

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 RESOLUTION – ALL ABOARD MN RAILWAY FROM FARGO TO THE TWIN CITIES ITEM 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.

Department Activity Reports

Approved reports as presented.

Resolution - Designating Depositories for 2026

Adopted Resolution 01:26 Designating City Depositories

Resolution - 2026 Airport Capital Projects

Adopted Resolution 02:26 Authorizing signature for 2026 Capital Projects for the Brainerd Lakes Regional Airport

Resolution - American Legion Premise Lawful Gambling Permit at 701 Industrial Park Rd

Adopted Resolution 03:26 Approving Minnesota Lawful Gambling Premise Permit

Resolution - Adopting 2025 Crow Wing County Hazard Mitigation Plan

Adopted Resolution 04:26 Adopting the 2025 Crow Wing County Hazard Mitigation Plan as presented

Electronic Transfers Authorization

Approved Delegating the Finance Director and Finance Manager, or their designee, to make electronic transfers as deemed necessary by the Finance Director or Finance Manager to conduct City business in 2026

Official Newspaper for 2026 and Contract - Brainerd Dispatch

Approved the Brainerd Dispatch as the legal newspaper and authorized signatures on agreement with the Dispatch for a rate of \$12.12 per inch

League of Minnesota Cities Insurance Trust (LMCIT) Liability Coverage Waiver Form

Approved submission of the liability coverage waiver form with "does not waive" the monetary limits on municipal tort liability established by Minnesota Statutes, Section 466.04 option selected

2026 Library Fund Budget

Adopted the 2026 Library Fund Budget as presented.

Hiring - Winter Temporary Employees

Ratified the hiring of the 2025-2026 Winter temporary employees as presented

Hiring - HR Assistant Ashley Thramer

Ratified the hiring of Ashley Thramer for the HR Assistant position effective January 13, 2026; further, that she be placed on Step 1 of the HR Assistant wage grid (\$34.08 per hour)

Special Event - March for Life

Approved event as presented

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

Resolution - Support for All Aboard MN Railway from Fargo to the Twin Cities

Member Czczok stated that this item has not been brought before the State Legislature. He would like more information prior to approving.

Administrator Broyles stated that he is not aware of any time constraints. This resolution is very similar to a resolution passed in 2021 by the City Council just voicing support for the project.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON TO DIRECT STAFF TO OBTAIN MORE INFORMATION AND RETURN THIS ITEM TO THE COUNCIL IN FEBRUARY.

Public Forum

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

Logan Klisch, 824 N St, stated that he is against the development of Gustafson Park. He is aware that there are housing needs but does not agree with removing this park for a few homes.

Nathan Cyr, 1305 10th Ave NE, stated that he is against the development of Gustafson Park. He stated that Gustafson is heavily used by local kids and his family. It is a safe space as it is wide open and within visibility of his home. He suggested another parcel that is tax forfeit be developed instead of Gustafson Park.

Another individual spoke against the development of Gustafson Park but requested that her personal information not be put into public record.

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 7:42 p.m.

Member Czczok asked if staff could give the speakers an update on Gustafson Park.

Community Development Director Kramvik stated that the Park Board will discuss Gustafson park at their next meeting on January 27th. The Park Board will give a formal recommendation.

Council Committee Reports

Personnel and Finance Committee

Misdemeanor Prosecution Services Agreement - Cities of Baxter and Nisswa

Committee Chair Johnson stated that the agreement has not changed from the prior agreement. It utilizes a three-year rolling average of hours utilized by each municipality to determine the cost. The share for the City of Brainerd actually went down and the court fine revenue does help to offset the cost.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE ATTACHED JOINT SERVICES AGREEMENT TO ACCOMPANY THE MISDEMEANOR PROSECUTION AGREEMENT.

Position Recommendation - Water/Wastewater Operator

Committee Chair Johnson stated that there is an opening for a Wastewater Operator. The management team determined that it would be best to have an operator that could work in both the water and wastewater divisions.

Member Czczok stated that he asked at the Public Utility Commission whether this kind of position is becoming the industry standard. He stated that Mr. Gammon confirmed that it is becoming more prevalent to have a hybrid position.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE WATER/WASTEWATER OPERATOR JOB DESCRIPTION; FURTHER, TO AUTHORIZE STAFF TO NEGOTIATE THE WAGE WITH THE IBEW UNION.

Memorandum of Agreement - MN Paid Family Medical Leave (PFML) for IBEW Unions

Committee Chair Johnson stated that the memorandums follow City policy, but puts in writing the understanding that the employee and employer each pay half of the premium.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO APPROVE THE PFML MEMORANDUMS OF AGREEMENT WITH THE IBEW PUBLIC UTILITIES AND ADMINISTRATIVE SUPPORT UNIONS AS PRESENTED.

Safety and Public Works Committee

Change Order #4 - Imp 23-13 - TH 371B/Willow Street Roundabout Project

Committee Chair Erickson stated that the change order is in regard to the removal of a tree that was not included in the original scope and is state aid eligible.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE CHANGE ORDER #4 IN THE AMOUNT OF \$8,559.49.

Final Pay Request #2 - Imp 23-16 - South Brainerd Resurfacing

Committee Chair Erickson stated there was a question in committee regarding a driveway in a cul-de-sac and whether the cost for repair was included in the amount for final pay amount. The question has been answered since the committee, the final pay request does include the amount for repair.

City Engineer Dehn stated that the cost of the patch is included in the total, it was roughly \$900. Without reconstructing the curb in the cul-de-sac this patch was beyond the original scope of the project.

Member Czczok stated that he recalls Member Bevans stating that when the contractor was aware of the problem in another part of the project the City was not responsible for those repairs as it was a workmanship issue. He believes the same should be considered here and the contractor should take responsibility for their lack of workmanship.

Member Bevans asked about the details of the project. The project was a mill and overlay and the contractor did the best they could do with the existing curb. The only true fix will be when the street is reconstructed.

City Engineer Dehn stated that Member Bevans is correct, catch basins on the cul-de-sac were holding back a lot of water. This was addressed. The curb was out of the scope of the project.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND JOHNSON TO APPROVE THE FINAL PAY REQUEST #2 IN THE AMOUNT OF \$42,541.50.

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

Stormwater Engineering Proposals - Southwest Brainerd/CSAH 48 Study Area

Committee Chair Erickson stated that staff received a quote for this long-standing issue. He stated that the way to move forward with this issue is to have a study done.

Member Bevans stated that he is in favor of moving forward to remedy this problem that appears to have been created with our agreement. The cost of the study is concerning. It does not appear that the engineering service is needed as he thinks there is a simple remedy changing the outflow to the other side of the street with a culvert. He would like staff to investigate the possibility.

Member Czczok stated that he would like to see the item held off to explore alternate water diversions.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO HOLD OVER THE ITEM FOR MORE INFORMATION.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO EXPLORE THE POSSIBILITY OF ALTERNATE WATER DIVERSION OPTIONS WITH THE OTHER MUNICIPALITIES.

South Brainerd Sanitary Sewer Study - Phase 2

Committee Chair Erickson stated that this phase will include everything South of Graydon avenue due to a number of development proposals in the area.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE PROPOSAL FROM SEH FOR SANITARY SEWER MODELING IN SOUTH BRAINERD IN THE AMOUNT OF \$20,171.

Resolution- Requesting Advance Municipal State Aid Funds

Committee Chair Erickson stated that the City is allocated \$1.1 million in state aid yearly. The City can request funds early.

Member Johnson stated that the City should always be advancing as much state aid funds as possible.

Member Czczok asked about paying interest on money that the City otherwise wouldn't be paying interest on. He also asked if the City is currently under state aid bonds.

Member Johnson stated that he agrees that the City is losing a percentage by advancing and then bonding.

Finance Director Hillman stated that the City discussed issuing state aid bonds for the 2025 construction projects, but the City has not issued state aid bonds.

Member Johnson stated that the memo mentions the bonding because of the Wright and 10th Street project. The City may issue state aid bonds in the future, but it has nothing to do with this item.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK TO ADOPT RESOLUTION REQUESTING ADVANCE MUNICIPAL STATE AID CONSTRUCTION FUNDS.

RESOLUTION 05:26

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

Discussion on Downtown Snow Removal Process

Committee Chair Erickson stated that the committee received more information about downtown snow removal being conducted by staff. Staff will put together a formal report for the end of the snow season.

Member Czczok stated that he asked about the work that the Parks staff has not had time to do because of performing downtown snow removal activities. He stated that initially there was some overtime due to getting used to the changes. He confirmed that this was charged as regular overtime and not to the downtown district. He asked Member Yeager about the quality of work downtown.

Member Yeager stated that the quality of the removal is great.

Direction on Active Code Enforcement

Committee Chair Erickson gave an overview of the citations.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO OBTAIN A SEARCH WARRANT TO TOW THE TRAILER AND VEHICLE AT 620 4TH AVE NE.

Unfinished Business

Appointments- Mayor Badeaux

Mayor Badeaux recommended Mike Duval and Wayne Erickson to the HRA board, Brenda Dewitt, John Mattson, Karen Johnson, and Mary Koep to the Library board, and John Mickelson to the Parks and Recreation board.

Chair O'Day clarified that the Airport Commission appointment is made by the Council President.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO APPOINT MIKE DUVAL AND WAYNE ERICKSON TO THE HRA BOARD, BRENDA DEWITT, JOHN MATTSON, KAREN JOHNSON, AND MARY KOEP TO

THE LIBRARY BOARD, AND JOHN MICKELSON TO THE PARKS AND RECREATION BOARD.

Call for Applicants – Informational:

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

Charter Commission – 2 terms (Expire 2029) 2 terms (Expire 2026)

Economic Development Authority-- 1 term (Expire 2028) 1 term (Expire 2031)

Library Board-- 1 term (Expire 2031)

Park Board-- 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)

Airport Commission -- 1 term (Expire 2028)

Planning Commission-- 1 term (Expire 2028) Water

Tower Committee—2 terms

New Business

Preliminary Plat and Planned Unit Development Amendment - Voyageur Heights

Community Development Director Kramvik gave an overview of the amendment to the Preliminary Plat and PUD Amendment for Voyageur Heights.

Member Johnson stated that he questions the use of “shall” consider constructing a trail to the property.

Community Development Director Kramvik stated that the trail could connect to our existing trails, staff will need to do studies if the Council would like to pursue the development of a trail.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO APPROVE THE PRELIMINARY PLAT AND PUD DEVELOPMENT STAGE PLAN AMENDMENT AS PRESENTED.

Request for Proposal - Comprehensive Plan Update

Community Development Director Kramvik stated that the City has budgeted \$28,000 for a comprehensive plan update. Staff propose reviewing the entire comprehensive plan at a high level to ensure consistency with our Zoning Code with a focus on strategy implementation and tracking. The primary objective of the comprehensive plan update would be to increase the threshold at which a mandatory Environment Assessment (EAW) Worksheet is required. Our current comprehensive plan and the City are well positioned to meet these requirements.

Member Johnson asked for the estimate cost.

Member Czczok asked about the benefit of moving to a higher threshold for EAW requirements.

Community Development Director Kramvik stated that it is budgeted at \$28,000. Staff is not recommending an entirely new plan. Staff is also looking to take on the future land use map update to save costs as well. Regarding the EAW, it speeds the process up for the City, and lowers costs for developers.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND CZECZOK, DULY CARRIED, TO APPROVE THE DRAFT RFP FOR CONSULTING SERVICES TO AMEND THE COMPREHENSIVE PLAN.

January 5, 2026

Conditional Use Permit Amendment - St. Francis Rectory

Community Development Director Kramvik gave an overview of the amendment to add a 3rd garage stall.

Member Johnson asked about the placement of the window.

Member Erickson stated that window is in a bedroom. The way that this question was addressed at the Planning Commission was very helpful.

Member Yeager asked about the apron up to the garage.

Community Development Director stated that with the final plans for the addition, there are requirements for maximum and minimum pavement.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND BEVANS TO APPROVE THE CUP AMENDMENT WITH THE CONDITION THAT A WINDOW IS ADDED TO THE SECOND STORY OF THE NORTHEAST SIDE OF THE RECTORY.

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

Data Request - Crow Wing County Point-in-Time (PIT)

Council Member Czczok stated that the City requested this data in 2025. The City should know the disbursements made for the rest of the year by the County through the grant. He also stated that there seems to be confusion about the point in time data requested. He would like to know who the County submits information to for documentation. He asked whether there have been arrests or fines issued for homelessness and whether the County funded via the grant having beds available at a hotel. He stated that the community was led to believe that there were no options to be housed for homeless people over the summer.

Deputy Chief Runde stated that to his knowledge there have not been any arrests or citations.

Community Development Director Kramvik stated that he believes there were rooms provided at a local hotel, he is unsure if Bridge on 7th staffed the hotel.

Member Johnson asked Attorney Langel to work on this.

Mayor Badeaux stated that this item is important to have as much data as possible available to the City Council since it is such an emotional item.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO REQUEST JANUARY 2025 PIT DATA AND PAYMENTS MADE BY THE HOUSING GRANT SUBSEQUENT TO OUR LAST REQUEST FROM CROW WING COUNTY.

Staff Reports

Technology Director Strong stated that CLC will begin to include Crow Wing County Board and School Board meetings on the cable channel. This will not cost the City any additional funds and only take a few minutes of staff time.

Public Works Director Habighorst stated that Rotary Park will have buckthorn mitigation this week.

Administrator Broyles stated that the next Charter Commission meeting is on January 21st. He reached out to the League of Minnesota Cities regarding codification services. The City has \$50,000 budgeted in 2026. Staff will bring something forward to the Council for approval of services.

Mayor's Report

Mayor Badeaux gave an update on Council Member Stunek. He asked that everyone continue to keep him in their prayers and hope that he returns soon.

Council Member Reports

Member Johnson stated that he attended the last Charter Commission meeting, he highly recommends Council Members review the proposed changes with a keen eye.

Member Czczok wished Member Stunek the best.

Member Yeager stated that Mr. Planzer has been under the weather, he hopes he starts feeling better. The snow removal by staff on nights, weekends, and holidays has been very appreciated.

Chair O'Day wished Member Stunek well. His favorite teacher from High School, David DeVine, passed away on Christmas due to alcoholism. Mr. Devine continues to teach from beyond the grave by providing his cause of death in his obituary in hopes that someone else will have the guts to get some help for their addictions.

Adjourn

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

The Chair adjourned the meeting at 8:37 p.m.



Nicholas W. Broyles
City Administrator