour)	400	\$ 7.50	\$3,000	\$3,000
RPR Vehicle Allowance (per day)	125	\$ 16.00	\$2,000	\$2,000
RPR GPS (per hour)	40	\$ 15.00	\$600	\$600
Field Truck (Phase 1 ESA per hour)	9	\$ 7.50	\$68	\$68
GPS/R1 (Phase 1 ESA per hour)	1	\$ 40.00	\$40	\$40
HIG (environmental database report per each)	1	\$ 1,000.00	\$1,000	\$1,000
Traffic Cameras (per hour)	6	\$ 75.00	\$450	\$450
Traffic Radar (per hour)	2	\$ 75.00	\$150	\$150
Traffic Vehicle (per hour)	14	\$ 4.90	\$69	\$69
Count Cloud Service (13-hour counts @ 6 intersections)	78	\$ 7.00	\$546	\$546
TOTAL ESTIMATED DIRECT REIMBURSEABLE COSTS				\$29,000

PRELIMINARY, DESIGN, &
CONSTRUCTION ENGINEERING SERVICES

OAK STREET RECONSTRUCTION PROJECT

S.P. 108-113-009
IMPROVEMENT 25-12

CITY OF BRAINERD

SEPTEMBER 24, 2025



BRAUN
INTERTEC

WIDSETH
CELEBRATING FIFTY YEARS | EST. 1975

ALEX BITTER PE, VP

Project Manager

Civil Engineer

218.316.3627

Alex.Bitter@widseth.com



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September 24, 2025

Jessie Dehn, PE, City Engineer
501 Laurel Street
Brainerd, MN 56401
JDehn@ci.brainerd.mn.us

Re: Improvement 25-12 - Oak Street Reconstruction Project

Dear Jessie Dehn and Members of the Selection Committee:

Pursuant to the City's 5-Year Capital Improvement Plan (CIP), the City of Brainerd is proceeding with the S.P. 108-113-009 Improvement 25-12 Oak Street Reconstruction Project. This project is anticipated to be bid in late 2028 and constructed in 2029.

Widseth is excited to complete this project as the lead consultant on behalf of the city and as a community member with staff located and/or living minutes away from Oak Street. Widseth is a 250+ person, multi-discipline firm of engineers, architects, surveyors, and environmental specialists with 12 offices across Minnesota and North Dakota, providing a full range of services from concept to completion. Our team will include SRF Consultants for traffic, electrical engineering, and ICE study needs, and Braun Intertec for geotechnical and material testing required for this federally funded project through the Surface Transportation Block Grant Program (STBGP). SRF is a 100% employee-owned consulting firm of 400 engineers, planners, and technical experts known for delivering award-winning transportation and infrastructure projects since 1961, while Braun Intertec is an employee-owned firm of more than 1,000 professionals providing geotechnical, testing, and environmental services across the Midwest and Southeast.

Our team members have successfully completed dozens of Federal-Aid projects through the DCP process throughout the State of Minnesota. We invite you to review the more recent project examples we've provided in this proposal.

Widseth's in-house team includes all the required service disciplines this project requires, except for traffic analysis and testing services that will be provided by our sub-consultants. In-house personnel include local civil engineers, landscape architects, and environmental professionals well versed in Phase 1 and Phase 2 Environmental Site Assessments (ESA). We will provide the land surveying staff to assist with property and design surveys and construction staking. Our public relations team will prepare a communication plan suitable for this project and public engagement. Our project management will be local and responsive.

Widseth, SRF, and Braun team members are well acquainted with MnDOT District 3 staff, City Engineering, and Brainerd Public Utilities (BPU) staff, and we look forward to working with you on the Oak Street project.

Sincerely,

Alex D Bitter



Alex Bitter, PE, VP
Project Manager
Civil Engineer
218.316.3627
Alex.Bitter@widseth.com

PROJECT UNDERSTANDING

The City of Brainerd is requesting engineering services for the Oak Street Reconstruction between 19th Street and Highways 18 & 25. The project includes three phases.

PHASES

PHASE 1 – PRELIMINARY ENGINEERING

November 2025–December 2026

- Topographic Survey, Corridor Study, Existing Plans, Geotechnical Testing Services, Preliminary Design Plans, Property Acquisition, Project Meetings, and Public Engagement.

PHASE 2 – FINAL DESIGN

January 2027–January 2029

- Final Design Plans and Specifications, Project Meetings, Public Engagement, Special Assessment Processes, and Bidding Administration.

PHASE 3 – CONSTRUCTION ENGINEERING/ CONTRACT ADMINISTRATION

2029 Construction Season, April–October

- Construction Administration, Construction Observation Support, Material Testing Services, and Project Close-Out.

Our team has extensive experience delivering projects of this type and scale, including Federal/State documentation, DCP process and audits, special assessments, ROW/easement acquisition, environmental clearance, ADA compliance, and traffic/ICE analysis. We are also well-versed in labor compliance and STBGP grant documentation requirements.

In addition, Widseth's designated Traffic Safety Team, led by Tracey Von Barga and Jillian Reiner, specializes in pedestrian safety and traffic calming strategies, combining engineering and landscape architecture to evaluate where and how safety measures should be implemented. Widseth and SRF's expertise will ensure the corridor design enhances mobility, safety, and community livability.

We have developed a detailed work plan and fee proposal based on these tasks, with assumptions noted regarding scope, schedule, and resources.

DELIVERABLES

- *Phase 1:* Topographic Survey and digital file, Temporary and Permanent Easement descriptions, exhibits, and

documentation, Soil boring data and testing results, Pavement design report based on R-values, Project Memorandum, Corridor Study Report, Phase 1 ESA Report (Phase 2 ESA Additional Services), and Approved Conceptual Layout.

- *Phase 2:* 30% Preliminary Design Plans, 30% Preliminary Est. Quantities and Estimate of Probable Construction Costs, 60% Design Plans, 90% Design Plans, 90% Estimated Quantities and Estimate of Probable Construction Costs, 100% Final Design Plans, and 100% Specifications and Special Provisions.
- *Phase 3:* CADD Design Files, Record Drawings, and Material Testing Reports.
- *All Phases:* Public Engagement materials, attendee lists, presentations, and comments, Assessment Rolls, DCP Documents and Materials, and Permits.

KEY ASSUMPTIONS

- Construction will occur from April 1 to October 31, 2029
- The City will provide appropriate venues for public meetings, assessment hearings, and construction progress meetings.
- The consultant will administer the grant, coordinate with the grant administrator, and prepare draw requests in accordance with the executed grant agreement.
- No sanitary sewer lift station or water supply pump station related work will be required.
- The City and/or BPU will assist with utility locating, shut-offs, temporary facility connections, and system testing.
- No signalized intersections, roundabouts, lighting, or other complex design alternatives are included in this scope and fee. If ICE studies recommend alternatives, a fee amendment may be required.
- The construction area will remain open to local traffic only; all other traffic will be detoured to maintain the construction schedule outlined in the RFP.
- Based on the City's response to our question regarding right-of-way, we understand this need will be minimal or avoided if possible during design.
- Based on the City's response to our question regarding stormwater treatment, we understand that it will not be needed.

BACKGROUND & EXPERIENCE, MANAGING COSTS & SCOPE, AND **ADDITIONAL STRENGTHS**

BACKGROUND EXPERIENCE

The Widseth, SRF, and Braun Intertec team has experience with MSAS, Federal, and State Aid projects throughout the State of Minnesota that are similar in scope and schedule to the Oak Street Reconstruction project. Together, we will provide the City of Brainerd with a solid Engineering partner to complete this project as seamlessly as possible.

Our individual team members are licensed professionals in their respective fields, and their bios provide references to the Federal and State Aid projects they have completed. Notably, we are currently finalizing the construction of Design Drive in Baxter, Minnesota. The Design Drive Federal Aid project utilizes the same scope requirements that are requested for this project.

MANAGING COST & SCOPE

Widseth takes a structured and proactive approach to managing scope, schedule, and budget to ensure projects are delivered on time and within the agreed “not to exceed” cost. Our Project Manager provides clear leadership and defined roles, supported by a team experienced in balancing preliminary engineering needs with project goals. We monitor budgets closely, track progress against milestones, and communicate frequently with the City to identify risks early and minimize unexpected costs. By maintaining transparent coordination, quality control, and timely stakeholder input, we reduce the likelihood of costly change orders and supplemental agreements while ensuring the project remains efficient, cost-effective, and technically sound.

ADDITIONAL STRENGTHS

- Our core team members live and work in Brainerd every day, bringing the local knowledge and experience needed to successfully complete the project.

- Our Brainerd team is highly experienced with Ch. 429 special assessments and the required steps to fulfill State Statutes.
- Our public relations and communication staff use a full range of web-based platforms and presentation methods.
- We are currently completing Design Road Improvements, a Federal Aid project in Baxter, MN, and are well-versed in the program's latest requirements.
- We have partnered successfully with the City of Brainerd and Brainerd Public Utilities on multiple projects, including:
 - » Water/Sewer Utility Extension to Brainerd/Crow Wing County Regional Airport
 - » Lum Park Road Improvements – State-Aid
 - » Brainerd City Park Improvements
 - » BPU – Main Lift Station Facility Plan
 - » BPU – Mississippi River Force Main Crossing
- SRF is also advancing SP 1805-80 (State Highway 210/ Washington Street), funded in part by a Rural Surface Transportation Grant.
- Our current workload aligns well with the Oak Street Reconstruction schedule, and we are confident in our ability to deliver within the City's timeline.
- We are submitting a realistic work plan and fee proposal that reflects the true professional costs the City can expect. While our fee may be higher than some competitors' initial submittals, we believe transparency is critical. Submitting an artificially low fee often leads to ongoing amendments, which do not serve the City's best interests. Although 50% of the selection is based on fee, the lowest cost is not always the best value for achieving the desired project outcome.



ORGANIZATIONAL CHART



Widseth



SRF



BRAUN INTERTEC



BRAINERD
MINNESOTA

A City for all Seasons

ARIC WELCH PE, VP
Principal in Charge,
QA/QC, Civil Engineer

ALEX BITTER PE, VP
Project Manager,
Civil Design

**Traffic Engineering,
Data Collection,
Traffic Analysis,
Access Review, Future
Land Use and Traffic
Patterns, Alternative
Development & Analysis**

ADRIAN POTTER
PE, PTOE
Traffic Design EOR,
QA/QC

SARA SCHMIDT EIT
Traffic Design Task Lead

BRADY RUTMAN
PE, PLA
Intersection Design
QA/QC

BRENT CLARK PE
Corridor Study
Task Lead

STEVE MCHENRY PE
Electrical Design QA/QC

ROTHANA THORNG PE
Electrical Design
Task Lead

**Digital Media,
Drone Operations,
Public Engagement
Coordination**

BRADY BUSSLER
Digital Marketing
Specialist, Remote Pilot

**Survey, Property Base,
Right-of-Way**

CHAD CONNER
PLS, CFEDS, VP
Land Survey
Management

**Utility Design &
Permitting, Preliminary
Data Collection,
Field Review,
Geometric Layouts,
Cost Estimating,
ADA Design Compliance**

TRACEY VON BARGEN
PE, RSP1
Vulnerable Road
User Safety

NICK PETERSON EIT
Civil Engineer

THOMAS RIENTS PE
Civil Engineer

**Environmental
Coordination,
Wetland Delineation,
Cultural Resources**

MIKE PEDERSON
CMWP
Project Memorandum

DUNCAN WIDMAN GIT
Environmental
Assessment/Field
Services

**Landscape
Architecture**

JILLIAN REINER
PLA, RSP1
Corridor Landscape
Design

ZOE HOFFMAN
Corridor Landscape
Design

Labor Compliance

**SHANNON
KISHEL-ROCHE**
Funding Specialist

DAWN IMGRUND
Office Support
Specialist,
Compliance Review

**Geotechnical &
Material Testing**

KEITH KLUEMPKE
Material Testing,
Management

STEVEN THAYER PE
Geotechnical
Investigation/Report

PROJECT TEAM RESUMES



ALEX BITTER PE, VP
Project Manager, Civil Engineer
Role: Project Manager/Civil Design I
Availability: 75%

Alex manages Federal and State-Aid projects for Baxter, Brainerd, and other local communities.

He is versed in the DCP process and administration. He is an effective project coordinator, communicator, and design engineer with over 15 years of experience in project development and construction.

- Design Road Improvements - SP 230-080-002 (Under Construction)—Baxter, MN
- Mill & Overlay, Full Depth Reclamation and Reconstruction Improvements—Baxter, MN
- Knollwood Drive Improvements Project Municipal Project No. 4132—Baxter MN

License/Certification: PE: MN (57744); OSHA 10; ACI: Concrete Field Testing Technician I; MN Erosion/Stormwater Management: Construction Site Management & Design Construction SWPPP; MnDOT Certification: Aggregate Production, Concrete Field, & Grading and Base

Education: BS, Civil Engineering | North Dakota State University



ARIC WELCH PE, VP
Principal in Charge, Civil Engineer
Role: QA/QC | **Availability:** 50%

Aric manages the Baxter Civil Engineering Department and has more than 20 years of experience completing street and utility

reconstruction projects that are federally and State-Aid funded. His project design and construction administration experience is an asset that our local communities in the BLA have benefited from for the past two decades.

- Design Road Improvements - SP 230-080-002 (Under Construction)—Baxter, MN
- CSAH 77 Utility Improvements Project - Municipal Project No. 4118—Baxter, MN
- Mill & Overlay Full Depth Reclamation and Reconstruction Improvements—Baxter, MN

License/Certification: PE: MN (41983); ADA Design; MN Erosion/Stormwater Management

Education: BS, Civil Engineering | North Dakota State University



TRACEY VON BARGEN
PE, RSP2I
Civil Engineer
Role: Vulnerable Road User Safety I
Availability: 60%

Tracey brings more than 30 years of transportation experience, including

21 years with county highway departments. He has focused on advancing highway safety through the Toward Zero Deaths initiative, revising operations and design practices, and building partnerships to fund and implement projects in rural and urban settings.

- Design Services SAP 066-620-015—Rice County, MN
- Traffic Calming Pedestrian Safety Improvements—Ashby, MN
- Red Cliff Tribal SS4A Safety Action Plan—Bayfield, WI

License/Certification: PE: MN (26109); Road Safety Professional® (Level 1); Road Safety Professional Infrastructure® (Level 2)®

Education: BS, Engineering | Northwestern University



CHAD CONNER
LS, CFEDS, VP
Land Surveyor
Role: Land Survey Management I
Availability: 50%

Chad has extensive experience with municipal, county, and township

projects, including data collection, route determination, and managing street and utility improvements. As a Certified Federal Surveyor, he oversees survey project development, management, scheduling, and coordination.

- Front and Main Street Design Services—Pequot Lakes MN
- Mill and Overlay Full Depth Reclamation and Reconstruction Improvements—Baxter, MN
- CSAH 77/Nokomis Avenue Roundabout—Nisswa, MN

License/Certification: PLS: MN (41643), IL, WI

Education: BS, Land Surveying and Mapping | St. Cloud State University

PROJECT TEAM RESUMES



MIKE PEDERSON **cmwp**
Director of Environmental Services

Role: Project Memorandum I
Availability: 60%

Mike has more than 18 years of environmental experience, specializing in wetland delineations, compliance monitoring, and technical reporting. He has led delineations on hundreds of projects, preparing reports and securing permits. His expertise also includes site assessments, monitoring programs, habitat and species surveys, and environmental planning for clients in renewable energy, oil and gas, transportation, municipal, and commercial sectors.

- Phase 1 and Phase 2 ESA—Cromwell, MN
- Lakes Area Food Shelf Phase 1 ESA—Baxter, MN
- Simplot Property Phase 1 ESA— East Grand Forks, MN

License/Certification: Certified Minnesota Wetland Professional (CMWP); MN Erosion/Stormwater Management; OSHA HAZWOPER Training

Education: BS, Natural Resource Management | North Dakota State University



DUNCAN WIDMAN **git**
Environmental Scientist

Role: Environmental Assessment/Field Services | **Availability:** 60%

Duncan's responsibilities include conducting soil and groundwater sampling, submitting samples for laboratory analysis, gathering field data for environmental investigations, and drafting site maps, soil boring logs, and data tables for reports.

- Lakes Area Food Shelf Phase 1 ESA—Baxter, MN
- Brainerd Family YMCA Phase 1 ESA—Brainerd, MN
- Range Disposal Phase 1 ESA—Crosby, MN
- BPU Preliminary Design Report, Facility Plan, and Environmental Report—Brainerd, MN

License/Certification: GIT: MN (169323); Geoarchaeology Certificate; GIS Certificate; OSHA HAZWOPER Training; CMWP In-Training

Education: BS, Geology and Anthropology (Focus on Archaeology) | Minnesota State University, Mankato



JILLIAN REINER
PLA, RSP1

Professional Landscape Architect
Role: Corridor Landscape Design I
Availability: 40%

Jillian is a landscape architect specializing in transportation infrastructure. She designs solutions for highways, transit corridors, and urban streetscapes that improve mobility, safety, and sustainability. Skilled in green infrastructure, erosion control, and aesthetics, she collaborates with engineers, planners, and stakeholders to create resilient, community-focused designs.

- Design Services SAP 066-620-015—Rice County, MN
- Comprehensive Tribal Transportation Safety Action Plan—Bayfield, WI
- Nokomis Street Reconstruction, 18th to 22nd Avenue—Alexandria, MN

License/Certification: PLA: MN (55038); ND; Road Safety Professional® (Level 1)

Education: BA, Drawing | University of Wisconsin Eau-Claire; MLA | University of Minnesota, Twin Cities



ZOE HOFFMAN
Landscape Designer

Role: Corridor Landscape Design I
Availability: 40%

Zoe is well-versed in conceptual design, working regularly on site layouts, circulation, and programming for projects ranging from simple parking lots to multi-acre new construction sites. She plays a supportive role on landscape and multidisciplinary projects, assembling cost estimates, developing graphics and construction documents, and assisting with construction administration.

- Comprehensive Tribal Transportation Safety Action Plan—Bayfield, WI
- Cass Co. Br. 7432 Replacement—Walker, MN
- Nisswa Downtown Masterplanning—Nisswa, MN

Education: BA, Educational Studies & Cultural Anthropology | Ripon College; MS, Landscape Architecture | University of Minnesota, Twin Cities

PROJECT TEAM RESUMES



SARA SCHMIDT EIT

Traffic Design Engineer

Role: Traffic Design Task Lead I

Availability: 60%

Sara has 18 years of traffic and transportation engineering experience, supporting projects

for cities, counties, MnDOT, and NDDOT. She has collected traffic and existing conditions data, prepared ICE, roundabout, and signal justification reports, and recently completed MnDOT's ICE training. Her experience includes 25 ICE reports/alternative analysis projects, 35 traffic, corridor, and safety studies, and the design of 40 traffic signals and pedestrian flasher systems.

- CSAH 77/Nokomis Avenue Roundabout—Nisswa, MN*
- Douglas County CSAH 45/82 Intersection Design—Alexandria, MN*
- MnDOT Safe Routes to School Engineering Study (Various Locations)—Brainerd, MN

License/Certification: EIT: ND

Education: BS, Civil Engineering | North Dakota State University



ADRIAN POTTER PE, PTOE

Traffic Design Engineer

Role: Traffic Design EOR and QA/QC I

Availability: 50%

Adrian has 27 years of traffic engineering experience and leads SRF's traffic design, ITS, and electrical

groups. His expertise includes traffic signals, RRFB crossings, pavement marking/signing, ICEs, justification reports, TMPs, and work-zone traffic control. Known for his proactive approach and communication skills, he has delivered solutions on more than 40 projects in the past two years and completed over 250 ICEs, SJRs, and RJRs in his career.

- CSAH 77/Nokomis Avenue Roundabout—Nisswa, MN*
- Douglas County CSAH 45/82 Intersection Design—Alexandria, MN*
- TH 23 Mill & Overlay with Roundabout—Foley to Milaca, MN*

License/Certification: PE: MN (42785), IA, ND, WI, MI, FL, IL, OH; PTOE #2371

Education: MBA | University of Minnesota; BS, Civil Engineering | University of Iowa



BRADY RUTMAN PE, PLA

Intersection Design

Role: ADA Design QA/QC I

Availability: 55%

Brady has 12 years of experience in SRF's Civil Engineering Group and has served as the ADA lead

since 2016. He has managed ADA, trail, transit, highway, and pedestrian projects across Minnesota, specializing in plan review and ADA guidance. He has led the design of over 650 curb ramps, meeting MnDOT ADA standards, and developed multimodal concepts for Safe Routes to School studies in more than 25 communities statewide.

- TH 23 Mill & Overlay with Roundabout—Foley to Milaca, MN*
- MnDOT Safe Routes to School Engineering Study (Various Locations)—Brainerd, MN
- 2023, 2024, & 2025 ADA Pedestrian Ramp Retrofits—Hennepin County, MN

License/Certification: PE: MN (56607); PLA: MN (56607)

Education: MS & MLA Environmental Engineering | University of Minnesota; BA, Biology | Gustavus Adolphus College



BRENT CLARK PE

Development & Urban

Mobility Studies

Role: Corridor Study Task Lead I

Availability: 50%

Brent has more than 10 years of experience in SRF's Development

and Urban Mobility Studies Group, serving as transportation lead on numerous complex projects. His expertise includes traffic impact assessments, corridor studies, safety analyses, event/school studies, and multimodal evaluations. With a strong understanding of roadway design, he effectively identifies, evaluates, and prioritizes infrastructure improvements for small area plans and assessments.

- Marystown Road Corridor Study —Shakopee, MN
- 36th Street/Beltline Boulevard Multimodal Feasibility Study—St. Louis Park, MN
- Ramsey Elementary School Transportation Assessment—Anoka County, MN

License/Certification: PE: MN (57198)

Education: BS, Civil Engineering | Minnesota State University Mankato

*Projects teamed with Widseth

PROJECT TEAM RESUMES



STEVE MCHENRY PE

Electrical Engineer

Role: Electrical Design QA/QC I

Availability: 70%

Steve is an electrical engineer with more than 35 years of design and management experience. His

expertise includes roadway lighting (roundabouts, highways, interchanges, R-cuts, bridges, parking), specialty aesthetic lighting (DMX monochrome/RGB, LED tape, lettering accents, navigation), lift stations, power systems, EV charging, park and campground electrical systems, intelligent transportation systems, and wired, wireless, and fiber optic communications.

- TH 23 Mill & Overlay with Roundabout—Foley to Milaca, MN*
- Brainerd Utility Relocate TH 210—Brainerd, MN
- I-94/TH 210 Interchange Reconstruction—Fergus Falls, MN

License/Certification: PE: MN (46710), ND, WI, IA, IL, MI, FL, NC

Education: BS, Electrical Engineering | University of Wisconsin-Platteville



STEVE THAYER PE

Senior Manager, Senior Engineer

Role: Geotechnical Investigation/Report I **Availability:** 50%

Steve is responsible for overseeing daily operations, geotechnical evaluations, and construction

testing projects. Throughout his engineering career, he has managed numerous geotechnical investigations and construction testing projects for residential, commercial, transportation, industrial, and government clients. He develops solutions and recommendations for geotechnical engineering reports, conducts research, writes reports, examines soil samples, monitors budgets, and coordinates the activities of engineering assistants.

- McLeod CSAH 3 Extension and Roundabout—Glencoe, MN
- Stearns CSAH 1 Reconstruction—Sartell, MN
- Benton CSAH 1 and CSAH 29 Roundabout Improvements—Sauk Rapids, MN

License/Certification: PE: MN (24674)

Education: BS, Civil Engineering | University of North Dakota



ROTHANA THORNG PE

Electrical Engineer

Role: Electrical Design Task Lead I

Availability: 60%

Ro's experience includes transit facilities, electrical and roadway lighting, and EV charging. He has

strong CADD skills and extensive expertise in electrical/lighting design, drawings, and cost estimates. Proficient in lighting design software, Ro has analyzed roadways, intersections, underpasses, bus shelters, parking lots, trails, and sports lighting to ensure compliance with AASHTO, IES, and state/local standards.

- Brainerd Utility Relocate TH 210—Brainerd, MN
- CSAH 10/TH 41 Reconstruction—Carver County, MN
- 65th St NW Reconstruction—Rochester, MN

License/Certification: PE: MN (63074), ND

Education: BS, Electrical and Electronics Engineering | CSU Sacramento



KEITH KLEUMPKE

Project Manager

Role: Material Testing & Management I **Availability:** 50%

Keith oversees the technical, logistical, and administrative aspects of materials testing and quality

assurance. He works with clients to define needs, develop scopes and budgets, and deliver projects on time and within budget. He manages daily activities and documentation for technicians, ensuring compliance with MnDOT schedules and contract requirements. His project management experience includes locally, state-aid, and federally funded roadway and bridge construction projects.

- CSAH 2, SAP 071-602-005—Sherburne County, MN
- CSAH 20, SAP 071-620-006—Sherburne County, MN
- 2021 Overlay Projects—Sherburne County, MN

License/Certification: MnDOT Certified, Grading and Base Tester & Inspector, Aggregate Production, Concrete Field Tester, Bituminous Plant Tester, American Concrete Institute Concrete Field-Testing Technician, Grade I, Nuclear Testing Gauge Certification, Hazardous Materials Transportation, Radiation Safety Training

*Projects teamed with Widseth

PROJECT
WORK PLAN & SCHEDULE

WORK PLAN SUPPLEMENT AND PROJECT SCHEDULE
WIDSETH, SRF, BRAUN INTERTEC

REQUEST FOR PROPOSALS
2026 RESURFACING PROJECTS
IMPROVEMENTS 25-06, 25-07, 25-08 AND 25-09

PHASES AND TASKS	ELEMENT OF WORK	RESPONSIBILITY						SCHEDULE			CITY	PARTICIPATION	NOTES
		WIDSETH				SRF CONSULTING GROUP	BRAUN INTERTEC	ESTIMATED START	BUDGETED HOURS	ESTIMATED COMPLETION			
		CIVIL	SURVEY	ARCH	ENVIRO								
	PROJECT PRELIMINARYS												
	Proposals Due							24-Sep-25					
	Consultant Selection							20-Oct-25				1	
1	PRELIMINARY ENGINEERING												
1A	Topographic Survey												
	Field Survey	X	X					November 2025	172	December 2026			2,3
1B	Corridor Study												
	Data Acquisition and Analysis					X		January 2026	66	December 2026	Provide Traffic Data, Review and Comment on ICE Reports and Corridor Study		
	ICE Reports					X			83				
	Pedestrian, Bicycle, Land Use and Aesthetic Review	X		X		X			78				
	Corridor Study	X		X		X			54				
1C	Existing Plans												
	Existing Conditions Drawing	X	X					December 2025	99	January 2026	Provide available Record Drawings, Utility GIS Mapping and Right-of-Way Surveys		
	Property Base Mapping (Right-of-Way)		X										
1D	Geotechnical Testing Services												
	Soil Borings and Geotechnical Evaluation	X	X				X	May 2026	15	June 2026			4
1E	Preliminary Design Plans												
	Preliminary Design	X		X				January 2026	575	December 2026	Provide available Record Drawings and Utility GIS Mapping, Review and Comment on 30% Plan Set		
	Project Memorandum	X			X				70				
	Phase I ESA				X				50				
	Estimated Quantities	X							34				
	Final 30% Plans	X		X		X			70				
1F	Property Acquisition												
	Services to be Determined After Completion of the Corridor Study								0				5
1G	Project Meetings												
	Weekly Meetings	X				X		November 2025	39	December 2026	Host In-Person Meetings		6
	Monthly PMT Meetings	X				X			18				6
	Stakeholder/Public Coordination Meetings	X				X			16				6,7
1H	Public Engagement												
	Stakeholder/Public Input Meeting	X				X		June 2026	16	August 2026	Host Stakeholder Meeting		
	City Council Meeting	X				X			14				
2	FINAL DESIGN												
2A	Final Design Plans and Specifications												
	60% Design Plans, Contract Documents and Specifications	X		X				January 2027	165	December 2027	Review and Comment on Plan, Specification and Contract Document Submittals, Assist with Preparation and Execution of DCP Documentation		
	90% Design Plans, Contract Documents and Specifications	X		X		X		January 2028	165	June 2028			
	Engineer's Estimate of Probable Construction Cost	X		X				September 2028	55	October 2028			
	100% Design Plans, Contract Documents and Specifications	X		X		X		July 2028	64	October 2028			
	DCP Document Preparation and Coordination	X							50				
2B	Project Meetings												
	Weekly Design Meetings and Monthly PMT Meetings	X				X		January 2027	57	October 2028	Host In-Person Meetings		6

PROJECT WORK PLAN & SCHEDULE

2C	Public Engagement											
	Neighborhood Information Meeting	X						June 2028	8	July 2028	Host Neighborhood Informational Meeting, Review and Approve Final Plans and Specifications	6,7
	City Council Meetings											8
	Feasibility Report Approval	X							4	February 2028		
	Plan and Specification Approval	X							5	October 2028		
2D	Special Assessment Processes											
	Feasibility Report	X						December 2027	114	February 2028	Review and Comment on Draft Report, Host Improvement Hearing	
	Improvement Hearing Notice Preparation and Mailing	X							10	February 2028		6,7,9
	Improvement Hearing	X							9	March 2028		6
2E	Bidding Administration											
	Coordination of Bid Solicitation, Bidder Inquiries, Preparation of Addenda	X						November 2028	25	December 2028	Host Bid Opening.	10
	Bid Opening, Bid Review and Tabulation	X							10	December 2028		6,11
	Award Recommendation Letter	X							9	January 2029		
3	CONSTRUCTION ENGINEERING/CONTRACT ADMINISTRATION											
3A	Construction Administration											
	Contract Documents, Bonds and Insurance Review and Coordination	X							17	February 2029	See Note 17	12
	Pre-Construction Conference	X							8	March 2029		6
	Construction Administration	X						May 2029	338	September 2029		
	Construction Staking	X	X					June 2029	220	August 2029		13
3B	Construction Observation Support											
	Observation	X						June 2029	1080	September 2029		13
3C	Geotechnical Testing Services											
	Construction Testing	X					X	June 2029		August 2029		14
3D	Project Close-out											
	Final Project Review	X						September 2029	70	October 2029	Assist with final project review. Host Assessment Hearing	6
	Final Project Documentation	X							70			
	Final Assessment Roll Preparation	X						August 2029	10	September 2029		
	Assessment Hearing Notice Preparation and Mailing	X						September 2029	6	October 2029		7,15,16
	Assessment Hearing	X							4	October 2029		6
	Record Drawings	X	X					September 2029	46	October 2029		

NOTES

- 1
- Delay in Consultant selection will alter the project schedule as presented.
- 2
- The topographic schedule may be affected by adverse weather conditions. Please note, our proposal assumes no snow or ice coverage during field work.
- 3
- City may be asked to assist with clearing/cleaning streets to expedite the visual inspection and pavement evaluation.
- 4
- Budgeted Hours Do Not Include Contracted Services (Braun Intertec).
- 5
- No Property Acquisition Services Anticipated Per Email Response to RFP Question.
- 6
- City staff attendance and/or input is required.
- 7
- We have assumed 100 mailings will be required.
- 8
- Widseth will attend regular City Council meetings as needed through the duration of the project
- 9
- Mailed notice must be sent at least ten days prior to the hearing.
- 10
- Publication must be made at least three weeks prior to the last day to submit bids. We have
- 11
- Widseth can set up a virtual bid opening if requested by the City.
- 12
- Contractor must 15-days to deliver the signed agreement, bonds and insurance certificate afar
- 13
- Construction schedules and time frames are dependent on the Contractor's means, methods and
- 14
- Costs have been estimated based off assumed quantities for each project area. Increase over
- 15
- Mailed notice must be sent at least two weeks prior to the hearing.
- 16
- Notice must be published once in the in the Brainerd Dispatch at least two weeks prior to the hearing.
- 17
- City Attorney to review final Contract Documents prior to execution of the Agreement. City to execute the Agreement after City Attorney review. Host Pre-Construction Conference. Distribute Public Service Announcements. Review and approve Payment Applications and Change Orders.



WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

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Grand Forks | Hibbing | Mankato | Perham | Rochester | Wyoming

Widseth.com

September 24, 2025

Jessie Dehn, PE, City Engineer
501 Laurel Street
Brainerd, MN 56401
JDehn@ci.brainerd.mn.us

Re: Improvement 25-12 - Oak Street Reconstruction Project

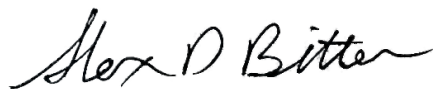
Dear Jessie Dehn and Members of the Selection Committee:

In accordance with the City of Brainerd's request, Widseth is pleased to submit our separate cost proposal for the Oak Street Reconstruction Project. This proposal includes our estimated fees along with a breakdown of hours by task for each employee, hourly rates, anticipated direct expenses, and the assumptions used in developing our estimate.

Our cost proposal is presented on a "not-to-exceed" basis, underscoring our commitment to providing thorough engineering design, survey, staking, and construction administration services while maintaining strict budget control. We believe this approach, supported by our extensive experience with similar roadway and utility projects in Brainerd and surrounding communities, provides the City with both transparency and confidence in the financial aspects of the work.

We appreciate the opportunity to submit this information and look forward to continuing our partnership with the City of Brainerd on this important corridor improvement. Please do not hesitate to contact us with any questions regarding this cost proposal.

Sincerely,



Alex Bitter, PE, VP
Project Manager
Civil Engineer
218.316.3627
Alex.Bitter@widseth.com

CONSULTANT COST DETAIL
WIDSETH
SRF CONSULTING GROUP
BRAUN INTERTEC

REQUEST FOR PROPOSALS
S.P. 108-113-009 OAK STREET RECONSTRUCTION PROJECT
OAK STREET RECONSTRUCTION PROJECT
IMPROVEMENT 25-12

PHASES AND TASKS	ELEMENT OF WORK	CONSULTANT LABOR CATEGORY / ESTIMATED HOURS / HOURLY RATES / COSTS														BRAUN INTERTEC	REIMBURSABLE EXPENSES	TOTALS	NOTES
		WIDSETH								SRF CONSULTING GROUP									
		PROFESSIONAL LEVEL 4 Aric Welch Chad Conner Tracey Von Bargen \$200.00	PROFESSIONAL LEVEL 3 Alex Bitter Mike Pederson \$192.00	PROFESSIONAL LEVEL 2 Jillian Reiner \$192.00	PROFESSIONAL LEVEL 1 Duncan Widman Zoe Hoffman \$140.00	TECHNICIAN LEVEL 4 TBD \$155.00	TECHNICIAN LEVEL 3 TBD \$140.00	TECHNICIAN LEVEL 2 TBD \$120.00	ADMINISTRATIVE ASSISTANT \$85.00	PROF. VIII-VII Adrian Potter \$289.00	PROF. V Sara Schmidt Brady Rutman Brent Clark Steve McHenry \$216.00	PROF. III Rothana Thorng \$167.00	PROF. II TBD \$142.00						
1	PRELIMINARY ENGINEERING																		
1A	Topographical Survey																		
	Utility Locate		2						8								1		
	Control	1	4					15	15	0.5									
	Field Topographic Survey	5	8					50	50	1.5							2		
	Scheduling and Project Management	2	10																
	TOTAL TASK 1A HOURS	8	24					65	65	10							172		
	TOTAL TASK 1A COSTS	\$1,600.00	\$4,608.00					\$9,100.00	\$7,800.00	\$850.00							\$23,958.00		
	% OF TOTAL HOURS	0.20%	0.59%					1.59%	1.59%	0.24%							4.21%		
1B	Corridor Study																		
	Review Data Collection and Base Mapping									2		2							
	Existing Conditions/Analysis for up to 4 Study Intersections									2		8							
	Traffic Forecasts									.		4							
	Agency Coordination									4									
	Development and Evaluation of Alternatives		2						2	10		30							
	Preliminary ICE Reports		4						2	20		35							
	Final ICE Reports		2						2	8		10							
	Gather Public Input		4							20									
	Review Pedestrian and Bicycle Needs and Safety Improvements		2							4		10							
	Review existing and future land uses to develop long-range corridor needs									2		2							
	Review opportunities for aesthetic, streetscape, and right of way improvements		4	4	4					2		2							
	Initial lighting discussions/coordination.		4							10	4								
	Develop improvement options and cost estimates		2							2		4							
	Corridor Study Memorandum								2	2		20					3		
	Project Management	2	20																
	TOTAL TASK 1B HOURS	2	44	4	4				8	88	4	127					281		
	TOTAL TASK 1B COSTS	\$400.00	\$8,448.00	\$768.00	\$560.00				\$2,312.00	\$19,008.00	\$668.00	\$18,034.00					\$50,198.00		
	% OF TOTAL HOURS	0.05%	1.08%	0.10%	0.10%				0.20%	2.15%	0.10%	3.11%					6.87%		
1C	Existing Plans																		
	Existing Conditions Drawing	1.5					40												
	Property Base Mapping (Right-of-Way)	1.5		50															
	Scheduling and Project Management	2	4																
	TOTAL TASK 1C HOURS	5	4	50			40										99		
	TOTAL TASK 1C COSTS	\$1,000.00	\$768.00	\$9,600.00			\$5,600.00										\$16,968.00		
	% OF TOTAL HOURS	0.12%	0.10%	1.22%			0.98%										2.42%		
1D	Geotechnical Testing Services																		
	Soils Borings/Geotechnical Exploration		4				4	4	1										
	Pavement Design		1												\$34,300.00				
	Design Recommendations		1																
	TOTAL TASK 1D HOURS		6				4	4	1								15		
	TOTAL TASK 1D COSTS		\$1,152.00				\$560.00	\$480.00	\$85.00						\$34,300.00		\$36,577.00		
	% OF TOTAL HOURS		0.15%				0.10%	0.10%	0.02%								0.37%		
1E	Preliminary Design Plans																		
	30% Design Plans																		
	Alignment		0.5				5												
	Profile		1				20												
	Corridor Design		2				50												
	ADA Design	30					30												
	Cross-Sections		2				30												
	Removals		2				30												
	Storm Drainage		5		30		30												
	Private Utility Relocation Coordination		8				8												
	Sanitary Sewer		1				10												
	Water		0.5				10												
	Signage and Pavement Markings		2				20												
	Intersection Design		8			60	60												
	Landscape/Streetscape Plan			40	40														
	SWPPP				10			10											
	Traffic Control		5				15												
	Project Memorandum		10					60											
	Phase I ESA		15		35										\$120.00		4		
	Estimated Quantities		4				30												
	Consultant QA/QC	8							1	8									
	Final 60% Plans		4				30												
	Scheduling and Project Management	4	15																
	TOTAL TASK 1E HOURS	42	85	40	175		378	70	1	8							799		
	TOTAL TASK 1E COSTS	\$8,400.00	\$16,320.00	\$7,680.00	\$24,500.00		\$52,920.00	\$8,400.00	\$289.00	\$1,728.00					\$120.00		\$120,357.00		
	% OF TOTAL HOURS	1.03%	2.08%	0.98%	4.28%		9.25%	1.71%	0.02%	0.20%							19.55%		
1F	Property Acquisition																		
	Services to be Determined After Completion of the Corridor Study																		
	TOTAL TASK 1F HOURS																		
	TOTAL TASK 1F COSTS																		
	% OF TOTAL HOURS																		
1G	Project Meetings																		
	Weekly Meetings		26							13									
	Monthly PMT Meetings		12							6									

CONSULTANT COST DETAIL
WIDSETH
SRF CONSULTING GROUP
BRAUN INTERTEC

REQUEST FOR PROPOSALS
S.P. 108-113-009 OAK STREET RECONSTRUCTION PROJECT
OAK STREET RECONSTRUCTION PROJECT
IMPROVEMENT 25-12

PHASES AND TASKS	ELEMENT OF WORK	CONSULTANT LABOR CATEGORY / ESTIMATED HOURS / HOURLY RATES / COSTS														BRAUN INTERTEC	REIMBURSABLE EXPENSES	TOTALS	NOTES
		WIDSETH								SRF CONSULTING GROUP									
		PROFESSIONAL LEVEL 4 Aric Welch Chad Conner Tracey Von Bargen \$200.00	PROFESSIONAL LEVEL 3 Alex Bitter Mike Pederson \$192.00	PROFESSIONAL LEVEL 2 Jillian Reiner \$192.00	PROFESSIONAL LEVEL 1 Duncan Widman Zoe Hoffman \$140.00	TECHNICIAN LEVEL 4 TBD \$155.00	TECHNICIAN LEVEL 3 TBD \$140.00	TECHNICIAN LEVEL 2 TBD \$120.00	ADMINISTRATIVE ASSISTANT \$85.00	PROF. VIII-VII Adrian Potter \$289.00	PROF. V Sara Schmidt Brady Rutman Brent Clark Steve McHenry \$216.00	PROF. III Rothana Thorng \$167.00	PROF. II TBD \$142.00						
	Stakeholder/Public Coordination Meetings		4		4						8				\$370.00				
	TOTAL TASK 1G HOURS		42		4						27				73				
	TOTAL TASK 1G COSTS		\$8,064.00		\$560.00						\$5,832.00				\$370.00	\$14,826.00			
	% OF TOTAL HOURS		1.03%		0.10%						0.66%				1.79%				
1H	Public Engagement																		
	Stakeholder/Public Input Meeting		4		4						8				\$370.00		5		
	City Council Meeting		2		4						8				\$270.00		5		
	TOTAL TASK 1H HOURS		6		8						16				30				
	TOTAL TASK 1H COSTS		\$1,152.00		\$1,120.00						\$3,456.00				\$640.00	\$6,368.00			
			0.15%		0.20%						0.39%				0.73%				
2	FINAL DESIGN																		
2A	Final Design Plans and Specifications																		
	60% Design Plans (Refinement of 30% Preliminary Plans)	10	30	15	20		80												
	90% Design Plans	10	30	15	20		80												
	Preliminary Contract Documents and Specifications Preparation		25		8														
	Consultant QA/QC	8							2	10									
	Permits		4				2												
	Engineer's Estimate of Probable Construction Cost		6																
	Final Plans		15				30												
	Final Contract Documents and Specifications		4																
	DCP Document Preparation and Coordination		40																
	Scheduling and Project Management	5	30																
	TOTAL TASK 2A HOURS	33	184	30	48		192		2	10					499				
	TOTAL TASK 2A COSTS	\$6,600.00	\$35,328.00	\$5,760.00	\$6,720.00		\$26,880.00		\$578.00	\$2,160.00					\$84,026.00				
	% OF TOTAL HOURS	0.81%	4.50%	0.73%	1.17%		4.70%		0.05%	0.24%					12.21%				
2B	Project Meetings																		
	City Staff Weekly Design Meetings		26							13									
	PMT Monthly Meetings		12							6									
	TOTAL TASK 2B HOURS		38							19					57				
	TOTAL TASK 2B COSTS		\$7,296.00							\$4,104.00					\$11,400.00				
	% OF TOTAL HOURS		0.93%							0.46%					1.39%				
2C	Public Engagement																		
	Neighborhood Information Meeting		4		4										\$100.00		5		
	City Council Meetings																6		
	Plan and Specification Approval		2	2															
	Scheduling and Project Management	1	2	2															
	TOTAL TASK 2C HOURS	1	8	4	4										17				
	TOTAL TASK 2C COSTS	\$200.00	\$1,536.00	\$768.00	\$560.00										\$100.00	\$3,164.00			
	% OF TOTAL HOURS	0.02%	0.20%	0.10%	0.10%										0.42%				
2D	Special Assessment Processes																		
	Resolution Preparation		6																
	Feasibility Report																		
	City Policy Review		2														7		
	Preliminary Design		2		40														
	Exhibits		2		12														
	Quantity Calculations		2		12														
	Preliminary Cost Estimate		2		8														
	Preliminary Assessment Calculations	2	4																
	Final Report Preparation		8		4														
	Preparation of Preliminary Assessment Rolls	2	2						4										
	Improvement Hearing Notice Preparation and Mailing		1						2						\$100.00		5		
	Improvement Hearing		4																
	Scheduling and Project Management	2	10																
	TOTAL TASK 2D HOURS	6	45		76				6						133				
	TOTAL TASK 2D COSTS	\$1,200.00	\$8,640.00		\$10,640.00				\$510.00						\$100.00	\$21,090.00			
	% OF TOTAL HOURS	0.15%	1.10%		1.86%				0.15%						3.25%				
2E	Bidding Administration																		
	Coordination of Bid Solicitation		4						4						\$1,200.00		6		
	Bidder Inquiries		8																
	Preparation of Addenda		2				2		2										
	Bid Opening		1																
	Bid Review and Tabulation		4						4										
	Award Recommendation Letter		4																
	Scheduling and Project Management	1	8																
	TOTAL TASK 2E HOURS	1	31				2		10						44				
	TOTAL TASK 2E COSTS	\$200.00	\$5,952.00				\$280.00		\$850.00						\$1,200.00	\$8,482.00			
	% OF TOTAL HOURS	0.02%	0.76%				0.05%		0.24%						1.08%				
3	CONSTRUCTION ENGINEERING/CONTRACT ADMINISTRATION																		
3A	Construction Administration																		
	Contract Documents, Bonds and Insurance Review and Coordination		15						2										
	Pre-Construction Conference		4			2													
	Shop Drawing and Submittal Review		1		4														
	Weekly Construction Meetings		40														9		
	Project Status Reports		30														9		

CONSULTANT COST DETAIL
WIDSETH
SRF CONSULTING GROUP
BRAUN INTERTEC

REQUEST FOR PROPOSALS
S.P. 108-113-009 OAK STREET RECONSTRUCTION PROJECT
OAK STREET RECONSTRUCTION PROJECT
IMPROVEMENT 25-12

PHASES AND TASKS	ELEMENT OF WORK	CONSULTANT LABOR CATEGORY / ESTIMATED HOURS / HOURLY RATES / COSTS														BRAUN INTERTEC	REIMBURSABLE EXPENSES	TOTALS	NOTES
		WIDSETH								SRF CONSULTING GROUP									
		PROFESSIONAL LEVEL 4 Aric Welch Chad Conner Tracey Von Bargen \$200.00	PROFESSIONAL LEVEL 3 Alex Bitter Mike Pederson \$192.00	PROFESSIONAL LEVEL 2 Jillian Reiner \$192.00	PROFESSIONAL LEVEL 1 Duncan Widman Zoe Hoffman \$140.00	TECHNICIAN LEVEL 4 TBD \$155.00	TECHNICIAN LEVEL 3 TBD \$140.00	TECHNICIAN LEVEL 2 TBD \$120.00	ADMINISTRATIVE ASSISTANT \$85.00	PROF. VIII-VII Adrian Potter \$289.00	PROF. V Sara Schmidt Brady Rutman Brent Clark Steve McHenry \$216.00	PROF. III Rothana Thorng \$167.00	PROF. II TBD \$142.00						
	Public Service Announcements and Notifications		6																
	Payment Applications		40															9	
	Change Orders		15																
	Labor Compliance							45	50										
	Grant Administration							45											
	Construction Staking																		
	Staking Computations		4	15	30		30												
	Re-Establish Control			1			2	2	1										
	Staking	5					60	60	4										
	Scheduling and Project Management	10	60															9	
	TOTAL TASK 3A HOURS	15	215	16	34	2	92	152	57									583	
	TOTAL TASK 3A COSTS	\$3,000.00	\$41,280.00	\$3,072.00	\$4,760.00	\$310.00	\$12,880.00	\$18,240.00	\$4,845.00									\$88,387.00	
	% OF TOTAL HOURS	0.37%	5.26%	0.39%	0.83%	0.05%	2.25%	3.72%	1.39%									14.26%	
3B	Construction Observation Support																		
	Preliminary Project Set Up					540	540											7	
	Traffic Control and Staging																		
	Removals																		
	Sanitary Sewer and Water Improvements																		
	Storm Sewer Construction																		
	Roadway Construction																		
	Bituminous Paving																		
	Pavement Markings and Signage																		
	Restoration																		
	Project Clean Up, Final Inspection, and Punch List																		
	Daily Construction Diary and Documentation																		
	Item Record Accounts (Quantity Documentation)																		
	Testing Observation and Documentation																		
	TOTAL TASK 3B HOURS					540	540											1080	
	TOTAL TASK 3B COSTS					\$83,700.00	\$75,600.00											\$159,300.00	
	% OF TOTAL HOURS					13.21%	13.21%											26.42%	
3C	Geotechnical Testing Services																		
	Construction Testing													\$121,600.00				10	
	TOTAL TASK 3C HOURS																		
	TOTAL TASK 3C COSTS													\$121,600.00				\$121,600.00	
	% OF TOTAL HOURS																		
3D	Project Close-out																		
	Final Project Review		30			40													
	Final Project Documentation		30																
	Grant Administration/Closeout							40											
	Final Assessment Roll Preparation	2	4						4										
	Assessment Hearing Notice Preparation and Mailing		2						4							\$100.00		5	
	Assessment Hearing		4																
	Record Drawings	1	5		25		5	5											
	Scheduling and Project Management		5																
	TOTAL TASK 3D HOURS	3	80		25	40	5	45	8									206	
	TOTAL TASK 3D COSTS	\$600.00	\$15,360.00		\$3,500.00	\$6,200.00	\$700.00	\$5,400.00	\$680.00							\$100.00		\$32,540.00	
	% OF TOTAL HOURS	0.07%	1.96%		0.61%	0.98%	0.12%	1.10%	0.20%									5.04%	
	TOTAL ESTIMATED PROJECT HOURS	116	812	144	378	582	1318	336	92	11	168	4	127					4088	
	TOTAL ESTIMATED PROJECT COST	\$23,200.00	\$155,904.00	\$27,648.00	\$52,920.00	\$90,210.00	\$184,520.00	\$40,320.00	\$7,820.00	\$3,179.00	\$36,288.00	\$668.00	\$18,034.00	\$155,900.00	\$2,630.00			\$799,241.00	
	% OF TOTAL HOURS	2.84%	19.86%	3.52%	9.25%	14.24%	32.24%	8.22%	2.25%	0.27%	4.11%	0.10%	3.11%					100.00%	

- NOTES
- 1

The cost proposal assumes two (2) utility locates will be adequate. Additional locates may be necessary if private utility company locators do not respond to the locate requests.
- 2

The cost proposal assumes the topographic survey will be completed with no snow or ice coverage. Adverse weather conditions may affect the time required to acquire the necessary topographic information.
- 3

Includes one (1) round of edits based on client review and feedback.
- 4

Expense is for National Heritage Review.
- 5

We have estimated a total of 100 mailings will be required.
- 6

Wideth will attend regular City Council meetings as needed throughout the duration of the project at no additional cost to the City.
- 7

The cost proposal assumes there will be no significant changes to the City's Assessment Policy.
- 8

Includes estimated costs for three bid advertisements in the Brainerd Dispatch legal section.
- 9

Based on 14 Weeks of Construction
- 10

Costs have been estimated based estimated quantities for each project area. Increase over theses assumed quantities could trigger additional testing based on the testing frequencies outlined in the Schedule of Materials Control.



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Review Request for Reimbursement of Cost of Sanitary Sewer Service Replacement - 601 S. 9th Street

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: At the 10/6 Council meeting, the Council heard testimony from a contractor that performed replacement of a sanitary sewer service and wye connection for 601 S. 9th Street. The contractor reported that the issue with the service line was related to an issue with tree root intrusion in the sanitary sewer main resulting in the need for replacement of a section of main to address the issue.

Staff reviewed this concern during work occurring as typical for a permit inspection. The attached photo shows that the tree root intrusion was specific to the wye connection (property owner responsibility) and was likely the cause of the sewer service issue for the property. We also reviewed the claim by the contractor that the main was the source of the issue. This is not the case as the line is routinely jetted to ensure flow for this property and the remaining properties on this line. There were not flow issues in the sewer main causing this concern. To correct the issue, the contractor would have to replace the sewer wye and connect to the adjacent sections of sewer main. This is typical practice for contractors to replace a private service wye connection to the main.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff did inform both the property owner and the contractor at the time of construction that the replacement of the service wye is the responsibility of the property owner and not of the City as the wye is the property's connection to the main and does not serve a public purpose. The tree root intrusion into joints is a typical issue throughout the city with the trees along the boulevard spaces and staff continuously maintains all mains to ensure continuous flow to prevent backups into service lines. However, this tree root intrusion also occurs on private service lines and on older connections, such as this instance, this is a common issue in areas of the city.

RECOMMENDED ACTION/MOTION: Staff recommends that the property owner is responsible for the cost of the replacement of the private service line connection at 601 S. 9th Street and that the City does not participate in the cost.

FINANCIAL IMPACT: Dependent on Council action.





City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: 2026-2035 Capital Improvement Plan Report

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached is the 10-Year Capital Improvement Report for the years 2026-2035 for the Council review. Included is the 10-Year CIP for planned street and utility construction projects for the next 10 years along with a map illustrating the locations of the projects over the next 5 years. The report and CIP includes changes that were discussed and approved by Council at the August 4th meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The plan was updated to reflect updates since the August 4th meeting including:

- Addition of annual sanitary sewer main lining projects at \$100,000 per year
- Updated Highway 210/Washington Reconstruction (2026-2027) cost estimates
- Addition of holdover projects in 2025 shown for continued construction in 2026

RECOMMENDED ACTION/MOTION: Staff requests discussion by the Council on the 10-Year CIP report and if any further changes are requested or move forward as previously approved in August.

FINANCIAL IMPACT: N/A

CITY OF BRAINERD

10-YEAR STREET AND SEWER CAPITAL IMPROVEMENT PLAN

2026-2035



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Introduction

The City of Brainerd was incorporated in 1881 and is governed by a Home Rule Charter. Brainerd is the County Seat of Crow Wing County and is in central Minnesota approximately 125 miles north of the Minneapolis/St. Paul Metropolitan area. The City is approximately 12.64 square miles and serves an estimated population of 14,395 (2020 census).

The City of Brainerd's 10-Year Capital Improvements Plan (CIP) is a 10-Year investment guide for the construction and/or improvement of City streets, sanitary sewers, and storm sewers. City staff have prepared the plan to assist the City Council in long range planning of capital infrastructure upgrades and to give a big picture perspective on the continuing need to fund a transportation and utility system that serves the constituents of Brainerd and uses their tax dollars in the most efficient and cost-effective manner.

It is important to note that 10-Year CIP is a fluid document, and therefore amendments thereto will be presented to the City Council on an annual basis when changes or amendments to the document are made. Changes to the document or priorities established in the plan should be expected and can be caused in reductions to funding levels, project delays due to price fluctuations, opportunities for grants or other aides, delays in obtaining construction permits or necessary approvals, emergency needs, or simply changes in community preferences.

Purpose of the 10-Year Capital Improvements Program

A capital improvement is simply a major expenditure of City funds for the acquisition or construction of public lands. A CIP is a document designed to anticipate capital improvement expenditures and schedule them over a ten-year period so that they may be financed in the most efficient and cost-effective method possible. A CIP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the City considers the benefits, costs, alternatives, and impact on operating expenditures.

The City of Brainerd believes that the CIP process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. Good planning is essential for the wise use of limited financial resources.

As stated above, the purpose of the 10-Year CIP is to guide staff and the City Council down the path of financial feasibility and sustainability, while maintaining the essential services that the City provides. More importantly, the 10-Year CIP:

1. Sets forth an estimated schedule, timing, and details of specific capital improvements.
2. Identifies estimated costs associated with the specific capital improvements.
3. Outlines the need for the improvements; and
4. The sources or revenues needed to pay for the improvements.

Street System Overview

The City of Brainerd maintains approximately 80.20 miles of streets of which 19.87 miles are covered under State Aid rules and eligible for State Aid funding. The City also maintains 16.26 miles of alleys, 2.73 of which are paved and 13.53 which are unpaved. The City uses a comprehensive pavement management system and database that rates and scores pavements based upon calculations of condition ratings based upon a 0-4 scale (0 being pavement that has completely failed and 4 being pavement that was just constructed). During this pavement rating process, City Staff use multiple different measurements on a street to measure certain types of cracking and distresses within the pavement that are turned into a pavement score using a linear regression equation. During this process, staff also use judgement to rate the curb condition on each street. These pavement ratings are used to identify and group projects into larger projects, thereby driving project costs down. There are other circumstances in which a street may need to be reconstructed or resurfaced, those being underlying utilities in critical or undersized conditions or the need for expansion or safety improvements. Generally,

improvements to storm sewer systems fall in line with street resurfacing and reconstruction.

The City has typically rated their pavements on 3-year cycles. The last comprehensive pavement rating was performed in 2018. Ratings in 2021 were likely not collected due to COVID-19 and following that time, resources have been limited based on staffing issues and amount of projects each year. City Council has elected to fund a pavement evaluation service to perform this analysis using automated means. In 2018, the aggregate average pavement score in the City was 3.354 Average Rating per Linear Foot. This pavement score is a direct reflection of how the City has performed in keeping up and maintaining the pavement system and gives a big picture perspective on what City staff can do differently to improve street conditions. The average age of a City street in 2025 is 25.41 years old. The City also uses many types of pavement management techniques such as seal coating, crack sealing, and large patching to extend the life of the streets. There have been numerous research projects performed by local and state agencies that have proven that pavement management techniques such as the ones listed generally extend the life of pavements.

Miles of Road by Surface Rating										
Surface Rating	2005		2012		2015		2018		2021	
	Miles	%	Miles	%	Miles	%	Miles	%	Miles	%
0.00-0.25	0.03	0.04%	-	0.00%	0.04	0.05%	0.02	0.03%	-	0.00%
0.26-0.50	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
0.51-0.75	-	0.00%	0.51	0.63%	0.07	0.09%	-	0.00%	0.14	0.17%
0.76-1.00	0.62	0.80%	0.25	0.31%	0.33	0.41%	-	0.00%	0.17	0.21%
1.01-1.25	0.14	0.18%	0.36	0.44%	0.70	0.87%	0.21	0.27%	-	0.00%
1.26-1.50	2.29	2.93%	1.11	1.39%	1.05	1.31%	0.30	0.37%	0.33	0.42%
1.51-1.75	1.99	2.55%	1.08	1.35%	2.02	2.51%	0.82	1.02%	0.65	0.81%
1.76-2.00	4.63	5.92%	1.59	1.99%	3.12	3.89%	2.99	3.72%	3.25	4.05%
2.01-2.25	2.16	2.77%	6.54	8.16%	3.45	4.31%	2.81	3.50%	2.48	3.09%
2.26-2.50	3.18	4.07%	3.50	4.37%	3.46	4.31%	4.17	5.20%	3.37	4.20%
2.51-2.75	4.25	5.44%	3.85	4.80%	5.62	7.00%	3.03	3.77%	4.31	5.37%
2.76-3.00	10.47	13.40%	3.51	4.38%	5.40	6.74%	3.43	4.28%	4.09	5.10%
3.01-3.25	3.39	4.33%	6.82	8.50%	8.54	10.65%	8.08	10.07%	9.71	12.11%
3.26-3.50	6.47	8.27%	10.78	13.44%	9.88	12.32%	14.05	17.52%	7.81	9.73%
3.51-3.75	10.19	13.04%	11.40	14.22%	9.60	11.97%	12.75	15.90%	7.56	9.43%
3.76-4.00	28.32	36.25%	28.89	36.02%	26.92	33.57%	27.55	34.35%	36.34	45.31%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%	80.20	100.00%

Table 1 - Miles of Road by Surface Rating

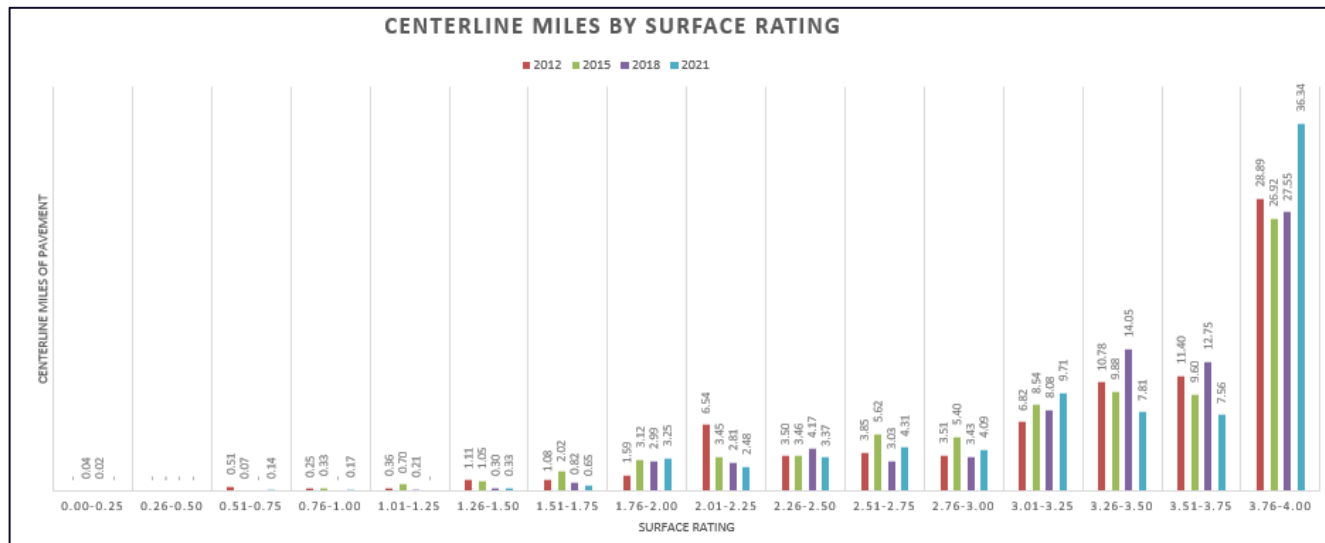


Figure 1 - Centerline Miles by Surface Rating

Miles of Road by Age										
Pavement	2005		2012		2015		2018		2021	
Age	Miles	%	Miles	%	Miles	%	Miles	%	Miles	%
0-5	15.68	20.07%	11.79	14.70%	13.71	17.09%	12.86	16.03%	10.30	12.84%
6-10	10.35	13.25%	13.57	16.92%	6.96	8.68%	10.55	13.15%	9.28	11.58%
11-15	9.07	11.61%	10.83	13.50%	12.31	15.35%	10.61	13.22%	8.54	10.65%
16-20	11.72	15.00%	7.63	9.51%	9.76	12.17%	6.89	8.59%	11.40	14.21%
21-25	6.51	8.33%	11.82	14.74%	8.57	10.68%	10.13	12.62%	9.41	11.73%
26-30	3.87	4.95%	4.89	6.09%	10.57	13.18%	12.47	15.55%	8.32	10.38%
31-35	10.21	13.06%	3.21	4.00%	4.61	5.74%	2.50	3.11%	8.03	10.02%
36-40	5.98	7.66%	7.01	8.75%	2.25	2.80%	2.69	3.35%	3.21	4.01%
41-45	2.05	2.63%	6.11	7.61%	6.95	8.66%	5.83	7.27%	1.92	2.39%
46-50	2.03	2.60%	1.83	2.28%	2.36	2.95%	3.51	4.37%	6.00	7.48%
51-55	0.21	0.27%	0.98	1.22%	0.81	1.01%	0.54	0.68%	2.13	2.66%
56-60	0.17	0.21%	0.36	0.44%	1.13	1.41%	1.25	1.55%	0.56	0.70%
61-65	0.14	0.18%	0.05	0.06%	0.07	0.09%	0.26	0.32%	0.88	1.09%
66-70	-	0.00%	-	0.00%	-	0.00%	-	0.00%	0.07	0.09%
71-75	-	0.00%	0.14	0.17%	0.14	0.17%	-	0.00%	-	0.00%
76+	0.14	0.18%	-	0.00%	0	0.00%	0.14	0.17%	0.14	0.17%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%	80.20	100.00%

Table 2 - Centerline Miles by Surface Rating

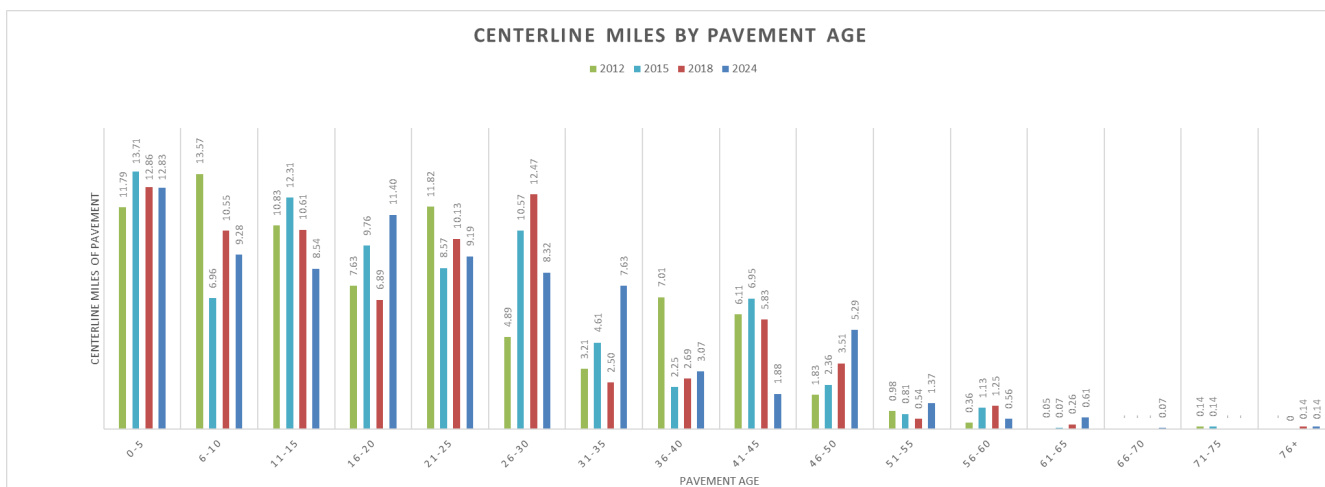


Figure 2 - Centerline Miles by Pavement Age

Pavement Management Summary					
	2005	2012	2015	2018	2021
Average Pavement Rating	3.246	3.273	3.216	3.354	3.400
Average Age of Street	18.92	20.48	21.01	20.94	24.92

Table 3 - Pavement Management Summary

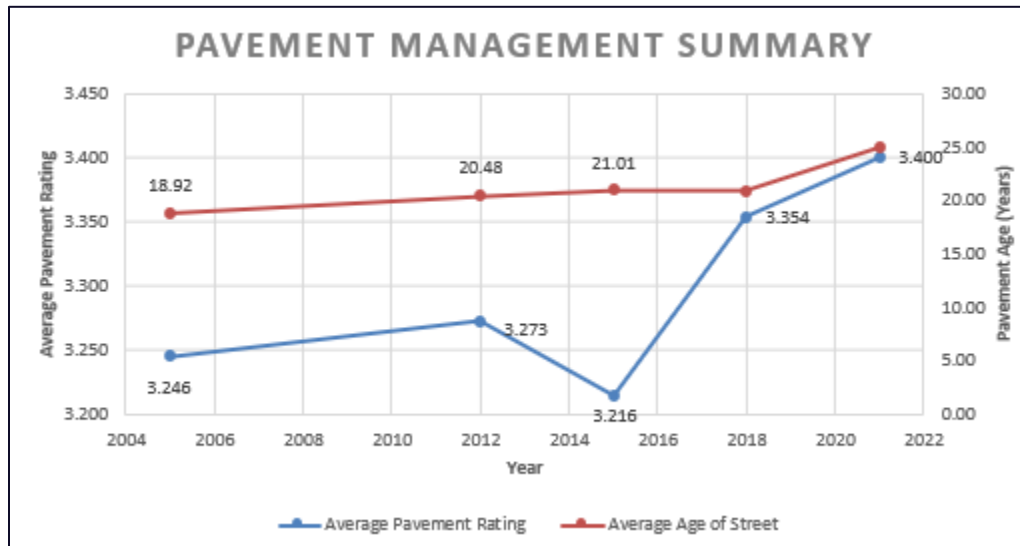


Figure 3 - Pavement Management Summary

Sanitary Sewer System Overview

The City of Brainerd operates and maintains approximately 77.44 miles of sanitary sewer, of which 49.7% is vitrified clay, 39.9% is poly-vinyl chloride, 5.9% is reinforced concrete, 0.1% is steel, and 1.8% is high-density polyethylene, and 2.7% is cured in place pipe. This equates to 203,089 linear feet (LF) of vitrified clay, 162,961 LF of poly-vinyl chloride, 24,250 LF of reinforced concrete, 470 LF of steel, and 7,218 LF of high-density polyethylene, and 10,887 LF of cured in place pipe. All the pipes range in size with the smallest pipes in the system being 6 inches and the largest besting 27 inches. The current average age of the City's sewer system is about 53.4 years old. The current oldest sewer in the system was constructed in 1904, and the newest sewer in the system was constructed in 2024.

The City uses closed captioned television equipment to video the pipe and performs annual maintenance with flushing and root cutting to the system every year. To properly maintain the sewer system, and to meet League of Minnesota Cities insurance requirements, the City adopted the League of Minnesota Cities Sewer Maintenance Policy, which states that major problem lines should be maintained 2-3 times/year, problem lines a time/year, clay lines every 2-5 years, PVC and CIPP pipe every 6-10

years, and interceptors every 11-20 years. This, on average, means the City needs to maintain approximately 97,872 LF of pipe/year.

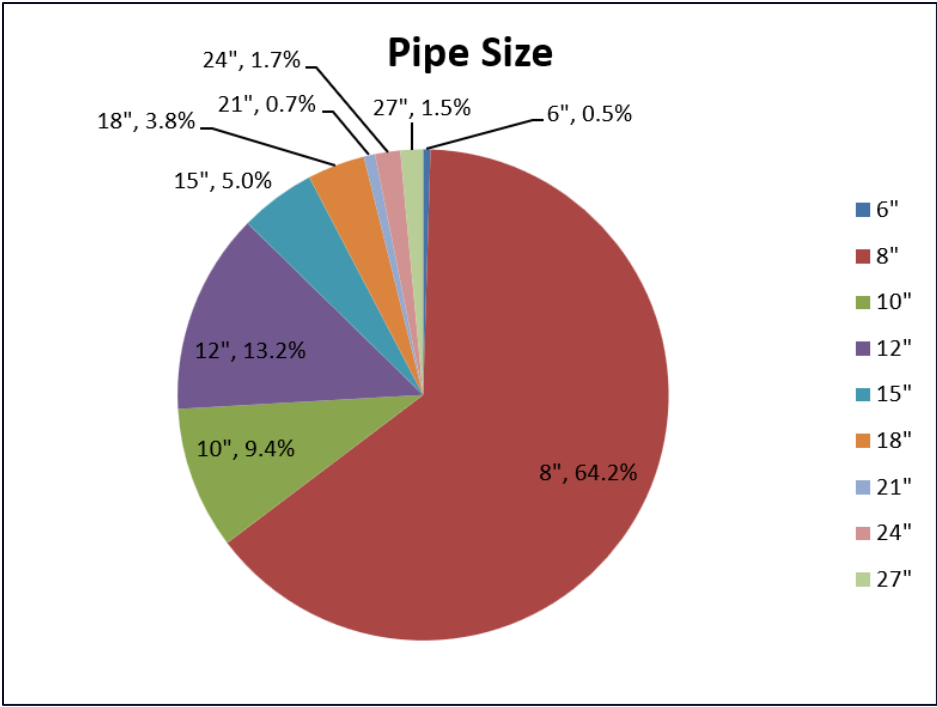


Figure 4 - Sanitary Sewer Pipe Size

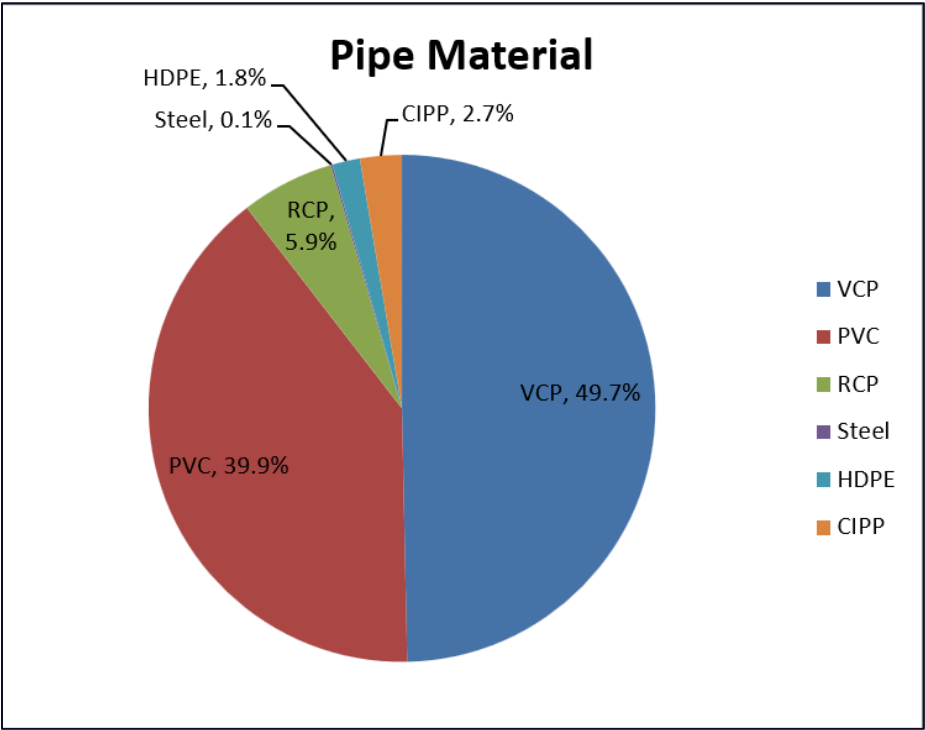


Figure 5 - Sanitary Sewer Pipe Material

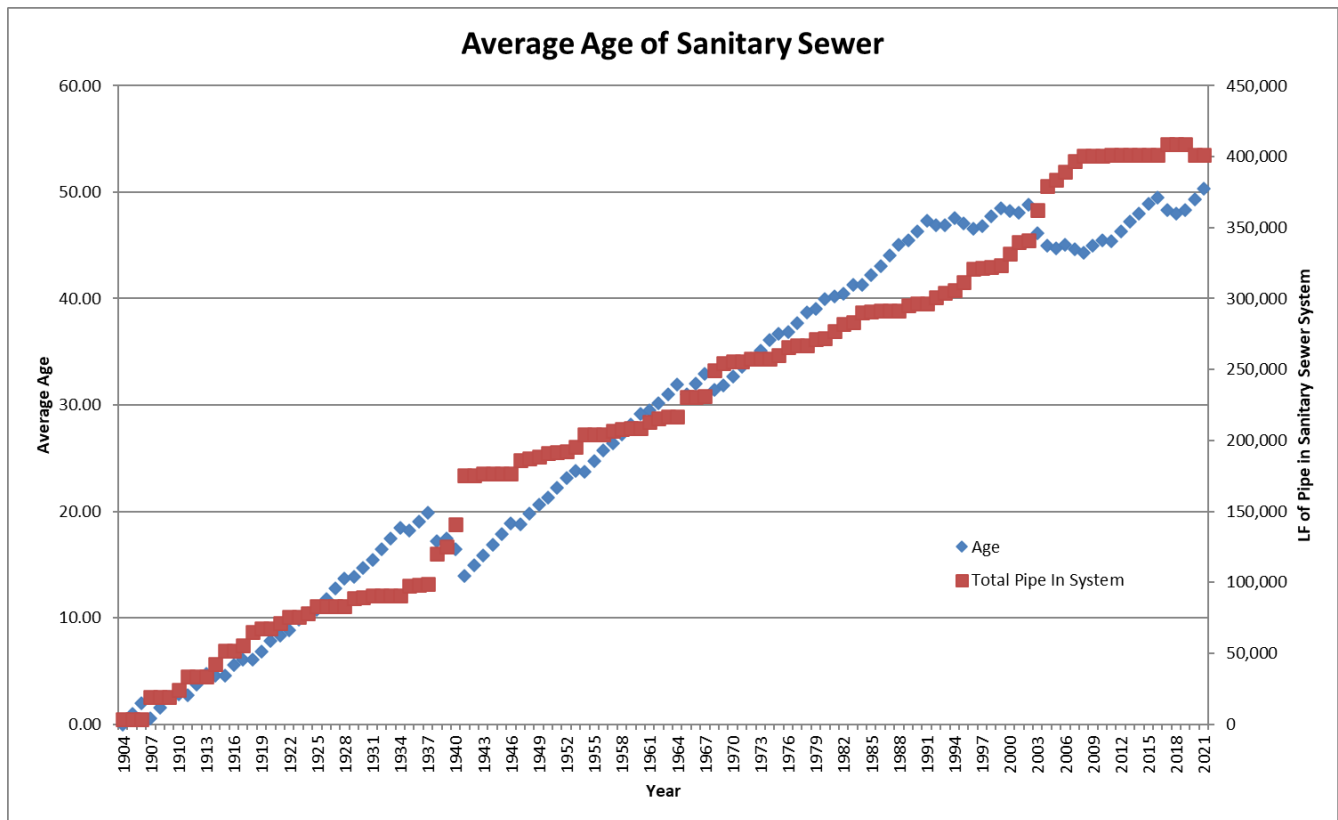


Figure 6 - Sanitary Sewer Average Age

Funding Options for a 10-Year Capital Plan

There are numerous ways to fund capital replacement and rehabilitation projects, both at a local level and laid out by Minnesota Statute. The most financially stable and viable solution to funding a 10-Year CIP is through levying money through local taxes. The City has numerous funds in which they pay for capital improvement projects, and include the Construction Fund 401, Sanitary Sewer Fund 237, Storm Sewer Fund 238. Currently, the City levies approximately \$385,000 into the Construction Fund 401. The City generates revenues into Sanitary Sewer Fund 237 and 238 through rates paid for by the users of each respective system. The Sanitary Sewer rate for 2025 is \$1.34 per 1,000 gallons plus a flat fee based upon water meter size serving the home or business. The Storm Sewer rate for 2025 is based upon a single-family residential fee of \$5.30/household. Commercial stormwater equivalent residential unit is based upon the single-family residential rate and get charged the single-family rate for every 1/12 acre of impervious area on the site. The Sanitary Sewer rate generates approximately \$875,000 of revenues into Sanitary Sewer Fund 237 every year while the storm sewer

rate generates approximately \$550,000 of revenues into the Storm Sewer Fund 238 every year.

Other sources of financing the 10-Year CIP are through assessing a portion of the improvement costs to the benefiting properties typically adjacent to the street or utility improvement. The City typically does not assess for replacement or rehabilitation of the storm sewer utility, as it is very difficult for the City to prove cost benefit of a replaced utility if the utility was functioning before the replacement. Minnesota Statute 429 lays out a very detailed process for assessing properties benefitted from a public improvement. The main objective when assessing properties for a portion of the cost of an improvement project is that the assessment bears a direct relationship to the value of the benefits (typically the fair market value) that the assessed property receives. The City assesses 50% of what a typical residential street costs to reconstruct or resurface. This is, in most cases, approximately \$35.00/front foot for a resurfacing project, \$75.00/front foot for a reconstruction project, and approximately \$175.00/front foot for new construction (storm sewer included, but no sanitary or water utilities). Typically, the City assesses the entire cost of sanitary sewer and water utilities to the adjacent property owner, as these utilities are a direct benefit to the property, they serve within the corporate City limits.

A last source of financing improvement projects is through the issuance of general obligation utility bonds or statute 429 bonds. State statute lays out specific guidelines and processes to issue bonds for capital infrastructure replacement, specifically in sections 429 and 475 of Minnesota Statute.

Determining an Appropriate Funding Level for a 10-Year Capital Plan

The City has used its available resources to fit a 10-Year plan to current funding levels and opportunities, while also recognizing the need to keep infrastructure within the City at an acceptable level to protect the health and safety of its constituents.

Project Selections and Benefits in Combining Projects

When compiling the data for the 10-year CIP, the City also considered location of projects as seeing the benefit in grouping similar projects near each other and thereby driving down project costs. As you can see from the upcoming listed projects, 2026 has focus on southeast Brainerd, 2027 in south Brainerd, 2028 in northeast and southeast Brainerd, and 2029's primary focuses will be Oak Street and northeast Brainerd. Much of the infrastructure in northwest and southwest Brainerd is newer with much recent reconstruction occurring in north Brainerd, thus the focus is in centralized areas of southeast, northeast, and south Brainerd. This plan also reflects the focus on the reconstruction of Highway 210 through Brainerd in 2026 and 2027, in which the City will have a large role in assisting MnDOT throughout the project.

Appendix



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2026	26-01	2026 Seal Coat	\$195,000	\$195,000	\$0	\$0	\$0	\$0	\$0	\$0	North Brainerd - Juniper, N. 3rd, N. 6th, N. 7th, South Brainerd - S. 7th/Tamarac/Sycamore/Rosewood, Vine, Todd, Paul St/Paul Cir/S. 7th/S. 8th, S. 7th/Madison
2026	26-02	2026 Street Patching	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026	26-03	2026 Street Striping	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026		2026 Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	North Brainerd - Between N. 5th and N. 7th Streets and Washington to Juniper Streets
2026		TH 210/Washington Street Reconstruction Project (MnDOT)	\$2,341,200	\$0	\$0	\$20,000	\$376,036	\$0	\$1,945,164	\$0	
2026	17-12	Wright/10th Reconstruction Project *	\$1,752,451	\$0	\$598,357	\$600,639	\$22,610	\$117,088	\$413,756	\$0	* Project programmed for 2025. Remaining portion of 10th Street construct in 2026.
2026	23-14	Hawkins/Ronald/Joseph Resurfacing Project *	\$849,227	\$230,272	\$230,272	\$0	\$0	\$0	\$388,683	\$0	* Project programmed for 2025. Remaining portions of Ronald/Joseph construct in 2026.
2026		Southeast Brainerd Reconstruction Project	\$2,775,147	\$774,643	\$582,938	\$0	\$419,880	\$211,493	\$786,193	\$0	Maple Street (17th to 19th), Norwood Street (17th to 19th), 17th Street SE (Oak to Laurel), 18th Street SE (Oak to Laurel), 19th Street SE (Oak to Laurel)
2026		South Brainerd Resurfacing Project	\$275,460	\$137,730	\$137,730	\$0	\$0	\$0	\$0	\$0	Spruce Drive, Birchridge Drive (S. Leg Graydon to Spruce), Graydon Avenue (Woodcrest to S. Leg Birchridge), Hillcrest Drive
2026		Pine Street Resurfacing Project	\$213,657	\$106,828	\$106,828	\$0	\$0	\$0	\$0	\$0	Pine Street (14th to Walnut)
2026		Dal-Mar Resurfacing Project	\$155,779	\$77,890	\$77,890	\$0	\$0	\$0	\$0	\$0	Dal-Mar Drive from end of curb to dead end
2026		S. 11th Street Resurfacing Project	\$213,199	\$106,599	\$106,599	\$0	\$0	\$0	\$0	\$0	S. 11th Street (Industrial Park to Thiesse)
		TOTAL 2026	\$8,946,120	\$1,703,963	\$1,840,614	\$620,639	\$918,527	\$328,581	\$3,533,796	\$0	
2027	27-01	2027 Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-02	2027 Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-03	2027 Street Striping	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027		2027 Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	North Brainerd - Juniper Street
2027		TH 210/Washington Street Reconstruction Project (MnDOT)	\$2,321,200	\$0	\$0	\$0	\$376,036	\$0	\$1,945,164	\$0	
2027		South Brainerd Reconstruction Project	\$2,653,721	\$484,803	\$484,803	\$0	\$344,100	\$166,228	\$1,173,787	\$0	Graydon Avenue (S. Leg Birchridge to S. 6th), Birchridge Drive (S. Leg Graydon to S. 6th), Linden Lane
2027		East River Road Sanitary Sewer Interceptor Lining Project	\$1,400,000	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$0	Sanitary Sewer Main CIPP Lining - College Drive to Main Lift
2027		2027 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2027	\$6,769,921	\$729,803	\$484,803	\$0	\$2,220,136	\$216,228	\$3,118,951	\$0	



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2028	28-01	2028 Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-02	2028 Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-03	2028 Street Striping	\$21,000	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028		2028 Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	North Brainerd - Between N. 8th and N. 10th Streets and between Ivy and Fir Streets
2028		Northeast Brainerd Reconstruction Project	\$2,475,739	\$661,366	\$420,525	\$0	\$308,385	\$284,463	\$801,000	\$0	14th Avenue NE (L to O), 15th Avenue NE (Lum Park Rd to L), J Street NE (13th to 15th), K Street NE (13th to 15th), L Street NE (13th to 14th), M Street NE (13th to 14th)
2028		Southeast Brainerd Reconstruction Project	\$3,080,602	\$1,047,253	\$600,750	\$0	\$252,315	\$379,284	\$801,000	\$0	Quince Street (11th to 15th), 11th Street SE (Quince to Oak), 12th Street SE (Quince to Oak), 14th Street SE (Quince to Oak)
2028		Northeast Brainerd Resurfacing Project	\$357,924	\$178,962	\$178,962	\$0	\$0	\$0	\$0	\$0	C Street NE (1st to 3rd), D Street NE (Gillis to 3rd), F Street NE (1st to 3rd), G Street NE (1st to 3rd)
2028		2028 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2028	\$6,315,265	\$2,138,581	\$1,200,237	\$0	\$660,700	\$713,747	\$1,602,000	\$0	
2029	29-01	2029 Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-02	2029 Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-03	2029 Street Striping	\$16,000	\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029		2029 Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2029		Oak Street Reconstruction	\$3,197,673	\$0	\$591,235	\$0	\$54,100	\$0	\$1,552,338	\$1,000,000	Oak Street (19th St SE to TH 18/25) - STBGP Grant (Federal)
2029		Northeast Brainerd Reconstruction Project	\$2,564,117	\$712,132	\$408,510	\$0	\$514,722	\$193,435	\$735,318	\$0	6th Avenue NE (E to H), 7th Avenue NE (E to H), F Street NE (6th to 8th), G Street NE (6th to 8th)
2029		Laurel Street Patching Project	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	Laurel Street (SW 4th St to S 6th St)
		TOTAL 2029	\$6,172,790	\$973,132	\$999,745	\$50,000	\$668,822	\$193,435	\$2,287,655	\$1,000,000	
2030	30-01	2030 Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-02	2030 Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-03	2030 Street Striping	\$22,000	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030		2030 Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2030		Northeast Brainerd Reconstruction Project	\$2,073,715	\$726,375	\$416,680	\$0	\$233,341	\$197,304	\$500,016	\$0	8th Avenue NE (O to Q), 9th Avenue NE (L to Q), O Street NE (Mill to 9th)
2030		Woodland Park/Shady Brook Reconstruction Project	\$3,713,392	\$991,565	\$740,990	\$0	\$694,939	\$152,989	\$1,132,909	\$0	Cedar Street, Emma Avenue, Pennsylvania Avenue, Mary Street
2030		28th Street Resurfacing Project	\$300,685	\$150,343	\$150,343	\$0	\$0	\$0	\$0	\$0	Oakridge Road to Oak Street
		TOTAL 2030	\$6,454,793	\$2,135,282	\$1,308,013	\$0	\$1,028,280	\$350,293	\$1,632,925	\$0	
		TOTALS 2026-2030	\$34,658,889	\$7,680,762	\$5,833,412	\$670,639	\$5,496,465	\$1,802,284	\$12,175,328	\$1,000,000	
		% PARTICIPATION	100.0%	22.2%	16.8%	1.9%	15.9%	5.2%	35.1%	2.9%	

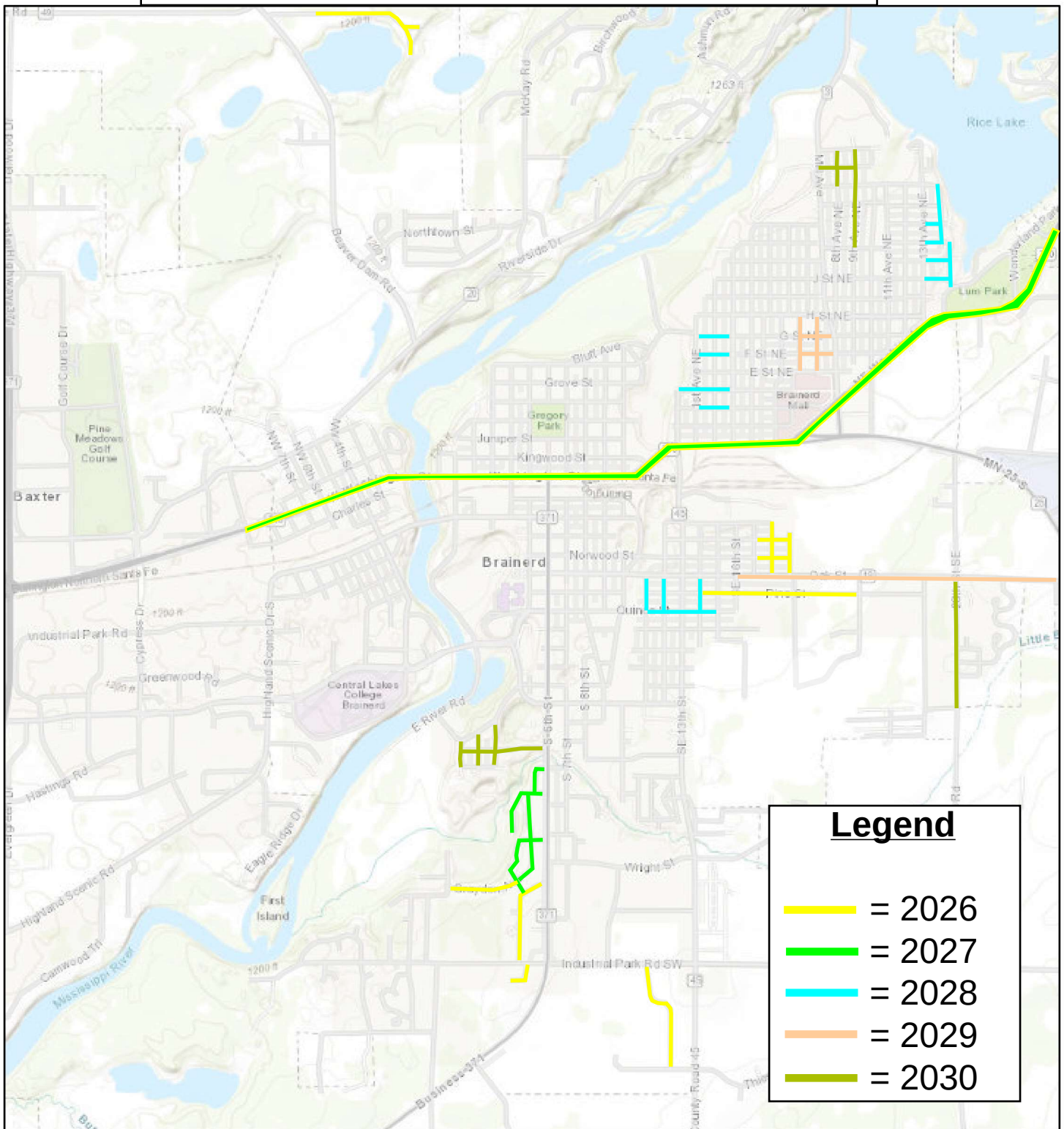
YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2031	31-01	2031 Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-02	2031 Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-03	2031 Street Striping	\$17,000	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031		2031 Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2031		Southeast Brainerd Reconstruction Project	\$3,959,405	\$1,037,263	\$595,019	\$0	\$684,272	\$452,812	\$1,190,038	\$0	Maple Street (15th to 17th), Norwood Street (15th to 17th), 15th Street SE (Maple to Laurel), 16th Street SE (Norwood to Laurel)
2031		15th Street SE Resurfacing Project	\$66,233	\$33,117	\$33,117	\$0	\$0	\$0	\$0	\$0	Oak Street to Maple Street
2031		Pine/Quince Reconstruction Project	\$2,337,920	\$0	\$382,512	\$666,812	\$357,012	\$251,562	\$680,022	\$0	Pine Street (S. 6th to S. 10th), Quince Street (S. 6th to S. 11th)
		TOTAL 2031	\$6,740,558	\$1,347,380	\$1,010,648	\$666,812	\$1,141,284	\$704,374	\$1,870,060	\$0	
2032	32-01	2032 Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-02	2032 Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-03	2032 Street Striping	\$23,000	\$23,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032		2032 Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2032		Northeast Brainerd Reconstruction Project	\$3,119,309	\$906,864	\$520,217	\$0	\$576,574	\$205,275	\$910,379	\$0	12th Avenue NE (J to M), 13th Avenue NE (J to M), K Street NE (11th to 13th), L Street NE (11th to 13th), M Street NE (11th to 13th)
2032		Wright/Thiesse Extensions Resurfacing Project	\$657,691	\$328,846	\$328,846	\$0	\$0	\$0	\$0	\$0	Wright Street (13th to End), Thiesse Drive (West End to East End)
		TOTAL 2032	\$4,160,000	\$1,518,710	\$849,062	\$0	\$676,574	\$205,275	\$910,379	\$0	
2033	33-01	2033 Seal Coat	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-02	2033 Street Patching	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-03	2033 Street Striping	\$18,000	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033		2033 Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2033		Oak Street/TH 18/TH 25 Roundabout Project	\$1,075,000	\$0	\$0	\$1,000,000	\$0	\$0	\$75,000	\$0	
2033		Southeast Brainerd Reconstruction Project	\$3,921,368	\$1,171,366	\$671,947	\$0	\$485,536	\$205,275	\$1,387,245	\$0	11th Street SE (Willow to Quince), 12th Street SE (Willow to Quince), Rosewood Street (11th to 15th), 14th Street SE (Rosewood to Quince)
2033		South Brainerd Sanitary Sewer Rehabilitation Project	\$500,000	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	
		TOTAL 2033	\$5,889,368	\$1,464,366	\$671,947	\$1,000,000	\$1,085,536	\$205,275	\$1,462,245	\$0	



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2034	34-01	2034 Seal Coat	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034	34-02	2034 Street Patching	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034	34-03	2034 Street Striping	\$24,000	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034		2034 Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2034		North Brainerd Reconstruction Project	\$3,974,547	\$1,382,843	\$1,038,088	\$0	\$270,414	\$172,081	\$1,111,121	\$0	Bluff Avenue (3rd to 8th), Grove Street (3rd to 8th), 3rd Street (Holly to Bluff), 6th Street (Holly to Bluff), 7th Street (Holly to Bluff)
2034		Northeast Brainerd Resurfacing Project	\$821,831	\$410,916	\$410,916	\$0	\$0	\$0	\$0	\$0	H Street NE (1st to Mill), I Street NE (1st to Mill), J Street NE (2nd to Mill), 3rd Avenue NE (H to K), 4th Avenue NE (H to M)
		TOTAL 2034	\$5,195,378	\$2,092,759	\$1,449,004	\$0	\$370,414	\$172,081	\$1,111,121	\$0	
2035	35-01	2035 Seal Coat	\$210,000	\$210,000	\$0	\$0	\$0	\$0	\$0	\$0	
2035	35-02	2035 Street Patching	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	
2035	35-03	2035 Street Striping	\$19,000	\$19,000	\$0	\$0	\$0	\$0	\$0	\$0	
2035		2035 Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2035		Northeast Brainerd Reconstruction Project	\$4,775,082	\$1,184,854	\$846,836	\$0	\$463,791	\$1,093,029	\$1,186,572	\$0	Gillis Avenue, 1st Avenue NE, C Street NE (Gillis to 2nd), D Street NE (Gillis to 2nd)
2035		Front/Maple/Norwood Resurfacing Project	\$371,540	\$196,452	\$175,088	\$0	\$0	\$0	\$0	\$0	Front Street (4th to 6th), Maple Street (5th to End), Norwood Street (5th to 8th)
		TOTAL 2035	\$5,555,622	\$1,690,306	\$1,021,924	\$0	\$563,791	\$1,093,029	\$1,186,572	\$0	
		TOTALS 2031-2035	\$27,540,927	\$8,113,520	\$5,002,586	\$1,666,812	\$3,837,597	\$2,380,034	\$6,540,377	\$0	
		% PARTICIPATION	100.0%	29.5%	18.2%	6.1%	13.9%	8.6%	23.8%	0.0%	
		TOTALS 2026-2035	\$62,199,816	\$15,794,282	\$10,835,998	\$2,337,451	\$9,334,062	\$4,182,318	\$18,715,704	\$1,000,000	
		% PARTICIPATION	100.0%	25.4%	17.4%	3.8%	15.0%	6.7%	30.1%	1.6%	

5-Year Capital Improvement Plan Map

2026-2030





City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Adopt Resolution Awarding the Sale of General Obligation Bonds, Series 2025A; Fixing their Form and Specifications; Directing their Execution and Delivery; and Providing for their Payment

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Connie Hillman, Finance Director, Danny Loch, Finance Manager

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

Baker Tily will virtually present an overview of the City's bond rating (attached) as well as the tabulation of bid results, which are not available until Monday.

The City is issuing debt for the following purposes:

- Improvement Bonds - Amount of the local share and special assessments on the Beech/Oakridge, Wright, South Brainerd Resurfacing, and TH 371/Willow Street Roundabout projects, plus the cost of issuance. This portion of the debt will be repaid with levy dollars and assessment collections.
- Utility Revenue Bonds - Amount needed to pay for the water and storm sewer improvements on the 2025 construction projects, plus the cost of issuance. This portion of the debt will be repaid with net revenues of the City's water and storm sewer utilities.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The attached resolution is a draft. You will notice that the draft resolution has many blanks that can only be completed after the bids are received, which will occur on Monday, October 20th. The sale information will be forwarded to our bond council, who will complete the resolution.

RECOMMENDED ACTION/MOTION:

Adopt a resolution awarding the Sale of General Obligation Bonds, Series 2025A; in the original aggregate principal amount of \$_____; fixing their form and specifications; directing their execution and delivery; and providing for their payment.

FINANCIAL IMPACT:

October 6, 2025

City of Brainerd
City Hall
501 Laurel Street
Brainerd, MN 56401--3595
Attention: Connie Hillman, Finance Director

Re: **US\$3,425,000 City of Brainerd, Minnesota, General Obligation Bonds, Series 2025A, dated: Date of delivery, due: February 01, 2046**

Dear Connie Hillman

Pursuant to your request for an S&P Global Ratings rating on the above-referenced obligations, S&P Global Ratings has assigned a rating of "AA-" . S&P Global Ratings views the outlook for this rating as stable. A copy of the rationale supporting the rating is enclosed.

This letter constitutes S&P Global Ratings' permission for you to disseminate the above-assigned ratings to interested parties in accordance with applicable laws and regulations. However, permission for such dissemination (other than to professional advisors bound by appropriate confidentiality arrangements or to allow the Issuer to comply with its regulatory obligations) will become effective only after we have released the ratings on standardandpoors.com. Any dissemination on any Website by you or your agents shall include the full analysis for the rating, including any updates, where applicable. Any such dissemination shall not be done in a manner that would serve as a substitute for any products and services containing S&P Global Ratings' intellectual property for which a fee is charged.

To maintain the rating, S&P Global Ratings must receive all relevant financial and other information, including notice of material changes to financial and other information provided to us and in relevant documents, as soon as such information is available. Relevant financial and other information includes, but is not limited to, information about direct bank loans and debt and debt-like instruments issued to, or entered into with, financial institutions, insurance companies and/or other entities, whether or not disclosure of such information would be required under S.E.C. Rule 15c2-12. You understand that S&P Global Ratings relies on you and your agents and advisors for the accuracy, timeliness and completeness of the information submitted in connection with the rating and the continued flow of material information as part of the surveillance process. Please send all information via electronic delivery to: pubfin_statelocalgovt@spglobal.com. If SEC rule 17g-5 is applicable, you may post such information on the appropriate website. For any information not available in electronic format or posted on the applicable website,

Please send hard copies to:

S&P Global Ratings
Public Finance Department
55 Water Street
New York, NY 10041-0003

The rating is subject to the Terms and Conditions, if any, attached to the Engagement Letter applicable to the rating. In the absence of such Engagement Letter and Terms and Conditions, the rating is subject to the attached Terms and Conditions. The applicable Terms and Conditions are incorporated herein by reference.

S&P Global Ratings is pleased to have the opportunity to provide its rating opinion. For more information please visit our website at www.standardandpoors.com. If you have any questions, please contact us. Thank you for choosing S&P Global Ratings.

Sincerely yours,

S&P Global Ratings
a division of Standard & Poor's Financial Services LLC

ka
enclosures

cc: **Bond Services Bond Services**
Christine Hogan

S&P Global Ratings
Terms and Conditions Applicable To Public Finance Credit Ratings

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No Third Party Beneficiaries. Nothing in any credit rating engagement, or a credit rating when issued, is intended or should be construed as creating any rights on behalf of any third parties, including, without limitation, any recipient of a credit rating. No person is intended as a third party beneficiary of any credit rating engagement or of a credit rating when issued.

Research Update:

Brainerd, MN Series 2025A General Obligation Bonds Assigned 'AA-' Rating; Outlook Stable

October 6, 2025

Overview

- S&P Global Ratings assigned its 'AA-' long-term rating to Brainerd, Minn.'s roughly \$3.425 million series 2025A general obligation (GO) bonds.
- The outlook is stable.

Rationale

Security

The city's full-faith-and-credit unlimited-tax GO pledge secures the bonds. Brainerd additionally pledges net water and storm-utility revenue and special assessments against benefitted properties; however, the rating reflects our opinion of the city's GO pledge because we lack sufficient supporting information to rate the additional pledges under applicable criteria. Brainerd's bonds outstanding also include additional pledges, but we rate that debt to the GO pledge.

Officials intend to use series 2025A bond proceeds to finance or reimburse road improvements and related utility-improvement-project costs.

Credit highlights

In our view, Brainerd's healthy fund balance and liquidity, coupled with conservative management practices, support the rating. Brainerd's lower economic indicators, notably income, and higher long-term debt liabilities, both of which are weaker compared with those of similar-rated peers, somewhat offset credit strengths.

Brainerd's main revenue sources are state aid and property taxes, which accounted for 52% and 31%, respectively, of general fund revenue in fiscal 2024. Officials adopted a fiscal 2025 budget that plans for a minor use of \$111,000 of general fund balance, or a negative 0.8% of general fund revenue. Brainerd is currently planning the fiscal 2026 preliminary budget, which is expected to reflect similar results to fiscal 2025. We believe it is possible the city could outperform the budget.

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Our forward-looking assessment of Brainerd's debt-and-liability profile reflects tentative plans to issue up to a net \$7 million of net additional debt through 2026 for routine street improvements and the remodeling of a fire station. Due to Brainerd's unlimited statutory taxing flexibility supporting reliable levy growth and modest state aid increases, we believe stable revenue will likely support, at least, balanced finances during the two-year outlook.

The rating further reflects our view of:

- Real gross county product has lagged the national average recently. Brainerd has experienced continued market value and population growth following the shift to remote work that attracted residents to the rural, recreation-based community. Management reports development plans for a new assisted-living and child-care center and expects more-modest short-term market value growth, which we view as feasible.
- Uneven operating results recently reflect Brainerd's \$1.9 million payment to settle a lawsuit with former city firefighters in fiscal 2022. The city has a history of breakeven-to-surplus operating results. Due to taxing flexibility and modest state aid increases, we expect financial performance will likely remain stable during the next few fiscal years.
- Management policies and practices are sufficient, in our view, with realistic budget assumptions and comprehensive monthly budget-to-actual reporting to the city council. While Brainerd maintains a capital plan it updates annually, we do not consider this plan robust. The city lacks a long-term financial plan. Brainerd has formal investment- and debt-management and fund-balance policies. Although the city fell out of compliance with its formal 35%-50% of operating expenditures fund balance due to the payoff of a legal settlement, we expect Brainerd will likely comply again with its fund-balance policy during the next few fiscal years because it has historically outperformed the budget. The city has implemented policies and practices to mitigate cyber risk.
- Gross direct debt currently totals about \$36.3 million. Brainerd plans to issue approximately \$7 million of net additional debt in 2026 to support infrastructure projects and the remodeling of a fire station. However, the city has a history of matching future issuances with expiring amortization schedules of previously issued debt, and we expect debt costs will likely remain manageable.
- Brainerd has limited exposure to pension and other postemployment benefit liabilities, with low per capita net pension liabilities and current retirement benefit costs that, while growing, will likely remain a small share of the budget.
- For more information on our institutional framework assessment for Minnesota municipalities, see "[Institutional Framework Assessment: Minnesota Local Governments](#)," published Sept. 10, 2024.

Environmental, social, and governance

We view environmental, social, and governance factors as neutral in our credit rating analysis.

Outlook

The stable outlook reflects S&P Global Ratings' opinion that Brainerd will likely maintain healthy reserves, supported by its stable revenue profile and statutory taxing flexibility. Brainerd's growing property tax base and history of conservative budgeting further support the stable outlook.

Downside scenario

We could lower the rating if Brainerd were to experience sustained financial deterioration, leading to a further weakening of reserves, or if its debt were to hamper financial flexibility.

Upside scenario

With all else equal, we could raise the rating if core economic metrics were to improve to levels we consider comparable with those of higher-rated peers.

Brainerd, Minnesota--Credit summary

Institutional framework (IF)	1
Individual credit profile (ICP)	2.83
Economy	5.0
Financial performance	3
Reserves and liquidity	1
Management	2.65
Debt and liabilities	2.50

Brainerd, Minnesota--Key credit metrics

	Most recent	2024	2023	2022
Economy				
Real GCP per capita % of U.S.	66	--	66	67
County PCPI % of U.S.	82	--	82	82
Market value (\$000s)	1,250,604	1,223,371	1,147,039	995,357
Market value per capita (\$)	82,526	80,729	77,367	72,941
Top 10 taxpayers % of taxable value	10.1	10.9	11.8	19.5
County unemployment rate (%)	4.0	3.6	3.5	3.1
Local median household EBI % of U.S.	73	73	68	67
Local per capita EBI % of U.S.	73	73	71	71
Local population	15,154	15,154	14,826	13,646
Financial performance				
Operating fund revenues (\$000s)	--	14,762	13,202	11,315
Operating fund expenditures (\$000s)	--	14,540	13,067	13,937
Net transfers and other adjustments (\$000s)	--	216	1,106	462
Operating result (\$000s)	--	438	1,241	(2,160)
Operating result % of revenues	--	3.0	9.4	(19.1)
Operating result three-year average %	--	(2.2)	(3.4)	(5.5)
Reserves and liquidity				
Available reserves % of operating revenues	--	28.6	23.7	22.5
Available reserves (\$000s)	--	4,217	3,127	2,549
Debt and liabilities				
Debt service cost % of revenues	--	6.4	7.4	7.9
Net direct debt per capita (\$)	2,395	2,403	2,202	2,290
Net direct debt (\$000s)	36,294	36,408	32,650	31,256

Brainerd, Minnesota--Key credit metrics

	Most recent	2024	2023	2022
Direct debt 10-year amortization (%)	87	92	--	--
Pension and OPEB cost % of revenues	--	5.0	5.0	6.0
NPLs per capita (\$)	--	275	389	847
Combined NPLs (\$000s)	--	4,165	5,761	11,562

Financial data may reflect analytical adjustments and are sourced from issuer audit reports or other annual disclosures. Economic data is generally sourced from S&P Global Market Intelligence, the Bureau of Labor Statistics, Claritas, and issuer audits and other disclosures. Local population is sourced from Claritas. Claritas estimates are point in time and not meant to show year-over-year trends. GCP--Gross county product. PCPI--Per capita personal income. EBI--Effective buying income. OPEB--Other postemployment benefits. NPLs--Net pension liabilities.

Ratings List

New Issue Ratings	
US\$3.425 mil GO bnds ser 2025A due 02/01/2046	
Long Term Rating	AA- /Stable
New Rating	
Local Government	
Brainerd, MN Unlimited Tax General Obligation, Special Assessment Revenue, Water System Revenue, and Storm Water System Revenue	AA- /Stable

The ratings appearing below the new issues represent an aggregation of debt issues (ASID) associated with related maturities. The maturities similarly reflect our opinion about the creditworthiness of the U.S. Public Finance obligor's legal pledge for payment of the financial obligation. Nevertheless, these maturities may have different credit ratings than the rating presented next to the ASID depending on whether or not additional legal pledge(s) support the specific maturity's payment obligation, such as credit enhancement, as a result of defeasance, or other factors.

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at <https://disclosure.spglobal.com/ratings/en/regulatory/ratings-criteria> for further information. A description of each of S&P Global Ratings' rating categories is contained in "S&P Global Ratings Definitions" at <https://disclosure.spglobal.com/ratings/en/regulatory/article/-/view/sourceId/504352>. Complete ratings information is available to RatingsDirect subscribers at www.capitaliq.com. All ratings referenced herein can be found on S&P Global Ratings' public website at www.spglobal.com/ratings.

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Extract of Minutes of Meeting
of the City Council of the City of
Brainerd, Crow Wing County, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Brainerd, Minnesota, was held in City Hall in said City on Monday, October 20, 2025, commencing at 7:30 p.m.

The following members of the Council were present:

and the following were absent:

* * *

* * *

* * *

The Mayor announced that the next order of business was consideration of the proposals which had been received for the purchase of the City's General Obligation Bonds, Series 2025A, to be issued in the original aggregate principal amount of \$_____.

The City Administrator presented a tabulation of the proposals that had been received in the manner specified in the Terms of Proposal for the Bonds. The proposals are as set forth in EXHIBIT A attached.

After due consideration of the proposals, Member _____ then introduced the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

RESOLUTION
NO. _____

**A RESOLUTION AWARDING THE SALE OF GENERAL
OBLIGATION BONDS, SERIES 2025A, IN THE ORIGINAL
AGGREGATE PRINCIPAL AMOUNT OF \$_____; FIXING
THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR
EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR
PAYMENT**

BE IT RESOLVED By the City Council of the City of Brainerd, Crow Wing County, Minnesota (the "City"), as follows:

Section 1. Sale of Bonds.

1.01. Authorization for Sale of Bonds. Pursuant to a resolution adopted by the City Council on September 15, 2025, the City authorized the sale of its General Obligation Bonds, Series 2025A (the "Bonds"), for the following purposes:

(a) to finance the construction of certain assessable public improvements in the City (the "Assessable Improvements"), pursuant to Minnesota Statutes, Chapters 429 and 475, as amended (the "Improvement Act"); and

(b) to finance the construction of various improvements to the City's water system and storm sewer system (the "Utility Improvements"), pursuant to Minnesota Statutes, Chapters 444 and 475, as amended (the "Utility Revenue Act").

1.02. Award to the Purchaser and Interest Rates. The proposal of _____, _____, _____ (the "Purchaser"), to purchase the Bonds of the City is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$_____ (par amount of \$_____.00, [plus original issue premium of \$_____.], [less original issue discount of \$_____.], less underwriter's discount of \$_____), plus accrued interest, if any, to date of delivery for the Bonds bearing interest as follows:

<u>Year</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Interest Rate</u>
2027	%	2037	%
2028		2038	
2029		2039	
2030		2040	
2031		2041	
2032		2042	
2033		2043	
2034		2044	
2035		2045	
2036		2046	

True interest cost: _____%

1.03. Purchase Contract. Any amount paid by the Purchaser over the minimum purchase price shall be deposited in the accounts of the Debt Service Fund or the accounts of the Construction Fund hereinafter created, as determined by the Finance Director of the City in consultation with the City's municipal advisor. The Finance Director is directed to deposit the good faith check or deposit of the Purchaser, pending completion of the sale of the Bonds, and to return the good faith deposits of the unsuccessful proposers. The Mayor and City Administrator are directed to execute a contract with the Purchaser on behalf of the City.

1.04. Terms and Principal Amounts of the Bonds. The City will forthwith issue and sell the Bonds pursuant to the Improvement Act and the Utility Revenue Act (collectively, the "Act") in the original aggregate principal amount of \$_____, originally dated the date of delivery (which is anticipated to be November 20, 2025), in the denomination of \$5,000 each or any integral multiple thereof, numbered No. R-1, upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2027	\$	2037	\$
2028		2038	
2029		2039	
2030		2040	
2031		2041	
2032		2042	
2033		2043	
2034		2044	
2035		2045	
2036		2046	

(a) \$_____ of the Bonds (the "Improvement Bonds"), maturing on February 1 in the years and in the amounts set forth below, will be used to finance the construction of the Assessable Improvements:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2027	\$	2037	\$
2028		2038	
2029		2039	
2030		2040	
2031		2041	
2032		2042	
2033		2043	
2034		2044	
2035		2045	
2036		2046	

(b) The remainder of the Bonds in the principal amount of \$_____ (the "Utility Revenue Bonds"), maturing on February 1 in the years and in the amounts set forth below, will be used to finance the construction of the Utility Improvements:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2027	\$	2037	\$
2028		2038	
2029		2039	
2030		2040	
2031		2041	
2032		2042	
2033		2043	
2034		2044	
2035		2045	
2036		2046	

1.05. Optional Redemption. The City may elect on February 1, 2035, and on any day thereafter to prepay Bonds due on or after February 1, 2036. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

[1.06. Mandatory Redemption; Term Bonds. The Bonds maturing on February 1, 20__ and February 1, 20__ shall hereinafter be referred to collectively as the "Term Bonds." The principal amount of the Term Bonds subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the City shall determine. The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:

Sinking Fund Installment Date

February 1, 20__ Term Bond

Principal Amount
\$

* *Maturity*

February 1, 20__ Term Bond

Principal Amount
\$

* *Maturity]*

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check, draft, or wire issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing August 1, 2026, to the registered owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The City will appoint a bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar" and the "Paying Agent"). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes and payments so made to registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds, sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for a Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar. The City appoints U.S. Bank Trust Company, National Association, Saint Paul, Minnesota, as the initial Registrar. The Mayor and the City Administrator are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges of the Registrar for the services performed. The City reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and must deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of the City Council, the City Administrator must transmit to the Registrar monies sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the City Administrator and executed on behalf of the City by the signatures of the Mayor and the City Administrator, provided that those signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of a Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so prepared, executed and authenticated, the City Administrator will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bond.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form as attached hereto as EXHIBIT B.

3.02. Approving Legal Opinion. The City Administrator is directed to obtain a copy of the proposed approving legal opinion of Kutak Rock LLP, Minneapolis, Minnesota, and to cause the opinion to be printed on or accompany each Bond.

Section 4. Payment; Security; Pledges; and Covenants.

4.01. Debt Service Fund. The Bonds are payable from the General Obligation Bonds, Series 2025A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The City will maintain the following accounts in the Debt Service Fund: the "Assessable Improvements Account" and the "Utility Improvements Account." Amounts in the Assessable Improvements Account are irrevocably pledged to the Improvement Bonds, and amounts in the Utility Improvements Account are irrevocably pledged to the Utility Revenue Bonds.

(a) Assessable Improvements Account. Proceeds of special assessments levied or to be levied against property specially benefited by the Assessable Improvements (the "Assessments") and ad valorem taxes hereinafter levied for the payment of the Improvement Bonds (the "Taxes") are hereby pledged to the Assessable Improvements Account of the Debt Service Fund. There is hereby appropriated to the Assessable Improvements Account all investment earnings on amounts in the Assessable Improvements Account and any other funds of the City for the payment of the principal of, premium, if any, and interest on the Improvement Bonds. There is also hereby appropriated to the Assessable Improvements Account a pro rata portion of amounts over the minimum purchase price of the Bonds paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof.

(b) Utility Improvements Account. The City will continue to maintain and operate its Water Fund and Storm Sewer Fund, to which will be credited all gross revenues of the water system and storm sewer system, respectively, and out of which will be paid all normal and reasonable expenses of current operations of the water system and the storm sewer system. Any balances therein are deemed net revenues (the "Net Revenues") and will be transferred, from time to time, to the Utility Improvements Account of the Debt Service Fund, which Utility Improvements Account will be used only to pay the principal of and interest on the Utility Revenue Bonds and any other bonds similarly authorized. There will always be retained in the Utility Improvements Account a sufficient amount to pay the principal of and interest on all the Utility Revenue Bonds, and the Finance Director must report any current or anticipated deficiency in the Utility Improvements Account to the City Council. There is hereby appropriated to the Utility Improvements Account all investment earnings on amounts in the Utility Improvements Account and any other funds of the City for the payment of the principal of, premium, if any, and interest on the Utility Revenue Bonds. There is also hereby appropriated to the Utility Improvements Account a pro rata portion of amounts over the minimum purchase price of the Bonds paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof.

4.02. Construction Fund. The City hereby creates the General Obligation Bonds, Series 2025A Construction Fund (the "Construction Fund"). The City will maintain the following accounts in the Construction Fund: the "Assessable Improvements Account" and the "Utility Improvements Account."

(a) Assessable Improvements Account. Proceeds of the Improvement Bonds, less the appropriations made in Section 4.01(a) hereof, together with any other funds appropriated for the Assessable Improvements, Assessments, and Taxes collected during the construction of the Assessable Improvements, will be deposited in the Assessable Improvements Account of the Construction Fund to be used solely to defray expenses of the Assessable Improvements and the payment of principal and interest on the Improvement Bonds prior to the completion and payment of all costs of the Assessable Improvements. Any balance remaining in the Assessable Improvements Account after completion of the Assessable Improvements may be used to pay the cost in whole or in part of any other improvement instituted under the Improvement Act under the direction of the City Council. When the Assessable Improvements are completed and the costs thereof paid, the Assessable Improvements Account is to be closed and subsequent collections of Assessments and Taxes for the Assessable Improvements are to be deposited in the Assessable Improvements Account of the Debt Service Fund.

(b) Utility Improvements Account. Proceeds of the Utility Revenue Bonds, less the appropriations made in Section 4.01(b) hereof, will be deposited in the Utility Improvements Account of the Construction Fund to be used solely to defray expenses of the Utility Improvements. When the Utility Improvements are completed and the cost thereof paid, the Utility Improvements Account is to be closed and any funds remaining may be deposited in the Utility Improvements Account of the Debt Service Fund.

4.03. City Covenants with Respect to the Improvement Bonds. It is hereby determined that the Assessable Improvements will directly and indirectly benefit abutting property, and the City hereby covenants with the holders from time to time of the Bonds as follows:

(a) The City has caused or will cause the Assessments for the Assessable Improvements to be promptly levied so that the first installment will be collectible not later than 2026 and will take all steps necessary to assure prompt collection, and the levy of the Assessments is hereby authorized. The City Council will cause to be taken with due diligence all further actions that are required for the construction of each Assessable Improvement financed wholly or partly from the proceeds of the Improvement Bonds, and will take all further actions necessary for the final and valid levy of the Assessments and the appropriation of any other funds needed to pay the Improvement Bonds and interest thereon when due.

(b) In the event of any current or anticipated deficiency in Assessments and Taxes, the City Council will levy additional ad valorem taxes in the amount of the current or anticipated deficiency.

(c) The City will keep complete and accurate books and records showing receipts and disbursements in connection with the Assessable Improvements, Assessments and Taxes levied therefor and other funds appropriated for their payment, collections thereof and disbursements therefrom, monies on hand and, the balance of unpaid Assessments.

(d) The City will cause its books and records to be audited at least annually and will furnish copies of such audit reports to any interested person upon request.

(e) At least twenty percent (20%) of the cost of the Assessable Improvements described herein will be specially assessed against benefited properties.

4.04. City Covenants with Respect to the Utility Revenue Bonds. The City Council covenants and agrees with the holders of the Bonds that so long as any of the Utility Revenue Bonds remain outstanding and unpaid, it will keep and enforce the following covenants and agreements:

(a) The City will continue to maintain and efficiently operate the water system and the storm sewer system as public utilities and conveniences free from competition of other like municipal utilities and will cause all revenues therefrom to be deposited in bank accounts and credited to the Water Fund and the Storm Sewer Fund, respectively, as hereinabove provided, and will make no expenditures from those accounts except for a duly authorized purpose and in accordance with this resolution.

(b) The City will also maintain the Utility Improvements Account of the Debt Service Fund as a separate account and will cause money to be credited thereto from time to time, out of Net Revenues from the water system and the storm sewer system in sums sufficient to pay principal of and interest on the Utility Revenue Bonds when due.

(c) The City will keep and maintain proper and adequate books of records and accounts separate from all other records of the City in which will be complete and correct entries as to all transactions relating to the water system and the storm sewer system and which will be open to inspection and copying by any Bondholder, or the Bondholder's agent or attorney, at any reasonable time, and it will furnish certified transcripts therefrom upon request and upon payment of a reasonable fee therefor, and said account will be audited at least annually by a qualified public accountant and statements of such audit and report will be furnished to all Bondholders upon request.

(d) The City Council will cause persons handling revenues of the water system and the storm sewer system to be bonded in reasonable amounts for the protection of the City and the Bondholders and will cause the funds collected on account of the operations of such systems to be deposited in a bank whose deposits are guaranteed under the Federal Deposit Insurance Law.

(e) The City Council will keep the water system and the storm sewer system insured at all times against loss by fire, tornado and other risks customarily insured against with an insurer or insurers in good standing, in such amounts as are customary for like plants, to protect the holders, from time to time, of the Utility Revenue Bonds and the City from any loss due to any such casualty and will apply the proceeds of such insurance to make good any such loss.

(f) The City and each and all of its officers will punctually perform all duties with reference to the water system and storm sewer system as required by law.

(g) The City will impose and collect charges of the nature authorized by Section 444.075 of the Utility Revenue Act, at the times and in the amounts required to produce Net Revenues adequate to pay all principal and interest when due on the Utility Revenue Bonds and to create and maintain such reserves securing said payments as may be provided in this resolution.

(h) The City Council will levy general ad valorem taxes on all taxable property in the City when required to meet any deficiency in the pledged Net Revenues.

4.05. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City will be and are hereby irrevocably pledged. If the balance in the Debt Service Fund is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency will be promptly paid out of monies in the general fund of the City which are available for such purpose, and such general fund may be reimbursed with or without interest from the Debt Service Fund when a sufficient balance is available therein.

4.06. Pledge of Tax Levy. For the purpose of paying a portion of the principal of and interest on the Improvement Bonds, there is levied a direct annual irrepealable ad valorem tax upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Taxes will be credited to the Assessable Improvements Account of the Debt Service Fund above provided and will be in the years and amounts as attached hereto as EXHIBIT C.

4.07. Debt Service Coverage. It is hereby determined that the estimated collection of Assessments and Taxes will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Improvement Bonds. It is hereby determined that the estimated collection of Net Revenues will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Utility Revenue Bonds. The tax levy provided for the Bonds in Section 4.06 hereof is irrepealable until all of the Bonds are paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the County Auditor-Treasurer of Crow Wing County, Minnesota (the "County Auditor-Treasurer") the amount available in the Debt Service

Fund to pay principal and interest due during the ensuing year, and the County Auditor will thereupon reduce the levy collectible during such year by the amount so certified.

4.08. Filing of Resolution. The City Administrator is authorized and directed to file a certified copy of this resolution with the County Auditor-Treasurer and to obtain the certificate required by Section 475.63 of the Act.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, may be deemed representations of the City as to the facts stated therein.

5.02. Certification as to Official Statement. The Mayor, the City Administrator, and the Finance Director are authorized and directed to certify that they have examined the Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is a complete and accurate representation of the facts and representations made therein as of the date of the Official Statement.

5.03. Other Certificates. The Mayor, the City Administrator, and the Finance Director are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor, the City Administrator, and the Finance Director shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the Finance Director shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

5.04 Electronic Signatures. The electronic signature of the Mayor, the President of the City Council, the City Administrator, and/or the Finance Director to this resolution or any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) "electronic signature" means a manually signed original signature that is then transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

Section 6. Tax Covenants.

6.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary

to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. Rebate. The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States.

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be “private activity bonds” within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Not Qualified Tax-Exempt Obligations. On May 28, 2025, the City issued its Senior Housing and Healthcare Revenue Bonds (Pinecrest of Country Manor Project), Series 2025A, in the original aggregate principal amount of \$41,920,000, and its Subordinate Senior Housing and Healthcare Revenue Bonds (Pinecrest of Country Manor Project), Series 2025B, in the original aggregate principal amount of \$2,750,000, as conduit revenue bonds (the “Conduit Bonds”), and loaned the proceeds thereof to Country Manor Campus Brainerd LLC. The Conduit Bonds were issued as qualified 501(c)(3) bonds in a principal amount exceeding \$10,000,000. As a result, the City is unable to designate the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. Book-Entry System; Limited Obligation of City.

7.01. The Depository Trust Company. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the City, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar) of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar and the Paying Agent may

treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the City's obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon delivery by DTC to the City Administrator of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words "Cede & Co." will refer to such new nominee of DTC; and upon receipt of such a notice, the City Administrator will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the "Representation Letter") which shall govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds will agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the City Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the City will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Mayor and City Administrator and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the

Continuing Disclosure Certificate. Notwithstanding any other provision of this resolution, failure of the City to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

Section 9. Defeasance. When all Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge all Bonds which are due on any date by depositing with the Registrar on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

(The remainder of this page is intentionally left blank.)

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Adopted this 20th day of October, 2025.

MIKE O'DAY
President of the Council

Approved this 21st day of October, 2025.

DAVE BADEAUX
Mayor

ATTEST:

NICHOLAS W. BROYLES
City Administrator

EXHIBIT A
PROPOSALS

EXHIBIT B
FORM OF BOND

No. R-_____

\$_____

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTY OF CROW WING
CITY OF BRAINERD

GENERAL OBLIGATION BOND
SERIES 2025A

<u>Rate</u>	<u>Maturity</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
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February 1, 20__	November 20, 2025		
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Registered Owner: CEDE & CO.

The City of Brainerd, Minnesota, a duly organized and existing municipal corporation in Crow Wing County, Minnesota (the "City"), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the principal sum of \$_____ on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above (calculated on the basis of a 360 day year of twelve 30 day months), payable February 1 and August 1 in each year, commencing August 1, 2026, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check, draft, or wire by U.S. Bank Trust Company, National Association, Saint Paul, Minnesota, as Bond Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2035, and on any day thereafter to prepay Bonds due on or after February 1, 2036. Redemption may be in whole or in part and if in part, at the option of the City and in such manner as the City will determine. If less than all Bonds of a maturity are called for redemption, the City will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. Prepayments will be at a price of par plus accrued interest.

[INSERT TERM BOND LANGUAGE, IF APPLICABLE]

This Bond is one of an issue in the aggregate principal amount of \$_____ all of like original issue date and tenor, except as to number, maturity date, interest rate, and redemption

privilege, all issued pursuant to a resolution adopted by the City Council on October 20, 2025 (the "Resolution"), for the purpose of providing money to defray the expenses incurred and to be incurred in making certain assessable public improvements and improvements to the water system and storm sewer system of the City, pursuant to and in full conformity with the home rule charter of the City and the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapters 429, 444, and 475, as amended, and the principal hereof and interest hereon are payable in part from special assessments levied against property specially benefited by improvements, ad valorem taxes, and net revenues of the water system and the storm sewer system of the City, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in special assessments, ad valorem taxes, and net revenues pledged, which taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

The City Council has not designated the issue of Bonds of which this Bond forms a part as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED AND RECITED that in and by the Resolution, the City has covenanted and agreed that it will continue to own and operate the water system and the storm sewer system free from competition by other like municipal utilities; that adequate insurance on said water system and storm sewer system and suitable fidelity bonds on employees will be carried; that proper and adequate books of account will be kept showing all receipts and disbursements relating to the Water Fund and the Storm Sewer Fund, into which it will pay all of the gross revenues from the water system and the storm sewer system, respectively; that it will also create and maintain a Utility Improvements Account within the General Obligation Bonds, Series 2025A Debt Service Fund, into which it will pay, out of the net revenues from the water system and the storm sewer system a sum sufficient to pay principal of the Utility Revenue Bonds (as defined in the Resolution) and interest on the Utility Revenue Bonds when due; and that it will provide, by ad valorem tax levies, for any deficiency in required net revenues of the water system and the storm sewer system.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Bond Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Bond Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Bond Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Bond Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the home rule charter and the Constitution and laws of the State of Minnesota, to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional, statutory, or charter limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Bond Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Brainerd, Crow Wing County, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Administrator and has caused this Bond to be dated as of the date set forth below.

Dated: November 20, 2025

CITY OF BRAINERD, MINNESOTA

(Facsimile)

Mayor

(Facsimile)

City Administrator

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

**U.S. BANK TRUST COMPANY,
NATIONAL ASSOCIATION**

By _____
Authorized Representative

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common

UNIF GIFT MIN ACT

_____ Custodian _____

(Cust)

(Minor)

TEN ENT -- as tenants by entireties

under Uniform Gifts or Transfers to
Minors Act, State of _____

JT TEN -- as joint tenants with right of
survivorship and not as tenants in
common

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto
_____ the within Bond and all rights thereunder,
and does hereby irrevocably constitute and appoint _____ attorney to
transfer the said Bond on the books kept for registration of the within Bond, with full power of
substitution in the premises.

Dated: _____

Notice: The assignor's signature to this assignment must correspond with the
name as it appears upon the face of the within Bond in every particular,
without alteration or any change whatever.

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the
Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion
Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP")
or other such "signature guarantee program" as may be determined by the Registrar in addition
to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange
Act of 1934, as amended.

The Bond Registrar will not effect transfer of this Bond unless the information concerning
the assignee requested below is provided.

Name and Address:

(Include information for all joint owners if this Bond
is held by joint account.)

Please insert social security or other
identifying number of assignee

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

Date of Registration

Registered Owner

Signature of
Officer of Registrar

Cede & Co.
Federal ID #13-2555119

EXHIBIT C
TAX LEVY SCHEDULE

STATE OF MINNESOTA)
)
COUNTY OF CROW WING) SS.
)
CITY OF BRAINERD)

I, the undersigned, being the duly qualified and acting City Administrator of the City of Brainerd, Minnesota (the "City"), do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on October 20, 2025, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes insofar as they relate to the issuance and sale of the City's General Obligation Bonds, Series 2025A, in the original aggregate principal amount of \$_____.

WITNESS My hand officially as such City Administrator and the corporate seal of the City this _____ day of October, 2025.

(SEAL)

City Administrator
City of Brainerd, Minnesota



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Final Reading- Proposed Ordinance 1592 — Text Amendment for an Accessory Greenhouse for a Cannabis Microbusiness and an IUP Amendment and Variance Request to Operate a Microbusiness at a Current Accessory Greenhouse 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:

City Council conducted the first reading of Proposed Ordinance 1592 at the October 6th City Council 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 final 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.

2) Approve proposed Ordinance 1592.

3) Approval of the Interim Use Permit with the following conditions:

a. No outdoor storage

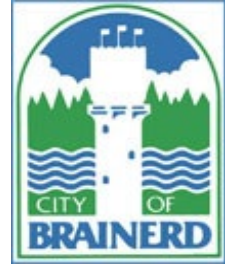
b. Indoor storage shall be limited to material incidental to the operation of a greenhouse.

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.
- 4) Approval of the Variance request as presented.

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

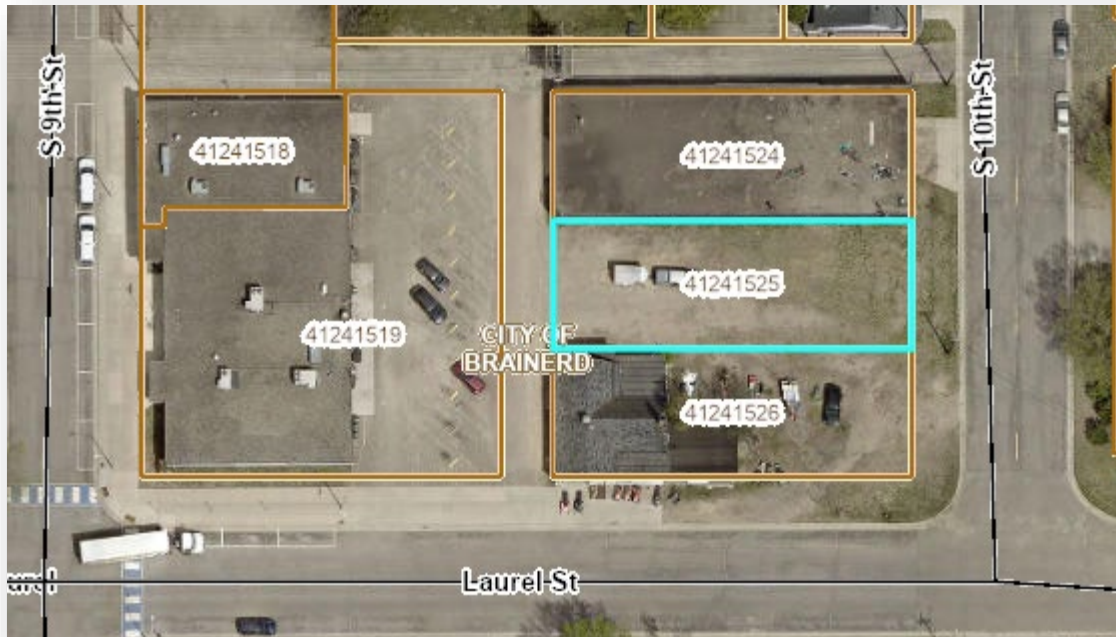
APPLICANT: Steven Zelinske

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)

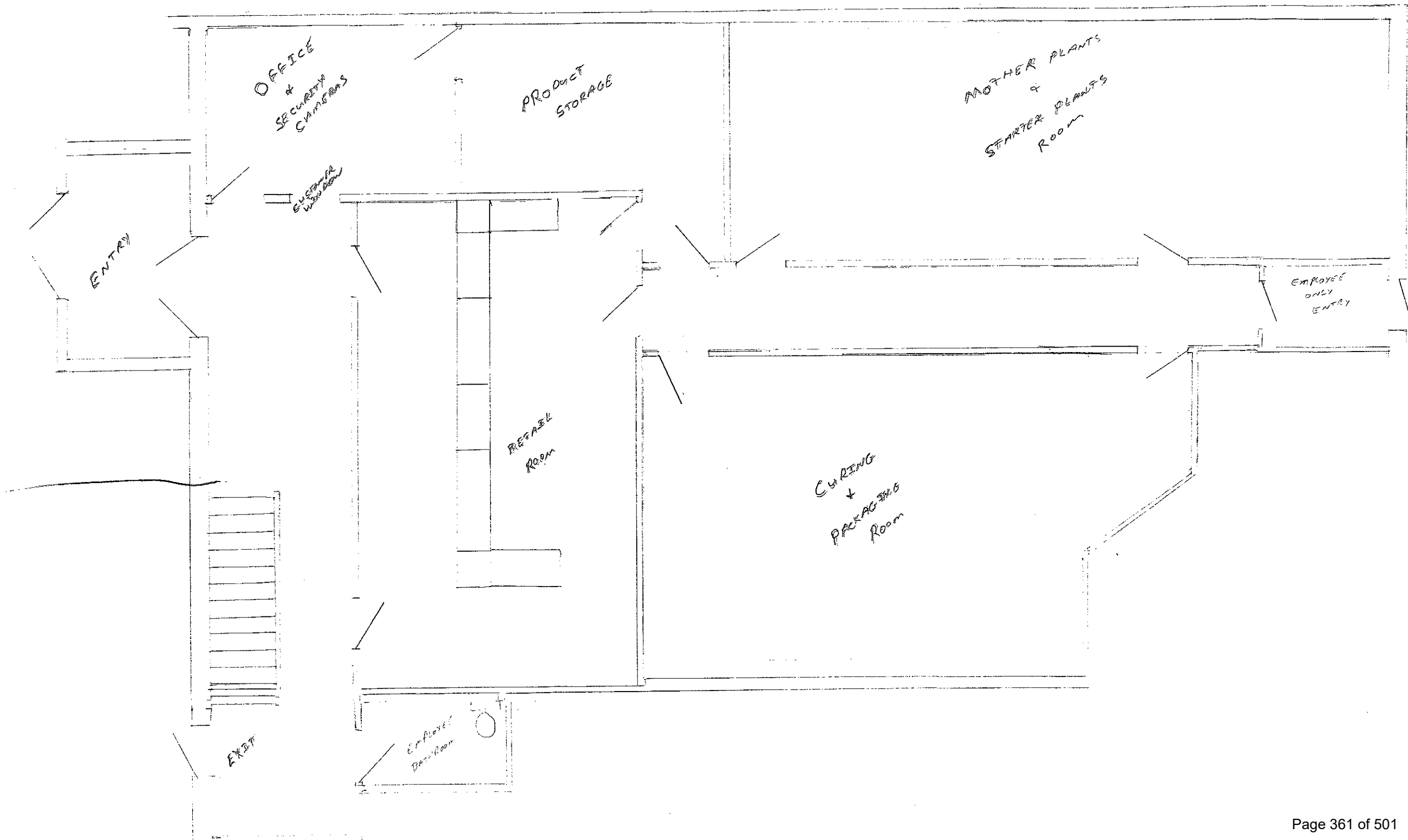
(Fax) _____
(E-mail)

Contact Person: (if different than Property Owner) _____

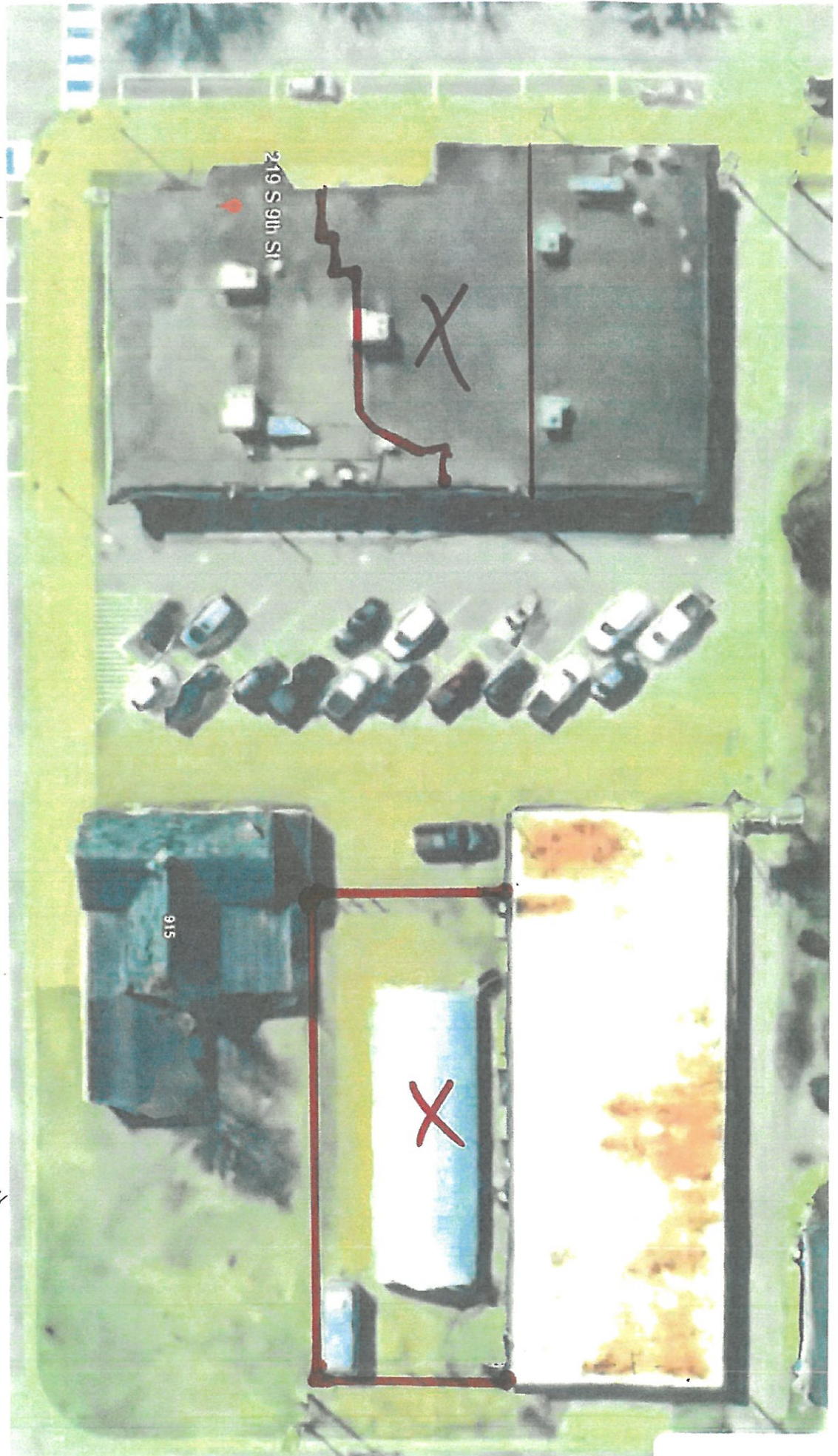
Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____
(Home) (Business)

(Fax) _____
(E-mail)



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

From: [James Kramvik](#)
To: [Jeff Czczok](#)
Cc: [Nick Broyles](#); [Toni Gage](#); [Stephanie Bestul](#)
Subject: RE: Yesterday's Gone
Date: Thursday, October 9, 2025 8:41:44 AM
Attachments: [image001.png](#)

Hi Jeff,

Good question as I have questioned this myself in the Findings of Facts. I have bcc'd the rest of City Council. We are beginning this industry in Minnesota with the current regulations from OCM. We can somewhat rely on other states, but they may not have the same operational requirements. The smell can be an issue with mature plants that are flowering. Minn. Stat. § 342.24, Subd. 4 states that "A cannabis business must maintain a ventilation and filtration system sufficient to meet the requirements for odor control established by the office." The applicant stated that ventilation is a requirement of the licensing process with the State. Staff and the Planning Commission also recommended a three-year Interim Use Permit in the event there is a significant issue with the operation. Three years would give the applicant enough time to go through the licensing process and remodel, begin to operate and make corrections as needed, and determine if mitigation methods fail. The City Council could elect to add a condition to the IUP that states: odors cannot be "detected by a person with a normal sense of smell at the exterior of the facility or at any adjoining use or property". If added as a condition, In the event that odors are detectable, City Council could revoke the IUP after consideration by the Planning Commission. Please let me know if you have any other questions.

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: Jeff Czczok <jzczok@ci.brainerd.mn.us>
Sent: Thursday, October 9, 2025 5:21 AM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: Yesterday's Gone

Hi James,

I've received a number of concerns surrounding the odor people have been exposed to where the small growing businesses are located, such as in Denver CO.

The message I'm getting is in line with, 'do what you want, but this will stink, and it'll stink a lot – any people nearby or downwind will not like it at all.

Do you have an opinion and/or do you think we should be concerned about this?

Thanks, Jeff



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Consider Resolution for a Future Land Use Map Amendment and Final Reading - Proposed Ordinance 1593 - Rezoning from CN-2 (Contemporary Neighborhood 2) to GC (General Commercial) to Allow for an Office 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:

City Council conducted the first reading of proposed Ordinance 1593 at the October 6th meeting.

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. Also provided is a comparison table of the uses allowed in GC versus TN-2 and CN-2.

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) Approve the attached resolution amending the Future Land Use Map designating parcel 41290611 from Medium-High Density to Commercial.
- 2) Conduct the final 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.

3) Approve proposed Ordinance 1593.

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

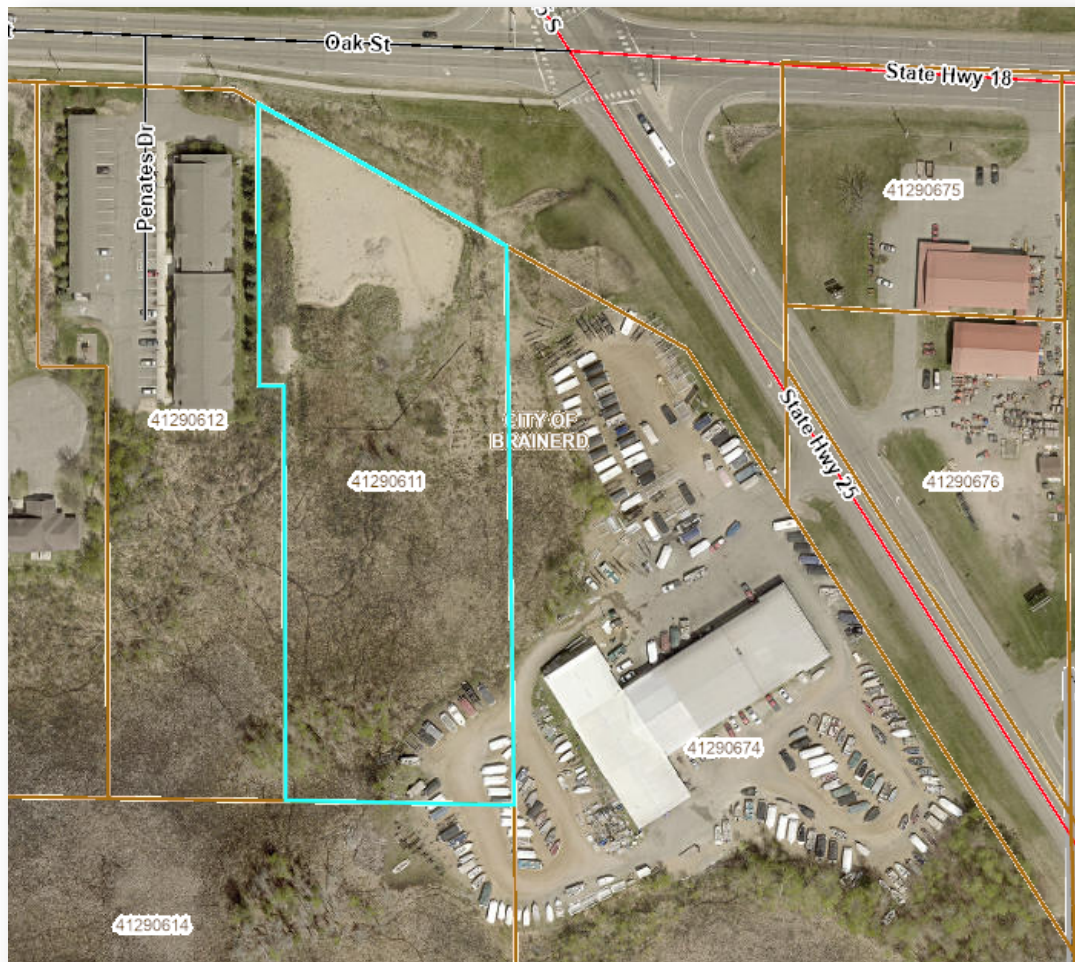
Zoning District: CN-2 (Contemporary Neighborhood 2)

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.

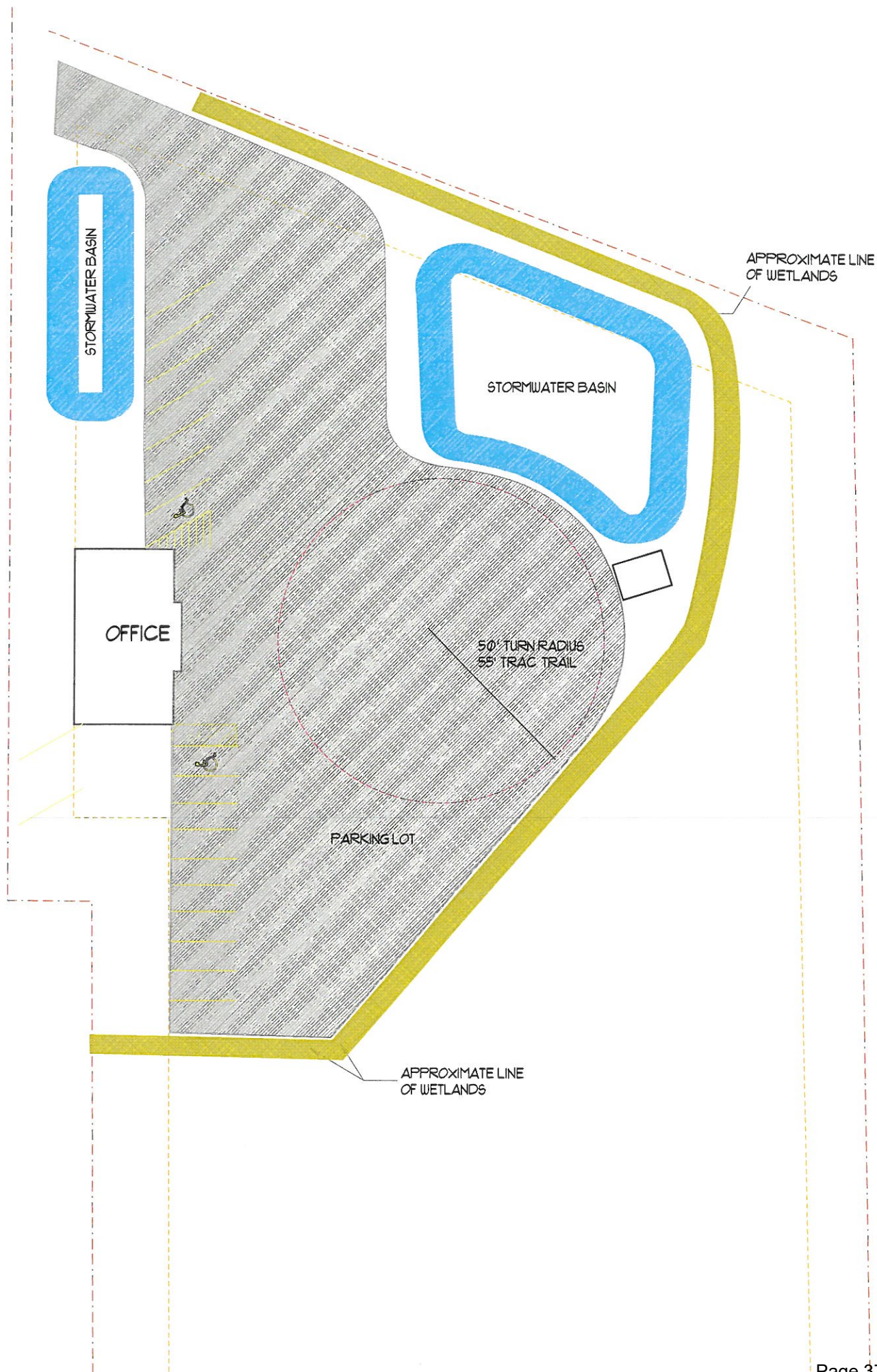
Adopted this ___ day of _____ 2025

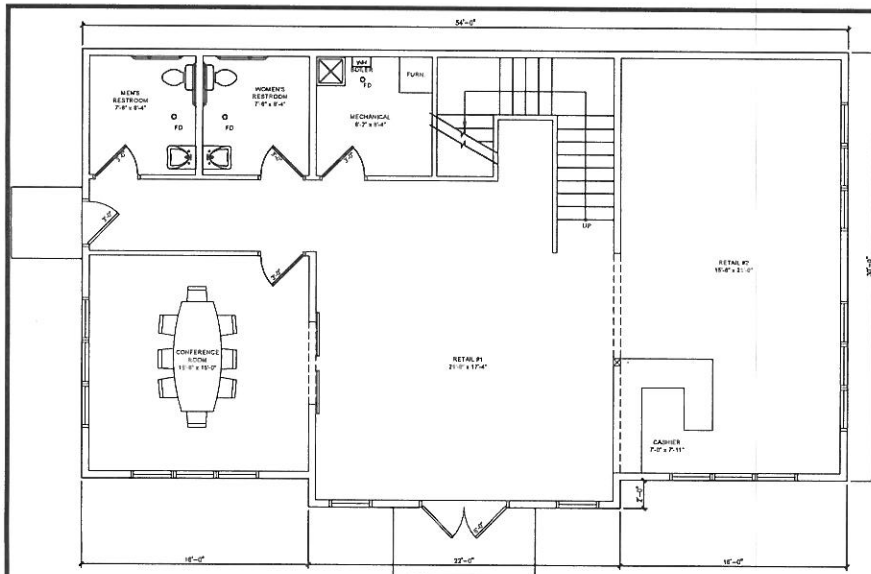
MIKE O'DAY
President of the Council

Approved this ___ day of _____ 2025

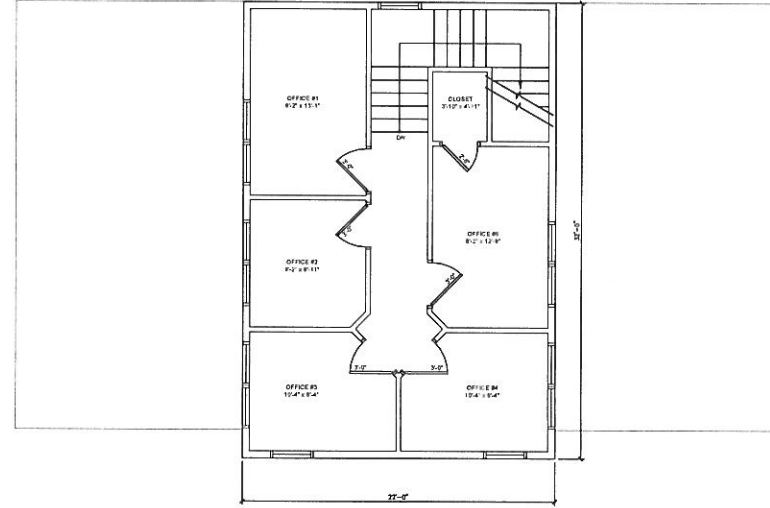
DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

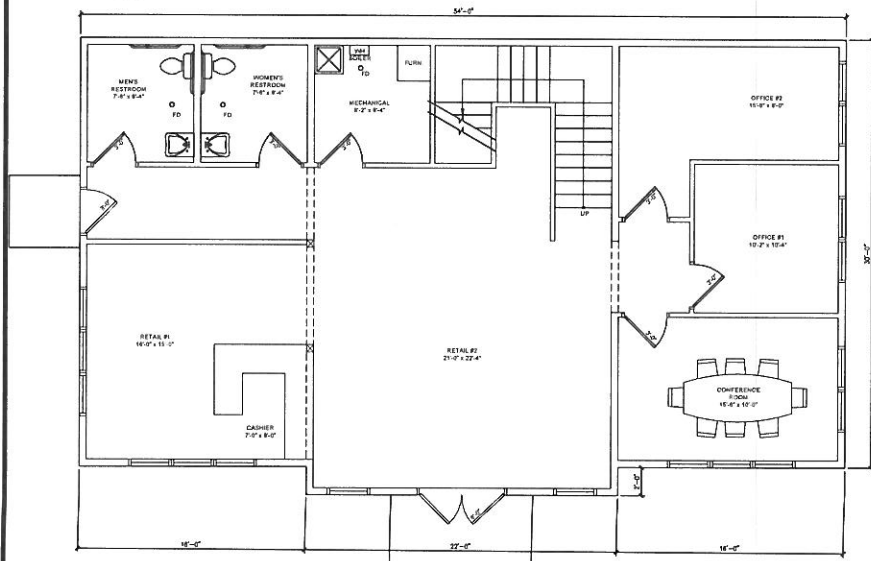




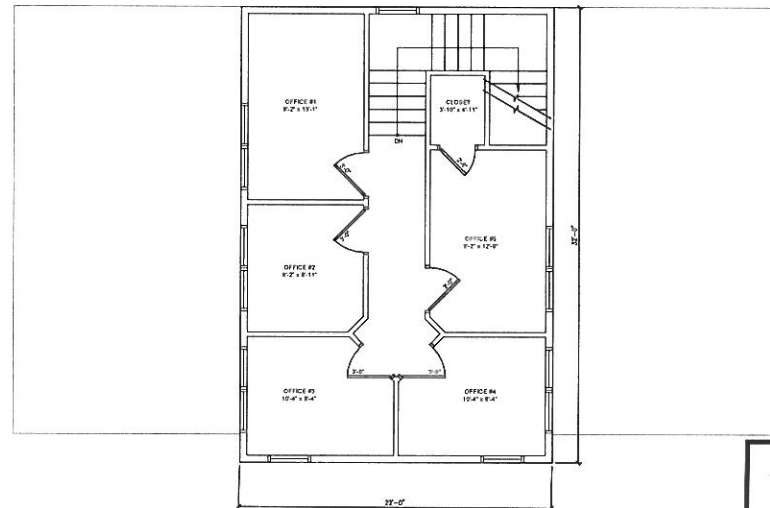
1 PRELIMINARY MAIN FLOOR PLAN - OPTION #1
1/4" = 1'-0" ON 24 X 36 PAPER



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



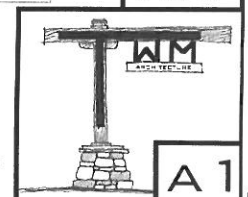
4 PRELIMINARY SECOND FLOOR PLAN - OPTION #2
1/4" = 1'-0" ON 24 X 36 PAPER

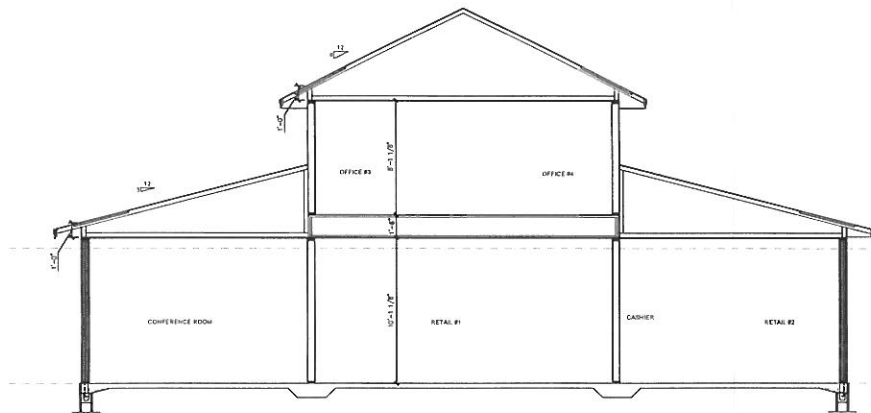
5-27-20

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

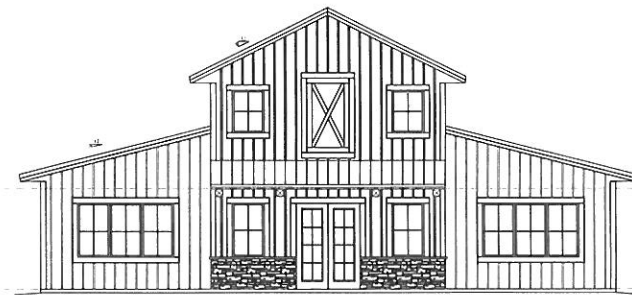
TRAVIS MILLER DATE: LIC. # 45743

JACOBSON EXCAVATING
OFFICE BUILDING
BRainerd, MN

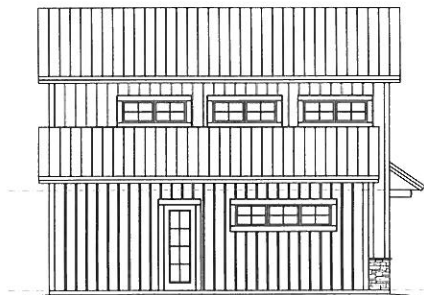




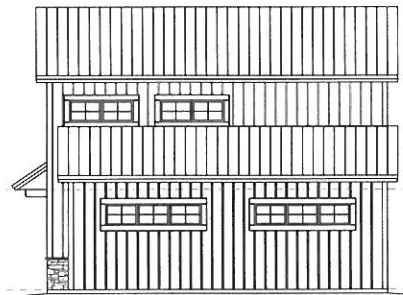
1 PRELIMINARY SECTION
1/4" = 1'-0" ON 24 X 36 PAPER



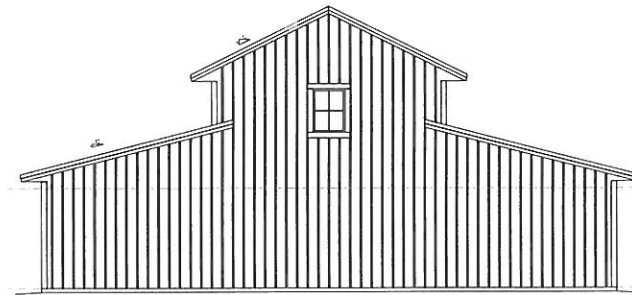
2 PRELIMINARY NORTHEAST ELEV.
3/16" = 1'-0" ON 24 X 36 PAPER



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



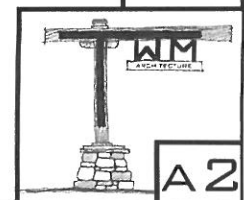
5 PRELIMINARY SOUTHWEST ELEV.
3/16" = 1'-0" ON 24 X 36 PAPER

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

P - Permitted

AP - Administrative Permit

C - Conditional Use Permit

I - Interim Use Permit

ZONING DISTRICT	Code Section Reference	CN-2	TN-2	GC
COMMERCIAL/GENERAL BUSINESS USES				
Animal hospital, veterinary clinic, or kennels	515-3-5		C	C
Armories				C
Auto Dealership	515-3-6			C
Brew Pub/Brewery (off-sale, on-sale, taproom, tasting room, etc.), cidery, microdistillery, cocktail room	515-3-10			C
Cannabis Retail Dispensary	515-3-12			P/C
Car wash accessory to motor vehicle sales	515-3-15		C	P
Commercial car washes (drive-up, mechanical and self-service)	515-3-15			C
Commercial greenhouses supporting the operations of a restaurant or floral shop	515-3-17		I	I
Commercial/Retail establishments			P	P
Commercial laundry facilities			C	P
Contractor offices				C
Cultural facilities such as museums, art centers, or art institute			P	P
Drive-through Businesses	515-3-20		C	P
Financial institutions such as banks and credit unions				P
Food Trucks (Transient food unit)	515-3-41			AP
Funeral Homes, mortuaries			C	C
Health Clubs/Gyms/Indoor Recreation Facilities			P	P
Hospitality businesses; hotels, motels, conference/convention/reception facilities, and similar uses	515-3-23		C	P
Liquor Sales, on sale				P
Liquor Sales, off sale			P/C	P

ZONING DISTRICT	Code Section Reference	CN-2	TN-2	GC
Motor vehicle fuel sales	515-3-27		C	P
Nurseries, greenhouses, including the indoor cultivation of cannabis (commercial)	515-3-17		C	C
Off street parking lots or parking garages (as principal use)	515-4-12		C	C
Office businesses- (general use, medical clinic)			P	P
Outdoor dining facilities accessory to a restaurant	515-3-29		AP	AP
Pawn shops			P	P
Personal services such as barber/beauty shop, nail salon, tanning salon, therapeutic massage and spas			P	P
Private clubs & lodges			C	C
Recreation Centers (large health clubs, gyms, etc.) exceeding 30,000 SF				C
Restaurants-sit down, take out or delivery (no drive-up window)			P	P
Retail businesses contained within a principal building			P	P
Seasonal Merchandise Sales include fruit/vegetables, Christmas trees, plants and ancillary products in which less than one half of the product retailed is initially planted and raised therein-farmers markets			AP	AP
Specialty food shops	515-3-39		P	P
Studios -art, dance, music, design, photography, etc			P	P
Taxi or bus dispatch sites				P
Temporary/seasonal outdoor promotional events and sales	515-3-41		AP	AP
Theaters-except drive-in				P
PUBLIC/SEMI-PUBLIC USES				
Boarding schools			C	C
Business or trade school when conducted entirely within a building			C	P
Colleges and universities				C

ZONING DISTRICT	Code Section Reference	CN-2	TN-2	GC
Warming shelters	515-3-44			I
INDUSTRIAL AND UTILITY USES				
Automobile and truck repair - major and minor (including body shops)	515-3-7			C
Construction equipment sales and repair				C
Electrical/Plumbing/Heating/Air Conditioning products and parts				C
Equipment rental (indoor)				P
Light manufacturing (indoors)				C
Outdoor service, sales and rental as a principal or accessory use	515-3-30			C
Outdoor storage accessory to a principal use with enclosed building	515-3-31			C
Radio and television studios				C
Research and development laboratories				P
Self-service laundromat with dry cleaning pick up and drop off			C	P
Small engine and boat repair			C	C
Testing labs for water and soil, rocks/minerals and air quality				P



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Final Reading- Proposed Ordinance 1594 - 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 substandard 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:

City Council conducted the first reading of Proposed Ordinance 1594 at the October 6th City Council meeting.

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.

City Council conducted the first reading of proposed Ordinance 1594 at the October 6th meeting.

RECOMMENDED ACTION/MOTION:

1) Conduct the final 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.

2) Approve proposed Ordinance 1594.

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
Chapter 515 ZONING

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,

BRAINERD, MN
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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.

BRAINERD, MN
Chapter 515 ZONING

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.

BRAINERD, MN
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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.

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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 20, 2025

TITLE OF ITEM: Final Reading- Proposed Ordinance 1595 — Amending 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.

City Council conducted the first reading of proposed Ordinance 1595 at the October 6th meeting.

RECOMMENDED ACTION/MOTION:

- 1) Hold public hearing on proposed Ordinance 1595.
- 2) Conduct the final 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.
- 3) Approve proposed Ordinance 1595.

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 20, 2025

TITLE OF ITEM: Provide Direction on Contested Nuisance Assessments

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:

At the October 6th, 2025 meeting, City Council adopted a resolution and held a public hearing for 2024-2025 nuisance assessments and 2024-2025 downtown special services district. No one spoke at the public meeting to contest their assessments. However, prior to the meeting, three property owners either completed an assessment dispute form or submitted a written dispute. The City Council adopted the resolution with the full assessment amount and staff indicated that additional information would be provided at the next meeting for the properties disputing their assessments.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff have provided a memo and additional documents for reference on each property that is in dispute over the assessed amount.

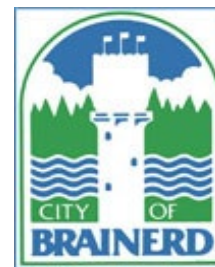
RECOMMENDED ACTION/MOTION:

After reviewing the memo and additional documents, City Council may consider the following for each property:

- 1) Remove the nuisance assessment total.
- 2) Uphold the nuisance assessment total.
- 3) Modify/reduce the nuisance assessment total.

FINANCIAL IMPACT: N/A

MEMO



TO: Mayor and City Council
FROM: James Kramvik, Community Development Director
DATE: October 20th, 2025
RE: Contested Nuisance Assessments

Contested nuisance assessments with 4 year's history if applicable:

523 GROVE STREET

Pending assessment = \$650

Staff sent the citations to the address listed on the Crow Wing County website as the taxable address and did not receive back undeliverable mail. The property owner did receive the hearing notice for pending assessments in the mail to the same address listed on the citations. The structure has been painted and is currently compliant. Staff viewed the property on 10/15 and witnessed minor outdoor storage violations and furniture set on the curb. A letter of violation was sent to the property owner.

- **523 Grove Street (Rental) – 2025 – Exterior Structure/Siding**
 - Received one (1) Notice of Violation Letter and three (3) Citations
 - First Citation 6/9/2025 – Third Citation 8/6/2025
 - \$900 in citations initially – owner paid \$100 6/24/2025; \$200 7/16/2025
 - \$600 balance
- **523 Grove Street (Rental) – 2024 – Exterior Structure/No Permits for Entry Buildout**
 - Received one (1) Notice of Violation Letter and three (3) Citations
 - First Citation 5/9/2024 – Third Citation 5/29/2024
 - \$600 in citations – Waived by City Council 11/4/2024
- **523 Grove Street (Rental) – 2024 – Grass/Weeds**
 - Received one (1) Notice of Violation Letter – Complied
- **523 Grove Street (Rental) – 2021 – Grass/Weeds**
 - Received one (1) Notice of Violation Letter – Complied

1718 PINE STREET

Pending assessment = \$675

Staff visited the property on 10/15. The property has been significantly cleaned up compared to a site visit in August. However, junk and debris issues continue in the front

yard, including old oil containers, vehicle batteries, old doors, junk in a trailer, and an air conditioner. Staff sent a citation to the property owner for the outstanding junk and debris witnessed on 10/15.

- **1718 Pine Street – 2025 - Outdoor Storage**
 - Received one (1) Notice of Violation Letter and three (3) Citations
 - First Citation 7/14/2025 – Third Citation 8/4/2025
 - \$600 balance
- **1718 Pine Street – 2025 – Junk/Debris/Blight**
 - Received one (1) Notice of Violation Letter 9/19/2025
 - Contacted City Hall; made some progress. Did not issue citation
- **1718 Pine Street – 2025 Junk/Debris/Blight**
 - Received one (1) Notice of Violation Letter 1/29/25
 - Contacted City Hall; made progress. Did not issue citation
- **1718 Pine Street – 2024 Junk/Debris/Blight**
 - Received two (2) Notice of Violation Letters and one (1) Citation
- **1718 Pine Street – 2023 Unlicensed/Inoperable Vehicle-Junk/Debris/Blight**
 - Received one (1) Notice of Violation Letter and one (1) Citation
- **1718 Pine Street – 2023 Junk/Debris/Blight**
 - Received one (1) Notice of Violation Letter and one (1) Citation
- **1718 Pine Street – 2023 Junk/Debris/Blight**
 - Received one (1) Notice of Violation Letter and three (3) Citations
- **1718 Pine Street – 2022 Junk/Debris/Blight**
 - Received one (1) Notice of Violation Letter and three (3) Citations
- **1718 Pine Street – 2021 Junk/Debris/Blight**
 - Received one (1) Notice of Violation Letter 10/27/2021
 - No action taken; complied
- **1718 Pine Street – 2021 Unlicensed/Inoperable Vehicle**
 - Received one (1) Notice of Violation Letter 10/27/2021
 - No action taken; complied

1420 QUINCE STREET

Pending assessment = \$7,000

Significant progress has been made with the property in the past year. Mr. Kinder has met all building permit requirements and inspections. Staff visited the property on 10/15. The yard has been graded, and turf is beginning to establish. The property has been mowed and maintained. The exterior is mostly complete and would no longer be considered significant blight. Outstanding items include a special-order stained-glass window and masonry work around the bottom of the exterior structure. Mr. Kinder spoke with staff and

believed he had until the end of the year to complete the structure. Staff had directed him to set up a meeting with the Building Official to come to a written agreement on a completion timeline. Mr. Kinder has indicated that he has difficulty hearing. Staff viewed a couch in the rear yard on the 10/15 visit and sent a letter of violation to the property owner.

- **1420 Quince Street – 2025 Vacant Dwelling**
 - Received Vacant Dwelling Letter and Request for Action Plan
 - \$7,000 open
- **1420 Quince Street – 2025 Nuisance on Public Sidewalk/Snow & Ice**
 - Received one (1) Notice of Violation Letter and one (1) Citation
 - First Citation 1/31/2025 - \$100 citation
- **1420 Quince Street – 2024 – Grass & Weeds**
 - Received one (1) Notice of Violation Letter 9/13/2024
 - No action taken; complied
- **1420 Quince Street – 2024 – Grass & Weeds**
 - Received one (1) Notice of Violation Letter 6/17/2024
 - No action taken; complied
- **1420 Quince Street – 2024 – Junk/Debris/Blight**
 - Received one (1) Notice of Violation Letter and three (3) Citations
 - First Citation 3/18/2024 – Third Citation 4/1/2024
 - \$600 Citations assessed to property taxes 2025
- **1420 Quince Street – 2024 – Junk/Debris/Blight**
 - Received one (1) Notice of Violation Letter 1/3/2024
 - No action taken; complied
- **1420 Quince Street – 2023 – Zoning Code Violation**
 - Received one (1) Notice of Violation Letter 10/27/2023
 - No action taken; complied
- **1420 Quince Street – 2023 – Zoning Code Violation**
 - Received one (1) Notice of Violation Letter and three (3) Citations
 - First Citation 9/21/2023 – Third Citation 10/9/2023
 - \$300 Citations assessed to property taxes 2025
- **1420 Quince Street – 2023 – Grass & Weeds**
 - Received one (1) Notice of Violation Letter and two (2) Citations
 - First Citation 7/18/2023 – Second Citation 7/25/2023
 - \$300 Citations assessed to property taxes 2024
- **1420 Quince Street – 2023 – Zoning Code Violation**
 - Received one (1) Notice of Violation Letter 06/14/2023
 - No action taken; complied
- **1420 Quince Street – 2023 – Unlicensed/Inoperable Vehicle**
 - Received one (1) Notice of Violation Letter 04/28/2023

- No action taken; complied
- **1420 Quince Street – 2022 – Grass & Weeds**
 - Received one (1) Notice of Violation Letter and one (1) Citation
 - First Citation 8/23/2022
 - \$100 Citation assessed to property taxes 2024
- **1420 Quince Street – 2022 – Junk/Debris/Blight**
 - Received one (1) Notice of Violation Letter 08/17/2022
 - No action taken; complied
- **1420 Quince Street – 2022 – Zoning Code Violation**
 - Received one (1) Notice of Violation Letter 08/17/2022
 - No action taken; complied
- **1420 Quince Street – 2022 – Unlicensed/Inoperable Vehicle**
 - Received one (1) Notice of Violation Letter 08/15/2022
 - No action taken; complied
- **1420 Quince Street – 2022 – Zoning Code Violation**
 - Received one (1) Notice of Violation Letter 08/15/2022
 - No action taken; complied
- **1420 Quince Street – 2021 – Grass & Weeds**
 - Received one (1) Notice of Violation Letter 05/27/2021
 - No action taken; complied

RECEIVED

SEP 25 2025

CITY OF BRAINERD
ADMINISTRATION

Stacy Deason
11171 Town Hall Street
Brainerd, Mn 56401

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

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

A handwritten signature in dark ink, appearing to read "James A. Kramvik", written in a cursive style.

James Kramvik
Community Development Director

May 08, 2025

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

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 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

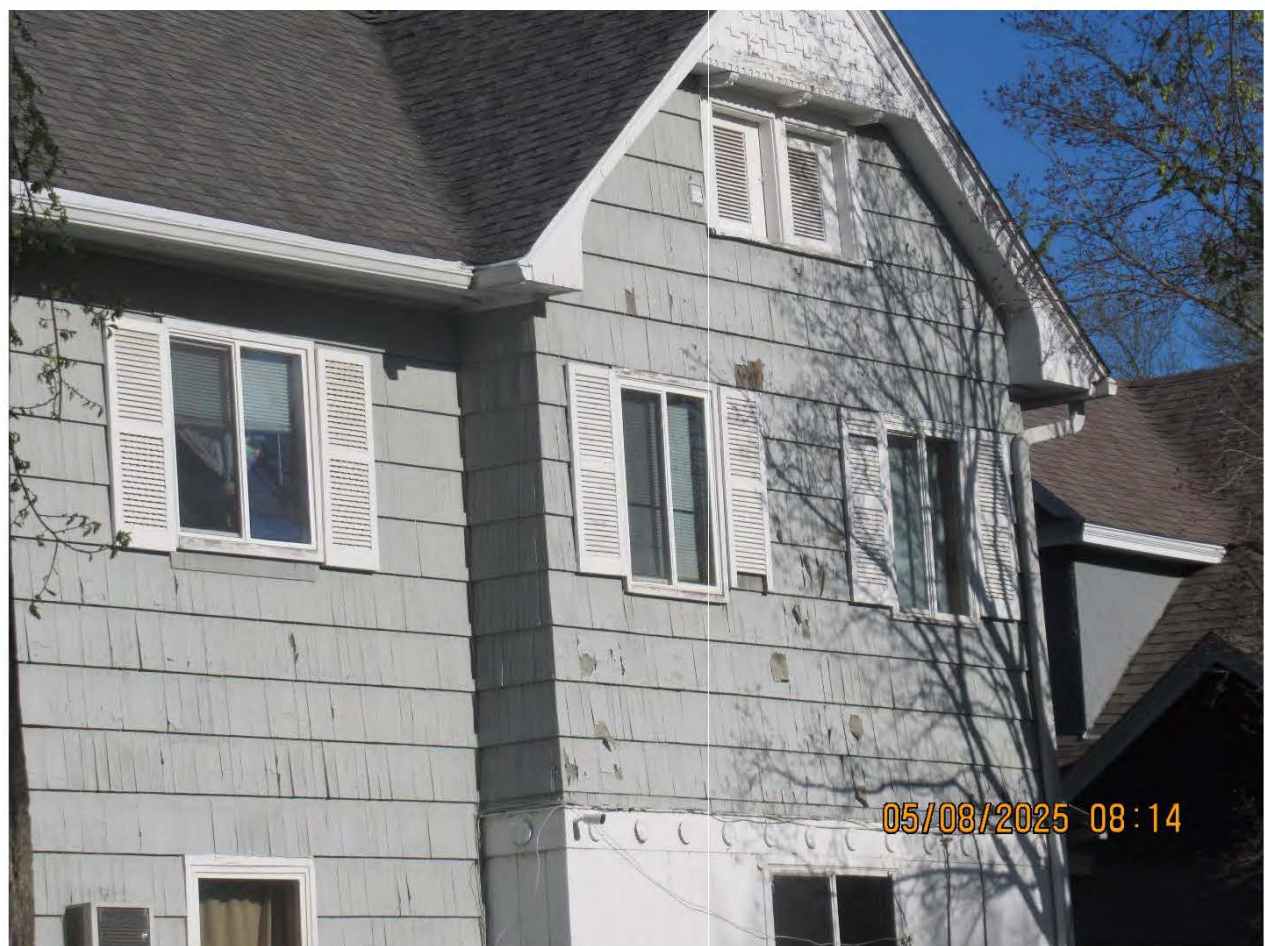
Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

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: 08/06/2025

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: 08/16/2025

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

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

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

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

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

Representative: Jason Stockinger, Building Inspector

Date: 08/06/2025

Representative's Signature:

(served via first class mail)



From: [John Gauerke](#)
To: [James Kramvik](#)
Date: Monday, October 6, 2025 2:46:18 PM

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?

September 16, 2025

GAUERKE, JOHN M
1718 PINE ST SE
BRAINERD, MN 56401

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: 1718 PINE ST

Parcel Number: 41300824

Is proposed to be assessed as follows:

Proposed Assessment: \$675

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

A handwritten signature in dark ink, appearing to read "James A. Kramvik", written in a cursive style.

James Kramvik
Community Development Director



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

EN25-0252

Date of Violation: 08/04/2025

Parcel ID: 41300824

Violator(s): GAUERKE, JOHN M
1718 PINE ST SE
BRainerd, MN 56401

Location/Address of Violation: **1718 PINE ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-3-28	Outdoor Storage	\$300.00

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 08/14/2025

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

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

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

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

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

Representative: Jason Stockinger, Building Inspector

Date: 08/04/2025

Representative's Signature:

(served via first class mail)



June 24, 2025

GAUERKE, JOHN M
1718 PINE ST SE
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: 1718 PINE ST
Real Estate Code: 41300824

Violation: Outdoor Storage

Ordinance: 515-3-28

Description: 2. Outdoor Storage is as regulated by the Appendix A: Table of Uses. Outdoor storage is not permitted in any Residential Zoning District.

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

Action should be taken on or before 07/04/2025

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



1/29/2025



12/26/2024



12/9/2024



11/14/2023



06/27/2023



04/25/2023



08/15/2022



10/27/2021



CITY OF BRAINERD



ASSESSMENT DISPUTE REQUEST

Property Address & Parcel ID#
(if known)

1420 Quince St.
Brainerd, MN. 56401

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.

September 16, 2025

KINDER, TERRY D
17037 GREGORY WAY APT 1
BRAINERD, MN 56401

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: 1420 QUINCE ST

Parcel Number: 41250666

Is proposed to be assessed as follows:

Proposed Assessment: \$7,000

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

A handwritten signature in dark ink, appearing to read "James A. Kramvik", written in a cursive style.

James Kramvik
Community Development Director



This citation charges you with vacant building registration fees
Section 445

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN24-0584

Date of Violation: 09/11/2024

Parcel ID: 41250666

Violator(s): KINDER, TERRY D
17037 GREGORY WAY APT 1
BRainerd, MN 56401

Location/Address of Violation: **1420 QUINCE ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Section 445 Vacant Dwellings and Buildings	445.09 Vacant Building Registration	\$7000.00

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 promote community pride. The purpose of this ordinance is to enhance the livability and preserve the tax base and property values of buildings within the City, and the need to assure that buildings which are capable of rehabilitation are promptly rehabilitated and buildings which are not capable of rehabilitation be promptly demolished.

The owner of a building or structure designated as vacant pursuant to this section may appeal such designation to the City Administrator or designated representative within twenty-one (21) days after receipt of the designation. The administrative hearing procedure shall follow the procedure pursuant to Section 320.19 of the City Code.

Representative: James L. Kramvik, Community Development Director Date: 09/11/2024

Representative's Signature:  (served via first class mail)

06/17/2024 GRASS/WEEDS















10/27/2023 ZONING CODE VIOLATION









04/28/2023 UNLICENSED/INOPERABLE VEHICLE



08/23/2022 LONG GRASS/WEEDS





08/15/2022 UNLICENSED/INOPERABLE VEHICLE



08/15/2022 ZONING CODE VIOLATION





City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Continuance of Public Hearing and Consider Assessments for Improvement 23-16

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

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: At the October 6th, 2025 Council Meeting, there were one proposed assessments that was pulled from the assessment roll and the public hearing adjourned to this council meeting to hear testimony for or against the proposed assessments. No further contestations were received by staff on this project. The Council heard briefly the concerns from Mr. Lundeen, and he was provided notification that he will again have an opportunity at the hearing to propose testimony for or against the proposed assessments. Following the conclusion of the hearing and consideration of the contestation, staff is recommending that the assessment be adopted as presented and adoption of the attached resolution.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Mr. Lundeen provided several documents (attached) as part of his presentation. Most referenced drainage issues that existed prior to the project. While staff made effort to address much of the concern with replacement and resetting of adjacent curb and catch basin castings to better collect stormwater flow, the scope of the resurfacing did not include full reconstruction of the cul-de-sac and thus the rehabilitation focused efforts on the main stormwater drainage issues while leaving much of the existing curb in place.

Staff has also reviewed the concern with Bolton & Menk and the contractor. Knfie River has attempted to perform some treatments to better address the remaining concern with little success. Some pavement in this area is planned to be removed and replaced at this time to address the concerns. With these considerations and that the property is benefitting from the improvement completed, staff is recommending that the assessment be ratified for PID 41350550 in the proposed amount of \$2,574.20.

RECOMMENDED ACTION/MOTION:

1. Staff recommends holding the public hearing that was adjourned from the October 6, 2025 meeting.
2. Staff recommends adoption of the attached resolution after conclusion of the public hearing adopting the assessment for PID 41350550.

FINANCIAL IMPACT: \$2,574.20

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 6, 2025, to pass upon the proposed assessment for the following improvements:

IMPROVEMENT 23-16 – SOUTH BRAINERD RESURFACING PROJECT

Street Resurfacing

Graydon Avenue from Buffalo Hills Lane to Woodcrest Road
Crestview Lane from Buffalo Hills Lane to Pineview Drive
Woodcrest Road from Graydon Avenue to Dead End
Belle Rae Circle from Cul-de-sac to Woodcrest Road
Pineview Drive from Cul-de-sac to Graydon Avenue
Norway Court from Cul-de-sac to Crestview Lane
Carol Lane from Buffalo Hills Lane to cul-de-sac
Ridge Drive from Buffalo Hills Lane to Buffalo Hills Lane
Ridge Court from Ridge Drive to cul-de-sac
Aspen Court from Cul-de-sac to Ridge Drive

The areas proposed to be assessed for these improvements are the properties abutting and/or benefitting from the above-described projects.

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost for Improvement 23-16 is \$757,738.30 of which \$239,100.31 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attachment to this notice. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is five and twelve hundredths' percent (5.12%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of ten (10) years.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.
2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.
3. The objector may be represented by counsel.
4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.
5. The entire hearing will be tape-recorded.
6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.
7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this 15th day of September 2025

Nicholas W. Broyles
City Administrator

Any individual needing special accommodations, please call 218-828-2307.

Published September 20, 2025

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]

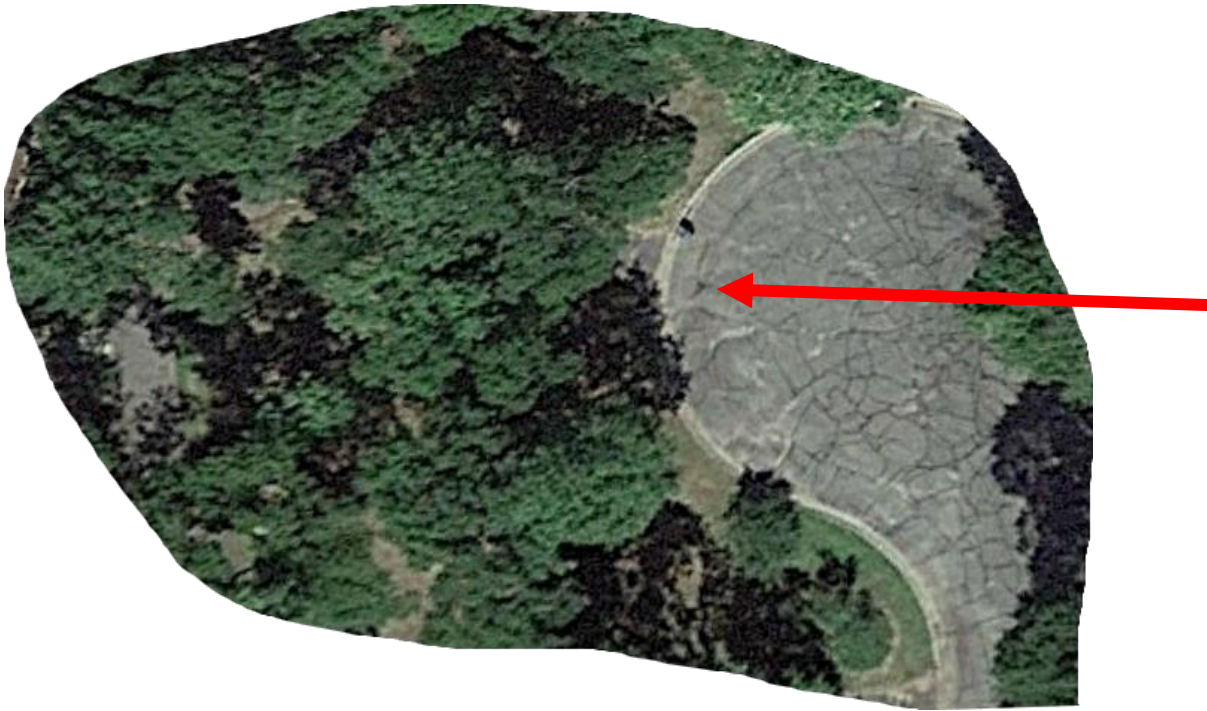
October 1, 2025

Spring Runoff April 2023

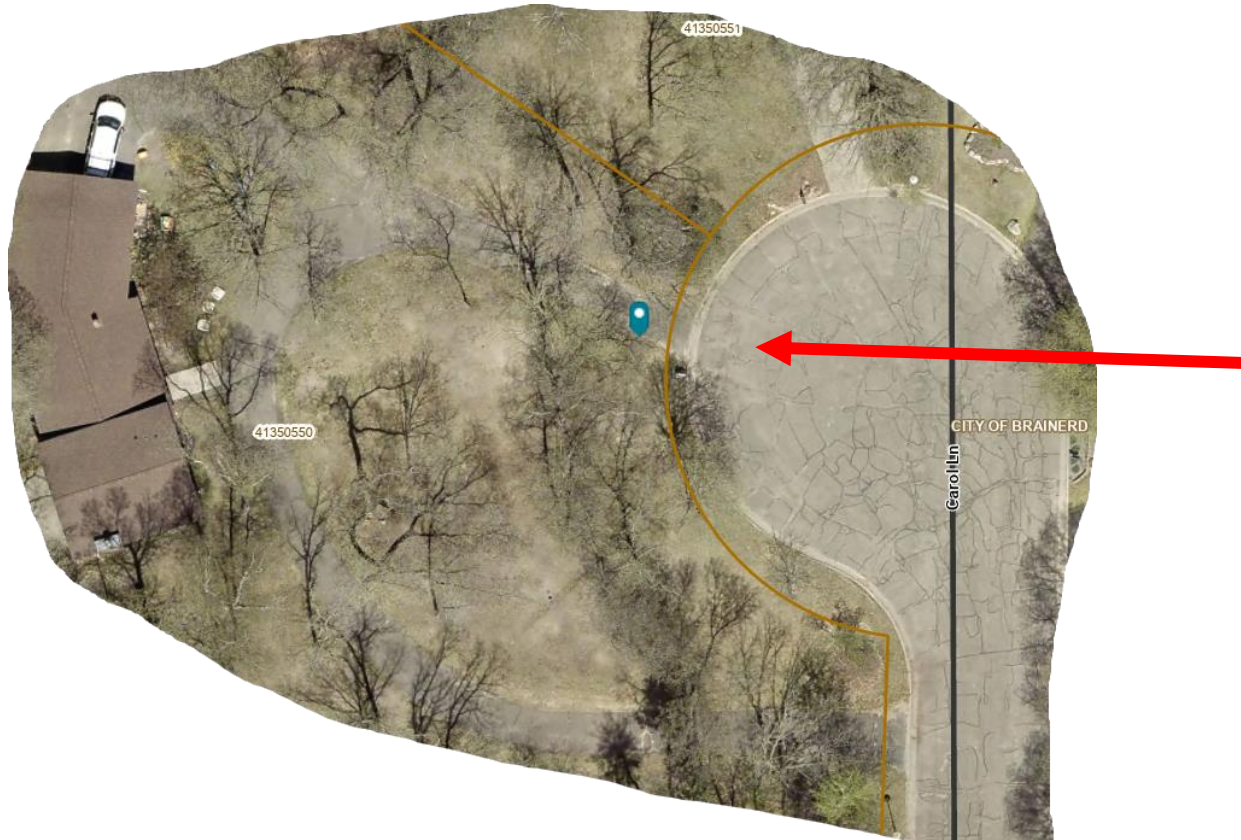
- During the spring and following moderate rain events water pools in the cul-de-sac in front of our main driveway. This is due to the lack of gradient moving the water to the storm sewer grates (red arrow).



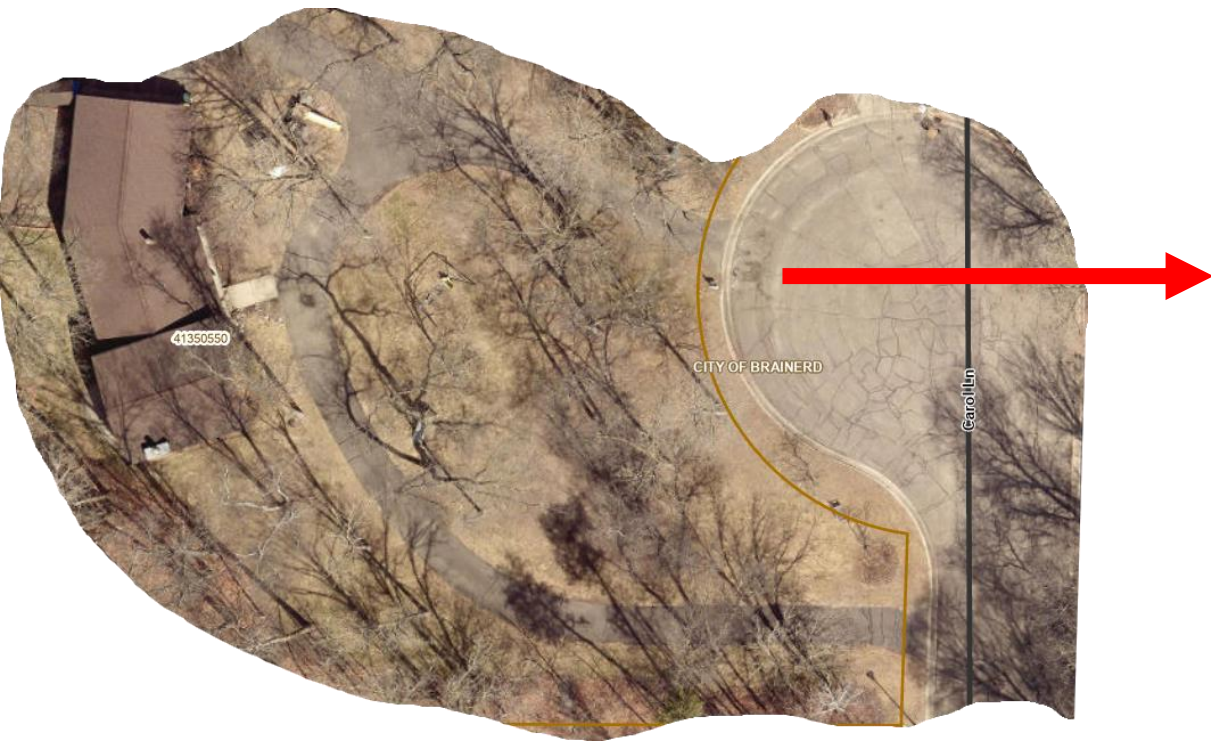
- Aerial image from 08/22/2021



- 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 OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
313 23-16 SOUTH BRAINERD RESURFACING PROJECT

Page: 1/6

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

09/24/2025
07:48 AM

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
313 23-16 SOUTH BRAINERD RESURFACING PROJECT

Page: 2/6
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

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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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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	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

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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

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 Improvement 23-16 concerning the property listed and abutting on the following:

CONTESTED ASSESSMENTS – IMPROVEMENT 23-16

PID 41350550

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 sixteen (16) 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 20th day of October 2025

MIKE O'DAY
President of the Council

Approved this 21st day of October 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Revisiting Potential Organizational Changes with Appropriate Charter Language

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: At the 7 Apr 25 City Council meeting, a motion passed to "cease and desist discussions of utility services to be included in the Public Works Department being amended with a charter change".

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff feels we have an opportunity for potential organizational changes that we would like to discuss with both the Charter Commission and the City Council. Staff is basically asking for some reprieve from the 7 Apr 25 motion to be creative and innovative as we consider organizational change opportunities.

RECOMMENDED ACTION/MOTION: Move to allow staff to discuss potential organizational changes with both the Charter Commission and the City Council.

FINANCIAL IMPACT: N/A

through 2030 that will be discussed at the upcoming meeting, and he reached out to the Airport Director of the St. Cloud Airport to potentially work with a consultant. The Airport Commission may or may not hire a Deputy Director, they will discuss that at its meeting on Thursday.

Member Johnson stated the document includes all of the same information that has previously been proposed to the Council. He would like to see the County taking more responsibilities at the Airport and the City taking on less responsibilities.

Member Czczok stated that he echoes all of Member Johnson's comments. He stated that he may be able to accept all of the details in the document, if Crow Wing County took over the administration of the Airport Levy.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND YEAGER, DULY CARRIED, TO DIRECT MEMBER YEAGER TO PRESENT THE LETTER DRAFTED BY STAFF TO THE AIRPORT COMMISSION AT ITS MAY MEETING AND RETURN WITH THE COMMISSION'S FEEDBACK.

Discussion on Council Priorities to Staff

Administrator Broyles stated that the Council asked to formally identify priorities to staff. The priorities will be helpful in dividing up resources and to figure out where to emphasize efforts.

Chair O'Day stated that he believes the best place for discussion would be at a workshop.

Member Czczok stated that the City has been pursuing integration of Finance and Public Works. He is not in favor of amending the Charter at this time to do so. There has been a lot of concern and confusion regarding the Public Utilities integrating with Public Works. He wants to provide clear direction to staff.

Member Bevans stated that he will vote no, as he does not believe there is enough information to discontinue discussions. He would like to continue receiving information to better support his decision.

Member Johnson stated that Council can decide at a later date to continue conversations of integration. Maybe taking a break from integration could be a good thing to pursue other priorities.

Member O'Day stated that he agrees with Member Johnson's comments. He has learned a lot from the meetings that have taken place regarding integration. Much of what he has learned is that integration is going to be expensive, it may be more beneficial when financial software needs to be updated. Charter changes only take one Council Member to disagree and then all of the time taken to plan is a waste.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO CEASE AND DESIST DISCUSSIONS OF UTILITY SERVICES TO BE INCLUDED IN THE PUBLIC WORKS DEPARTMENT BEING AMENDED WITH A CHARTER CHANGE.

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

Member Johnson questioned whether the presentation on Finance integration would ever see the light of day.

Member Czczok stated that the Council Members were provided with the integration document given by Staff to the workgroup. Staff's recommendation was to not integrate, he believes that the Council needs to take the advice of our Department Heads.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON TO NOT CONDUCT A WORKSHOP OR MOVE FORWARD WITH THE INTEGRATION OF FINANCE DEPARTMENTS.

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

Member Johnson clarified that by not hiring a Deputy Administrator for 18 months, the 2026 budget would not include funding for a Deputy Administrator position.

Member Czczok stated that it seemed that many of the Members at the retreat did not agree that a Deputy Administrator was needed. He wants to give clear direction to staff with this motion.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO NOT PURSUE THE HIRING OF A DEPUTY ADMINISTRATOR FOR AT LEAST THE NEXT 18 MONTHS.

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

Member O'Day asked Council to schedule a workshop of the Council to have a round table discussion on priorities.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO SET A WORKSHOP FOR APRIL 28TH, 2025 AT 6:30 P.M. TO DISCUSS CITY COUNCIL PRIORITIES.

Administrator Broyles gave an overview of the proposed document. He asked for feedback on the document.

Generally the Council asked for the list to be in excel format, use colors, use percentage complete, and include the next expected touch in the document.

New Business

Consider Conditional Use Permit for Vehicle, Trailer, and Equipment Sales - 1801 Mill Ave.

Community Development Director Kramvik gave an overview of the conditional use permit.

Member Johnson asked about the "screening requirements", questioning whether that meant that trees are being removed.

Community Development Director Kramvik stated that there are no trees planned to be removed.

Member Czczok asked that not removing trees be included as a condition in the permit.

Member Yeager also requested that the trees also not be limbed any higher.



City Council Agenda Request

MEETING DATE: October 20, 2025

TITLE OF ITEM: Adopt Resolution - Receive Feasibility Report and Call for Public Hearing on Improvement - Improvement 25-05 - Southeast Brainerd Reconstruction 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): 2 Minutes

SUMMARY OF ISSUE: Per the resolution adopted by the Council ordering preparation of the Feasibility Report for Improvement 25-05 - Southeast Brainerd Reconstruction Project, attached is the report prepared by City staff. Staff is recommending that Council adopt the attached resolution that receives the report as well as calls for a public hearing to hear public testimony on the improvement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff will be able to respond to questions that the City Council may have about the report or project at the meeting. City staff hosted an Informational Meeting with residents at City Hall on August 19th to go over the project scope, answer questions, and collect input that could be utilized during preparation of the feasibility report. Staff has prepared a project page ([StoryMap](#)) that includes information regarding the project which is available on the website.

The attached resolution calls for a public hearing on the proposed improvement to be held at the Council meeting on November 17th at 7:30 p.m. A notice of the hearing would be appropriately published and notices mailed to all property owners affected by potential assessments.

RECOMMENDED ACTION/MOTION: Staff recommends adoption of the resolution receiving the attached Feasibility Report and calling for the public hearing on the proposed improvement to be held on November 17th, 2025 at 7:30 p.m.

FINANCIAL IMPACT: N/A

R E S O L U T I O N
NO. _____

**RESOLUTION RECEIVING FEASIBILITY REPORT
CALLING HEARING ON IMPROVEMENT 25-05
SOUTHEAST BRAINERD RECONSTRUCTION PROJECT**

WHEREAS, pursuant to resolution of the Council adopted September 15th, 2025, a report has been prepared by the City Engineer with reference to the proposed Southeast Brainerd Reconstruction Project, including the following improvements:

Street Reconstruction

17th Street SE – Oak Street to Laurel Street
18th Street SE – Oak Street to Laurel Street
19th Street SE – Oak Street to Dead End
Norwood Street – 17th Street SE to 19th Street SE
Maple Street – 17th Street SE to 19th Street SE

by reconstructing streets, including replacement of bituminous pavement surfacing, curb and gutter, gravel base, grading, sidewalk construction, watermain replacement, sanitary sewer replacement, storm sewer replacement, and other miscellaneous related work.

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

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

1. The Council will consider the improvement of such streets in accordance with the report and the assessment of abutting property and properties directly served via these streets for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$2,963,337.
2. A Public Hearing shall be held on such proposed improvement on the 17th day of November 2025, in the Council Chambers of the City Hall at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 20th day of October 2025

MIKE O'DAY
President of the Council

Approved this 21st day of October 2025

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



IMPROVEMENT 25-05 – SOUTHEAST BRAINERD RECONSTRUCTION PROJECT FEASIBILITY REPORT

October 20, 2025

Prepared for review and consideration by the
Mayor and City Council of the City of Brainerd



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

By: Jessie Dehn
Jessie Dehn, P.E.
License No. 57747

Date: October 20, 2025



Introduction

City staff is pleased to present this report for improvements as listed above. Generally, the improvements consist of approximately 12 blocks of full reconstruction of street surfaces, storm sewer replacement, watermain replacement, sanitary sewer replacement, removal of existing concrete and bituminous surfacing, curb and gutter replacements, replacement of sidewalk and pedestrian ramps, restoration, and other miscellaneous incidental items.

Project Description and Existing Conditions

This project is a large-scale reconstruction project located in southeast Brainerd on streets that have fallen into general disrepair and have conditions that may not be acceptable for public use. There are also municipal utilities that have exceeded their useful life and have fallen into disrepair, requiring replacement. When streets and utilities come to this point, the City has an obligation to repair or make repairs to these streets to make them safe and passable for the travelling public, along with ensuring the streets have proper drainage systems installed.

Street Characteristics

The City utilizes a pavement management system which scores pavement and curb conditions based on current deficiencies within the pavements. The equation utilizes measurements of different cracking, potholing, and other surface and subgrade deficiencies that lead to a street falling into disrepair or an unacceptable condition. The score is from 0-4, zero means the road is completely impassable and a 4 means that a street is brand new or newly constructed. Below is a list of the streets planned for work this upcoming summer and their respective pavement and curb scores based on 2021 data. Please note the scores read pavement score/curb score:

17th Street SE (Oak Street to Laurel Street)

Pavement 2.73 / 4.00, Curb 2.00 / 4.00

Originally Constructed in 1962 and 1991

18th Street SE (Oak Street to Laurel Street)

Pavement 3.21 / 4.00, Curb 3.00 / 4.00

Originally Constructed in 1991

19th Street SE (Oak Street to Dead End)

Pavement 3.21 / 4.00, Curb 3.00 / 4.00

Originally Constructed in 1992

Norwood Street (17th Street to 19th Street)

Pavement 2.84 / 4.00, Curb 3.00 / 4.00

Originally Constructed in 1991

Maple Street (17th Street to 18th Street)

Pavement 1.90 / 4.00, Curb 2.00 / 4.00



Originally Constructed in 1962, Overlay in 1997

During pavement evaluation processes, we look at specific types of pavement deficiencies to score the pavements and enter equations. We typically look at a localized 100-foot segment for scoring pavements that is most representative of the street. This does not mean that other areas of the street may be in worse or better condition during scoring. Staff looks at the entire street when identifying project limits and does not focus solely on scores. There are also other needs when considering project limits such as underlying utility needs and needs for sidewalk inclusion that staff looks at when evaluating project termini.

All the streets listed above are at or have exceeded their planned life expectancy. All streets are seeing weathered surfaces, transverse and longitudinal cracking, alligator cracking, potholing, and other distresses that indicate the pavement needs reconstruction. Curb and gutter condition varies in condition with some in poor condition and some in decent condition.

All streets within the project area are functionally classified as local streets. Staff collected traffic volumes on the streets included in the project area. Volumes are shown as vehicles per day (vpd). The volumes are as follows:

17th Street SE

North of Oak: ADT = 110 vpd

North of Norwood: ADT = 17 vpd

18th Street SE

North of Oak: ADT = 97 vpd

North of Norwood: ADT = 40 vpd

19th Street SE

North of Oak: ADT = 74 vpd

Norwood Street

West of 18th Street: ADT = 58 vpd

Maple Street

West of 18th Street: ADT = 23 vpd

The future use and designation of these streets is not proposed or anticipated to change in future years and serve as local streets that bring traffic to other collector or arterial streets through southeast Brainerd such as Oak Street. All street segments generate local residential traffic as can be seen with the relatively low volume vehicle counts on the streets.

Utility Conditions

Underlying utility needs were taken into consideration with the help of Brainerd Public Utilities, Brainerd Public Works, and GPRS in identifying project limits based on location and conditions of watermains and sanitary sewer mains under the street surface. Storm sewers within the project limits are limited in scale but generally function acceptably except for larger rain events that inundate



the system. Sanitary sewer main was evaluated utilizing the City's jetting and camera equipment as well as an evaluation through GPRS (vendor) to determine condition and location of service lines. The sanitary sewer is vitrified clay pipe for most of the western portion of the project and in poor condition. The east portion of the project has relatively younger-aged polyvinyl chloride (PVC) pipe and is in general acceptable condition and is proposed to remain in place and not be replaced as part of this project. A listing of the existing utility infrastructure size and approximate age are as follows:

Watermain

17th Street SE: 4-inch cast iron pipe, constructed in 1936 (89 years)
18th Street SE: 6-inch cast iron pipe, constructed in 1936 (89 years)
19th Street SE: 6-inch cast iron pipe, constructed in 1992 (33 years)
Norwood Street: 4 to 6-inch cast iron pipe, constructed in 1963 (62 years)
Maple Street: 4-inch cast iron pipe, constructed in 1936 (89 years)
Laurel Street: 6-inch cast iron pipe, constructed in 1931 (94 years)

Sanitary Sewer

Streets/Alleys from 18th Street and to the west: 8-inch vitrified clay pipe (VCP), constructed in 1914 (111 years), 1921 (104 years), and 1930 (95 years)
Streets/Alleys from 18th Street and to the east: 8-inch polyvinyl chloride pipe (PVC), constructed in 1992 (33 years) and 1995 (30 years)

Storm Sewer

17th Street SE from Maple to Laurel Streets: 12 to 15-inch reinforced concrete pipe (RCP), generally constructed in 1977 (48 years), some maintenance replacements performed more recently

Proposed Project and Work Types

The intent of this section of the report is to give a broad overview of construction types for the project along with outlining the feasibility of the project.

Street reconstruction of this nature is highly intrusive. The underlying utility needs and current surface and curb and gutter ratings are driving most of the improvements.

Right of Way

The project is not anticipated to need any right-of-way acquisition. Most of the current rights-of-way on the project are 66-feet in width, which allows the full reconstruction of the street, replacement of old utilities, concrete sidewalk, and restoration without the need for additional temporary easements or permanent right-of-way.



Removals

The streets in the project area are surfaced with bituminous asphalt pavement. This is being proposed to all be removed to access underlying utilities. All curb and gutter are proposed for removal in the project limits, as all was part of the original construction. Driveways and other pavements outside of the street are all proposed for removal with the project, as street grades and utility re-alignments, along with the condition of these elements, make it necessary.

Proposed Typical Sections

The City is proposing to use its standard typical section on these residential streets. That is a 35-foot-wide street (32' bituminous surface with 3-feet of curb and gutter drivable surface). This section allows for two lanes of traffic (10 ½-feet wide) and two parking lanes (7-feet wide). Further, based on input received by the City Council, the project would propose to include new bituminous pavement surfacing on Laurel Street between 17th and 18th Street, including curb and gutter for surface drainage on one side of the street. The width is proposed to be approximately 17 feet to accommodate a single through lane and a parking lane as this segment of Laurel Street is currently a one-way street. Based on recommendations by ITT after performing a geotechnical analysis, the City is proposing a typical section depth of 6 inches of aggregate base and 4 inches of bituminous asphalt, using an assumed subgrade R-Value of 70.

The City is proposing to include construction of a new sidewalk on 17th Street between Oak and Norwood Streets, Norwood Street between 18th and 19th Streets, and 19th Street between Oak and Norwood Streets. The existing sidewalk on Norwood Street between 17th and 18th Streets is proposed to be replaced.

Utilities

Full replacement and additions of existing watermain infrastructure within the project limits are proposed. Water services to residences are proposed to be replaced with the project where watermain is being added or replaced. The sanitary sewer that runs north-south on 19th Street and in the alley between Norwood/Maple and 18th/19th Streets is planned to be left in place as the infrastructure is in acceptable condition. Full replacement of the remaining sanitary sewer infrastructure is planned within the remaining project area. To gain additional bury depth, it is planned to relocate the sanitary sewer that runs south on 18th Street to the west on Maple Street. This will allow for further bury depth on the main and service lines north of Maple on 18th Street and in the alley between Maple and Laurel Streets. Storm sewer main will be redone in the project area, however the infrastructure is mainly limited to the block of 17th Street between Maple and Laurel Streets.

Restoration

Boulevards will be restored with black dirt and seed in any disturbed area. Boulevard trees removed with construction or per the City's Ash Tree Policy will be replaced on a 1:1 basis. Existing landscaping, retaining walls, and other elements placed by property owners will be individually



addressed with the project by City staff and the property owner. Sprinklers will need to be removed by the resident or business prior to construction and replaced once restoration has occurred.

Environmental Considerations and Erosion Control

Standard erosion control BMP's will be placed during construction. Storm sewer will be offline for the duration of the portion of the project when that segment is under construction. The contractor will be responsible to ensure the sites are accessible to both vehicles and pedestrians throughout construction. Impervious surface areas are likely to be slightly higher than current impervious areas with the project construction due to the additional sidewalk proposed. No protected or endangered species are anticipated to be affected by the proposed construction.

Property Owner Engagement

Staff held a Neighborhood Informational Meeting at City Hall on Tuesday, August 19th to answer questions and collect input from property owners and residents within the project area. Staff received many questions regarding construction and assessments. The couple comments received were related to not having the desire for sidewalk to extend north of Norwood Street. An online survey was set up to further collect any input or comments on the proposed project, but no comments to date have been received using this survey.

Project Estimated Costs

Below is a breakdown of estimated project costs for the project. Cost breakdowns of each specific roadway will be made available upon request. The totals outlined below reflect an estimated cost with 10% engineering costs included. The costs reflected in bids from contractors may vary from these costs based on workload, project site conditions, or other factors out of the City's control. The costs are based on historical values for each item of work and vary due to market conditions. Costs are broken down to roadway (street, curb and gutter, restoration, etc.), storm sewer, sanitary sewer, watermain, assessable (based on a residential roadway design), and staff took the liberty to break out sidewalk costs to give an idea of the cost of those additional items that are necessary for the street construction:

Southeast Brainerd Reconstruction Project	
Roadway	\$896,526
Storm Sewer	\$201,685
Sanitary Sewer	\$401,981
Watermain	\$750,880
Sidewalk	\$113,815
Assessable Costs (not included in total)	\$712,265
Total Construction and Engineering	\$2,963,337

A portion of the project is proposed to be financed by special assessments. The City assessment policy calls for assessing benefiting owners 50% of the costs associated with street reconstruction on a front foot basis. The City Council has adopted a side-yard deduction assessment policy to help



reduce the burden for the owners of corner lots on reconstruction projects that extend on multiple streets. Side-yard is defined as the side of your lot with the most street frontage. Improvements made to the side-yard street result in the City paying for the cost of one-half of the side-yard footage and the property owner being assessed for one-half (1/2) of the side-yard footage. Project costs associated with the replacement of utilities will not be assessed and are paid by the associated utility fund (i.e. watermain items funded by Brainerd Public Utilities). The City Assessment Policy is included in the Appendix. Based on the assessment policy and the above preliminary estimate, it is estimated that the assessment rate for this project would be **\$85.00** per linear foot of front footage.

Summary

The intended uses of these streets and this infrastructure is not anticipated to change over the life of these improvements. Feasibility analysis is completed during the survey, preliminary design, public meetings, and final design of the proposed improvements. Through this analysis, City staff have completed most of the plans and specifications that are explained and contained in this report. The streets proposed for reconstruction have exceeded their life expectancy. The City has an obligation to maintain these traffic corridors for pedestrians and vehicles. Underlying utilities proposed for replacement are in need of replacement. No right of way or expansion of existing streets is proposed, and environmental considerations have been addressed through design.

City staff is recommending that the City Council conduct a Public (Improvement) Hearing with benefiting property owners to determine the need for the proposed improvements. We recommend that, prior to the sale of bonds for the project, the Council pass a resolution stating the intent to reimburse itself for the payment of expenditures out of bond proceeds to be made after the date of payment of the expenditures. From an engineering standpoint, the proposed project is feasible, cost effective, and necessary due to the elements outlined in this report and submitted to the Council as necessary according to Minnesota Statute 429.

Appendix

Existing Photos







JULY 25, 2025

**PROJECT 25-132
REPORT OF GEOTECHNICAL EXPLORATION**

For

**SOUTHEAST AREA STREET IMPROVEMENTS
BRAINERD, MINNESOTA**

Prepared For:

CITY OF BRAINERD



INDEPENDENT TESTING TECHNOLOGIES

337 31st Avenue South • Waite Park, MN 56387 • (320) 253-4338 • www.independenttestingtech.com

July 25, 2025

Mr. Jessie Dehn
City Engineer/ Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

RE: 25-132 Report of Geotechnical Exploration
Southeast Area Street Improvements
Brainerd, Minnesota

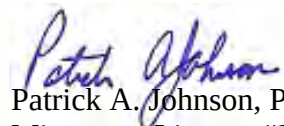
Dear Mr. Dehn:

Independent Testing Technologies, Inc. is pleased to submit the results of our subsurface investigation program for several streets in the southeast area of Brainerd, Minnesota. This report represents our work on this project as authorized by you. It includes our recommendations regarding earthwork, fill and compaction, subgrade preparation, and pavement design. An electronic copy is enclosed.

The streets include SE 17th, 18th, and 19th Streets, Laurel Street, Maple Street and Norwood Street. The soils encountered were a mixture of silty sand (SM) fill, poorly graded sand with silt (SP-SM) fill, native sands (SP, SP-SM, SM), silts (ML) and silty lean clays (CL-ML). Some organic peat (PT) was encountered in boring SB-4 on Norwood Street from 5 to 7.5 feet, which will require removal and replacement.

Mr. Dehn, it has been our pleasure to work with you on this project. Independent Testing appreciated the opportunity to perform this geotechnical evaluation and look forward to continuing our participation during the construction phase of this project. Please contact Patrick Johnson if you have any questions regarding this report. Please contact Tyler Burkes if you would like a proposal for the materials testing services that will be needed.

Sincerely,



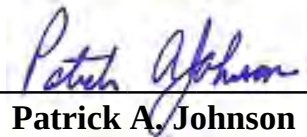
Patrick A. Johnson, P.E.
Minnesota License #22037



Kevin T. Reller
President

CERTIFICATION

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



Patrick A. Johnson

Date: July 25, 2025

License No.: 22037

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**GEOTECHNICAL EXPLORATION
CITY OF BRAINERD
SOUTHEAST AREA STREET IMPROVEMENTS
BRAINERD, MINNESOTA
PROJECT 25-132**

A. Introduction

This report is being prepared for use by our client on this specific project. We intend to present this report and our findings in the same logical manner that led us to arrive at our recommendations. This report is based on some general assumptions regarding the anticipated construction based on experience with similar projects. These assumptions and the entire report should be reviewed immediately upon receipt.

Purpose:

The purpose of our investigation was to evaluate the existing soil and water conditions on several streets in the southeast portion of the City of Brainerd. We understand the streets will be reconstructed with a new aggregate base and pavement. Some storm sewer improvements are expected as well as some minor utility upgrades. In accordance with your written authorization, we have conducted a subsurface exploration program for the proposed project.

Scope of Services:

Our authorized scope of services included the following:

1. To investigate the subsurface soil and water conditions encountered at five (5) split-spoon soil boring locations. The borings were planned to depths of ten (10) feet.
2. To provide a report of our findings including a summary of our findings with pavement thickness at each boring location as well as recommendations regarding earthwork, fill and compaction, subgrade preparation, and pavement design with an estimated design R-value.

General Site Conditions:

The streets are all in residential areas. The site encompasses the area bounded by SE 17th Street to the west, SE 19th Street to the east, Oak Street to the south and Laurel Street to the north. Oak Street is not included in the project. The site is relatively flat, with slopes of 0-6 percent.

Available Subsurface Information:

According to the Geologic Map of Minnesota, Quaternary Geology, prepared by Howard C. Hobbs and Joseph E. Goebel (1982, Minnesota Geological Survey), the project lies within an outwash unit associated with the Rainy Lobe Glaciation. The non-calcareous drift of the Rainy Lobe is derived from igneous and metamorphic rocks of the Canadian Shield.

According to the Soil Survey of Crow Wing County prepared by the Soil Conservation Service, the site lies within sandy urban soils that have been graded for development purposes. The individual soils are mostly fine loamy sands that have moderate limitations for development of local streets due to shallow depth to saturated soil.

B. Exploration Program

Five (5) split-spoon soil borings were conducted on this project. The borings were advanced to depths of 10 feet using a 3 ¼ inch I.D. hollow stem auger. Samples were obtained every 2 ½ feet using a 2-inch O.D. split-spoon sampler in accordance with the American Society for Testing and Materials (ASTM D1586). Standard penetration values (N-values) were obtained at each sample interval by driving the sampler into the soil using a 140-pound hammer falling 30 inches. After an initial set of 6 inches, the number of blows required to drive the sampler 12 inches is known as the standard penetration resistance or N-value. Where the sampler cannot be driven at least 6 inches by 50 blows of the hammer, the total number of blows as well as the distance driven is reported on the boring logs.

Groundwater levels were noted during drilling and immediately after completion. The holes were backfilled with the auger cuttings and patched with bituminous cold patch. Some settlement of the bore holes may be expected. All the borings were conducted with a CME-45 truck mounted rig. Ground surface elevations are based on the GPS coordinates and data from the MnTOPO website.

Exploration Results:

Five (5) borings were conducted in the existing bituminous paved streets and encountered 2.0 to 3.0 inches of bituminous over 4 to 6 inches of aggregate base material. The following table lists the

depth of bituminous pavement and aggregate base at each boring location:

Boring	Road	Bituminous	Aggregate
SB-1	SE 17 th Street	3.0"	4.0"
SB-2	Maple Street	3.0"	5.0"
SB-3	SE 18 th Street	3.0"	4.0"
SB-4	Norwood Street	3.0"	5.0"
SB-5	SE 19 th Street	2.0"	6.0"

Below the pavement and aggregate, boring SB-1 encountered mixed poorly graded sand with silt (SP-SM) fill to 4.0 feet, followed by black, silty sand (SM) to 7.0 feet and then silt (ML) to termination at 11.5 feet. Below the pavement and aggregate, boring SB-2 encountered native, poorly graded sand (SP) to 5.0 feet, followed by silt (ML) to termination at 11.5 feet. Below the pavement and aggregate, boring SB-3 encountered native, poorly graded sand (SP) to 5.0 feet, followed by silt (ML) to 7.5 feet, and then silty lean clay (CL-ML) to termination at 11.5 feet.

Below the pavement and aggregate, boring SB-4 encountered mixed silty sand (SM) fill to 5.0 feet, followed by black peat (PT) to 7.5 feet, poorly graded sand with silt (SP-SM) to 10.0 feet and then fine grained silty sand (SM) to termination at 11.5 feet. Below the pavement and aggregate, boring SB-5 encountered native, poorly graded sand (SP) to termination at 11.5 feet.

Penetration Test Results:

The standard penetration blow counts in the sandy fill soils (SM, SP-SM) ranged from 5 to 18, which are low to moderate, indicating they are in a loose to medium dense condition. The standard penetration blow counts in the native silt (ML) and clay (CL-ML) soils ranged from 2 to 13, which are very low to moderate, indicating they are in a very soft to stiff condition. The standard penetration blow counts in the organic peat (PT) soils were 4, which is low, indicating they are in a soft condition. The standard penetration blow counts in the native sandy soils (SM, SP-SM, SP) ranged from 2 to 9, which are very low to low, indicating they are in a very loose to loose condition. Refusal of the spoon or auger did not occur in any of the borings. Drilling was fairly easy.

Water Level Observations:

Observations of the subsurface water conditions were made during drilling operations. Groundwater was only encountered in boring SB-4 at 10 feet and in boring SB-5 at 7.5 feet during drilling. Groundwater was not encountered in any of the other borings at the time of our investigation.

The water levels were observed over a brief period of time. We feel the groundwater observations may not be an accurate representation of the true water levels due to the low permeability of the silt and clayey (ML, CL-ML) soils. The water may not have had time to stabilize in the borehole. Water encountered in poorly graded sands (SP, SP-SM), as it was in SB-5, should be considered an accurate representation of the true water levels due to the high permeability of the sand.

It should be noted that fluctuations in the level of the groundwater can occur due to variations in rainfall, temperature, spring thaw and other factors not evident at the time of our investigation. Mottled soils were observed. Mottled native soils are a historical indication of a temporarily or seasonally saturated soil condition. Grey soils were also observed. Grey native soils are an indication of a permanently saturated soil condition.

Laboratory Testing

Moisture Content Tests- Moisture content tests were performed on every split spoon sample in accordance with ASTM method D2216; *Standard Test Method for Laboratory Determination of Water (Moisture) Content of Soil and Rock by Mass*. Individual test results are shown on the boring logs adjacent to the sample that was tested.

C. Engineering Review

Discussion:

The sandy soils encountered are predominantly fine grained, poorly graded sands with silt (SP-SM) and poorly graded sands (SP). They appear to mostly be outwash materials. The native sands (SM, SP-SM, SP) are considered excellent material for use as structural fill and pavement support. They are also excellent for stormwater infiltration.

D. Recommendations

The following recommendations are based on our understanding of the proposed project. If our understanding of the project is not accurate or if changes are made to the project scope, please inform us so that our recommendations can be amended, if necessary. We have included recommendations regarding earthwork and construction that may help in cost estimates and aid in design. We should be allowed to review the proposed construction plans to provide further detailed recommendations, if necessary. Without the opportunity to review the final construction plans, the recommendations made in this report may no longer be valid.

Embankment/ Road Fill:

The soils on the site consisting of poorly graded sands (SP) and poorly graded sands with silt (SP-SM) are considered excellent material for use as fill material. These soils are fairly easy to compact using vibratory compaction equipment near their optimum moisture contents.

The silts (ML) and clays (CL-ML) are very poor for use as fill and for pavement support. They are very frost susceptible. They are difficult to work with. The natural moisture contents are above optimum for compaction. Therefore, they will need to be dried before they can be used as structural fill. Natural moisture contents generally ranged from 26% to 30% in the silt (ML) and clay (CL-ML). We recommend that if any of the silt (ML) or clay (CL-ML) soils are exposed, they not be used as fill or trench backfill within four feet of the roadway finished subgrade. They should be wasted or used only as trench backfill below four feet deep.

We recommend that any imported fill and culvert or trench backfill material consist of mineral soils meeting the requirements specified below. No organic soils, roots, stumps, logs, brush, etc. should be used as structural fill below any utility structure or pavement section. We recommend that all fill and utility trench backfill material be free of soft, wet, or frozen soils, highly expansive soils, rubble, debris, and rocks in excess of 6 inches in diameter. The fill material should be as uniform as possible both in composition and moisture content.

Organic peat (PT) was encountered in SB-4 from 5 to 7.5 feet. This material should be removed from under the street and replaced with granular fill. No organic soils with organic content in excess of 3.0% by weight should be used as roadway embankment fill or as subgrade material.

Some of the fill was dark brown. It is our opinion that most of the dark silty sand fill will be suitable for re-use. However, peat (PT) soils are not suitable for use as fill in the roadway and should be removed from the site.

We recommend that all embankment fill material be placed in 12-inch loose lifts and compacted to a minimum of 95% of standard proctor maximum density (ASTM D698). Any fill placed in the top 3 feet of the road subgrade should be compacted to at least 100% of the standard proctor maximum density. All fill material should be compacted at a moisture content within plus or minus 2% of the optimum moisture as determined by a standard proctor. We recommend compaction tests be taken at a minimum rate of one test per two feet of fill per 200 linear feet of roadway subgrade, and aggregate base material.

Utility Installation:

We recommend that all utility pipes lay in non-organic mineral soils capable of supporting the pipes. Excessive over-excavation beneath the pipes should be avoided. We recommend that 2 to 6 inches of granular bedding material be placed and compacted around the pipe to aid in aligning the pipe for line and grade. The silty and clayey soils on this site are not suitable for use as pipe bedding.

Compaction should be done very carefully by hand to prevent the pipe from shifting. We recommend that the backfill be compacted with a vibratory sheep's foot roller after the backfill is 2 feet above the top of the pipe. Vibratory compaction should only be used on clean sands or silty sands at or below optimum moisture. Otherwise, static rollers are recommended.

We recommend that excavations slope at a 1.5:1 (horizontal: vertical) ratio from the bottom of the excavation to the surface. Stockpiled material should be kept at least 2 feet from the edge of the excavation. This is the minimum required by OSHA. We recommend all construction vehicles be kept at least 5 feet from the edge of the excavation. An escape ladder should be provided at all times while workers are in the excavation. All excavations must meet OSHA

standards (29 CFR1926).

Construction Dewatering:

Dewatering will be required for utility installation below the water levels. It is our opinion that a sump with a pump would be best suited for any dewatering needed in the deep silty and clayey soils on the site. However, a series of sand points would be better suited in the sandy soils. We recommend that all standing water be removed from the utility trenches prior to backfilling. We recommend that any utility trench backfill material placed in standing water consist of clean sands with less than 5% passing the number 200 sieve.

E. Pavement Recommendations

The fine grained, silty sand (SM), poorly graded sand with silt (SP-SM) and poorly graded sand (SP) outwash soils this site are classified as A-1-b and A-3 soils in accordance with the American Association of State Highway Transportation Officials (AASHTO) classification system. A-1-b and A-3 soils are rated as excellent material for use as roadway subgrade material. Without benefit of a laboratory R-value determination and based on MnDOT guidelines, we recommend an R-value of 70 be assumed for the sandy soils on this site.

We assume the silt (ML) and silty clay (CL-ML) will be at least four feet below the finished street subgrade. Therefore, their presence should not affect the pavement.

Based on an assumed R-value of 70, we recommend the following bituminous pavement section for low-volume, residential streets:

<u>Thickness</u>	<u>Course/Description</u>	<u>G.E.</u>
2.0"	Mn Dot 2360 SPWEB240 Bituminous	4.5"
2.0"	Mn Dot 2360 SPNWB230 Bituminous	4.5"
6.0"	Mn Dot 3138 Class 5 or 6 Aggregate Base	6.0"
10.0"	TOTAL	15.0"

In using the above R-value for bituminous pavement design, it is essential that the subgrade be

constructed of uniform soils at a moisture content and density in accordance with MnDOT specification 2105 and capable of passing a test roll in accordance with MnDOT specification 2111. The native, undisturbed soils may need preparation (drying and compacting) to pass a proof roll. If the subgrade is not compacted, uniform and capable of passing a test roll, then we recommend the subgrade be scarified and recompacted or subcut and geotextile fabric placed along with select granular material meeting MnDOT specification 3149. The top of subgrade should be compacted to a minimum of 100% of standard proctor maximum density. The subgrade should be sloped towards the edges to provide drainage.

F. Closing

Our work was performed for geotechnical purposes only and not to document the presence or extent of any contamination on the site. We can note that our crew did not detect any obvious contamination by sight or smell during drilling operations. However, human senses are limited in terms of contamination detection and, therefore, the lack of detection through human sensing does not preclude the possibility of the presence of contamination of the site.

This report represents the result of our subsurface investigation and is based on information gathered at specific locations. Subsurface conditions can change a great deal over short horizontal distances. Also, the actual interface between strata will likely be a gradual transition rather than an abrupt change as represented on the boring logs.

Geotechnical engineering is based extensively on opinion. Therefore, the data contained in this report should be used as a guide, and we recommend that construction monitoring be performed by a qualified geotechnical engineer or technician. We recommend ITT be retained to perform construction observation and materials testing on this project due to our familiarity with the soils. Any changes in the subsurface conditions from those found during this geotechnical exploration should be brought to the attention of a soils engineer.

APPENDIX 1

BORING LOCATION PLAN



APPENDIX 2

SOIL BORING LOGS

PROJECT: **25-132 CITY OF BRAINERD**
SOUTHEAST BRAINERD RECONSTRUCTION
BRAINERD, MINNESOTA

DATE: **6/30/25** BORING #: **SB-1**
 START TIME: **8:30** END TIME: **8:50**

METHOD: **3 1/4" I.D. Hollow Stem Auger**
 CREW: **CD/RS**

LOCATION: **SE 17th Street**

N46.3551238° W94.1839564°

ELEVATION: **1198.3**

Page 1 of 1

Depth (Feet)	ASTM Symbol	Soil Description	Sample #	N Value	W _n	Notes
7"		3.0 inches Bituminous. 4.0 inches Aggregate				
4.0	SP-SM	POORLY GRADED SAND w/ SILT, fine to medium grained, w/ a trace of GRAVEL, dark brown. FILL	1	5	11.9	
5.0	SM	SILTY SAND, fine grained, greyish brown, black.	2	7	18.6	
7.0						
10.0	ML	SILT, w/ very fine grained SAND, light grey.	3	13	27.1	
11.5			4	7	27.4	
		Boring complete to 11.5 feet. No water encountered during drilling. No water encountered to cave-in at 3' 0" after completion.				

PROJECT: **25-132 CITY OF BRAINERD**
SOUTHEAST BRAINERD RECONSTRUCTION
BRAINERD, MINNESOTA

DATE: **6/30/25** BORING #: **SB-2**
 START TIME: **9:00** END TIME: **9:20**

METHOD: **3 1/4" I.D. Hollow Stem Auger**
 CREW: **CD/RS**

LOCATION: **Maple Street**

N46.3545606° W94.1833435°

ELEVATION: **1209.4**

Page 1 of 1

Depth (Feet)	ASTM Symbol	Soil Description	Sample #	N Value	W _n	Notes
8"		3.0 inches Bituminous. 5.0 inches Aggregate				
	SP	POORLY GRADED SAND, fine grained, orangish brown, mottled.				
			1	8	9.1	
5.0						
	ML	SILT, w/ very fine grained SAND, light greyish brown, mottled.	2	2	28.0	
		brown, mottled.	3	6	27.2	
10.0						
		grey, mottled.	4	11	26.0	
11.5						
		Boring complete to 11.5 feet. No water encountered during drilling. No water encountered to cave-in at 8' 0" after completion.				

PROJECT: **25-132 CITY OF BRAINERD**
SOUTHEAST BRAINERD RECONSTRUCTION
BRAINERD, MINNESOTA

DATE: **6/30/25** BORING #: **SB-3**
 START TIME: **9:30** END TIME: **9:50**

METHOD: **3 1/4" I.D. Hollow Stem Auger**
 CREW: **CD/RS**

LOCATION: **SE 18th Street**

N46.3552583° W94.1825023°

ELEVATION: **1209.1**

Page 1 of 1

Depth (Feet)	ASTM Symbol	Soil Description	Sample #	N Value	W _n	Notes
7"		3.0 inches Bituminous. 4.0 inches Aggregate				
	SP	POORLY GRADED SAND, fine grained, brown, mottled.				
			1	9	10.6	
5.0						
	ML	SILT, w/ very fine grained SAND, brown, mottled.	2	5	24.4	
	CL-ML	SILTY LEAN CLAY, w/ very fine grained SAND, greyish brown, mottled.	3	5	26.0	
10.0		grey.				
			4	7	30.0	
11.5						
		Boring complete to 11.5 feet. No water encountered during drilling. No water encountered to cave-in at 7' 6" after completion.				

PROJECT: **25-132 CITY OF BRAINERD**
SOUTHEAST BRAINERD RECONSTRUCTION
BRAINERD, MINNESOTA

DATE: **6/30/25** BORING #: **SB-4**
 START TIME: **10:00** END TIME: **10:20**

METHOD: **3 1/4" I.D. Hollow Stem Auger**
 CREW: **CD/RS**

LOCATION: **Norwood Street**

N46.3535392° W94.1822559°

ELEVATION: **1208.9**

Page 1 of 1

Depth (Feet)	ASTM Symbol	Soil Description	Sample #	N Value	W _n	Notes
8"		3.0 inches Bituminous. 5.0 inches Aggregate				
	SM	SILTY SAND, fine grained, dark brown.				
		FILL				
			1	18	7.4	
5.0						
	PT	PEAT, black.	2	4	114.4	
7.5						
	SP-SM	POORLY GRADED SAND w/ SILT, fine grained, grey. w/ layers of organic material.	3	6	20.6	
10.0						V Water encountered at 10 feet during drilling.
	SM	SILTY SAND, fine grained, greyish brown, mottled.	4	6	23.8	
11.5						
		Boring complete to 11.5 feet. Water encountered at 10 feet during drilling. No water encountered to cave-in at 6' 0" after completion.				

PROJECT: **25-132 CITY OF BRAINERD**
SOUTHEAST BRAINERD RECONSTRUCTION
BRAINERD, MINNESOTA

DATE: **6/30/25** BORING #: **SB-5**
 START TIME: **10:30** END TIME: **11:00**

METHOD: **3 1/4" I.D. Hollow Stem Auger**
 CREW: **CD/RS**

LOCATION: **SE 19th Street**

N46.3534582° W94.1811193°

ELEVATION: **1211.5**

Page 1 of 1

Depth (Feet)	ASTM Symbol	Soil Description	Sample #	N Value	W _n	Notes
8"		2.0 inches Bituminous. 6.0 inches Aggregate				
5.0	SP	POORLY GRADED SAND, fine grained, w/ a trace of GRAVEL, brown.	1	9	3.7	V Water encountered at 7' 6" during drilling.
			2	9	6.4	
10.0			3	7	20.2	
11.5		very fine grained.	4	2	21.6	
		Boring complete to 11.5 feet. Water encountered at 7' 6" during drilling. No water encountered to cave-in at 6' 0" after completion.				

Unified Soil Classification (USC) System (from ASTM D 2487)

Major Divisions			Group Symbol	Typical Names
Course-Grained Soils More than 50% retained on the 0.075 mm (No. 200) sieve	Gravels 50% or more of course fraction retained on the 4.75 mm (No. 4) sieve	Clean Gravels	GW	Well-graded gravels and gravel-sand mixtures, little or no fines
			GP	Poorly graded gravels and gravel-sand mixtures, little or no fines
		Gravels with Fines	GM	Silty gravels, gravel-sand-silt mixtures
			GC	Clayey gravels, gravel-sand-clay mixtures
	Sands 50% or more of course fraction passes the 4.75 (No. 4) sieve	Clean Sands	SW	Well-graded sands and gravelly sands, little or no fines
			SP	Poorly graded sands and gravelly sands, little or no fines
		Sands with Fines	SM	Silty sands, sand-silt mixtures
			SC	Clayey sands, sand-clay mixtures
Fine-Grained Soils More than 50% passes the 0.075 mm (No. 200) sieve	Silts and Clays Liquid Limit 50% or less		ML	Inorganic silts, very fine sands, rock four, silty or clayey fine sands
			CL	Inorganic clays of low to medium plasticity, gravelly/sandy/silty/lean clays
			OL	Organic silts and organic silty clays of low plasticity
	Silts and Clays Liquid Limit greater than 50%		MH	Inorganic silts, micaceous or diatomaceous fine sands or silts, elastic silts
			CH	Inorganic clays or high plasticity, fat clays
			OH	Organic clays of medium to high plasticity
			Highly Organic Soils	

Prefix: G = Gravel, S = Sand, M = Silt, C = Clay, O = Organic

Suffix: W = Well Graded, P = Poorly Graded, M = Silty, L = Clay, LL < 50%, H = Clay, LL > 50%

City of Brainerd, Minnesota
Street and Sewer Assessment Policy
(Last Updated April 7, 2025)

1. Introduction

Special assessments are a charge imposed on properties for an improvement that benefits the owners of that selected property. The authority to use special assessments originates in the state constitution which allows the state legislature to give cities and other local government units the authority “to levy and collect assessments for local improvements upon property benefitted hereby”. The legislature designates that authority to cities in Minnesota Statutes Chapter 429.

A charter city (in which Brainerd is) may choose to use either Chapter 429 or provisions of the charter to assess for local improvements, however, even the state law requires that charter cities follow state law in certain steps of the proceedings.

Special Assessments have three distinct characteristics:

- They are a levy the City uses to finance, or partially finance, a public improvement program.
- The city levies the charge only against those parcels of property that receive some special benefit from the program.
- The amount of the charge bears a direct relationship to value of the benefits the property receives.

The City of Brainerd, Minnesota finds it beneficial to fund portions or all the 5-year street and sewer capital plan using special assessments. Special assessment proceedings will follow the procedures as outlined in Minnesota Statute 429 and any modifications thereto.

2. Assessable Improvements

How Much is Being Assessed?

Developer New Construction

On projects where utilities and roadways are being constructed for the first time, the developer is responsible for installing the watermain, sanitary sewer, grading, surfacing, storm sewers, and any other incidental features it sees fit. The city requires developers to construct all facilities to city standards and be approved by the City engineering department. While it is ultimately up to the developer to decide how the development costs incurred are recouped, the developer will typically split these costs to the number of parcels developed and recoup its cost through the sale price of the lots.

Petitioned New Construction

On projects where the city is petitioned to install the new improvements, the entire project cost being constructed is assessed to the abutting properties, as either by a per lot basis or by a front-foot basis.

Petitioned or Council Authorized Reconstruction of Resurfacing

Whether the city acts upon its own authority to make an improvement or it is petitioned by property owners, the city assesses one-half (1/2) of the cost of the reconstruction or resurfacing improvement including construction and engineering of the said improvement on a front-foot or per lot basis. The other one-half (1/2) of the resurfacing or reconstruction cost is paid by the city. If utilities such as sanitary sewer, water mains, or storm sewers are being reconstructed along with the project, the cost of this work is not assessed, but rather is covered through user fees and rates set by council or public utilities commission. If a project consisting of overlaying a street is proposed, the entire project cost is assessed to abutting properties. The City does not typically assess for new sidewalks, but may from time to time, assess for the entire costs of repairs thereto.

Pursuant to Petition – Properties Abutting the City but outside City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

Pursuant to Council Action – Properties not Abutting the City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

In prior years, the City Council authorized the construction of utility improvements outside its corporate boundaries and not abutting the city. To pay for such costs, the council established a Water Connection Charge (WCC) and Sewer Connection Charge (SCC). This charge, as initially set by council resolution, represents the average costs of constructing such utility improvements and is payable immediately upon connection to the system. This charge is enacted if the property owner elects to divide the property in which assessments were imposed and deferred. If a lot is split and the owner elects to connect to sewer and water, the WCC and SCC are charged to the property owner, with the balance of the deferred assessment remaining on the other parcel created from the split.

The WCC and SCC set by council resolution will remain in effect until repealed by the council. Said resolution may be adjusted periodically by the city council.

3. Initiation of an Improvement

By Petition from Property Owners

Per Minnesota Statute 429, if the council chooses to proceed with an improvement based on a petition, it must have the signatures of at least 35 percent in frontage of the property bordering the proposed improvements. If the council relies upon a petition as its basis for proceeding, it cannot make substantial change the improvement from what is asked for in the petition. The council must pass a resolution determining whether the petition is legally sufficient or not.

By Council Action

Per City of Brainerd Charter Section 92, in the first instance in which the council desires to levy a special assessment for an improvement, it shall require a two-thirds (2/3) vote of the members elect except in the case of sidewalks, in which a majority is sufficient.

4. Proceedings

Minnesota Statute 429

The City of Brainerd has elected to utilize Minnesota Statute 429 for its assessment proceedings, as amended and incorporated by reference into this policy.

Interest Rates

The council determines the interest rate on the special assessments, along with any other repayment provisions. The interest rate is typically set by ensuring a reasonable relationship between the assessments interest rate and the bond interest rate if the city issued bonds for the project. If the city finances the project with funds on hand, the council will look at the interest rate the city would otherwise have earned on the funds.

5. Payments

Once the assessments have been adopted, property owners originally have numerous options for repayment:

1. Pay the total amount of the assessment within 30 days after the council adopts the assessment rolls. This this situation, the city cannot charge interest; or
2. Pay the assessments in annual installments (with interest) under the terms set by the council; 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.

6. Deferments

Deferments due to Hardship

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 or a termination event under Minn. Statute § 435.195 occurs. Interest would be assessed over a 10-year period on deferred assessments due to hardships. Persons interested in deferring assessments must apply each year and pay the associated application fee to have the following year assessment installment deferred. The most current deferment criteria passed by Council resolution can be requested from the City Clerk and a copy provided to the requestor. Deferments under this provision of the policy shall meet requirements of Minn. Stat. § 435.193-195.

Deferments on Unimproved Property

The City Council has adopted policy which allows for assessment deferments for assessments on unimproved property. Deferred assessments on a property may be deferred until a designated future year, the property is subdivided by plat, improvements are constructed, or the property (or a portion of the property) is sold. At the time the property is sold, the assessment would become levied on the property. If the property is subdivided, the assessment will be apportioned to each partition and the assessment would become levied on each improved property. Properties that are subdivided but remain unimproved, may remain deferred until 50% of the original property has been subdivided. At that time, the assessment would become levied on the original property as well. Interest will accrue on the entire amount of deferred assessment until the first installment and continue to accrue on the remaining balance, with the duration of installments not exceeding 30 years following the levy of the assessment. Deferments under this provision of the policy shall meet requirements of Minn. Stat. § 429.061, subd. 2.

7. Other Frequently Asked Questions

Will Improvements Affect my Property Taxes?

While it is well documented within the real estate industry that streets and utilities that are in poor condition decrease the marketability and sale prices of homes, improvements to the streets and utilities do not automatically increase the taxes on the property. Property market valuations, as determined by the County Assessor, are based on the recent sale prices of comparable properties within the neighborhood. Following improvements to streets and utilities, the marketability of properties tends to increase, and the properties can demand a higher sale price. As years pass and the history of sale prices in the neighborhood show increases, the County Assessor will adjust the market valuation of properties to more closely reflect the price the property would sell for. If the market valuations in the neighborhood are increasing at a faster rate than the City, County, and School District averages, the property taxes will tend to increase over time.

Why is There a Difference Between my Front Footage and Assessable Footage?

If you live on a corner lot, your property is subject to assessments for improvements on both streets. The City Council has adopted a side-yard deduction assessment policy to help reduce the burden for the owners of corner lots or 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 (1/2) of the side-yard footage. The most common assessment notices for side-yard street improvements will list the front-footage as 140 feet and the assessable front-footage as 70 feet.

October 8, 2025

The Honorable David Badeaux
Mayor, City of Brainerd
501 Laurel St.
Brainerd, MN 56401

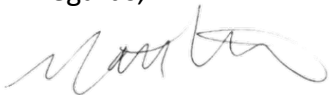
Dear Mayor Badeaux:

I am pleased to inform you that your application for the 2025 Minnesota Small Cities Development Program Grant (SCDP) has been approved for funding in the amount of \$600,000 from the Department of Housing and Urban Development (HUD). A grant contract agreement will be issued within the next few weeks.

Zachary Klehr is the DEED representative assigned to your grant. For additional information, please contact Zachary at zachary.klehr@state.mn.us or at (651) 259-7460.

Congratulations on this grant award to help enhance your community development efforts.

Regards,



Matt Varilek
Commissioner

cc: State Senator Keri Heintzeman
State Representative Josh Heintzeman
State Representative Ben Davis
John Schommer, Rehab Director, Brainerd Housing and Redevelopment Authority