

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: Yeager, Erickson, Bevans, Czczok, Johnson, and O'Day. Mayor Badeaux was also noted as present. Member Stunek was noted as absent.

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.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO APPROVE THE CONSENT CALENDAR REMOVING THE TASK MANAGER FROM THE DEPARTMENT ACTIVITY REPORTS FOR FURTHER DISCUSSION.

Approval of Bills

Approved as on file in the Administrator's Office.

Approval of Minutes

Approved minutes from December 15, 2025 as presented.

Approval of Licenses

Approved as presented.

Department Activity Reports

Approved as presented.

Hire Paid on-call Firefighters Tyler Borg, Garret Davis, Tanner Miles, and Keaton Walkowiak effective January 1, 2026, at \$12.43 per hour

Approved hiring of Tyler Borg, Garret Davis, Tanner Miles, and Keaton Walkowiak effective January 1, 2026 at \$12.43 per hour.

Special Event/Parking Closure: Great River Greening

Approved as presented.

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

Task Manager

Member Czczok stated that the City of Baxter transit rate request is not complete. The Baxter Administrator has noted that he will make time for Brainerd staff to give a presentation to the City of Baxter Council. He stressed that this item is very important to the transit service as adjusting rates will increase ridership.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO APPROVE THE TASK MANAGER.

Upon roll call, Council Members Yeager, Erickson, Bevans, Czczok, 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 7:34 p.m.

Lowell Smith, Baxter, Chair of Crow Wing County Republicans, stated that Mayor Badeaux did not sign a letter that was signed by most of the mayors in Crow Wing County. He stated that as a group, they are disappointed that the letter went unsigned by Brainerd.

Chris Bjorke, Brainerd, gave a statement and requested that the City Council address the harassment of landlords in the City of Brainerd.

The chair closed the public forum at 7:40 p.m.

Presentations

Annual Charter Presentation- Brainerd Community Action

Dave Badeaux, Executive Director, The Center, gave an overview of 2025 for Brainerd Community Action. Overall, events held by Brainerd Community Action were successful. Concerts in the park were held by Brainerd Community Action in 2025, they are committed to improving the concerts in the park in 2026.

Member Czeczok requested the names of the Board of Directors and the excel version of the budget.

Visit Brainerd Update

Mary Devine-Johnson, Executive Director, Visit Brainerd, gave an overview of changes expected to begin in 2026 for Visit Brainerd. This includes a rebrand to "Visit Brainerd/Baxter". She gave an overview of utilization of their budget.

Chair O'Day asked if other communities in Crow Wing County have a lodging tax.

Ms. Devine-Johnson stated that there are a few communities on the whitefish chain have a lodging tax, she isn't aware of who is currently a part of the consortium. She stated that lodging tax is a real opportunity for communities, but a number of communities and resorts are not on board yet.

Member Yeager asked about anomalies with media mix in advertising.

Ms. Devine-Johnson stated that Visit Brainerd probably does more with broadcast radio and print because of the budget efficiencies. Digital expenditures are similar.

Council Committee Reports

Safety and Public Works Committee

Final Pay Request: 2025 Chip Seal Project

Committee Chair Erickson stated that the work is complete. There was a contingency built in and the work was under budget.

Member Czeczok asked about project completion and payment.

City Engineer Dehn stated that the project was completed in October. The contractor and staff had to agree on final quantities. The time between completion of work and payment is dependent on the contractor and sub-contractor.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE FINAL PAY REQUEST FOR THE 2025 CHIP SEAL PROJECT FOR \$158,753.

Change Order #3: Improvement 23-13

Committee Chair Erickson stated that there were four items that needed a change order for the TH-371 and Willow Street Roundabout construction. One of the change orders extended the contract to October 31st due to material delays.

Member Czczok stated for the record that the date of the contract is being changed with this change order.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE CHANGE ORDER #3 FOR IMPROVEMENT 23-13 IN THE AMOUNT OF 12,88.74.

Personnel and Finance Committee

Leasing of Lakes Area Drug Investigation Division (LADID) Vehicle in 2026

Committee Chair Johnson stated that the cost of the lease and most of the yearly cost of insurance will be covered by the LADID budget.

Member Yeager asked whether the vehicle that the Police department is going to sell that is being replaced is going to have the air conditioning repaired prior to the sale or if it will be sold as is.

Police Chief Davis stated that the department will work with Enterprise to determine whether or not to fix the air conditioning.

Committee Chair Johnson stated that the \$8,000 estimate was with the air conditioning fixed.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO AUTHORIZE STAFF TO REPLACE THE 2014 CITY-OWNED VEHICLE WITH A LEASE VEHICLE IN 2026.

IUOE Parks Union Downtown Snow Removal Compensation Request

Committee Chair Johnson stated that the current language with this bargaining unit is paid after working 40 hours. This MOA will update the language so that it's the same as the street division to pay overtime after 8 hours in a single day when performing snow removal duties.

Member Yeager asked how the prime rate hours will work when snow removal is the priority.

Committee Chair Johnson stated that it is his understanding that the snow removal is done when they are directed to remove it and this MOA only includes paying overtime when working in excess of a shift when performing snow removal. He stated that language in the contract may be broader.

Public Works Director Habighorst stated that the Parks Maintenance staff's normal shift is 7:00 a.m. to 3:30 p.m. because they come in early for snow removal, the overtime will be applied from the start of snow removal until normal start time.

Member Czczok questioned whether the downtown properties that are being assessed would be paying the time and a half rate. He asked whether the overtime was factored into the documents the City Council was provided prior to approving staff to conduct downtown snow removal.

Public Works Director Habighorst stated that based on the formula, the properties would be assessed at time and a half until 7:00 a.m. After 7:00 a.m. they will be assessed at the straight time rate. The documents did include the overtime in their estimates.

Mayor Badeaux verified that the snow removal will be mostly overtime.

Member Yeager stated that that is the crux of his question. If downtown is billed at time and a half but the rest of the snow removal in the City is conducted at straight time and then overtime after 8 hours, it seems like the overtime is directed to downtown.

Chair O'Day requested more information to help clarify the information about the formula. He would like to see a comparison between the contractor and staff removal at the end of the season.

City Engineer Dehn stated that on days snow removal is conducted would most likely be a twelve-hour day, the additional four hours of overtime would be applied to downtown and any additional straight time hours for snow removal. The overtime hours were factored into the formula that was presented to the City Council. He also stated that roughly half of the amount for a snow event is paid by the City. The other half of the snow removal cost is assessed to downtown property owners and broken down by frontage. The City also has property frontage downtown that is accounted for and assessed other funds of the City, like the parking lot fund.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE MOA AS PRESENTED BETWEEN THE CITY OF BRAINERD AND THE IUOE PARK MAINTENANCE DIVISION UNION REGARDING COMPENSATION WHEN PERFORMING DOWNTOWN SNOW REMOVAL DUTIES; FURTHER TO PROVIDE MORE INFORMATION ON THE CALCULATION AT THE NEXT COUNCIL MEETING.

Temporary Transit Operations Specialist Position

Committee Chair Johnson stated that the position is within budget.

Member Czeczok stated that the position was previously filled by an individual. He asked whether this former employee reached the max number of hours and whether they would be pursuing the same individual for employment.

HR Director Schubert stated that the position was held by a temporary employee, once they reached 67 days of employment, they would have been eligible for benefits according to our union contract. The employee was terminated due to the maximum working days being reached.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO AUTHORIZE STAFF TO HIRE A TEMPORARY PART-TIME EMPLOYEE TO ASSIST THE TRANSIT DIVISION AND UTILIZE THE TRANSIT OPERATIONS SPECIALIST WAGE GRID WHEN HIRING THE PART-TIME POSITION.

Revised Contribution to City Policy 2003-01: Payment in Lieu of Taxes (PILOT) Contribution

Committee Chair Johnson stated that the City Council requested that the Public Utilities Commission modify the policy from being a contribution per kilowatt hour to a percentage of electric utility revenues. The Commission will further consider an amendment when a full rate study is completed to get the City's PILOT closer to the national median. The Charter states that this is a commission policy that the Council adopts.

Member Czeczok asked whether there is a limit on PILOT. He stated that he sees this as taking from rate payers and he does not know how this aligns with keeping the electric rates as low as possible.

Attorney Langel stated that he is not aware that there is a limit on PILOT.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE REVISED CONTRIBUTION TO CITY POLICY 2003-01, WITH IMPLEMENTATION OF SAID POLICY REVISIONS TO TAKE EFFECT JANUARY 2026.

Temporary Service Agreement: Technology for the City of Baxter

Committee Chair Johnson stated that our staff will help on an as needed basis and the City of Baxter will be paying the total staff cost plus a 5% administrative fee.

Member Czeczok asked about meeting with Baxter on onboarding.

Technology Director Strong stated that our staff will meet with Baxter for about five hours of onboarding and will be compensated for this time.

Committee Chair Johnson stated that the City of Baxter will contract with a third party for large projects in the interim. This agreement is just to maintain their current systems.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO AUTHORIZE STAFF TO ENTER INTO A TEMPORARY SERVICE AGREEMENT TO PROVIDE TECHNICAL SUPPORT TO THE CITY OF BAXTER DURING THEIR STAFF VACANCY.

Unfinished Business

Call for Applicants – Informational:

(Includes vacancies for expiring terms on 12/31/2025 to be appointed on or after the December 15th meeting)

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

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

Economic Development Authority-- 1 term (Expire 2028)

Housing Redevelopment Authority-- 2 terms (Expire 2030)

Library Board-- 5 terms (Expire 2031)

Park Board-- 1 term (Expire 2028) 1 term (Expire 2029)

Public Utilities Commission—1 term (Expire 2028) 1 term (Expire 2030)

Transportation Advisory Committee- 1 term (Expire 2026) 2 terms (Expire 2027)

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

Planning Commission-- 1 term (Expire 2028)

Water Tower Committee—2 terms

Appointment- Council President

Chair O'Day recommended Don Gorham to the Planning Commission.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND BEVANS, DULY CARRIED, TO APPOINT DON GORHAM TO THE PLANNING COMMISSION.

Resolution: Voyageur Heights Environmental Assessment Worksheet (EAW)

Community Development Director Kramvik gave an overview of the Voyageur Heights EAW.

Member Erickson asked where the storm water would go with diverting it outside of the drinking water supply management area (DWSMA).

Community Development Director Kramvik stated that the Planning Commission will be considering the diversion, but it will be diverted along Business Highway 371.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND YEAGER TO ADOPT RESOLUTION DECLARING THAT THE EAW IS SUFFICIENT.

RESOLUTION 87:25

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

Final Reading- Proposed Ordinance 1599- Fee Schedule

Community Development Director Kramvik gave an overview of the ordinance.

The Chair opened the public hearing at 8:28 p.m.

No one came forward.

The Chair closed the public hearing at 8:28 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND JOHNSON, DULY CARRIED, TO CONDUCT THE FINAL READING OF ORDINANCE 1599 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND YEAGER TO ADOPT ORDINANCE 1599.

ORDINANCE 1599

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

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND ERICKSON TO ADOPT RESOLUTION PROVIDING FOR SUMMARY PUBLICATION OF ORDINANCE 1599.

RESOLUTION 88:25

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

Final Reading- Proposed Ordinance 1600- Rezoning from CN-2 to GC

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO CONDUCT THE FINAL READING OF ORDINANCE 1600 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO ADOPT ORDINANCE 1600.

ORDINANCE 1600

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

New Business

Brokerage Agreement Extension: Kamp Realty

Community Development Director Kramvik gave an overview of the agreement. The EDA recommended approving the agreement.

Member Bevans stated he will vote no for the same reasons he has stated previously. He feels the broker has done nothing to move the sale of properties.

Member Czeczok asked what happens if the agreement is not approved.

Chair O'Day stated that the City would have no listing agent for the properties. He feels that the broker has not done nothing. At the EDA there have been multiple presentations on ideas for development of the areas. There is a pending agreement through Kamp for the sale of properties. We cannot control every aspect of property sales.

Member Johnson stated that he won't say that Member Bevans is wrong, but he will approve the agreement so that the City has a listing agent.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND ERICKSON TO AUTHORIZE THE EDA TO ENTER INTO THE LISTING AGREEMENT WITH KAMP REALTY.

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

Shared Services Agreement: EDA

Community Development Director Kramvik gave an overview of the agreement.

Member Johnson questioned how the amount contracted has not increased.

Community Development Director Kramvik stated that he has taken on more of the role for the EDA and less from the City Administrator.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND YEAGER, DULY CARRIED, TO APPROVE SHARED SERVICES AGREEMENT WITH THE EDA.

Council Member Representation: Oak Street Reconstruction Project Management Team (PMT)

City Engineer Dehn stated that Widseth and staff are looking for create a PMT with Council Members for the 2029 Oak Street reconstruction project.

Discussion was had regarding the necessity to have Council Members on the PMT.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND YEAGER, DULY CARRIED, TO APPOINT TWO COUNCIL MEMBERS TO THE OAK STREET PMT.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND CZECZOK, DULY CARRIED, TO APPOINT COUNCIL MEMBERS ERICKSON AND JOHNSON TO THE OAK STREET PMT.

Resolution: 2026 Levy for the City and HRA

Finance Director Hillman gave an overview of certifying the 2026 final levy.

Member Czeczok reiterated for the record that if the 2025 levy had included fully funding the Airport, the levy increase could have been about 3% for 2026.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO ADOPT RESOLUTION SETTING THE CITY LEVY AT \$7,435,323 AND THE HRA LEVY AT \$227,866 FOR PAY YEAR 2026.

RESOLUTION 89:25

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

2026 Budgets

Finance Director Hillman gave an overview of 2026 budgets.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO ADOPT THE 2026 BUDGETS AS PRESENTED.

Staff Reports

Finance Director Hillman thanked all of the Department Heads and staff for their hard work on the 2026 budget.

Public Works Director Habighorst stated that Rotary Park will have buckthorn mitigation this week. The ice rinks, weather permitting will be opening the week of Christmas.

Community Development Director Kramvik gave an overview of the Planning Commission agenda.

Public Utilities Director Sandy thanked Water Distribution staff for their work on the first watermain break during the extreme cold. There was a shutoff for 3 blocks for about 6 hours.

Administrator Broyles thanked staff for their work on the budget. The Charter Commission will meet on the 17th for a joint meeting with the Public Utilities Commission to discuss draft language for the Charter. He has requested information about cost of codification by the League of Minnesota Cities in 2026.

Mayor's Report

Mayor Badeaux stated that Christmas Carriage rides downtown are available through Passport and Last Turn Brew Pub. Park Board is meeting on the 16th. Finally, he wished a Merry Christmas to our staff and citizens.

Council Member Reports

Member Czeczok wished everyone a Merry Christmas and a Happy New Year. The Public Utilities Commission meeting will be held on December 23rd. Finally, he extended his sincere thanks to Mark O'Day for his service on the City Council and Utilities Commission, he has learned a lot from him during his time as the liaison. He thanked all those who serve on commissions.

Member Bevans stated that he attended Tonic Sol-Fa, Rudolph the Red Nosed Reindeer, Lakes Area Music Festival, and Rock N Roll Christmas here in the Brainerd Lakes Area. He has the Library Board upcoming. Finally, he took Member Johnson's recommendation and he had a dirty soda at the sweet shop.

Member Yeager stated that the Airport Commission offered the Airport Director position to Jennifer Roach, she has accepted the position. The Interim Director and HR are working through the employment contract. Snow events have been handled well out at the Airport. He thanked City Staff for all of their hard work. He knows that their work is highly criticized. He also thanked those he serves with on volunteer boards.

Member Johnson wished everyone a Merry Christmas, and the Community Development Director Kramvik a "how bout them Cowboys". He is interested in the information from the public forum about landlord and tenant interactions.

Member Erickson stated he will be attending the Planning Commission meeting. He wished everyone a Merry Christmas and a Happy New Year.

Chair O'Day stated that the overall the year for the City has been positive. He thanked everyone. Thanks to Mr. Mark O'Day for his service on the commission, is unsure if his resignation from service will stick. He wished everyone a Merry Christmas.

Adjourn

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

The Chair adjourned the meeting at 9:03 p.m.



Nicholas W. Broyles
City Administrator