



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, April 20, 2026 @ 7:30 PM

The public is invited to attend these meetings in person

Dial in by phone

[+1 469-250-2695](tel:+14692502695)

City Council - Meeting Access Code: 431 979 034#

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

Safety and Public Works Committee held: Council Chambers at 6:45 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. Bevans ___ J. Czczok ___ G. Johnson ___ K. Stunek ___ K. Yeager ___ T. Erickson ___ 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**

(Available upon request in the City Administrator's Office)

B. **Department Activity Reports**

C. **Temporary Liquor License - Brainerd Elks Lodge**

D. **Temporary Liquor License - Brainerd Jaycees**

E. **MN Lawful Gambling - St. Vincent de Paul**

F. **Resignation - Mike Higgins from the Public Utilities Commission and Declare Vacancy
Expiring 2026**

- G. **Event Application - City Hall Market**
- H. **Event Application - USA Olympics Torch**
- I. **Resolution - Accept 1st Quarter Donations**
- J. **Resolution - Enroll Public Officials in the Defined Contribution Plan**
- K. **Resignation - Journey Electrical Lineworker Joshua Gravelle**
- L. **Resignation - Police Records Management Technician Courtney DeChaine**
- M. **Hiring - Summer Temporary Employees**
- N. **Sale of Transit Buses 119 & 141**
- 6. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Council -
Time limits may be imposed
- 7. **Presentations**
- 8. **Council Committee Reports**
 - A. **Safety & Public Works Committee**
 - 1. Direction on Active Code Enforcement
 - 2. Proposals - Public Works Building Fire Monitoring System and Sprinkler System
 - 3. Award Bid - Imp 26-03 - 2026 Pavement Markings
 - 4. City Hall EIFS Repair Proposals
 - 5. Purchase of Parcel 41250756
 - B. **Personnel & Finance Committee**
 - 1. Conditional Use Permit Fee - Central MN Dermatology
- 9. **Unfinished Business**
 - A. **Call for Applicants**
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)
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 2027) 1 term (Expire 2028)
Water Tower Committee—2 terms

10. **New Business**

- A. **Resolution - Providing for the Issuance and Sale of General Obligation Bonds, Series 2026A in the Proposed Amount of \$13,055,000; and Consolidating Certain Assessable Improvement Projects**
- B. **Variance - Expanded Parking Lot Entrance - 411 Laurel Street**
- C. **Resolution - 2026 Resurfacing Projects - Approve Plans/Spec, Authorize Bidding, and Call for Public Hearing**
- D. **First Reading- Ordinance 1601 - Charter Amendment Public Utilities**

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn**

15. **Council Communications**

- A. **Fire Station Remodel**
- B. **Taxpayer Subsidies**
- C. **Information - Wastewater Treatment Facility & City of Baxter**

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"



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



OFFICER OF THE YEAR AWARD



Officer Peters is 2025 Officer of the Year.

Officer Peters was selected by his peers as Officer of the Year, in recognition of his exemplary performance and dedicated service.

BOOYAH AWARD



Booyah to Sgt. Dooley for being in the right place at the right time. A female party was a recent victim of a scam and was found at the Bitcoin machine at Holiday on Mill Ave. As Dooley walked in for a different call for service, the female was observed distraught at the machine, holding onto 5k in cash and speaking to what she believed was an officer. The female party was stopped before putting her money into the machine and sending it to the unknown individual who claimed to be "Sgt. Rose" with the CWC Sheriff's Dept. Once the phone conversation ended, Dooley was able to provide information on the scams seen in our area and helped her to understand she did not have a warrant for her arrest and was not in trouble with law enforcement. Great work Paul for noticing something was not right, saving the victim's money, and providing information on how to prevent being a victim of scams down the road.

COMMUNITY OUTREACH



Open House for CLC Students

To strengthen recruitment efforts at Central Lakes College, law enforcement students were invited to an open house at the Brainerd Police Department. Attendees were welcomed by multiple officers, given a tour of the facility, and introduced to department equipment. Students engaged with staff by asking questions about police operations, various roles within the department, and ancillary duties.

TRAINING & STAFF DEVELOPMENT

Traffic Incident Management Training

Several Brainerd Officers participated in Traffic Incident Management (TIM) Training. This training is designed for all crash responders, including law enforcement, fire, EMS, towing and recovery, transportation, public works, and emergency management. This training reinforces the three objectives of the National Unified Goal: responder safety; safe, quick clearance; and prompt, reliable, interoperable communications. Participants reviewed TIM fundamentals and terminology, safe vehicle positioning and scene safety, incident command responsibilities, traffic control and lane management, quick clearance strategies, and reducing secondary crashes and responder struck-by risk. As outlined in the Minnesota Traffic Incident Management Program Plan, expanding responder safety training is a key strategy to reduce responder exposure, secondary crashes, and incident clearance time.

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
Month	1,826	407	709	397	13.37 Minutes	59



CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
26003013	03/04/2026	Conduct on Premises	109 Laurel Street, Apt 4

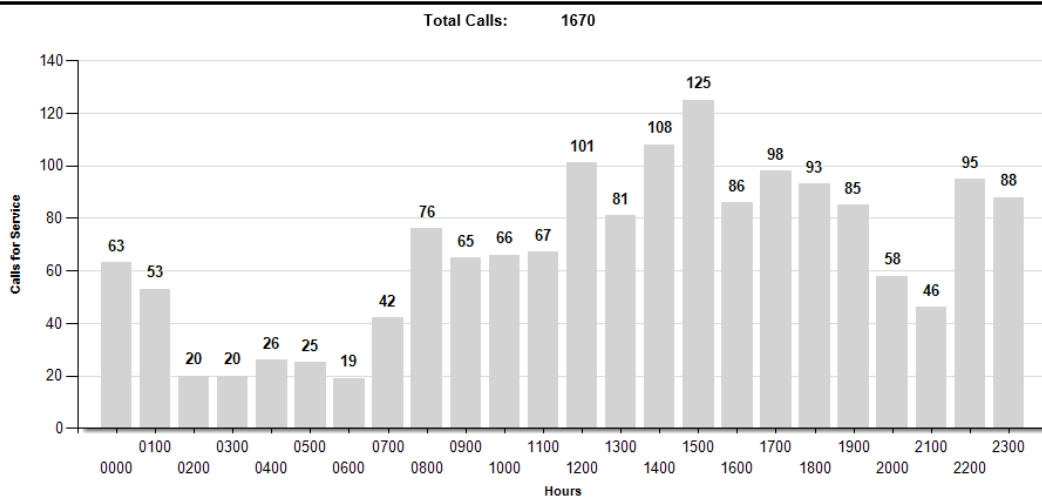
OVERALL CALLS FOR SERVICE

Month	2026	2025
Number of Calls for Service	1,606	1,527



Calls for Service Hourly

3/1/2026 to 3/31/2026

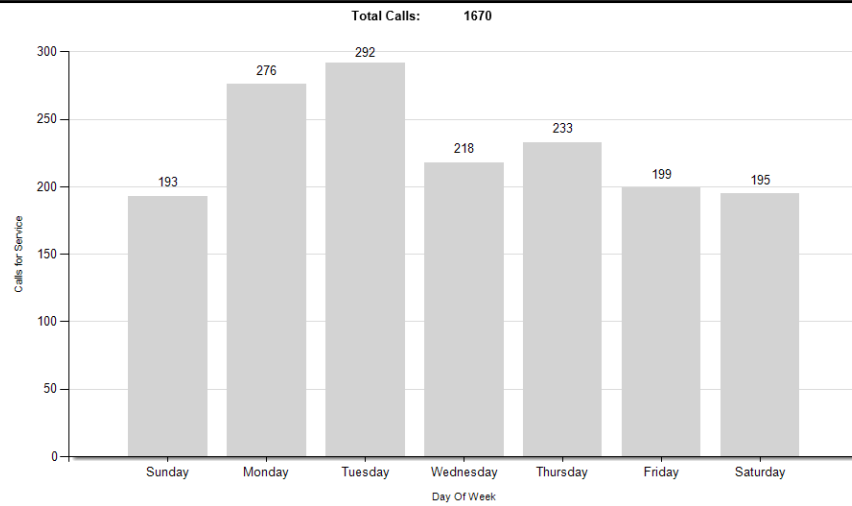




Calls for Service Day Of Week

Start Date: 3/1/2026

End Date: 3/31/2026



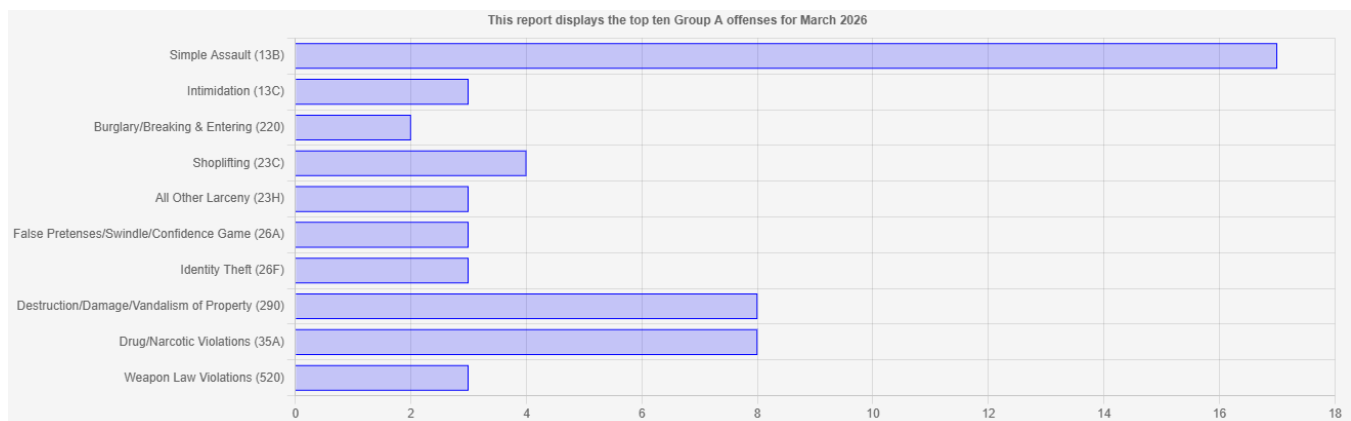
CRIME STATISTICS

Year to Date through March	2026	2025
Group A Offenses Known or Reported to Police	170	218
Group A and B Arrests	174	194

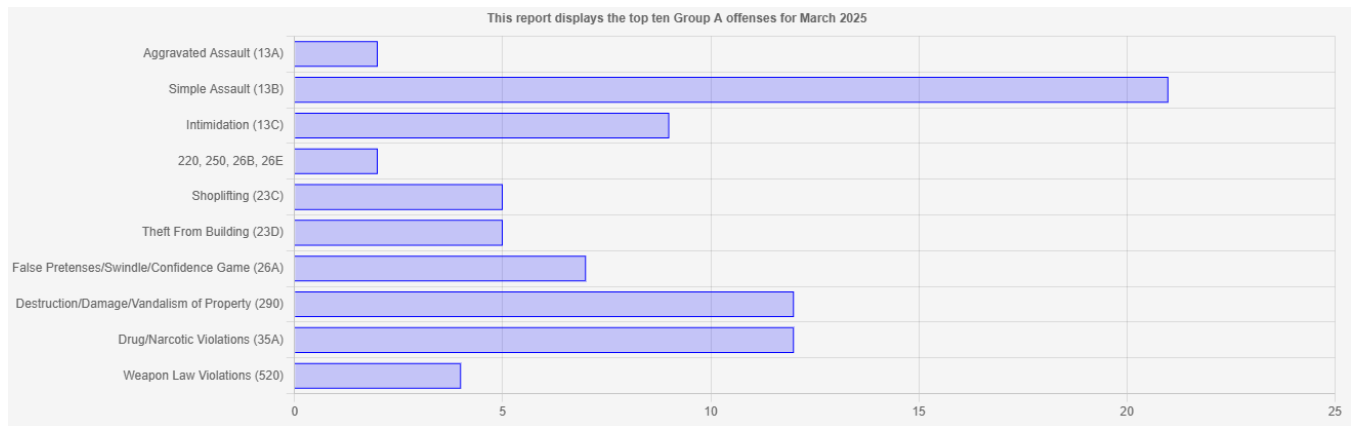
**** Note: 2026 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

March 2026

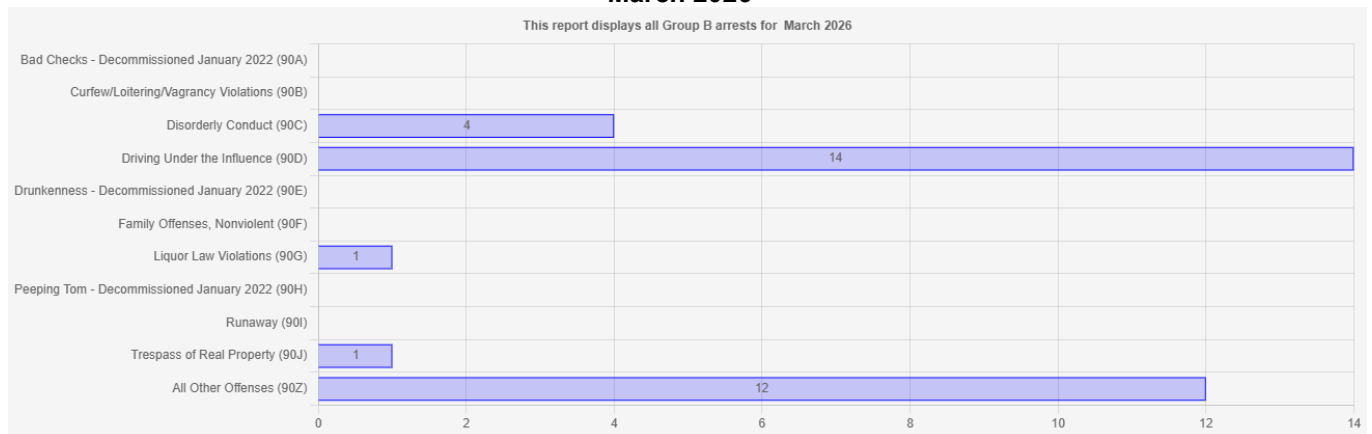


March 2025

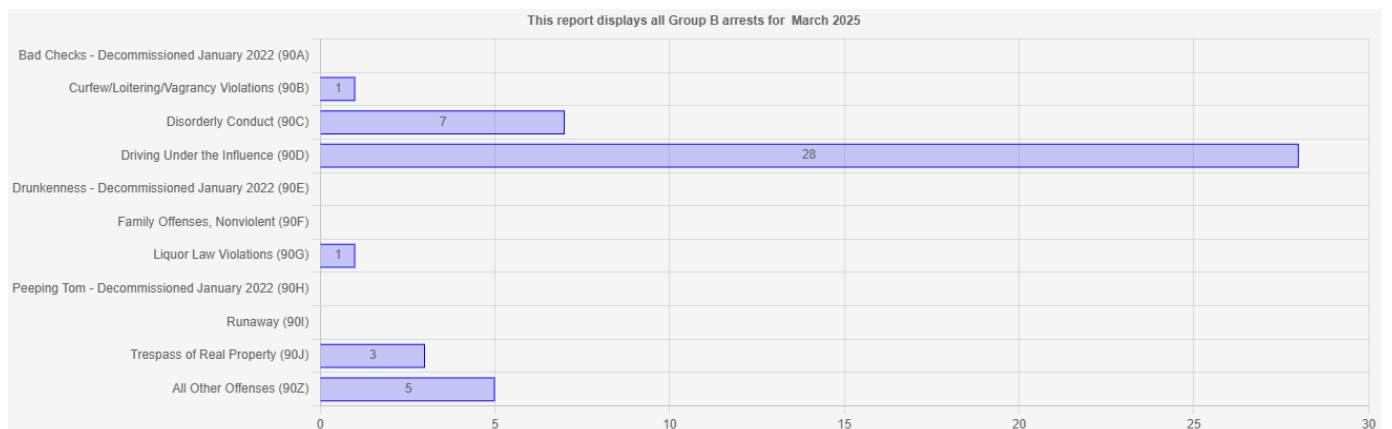


GROUP B ARREST DATA

March 2026



March 2025



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

March	2026	2025
Citations (Inc. Parking Tickets & Written Warnings)	176	169

42 parking tickets were issued in the month of March, with the following dispositions.

2	Dismissed
21	Paid in Full
0	Partial Payments Received
19	No Payment Received

Revenue Recapture Receipts:

2025 Total:	\$5,714.63
2026 To Date:	\$2,278.00



City of Brainerd

Technology Department Monthly Report

March 2026

Projects

- Planning phase of integrating BPU network into city network, anticipated late Aug
- Baxter's new IT person started 3/16, temporary assistance winding down
- Initial steps taken to create a Cyber Response Plan, collaborating with LMC
- Held initial conversations about migration to dotgov domain (brainerdmn.gov)
- Discussed electronic file storage needs for city prosecutor – setup underway
- BPU fiber loop connections throughout town – primarily lift stations and electric infrastructure
- BPU replacing hardware at existing connected sites to modernize/standardize communications

Hardware/Software

- Migrated city meetings from WebEx to Teams
- Setup discussions for NextRequest (data request software) – go live late May
- Replacing Cisco Secure Endpoint with CrowdStrike (end-point protection)
- Replacing Perch with Arctic Wolf (SIEM)
- Began implementation of new helpdesk, asset, project management software
- Finalizing city wide (minus BPU) computer replacements
- Planning for phased replacement of city network hardware in April
- Planning for WiFi hardware replacement in most city buildings after other network hardware

Other

- Staff attended various meetings, webinars, conferences, and other training opportunities
- Staff additions:
- Staff departures:

Statistics

Telephone: total calls 7849

Police 3122, City Hall 2711, Transit 1697, Fire 285, Public Works 34

Website: total views 10k, users 3.1k

Top pages: main, agendas & minutes, parks & recreation, transit, employment

Email: sent 8,890, received 39,207

YouTube: City channel views 930, hours watched 215.6, subscribers +8

Facebook (city): followers 4,355, views 84.2k, interactions 416



COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

March 2026



BUILDING PERMITS

The Community Development Department issued 54 building permits with a total project valuation of \$484,381 in the month of March. Within the Central Business District (prev. River to Rail), 5 permits were issued. These improvements resulted in \$772.00 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 March 2026		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Remodel	3	\$218,668
Commercial – Building - Roofing	1	\$62,400
Commercial – Plumbing – New/Addition	1	\$35,000
Commercial – Plumbing - Remodel	1	\$90,500
Commercial – Plumbing – Water Heater	5	N/A
Engineering – Excavation	6	N/A
Residential – Building – Accessory Structure	1	\$25,000
Residential – Building – Remodel	5	\$33,783
Residential – Building - Roofing	2	N/A
Residential – Building – Siding	2	N/A
Residential – Building – Windows/Doors	8	N/A
Residential – HUD HOME - Installation	1	N/A
Residential – Mechanical – Furnace/Boiler	3	N/A
Residential – Plumbing – Water Heater	7	N/A
Residential – Plumbing – Water Softener	2	N/A
Sign	1	\$19,030

There was no single-family home permits issued in the month of March.

BUILDING INSPECTIONS

The Community Development Department conducted 99 building inspections and re-inspections in March.

CODE ENFORCEMENT

The Community Development Department conducted 121 code enforcement inspections and re-inspections in March resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Junk/Debris/Blight	17
Zoning Code Violation	8
Unlicensed/Inoperable Vehicle	2
Outdoor Storage	4
Premises Identification	1
Vacant Dwellings & Buildings	1
Exterior Structure	2
Animal Feces	1
Total = 36	

**Note: With the adoption of Ordinance No. 1524 on April 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. Building Official has issued a report 11/3/25 for City Council action to take place.
- 3) **PID 41191502** – Exterior Structure – Assessed \$7,000 to taxes 2025 for vacant structure.
- 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 that have completed necessary repairs and improvements

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

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.

1889 Graydon Ave – Open Excavation – Added new citation 10/7/2025. Building Official was at the property when the owner showed up. They had a conversation, and owner obtained a foundation permit. Direction was given on the process going forward.

Current Vacant Building Registry Properties

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

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

319 9th St N – Fire Damage – No response. Building Official processed case file and legal action is being taken with the City Attorney. Council adopted Res No. 78:25 declaring hazardous structure.

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

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

RENTAL LICENSES & INSPECTIONS

The Community Development Department issued 2 new rental licenses in the month of March.

The Housing Inspector completed 27 rental property inspections and re-inspections in March.

CONTRACTOR REGISTRATION

The Community Development Department issued 9 contractor registrations in March.

STAFF TRAININGS AND CERTIFICATIONS 2026

James Kramvik (CDD)

February 5-6 Ehlers MN Public Finance Seminar

Darrin Deseth (Building Official)

January 12-January 16, 2026 International Code Council (ICC) 10K Annual Institute for Building Officials

February 9-13, 2026 ICC Region III Educational Institute

Jason Stockinger (Building Inspector)

January 12-January 16, 2026 International Code Council (ICC) 10K Annual Institute for Building Officials

February 9-13, 2026 ICC Region III Educational Institute

PLANNING AND ZONING

April 15th Special Planning Commission Agenda:

- 1) Comprehensive Plan Kick-Off - Bolton & Menk Presentation

April 15th Planning Commission Agenda:

- 1) Variance Request for Expanded Parking Lot Entrance - 411 Laurel Street



2) Review Shoreland Ordinance

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. The Planning Commission directed staff to negotiate with the DNR to reduce lot sizes for non-riparian sewered lots to align with our Zoning Code. A representative from the DNR presented code requirements in exchange for reduced lot sizes at the March 18th meeting. The Planning Commission directed staff to continue to negotiate with the DNR. Staff presented a draft revision at the April 15th meeting. The Planning Commission reviewed the changes and were generally in favor of the proposed ordinance and directed staff to hold a public hearing at the May 20th meeting. (In Progress – 75% Complete – Public Hearing May 20th Planning Commission meeting)

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 Brainerd City Council elected to accept Bolton & Menk's proposal at the March 2nd meeting. Staff met with Bolton and Menk on March 12th to begin the Comprehensive Plan update process. The Planning Commission held a special meeting on April 15th to provide initial comments and direction to Bolton & Menk regarding the Comprehensive Plan update. The Planning Commissions' comments included strengthening the goals to make Brainerd more walkable/ bikeable and strategies for public engagement. The Commission was in general agreement on the direction of the update. (The Planning Commission will review a draft of the updates at the July 15th meeting, and the City Council will be invited to attend and provide comments.)



ECONOMIC DEVELOPMENT

Sign Grant and Façade Grant

The EDA directed staff to request the City update its sign ordinance to enhance aesthetics and prohibit banner signs prior to consideration of a matching sign grant. The City has updated its sign regulations and staff presented a sign grant and façade grant at the December 4th EDA meeting. The EDA approved \$25,000 for façade improvements along Washington Street and \$15,000 to improve signage throughout the City. The EDA approved a contract with BLAEDC to administer the grant program at the March 5th meeting. BLAEDC is currently advertising for grant to make businesses aware of the opportunity. The grant will be available at the end of April.

CMHP Wright Street Residential Development

Central Minnesota Housing Partnership (CMHP) proposed a multifamily residential apartment development in the Industrial Zoning District on Wright Street at the March 5th EDA meeting. The proposed project is approximately 50 units containing one, two, three, and four-bedroom units on 5.5 acres. CMHP would like to work with the EDA and HRA on developing the property and utilize the \$1.00 per acre incentive program. The EDA directed staff to begin working with CMHP and the HRA on a Purchase and Development Agreement for the property. Staff is currently working on a Purchase and Development agreement with Kamp Realty and working with Widseth on a proposal for a survey to administratively split the property.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

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 remodel is currently taking place.

Address: 1919 S 6th St

COMPLETED

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 is completed and project is finalized.

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 is completed and project is finalized.

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: Approved – building permit is completed and project is finalized.

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: 605 3rd St NW

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 – building permit has been issued and is in progress.

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 – permit has been issued and fence is finalized.

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

COMPLETED

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 has been finalized.

Address: Parcel #4124152

IN PROGRESS

PZE Process: Variance and IUP

Date Issued: 10/20/2025

Project Description: To allow for a cannabis microbusiness to operate as an accessory use in a current greenhouse and a variance from the allowed 8' fence height to 10' as required by the OCM

Project Progress: Approved and in progress

Address: 3424 Oak St

IN PROGRESS

PZE Process: Rezoning from CN-2 to GC

Date Issued: 10/20/2025

Project Description: To rezone from CN-2 to GC to allow for an Office building at 3424 Oak Street and amend the future land use map

Project Progress: Approved – the applicant will work towards a building plan

Address: 1005 S 6th St

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/01/2025

Project Description: To continue Operating a Short-Term Rental

Project Progress: Approved and completed.

Address: 712 6th St N

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/01/2025

Project Description: To continue Operating a Short-Term Rental

Project Progress: Approved and completed.

Address: 9995 Island Dr

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/01/2025

Project Description: To continue Operating a Short-Term Rental

Project Progress: Approved and completed.

Address: PID 41290683

IN PROGRESS

PZE Process: Rezoning from CN-2 to GC, CUP

Date Issued: 12/15/2025

Project Description: To rezone from CN-2 to GC to allow for the construction and operation of an animal clinic

Project Progress: Approved – the applicant is working towards the building permits.

Address: 908 Ivy Street

COMPLETED

PZE Process: Conditional Use Permit Amendment

Date Issued: 01/06/2026

Project Description: To amend the current CUP to allow for a third garage stall on the rectory

Project Progress: Approved and completed.

Address: PID 41020691 AND 41020682 Voyageur Heights **IN PROGRESS**

PZE Process: Preliminary Plat Amendment, Developmental Stage PUD Amendment

Date Issued: 01/06/2026

Project Description: To amend the plat due to the EAW review and DWSMA

Project Progress: Approved and project in progress.

Address: PID 41020691 AND 41020682 Voyageur Heights **IN PROGRESS**

PZE Process: Rezoning, Final Plat, and PUD Final Plat

Date Issued: 02/03/2026

Project Description: Rezone and approve final plat and PUD for 176-unit apartment complex

Project Progress: Approved and project in progress.

Address: 1410 & 1424 Thiesse Dr

IN PROGRESS

PZE Process: Conditional Use Permit Amendment

Date Issued: 03/02/2026

Project Description: To exceed the number of off-street parking allowed in GI Zoning District

Project Progress: Approved and construction will soon start once land is conveyed

Address: 1410 & 1424 Thiesse Dr

IN PROGRESS

PZE Process: Conditional Use Permit Amendment

Date Issued: 04/06/2026

Project Description: To exceed off-street parking spaces to 90

Project Progress: Approved and construction will soon start once land is conveyed

Address: 1926 S 7th St

IN PROGRESS

PZE Process: Interim Use Permit Amendment

Date Issued: 04/06/2026

Project Description: Operate homeless shelter year-round

Project Progress: Approved for one-year

Address: 1017 Bluff Ave

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 04/06/2026

Project Description: Consolidate three parcels into one and to exceed allowed lot size

Project Progress: Approved and applicant will soon submit building permit for single-family home

Address: 1513 Pennsylvania Ave

IN PROGRESS

PZE Process: Variance

Date Issued: 04/06/2026

Project Description: Variance from setbacks for the construction of an accessory structure

Project Progress: Approved and applicant will soon submit building permit for garage

MEMORANDUM

TO: Mayor Badeaux and City Councilmembers
FROM: Nick Broyles, City Administrator
DATE: 20 April 2026
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 16 March 2026.

Community Engagement

16 Mar: Transit update from staff; Kuepers preconstruction meeting; city council
17 Mar: Staff visit to water distribution; Sourcewell better health collective board meeting
18 Mar: Planning commission
19 Mar: Meeting re: potential development
20 Mar: Visit w/friends of the Brainerd public library
23 Mar: Finishing annual performance reviews; YMCA board meeting
24 Mar: Attended CWC commission meeting w/city engineer and community development director to support as needed for annexation discussion; met w/council president O'Day; more annual reviews; and park board meeting
25 Mar: CGMC legislative action day in St. Paul – met w/Senator and Representative Heintzeman
26 Mar: Staff visit w/HRA; continued w/performance reviews; joint city council/charter commission meeting
27 Mar: Technology discussion w/misdemeanor prosecution office
30 Mar: Continued performance reviews; meeting at CWC re: emergency sirens
31 Mar: PUC meeting; MnDOT open house for highway 210
1 Apr: Staff visit w/water-wastewater personnel; meeting w/airport liaisons and various staff at CWC to discuss airport levy
2 Apr: Staff discussion re: food licensing for events; PMT meeting for 2029 Oak Street project
3 Apr: Monthly meeting w/Baxter city administrator
6 Apr: City council meeting
8 Apr: Attended BLAEDC executive board meeting; staff visit w/police leadership; discussion surrounding the fire station remodel project; Q2 wellness committee meeting; discuss Kuepers permit fees
9 Apr: Planning discussions around the resignation of the city engineer; wastewater treatment facility tour
10 Apr: Water treatment facility tour
13 Apr: Monthly community focus w/WJJY – discussed wastewater treatment plant upgrades and recreation programming
14 Apr: Joint city council/charter commission meeting re: chapter 5 charter changes, organizational chart changes, and four personnel changes
15 Apr: Staff visit w/BPU service center front office team
16 Apr: Hydro dam facility tour; agenda review w/President O'Day; discussions around orderly annexation
17 Apr: Internal staff facility utilization discussion; CWC community health day
20 Apr: YMCA board meeting; city council meeting

Charter Update

There was a joint city council/charter commission meeting on 14 Apr. Revisions to chapter 5 were approved by both bodies and the first reading of an ordinance to amend the charter will occur on 20 Apr. Yet to come are a second reading, a public hearing, and hopefully a unanimous vote to approve the ordinance to amend. Once approved, the ordinance must sit for 90 days before it becomes effective.

Finance

- **Audit:** Staff are beginning to prepare for the audit. Auditors are scheduled to be on site at city hall during the weeks of 27 Apr and 11 May.
- **Election:** 2026 is an election year with the primary on 11 Aug and the general election on 10 Nov. Staff have reached out to secure the polling locations and have begun the recruiting process for election judges.

Human Resources

- **Annual Performance Reviews:** All final reviews were submitted as of 3 Apr. Following completion of the evaluation process, staff received two appeals and are actively working through that process.
- **Staffing Update:** We have hired and onboarded several seasonal positions. If you know anyone who may be interested in seasonal employment, please encourage them to apply through the city's website.

Engineering

- Hwy 210/Washington Street project: RL Larson was low bidder, MnDOT working on contract award. Public meetings to discuss access/detours have occurred - anticipated start of construction around mid-to-late April.

Streets

- Patch potholes
- Street sweeping (main routes are swept once, moving into residential areas)
- Assist public utilities with water service location
- Winter plow damage repair
- Stump grinding in boulevards

Recreation

- 25 Apr - early bird tournament
- Softball leagues begin soon
- 1 May - pickleball registration deadline
- 8 May - spring movie in the park
- 16 May - fishing clinic

Parks

- Getting parks, park buildings, and athletic fields ready for spring and summer
- Spring mulching and mowing
- DNR outdoor recreation grant submitted for Memorial Park playground replacement
- Epoxying concessions and restrooms at Memorial Park (restrooms), Lyman P. White (restrooms), Lions Park at Buffalo Hills (restrooms), Kiwanis Park (restrooms), and Jaycees Park (concession) dates TBD.
- Batting cages are to be installed this spring at Jaycees Park and Bane Park, date TBD.

Transit

- 2025 ridership reached 40,704 trips (+12% over 2024).
- On-time performance averaging 95%+, exceeding MnDOT target of 90%.
- Ongoing use and promotion of rider app and web booking to improve efficiency.

- Replacement of aging, end-of-life diesel bus with new ADA-accessible transit van (summer 2026).
- Ongoing contractor oversight, including performance monitoring, billing review, and service quality.
- Continued coordination with community partners to support transit access.

Community and Economic Development

- **Section 530 – Shoreland Management Regulations:** The city’s existing shoreland management ordinance was last approved by the DNR 25 Jul 03. Current zoning districts do not match/align with the zoning districts identified in the city’s shoreland management ordinance. The planning commission directed staff to negotiate with the DNR to reduce lot sizes for non-riparian sewerred lots to align with our zoning code. A representative from the DNR presented code requirements in exchange for reduced lot sizes at the 18 Mar meeting. The commission directed staff to continue to negotiate with the DNR. Staff presented a draft revision at the 15 Apr meeting. The commission reviewed the changes and were generally in favor of the proposed ordinance and directed staff to hold a public hearing at the 20 May meeting.
- **Comprehensive Plan Update:** The city should consider reviewing the comprehensive plan every five years to ensure all the goals and objectives listed in the plan are still relevant for our city. The city council elected to accept Bolton & Menk’s proposal at the 2 Mar meeting. Staff met with Bolton and Menk on 12 Mar to begin the comprehensive plan update process. The planning commission held a special meeting on 15 Apr to provide initial comments and directions to Bolton & Menk regarding the comprehensive plan update. The commission’s comments included strengthening the goals to make Brainerd more walkable/ bikeable and strategies for public engagement. The commission was in general agreement on the direction of the update.

Fire

- March remained a steady month for operations, with call volume consistent with historical averages. While fire and rescue responses remained stable, the department maintained high levels of activity through proactive fire prevention, community outreach, and intensive training.
- Our new firefighters surpassed the 50% milestone of their initial fire certification program. They demonstrate strong proficiency and remain on track to meet our operational standards.
- Several personnel attended the Minnesota State Fire Chiefs Association (MSFCA) annual leadership academy in Duluth, furthering our commitment to succession planning and professional excellence.
- We participated in the Central Lakes College career exploration day, engaging nearly 2,000 students from area schools. This was a premier opportunity to discuss fire service careers and represent the department to the next generation of our local workforce.
- Chief Holmes and Deputy Chief Cox attended several annual township meetings for our contracted areas. We appreciate the opportunity to engage with these boards, discuss department capabilities, and answer questions directly from the communities we serve.
- Continuing work related to the renovation project.

Technology

- Wrapping up city-wide computer replacements.
- As part of a security software change, a new endpoint protection has been pushed out to all devices. A new SIEM (security information and event management) has also been rolled out and is being monitored/tested.

- All city network infrastructure (firewalls, switches, etc.) is being replaced, phase one - core switches are complete, phase two - replacement of all access switches underway, phase three - firewall replacement/cutover early May.
- Ongoing planning for total network integration of the public utility network, anticipated late Aug.
- Migration of city public domain from ci.brainerd.mn.us to brainerd.mn.gov is underway, website deadline is 1 Jun but has already been implemented. Dotgov domain is also in place for email with plans to switch over in the works. Lots of work to do with updating existing documents, etc.
- Technology support for Baxter is winding down after their new IT staff began 16 Mar.

Suspense Tracker

Subject	Start Date	Department	Notes	Due Date	% Complete
Charter Discussions		Administration	Charter Commission and City Council approved a draft of Chapter 5 at the special meeting on 4/14. There will be a first reading of the proposed ordinance at the 4/20 meeting with final reading and public hearing on May 4th.		75%
.Gov Transition		Technology	2024 State Statute 471.3422 - Website Domain Requirement by June 1, 2026 Planning for the transition is in progress. The website needs to have the .gov domain by 1 June. Staff will continue working after 1 June to update forms, documents, email addresses, etc.	6/1/2026	0%
Annex Improvements	12/8/2025	Public Works	HyTec has started the rehabilitation work in the Annex. Electrical is mostly done. Floor tile (potentially asbestos) is being tested ahead of 2nd floor subfloor repairs. Fire alarm system and windows remain to be completed.	6/30/2026	10%
Shoreland Ordinance		Community Dev	9/17 - Planning Commission to review preliminary language 10/15 - Planning Commission reviewed language and directed staff to work with the DNR on four outstanding items. Staff is currently negotiating with the DNR for smaller lot sizes, widths, and increased impervious surface amounts in the Shoreland District. Staff is currently analyzing lot sizes, lot widths, and impervious surface amounts for existing parcels in the Shoreland District. 1/21 - Planning Commission will perform final review of shoreland ordinance and negotiated items. 2/18/26 - Staff meeting with DNR to perform final review of shoreland ordinance 2/20/26 - Staff submitted ordinance to MN DNR for final review 3/18/26 - DNR to present negotiated items to the Commission - Commission to make Fieldwork dates are set for the week of April 26th and May 10th. Staff is working on preparing the work papers for the audit.	6/30/2026	75%
2025 Financial Audit				6/30/2026	15%

Improvement 23-14 Hawkins		Public Works	Construction is complete on the Hawkins portion. The remainder of the construction on Ronald & Joseph will take place in 2026.	11/1/2026	50%
Improvement 17-12 Wright		Public Works	Construction- 1st lift was completed for the winter.	11/1/2026	50%
Improvement 23-12 Beech		Public Works	Construction- 1st lift was completed for winter	11/1/2026	50%
Network Integration	1/1/2026	Technology		12/31/2026	0%
Transit- Baxter Fares		Public Works	11/25/25: Mike emailed Brad ridership numbers and PP presentation. 12/1/25: Nick emailed Brad if Baxter is willing to adjust their rates to match Brainerd's rates? 12/1/25: Brad responded: "The City of Baxter is currently reviewing the ridership and revenue/expense data to determine any adjustments to its rates. The City bases its rates on the revenues derived from the program/service and does not subsidize the cost of this service through the use of its levy or other city funds." 11/20/25: Public Works is waiting for more information from various department to finish the Business Model.		75%
Transit Business Model		Public Works	11/24/25: (staff meeting) - Financial numbers are complete. Take Aways: 1. Add following items to budget: OT, Training, Bus Storage and Drug Testing. 2. Develop Bus Driver schedule to determine OT hours. 3. Build model for Bus Drivers with no OT. 12/18/25: Staff met with HR to confirm the Job Descriptions. HR will review and finalize the descriptions and points; then forward points to Finance. 12/22/25: HR will post opening of part-time person. This person started 1/2/26.		25%

Stormwater Retention
Pond- 1001 Anabec St-
Bollig

Public Works

1/13/26: Tim, CC Engineer called Mike (PW Director) to discuss the drainage

25%

concerns on Bollig’s property. If drainage study is requested by council, CC would be asked to assist with cost (30% per maintenance agreement), Tim plans to discuss with commissioner.

1/13/26: Mr. Bollig called to ask the size of Storm drain of SW 6th Street and Cora Street. Mike will research and respond by 1/20.

1/16/26: Mike sent Mr. Bollig the answer:

a. SW 6th street

-Various sizes: South of 701 SW 6th Street = 30 inches, Between 701 SW 6th Street and intersection with May Street = 24 inches, North of May Street = 15 inches

b. Cora Street

-Various sizes: West of SW 9th Street = 27 inches, Between SW 9th and SW 8th Streets = 18 inches, East of SW 8th Street = 12 inches

2/9: Contract for Stormwater Study awarded to HR Green. Contract has been revised and agreed upon. Work is expected to occur over the spring with presentation to CC in roughly May.

Massage Therapy ordinance

Police

60%

10/22/25 - Lt. Kulzer met with Lutheran Social Services (LSS) Regional Coordinator of Safe Harbor. Specializes in youth and human trafficking. Discussed elements of illicitly run massage therapy providers.

10/29/25 - Chief Davis and Lt. Kulzer met with 30-year massage owner/operator Discussed lack of oversight by the State governing massage therapy. Recommendations for training, licensing, and oversight.

11/6/25 - Lt. Kulzer had continued discussion with LSS Safe Harbor Regional coordinator. Discussed potential licensing requirements.

November 2025 - Lt. Kulzer reviewed massage therapy ordinances from St. Cloud, Willmer, Edina, Moorhead, Detroit lakes, and Rochester.

12/1/25 - Council direction to proceed with ordinance creation.

12/10/25 - Lt. Kulzer and Inv. Palcher attended the Minnesota BCA Internet Crimes against Children and Human trafficking conference. Illicit massage therapy and

BlockMetrix- Site Control	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 6/6 - EDA took no action at the June 5th meeting 6/24 - Power Agreement is currently being reviewed by staff and will be reviewed by the PUC 7/2 - Power Agreement has been forwarded to Blockmetrix for review 7/30 - Staff set up a virtual meeting with Blockmetrix - Blockmetrix did not attend - stated that an issue came up 8/15 - Staff virtually met with Blockmetrix - Staff have not received a response 9/11 - Staff will virtually meet with Blockmetrix Staff is waiting on a response from Blockmetrix. 10/28 - BPU Commission considered redlined changes from Blockmetrix at the October meeting and recommended no changes. Blockmetrix stated without the redlined changes the project was not viable.	50%
Riverside Drive Orderly Annexation	Community Dev	2/12/2022 - Staff met with the developer regarding development of the site 2/17 - Public Hearing and CC consideration of Resolution to adopt Orderly Annexation Agreement with CWC. City Council directed staff to provide additional information based on questions from the public. 3/2 - City Council approved joint resolution.	75%
805 Laurel	HRA	Developer is working on financing	10%

Codification		Administration	1/20 Council approved the proposal from American Legal Publishing for codifications services up to \$30,000		25%
Airport Resolution		Administration	3/2 Staff has submitted necessary documents for codification to begin. The City's code will go into the queue and we will submit necessary ordinances that are passed in the meantime 12/8/2025 Council discussed the Airport at its special meeting 2/23/2026 Airport Manager starts in position 3/31/2026 Staff met with Crow Wing County and Airport Commissioners		25%
Fire Station #1 Renovation		Fire	2/2/2026 City Council approved Design/Construction Services with Widseth and Nor-Son Constructions as GC. 2/11/2026 Kickoff meeting with Widseth and Nor-Son Construction 2/23/2026 Continue with weekly meetings finalizing design as we work towards final construction documents. 2/27/2026 Widseth finalized construction documents enabling Nor-Son to solicit and secure bids for the renovation. 3/27/2026 Nor-Son finalized the bidding process utilizing Gordian ezIQC process.	1/29/2027	15%
2027 Budget	1/1/2026	Finance		12/31/2026	0%
Comprehensive Plan Update	12/17/2025	Community Dev	12/17 - Planning Commission recommended approval of the RFP for consulting services 1/5 - City Council authorized staff to send an RFP for consulting services. 1/7 - Staff sent RFP notice to the paper 2/6 - Staff received three proposal to update the comp plan	12/31/2026	25%

Main Lift Station
Reconstruction

Public Utilities

The Facility Plan for the Main Lift Station Reconstruction was certified by the Minnesota Pollution Control Agency in 2025, establishing regulatory approval and allowing the project to advance toward funding and design. Following certification, the project was placed on the Clean Water Revolving Fund (CWRf) Project Priority List (PPL), and it has since fallen within the fundable range, making it eligible for a low-interest loan to support construction and related improvements. Final design work is currently underway with Widseth and HRGreen, with the project team coordinating closely to refine plans, evaluate constructability, and incorporate site-specific requirements. The design team is targeting submission of 90% complete plans to the MPCA by March 31, 2026, to allow for review and alignment with regulatory and funding requirements. Placement of the project on the CWRf Intended Use Plan (IUP) is anticipated in June 2026, confirming the project’s eligibility for funding allocation and enabling final loan approval. Construction of the Main Lift Station Reconstruction is currently scheduled for 2027, following completion of final design, permitting, and procurement processes. The project team continues ongoing coordination with engineering consultants, regulatory agencies, and City staff to ensure the project remains on schedule and ready for construction.

25%

Galvanized Water
Service Line
Replacement Projects

Public Utilities Three galvanized water service line replacement efforts are currently advancing in multiple areas of the city as part of the broader lead service line (LSL) identification and replacement initiative. The first effort includes galvanized

25%

water service line replacements coordinated with the City’s 2026 Street Reconstruction and Resurfacing Projects in Southeast and South Brainerd, allowing the Utility to complete replacements efficiently alongside roadway improvements and reduce future surface restoration costs. The second effort consists of the Phase 1 Galvanized Water Service Line Replacement Project in Northeast Brainerd, specifically targeting properties along Gillis Avenue, 1st Avenue NE, and 2nd Avenue NE. This phase is intended to address higher-priority locations identified through the City’s service line inventory and risk-based prioritization framework. The third project involves galvanized water service line replacements coordinated with the Ronald/Joseph/Alley reconstruction project. This work was formally authorized by the Utilities Commission at its February meeting, allowing design and property coordination to proceed in tandem with the planned infrastructure improvements. Staff is working closely with Bolton & Menk to secure signed property owner agreements for service line replacements and to coordinate required interior plumbing inspections needed to verify materials and complete compliance documentation. Plan development for all three projects is ongoing, with final plans required to be completed and submitted to the Minnesota Department of Health by March 31 to maintain regulatory compliance and eligibility for funding support.

WWTF Facility Plan and
Phase 1 Biosolids
Improvements

Public Utilities

The Final Facility Plan for the Phase 1 Biosolids Improvements was presented to the Joint Wastewater Management Board on February 12, 2026, providing an overview of proposed facility upgrades, project scope, and anticipated benefits to the regional wastewater system. Subsequent presentations were conducted for the Brainerd and Baxter City Councils at their February 17, 2026 meetings to provide elected officials with detailed project information, answer questions regarding scope and cost, and gather feedback from both municipalities. Following these briefings, the Public Utilities Commission reviewed the Facility Plan, conducted a public hearing to solicit input from community members, and adopted a resolution formally approving the Facility Plan. The resolution also authorized staff to submit the finalized plan to the Minnesota Pollution Control Agency (MPCA) for certification, a critical step in securing regulatory approval and ensuring compliance with state wastewater management standards. Once the MPCA grants certification of the Facility Plan, preliminary design activities for the Phase 1 Biosolids Improvements project are scheduled to begin in late 2026. These design efforts will include detailed engineering of biosolids processing equipment, facility layout optimization, and cost refinement. Construction of the Phase 1 improvements is planned to commence in 2028, following completion of design, procurement, and any required permitting. The project team continues coordination with engineering consultants, regulatory agencies, and municipal stakeholders to maintain schedule and ensure readiness for design and construction phases.

25%

Sale of Industrial Properties	Community Dev	6/5 - River Birch Investments submitted a letter of intent to purchase three industrial park lots at \$1 per acre EDA was in favor of the project and directed staff to begin negotiations on a purchase and development agreement 6/16 - City Council directed staff to begin negotiations on a purchase and development agreement and were generally in favor of the project 7/21 - City Council passed ordinance to allow clinics in the industrial district 9/4 - EDA reviewed language and provided direction for a purchase and development agreement with River Birch Investments	75%
		2/17/26 - City Council to approved resolution conveying subject property to EDA	
		3/2/26 - City Council to consider resolution approving business subsidy	
Hydrodam	Public Utilities	Barr Engineering and City staff continue coordination related to procurement of a replacement generator for the hydro facility. Barr Engineering has recently confirmed through multiple suppliers that the previously considered submersible generator units are no longer in production or have been paused. This turbine type had been anticipated as the most economical option for the utility. Barr continues to evaluate alternative generation options for the hydro facility. Current analysis is focused on both equipment feasibility and the potential civil improvements required to install replacement units, as site modifications may significantly influence total project cost. One concept now under consideration is a stream diver generator installed vertically within the pit or tailrace area. Cost estimates have not yet been finalized as Barr continues evaluating installation requirements and associated expenses. A site visit was held on November 25 with area legislative representatives to review the facility, discuss project needs, and provide context on funding and infrastructure considerations.	25%

Water Reclamation and Backwash Project

Public Utilities

Staff continues to pursue outside funding opportunities for the Water Backwash and Reclaim Facility Improvements project, including State Bonding, and the project has secured \$5 million in special appropriations to date. Earlier project bids were rejected at the November Utilities Commission and December City Council meetings due to cost concerns. Based on recommendations from Bolton & Menk, the City transitioned to a Construction Manager at Risk (CMAR) delivery method to allow for value engineering and development of a Guaranteed Maximum Price (GMP). Following a procurement process initiated in May and June, proposals were solicited, received, and reviewed, and the Utilities Commission awarded the CMAR contract to Rice Lake Construction Group at its September meeting with a preconstruction services fee of \$8,500.

In November, the Commission also approved Bolton & Menk’s professional services agreement for design, CMAR coordination, and construction engineering and administration in a not-to-exceed amount of \$450,700. The project team held pricing and value engineering meetings in December 2025 and January 2026, with a third review scheduled for early March. The GMP is anticipated to be presented to the Utilities Commission in March, after which subcontractor prequalification and onboarding will begin and construction contracts will be brought forward for Commission consideration. The team continues refining plans, reviewing costs, and coordinating project elements to advance the project toward final pricing and construction readiness.

25%

Pedestrian Bridge

Public Works

Staff is pursuing funding opportunities including State Bonding

25%

Completed 2026

Misdemeanor Prosecution Agreement

Administration

Agreement with Severson Porter (12/1)
Staff has sent the agreement to the cities of Nisswa & Baxter to get approval from their Councils.
Executed fully on 1/5.

1/31/2026 100%

Gustafson Park Development		PW/CDD	12/8 - City Council directed staff to bring a preliminary plan to the Park Board for a formalized recommendation and receive a quote from a surveying company to replat the property (1/27)		100%
SAHA Funds		Community Dev	12/17 - Staff received estimate to replat Gustafson Park 1/20/2026 Council voted to bring forth a resolution to dedicate Gustafson Park as a park and discontinue talks about development.		100%
			1/20 - City Council authorized staff to advertise proposal for available SAHA funds		
Baxter Information - WWTF Annexation	3/2/2026	Administration	2/20 - Final submittal deadline to apply for SAHA funds 3/2/2026- MOVED AND SECONDED BY COUNCIL MEMBERS CZECHOK AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO ASK THE CITY OF BAXTER FOR EITHER THE LETTER OR COUNCIL MINUTESREFERENCING THE LETTER MENTIONED BY MEMBER BEVANS. Staff initially conducted research into the topic, finding an article published	4/20/2026	100%
			11/22/2016 in the Brainerd Dispatch: "Member Bevans asked if anyone had a copy of Baxter Mayor Darrel Olson's response to the city's requests regarding the city of Baxter's position on the [WWTF] issue. After Administrator Thoreen said no copy was available. Bevans said it was because Olson has not responded."		
Kuepers Development	9/17/2025	Community Dev	12/1 - City Council reviewed EAW and held public meeting 12/15 - City Council to review EAW findings and will make declaration 12/17 - Planning Commission recommended approval of the preliminary plat and PUD		100%

Status

Date
Completed

In Progress

In Progress

In Progress

In Progress

In Progress

In Progress

In Progress

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In Progress

Waiting

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In Progress

Waiting

Waiting

Waiting

Complete

1/15/2026

Complete 2/6/2026

Complete 3/5/2026

Complete 4/7/2026

Complete 4/15/2026



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Temporary Liquor License - Brainerd Elks Lodge

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Approve Temporary Liquor License submitted by Brainerd Elks Lodge 615 for an event to be held on May 6th at 1115 Wright St

FINANCIAL IMPACT



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Temporary Liquor License - Brainerd Jaycees

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Motion to Approve Temporary Liquor License submitted by the Brainerd Jaycees for an Event to be held on May 21, 2026 at 2801 11th St S

FINANCIAL IMPACT



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: MN Lawful Gambling - St. Vincent de Paul

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Approve MN Lawful Gambling Application for Exempt Permit submitted by St. Vincent De Paul for an Event to be held on July 26, 2026 at 1108 Willow St

FINANCIAL IMPACT



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Event Application - City Hall Market

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

FINANCIAL IMPACT



SPECIAL EVENT APPLICATION

Date of Application: 3/27/26

Event applications must be submitted to the Public Works Department at 501 Laurel Street, Brainerd, MN 56401 or tgage@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of Event:

- ☒ Event- City Parking Lot ☐ Event- City Park
☐ Event with Street Closure ☐ Other

Name of Event:

Organizer Information

Organization Name	Destination Downtown Brainerd Coalition (DDBC)
Organization Address	19321 Rockbay Road Brainerd, MN 56401
Event Contact Person	Doro Schumann
Event Contact Phone	218-556-7063
Event Contact Email	mainstreetmarketdb@yahoo.com
Contact (Day of)	Doro Schumann
For Profit/Nonprofit Status	Non-profit

Event Information

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

Weekly outdoor market coordinated by DDBC that will feature vendors selling locally grown produce and handmade goods. The market will also host area artists/groups/organizations who can provide family friendly entertainment and activities.

Event Details:

Event Date	Start Time	End Time	Event Location(s)
Fridays	9am	2pm	City Hall Parking Lot
May 15-Oct 16			+ Laurel Street adjacent parking spaces

City Locations/Facilities

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (contact the Parks & Recreation Department for information)
- Other (specify location above)

Sit Information

Electrical Usage ☒ YES ☐ NO

Describe the type of equipment to be used and how you intend to supply the power:

outlet useage for plugging in sound equipment

Amplified Sound ☒ YES ☐ NO

Describe any sound amplification equipment to be used in your event along with times:

Speakers / amps

Restrooms ☐ YES ☒ NO

If yes, how many ____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms:

(If restrooms are provided by neighboring property, please submit the location and property owner's signature to verify approval has been granted)

Signs/Banners/Posters/Flyers ☒ YES ☐ NO

Describe the signs, banners, posters, flyers, and locations: sandwich boards, vinyl banners, directional signs

Trash Receptacle Disposal ☐ YES ☒ NO

Company contracted for trash receptacle disposal:

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is not necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park	☐	☐	☒	Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support	☐	☐	☒	Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses	☐	☐	☒	All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit	☐	☐	☒	All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits	☐	☒	☐	Contact the Planning Department for information/procedure.
Parade Permit	☐	☐	☒	Issued by the Police Department after complete submission of application.
Alcohol Use Permit	☐	☐	☒	Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th st between Maple and Front Streets):

Date and Time for beginning of street closure:

Date and Time for reopening of streets:

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian traffic along sidewalks):

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.



Signature of Applicant

Doro Schumann

Print Name

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Approval Conditions:



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Event Application - USA Olympics Torch

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

FINANCIAL IMPACT



SPECIAL EVENT APPLICATION

Date of Application: 4/7/2026

Event applications can be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or tgage@ci.brainerd.mn.us. Event applications that include a street closure must be submitted at least 30 calendar days prior to the event and will require City Council approval. All other event applications must be submitted at least 14 calendar days prior to the event.

Type of event: ☒ Event – City Parking Lot ☒ Event – City Park
☐ Event with Street Closure ☐ Other _____

Name of event: Special Olympics USA Games Final Leg Torch Run

Organizer Information

Organizer's Name: Special Olympics - Kean Corkery
Organizer's Address: 625 Marquette Ave S, STE 900 Minneapolis, MN 55402
Event Contact Person: John Weeding
763-270-7185
Event Contact Daytime Phone: _____
Event Contact E-mail Address: john.weeding@somn.org
Contact Name/Number Day of Event: John Weeding 320-297-0596
For Profit/Nonprofit Status (type): This is a nonprofit event and organization.

Applicant information (if different from the event organizer):

Applicant Name: John Weeding
Applicant Address: 625 Marquette Ave S, STE 900 Minneapolis, MN 55402
Applicant Phone: 763-270-7185
Applicant E-mail Address: john.weeding@somn.org

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/17/2026	1:00pm	4:00pm	Lyman P White Park (time at park (1:30-3:30pm)

☐ Recurring event (requires only one application submittal per year)

Event locations (*all dimensions are parking lot usable space estimates*):

- City Hall Parking Lot (130' x 146')
- Laurel Street Parking Lot (92' x 120')
- Front Street Parking Lot (66' x 125')
- City Street(s) (street closure request information on page 4 MUST be filled out)
- City Park (must contact the Parks & Recreation Department for information)
- Other (specify location above)

Description of Activities

Brief description of the activities planned during the event. If a parade/run/walk event, please describe the proposed route with the assembly and dispersal locations and attach a route map:

This event is organized by Special Olympics USA Games with the help of Special Olympics Minnesota. USA

Games is the main organizer for plans and details. John and Special Olympics Minnesota has coordinated with Brainerd and Baxter PD as well as Crow Wing County to help plan a route. Runner are staging at the Planet Fitness Parking lot and running the Lyman P White Park. Law Enforcement is helping with lead and trail cars.

There will be a short 30-40 minute ceremony at the park. The plan is to use the pavillion. USA Games will supply speakers/microphone and other items needed. We are just requesting the park space and parking.

This event is to run the Special Olympics torch through the state and make stops in specific cities to run through town as well as have the short ceremony. The Final Leg Run is partnered with Law Enforcement. Local Law Enforcement is helping organize and confirm route details as well as being welcomed to join the athletes and others that are doing the actual run aspect. We plan to have dignitaries speak such as the Cheif of police and mayor.

Site Information

Electrical usage

☒

Yes

☐

No

Describe the type of equipment to be used and how you intent to supply the power:

Speaker system and microphone.

Amplified Sound

☒

Yes

☐

No

Describe any recording and sound amplification equipment to be used in your event along with the times:

If there is a sound system that we could potentially hook up to or use, the USA Games planning committee would

possibly request to access that for microphone and speakers.

2:00-3:00pm

Restrooms provided

☐

Yes

☒

No

If yes, how many _____ (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____

(if restrooms are provided by neighboring property(s), please submit the location and property owner's signature to verify approval has been granted)

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

Describe the signs, banners, posters, flyers and the locations:

Trash Receptacle Disposal

☐

Yes

☒

No

Company contracted for trash receptacle disposal: _____

Additional Event Information

Please provide a layout of the event showing booths, tents, staging, amusement, food, etc and provide a street map or park map showing the borders of the event.

Throughout all events, businesses should be reasonably accessible to the public. If a business's entrance is blocked by an event layout, then accommodations such as signage, handbills, or similar methods should be made available to mitigate the impact on customer access.

A \$100/day security deposit for publicly owned spaces ONLY is required (payable by check only). The security deposit will be refunded should the event site be left clean and void of trash and all event items are removed on the last day of the event. An event that does not occur will not have its security deposit refunded except for hazardous weather conditions, as determined by the City of Brainerd.

Street Closure Request Information

Describe the name and sections of the streets for which you are requesting temporary closure (e.g. South 7th Street between Maple Street and Front Street):

Do not need street closures. Working with local law enforcement to have lead and trail cars with the running group.

Will be running on side of road and continuoulsy moving, so no road closure is needed.

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

Describe how your event preserves customer and residential access for businesses and houses along your proposed street closure (e.g. preserving pedestrian flow along sidewalks). Additional pages may be attached.

There should be no long period issues. The running group has an estimated 50-70 runners and any area the group runs by will only be occupied for a couple minutes at most.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

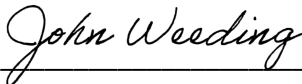
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.



Signature of Applicant

John Weeding

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is not necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate	x			May be required before issuing a permit.
Sign/banner Permits	X			Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 www.dot.state.mn.us

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Approval Conditions:

Continue working with Law Enforcement



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Resolution - Accept 1st Quarter Donations

AGENDA:

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Adopt Resolution Accepting 1st Quarter 2026 Donations

FINANCIAL IMPACT

RESOLUTION
Xx:26

RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
January 1, 2026 – March 31, 2026

WHEREAS, the City of Brainerd is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Sections 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and bequests for the benefit of recreational service pursuant to Minnesota Statutes Section 471:17; and

WHEREAS, the following persons and entities have offered to contribute the gifts and cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>	<u>Requested Use of Donation or Contribution</u>
----------------------	---------------	--

SEE ATTACHED LIST OF DONORS

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA that all donations and/or contributions described above are hereby graciously accepted by the City of Brainerd and shall be used as requested by the donors or grant requirements.

BE IT FURTHER RESOLVED, that the City Council expresses its gratitude to the donors of the gifts.

Adopted this 20th day of April 2026

MIKE O'DAY
President of the Council

Approved this 21st day of April 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

MEMO



TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes
DATE: April 13, 2026
SUBJECT: 2026 – 1st Quarter Donation

Brainerd Fire Department received the following donations in the 1st quarter:

Brainerd Fire Relief Assoc.	\$ 190.00	Jefferson Fire Axe Reimbursement/ Donation
Brainerd Fire Relief Assoc.	\$ 1,665.00	Wildland Pro Jacket Reimbursement/ Donation
Brainerd Fire Relief Assoc.	\$ 4,084.00	Extended Donation

Feel free to contact me with any questions.



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Resolution - Enroll Public Officials in the Defined Contribution Plan

AGENDA: Consent

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Paul Sandy, Public Utilities Director **DEPARTMENT:** Public Utilities

PRESENTER: Paul Sandy, Public Utilities Director **ESTIMATED TIME (MIN):** N/A - Consent Calendar

SUMMARY OF ISSUE

Mr. Michael Cory Jay has elected to enroll in the City's Defined Contribution Plan.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The City Council must approve Mr. Jay to be enrolled in the DCP of the Public Employees Retirement Association of Minnesota (PERA). This resolution approves the enrollment and allows the City to execute all documents necessary to proceed with the enrollment.

RECOMMENDED ACTION/MOTION

Adopt resolution effectuating the enrollment.

FINANCIAL IMPACT

N/A

RESOLUTION

XX:26

**A RESOLUTION TO ENROLL PUBLIC OFFICIALS IN THE DEFINED CONTRIBUTION PLAN
DURING THE ONE-TIME OPEN ELECTION PERIOD**

WHEREAS, Michael Cory Jay is the Brainerd Public Utilities Commissioner of City of Brainerd, having taken office on February, 17, 2026; and

WHEREAS, acting under Minnesota 2024 Session Law Chapter 102—H. F. No. 5040, article 4, sec. 17, subd. 2, Michael Cory Jay has chosen to participate in the Defined Contribution Plan (DCP) of the Public Employees Retirement Association (PERA); and

WHEREAS, in making this election, Michael Cory Jay understands that participation in the DCP is permanent for all current and future DCP-eligible service with City of Brainerd.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Brainerd, Minnesota, as follows:

- 1) The City of Brainerd hereby approves Michael Cory Jay to be enrolled in the Defined Contribution Plan of the Public Employees Retirement Association of Minnesota; and
- 2) The Brainerd Public Utilities Commissioner for the City of Brainerd is hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

Adopted this 20th day of April 2026

Mike O'Day
President of the Council

Approved this 20th day of April 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Resignation - Journey Electrical Lineworker Joshua Gravelle

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director,
Trent Hawkinson, Operations Manager

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): n/a - consent calendar

SUMMARY OF ISSUE

On April 10, 2026, Journey Electrical Lineworker Joshua Gravelle submitted his letter of resignation. Joshua Gravelle's last working day will be Friday, April 24, 2026.

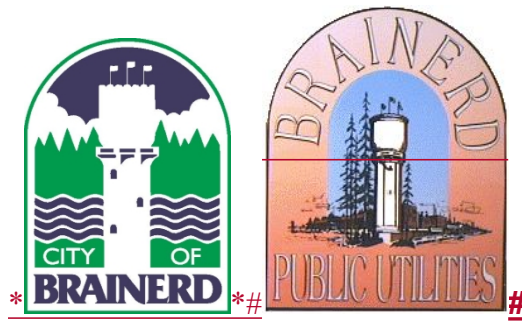
ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Motion to accept the resignation of Journey Electrical Lineworker Joshua Gravelle effective Friday, April 24, 2026; to approve the updated Journey Electrical Lineworker job description as presented; and to authorize staff to conduct an external hiring process to backfill the position.

FINANCIAL IMPACT

This position is included in the 2026 budget.



Journey Electrical Lineworker

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled line work in the construction, operation, maintenance and repair of overhead and underground electrical distribution system and related work as apparent or assigned. ~~#Work is performed under the supervision of an Electric Crew Chief. #*The Journey Electrical Lineworker shall report to the Electric Line Crew Chief.*~~

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

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

Essential Functions

- Install~~#s#~~ and maintain~~#s#~~ the energized and de-energized overhead and underground electrical distribution system and components including but not limited to poles, overhead and underground transformers and conductors, meters, switches, fuses and cutouts, junction boxes, protective devices, and other related electric equipment.
- Participation in the on-call rotation is required; Responds to trouble and emergency calls and perform~~#s#~~ necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. ~~-Call -out/call back caan~~ be declined for good cause only.
- Perform~~#s#~~ substation construction and maintenance including structures and equipment.
- Install~~#s#~~, connect~~#s#~~ and reconnect~~#s#~~ wire, meters and other electrical services on customer premises; effectively respond~~#s#~~ and resolve~~#s#~~ customer concerns and problems.
- Perform~~#s#~~ voltage power quality and load checks.
- Trim~~#s#~~ trees to ensure the operating integrity of the Brainerd Public Utilities' overhead electrical system as required.
- Assist~~#s#~~ in the training and instruction of less tenured or apprentice line workers in appropriate procedures of construction, installation, replacement or maintenance of both overhead and underground electrical systems.- May assign tasks on site and monitor progress of less experienced line workers.

- Install ~~##~~ and maintain ~~##~~ street lighting system and maintain ~~##~~ signal lighting.
- Prepare ~~##~~ and maintain ~~##~~ records of work performed, material and equipment utilized; stock ~~##~~ service vehicles as required.
- Maintain ~~##~~ vehicles, equipment and shop areas.
- Operate ~~##~~ all vehicles and related equipment used in both overhead and underground construction and maintenance activities.
- Review ~~##~~ voltage problems, power quality problems, and other customer complaints/problems.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assist ~~##~~ other ~~#Brainerd Public Utilities #~~ service crews as needed and in emergencies.
- Perform ~~##s related tasks as required##*other duties as assigned.*~~

Journey Electrical Lineworker~~# Job Description#~~

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, materials and equipment used in the construction, maintenance and repair of electric distribution system ranging from 110 Volts to 34.5 KV and related equipment.
- Thorough knowledge of the layout of the existing distribution network.
- General knowledge of the rules and regulations governing equipment operations and utility repair work performed in or on public roads and right-of-ways.
- Knowledge of the methods, practices and tools utilized in electrical system troubleshooting.
- Thorough knowledge of the hazards connected with electrical distribution system maintenance and the necessary safety precautions to comply with ~~#BPU##*the Utility*~~, NESC, and OSHA safety requirements.
- Ability to read and interpret documents such as ~~#BPU-##*Utility*~~ safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Demonstrate ~~##~~ the ability to ~~#adopt##adapt*~~ to change in procedures and workload and ~~#able##*be able*~~ to maintain composure when confronted with stressful situations.
- Maintain ~~##~~ skills and knowledge in the proper and safe techniques for performing job functions.

Education, Experience & Special Requirements

- High School Diploma or general education degree (GED).
- Graduate of Electrical Lineworker program at a vocational or technical college.
- The qualified candidate must have successfully completed a Lineworker Apprenticeship Program or equivalent Lineworker training courses.
- Must be a journeyman lineman or combination of experience and training to meet ~~#BPU-##*the*~~ requirements as determined by ~~*the Electric Director*##Electric Line Supervisor and BPU Superintendent.#~~
- Minnesota Class A commercial driver's license with air brake endorsement or the ability to obtain within six months of hire.
- Achieve and maintain MMUA "Certified Climber" certification.

Desired Qualifications:

- Two to five years of employment as a journeyman with a utility or electrical contractor is desirable.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely-not daily, up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work requires climbing, balancing, bending, kneeling, stooping, reaching, standing, pushing, pulling, lifting, feeling, grasping and repetitive movements; vocal communication is required to convey detailed or important spoken instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

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

Last Revised: ~~*April*~~~~# January#~~ 1~~*5*~~, 20~~#18#~~~~*26*~~



Journey Electrical Lineworker

Department: Electric

FLSA Status: Non-Exempt

General Definition of Work

Performs skilled line work in the construction, operation, maintenance and repair of overhead and underground electrical distribution system and related work as apparent or assigned. The Journey Electrical Lineworker shall report to the Electric Line Crew Chief.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Install and maintain the energized and de-energized overhead and underground electrical distribution system and components including but not limited to poles, overhead and underground transformers and conductors, meters, switches, fuses and cutouts, junction boxes, protective devices, and other related electric equipment.
- Participation in the on-call rotation is required; Respond to trouble and emergency calls and perform necessary maintenance. Willingness to accept call out/call back for outages and emergency repairs is essential. Call out/call back can be declined for good cause only.
- Perform substation construction and maintenance including structures and equipment.
- Install, connect and reconnect wire, meters and other electrical services on customer premises; effectively respond and resolve customer concerns and problems.
- Perform voltage power quality and load checks.
- Trim trees to ensure the operating integrity of the Brainerd Public Utilities' overhead electrical system as required.
- Assist in the training and instruction of less tenured or apprentice line workers in appropriate procedures of construction, installation, replacement or maintenance of both overhead and underground electrical systems. May assign tasks on site and monitor progress of less experienced line workers.
- Install and maintain street lighting system and maintain signal lighting.
- Prepare and maintain records of work performed, material and equipment utilized; stock service vehicles as required.
- Maintain vehicles, equipment and shop areas.
- Operate all vehicles and related equipment used in both overhead and underground construction and maintenance activities.
- Review voltage problems, power quality problems, and other customer complaints/problems.
- Attendance at continuing education events applicable to the position is strongly encouraged.
- Assist other service crews as needed and in emergencies.
- Perform other duties as assigned.

Journey Electrical Lineworker

Page 2

Knowledge, Skills and Abilities

- Thorough knowledge of the techniques, materials and equipment used in the construction, maintenance and repair of electric distribution system ranging from 110 Volts to 34.5 KV and related equipment.
- Thorough knowledge of the layout of the existing distribution network.
- General knowledge of the rules and regulations governing equipment operations and utility repair work performed in or on public roads and right-of-ways.
- Knowledge of the methods, practices and tools utilized in electrical system troubleshooting.
- Thorough knowledge of the hazards connected with electrical distribution system maintenance and the necessary safety precautions to comply with the Utility, NESC, and OSHA safety requirements.
- Ability to read and interpret documents such as Utility safety rules, operating and maintenance instructions, procedure manuals, and policies.
- Ability to listen and speak effectively; follow oral and written instructions.
- Ability to establish and maintain effective working relationships with coworkers, supervisors, and customers.
- Demonstrate the ability to adapt to change in procedure and workload and be able to maintain composure when confronted with stressful situations.
- Maintain skills and knowledge in the proper and safe techniques for performing job functions.

Education, Experience & Special Requirements

- High School Diploma or general education degree (GED).
- Graduate of Electrical Lineworker program at a vocational or technical college.
- The qualified candidate must have successfully completed a Lineworker Apprenticeship Program or equivalent Lineworker training courses.
- Must be a journeyman lineman or combination of experience and training to meet the requirements as determined by the Electric Director.
- Minnesota Class A commercial driver's license with air brake endorsement or the ability to obtain within six months of hire.
- Achieve and maintain MMUA "Certified Climber" certification.

Desired Qualifications:

- Two to five years of employment as a journeyman with a utility or electrical contractor is desirable.

Physical Requirements

This is heavy work requiring the exertion of up to 100 pounds of force rarely-not daily, up to 75 pounds of force occasionally, 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects; work requires climbing, balancing, bending, kneeling, stooping, reaching, standing, pushing, pulling, lifting, feeling, grasping and repetitive movements; vocal communication is required to convey detailed or important spoken instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arm's length, operation of machines, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is subject to outside environmental conditions, extreme cold, extreme heat, noise, vibration, hazards, and atmospheric conditions. The worker may be exposed to bloodborne pathogens and may be required to wear specialized personal protective gear.

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

Last Revised: April 15, 2026



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Resignation - Police Records Management Technician Courtney DeChaine

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director,
John Davis, Police Chief

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): n/a - consent calendar

SUMMARY OF ISSUE

Courtney DeChaine submitted her letter of resignation on April 12, 2026. Courtney's last working day will be Friday, May 1, 2026.

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 Courtney DeChaine's resignation effective Friday, May 1, 2026; to approve the updated Police Records Management Technician job description as presented; and to authorize staff to begin the hiring process to backfill the position.

FINANCIAL IMPACT

This position is included in the 2026 budget.



Police Records Management Technician

Department: Police

FLSA Status: Non-Exempt

General Definition of Work

This ~~# is a union #~~ position ~~# that #~~ performs a variety of intermediate to skilled administrative support services in the operation of the Police Department's Records ~~# Unit #~~ ~~* Division~~. ~~The Police Records Management Technician shall report to the *#~~ ~~Work is performed under the general supervision of the #~~ Police Records Management Lead and Police Administrative Supervisor. ~~# Performs other duties as apparent or assigned. #~~

Qualification Requirements

*~~*Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.*~~*

~~#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

- Initial point of contact for customer service during regular business hours; prioritize~~#s#~~ and filter~~#s#~~ incoming calls; direct~~#s#~~ public to appropriate personnel, department, or resource~~#s#~~; provide~~#s#~~ general information and direction; Maintain~~#s#~~ visitor logs and meeting room schedule.
- Prepare~~#s#~~, edit~~#s#~~, and proofread~~#s#~~ a variety of documents including memos, letters and other documents specific to the department. Transcribe~~#s#~~ verbatim recordings which may contain violent, graphic, and/or sensitive content.
- Enter~~#s#~~ and/or verify~~*y*#ies#~~ data for accuracy, completeness, and appearance; Assign~~#s#~~ Uniform Crime Coding for data entry, retrieval and dissemination; Finalize~~#s#~~ incident reports with status, date and disposition. Compile~~#s#~~ and processes case files for prosecution and dissemination to other agencies, ensuring all necessary components are present and accurately completed. Monitor~~#s#~~ ongoing case status and ensures that files are processed in accordance with established levels of priority.
- Receive~~#s#~~ and process~~#es#~~ a variety of applications and permits; receive~~#s#~~ and disseminate~~#s#~~ department correspondence; Receive~~#s#~~, process~~#es#~~ and log~~#s#~~ court notifications and cancellations; Receipt~~#s#~~ incoming funds and prepare~~#s#~~ cash deposits of department specific funds; may participate in collection of unpaid parking fines.
- Enter~~#s#~~ and verify~~*y*#ies#~~ NCIC (National Crime Information Center) "hot file" records.- Compile~~#s#~~ data for background checks for various licensure, employment, and permits, including retrieval and dissemination of Criminal History data in accordance with BCA policy.
- Receive~~#s#~~ and respond~~#s#~~ to information requests, retrieving and disseminating data in accordance with federal and state data privacy laws and policies. Redaction of video that may contain violent, graphic, and/or sensitive content.

- Receive#s#, log#s#, maintain#s#, and release#s# a wide variety of property & evidence.
- May assist in technical training for other records staff.
- Perform#s# other duties ~~#as apparent or~~#*as* assigned.

Police Records Management Technician

Page 2

Knowledge, Skills and Abilities

- The position objectives are met through the knowledge, ability to interpret, and application of specialized policies, procedures, statutes, regulations, and records relating to the office. Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints with required skills to deal with diverse individuals.
- General knowledge of law enforcement records processing practices and procedures, Uniform Crime Reporting, forms, and ~~#terminology;#*terminology.*~~
- General knowledge of city, department and law enforcement related programs, policies, and ~~#procedures;#*procedures.*~~
- Possess strong organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency with a high level of attention to detail combined with the ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice ~~#laws;#*laws.*~~
- Knowledge of, and experience with, modern office practices and procedures, and ability to operate standard office equipment with the ability to type and enter data accurately and at a reasonable rate of speed, multi-line phone system, and software, including specialized law enforcement ~~#systems;#*systems.*~~
- Ability to communicate effectively, both orally and in writing; and to deal courteously and tactfully with the public, co-workers, and external agencies and departments and has considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation, and ~~#arithmetic;#*arithmetic.*~~
- Ability to establish and maintain effective working relationships with citizens, city personnel, other agencies, and the general public. Has strong interpersonal, oral, and written communications skills while remaining calm, courteous, and professional under difficult, sensitive, stressful, or hostile situations.

Education, Experience and Special Requirements

- High school diploma or GED equivalent.
- Two years of related experience as determined by management. Secondary education coursework in office practices or law enforcement can substitute for up to one-half of the experience required.
- Satisfactory completion of Department of Public Safety background examination including fingerprint background check.
- Completes and maintains department required training and certifications within required time frames.
- ~~Notary Public Certification, including E-Notarization Authority, may be required.~~
- ~~*Desired Qualifications:*~~
- Previous law enforcement records management and transcription experience is desirable.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, , stooping, kneeling, crouching, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arm's length, operating machines 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).

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

Last Revised: ~~#May#~~~~*April*~~ ~~#6#~~~~*13*~~, 202~~#4#~~~~*6*~~



Police Records Management Technician

Department: Police

FLSA Status: Non-Exempt

General Definition of Work

This position performs a variety of intermediate to skilled administrative support services in the operation of the Police Department's Records Division. The Police Records Management Technician shall report to the Police Records Management Lead and Police Administrative Supervisor.

Qualification Requirements

Employee shall perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodation may be made for individuals with disabilities to enable them to perform their essential functions.

Essential Functions

- Initial point of contact for customer service during regular business hours; prioritize and filter incoming calls; direct public to appropriate personnel, department, or resources; provide general information and direction; Maintain visitor logs and meeting room schedule.
- Prepare, edit, and proofread a variety of documents including memos, letters and other documents specific to the department. Transcribe verbatim recordings which may contain violent, graphic, and/or sensitive content.
- Enter and/or verify data for accuracy, completeness, and appearance; Assign Uniform Crime Coding for data entry, retrieval and dissemination; Finalize incident reports with status, date and disposition. Compile and processes case files for prosecution and dissemination to other agencies, ensuring all necessary components are present and accurately completed. Monitor ongoing case status and ensures that files are processed in accordance with established levels of priority.
- Receive and process a variety of applications and permits; receive and disseminate department correspondence; Receive, process and log court notifications and cancellations; Receipt incoming funds and prepare cash deposits of department specific funds; may participate in collection of unpaid parking fines.
- Enter and verify NCIC (National Crime Information Center) "hot file" records. Compile data for background checks for various licensure, employment, and permits, including retrieval and dissemination of Criminal History data in accordance with BCA policy.
- Receive and respond to information requests, retrieving and disseminating data in accordance with federal and state data privacy laws and policies. Redaction of video that may contain violent, graphic, and/or sensitive content.
- Receive, log, maintain, and release a wide variety of property & evidence.
- May assist in technical training for other records staff.
- Perform other duties as assigned.

Police Records Management Technician

Page 2

Knowledge, Skills and Abilities

- The position objectives are met through the knowledge, ability to interpret, and application of specialized policies, procedures, statutes, regulations, and records relating to the office. Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints with required skills to deal with diverse individuals.
- General knowledge of law enforcement records processing practices and procedures, Uniform Crime Reporting, forms, and terminology.
- General knowledge of city, department and law enforcement related programs, policies, and procedures.
- Possess strong organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency with a high level of attention to detail combined with the ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Knowledge of, and experience with, modern office practices and procedures, and ability to operate standard office equipment with the ability to type and enter data accurately and at a reasonable rate of speed, multi-line phone system, and software, including specialized law enforcement systems.
- Ability to communicate effectively, both orally and in writing; and to deal courteously and tactfully with the public, co-workers, and external agencies and departments and has considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation, and arithmetic.
- Ability to establish and maintain effective working relationships with citizens, city personnel, other agencies, and the general public. Has strong interpersonal, oral, and written communications skills while remaining calm, courteous, and professional under difficult, sensitive, stressful, or hostile situations.

Education, Experience and Special Requirements

- High school diploma or GED equivalent.
- Two years of related experience as determined by management. Secondary education coursework in office practices or law enforcement can substitute for up to one-half of the experience required.
- Satisfactory completion of Department of Public Safety background examination including fingerprint background check.
- Completes and maintains department required training and certifications within required time frames.
- Notary Public Certification, including E-Notarization Authority, may be required.

Desired Qualifications:

- Previous law enforcement records management and transcription experience is desirable.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, using hands to finger, handle or feel and repetitive motions, frequently requires speaking or hearing and reaching with hands and arms and occasionally requires standing, walking, , stooping, kneeling, crouching, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, assembly or fabrication of parts within arm's length, operating machines 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).

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

Last Revised: April 13, 2026



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Hiring - Summer Temporary Employees

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): n/a - consent calendar

SUMMARY OF ISSUE

Attached is a listing of our 2026 Summer temporary employees that have recently received a conditional job offer and have successfully completed their background checks.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Pursuant to MN Statute, seasonal assignments are limited to 67 working days per calendar year or 100 working days per year if the employees are under the age of 22, are full-time students enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students during or after their temporary employment.

RECOMMENDED ACTION/MOTION

Approve the hiring of the 2026 Summer temporary employees as presented on the attached listing.

FINANCIAL IMPACT

The positions are included in the 2026 budget.

2026 Summer Temporary Employees

<u>Name</u>	<u>Job Title</u>	<u>Date of Hire</u>	<u>2026 Hourly Rate</u>
Kaylan Peterson	BPU Water/Wastewater Intern	5/19/2026	\$23.00
Joseph Neumann	BPU Water Distribution Intern	5/19/2026	\$23.00
Graham Johnson	BPU Seasonal Labor	6/8/2023	\$23.00
Elliott Imdieke	BPU Seasonal Labor	6/8/2023	\$23.00
Ross Fawver	Streets Seasonal	5/11/2026	\$20.00
Emmy Yaunick	Streets Seasonal	6/8/2026	\$19.00
* Greg Roberts	Parks Seasonal Maintenance	5/18/2026	\$20.00
* Patrick Wussow	Parks Seasonal Maintenance	6/1/2026	\$20.00
* Riley Kline	Parks Seasonal Maintenance	5/4/2026	\$20.00
Amie Davis	Parks Weekend Custodial	4/27/2026	\$20.00

Submitted for Consideration at the April 20, 2026, Council Meeting

* Returning Employee



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Sale of Transit Buses 119 & 141

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

Staff has received replacement vehicles, allowing for the disposition of older fleet assets. With these replacements now in service, Bus 119 and Bus 141 are scheduled for removal from the active fleet. MnDOT has provided authorization for the disposal (sale) of both buses. Staff is recommending Council authorize the sale of Bus 119 and Bus 141.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Bus 119 is a diesel bus with approximately 247,000 miles, and Bus 141 is a diesel bus with approximately 242,367 miles. Both buses are considered to be beyond their useful life expectancy and are in fair condition.

Blue Sky has begun preparing both buses for disposal. It is expected that staff will utilize a public auction service for the sale. The Transit Advisory Committee (TAC) will be informed of Council's decision and updated on the progress of the auction.

Bus 114, which was previously approved by Council for disposal, will be included in the same public auction alongside these vehicles.

RECOMMENDED ACTION/MOTION

Motion to authorize the sale of Bus 119 & Bus 141

FINANCIAL IMPACT

Unknown at this time.



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Direction on Active Code Enforcement

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Section 320 of the City Code dictates that violation of the City Code shall, after receiving a notice of violation, be issued up to three administration citations for non-compliance. Once three citations have been issued, the violation shall be brought before the Safety & Public Works Committee for review. The Committee shall then make a recommendation to the City Council as to how to proceed with enforcement of the violations. Staff is bringing two (2) properties before the Committee for review. Staff is looking for direction from the Council as to how to proceed with the cases.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Attached are the case files for:

1005 3rd Ave NE

1805 Norwood St

Section 320 action that could be taken against these properties included:

- 1) Continued administrative citations for an amount determined by the City Council
- 2) Abatement of the offense (depending on the type of offense)
- 3) Legal action (at the recommendation of the City Attorney depending on the type of offense)
- 4) Cease corrective action

RECOMMENDED ACTION/MOTION

1. Motion to tow the vehicle at 1005 3rd Ave NE.
2. Motion to abate the junk and debris at 1805 Norwood St.

FINANCIAL IMPACT

N/A

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: April 20th, 2026

RE: Recommendation for Active Code Enforcement Case

Staff recommend the following action regarding the active code enforcement case brought before the City Council:

- **1005 3rd Ave NE – Unlicensed/Inoperable Vehicle - repeat offender**
 - Received one (1) Notice of Violation 02/24/26 and three (3) Citations
 - First Citation 03/12/26 – Third Citation 04/02/26
 - \$600 in open citations

Staff recommend towing the vehicle.

- **1805 Norwood St – Junk/Debris/Blight – repeat offender**
 - Received one (1) Notice of Violation 03/03/26 and three (3) Citations
 - First Citation 03/19/26 – Third Citation 04/10/26
 - \$600 in open citations
 - The property owner is deceased.

Staff recommend abatement of the junk and debris.

Running Summary of Actions Taken

- 1) **823 Willow St** – Unlicensed Rental - Issuing \$300 citation monthly for non-licensed rental. Legal action from the City Attorney is taking place. City Council motion 2/3/2025 to \$100 per day citation.
- 2) **319 N 9th St** – Property Maintenance/ Roof – Issuing a \$300 citation each month until roof is corrected. Working with City Attorney
- 3) **PID 41191502** – Exterior Structure – Issuing a \$300 citation each month until corrected.
- 4) **401 Holly St** – Fence – Issuing a \$300 citation each month until corrected.
- 5) **113 Washington St NE** – Residing in a commercial business – Issuing \$100 per day until corrected.
- 6) **320 4th St N** - \$300 citation every 10 days until fence is corrected.

February 24, 2026

O'CONNOR, JESSE
1005 3RD AVE NE
BRainerd, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 1005 3RD AVE NE
Real Estate Code: 41190952

Violation: Unlicensed/Inoperable Vehicle
IPMC302.8

Description: Except as provided for in other regulations, inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any premises, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

Corrective action is required; 14 days are allowed from the date of this letter.

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

Action should be taken on or before 03/10/2026

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

EN26-0053

Date of Violation: 04/02/2026

Parcel ID: 41190952

Violator(s): O'CONNOR, JESSE
1005 3RD AVE NE
BRainerd, MN 56401

Location/Address of Violation: **1005 3RD AVE NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.8	Unlicensed/Inoperable Vehicle	\$300.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

**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: 04/12/2026

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: 04/02/2026

Representative's Signature:

(served via first class mail)



March 03, 2026

PATRICK, NILA M
710 LAUREL 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: 1805 NORWOOD ST
Real Estate Code: 41300758

Violation: Junk/Debris/Blight
IPMC308.1

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

Corrective action is required; 14 days are allowed from the date of this letter.

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

Action should be taken on or before 03/17/2026

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

EN26-0056

Date of Violation: 04/10/2026

Parcel ID: 41300758

Violator(s): CURRENT RESIDENT
1805 NORWOOD ST
BRainerd, MN 56401-

Location/Address of Violation: **1805 NORWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308.1	Junk/Debris/Blight	\$300.00

If the owner fails to correct the nuisance within the timeframe stipulated in the first notice, the City of Brainerd shall cause such action to correct such nuisance by means of, but not limited to, cutting grass or collecting garbage or junk. The expense thereof shall be billed to the property owner and shall constitute a lien upon such realty. An Administrative Citation is separate and in no way defrays the expense of correcting the nuisance.

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

**Payment may be presented in person or by way of First Class Mail in the form of cash, check or money order, payable to:
City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.**

Re-inspection Date: 04/20/2026

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: 04/10/2026

Representative's Signature:

(served via first class mail)







City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Proposals - Public Works Building Fire Monitoring System and Sprinkler System

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Staff solicited proposals for the following planned capital projects in the Public Works Maintenance Facility for 2026: Fire Alarm and Fire Suppression. There was \$65,000 in the budget for the Fire Alarm system and \$80,000 in the budget for the Fire Suppression system, a total of \$145,000 for the two projects.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

There were 2 proposals received for the Fire Alarm system. Those proposals are as follows:

1. Midwest Security and Fire - \$10,051
2. Pye-Barker Fire & Safety - \$10,587

There were 2 proposals received for the Fire Suppression system. Those proposals are as follows:

1. Pye-Barker Fire & Safety - \$85,900
2. Summit Fire Protection - \$75,795

A separate request for proposals was solicited to provide for installation of a new 6" water service from the road to building. The 6" water service is needed to provide adequate flow for the new fire suppression system. There was 2 proposals received for this work.

1. DeChantal Excavating - Potentially \$31,422 or \$54,186 (if including the de-watering possibility)
2. J&J Excavating - \$46,755 (does not include de-watering, additional cost if needed)

Using the low proposals as listed above, the work would total \$117,268. This would fall \$27,732 under the total amount budgeted for both projects, which allows for potential for de-watering or any additional items that may be needed to complete the work.

RECOMMENDED ACTION/MOTION Motion to award the following proposals for the Public Works Maintenance Facility:

1. Fire Alarm system - Midwest Security and Fire in the amount of \$10,051
2. Fire Suppression system - Summit Fire Protection in the amount of \$75,795
3. 6" Water Service - DeChantal Excavating in the amount of \$31,422

FINANCIAL IMPACT

\$117,268



405 County Rd. E West – Saint Paul, MN 55126
651.483.6631 / 888.627.3464

Date: 4/8/2026			Quote Proposal #: STP-26-037191		
Proposal Submitted To: City of Brainerd			Job Name: Brainerd Maintenance Public Works Facility		
501 Laurel Street					
Brainerd	MN	56401	724 Thiesse Drive	MN	56401
Attn: Jessie Dehn			Contact: Shawn Middagh		
Phone: 218-828-2307		Fax:	Phone: 218-513-4412		Fax:
E-Mail: jdehn@cibrainerd.mn.us			E-Mail: smiddagh@ci.brainerd.mn.us		

PROPOSAL

Pursuant to your request, we wish to offer the following for your consideration:

We propose to furnish the necessary material, labor, tools & equipment for the installation of a wet pipe fire sprinkler as per NFPA13.

Scope of Work:

- Provide a wet pipe sprinkler system complete with a control valve, flow switch and drain.
- Installation of a six-inch backflow preventer and forward flow assembly for testing.
- Provide and install a brass fire department connection
- Installation of brass upright sprinkler in all open ceiling areas.
- Installation of chrome semi recessed pendent sprinklers in the office area.
- Installation of sidewall sprinklers under the overhead garage doors.
- Install low point drains in areas where the wet piping is trapped.
- Lift rental included.

Provided Materials:

- Sprinkler heads:
 - Rough brass upright in areas with no ceiling or exposed structure.
 - Chrome semi-recessed pendant in all finished ceiling. (Center tile).
- Piping:
 - Welded Sch. 10 black steel for all piping 1-1/4" NPS and larger. (Roll grooved only)
 - Welded Sch. 40 black steel for all piping 1" NPS and smaller. (Threaded only)
- Fittings:
 - Orange coated ductile iron. (Grooved)
 - Black ductile iron. (Threaded)
 - Welded outlets / Field fitted mechanical Tee outlets.
- Backflow preventer:
 - 6" Ames C300-BFG with butterfly valves

Exclusions:

- Dry, Pre-Action, Clean-Agent, Anti-Freeze, Ansul, Hood, Fire Pump, or Nitrogen Generator systems.
- Handheld fire extinguishers, fire extinguisher cabinets, and/or fire extinguisher signage.
- Underground fire line into the building, flushing of the fire line and/or testing of the fire line.
- Fire Pump and accessories.
- Fire alarm systems, control panels, device interface, programming, monitoring, or wiring.
- Decorative pipe coverings, boxing-in piping exposed under structure, painting.
- Buy American Act / Domestic made materials exclusively.
- Prevailing wage.
- Bid Bond and/or Payment & Performance Bond.
- Overtime or after-hours work.
- Insurance coverage is greater than \$5 million.

Disclaimer:

- Due to the volatility of materials and imposed tariffs we do not include material escalations caused by the import/export tariffs. Therefore, our quote may be subject to change after 15 days.

Quotation:

- Base bid:
Material, Labor, Lift rental.....\$85,900.00

This proposal is subject to the Pye-Barker General Terms and Conditions located at pyebarkerfs.com/generalterms. By signing or receiving services under this proposal, you acknowledge that you have reviewed such terms and conditions and that they will be incorporated into the proposal by reference. This proposal, including the incorporated General Terms and Conditions, contains the complete and final agreement between the parties with respect to the subject matter hereof. For the avoidance of doubt, any additional terms that you provide, including terms included in purchase orders or similar documents, shall be void and shall not be binding on the parties, unless expressly agreed to and incorporated by Pye-Barker. In the event of a conflict between the General Terms and Conditions and the other documents comprising of this proposal, the terms of such other documents shall control over the General Terms and Conditions.

Thank you for the opportunity to offer our products and services. If you have any questions, please call.

Note: This PB proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made within 30 days.

Chad Monson 4/8/26
Pye-Barker Signature **Date**
E-Mail Address chad.monson@pyebarkerfs.com

Signature of Acceptance **Date**



Proposal and Contract

Summit Fire Protection Co. ("Summit Fire Protection") makes the following proposal (the "Proposal"):

Date of Proposal: March 19, 2026

Proposal Submitted To: City of Brainerd
Address: 501 Laurel Street
Brainerd, MN 56401

Attention: Jessie Dehn

Regarding: Fire Protection Proposal
Public Works Maintenance Facility – 724 Thiesse Drive

Specifications: The equipment to be provided by Summit Fire Protection as part of this Proposal, as well as design and installation services, are sometimes collectively referred to in this Proposal as the "Project". NFPA 13, together with the Specifications described in those certain plans dated 2/5/21.

SCOPE OF WORK

Summit Fire Protection shall provide the necessary labor and materials to add one complete new wet fire sprinkler system to the existing building. New sprinkler system will start from a 6" flanged opening located in the building. New sprinkler heads will be brass uprights on exposed pipes in all unfinished areas, white uprights in the wash bay and quick response chrome semi recessed in all finished areas. Sprinkler pipes will be grooved schedule 10, threaded Super 40 and galvanized in the wash bay. This proposal includes a lift to reach the existing structure. Work is to be performed during normal working hours and days. All work to be in accordance with NFPA 13 and the Authority Having Jurisdiction.

SPRINKLERS

This proposal includes installing the following sprinklers.
Chrome semi recessed in all finished areas
Brass uprights in all unfinished areas
White uprights in the wash bay
Brass sidewall with red head guard under each garage door

MATERIAL

All pipe, fittings, hangers and apparatus will be furnished and installed in accordance with the National Fire Protection Association.

FIRE DEPARTMENT CONNECTION

This proposal includes one 4"x2 1/2"x2 1/2" Standard fire department connection located within ten feet of the valve assembly.

SALES TAX

This proposal includes sales tax.

BUILDING PERMIT

This proposal includes the necessary building permits for the installation of automatic sprinklers.

SHOP DRAWINGS

Summit Fire Protection will develop detailed shop drawings and submit them to the Authority Having Jurisdiction for approval, prior to installation.

HYDROSTATIC TEST

To ensure the absences of leaks, all new system piping will be pressurized to 200 PSI for a period of two hours and witnessed by the Authority Having Jurisdiction.

EXCLUSIONS

- Underground water supply and testing of water supply.
- Painting and patching.
- Overtime or after-hours labor
- Electrical wiring (tamper switches, flow switches, horn/strobes, alarm, alarm panel, etc.).
- Fire alarm system or audible alarms.
- Central monitoring of sprinkler system(s).
- Power
- Fire extinguishers
- Ansul system
- Fire pump, jockey pump and controllers
- Dry system for any cold areas including attic spaces and canopy areas

Contract Price: Summit Fire Protection shall perform the above-described work at the following price: \$75,795.00 (the "Contract Price") SEVENTYFIVE THOUSAND SEVEN HUNDRED NINETYFIVE Dollars

Completion of the Project: Summit Fire Protection offers to provide to Owner the equipment, supplies and materials, as well as the design and installation services and labor to complete the Project, as described in the Specifications. This Proposal shall be null and void, at Summit Fire Protection's option, if Summit Fire Protection does not receive a signed acceptance of this Proposal by Owner after 30 days. In order to guarantee pricing, Owner may be required to pay for materials at the time of acceptance of this Proposal.

General Conditions: The General Conditions attached to this Proposal are a part of this Proposal. Upon acceptance of this Proposal by Owner, the General Conditions will be a part of the contract between Summit Fire Protection and Owner.

SUMMIT FIRE PROTECTION CO.

By:

Jeff Jacobson

Jeff C Jacobson

Print Name

Fire Protection Manager

Phone: (320) 492-1450

jjacobson@summitfire.com

OWNER ACCEPTANCE OF PROPOSAL

Summit Fire Protection's Proposal is hereby accepted and agreed to by Owner. Owner acknowledges that Owner received and read the Proposal and the attached General Conditions. Upon acceptance by Owner, this Proposal, along with the attached General Conditions, will be a binding contract between Summit Fire Protection and Owner.

OWNER:

By:

Signature

St. Cloud: 418 Great Oak Drive | Waite Park, MN 56387 | Tel: 320.257.6390 | Fax: 320.257.6392
Corporate: 575 Minnehaha Avenue W. | Saint Paul, MN 55103 | Tel: 651.251.1880 | Fax: 651.251.1879

www.summitfire.com

Print Name

Date

SUMMIT FIRE PROTECTION CO. PROPOSAL AND CONTRACT GENERAL CONDITIONS

These General Conditions are attached to and made a part of the Summit Fire Protection Proposal and Contract to which they are attached (collectively, the "Contract") as if fully set forth on the front page of the Contract. As used in these General Conditions, "Summit Fire Protection," "Owner," "Project," and "Contract Price" shall have the same meanings as those terms have in the Contract.

1. **Payment.** Owner agrees to pay the Contract Price for the Project as and when required in the Contract. If Owner fails to pay the Contract Price, or any installment thereof, within ten (10) days after the date the same is due and payable, Owner shall automatically be assessed and shall pay a late charge equivalent to three percent (3%) of the amount of such late payment, together with interest on such late payment at the lower of the maximum rate allowed by applicable law or the rate of eighteen percent (18%) per annum.
2. **Changes.** Except for substitutions, as described below in this paragraph, any alteration or modification to the Project must be documented and approved by Summit Fire Protection and Owner by a written change order signed by Summit Fire Protection and Owner. Summit Fire Protection reserves the right to require Owner to pay for all change order items (labor, equipment and any other materials) at the time of signing the change order. In the event of discontinuations, changes or the unavailability of specific equipment or materials described in the Specifications, Summit Fire Protection will have the right to substitute equipment and materials with substantially similar quality and features; provided, however, that if the replacement items are more expensive, then Summit Fire Protection shall notify Owner and Owner may elect whether to pay the additional expense (as an increase to the Contract Price) or to modify the Proposal to include less expensive items, if available, that would not increase the Contract Price.
3. **Limited Warranty.** All materials and labor supplied by Summit Fire Protection will be warranted for one (1) year from the date of completion of the Project. Upon request, Summit Fire Protection will supply a signed warranty letter to Owner, which states the completion date of the Project and the warranty termination date. Certain equipment may include manufacturer's warranties. Summit Fire Protection provides no additional warranty on such equipment. Owner shall have the right to seek enforcement of any such manufacturer's warranty. Summit Fire Protection shall have no obligation to seek enforcement of any such manufacturer's warranty against the manufacturer. Any labor or other services requested by Owner of Summit Fire Protection in connection with Summit Fire Protection's warranty after the one (1) year warranty termination date shall be paid by Owner to Summit Fire Protection based on Summit Fire Protection's standard fees and charges at the time. No other express or implied warranties are made by Summit Fire Protection. Summit Fire Protection's warranty shall not apply with respect to misuse, abuse or any use that is not in conformity with all applicable specifications and instructions. Except as specifically set forth in this Contract, Summit Fire Protection, and/or its agents and representatives makes no warranty or representation, express or implied, with respect to use, construction standards, workmanship, materials, merchantability or fitness for a particular purpose.
4. **Taxes.** Any taxes or other governmental charges related to the Project shall be paid by Owner to Summit Fire Protection and shall be in addition to the Contract Price. In addition, if any fees or permits (such as one or more building permits) are required in connection with the Project, Owner shall secure and pay for any such fees and permits, the cost of which shall be in addition to the Contract Price.
5. **Unavoidable Delays.** To the extent any time period for performance by Summit Fire Protection applies, Summit Fire Protection shall not be responsible for any delays due to federal, state or municipal actions or regulations, strikes or other labor shortages, equipment or other materials delays or shortages, acts or omissions of Owner, or any other events or causes beyond the control of Summit Fire Protection.
6. **Access.** Owner shall allow Summit Fire Protection to have reasonable access to the job site to allow the completion of the Project on the dates and at the times requested by Summit Fire Protection personnel.
7. **Risk of Loss.** Risk of loss shall pass to Owner at the time the equipment and other materials that are part of the Project are delivered to the job site. This means that, for example, in the event of damage or destruction due to casualty, or in the event of theft, Owner shall be responsible for payment for such equipment and materials even if the Project has not been completed. Title to the equipment and other materials shall be held by Summit Fire Protection until payment in full of the Contract Price, at which time title shall pass to Owner. Summit Fire Protection shall have the right to remove the equipment and other materials that are a part of the Project if payment of the full Contract Price is not made by Owner immediately upon completion of the Project. That right shall be in addition to, and not in limitation of, Summit Fire Protection other rights and remedies.
8. **MECHANIC LIEN NOTICE. YOU ARE ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:**
 - (a) **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 THEIR CONTRIBUTIONS.**
 - (b) **UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE THEM 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."**
9. **Limitation of Liability and Remedies.** The Project is not an insurance policy or a substitute for an insurance policy. In the event of any breach, default or negligence by Summit Fire Protection under this Contract, Owner agrees that the maximum liability of Summit Fire Protection shall not exceed an amount equal to the Contract Price. Owner expressly waives any right to make any claim in excess of that amount. Further, Owner waives any right to any claims for punitive, exemplary or consequential damages. Owner shall provide Summit Fire Protection with reasonable notice of any claim and a reasonable opportunity to cure the alleged breach or default. Owner shall indemnify, defend and hold Summit Fire Protection harmless from and against claims, actions, costs and expenses, including reasonable legal fees and costs, arising out of any injury, death or damage occurring on or about the job site unless caused by the gross negligence or willful misconduct of Summit Fire Protection.
10. **Owner's Failure to Pay.** If Owner fails to pay any amount due to Summit Fire Protection as and when required, Summit Fire Protection shall have the right, but not the obligation, to immediately stop work on the Project and Summit Fire Protection may pursue any and all available remedies, including the right to place a lien against the Project site. In addition, Owner shall be obligated to reimburse Summit Fire Protection for reasonable legal fees and costs incurred by Summit Fire Protection in the enforcement of this Contract.
11. **Binding Arbitration Agreement.** Except as otherwise set forth in Section 10 above, in the event of any dispute between Owner and Summit Fire Protection, whether during the performance of the work and services contemplated under this Contract or after, Owner and Summit Fire Protection agree to negotiate in good faith towards the resolution of the dispute. If Owner and Summit Fire Protection are unable to resolve the dispute within twenty (20) days after the date the dispute arises, then Owner and Summit Fire Protection agree to resolve the dispute through binding arbitration. All disputes arising out of or relating to this Contract including, without limitation, claims relating to the formation, performance or interpretation of this Contract, and claims of negligence, breach of contract and breach of warranty, which are not resolved either through direct negotiation as provided above, shall be resolved by binding arbitration under the Construction Industry Arbitration Rules of the American Arbitration Association then in effect. This arbitration agreement will be governed by the Federal Arbitration Act and the Minnesota Uniform Arbitration Act. Arbitration will be commenced by written demand for arbitration filed with the American Arbitration Association and the notice of filing, together with a copy of the written demand for arbitration, be provided to the other party in accordance with the notice provisions of this Contract. However, no arbitration or legal action will be commenced following expiration of the application statute of limitations or repose. Judgment on the arbitration award will be confirmed in any court with jurisdiction. Owner and Summit Fire Protection agree that any subcontractor, material supplier, or sub-subcontractor may be made a party to the arbitration proceeding. Venue for the arbitration will be Ramsey County, Minnesota. Summit Fire Protection expressly reserves all mechanics lien rights under Chapter 514 of the Minnesota Statutes and may take such other legal action as is needed to perfect such rights. The provisions contained in this paragraph will survive the completion of construction and termination of this Contract.
12. **Miscellaneous.** The headings used herein are for convenience only and are not to be used in interpreting this Contract. This Contract shall be construed, enforced and interpreted under the laws of the State of Minnesota. This Contract may not be modified, amended or changed orally, but only by an agreement in writing signed by the parties hereto. Neither party shall be deemed to have waived any rights under this Contract unless such waiver is given in writing and signed by such party. If any provision of this Contract is invalid or unenforceable, such provision shall be deemed to be modified to be within the limits of enforceability or validity, if feasible; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Contract in all other respects shall remain valid and enforceable. This Contract is not assignable by Owner. This Contract is the entire agreement between the parties regarding the subject matter of this Contract; any prior or simultaneous oral or written agreement regarding the subject matter hereof is superseded by this Contract.



March 9, 2026

Jessie Dehn, City Engineer
City of Brainerd
501 Laurel Street, Brainerd, MN 56401
Phone (218) 454-3411
Mobile (218) 513-0172
JDehn@ci.brainerd.mn.us

Project – Fire Alarm System Brainerd Streets 724 Thiesse Drive Brainerd MN

We propose to furnish labor and materials to install a fire alarm system. This fire alarm system for the building is to meet the requirements for this building type. This system will include minimum fire alarm system requirements. Buildings is proposed to be sprinkled. No Elevator. Occupancy type is S1. Proposal is for a turnkey installation and includes documentation, design plans, and submittals. System manufactured by Edwards/Kidde.

- 1 Fire Alarm Control Panel-addressable
- 1 Fire Alarm Annunciator
- 1 Cellular/IP communicator
- 2 Backup battery
- 1 Addressable smoke sensor
- 1 Standard smoke sensor base
- 1 Manual pull station
- 4 Addressable input module for sprinkler flow and sprinkler tamper
- 7 Horn/strobe – LED type
- 2 Install Strobe – LED type
- 1 Installation wiring, hardware, and materials
- 1 Submittal package
- 1 Permit- City of Brainerd Fire Department
- 1 Permit- MN Department of Labor
- 1 Design, installation, testing, inspection, documentation, and training labor

The total fire alarm system is \$10,051.00

Notes

- 1. Electrical connection to control panel provided by electrical contractor.
- 2. Any additional items required by the AHJ not listed above will be at additional cost.

Monitoring Services – Monitoring with IP/Cellular Service is provided at \$45.99 per month.



Terms

Owner or contractor representing Owner must accept this agreement without modification for acceptance. No other agreement will supersede the terms of this agreement, or the Subscriber Monitoring Agreement required to activate the system. A copy of that agreement is provided on request.

Security & Fire Partners, Inc. will provide evidence of insurance coverage to meet the State of MN requirements for our trade. Any changes or modifications requested will be at additional costs to the customer or contracting agency.

If Buyer accepts this proposal is by facsimile, emailed or scanned copy it shall be deemed as original by both parties. Security & Fire Partners, Inc. and Buyer acknowledge that copies of documents are acceptable and that the copy is a true copy of the original.

Balance is due upon completion of attached work. A three-year monitoring agreement is required for the pricing listed above. A service charge of 1.5% will be charged on all past due balances over 30 days with a minimum rebilling charge of \$5.00.

The proposal must be accepted within 30 days or there may be a price increase due to operating costs. If this bid is acceptable, please sign, initial any changes and email, fax or mail one copy to our office. All changes or additions will be charged extra.

Cancellation of monitoring service- The equipment purchased in this proposal is discounted from the retail price due to monitoring services in the "Monitoring Agreement" accepted at the time purchase and installation. Security & Fire Partners, Inc. will not reprogram or release the equipment, programming information or codes until payment is received through the term of the subscriber's monitoring agreement.

Verbal agreements not binding – all additional work and agreements must be shown in writing. All orders accepted by us with the understanding that we are not to be held liable for causes beyond our control.

Harry Brodmarkle- License number PL000976
Contractor License number TS673378

ACCEPTANCE

I have read the above and accept the terms and conditions of this contract.

Accepted by

Date



7942 College Road, Ste. #115 – Baxter, MN 56425 – 218.765.3450

Date: April 3, 2026			Quote Proposal #: BRD 26-2814		
Proposal Submitted To: City of Brainerd 501 Laurel Street Brainerd MN 56401			Job Name: Brainerd Maintenance Public Works Facility 724 Thiesse Drive Brainerd Mn 56401		
Attn: Jessie Dehn			Contact: Shawn Middagh		
Phone: 218-828-2307		Fax:	Phone: 218-513-4412		Fax:
E-Mail: jdehn@ci.brainerd.mn.us			E-Mail: smiddagh@ci.brainerd.mn.us		

PROPOSAL

Pursuant to your request, we wish to offer the following for your consideration:

Replace the building's existing fire alarm system and install a Potter fire alarm system with a NAPCO Starlink cellular dialer.

Price includes:

- One (1) Potter AFC-50 control panel with DACT, battery and surge suppressor.
- One (1) Potter annunciator panel.
- Eight (8) Potter dual action manual pull stations.
- One (1) Potter smoke detector with base.
- One (1) Potter Dual Input Module.
- One (1) NAPCO Starlink cellular dialer with One (1) year monitoring.
- One (1) Systems record document box.
- Removal and disposal of existing fire alarm system and components.
- Fire alarm system drawings and spec sheets.
- City of Brainerd fire alarm permit.
- One (1) Final inspection with the local AHJ.
- Installation, programming and final inspection labor.

Price excludes:

- High voltage electrical connections.
- Installation or inspection of fire sprinkler systems, fire extinguishers, emergency lighting, or special fire suppression systems.
- Installation of duct detectors.
- Fire watches

Fire alarm and monitoring cost: \$10,587.00

This proposal is subject to the Pye-Barker General Terms and Conditions located at pyebarkerfs.com/generalterms. By signing or receiving services under this proposal, you acknowledge that you have reviewed such terms and conditions and that they will be incorporated into the proposal by reference. This proposal, including the incorporated General Terms and Conditions, contains the complete and final agreement between the parties with respect to the subject matter hereof. For the avoidance of doubt, any additional terms that you provide, including terms included in purchase orders or similar documents, shall be void and shall not be binding on the parties, unless expressly agreed to and incorporated by Pye-Barker. In the event of a conflict between the General Terms and Conditions and the other documents comprising of this proposal, the terms of such other documents shall control over the General Terms and Conditions.

Thank you for the opportunity to offer our products and services. If you have any questions, please call.

Note: This PB proposal may be withdrawn if not accepted within 15 days.

Acceptance of Proposal: The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made within 30 days.

Mark Driste

April 3, 2026

Pye-Barker Signature

Date

E-mail: mark.driste@pyebarkerfs.com

Cell: 952-254-1425

Signature of Acceptance

Date



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

Quote

Date	Quote #
4/15/2026	1883

Name / Address
Brainerd 501 Laurel Street Brainerd, MN 56401

Description	Quantity	Unit Cost	Unit	Total
1. New Fireline Installation @ 724 Thiesse Drive - Public Works Facility Includes: * Wet tap 12" Main / Install 6" Gate Valve. * Install 165 LF of C900 to 5' of the building. * Replace Concrete curb and Sidewalk per plan. * Restore Black Dirt and Seeding	1	31,422.00	LS	31,422.00
2. Dewatering (If Required) - ADD \$22,764.00 * Will not know if required until we predrill the project.				
* Exclusions: a. No Traffic Control Included. b. No Salvage of Chain Link Fence and Reinstallation Included. c. No Pavement Striping Included.				
Total				\$31,422.00

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



J&J EXCAVATING INC.

ESTIMATE

218-414-0398
jamie@jandjexcavatinginc.com

10707 285th Ave
Staples, MN
56479

City Of Brainerd
Date: 4/15/26
Project Title: PW Building - Water Service

Estimate: 260415

Description	Quantity	Unit Price	Cost
6" Water Service			
Lump Sum -	1.0	\$ 46,755.00	\$ 46,755.00
		Subtotal	\$ 46,755.00
			\$ 0
		Total	\$ 46,755.00

Not Included- Dewatering, Motorized Gate Removal and Reinstallation, Bonding,
Hauling Extra or Unsuitable Material, Density Testing, Staking, Watering of Seeding,

Thank You For Your Business!

Sincerely yours,

Jamie Johnson



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Award Bid - Imp 26-03 - 2026 Pavement Markings

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE

The 2026 Pavement Markings project was solicited for bids. One bid was received from Sir Lines-a-Lot in the amount of \$29,150.62. This is 0.9% over the estimate.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The areas covered are generally in the central (downtown), northern, and western portions of the city. Staff attempted to group areas together and split the city up into two alternating portions to be bid each year. In 2026 (year 1), there are quite a few pavement messages (arrows, etc.) that increase the cost versus year 2.

RECOMMENDED ACTION/MOTION

Motion to award the 2026 Pavement Markings contract to Sir Lines-a-Lot in the amount of \$29,150.62.

FINANCIAL IMPACT

\$29,150.62

Imp 26-03 - 2026 Pavement Markings - Bid Summary

Engineer's Estimate \$28,882.00

<u>Bid Name</u>	<u>Total</u>	
Sir Lines-A-Lot	\$29,150.62	0.9% Over Estimate



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: City Hall EIFS Repair Proposals

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Staff requested proposals to repair the EIFS surface damage around the elevator vestibule adjacent to the City Hall building. There is currently \$50,000 budgeted for this work. Attached are the three proposals received for this work.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS There are some additional add-on items that some of the contractors decided to include with their proposal. For consideration from the Council, a summary would be as follows:

- Davis Drywall
 - \$36,900 for EIFS repairs on the elevator vestibule. They included a proposal for the upper elevator tower and a deduct if it was done with the lower. Based on the amount and budget, staff wouldn't recommend the upper tower being completed at this time. Further, they identified some cracking on the EIFS adjacent to the front stairs and included an amount of \$4,560 to complete this work. If budget allows, this would be an add-on that staff would recommend.
- HyTec Construction
 - \$46,500. Cost includes both the EIFS on the elevator vestibule and patching of the damaged drywall inside the vestibule above the elevator door.
- Kenko Drywall
 - \$15,000 for the EIFS repairs on the elevator vestibule. They included an additional \$1,000 proposal to repair the interior damaged drywall above the elevator door, similar to what was included in the proposal from HyTec.

It is likely that we would want to repaint the EIFS after completion and can receive proposals for this work.

RECOMMENDED ACTION/MOTION

Motion to approve the proposal from Kenko Drywall in the amount of \$16,000 total, including both the EIFS repair and interior drywall repairs.

FINANCIAL IMPACT

\$16,000

Proposal

S&Y Bemidji, Inc.(dba Davis Drywall, Inc.)

1100 Industrial Park Drive SE

Bemidji, Minnesota 56601

Telephone 218-444-2532 / Fax 218-444-2583

Submitted to: City of Brainerd		Phone / Fax:	Date: 10-Apr-26
Address:		Job Name: Elevator Vestibule EIFS Repairs	
City, State, Zip:		Job Location: Brainerd, MN	
Architect:	Date of Plans:	Attn:	Job Phone:
We hereby submit specifications and estimates for: Labor and material to pressure wash existing EIFS, repair damaged EIFS, skim with basecoat and mesh over existing EIFS, prime, install new finish and remove and replace caulking. *If the existing EIFS is loose or looks like water has gotten behind the EIFS and further inspection and repairs are required, this would be billed extra as approved by the owner before such repairs are made. *Price does not include heat and shelter, permits, inspection, and landscaping. Upper elevator tower \$37,320.00 Lower entrance vestibule \$36,900.00 Deduct if both upper and lower are done at the same time \$5,000.00 Stair sides \$4,560.00			
We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of: See above			
Payment to be made as follows: Monthly Progress Payments			
All Material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practice. Any alterations or deviations from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance. Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.		Authorized Signature: Robert Hanse	
		Note: This proposal may be withdrawn by us if not accepted within 30 days.	
		Date of Acceptance:	
		Signature:	

June 27, 2025

Jessie Dehn
City Engineer/Public Works Director
City of Brainerd
501 Laurel street
Brainerd, MN 56401

RE: Brainerd City Hall EFIS patching

Dear Jessie:

We hereby submit our cost proposal to furnish all labor, materials and equipment necessary to complete the Brainerd City Hall EFIS patching on the exterior entry and the exterior elevator hoist way for the sum of \$46,500.00

Included in this proposal are the following:

- General Requirements: supervision, daily cleanup and disposal, general liability and worker's compensation insurance
- Power wash all EFIS
- Remove all damaged areas
- Patch all damaged EFIS
- Refinish all damaged areas to match existing color and texture
- Patch drywall in entry vestibule
- Repaint interior vestibule

Not included is any:

Thank you for the opportunity to present this cost estimate for your consideration. If you have any questions or concerns, please contact me.

Sincerely,

Jeff Hanson

Jeff Hanson, Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

Acceptance: _____ Dated: _____

KENKO
DRYWALL, INC.
COMMERCIAL CONSTRUCTION
PIERZ, MN

PROPOSAL

4/15/26

TO: City of Brainerd
ATTN: Jessie Dehn
PROJECT: EFIS repair city hall
ADDRESS: Brainerd, MN

We propose to furnish the following materials described and labor for the above project in accordance with the following terms. The price in this bid is based upon approval in writing within fifteen (15) days of the bid opening (unless withdrawn) and is subject to review thereafter. Owner or general to supply dumpster and inspection permits.

Materials and labor complete as follows:

- Fix, or replace damaged EFIS stucco system on entry vestibule.
- All materials to perform work on entry.
- All scaffolding to perform work on entry.
- Painting New EFIS to be by others.
- Pictures of damaged EFIS attached.

Price: \$15,000.00

ALTERNATE: Fix water damaged ceiling upper southwest corner.

Price: \$1000.00

Not included:

- All wood construction, backing, blocking.
- Prevailing wage.
- Entry work only. Main building not included.
- All painting of entry EFIS repair.

14181 242ND AVE, PIERZ, MN 56364
Phone: 320-980-1789 -- E-mail: ken@kenkodrywallinc.com



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Purchase of Parcel 41250756

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE

Staff is presenting a proposal from Crow Wing County to sell Parcel 41250756 to the City in the amount of \$1. At the last Council meeting, Council elected to disagree with the County's request to classify the parcel as Non-Conservation and to offer it for sale. In response, the County offered to sell the parcel to the City. As a reminder, this parcel is on the west side of 11th Street SE at the end of Pine Street.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

There are some pros and cons to acquiring the parcel.

Pros:

- Control over the parcel with the sanitary main including easier access to the area
- Control over the parcel for future (reserve for other means such as stormwater BMP, market sale, turn to HRA, etc.)

Cons:

- Some maintenance would fall on the City such as mowing of the small turf area adjacent to the street.
- Unable to place deferred assessment on the parcel when a project is completed

RECOMMENDED ACTION/MOTION

Motion to accept the offer from Crow Wing County to purchase Parcel 41250756 in the amount of \$1

FINANCIAL IMPACT

\$1

Jessie Dehn

From: Jessica Shea <Jessica.Shea@crowwing.gov>
Sent: Wednesday, April 8, 2026 4:33 PM
To: Jessie Dehn
Cc: Tom Strack
Subject: RE: Non-Conservation Parcels

*** **Warning:** External sender, use extreme caution with attachments and links ***

Good afternoon,

Per your discussions with our staff we would like to offer parcel 41250756 to the city for \$1 pursuant to Minnesota Statutes, Section 282.01 subd. 1 a., which authorizes the sale of tax-forfeited property by the County to a governmental subdivision for less than market value if necessary to provide an incentive to correct the blighted conditions that make the lands undesirable in the open market.

Please let me know if there is any other information you need to proceed with getting this approved by your City Council.

Thank you,

Jessica Shea
Operations Manager

Office: (218) 824-1010
Direct: (218) 824-1123
www.crowwing.gov

Land Services
322 Laurel Street Suite 15
Brainerd, MN 56401

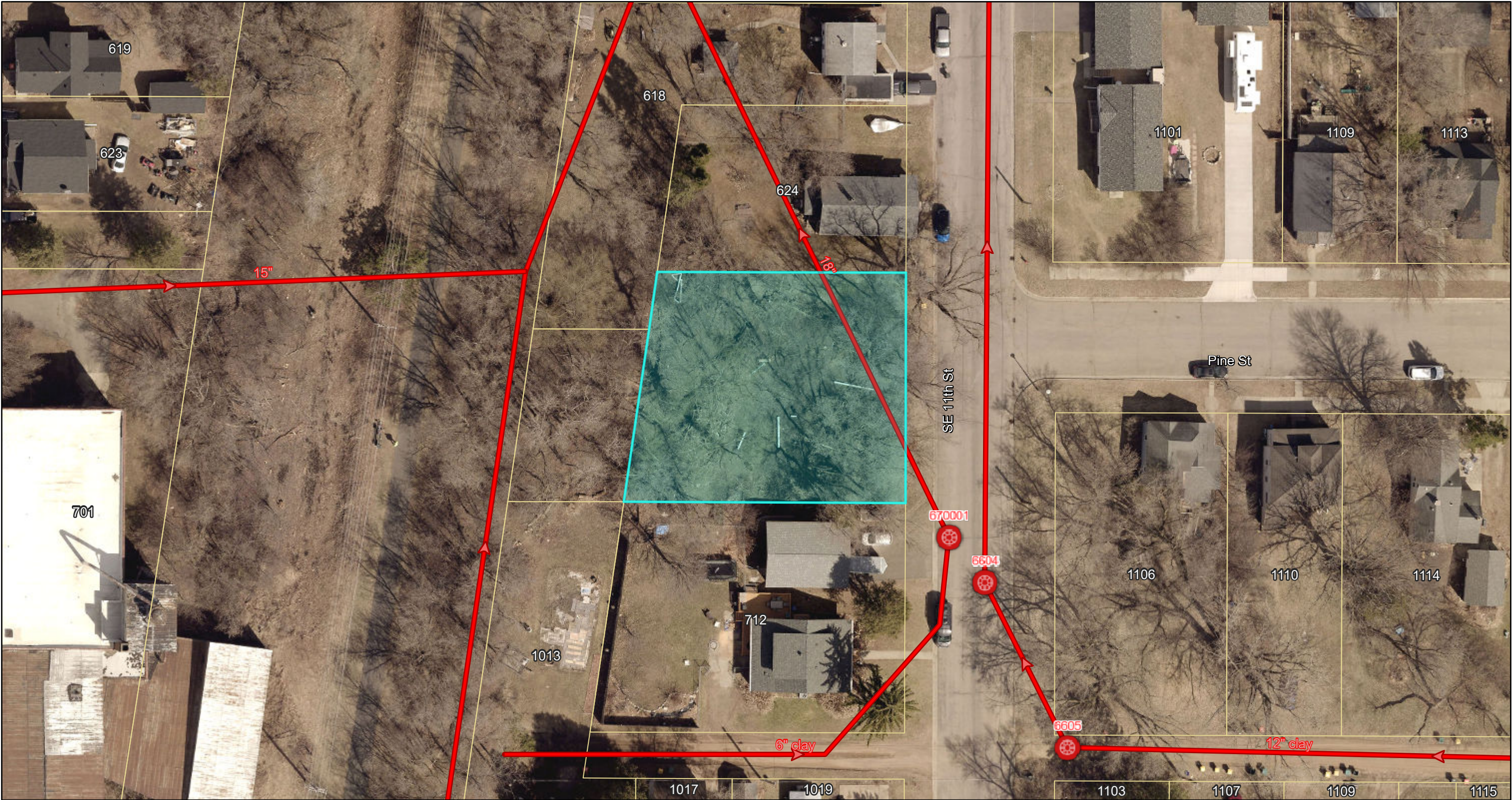
Excellent customer service is our top priority. Please let me know if I was helpful!
[Customer Service Survey](#)



Our Vision: Being Minnesota's favorite place.
Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

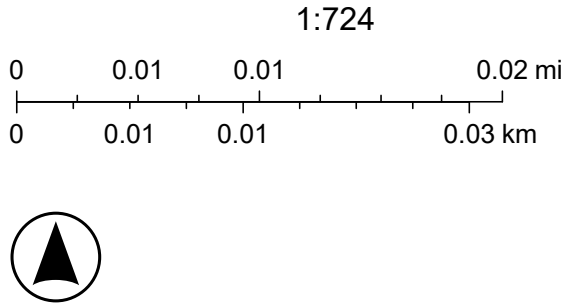
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City of Brainerd Sanitary & Stormwater



3/23/2026, 7:42:14 AM

Sanitary Lines 533544E147312N.sid
Tax Parcels
Main
Red: Band_1
Green: Band_2
Blue: Band_3





City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Conditional Use Permit Fee - Central MN Dermatology

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE

Central MN Dermatology was approved for a CUP amendment at the April 6th City Council meeting for additional off-street parking spaces at 1410 & 1424 Thiesse Drive. There was a miscommunication that the approved CUP from the March 2nd City Council meeting allowed the applicant to exceed the maximum number of off-street parking spaces without restrictions. At the time of the original CUP application, the applicant had not finalized their site/civil plans for the dermatology building and upon further review, the applicant asked to increase the amount of off-street parking to 90 total spaces to allow for staff and patient parking.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The applicant paid \$500 for the original commercial CUP application. Minimal work was needed by staff to amend the CUP. Staff is requesting a \$400 reduction in application fees for the CUP amendment. The remaining \$100 fee would cover the legal notice and required mailings.

RECOMMENDED ACTION/MOTION

Motion to reduce the Commercial CUP Amendment fee to \$100 for Central MN Dermatology.

FINANCIAL IMPACT

\$400.00 in Planning and Zoning permit fee revenue.



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Resolution - Providing for the Issuance and Sale of General Obligation Bonds, Series 2026A in the Proposed Amount of \$13,055,000; and Consolidating Certain Assessable Improvement Projects

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Connie Hillman, Finance Director, Tim Holmes, Fire Chief

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

The City needs to issue debt for the local share of road improvements, special assessments, water improvements, sanitary, and storm sewer costs for the upcoming 2026 construction project, as well as CIP bonds for the fire station remodel project. The \$13,055,000 General Obligation bonds are broken down as follows:

- \$1,675,000 Improvement Bonds — This represents the amount of the local share of the cost of the road improvements with respect to the 10th Street, and Ronald/Joseph/Hawkins projects. These two projects will be more economically completed as a single consolidated improvement project, and once consolidated will enable the City to meet the statutory requirements for the issuance of 429 bonds. This portion of the debt will be repaid with levy dollars and assessment collections and structured with a 10-year repayment term.
- \$5,700,000 Utility Revenue Bonds — This represents the amount needed to pay for the water, sanitary, and storm sewer improvements on the 10th Street, and Ronald/Joseph/Hawkins projects, as well as the TH 210/Washington Street. This portion of the debt will be repaid with net revenues of the City's water, sanitary and storm sewer utilities. The water debt (\$4,945,000) is structured over a 20-year period and the sanitary sewer and storm sewer debt (\$635,000 and \$120,000 respectively) is structured over a 10-year period.
- \$5,680,000 CIP Bonds — This represents the amount needed to pay for the fire station 1 remodel project. Repayment is structured over 20 years.

All the amounts above include an estimate of the cost of issuance as well as assuming the City will have a premium on the debt issuance. A premium reduced the amount of debt needed to be issued. The final amount of the debt issued at the May 18th council meeting may be different.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

A proposed resolution and Pre-Issuance Report is attached. A representative from Baker Tilly will be

available virtually on Monday night to provide additional information and to answer any questions.

The contract with Nor-Son for the fire station remodel was approved by the Council at the April 6, 2026 meeting in the amount of \$5,994,282.76. Since that meeting, the Fire Chief has had several meetings with Nor-Son. The amount of the total project cost has been reduced by an additional \$97,000 and the current amount is \$5,897,282.76. Using \$340,000 of cash on hand, the amount needed to be bonded for is \$5,557,283, plus the cost of issuance. Please see the attached memo from the Fire Chief. Based on the most recent project cost updates, staff anticipates the final issuance for the CIP bonds will be lower than the \$5,680,000 initially projected.

RECOMMENDED ACTION/MOTION

Adopt Resolution Providing for the Issuance and Sale of General Obligation Bonds, Series 2026A in the Proposed Amount of \$13,055,000; and Consolidating Certain Assessable Improvement Projects

FINANCIAL IMPACT

The annual amount of the debt levy will be included in the 2027 budget and beyond.

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, April 20, 2026, commencing at 7:30 p.m.

The following members of the Council were present:

Member _____ was noted as absent.

Member _____ introduced the following written resolution and moved its adoption. 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: _____. The following voted nay: _____. Whereupon the following resolution was declared duly passed and adopted:

RESOLUTION
NO. _____

**RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE
OF GENERAL OBLIGATION BONDS, SERIES 2026A, IN THE
PROPOSED AGGREGATE PRINCIPAL AMOUNT OF
\$13,055,000; AND CONSOLIDATING CERTAIN ASSESSABLE
IMPROVEMENT PROJECTS**

BE IT RESOLVED By the City Council (the "City Council") of the City of Brainerd, Crow Wing County, Minnesota (the "City") as follows:

Section 1. CIP Bonds.

(a) The City is authorized by Minnesota Statutes, Chapter 475, as amended, including Section 475.521 (the "CIP Act"), to finance certain capital improvements under an approved capital improvement plan by the issuance of general obligation bonds of the City payable from ad valorem taxes. Capital improvements include acquisition or betterment of public lands, buildings or other improvements for the purpose of a city hall, library, public safety facility and public works facilities (excluding light rail transit or any activity related to it, or a park, road, bridge, administrative building other than a city hall, or land for any of those activities).

(b) On April 6, 2026, following a duly noticed public hearing, the City Council adopted, by a vote of at least two-thirds of its members, a five (5) year capital improvement plan (the "Capital Improvement Plan") and the issuance of general obligation bonds thereunder. The Capital Improvement Plan provides for the undertaking of certain capital improvements described therein, including but not limited to remodeling and expansion of Fire Station 1, located at the intersection of East River Road and Laurel Street in the City (the "Capital Improvements") and the issuance of general obligation bonds to finance the Capital Improvements.

(c) As required by the CIP Act, the City has determined that (i) the expected useful life of the project to be financed with the proceeds of the general obligation bonds will be at least five (5) years; and (ii) the amount of principal and interest due in any year on all outstanding bonds issued by the City under the CIP Act, including the general obligation bonds issued under the Capital Improvement Plan, will not exceed 0.16 percent of the estimated market value of property in the City for taxes payable in 2026.

(d) It is necessary and expedient to the sound financial management of the affairs of the City to issue general obligations in the approximate principal amount of \$5,680,000 (the "CIP Bonds"), pursuant to the CIP Act, to provide financing for the Capital Improvements; provided, however, that the City does not receive a qualified petition for a referendum on the issuance of the CIP Bonds within thirty (30) days of the date of the public hearing.

Section 2. Improvement Bonds.

(a) The City is authorized by Minnesota Statutes, Chapters 429 and 475, as amended (the "Improvement Act"), to issue obligations in an amount deemed necessary to defray in whole or in part the expense incurred and estimated to be incurred in making improvements authorized by the Improvement Act.

(b) Certain assessable public improvements in the City (collectively, the "Assessable Improvements") designated as the Wright/S. 10th Street Reconstruction Project (Improvement 17-12) (the "10th Street Project") and Hawkins-Ronald-Joseph Resurfacing Project (Improvement 23-14) (the "Hawkins-Ronald-Joseph Project") have been made, duly ordered, or contracts let pursuant to the provisions of the Improvement Act.

(c) The City has undertaken the 10th Street Project and the Hawkins-Ronald-Joseph Project at substantially the same time.

(d) The City Council has determined that the various components of the 10th Street Project and the Hawkins-Ronald-Joseph Project may be more economically completed if consolidated and joined as one project, as authorized under Minnesota Statutes, Section 435.56, as amended.

(e) The City Council hereby consolidates and joins the 10th Street Project and the Ronald/Joseph/Hawkins Project as a single consolidated improvement project for all purposes under Minnesota Statutes, Section 435.56, as amended, and the Improvement Act.

(f) The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue obligations in the proposed principal amount of \$1,675,000 (the "Improvement Bonds"), pursuant to the Improvement Act, to provide financing for the Assessable Improvements.

Section 3. Utility Revenue Bonds.

(a) The Brainerd Public Utilities Commission (the "BPU") and the City engineer have recommended the construction of various improvements to the City's water system, storm sewer system, and sanitary sewer system (collectively, the "Utility Improvements"), pursuant to Minnesota Statutes, Chapters 444 and 475, as amended (the "Utility Revenue Act").

(b) The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue obligations in the proposed principal amount of \$5,700,000 (the "Utility Revenue Bonds"), pursuant to the Utility Revenue Act, to provide financing for the Utility Improvements.

(c) The Board of Commissioners of the BPU will consider a resolution at an upcoming meeting requesting that the City issue the Utility Revenue Bonds to finance the Utility Improvements.

Section 4. Sale of the Bonds.

(a) It is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Bonds, Series 2026A (the "Bonds"), in the proposed aggregate principal amount of \$13,055,000, pursuant to the CIP Act, the Improvement Act and the Utility Revenue Act (collectively, the "Act"), to provide financing for the construction of the Capital Improvements, the Assessable Improvements, and the Utility Improvements; provided, however, that the City does not receive a qualified petition for a referendum on the issuance of the CIP Bonds within thirty (30) days of the date of the public hearing. The Bonds will be issued, sold, and delivered in accordance with the Terms of Proposal attached hereto as EXHIBIT A (the "Terms of Proposal").

(b) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale. The actions of the City staff and municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

Section 5. Authority of Municipal Advisor. Baker Tilly Municipal Advisors, LLC (the "Municipal Advisor") is authorized and directed to negotiate the Bonds in accordance with the Terms of Proposal. The City Council will meet on Monday, May 18, 2026 (or such other date as the City Council shall deem appropriate), to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds.

Section 6. Authority of Bond Counsel. The law firm of Kutak Rock LLP, as bond counsel for the City ("Bond Counsel"), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates, and instruments relating to the Bonds. The officers, employees, and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

Section 7. Covenants. In the resolution awarding the sale of the Bonds the City Council will set forth the covenants and undertakings required by the Act.

Section 8. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Bonds and to deliver it on behalf of the City upon its completion.

Section 9. Declaration of Official Intent to Reimburse Certain Costs from Proceeds of the Bonds.

(a) The City hereby makes this declaration of official intent (the "Declaration") to reimburse the expenditures made for certain costs of the Assessable Improvements and the Utility Improvements, from the proceeds of the Bonds in the principal amount of the Bonds in accordance with Treasury Regulations, Section 1.150-2 (the "Reimbursement Regulations"). All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the issue; or (c) "preliminary expenditures" up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably

expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, soil testing, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

(b) On April 6, 2026, the City made a declaration of official intent to reimburse expenditures made for certain costs of the CIP Bonds from proceeds of the Bonds in the principal amount of up to \$6,700,000 (the "CIP Bond Declaration") in accordance with the Reimbursement Regulations. The City Council hereby ratifies and affirms the CIP Bond Declaration.

(The remainder of this page is intentionally left blank.)

Adopted this 20th day of April, 2026.

MIKE O'DAY
President of the Council

Approved this 21st day of April, 2026.

DAVE BADEAUX
Mayor

ATTEST:

NICHOLAS W. BROYLES
City Administrator

EXHIBIT A

TERMS OF PROPOSAL

THE CITY HAS AUTHORIZED BAKER TILLY MUNICIPAL ADVISORS, LLC TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:

TERMS OF PROPOSAL

\$13,055,000*

CITY OF BRAINERD, MINNESOTA

GENERAL OBLIGATION BONDS, SERIES 2026A

(BOOK ENTRY ONLY)

Proposals for the above-referenced obligations (the "Bonds") will be received by the City of Brainerd, Minnesota (the "City") on Monday, May 18, 2026 (the "Sale Date") until 11:00 A.M., Central Time (the "Sale Time") at the offices of Baker Tilly Municipal Advisors, LLC ("BTMA"), 30 East 7th Street, Suite 3025, Saint Paul, MN 55101, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at its meeting commencing at 7:30 P.M., Central Time, on the Sale Date.

SUBMISSION OF PROPOSALS

BTMA will assume no liability for the inability of a bidder or its proposal to reach BTMA prior to the Sale Time, and neither the City nor BTMA shall be responsible for any failure, misdirection or error in the means of transmission selected by any bidder. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) **Sealed Bidding.** Completed, signed proposals may be submitted to BTMA by email to bids@bakertilly.com, and must be received prior to the Sale Time.

OR

(b) **Electronic Bidding.** Proposals may also be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all proposals submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of Proposal.* Neither the City, its agents, nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents, nor PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The City is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY®, this Terms of Proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2nd Floor, New York, New York 10018
Customer Support: (212) 849-5000

*Preliminary; subject to change.

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, operate under an alternative practice structure and are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm and provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms. ©2026 Baker Tilly Municipal Advisors, LLC

G-1

DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on February 1 and August 1 of each year, commencing February 1, 2027. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts* as follows:

2028	\$530,000	2032	\$630,000	2036	\$755,000	2040	\$580,000	2044	\$690,000
2029	\$560,000	2033	\$660,000	2037	\$795,000	2041	\$615,000	2045	\$720,000
2030	\$570,000	2034	\$695,000	2038	\$530,000	2042	\$635,000	2046	\$750,000
2031	\$605,000	2035	\$725,000	2039	\$560,000	2043	\$665,000	2047	\$785,000

*The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity or maturities in multiples of \$5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Bonds as that of the original proposal. Gross spread for this purpose is the differential between the price paid to the City for the new issue and the prices at which the proposal indicates the securities will be initially offered to the investing public.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository for the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The lowest bidder (the "Purchaser"), as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR/PAYING AGENT

U.S. Bank Trust Company, National Association, Saint Paul, Minnesota will serve as Registrar/Paying Agent (the "Registrar") for the Bonds, and shall be subject to applicable regulations of the Securities and Exchange Commission. The City will pay for the services of the Registrar.

OPTIONAL REDEMPTION

The City may elect on February 1, 2035, and on any day thereafter, to redeem 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 shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be redeemed. 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. All redemptions shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the City will pledge (i) special assessments against benefited properties for repayment of a portion of the Bonds; and (ii) net revenues from the City's water, sanitary sewer, and storm sewer utility systems for repayment of a portion of the Bonds. The proceeds of the Bonds, will be used to finance (i) the remodeling and expansion of Fire Station 1 located in the City; (ii) various assessable public improvements and related water, sanitary sewer, and storm sewer utility improvements; (iii) capitalized interest for a portion of the February 1, 2027 payment; and (iv) costs of issuance.

NOT BANK QUALIFIED TAX-EXEMPT OBLIGATIONS

The City will not designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BIDDING PARAMETERS

Proposals shall be for not less than \$13,055,000 (Par) plus accrued interest, if any, on the total principal amount of the Bonds. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity as stated on the proposal must be 98.0% or greater.

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth herein. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the proposal form.

No proposal can be withdrawn or amended after the time set for receiving proposals on the Sale Date unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

ESTABLISHMENT OF ISSUE PRICE

In order to provide the City with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the "Code"), the Purchaser will be required to assist the City in establishing the issue price of the Bonds and shall complete, execute, and deliver to the City prior to the closing date, a written certification in a form acceptable to the Purchaser, the City, and Bond Counsel (the "Issue Price Certificate") containing the following for each maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity): (i) the interest rate; (ii) the reasonably expected initial offering price to the "public" (as said term is defined in Treasury Regulation Section 1.148-1(f) (the "Regulation")) or the sale price; and (iii) to the extent the hold-the-offering-price rule applies, pricing wires or equivalent communications supporting such offering or sale price. Any action to be taken or documentation to be received by the City pursuant hereto may be taken or received on behalf of the City by BTMA.

The City intends that the sale of the Bonds pursuant to this Terms of Proposal shall constitute a "competitive sale" as defined in the Regulation based on the following:

- (i) the City shall cause this Terms of Proposal to be disseminated to potential bidders in a manner that is reasonably designed to reach potential bidders;
- (ii) all bidders shall have an equal opportunity to submit a bid;
- (iii) the City reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Bonds; and
- (iv) the City anticipates awarding the sale of the Bonds to the bidder who provides a proposal with the lowest true interest cost, as set forth in this Terms of Proposal (See "AWARD" herein).

Any bid submitted pursuant to this Terms of Proposal shall be considered a firm offer for the purchase of the Bonds, as specified in the proposal. The Purchaser shall constitute an "underwriter" as said term is defined in the Regulation. By submitting its proposal, the Purchaser confirms that it shall require any agreement among underwriters, a selling group agreement, or other agreement to which it is a party relating to the initial sale of the Bonds, to include provisions requiring compliance with the provisions of the Code and the Regulation regarding the initial sale of the Bonds.

If all of the requirements of a "competitive sale" are not satisfied, the City shall advise the Purchaser of such fact prior to the time of award of the sale of the Bonds to the Purchaser. **In such event, any proposal submitted will not be subject to cancellation or withdrawal.** Within twenty-four (24) hours of the notice

of award of the sale of the Bonds, the Purchaser shall advise the City and BTMA if 10% of any maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) has been sold to the public and the price at which it was sold. The City will treat such sale price as the "issue price" for such maturity, applied on a maturity-by-maturity basis. The City will not require the Purchaser to comply with that portion of the Regulation commonly described as the "hold-the-offering-price" requirement for the remaining maturities, but the Purchaser may elect such option. If the Purchaser exercises such option, the City will apply the initial offering price to the public provided in the proposal as the issue price for such maturities. If the Purchaser does not exercise that option, it shall thereafter promptly provide the City and BTMA the prices at which 10% of such maturities are sold to the public; provided such determination shall be made and the City and BTMA notified of such prices whether or not the closing date has occurred, until the 10% test has been satisfied as to each maturity of the Bonds or until all of the Bonds of a maturity have been sold.

GOOD FAITH DEPOSIT

To have its proposal considered for award, the Purchaser is required to submit a good faith deposit via wire transfer to the City in the amount of \$130,550 (the "Deposit") no later than 2:00 P.M., Central Time on the Sale Date. The Purchaser shall be solely responsible for the timely delivery of its Deposit, and neither the City nor BTMA have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the City may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

A Deposit will be considered timely delivered to the City upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from BTMA following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the Purchaser will be retained by the City and no interest will accrue to the Purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the Purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the City. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

BOND INSURANCE AT PURCHASER'S OPTION

The City has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The City specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the City. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the City) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

CUSIP NUMBERS

If the Bonds qualify for the assignment of CUSIP numbers such numbers will be printed on the Bonds; however, neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the Purchaser to accept delivery of the Bonds. BTMA will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal Securities Rulemaking Board. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the Purchaser.

SETTLEMENT

On or about June 17, 2026, the Bonds will be delivered without cost to the Purchaser through DTC in New York, New York. Delivery will be subject to receipt by the Purchaser of an approving legal opinion of Kutak Rock LLP of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its agents, the Purchaser shall be liable to the City for any loss suffered by the City by reason of the Purchaser's non-compliance with said terms for payment.

CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the City will undertake to provide annual reports and notices of certain events. A description of this undertaking, including the financial/operating information to be provided and the events to be noticed, is set forth in the form of Continuing Disclosure Certificate attached as an appendix to the Official Statement. The Purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

OFFICIAL STATEMENT

The City has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement has been deemed final by the City as of the date thereof within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For an electronic copy of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the City, Baker Tilly Municipal Advisors, LLC, by telephone (651) 223-3000, or by email bids@bakertilly.com.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts, and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to the Purchaser, the City agrees that, no more than seven business days after the date of such award, it shall provide to the Purchaser an electronic copy of the Final Official Statement. The City designates the Purchaser as its agent for purposes of distributing the Final Official Statement to each syndicate member, if applicable. The Purchaser agrees that if its proposal is accepted by the City, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with its syndicate members for purposes of assuring the receipt of the Final Official Statement by each such syndicate member.

Dated April 20, 2026

BY ORDER OF THE CITY COUNCIL

/s/ Nick Broyles
City Administrator

STATE OF MINNESOTA)
)
COUNTY OF CROW WING)
)
CITY OF BRAINERD)

I, the undersigned, being the duly qualified City Administrator of the City of Brainerd, Minnesota (the "City"), 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 April 20, 2026, 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 2026A, in the proposed aggregate principal amount of \$13,055,000.

WITNESS My hand as City Administrator and the corporate seal of the City this _____ day of April, 2026.

(SEAL)

City Administrator
City of Brainerd, Minnesota

April 13th, 2026



Pre-issuance report for

City of Brainerd, Minnesota

13,055,000* General Obligation Bonds, Series 2026A (the “Bonds”)

PRE-ISSUANCE REPORT

PREPARED BY

Baker Tilly Municipal Advisors, LLC
30 East Seventh Street, Ste. 3025,
St. Paul, MN, 55101

ADVISOR

Chris Hogan | Director
651-223-3034
chris.hogan@bakertilly.com

Issue summary

PROPOSED ISSUE

The City Council (the “Council”) has under consideration the issuance of the Bonds to finance: (i) the remodeling and expansion of Fire Station 1 located in the City (the “Capital Improvement Plan Bonds”); (ii) various assessable public improvements (the “Improvement Bonds”) (iii) related water, sanitary sewer, and storm sewer utility improvements (the “Utility Revenue Bonds”); and (iv) pay costs of issuance.

AUTHORITY

The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429 , 444 , 475, as amended, and Section 475.521).

Capital Improvement Plan Bonds or CIP Bonds

Statutory Requirements:

Pursuant to Minnesota Statutes, Section 475.521, the City is authorized to issue Capital Improvement Plan Bonds for purposes including the financing of a city hall, public safety facility, and public works facilities. This authority limits the maximum amount of principal and interest to become due in any year on all outstanding capital improvement plan bonds to be not more than 0.16% of the estimated market value of property in the City for taxes payable in the year in which the bonds are issued or sold. The statutory maximum allowable for annual debt service on the City’s capital improvement plan bonds is \$2,003,622, based on the City’s 2024/25 estimated market value of \$1,252,263,500. The maximum annual debt service on the City’s outstanding Capital Improvement Plan Bonds, including an estimate for the Bonds, is \$463,538, which is within the statutory limit.

Additionally, the City must hold a public hearing, adopt a five-year capital improvement plan and authorize a resolution with the intent to issue CIP Bonds. The City conducted its public hearing on April 6th, 2026 and approved the issuance of bonds.

Improvement Bonds

Statutory Requirements: Pursuant to Minnesota Statutes, Chapter 429, at least 20% of the City’s share of the estimated cost of the projects must be paid from special assessments. The projects being financed by the Improvement Bonds meet this requirement.

Utility Revenue Bonds

Statutory Requirements: Pursuant to Minnesota Statutes, Chapter 444 and the resolution awarding the Bonds, the City will covenant to maintain sanitary sewer, storm sewer, and water utility rates in an amount sufficient to generate revenues to support the operation of sanitary, storm sewer, and water utility funds (together the “Utility Funds”) and to pay 105% of debt service. The City is required to annually review the budget of the sanitary, storm sewer, and water utility funds to determine whether currents rates and charges are sufficient and to adjust them as necessary.

In addition to the Utility Revenue Bonds, the City currently has twelve (12) other bond issues outstanding payable from the City’s Utility Funds. Six (6) are payable from Water Utility, Five (5) from Storm Sewer Utility, and One (1) from Sanitary Sewer. On pages 17-19, the outstanding bonds are shown broken out by each utility. The table below shows net revenues available to pay debt service from the Utility Funds based on fiscal year ended December 31, 2024 (the City’s audited financial statements for fiscal year ended December 31, 2025 are not yet available) including the projected debt service payable from Utility Revenue

Bonds. The projected coverage for Water Utility as shown in the table below is less than 1.0 times; however, the City adjusts rates annually based on operations and debt service needs. The City is expected to raise Water Utility rates by 2.45% in June 2026 and an additional 2.39% in January 2027. Additionally, rate studies are in progress and are expected to be completed by September 30, 2026. The City is expected to raise rates further until coverage is met.

	<u>Water</u>	<u>Storm Sewer</u>	<u>Sanitary Sewer</u>
Operating Revenues	\$3,700,479.00	\$3,437,015.00	\$905,864.00
Operating Expenses	-\$3,872,830.00	-\$3,568,036.00	-\$775,563.00
Operating Income	-\$172,351.00	-\$131,021.00	\$130,301.00
Add back depreciation	\$1,333,639.00	\$1,694,652.00	\$493,906.00
Interest Income	\$32,008.00	\$503,386.00	\$32,040.00
Local Option Sales Tax	\$366,513.00	\$1,517,991.00	
Income Available for Debt Service	\$1,559,809.00	\$3,716,029.00	\$525,946.00
Maximum Projected Debt Service	\$1,974,386.15	\$2,323,886.36	\$153,798.75
Remaining Capacity	-\$414,577.15	\$1,392,142.64	\$372,147.25
Coverage	0.79	1.60	3.42

SECURITY/SOURCE OF PAYMENT

The Bonds will be a general obligation of the City, secured by its full faith and credit and taxing power and will be repaid from ad valorem tax levies, special assessments, and net revenues of the City's Utility Funds as further detailed below.

Capital Improvement Plan Bonds

The City will make its first levy in 2026 for collection beginning in 2027. Each year's first-half collection of taxes will be used to make the August 1 interest payment due in the year of collection and the February 1 principal and interest due in the subsequent year. Capitalized interest has been included in the principal amount of the Capital Improvement Plan Bonds in an amount required to make the February 1, 2027 interest payment.

Improvement Bonds

Debt service on the Improvement Bonds will be paid from a combination of ad valorem taxes and special assessments filed against benefited properties.

Special assessments totaling in the principal amount of \$490,215, are expected to be filed in 2026 for first collection in 2027. The assessments will be spread over a term of 10 years, with equal annual payments of principal. Interest on the unpaid balance of the assessments will be charged a rate of 5.120%.

The City will also levy taxes for repayment of a portion of the Improvement Bonds. The City will make its first levy in 2026 for first collection in 2027. Each year's collection of taxes and special assessments, if collected in full, will be sufficient to pay 105% of the interest payment due August 1 of the collection year and the principal and interest payment due February 1 of the following year. The City will use funds on hand to make the February 1, 2027 interest payment due on the Improvement Bonds.

Utility Revenue Bonds

Net revenues of the City's Utility Funds will be used to pay debt service on the Utility Revenue Bonds as it comes due.

FINANCING STRUCTURE

Capital Improvement Plan Bonds

In consultation with City staff, the Bonds have been structured to be repaid over a term of twenty (20) years, to provide for approximately level annual debt service payments.

Improvement Bonds

In consultation with City staff, the Bonds have been structured over a term of twenty (20) years around the projected assessment income to provide for approximately level annual levy requirement.

Utility Revenue Bonds

The Utility Revenue Bonds has been structured as three purposes by utility fund. The Sanitary and Storm Utility portions will have a repayment term of 10 years with approximately level debt service payments. The Water Utility portion will be structured over a repayment term of 20 years with approximately level debt service payments.

Issue terms

BANK QUALIFICATION

The par amount of the Bonds exceed the \$10 million bank qualification limit for tax-exempt debt for 2026; therefore, the Bonds are not designated as bank qualified.

PREMIUM

The outcome of this financing will rely on the market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions.

As indicated above under Structuring Summary, the Bonds have been structured to result in additional proceeds generated from a premium bid. There is not guaranty that the winning bidder will price this issue with a premium in the amount that we have estimated. If the Bonds price with a premium less than we have currently estimated the par amount of the Bonds would need to be increased. The not to exceed amounts to be authorized, will allow the City to increase the issue size of the Bonds if needed.

OPTIONAL REDEMPTION

The City may elect on February 1, 2035, and on any day thereafter, to redeem 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 shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be redeemed. 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. All redemptions shall be at a price of par plus accrued interest.

Rating

An application will be made to S&P Global Ratings (S&P) for a rating on the Bonds. The City's general obligation debt is currently rated "AA-" by S&P.

Issuance timeline

City held Public Hearing on the Bonds and approved the five -year CIP and issuance of CIP Bonds	Monday, April 6 th , 2026
City Council considers Resolution Authorizing the Bonds	Monday, April 20 th , 2026
S&P to provide list of questions and updates with responses due from the City April 24	Week of April 20
Competitive bids are received	Monday, May 18 th , 2026 at 11 a.m.
Council considers award of the Bonds	Monday, May 18 th , 2026 at 7:30p.m.
Proceeds are received	Wednesday, June 17 th , 2026

Post issuance

ARBITRAGE/REBATE

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any "excess earnings" will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not "excess earnings" as defined by the IRS Code.

The arbitrage rules provide for spend-down exceptions for proceeds that are spent within either a 6-month, 18-month or, for certain construction issues, a 24-month period each in accordance with certain spending criteria. Proceeds that qualify for an exception will be exempt from rebate. These exceptions are based on actual expenditures and not based on reasonable expectations, and expenditures, including any investment proceeds will have to meet the spending criteria to qualify for the exclusion. The City expects to meet the 24 month spending exception. The 24-month spending exception requires that proceeds be spent within the following schedule:

- 10% spent within 6-months

- 45% spent within 12 months
- 75% spent within 18 months
- 100% spent within 24 months

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

Baker Tilly Municipal Advisors, LLC (Baker Tilly MA) and the City entered into an Agreement for Municipal Advisor Services under which Baker Tilly will provide arbitrage compliance services on the Bonds.

CONTINUING DISCLOSURE

Pursuant to securities regulations, the Council is required to comply with post issuance compliance related to continuing disclosure responsibilities for the Bonds. These responsibilities are a commitment to provide ongoing, transparent information to the market after the issuance of bonds. To meet these requirements, any prospective underwriter will require the Council to commit to providing the information needed to comply under a continuing disclosure agreement.

Baker Tilly Municipal Advisors, LLC (Baker Tilly MA) and the City entered into an Agreement for Municipal Advisor Services under which Baker Tilly will provide continuing disclosure compliance services on the Bonds.

Finance team

The issuance of the Bonds will require the work of various other public finance professionals. Fees for these professionals shall be paid by proceeds of this issuance unless directed otherwise by the City. The following professionals and their role have been identified below:

Bond Counsel: Kutak Rock LLP.

Municipal Advisor: Baker Tilly Municipal Advisors, LLC

Attachments

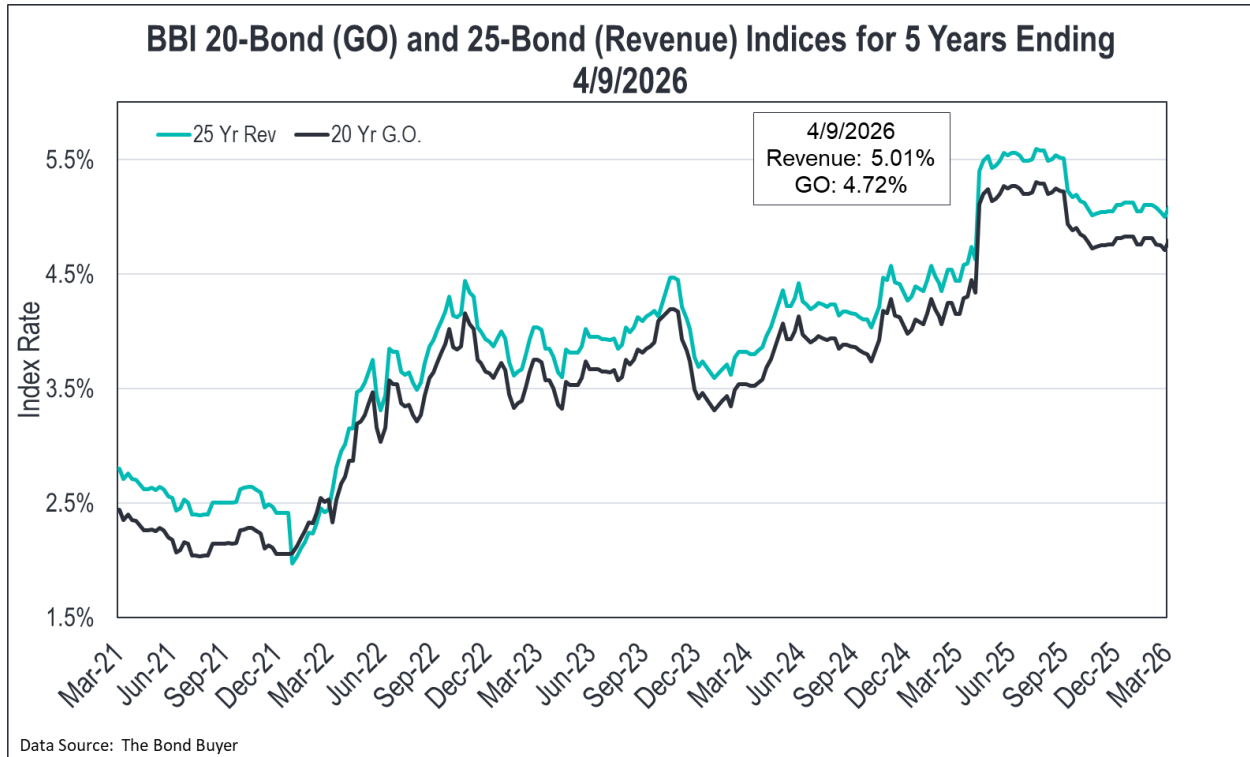
Schedules attached for the Bonds include:

- Bond Buyer Index
- Bond schedules to include sources and uses, pricing summary and debt service for the Bonds as a whole and by Statutory purposes
- Assessment Income
- Aggregate Utility debt payable from Water, Storm and Sanitary Sewer

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BOND BUYER INDEX

Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high grade municipal bonds in the 20th year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30th year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



 **\$13,055,000**

City of Brainerd, Minnesota
General Obligation Bonds, Series 2026A
Issue Summary

Total Issue Sources And Uses

Dated 06/17/2026 | Delivered 06/17/2026

	CIP Bonds - Fire Station Remodel	Improvement Bonds	Sanitary Bonds	Water Bonds	Storm Bonds	Issue Summary
Sources Of Funds						
Par Amount of Bonds	\$5,680,000.00	\$1,675,000.00	\$635,000.00	\$4,945,000.00	\$120,000.00	\$13,055,000.00
Reoffering Premium	261,164.40	154,960.85	59,324.85	228,084.25	11,297.20	714,831.55
Total Sources	\$5,941,164.40	\$1,829,960.85	\$694,324.85	\$5,173,084.25	\$131,297.20	\$13,769,831.55
Uses Of Funds						
Deposit to Project Construction Fund	5,654,283.00	1,796,133.00	679,315.30	5,065,224.90	128,796.85	13,323,753.05
Deposit to Capitalized Interest (CIF) Fund	164,834.44	-	-	-	-	164,834.44
Total Underwriter's Discount (1.100%)	62,480.00	18,425.00	6,985.00	54,395.00	1,320.00	143,605.00
Costs of Issuance	57,583.17	16,980.95	6,437.55	50,131.80	1,216.53	132,350.00
Rounding Amount	1,983.79	(1,578.10)	1,587.00	3,332.55	(36.18)	5,289.06
Total Uses	\$5,941,164.40	\$1,829,960.85	\$694,324.85	\$5,173,084.25	\$131,297.20	13769831.55

 **\$13,055,000**

City of Brainerd, Minnesota
General Obligation Bonds, Series 2026A
Issue Summary

Pricing Summary

Maturity	Type of Bond	Coupon	Yield	Maturity Value	Price	YTM	Call Date	Call Price	Dollar Price
02/01/2028	Serial Coupon	5.000%	2.819%	530,000.00	103.431%	-	-	-	548,184.30
02/01/2029	Serial Coupon	5.000%	2.847%	560,000.00	105.399%	-	-	-	590,234.40
02/01/2030	Serial Coupon	5.000%	2.911%	570,000.00	107.129%	-	-	-	610,635.30
02/01/2031	Serial Coupon	5.000%	2.997%	605,000.00	108.582%	-	-	-	656,921.10
02/01/2032	Serial Coupon	5.000%	3.091%	630,000.00	109.779%	-	-	-	691,607.70
02/01/2033	Serial Coupon	5.000%	3.173%	660,000.00	110.831%	-	-	-	731,484.60
02/01/2034	Serial Coupon	5.000%	3.266%	695,000.00	111.613%	-	-	-	775,710.35
02/01/2035	Serial Coupon	5.000%	3.373%	725,000.00	112.081%	-	-	-	812,587.25
02/01/2036	Serial Coupon	5.000%	3.487%	755,000.00	111.179%	c 3.614%	02/01/2035	100.000%	839,401.45
02/01/2037	Serial Coupon	5.000%	3.594%	795,000.00	110.341%	c 3.807%	02/01/2035	100.000%	877,210.95
02/01/2038	Serial Coupon	5.000%	3.709%	530,000.00	109.448%	c 3.976%	02/01/2035	100.000%	580,074.40
02/01/2039	Serial Coupon	5.000%	3.825%	560,000.00	108.556%	c 4.123%	02/01/2035	100.000%	607,913.60
02/01/2040	Serial Coupon	5.000%	3.945%	580,000.00	107.643%	c 4.254%	02/01/2035	100.000%	624,329.40
02/01/2041	Serial Coupon	4.000%	4.030%	615,000.00	99.667%	-	-	-	612,952.05
02/01/2042	Serial Coupon	4.000%	4.130%	635,000.00	98.510%	-	-	-	625,538.50
02/01/2043	Serial Coupon	4.125%	4.199%	665,000.00	99.116%	-	-	-	659,121.40
02/01/2044	Serial Coupon	4.250%	4.328%	690,000.00	99.041%	-	-	-	683,382.90
02/01/2045	Serial Coupon	4.375%	4.452%	720,000.00	99.027%	-	-	-	712,994.40
02/01/2046	Serial Coupon	4.500%	4.556%	750,000.00	99.273%	-	-	-	744,547.50
02/01/2047	Serial Coupon	4.500%	4.500%	785,000.00	100.000%	-	-	-	785,000.00
Total		-	-	-	\$13,055,000.00	-	-	-	\$13,769,831.55

Bid Information

Par Amount of Bonds	\$13,055,000.00
Reoffering Premium or (Discount)	714,831.55
Gross Production	\$13,769,831.55
Total Underwriter's Discount (1.100%)	\$(143,605.00)
Bid (104.375538%)	13,626,226.55
Total Purchase Price	\$13,626,226.55
Bond Year Dollars	\$149,928.11
Average Life	11.484 Years
Average Coupon	4.5895575%
Net Interest Cost (NIC)	4.2085572%
True Interest Cost (TIC)	4.1080357%

\$13,055,000

City of Brainerd, Minnesota
General Obligation Bonds, Series 2026A
Issue Summary

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	CIF	105% of Total	Assessment	Sanitary Revenue	Water Revenue	Storm Revenue	Levy Required
02/01/2027	-	-	383,961.66	383,961.66	(164,834.44)	230,083.58	-	20,743.34	150,703.58	3,920.00	54,716.67
02/01/2028	530,000.00	5.000%	617,081.26	1,147,081.26	-	1,204,435.32	78,303.68	85,837.50	399,702.20	16,800.00	623,791.95
02/01/2029	560,000.00	5.000%	590,581.26	1,150,581.26	-	1,208,110.32	71,610.60	88,462.50	402,327.20	16,275.00	629,435.03
02/01/2030	570,000.00	5.000%	562,581.26	1,132,581.26	-	1,189,210.32	69,100.70	85,575.00	399,177.20	15,750.00	619,607.43
02/01/2031	605,000.00	5.000%	534,081.26	1,139,081.26	-	1,196,035.32	66,590.80	87,937.50	401,014.70	15,225.00	625,267.33
02/01/2032	630,000.00	5.000%	503,831.26	1,133,831.26	-	1,190,522.82	64,080.90	84,787.50	402,327.20	14,700.00	624,627.23
02/01/2033	660,000.00	5.000%	472,331.26	1,132,331.26	-	1,188,947.82	61,571.00	86,887.50	403,114.70	14,175.00	623,199.63
02/01/2034	695,000.00	5.000%	439,331.26	1,134,331.26	-	1,191,047.82	59,061.10	83,475.00	403,377.20	18,900.00	626,234.53
02/01/2035	725,000.00	5.000%	404,581.26	1,129,581.26	-	1,186,060.32	56,551.20	85,312.50	403,114.70	18,112.50	622,969.43
02/01/2036	755,000.00	5.000%	368,331.26	1,123,331.26	-	1,179,497.82	54,041.30	86,887.50	402,327.20	17,325.00	618,916.83
02/01/2037	795,000.00	5.000%	330,581.26	1,125,581.26	-	1,181,860.32	51,531.40	88,200.00	401,014.70	16,537.50	624,576.73
02/01/2038	530,000.00	5.000%	290,831.26	820,831.26	-	861,872.82	-	-	399,177.20	-	462,695.63
02/01/2039	560,000.00	5.000%	264,331.26	824,331.26	-	865,547.82	-	-	402,064.70	-	463,483.13
02/01/2040	580,000.00	5.000%	236,331.26	816,331.26	-	857,147.82	-	-	398,914.70	-	458,233.13
02/01/2041	615,000.00	4.000%	207,331.26	822,331.26	-	863,447.82	-	-	400,489.70	-	462,958.13
02/01/2042	635,000.00	4.000%	182,731.26	817,731.26	-	858,617.82	-	-	399,019.70	-	459,598.13
02/01/2043	665,000.00	4.125%	157,331.26	822,331.26	-	863,447.82	-	-	402,379.70	-	461,068.13
02/01/2044	690,000.00	4.250%	129,900.02	819,900.02	-	860,895.02	-	-	399,452.82	-	461,442.20
02/01/2045	720,000.00	4.375%	100,575.02	820,575.02	-	861,603.77	-	-	400,922.82	-	460,680.95
02/01/2046	750,000.00	4.500%	69,075.00	819,075.00	-	860,028.75	-	-	401,283.75	-	458,745.00
02/01/2047	785,000.00	4.500%	35,325.00	820,325.00	-	861,341.25	-	-	400,496.25	-	460,845.00
Total	\$13,055,000.00	-	\$6,881,036.86	\$19,936,036.86	(164,834.44)	\$20,759,762.54	\$632,442.68	\$884,105.84	\$8,172,401.90	\$167,720.00	\$10,903,092.13

Dated	6/17/2026
Delivery Date	6/17/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	\$149,928.11
Average Life	11.484 Years
Average Coupon	4.5895575%
Net Interest Cost (NIC)	4.2085572%
True Interest Cost (TIC)	4.1080357%
Bond Yield for Arbitrage Purposes	3.9310500%
All Inclusive Cost (AIC)	4.2228594%

IRS Form 8038

Net Interest Cost	3.9664078%
Weighted Average Maturity	11.290 Years

2026A GO Bonds (2) | Issue Summary | 3/31/2026 | 11:21 AM

Baker Tilly Municipal Advisors, LLC

 **\$5,680,000**

City of Brainerd, Minnesota
General Obligation Bonds, Series 2026A
CIP Bonds - Fire Station Remodel

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	CIF	105% of Total	Levy Required
02/01/2027	-	-	164,834.44	164,834.44	(164,834.44)	-	-
02/01/2028	175,000.00	5.000%	264,912.50	439,912.50	-	461,908.13	461,908.13
02/01/2029	185,000.00	5.000%	256,162.50	441,162.50	-	463,220.63	463,220.63
02/01/2030	190,000.00	5.000%	246,912.50	436,912.50	-	458,758.13	458,758.13
02/01/2031	200,000.00	5.000%	237,412.50	437,412.50	-	459,283.13	459,283.13
02/01/2032	210,000.00	5.000%	227,412.50	437,412.50	-	459,283.13	459,283.13
02/01/2033	220,000.00	5.000%	216,912.50	436,912.50	-	458,758.13	458,758.13
02/01/2034	235,000.00	5.000%	205,912.50	440,912.50	-	462,958.13	462,958.13
02/01/2035	245,000.00	5.000%	194,162.50	439,162.50	-	461,120.63	461,120.63
02/01/2036	255,000.00	5.000%	181,912.50	436,912.50	-	458,758.13	458,758.13
02/01/2037	270,000.00	5.000%	169,162.50	439,162.50	-	461,120.63	461,120.63
02/01/2038	285,000.00	5.000%	155,662.50	440,662.50	-	462,695.63	462,695.63
02/01/2039	300,000.00	5.000%	141,412.50	441,412.50	-	463,483.13	463,483.13
02/01/2040	310,000.00	5.000%	126,412.50	436,412.50	-	458,233.13	458,233.13
02/01/2041	330,000.00	4.000%	110,912.50	440,912.50	-	462,958.13	462,958.13
02/01/2042	340,000.00	4.000%	97,712.50	437,712.50	-	459,598.13	459,598.13
02/01/2043	355,000.00	4.125%	84,112.50	439,112.50	-	461,068.13	461,068.13
02/01/2044	370,000.00	4.250%	69,468.76	439,468.76	-	461,442.20	461,442.20
02/01/2045	385,000.00	4.375%	53,743.76	438,743.76	-	460,680.95	460,680.95
02/01/2046	400,000.00	4.500%	36,900.00	436,900.00	-	458,745.00	458,745.00
02/01/2047	420,000.00	4.500%	18,900.00	438,900.00	-	460,845.00	460,845.00
Total	\$5,680,000.00	-	\$3,260,946.96	\$8,940,946.96	(164,834.44)	\$9,214,918.15	\$9,214,918.15

Dated	6/17/2026
Delivery Date	6/17/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	\$71,804.22
Average Life	12.642 Years
Average Coupon	4.5414418%

Net Interest Cost (NIC)	4.2647388%
True Interest Cost (TIC)	4.1873678%
Bond Yield for Arbitrage Purposes	3.9310500%
All Inclusive Cost (AIC)	4.2944736%

IRS Form 8038

Net Interest Cost	4.0593079%
Weighted Average Maturity	12.438 Years

 **\$1,675,000**

City of Brainerd, Minnesota
General Obligation Bonds, Series 2026A
Improvement Bonds

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessment	Levy Required
02/01/2027	-	-	52,111.11	52,111.11	54,716.67	-	54,716.67
02/01/2028	145,000.00	5.000%	83,750.00	228,750.00	240,187.50	78,303.68	161,883.82
02/01/2029	150,000.00	5.000%	76,500.00	226,500.00	237,825.00	71,610.60	166,214.40
02/01/2030	150,000.00	5.000%	69,000.00	219,000.00	229,950.00	69,100.70	160,849.30
02/01/2031	160,000.00	5.000%	61,500.00	221,500.00	232,575.00	66,590.80	165,984.20
02/01/2032	165,000.00	5.000%	53,500.00	218,500.00	229,425.00	64,080.90	165,344.10
02/01/2033	170,000.00	5.000%	45,250.00	215,250.00	226,012.50	61,571.00	164,441.50
02/01/2034	175,000.00	5.000%	36,750.00	211,750.00	222,337.50	59,061.10	163,276.40
02/01/2035	180,000.00	5.000%	28,000.00	208,000.00	218,400.00	56,551.20	161,848.80
02/01/2036	185,000.00	5.000%	19,000.00	204,000.00	214,200.00	54,041.30	160,158.70
02/01/2037	195,000.00	5.000%	9,750.00	204,750.00	214,987.50	51,531.40	163,456.10
Total	\$1,675,000.00	-	\$535,111.11	\$2,210,111.11	\$2,320,616.67	\$632,442.68	\$1,688,173.99

Dated	6/17/2026
Delivery Date	6/17/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	\$10,702.22
Average Life	6.389 Years
Average Coupon	5.0000000%
Net Interest Cost (NIC)	3.7242290%
True Interest Cost (TIC)	3.5328391%
Bond Yield for Arbitrage Purposes	3.9310500%
All Inclusive Cost (AIC)	3.7066444%

IRS Form 8038

Net Interest Cost	3.2210724%
Weighted Average Maturity	6.449 Years

 **\$635,000**

City of Brainerd, Minnesota
General Obligation Bonds, Series 2026A
Sanitary Bonds

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Levy	Fiscal Total
06/17/2026	-	-	-	-	-	-
02/01/2027	-	-	19,755.56	19,755.56	20,743.34	20,743.34
08/01/2027	-	-	15,875.00	15,875.00	16,668.75	-
02/01/2028	50,000.00	5.000%	15,875.00	65,875.00	69,168.75	85,837.50
08/01/2028	-	-	14,625.00	14,625.00	15,356.25	-
02/01/2029	55,000.00	5.000%	14,625.00	69,625.00	73,106.25	88,462.50
08/01/2029	-	-	13,250.00	13,250.00	13,912.50	-
02/01/2030	55,000.00	5.000%	13,250.00	68,250.00	71,662.50	85,575.00
08/01/2030	-	-	11,875.00	11,875.00	12,468.75	-
02/01/2031	60,000.00	5.000%	11,875.00	71,875.00	75,468.75	87,937.50
08/01/2031	-	-	10,375.00	10,375.00	10,893.75	-
02/01/2032	60,000.00	5.000%	10,375.00	70,375.00	73,893.75	84,787.50
08/01/2032	-	-	8,875.00	8,875.00	9,318.75	-
02/01/2033	65,000.00	5.000%	8,875.00	73,875.00	77,568.75	86,887.50
08/01/2033	-	-	7,250.00	7,250.00	7,612.50	-
02/01/2034	65,000.00	5.000%	7,250.00	72,250.00	75,862.50	83,475.00
08/01/2034	-	-	5,625.00	5,625.00	5,906.25	-
02/01/2035	70,000.00	5.000%	5,625.00	75,625.00	79,406.25	85,312.50
08/01/2035	-	-	3,875.00	3,875.00	4,068.75	-
02/01/2036	75,000.00	5.000%	3,875.00	78,875.00	82,818.75	86,887.50
08/01/2036	-	-	2,000.00	2,000.00	2,100.00	-
02/01/2037	80,000.00	5.000%	2,000.00	82,000.00	86,100.00	88,200.00
Total	\$635,000.00	-	\$207,005.56	\$842,005.56	\$884,105.84	-

SIGNIFICANT DATES

Dated	6/17/2026
Delivery Date	6/17/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	\$4,140.11
Average Life	6.520 Years
Average Coupon	5.0000001%
Net Interest Cost (NIC)	3.7357865%
True Interest Cost (TIC)	3.5430053%
Bond Yield for Arbitrage Purposes	3.9310500%
All Inclusive Cost (AIC)	3.7136455%

IRS Form 8038

Net Interest Cost	3.2334391%
Weighted Average Maturity	6.578 Years

2026A GO Bonds (2) | Sanitary Bonds | 3/31/2026 | 11:21 AM

Baker Tilly Municipal Advisors, LLC

\$4,945,000

City of Brainerd, Minnesota
General Obligation Bonds, Series 2026A
Water Bonds

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Levy	Fiscal Total
06/17/2026	-	-	-	-	-	-
02/01/2027	-	-	143,527.22	143,527.22	150,703.58	150,703.58
08/01/2027	-	-	115,334.38	115,334.38	121,101.10	-
02/01/2028	150,000.00	5.000%	115,334.38	265,334.38	278,601.10	399,702.20
08/01/2028	-	-	111,584.38	111,584.38	117,163.60	-
02/01/2029	160,000.00	5.000%	111,584.38	271,584.38	285,163.60	402,327.20
08/01/2029	-	-	107,584.38	107,584.38	112,963.60	-
02/01/2030	165,000.00	5.000%	107,584.38	272,584.38	286,213.60	399,177.20
08/01/2030	-	-	103,459.38	103,459.38	108,632.35	-
02/01/2031	175,000.00	5.000%	103,459.38	278,459.38	292,382.35	401,014.70
08/01/2031	-	-	99,084.38	99,084.38	104,038.60	-
02/01/2032	185,000.00	5.000%	99,084.38	284,084.38	298,288.60	402,327.20
08/01/2032	-	-	94,459.38	94,459.38	99,182.35	-
02/01/2033	195,000.00	5.000%	94,459.38	289,459.38	303,932.35	403,114.70
08/01/2033	-	-	89,584.38	89,584.38	94,063.60	-
02/01/2034	205,000.00	5.000%	89,584.38	294,584.38	309,313.60	403,377.20
08/01/2034	-	-	84,459.38	84,459.38	88,682.35	-
02/01/2035	215,000.00	5.000%	84,459.38	299,459.38	314,432.35	403,114.70
08/01/2035	-	-	79,084.38	79,084.38	83,038.60	-
02/01/2036	225,000.00	5.000%	79,084.38	304,084.38	319,288.60	402,327.20
08/01/2036	-	-	73,459.38	73,459.38	77,132.35	-
02/01/2037	235,000.00	5.000%	73,459.38	308,459.38	323,882.35	401,014.70
08/01/2037	-	-	67,584.38	67,584.38	70,963.60	-
02/01/2038	245,000.00	5.000%	67,584.38	312,584.38	328,213.60	399,177.20
08/01/2038	-	-	61,459.38	61,459.38	64,532.35	-
02/01/2039	260,000.00	5.000%	61,459.38	321,459.38	337,532.35	402,064.70
08/01/2039	-	-	54,959.38	54,959.38	57,707.35	-
02/01/2040	270,000.00	5.000%	54,959.38	324,959.38	341,207.35	398,914.70
08/01/2040	-	-	48,209.38	48,209.38	50,619.85	-
02/01/2041	285,000.00	4.000%	48,209.38	333,209.38	349,869.85	400,489.70
08/01/2041	-	-	42,509.38	42,509.38	44,634.85	-
02/01/2042	295,000.00	4.000%	42,509.38	337,509.38	354,384.85	399,019.70
08/01/2042	-	-	36,609.38	36,609.38	38,439.85	-
02/01/2043	310,000.00	4.125%	36,609.38	346,609.38	363,939.85	402,379.70
08/01/2043	-	-	30,215.63	30,215.63	31,726.41	-
02/01/2044	320,000.00	4.250%	30,215.63	350,215.63	367,726.41	399,452.82
08/01/2044	-	-	23,415.63	23,415.63	24,586.41	-
02/01/2045	335,000.00	4.375%	23,415.63	358,415.63	376,336.41	400,922.82
08/01/2045	-	-	16,087.50	16,087.50	16,891.88	-
02/01/2046	350,000.00	4.500%	16,087.50	366,087.50	384,391.88	401,283.75
08/01/2046	-	-	8,212.50	8,212.50	8,623.13	-
02/01/2047	365,000.00	4.500%	8,212.50	373,212.50	391,873.13	400,496.25
Total	\$4,945,000.00	-	\$2,838,239.90	\$7,783,239.90	\$8,172,401.90	-

SIGNIFICANT DATES

Dated	6/17/2026
Delivery Date	6/17/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	\$62,486.89
Average Life	12.636 Years
Average Coupon	4.5421367%
Net Interest Cost (NIC)	4.2641756%
True Interest Cost (TIC)	4.1864775%
Bond Yield for Arbitrage Purposes	3.9310500%
All Inclusive Cost (AIC)	4.2935988%

IRS Form 8038

Net Interest Cost	4.0583814%
Weighted Average Maturity	12.433 Years

2026A GO Bonds (2) | Water Bonds | 3/31/2026 | 11:21 AM

Baker Tilly Municipal Advisors, LLC

 **\$120,000**

City of Brainerd, Minnesota
General Obligation Bonds, Series 2026A
Storm Bonds

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% Levy	Fiscal Total
06/17/2026	-	-	-	-	-	-
02/01/2027	-	-	3,733.33	3,733.33	3,920.00	3,920.00
08/01/2027	-	-	3,000.00	3,000.00	3,150.00	-
02/01/2028	10,000.00	5.000%	3,000.00	13,000.00	13,650.00	16,800.00
08/01/2028	-	-	2,750.00	2,750.00	2,887.50	-
02/01/2029	10,000.00	5.000%	2,750.00	12,750.00	13,387.50	16,275.00
08/01/2029	-	-	2,500.00	2,500.00	2,625.00	-
02/01/2030	10,000.00	5.000%	2,500.00	12,500.00	13,125.00	15,750.00
08/01/2030	-	-	2,250.00	2,250.00	2,362.50	-
02/01/2031	10,000.00	5.000%	2,250.00	12,250.00	12,862.50	15,225.00
08/01/2031	-	-	2,000.00	2,000.00	2,100.00	-
02/01/2032	10,000.00	5.000%	2,000.00	12,000.00	12,600.00	14,700.00
08/01/2032	-	-	1,750.00	1,750.00	1,837.50	-
02/01/2033	10,000.00	5.000%	1,750.00	11,750.00	12,337.50	14,175.00
08/01/2033	-	-	1,500.00	1,500.00	1,575.00	-
02/01/2034	15,000.00	5.000%	1,500.00	16,500.00	17,325.00	18,900.00
08/01/2034	-	-	1,125.00	1,125.00	1,181.25	-
02/01/2035	15,000.00	5.000%	1,125.00	16,125.00	16,931.25	18,112.50
08/01/2035	-	-	750.00	750.00	787.50	-
02/01/2036	15,000.00	5.000%	750.00	15,750.00	16,537.50	17,325.00
08/01/2036	-	-	375.00	375.00	393.75	-
02/01/2037	15,000.00	5.000%	375.00	15,375.00	16,143.75	16,537.50
Total	\$120,000.00	-	\$39,733.33	\$159,733.33	\$167,720.00	-

SIGNIFICANT DATES

Dated	6/17/2026
Delivery Date	6/17/2026
First Coupon Date	2/01/2027

Yield Statistics

Bond Year Dollars	\$794.67
Average Life	6.622 Years
Average Coupon	4.9999996%
Net Interest Cost (NIC)	3.7444794%
True Interest Cost (TIC)	3.5501319%
Bond Yield for Arbitrage Purposes	3.9310500%
All Inclusive Cost (AIC)	3.7184034%

IRS Form 8038

Net Interest Cost	3.2410554%
Weighted Average Maturity	6.682 Years

2026A GO Bonds (2) | Storm Bonds | 3/31/2026 | 11:21 AM

Baker Tilly Municipal Advisors, LLC

 **\$490,215**

City of Brainerd, Minnesota
General Obligation Bonds, Series 2026A
Assessment Income

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2026	-	-	-	-
12/31/2027	49,021.50	5.120%	29,282.18	78,303.68
12/31/2028	49,021.50	5.120%	22,589.10	71,610.60
12/31/2029	49,021.50	5.120%	20,079.20	69,100.70
12/31/2030	49,021.50	5.120%	17,569.30	66,590.80
12/31/2031	49,021.50	5.120%	15,059.40	64,080.90
12/31/2032	49,021.50	5.120%	12,549.50	61,571.00
12/31/2033	49,021.50	5.120%	10,039.60	59,061.10
12/31/2034	49,021.50	5.120%	7,529.70	56,551.20
12/31/2035	49,021.50	5.120%	5,019.80	54,041.30
12/31/2036	49,021.50	5.120%	2,509.90	51,531.40
Total	\$490,215.00	-	\$142,227.68	\$632,442.68

SIGNIFICANT DATES

Filing Date	11/01/2026
First Payment Date	12/31/2027

AGGREGATE DEBT SERVICE – WATER UTILITY

Calendar Year	\$4,845,000 2016A Bonds	\$2,720,000 2018A Bonds	\$5,250,000 2021A Bonds	\$1,100,000 2023A Bonds	\$1,225,000 2024A Bonds	\$1,725,000 2025A Bonds	\$4,945,000 2026A Bonds*	Total D/S	Net D/S Payable from Water	Coverage
2026	430,178	339,255	418,735	108,885	153,353	62,331		1,512,736	1,512,736	1.03
2027	429,201	334,976	409,416	105,998	163,984	130,349	271,805	1,845,727	1,845,727	0.85
2028	427,652	335,711	394,716	108,229	163,590	148,724	395,765	1,974,386	1,974,386	0.79
2029	430,277	-	456,797	110,198	162,934	145,574	398,127	1,703,906	1,703,906	0.92
2030	427,442	-	458,635	106,785	162,015	147,542	394,846	1,697,265	1,697,265	0.92
2031	429,240	-	463,570	108,491	160,834	149,249	396,421	1,707,804	1,707,804	0.91
2032	-	-	465,510	109,935	159,390	145,574	397,471	1,277,879	1,277,879	1.22
2033	-	-	465,838	105,998	157,684	147,017	397,996	1,274,532	1,274,532	1.22
2034	-	-	465,672	107,179	161,595	148,199	397,996	1,280,641	1,280,641	1.22
2035	-	-	463,680	108,098	160,650	143,999	397,471	1,273,897	1,273,897	1.22
2036	-	-	465,255	109,167	-	144,917	396,421	1,115,760	1,115,760	1.40
2037	-	-	466,620	105,210	-	145,574	394,846	1,112,250	1,112,250	1.40
2038	-	-	-	106,332	-	146,406	392,746	645,484	645,484	2.42
2039	-	-	-	107,231	-	147,370	395,240	649,841	649,841	2.40
2040	-	-	-	-	-	147,977	391,827	539,804	539,804	2.89
2041	-	-	-	-	-	148,274	394,505	542,779	542,779	2.87
2042	-	-	-	-	-	143,135	392,825	535,959	535,959	2.91
2043	-	-	-	-	-	142,994	395,666	538,660	538,660	2.90
2044	-	-	-	-	-	147,584	392,313	539,897	539,897	2.89
2045	-	-	-	-	-	146,475	393,228	539,703	539,703	2.89
2046	-	-	-	-	-	145,117	393,015	538,132	538,132	2.90
2047	-	-	-	-	-	-	391,873	391,873	391,873	
Total	2,573,990	1,009,943	5,394,443	1,507,734	1,606,028	2,974,378	8,172,402	23,238,917	23,238,917	

Note: all debt service is shown at 105%.

* Estimate

AGGREGATE DEBT SERVICE – STORM SEWER UTILITY

Calendar Year	\$25,966,788 2009 PFA Loan (a)	\$4,845,000 2016A Bonds (b)	\$560,000 2018A Bonds	\$1,855,000 2023A Bonds	\$190,000 2025A Bonds	\$120,000 2026A Bonds*	Total D/S	Net D/S Payable from Sewer Revenue	Coverage
2026	1,888,917	103,243	62,711	180,653	6,955		2,242,479	2,242,479	1.66
2027	1,909,399	103,008	71,321	181,046	25,331	7,070	2,297,176	2,297,176	1.62
2028	1,929,717	102,636	69,274	181,178	24,544	16,538	2,323,886	2,323,886	1.60
2029	-	103,266	-	181,046	23,756	16,013	324,081	324,081	11.47
2030	-	102,586	-	180,653	28,088	15,488	326,814	326,814	11.37
2031	-	103,018	-	179,996	27,038	14,963	325,014	325,014	11.43
2032	-	-	-	184,196	25,988	14,438	224,621	224,621	16.54
2033	-	-	-	182,753	24,938	13,913	221,603	221,603	16.77
2034	-	-	-	181,046	23,888	18,506	223,440	223,440	16.63
2035	-	-	-	184,196	22,838	17,719	224,753	224,753	16.53
2036	-	-	-	182,392	26,906	16,931	226,229	226,229	16.43
2037	-	-	-	180,935		16,144	197,078	197,078	18.86
2038	-	-	-	179,156			179,156	179,156	20.74
2039	-	-	-	182,293			182,293	182,293	20.38
Total	5,728,034	617,758	203,306	2,541,538	260,267	167,720	9,518,623	9,518,623	

Note: all debt service is shown at 105%.

* Estimate

AGGREGATE DEBT SERVICE – SANITARY SEWER UTILITY

Calendar Year	\$560,000 2018A Bonds	\$635,000 2026A Bonds*	Total D/S	Net D/S Payable from Sewer Revenue	Coverage
2026	62,711		62,711	62,711	8.39
2027	71,321	37,412	108,733	108,733	4.84
2028	69,274	84,525	153,799	153,799	3.42
2029	-	87,019	87,019	87,019	6.04
2030	-	84,131	84,131	84,131	6.25
2031	-	86,363	86,363	86,363	6.09
2032	-	83,213	83,213	83,213	6.32
2033	-	85,181	85,181	85,181	6.17
2034	-	81,769	81,769	81,769	6.43
2035	-	83,475	83,475	83,475	6.30
2036	-	84,919	84,919	84,919	6.19
2037	-	86,100	86,100	86,100	6.11
Total	203,306	884,106	1,087,412	1,087,412	

Note: all debt service is shown at 105%.

** Estimate*

MEMO



To: Brainerd City Council

From: Fire Chief Holmes

cc: File

Date: 4/15/2026

Re: Fire Station Renovation

At the April 6th City Council meeting, the Council approved the construction costs associated with the Fire Station renovation project. During the discussion, Councilman Yeager raised two specific questions related to the project: (1) deferred maintenance items and cost, and (2) construction warranties. The following memo provides clarification on both and additional information regarding project cost.

1. Deferred maintenance. From the city facility study completed in 2018 there were several medium and high priority items identified in the report for fire station #1. In lieu of addressing building deficiencies outlined in this report into the capital plan, the decision was made to invest in the preparation of a fire response study, which identified a different location for a new fire station. However, in 2025, the City Council elected to proceed with the renovation of the fire station and keep it at the existing Laurel Street location. Items in the report include roof replacement, exterior windows and doors, garage doors, building generator, domestic water system, exterior EIFS, some HVAC, and solar wall. The estimated cost of these items is \$625,000 and all are included in the renovation project.
2. Warranty. To ensure the City's investment is protected, warranties are managed through a dual-layer system involving both the general contractor and specific trade requirements. Per MN State Statue 327A.02 Statutory Warranties, Nor-Son Construction provides a one-year warranty on craftsmanship. This covers the installation and integration of all components, ensuring that the work performed meets the professional standards outlined in the contract. In addition to the general contractor's craftsmanship warranty, comprehensive warranties for specific systems are embedded directly within the individual bidding specifications and manufactures warranties.

Understanding the council's desire to reduce the total project cost Chief Holmes and the project team again reviewed the project and were able to identify reductions in the project that wouldn't affect the overall purpose and functionality of the renovation.

The project cost has undergone significant refinement since the initial cost of nearly \$7,000,000. This amount was quickly adjusted after prevailing wages were removed from the specifications. 3/19/2026 the project cost was \$6,506,204.25. The following reductions were applied to reduce the total project cost to \$5,994,282.76. Change in vendor of HVAC Controls \$92,000, removal of backup transfer switch \$30,000, change in vendor for exterior finish \$102,000, change in vendor of structural steel \$152,692, reduction in contingency to 3% \$135,229. Following the April 6th council meeting additional reductions were made, again reducing the total project cost to \$5,897,282.76. Reduction in Technology/IT \$17,000, change in plumbing \$7000, change in overhead garage doors \$18,000, change in 800 MHz emergency radio system \$2000, and 1% rebate estimated at \$53,000.

The team has gotten the total project cost down to \$5,897,282.76. This total is again comprehensive and inclusive of all fees, permits, and the previously approved Design and Construction Services contract with Widseth.

We continue to be committed to being fiscally diligent and we are actively pursuing funding opportunities to offset some of these costs:

We are preparing an application for the State of Minnesota Fire Marshal's Extractor and Dryer Grant, which offers up to \$18,000 in funding. Additionally, we are monitoring upcoming grant opportunities through Sourcewell opening later in the year.



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Variance - Expanded Parking Lot Entrance - 411 Laurel Street

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

Emily Fairbanks, owner of HIT LLC has submitted a request for a variance to expand the parking lot entrance at 411 Laurel Street with a 40' distance to the intersection to allow for incoming and outgoing traffic. The Zoning Code requires that driveway entrances be placed 60' from intersections.

This area of the City has been developed for multiple years. The block does not have an alley to provide for a rear parking lot. The City Engineer has no concerns regarding this request.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

The Planning Commission considered this request and held a public hearing at their meeting on April 15th. The Planning Commission unanimously recommended approval of the variance request as presented.

Commissioner Grecula suggested the addition of 10' of green space to add interest to the property and for the storage of snow in the winter.

Commissioner Erickson stated the loss of the one parking space nearest the corner of Laurel and South 4th Street would actually be good to enhance sight lines at that intersection.

RECOMMENDED ACTION/MOTION

Motion to approve the variance request to expand the parking lot entrance at 411 Laurel Street with a 40' distance to the intersection.

FINANCIAL IMPACT

N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: April 15th, 2026

RE: Variance Request to Expand the Parking Lot Entrance – 411 Laurel Street

REQUEST

PUBLIC HEARING. Variance Request to expand the entrance at 411 Laurel Street to the parking lot with a 40' distance to the intersection to allow for incoming and outgoing traffic. The Zoning Code requires that driveway entrances be placed 60' from intersections.

Emily Fairbanks, 710 N 3rd Street, Brainerd, owner of HIT LLC has submitted a request for a Variance to expand the parking lot entrance at 411 Laurel Street. She stated this would allow her customers to be able to enter and exit more easily and safely.

CONTEXT

Parcel Number: 41241413

Zoning District: Town Center (TC) District

Property Area: Approximately 10,550 SQFT

Adjacent Uses: North: Law Office
East: Title Companies
South: County Office Building
West: County Jail/Parking Lot

Adjacent Zoning: North: TC (Town Center) District
East: TC (Town Center) District
South: TC (Town Center) District
West: TC (Town Center) District

AERIAL MAP



FINDINGS OF FACT

1. According to [Section 515-4-12-F.4. Off-Street-Parking](#)
 - A. Minimum distance from an intersection for commercial uses shall be 60'. The distance shall be measured from the intersection of lot lines.
 - i. *The applicant is requesting a reduced distance of 40' to the intersection.*
 - ii. *This change will prevent congestion when entering and exiting the facility at the entrance and intersection.*
 - iii. *The widening would extend to the south to avoid any loss of on-street parking spaces for the business to the north.*
 - iv. *The applicant proposes no changes to the parking lot.*
2. [Section 515-5-4-Rules-and-Administration](#) state 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 515-3 Appendix A: Table of Uses](#) – Health Clubs/Gyms/Indoor Recreation Facilities are a permitted use in the TC District
 - B. When the variances are consistent with the Comprehensive Plan

- As of this writing, no parties have contacted the Community Development Department for more information on the Variance application for 411 Laurel Street, Brainerd.

The Community Development Department recommends approval of the Variance request for 411 Laurel Street, Brainerd as presented.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307 building@ci.brainerd.mn.us

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

COMMERCIAL

CONDITIONAL USE PERMIT

☐

(\$350.00)

☐

(\$500.00 + \$500.00 escrow deposit)

REZONING

☐

(\$350.00)

☐

(\$500.00)

VARIANCE

☐

(\$350.00)

☐

(\$500.00 + \$500.00 escrow deposit)

ZONING TEXT AMENDMENT

☐

(\$350.00)

☐

(\$500.00)

PROPERTY ADDRESS: 411 Laurel Street, Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): 022 Block: 047 Addition: _____
(attach description if lengthy)

Property Owner Name: HIT LLC - Tom & Emily Fairbanks

Street Address: 710 N 3rd Street City: Brainerd State: MN Zip Code 56401

Phone Number: 320-309-5241 Fax: _____ E-mail: ekadlec9@gmail.com

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: _____

We are requesting that the parking lot entrance be expanded to allow for two-way traffic flow in and out of the property. The widening would extend to the south, ensuring that no parking spaces are lost in the process. This improvement is critical to our operations, as it will help prevent significant congestion for our customers—particularly given the close proximity of the adjacent intersection.

Property Owner Signature

Emily Fairbanks

(Please print name)

3/23/2026

Date

Applicant Signature

Date

(Please print name)

(OVER)

EXISTING PLAN SYMBOLS

PROPERTY LINES	
TREE LINE	
TREE	
EDGE OF GRAVEL	
EDGE OF CONCRETE	
EDGE OF BITUMINOUS	



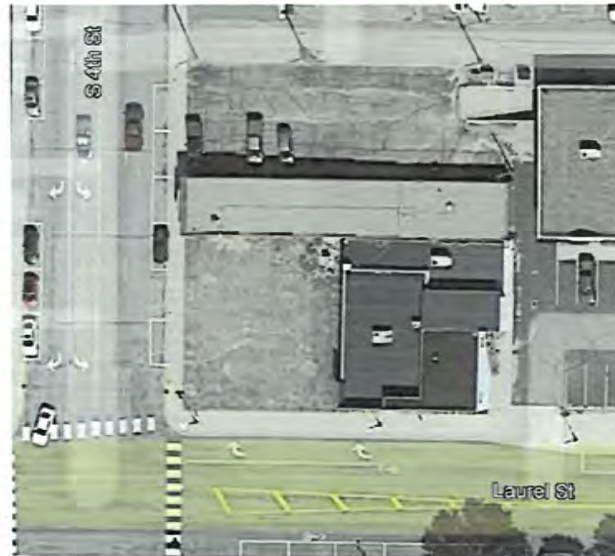
SCALE



Emily Fairbanks

411 LAUREL ST, BRAINERD, MN, 56401

CONSTRUCTION PLANS FOR CONCRETE, & BITUMINOUS PAVING



PROJECT LOCATION MAP



PROJECT LOCATION
COUNTY: CROW WING

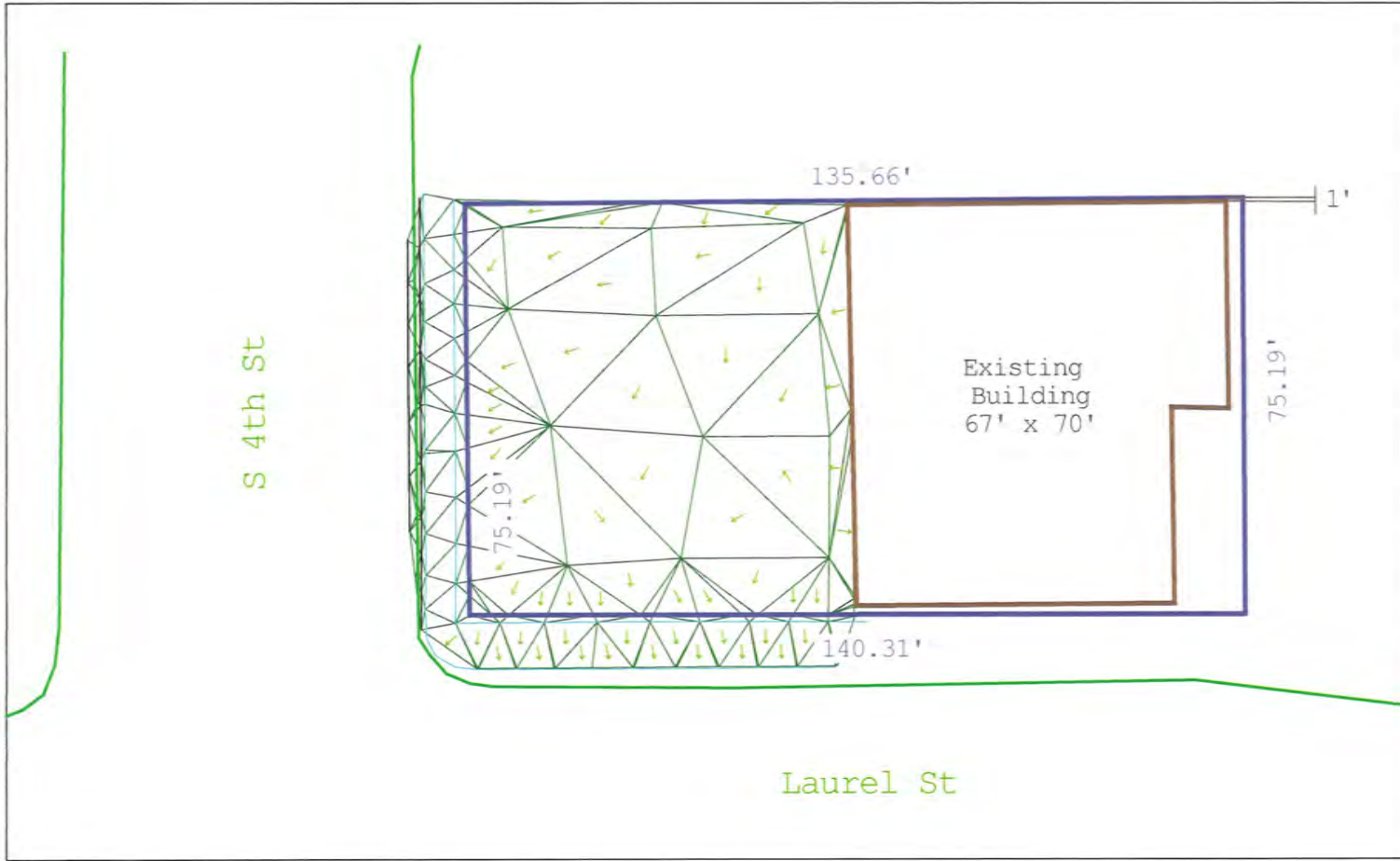
INDEX
1 TITLE SHEET
2 EXISTING CONDITIONS
3 SITE PLAN
4 STRIPING PLAN

PREPARED BY:

ANDERSON BROTHERS CONSTRUCTION
11325 STATE HWY 210
BRAINERD, MN
56401



3/19/2026



← Flow Direction



ANDERSON BROTHERS
11325 STATE HWY 210
BRANERD, MN
56401

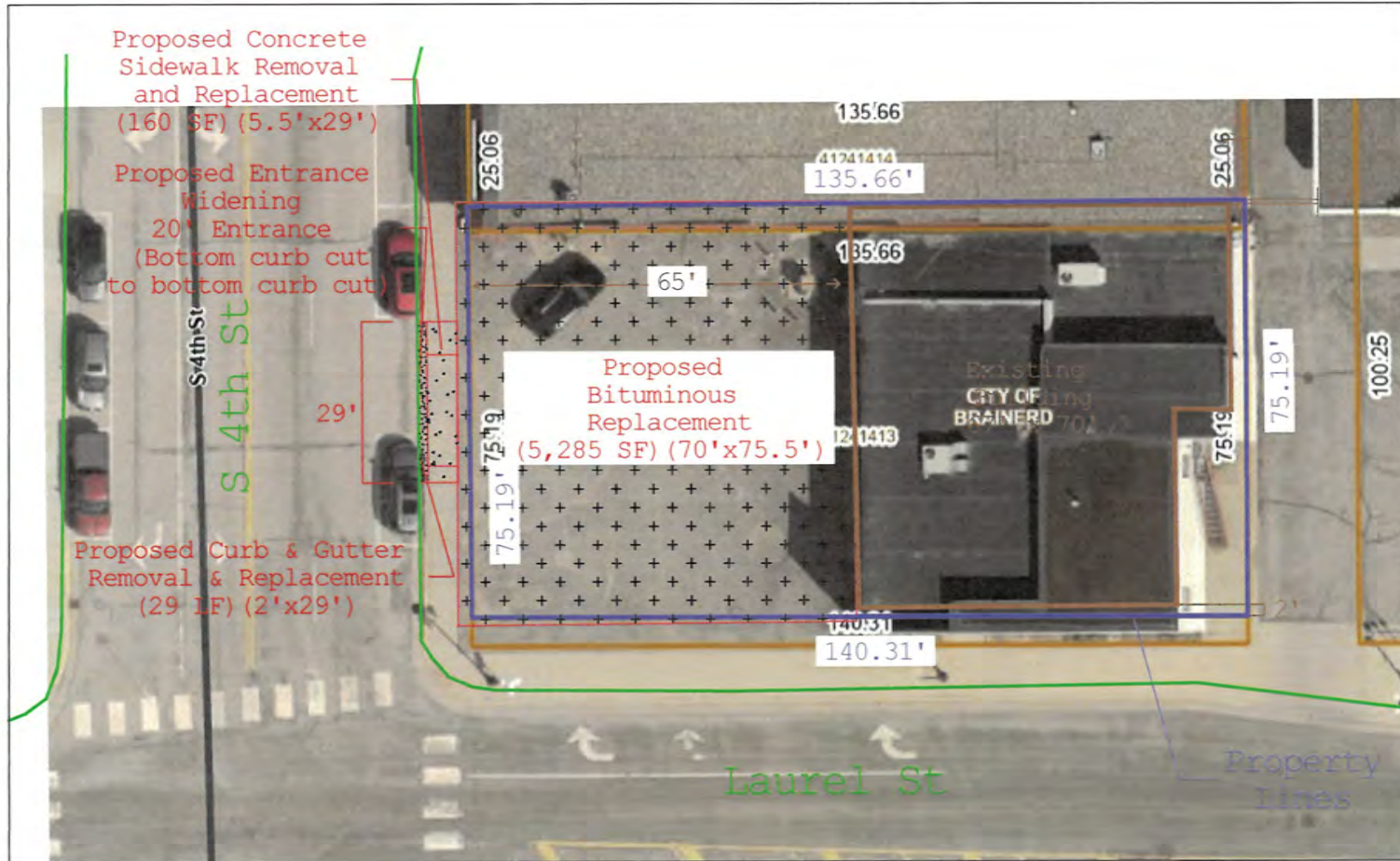
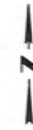


411 LAUREL ST,
BRANERD, MN, 56401

EXISTING
CONDITIONS

SHEET: 2
OF: 4

Emily Fairbanks
411 Laurel St, Brainerd, Mn, 56401



ANDERSON BROTHERS
11325 STATE HWY 210
BRainerd, MN
56401



411 LAUREL ST,
BRainerd, MN, 56401

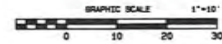
SITE
PLAN

SHEET: 3
OF: 4

S 4th St



13 Parking Stalls
1 Handicap



Laurel St



ANDERSON BROTHERS
11325 STATE HWY 210
BRANERD, MN
56401

411 LAUREL ST,
BRANERD, MN, 56401

STRIPING
PLAN

SHEET: 4
OF: 4

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Emily Fairbanks on behalf of HIT LLC has submitted a variance request for 411 Laurel Street, Brainerd, MN 56401. This property is located in the TC (Town Central) Zoning District. The purpose of this request is to expand the entrance to the parking lot with a 40' distance to the intersection to allow for incoming and outgoing traffic. The Brainerd Zoning Code requires that driveway entrances be placed 60' from intersections.

The property included in this application is described as:

PID 41241413

TOWN OF BRAINERD FIRST ADDITION LOTS 22 THRU 24 INCLUSIVE BLOCK 47

A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, April 15th, 2026 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the variance request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 1st day of April, 2026



James Kramvik
Community Development Director

Publication Date: April 4th, 2026



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Resolution - 2026 Resurfacing Projects - Approve Plans/Spec, Authorize Bidding, and Call for Public Hearing

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Jessie Dehn, City Engineer

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, City Engineer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE

Attached to this request is a resolution that approves the plans and specifications, authorizes advertisement for bids, and calls for a public hearing for the 2026 Resurfacing Projects. Streets included in the project are as follows:

- Spruce Drive – Buffalo Hills Lane to South 6th Street
- Graydon Avenue – Woodcrest Road to Birchridge Drive
- Hillcrest Drive – Buffalo Hills Lane to Dead End
- Pine Street – SE 16th Street to Walnut Street
- Dal Mar Drive – 8759 Dal Mar Drive to Dead End
- Dal Mar Circle – Dal Mar Drive to Dead End
- South 11th Street – Thiesse Drive to Industrial Park Road (CR 117)

The Council held a public hearing on this project at the last meeting. While notices were mailed to the adjacent residents, notice was not published in the paper as required. It is intended to hold a rescheduled public hearing at the May 18th Council meeting, which immediately following the Council would review bids received and a recommendation for award.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Improvement 25-06 is the resurfacing of the above referenced streets, including bituminous pavement, isolated curb and gutter, and isolated storm sewer replacement, and other miscellaneous work.

Attached to this item is the Engineer's Estimate and cover sheet for the plans. The current estimate, including engineering costs and a 10% contingency, is a total of \$1,016,509. Staff will be available to answer any questions or concerns the Council may have about the project at the meeting.

RECOMMENDED ACTION/MOTION

Motion to adopt the attached resolution that approves plans/specs, authorizes bidding, and calls for a public hearing for the 2026 Resurfacing Projects.

FINANCIAL IMPACT

N/A

RESOLUTION
NO. _____

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS,
AND AUTHORIZING ADVERTISEMENT FOR BIDS
IMPROVEMENT 25-06 – 2026 BRAINERD RESURFACING PROJECT**

WHEREAS, a report has been prepared by the City Engineer with reference to the proposed 2026 Resurfacing Project, including the following improvements:

Street Resurfacing

Spruce Drive – Buffalo Hills Lane to South 6th Street
Graydon Avenue – Woodcrest Road to Birchridge Drive
Hillcrest Drive – Buffalo Hills Lane to Dead End
Pine Street – SE 16th Street to Walnut Street
Dal Mar Drive – 8759 Dal Mar Drive to Dead End
Dal Mar Circle – Dal Mar Drive to Dead End
South 11th Street – Thiesse Drive to Industrial Park Road (CR 117)

by resurfacing streets, spot curb and gutter repair, adjusting storm and sanitary sewer castings, storm sewer replacement, and adjusting water valves.

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 \$1,016,509.
2. A Public Hearing shall be held on such proposed improvement on the 18th day of May 2026, 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.
3. Plans and specifications prepared by WSB LLC, consulting engineer for such improvement pursuant to council resolution, a copy of which plans and specifications is attached hereto and made a part hereof, are hereby approved and shall be filed with the city administrator.

The City Administrator shall prepare and cause to be inserted at least three weeks in the official City newspaper and in relevant industry publications an advertisement for bids for the making of said improvements under said approved plans and specifications. Bids will be publicly opened for consideration by the City Administrator, not less than three weeks after the first publication of the advertisement. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a bid bond payable to the City for five (5) percent of the amount of the bid.

4. The City reasonably expects to reimburse the expenditures made for certain costs of the improvement/project from the proceeds of tax-exempt bonds or other obligations in an estimated maximum principal amount of \$1,016,509.

Adopted this 20th day of April 2026

MIKE O'DAY
President of the Council

Adopted this 21st day of April 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

OPINION OF PROBABLE COST						
WSB Project: Brainerd 2026 Resurfacing Project Project Location: City of Brainerd City Project No.: N/A WSB Project No: 032368-000				Design By: EMD Checked By: EMY Date: 4/14/2026		
ITEM NO.	MNDOT SPECIFICATION NO.	DESCRIPTION	UNIT	ESTIMATED TOTAL QUANTITY	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST
A. STREET IMPROVEMENTS						
1	2021.501	MOBILIZATION	LS	1	\$ 30,000.00	\$ 30,000.00
2	2101.502	CLEARING	EACH	1	\$ 750.00	\$ 750.00
3	2101.502	GRUBBING	EACH	1	\$ 500.00	\$ 500.00
4	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	2	\$ 4,000.00	\$ 8,000.00
5	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	1390	\$ 3.50	\$ 4,865.00
6	2104.503	REMOVE SEWER PIPE (STORM)	L F	349	\$ 30.00	\$ 10,470.00
7	2104.503	REMOVE CURB & GUTTER	L F	1270	\$ 7.50	\$ 9,525.00
8	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	20	\$ 30.00	\$ 600.00
9	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	220	\$ 10.00	\$ 2,200.00
10	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	24160	\$ 3.50	\$ 84,560.00
11	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	LS	1	\$ 2,500.00	\$ 2,500.00
12	2106.507	EXCAVATION - COMMON (P)	C Y	309	\$ 35.00	\$ 10,815.00
13	2106.507	COMMON EMBANKMENT (CV)	C Y	33	\$ 35.00	\$ 1,155.00
14	2118.507	AGGREGATE SURFACING (CV) CLASS SPECIAL	C Y	6	\$ 75.00	\$ 450.00
15	2123.610	STREET SWEEPER (WITH PICKUP BROOM)	HOURL	30	\$ 225.00	\$ 6,750.00
16	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	120	\$ 40.00	\$ 4,800.00
17	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	C Y	304	\$ 40.00	\$ 12,160.00
18	2231.604	BITUMINOUS PATCH SPECIAL	S Y	50	\$ 50.00	\$ 2,500.00
19	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	16410	\$ 2.50	\$ 41,025.00
20	2232.604	MILL BITUMINOUS PAVEMENT (SPECIAL)	S Y	50	\$ 25.00	\$ 1,250.00
21	2360.504	TYPE SP 9.5 WEAR CRS MIX (2.B) 2.0" THICK	S Y	260	\$ 20.00	\$ 5,200.00
22	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2.B)	TON	4810	\$ 83.00	\$ 399,230.00
23	2411.502	CONCRETE FLUME	EACH	4	\$ 1,500.00	\$ 6,000.00
24	2503.503	18" RC PIPE SEWER DES 3006 CL V	L F	349	\$ 90.00	\$ 31,410.00
25	2504.602	ADJUST GATE VALVE & BOX	EACH	19	\$ 400.00	\$ 7,600.00
26	2506.502	ADJUST FRAME & RING CASTING	EACH	35	\$ 850.00	\$ 29,750.00
27	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	2	\$ 2,000.00	\$ 4,000.00
28	2511.507	RANDOM RIPRAP CLASS III	C Y	5	\$ 150.00	\$ 750.00
29	2531.503	CONCRETE CURB & GUTTER DESIGN B424	L F	485	\$ 40.00	\$ 19,400.00
30	2531.503	CONCRETE CURB & GUTTER DESIGN B618	L F	940	\$ 40.00	\$ 37,600.00
31	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	S Y	22	\$ 75.00	\$ 1,650.00
32	2531.603	CONCRETE CURB & GUTTER DES SURMOUNTABLE	L F	220	\$ 40.00	\$ 8,800.00
33	2531.604	7" CONCRETE VALLEY GUTTER	S Y	60	\$ 125.00	\$ 7,500.00
34	2563.601	TRAFFIC CONTROL	LS	1	\$ 3,000.00	\$ 3,000.00
35	2573.502	STORM DRAIN INLET PROTECTION	EACH	25	\$ 200.00	\$ 5,000.00
36	2573.503	SILT FENCE; TYPE MS	L F	890	\$ 3.50	\$ 3,115.00
37	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	3420	\$ 3.00	\$ 10,260.00
38	2574.507	COMMON TOPSOIL BORROW	C Y	81	\$ 45.00	\$ 3,645.00
39	2575.501	TURF ESTABLISHMENT	LS	1	\$ 15,000.00	\$ 15,000.00
40	2575.504	ROLLED EROSION PREVENTION CATEGORY 80A	S Y	25	\$ 75.00	\$ 1,875.00
41	2582.503	4" SOLID LINE PAINT	L F	582	\$ 3.50	\$ 2,037.00
ESTIMATED CONSTRUCTION TOTAL					\$	837,697.00
DISCLAIMER: In review of this Opinion of Probable Cost, the Client understands that the Consultant has no control over the availability of labor, equipment or materials, market conditions, or the Contractor's method of pricing. This Opinion of Probable Cost is made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, expressed or implied, regarding the ultimate bids or negotiated cost of the Work.						

EXISTING PLAN SYMBOLS

PROPERTY LINES/RIGHT-OF-WAY	
TREE LINE	
SIGN	
DECIDUOUS TREE	
SHRUB	
CONIFEROUS TREE	

EXISTING UTILITY SYMBOLS

FIBER OPTIC LINE	
GAS LINE	
COMMUNICATION LINE	
ELECTRIC POWER LINE	
WATER MAIN	
SANITARY SEWER	
STORM SEWER	
COMMUNICATIONS PEDESTAL	
POWER POLE	
ELECTRIC BOX	
CATCH BASIN	
STORM APRON	
STORM SEWER MANHOLE	
GATE VALVE	
HYDRANT	
SANITARY SEWER MANHOLE	

2026 RESURFACING PROJECT
CITY OF BRAINERD

CONSTRUCTION PLAN FOR STREET RESURFACING, DRAINAGE, & PARKING IMPROVEMENTS

LOCATED ON	SPRUCE DRIVE	FROM	BUFFALO HILLS LANE E	TO	SOUTH 6TH STREET
	GRAYDON AVENUE	FROM	WOOD CREST ROAD	TO	BIRCHRIDGE DRIVE
	HILLCREST DRIVE	FROM	BUFFALO HILLS LANE E	TO	END OF HILLCREST DRIVE
	PINE STREET	FROM	SE 16TH STREET	TO	WALNUT STREET
	DAL-MAR DR & CIRCLE	FROM	1450' EAST OF BEAVER DAM RD	TO	END OF DAL-MAR DR & CIRCLE
	SOUTH 11TH STREET	FROM	THIESSE DRIVE	TO	INDUSTRIAL PARK ROAD



PROJECT LOCATION MAP

EXCAVATION NOTICE SYSTEM

A CALL TO GOPHER STATE ONE (651-454-0002) IS REQUIRED A MINIMUM OF 48 HOURS PRIOR TO PERFORMING ANY EXCAVATION.



PROJECT LOCATION
COUNTY: CROW WING

SECT 01, TWP 44N, RNG 31W
SECT 36, TWP 45N, RNG 31W
SECT 30, TWP 45N, RNG 30W
SECT 28 & 33, TWP 134N, RNG 28W

HORIZONTAL DATUM: CROW WING COUNTY (2011 ADJ.)
VERTICAL DATUM: NAVD 88

UTILITY INFORMATION

THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS UTILITY QUALITY LEVEL D. THIS UTILITY QUALITY LEVEL WAS DETERMINED ACCORDING TO THE GUIDELINES OF CI/ASCE 38-22, ENTITLED, "STANDARD GUIDELINES FOR INVESTIGATING AND DOCUMENTING EXISTING UTILITIES".

GOPHER ONE CALL TICKET NUMBER: 253041816, 253041817, 253041818, 253041819, 253041820, 253041821, & 253041822

UTILITY COORDINATION MEETING HELD ON: TO BE DETERMINED

GOVERNING SPECIFICATIONS

THE 2025 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION "STANDARD SPECIFICATIONS FOR CONSTRUCTION" SHALL GOVERN.

THE LATEST EDITION OF THE CITY ENGINEERS ASSOCIATION OF MINNESOTA'S "STANDARD UTILITIES SPECIFICATION" SHALL APPLY.

ALL TRAFFIC CONTROL DEVICES SHALL CONFORM TO THE LATEST EDITION OF THE MINNESOTA MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, INCLUDING THE LATEST FIELD MANUAL FOR TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS.

PLAN SET INDEX

SHEET NO.	SHEET TITLE
1	TITLE SHEET
2	GENERAL LAYOUT
3	STATEMENT OF ESTIMATED QUANTITIES
4	TABULATIONS
5	MISCELLANEOUS DETAILS
6	STANDARD PLANS
7	TYPICAL SECTIONS
8-24	REMOVAL PLANS
25-42	STREET & STORM SEWER PLANS
43-59	EROSION CONTROL PLANS
60-62	STORM WATER POLLUTION PREVENTION PLAN



THIS PLAN SET CONTAINS 62 SHEETS

THIS PLAN SET HAS BEEN PREPARED FOR:

CITY OF BRAINERD
501 LAUREL STREET
BRAINERD, MN 56401
(218) 828-2307

ALL APPLICABLE FEDERAL, STATE, AND LOCAL LAWS AND ORDINANCES WILL BE COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT.



I HEREBY CERTIFY THAT THIS PLAN 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.

ETHAN M. YOUSO, P.E.

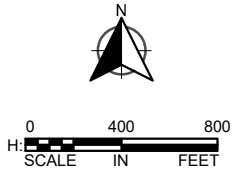
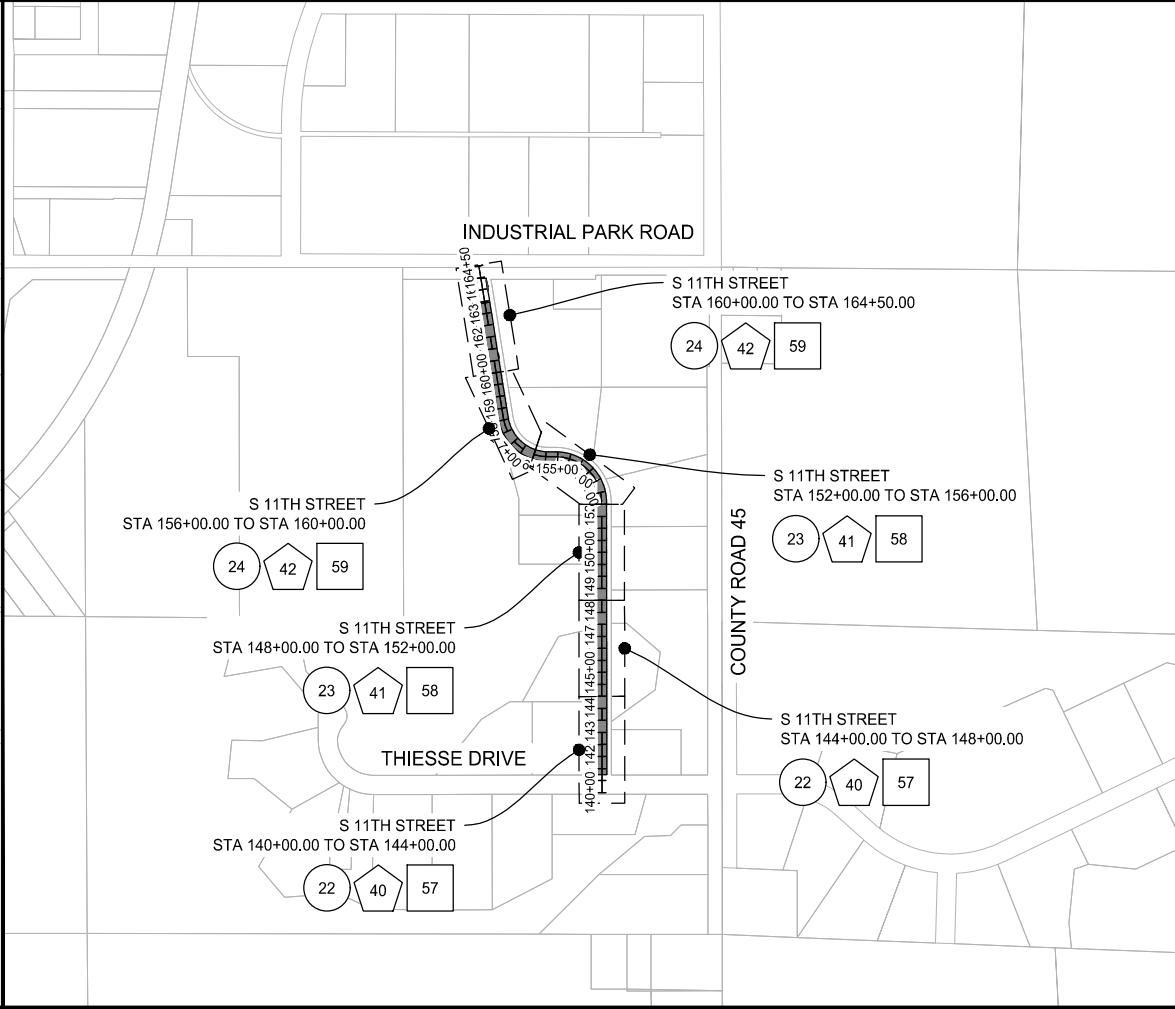
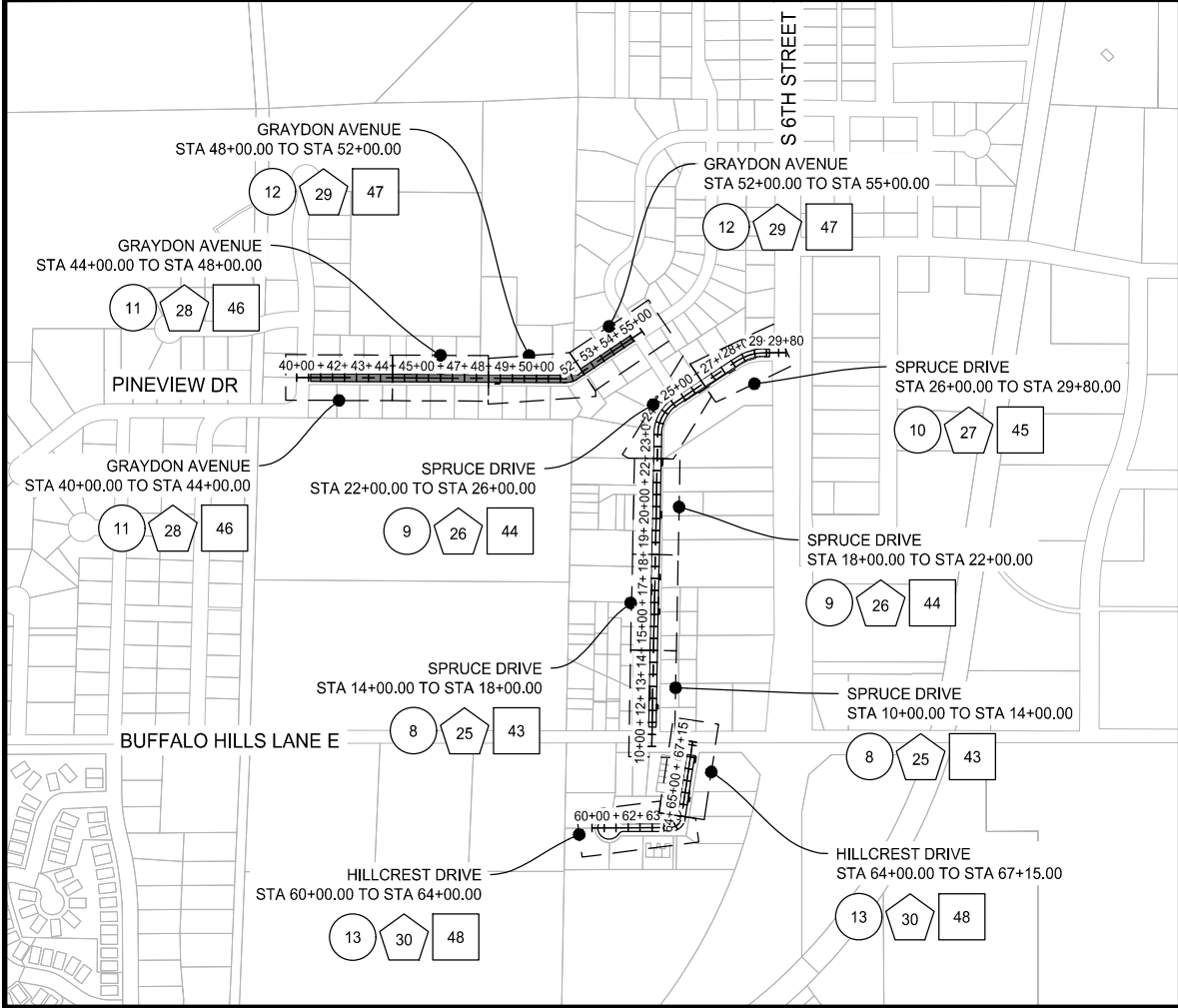
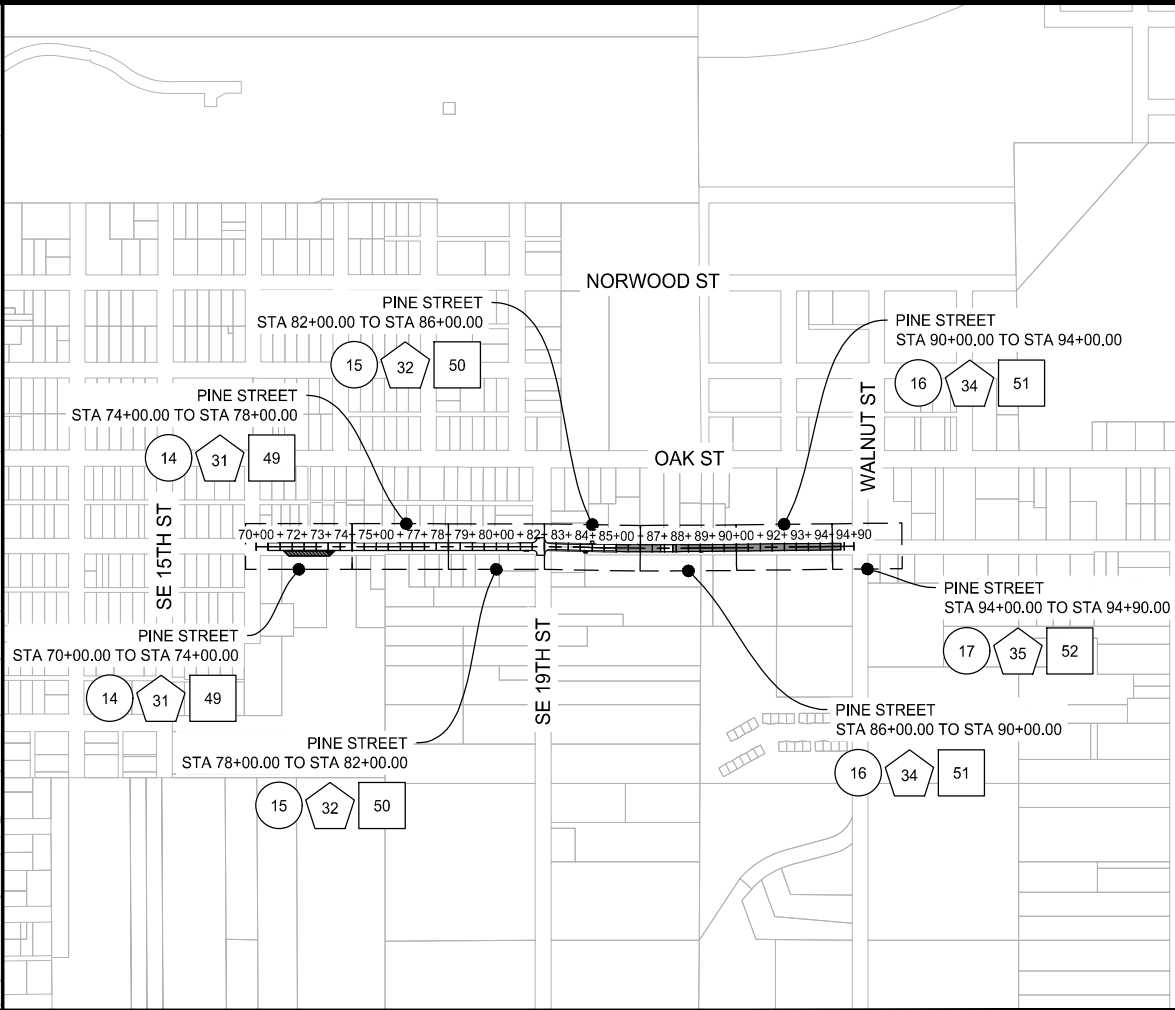
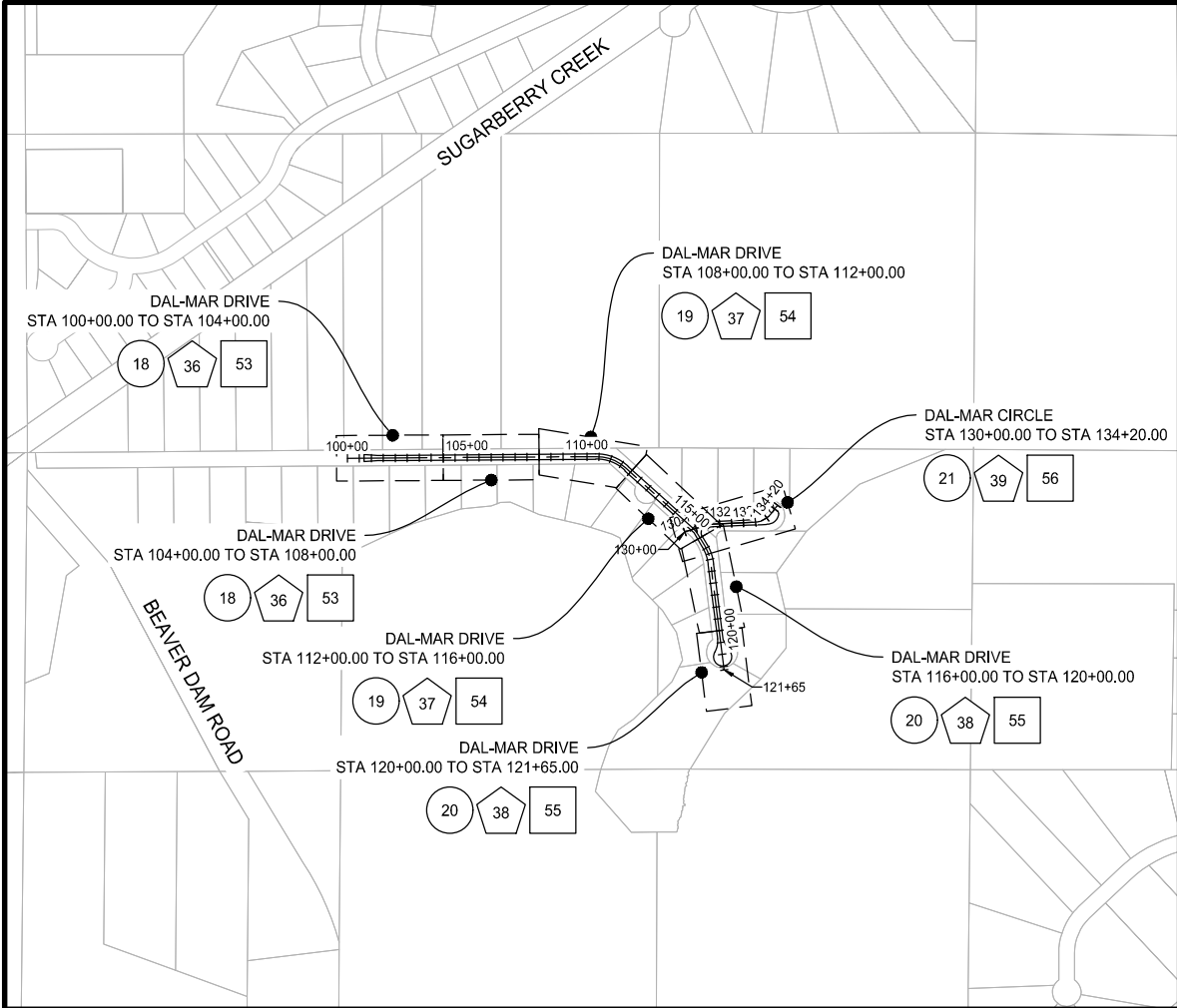
DATE: 04-13-2026

LICENSE NUMBER: 62781

WSB PROJ. NO. 032368-000

SHEET
1
OF
62

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LEGEND	
SHEET NO.	DESCRIPTION
(X)	REMOVAL PLANS
(X)	STREET & STORM SEWER PLANS
(X)	EROSION CONTROL PLANS

REVISIONS	
NO.	DATE

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.

Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

GENERAL LAYOUT SHEET

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000

SHEET
2 OF 62
Page 171 of 275

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STATEMENT OF ESTIMATED QUANTITIES					
NOTES	TAB	ITEM NO.	MNDOT SPECIFICATION NO	DESCRIPTION	UNIT ESTIMATED QUANTITY
A. STREET IMPROVEMENTS					
4		1	2021.501	MOBILIZATION	LS 1
		2	2101.502	CLEARING	EACH 1
		3	2101.502	GRUBBING	EACH 1
		4	2104.502	REMOVE DRAINAGE STRUCTURE	EACH 2
		5	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	LF 1390
		6	2104.503	REMOVE SEWER PIPE (STORM)	LF 349
		7	2104.503	REMOVE CURB & GUTTER	LF 1270
		8	2104.504	REMOVE CONCRETE DRIVEWAY PAVEMENT	SY 20
		9	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	SY 220
		10	2104.504	REMOVE BITUMINOUS PAVEMENT	SY 24160
1	A	11	2104.601	SALVAGE AND REINSTALL LANDSCAPE STRUCTURES	LS 1
		12	2106.507	EXCAVATION - COMMON (P)	CY 309
		13	2106.507	COMMON EMBANKMENT (CV)	CY 33
6		14	2118.507	AGGREGATE SURFACING (CV) CLASS SPECIAL	CY 6
		15	2123.61	STREET SWEEPER (WITH PICKUP BROOM)	HR 30
9		16	2211.507	AGGREGATE BASE (CV) CLASS 5	CY 120
1	A	17	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)	CY 304
		18	2231.604	BITUMINOUS PATCH SPECIAL	SY 50
2.5		19	2232.504	MILL BITUMINOUS SURFACE (2.0")	SY 16410
		20	2232.604	MILL BITUMINOUS PAVEMENT (SPECIAL)	SY 50
2		21	2360.504	TYPE SP 9.5 WEAR CRS MIX (2.B) 2.0" THICK	SY 260
2		22	2360.509	TYPE SP 9.5 WEARING COURSE MIX (2.B)	TON 4810
		23	2411.502	CONCRETE FLUME	EACH 4
	B	24	2503.503	18" RC PIPE SEWER DES 3006 CL V	LF 349
		25	2504.602	ADJUST GATE VALVE & BOX	EACH 19
	B	26	2506.502	ADJUST FRAME & RING CASTING	EACH 35
		27	2506.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH 2
		28	2511.507	RANDOM RIPRAP CLASS III	CY 5
		29	2531.503	CONCRETE CURB & GUTTER DESIGN B424	LF 485
		30	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LF 940
		31	2531.504	7" CONCRETE DRIVEWAY PAVEMENT	SY 22
		32	2531.603	CONCRETE CURB & GUTTER DES SURMOUNTABLE	LF 220
		33	2531.604	7" CONCRETE VALLEY GUTTER	SY 60
		34	2583.601	TRAFFIC CONTROL	LS 1
8		35	2573.502	STORM DRAIN INLET PROTECTION	EACH 25
		36	2573.503	SILT FENCE; TYPE MS	LF 890
		37	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	LF 3420
10	A	38	2574.507	COMMON TOPSOIL BORROW	CY 81
3		39	2575.501	TURF ESTABLISHMENT	LS 1
		40	2575.504	ROLLED EROSION PREVENTION CATEGORY 80A	SY 25
		41	2582.503	4" SOLID LINE PAINT	LF 582

- NOTES
- 1.) (P) DENOTES PLAN QUANTITY
- 2.) TACK COAT SHALL BE INCIDENTAL.
- 3.) TURF ESTABLISHMENT INCLUDES SEEDING ESTABLISHMENT AS OUTLINED IN THE EROSION CONTROL PLANS. SPECIFIC ITEMS INCLUDE SEED NORTHERN BLVD. FERTILIZER TYPE 3, HYDRAULIC MULCH, AND ROLLED EROSION PREVENTION CATEGORY 20 (SEE PLANS FOR RATES)
- 4.) REMOVE DRAINAGE STRUCTURE IS FOR RAIN GARDEN REMOVAL ON GRAYDON AVENUE
- 5.) BITUMINOUS PATCH SPECIAL APPLIES TO AREAS OF PAVEMENT REMOVED FOR SPOT CURB REPAIRS WITHIN MILL AND OVERLAY SEGMENTS OF THE PROJECT. WORK SHALL INCLUDE SAW CUTTING, REMOVAL OF EXISTING BITUMINOUS PAVEMENT, AND PLACEMENT OF BITUMINOUS PAVEMENT TO MATCH THE ADJACENT MILLED PAVEMENT ELEVATION
- 6.) AGGREGATE SURFACING (CV) CLASS SPECIAL IS FOR ADJUSTING EXISTING GRAVEL DRIVEWAYS TO TIE IN WITH PROPOSED IMPROVEMENTS (AS SHOWN ON THE PLANS)
- 7.) VARIABLE DEPTH MILLING USED TO TIE EXISTING DRIVEWAYS AND ROADWAYS INTO THE PROPOSED OVERLAY PAVEMENT.
- 8.) NOT ALL LOCATIONS ARE SPECIFIED IN THE PLANS. COORDINATE ALL LOCATIONS WITH THE ENGINEER
- 9.) TOKEN QUANTITY - USED FOR TOLERANCING THE ROAD, AS NEEDED, AHEAD OF PAVING FOR AREAS WHERE THE PAVEMENT IS BEING FULLY REMOVED. TO BE USED AS DIRECTED BY THE ENGINEER
- 10.) CONTRACTOR IS RESPONSIBLE FOR SALVAGING ALL EXISTING TOPSOIL. TOPSOIL BORROW IS TO SUPPLEMENT AREAS TO ENSURE SEEDING ESTABLISHMENT OCCURS.

BASIS OF QUANTITIES

BITUMINOUS PAVEMENT: 1.98 TON/CY (CV)



SCALE: AS SHOWN
DESIGN BY: EMD
PLAN BY: EMD
CHECK BY: EMY

REVISIONS	
NO.	DESCRIPTION

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Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

STATEMENT OF ESTIMATED QUANTITIES

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000

SHEET

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EARTHWORK TABULATION					A
LOCATION		EXCAVATION			
		EXCAVATION - COMMON (P)	AGGREGATE BASE (CV) CLASS 5 (P)	COMMON EMBANKMENT (CV)	COMMON TOPSOIL BORROW (CV)
		C Y	C Y	C Y	C Y
SPRUCE DRIVE	STA 11+50 TO STA 22+50	27	27	-	6
	STA 24+50 TO STA 28+50	-	81	-	8
GRAYDON AVENUE	STA 44+00 TO STA 51+50	6	6	21	3
	STA 60+00 TO STA 67+00	5	5	-	2
PINE STREET	STA 71+00 TO STA 73+50	104	61	12	9
	STA 81+00 TO STA 94+50	44	67	-	38
DAL-MAR DRIVE/CIRCLE	STA 103+00 TO STA 134+00	20	-	-	3
	STA 159+00 TO STA 164+00	102	56	-	11
TABULATION TOTAL:		309	304	33	81

EARTHWORK TABULATION NOTES:

- 1.) EXCAVATION - COMMON (P) INCLUDES TOPSOIL.
2.) PLACING, STOCKPILING, REMOVING FROM STOCKPILE, HAULING OR DISPOSING OF EXCAVATED MATERIALS IS CONSIDERED INCIDENTAL.
3.) ALL STOCKPILE AREAS SHALL BE APPROVED BY THE ENGINEER.
4.) SOILS NOT USED ON THE PROJECT SHALL BECOME PROPERTY OF THE CONTRACTOR AND SHALL BE DISPOSED OF OUTSIDE OF THE RIGHT-OF-WAY. NO DIRECT COMPENSATION WILL BE PAID FOR THE PREPARATION OF AN ACCEPTABLE DISPOSAL PLAN OR FOR OFF-PROJECT DISPOSAL OF MATERIALS. DISPOSAL SITES SHALL BE LEFT IN A WELL-GRADED CONDITION WITH ALL SOLID WASTES AND BOULDERS ADEQUATELY COVERED.
5.) UNLESS DIRECTED OTHERWISE BY THE ENGINEER, ANY MATERIAL THAT IS FOUND TO BE UNNECESSARY FOR THE CONSTRUCTION OF THE ROADWAY EMBANKMENT AND DISPOSAL OF THE SAME BECOMES NECESSARY, ON OR OFF THE PROJECT. THE DISPOSAL AND RELATED ITEMS WILL BE CONSIDERED INCIDENTAL.
6.) CONTRACTOR SHALL UTILIZE EXCESS EXCAVATION IN AREAS WHERE UNSUITABLE MATERIALS IS ENCOUNTERED PRIOR TO HAULING OFF SITE. NO ADDITIONAL PAYMENT WILL BE MADE FOR UTILIZING EXISTING EXCAVATION MATERIAL.

DRAINAGE TABULATION								B	
STRUCT. NO	STREET	STATION	OFFSET	SIDE	CONNECT INTO EX. DRAINAGE STRUCTURE EACH	CIRCULAR	DRAINS TO		
						18" RCP CL V L F	STRUCT. NO.	PIPE GRADE	INVERT ELEV.
			FT					FT/FT	
EX-5000	SPRUCE DRIVE	28+43.5	2.00	LT	2	349	EX-5001	0.0056	1218.30
TABULATION TOTAL:					2	349			

DRAINAGE TABULATION NOTES:

- 1.) LENGTH OF PIPE ARE TO CENTER OF STRUCTURE
2.) ALL CONCRETE PIPE IS DESIGN 3006 GASKET JOINT.



SCALE: DESIGN BY:
AS SHOWN EMD
PLAN BY: CHECK BY:
EMD EMY

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ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

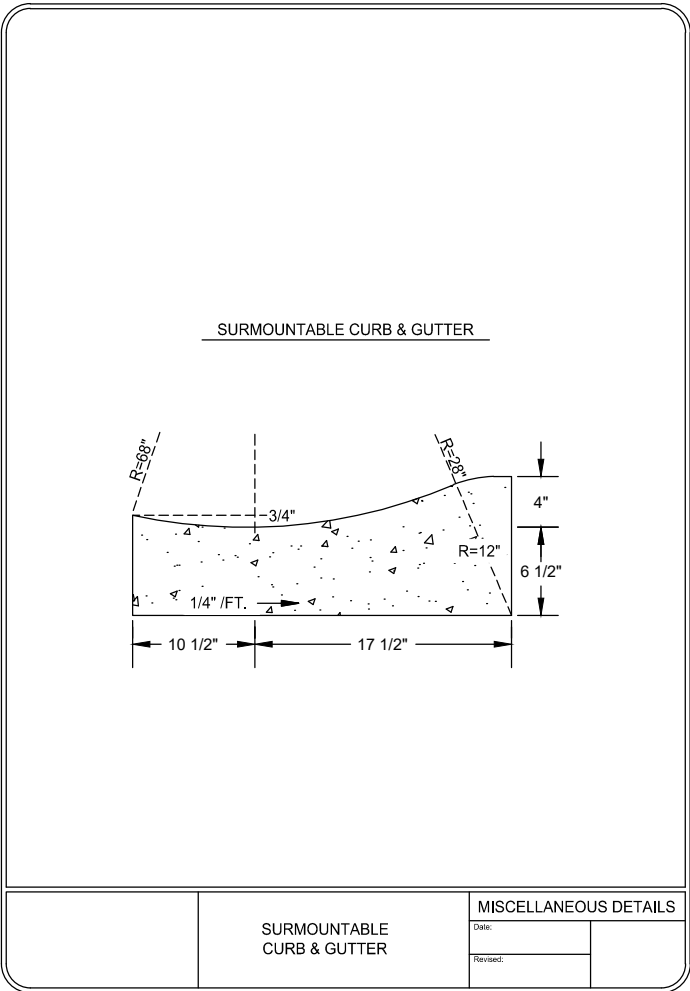
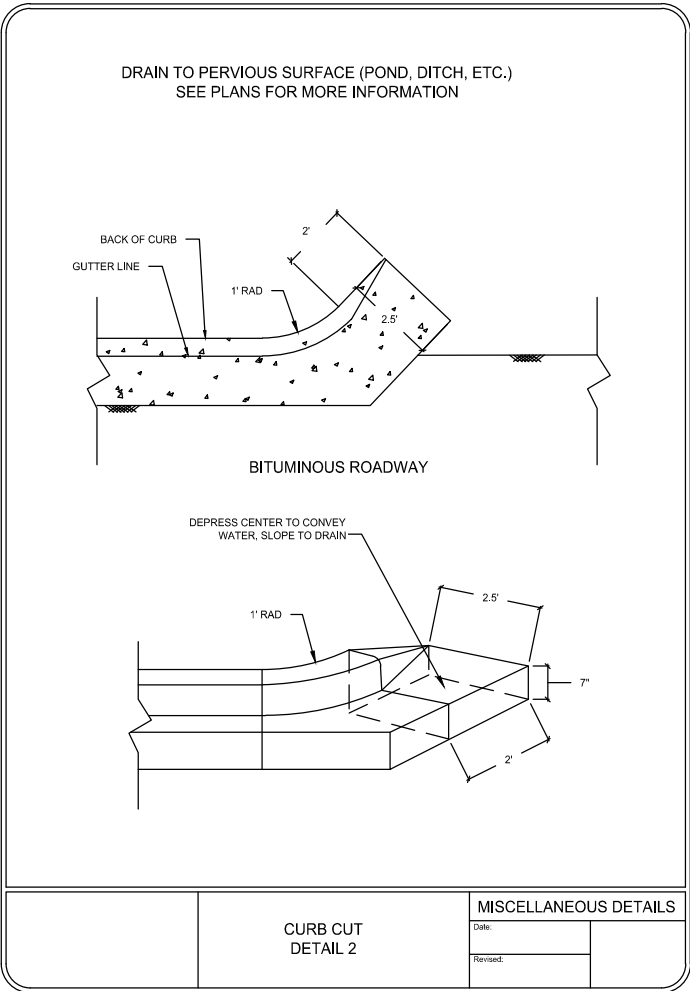
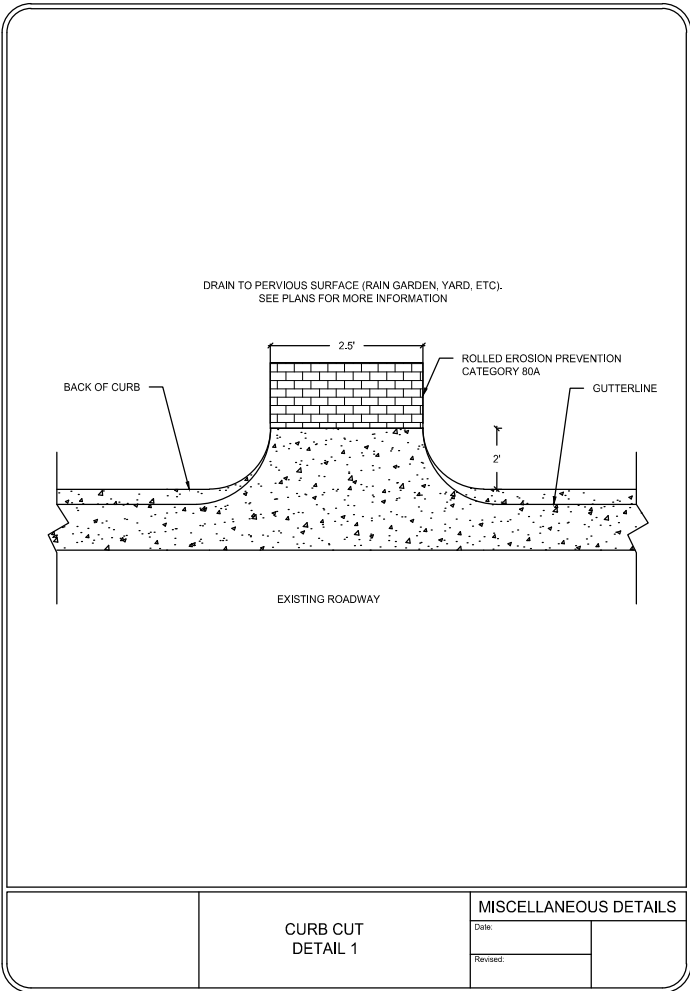
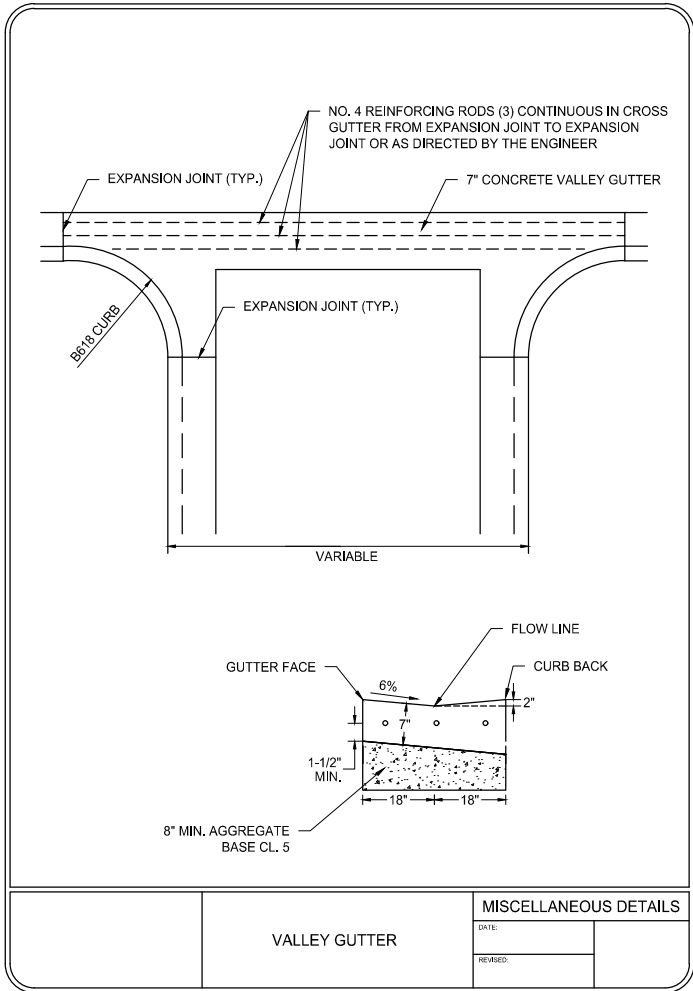
TABULATIONS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000

SHEET

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Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

MISCELLANEOUS
DETAILS

2026 RESURFACING PROJECT
CITY OF BRAINERD

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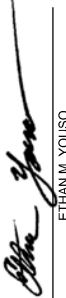


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PLAN BY:EMD
EMD

DESIGN BY:EMD
CHECK BY:EMY

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ETHAN M. YOUSO

DATE: 04-13-2026LIC. NO: 62781

STANDARD
PLANS

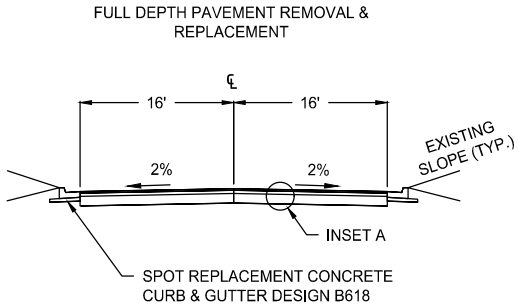
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CITY OF BRAINERD

WSB PROJECT NO.
032368-000

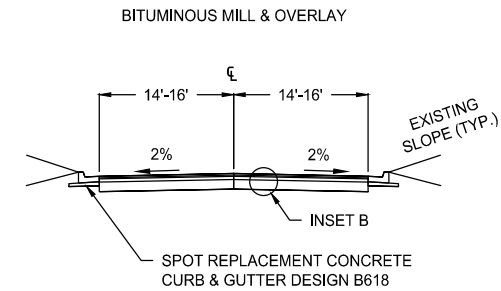
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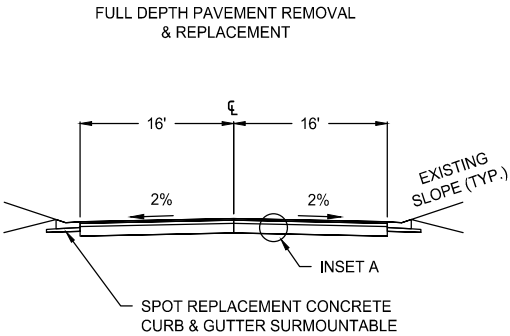
SPRUCE DRIVE & PINE STREET (URBAN SECTION)



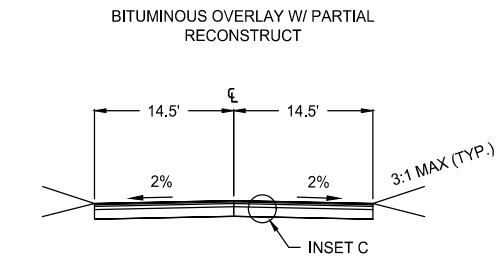
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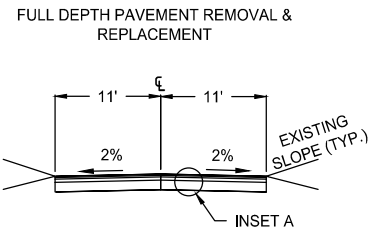
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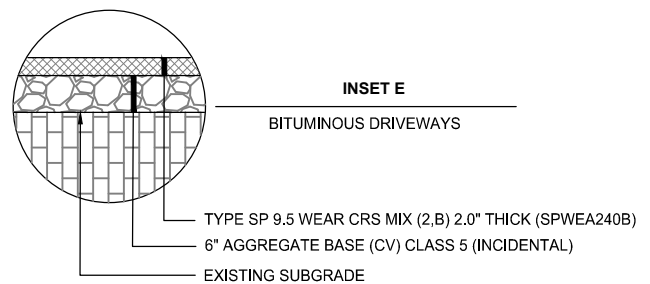
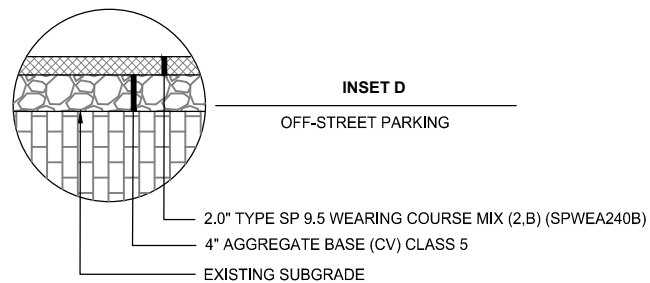
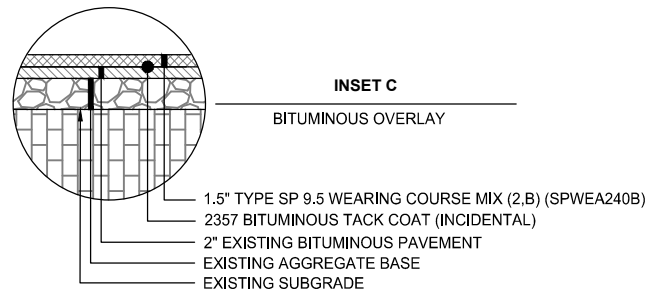
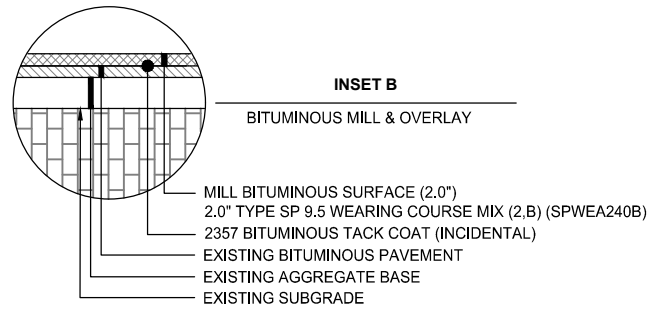
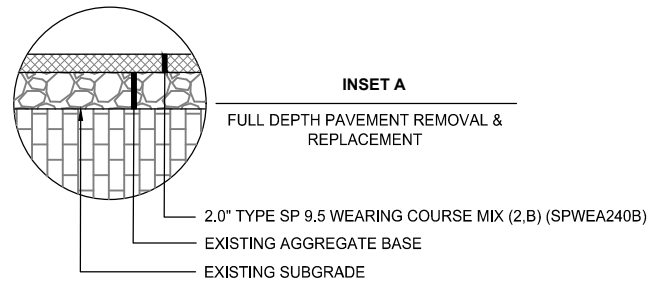
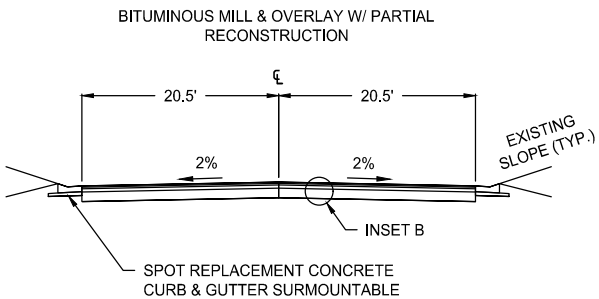
PINE STREET (RURAL SECTION)



DAL-MAR DRIVE & CIRCLE



SOUTH 11TH STREET



REVISIONS	
NO.	DESCRIPTION

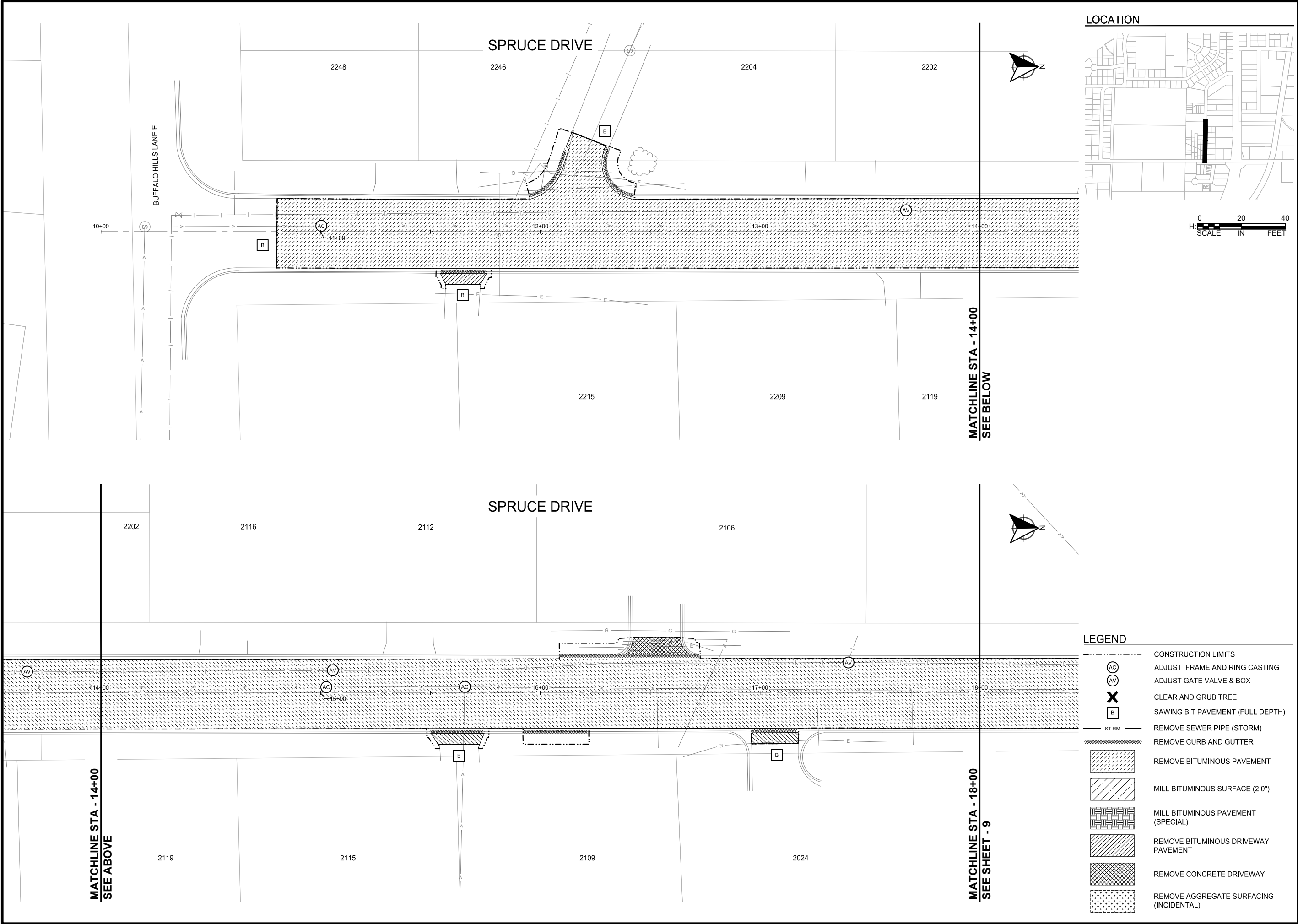
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Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

TYPICAL SECTIONS

2026 RESURFACING PROJECT
CITY OF BRAINERD

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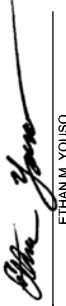




SCALE: AS SHOWN		DESIGN BY: EMD
PLAN BY: EMD		CHECK BY: EMY

NO.	DATE	DESCRIPTION

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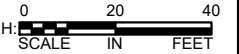
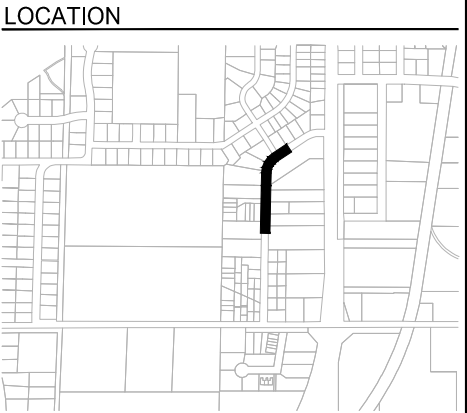
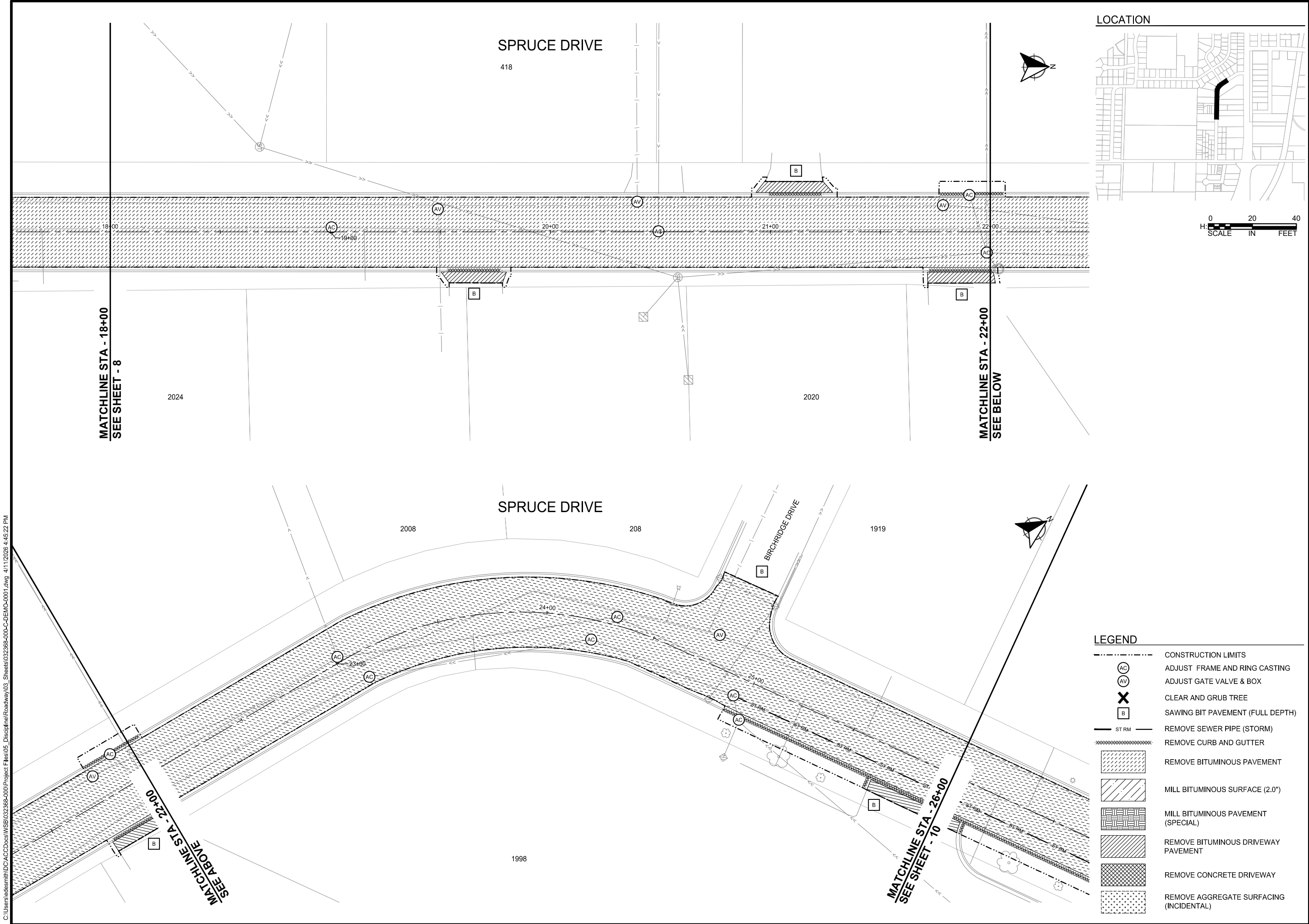
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

REMOVAL
PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

LEGEND	
	CONSTRUCTION LIMITS
	ADJUST FRAME AND RING CASTING
	ADJUST GATE VALVE & BOX
	CLEAR AND GRUB TREE
	SAWING BIT PAVEMENT (FULL DEPTH)
	REMOVE SEWER PIPE (STORM)
	REMOVE CURB AND GUTTER
	REMOVE BITUMINOUS PAVEMENT
	MILL BITUMINOUS SURFACE (2.0")
	MILL BITUMINOUS PAVEMENT (SPECIAL)
	REMOVE BITUMINOUS DRIVEWAY PAVEMENT
	REMOVE CONCRETE DRIVEWAY
	REMOVE AGGREGATE SURFACING (INCIDENTAL)

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LEGEND	
---	CONSTRUCTION LIMITS
(AC)	ADJUST FRAME AND RING CASTING
(AV)	ADJUST GATE VALVE & BOX
X	CLEAR AND GRUB TREE
[B]	SAWING BIT PAVEMENT (FULL DEPTH)
— ST RM —	REMOVE SEWER PIPE (STORM)
~~~~~	REMOVE CURB AND GUTTER
[Hatched Box]	REMOVE BITUMINOUS PAVEMENT
[Diagonal Lines Box]	MILL BITUMINOUS SURFACE (2.0")
[Grid Pattern Box]	MILL BITUMINOUS PAVEMENT (SPECIAL)
[Cross-hatch Box]	REMOVE BITUMINOUS DRIVEWAY PAVEMENT
[Dotted Box]	REMOVE CONCRETE DRIVEWAY
[Stippled Box]	REMOVE AGGREGATE SURFACING (INCIDENTAL)



SCALE:	DESIGN BY:
AS SHOWN	EMD
PLAN BY:	CHECK BY:
EMD	EMY

NO.	DATE	DESCRIPTION

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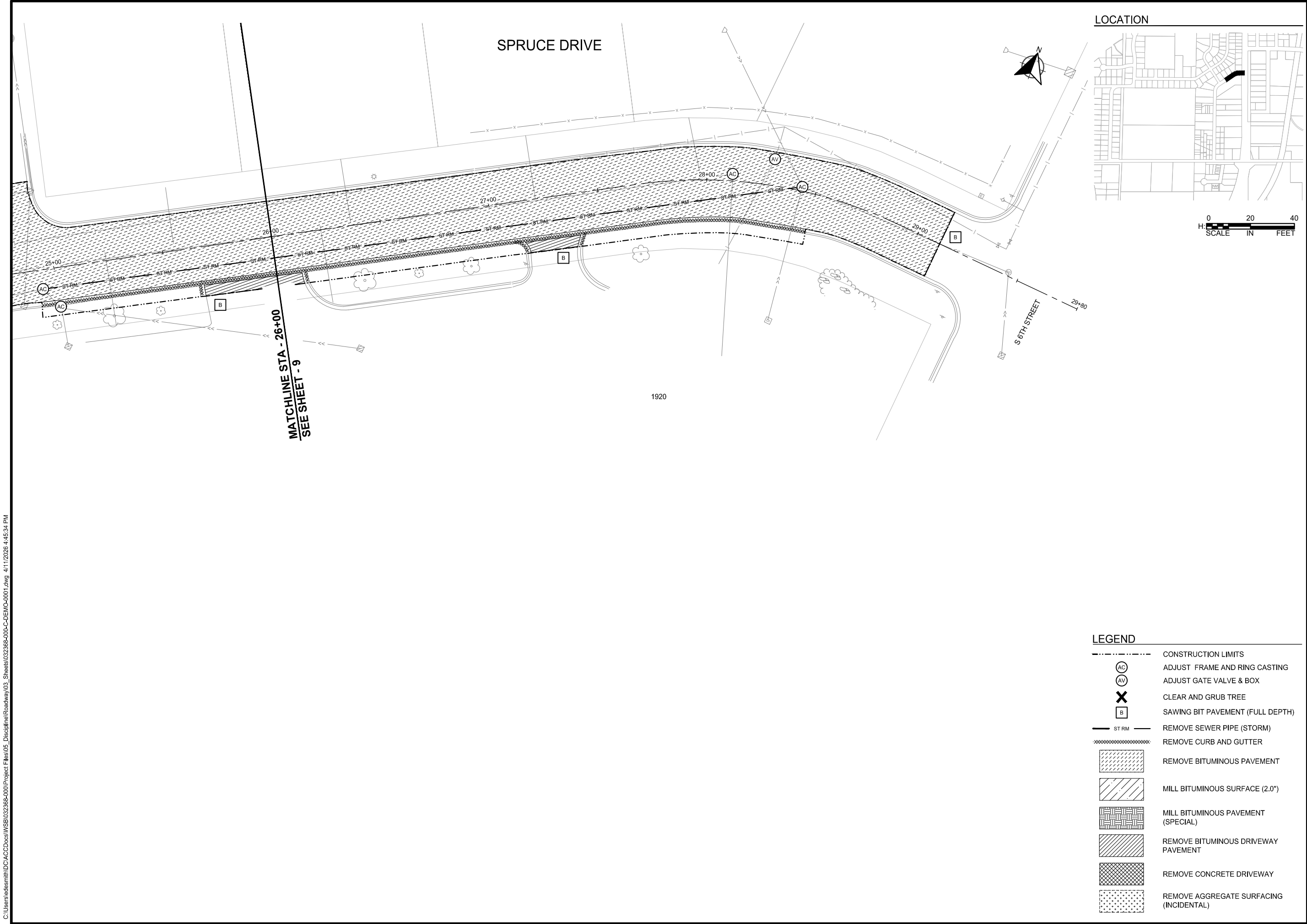


ETHAN M. YOUSO  
DATE: 04-13-2026 LIC. NO: 62781

REMOVAL  
PLANS

2026 RESURFACING PROJECT  
CITY OF BRAINERD

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LOCATION



0 20 40  
H. SCALE IN FEET

LEGEND

- CONSTRUCTION LIMITS
- AC ADJUST FRAME AND RING CASTING
- AV ADJUST GATE VALVE & BOX
- X CLEAR AND GRUB TREE
- B SAWING BIT PAVEMENT (FULL DEPTH)
- ST RM REMOVE SEWER PIPE (STORM)
- REMOVE CURB AND GUTTER
- REMOVE BITUMINOUS PAVEMENT
- MILL BITUMINOUS SURFACE (2.0")
- MILL BITUMINOUS PAVEMENT (SPECIAL)
- REMOVE BITUMINOUS DRIVEWAY PAVEMENT
- REMOVE CONCRETE DRIVEWAY
- REMOVE AGGREGATE SURFACING (INCIDENTAL)



SCALE: AS SHOWN  
PLAN BY: EMD  
DESIGN BY: EMD  
CHECK BY: EMY

REVISIONS

NO.	DATE	DESCRIPTION

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.

*Ethan M. Youso*  
ETHAN M. YOUSO  
DATE: 04-13-2026 LIC. NO: 62781

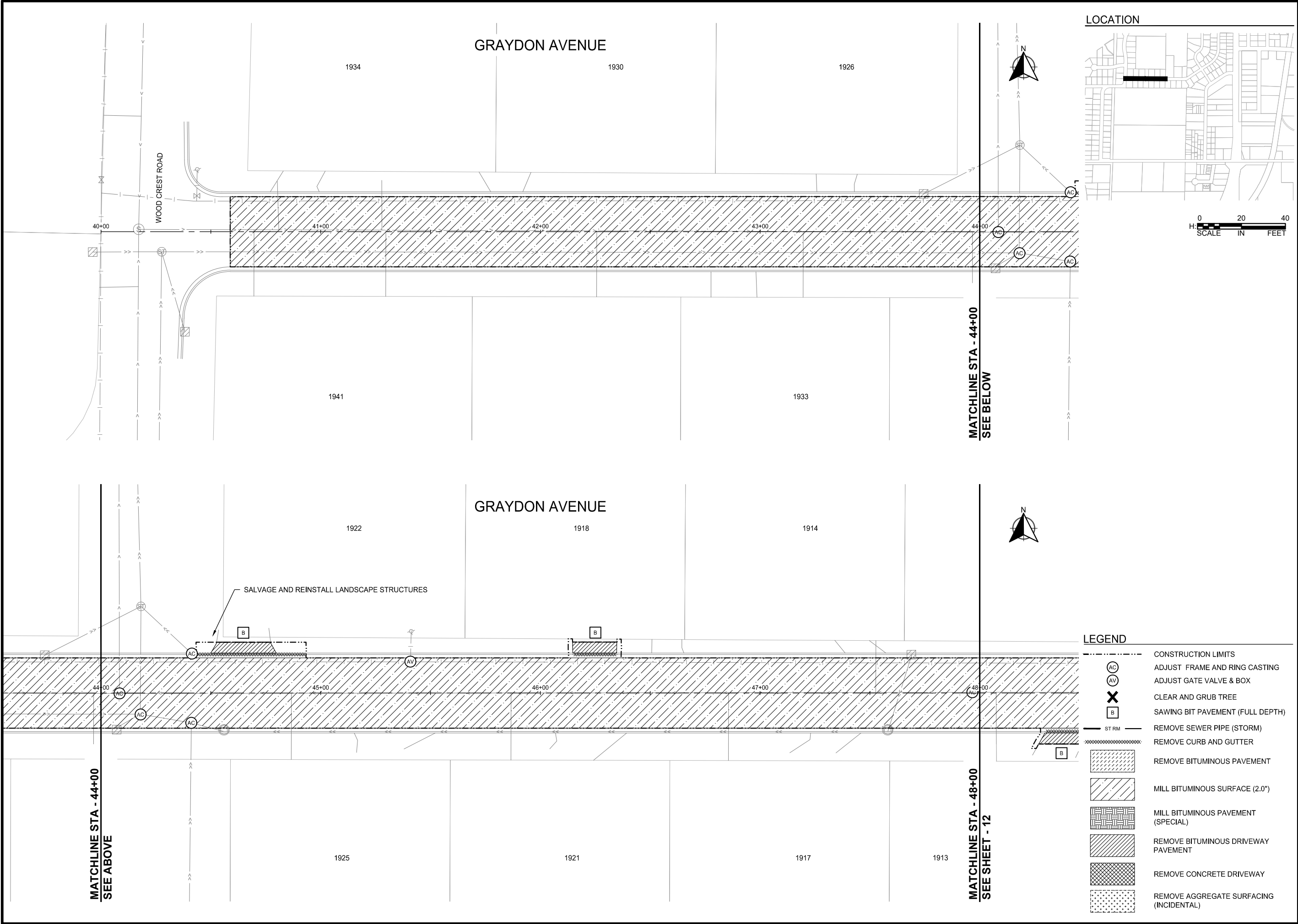
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2026 RESURFACING PROJECT  
CITY OF BRAINERD

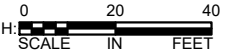
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LOCATION



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*Ethan M. Youso*  
ETHAN M. YOUSO  
DATE: 04-13-2026 LIC. NO: 62781

REMOVAL PLANS

LEGEND

- CONSTRUCTION LIMITS
- (AC) ADJUST FRAME AND RING CASTING
- (AV) ADJUST GATE VALVE & BOX
- X CLEAR AND GRUB TREE
- (B) SAWING BIT PAVEMENT (FULL DEPTH)
- ST RM --- REMOVE SEWER PIPE (STORM)
- ~~~~~ REMOVE CURB AND GUTTER
- [Pattern] REMOVE BITUMINOUS PAVEMENT
- [Pattern] MILL BITUMINOUS SURFACE (2.0")
- [Pattern] MILL BITUMINOUS PAVEMENT (SPECIAL)
- [Pattern] REMOVE BITUMINOUS DRIVEWAY PAVEMENT
- [Pattern] REMOVE CONCRETE DRIVEWAY
- [Pattern] REMOVE AGGREGATE SURFACING (INCIDENTAL)

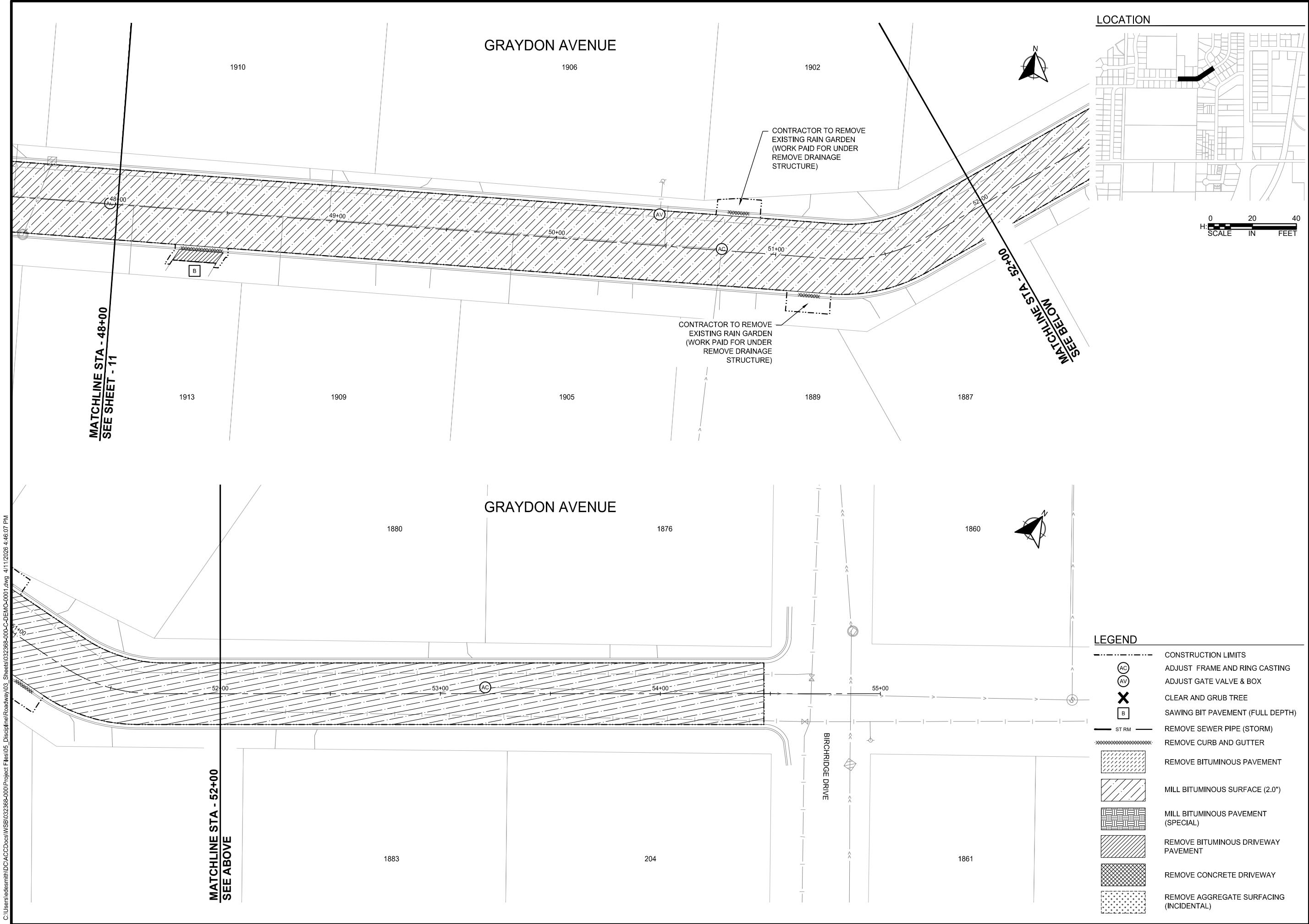
2026 RESURFACING PROJECT  
CITY OF BRAINERD

WSB PROJECT NO.  
032368-000

SHEET



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DESIGN BY: EMD  
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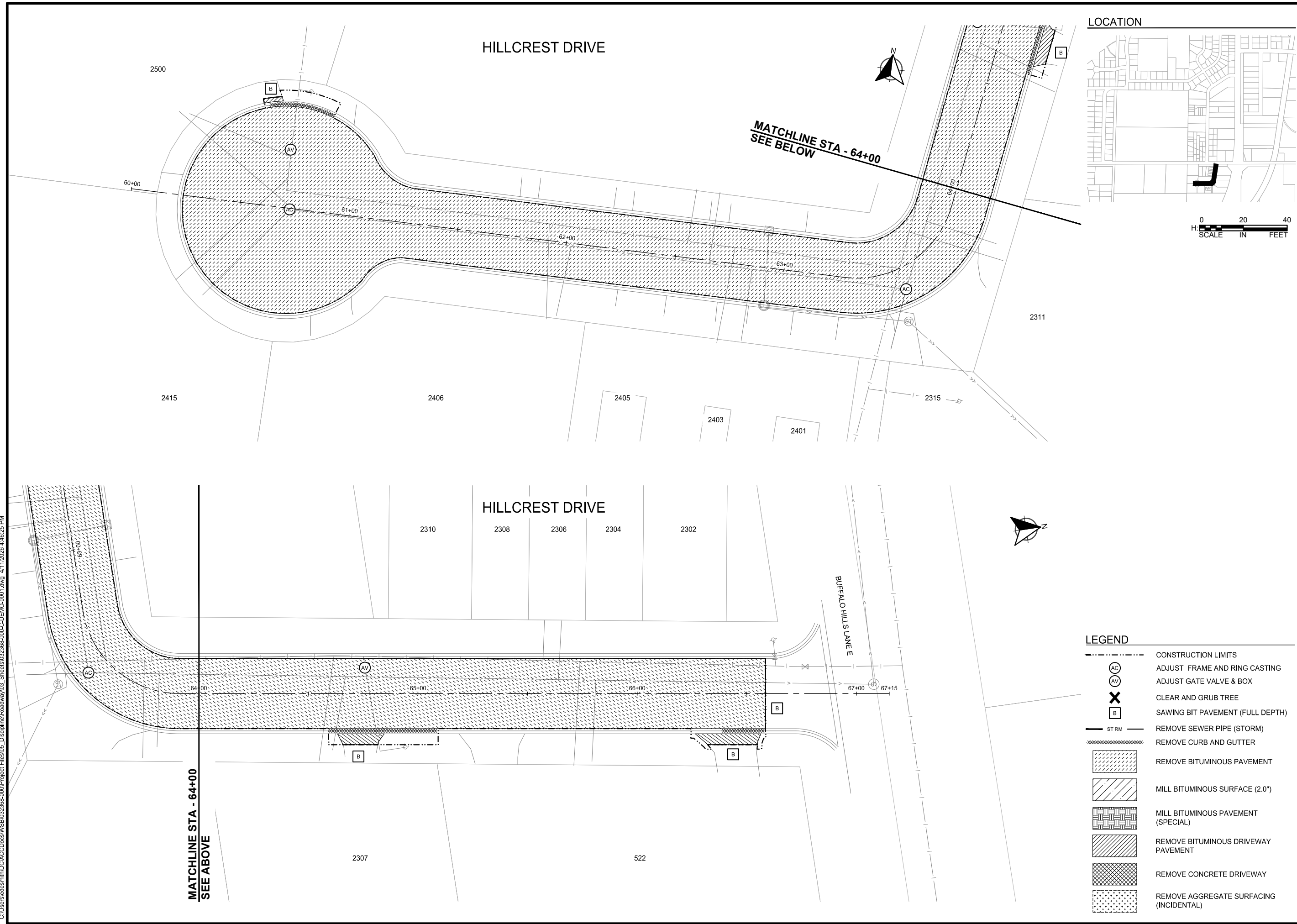
*Ethan M. Youso*  
ETHAN M. YOUSO  
DATE: 04-13-2026 LIC. NO: 62781

REMOVAL  
PLANS

LEGEND	
---	CONSTRUCTION LIMITS
(AC)	ADJUST FRAME AND RING CASTING
(AV)	ADJUST GATE VALVE & BOX
X	CLEAR AND GRUB TREE
[B]	SAWING BIT PAVEMENT (FULL DEPTH)
---	REMOVE SEWER PIPE (STORM)
~~~~~	REMOVE CURB AND GUTTER
[Hatched]	REMOVE BITUMINOUS PAVEMENT
[Diagonal Lines]	MILL BITUMINOUS SURFACE (2.0")
[Grid Pattern]	MILL BITUMINOUS PAVEMENT (SPECIAL)
[Cross-hatch]	REMOVE BITUMINOUS DRIVEWAY PAVEMENT
[Dense Grid]	REMOVE CONCRETE DRIVEWAY
[Dotted]	REMOVE AGGREGATE SURFACING (INCIDENTAL)

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000
SHEET



SCALE: AS SHOWN
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 ETHAN M. YOUSO

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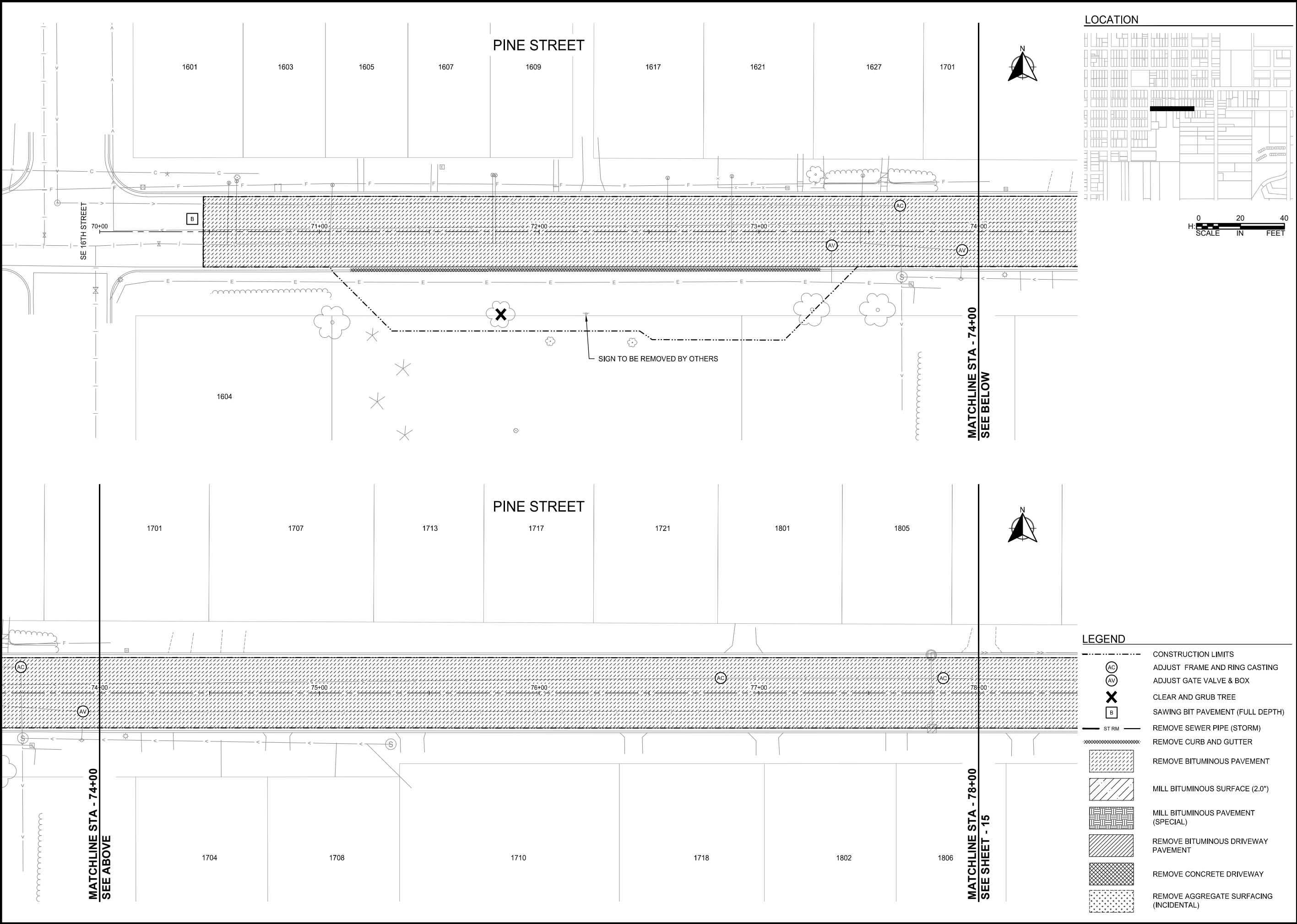
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2026 RESURFACING PROJECT
CITY OF BRAINERD

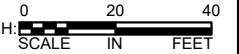
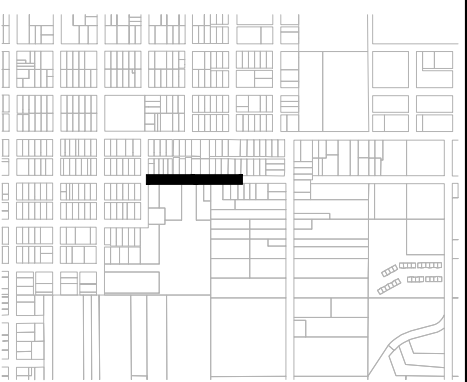
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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- (AC) ADJUST FRAME AND RING CASTING
- (AV) ADJUST GATE VALVE & BOX
- X CLEAR AND GRUB TREE
- (B) SAWING BIT PAVEMENT (FULL DEPTH)
- ST RM --- REMOVE SEWER PIPE (STORM)
- ~::~::~~ REMOVE CURB AND GUTTER
- [Hatched Box] REMOVE BITUMINOUS PAVEMENT
- [Diagonal Lines Box] MILL BITUMINOUS SURFACE (2.0")
- [Grid Box] MILL BITUMINOUS PAVEMENT (SPECIAL)
- [Cross-hatch Box] REMOVE BITUMINOUS DRIVEWAY PAVEMENT
- [Dotted Box] REMOVE CONCRETE DRIVEWAY
- [Stippled Box] REMOVE AGGREGATE SURFACING (INCIDENTAL)



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
CHECK BY: EMY

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Ethan M. Youso
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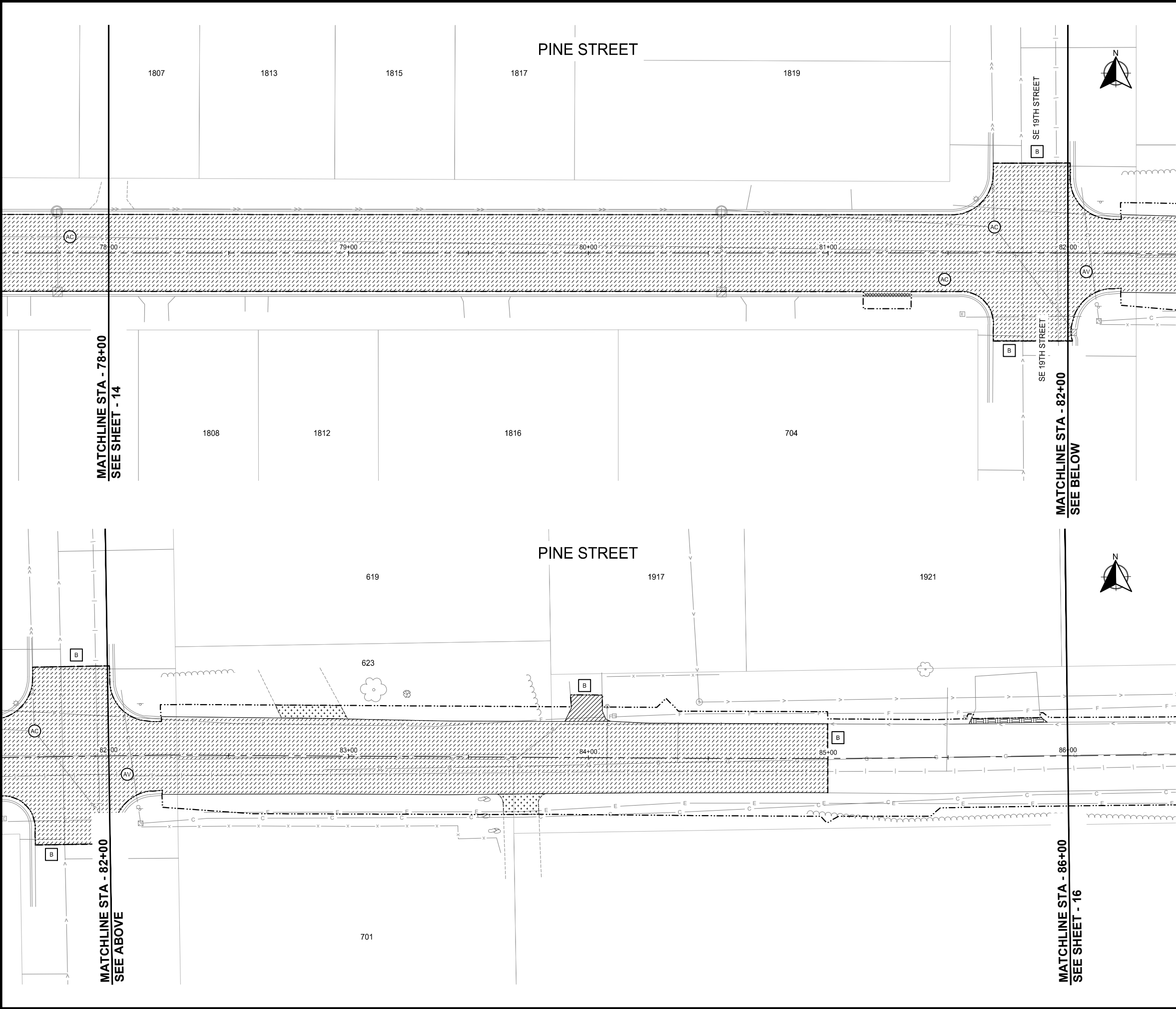
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2026 RESURFACING PROJECT
CITY OF BRAINERD

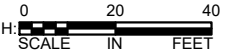
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032368-000

SHEET

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LOCATION



LEGEND

- (AC) CONSTRUCTION LIMITS
- (AV) ADJUST FRAME AND RING CASTING
- (B) ADJUST GATE VALVE & BOX
- X CLEAR AND GRUB TREE
- STRM SAWING BIT PAVEMENT (FULL DEPTH)
- REMOVE SEWER PIPE (STORM)
- REMOVE CURB AND GUTTER
- [Hatched Box] REMOVE BITUMINOUS PAVEMENT
- [Diagonal Lines Box] MILL BITUMINOUS SURFACE (2.0")
- [Cross-hatched Box] MILL BITUMINOUS PAVEMENT (SPECIAL)
- [Diagonal Lines Box] REMOVE BITUMINOUS DRIVEWAY PAVEMENT
- [Cross-hatched Box] REMOVE CONCRETE DRIVEWAY
- [Dotted Box] REMOVE AGGREGATE SURFACING (INCIDENTAL)



SCALE: AS SHOWN
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Ethan M. Youso
ETHAN M. YOUSO
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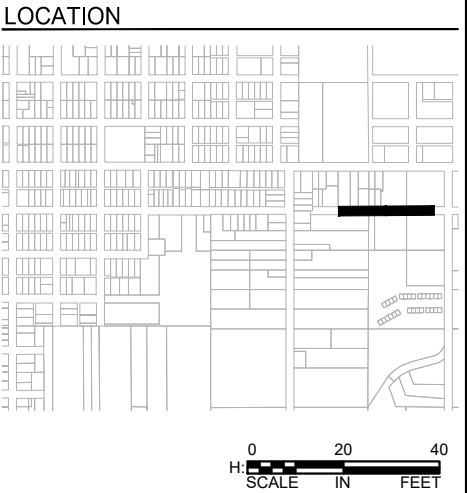
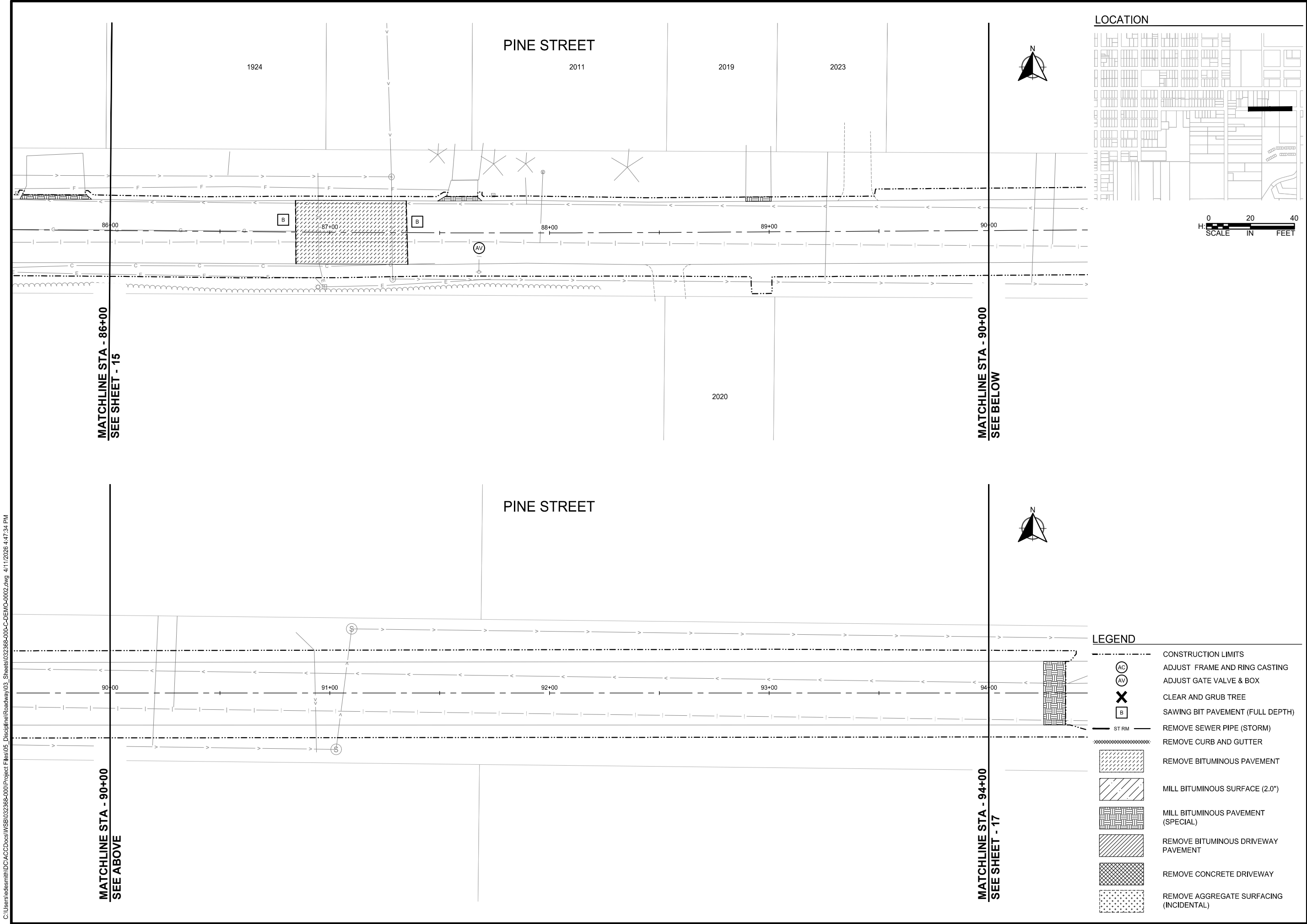
REMOVAL PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000

SHEET

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DESIGN BY: EMD
CHECK BY: EMY

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Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

REMOVAL
PLANS

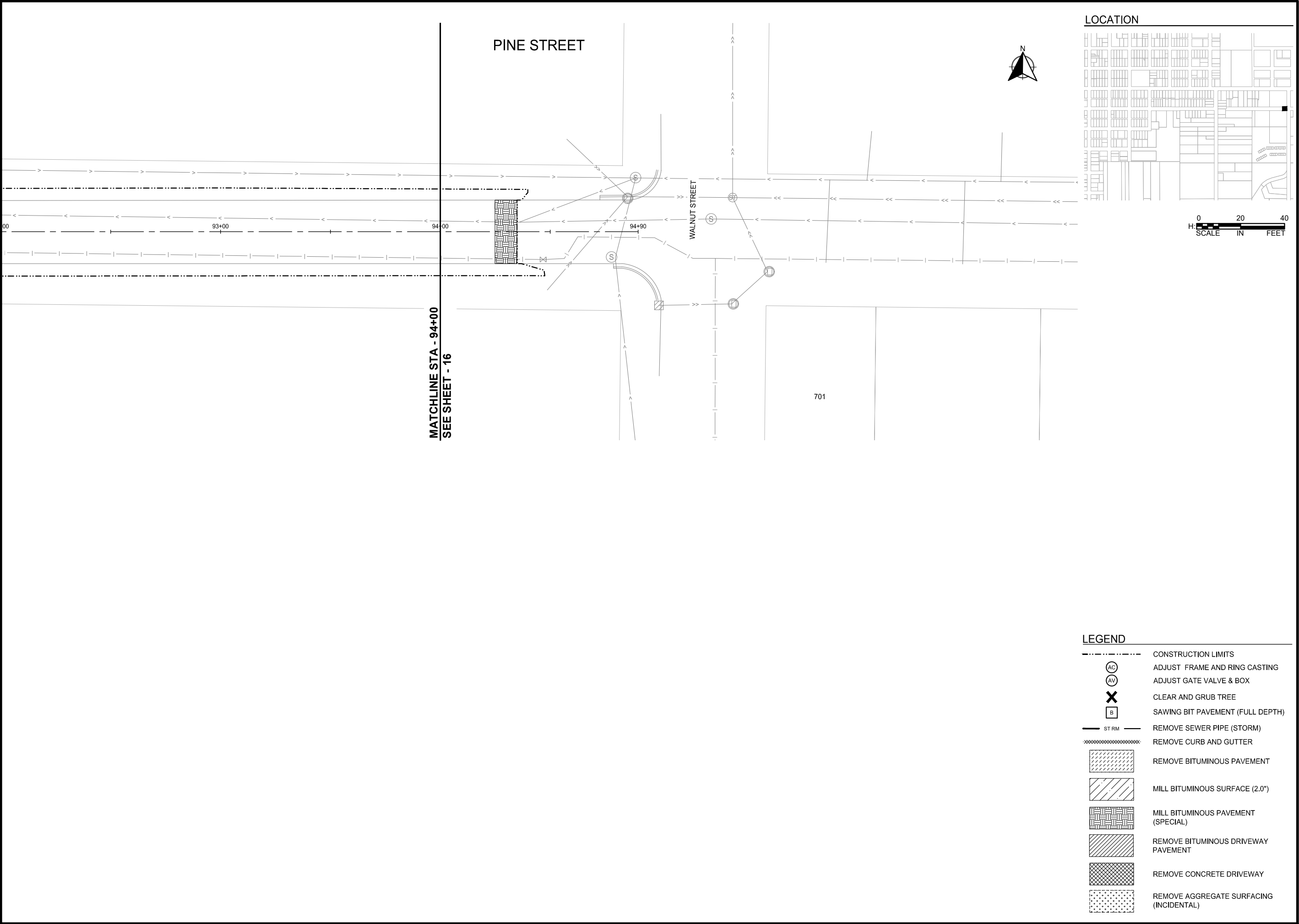
LEGEND	
—	CONSTRUCTION LIMITS
⊙ AC	ADJUST FRAME AND RING CASTING
⊙ AV	ADJUST GATE VALVE & BOX
✕	CLEAR AND GRUB TREE
⊠ B	SAWING BIT PAVEMENT (FULL DEPTH)
— ST RM —	REMOVE SEWER PIPE (STORM)
⋯	REMOVE CURB AND GUTTER
[Hatched Box]	REMOVE BITUMINOUS PAVEMENT
[Diagonal Lines Box]	MILL BITUMINOUS SURFACE (2.0")
[Grid Pattern Box]	MILL BITUMINOUS PAVEMENT (SPECIAL)
[Cross-hatch Box]	REMOVE BITUMINOUS DRIVEWAY PAVEMENT
[Dotted Box]	REMOVE CONCRETE DRIVEWAY
[Stippled Box]	REMOVE AGGREGATE SURFACING (INCIDENTAL)

2026 RESURFACING PROJECT
CITY OF BRAINERD

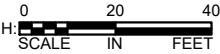
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SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- AC ADJUST FRAME AND RING CASTING
- AV ADJUST GATE VALVE & BOX
- X CLEAR AND GRUB TREE
- B SAWING BIT PAVEMENT (FULL DEPTH)
- ST RM REMOVE SEWER PIPE (STORM)
- XXXXXX REMOVE CURB AND GUTTER
- [Hatched Box] REMOVE BITUMINOUS PAVEMENT
- [Diagonal Lines Box] MILL BITUMINOUS SURFACE (2.0")
- [Grid Box] MILL BITUMINOUS PAVEMENT (SPECIAL)
- [Diagonal Lines Box] REMOVE BITUMINOUS DRIVEWAY PAVEMENT
- [Cross-hatch Box] REMOVE CONCRETE DRIVEWAY
- [Dotted Box] REMOVE AGGREGATE SURFACING (INCIDENTAL)



SCALE: AS SHOWN
PLAN BY: EMD
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CHECK BY: EMY

REVISIONS

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Ethan M. Youso
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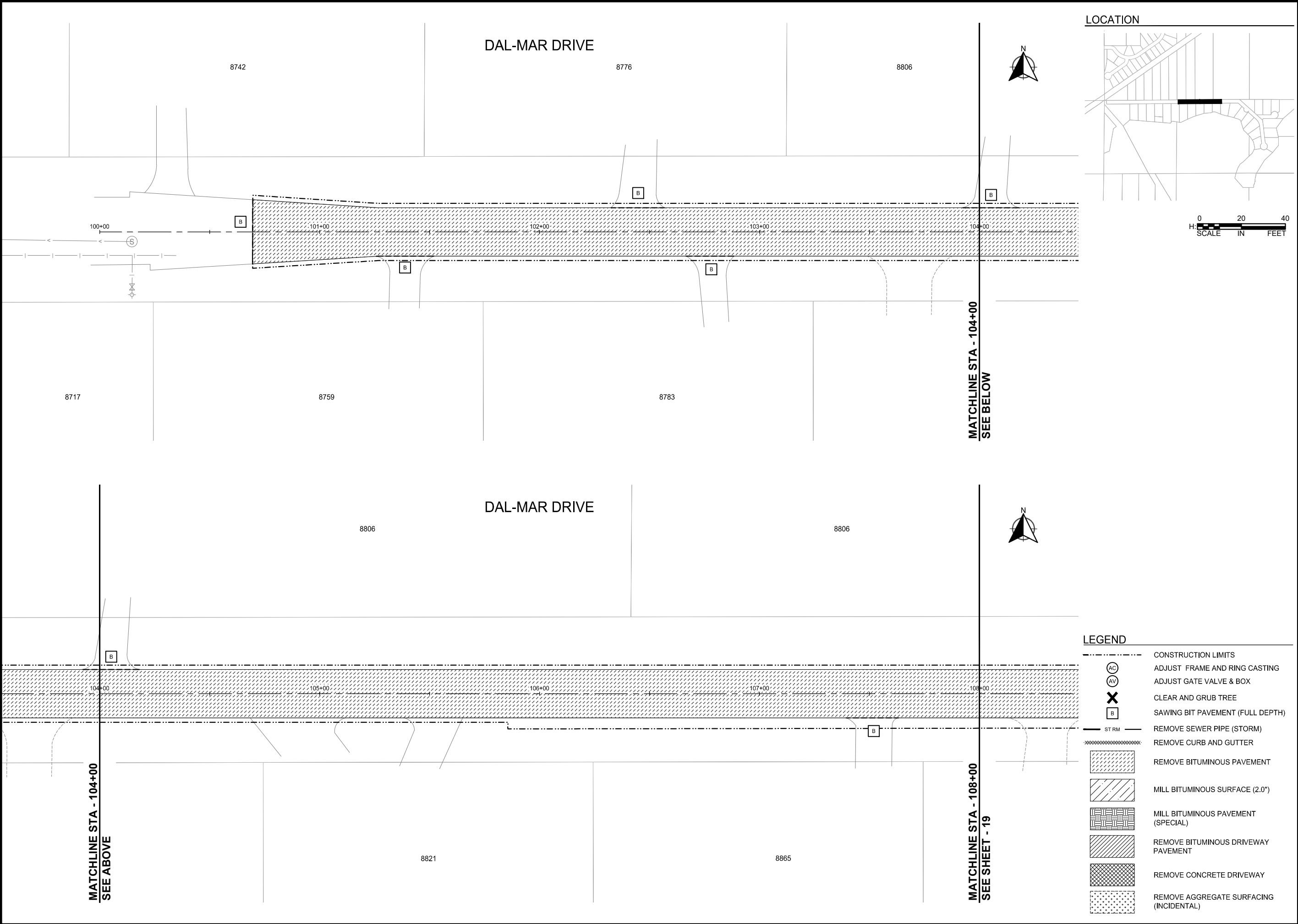
REMOVAL PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000

SHEET

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LOCATION

0 20 40
H: SCALE IN FEET

LEGEND

- CONSTRUCTION LIMITS
- ADJUST FRAME AND RING CASTING
- ADJUST GATE VALVE & BOX
- CLEAR AND GRUB TREE
- SAWING BIT PAVEMENT (FULL DEPTH)
- REMOVE SEWER PIPE (STORM)
- REMOVE CURB AND GUTTER
- REMOVE BITUMINOUS PAVEMENT
- MILL BITUMINOUS SURFACE (2.0")
- MILL BITUMINOUS PAVEMENT (SPECIAL)
- REMOVE BITUMINOUS DRIVEWAY PAVEMENT
- REMOVE CONCRETE DRIVEWAY
- REMOVE AGGREGATE SURFACING (INCIDENTAL)

wsb

SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
CHECK BY: EMY

REVISIONS	
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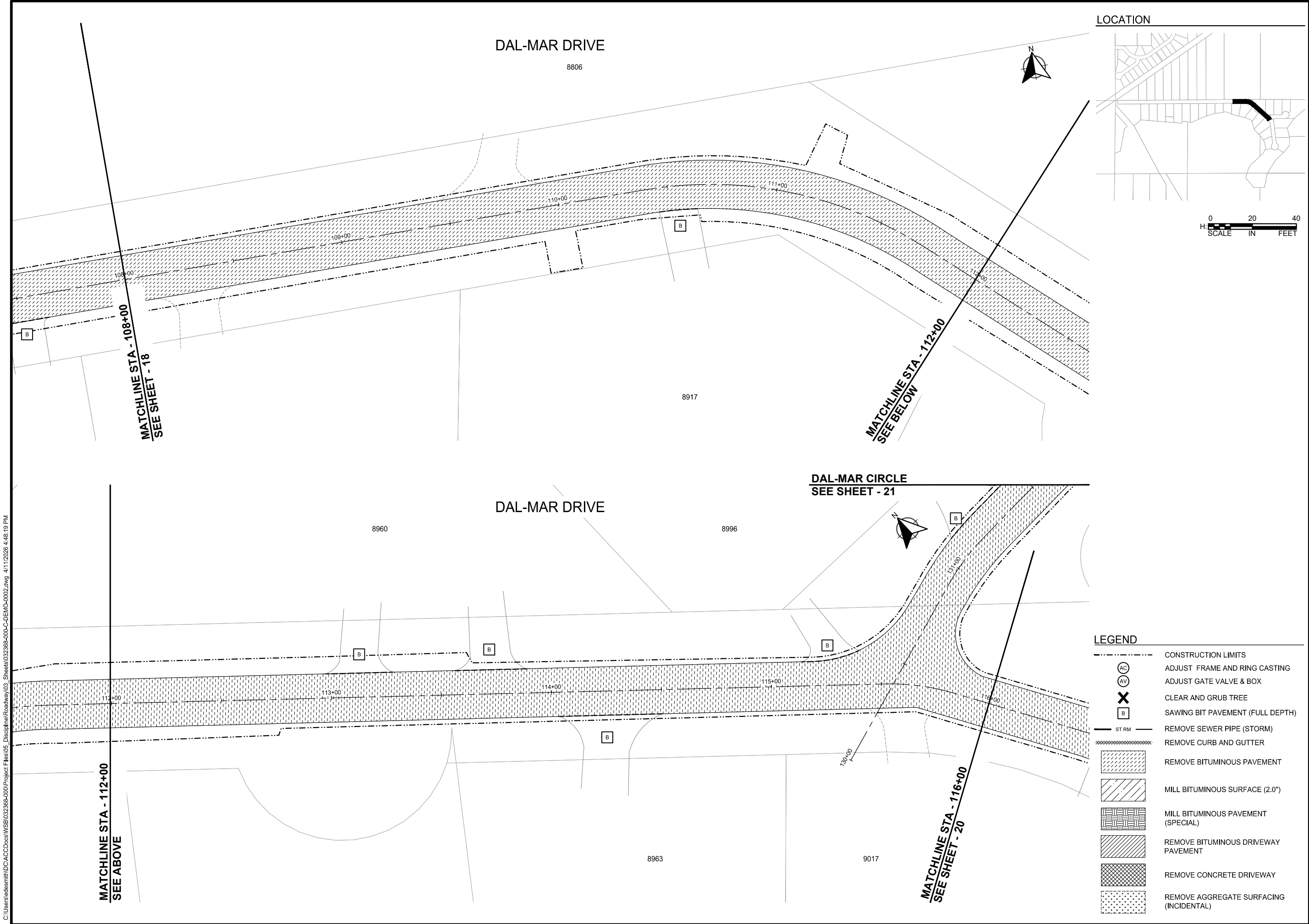
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

REMOVAL PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
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LOCATION

02040

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H: SCALE IN FEET

wsb

BRAINERD

SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
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ETHAN M. YOUSO

DATE: 04-13-2026 LIC. NO: 62781

REMOVAL PLANS

LEGEND

AC

AV

X

B

ST RM

CONSTRUCTION LIMITS
ADJUST FRAME AND RING CASTING
ADJUST GATE VALVE & BOX
CLEAR AND GRUB TREE
SAWING BIT PAVEMENT (FULL DEPTH)
REMOVE SEWER PIPE (STORM)
REMOVE CURB AND GUTTER
REMOVE BITUMINOUS PAVEMENT
MILL BITUMINOUS SURFACE (2.0")
MILL BITUMINOUS PAVEMENT (SPECIAL)
REMOVE BITUMINOUS DRIVEWAY PAVEMENT
REMOVE CONCRETE DRIVEWAY
REMOVE AGGREGATE SURFACING (INCIDENTAL)

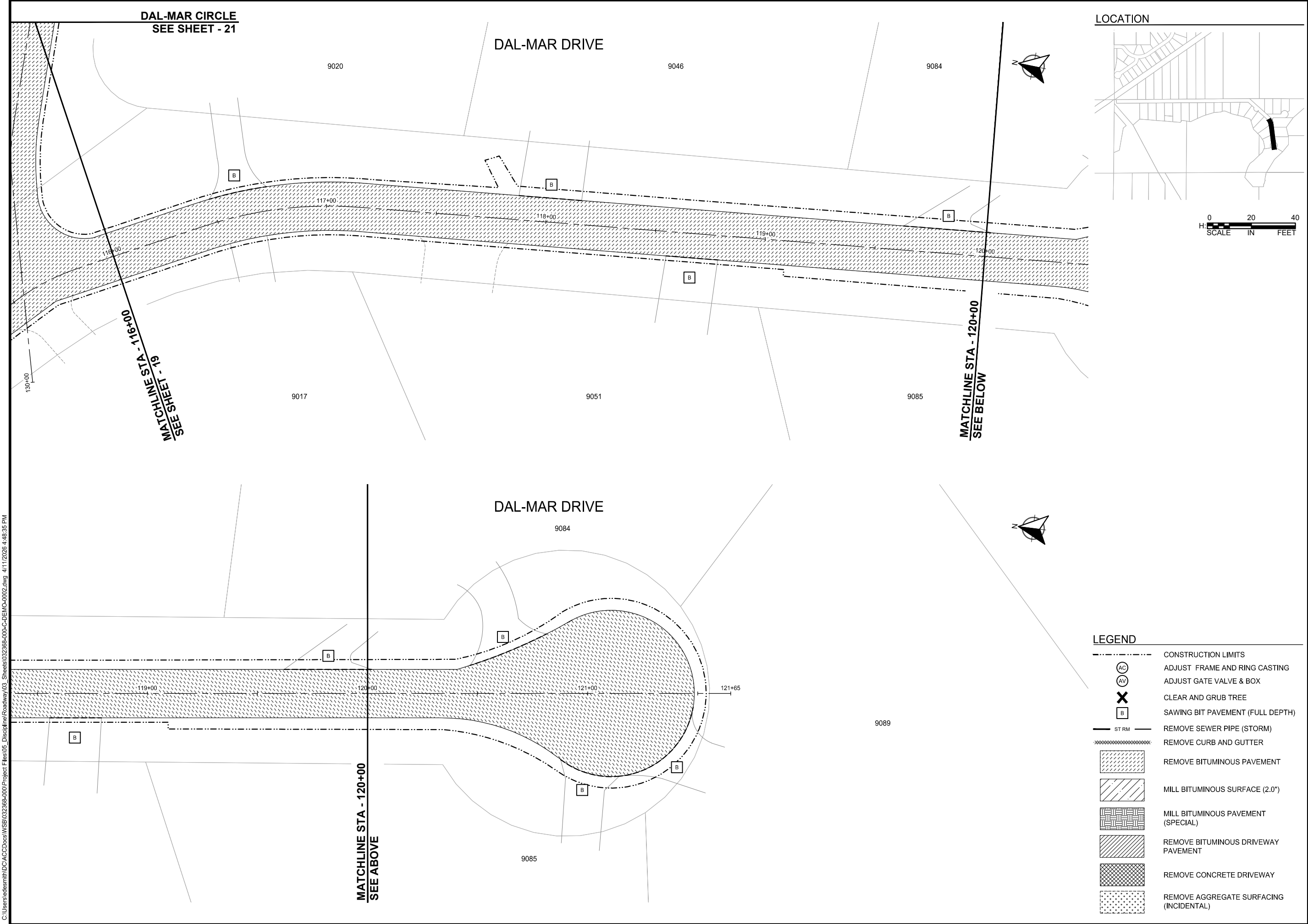
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CITY OF BRAINERD

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032368-000

SHEET
19 OF 62

Page 188 of 275

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LOCATION

02040

H:SCALEINFEET

LEGEND

AC

AV

X

B

ST RM

CONSTRUCTION LIMITS

ADJUST FRAME AND RING CASTING

ADJUST GATE VALVE & BOX

CLEAR AND GRUB TREE

SAWING BIT PAVEMENT (FULL DEPTH)

REMOVE SEWER PIPE (STORM)

REMOVE CURB AND GUTTER

REMOVE BITUMINOUS PAVEMENT

MILL BITUMINOUS SURFACE (2.0")

MILL BITUMINOUS PAVEMENT (SPECIAL)

REMOVE BITUMINOUS DRIVEWAY PAVEMENT

REMOVE CONCRETE DRIVEWAY

REMOVE AGGREGATE SURFACING (INCIDENTAL)

SCALE:
AS SHOWN
PLAN BY:
EMD

DESIGN BY:
EMD
CHECK BY:
EMY

REVISIONS

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ETHAN M. YOUSO

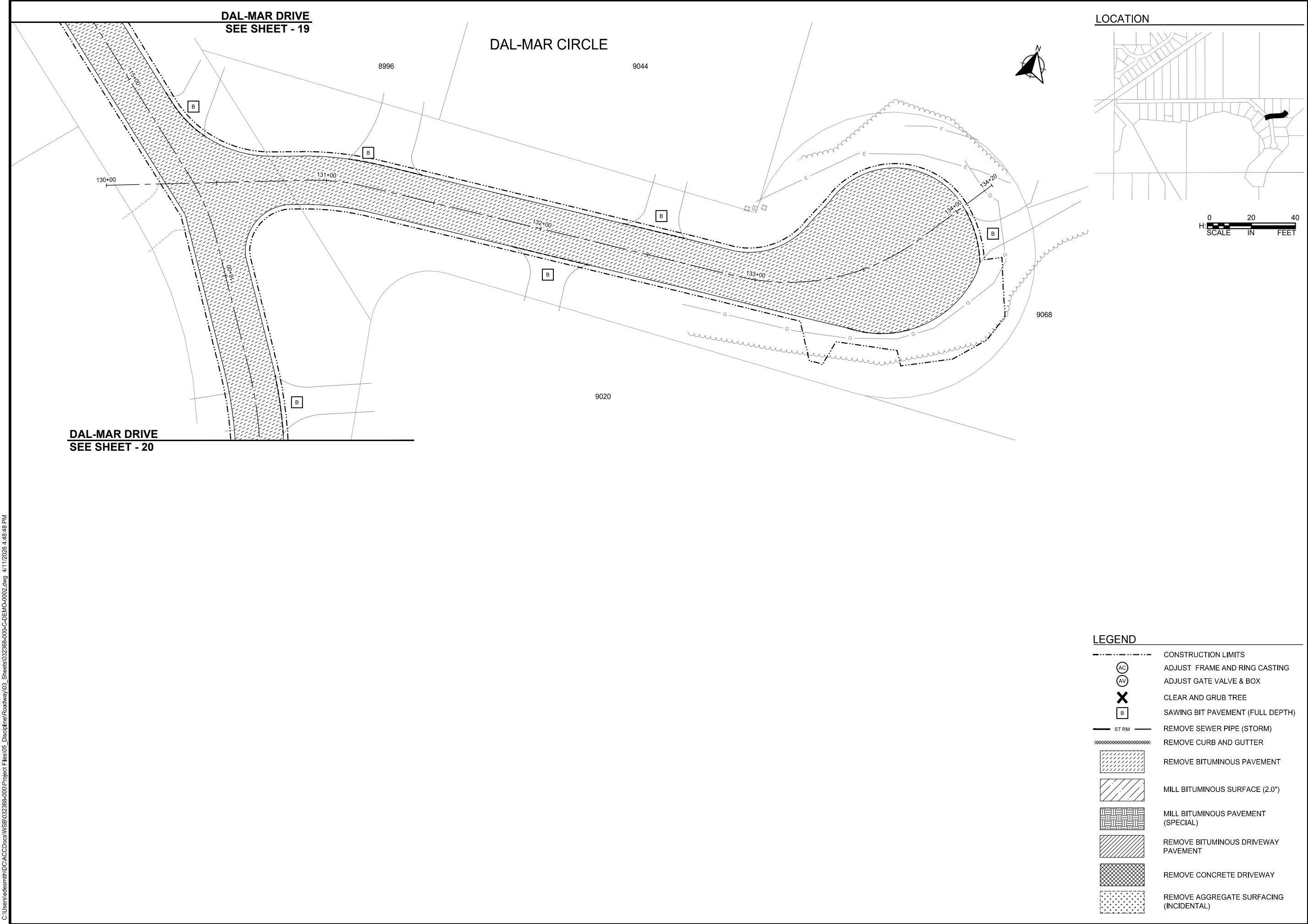
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REMOVAL
PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
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SHEET

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LOCATION

0 20 40
H. SCALE IN FEET

REVISIONS	
NO.	DESCRIPTION

SCALE:
AS SHOWN
PLAN BY:
EMD

DESIGN BY:
EMD
CHECK BY:
EMY

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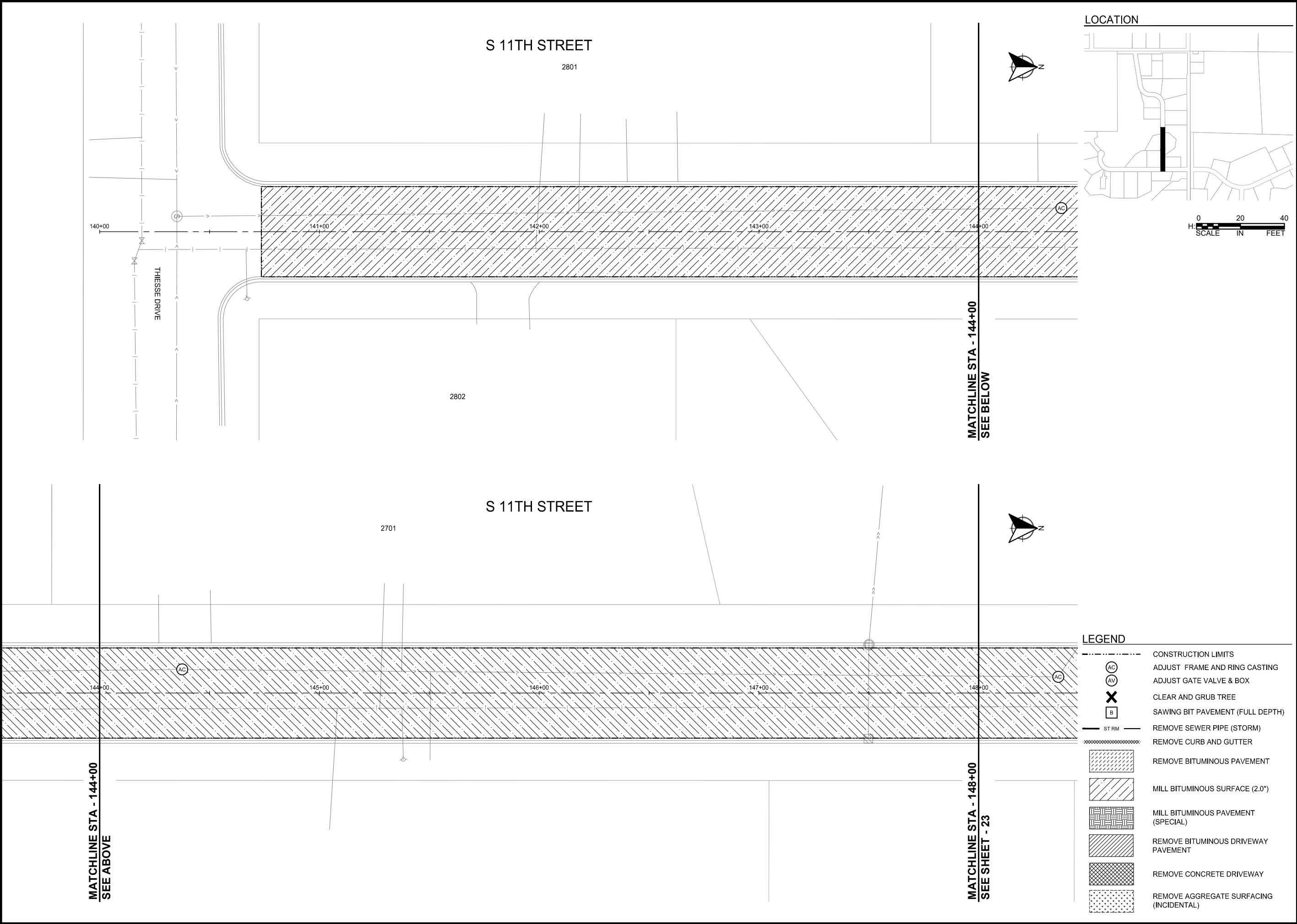
ETHAN M. YOUSO

DATE: 04-13-2026 LIC. NO: 62781

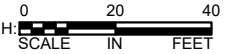
REMOVAL
PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- ADJUST FRAME AND RING CASTING
- ADJUST GATE VALVE & BOX
- CLEAR AND GRUB TREE
- SAWING BIT PAVEMENT (FULL DEPTH)
- REMOVE SEWER PIPE (STORM)
- REMOVE CURB AND GUTTER
- REMOVE BITUMINOUS PAVEMENT
- MILL BITUMINOUS SURFACE (2.0")
- MILL BITUMINOUS PAVEMENT (SPECIAL)
- REMOVE BITUMINOUS DRIVEWAY PAVEMENT
- REMOVE CONCRETE DRIVEWAY
- REMOVE AGGREGATE SURFACING (INCIDENTAL)



SCALE: AS SHOWN
PLAN BY: EMD
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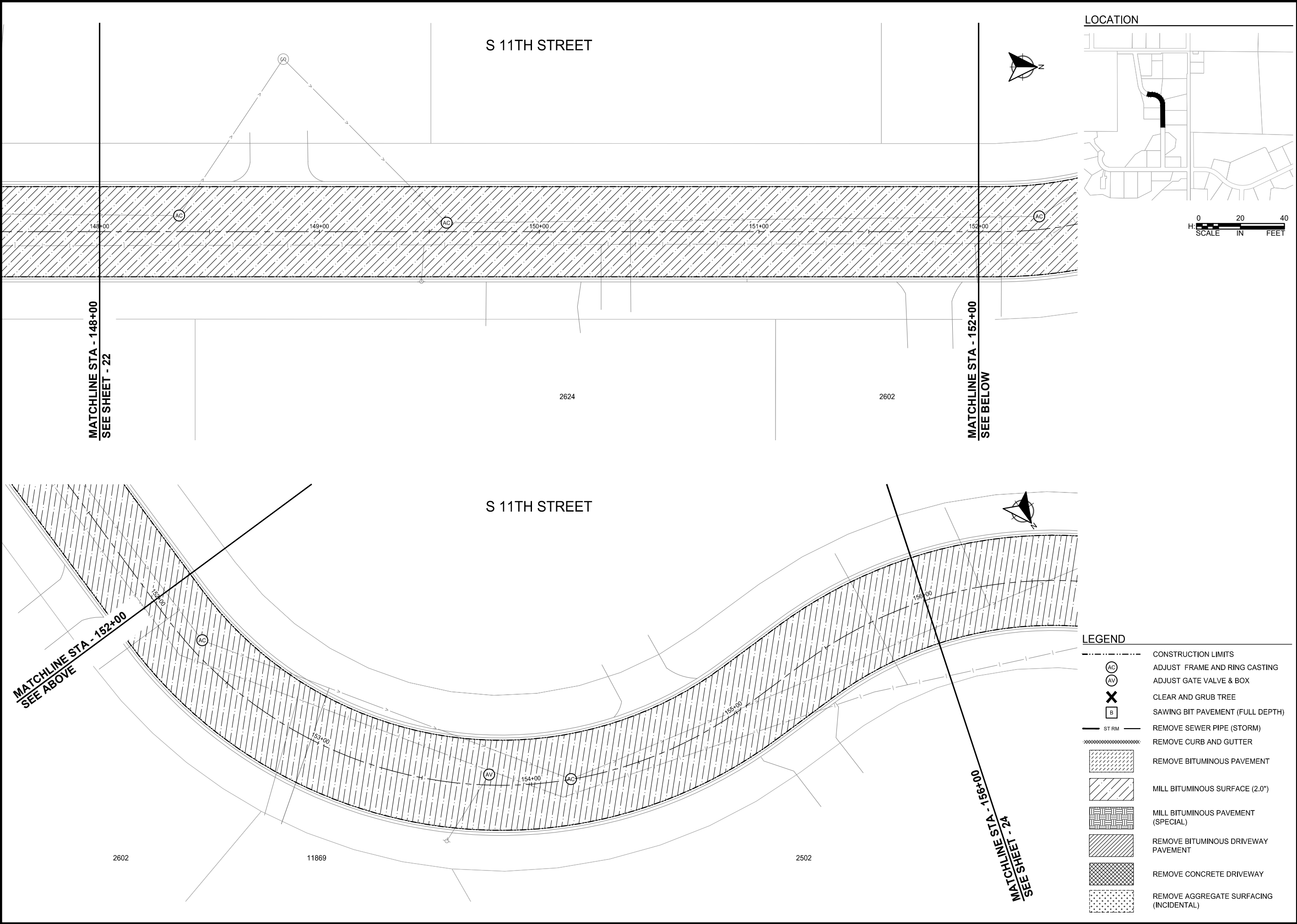
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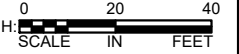
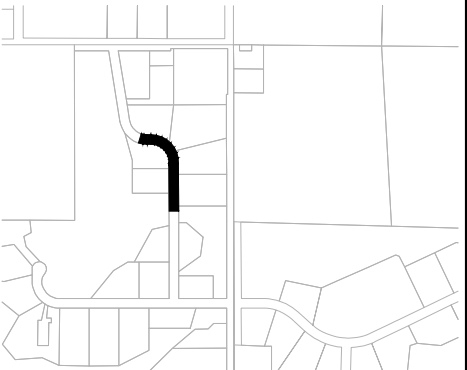
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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- ADJUST FRAME AND RING CASTING
- ADJUST GATE VALVE & BOX
- CLEAR AND GRUB TREE
- SAWING BIT PAVEMENT (FULL DEPTH)
- STRM
- REMOVE SEWER PIPE (STORM)
- REMOVE CURB AND GUTTER
- REMOVE BITUMINOUS PAVEMENT
- MILL BITUMINOUS SURFACE (2.0")
- MILL BITUMINOUS PAVEMENT (SPECIAL)
- REMOVE BITUMINOUS DRIVEWAY PAVEMENT
- REMOVE CONCRETE DRIVEWAY
- REMOVE AGGREGATE SURFACING (INCIDENTAL)



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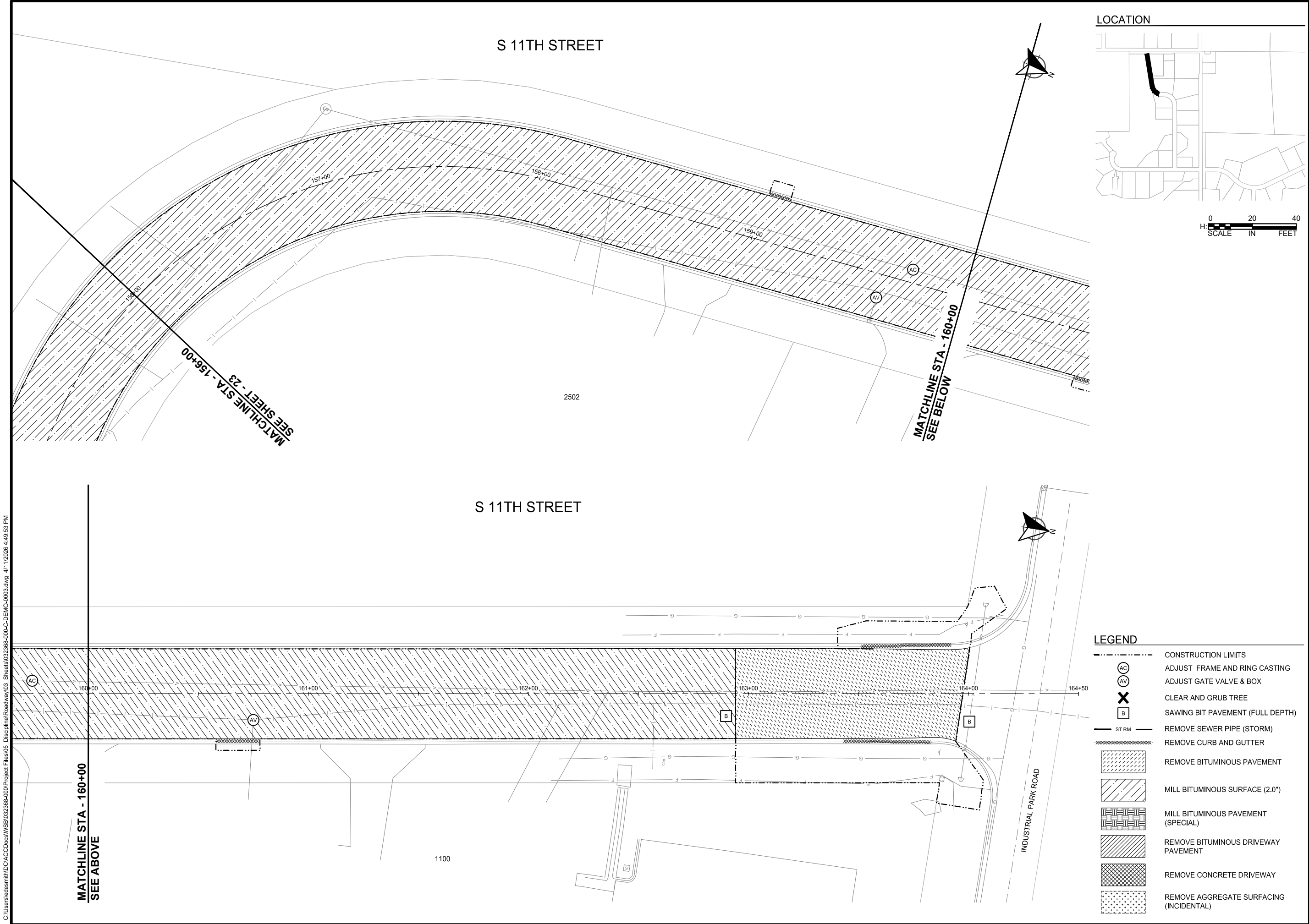
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CITY OF BRAINERD

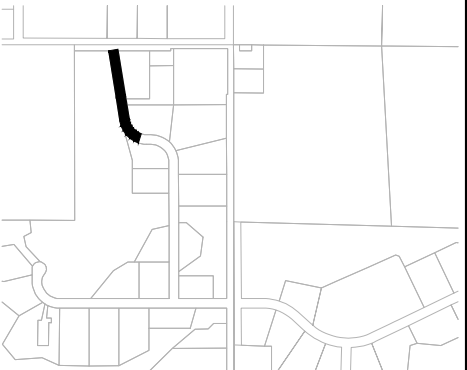
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LOCATION



0 20 40
H: SCALE IN FEET



SCALE: AS SHOWN
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Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

REMOVAL
PLANS

LEGEND

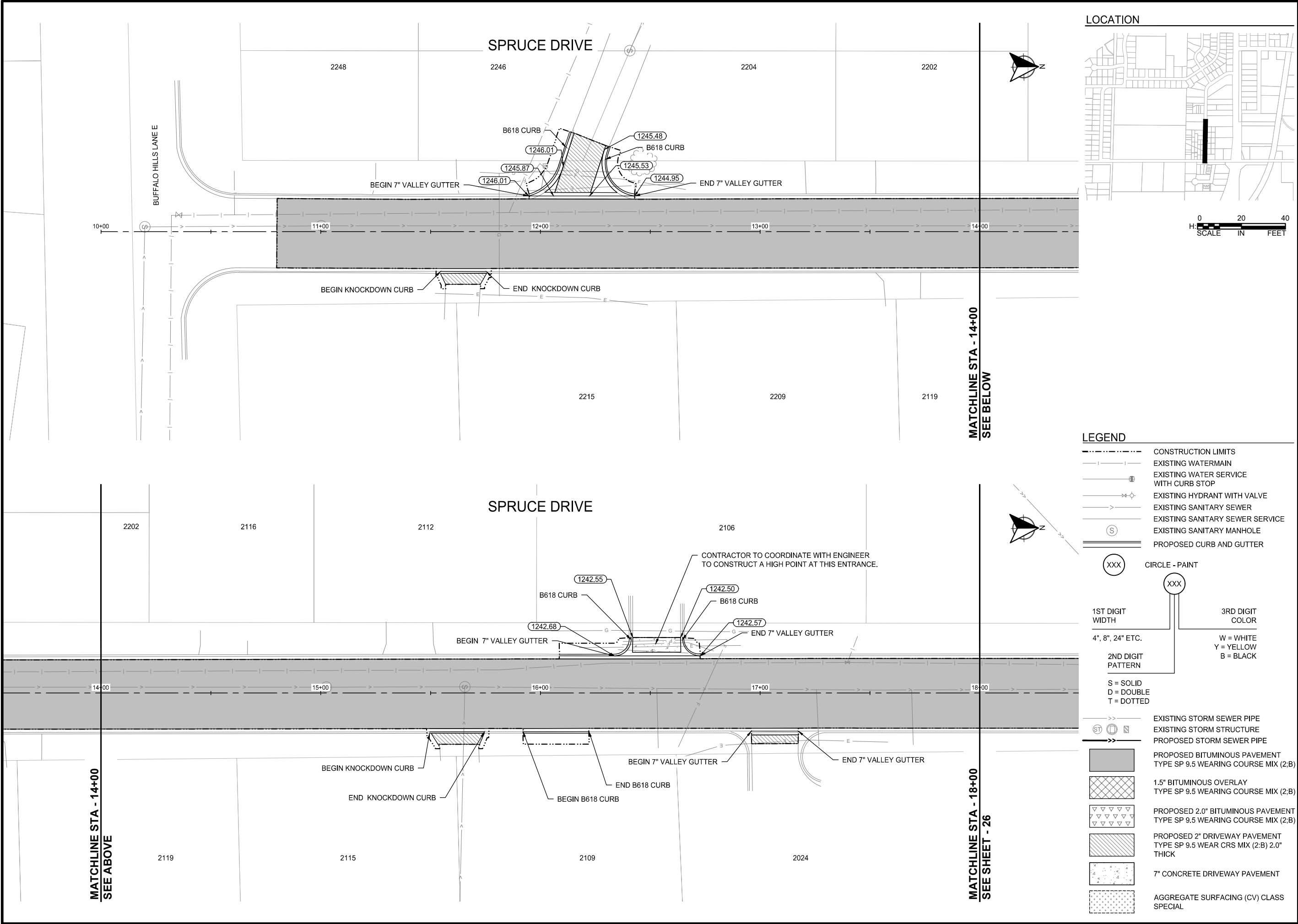
- CONSTRUCTION LIMITS
- ADJUST FRAME AND RING CASTING
- ADJUST GATE VALVE & BOX
- CLEAR AND GRUB TREE
- SAWING BIT PAVEMENT (FULL DEPTH)
- REMOVE SEWER PIPE (STORM)
- REMOVE CURB AND GUTTER
- REMOVE BITUMINOUS PAVEMENT
- MILL BITUMINOUS SURFACE (2.0")
- MILL BITUMINOUS PAVEMENT (SPECIAL)
- REMOVE BITUMINOUS DRIVEWAY PAVEMENT
- REMOVE CONCRETE DRIVEWAY
- REMOVE AGGREGATE SURFACING (INCIDENTAL)

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000

SHEET

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LEGEND

	CONSTRUCTION LIMITS
	EXISTING WATERMAIN
	EXISTING WATER SERVICE WITH CURB STOP
	EXISTING HYDRANT WITH VALVE
	EXISTING SANITARY SEWER
	EXISTING SANITARY SEWER SERVICE
	EXISTING SANITARY MANHOLE
	PROPOSED CURB AND GUTTER

	CIRCLE - PAINT
1ST DIGIT WIDTH 4", 8", 24" ETC.	3RD DIGIT COLOR W = WHITE Y = YELLOW B = BLACK
2ND DIGIT PATTERN S = SOLID D = DOUBLE T = DOTTED	

	EXISTING STORM SEWER PIPE
	EXISTING STORM STRUCTURE
	PROPOSED STORM SEWER PIPE
	PROPOSED BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2;B)
	1.5" BITUMINOUS OVERLAY TYPE SP 9.5 WEARING COURSE MIX (2;B)
	PROPOSED 2.0" BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2;B)
	PROPOSED 2" DRIVEWAY PAVEMENT TYPE SP 9.5 WEAR CRS MIX (2;B) 2.0" THICK
	7" CONCRETE DRIVEWAY PAVEMENT
	AGGREGATE SURFACING (CV) CLASS SPECIAL

SCALE:	DESIGN BY:
AS SHOWN	EMD
PLAN BY:	CHECK BY:
EMD	EMY

NO.	DATE	DESCRIPTION

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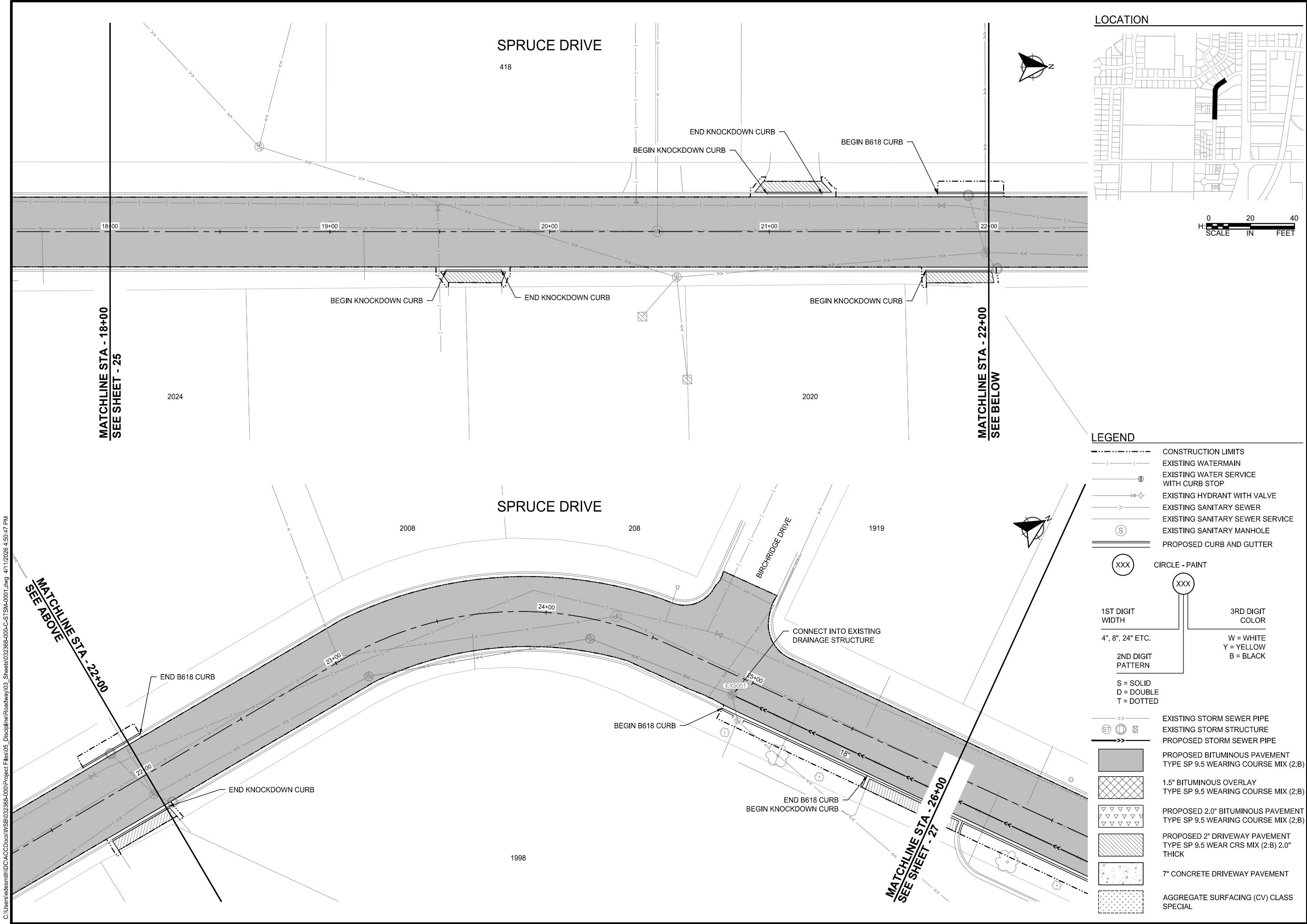
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

STREET &
STORM SEWER
PLANS

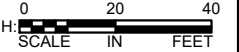
2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000
SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- - - EXISTING WATERMAIN
- - - EXISTING WATER SERVICE WITH CURB STOP
- - - EXISTING HYDRANT WITH VALVE
- - - EXISTING SANITARY SEWER
- - - EXISTING SANITARY SEWER SERVICE
- (S) EXISTING SANITARY MANHOLE
- == PROPOSED CURB AND GUTTER
- (XXX) CIRCLE - PAINT
- 1ST DIGIT WIDTH: 4", 8", 24" ETC.
- 2ND DIGIT PATTERN: S = SOLID, D = DOUBLE, T = DOTTED
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- EXISTING STORM STRUCTURE
- PROPOSED STORM SEWER PIPE
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- [Pattern] 7" CONCRETE DRIVEWAY PAVEMENT
- [Pattern] AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
CHECK BY: EMY

REVISIONS	
NO.	DESCRIPTION

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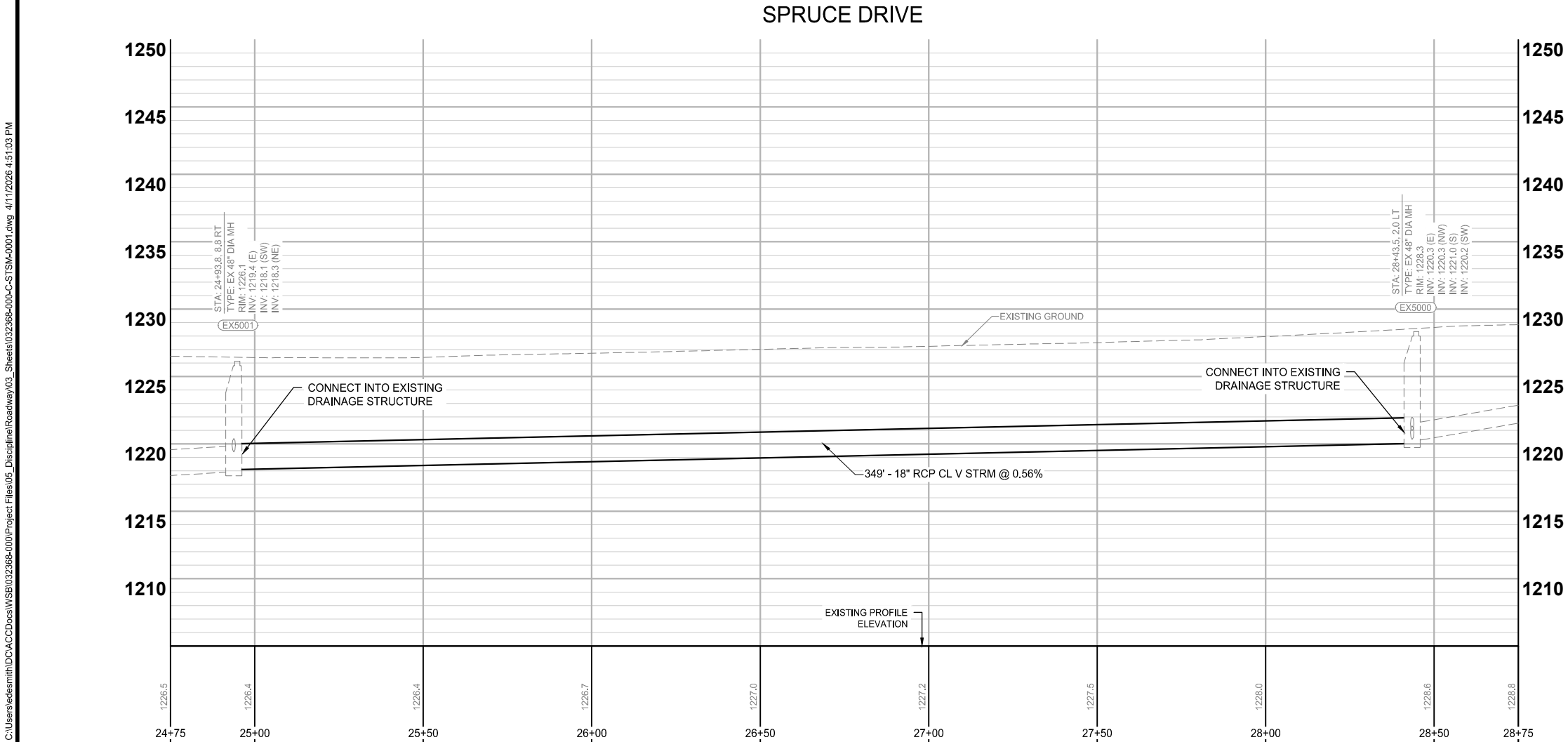
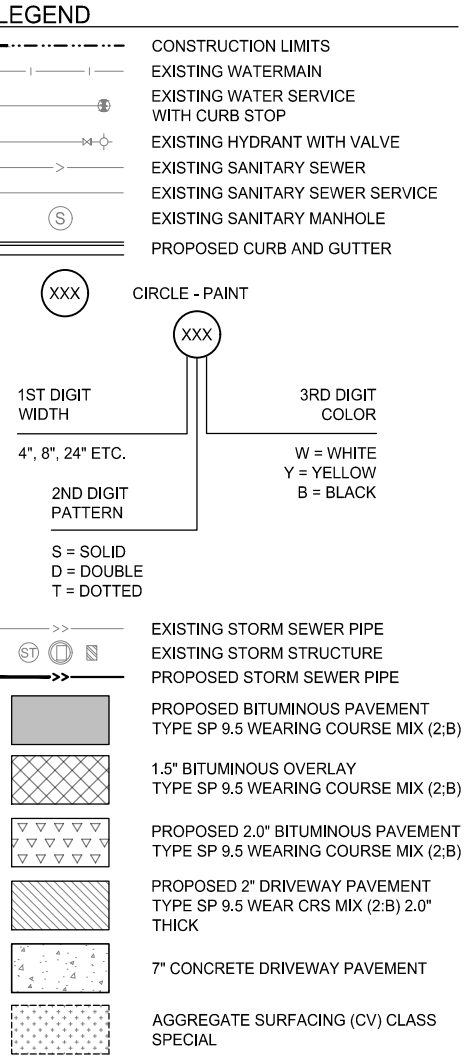
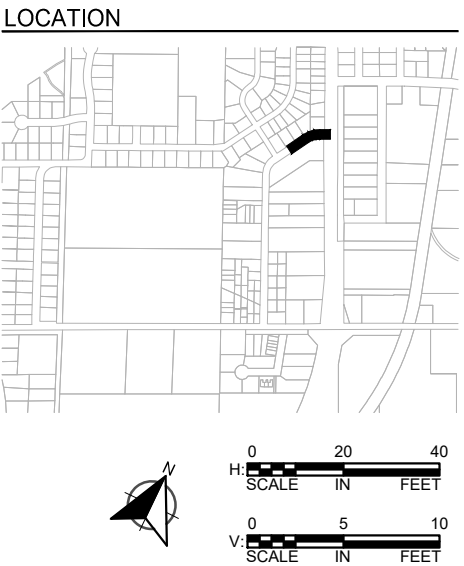
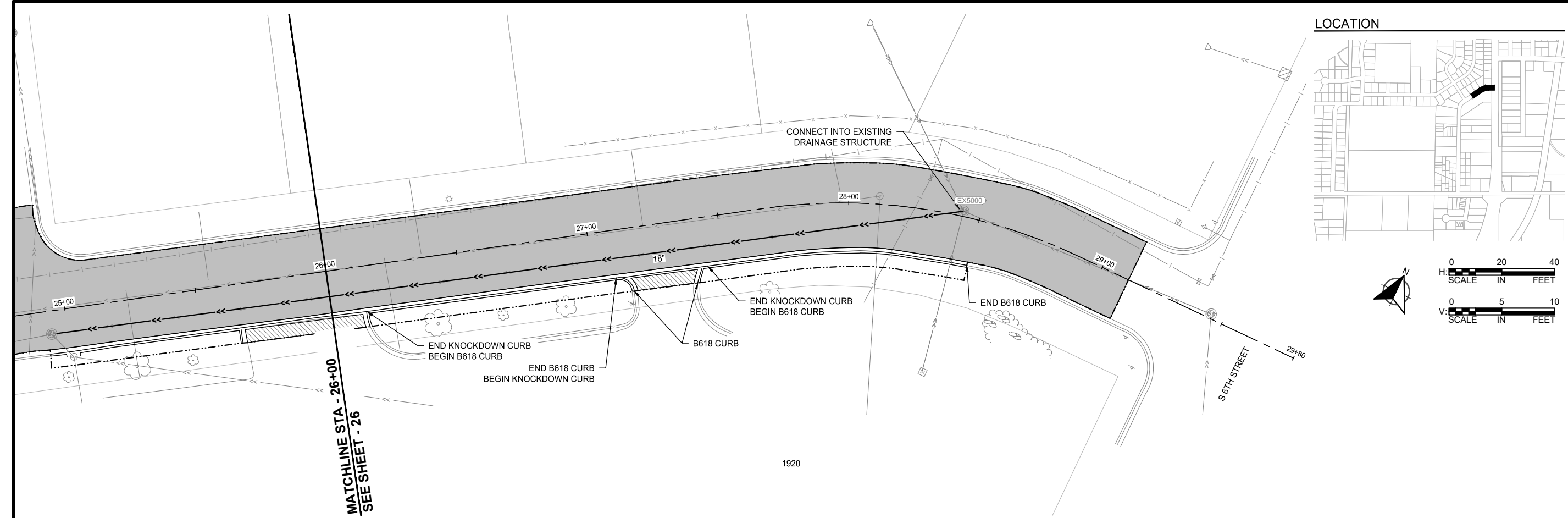
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

STREET & STORM SEWER PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET

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SCALE: AS SHOWN
PLAN BY: EMD

DESIGN BY: EMD
CHECK BY: EMY

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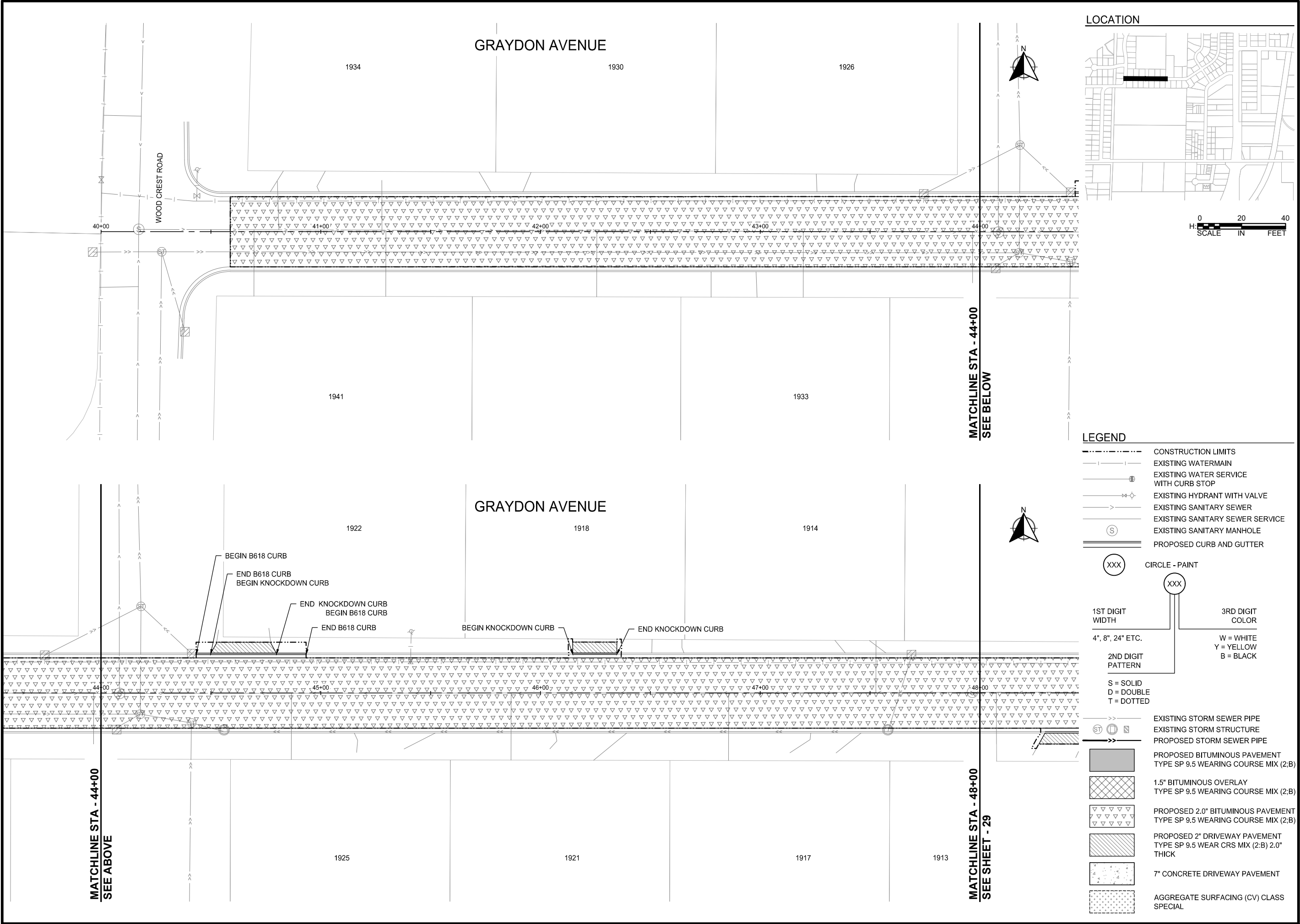
ETHAN M. YOUSO
DATE: 04-13-2026
LIC. NO.: 62781

STREET & STORM SEWER PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET 27 OF 62
Page 196 of 275

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- EXISTING WATERMAIN
- EXISTING WATER SERVICE WITH CURB STOP
- EXISTING HYDRANT WITH VALVE
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER SERVICE
- (S) EXISTING SANITARY MANHOLE
- == PROPOSED CURB AND GUTTER
- (XXX) CIRCLE - PAINT
- 1ST DIGIT WIDTH: 4", 8", 24" ETC.
- 2ND DIGIT PATTERN: S = SOLID, D = DOUBLE, T = DOTTED
- 3RD DIGIT COLOR: W = WHITE, Y = YELLOW, B = BLACK
- (ST) EXISTING STORM SEWER PIPE
- (O) EXISTING STORM STRUCTURE
- (O) PROPOSED STORM SEWER PIPE
- [Hatched Box] PROPOSED BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2:B)
- [Cross-hatched Box] 1.5" BITUMINOUS OVERLAY TYPE SP 9.5 WEARING COURSE MIX (2:B)
- [Triangle Pattern Box] PROPOSED 2.0" BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2:B)
- [Diagonal Line Pattern Box] PROPOSED 2" DRIVEWAY PAVEMENT TYPE SP 9.5 WEAR CRS MIX (2:B) 2.0" THICK
- [Dotted Box] 7" CONCRETE DRIVEWAY PAVEMENT
- [Stippled Box] AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
CHECK BY: EMY

REVISIONS	
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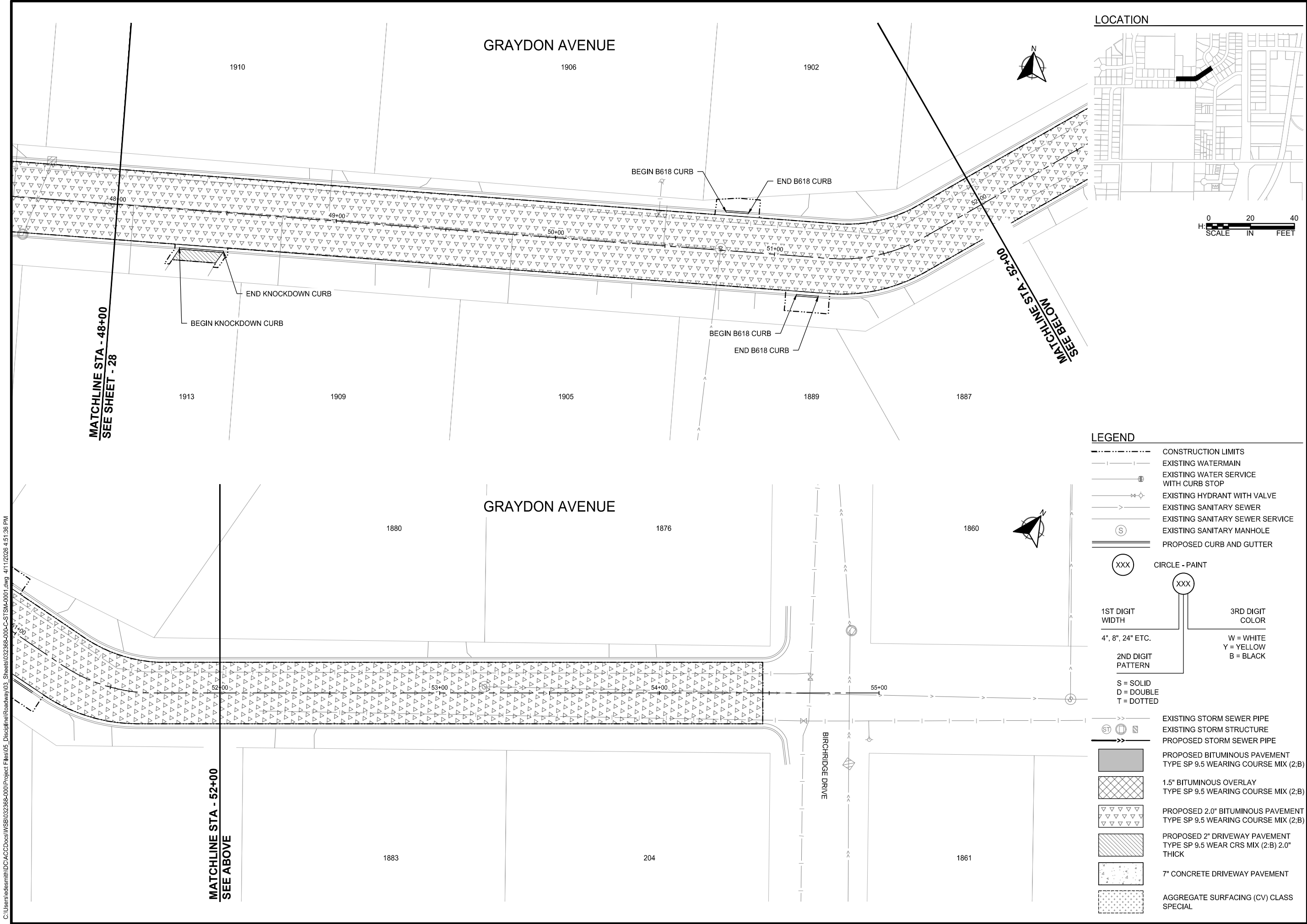
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

STREET & STORM SEWER PLANS

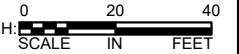
2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- EXISTING WATERMAIN
- EXISTING WATER SERVICE WITH CURB STOP
- EXISTING HYDRANT WITH VALVE
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER SERVICE
- EXISTING SANITARY MANHOLE
- PROPOSED CURB AND GUTTER
- CIRCLE - PAINT
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- 7" CONCRETE DRIVEWAY PAVEMENT
- AGGREGATE SURFACING (CV) CLASS SPECIAL



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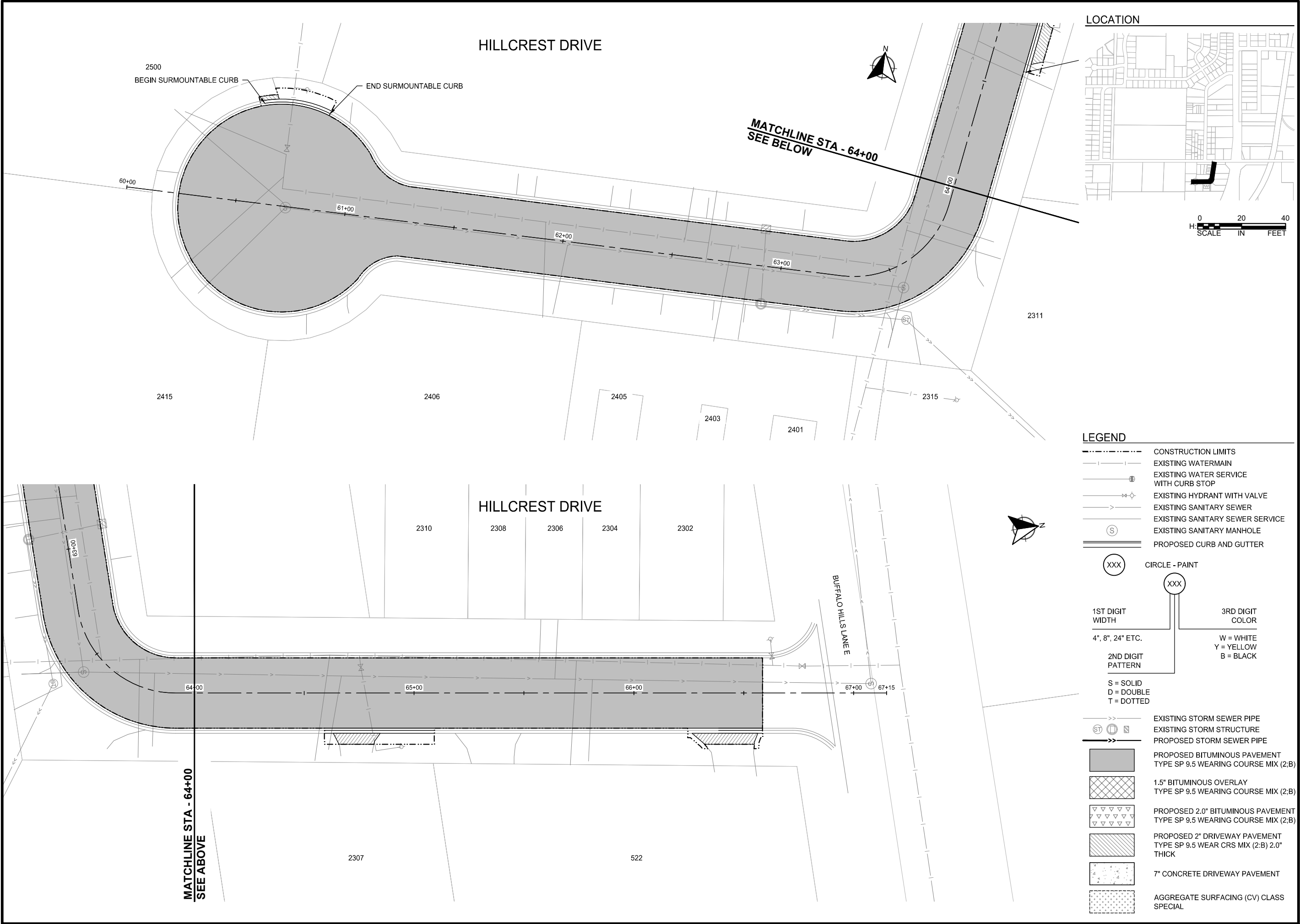
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

STREET & STORM SEWER PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- EXISTING WATERMAIN
- EXISTING WATER SERVICE WITH CURB STOP
- EXISTING HYDRANT WITH VALVE
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER SERVICE
- EXISTING SANITARY MANHOLE
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- AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE:
AS SHOWN
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DESIGN BY:
EMD
CHECK BY:
EMY

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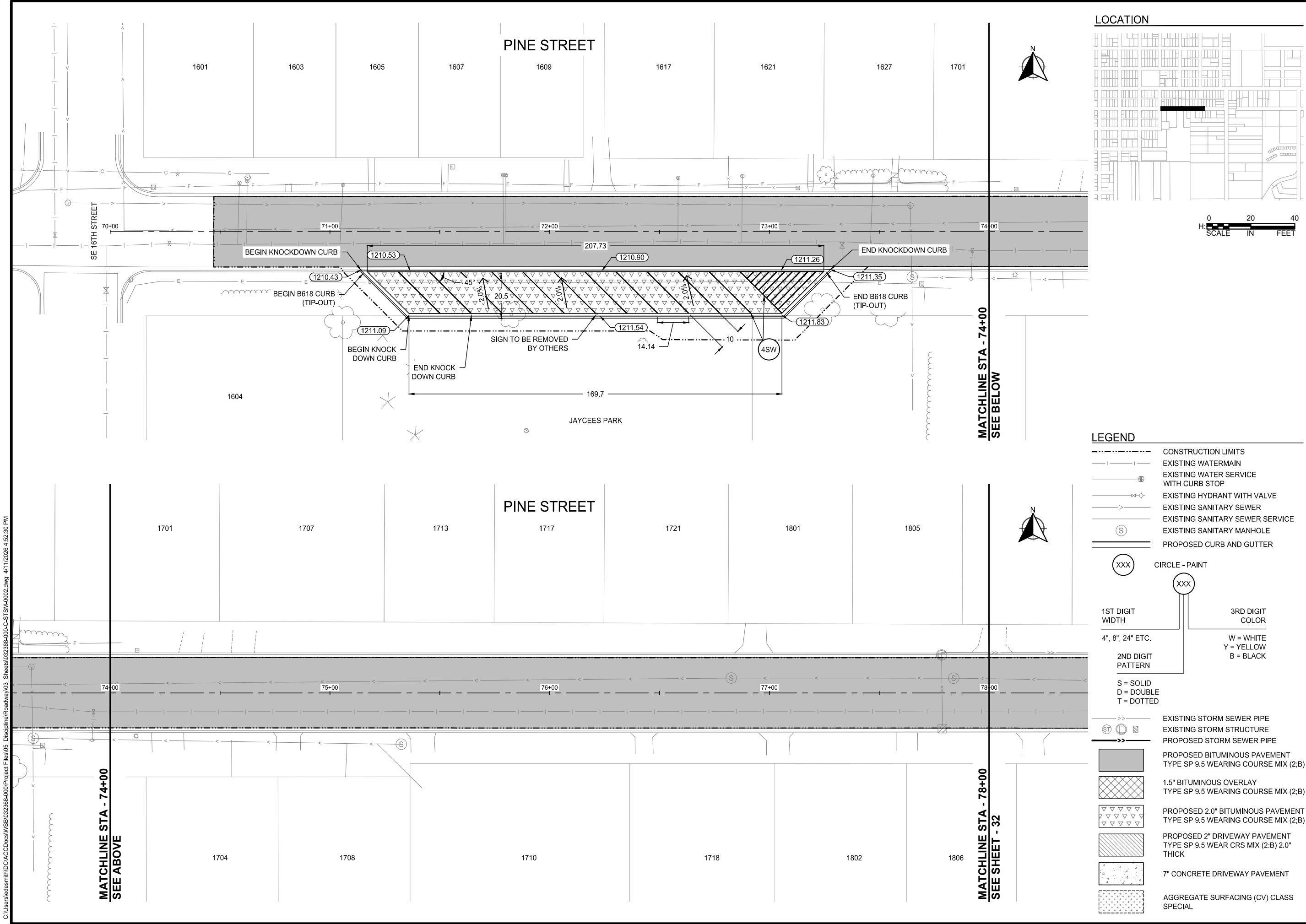
ETHAN M. YOUSO
DATE: 04-13-2026
LIC. NO.: 62781

STREET & STORM SEWER PLANS

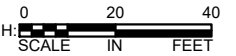
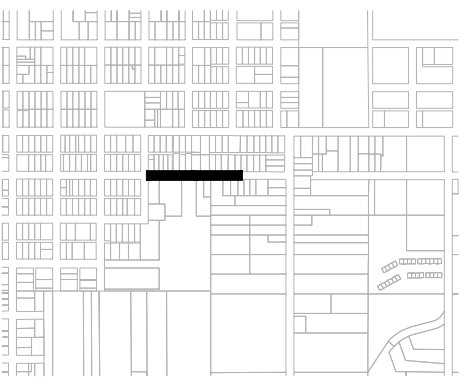
2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000
SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- - - EXISTING WATERMAIN
- - - EXISTING WATER SERVICE WITH CURB STOP
- - - EXISTING HYDRANT WITH VALVE
- - - EXISTING SANITARY SEWER
- - - EXISTING SANITARY SEWER SERVICE
- (S) EXISTING SANITARY MANHOLE
- == PROPOSED CURB AND GUTTER
- (XXX) CIRCLE - PAINT
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- [Pattern] 7" CONCRETE DRIVEWAY PAVEMENT
- [Pattern] AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
CHECK BY: EMY

REVISIONS	
NO.	DESCRIPTION

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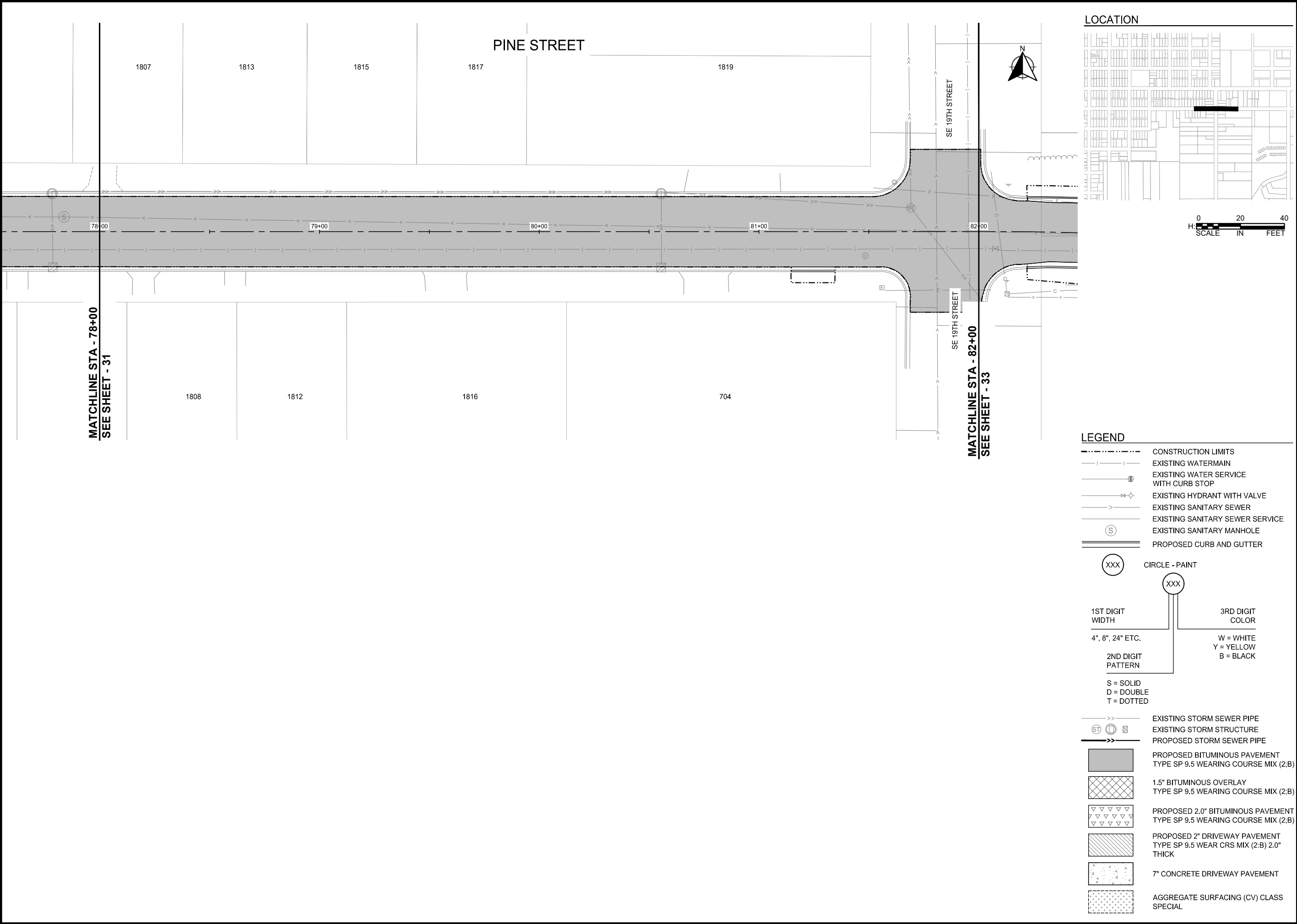
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

STREET & STORM SEWER PLANS

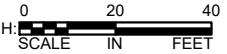
2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- - - EXISTING WATERMAIN
- - - EXISTING WATER SERVICE WITH CURB STOP
- - - EXISTING HYDRANT WITH VALVE
- - - EXISTING SANITARY SEWER
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- [Pattern] 7" CONCRETE DRIVEWAY PAVEMENT
- [Pattern] AGGREGATE SURFACING (CV) CLASS SPECIAL



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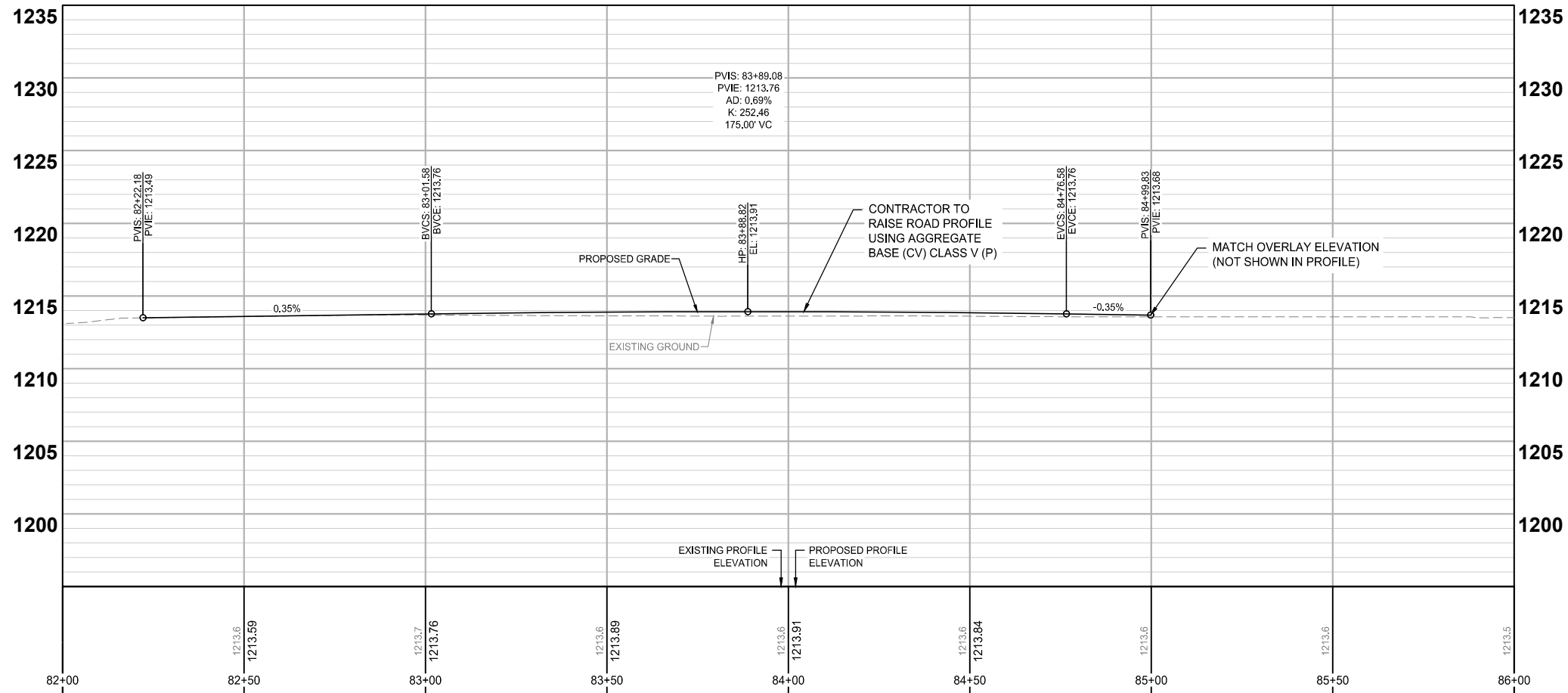
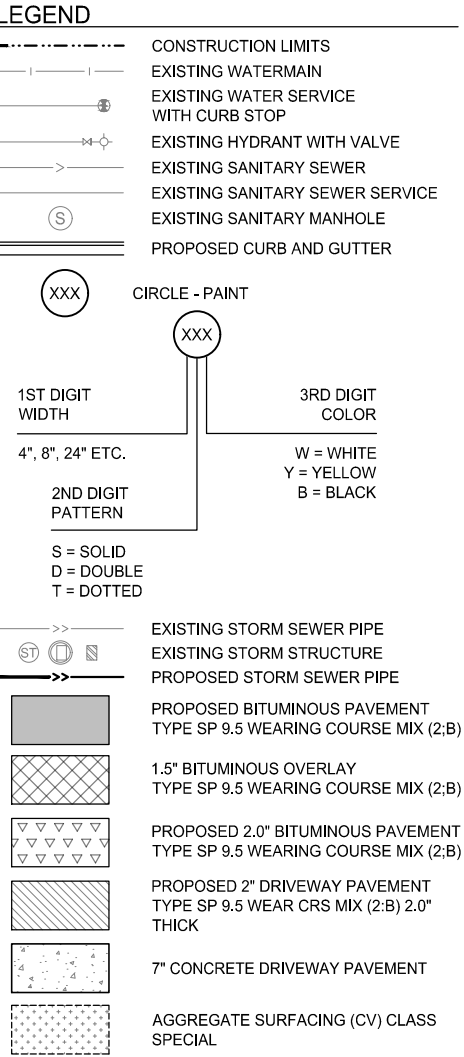
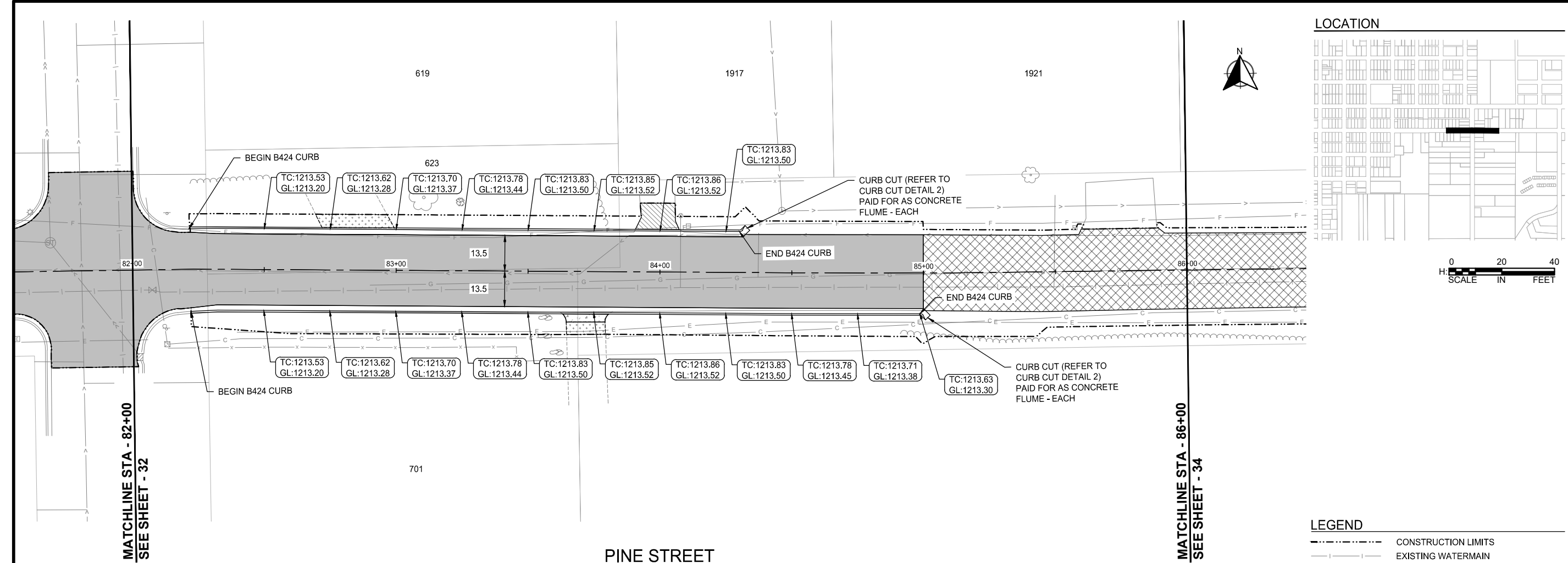
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

STREET & STORM SEWER PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET

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SCALE: AS SHOWN
PLAN BY: EMD

DESIGN BY: EMD
CHECK BY: EMY

REVISIONS	
NO.	DESCRIPTION

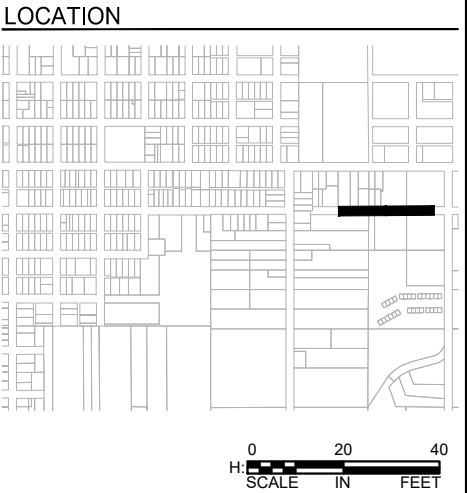
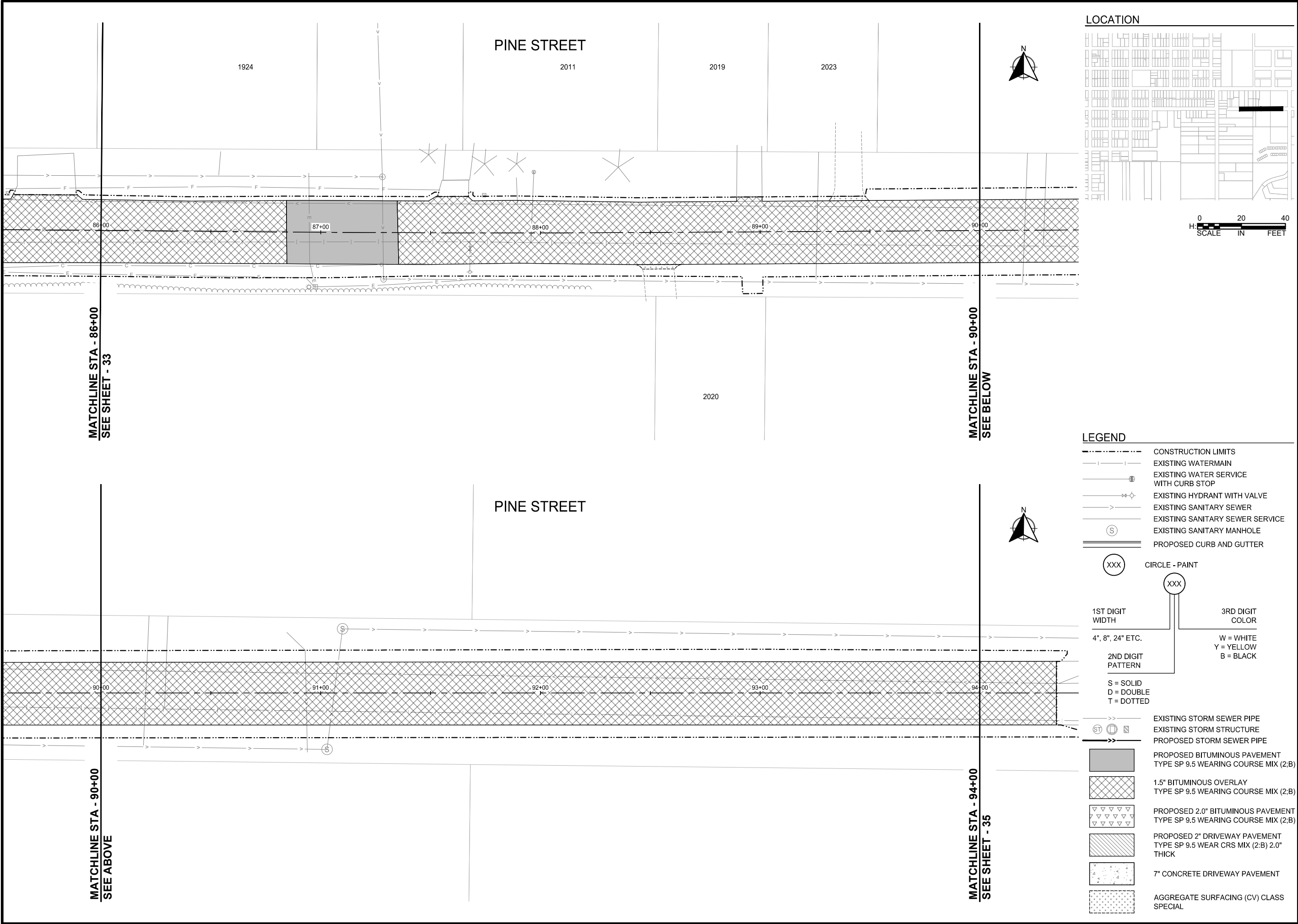
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ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

STREET &
STORM SEWER
PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

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LEGEND

- CONSTRUCTION LIMITS
- EXISTING WATERMAIN
- EXISTING WATER SERVICE WITH CURB STOP
- EXISTING HYDRANT WITH VALVE
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER SERVICE
- EXISTING SANITARY MANHOLE
- PROPOSED CURB AND GUTTER

CIRCLE - PAINT

1ST DIGIT WIDTH
4", 8", 24" ETC.

2ND DIGIT PATTERN
S = SOLID
D = DOUBLE
T = DOTTED

3RD DIGIT COLOR
W = WHITE
Y = YELLOW
B = BLACK

EXISTING STORM SEWER PIPE
EXISTING STORM STRUCTURE
PROPOSED STORM SEWER PIPE

PROPOSED BITUMINOUS PAVEMENT
TYPE SP 9.5 WEARING COURSE MIX (2;B)

1.5" BITUMINOUS OVERLAY
TYPE SP 9.5 WEARING COURSE MIX (2;B)

PROPOSED 2.0" BITUMINOUS PAVEMENT
TYPE SP 9.5 WEARING COURSE MIX (2;B)

PROPOSED 2" DRIVEWAY PAVEMENT
TYPE SP 9.5 WEAR CRS MIX (2;B) 2.0" THICK

7" CONCRETE DRIVEWAY PAVEMENT

AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE: AS SHOWN PLAN BY: EMD	DESIGN BY: EMD CHECK BY: EMY
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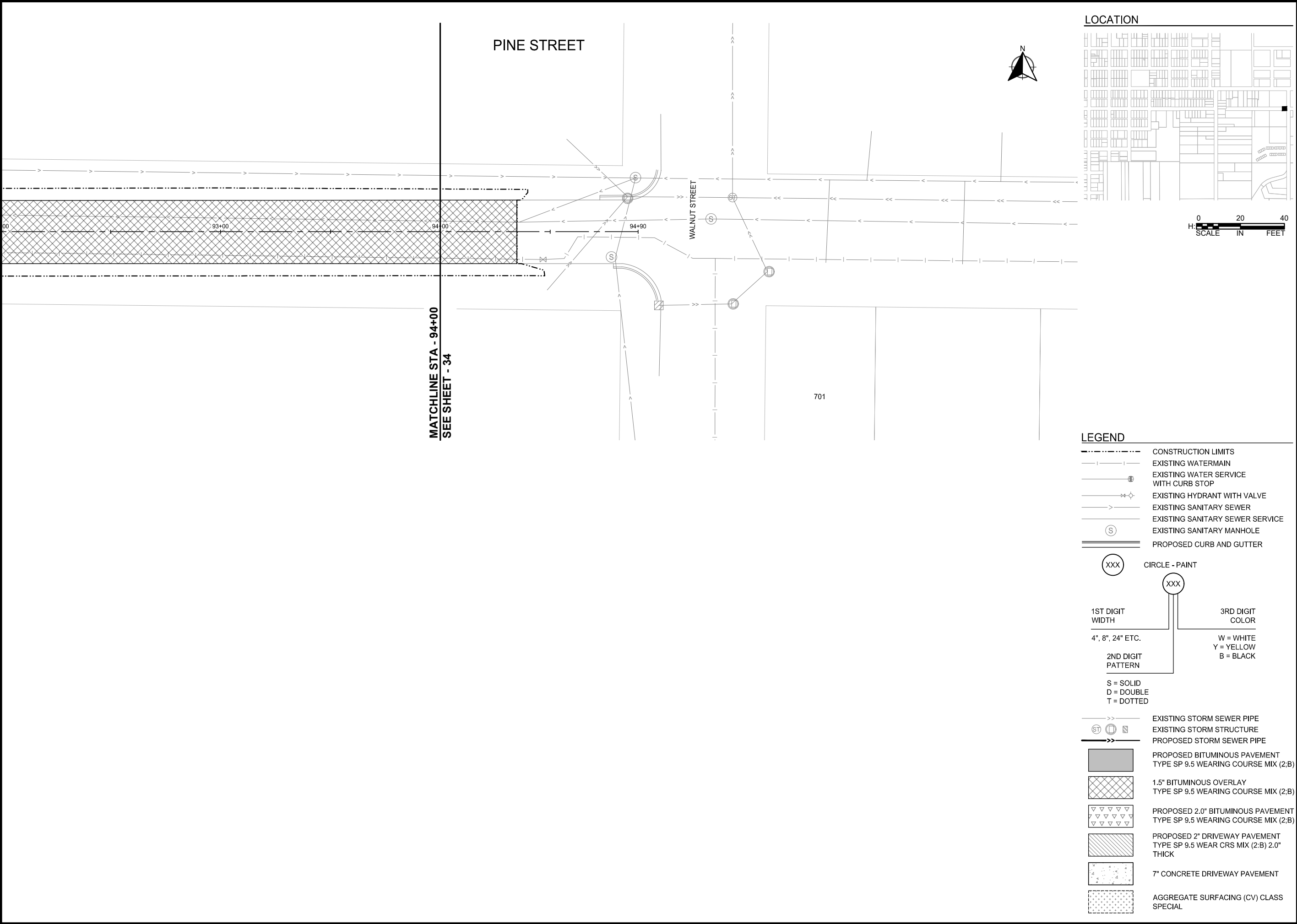

ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

STREET &
STORM SEWER
PLANS

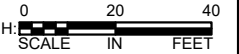
2026 RESURFACING PROJECT
CITY OF BRAINERD

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LOCATION



SCALE: AS SHOWN
DESIGN BY: EMD
PLAN BY: EMD
CHECK BY: EMY

REVISIONS	
NO.	DESCRIPTION

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.

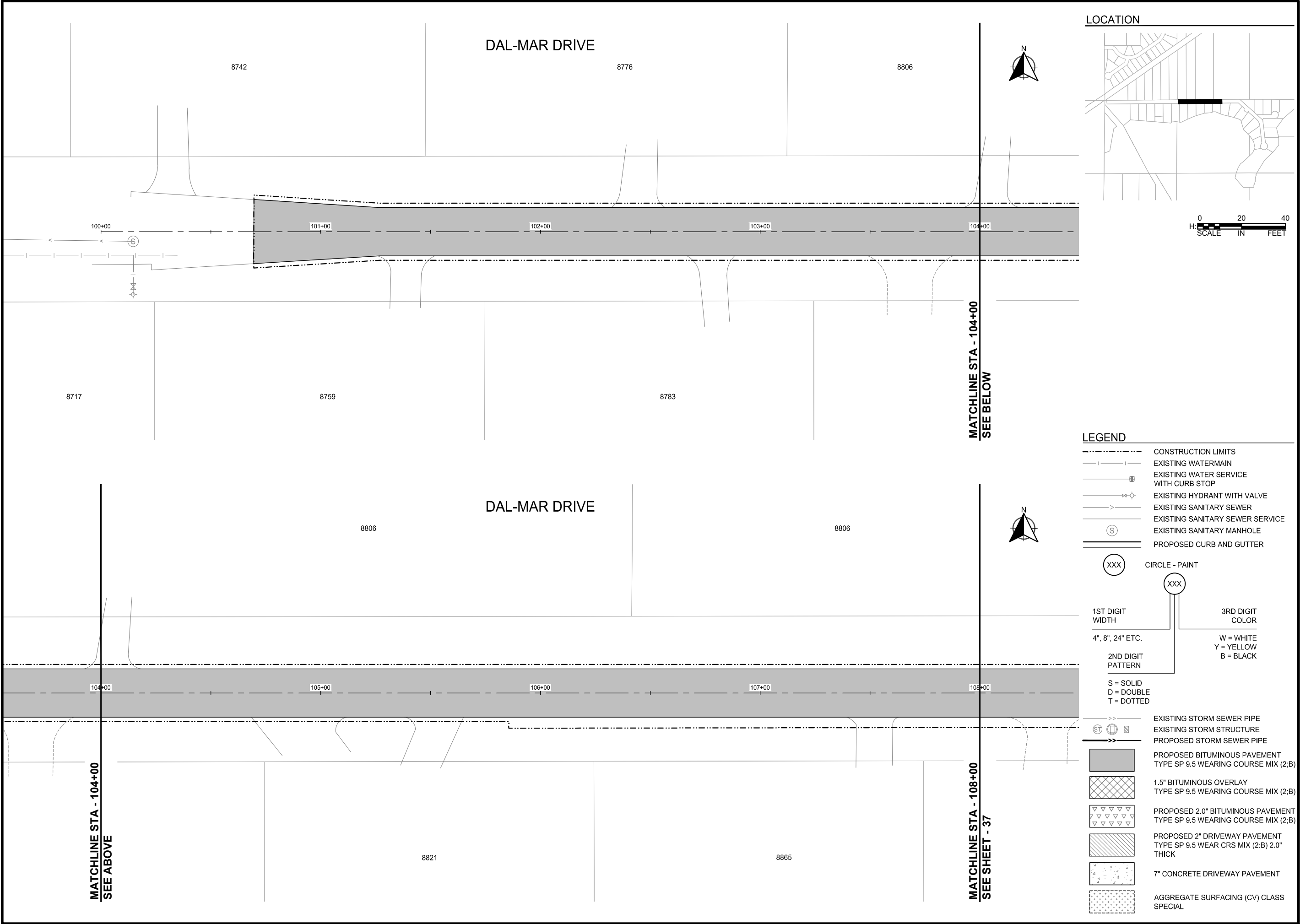
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

STREET & STORM SEWER PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- EXISTING WATERMAIN
- EXISTING WATER SERVICE WITH CURB STOP
- EXISTING HYDRANT WITH VALVE
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER SERVICE
- EXISTING SANITARY MANHOLE
- PROPOSED CURB AND GUTTER
- CIRCLE - PAINT
- 1ST DIGIT WIDTH: 4", 8", 24" ETC.
- 2ND DIGIT PATTERN: S = SOLID, D = DOUBLE, T = DOTTED
- 3RD DIGIT COLOR: W = WHITE, Y = YELLOW, B = BLACK
- EXISTING STORM SEWER PIPE
- EXISTING STORM STRUCTURE
- PROPOSED STORM SEWER PIPE
- PROPOSED BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2;B)
- 1.5" BITUMINOUS OVERLAY TYPE SP 9.5 WEARING COURSE MIX (2;B)
- PROPOSED 2.0" BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2;B)
- PROPOSED 2" DRIVEWAY PAVEMENT TYPE SP 9.5 WEAR CRS MIX (2;B) 2.0" THICK
- 7" CONCRETE DRIVEWAY PAVEMENT
- AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
CHECK BY: EMY

REVISIONS	
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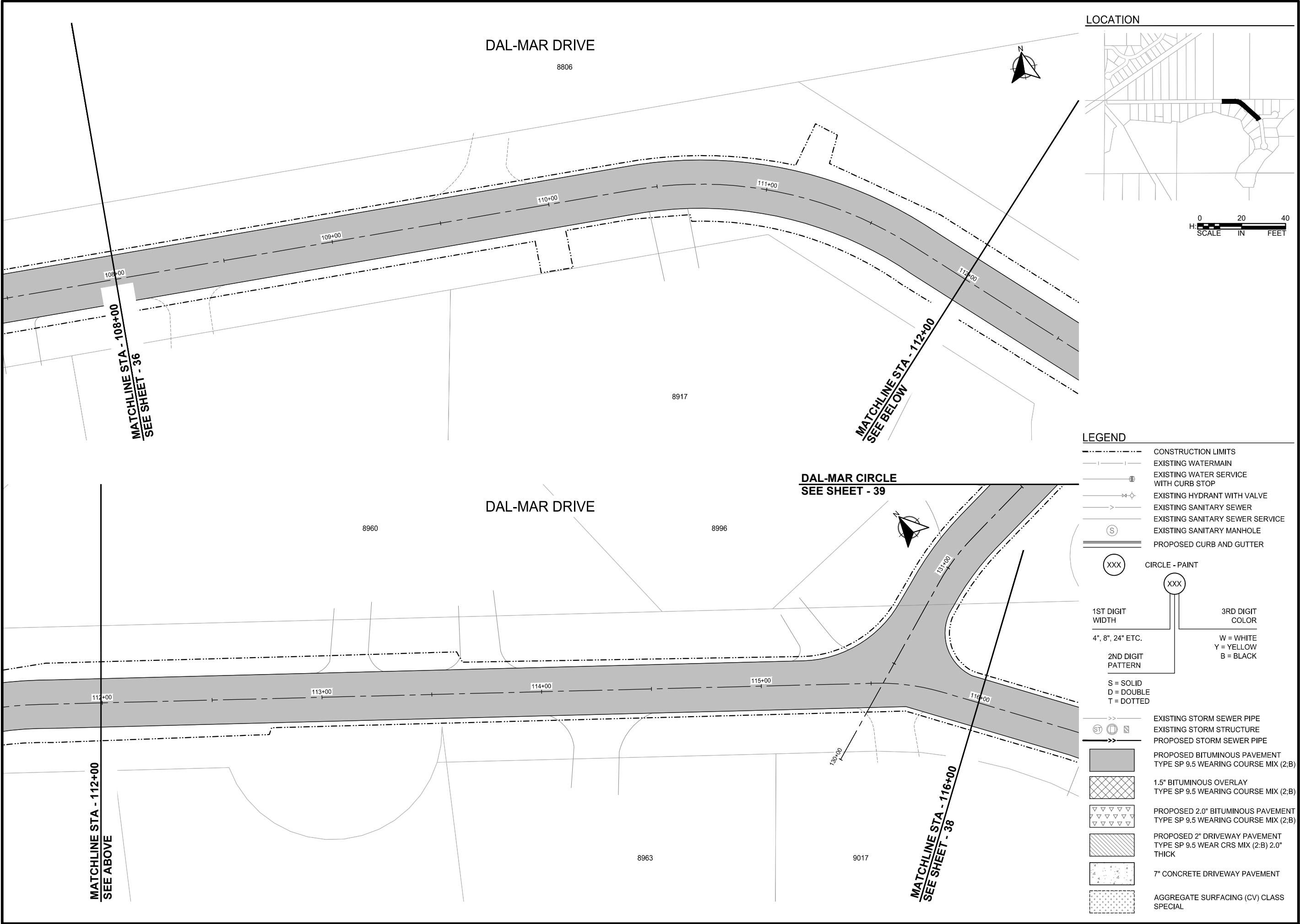
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

STREET & STORM SEWER PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- EXISTING WATERMAIN
- EXISTING WATER SERVICE WITH CURB STOP
- EXISTING HYDRANT WITH VALVE
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER SERVICE
- EXISTING SANITARY MANHOLE
- PROPOSED CURB AND GUTTER
- CIRCLE - PAINT
- 1ST DIGIT WIDTH: 4", 8", 24" ETC.
- 2ND DIGIT PATTERN: S = SOLID, D = DOUBLE, T = DOTTED
- 3RD DIGIT COLOR: W = WHITE, Y = YELLOW, B = BLACK
- EXISTING STORM SEWER PIPE
- EXISTING STORM STRUCTURE
- PROPOSED STORM SEWER PIPE
- PROPOSED BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2;B)
- 1.5" BITUMINOUS OVERLAY TYPE SP 9.5 WEARING COURSE MIX (2;B)
- PROPOSED 2.0" BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2;B)
- PROPOSED 2" DRIVEWAY PAVEMENT TYPE SP 9.5 WEAR CRS MIX (2;B) 2.0" THICK
- 7" CONCRETE DRIVEWAY PAVEMENT
- AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
CHECK BY: EMY

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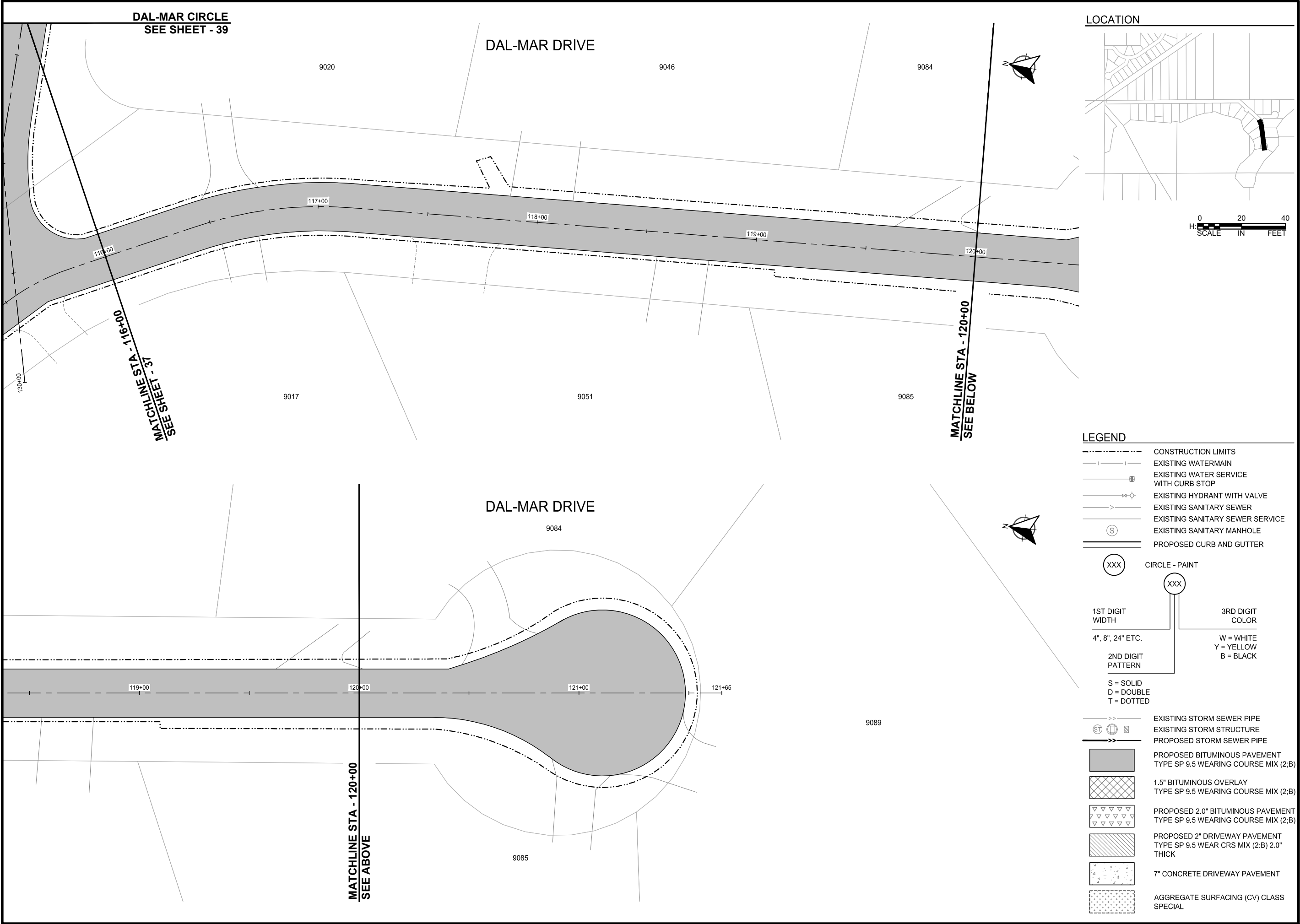
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

STREET & STORM SEWER PLANS

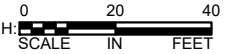
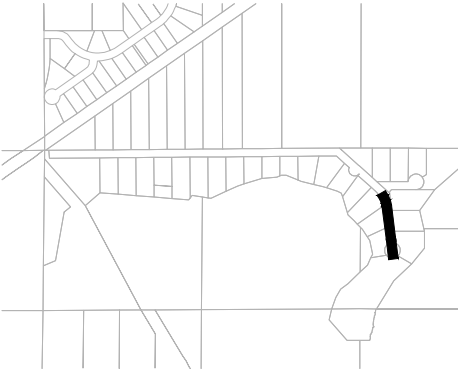
2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- EXISTING WATERMAIN
- EXISTING WATER SERVICE WITH CURB STOP
- EXISTING HYDRANT WITH VALVE
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER SERVICE
- EXISTING SANITARY MANHOLE
- PROPOSED CURB AND GUTTER
- CIRCLE - PAINT
- 1ST DIGIT WIDTH
4", 8", 24" ETC.
- 2ND DIGIT PATTERN
S = SOLID
D = DOUBLE
T = DOTTED
- 3RD DIGIT COLOR
W = WHITE
Y = YELLOW
B = BLACK
- EXISTING STORM SEWER PIPE
- EXISTING STORM STRUCTURE
- PROPOSED STORM SEWER PIPE
- PROPOSED BITUMINOUS PAVEMENT
TYPE SP 9.5 WEARING COURSE MIX (2;B)
- 1.5" BITUMINOUS OVERLAY
TYPE SP 9.5 WEARING COURSE MIX (2;B)
- PROPOSED 2.0" BITUMINOUS PAVEMENT
TYPE SP 9.5 WEARING COURSE MIX (2;B)
- PROPOSED 2" DRIVEWAY PAVEMENT
TYPE SP 9.5 WEAR CRS MIX (2;B) 2.0" THICK
- 7" CONCRETE DRIVEWAY PAVEMENT
- AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
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REVISIONS	
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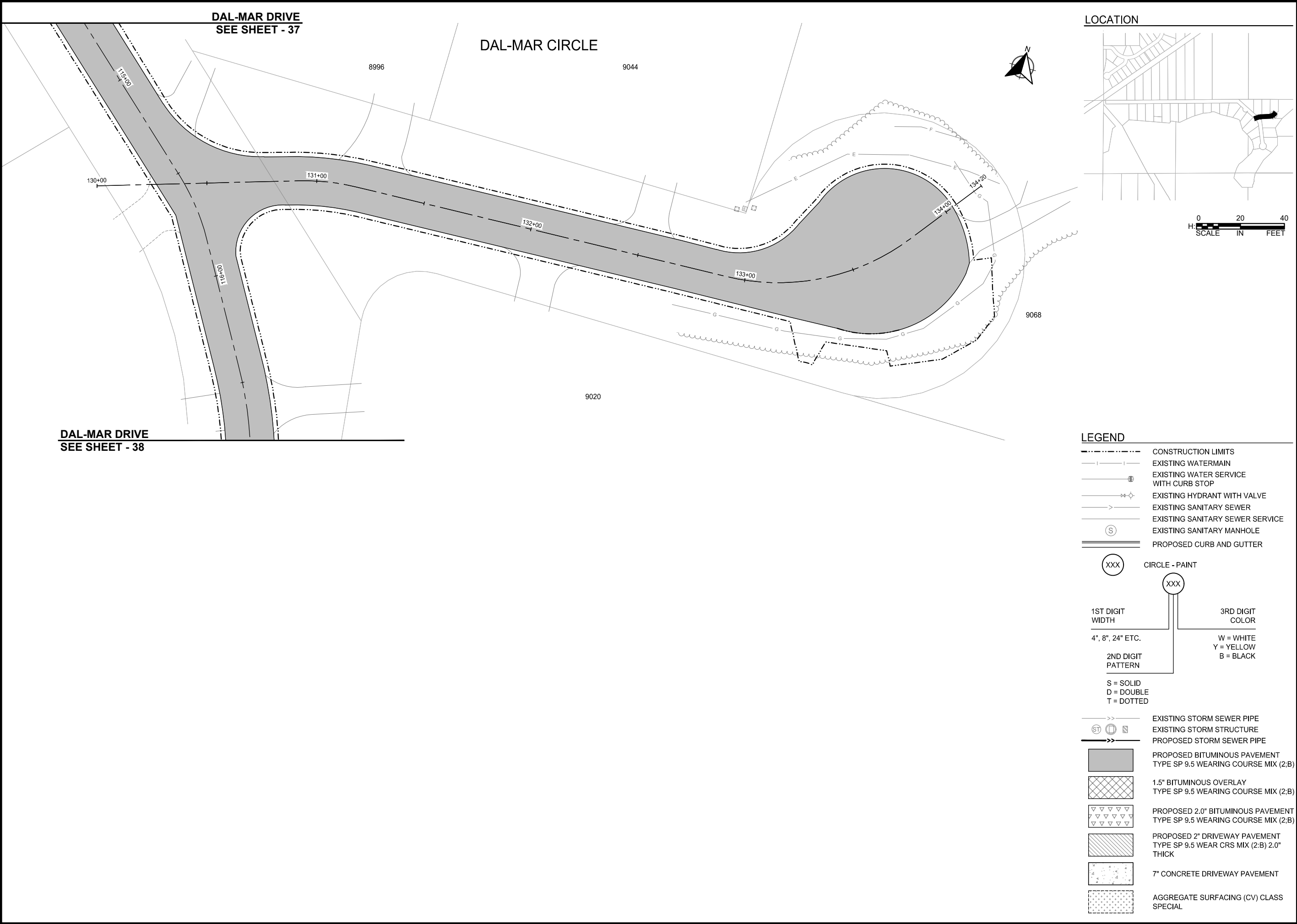
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

STREET & STORM SEWER PLANS

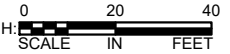
2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000
SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- EXISTING WATERMAIN
- EXISTING WATER SERVICE WITH CURB STOP
- EXISTING HYDRANT WITH VALVE
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER SERVICE
- (S) EXISTING SANITARY MANHOLE
- == PROPOSED CURB AND GUTTER
- (XXX) CIRCLE - PAINT
- 1ST DIGIT WIDTH: 4", 8", 24" ETC.
- 2ND DIGIT PATTERN: S = SOLID, D = DOUBLE, T = DOTTED
- 3RD DIGIT COLOR: W = WHITE, Y = YELLOW, B = BLACK
- > EXISTING STORM SEWER PIPE
- > EXISTING STORM STRUCTURE
- > PROPOSED STORM SEWER PIPE
- [Solid Grey] PROPOSED BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2;B)
- [Cross-hatch] 1.5" BITUMINOUS OVERLAY TYPE SP 9.5 WEARING COURSE MIX (2;B)
- [Downward Triangles] PROPOSED 2.0" BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2;B)
- [Diagonal Lines] PROPOSED 2" DRIVEWAY PAVEMENT TYPE SP 9.5 WEAR CRS MIX (2;B) 2.0" THICK
- [Stippled] 7" CONCRETE DRIVEWAY PAVEMENT
- [Dotted] AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
CHECK BY: EMY

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Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

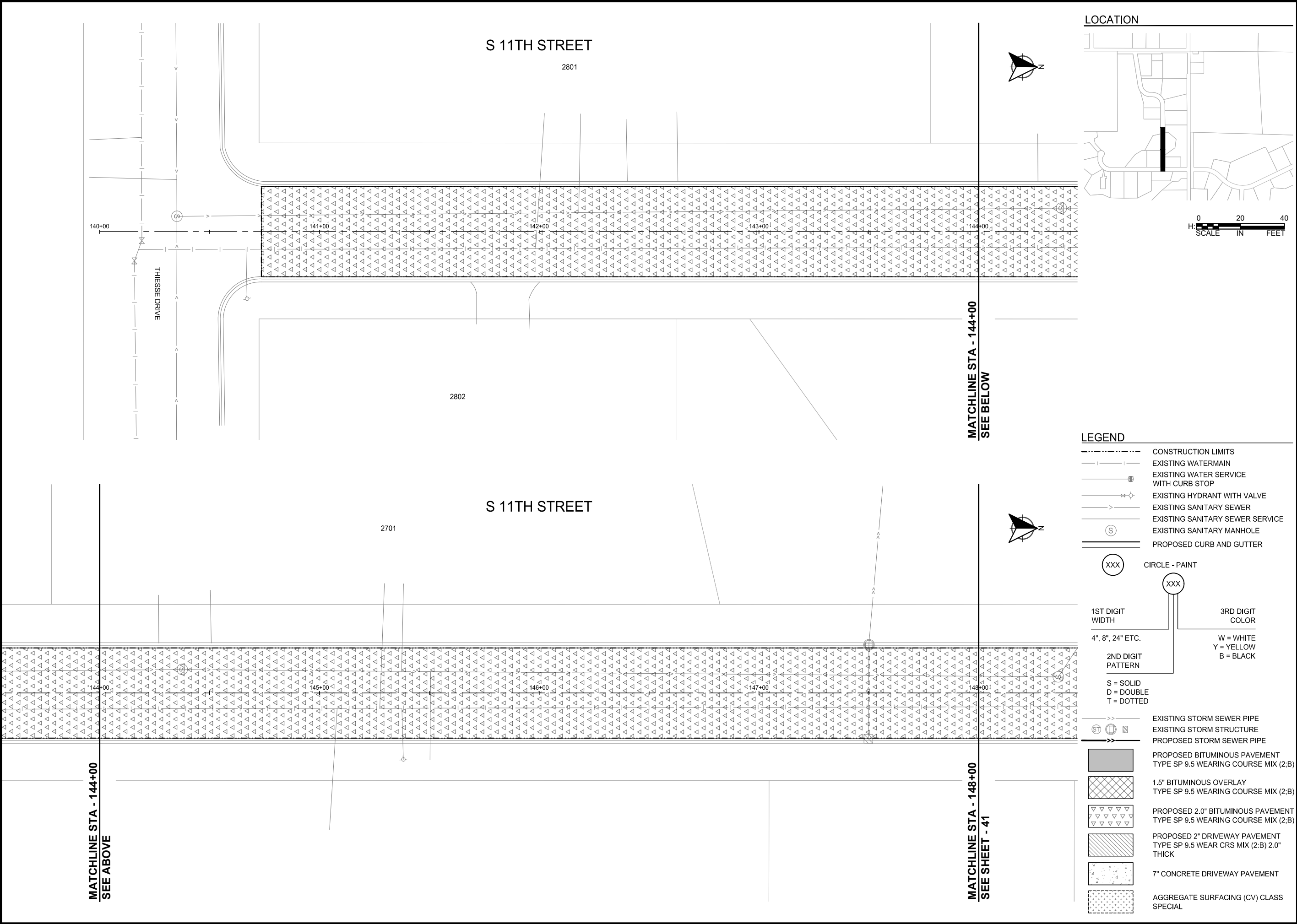
STREET & STORM SEWER PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

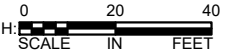
WSB PROJECT NO.
032368-000

SHEET

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- - - EXISTING WATERMAIN
- - - EXISTING WATER SERVICE WITH CURB STOP
- - - EXISTING HYDRANT WITH VALVE
- - - EXISTING SANITARY SEWER
- - - EXISTING SANITARY SEWER SERVICE
- (S) EXISTING SANITARY MANHOLE
- == PROPOSED CURB AND GUTTER
- (XXX) CIRCLE - PAINT
- 1ST DIGIT WIDTH: 4", 8", 24" ETC.
- 2ND DIGIT PATTERN: S = SOLID, D = DOUBLE, T = DOTTED
- 3RD DIGIT COLOR: W = WHITE, Y = YELLOW, B = BLACK
- ST, ST, ST EXISTING STORM SEWER PIPE
- ST, ST, ST EXISTING STORM STRUCTURE
- ST, ST, ST PROPOSED STORM SEWER PIPE
- PROPOSED BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2;B)
- 1.5" BITUMINOUS OVERLAY TYPE SP 9.5 WEARING COURSE MIX (2;B)
- PROPOSED 2.0" BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2;B)
- PROPOSED 2" DRIVEWAY PAVEMENT TYPE SP 9.5 WEAR CRS MIX (2;B) 2.0" THICK
- 7" CONCRETE DRIVEWAY PAVEMENT
- AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE: AS SHOWN
PLAN BY: EMD
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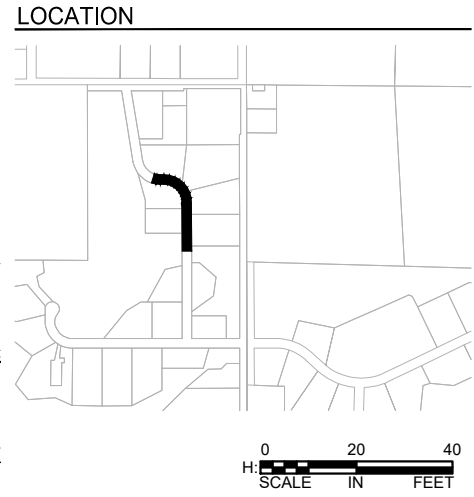
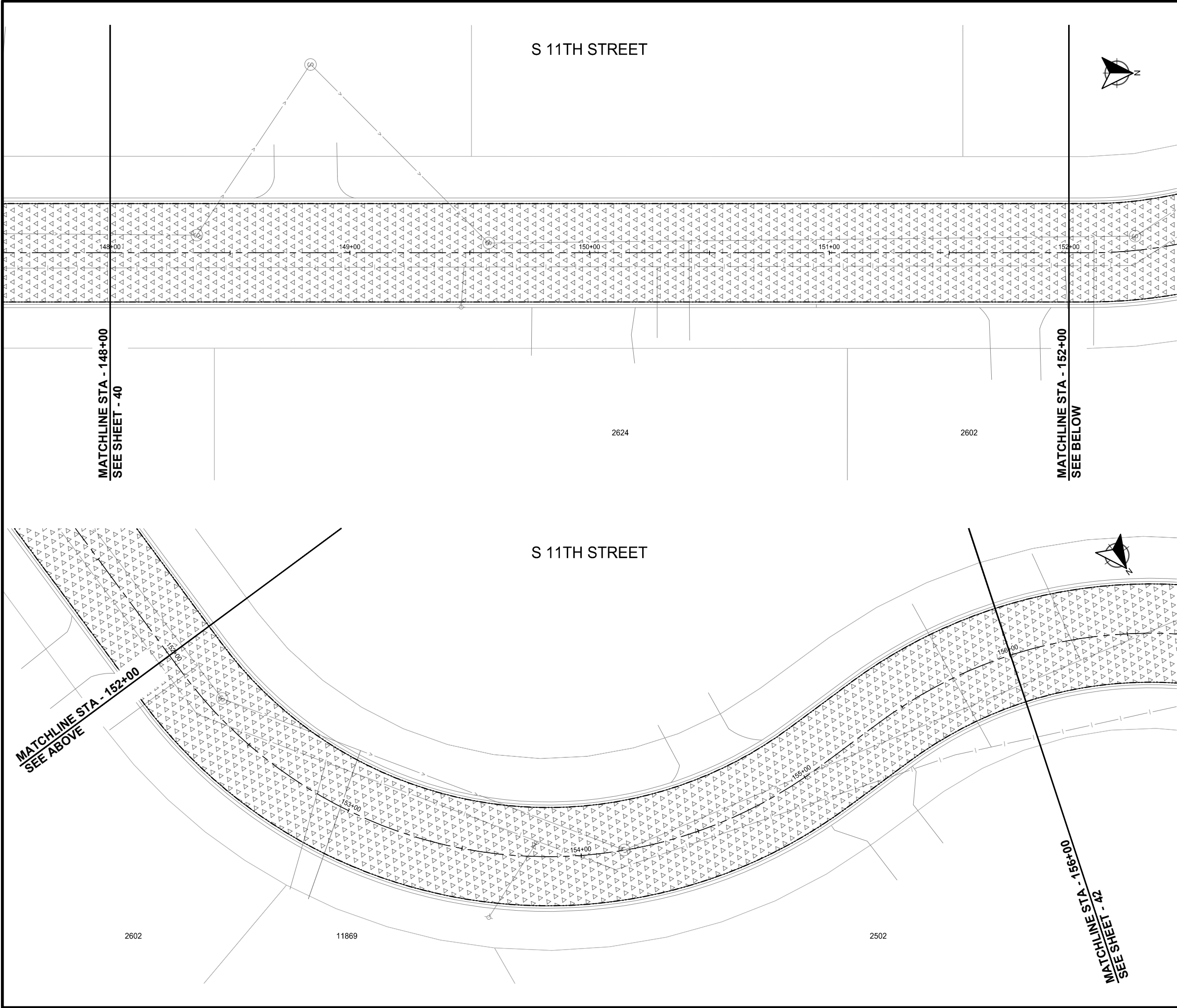
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

STREET & STORM SEWER PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET

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LEGEND

---	CONSTRUCTION LIMITS
---	EXISTING WATERMAIN
---	EXISTING WATER SERVICE WITH CURB STOP
---	EXISTING HYDRANT WITH VALVE
---	EXISTING SANITARY SEWER
---	EXISTING SANITARY SEWER SERVICE
---	EXISTING SANITARY MANHOLE
---	PROPOSED CURB AND GUTTER
XXX	CIRCLE - PAINT
1ST DIGIT WIDTH 4", 8", 24" ETC.	3RD DIGIT COLOR W = WHITE Y = YELLOW B = BLACK
2ND DIGIT PATTERN S = SOLID D = DOUBLE T = DOTTED	
---	EXISTING STORM SEWER PIPE
---	EXISTING STORM SEWER STRUCTURE
---	PROPOSED STORM SEWER PIPE
---	PROPOSED BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2:B)
---	1.5" BITUMINOUS OVERLAY TYPE SP 9.5 WEARING COURSE MIX (2:B)
---	PROPOSED 2.0" BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2:B)
---	PROPOSED 2" DRIVEWAY PAVEMENT TYPE SP 9.5 WEAR CRS MIX (2:B) 2.0" THICK
---	7" CONCRETE DRIVEWAY PAVEMENT
---	AGGREGATE SURFACING (CV) CLASS SPECIAL

SCALE: AS SHOWN	DESIGN BY: EMD
PLAN BY: EMD	CHECK BY: EMY

NO.	DATE	DESCRIPTION

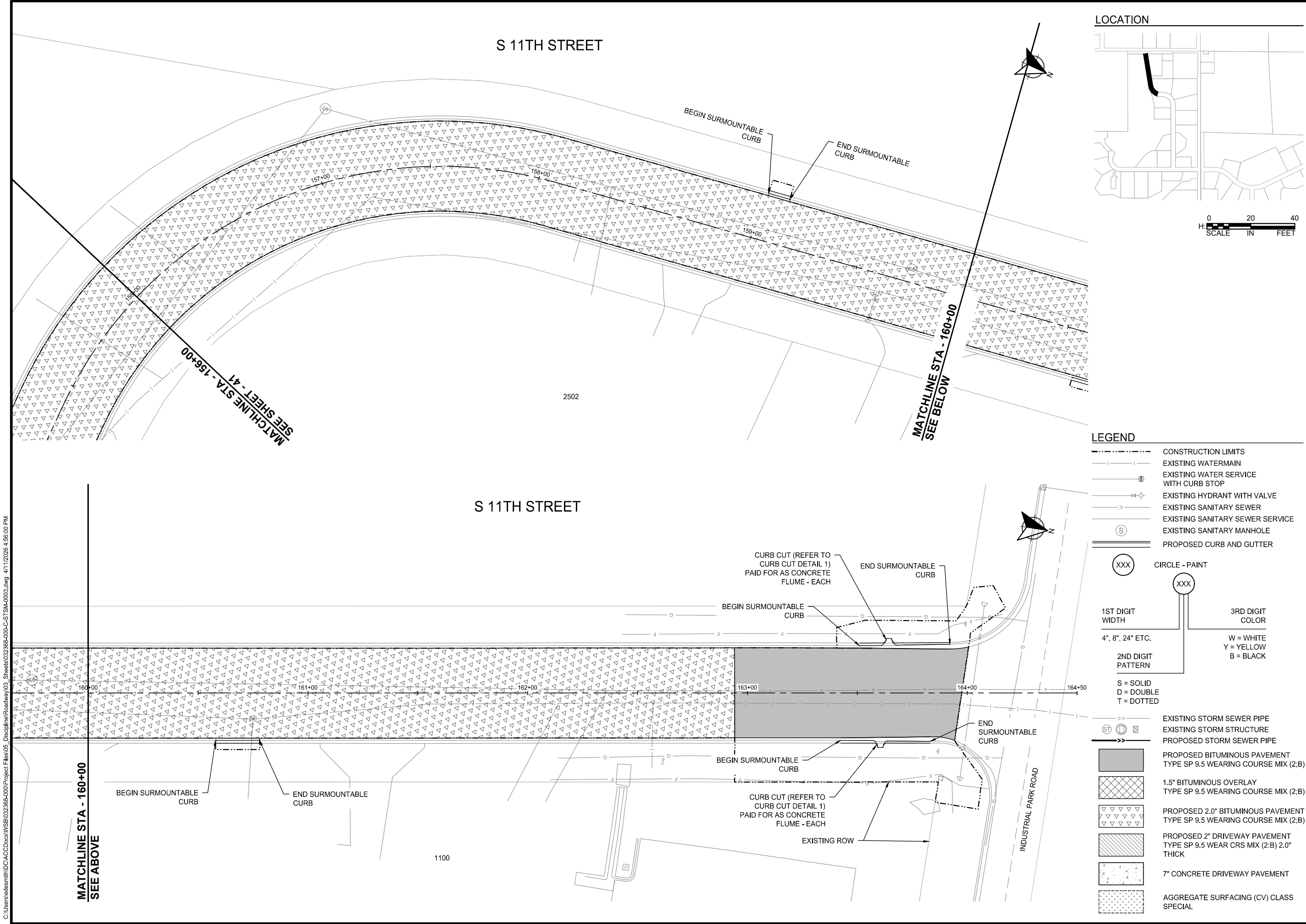
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ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

STREET &
STORM SEWER
PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

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LOCATION



LEGEND

- CONSTRUCTION LIMITS
- EXISTING WATERMAIN
- EXISTING WATER SERVICE WITH CURB STOP
- EXISTING HYDRANT WITH VALVE
- EXISTING SANITARY SEWER
- EXISTING SANITARY SEWER SERVICE
- (S) EXISTING SANITARY MANHOLE
- == PROPOSED CURB AND GUTTER
- (XXX) CIRCLE - PAINT
- 1ST DIGIT WIDTH: 4", 8", 24" ETC.
- 2ND DIGIT PATTERN: S = SOLID, D = DOUBLE, T = DOTTED
- 3RD DIGIT COLOR: W = WHITE, Y = YELLOW, B = BLACK
- > EXISTING STORM SEWER PIPE
- > EXISTING STORM STRUCTURE
- > PROPOSED STORM SEWER PIPE
- [Pattern] PROPOSED BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2:B)
- [Pattern] 1.5" BITUMINOUS OVERLAY TYPE SP 9.5 WEARING COURSE MIX (2:B)
- [Pattern] PROPOSED 2.0" BITUMINOUS PAVEMENT TYPE SP 9.5 WEARING COURSE MIX (2:B)
- [Pattern] PROPOSED 2" DRIVEWAY PAVEMENT TYPE SP 9.5 WEAR CRS MIX (2:B) 2.0" THICK
- [Pattern] 7" CONCRETE DRIVEWAY PAVEMENT
- [Pattern] AGGREGATE SURFACING (CV) CLASS SPECIAL



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
CHECK BY: EMY

REVISIONS	
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Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

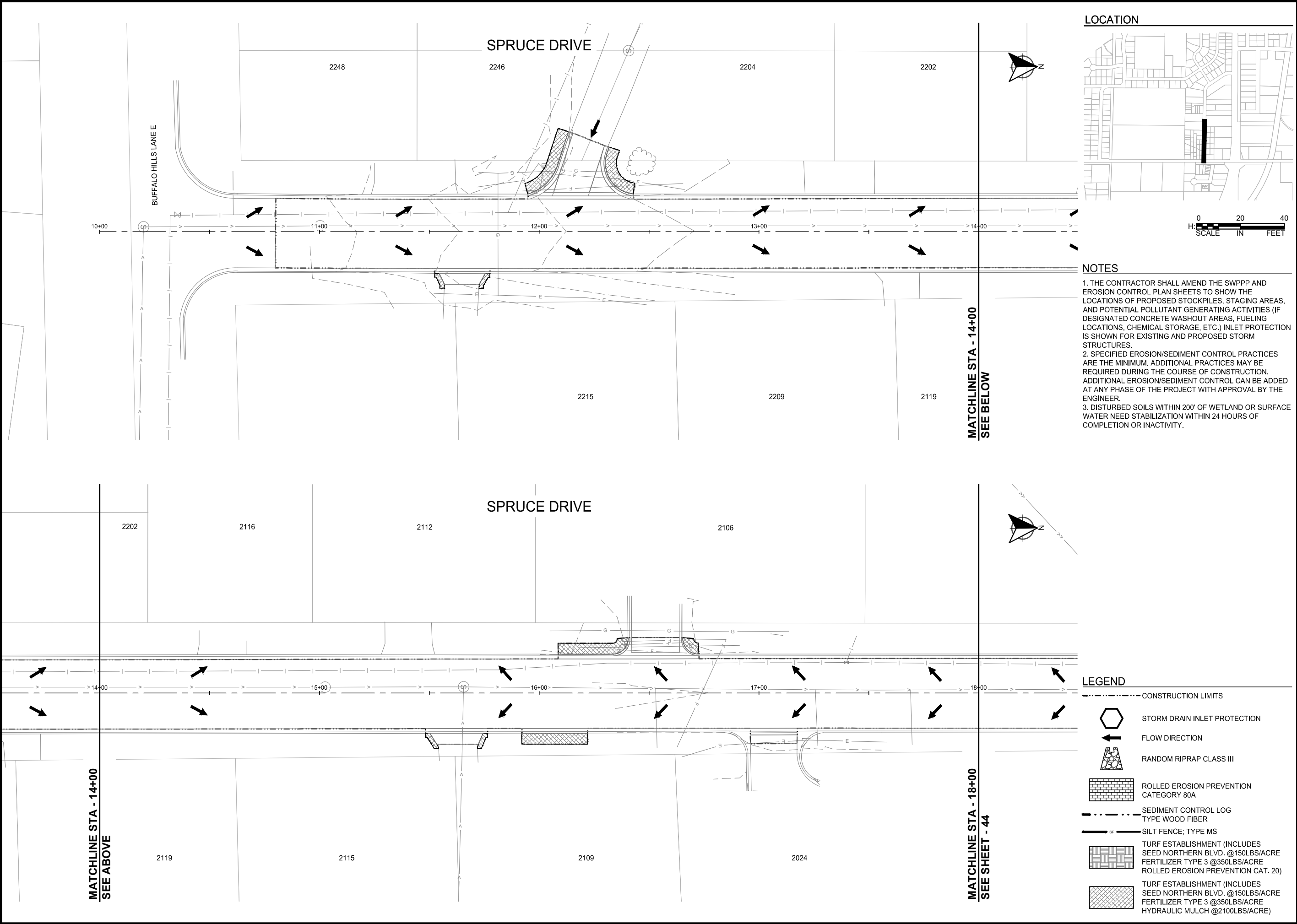
STREET & STORM SEWER PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

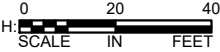
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SHEET

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LOCATION



NOTES

1. THE CONTRACTOR SHALL AMEND THE SWPPP AND EROSION CONTROL PLAN SHEETS TO SHOW THE LOCATIONS OF PROPOSED STOCKPILES, STAGING AREAS, AND POTENTIAL POLLUTANT GENERATING ACTIVITIES (IF DESIGNATED CONCRETE WASHOUT AREAS, FUELING LOCATIONS, CHEMICAL STORAGE, ETC.) INLET PROTECTION IS SHOWN FOR EXISTING AND PROPOSED STORM STRUCTURES.
2. SPECIFIED EROSION/SEDIMENT CONTROL PRACTICES ARE THE MINIMUM. ADDITIONAL PRACTICES MAY BE REQUIRED DURING THE COURSE OF CONSTRUCTION. ADDITIONAL EROSION/SEDIMENT CONTROL CAN BE ADDED AT ANY PHASE OF THE PROJECT WITH APPROVAL BY THE ENGINEER.
3. DISTURBED SOILS WITHIN 200' OF WETLAND OR SURFACE WATER NEED STABILIZATION WITHIN 24 HOURS OF COMPLETION OR INACTIVITY.

LEGEND

- CONSTRUCTION LIMITS
- STORM DRAIN INLET PROTECTION
- FLOW DIRECTION
- RANDOM RIPRAP CLASS III
- ROLLED EROSION PREVENTION CATEGORY 80A
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- SILT FENCE; TYPE MS
- TURF ESTABLISHMENT (INCLUDES SEED NORTHERN BLVD. @150LBS/ACRE FERTILIZER TYPE 3 @350LBS/ACRE ROLLED EROSION PREVENTION CAT. 20)
- TURF ESTABLISHMENT (INCLUDES SEED NORTHERN BLVD. @150LBS/ACRE FERTILIZER TYPE 3 @350LBS/ACRE HYDRAULIC MULCH @2100LBS/ACRE)



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
CHECK BY: EMY

REVISIONS

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ETHAN M. YOUSO
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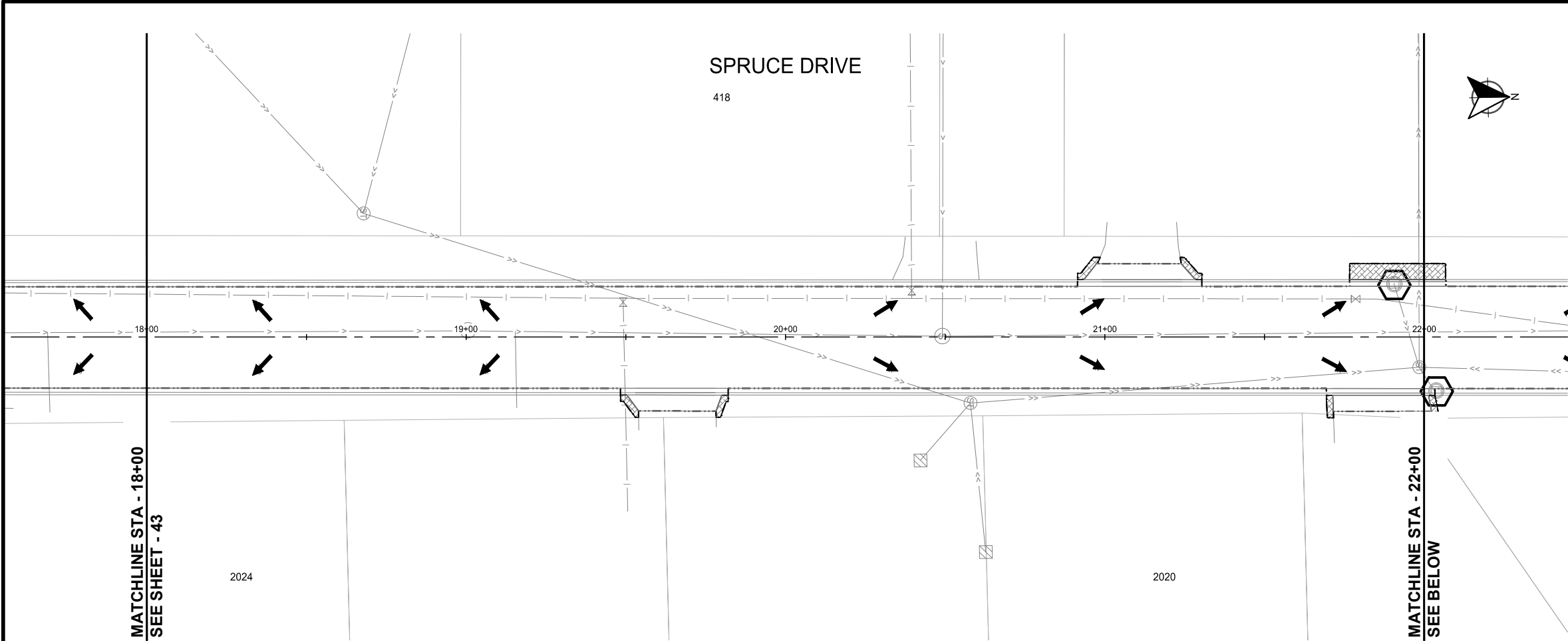
EROSION CONTROL PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

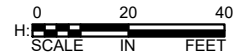
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032368-000

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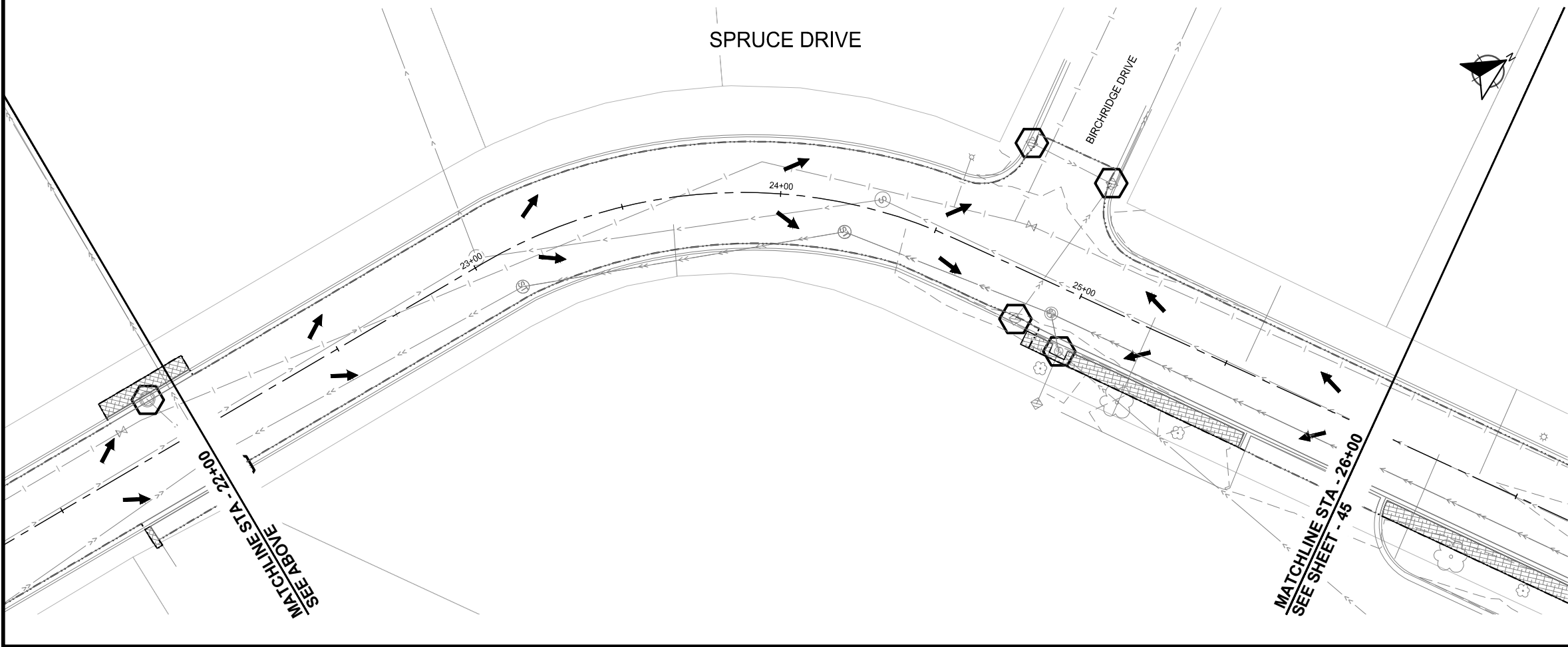


LOCATION



NOTES

1. THE CONTRACTOR SHALL AMEND THE SWPPP AND EROSION CONTROL PLAN SHEETS TO SHOW THE LOCATIONS OF PROPOSED STOCKPILES, STAGING AREAS, AND POTENTIAL POLLUTANT GENERATING ACTIVITIES (IF DESIGNATED CONCRETE WASHOUT AREAS, FUELING LOCATIONS, CHEMICAL STORAGE, ETC.) INLET PROTECTION IS SHOWN FOR EXISTING AND PROPOSED STORM STRUCTURES.
2. SPECIFIED EROSION/SEDIMENT CONTROL PRACTICES ARE THE MINIMUM. ADDITIONAL PRACTICES MAY BE REQUIRED DURING THE COURSE OF CONSTRUCTION. ADDITIONAL EROSION/SEDIMENT CONTROL CAN BE ADDED AT ANY PHASE OF THE PROJECT WITH APPROVAL BY THE ENGINEER.
3. DISTURBED SOILS WITHIN 200' OF WETLAND OR SURFACE WATER NEED STABILIZATION WITHIN 24 HOURS OF COMPLETION OR INACTIVITY.



LEGEND

- CONSTRUCTION LIMITS
- STORM DRAIN INLET PROTECTION
- FLOW DIRECTION
- RANDOM RIPRAP CLASS III
- ROLLED EROSION PREVENTION CATEGORY 80A
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- SILT FENCE; TYPE MS
- TURF ESTABLISHMENT (INCLUDES SEED NORTHERN BLVD. @150LBS/ACRE FERTILIZER TYPE 3 @350LBS/ACRE ROLLED EROSION PREVENTION CAT. 20)
- TURF ESTABLISHMENT (INCLUDES SEED NORTHERN BLVD. @150LBS/ACRE FERTILIZER TYPE 3 @350LBS/ACRE HYDRAULIC MULCH @2100LBS/ACRE)



SCALE: AS SHOWN
PLAN BY: EMD
DESIGN BY: EMD
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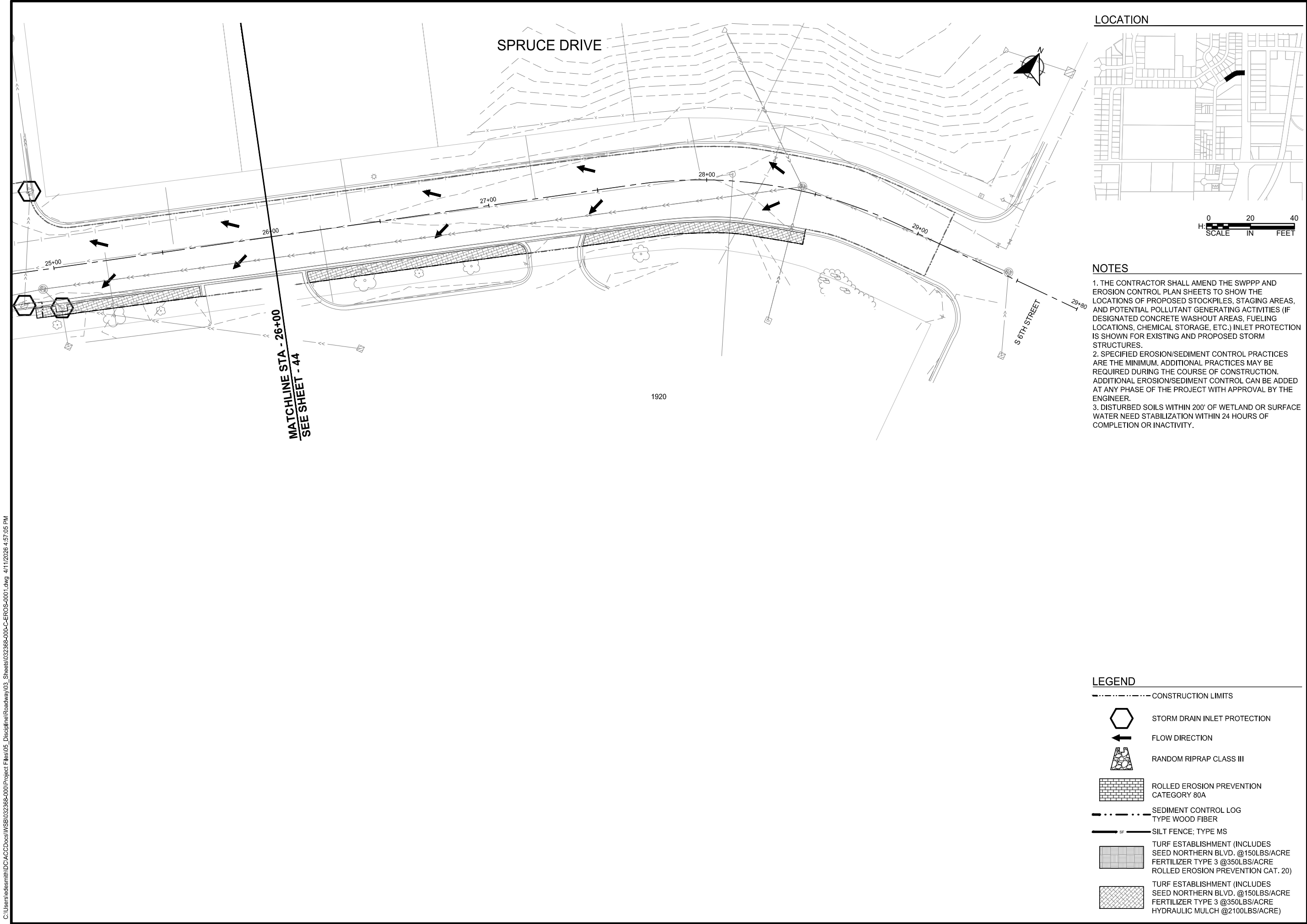
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO. 62781

EROSION CONTROL PLANS

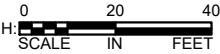
2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO. 032368-000
SHEET 44 OF 62

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LOCATION



NOTES

1. THE CONTRACTOR SHALL AMEND THE SWPPP AND EROSION CONTROL PLAN SHEETS TO SHOW THE LOCATIONS OF PROPOSED STOCKPILES, STAGING AREAS, AND POTENTIAL POLLUTANT GENERATING ACTIVITIES (IF DESIGNATED CONCRETE WASHOUT AREAS, FUELING LOCATIONS, CHEMICAL STORAGE, ETC.) INLET PROTECTION IS SHOWN FOR EXISTING AND PROPOSED STORM STRUCTURES.
2. SPECIFIED EROSION/SEDIMENT CONTROL PRACTICES ARE THE MINIMUM. ADDITIONAL PRACTICES MAY BE REQUIRED DURING THE COURSE OF CONSTRUCTION. ADDITIONAL EROSION/SEDIMENT CONTROL CAN BE ADDED AT ANY PHASE OF THE PROJECT WITH APPROVAL BY THE ENGINEER.
3. DISTURBED SOILS WITHIN 200' OF WETLAND OR SURFACE WATER NEED STABILIZATION WITHIN 24 HOURS OF COMPLETION OR INACTIVITY.

LEGEND

- CONSTRUCTION LIMITS
- STORM DRAIN INLET PROTECTION
- FLOW DIRECTION
- RANDOM RIPRAP CLASS III
- ROLLED EROSION PREVENTION CATEGORY 80A
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- SILT FENCE; TYPE MS
- TURF ESTABLISHMENT (INCLUDES SEED NORTHERN BLVD. @150LBS/ACRE FERTILIZER TYPE 3 @350LBS/ACRE ROLLED EROSION PREVENTION CAT. 20)
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SCALE: AS SHOWN
 PLAN BY: EMD
 DESIGN BY: EMD
 CHECK BY: EMY

REVISIONS

NO.	DATE	DESCRIPTION

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ETHAN M. YOUSO
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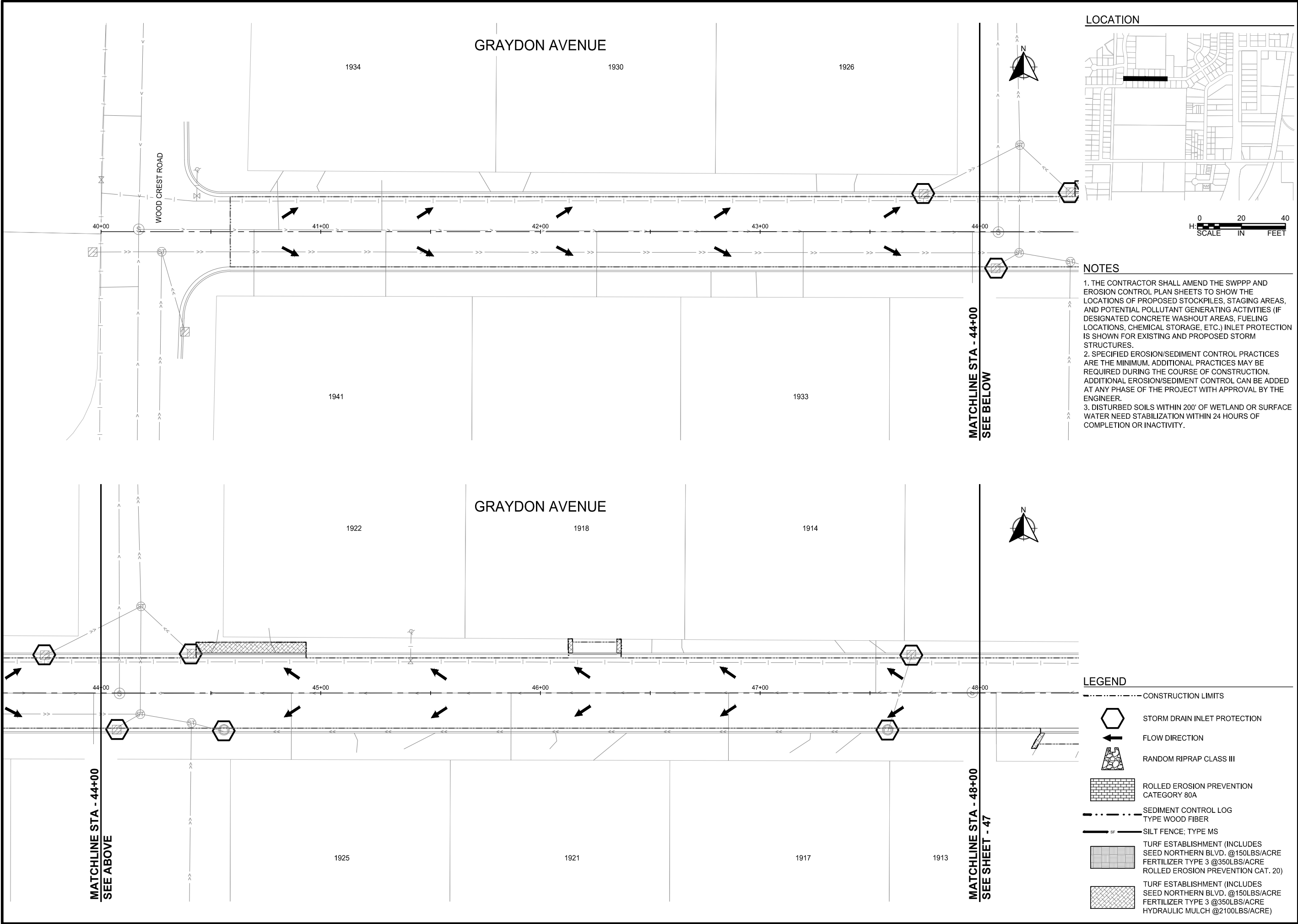
EROSION CONTROL PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

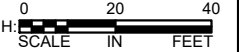
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LOCATION



NOTES

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LEGEND

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- FLOW DIRECTION
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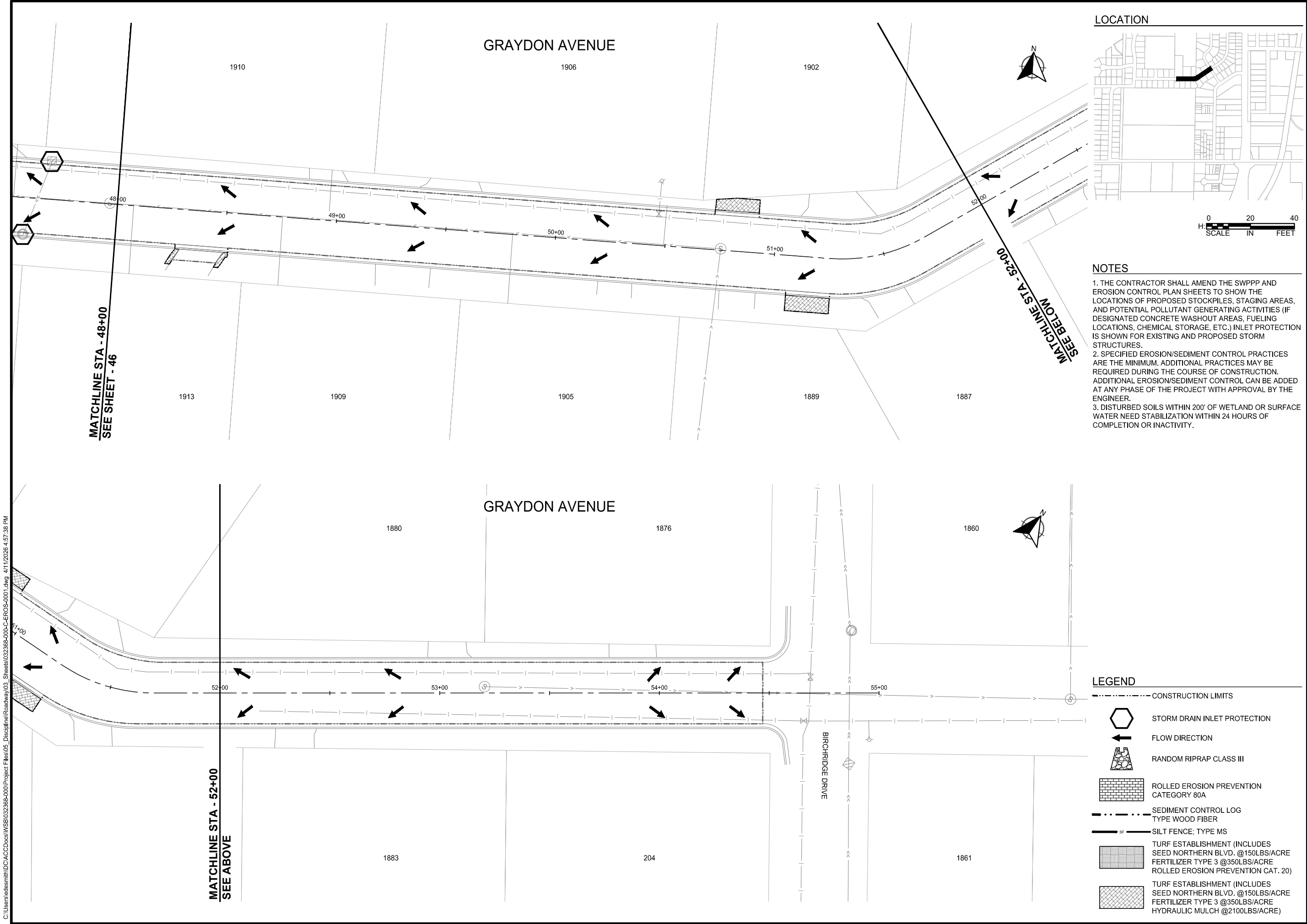
EROSION CONTROL PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000

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LOCATION



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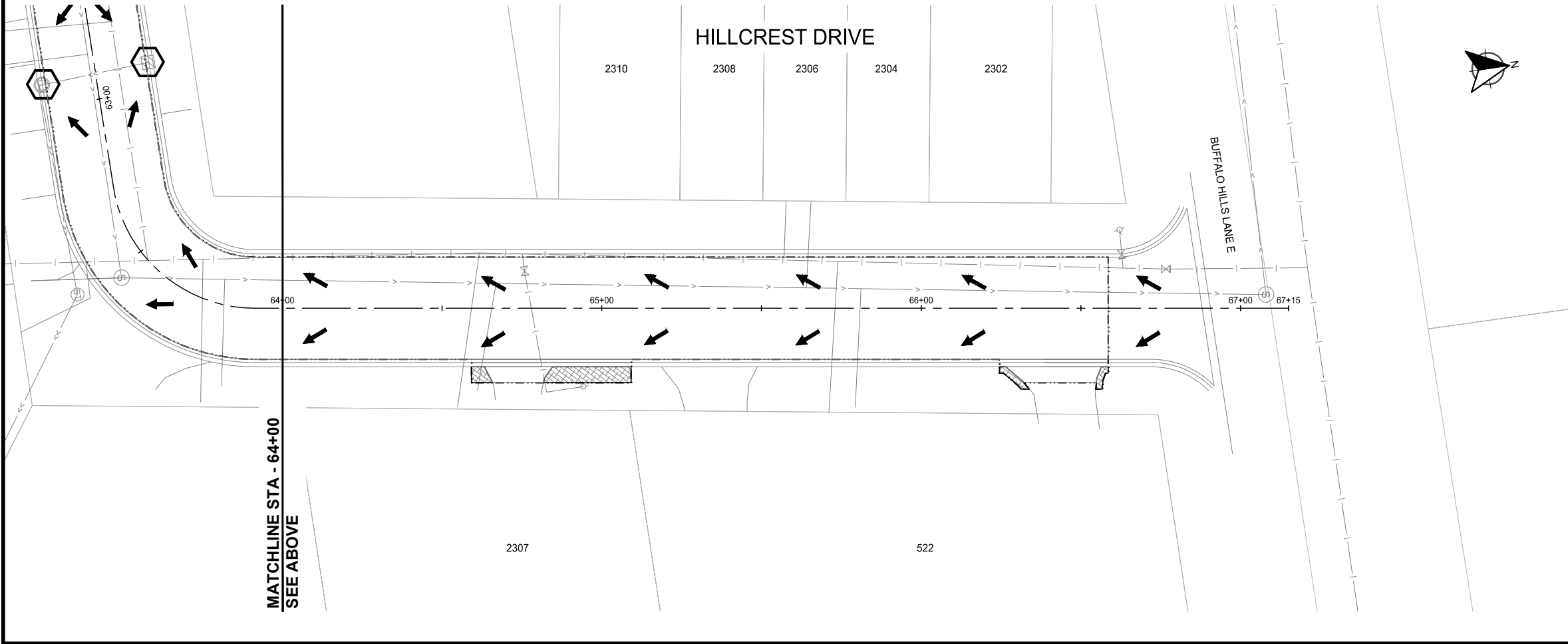
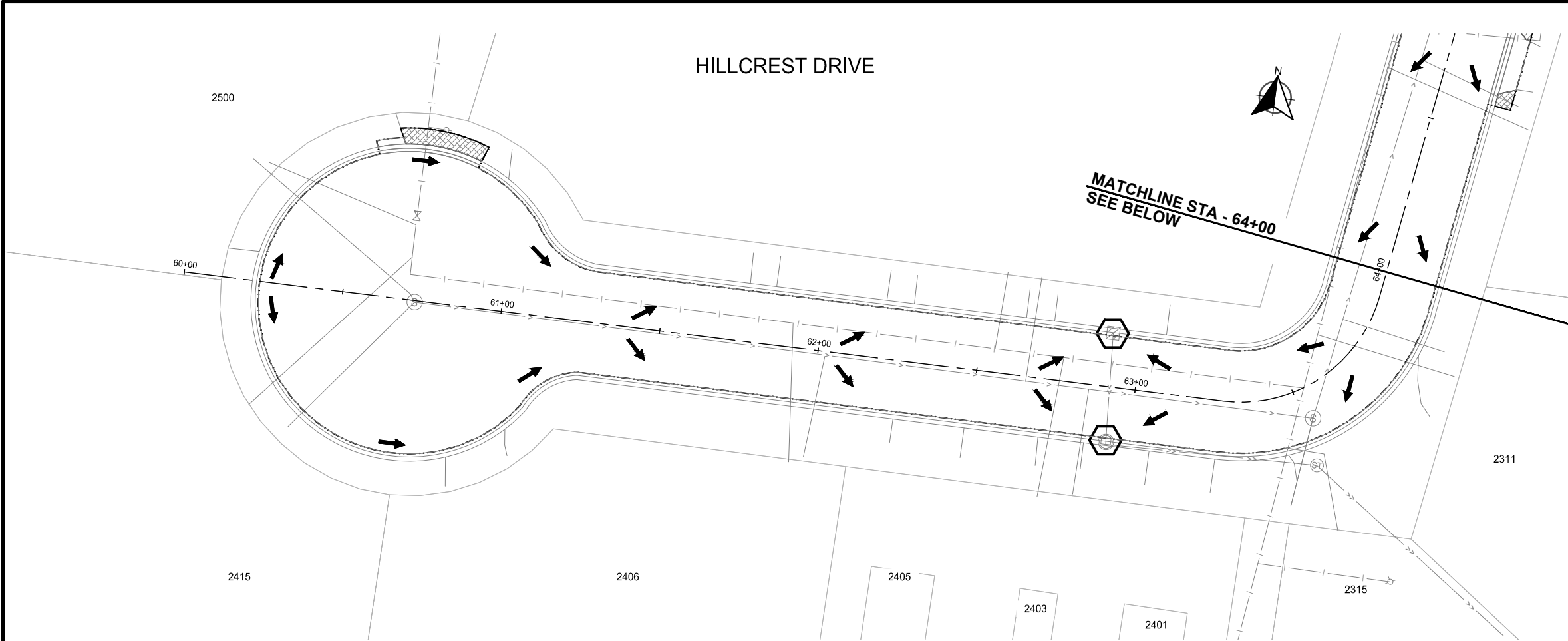
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EROSION CONTROL PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000
SHEET
47 OF 62
Page 216 of 275

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LOCATION



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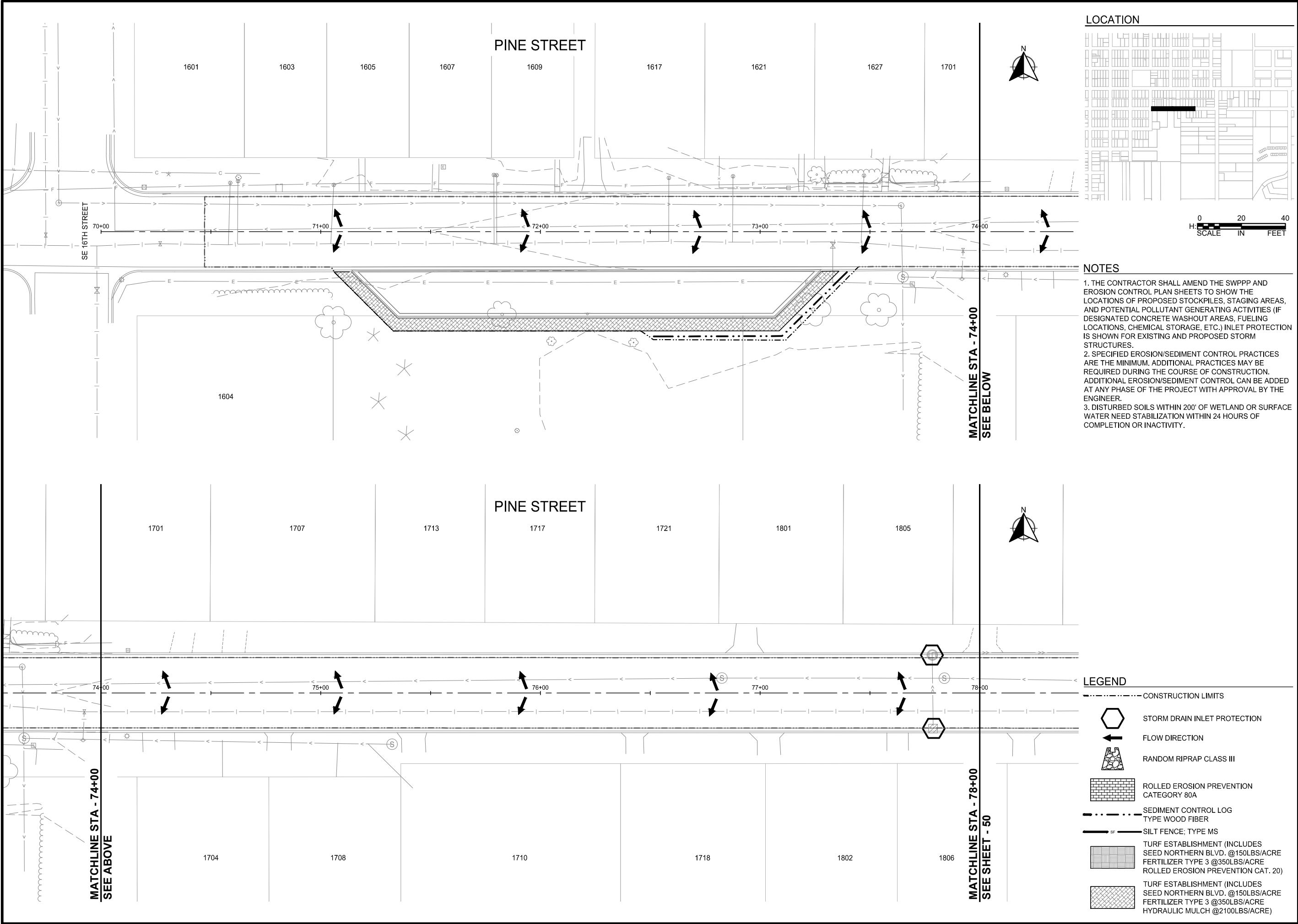
EROSION CONTROL PLANS

2026 RESURFACING PROJECT CITY OF BRAINERD

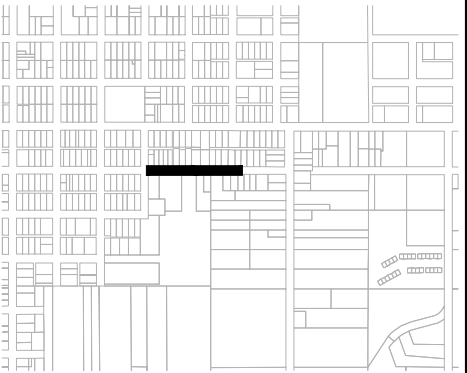
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LOCATION



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H. SCALE IN FEET

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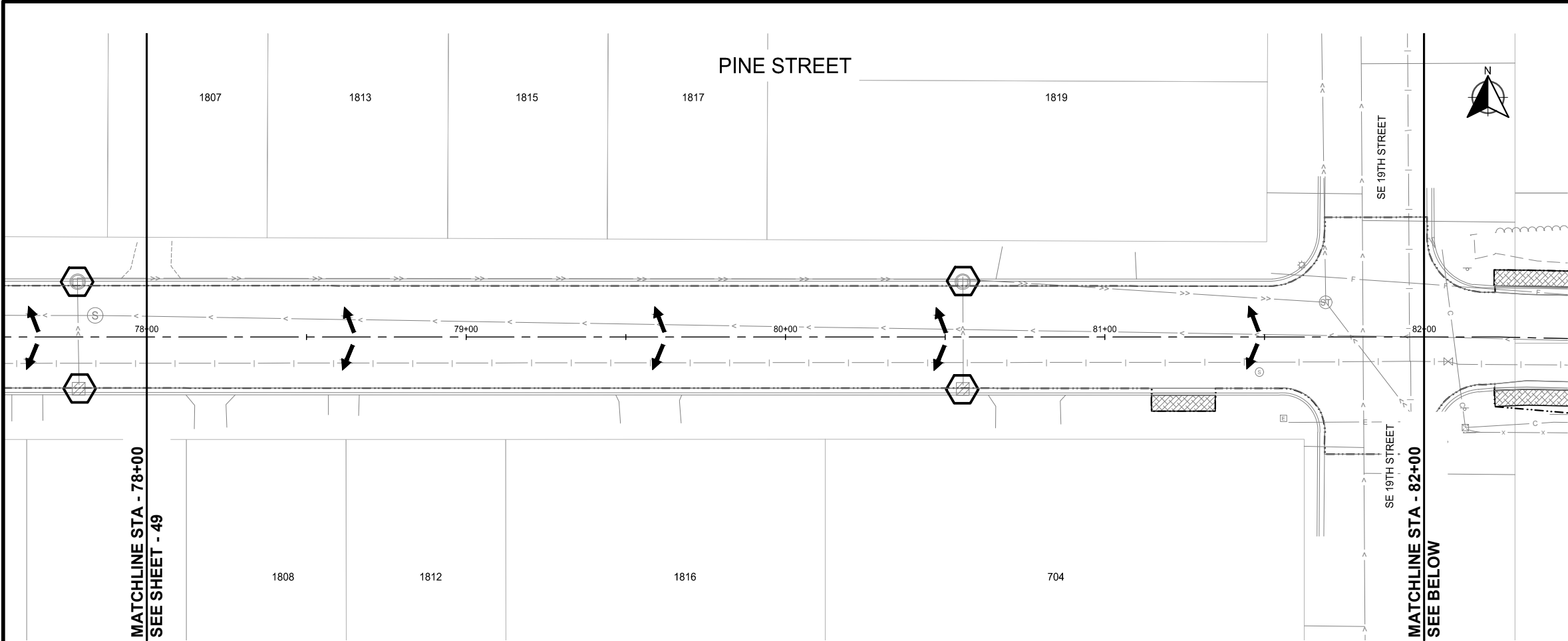
Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

EROSION
CONTROL
PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000
SHEET

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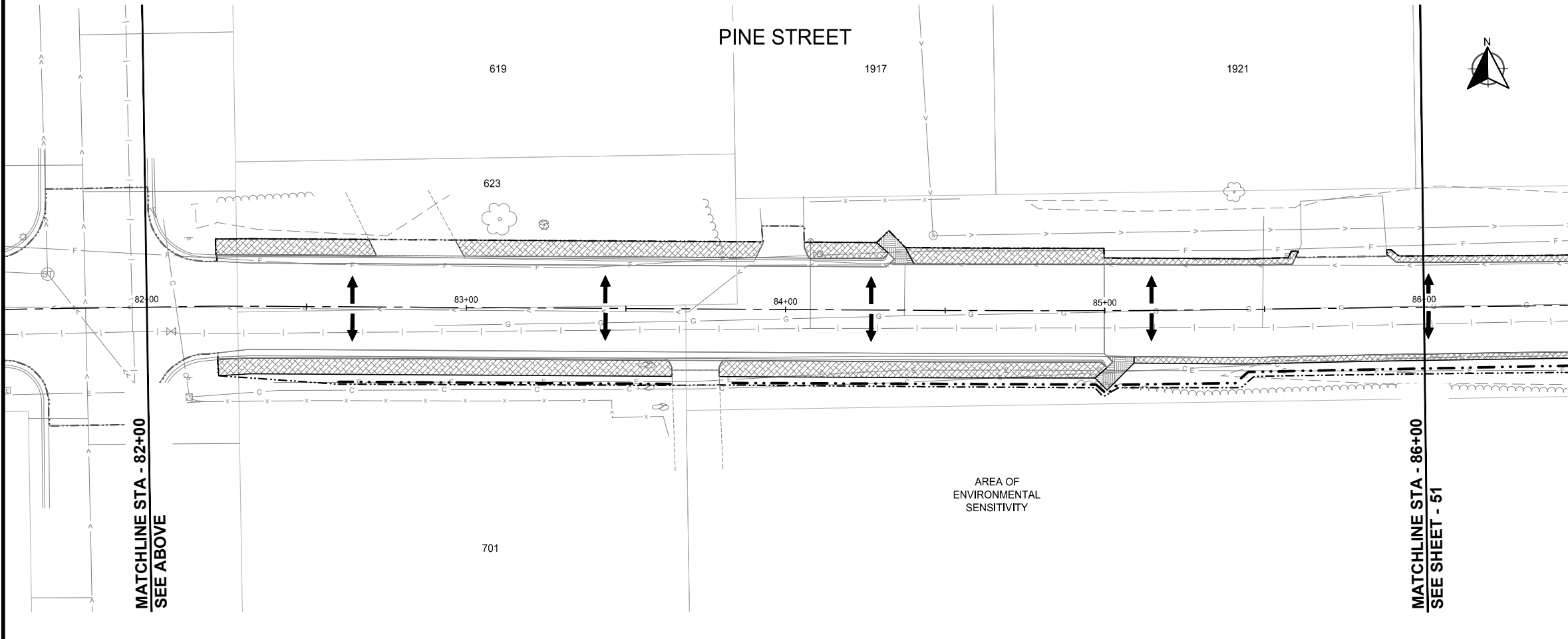


LOCATION



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LEGEND

- CONSTRUCTION LIMITS
- STORM DRAIN INLET PROTECTION
- FLOW DIRECTION
- RANDOM RIPRAP CLASS III
- ROLLED EROSION PREVENTION CATEGORY 80A
- SEDIMENT CONTROL LOG TYPE WOOD FIBER
- SILT FENCE; TYPE MS
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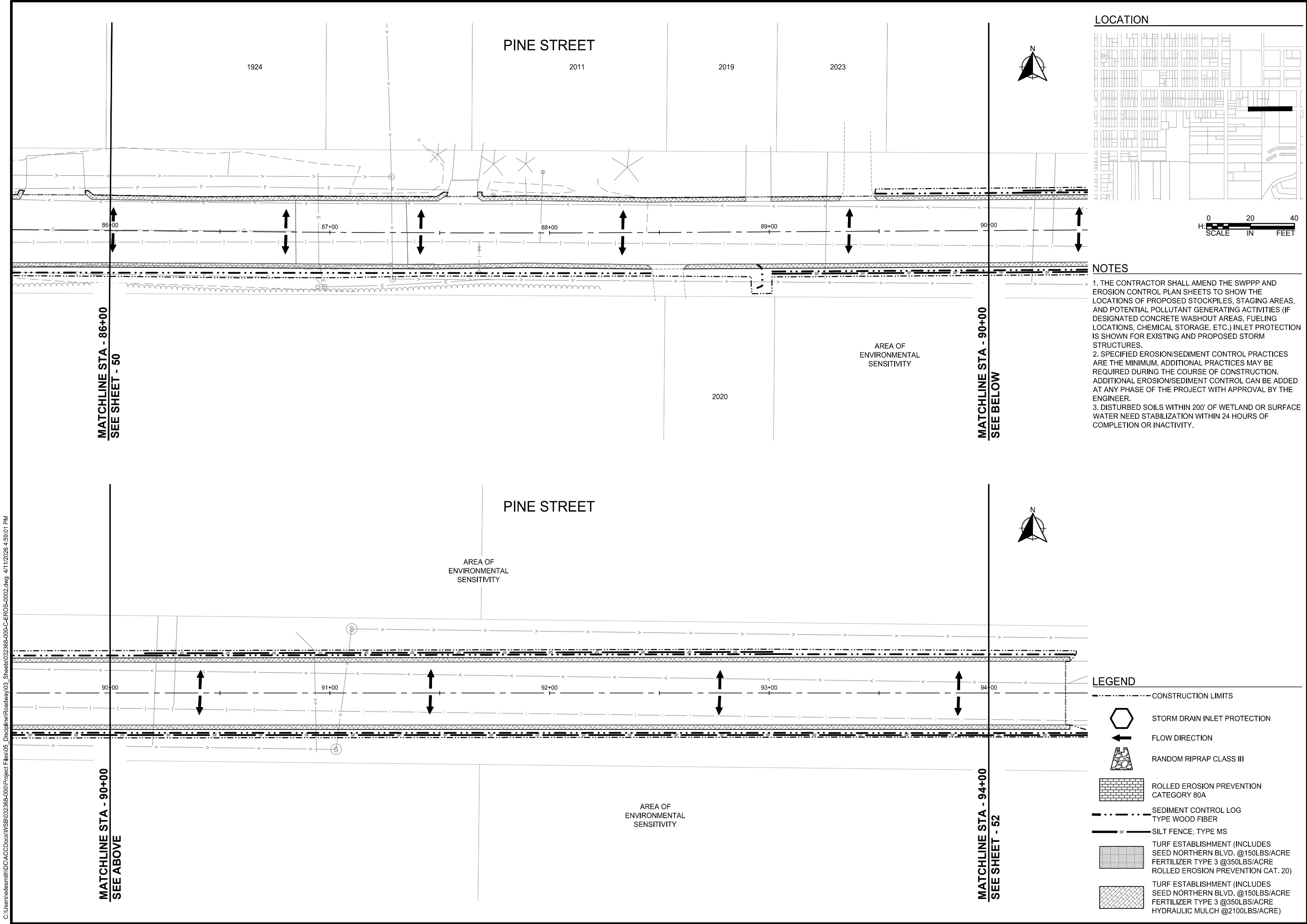
EROSION CONTROL PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
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- NOTES
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FLOW DIRECTION

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SEDIMENT CONTROL LOG TYPE WOOD FIBER

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SCALE:AS SHOWN

DESIGN BY:EMD

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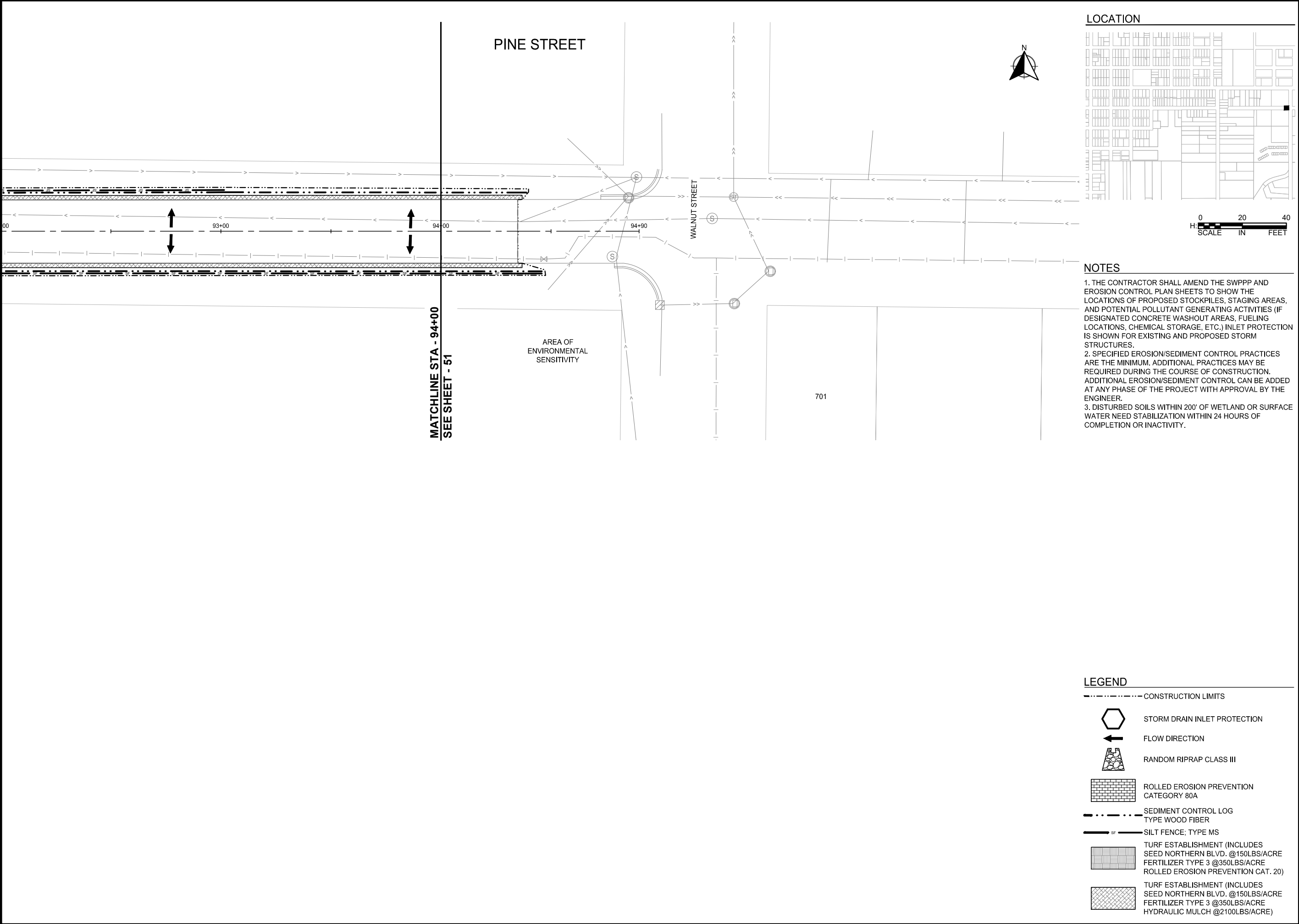
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LIC. NO.:62781

EROSION CONTROL PLANS

2026 RESURFACING PROJECT
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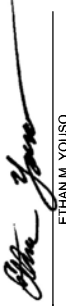


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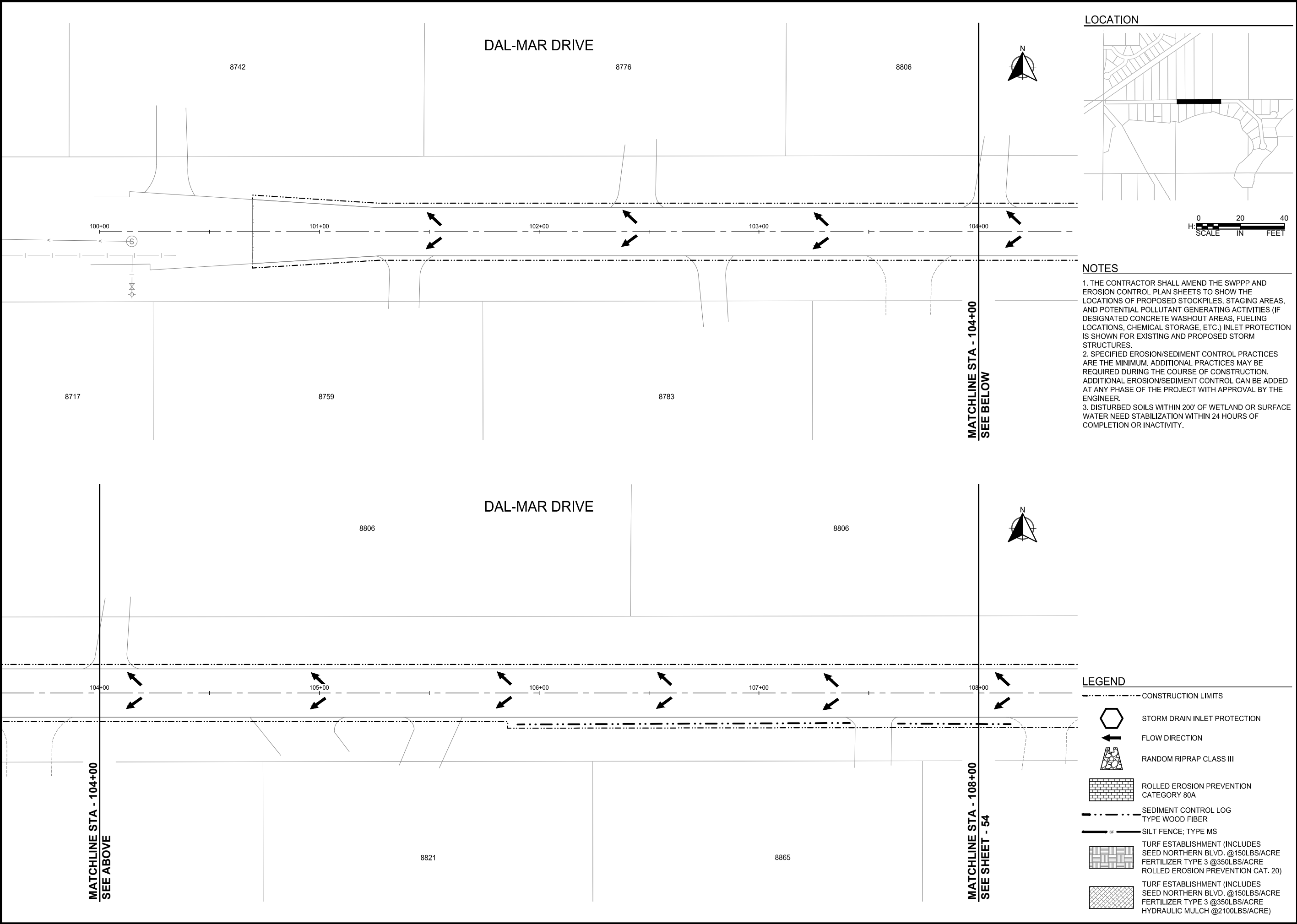
EROSION
CONTROL
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2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000
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Page 221 of 275

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LOCATION



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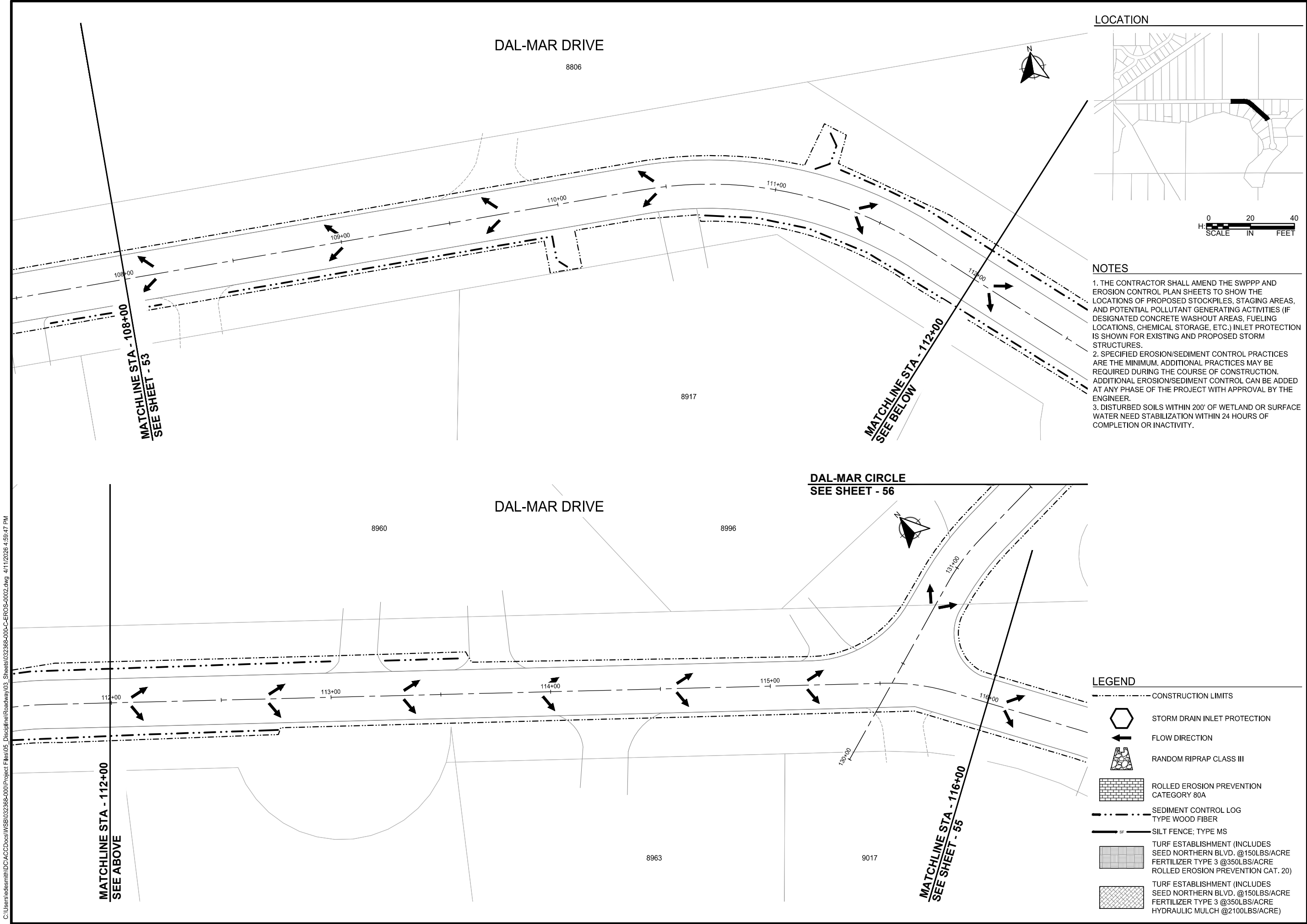
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EROSION CONTROL PLANS

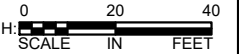
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LOCATION



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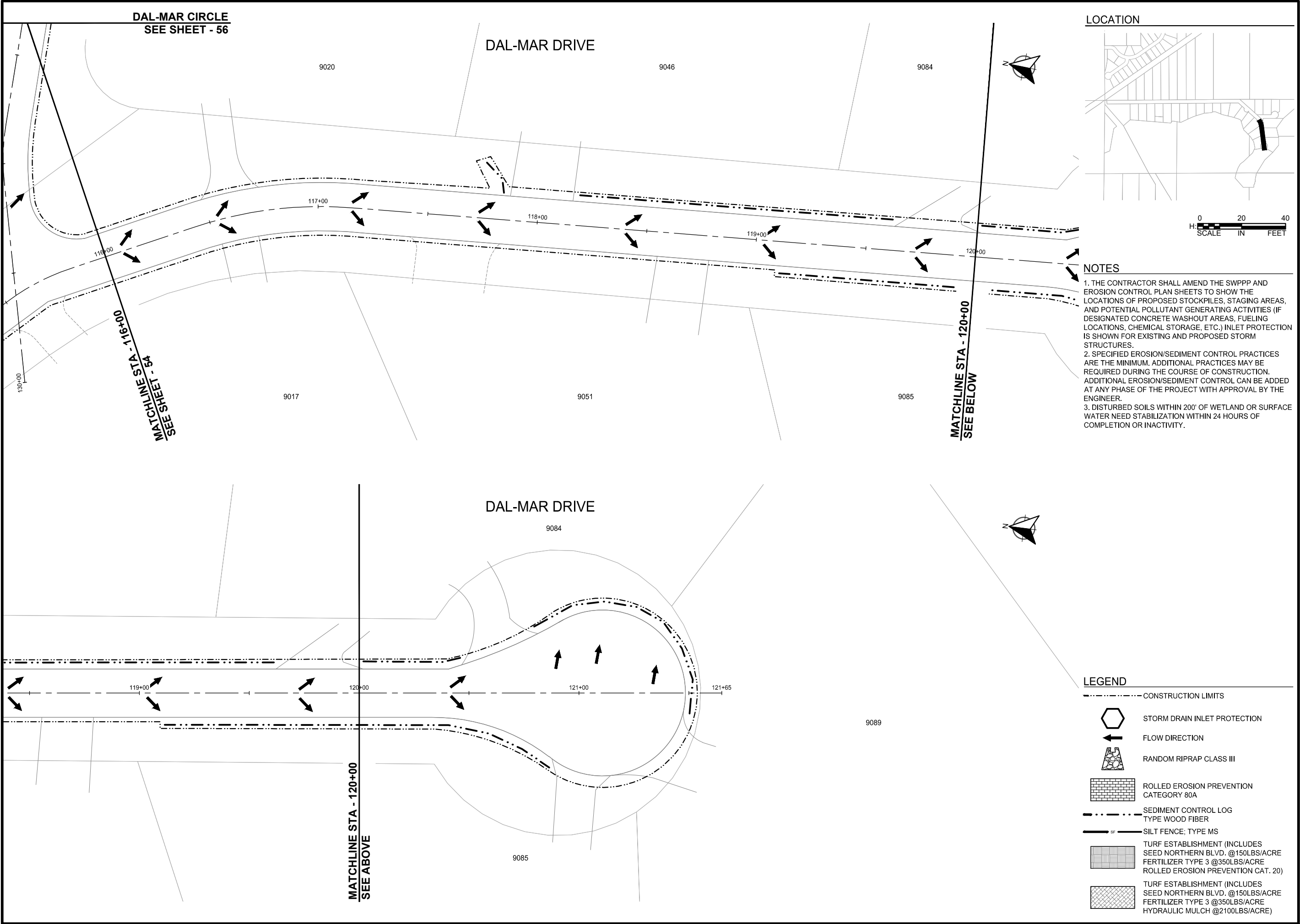
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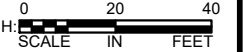
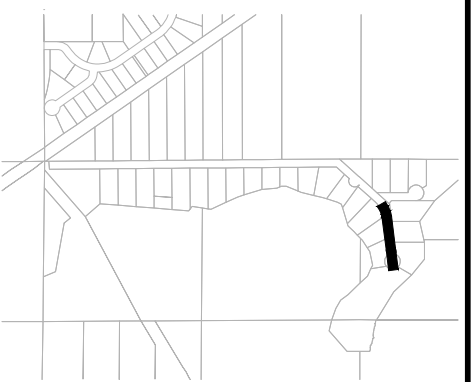
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LOCATION



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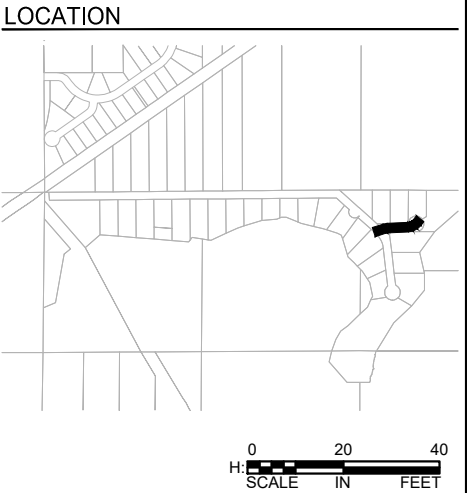
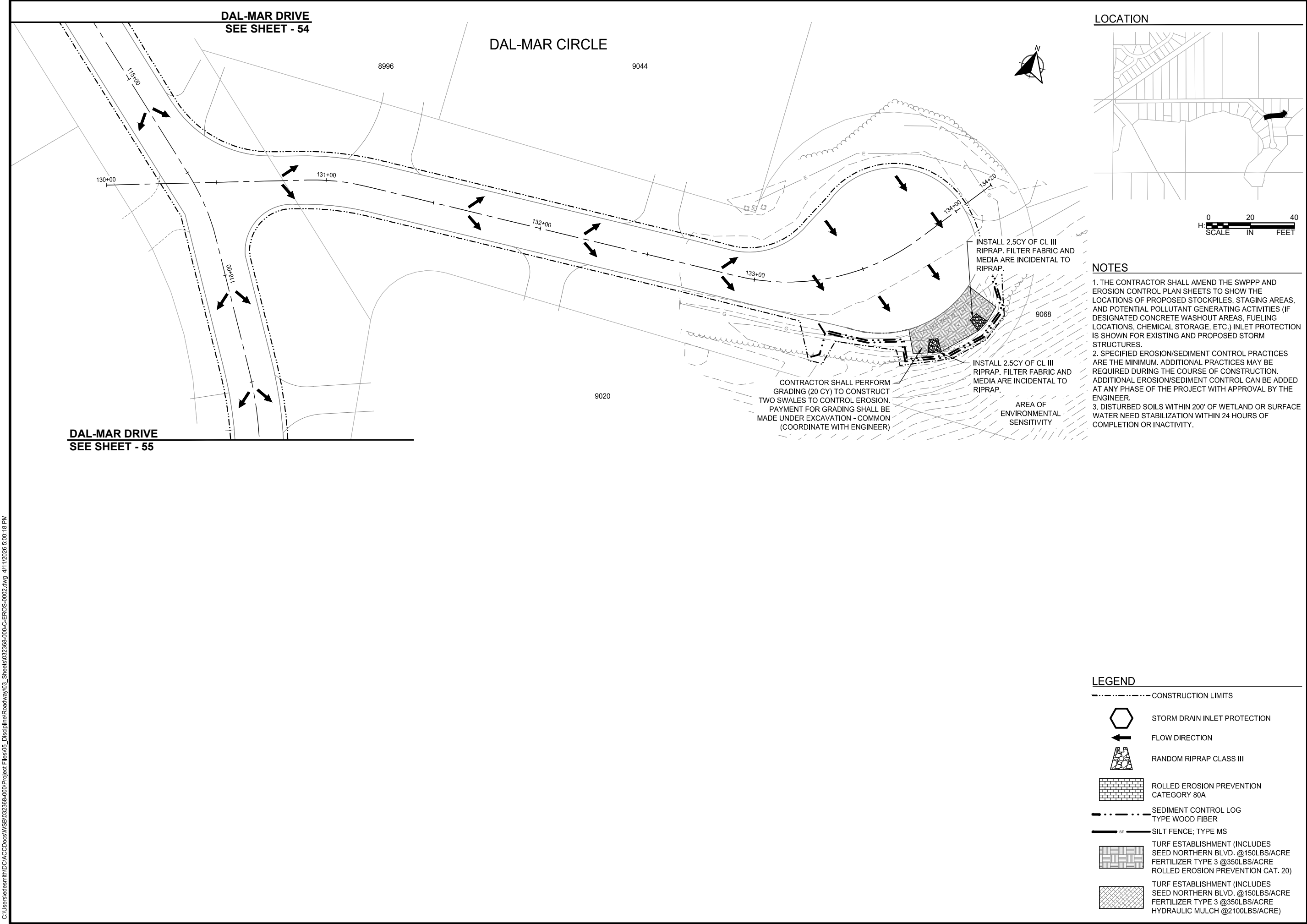
EROSION
CONTROL
PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000

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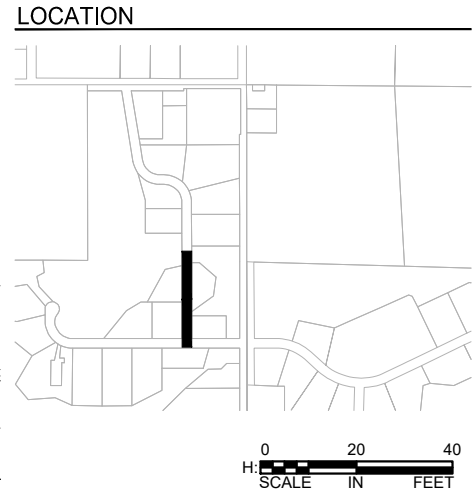
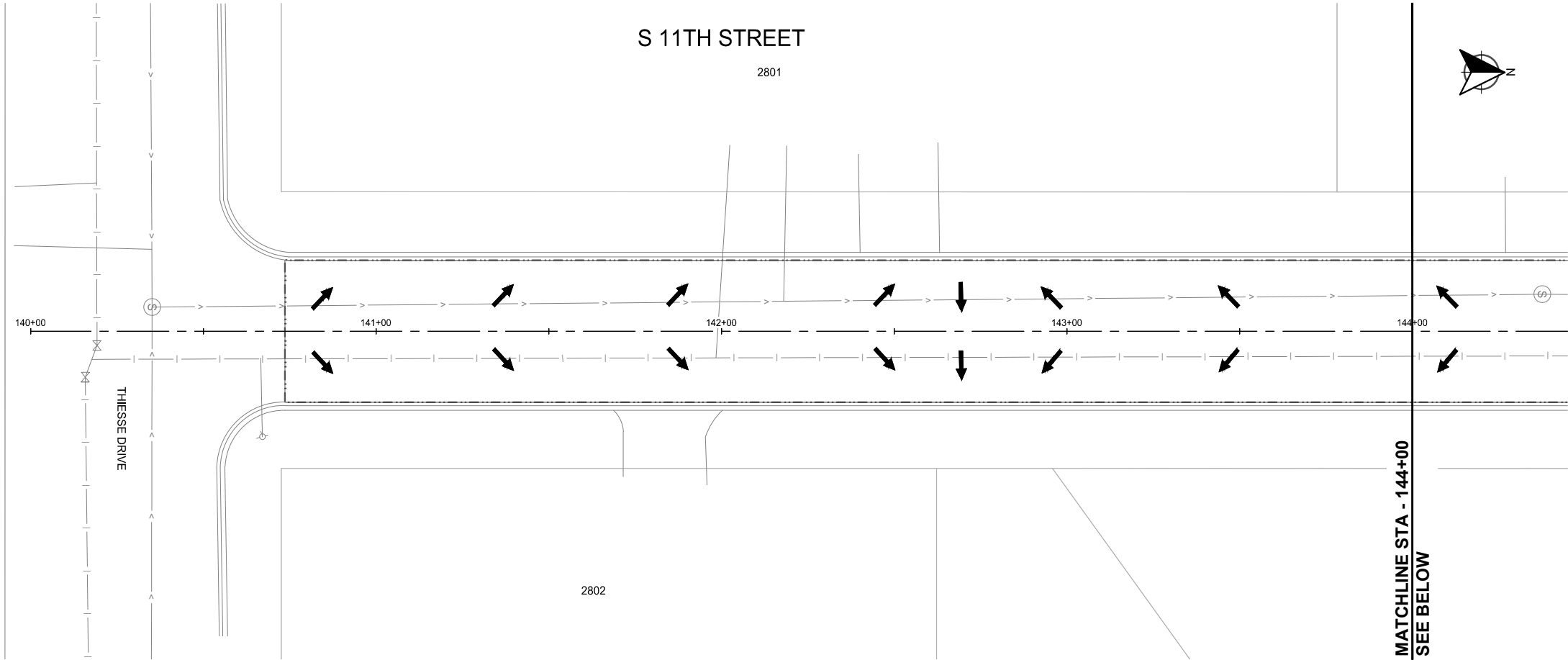
ETHAN M. YOUSO

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- NOTES**
1. THE CONTRACTOR SHALL AMEND THE SWPPP AND EROSION CONTROL PLAN SHEETS TO SHOW THE LOCATIONS OF PROPOSED STOCKPILES, STAGING AREAS, AND POTENTIAL POLLUTANT GENERATING ACTIVITIES (IF DESIGNATED CONCRETE WASHOUT AREAS, FUELING LOCATIONS, CHEMICAL STORAGE, ETC.) INLET PROTECTION IS SHOWN FOR EXISTING AND PROPOSED STORM STRUCTURES.
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 3. DISTURBED SOILS WITHIN 200' OF WETLAND OR SURFACE WATER NEED STABILIZATION WITHIN 24 HOURS OF COMPLETION OR INACTIVITY.



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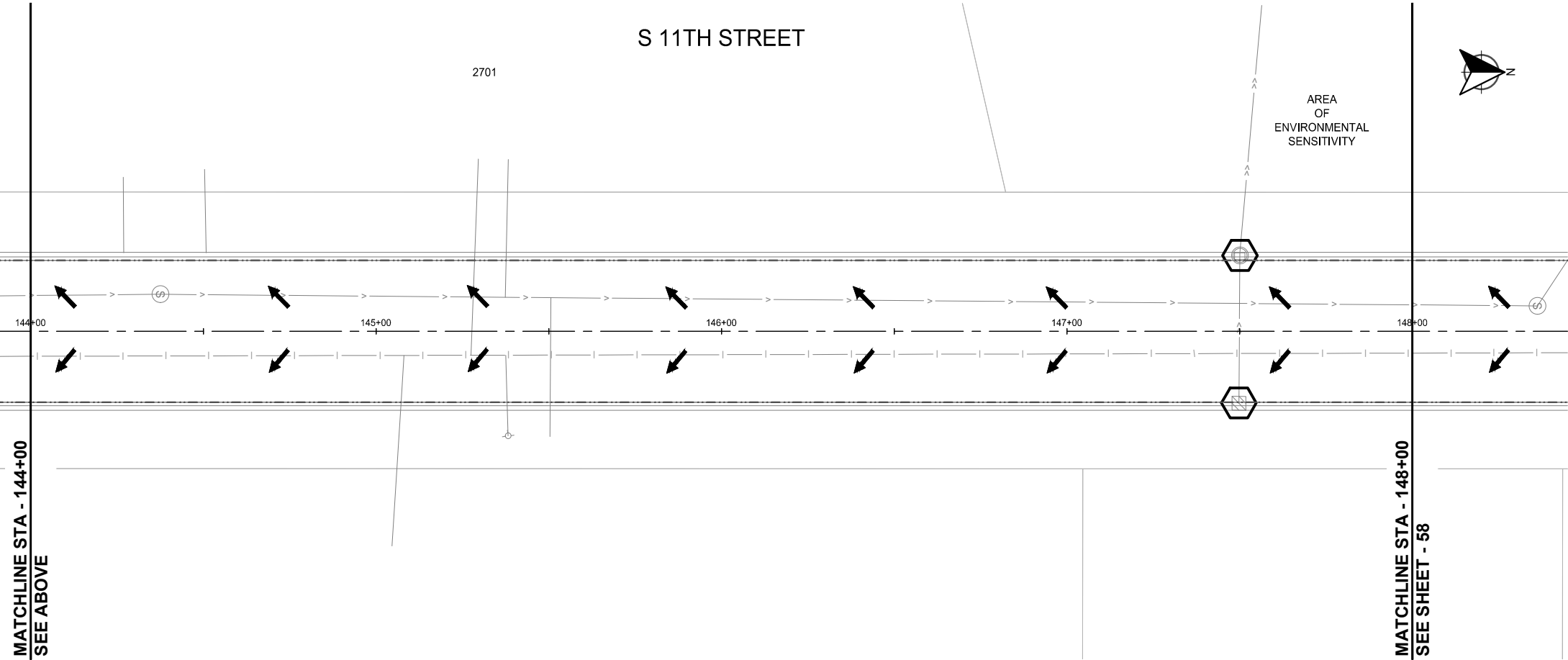
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NO.	DATE

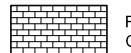
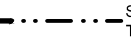
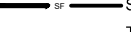
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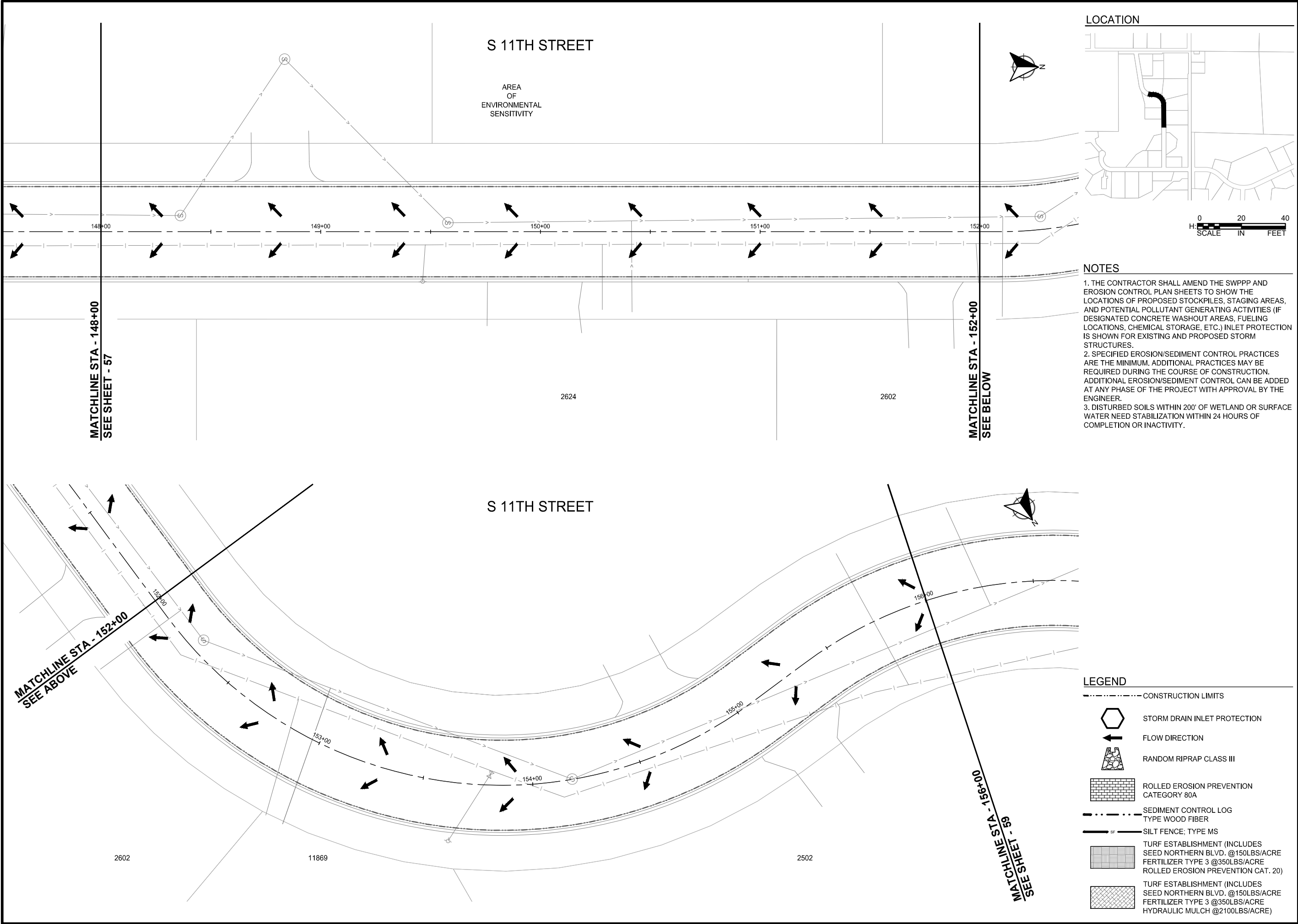
- LEGEND**
- CONSTRUCTION LIMITS
 -  STORM DRAIN INLET PROTECTION
 -  FLOW DIRECTION
 -  RANDOM RIPRAP CLASS III
 -  ROLLED EROSION PREVENTION CATEGORY 80A
 -  SEDIMENT CONTROL LOG TYPE WOOD FIBER
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 -  TURF ESTABLISHMENT (INCLUDES SEED NORTHERN BLVD. @150LBS/ACRE FERTILIZER TYPE 3 @350LBS/ACRE ROLLED EROSION PREVENTION CAT. 20)
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EROSION
CONTROL
PLANS

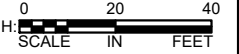
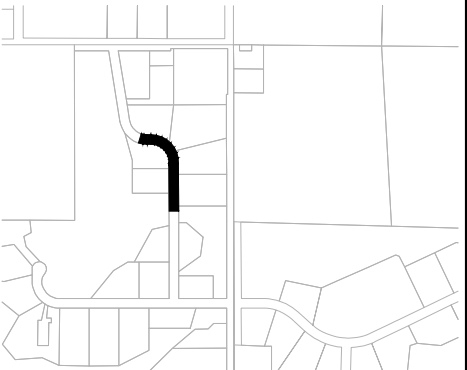
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LOCATION



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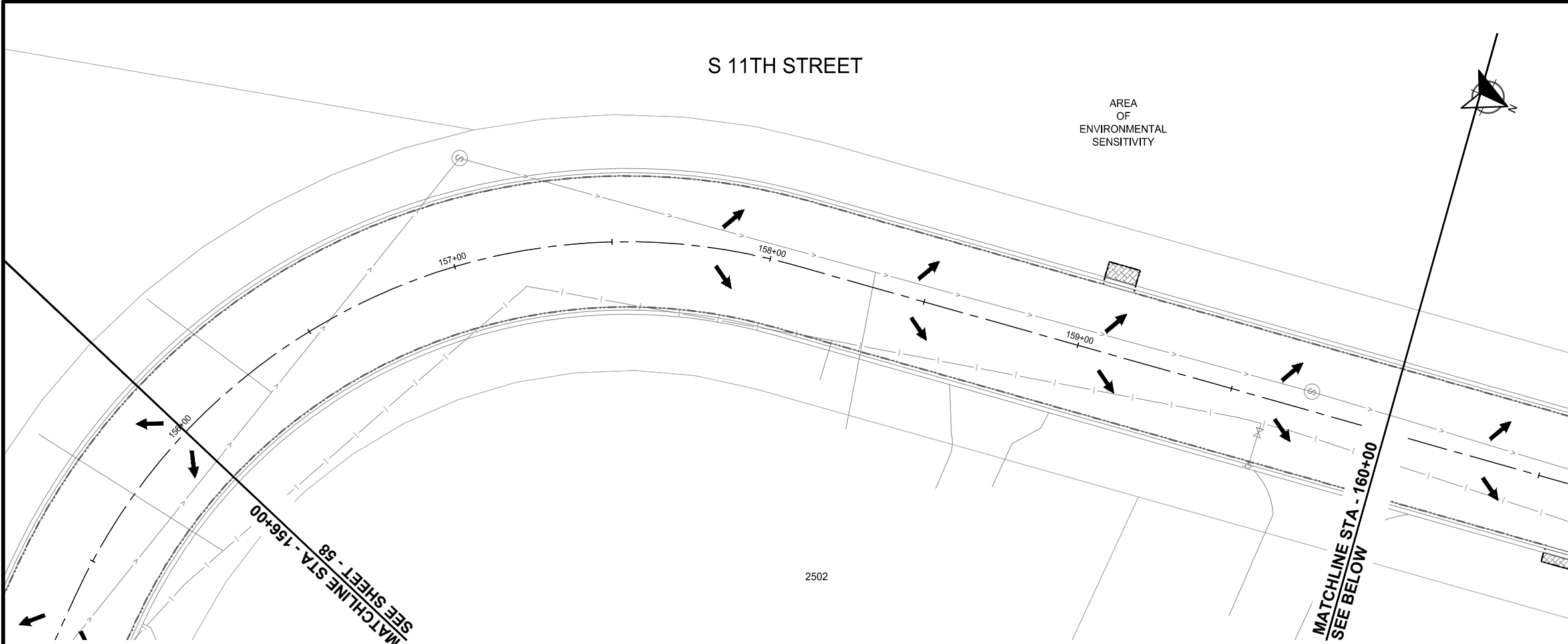
ETHAN M. YOUSO
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EROSION CONTROL PLANS

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000
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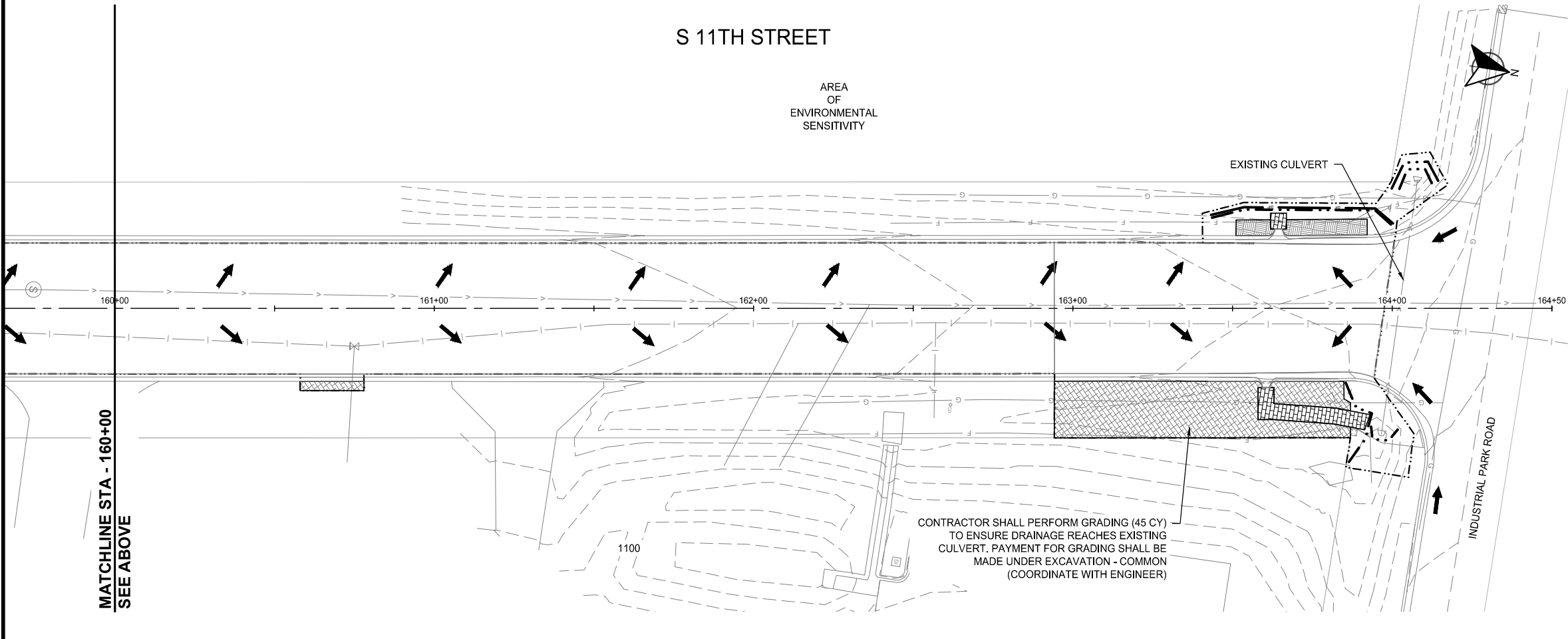


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Ethan M. Youso
ETHAN M. YOUSO
DATE: 04-13-2026 LIC. NO: 62781

EROSION CONTROL PLANS

2026 RESURFACING PROJECT CITY OF BRAINERD

WSB PROJECT NO.
032368-000

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STORMWATER POLLUTION PREVENTION PLAN (SWPPP) NARRATIVE

PROJECT NAME: 2026 RESURFACING PROJECT

PROJECT LOCATION: STREET: MULTIPLE STREETS
STATE: MINNESOTA

CITY: BRAINERD
ZIP: 56401

PROJECT NUMBER: WSB 032368-000

COUNTY: CROW WING

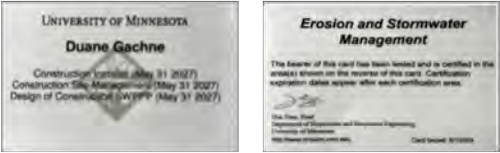
LATITUDE/LONGITUDE: 46.3310, -94.2030

THE PLANNED SCOPE OF THE PROJECT INCLUDES:
THE CITY OF BRAINERD IS PROPOSING A STREET RESURFACING PROJECT ON SPRUCE DR, GRAYDON AVE, HILLCREST DR, PINE ST, DALMAR DR/CIR, AND SOUTH 11TH ST. THE IMPROVEMENTS CONSIST OF MILL/OVERLAY, FULL DEPTH PAVEMENT REMOVAL AND REPLACEMENT, OVERLAY, SPOT CURB/GUTTER REPLACEMENTS, STORMWATER IMPROVEMENTS, MINOR DRAINAGE IMPROVEMENTS, AND A PARKING LOT FOR A CITY PARK. FOR MOST OF THE PROJECT, THE PAVEMENT IS BEING PLACED BACK TO EXISTING CONDITION.

TENTATIVE CONSTRUCTION SCHEDULE (OPERATOR SHOULD PROVIDE ESTIMATED CONSTRUCTION SCHEDULE TO THE ENGINEER)	
CONSTRUCTION ACTIVITIES:	ESTIMATED DATES OF SOIL DISTURBANCE ACTIVITIES:
TEMPORARY SEDIMENT CONTROL BMPS & REMOVALS	JUNE 2026
GRADING & UTILITY WORK	JUNE – JULY 2026
CURB & PAVEMENT	AUG – SEPT 2026
FINAL STABILIZATION	SEPT 2026

PROJECT PERSONNEL AND TRAINING

SWPPP DEVELOPER:
WSB (DUANE GACHNE)
3701 40TH AVE NW SUITE 100
ROCHESTER, MN, 55901
507-910-2983/DGACHNE@WSBENG.COM



CONTRACTOR TO PROVIDE CERTIFICATION OF EROSION CONTROL OFFICER AND ANY OTHER CREW MEMBERS WHO WILL WORK ON THE IMPLEMENTATION OF THE SWPPP AND THE INSTALLATION, INSPECTION, AND MAINTENANCE OF THE EROSION PREVENTION AND SEDIMENT CONTROL BMPS BEFORE, DURING, AND AFTER CONSTRUCTION UNTIL THE NOTICE OF TERMINATION (NOT) HAS BEEN FILED WITH THE MPCA. PROVIDE PROOF OF CERTIFICATION AT THE PRECONSTRUCTION MEETING. WORK WILL NOT BE ALLOWED TO COMMENCE UNTIL PROOF OF CERTIFICATION HAS BEEN PROVIDED TO THE PROJECT ENGINEER.

CHAIN OF RESPONSIBILITY

THE CITY OF BRAINERD AND THE CONTRACTOR ARE CO-PERMITTEES FOR THE NPDES CONSTRUCTION GENERAL PERMIT. THE CONTRACTOR IS RESPONSIBLE TO COMPLY WITH ALL ASPECTS OF THE NPDES CONSTRUCTION PERMIT AT ALL TIMES UNTIL THE NOTICE OF TERMINATION (NOT) HAS BEEN FILED WITH THE MPCA.

NAME	COMPANY	TITLE	PHONE
JESSIE DEHN	CITY OF BRAINERD	OWNER CONTACT	218-828-2307
		CONTRACTOR CONTACT	
		ON SITE ESC INSPECTOR	

AGENCY CONTACTS

ORGANIZATION	CONTACT NAME	PHONE
MPCA (EMERGENCY) 24 HOUR	STATE DUTY OFFICER	1-800-422-0798
MPCA	TERI ROTH	507-206-2661
CROW WING COUNTY LGU	ALEX DEROSIER/CHRIS PENCE	218-824-1124
ACOE	BRAINERD OFFICE	651-290-5765
MNDNR ECO/WATERS	JACOB FRIE	218-203-4367

LOCATION OF SWPPP REQUIREMENTS

THE REQUIRED SWPPP ELEMENTS MAY BE LOCATED IN MANY PLACES WITHIN THE PLAN SET AS WELL AS IN THE SPECIAL PROVISIONS, PROJECT MANUAL, MNDOT SPEC BOOK, OR ON FILE WITH THE PROJECT OWNER.

DESCRIPTION	LOCATION
TEMPORARY/PERMANENT EROSION CONTROL MEASURES	SHEET NO. PLAN SET
DIRECTION OF FLOW	SHEET NO. PLAN SET
CONSTRUCTION NOTES & STANDARD PLATES	SHEET NO. PLAN SET
DRAINAGE PLAN & CONSTRUCTION PLAN	SHEET NO. PLAN SET
BMP TABULATION	SHEET NO. PLAN SET
STORMWATER CALCULATIONS	DRAINAGE REPORT & HYDRAULIC REPORT. AVAILABLE UPON REQUEST

RECEIVING WATERS

A SPECIAL AND IMPAIRED WATERS SEARCH WAS COMPLETED USING THE MPCA SEARCH ENGINE ON 04/03/20266. BASED ON THIS REVIEW, THE FOLLOWING SPECIAL/IMPAIRED WATERS (WITH CONSTRUCTION RELATED IMPAIRMENTS) ARE LOCATED WITHIN ONE MILE OF, AND DOWNSTREAM OF, ANY PROJECT DISCHARGE POINTS. PARTS 23.9 & 23.10 OF THE NPDES PERMIT APPLY. THE FOLLOWING IS A LIST OF RECEIVING WATERS WITHIN ONE MILE OF THE PROJECT:

WATERBODY	IMPAIRMENT(S)
BUFFALO CREEK	BENTHIC MACROINVERTEBRATES BIOASSESSMENTS; ESCHERICHIA COLI (E. COLI); FISH BIOASSESSMENTS.
MISSISSIPPI RIVER	MERCURY IN FISH TISSUE; TOTAL SUSPENDED SOLIDS (TSS).
NWI (PEM1AD,1C,1D)	N/A
NWI (R2UBFX)	N/A
NWI (PSS1C,1D)	N/A
NWI (PABHB)	N/A

AREAS OF ENVIRONMENTAL SENSITIVITY (AES) AND INFESTED WATERS

IN ADDITION TO THE LIST OF SPECIAL AND IMPAIRED WATERS, THE CONTRACTOR SHALL BE AWARE THAT THERE ARE WETLANDS AND EXISTING STORMWATER FACILITIES WITHIN AND NEAR THE PROJECT BOUNDARY. THERE IS A MAP OF KNOWN NATURAL RESOURCES ON THE LAST PAGE OF THE SWPPP NARRATIVE. AREAS OF ENVIRONMENTAL SENSITIVITY ARE ALSO CALLED OUT ON THE PLAN SHEETS.

SOIL TYPES

THE USDA WEB SOIL SURVEY WAS ACCESSED ON 4/7/2026. ZIMMERMAN LOAMY FIN SAND, RIFLE AND SEELYEVILLE SOILS, BRAINERD-FLAK COMPLEX ARE PREDOMINATING ALONG MOST OF THE ALIGNMENT. SOIL CLASSIFICATIONS FOR HIGHLY ERODIBLE LAND (HEL), POTENTIALLY HIGHLY ERODIBLE LAND (PHEL), AND NOT HIGHLY ERODIBLE LAND (NHEL) SOILS CAN BE FOUND ON *FIGURE 1. SWPPP RESOURCE MAP*.

NATIVE TOPSOIL WILL BE STRIPPED; IF MATERIAL NEEDS TO BE STOCKPILED, APPROPRIATE ACTION WILL TAKE PLACE TO ENSURE THE STOCKPILES HAVE ALL PROPER BMPS IN PLACE ACCORDING TO THIS SWPPP AND THE NPDES PERMIT.

ENVIRONMENTAL REVIEW

NO FORMAL ENVIRONMENTAL REVIEW WAS REQUIRED FOR THIS PROJECT.

WETLANDS: ALL WETLAND AREAS WILL BE PROTECTED WITH PERIMETER CONTROL AND A 50’ NATURAL BUFFER (IF INFEASIBLE, REDUNDANT PERIMETER CONTROL MEASURES), INCLUDED AREAS THAT ARE PERMITTED TO BE FILLED AND/OR EXCAVATED UNTIL WORK IN THE PERMITTED AREAS ARE NECESSARY. REDUNDANT BMP MEASURES MUST BE PLACED 5’ FROM THE INITIAL PERIMETER CONTROL MEASURE WITH A STABILIZED BUFFER STRIP BETWEEN THE BMPS.

THREATENED/ENDANGERED SPECIES: CROW WING COUNTY LISTS THE GRAY WOLF AS THREATENED, THE MONARCH BUTTERFLY AS PROPOSED THREATENED, AND THE SUCKLEY’S CUCKOO BUMBLE BEE AS PROPOSED ENDANGERED SPECIES WITHIN THE COUNTY. ADDITIONALLY, THE BLANDINGS TURTLE IS STATE-LISTED AS THREATENED. BASED ON THE CONSTRUCTION ACTIVITIES, IT IS DETERMINED THAT THE PROJECT WILL HAVE NO EFFECT ON THESE SPECIES OR THEIR HABITATS. HOWEVER, IF THESE SPECIES ARE FOUND, CONTRACTOR TO STOP WORK IMMEDIATELY FOR FURTHER INVESTIGATION.

DRINKING WATER/WELLS: ACCORDING TO THE MDH, THE PROJECT IS LOCATED WITHIN BRAINERD WELLHEAD PROTECTION AREA. IN ADDITION, THE PROJECT IS ALSO LOCATED IN THE BRAINERD DRINKING WATER SUPPLY MANAGEMENT AREA (DWSMA). SPECIAL CARE MUST BE TAKEN WHEN PERFORMING WORK WITHIN THE WELLHEAD PROTECTION AREA AND DWSMAS REGARDING HAZARDOUS MATERIALS, INCLUDING, BUT NOT LIMITED TO: FUELING OPERATIONS, CONCRETE SLURRY/WASHOUT, CURING AGENTS, ETC. ALL SPILLS ARE TO BE CLEANED UP IMMEDIATELY UPON DISCOVERY.

CONTAMINATED PROPERTIES: THE MPCA’S “WHAT’S IN MY NEIGHBORHOOD” DATABASE WAS REVIEWED ON 04/03/2026. THE RESULTS OF THIS REVIEW SHOW THREE (3) KNOWN MULTIPLE PROGRAM SITES ID:62290,116506,4939 LOCATED ADJACENT TO THE PROJECT ALIGNMENT. THE DEPTH OF THE FULL RECLAMATION IS NOT PROPOSED TO UNEARTH ANY CONTAMINATED SOIL, CONTAMINATED WATER, AND/OR REGULATED WASTE. REFER TO MNDOT SPEC 1717.1.A. FOR POTENTIAL INDICATORS OF CONTAMINATED MATERIALS AND REGULATED WASTE. IF CONTAMINATED MATERIAL, CONTAMINATED WATER, AND/OR REGULATED MATERIALS ARE FOUND, CREWS ARE TO STOP WORK IMMEDIATELY FOR FURTHER INVESTIGATION/TESTING.

FLOOD CONTINGENCY PLAN: PROJECT ACTIVITIES ARE NOT LOCATED WITHIN THE 100-YEAR FLOODPLAIN OR FLOODWAY; HOWEVER, THE PROJECT ENGINEER (AT THEIR DISCRETION) MAY REQUIRE A PREVENTATIVE FLOOD CONTINGENCY PLAN FOR SPECIFIC PROJECT ACTIVITIES AND AREAS IF SEASONAL PRECIPITATION POSSES A POTENTIAL RISK OF FLOODING WORK AREAS WITHIN THE PROJECT LIMITS. THIS PLAN SHALL BE SUBMITTED BY THE OPERATOR TO THE PROJECT ENGINEER FOR APPROVAL A MINIMUM OF 72 HOURS PRIOR TO THE SCHEDULED WORK AND/OR DURING ACTIVE WORK WITHIN THE AREA OF POTENTIAL RISK OF FLOODING. NO WORK CAN COMMENCE IN THE AREA UNTIL WRITTEN APPROVAL HAS BEEN GRANTED BY THE PROJECT ENGINEER.

FISH EXCLUSION DATES: NO IN-WATER WORK IS ANTICIPATED WITH THIS PROJECT.

AQUATIC INVASIVE SPECIES: ALL DEWATERING EQUIPMENT SHALL BE DECONTAMINATED OF ALL AQUATIC PLANTS AND PROHIBITED INVASIVE SPECIES PRIOR TO USING WITHIN SURFACE WATERS ON-SITE AND TRANSPORTING OFF-SITE. ALL DECONTAMINATION ACTIVITIES SHALL MEET THE CHAPTER 1 STANDARDS OF THE MINNESOTA DNR’S BEST PRACTICES MANUAL FOR MEETING DNR GENERAL PUBLIC WATERS WORK PERMIT GP 2004-0001.

LAND FEATURE CHANGES

TOTAL AREA TO BE DISTURBED = 8.60 ACRES
IMPERVIOUS AREA: PRE-CONSTRUCTION = 8.25 ACRES/POST-CONSTRUCTION = 8.35 ACRES
NET INCREASE OF IMPERVIOUS AREA = 0.10 ACRES

LONG TERM MAINTENANCE AND OPERATION:

THE NPDES PERMANENT STORMWATER TREATMENT SYSTEM (PART 15.1) IS NOT REQUIRED BECAUSE THE NET NEW IMPERVIOUS AREA CREATED BY THE PROJECT IS LESS THAN ONE ACRE.

STABILIZATION TIME FRAMES

AREA	TIME FRAME	NOTES
EXPOSED AREAS	IMMEDIATELY AND NO LATER THAN 7 DAYS OF BEING UNWORKED	1, 4, 5
LAST 200 LINEAL FEET OF DRAINAGE DITCH/SWALE	WITHIN 24 HOURS OF CONNECTION TO SURFACE WATER/PROPERTY EDGE	1, 2, 3
REMAINING PORTIONS OF DRAINAGE DITCH OR SWALE	7 DAYS	1, 3
PIPE AND CULVERT OUTLETS	24 HOURS	
STOCKPILES	7 DAYS	1

1. INITIATE STABILIZATION IMMEDIATELY WHEN CONSTRUCTION HAS TEMPORARILY OR PERMANENTLY CEASED ON ANY PORTION OF THE SITE. COMPLETE STABILIZATION WITHIN THE TIME FRAME LISTED. IN MANY INSTANCES THIS WILL REQUIRE STABILIZATION TO OCCUR MORE THAN ONCE DURING THE COURSE OF THE PROJECT. TEMPORARY SOIL STOCKPILES WITHOUT SIGNIFICANT CLAY OR SILT AND STOCKPILED AND CONSTRUCTED ROAD BASE ARE EXEMPT FROM THE STABILIZATION REQUIREMENT.



SCALE: AS SHOWN
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STORM WATER POLLUTION PREVENTION PLAN

2026 RESURFACING PROJECT
CITY OF BRAINERD

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032368-000

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2. STABILIZE WETTED PERIMETER OF DITCH (I.E. WHERE THE DITCH GETS WET).
3. APPLICATION OF MULCH, HYDROMULCH, TACKIFIER AND POLYACRYLAMIDE ARE NOT ACCEPTABLE STABILIZATION METHODS IN THESE AREAS.
4. STABILIZE ALL AREAS OF THE SITE PRIOR TO THE ONSET OF WINTER. ANY WORK STILL BEING PERFORMED WILL BE MULCHED OR BLANKETED WITHIN THE TIME FRAMES IN THE NPDES PERMIT.
5. TOPSOIL BERMS MUST BE STABILIZED TO BE CONSIDERED PERIMETER CONTROL BMPS. USE RAPID STABILIZATION METHOD 3. THE SEED MIX USED IN THE RAPID STABILIZATION MAY BE SUBSTITUTED AS FOLLOWS:

A. SINGLE YEAR CONSTRUCTION BETWEEN MAY 1 – AUGUST 1, SEED WITH SEED MIX OATS (O)

B. SINGLE YEAR CONSTRUCTION BETWEEN AUGUST 1 – OCTOBER 31, SEED WITH SEED MIX WINTER WHEAT (WW)

C. MULTI YEAR TEMPORARY STABILIZATION TWO-YEAR COVER CROP (TCC)
6. KEEP DITCHES AND EXPOSED SOILS IN AN EVEN ROUGH GRADED CONDITION IN ORDER TO BE ABLE TO APPLY EROSION CONTROL MULCHES, HYDROMULCHES, AND BLANKETS.

SITE INSPECTION AND MAINTENANCE

THE EROSION CONTROL OFFICER IS TO INSPECT THE ENTIRE CONSTRUCTION SITE AT LEAST ONCE EVERY SEVEN (7) DAYS DURING ACTIVE CONSTRUCTION AND WITHIN 24 HOURS AFTER A RAINFALL EVENT GREATER THAN 0.5 INCHES IN 24 HOURS. THE OPERATOR SHALL PROVIDE A RAINFALL GAUGE ON-SITE AT VARIOUS MILE INTERVALS ALONG THE ALIGNMENT. INSPECT ALL TEMPORARY AND PERMANENT PROJECT BMPS UNTIL THE SITE HAS UNDERGONE FINAL STABILIZATION AND THE NOT HAS BEEN SUBMITTED. INSPECT SURFACE WATER INCLUDING DRAINAGE DITCHES FOR SIGNS OF EROSION AND SEDIMENT DEPOSITION. INSPECT CONSTRUCTION SITE VEHICLE EXIT LOCATIONS FOR EVIDENCE OF TRACKING ONTO PAVED SURFACES. INSPECT SURROUNDING PROPERTIES FOR EVIDENCE OF OFF-SITE SEDIMENT ACCUMULATION. INSPECT INFILTRATION AREAS FOR SIGN OF SEDIMENT DEPOSITION AND COMPACTIONS (TO ENSURE THAT EQUIPMENT IS NOT BEING DRIVEN ACROSS THE AREA). ALL INSPECTIONS AND MAINTENANCE CONDUCTED MUST BE RECORDED IN WRITING BY THE OPERATOR AND RETAINED WITH THE SWPPP. SUBMIT INSPECTION REPORTS IN A FORMAT THAT IS ACCEPTABLE TO THE PROJECT ENGINEER. RECORDS OF EACH INSPECTION AND MAINTENANCE ACTIVITY SHALL INCLUDE:

A. DATE, TIME, AND NAME OF PERSON(S) CONDUCTING INSPECTIONS;

B. FINDINGS OF INSPECTIONS, INCLUDING RECOMMENDATIONS FOR CORRECTIVE ACTIONS;

C. CORRECTIVE ACTIONS TAKEN (INCLUDING DATES, TIMES, AND PARTY COMPLETING MAINTENANCE ACTIVITIES); INCLUDING DOCUMENTATION/PHOTOS OF IMPLEMENTED BMPS INTENDED TO CORRECT A PROBLEM BUT FAILED.

D. DATE AND AMOUNT OF ALL RAINFALL EVENTS GREATER THAN 0.5 INCHES IN 24 HOURS;

E. DOCUMENTATION OF CHANGES MADE TO THE SWPPP.

REPLACE, REPAIR OR SUPPLEMENT ALL NONFUNCTIONAL BMPS BY THE END OF THE NEXT BUSINESS DAY FOLLOWING DISCOVERY UNLESS LISTED DIFFERENTLY BELOW:

- A. REPAIR, REPLACE, OR SUPPLEMENT PERIMETER CONTROL DEVICES WHEN THEY BECOME NONFUNCTIONAL OR SEDIMENT REACHES 1/2 THE HEIGHT OF THE DEVICE. COMPLETE REPAIRS BY THE END OF THE NEXT BUSINESS DAY FOLLOWING DISCOVERY.
- B. REPAIR OR REPLACE INLET PROTECTION DEVICES WHEN THEY BECOME NONFUNCTIONAL OR SEDIMENT REACHES 1/2 THE HEIGHT AND/OR DEPTH OF THE DEVICE.
- C. REMOVE ALL DELTAS AND SEDIMENT DEPOSITED IN SURFACE WATERS INCLUDING DRAINAGE WAYS, CATCH BASINS, AND OTHER DRAINAGE SYSTEMS. STABILIZE ANY AREAS THAT ARE DISTURBED BY SEDIMENT REMOVAL OPERATIONS. SEDIMENT REMOVAL AND STABILIZATION MUST BE COMPLETED WITHIN 7 DAYS OF DISCOVERY.
- D. REMOVE TRACKED SEDIMENT FROM PAVED SURFACES BOTH ON AND OFF SITE WITHIN ONE (1) CALENDAR DAY OF DISCOVERY. STREET SWEEPING MAY HAVE TO OCCUR MORE OFTEN TO MINIMIZE OFF SITE IMPACTS. LIGHTLY WET THE PAVEMENT PRIOR TO SWEEPING.
- E. MAINTAIN ALL BMPS UNTIL WORK HAS BEEN COMPLETED, SITE HAS GONE UNDER FINAL STABILIZATION, AND THE NOT HAS BEEN SUBMITTED TO THE MPCA.

CONSTRUCTION ACTIVITY REQUIREMENTS: EROSION/SEDIMENT CONTROL, PROCEDURES, & MAINTENANCE STANDARDS

1. AMEND THE SWPPP AND DOCUMENT ALL CHANGES TO THE SWPPP AND ASSOCIATED PLAN SHEETS WITHIN 7 DAYS. SWPPP AMENDMENTS AND SITE PLANS WILL BE PREPARED BY THE OPERATOR AND SUBMITTED TO THE OWNER FOR REVIEW AND WRITTEN APPROVAL BY THE PROJECT OWNER (OR DESIGNATED REPRESENTATIVE). STORE THE SWPPP AND ALL AMENDMENTS ON SITE AT ALL TIMES.
2. PREPARE AND SUBMIT A SITE MANAGEMENT PLAN FOR THE ENGINEER’S ACCEPTANCE FOR STAGING/STOCKPILE MANAGEMENT AREAS, CONCRETE MANAGEMENT, CONCRETE SLURRY APPLICATION AREAS, FUGITIVE DUST CONTROL PLAN, SPILL CONTAINMENT PLAN, HAZARDOUS MATERIAL MANIFEST & MANAGEMENT PLAN, WETLAND MANAGEMENT PLAN, VEGETATION PRESERVATION & MAINTENANCE PLAN, WORK IN AND NEAR AREAS OF ENVIRONMENTAL SENSITIVITY, AREAS IDENTIFIED IN THE PLANS AS “SITE MANAGEMENT PLAN AREA”, ANY WORK THAT WILL REQUIRE DEWATERING, ANY ADDITIONAL PLANS LISTED IN THE PROJECT SPECIFICATIONS, AND AS REQUIRED BY THE ENGINEER. SUBMIT ALL SITE MANAGEMENT PLANS TO THE ENGINEER IN WRITING. ALLOW A MINIMUM OF 7 DAYS FOR PROJECT ENGINEER TO REVIEW AND ACCEPT SITE MANAGEMENT PLAN SUBMITTALS. WORK WILL NOT BE ALLOWED TO COMMENCE IF A SITE MANAGEMENT PLAN IS REQUIRED UNTIL ACCEPTANCE HAS BEEN GRANTED BY THE ENGINEER. THERE WILL BE NO EXTRA TIME ADDED TO THE CONTRACT DUE TO THE UNTIMELY SUBMITTAL.
3. THERE IS NO CONSTRUCTION PHASING OR STAGING DEFINED BY THE OWNER FOR THIS PROJECT. THE SCHEDULE FOR INSTALLING TEMPORARY BMPS SHALL BE INCORPORATED INTO THE OPERATOR’S WEEKLY SCHEDULE FOR EACH CONSTRUCTION STAGE AND PRESENTED TO THE OWNER’S REPRESENTATIVE.
4. BURNING OF ANY MATERIAL IS NOT ALLOWED WITHIN PROJECT BOUNDARY.
5. DO NOT DISTURB AREAS OUTSIDE OF THE CONSTRUCTION LIMITS. DELINEATE AREAS NOT TO BE DISTURBED AND WETLANDS (EVEN AREAS THAT ARE PERMITTED FOR CONSTRUCTION) PRIOR TO STARTING GROUND DISTURBING ACTIVITIES. IF IT BECOMES NECESSARY TO DISTURB AREAS OUTSIDE OF THE CONSTRUCTION LIMITS, OBTAIN WRITTEN PERMISSION FROM THE PROJECT ENGINEER PRIOR TO PROCEEDING. PRESERVE ALL NATURAL BUFFERS SHOWN ON THE PLANS.
6. ROUTE STORMWATER AROUND UNSTABILIZED AREAS OF THE SITE WHENEVER FEASIBLE. PROVIDE EROSION CONTROL AND VELOCITY DISSIPATION DEVICES AS NEEDED TO KEEP CHANNELS FROM ERODING AND TO PREVENT NUISANCE CONDITIONS AT THE OUTLET.
7. DIRECT DISCHARGE FROM BMPS TO VEGETATED AREAS WHENEVER FEASIBLE. PROVIDE VELOCITY DISSIPATION DEVICES AS NEEDED TO PREVENT EROSION.
8. LOCATE PERIMETER CONTROL ON THE CONTOUR TO CAPTURE OVERLAND, LOW-VELOCITY SHEET FLOWS DOWN GRADIENT OF ALL EXPOSED SOILS AND PRIOR TO DISCHARGING TO SURFACE WATERS. PLACE J-HOOKS AT A MAXIMUM OF 100-FOOT INTERVALS.
9. ALL STOCKPILES MUST HAVE PERIMETER SEDIMENT CONTROLS IMPLEMENTED AND MAINTAINED AT ALL TIMES AND SHOULD BE INSTALLED PRIOR TO INITIATION OF STOCKPILING. PILES CANNOT BE PLACED IN BUFFER AREAS OR SURFACE WATERS, INCLUDING STORMWATER CONVEYANCES SUCH AS CURB AND GUTTER SYSTEMS, OR CONDUITS AND DITCHES UNLESS THERE IS A BYPASS IN PLACE TO PREVENT STORMWATER RUN-ON INTO THE STOCKPILE.

10. STEEP SLOPES MAY BE TEMPORARILY CREATED DURING GRADING OPERATIONS. STABILIZATION OF STEEP SLOPES (3:1 OR GREATER) SHALL BE PROPERLY CAT-TRACKED AND STABILIZED PER THE EROSION CONTROL PLAN. LONG SLOPES CAN BE BROKEN UP WITH SEDIMENT CONTROL LOGS IF EROSION IS EVIDENT.
11. DITCH CHECKS WILL BE PLACED AS INDICATED ON THE PLANS DURING ALL PHASES OF CONSTRUCTION.
12. ALL STORM DRAIN INLETS, THAT RECEIVE PROJECT STORMWATER, MUST BE PROTECTED BY APPROPRIATE BMPS DURING CONSTRUCTION UNTIL ALL SOURCES WITH POTENTIAL FOR DISCHARGING TO THE INLET HAVE BEEN STABILIZED. INLET PROTECTION MAY BE REMOVED FOR A PARTICULAR INLET IF A SPECIFIC SAFETY CONCERN (STREET FLOODING/FREEZING) HAS BEEN IDENTIFIED AND THE PERMITTEE(S) HAS RECEIVED WRITTEN CORRESPONDENCE FROM THE JURISDICTIONAL AUTHORITY VERIFYING THE NEED FOR REMOVAL. WRITTEN CORRESPONDENCE MUST BE DOCUMENTED IN THE SWPPP.
13. SILT FENCE IS NOT AN ACCEPTABLE CATCH BASIN INLET PROTECTION BMP. CONTACTOR SHALL CLEAN, REMOVE AND DISPOSE OF SEDIMENT, AND/OR REPLACE STORM DRAIN INLET PROTECTION ON A ROUTINE BASIS TO ENSURE THE DEVICE IS FULLY FUNCTIONAL PRIOR TO THE NEXT FORECASTED PRECIPITATION EVENT (30% OR GREATER).
14. DISCHARGE TURBID OR SEDIMENT LADEN WATER TO TEMPORARY SEDIMENT BASINS WHENEVER FEASIBLE. IN THE EVENT THAT IT IS NOT FEASIBLE TO DISCHARGE THE SEDIMENT LADEN WATER TO A TEMPORARY SEDIMENT BASIN, THE WATER MUST BE TREATED SO THAT IT DOES NOT CAUSE A NUISANCE CONDITION IN THE RECEIVING WATERS OR TO DOWNSTREAM LANDOWNERS. CLEAN OUT ALL PERMANENT STORMWATER BASINS REGARDLESS OF WHETHER USED AS TEMPORARY SEDIMENT BASINS/TRAPS TO THE DESIGN CAPACITY AFTER COMPLETING ALL UP-GRADIENT LAND DISTURBING ACTIVITY. USE A SKIMMER DEVICE FOR BASIN DRAINING.
15. PROVIDE STABILIZATION IN ANY TRENCHES CUT FOR DEWATERING OR SITE DRAINING PURPOSES.
16. THE CONTRACTOR SHALL SUBMIT A DEWATERING PLAN AND NARRATIVE TO THE PROJECT ENGINEER FOR APPROVAL 7 DAYS PRIOR TO UNDERTAKING THESE ACTIVITIES. DEWATERING PLAN MUST INCLUDE BMP’S TO PREVENT SEDIMENT TRANSPORT, EROSION, AND ADVERSE IMPACTS TO DOWNSTREAM RECEIVING WATERS. THE DEWATERING PLAN MUST ALSO INCLUDE ANY SPECIFIC CHEMICAL TREATMENTS (FLOC, POLYMERS, ETC.) THAT WILL BE USED. THE CONTRACTOR IS RESPONSIBLE TO OBTAIN ANY PERMIT NECESSARY FOR THESE ACTIVITIES; THE DEWATERING PLAN AND DNR APPROPRIATIONS PERMIT WILL BECOME PART OF THE SWPPP. THE CONTRACTOR SHALL VISUALLY CHECK AND PHOTOGRAPH THE DISCHARGE AT THE BEGINNING AND AT LEAST ONCE EVERY 24 HOURS OF OPERATION TO ENSURE ADEQUATE TREATMENT HAS BEEN OBTAINED AND NUISANCE CONDITIONS WILL NOT RESULT FROM THE DISCHARGE.

TEMPORARY & PERMANENT EROSION CONTROL BMPS

SEED MIX: SEED MIX SHALL BE USED IN CONSTRUCTION AND REVEGETATION PROJECTS IN ORDER TO ENHANCE SOIL NUTRIENT AVAILABILITY AND BIOLOGICAL SOIL STRUCTURE, ENCOURAGE NATIVE PLAN SUCCESSION, REDUCE EROSION, AND DISCOURAGE INVASIVE PLANT SPECIES. INOCULATION OF SOILS WITH MYCORRHIZAL FUNGI OR THE PRESENCE OF PRE-EXISTING SOIL MICROBES IS ESSENTIAL FOR THE STABILIZATION OF ADVERSE SOILS, ESTABLISHMENT OF NATIVE GRASSES, AND THE EXCLUSION OF NON-NATIVE “ANNUALS” AND NOXIOUS WEEDS.

EROSION CONTROL BLANKET: EROSION CONTROL BLANKETS (ECBS) ARE A SOIL STABILIZATION (EROSION CONTROL) BMP, INTENDED TO PROTECT DISTURBED SOIL SURFACES FROM RAINDROP IMPACT EROSION. ECBS ARE CARPET-LIKE MATS, INSTALLED OVER AND ANCHORED TO THE PROPERLY PREPARED SOIL SURFACES. PROPERLY SELECTED AND INSTALLED, ECBS CAN MIMIC THE BENEFICIAL EFFECTS OF VEGETATIVE COVER THEREBY REDUCING EROSION RATES BY OVER 90%. ECBS ALSO PROTECT SEEDS AND PROVIDE A BENEFICIAL ENVIRONMENT FOR VEGETATION TO BECOME ESTABLISHED. CONTRACTOR SHALL VERIFY DURING REGULAR INSPECTIONS THAT NO GULLIES, RILLS, OR SCOUR HOLES HAVE FORMED UNDER EROSION CONTROL BLANKETS AND MATS AND CORRECT ALL ERODED AREAS WITHIN 7 DAYS. ALL REPAIRS MUST BE COMPLETED WITHIN 24 HOURS OF DISCOVERY, OR AS SOON AS FIELD CONDITIONS ALLOW ACCESS.

STRAW MULCHING: DISTURBED SOIL AREAS SHALL BE PROTECTED WITH STRAW MULCH. MULCHING IS THE APPLICATION OF A PROTECTIVE LAYER OF STRAW OR OTHER SUITABLE MATERIAL TO THE SOIL SURFACE. STRAW MULCH SHALL BE USED IN CONJUNCTION WITH SEEDING AND HYDRO-SEEDING FOR ESTABLISHMENT OF VEGETATION. STRAW MULCH MUST BE SECURED TO THE GROUND USING DISKING OR AN OVERSPRAY OF AN HECF. MULCHING IS COMMONLY USED AS A TEMPORARY MEASURE TO PROTECT BARE OR DISTURBED SOIL AREAS THAT HAVE NOT BEEN SEEDED, UNTIL NATIVE VEGETATION RE-GROWS. CERTIFIED WEED-FREE MULCH MUST BE USED WHEN USING NATIVE SEED MIXES OR WHEN WORKING NEAR ENVIRONMENTALLY SENSITIVE AREAS.

HYDRAULIC MATRICES: HYDRAULIC MATRICES ARE EROSION CONTROL PRODUCTS THAT ARE USED TO STABILIZE EXPOSED SOILS. THESE MATRICES ARE APPLIED IN A SLURRY, PRODUCED BY MIXING FIBER, WATER AND A BINDING AGENT TOGETHER IN A MECHANICAL HYDRO-SEEDER. WOOD FIBER IS WIDELY USED BUT OTHER FIBERS CAN INCLUDE PAPER, STRAW, COIR, CORN, ETC. THE EFFECTIVENESS OF THESE HYDRAULIC MATRICES ARE DEPENDENT ON:

– PROPER SOIL PREPARATION

– APPLICATION RATES (DEPENDENT ON THE MANUFACTURERS RECOMMENDATIONS)

– THE TYPE OF FIBERS USED

– THE TYPE OF BOND AGENT(S) ADDED

THESE HYDRAULIC MATRICES ARE CLASSIFIED IN THE MNDOT SPEC BOOK AND APPROVED PRODUCTS LIST, DEPENDING ON THE PRODUCT CHARACTERISTICS, STRENGTH, AND LONGEVITY. HYDRAULIC MATRICES USED INCLUDE: ORGANIC FIBER MATRIX, HYDRAULIC MULCH MATRIX, STABILIZED FIBER MATRIX, BONDED FIBER MATRIX, AND FIBER REINFORCED MATRIX.

SOD TYPE LAWN: SOD IS A PERMANENT EROSION PREVENTION BMP THAT PROVIDES INSTANTANEOUS SOIL STABILIZATION. THE CONTRACTOR IS RESPONSIBLE FOR MAINTENANCE OF SOD AS OUTLINED IN THE PROJECT SPECIFICATIONS.

ENERGY DISSIPATER: AN ENERGY DISSIPATER IS A STRUCTURE DESIGNED TO CONTROL EROSION AT THE OUTLET OF A CHANNEL OR CONDUIT.

RAPID STABILIZATION METHOD #2: THIS METHOD SHALL CONSIST OF TYPE 3 MULCH (1.5 TON PER ACRE) OR 3884 TYPE STABILIZED FIBER MATRIX (750 LBS PER ACRE) BE SPREAD IN AREAS THAT HAVE BEEN UNWORKED FOR 7 DAYS. THIS METHOD SHALL BE USED ON SLOPES LESS THAN 3:1.

RAPID STABILIZATION METHOD #4: THIS METHOD SHALL CONSIST OF CATEGORY 20/25 EROSION CONTROL BLANKET (NATURAL NET ONLY) IN COMBINATION WITH MNDOT SEED MIX TWO-YEAR COVER CROP (2 LBS PER 100 SQ. YD.) AND TYPE 3 SLOW RELEASE FERTILIZER (8 LBS PER 100 SQ. YD.). THIS IS AN ACCEPTABLE BMP FOR DISTURBED AREAS ADJACENT TO ENVIRONMENTALLY SENSITIVE AREAS, SURFACE WATERS, AND WITHIN THE LAST 200 FEET OF DITCH BOTTOMS.

TEMPORARY & PERMANENT SEDIMENT CONTROL BMPS



SCALE: DESIGN BY:

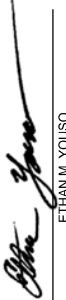
AS SHOWN EMD

PLAN BY: CHECK BY:

EMD EMY

REVIEWS	NO.	DATE	DESCRIPTION				

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.



ETHAN M. YOUSO

DATE: 04-13-2026 LIC. NO. 62781

STORM WATER POLLUTION PREVENTION PLAN

2026 RESURFACING PROJECT
CITY OF BRAINERD

WSB PROJECT NO.
032368-000

SHEET



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: First Reading- Ordinance 1601 - Charter Amendment Public Utilities

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

At the 14 Apr joint special meeting, the charter commission recommended chapter 5 language changes to the city council. The city council then directed staff to draft an ordinance and set a public hearing for the ordinance on 4 May. The ordinance includes language with changes as recommended by the charter commission.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Motion to conduct the first reading of ordinance 1601 and dispense with the actual reading.

** Note: A motion to dispense with the actual reading must be unanimous.

FINANCIAL IMPACT

ORDINANCE

NO. ____

AN ORDINANCE AMENDING CHAPTER FIVE OF THE CITY CHARTER

The City Council of the City of Brainerd does ordain:

Section 1: Chapter Five of the City Charter is amended as follows, with added language underlined and deleted language ~~struck out~~.

CHAPTER FIVE

PUBLIC UTILITIES COMMISSION

1. The Public Utilities Commission shall control, operate and manage the following utilities of the City:
 - a. The water works system, including the filtration plant, water towers, ~~booster stations~~, and distribution system.
 - b. The wastewater system, including the wastewater treatment facility, ~~collection system~~, force mains and lift stations, but not including the gravity-fed wastewater collection system, which is operated by the Public Works Department.
 - c. The electric generation and distribution system.
 - d. The stormwater collection, conveyance, and treatment systems.
 - e. Except as provided above, all other public utilities that are hereafter owned by the City.
2. The Commission shall keep such utilities in good repair and provide for necessary replacements, extensions, improvements, changes, and additions thereto.
3. The Commission shall, prior to September 1 of each year, review the proposed 10-year capital improvement plan for streets, water, sewer, and stormwater systems, including anticipated capital expenditures, planned street projects, system improvements, and related infrastructure investments. The Commission shall submit its recommendations to the City Council for consideration at its first regularly scheduled meeting in September.
4. Such Commission shall upon the appointment and qualification of its members, and at such times as it may see fit organize and re-organize such Commission, and in such organization and re-organization, shall appoint from its members a President and Vice-President and shall also appoint a Secretary who shall not be a member of the Commission.
5. The Secretary of the Commission or his/her designee shall attend all meetings of the Commission and keep a record of all proceedings. The Secretary shall perform such other and further duties as may be prescribed or directed by said Commission.

6. The City Council shall employ all necessary help for the Commission to properly perform its duties and approve all terms and conditions of employment. Personnel for vacant positions may be recommended by the Commission to the City Council. All Commission personnel are subject to the City's personnel policies.
7. Subject to state law, the Commission shall have power to fix all rates to be paid by consumers of water, wastewater, stormwater and power, and to make and enforce such rules, regulations, and penalties governing such services and their distribution and use, as deemed necessary to ensure proper administration, support revenue collection, and protect the property and rights of the departments. All current rules, regulations, and penalties shall remain in full force and effect until repealed, altered, or amended by the Commission.
8. The Commission shall make, perform, and enforce contracts on behalf of the city that may be necessary or proper to carry out the purposes expressed herein.
9. ~~The Public Utilities~~ Commission shall have power to institute, prosecute and defend, in the name of the City of Brainerd, all actions which they may deem proper to carry out and enforce their authority as such board; but no real estate or easement shall be acquired by purchase or condemnation proceedings.

No water, ~~or wastewater~~, or stormwater utility listed in Paragraph 1 may be extended beyond the existing service territories unless the City Council shall so order the same by a resolution passed by a majority vote of all its members. With respect to water, ~~and wastewater~~, and stormwater utilities, the "service territories" are defined as those areas of the City served by existing mains and laterals. Service lines from mains and laterals to customer structures may be extended under the sole authority of the Public Utilities Commission.

The service territory for the electrical utility is established by the Minnesota Public Utilities Commission. Any extension of the electrical utility outside the service territory by contract with another utility shall be approved by the City Council. Any extension of the electrical utility within the service territory, or any contract with another utility to provide power within the Commission's service territory, shall be approved by the Commission.

10. The Commission shall, at the first meeting of the City Council, in December of each year, present an operating budget for the following year as well as a ~~five-year~~ capital improvement plan outlining anticipated future capital expenditures. The budget shall set forth all expenditures that can be anticipated for the operation of the Commission, during said fiscal year, and when approved, in whole or such part as may be approved by the City Council, shall constitute the authority for the Commission to make such expenditures, subject to the provisions of this Charter. The Commission shall have the power to purchase and pay for all supplies necessary for the management of said business, when so approved by the City Council either as a part of said budget or by resolution of the City Council authorizing same, except that the Commission shall have the power to purchase supplies and machinery in case of sudden and extraordinary injury to said plants, making such purchases and contracts necessary to repair the same.

11. The Commission's Finance Director shall keep a complete set of accounting records showing in detail all the business and financial affairs and transactions of the Commission and shall receive and safely keep all funds belonging to the Commission in a bank or depository designated by the City Council. All funds shall be deposited in the name of the Commission, and all investments shall be subject to state law and the City of Brainerd Investment Policy. The Commission shall make financial transfers to the City in amounts as specified in Brainerd Public Utilities Policy 2003-01, as amended and approved by the City Council.

12. The Commission will perform any additional duties and powers as directed by the council.

Section 2: Upon passage, this ordinance becomes effective 90 days after its publication.

Adopted this _____ day of _____, 2026

MIKE O'DAY
President of the Council

Approved this _____ day of _____, 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

NOTICE OF HEARING

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, May 4th in City Hall Council Chambers, 501 Laurel Street, Brainerd. Any individual needing special accommodation please call (218) 828-2307. The City of Brainerd City Council will be conducting a public hearing to consider Proposed Ordinance No. 1601:

ORDINANCE

1601

AN ORDINANCE AMENDING CHAPTER FIVE OF THE CITY CHARTER

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 - c. The electric generation and distribution system.
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 - e. Except as provided above, all other public utilities that are hereafter owned by the City.
2. The Commission shall keep such utilities in good repair and provide for necessary replacements, extensions, improvements, changes, and additions thereto.
3. The Commission shall, prior to September 1 of each year, review the proposed 10-year capital improvement plan for streets, water, sewer, and stormwater systems, including anticipated capital expenditures, planned street projects, system improvements, and related infrastructure investments. The Commission shall submit its recommendations to the City Council for consideration at its first regularly scheduled meeting in September.
4. Such Commission shall upon the appointment and qualification of its members, and at such times as it may see fit organize and re-organize such Commission, and in such organization and re-organization, shall appoint from its members a President and Vice-President and shall also appoint a Secretary who shall not be a member of the Commission.
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7. Subject to state law, the Commission shall have power to fix all rates to be paid by consumers of water, wastewater, stormwater and power, and to make and enforce such rules, regulations, and penalties governing such services and their distribution and use, as deemed necessary to ensure proper administration, support revenue collection, and protect the property and rights of the departments. All current rules, regulations, and penalties shall

remain in full force and effect until repealed, altered, or amended by the Commission.

8. The Commission shall make, perform, and enforce contracts on behalf of the city that may be necessary or proper to carry out the purposes expressed herein.

9. ~~The Public Utilities~~ Commission shall have power to institute, prosecute and defend, in the name of the City of Brainerd, all actions which they may deem proper to carry out and enforce their authority as such board; but no real estate or easement shall be acquired by purchase or condemnation proceedings.

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12. The Commission will perform any additional duties and powers as directed by the council.

Section 2: Upon passage, this ordinance becomes effective 90 days after its publication.

Dated this 16th day of April 2026



Nicholas Broyles
City Administrator

From: [Connie Hillman](#)
To: [Nick Broyles](#); [Tim Holmes](#); [Toni Gage](#)
Subject: FW: Fire Station Remodel
Date: Tuesday, April 7, 2026 10:25:47 AM
Attachments: [image001.png](#)

Mayor and Council has been Bcc on this message.

The email below was the communication referenced during last night's meeting.

Also, 2026 ballot question deadlines:

- For a question to be on the primary election (held August 11th), language is due by June 5th.
- For a question to be on the general election (held November 3rd), language is due by August 11th.

I would recommend a question be on the general election rather than the primary election.

Connie

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

From: Connie Hillman
Sent: Wednesday, April 1, 2026 4:10 PM
To: Tad Erickson <terickson@ci.brainerd.mn.us>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; Tim Holmes <tholmes@ci.brainerd.mn.us>
Subject: Fire Station Remodel

Hello Tad-

The Fire Station remodel was estimated to be \$5.5 million, we have cash on hand of \$340,000 so the estimated amount for bonding was \$5,160,000 plus we would need to add in the cost of issuance.

Initial, the **very rough** estimates came in over \$7 million. This number was refined and as of 3/20 - the deadline for getting the public hearing notice in the paper - the estimate was around the \$6.5 million. The amount in the public hearing notice can be higher than, but not lower than the final amount needed for bonding. To give ourselves a little cushion for capitalized interest and cost of issuance, the \$6.7 million number was used in the notice. We knew the actual amount of bond was going to be lower.

Fire Chief Holmes further refined the project/costs and the current cost is \$5,994,283. Using

cash of \$340,000, and adding in capitalized interest, cost of issuance, assuming a premium etc., the amount needed to bond is estimated to be \$5,654,238.

Connie



Connie Hillman, CPA | Finance Director/Deputy City Clerk
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-828-2307 | chillman@ci.brainerd.mn.us

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

From: [Connie Hillman](#)
To: [Nick Broyles](#); [Toni Gage](#)
Cc: [James Kramvik](#)
Subject: RE: Taxpayer subsidies
Date: Tuesday, April 7, 2026 1:58:21 PM

Mayor and Council is bcc on response

Please see below.

Connie

Email correspondence to and from the City of Brainerd government offices is subject to the Minnesota Government Data Practices Act and may be disclosed to third parties.

From: Gabe Johnson <gjohnson@ci.brainerd.mn.us>
Sent: Tuesday, April 7, 2026 11:59 AM
To: Connie Hillman <chillman@ci.brainerd.mn.us>
Subject: Taxpayer subsidies

Connie,

What was the total tax abatement for country manor? **Answer: \$1,200,000**

What were the authorized TIF amounts for Royal Tire **Answer: TIF note was issued for \$171,000 and 805 Laurel? Answer: A TIF note has not been issued. The approved TIF Plan had a maximum of Tax Increment Revenue amount of \$4,569,216.**

Thanks,

Gabe



City Council Agenda Request

MEETING DATE: April 20, 2026

TITLE OF ITEM: Information - Wastewater Treatment Facility & City of Baxter

AGENDA:

ACTION REQUESTED: Information Only

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

Council directed staff to ask the City of Baxter for either the letter or council minutes referencing the Wastewater Treatment Facility property annexation that Member Bevans referenced at the 3/2/26 meeting. Staff did internal research, finding an article published 11/22/2016 in the Brainerd Dispatch: "Member Bevans asked if anyone had a copy of Baxter Mayor Darrel Olson's response to the city's requests regarding the city of Baxter's position on the [WWTF] issue. After Administrator Thoreen said no copy was available, Bevans said it was because Olson has not responded."

At the April 6th meeting Council requested that the directive be put on the task manager and an update provided. The City of Baxter had no responsive data. Attorney Langel provided the attached file.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Information only.

FINANCIAL IMPACT

BAXTER CITY COUNCIL MINUTES
Work Session
June 7, 2016

Mayor Darrel Olson called the Work Session to order at 5:45 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson, Council Members Steve Barrows, Todd Holman, and Mark Cross.

COUNCIL MEMBERS ABSENT: Council Member Quinn Nystrom

STAFF PRESENT: Assistant City Administrator Kelly Steele, Community Development Director Josh Doty, Finance Director Jeremy Vacinek, and Public Works Director Trevor Walter

2015 AUDIT EXIT INTERVIEW

Doug Host, Principal with CliftonLarsonAllen, presented an overview of the 2015 audit. The presentation included Required Communications, Internal Control Communications, Minnesota Legal Compliance Communications and Financial Results.

Mr. Host explained the City of Baxter received a clean opinion on the 2015 audit. Mr. Host explained only seven times in his career has there been no findings on an audit report and three of those times have been in Baxter.

- Financial stability
 - General Fund had a slight increase in Fund Balance; days expenditures in Unassigned Fund Balance stable at 240 days
 - Sales Tax Collection Fund had a decrease of \$525,000 as a result of a \$500,000 payment to the City of Brainerd as part of a new revenue sharing agreement for the Brainerd Lake Regional Airport Utility Improvements and \$1.5 million of one-time spending on other Baxter infrastructure improvements
 - Economic Development Fund had an increase of \$430,000 due to the sale of the industrial park land.
 - Capital Project Fund had an increase in Fund Balance of approximately \$1.6 million due to the issuance of bonds
 - Debt Service Fund had a decrease in Fund Balance of approximately \$3.7 million due to payment of crossover bonds.
 - Water, Sewer and Storm Water Funds have stable Net Position, need to maintain debt coverage ratio
- City issued \$8.53 million GO Improvement and Tax Increment Bonds in 2015
- Three bond issuances refunded were paid in early 2015, all related to 2013 issuance
- The City was again awarded the Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association for 2014 financial statements

Mr. Host thanked the city staff for their cooperation during the audit. Finance Director Vacinek thanked staff for their assistance in making it a smooth audit, especially Assistant Finance Director Susannah Jensen for her hard work and dedication.

ISSUES RELATED TO THE BPU SITE

Mayor Olson gave brief review of the items related to the Brainerd Public Utilities Site. The issue of the orderly annexation agreement came up when Crow Wing County, Brainerd and Baxter were discussing a new Dellwood Drive.

Dellwood Drive was actually addressed in an annexation agreement that was entered into by the City of Brainerd and the City of Baxter in 2000 but had expired in 2010. This agreement was extended and it was agreed to by both cities that the City of Baxter was the logical city for this area in the future based on Baxter's existing infrastructure there and nearby.

Mayor Olson stated that once the Dellwood Drive annexation matter was completed a discussion about the wastewater treatment plant would begin. Mayor Olson said he and former city administrator Gordon Heitke signed an annexation agreement dated January 5, 2016 and the agreement was hand-delivered to the City of Brainerd.

The agreement was not returned to the City of Baxter until May 17th, 2016 with the addition of Mayor Ed Menk and City Administrator Jim Thoreen's signatures. Mayor Olson said that with the fully signed letter received as of mid-May negotiations on the wastewater treatment plant could begin.

Mayor Olson, Council Member Holman, Public Works Director Walter, and Assistant City Administrator Steele met with City of Brainerd representatives on June 1, 2016 to hear Brainerd's concerns. Mayor Olson reviewed the recent meeting with Brainerd representatives regarding annexing the area of the Wastewater Treatment Plant which was a meeting of concerns and conversation. It seemed like one or two Brainerd council members were threatening to go for court action. One of the issues is the address of the plant even though the plant benefits and is financially supported by both cities.

Mayor Olson said the Brainerd contingent wanted to forge ahead and have the City of Baxter provide its list of concerns before Brainerd initiates court action. There are several options before the city of Baxter whether to defend against a Brainerd lawsuit, let a Brainerd lawsuit go or work out a contractual agreement that is enforceable and avoids those added court costs.

Council Member Holman said there wasn't an interest in making a change from the City's perspective and those wanting a change and to annex the wastewater treatment plant are in Brainerd.

Mayor Olson inquired if the City is interested in talking and what are our feelings about the neighborhoods.

Mayor Olson stated that conditions placed on the plant were neighborhood concerns, including lights, odors and screening. Council Member Holman stated the citizens that live in the area have the most say in the matter and civic engagement will be needed.

Council Member Cross stated that a joint commission was supposed to be formed and before things go any further, that commission needs to be in place and current conditions maintained no matter which city the treatment plant is in. Council Member Cross said he didn't care which city it was in as long as there is an authority to make sure the zoning and conditions created to protect the neighborhoods aren't changed.

Mayor Olson explained the issue of the commission was brought up in the discussion. Council Member Cross said there needs to be something in place to deal with complaints, which tend to be diluted when they come through committees and a board basically separate from the council except for budget talks.

Council Member Barrows felt the City needs to stick with the term conditions and a contract with legal definitions to ensure it will continue into the future. Council Member Holman inquired on the zoning distance. Mr. Doty stated the notice area would be 500-feet of the treatment plant.

Council Member Holman felt a neighborhood meeting should be held. Mayor Olson stated an invitation should be sent with where the City is today, questions and share with the City of Brainerd what our process will be. The existing conditions of the treatment plant would need to be part of the meeting. Due to sending notices to the affected neighborhoods the meeting should be scheduled in 3 - 4 weeks to allow ample time for notification.

Council Member Cross suggested Brainerd's officials are given a notice of the informational meeting.

GOLF COURSE DRIVE PLANS AND SPECIFICATIONS

Bolton & Menk Consulting Engineer Mike Rardin reviewed the PowerPoint presentation on the plans and estimated costs for the 2016 Golf Course Drive.

The project schedule has a very tight timeframe with bid opening on July 5th, council review on July 6th, assessment hearing on July 7th and adoption of the assessments and awarding of the project on July 19th.

COUNCIL RETREAT

Department directors have discussed the scheduling of a retreat and recommend conducting it in a special work session setting, similar to the annual budget work session. Multiple weeknight evening sessions could be held to allow adequate time to discuss each topic individually. Department directors are open to discussing potential dates.

ADJOURNMENT

MOTION by Council Member Holman, seconded by Council Member Nystrom to adjourn at 7:00 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

Mary Haugen
Administrative Assistant

A tale of 2 cities and a gulf of wastewater between them

By [Renee Richardson](#) and [Spenser Bickett](#) on Jun 10, 2016 at 11:09 a.m.

2



In 2008, the Minnesota Pollution Control Agency approved a permit to Brainerd Public Utilities for a \$30 million wastewater treatment facility expansion project to serve Brainerd and Baxter. The permit allowed the treatment center to expand from treating 3.6 million gallons of wastewater a day to 6 million gallons a day. Baxter contracted with Brainerd to use the treatment facility and paid a third of the expansion costs. BrainerdDispatch.com Illustration

Representatives from the cities of Brainerd and Baxter met Wednesday to discuss the issue of annexing the Brainerd Public Utilities Service Center on Highland Scenic Drive from Baxter into Brainerd.

At Monday night's Brainerd City Council meeting, Mayor Ed Menk called the meeting an informal get-together. The groups are putting together their concerns, he said, which is a slow process.

Tuesday, Jim Thoreen, Brainerd City Administrator told the Brainerd Dispatch the Brainerd contingent consisted of Menk, council member Chip Borkenhagen, City Engineer Jeff Hulsether and himself. They met with Baxter Mayor Darrel Olson, council member Todd Holman, and Baxter staff members, Kelly Steele, acting city administrator, and Trevor Walters, public works director.

The agenda for the meeting consisted of reviewing the legal process of detachment and annexation, discussing each city's concerns, the timeframe and cost of the process, Thoreen said. The meeting lasted about an hour.

The group felt it wasn't prepared to offer a recommendation to each city, Thoreen said, so it didn't. There's no other meeting planned to discuss the issue further, he said.

"No decisions," Thoreen said. "Progress, in that there were people who could respectfully talk to one another."

Tuesday when Olson described the meeting to the Baxter City Council, he agreed, saying it was a frank discussion of concerns and a blunt conversation on the core issues that generally went well. Olson said Brainerd is pushing for a quick answer while Baxter's council hasn't really talked about the subject. At the end of the day, Olson said he thought one or two Brainerd council members were threatening to go for court action. One of the issues, Baxter noted, is basically the address of the plant in Baxter instead of Brainerd, although the plant benefits both cities and is financially supported by both as well.

Olson said the Brainerd contingent wanted to forge ahead and have Baxter provide its list of concerns before Brainerd initiates court action. A key concern for Baxter is what will happen to the neighborhood next door to the wastewater treatment plant.

The group spent some time talking about conditions attached to a conditional use permit issued by the city of Baxter years ago, Thoreen said. The previous wastewater treatment plant had generated complaints about odors, he said, so the city of Baxter attached a list of conditions to the conditional use permit issued for the new wastewater treatment plant.

If the facility moves into the city of Brainerd, the city of Baxter wants to make sure those conditions are still followed, Thoreen said. Some of those conditions may not apply now, he said, so each city needs to see which conditions are still relevant.

Olson said the questions before the city of Baxter is whether to defend against a Brainerd lawsuit, let a Brainerd lawsuit go or work out a contractual agreement that is enforceable and avoids those added court costs.

Council member Todd Holman said there isn't an interest in making a change from Baxter's perspective. Those wanting a change and to annex the wastewater treatment plant are in Brainerd, Holman said.

In 2008, the Minnesota Pollution Control Agency approved a permit to Brainerd Public Utilities for a \$30 million wastewater treatment facility expansion project to serve Brainerd and Baxter. The permit allowed the treatment center to expand from treating 3.6 million gallons of wastewater a day to 6 million gallons a day. Baxter contracted with Brainerd to use the treatment facility and paid a third of the expansion costs. One of the concerns for Baxter was a growing community and potentially stifling growth for residential and commercial interests because of a lack of treatment capacity.

Conditions placed on the plant grew from real neighborhood concerns, including odors and screening, Olson said. Baxter residents live around the plant and have the greatest interest and stake if things go bad. The Baxter council wanted to gauge interest and concerns from those neighborhoods.

Baxter City Council member Mark Cross noted one concern was to make sure all the conditions with the conditional use permit are part of an agreement. Cross also lives in the area.

Cross noted a joint commission was supposed to be formed with the joint venture but never was and before things go further, that commission needs to be in place and current conditions maintained no matter which city the treatment plant is in. Cross said he didn't care which city it was in as long as the zoning and conditions created to protect the neighborhoods aren't changed.

"I think that should be our starting point," Cross said.

Baxter City Council member Mark Cross noted a joint commission was supposed to be formed with the joint venture but never was and before things go further, that commission needs to be in place and current conditions maintained no matter which city the treatment plant is in.

Olson said the issue of the commission, not unlike the fire advisory commission, was brought up in the discussion. Olson said at the rate the two cities are growing or not growing, there was a thought at one time Baxter may become a 50 percent ownership but Brainerd didn't want any part of it. Olson noted a joint wastewater board wouldn't have authority over Brainerd Public Utilities.

Cross said there needed to be something in place to deal with complaints, which tend to be diluted when they come through committees and a board basically separate from the council except for budget talks.

Baxter City Council member Steve Barrows said they needed to stick with the term conditions and a contract with legal definitions to ensure it continue into the future. The Baxter council agreed to call a neighborhood meeting for people living a quarter mile from the plant.

The council set a 6 p.m. June 29 date for the neighborhood meeting, which will precede a city council retreat.

Recent Brainerd discussion

At the May 16 Brainerd City Council meeting, council member Kelly Bevans brought up the annexation issue. City Planner Mark Ostgarden had provided council members background on the detachment and annexation process as laid out in state statute.

Council President Gary Scheeler told the council the issue had been ongoing since last summer. He also mentioned the BPU's purchase last fall of property at 13021 Eagle Drive.

When the BPU facility was expanded and renovated 13 years ago, Scheeler said, it required about \$275,000 in permit fees.

"And they said basically there was no neighbor discounts," Scheeler said.

Since the fall, there's been a few meetings with Baxter Mayor Darrel Olson about the issue, Scheeler said. He mentioned a Dec. 31, 2015, letter from Olson about Baxter's willingness to proceed with the detachment and annexation.

Scheeler said he had spoken with Mayor Ed Menk, who had indicated his willingness to meet with Olson before the next council meeting and to see if both cities could agree to begin the detachment and annexation process.

"I'll try my best," Menk said. "And if my best doesn't work, we'll move on."

Council member Gabe Johnson said he recalled Bevans was handling the annexation discussions. He asked Bevans for an update on those negotiations.

Olson has repeatedly stated his willingness to discuss the issue, Bevans said, but not his willingness to meet.

"As you know, in one of those conversations, there was some accusations of untrust," Bevans said. "I've been hesitant to push it any further."

Scheeler said he had been treated the same way when he was in charge of the issue, before the council passed it on to Bevans.

There are so many opportunities for the two cities to work together, council member Mary Koep said, and the city has "barely scratched the surface." The two mayors meeting isn't the first step, she said, nor should the city take a hard line on the issue.

"It doesn't seem to me that's the kind of action that's going to benefit us in the long run," Koep said.

Koep suggested the city take the initiative and name a time and place to meet. The city has already sent a letter and done those things, Scheeler responded.

"It's real tough to be on a committee when you don't get a response," Scheeler said. "And I've made, personally, three phone calls and I didn't get no response."

The council unanimously approved a motion to send a letter to Olson inviting him to discuss the issue at 6 p.m. June 13 at the BPU service center. The letter would also outline other options if Brainerd's letter is ignored and allow Baxter to add other annexation-related topics to the meeting's agenda.

Baxter's view

At the May 17 Baxter City Council meeting, Olson said he didn't see the Brainerd City Council discussion but heard about it later and read the minutes and was contacted by others who did see it.

Olson said the issue of the orderly annexation agreement came up when Crow Wing County, Brainerd and Baxter were discussing a new Dellwood Drive and which jurisdiction would annex what. Olson said they worked for a long time to get that hammered out and in the process found the orderly annexation agreement established in 2000 had expired in 2010. Multiple discussions followed, Olson said.

"Eventually, there was an agreement we would renew that agreement and drive on," Olson said, adding he was assured that would be done and then move to discussions about the wastewater treatment plant.

"So I was dealing with one of the council members for quite some time and that didn't seem to work too well so then it was given to another one who assured me we would get this whole thing done. So then they decided to tie in the wastewater treatment plant annexation to take that out and annex it into Brainerd as a condition for going along with the Dellwood scenario up there."

Olson said he first worked with Scheeler and then Bevans as a council liaison.

Olson said Bevans asked him to bring in two letters talking about the orderly annexation and then the wastewater treatment plant. "His comment was 'we'll get this one done first and then we'll work on the other one,'" Olson said of Bevans. "Well that never happened."

Olson said he and then city administrator Gordon Heitke signed an annexation agreement dated Jan. 5 and the agreement was hand-delivered.

"Supposedly we were going to work on that first, and then work on the discussion with the wastewater treatment plant," Olson said.

Nothing happened, Olson said.

Olson was home recovering from knee replacement surgery when he read in the Dispatch as both Scheeler and Bevans expressed concerns Feb. 15 about renewing the agreement. Scheeler stated he was concerned the original agreement wasn't attached. Bevans said he felt the agreement was premature as the impetus behind renewing the annexation agreement was to talk to Baxter about annexing the Brainerd Public Utilities Service Center, the wastewater treatment plant, into Brainerd. The tabling vote came after Olson said he was told it would take 20 minutes to get the agreement passed in Brainerd.

"That surprised me," Olson said.

Olson said he contacted Bevans and reiterated what had happened to date yet he continued to hear Brainerd council members tell people he never returned phone calls or responded to them in spite of delivering letters and correspondence.

"Apparently that comment was made again last night," Olson said of the May 16 Brainerd City Council meeting. "The only reason I am bringing it up is because my integrity is important to me and I have lived here most all of my life. I return phone calls and so I am a little dismayed because I did everything I was asked to do in my opinion and in my correspondence I said twice 'if this isn't true tell me right away so we can stop this'—the rumors and so on—and there has been no response."

Olson said he learned those same comments that he hadn't responded or returned phone calls were again made by Ostgarden that Brainerd hadn't heard from Baxter in three months.

Olson told the Baxter City Council the discussion was always to do the annexation agreement first and then talk about the wastewater treatment plant, which he had every intention of doing.

"It never happened," Olson said.

When Heitke's retirement approached on April 29, Baxter officials started to wonder about the open letter they signed to renew the orderly annexation agreement and left with the city of Brainerd. Heitke asked for the letter with their signatures to be returned. The letter,

Olson said, was returned to Baxter on May 17 with the addition of the signatures of Menk and Thoreen.

"I just want you to hear it from me that what you are hearing is not really true and I've done everything they've asked me to do," Olson said.

With the fully signed letter as of mid-May, Olson said negotiations on the wastewater treatment plant could begin, but in the meantime Brainerd looked up what regulations allow and determined Brainerd could annex the wastewater treatment plant itself.

"So there is really nothing to stop them I guess from going ahead and proceeding with that," Olson said.

Baxter Council member Mark Cross said they now have a signed letter returned in May that was signed by Baxter representatives in January.

"It's really bothered me," Olson said. "No good deed goes unpunished. I tried to do what I was told to do. I tried to work with the people they told me to work with. So going forward it will be a little different story here."

SPENSER BICKETT may be reached at 218-855-5859 or spenser.bickett@brainerddispatch.com (<mailto:spenser.bickett@brainerddispatch.com>) . Follow on Twitter at www.twitter.com/spenserbickett (<http://www.twitter.com/spenserbickett>) .

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BAXTER CITY COUNCIL MINUTES
Special Meeting
June 29, 2016

Mayor Darrel Olson called the Special City Council Meeting to order at 6:00 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson and Council Members Quinn Nystrom, Steve Barrows, Mark Cross and Todd Holman.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Interim City Administrator Kelly Steele, Community Development Director Josh Doty, Chief of Police Jim Exsted, and Public Works Director/City Engineer Trevor Walter.

REQUEST BY THE CITY OF BRAINERD TO ANNEX THE WASTEWATER TREATMENT PLANT PROPERTY

Mayor Olson gave an introduction on the request by the City of Brainerd to annex the Wastewater Treatment Plant Property and the discussions that have been held between both cities over the past year. The City of Baxter has a 1/3 share of ownership in the Wastewater Treatment Plant and fees have been paid for that ownership.

Community Development Director Doty summarized the conditional use permit conditions from the original construction. One of the conditions requires that future expansions to the facility will require an amendment to the existing Conditional Use Permit (CUP). However, if the property would be annexed into the City of Brainerd and unless a separate agreement is established that ability for the Baxter to maintain the Conditional Use Permit would be lost.

Council Member Cross stated many those conditions were placed on the 1995 project. Some of the conditions were not necessary new because they expanded the plant. Public Works Director/City Engineer Walter explained the new plant was built to last 20 years.

Tom Thurston - 12988 Eagle Drive: What are they doing with the racquet ball building? Mr. Doty stated the City has not met with Brainerd regarding this building. Mayor Olson stated the use would have to meet the zoning conditions as long as the property is in the City of Baxter.

Rosemary Schuster – 12996 Berrywood Drive: If Brainerd is successful with the annexation would their property be in Brainerd? Mr. Doty reviewed the boundary area and only the wastewater plant property and surrounding area would be annexed into the city.

Sherry Solstad – 12923 Eagle Ridge Drive: Inquired if the CUP requirements apply to the fitness property since the service trucks that are backing up have the loud beeping noise. Mr. Doty stated if the City of Brainerd start using the building as part of their facility, a strong argument could be made to require a CUP amendment and public hearing would be held to discuss the use and expansion. Council Member Cross stated the property is currently zoned C1 and Mr. Doty stated the parcel would need to be rezoned and a CUP.

Greg Kvale - 12786 Eagle Ridge Drive: Stated he owns the lot just south of the three lots the City of Brainerd owns and since the new addition and upgrade to the plant, they have been experiencing a severe amount of high frequency noise.

Mr. Kvale has attempted to talk to BPU Chairman, Assistant Chairman and has been over to their office three times and has asked for an appointment but has not received any response from the BPU office. Mr. & Mrs. Kvale have been tracking the sound, which although it is not constant it is severe.

Mr. Kvale reiterated that BPU has not been responsive to his inquiries and now Brainerd wants to annex property which will leave our neighborhood completely surrounded by the City of Brainerd. He felt that as a community there is some real concerns regarding the annexation and what the implications would be with regards to sanitary sewer, water, roadway and what type of representation the neighborhood would have. He inquired if conditions can be put on an annexation with the board of municipal boundaries and what measure the City Council is willing to take to ensure the local neighborhood interests are protected. Mr. Kvale stated BPU needs to address the sound issue and find out future use of fitness building. They have been using the property for police training exercise.

Mr. Kvale explained he formerly worked for the DNR and when the City of Brainerd decided they wanted to change the zoning to property in northeast area (which he showed on a map), which is a commercial operation; they arbitrarily changed the property to an R3 and wanted to turn it into community housing. The DNR objected to the decision and Mr. Kvale testified against the rezoning; however, it was rezoned. He stated that he did not have a lot of faith with the City of Brainerd on some of their activities.

Tom Thurston - 12988 Eagle Drive: Pump alarms could make the noise. Council Member Cross explained it is something that is running around 85-90 decibels then it just switches off. It is some function that is running but he is not sure what it is.

Rose Bankers – 12619 Camwood Trail: Requested a quick summary on the annexation and how much say does one city have over another? The boundaries are strange and will the City of Brainerd take in additional residential property.

Mayor Olson stated residents had in the past stated the City of Brainerd did not listen to complaints. The City of Brainerd has discussed they would sue the city over this matter. City Administration has been in contact with an attorney. The attorney feels their reasons are frivolous and they will need to make a better case; the City has the reasons and the conditions. The options are to let them sue, or work out something contractually; the problem is the plant is gone.

Greg Kvale - 12786 Eagle Ridge Drive: Inquired why and why now? What promulgated this? Is this a money deal or control issue? There must be some conversation. Council Member Cross stated the timing was right after they purchased the former Fitquest and want to use for storage and it doesn't fit within the City of Baxter's zoning map.

Greg Kvale - 12786 Eagle Ridge Drive: Inquired if there have been any fiscal considerations for annexing the property or their residential properties. Council Member Holman stated he would want to know taxes and who is the representation. The BPU entity is autonomous to the Brainerd council. There are two entities in play, and it was the City of Brainerd that has approached us regarding this matter. Council President Scheeler serves on the BPU board.

Mark Bankers – 12629 Camwood Trail: It makes sense to have lower operating costs. Council Member Cross there are no operating costs and they only pay for their building permit fee. If they don't comply they save on not having to pay for CUP conditions.

Sherry Solstad – 12923 Eagle Ridge Drive: Stated that some of the residents have the majority of savings in their home and when it is time to sell they are hoping to have revenue for the future. People want to live in Baxter and not decrease the property value by being annexed into Brainerd. They do not want to be in Brainerd and the representation is important to residents. She inquired why we can't merge this into a Brainerd/Baxter plant with management and work together. Mayor Olson stated this has already been asked.

Council Member Cross stated he wants to do everything we can to not be annexed into Brainerd. Council Member Cross explained the importance of a joint powers board with city officials and residents so that one city will not have leverage over another. Forest management needs to be considered and there should be plans to do continual planting of trees. Council Member Cross does not care if the plant is in Brainerd or Baxter; he is only concerned if they will respond. The noise matter has been ongoing since day one and City staff has not received an answer regarding the noise.

Council Member Barrows stated the annexation and the BPU operations are two different concerns. If the annexation goes forward then Mr. Kvale's neighborhood may be vulnerable to annexation in the future. Council Member Cross stated that as the zoning aspect goes as a neighborhood we feel we lose some protection if it goes to the City of Brainerd. They already said they won't annex residential; however, this was a verbal statement. He felt that going into this matter there should be some negotiation on an agreement with a joint powers board to protect the interest of the neighborhood.

Rose Bankers – 12619 Camwood Trail: Stated she feels the plant should not be annexed. The smell doesn't matter to either Brainerd or Baxter. The residents went to Brainerd and asked for help and they didn't get any and thankful for what the City of Baxter did.

Greg Kvale - 12786 Eagle Ridge Drive: Inquired once again as to what action is the City Council willing to take? What is Brainerd secondary agenda and are they willing to listen?

Bill Anderson – 12838 Eagle Drive: Inquired why does Brainerd want to annex the property at this time? Council Member Holman stated there are reasons which may include addressing, CUP controls and land use, the fees for building permits and they can chose to waive those fees for themselves. He does not feel this adds up to a really strong case. Council Member Holman stated he has not heard the sound complaint before.

Greg Kvale - 12786 Eagle Ridge Drive: Inquired what is preventing the Baxter council to ask for a list of reasons why this doesn't work.

Council Member Holman stated it has been beneficial to hear from you. One of the council's first discussions was to bring our people in and hear their thoughts. The city's residents are not in support of annexing either the plant or residential neighborhoods, now we can say our residents have spoken. Council Member Cross stated a nuisance complaint can be registered at city hall.

Brent Fassett – 12934 Eagle Drive: Stated the noise is an issue and he expressed concern of Brainerd's lack of response. He felt there should be negotiations and a written contract. He requested the council think of the use and our home values.

Mayor Olson informed the group that he received a call from Brainerd on Thursday and they gave him until Thursday to resolve. He had informed Brainerd representative that the council will need we need to talk to our residents.

Greg Kvale - 12786 Eagle Ridge Drive: Inquired if anything from the residents is needed and will this be meeting be transcribed? He was informed that the council would like to have some recommendation at the next council meeting and the council will then hold another meeting with the residents.

Sharon Atkins – 13013 Berrywood Drive. If they take complete control they can change it whenever they want.

Interim Administrator Steel read the following comments into the record:

Jerry & Marilyn King
12978 Berrywood Drive
Baxter, MN 56425

Ms. Steele,
In response to your letter dated June 20, 2016 concerning the annexation of the Brainerd Public Utilities facility.

Thank you for informing us of the requested annexation by the City of Brainerd. We live at 12978 Berrywood Drive which relatively close to the proposed property annexation. We, my wife and I, strongly oppose the annexation and ask the Baxter City Council to deny the request. Approval of this request would have a negative impact on area residents and their property values. We have no complaints as it is currently operated.

We appreciate the City of Baxter's' enforcement of the provisions of the conditional use permit.

James & Lorraine Schubloom
12960 Berrywood Drive
Baxter, MN 56425

We are opposed to the annexation by the City of Brainerd Public Utilities.

Millicent Engisch
12874 Eagle Ridge Drive
Baxter, MN 56425

Some clean-up of the dead wood to help beautify the neighborhood would be appreciated.

Derald Steinbrecher
12930 Berrywood Drive
Baxter, MN 56425

Wants to keep the property as is.

Kurt Muesing
12908 Eagle Drive
Baxter, MN 56425

I want to express that I am 100% opposed to being annexed by the City of Brainerd.

Council Member Holman requested the City keeps the residents' updated since they have been engaged and they will want to know what happens.

Mayor Olson thanked the residents for attending the meeting and for sharing their thoughts and concerns.

CITY COUNCIL RETREAT

Council Member Holman questioned the order of the retreat. He thanked staff for the material in the packet, but felt there was a lot of information to cover and felt that 8:30 should be the end time of the meeting and the council continue the discussion at a later date.

Community Development Director Doty stated the retreat objective was pretty simple but the larger discussion is much longer and complex. The objective was to look at the comprehensive plan and the transportation approach with projects, goals and policies relating to the Capital Improvements Plan.

One key impact is working with neighborhood communities, townships and counties to develop an efficient regional transportation system while creating a positive image on the corridors and gateways through building, site design and signage standards.

Council Member Holman complemented staff on noticing that the needs for bike lanes and trail connections are becoming an integral part of the transportation system. The goal is to provide safe and efficient connections to destinations and neighborhoods.

Mayor Olson and Council Member Holman felt the need to work with the neighboring communities was critical to the development of the city's transportation system where feasible.

Consideration needs to be given as to the design and identify a funding mechanism for the construction of a grade separated crossing of T.H. 371 that will provide connection to the Paul Bunyan Trail. Mr. Doty stated he would like to have feedback on this matter. Council Member Holman stated where the pedestrian bridge will be located is the most important piece and once this location has been determined then the city will know where the other trails should go. Mayor Olson concurred with this thought and the council felt a location study was warranted.

A truck routing path was discussed in conjunction with the functional classification map in an effort to keep truck traffic out of residential areas and to keep 18 wheelers off of residential streets.

MOTION by Council Member Barrows, seconded by Council Member Cross to adjourn at 8:30 p.m. Motion carries unanimously.

Approved by:

Respectfully submitted,

Darrel Olson
Mayor

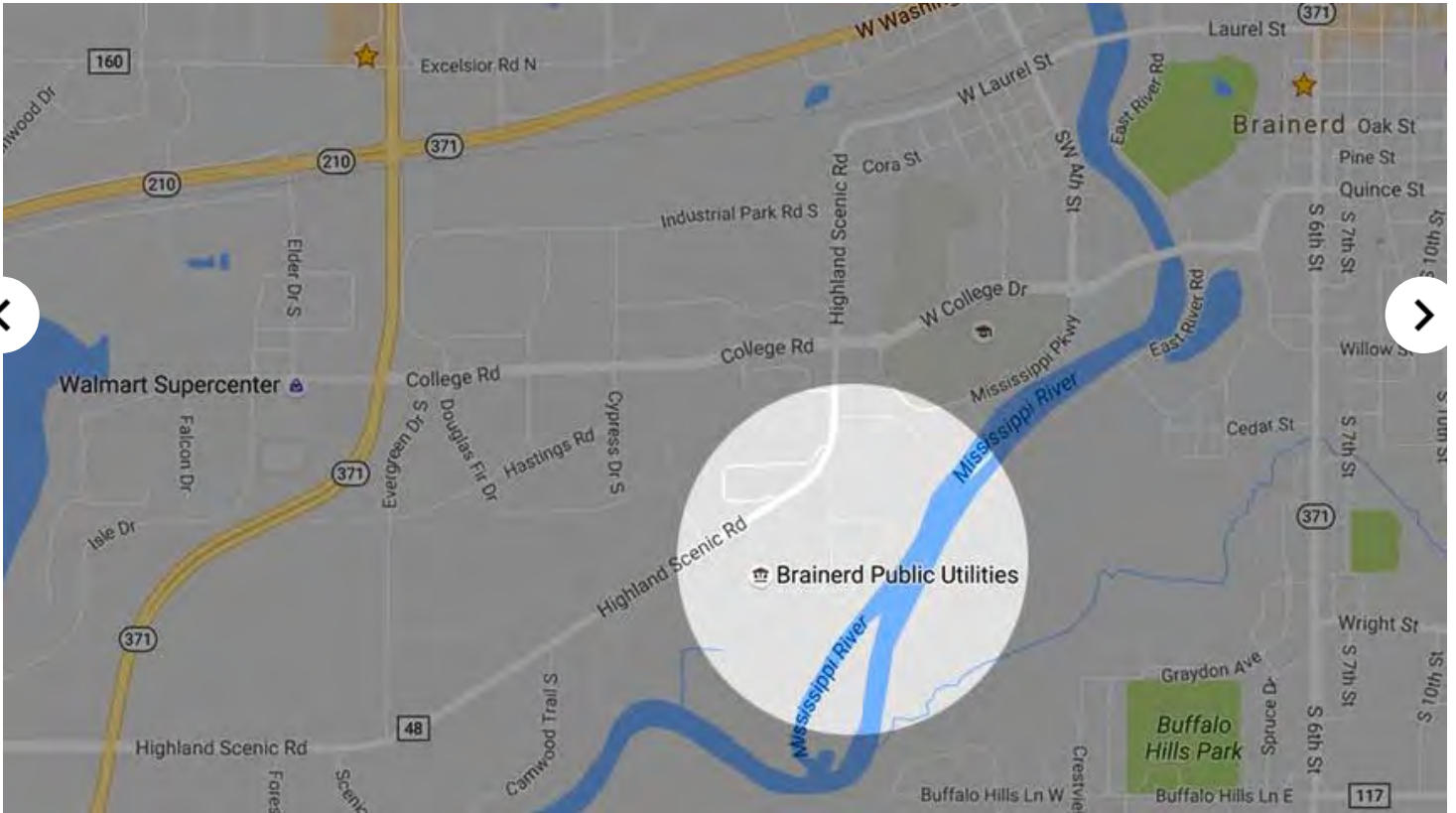
Mary Haugen
Administrative Assistant



Baxter City Council: Council responds to annexation letter from Brainerd

By [Renee Richardson](#) on Sep 21, 2016 at 9:22 a.m.

1



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BAXTER—One of the choices before Brainerd and Baxter in relation to a possible annexation is to keep things as they have been for decades and that's the choice Baxter prefers.

Brainerd Mayor Ed Menk and Jim Thoreen, Brainerd city administrator, attended Baxter's Tuesday meeting to present a letter regarding the annexation of land beneath Brainerd Public Utilities. The plant was built on land in Baxter off Highland Scenic Drive.

In the letter, Menk noted there are three possible outcomes, an annexation agreed upon by both cities, a court case brought by Brainerd or do nothing and proceed as things have been going.

"At this time I do not believe that the Brainerd City Council will opt" for the do nothing option, Menk stated in the two-page letter. If mutually agreed upon annexation was the route, Menk noted the costs could be minimized.

"If an agreement cannot be obtained several Brainerd City Council (members) have publicly stated that they would desire to pursue a court case to force the issue. Financially this would have negative consequences and would set back both cities ability to work together for many years," Menk wrote. "While this may seem trivial, the Brainerd City Council and the (Brainerd Public Utilities) do have civic pride in their ownership of the facility and the fact that it is located in Baxter's jurisdiction causes some concern. They believe the various departments and their facilities would be best served if they were to operate within the city limits of Brainerd."

After the meeting, asked if this was one of Brainerd's most pressing challenges, Menk said he wasn't leading the charge to do it but was given a charge to bring the issue to Baxter by his city council. Menk said he was just the messenger and wasn't pushing a lawsuit. Menk said the BPU board wants to see this happen as well as members on the Brainerd City Council such as Gary Scheeler, Kelly Bevans and Gabe Johnson.

"It's based on a number of issues, one there is ego involved we'll be honest about it." - Brainerd Mayor Ed Menk

"It's based on a number of issues, one there is ego involved we'll be honest about it. We own it we'd like it within our parameters," Menk said. "Any improvements we wish to do we believe we could do better within the city."

Conversations about annexing to give BPU a Brainerd address has been raised as an option for at least a decade. Since 2015, those conversations surrounding annexation increased and in some cases heated up between the cities with Brainerd suggesting it may take Baxter to court to gain the property.

"We fully recognize and appreciate the long history of this property," Menk's letter stated. "Our cities have accomplished much together to ensure our residents of efficient, cost effective water and sewer service through our mutually agreed and constructed past projects. I believe our residents and businesses expect no less from our cities."

The letter listed what Brainerd considered relevant factors to annex the property. Among those factors: issues raised with the wastewater treatment plant, such as odor and noise, have been taken care of; discussion on future easements with growth will be open. The letter noted Baxter residents may be nervous this is just the start to annexation but no one to date has suggested other parcels will be annexed going forward.

"We believe that having the BPU facilities will be in the best interests of all of our customers," Menk's letter noted, specifically listing the permitting processes, communications and services that is foreseen to reduce costs in the future with upgrades, rate stabilization and financing pay back. After the agenda item, while the Baxter City Council met in closed session to discuss the matter, Menk said there wasn't a cost savings figure to point to at this time but he related that to potential future projects.

When the council resumed in open session, Brad Person, city attorney, recapped the council discussion noting the letter. Person said the consensus was to keep the status quo that has been working for 30 years. Weighing considerations of legal fees and staff costs, it seems to be the best option for the Baxter City Council at this time, Person said.

Baxter Mayor Darrel Olson noted the city council met with residents in the area and heard concern both from those in attendance and others who sent in written statements regarding the annexation. Residents previously had concerns with odors from the plant and told council members they did not get response from the plant when they called or when they stopped in the office in person. The plant's conditional use permit is governed by the city of Baxter in terms of noise and odors. Olson said the council's decision is what neighbors requested.

Menk and Thoreen left when the Baxter council members went into the closed session. Menk said Brainerd and Baxter work together on 99 percent of things and this is just a small percentage. This question is just one of many items in the city's purview, Menk said.

"If they choose not to it goes back to our council and they may choose not to pursue it at all," Menk said. "... For a while there was no talking between the two cities because there was animosity at this point at least Mayor Olson and myself can sit down and have a pleasant conversation about this without either one of us getting up from the table angry. Which is a big thing."



Our Opinion: Drop the annexation battle

By [Brainerd Dispatch Editorial Board](#) on Sep 23, 2016 at 5:14 p.m.

<1

For years, the city of Brainerd has been discussing with the city of Baxter the possibility of annexing the property on which the Brainerd Public Utilities campus rests.

The Brainerd Public Utilities facilities on Highland Scenic Drive have had a Baxter address for more than 30 years. Brainerd wants to change that.

In a letter to the Baxter City Council Tuesday, Brainerd Mayor Ed Menk noted there are three possible outcomes—an annexation agreed upon by both cities, a court case brought by Brainerd or do nothing and proceed as things have been going.

Menk, in his letter, said he didn't believe the Brainerd City Council would opt for doing nothing. The consensus of the Baxter City Council, on the other hand, was to maintain the status quo.

We'd like to see Brainerd follow Baxter's lead on this one and let the idea go.

Brainerd City Administrator Jim Thoreen said he doesn't foresee the League of Minnesota Cities Insurance Trust covering the city if it decides to go ahead with a lawsuit. We don't see a compelling reason for the city to spend what could amount to thousands of dollars to pursue the issue. But that seems to be the direction Brainerd is headed.

"If an agreement cannot be obtained several Brainerd City Council (members) have publicly stated that they would desire to pursue a court case to force the issue," Menk said in his letter to Baxter. "Financially this would have negative consequences and would set back both cities ability to work together for many years."

What would be the benefit for Brainerd to annex the BPU property from Baxter? Reasons Menk mentioned included permitting processes, communications and services that are foreseen to reduce costs in the future with upgrades, rate stabilization and financing pay back. He didn't give detail on how any of that would happen and also noted that, at this time, there are no foreseeable cost savings figured through annexation.

But there was another reason to pursue annexation that Menk offered—the ego involved. To us, that can be the only real reason the city of Brainerd would be pursuing this issue. Annexation of BPU property would probably not increase services, improve productivity or increase efficiencies at the utility. The only thing we can see it accomplish is making city officials feel better.

We understand it—the city of Brainerd would like its facilities to be located within the city's boundaries. Brainerd, however, has more pressing needs for where it spends money at this time. Hiring an attorney to fight a legal battle for what amounts to a change of address is not one of them. And for two cities that form a community, with a border that runs through buildings, better relationships and greater communication seems a no-brainer. Annexation doesn't seem the best route to that goal.

Brainerd is in the midst of setting it's 2017 budget, and city staff and the council are already juggling capital needs that cost more than the projected funding available. Is the idea of annexation, which could be costly, the most prudent move? We don't think so and it makes us wonder what taxpayers think about the Brainerd City Council's priority list as well.



BAXTER CITY COUNCIL AGENDA

Tuesday, September 20, 2016

The regular meeting of the Baxter City Council will be held on Tuesday, September 20, 2016 at 7:00 p.m. at the Baxter City Hall, 13190 Memorywood Dr., Baxter, MN.

1. Call Meeting to Order

2. Roll Call

3. Pledge of Allegiance

4. Public Comments

Comments received from the public may be placed on a future meeting agenda for consideration.

5. Consent Agenda

The following items are considered non-controversial by staff and are recommended to be read and passed in one motion. Any council person, staff, citizen, or meeting attendee can request one or more items be pulled from the Consent Agenda and the item will be pulled and addressed immediately after the passage of the Consent Agenda; otherwise, the following items will be passed in one motion:

- A. Approve City Council Minutes from September 6, 2016 (pp. 5-9).
- B. Approve City Council Work Session Minutes from September 6, 2016 (pp. 10-11).
- C. Approve City Council Budget Work Session Minutes from August 30, 2016 (pp. 12-13).
- D. Approve the Payment of Bills and Finance Report (Addendum A).
- E. Accept Planning & Zoning Commission Minutes from September 13, 2016 (pp. 16-17).
- F. Approve Agreement between Minnesota State Colleges and Universities, Central Lakes College, and the City of Baxter for Student Supervised Pre-Internship Training (pp. 18-21).
- G. Approve Animal Control Agreement with Animal Control Enforcement Services (Don Hannahs) for 2017 (pp. 22-24).
- H. Approve the sale of the 2010 Chevy Impala (pp. 25).

- I. Approve Temporary Liquor License for the Brainerd American Legion event on September 29, 2016 (pp. 26).
- J. Renew the National Joint Powers Alliance Health Partners Health Insurance Contract for 2017 and Authorize Execution of the Contracts (pp. 27-28).
- K. Adopt Resolution No. 2016-078 Setting the Preliminary 2017 Property Tax Levy at \$5,807,000 (pp. 29-32).
- L. Adopt Resolution No. 2016-079 Approving the Preliminary 2017 Governmental Funds Budget (pp. 33-60).
- M. Set the Public Information Meeting to Review the 2017 Budget and Levy with Public Testimony for Monday, December 5, 2016 at 6:00 p.m.
- N. Approve Resolution No. 2016-080 Approving a revised tree removal plan for a conditional use permit for forestland conversion to allow tree clearing on property located between Homestead Drive and Isle Drive (pp. 61-65).
- O. Approve the Final Pay Estimate No. 4 for the Oscar Kristofferson Picnic Pavilion to Baratto Brothers Construction in the amount of \$18,900.00 and start the one-year Warranty period as of September 6, 2016 (pp. 66-74).
- P. Accept the Jack Pine Brewery Development Agreement (pp. 75-138).
- Q. Approve Tanner Agreement (pp. 139-145).
- R. Approve Resolution 2016-081 Vacating Property and Deed to MnDot (pp. 146-163).
- S. Accept Utilities Commission Minutes from September 7, 2016 (pp. 164-178).
 - 1. Direct staff to remove the existing Bypass Lane sign for northbound traffic located south of the intersection on Dellwood Drive and Novotny Road and replace with “Right Turn Lane & Bypass” sign with the addition of orange flagging over the top of the new signage (See page 2 of Utilities Commission Minutes).
 - 2. Approve the DSG Partial Pay Estimate No. 1 in the amount of \$619,940.43 for the 2016 Fixed Network Water Meter Replacement Project (pp. 179-184).
 - 3. Approve the Anderson Brothers Change Order No.1 in the increased amount of \$9,799.20 for the 2016 Fairview Road Improvements Project (pp. 185).
 - 4. Approve the Anderson Brothers Partial Pay Estimate No. 3 in the amount of \$470,068.12 for the 2016 Fairview Road Improvements Project (pp. 186-188).

5. Approve the SEH Construction Services Fee Increase Request in the not to exceed amount of \$20,272.00 for the 2016 Fairview Road Improvements Project (pp. 189-194).
 6. Approve the SEH Agreement for Professional Services in the not to exceed amount of \$237,407.00 for the 2018 Cypress Drive Improvements Project from College Road to Excelsior Road (pp. 195-212).
 7. Approve the Anderson Brothers Change Order No. 1 in the increased amount of \$12,947.34 for the 2016 Golf Course Drive Improvements Project (pp. 213-216).
 8. Approve the Anderson Brothers Partial Pay Estimate No. 1 in the amount of \$422,941.94 for the 2016 Golf Course Drive Improvements Project (pp. 217-218).
 9. Approve the Tri-City Paving Change Order No. 2 for a time extension request for the 2016 Mill & Overlay, Full Depth Reclamation and Right Turn Lane Construction Project (pp. 219-221).
 10. Approve the Tri-City Paving Partial Pay Estimate No. 2 in the amount of \$528,112.29 for the 2016 Mill & Overlay, Full Depth Reclamation and Right Turn Lane Construction Project (pp. 222-227).
 11. Approve the DeChantal Excavating Change Order No. 1 for additional site work including graveling, grading and bituminous driveway in the increased amount of \$3,575.50 for the Lift Station No. 8 Reconstruction Project (pp. 228-233).
 12. Approve the DeChantal Excavating Final Pay Estimate No. 2 in the amount of \$31,016.50 for the Lift Station No. 8 Reconstruction Project (pp. 234-235).
- T. Approve 2016-2017 Contract for Chamber of Commerce Services (pp. 236-238).

6. Pulled Agenda Items

7. Other Business

A. Planning and Zoning Actions

1. Adopt Resolution No. 2016-082 approving a conditional use permit to allow the placement of fill and grading in a shoreland overlay district and shore impact zone for property located at 13821 Kenwood Court (pp. 239-240).

B. City of Brainerd Request for Detachment and Annexation of Brainerd Public Utilities Property (pp. 241-242).

8. Council Comments

- A. Quinn Nystrom
- B. Steve Barrows
- C. Todd Holman
- D. Mark Cross
- E. Darrel Olson

8. City Administrator's Report

9. City Attorney's Report

10. Adjourn



www.ci.brainerd.mn.us

September 8, 2016

Mayor Darrel Olson

And Baxter City Council Members

Subject: Detachment and annexation of Brainerd Public Utilities property

On behalf of the Brainerd City Council and Brainerd Public Utilities, I thank you for the opportunity to share our perspective regarding the potential detachment of the Brainerd Public Utilities property from the City of Baxter thus permitting the annexation of this property into the City of Brainerd.

We fully recognize and appreciate the long history of this property. Our cities have accomplished much together to ensure our residents of efficient, cost effective water and sewer service through our mutually agreed and constructed past projects. I believe our residents and businesses expect no less from our cities.

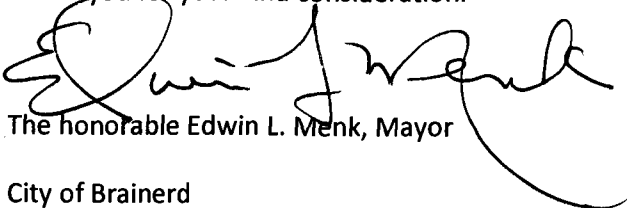
Contemplating future discussions and actions I would like to cite the following relevant factors to assist developing a frame work where the detachment and annexation can be discussed and the issue may be resolved.

1. We believe that both councils need to revisit the CUP that was granted by the City of Baxter to the City of Brainerd for the construction of the BPU facilities. A number of issues that were raised at the time of issuance of the CUP that are no longer valid concerns because they have been addressed. There may be other issues needing to be addressed in the CUP that may result in deletion or modification in any actions that the two cities may take.
2. We also recognize that the Baxter Council and residents may well be nervous that an annexation of this property is but the beginning of a process for Brainerd to acquire additional land from Baxter. Our plans for annexation will clearly delineate the boundaries of the area that the City of Brainerd desires to annex. No one to date has suggested that any other parcels be annexed. It is our goal to complete in its entirety an agreement which will remain as permanent as can be lawfully accomplished.
3. Brainerd will explicitly cite boundaries for the proposal annexation with the understanding that should Baxter residents desire to be annexed, we will discuss the proposal with the city of Baxter.
4. Baxter has a legitimate need to be assured that future utility systems along with adjoining streets will have sufficient easements to assist in development, growth, and traffic management for decades to come. We are open to discussion about the size, location and rationale for these future easements.
5. We believe that having the BPU facilities will be in the best interests of all of our customers because of the streamlining of permitting processes, communications and services that the

- facility may require. Because of the streamlining we foresee a reduction of costs that will ultimately be available for upgrades, rate stabilization and financing pay back.
6. The land that the PBU facility occupies is contingent with the city and is owned by the City of Brainerd. The City of Brainerd has several options while seeking to annex this property.
 - A. Voluntary detachment by the City of Baxter and annexation by the City of Brainerd. With agreements agreed to by both Councils.
 - B. A court case brought by the City of Brainerd answered by the City of Baxter.
 - C. Do nothing and proceed as in the past.
 7. At this time I do not believe that the Brainerd City Council will opt for 6.C. If 6.A is the path of choice the costs would be minimized and the outcome would be most beneficial to both Cities. If an agreement cannot be obtained several Brainerd City Council have publically stated that they would desire to pursue a court case to force the issue. Financially this would have negative consequences and would set back both cities ability to work together for many years.
 8. While this may seem trivial, the Brainerd City Council and the BPU do have civic pride in their ownership of the facility and the fact that it is located in Baxter's jurisdiction causes some concern. They believe that the various departments and their facilities would be best served if they were to operate within the city limits of Brainerd.

At this time I would graciously ask that this letter be brought to the attention of The Baxter City Council for discussion at their earliest convenience. May I suggest the second Baxter Council meeting in September 2016.

Thank you for your kind consideration.



The honorable Edwin L. Menk, Mayor

City of Brainerd

BAXTER CITY COUNCIL MINUTES
September 20, 2016

Mayor Darrel Olson, who led in the pledge to the flag, called the regular meeting of the Baxter City Council to order at 7:00 p.m.

COUNCIL MEMBERS PRESENT: Mayor Darrel Olson and Council Members Quinn Nystrom, Steve Barrows, Todd Holman and Mark Cross.

COUNCIL MEMBERS ABSENT: None.

STAFF PRESENT: Interim City Administrator Kelly Steele, Community Development Director Josh Doty, Finance Director Jeremy Vacinek, Police Chief Jim Exsted, and Public Works Director Trevor Walter.

PUBLIC COMMENTS

No public comments were received.

CONSENT AGENDA

- A. Approve City Council Minutes from September 6, 2016.
- B. Approve City Council Work Session Minutes from September 6, 2016.
- C. Approve City Council Budget Work Session Minutes from August 30, 2016.
- D. Approve the Payment of Bills and Finance Report.
- E. Accept Planning & Zoning Commission Minutes from September 13, 2016.
- F. Approve Agreement between Minnesota State Colleges and Universities, Central Lakes College, and the City of Baxter for Student Supervised Pre-Internship Training.
- G. Approve Animal Control Agreement with Animal Control Enforcement Services (Don Hannahs) for 2016.
- H. Approve the sale of the 2010 Chevy Impala.
- I. Approve Temporary Liquor License for the Brainerd American Legion event on September 29, 2016.
- J. Renew the National Joint Powers Alliance Health Partners Health Insurance Contract for 2017 and Authorize Execution of the Contracts.
- K. Adopt Resolution No. 2016-078 Setting the Preliminary 2017 Property Tax Levy at \$5,807,000.00.
- L. Adopt Resolution No. 2016-079 Approving the Preliminary 2017 Governmental Funds Budget.
- M. Set the Public Information Meeting to Review the 2017 Budget and Levy with Public Testimony for Monday, December 5, 2016 at 6:00 p.m.
- N. Approve Resolution No. 2016-080 Approving a revised tree removal plan for a conditional use permit for forestland conversion to allow tree clearing on property located between Homestead Drive and Isle Drive.
- O. Approve the Final Pay Estimate No. 4 for the Oscar Kristofferson Picnic Pavilion to Baratto Brothers Construction in the amount of \$18,900.00 and start the one-year Warranty period as of September 6, 2016.

- P. Accept the Jack Pine Brewery Development Agreement.
- Q. Approve Tanner Agreement.
- R. Approve Resolution 2016-081 Vacating Property and Deed to MnDOT.
- S. Accept Utilities Commission Minutes from September 7, 2016.
 - 1. Direct staff to remove the existing Bypass Lane sign for northbound traffic located south of the intersection on Dellwood Drive and Novotny Road and replace with “Right Turn Lane & Bypass” sign with the addition of orange flagging over the top of the new signage.
 - 2. Approve the DSG Partial Pay Estimate No. 1 in the amount of \$619,940.43 for the 2016 Fixed Network Water Meter Replacement Project.
 - 3. Approve the Anderson Brothers Change Order No.1 in the increased amount of \$9,799.20 for the 2016 Fairview Road Improvements Project.
 - 4. Approve the Anderson Brothers Partial Pay Estimate No. 3 in the amount of \$470,068.12 for the 2016 Fairview Road Improvements Project.
 - 5. Approve the SEH Construction Services Fee Increase Request in the not to exceed amount of \$20,272.00 for the 2016 Fairview Road Improvements Project.
 - 6. Approve the SEH Agreement for Professional Services in the not to exceed amount of \$237,407.00 for the 2018 Cypress Drive Improvements Project from College Road to Excelsior Road.
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 - 9. Approve the Tri-City Paving Change Order No. 2 for a time extension request for the 2016 Mill & Overlay, Full Depth Reclamation and Right Turn Lane Construction Project.
 - 10. Approve the Tri-City Paving Partial Pay Estimate No. 2 in the amount of \$528,112.29 for the 2016 Mill & Overlay, Full Depth Reclamation and Right Turn Lane Construction Project.
 - 11. Approve the DeChantal Excavating Change Order No. 1 for additional site work including graveling, grading and bituminous driveway in the increased amount of \$3,575.50 for the Lift Station No. 8 Reconstruction Project.
 - 12. Approve the DeChantal Excavating Final Pay Estimate No. 2 in the amount of \$31,016.50 for the Lift Station No. 8 Reconstruction Project.
- T. Approve 2016-2017 Contract for Chamber of Commerce Services.

MOTION by Council Member Cross, seconded by Council Member Barrows to approve the Consent Agenda. Motion carried unanimously.

PLANNING AND ZONING ACTIONS

Adopt Resolution No. 2016-082 approving a conditional use permit to allow the placement of fill and grading in a shoreland overlay district and shore impact zone for property located at 13821 Kenwood Court.

Community Development Director Doty reviewed the request for a conditional use permit (CUP) for grading within the shoreland overlay district. The property owner is requesting to place up to 60 yards of black dirt and up to 15 yards within the shore impact zone on White Sand Lake for property located at 13821 Kenwood Court.

Mr. Doty explained that the flagstone patio and fire pit shown on the site plan are not part of this approval and would require separate approvals from the City in the future prior to installation.

MOTION by Council Member Barrows, seconded by Council Member Nystrom to adopt Resolution No. 2016-082 approving a conditional use permit to allow the placement of fill and grading in a shoreland overlay district and shore impact zone for property located at 13821 Kenwood Court. Motion carried unanimously.

City of Brainerd Request for Detachment and Annexation of Brainerd Public Utilities Property

Mayor Olson stated the City of Baxter had received a letter from friends across the river requesting further discussion on the detachment and annexation of Brainerd Public Utilities property. City Attorney recommended going into a closed session but any comments would be taken at this time.

Brainerd Mayor Ed Menk stated he was formally requesting detachment and annexation of the property and was given the charge to bring the issue to Baxter by the Brainerd City Council. Brainerd City Administrator Jim Thoreen stated he had material for distribution to the Council which he left with Interim City Administrator Steele.

COUNCIL COMMENTS

No council comments were received.

CITY ATTORNEY'S REPORT

Closed Session under Minnesota Statutes 13D.05, Subd 3 (b) Attorney Client Privilege

City Attorney Person asked council to go into a closed session to discuss the City of Brainerd Request for Detachment and Annexation of Brainerd Public Utilities Property.

MOTION by Council Member Cross, seconded by Council Member Nystrom to enter into a closed session at 7:15 p.m.

Mayor Olson opened the regular meeting at 7:50 p.m.

City Attorney Person recapped the discussion and looked for affirmation. The City of Brainerd has asked to revisit moving the current Wastewater Treatment Plant into the city of Brainerd; they presented zoning controls and conditional use permits that were done in 2007. It highlighted all the concerns of the council regarding the residents that would be affected.

After weighing cost consideration of legal fees and staff cost, the council consensus is to keep the status quo as the last 30 years as the City Councils have always worked together.

MOTION by Council Member Cross, seconded Council Member Barrows to keep the status quo that has been working for the past 30 years. Motion carried unanimously.

Mayor Olson stated the city council met with residents in the area and heard concern both from those in attendance and others who sent in written statements regarding the annexation and the decision was based on residents' requests and concerns.

ADJOURNMENT

MOTION by Council Member Cross, seconded by Council Member Barrows to adjourn the meeting at 7:53 p.m. Motion carried unanimously.

Approved by:

Darrel Olson
Mayor

Respectfully submitted,

Mary Haugen
Administrative Assistant



Brainerd City Council: Annexation issue comes to a head

By [Spenser Bickett](#) on Nov 21, 2016 at 10:26 p.m.



Rich Andresen of Brainerd Toastmasters addresses the Brainerd City Council during Monday night's meeting. Mayor Ed Menk at the meeting declared December 2016 Toastmasters Month in the city of Brainerd. Spenser Bickett/Brainerd Dispatch

The Brainerd City Council Monday night took the first step toward resolving an ongoing annexation issue between the cities of Brainerd and Baxter.

The council approved a resolution to submit a petition to detach the Brainerd Public Utilities facility on Highland Scenic Drive from Baxter and into Brainerd. The resolution passed on a 6-1 vote, with council member Mary Koep voting against the motion.

The 99.51 acres includes the service center, wastewater treatment facility, a buffer south of the facility and a parcel to the east of the service center containing a former fitness facility.

The petition goes to the Municipal Boundary Adjustment Unit of the state Office of Administrative Hearings, which handles annexations. A chief administrative law judge then schedules a hearing on the issue, with the city of Baxter as one of the parties to the hearing.

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The judge would consider the information submitted on the detachment and annexation and see if the situation fits the 13 criteria for detachment and annexation. The judge's decision is final and would be the end of the issue.

The administrative law judge would issue a ruling based on the best interests of the municipalities and the property owner, according to Minnesota Statute 414.061.

Council discussion

Representing the BPU Commission at Monday night's meeting were Lucy Nesheim and Bill Woolie. Annexing the property into the city of Brainerd is in the best interest of both the city and BPU, Nesheim said. During the past few decades, the city of Brainerd has granted many requests from the city of Baxter in the spirit of cooperation, she said.

"I think it's time that they look at us and approve that also," Nesheim said. "At one point in time, we were led to believe that they would support this issue."

Nesheim added she fully expects the administrative law judge will approve the city of Brainerd's request. Koep asked Nesheim why the annexation would be in the city's best interest.

The utility would save money on permit and construction fees for any future construction, Nesheim said. Money would also be saved on stormwater fees charged to BPU by the city of Baxter, she said. Since 2006, those fees total \$36,000.

Koep countered by saying though a city doesn't charge itself for services, there's still a cost associated with anything the city does for itself. As far as any problems with the city of Baxter, the facility was built in Baxter, she said, so "the city had their eyes wide open when they did it."

There were delays when the wastewater treatment facility was built, Nesheim said, which she blamed on the city of Baxter. Those delays can add up to thousands of dollars, she said.

Those delays weren't the fault of the city of Baxter, Koep said, and couldn't be attributed to the facility's location. Representatives for the city of Baxter, which paid for one-third of the expansion costs, weren't holding up the process, she said.

"They were actually working on behalf of their people, which is their job," Koep said. "To be certain that a good agreement came out for them, as well as for Brainerd."

Council member Chip Borkenhagen brought up a past issue of Baxter residents who live near the facility complaining about the facility's odor. Those complaints, brought to the city of Brainerd, weren't addressed in a timely fashion, he said.

"That's going to be one of the pushbacks," Borkenhagen said.

The smell was attributed to fats, oils and greases getting into the wastewater treatment facility, Woolie said, and the issue has been addressed. Those substances were getting into the system because the city of Baxter wasn't enforcing grease and fat collections at the restaurants within the city, Nesheim said.

"Once that was taken care of and we built the new wastewater treatment plant, we haven't had one complaint," Nesheim said. "That issue has been taken care of and it was basically Baxter's doing."

Council member Kelly Bevans asked if anyone had a copy of Baxter Mayor Darrel Olson's response to the city's requests regarding the city of Baxter's position on the issue. After city Administrator Jim Thoreen said no copy was available, Bevans said it was because Olson has not responded. Bevans tends to support the wishes of BPU and not support those who won't respond to the city's requests, he said.

"We've asked as nice as we could over the 20 years," Bevans said. "At this point, I would support the public utilities and move forward on this and come to a conclusion."

1 motion, said she couldn't support it because the city needs to cooperate with the city of Baxter on a wide variety of issues. The city of Baxter has been a good neighbor, she said, and has a different view on the issue of annexation.

"I don't like seeing us go to the state and pitting neighbor against neighbor," Koep said. "I don't see how we win that."

It has been difficult to get the cities together to speak about the annexation issue, council member Sue Hilgart said. But both sides will get to speak at the administrative hearing on the petition for detachment and annexation, she said.

Background

At its Oct. 3 meeting, the Brainerd City Council decided to not do anything about the annexation issue until the BPU Commission acted on it at its October meeting, which was later that month. At its Oct. 25 meeting, the BPU Commission unanimously approved a motion to ask the city of Brainerd to file a petition to a state office to annex the facility from Baxter into Brainerd.

On Sept. 20, Brainerd Mayor Ed Menk and city Administrator Jim Thoreen attended a Baxter City Council meeting to present a letter regarding the annexation of land beneath the BPU facility. The council then discussed the issue in closed session and upon returning to open session, city attorney Brad Person said consensus was for the property to remain in the city of Baxter. Person said the consensus was to keep the status quo that has been working for 30 years. Weighing considerations of legal fees and staff costs, it seems to be the best option for the Baxter City Council at this time, Person said.

Menk and Thoreen left when the Baxter council members went into the closed session. The Brainerd Dispatch reported on the content of the meeting and included the Baxter City Council's stance on the issue.

At the Baxter meeting, Olson noted the city council met with residents in the area and heard concern both from those in attendance and others who sent in written statements regarding the annexation. Residents previously had concerns with odors from the plant and told council members they did not get response from the plant when they called or when they stopped in the office in person. The plant's conditional use permit is governed by the city of Baxter in terms of noise and odors. Olson said the council's decision is what neighbors requested.

In the letter, Menk noted there are three possible outcomes, an annexation agreed upon by both cities, a court case brought by Brainerd or do nothing and proceed as things have been going.

Conversations about annexing to give BPU a Brainerd address has been raised as an option for at least a decade. Since 2015, those conversations surrounding annexation increased and in some cases heated up between the cities with Brainerd suggesting it may take Baxter to court to gain the property.

A letter from BPU secretary/finance director Todd Wicklund to the Brainerd City Council and Menk dated Nov. 4 provides more detail on the long-running annexation issue. In 1994, Wicklund noted the city of Baxter passed a motion to allow detachment of the property subject to adoption of the resolution and joint powers agreement by the city of Brainerd, which the city did approve. However, he noted Baxter did not sign the resolution and joint powers agreement.

In other business, the council:

Approved a final contractor payment to Anderson Brothers Construction for the sanitary sewer block 46 project in the amount of \$1,077. The council also approved an overrun of the total project cost of \$2,187, which brings the total contract cost to \$96,131.

Approved a contractor payment to Braun Intertec for work through Oct. 21 on the Brainerd Lakes Regional Airport utility extension project in the amount of \$2,548.

Approved a contractor payment to Tom's Backhoe Service for work through Oct. 31 on the Brainerd Lakes Regional Airport utility extension project in the amount of \$1,275,528, with \$67,133 retained.

Approved a report from Police Chief Corky McQuiston on the department's activity for the month of October. The department received 1,591 calls during the month. This compares to 1,591 calls in October 2015.

Approved a proclamation made by Menk declaring December 2016 as Toastmasters Month in the city of Brainerd. This proclamation was accompanied by a presentation from Rich Andresen, member of Brainerd Toastmasters.

Approved an event/street closure application submitted by the Brainerd Jaycees for the Homeless Heroes 5K, 1 mile and all veterans expo from 8:30-11:30 a.m. Dec. 10. The event takes place along College Drive to Kiwanis Park and around Boom Lake trail, using only sidewalks and side streets, so no streets will need to be closed.

Accepted with regret the resignation of probationary police officer Patrick Campbell, who resigned on Nov. 3 during this sixth week of training. The council also authorized a conditional job offer to Nicholas Petrie to replace Campbell. Petrie is the next available candidate on the department's list of eligible candidates. Petrie's tentative starting date is Dec. 27, contingent on the successful completion of pre-employment screening.

Authorized Fire Chief Tim Holmes to sell the fire engine No. 1, as the department's new engine was delivered on Nov. 12. Engine No. 1 is from 1992.

Authorized Holmes to sell the department's 1989 hovercraft, as its repair costs outweigh its usefulness. The proceeds of the sale will be used toward the purchase of an inflatable boat with a motor and trailer.

Approved an engagement letter from CliftonLarsonAllen for 2016 audit services in the amount of \$44,880. This is an increase of 2 percent over the 2015 fee of \$44,000.



Spenser Bickett

Spenser Bickett covers the Brainerd City Council and Brainerd School Board. A native of the Twin Cities, Bickett attended the University of Wisconsin-Eau Claire, where he majored in journalism with a minor in political science. After graduation, he interned for Sun Newspapers in Osseo and later worked for the International Falls Journal as a staff writer.

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