

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: Bevans, Czeczok, Johnson, Stunek, Yeager, Erickson, 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.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND JOHNSON TO APPROVE THE CONSENT CALENDAR.

Approval of Bills

Approved as on file in the Administrator's Office.

Approval of Minutes

Approved February 17th, 2026, minutes as presented.

Department Activity Reports

Approved reports as presented.

Hiring - Business Office Support Specialist Rachele Schlosser

Approve the hiring of Rachele Schlosser for the Business Office Support Specialist position effective March 9, 2026; further, that she be placed on Step 2 of the Business Office Support Specialist wage grid (\$26.87 per hour).

Reclassify - Spring Police Intern Caleb Wahlstrom

Reclassify Caleb Wahlstrom from Community Service Officer to Police Intern effective March 2, 2026, at \$22.56 per hour.

Fire Contract Formula for 2027 – Informational

Information only.

Agreement - Fire Department Storage at Crow Wing County

Approve the agreement with Crow Wing County for storage during the Fire Station 1 renovation and authorize the city administrator to sign.

Agreement Amendment - TH 210 Reconstruction Project

Approve the contract amendment #1 for the Highway 210 Reconstruction project as presented.

Approve Utility Department Surplus Items for Auction

Authorize staff to dispose of surplus items as required by state statute.

Event Application - 2026 Loonfest

Approved as presented.

Event Application - St. Patrick's Day Parade

Approved as presented.

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

Public Forum

The Chair opened the public forum at 7:32 p.m.

No one came forward.

The chair closed the public forum at 7:33 p.m.

Council Committee Reports

Safety and Public Works Committee

Cost Share - City of Baxter Dellwood Drive Surfacing Project

Member Bevans stated that he will vote against the cost share as he was on the Council when Dellwood came up. The City of Baxter originally submitted a letter signed by Mayor Darrel Olson that was sent when the cost share for Dellwood was originally addressed. Baxter would meet with the city regarding the Public Utilities property. They declined to do that once the agreement was settled. It's always the City of Brainerd that shoulders the burden for all the other governments that want something and we have to do the "good thing". He doesn't believe the city should have to do that in this case. There should be a conversation with the City of Baxter and go on the record with what should be done with the BPU property.

Committee Chair Erickson stated that Dellwood Drive is being micro surfaced by the City of Baxter. This agreement is for a cost share for the portion that is within the city limits of Brainerd.

Chair O'Day stated that the confusing part is that the City did not budget for this project. This is the kind of discussion that needs to be had during the budget season.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK TO APPROVE THE COST SHARE WITH THE CITY OF BAXTER IN THE ESTIMATED AMOUNT OF \$19,440.

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

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO ASK THE CITY OF BAXTER FOR EITHER THE LETTER OR COUNCIL MINUTES REFERENCING THE LETTER MENTIONED BY MEMBER BEVANS.

Event/Street Closure Application - 4th of July Red, White, and Boom

Committee Chair Erickson stated that this is an event in coordination with Community Actions 4th of July festivities. The same applicants held Loonfest at Memorial Park in 2025.

Dave Badeaux, Executive Director, Brainerd Community Action, stated that the event is in coordination with their festivities and with the assistance of BCA.

Member Bevans stated that in the past there has been concern with closing this intersection. There has been resistance by business owners, he wondered if the downtown businesses have been informed about the closure.

Dave Badeaux stated that most of the small businesses downtown are closed on the 4th of July. This would draw traffic downtown to our restaurants.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE SPECIAL EVENT/STREET CLOSURE APPLICATION FOR LOONFEST RED, WHITE, AND BOOM WITH THE CONDITIONS INCLUDED BY STAFF.

Imp 25-05 - Southeast Brainerd Reconstruction - Right-of-Way Description Proposal

Committee Chair Erickson stated that this cleaning up the legal description on Laurel Street for the area around the Northern Pacific Center. He asked about the need to do this for other properties along Laurel Street.

City Engineer Dehn stated that this is being completed as staff is planning for the improvement project in this area. As projects continue in this area, additional legal description cleanups may be needed.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE PROPOSAL FROM BOLTON & MENK FOR LEGAL DESCRIPTION SERVICES IN THE AMOUNT OF \$925.

Construction Observation and Testing Contract - SEH - Voyageur Heights Development Project

Committee Chair Erickson stated that this is a proposal for the Voyageur Heights development. The cost will come from the escrow that Kueper's has paid.

Member Czeczok stated that any staff time is also reimbursable through the escrow.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE PROPOSALS FROM SEH IN THE TOTAL AMOUNT OF \$74,200 FOR THE VOYAGEUR HEIGHTS PROJECT.

Direction on Active Code Enforcement

Committee Chair Erickson gave an overview of the nuisance property.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO TOW THE TRAILER AT PID 41191502 WEATHER DEPENDENT.

Personnel and Finance Committee

Designate Statewide Affordable Housing Aid (SAHA) Funds

Committee Chair Johnson stated that Habitat for Humanity has done an incredible job spending the SAHA funds wisely building single family homes in our community.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO DISTRIBUTE \$74,605 TO HABITAT FOR HUMANITY.

Use of City Hall Annex for Friends of the Library

Committee Chair Johnson stated that the Friends of the Library is in discussion with for a potential lease.

Member Czeczok questioned whether a fair market price is on the table for rent.

Committee Chair Johnson stated that he does expect that Staff will negotiate a fair market rent as a part of the agreement as the Friends of the Library is a private entity.

Retirement - Police Chief John Davis

Committee Chair Johnson stated that Chief Davis has been exceptional. He is confident that an internal hiring process for the position will be effective.

Member Czczok asked about the anticipated length of the hiring period.

Administrator Broyles stated that the hiring will be completed before the end of April.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE RETIREMENT OF POLICE CHIEF JOHN DAVIS EFFECTIVE APRIL 30, 2026; TO APPROVE THE UPDATED POLICE CHIEF JOB DESCRIPTION AS PRESENTED; AND TO AUTHORIZE STAFF TO CONDUCT AN INTERNAL HIRING PROCESS TO BACKFILL THE POSITION.

Royal Tire TIF District

Committee Chair Johnson stated that the TIF district was created in 2015. The language of the agreement states that it must be an automotive services facility. The City could cancel the TIF district or modify the agreement. The developer has requested that the agreement be modified. The agreement was for approximately \$170,000 or 27 years. So far, the principal balance is about \$175,000. The district will likely last 27 years.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO DIRECT STAFF TO MODIFY THE REDEVELOPMENT AGREEMENT ALLOWING THE FACILITY TO BE USED FOR USES OTHER THAN AUTOMOTIVE SERVICES.

Unfinished Business

Committee Recommendation – Mayor

Mayor Badeaux stated that he incorrectly stated the name of his appointment to the Public Utilities Commission last meeting. He clarified that he recommended Cory Jay to the Public Utilities Commission and requested that City Council reaffirm his appointment.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO REAFFIRM CORY JAY TO THE PUBLIC UTILITIES COMMISSION.

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 2027)

Public Utilities Commission—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

Resolution - Orderly Annexation Agreement

Community Development Director Kramvik stated that the joint resolution with the County before City Council establishes an orderly annexation area it does not annex properties into the City of Brainerd. Zoning is not established in this agreement. It would be established upon resolution to annex properties into the City. Staff has completed a draft version of our shoreland overlay district update. It will need final DNR and City Council approval. Staff has been made aware that we need to update our Mississippi Headwaters regulations as they have not been updated for 20 years. The proposed annexation area along the Mississippi River would

be subject to those regulations. Staff does not recommend annexing the properties along the river until completion of the update, as properties would have a moratorium from issuing building permits.

Finance Director Hillman stated there would not be an impact to the tax valuation by a property going from unorganized to the City of Brainerd. The County Assessor's office values the property for the City of Brainerd and the 1st assessment district. The annexed property would be put into one of the City's nine residential Brainerd neighborhoods rather than one of the six 1st assessment neighborhoods. These "neighborhoods" are adjusted annually based on sales. The true impact on the tax valuation is unknown and really cannot be calculated as it all depends on the sales that occur in that "neighborhood" for the period of October – September prior to the valuation date. Staff estimated the 2026 tax bill for properties if they were annexed into the City and the tax bill about doubled.

Public Utilities Director Sandy stated that staff spoke with an appraisal company for guidance regarding market impacts to properties. Based on their experience, they have not seen property values decrease when connected to municipal utilities. While the level of value increase can vary depending on factors such as the age and condition of an existing well or septic system, they indicated that connection to City utilities generally improves both market value and marketability. The only scenario where the benefit may be limited is if a homeowner recently invested in a new well and septic system and is then required to connect to City services. Even in that situation, they believe there would still likely be a modest increase in value, given the longer service life and reliability typically associated with municipal systems.

City Engineer Dehn stated that the connection charge is currently set at \$17,287.87. City Council sets the amount of the connection charge which can be changed if the Council directs. Staff provided multiple options in regard to connection charges. The memo highlights the considerations in the special assessment policy for expansion and extension, which is again something the Council could change if it chose to. Finally, they also included other services that City staff would provide once annexed like snow plowing, pothole patching, crack sealing, and stormwater maintenance.

Member Czeczok asked a question about the properties that have individual lift stations needing secondary power. He also asked about requirements for lift stations whether there would be an inspection required.

Public Utilities Director Sandy stated that he is not aware of anything in the building code that requires secondary power for individual grinder stations. Staff reached out to the City of East Gull Lake for information. There would need to be an inspection of the individual lift stations.

Chair O'Day asked how the properties would be annexed, whether it would be parcel by parcel or all properties at once.

Community Development Director Kramvik stated that that decision would be subject to the City Council's decision.

Member Czeczok asked about eligible contractor's to make the connection to City sewer and water.

Community Development Director Kramvik stated that the contractor would need to be licensed by the City and have a \$30,000 bond through the State of Minnesota.

Member Johnson stated that the City needs to have an agreement in place so that a plan can be put in place for the future. If the City doesn't develop an agreement and a plan

those in Area 1 could hook up to City utilities without any oversight from the Council and without regulations. There has to be a solution to that and plan for the future.

Member Erickson stated that at the previous Council meeting he asked that the Council hold off until this meeting to allow staff time to answer property owner's questions. He commended staff on their patience and ability to prepare and answer questions. He also stated that he watched the county meeting, and someone stated that this area is very unique as it is highly developed without being incorporated. This is due diligence on the part of the City. Staff have accomplished what the Council asked of them.

Member Bevans stated that he will vote against the resolution, not because it would be best thing for the citizens of the City of Brainerd. There is an obligation for those that live in area 1 to mitigate or minimize the environmental impact on the environment to hook up to sanitary sewer if it's available. Those in area 1 that didn't know this was coming weren't paying attention in 2003. He thinks the resolution is fantastic, but it's going the wrong way. When your sewer fails, you should in good conscience hook up to the City's sanitary sewer. He believes it is on the County's onus to achieve annexation, as the City was taking advantage of the fact that the County was putting in a new road. The City agreed to complete the project with the understanding that annexation would be imminent to get the project done.

Chair O'Day does not see the County initiating annexation or people choosing to hook up. What it comes down to is that the people in this area are represented by the County Commission. Until everyone is on the same page paying for the reconstruction of this road, which will come at some point, the Council is representing the current taxpayers of the City. If they are going to do that right, the Council would pass this resolution. It allows everyone to plan and is not an overreaching grab.

Member Czczok stated that he can't imagine that any of the Council Members are comfortable moving forward with annexation even if they're in favor of it. The Council asked staff to plan with Crow Wing County staff. Council Members should have seen objections to annexation coming. Moving forward from the past, the Council needs to be responsible and stop kicking the can down the road and plan. He appreciates everyone's opinion on this matter.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND ERICKSON TO ADOPT RESOLUTION APPROVING THE ORDERLY ANNEXATION AGREEMENT.

RESOLUTION 14:26

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

Comprehensive Plan Update - Review Proposals

Community Development Director Kramvik stated that the primary objective of the comprehensive plan update should be to increase the threshold at which a mandatory Environment Assessment (EAW) Worksheet is required for residential development. An updated comprehensive plan will be beneficial for developers when proposing a project to staff and will ensure the City has land use, transportation, and utility services planning in place for potential development projects. The Planning Commission recommended Swanson-Haskamp to complete the plan.

Member Bevans stated that he understands the need to update the plan. He cannot support the proposal by Swanson-Haskamp. He stated that the City asked Swanson-Haskamp ten years ago to determine the value of the annex, and to provide a list of underdeveloped properties in the City. So far the City has gotten nothing in return.

Member Johnson stated that he would also vote no, he understands the need to update the plan, but does not think the plan needs to be updated after five years. He stated that Swanson-Haskamp developed the previous plan, which is obviously a bad plan as the City is already updating it.

Member Czeczok stated that he values historical record and people speaking to that effect. It gives him a lot of incentive on how to vote.

Chair O'Day stated that Swanson-Haskamp has a lot of history and knowledge of the City. The Comprehensive Plan is a plan for how the Council wants the City to move forward.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND YEAGER TO ACCEPT THE PROPOSAL FROM SWANSON-HASKAMP CONSULTING TO COMPLETE THE COMPREHENSIVE PLAN AMENDMENT.

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

Member Bevans stated that he wished there was a consultant that had a Brainerd address.

Public Utilities Director Sandy stated that he has had experience working with both of the other firms that submitted proposals.

Member Erickson stated that all the proposals were acceptable. He does think that the other proposals were acceptable as well and the price points were all similar.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND ERICKSON TO ACCEPT THE PROPOSAL FROM BOLTON AND MENK TO COMPLETE THE COMPREHENSIVE PLAN AMENDMENT.

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

Resolution — Business Subsidy for Dermatology Clinic

Community Development Director Kramvik gave an overview of the business subsidy and that the land value had been updated in the purchase and development agreement that was included in the packet to \$230,000.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON TO ADOPT RESOLUTION APPROVING THE BUSINESS SUBSIDY AGREEMENT FOR RIVERBIRCH INVESTMENTS LLC.

RESOLUTION 15:26

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

New Business

Conditional Use Permit - Dermatology Clinic 1410 & 1424 Thiesse Drive

Community Development Director Kramvik gave an overview of the conditional use permit.

Member Czczok asked about the option property and whether this CUP would affect the development of it.

Community Development Director Kramvik stated that at this point, the CUP's effect on the option property with the passage of the CUP would be speculation.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR 65 OFF-STREET PARKING SPACES AT 1410 & 1424 THIESSE DRIVE FOR THE CONSTRUCTION OF A DERMATOLOGY CLINIC.

Variance - Setback from Existing Structures - 2602 11th St SE

Community Development Director Kramvik gave an overview of the variance request.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND CZECZOK, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST FOR REDUCED SETBACKS FOR THE EXISTING STRUCTURES IN ORDER TO SUBDIVIDE THE PROPERTY.

Resolution - Imp 25-06 - 2026 Resurfacing Projects - Receive Feasibility Report and Call for PH

City Engineer Dehn gave an overview of the feasibility report. He stated that there are two options for Council to consider for further design.

Member Czczok asked about the stormwater runoff on Dal-Mar.

City Engineer Dehn stated that this portion of the project does not include culverts. There are two sections on this project that do not have curb and gutter, but there is no need for stormwater on Dal-Mar.

Member Johnson asked about the dimensions of a parking spot and how the City is only netting 2 additional spaces for an additional \$40,000.

City Engineer Dehn stated that angled parking takes up more linear space than parallel parking does.

Mayor Badeaux stated that the Park Board supports the diagonal parking at Jaycees. The City has been promising a solution to the Park Board and park patrons.

Member Czczok questioned the amount of money for the creation of only two spaces.

City Engineer Dehn stated that 45-degree angle parking is similar to other adjacent parking, you could increase up to 90 degrees and net the same number of spaces.

Member Yeager stated that 45-degree parking is safer for loading and unloading as well as backing out of a space.

Member Bevans stated that he likes diagonal parking, but he wishes it wasn't \$40,000.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND CZECZOK TO ADOPT THE RESOLUTION RECEIVING THE FEASIBILITY REPORT AND CALLING FOR THE PUBLIC HEARING ON THE PROPOSED IMPROVEMENT TO BE HELD ON APRIL 6TH AT 7:30 P.M.

RESOLUTION 15:26

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

Member Bevans stated that he supports the options provided, however, he thinks the engineers need to sharpen their pencils regarding the estimate of the cost of the angled parking.

City Engineer Dehn stated that the project is not fully designed. This is just the initial feasibility estimate to give the Council amounts to consider. Staff will work with WSB to draw up a final design and return at a future date with a refined estimate.

Mayor Badeaux stated that parking is expensive. We have yet to convince people that they don't need to park their cars in a parking lot.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO INCLUDE ADDITIONAL PINE STREET ANGLED PARKING STALLS AND DAL MAR DRIVE AND CIRCLE TO BE RESURFACED, REMOVING AND REPLACING THE PAVEMENT SECTION.

Charter - Direct Special Meeting with Charter Commission

Administrator Broyles gave an overview of the Charter commission process.

Council Members discussed potential dates to hold a joint meeting. Staff will work with the Chairs to determine a date.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO SCHEDULE A JOINT MEETING WITH THE CHARTER COMMISSION.

Staff Reports

Community Development Director Kramvik gave an overview of the upcoming EDA agenda.

Public Utilities Director Sandy stated that the application for Congressman Stauber's Community Funding has been submitted. He will be working with Mayor Badeaux and Chair O'Day to set up a meeting with the Congressman regarding the project. The Commission will be holding tours of the facilities in the near future if Council Members are interested.

Mayor Badeaux

Mayor Badeaux stated that the St. Patrick's Day Parade will take place in downtown Brainerd on March 14th at 1:00 p.m. There will be a treasure hunt for the medallion. He is seeking assistance from a Council Member to represent the City at the parade.

Council Member Reports

Member Stunek stated that the Dispatch reported that the county brushed out a road from Laurel Street to Ahren's Hill 100 years ago today. This road was called Scenic River Road which today is Riverside Drive, the information seemed appropriate for the audience tonight.

Member Czczok stated that the Council had voted to deny the amendment to the Rotary Park solar project. Rotary has started work on the project under the original agreement which designates Brainerd Rotary as the responsible party for maintenance, replacement, and damage to the structure.

Member Bevans stated that he saw a sure sign of spring in Ward 2 - yellow loaders scraping ice off of the streets in North Brainerd. He hopes that the Council can get an update on the 400-year-old agreement with BlockMetrix.

Member Yeager wished Chief Davis a very happy retirement. He introduced Ms. Jennifer Roach, the new Airport Manager. The morning flights at the airport resume on March 8th. You can start booking your flight now. There has been a lot of positive response to holding an open house for the Airport. The event will be sizeable, so they have decided to move the date further back to give the event the attention it needs.

Ms. Jennifer Roach gave a brief overview of her experience and stated that she is excited to continue improving commercial and general aviation for our community. She thanked the City, County, and their Staff for all of the support provided.

Member Johnson stated he would like to tour the Wastewater Treatment Plant. He has toured the Dam.

Chair O'Day stated that he would not be attending the EDA meeting.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO ADJOURN TO CLOSED SESSION PER MN STATUTE 13D.05, SUBD 3(A), TO CONDUCT CITY ADMINISTRATOR BROYLES 2025 PERFORMANCE REVIEW.

The Chair adjourned to the closed session at 9:03 p.m.

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

The Chair reconvened the meeting at 9:25 p.m.

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

The Chair adjourned the meeting at 9:25 p.m.



Nicholas W. Broyles
City Administrator