



## CITY COUNCIL AGENDA

City of Brainerd, Minnesota  
City Hall, 501 Laurel Street, Council Chambers  
Monday, August 3, 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: 2482 058 5831

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

**Safety and Public Works Committee held:** Council Chambers at 7:15 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**

\_\_\_ G. Johnson \_\_\_ K. Stunek \_\_\_ K. Yeager \_\_\_ T. Erickson \_\_\_ K. Bevans \_\_\_ J. Czczok \_\_\_ 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. **Approval of Minutes**

C. **Department Activity Reports**

D. **Temporary On-Sale - Vigilant Guardians**

E. **Event/Street Closure - The Center Ageless Expo**

F. **Event/Street Closure - First Lutheran Night Out**

G. **Policy Update - Rules of Decorum**

- H. **Joint Powers Agreement - State of MN Hotel Inspections**
- I. **Retirement - Parks Maintenance Scott Belisle**
- J. **Retirement - Street Maintenance II Robert Anderson**
- K. **Updated Job Descriptions - Fire Department**
- L. **Hiring - Network Administrator Nathan Himley**
- M. **Surplus and Sale of Equipment – Technology (BPU)**
- 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. Active Code Enforcement
    - 2. Award Contract - Brainerd Public Library Community Access Improvements and Storage Upgrades Project
  - B. **Personnel & Finance Committee**
    - 1. 2026 Fire Department Relief Association Annual Report
    - 2. 2027 Annual Budget Timeline and Set Workshop
- 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)  
Public Utilities Commission - 1 term (Expire 2026)  
Transportation Advisory Committee- 2 terms (Expire 2027)  
Council President Recommended: (terms expire on 12/31 of said year)  
Airport Commission -- 1 term (Expire 2028)  
Planning Commission- 1 term (Expire 2028)  
Water Tower Committee—2 terms
  - B. **Final Reading - Ordinance 1607 - Amending Section 1200 - Intoxicating Liquor and Section 1000 - Appendix A**

10. **New Business**

A. **Policy - Leased Parking Lots**

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn**

A. **Closed session pursuant to Minn. Stat. § 13D.05, subd. 3(c), to discuss acquisition of Laurel Street right-of-way between S.E. 13<sup>th</sup> Street and S.E. 18th Street involving PID 41300712 (1307 Maple St.), PID 41300557 (101 13<sup>th</sup> St. S.E.), and PID 41301087 (no physical address).**

15. **Council Communications**

Visit the City's Website at [www.brainerdmn.gov](http://www.brainerdmn.gov)

**MISSION**

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

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

Upon roll call the following Members were noted as present: Johnson, Stunek, Yeager, Erickson, Bevans, Czeczok, and O'Day. Mayor Badeaux was also noted as present.

Chair O'Day led the Pledge of Allegiance to the flag.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO APPROVE THE AGENDA WITH THE REMOVAL OF THE APPROVAL OF MINUTES AND SALE OF TRANSIT BUS 161 FROM THE CONSENT CALENDAR.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS TO APPROVE THE CONSENT CALENDAR.

**Approval of Bills**

Approved as on file in the Administrator's Office.

**Department Activity Reports**

Approved reports as presented.

**Temporary On-Sale License – Jaycees**

Approved Temporary On-Sale License submitted by the Brainerd Jaycees for an event on August 8th, 2026, at Lyman P. White Park contingent on approvals.

**Event/Extension of Premise – Streetfest**

Approved event/extension of premise for Streetfest.

**Policy Update - Data Practices**

Approved the data practices policy update.

**Master Joint Powers Agreement – BCA**

Adopted resolution 44:26 with State of Minnesota for Joint Powers Agreement on behalf of the Police Department and authorized signatures on the Joint Powers Agreement with the Bureau of Criminal Apprehension and Court Date Services Subscriber Amendment to the Criminal Justice Data Network Subscriber agreement.

**Updated Job Descriptions - Electric Department**

Approved updated Electric Department job descriptions.

**Hiring - Administrative Specialist - Payroll Kylie Uselman**

Approved the hiring of Kylie Uselman for the Administrative Specialist – Payroll position effective August 10, 2026; further, that she be placed on Step 1 of the Administrative Specialist – Payroll wage grid (\$28.71 per hour).

**Hiring - Police Officer Alexander Yocum**

Approved the hiring of Alexander Yocum for the Police Officer position effective August 10, 2026; further, that he be placed on Step 3 of the Police Officer wage grid (\$42.09 per hour).

**Sale - Retired Police Squad #444**

Authorized the sale of retired police squad #444 utilizing Enterprise Fleet Management.

**Surplus and Sale of Equipment – Technology**

Declared all equipment as surplus property; further, authorize staff to proceed with the public auction or recycling of said equipment.

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

**Approval of Minutes**

Member Czeczok requested that the “friendly amendment” regarding the language in the Arboretum should have been included in the minutes.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND JOHNSON, DULY CARRIED, TO APPROVE THE MINUTES FROM THE JULY 6<sup>TH</sup> COUNCIL MEETING WITH CHANGES.

### **Sale - Transit Bus 161**

Member Czeczok stated that as a point of further information that Transit will be receiving two transit van type vehicles one in 2026 and one in 2027, as one has previously been ordered as a replacement vehicle.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO APPROVE THE SALE OF TRANSIT BUS 161.

### **Public Forum**

The Chair opened the public forum at 7:34 p.m.

No one came forward.

The chair closed the public forum at 7:35 p.m.

### **Presentation**

#### **2025 Audit Presentation**

Mary Reedy, CliftonLarsonAllen, gave an overview of the 2025 audit. Overall, the City had a clean audit. CLA and staff will continue to work together to ensure process follows standards. She thanked staff for being conscientious, responsible, and responsive during the audit. The audit was submitted to the State on time.

Finance Director Hillman gave an overview of the 2025 audit results and a comparison of actual to budget. The fund balance reserve was at 30% of 2025 expenditures which is out of compliance with the City's policy.

#### **Brainerd Regional Airport Budget**

Daryl Palmer, Airport Commission President, gave an overview of the proposed 2027 Airport Commission budget. He stated that revenues have maintained about a 3% increase yearly. Expenditures have increased at about a rate of 4.2% yearly. The total maintenance and operating expenses exceed revenues by about \$500,000. Personnel are about 55% of the total expenses. The second highest expenditure is utilities. He is hopeful that the Public Utilities Commission and Airport Commission can meet in the future to discuss the utilities at the Airport, specifically the 200% payment for water and sanitary.

Chair O'Day asked whether the utilities issue has been brought forward to the Utilities Commission.

Member Yeager stated that there has been minimal conversations with the Utilities Commission. The issue is on their radar, and will need to move forward. The Airport has had other priorities thus far.

Member Czeczok stated that when water and sewer were extended, the Airport Commission was highly involved with the Public Utilities Commission and those conversations.

Member Czczok asked about the request of the City and County in 2027.

Mr. Palmer stated the totals for each entity.

Member Johnson clarified with Member Yeager that the ordinance that was approved by the City includes language to change each entities levy contribution.

Member Yeager stated that the ordinance does include language to change levy contributions. The plan presented does not currently account for the changes that the ordinance will make to the levy contributions.

## **Council Committee Reports**

### **Safety and Public Works**

#### **Joint Powers Agreement – Crow Wing County Records Management System**

Committee Chair Erickson stated that the current management system is becoming obsolete. This JPA will include all communities within Crow Wing County for the new software.

Member Johnson asked whether this was a budgeted expense in 2026.

Finance Director Hillman stated that the expense was budgeted. The difference in cost between the current software and the new software is being accounted for by using the one-time public safety aid. There will be an increase in the amount needed to be levied for 2027 unless the City continues to use public safety aid for this purpose until it is gone.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO AUTHORIZE THE APPROPRIATE SIGNATURES ON THE JOINT POWERS AGREEMENT WITH CROW WING COUNTY FOR RECORDS MANAGEMENT SYSTEM.

#### **Change Order 1 - Improvement 25-06 - 2026 Resurfacing Project**

Committee Chair Erickson stated that there were two items included in the change order: watermain insulation for a fire suppression service line in the amount of \$170.25 and additional turf establishment for Dal-Mar Drive/Circle in the amount of \$19,000.

Member Bevans questioned the amount of the change order for turf establishment.

Public Works Director Sandy stated that the original turf establishment budgeted for the entire project was \$19,000 and did not include Dal-Mar Drive. The Dal-Mar portion also required addition of fill to make the shoulders of the road wider which was not a part of the original scope due to the project being a resurface.

Member Bevans stated that the number one complaint on projects is the turf. He is hesitant to spend \$19,000 for turf that will garnish a number of complaints. He is reluctant to support as the dollar amount per house is so high.

Chair O'Day stated that he agrees that the turf is the number one complaint.

Member Yeager stated that the City has the ability to set the specifications for the type of turf establishment method used. He would like to see staff come back with a basic overview of the options for turf the City has in order to make a decision.

Member Czeczok questioned whether the work has been completed or not already.

Public Works Director Sandy stated that the work has been completed.

Member Johnson stated that he will reluctantly support the change order since the work has been done and dirt has been brought in.

Member Bevans asked what the specifications are for turf on this project.

Public Works Director Sandy stated that the City used to utilize sod with a 30-day maintenance requirement for the contractor. Historically, the sod dies after the responsibility for the sod is given to the residents. The City has moved to a performance specification, with additional funds being required from the City if projects are being seeded in the middle of the summer when grass growth isn't optimal. Staff has been reviewing the specifications and has an option to move to a per unit amount.

Member Erickson stated that he would support reviewing the specifications and how they are established. There is an opportunity with each project to review the specification.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE CHANGE ORDER 1 FOR IMPROVEMENT 25-06 - 2026 RESURFACING PROJECT IN THE TOTAL CHANGE ORDER AMOUNT OF \$19,170.25.

MOVED AND SECONDED BY COUNCIL MEMBERS YEAGER AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO ESTABLISH OPTIONS FOR TURF ESTABLISHMENT FOR FUTURE PROJECTS.

Member Bevans stated that the Highway 210 PMT has been meeting and some artificial turf will be included in the project.

#### **Proposal - Professional Engineering Design Services - Brainerd Gully Repair Project**

Committee Chair Erickson stated that the City has obtained proposals for additional engineering on the project. The project itself could potentially be done in-house.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK TO APPROVE THE PROPOSAL FROM HR GREEN IN A NOT-TO-EXCEED FEE AMOUNT OF \$10,000 AND AUTHORIZATION TO EXECUTE THE REIMBURSEMENT AGREEMENT BETWEEN SWCD AND THE CITY WHEN PROVIDED.

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

#### **Personnel and Finance Committee**

##### **2027 Preliminary Debt Levy**

Committee Chair Johnson stated that Finance Director Hillman has calculated the debt levy. The amount needed to be levied to cover debt payments for levy year 2027 is \$1,407,872 which is an increase of about \$644,000. He also stated that if no changes are made to the rest of the budget that debt levy alone would increase the City's levy by about 8% next year.

##### **Accept Audit Report**

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE AUDIT REPORT SUBMITTED BY CLIFTONLARSONALLEN.

### **Unfinished Business**

Mayor Badeaux stated that staff confirmed that per the Charter, commissioners whose terms have expired can continue to serve until such a time that a new member is appointed.

#### **Call for Applicants – Informational:**

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

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

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

Library Board-- 1 term (Expire 2027)

Public Utilities Commission – 1 term (Expire 2026)

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

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

Airport Commission -- 1 term (Expire 2028)

Planning Commission-- 1 term (Expire 2028)

Water Tower Committee—2 terms

### **Council Structure**

Administrator Broyles stated that Council previously requested that staff provide options for changing the Council structure. He provided options to City Council that included the council meeting starting earlier in the evening, on a different day, and eliminating regular committee meetings. Council committee meetings could be called by the council president if necessary.

Member Bevans asked to clarify the proposed structure.

Chair O'Day stated that he is not going to advocate for either option, but he is sure that families would appreciate an earlier start time. He would also suggest that any Council Member could call a special meeting of a committee.

Member Stunek stated that starting the meeting earlier would be much more convenient.

Member Yeager stated that he has experienced a couple of times that he would like to see everything on the main agenda instead of on committees because he has wanted to see some of the presentations that have been offered only in committee.

Member Czczok stated that at the prior meeting Member Bevans stated that the committee meetings give citizens more of an opportunity to speak. However, there are time constraints on some of these items due to the length of the committee meetings. It makes no sense for some things to be heard twice and advocated for no committee meetings prior to Council meetings.

Chair O'Day stated that a start time of 6:00 on Tuesdays or 6:30 on Mondays would work better for his schedule.

Member Johnson stated that he likes the status quo is more efficient. Recommendations by staff place all power for agenda items in the hands of the Council President. Not saying that he doesn't trust Member O'Day but the City could have a Council President in the future that may be difficult to work with. As a Committee Council President he runs meetings efficiently and meets with staff the Wednesday prior to Council meetings to brainstorm items that are not ready for a Council meeting. He disagrees that families would be happier with meeting earlier as it would prevent him from eating with his family. If there are presentations on a committee, the

presenter can get in and go home to spend time with their families instead of having to wait sometimes two to three hours to present at full council.

Mayor Badeaux stated that he believes this will lead to longer and more meetings, especially during budget time. He likes the structure the way it is, but he also doesn't have to attend either committee meeting. He is a person that trusts the people beside him. If he has questions he can email staff prior to the meeting. There are a ton of ways to get the information you need or want.

Member Czezok stated that if a new structure doesn't work, the Council can always go back to the current structure.

Member Johnson stated that the last eight meetings have lasted an average of 90 minutes. The committee meetings make everything more efficient.

Member Erickson stated that he appreciates the committees and their meetings. He does see some conflicts with not everyone receiving all of the information, but for the most part the committees are more efficient. He also thinks that the public is already accustomed to Monday meetings. Therefore, he is opposed to moving the meetings.

Mayor Badeaux stated that Members have expertise or become experts when they are exposed to one aspect of Council business, the budget and finance aspects more so than others. There will be more questions, less guidance, and less trust by changing the structure.

Chair O'Day stated that he is open to making changes, however, he doesn't think this much change is necessary. He feels that moving certain items away from committee and changing the time is doable.

MOVED AND SECONDED BY COUNCIL MEMBERS CZEZCZOK AND STUNEK TO SCHEDULE THE SECOND AUGUST COUNCIL MEETING ON TUESDAY, AUGUST 21<sup>ST</sup>, AT 6:00 P.M. WITH NO COUNCIL COMMITTEES PRIOR.

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

MOVED AND SECONDED BY COUNCIL MEMBERS CZEZCZOK AND STUNEK TO SCHEDULE THE SECOND AUGUST COUNCIL MEETING FOR AUGUST 20<sup>TH</sup> AT 6:30 P.M. WITH COUNCIL COMMITTEES PRIOR; FURTHER THAT CONSIDERATION BE TAKEN TO MOVE ITEMS THAT MAY BE OF INTEREST TO ALL MEMBERS BE LISTED UNDER NEW BUSINESS ON THE AGENDA.

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO TAKE NO ACTION FOR THE REMAINDER OF THE CALENDAR YEAR.

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

#### **Final Reading - Ordinance 1606 - Floodplain**

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK, DULY CARRIED, TO CONDUCT THE FINAL READING OF ORDINANCE 1606 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK TO ADOPT ORDINANCE 1606.

### **ORDINANCE 1606**

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

### **New Business**

#### **Update - Fair Housing Discussion and Equal Housing Opportunity**

John Schommer, HRA Rehab Coordinator, stated that as a part of the City's ongoing commitment to affirmatively further fair housing and comply with the requirements of the Small Cities Development Program (SCDP), the City Council will conduct a Fair Housing discussion. This also serves as a fair housing activity for the current Highway 210 grant.

Chair O'Day opened the public meeting at 8:50 p.m.

No one came forward.

Chair O'Day closed the public meeting at 8:50 p.m.

#### **Resolution – Summary Publication of Ordinance 1606**

Finance Director Hillman pointed out that a motion to adopt a resolution for summary publication of Ordinance 1606 did not occur during the item, but the resolution was included in the packet. She asked the Council to consider adopting the resolution.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO ADOPT RESOLUTION PROVIDING FOR SUMMARY PUBLICATION OF ORDINANCE 1606.

### **RESOLUTION 45:26**

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

#### **First Reading - Ordinance 1607 - Amending Section 1200 - Intoxicating Liquor and Section 1000 - Appendix A**

Finance Director Hillman stated that The Northern Pacific Center (NPC) is a unique location where there are several venues around the property where alcohol can be served. Under Minnesota liquor laws, Mr. Higgins is only able to serve alcohol at rental venues such as Blacksmith Main, by utilizing a caterer's permit under his Notch 8 on sale intoxicating liquor license. Since the spaces are not compact and contiguous with Notch 8, alcohol cannot be stored at the other venues. A lot of resources are being used by Mr. Higgins in the movement of liquor to the various venues on the NPC property. Therefore, Mr. Higgins sought and was granted special legislation during the 2026 legislative session. Staff has been working with Mr. Higgins, our City Attorney, as well as the Alcohol Gambling Enforcement Division (AGED) to draft proposed ordinance language.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1607 AND DISPENSE WITH THE ACTUAL READING INCLUDING THE PROPOSED FEE.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK, DULY CARRIED, TO HAVE THE SECOND READING AT THE FIRST MEETING IN AUGUST AND FORGO THE PUBLIC HEARING.

**Conditional Use Permit - Auto Repair and Re-Conditioning Service - 715 Charles Street**

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

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR AN AUTO REPAIR & RE-CONDITIONING SERVICE AT 715 CHARLES STREET WITH THE CONDITION TO REQUIRE SCREENING ACCORDING TO ZONING CODE SECTION 515-3-7.

**Preliminary Plat and Planned Unit Development (PUD) - Brainerd Oaks Outlots E&F**

Community Development Director Kramvik gave an overview of the Preliminary Plat and Planned Unit Development.

Member Johnson stated that he is really excited to see this before the Council. This lot is relatively useless and sitting on the HRA's books. Twenty units of housing in this area will be great.

Member Czczok stated that some of the criticism at the Planning Commission meeting towards our Community Development Director was very misguided and inappropriate. Mr. Kramvik was not even in his position at the time that the resident suggested. He also stated that the window was already in the works prior to the approval.

Member Erickson stated that the window was a condition due to the garage doors being the prominent front of the houses.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO APPROVE THE PRELIMINARY PLAT AS PRESENTED;

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO APPROVE THE PUD DEVELOPMENT STAGE PLAN WITH THE CONDITION THAT A WINDOW BE PLACED NEXT TO THE ENTRY DOOR.

Member Bevans asked whether these housing units are for rent or for purchase.

Community Development Director Kramvik stated that as a part of the agreement with the HRA, the developer will retain the units for a number of years for rentals and later could be sold to individual owners.

**Appointments and Oath of Office**

Member Czczok stated that when Member Yeager was appointed to the Council, the first thing that happened was that he was sworn into office. When he (Mr. Czczok) attended his first meeting of the HRA the roll was called, the agenda approved, and then he was sworn in. He questioned whether it was appropriate for himself to vote for the approval of the agenda. He

hopes that the Council will support having structure for all committees and Council to have the oath of office prior to roll call.

Chair O'Day stated that he agrees that the first order of business when someone new is appointed to Council or a board or commission should be oath of office.

Member Johnson stated that the rule should apply to Council and all committees and should be included in the rules of decorum.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK, DULY CARRIED, TO AMEND THE RULES OF DECORUM AT THE NEXT MEETING.

### **Staff Reports**

Community Development Director Kramvik stated that Lumber One has withdrawn their request to develop the City Hall parking lot.

Public Works Director Sandy introduced City Engineer/ Deputy Public Works Director Schumann whose first day was that day.

Administrator Broyles thanked Finance Director Hillman and Technology Director Strong for all their hard work as of late.

### **Mayor's Report**

Mayor Badeaux addressed the parents and public regarding the recent deaths of young people in our City in connection to social media. He wishes that everyone knew that social media is nonsense and fake. It is set up to irritate. He encouraged everyone to be better for one another and remove ourselves from screens.

### **Council Member Reports**

Chair O'Day stated that the Mayor's message was very important. He told parents to pay attention to what their kids are doing. This is not something that should be brushed off, rather it needs to be taken seriously.

Member Stunek stated that the Police vs. Fire Softball game is on Thursday.

Member Czeczok stated that he is now on the Brainerd HRA Board. He is working with a group of people who are well receptive to change. The Brainerd HRA now will have public forum after inquired as to why it wasn't previously included.

Member Bevans stated that Wednesday, July 8<sup>th</sup> he attended the MnDOT Highway 210 meeting. He expects the paving to start on the roundabouts. The project is moving quickly along. The sold sign at the Auto Import went up.

Member Johnson stated that all Members should make an appointment with Technology to replace their computers.

### **Adjourn**

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

The Chair adjourned the meeting at 9:21 p.m.



# BRAINERD PUBLIC UTILITIES

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## **Brainerd Public Utilities Public Works Director Report July 2026**

### Public Works Director Activities – June – July 2026

In addition to the discussion items on today's agenda, I have participated in numerous staff- and consultant-led meetings over the past month to advance projects currently underway. These meetings have supported ongoing coordination, project development, and planning efforts across departments and with external partners. Activities included the following:

#### **Capital Projects & Construction**

- Washington Street (TH 210) weekly construction progress meetings, including a dedicated meeting to address contaminated soils and watermain issues encountered during construction
- Bi-weekly construction progress meetings for the Voyageur Heights Project
- Weekly construction progress meetings for the Beech Street/Oakridge Road and Wright Street/S. 10th Street Projects
- Meeting with owners of the My Neighbor to Love development project on NW 3<sup>rd</sup> Street.
- Weekly construction progress meetings for the SE Brainerd Reconstruction Project.
- Library Community Access Improvements and Storage Upgrades Project pre-bid contractor meeting and public bid opening.
- Washington Street (TH 210) Business Owner Meeting and construction update.
- Ronald/Joseph/Alley Reconstruction Project substantial completion walkthrough with Moore Engineering and the Contractor.

#### **Project Development & Planning**

- 2029 Oak Street weekly consultant project manager and staff meetings
- Brainerd Oaks West coordination meeting with engineering consultant
- 2027 capital construction project coordination meeting with staff.
- Master Services Agreement scoping discussions for the professional engineering and architecture services pool with the City Attorney
- Developer meetings with Community Development Department
- Meeting with HR Green to discuss scope of services for the Buffalo Hills Gully Repair Project
- Staff meetings with the Soil and Water Conservation District (SWCD) regarding the Buffalo Hills Gully Repair Project

#### **Utility & Infrastructure**

- Meetings with Bolton and Menk and internal staff to discuss the 2026 Lead Service Line (LSL) inventory certification to the Minnesota Department of Health (MDH)

#### **Administration & Operations**

- Weekly Brainerd Public Utilities (BPU) management team meetings
- Department Head meetings
- Safety and Public Works Agenda Review Meeting with Chair Erickson
- Waterworth implementation check-in meetings
- Meetings with various residents regarding stormwater and general construction concerns
- Onboarding of the new City Engineer, Jennifer Schumann, on July 20, 2026
- Onboarding of the new W/WW Operator Lee Anderson on July 13, 2026

**PUBLIC WORKS DIRECTOR REPORT  
JULY 2026 (CONTINUED)**

2026 Major Capital Construction Projects Progress and Updates

**2026/2027 Highway 210 (Washington Street) Reconstruction**

- **Construction Progress:**

R.L. Larson Excavating is actively advancing construction operations within the Phase 1 improvement area spanning from 10th Avenue NE to 5th Avenue NE. The contractor has also mobilized into the Phase 2A rehabilitation area, which extends from 10th Avenue NE to the eastern project termini. Watermain and sanitary sewer installations within this phase are substantially complete. Final grading, storm sewer work, and surface improvements are in progress with a planned completion of the phase for early August.

- **Pending Change Orders:**

Staff has been engaged in ongoing discussions with MnDOT, R.L. Larson Excavating, and SRF Consulting (design engineer) regarding necessary watermain improvements within areas of known soil contamination along the project corridor. Specifically, these discussions have focused on areas where Diesel Range Organics (DROs), Gasoline Range Organics (GROs), and Volatile Organic Compounds (VOCs) have been identified. Based on MnDOT's environmental assessment findings, these organic contaminants present a risk of material degradation to PVC watermain pipe, necessitating a change in pipe material through the affected areas.

As a result of these discussions and consistent with MnDOT's environmental assessment, it has been determined that Ductile Iron Pipe (DIP) will be substituted for PVC pipe in the identified contaminated soil areas to ensure the long-term integrity and performance of the watermain infrastructure. Staff is currently working with MnDOT and R.L. Larson Excavating to finalize unit pricing for the affected locations. Upon completion of pricing negotiations and final cost resolution, a formal change order will be prepared and presented to the Public Utilities Commission and City Council for review and approval at a future meeting.

**2025/2026 Beech Street/Oakridge Road**

- **Construction Progress:**

The project is substantially complete. Landwehr Construction is currently addressing minor punch list items to finalize the work, and the project is awaiting the establishment and maturation of perennial grass growth in disturbed areas before final completion and acceptance can be confirmed. Staff will continue to monitor site conditions and coordinate with the contractor to ensure all remaining items are resolved in a timely manner. Staff sent a letter to residents about remedial efforts the City is working on with the Contractor to obtain perennial grass growth. This letter contained small things that residents can do to help assist in the growing process.

- **Pending Change Orders:**

Staff has completed a thorough review of all project documentation and disputed quantity claims arising from the 2025 construction of the Beech Street and Oakridge Road Project. Following a comprehensive evaluation of documentation submitted by both City staff and Landwehr Construction, staff has prepared a detailed memorandum outlining the City's position on all disputed quantities and outstanding extra work requests submitted by the contractor. The memorandum has been forwarded to Landwehr Construction, and staff is currently awaiting the contractor's response.

Upon receipt of Landwehr Construction's response and the conclusion of negotiations, a final change order encompassing all agreed-upon disputed quantities and trench backfill replacement work performed during the 2025 construction season will be prepared and presented to the City Council for review and approval. Finalization of the change order will allow the project to be formally closed out.

**PUBLIC WORKS DIRECTOR REPORT  
JULY 2026 (CONTINUED)**

**2025/2026 Wright Street/S 10<sup>th</sup> Street**

- **Construction Progress**

The Wright Street Project is substantially complete. Wear course pavement was placed on July 17, 2026. Final work items include striping, mailbox installation, punchlist items, and awaiting 70% perennial grass growth.

S 10<sup>th</sup> Street is substantially complete. Wear course pavement was placed on July 17, 2026. Final work items include striping, mailbox installation, punchlist items, and awaiting 70% perennial grass growth.

- **Pending Change Orders**

Landwehr Construction has not yet submitted final quantity disputes or extra work claims for the Wright Street Project. As a result, staff has not yet had the opportunity to conduct a formal review of all related documentation and prior correspondence between the City and the contractor. Consistent with the approach being taken on the Beech Street and Oakridge Road Project, upon receipt of Landwehr Construction's quantity disputes and extra work claims, staff will conduct a thorough review of all supporting documentation, formalize the City's position in a written memorandum, and engage in negotiations with the contractor to resolve all outstanding items. A final change order encompassing all agreed-upon quantities and claims will subsequently be prepared and presented to the City Council for review and approval to formally close out the Wright Street Project. Staff are also in the process of processing a change order for turf establishment repair work completed by Doucette Landscaping the week of July 13, 2026. This repair work consisted of inter-seeding, fertilizing, and performing watering operations during the drought conditions. This change order will be processed along with a change order revising the quantity of final turf establishment on Wright Street and S 10<sup>th</sup> Street, as there was a quantity discrepancy in the plans and specifications for the project. The final quantity within the change order will be based on actual field measurements.

**Ronald/Joseph/Alley Reconstruction**

- **Construction Progress**

The project reached substantial completion on June 15, 2026. The contractor is currently working through final site cleanup, restoration activities, and outstanding punch list items necessary to achieve final project completion. A substantial completion walkthrough was performed on the project on July 16, 2026.

- **Pending Change Orders**

None

**2026 Brainerd Resurfacing Project**

- **Construction Progress**

Project is substantially complete and awaiting 70% perennial vegetative cover from the areas that were disturbed and seeding/stabilized during construction.

- **Pending Change Orders**

None

**2026 SE Brainerd Reconstruction Project**

- **Construction Progress**

The contractor, Ryan Contracting, has begun reclaiming and performing removals on the project site. Utility work including installation of watermain, sanitary sewer, and storm sewer is planned to begin week of July 27, 2026.

- **Pending Change Orders**

None

**PUBLIC WORKS DIRECTOR REPORT  
JULY 2026 (CONTINUED)**

**2026 Galvanized Water Service Line Replacement Projects**

- **Construction Progress**

The Galvanized Water Service Line Replacement Project associated with the Ronald Street/Joseph Street/Alley construction area is substantially complete. Galvanized Water Service Line Replacement Project Nos. 1 and 2 have commenced construction with planned tree removals commencing the week of July 20, 2026. The contractor, DeChantal Excavating, will begin service line installations starting at the SE Brainerd Reconstruction project and progress through both project areas.

- **Pending Change Orders**

None.

**2025 Willow Street Roundabout**

- **Construction Progress**

This project is complete. Staff are working through final documentation and federal/state aid reimbursement documentation to be reimbursed for all eligible project related expenses.

- **Pending Change Orders**

None.

**2026 Reclaim/Backwash Tank**

- **Construction Progress**

Construction is planned to commence on the week of August 10, 2026. Progress meetings are scheduled, and continued coordination through construction will commence once construction operations begin.

- **Pending Change Orders**

None.

**2026 Sanitary Sewer Lining**

- **Construction Progress**

Lining of the 8-inch sanitary sewer mains within the project limits is complete. The contractor has remobilized the week of July 20 to clean and place CIPP liner in the 10" sanitary sewer main. After the liner is placed, televising of the final products and manhole rehabilitation will be completed.

- **Pending Change Orders**

During construction, it was determined that the contractor did not mobilize sufficient liner material to complete the full length of the 10-inch sanitary sewer main, and the original plan quantities were short by approximately 15 linear feet of the total material needed to line the entire segment. This discrepancy is not anticipated to require a formal change order; however, it will result in a minor overrun in the bid quantity for 10-inch sewer main lining. The overrun will be reconciled through the final quantity documentation and payment process at the conclusion of the project.

**2026 Large Patching**

- **Construction Progress**

The large patching project has been completed, and staff are coordinating with the contractor to finalize project quantities.

- **Pending Change Orders**

None

**2026 Seal Coat Project**

- **Construction Progress**

The project is substantially complete. Staff are working through quantity reconciliation and pay vouchers with the contractor.

- **Pending Change Orders**

None

**PUBLIC WORKS DIRECTOR REPORT  
JULY 2026 (CONTINUED)**

**2026 Street Striping Project**

- **Construction Progress**

This project is substantially complete, and staff are working with the contractor on some punchlist areas with striping they missed and finalizing project quantities. A final contractor pay voucher will be produced once construction operations are complete.

- **Pending Change Orders**

None

Continued Capital Construction Design Engineering Coordination

Design and construction activities are actively underway across both City-led capital improvement projects and private development initiatives, with multiple efforts progressing concurrently. To maintain effective planning, scheduling, and execution, staff continue to hold regular bi-weekly coordination meetings. These meetings provide a structured forum to review the status of active projects, anticipate upcoming work, and coordinate efforts across City infrastructure and development projects currently in the review and approval process.

This coordinated approach allows staff to better align project timelines, identify cost-saving opportunities, reduce the potential for construction conflicts, and ensure that utility improvements are efficiently integrated with street reconstruction and resurfacing projects. Key coordination efforts include early design review, utility layout and conflict resolution, construction sequencing, and permitting. Proactive communication planning is also emphasized to minimize impacts to residents, businesses, and other stakeholders.

Current projects being coordinated across multiple City departments include, but are not limited to:

- Beech Street/Oakridge Road and Wright Street/S 10<sup>th</sup> Street Reconstruction Projects
- Ronald and Joseph Alley construction coordination
- Highway 210 Reconstruction Project
- Lead service line replacement projects (both in conjunction with planned reconstruction/resurfacing and as standalone utility projects)
- Southeast Brainerd Reconstruction Project
- 2026 Street Resurfacing Project
- Main Lift Station design and planning
- Backwash/Reclaim CMAR Project
- Willow Street Roundabout Project
- Buffalo Hills Gully Repairs
- 2026 Sanitary Sewer Lining Project
- East River Road trunkline rehabilitation project
- Kuepers development project south of Woodland Hills Lane
- Country Manor construction project
- Brainerd Oaks West project
- Coordination related to 2027 street reconstruction and resurfacing projects

Coordination across these efforts involves multiple City divisions, including engineering, utilities, public works, planning, and administration. Activities include design integration, construction phasing, budget alignment, and long-term asset management. This collaboration remains strong and effective, ensuring City investments are strategically aligned, regulatory requirements are met, and infrastructure improvements are delivered efficiently with minimal community disruption.

**2026 Public Works Director Priorities and Project Progress**

Pursuant to my last report, I have identified several opportunities for improvement that I plan to pursue in 2026 and updates from the previous meeting. Some of these priorities and projects include:

**PUBLIC WORKS DIRECTOR REPORT  
JULY 2026 (CONTINUED)**

1. Bluebeam PDF Software – Procurement of the software has been completed, and staff attended a training session to review its capabilities. Sessions are scheduled for multiple ongoing City projects, including developer-led and consultant-led initiatives. As staff become more familiar with Bluebeam, the software's tools are expected to streamline project coordination and enhance communication across projects.
2. Pool Engineering Services – Staff continue to work with legal counsel to finalize a master services agreement for all consultants within the approved pool.
3. Integrated Capital Improvement Planning (CIP) and Capital Asset Planning Sessions – Staff conducted the initial long-range capital improvement planning session and established a schedule for ongoing meetings and continued collaboration. Key deliverables from this effort will include long-range sanitary sewer and water system plans, with the potential for incorporation into the City's Comprehensive Plan.

The current schedule anticipates advancing several planning initiatives throughout 2026, followed by more detailed system modeling and analysis in 2027 once existing data gaps and modeling needs have been identified. These efforts will support evaluation of potential future sanitary sewer capacity upgrades, as well as watermain upsizing and looping to accommodate future development and improve system redundancy and reliability.

4. City Standard Details and Specifications – A kickoff meeting was held with SEH on May 19, 2026 to discuss project deliverables and schedule. The project team is working to schedule another kick-off meeting to review the project scope, deliverables, and schedule.
5. Fats, Oils, and Grease (FOG) Control Program and Mercury Control Program – Regular check-in meetings and ongoing correspondence between staff and SEH are occurring as the programs are advanced through the development process. Upon completion of program development, the final deliverables will be presented to the Public Utilities Commission for review and approval. Following Commission acceptance, staff will proceed with implementation of the approved programs.
6. City Code 705 – Water System – The final ordinance publication is complete, and the new Water Code 705 is posted on the City website. The new code is also a part of the City's ongoing codification process.
7. Water Treatment Plant and Well Siting Study – Bolton and Menk continues to advance the Water Treatment Plant and Well Siting Study. Upcoming work includes finalizing the sizing parameters for a new treatment facility and developing conceptual site layout alternatives for Commission consideration.

In parallel, Traut Wells is scheduled to mobilize the week of August 3, 2026 to begin the drilling of a test well within a City-owned utility corridor located west of Buffalo Hills Park. This area was identified through a hydrogeologic study as a potentially viable location for new municipal well construction due to the possible presence of water-bearing sand formations capable of supporting adequate groundwater yields. The test well will be drilled as part of the ongoing study to evaluate pumping rates and the overall capacity of a potential municipal well at or near this location. The results of the test well drilling will inform the next phases of the study and help guide future decisions regarding new well development and facility siting.

8. WWTF Facility Plan and Sewer Use and Capacity Agreement between Brainerd and Baxter for Phase 1 and Phase 2 WWTF Improvements – The Wastewater Treatment Facility (WWTF) Facility Plan has been formally submitted to the Minnesota Pollution Control Agency (MPCA) for review and is currently awaiting agency comments.

**PUBLIC WORKS DIRECTOR REPORT  
JULY 2026 (CONTINUED)**

The next phase of this project is presented to the Public Utilities Commission at the June 2026 meeting and involves the authorization of professional legal services to assist staff in initiating a structured review of the existing Sewer Use and Capacity Agreement between the Cities of Brainerd and Baxter. Legal counsel will conduct a cursory review of the existing agreement and prepare a written memorandum identifying recommended updates and amendments necessary to reflect the scope and financial implications of the planned Phase 1 and Phase 2 improvements at the WWTF.

Following completion and review of the legal memorandum by both cities' staff and legal counsel, the Joint Wastewater Management Board (WWMB) will be convened to formally present the findings and serve as the primary collaborative body through the amendment or re-write process. The Joint WWMB will guide negotiations and review of the updated agreement terms, ensuring that both the City of Brainerd and the City of Baxter are engaged transparently and collaboratively at each stage of the process.

9. Water Treatment Facility and Wastewater Treatment Facility Risk and Resiliency Assessments and Emergency Response Plans – The Risk and Resiliency Assessments for both the Water Treatment Facility and the Wastewater Treatment Facility have been completed and formally certified to the U.S. Environmental Protection Agency (EPA).

The next required phase of this effort is the preparation of Emergency Response Plans for both facilities, which must be completed and submitted within six months of the certification of the respective Risk and Resiliency Assessments. Staff is actively working with Bolton and Menk to develop the Emergency Response Plans and is coordinating to ensure timely submission in advance of the applicable deadlines.



# HR DIRECTOR REPORT

## In this report:

- Benefits Information
- Current Job Opportunities
- Personnel
- Wellness Committee

## Benefits Information

Staff is expecting to receive our 2027 Better Health Collective renewal rate information sometime mid August. Adam Olson from North Risk Partners believes we are tracking towards a favorable renewal. More information to follow.

Staff will be meeting with Bill Dehmer from Integrity Benefits in early August to review RFP information regarding the Life Insurance RFP completed in June. More information to follow.

## Current Job Opportunities

Police Officer - Offer has been made and accepted. Candidate is going through the pre-employment process

Airport Operations Manager - Offer was been declined. Staff have reposted the position and are now accepting applications through August 10.

Police Records Management Technician - Accepting applications through July 28.

Community Service Officer - Accepting applications through July 22.

Parks Weekend Custodial Worker - Open until filled.

Umpire - Adult Softball - Open until filled.

## Personnel

### New Hires for City/HRA/Airport:

Nathan Himley - Network Administrator (7/27)

Alexander Yocum - Police Officer (8/10)

Kylie Uselman - Admin Spec. - Payroll (8/10)

### Promotions for City/HRA/Airport:

### Farewell to:

Caleb Wahlstrom - Community Service Officer (6/18)

There are currently eight City/HRA/Airport employees with Family & Medical Leave Act (FMLA) issues. Four of those cases are for intermittent leave when needed.

## Wellness Committee

The July Lunch N Learn took place on July 9. Jenelle Thelen with PERA joined us to present "From Hire to Retire". It was a very well attended event and we are glad staff had the opportunity to hear first hand what PERA's process is.

For the month of August the Wellness Committee will be providing staff with Root Beer Floats! We hope all enjoy a cold sweet treat during these hot working days!

Staff requested Council's approval to allow City Buildings to close for two hours on October 1 to conduct our annual Employee Appreciation Event. Council approved the request and an event flyer will be prepared and distributed next month.

Staff are collecting nominations for both the Exceptional Service and Innovation awards. An email was sent out to all staff on July 21 requesting nominations be submitted to HR Director Kummet by end of day, August 14. Staff encourage employees to submit nominations and please reach out to HR Director Kummet with any questions you may have!



## Brainerd Fire Department Monthly Report

July 2026

July was the busiest in dept. history and a highly active month for community outreach, kicking off with a memorable Independence Day Weekend. BFD was proud to participate in the Brainerd America 250 Parade to celebrate with our residents.



Additional community highlights throughout the month included Youth Outreach: Participated in the Vacation Bible School (VBS) event at First Baptist Church.



**Life Safety & Dedication:**  
Attended the AED dedication at Bane Park hosted by the Aliver Foundation, reinforcing our ongoing commitment to public life safety equipment.



**Annual FD vs. PD Softball Game:** BFD faced off against the Police Department in our annual friendly rivalry game. While the PD took the win again this year, it was a fantastic community turnout. Special thanks to the Mayor for doing a stellar job organizing and emceeing the event.



Progress on the station renovation remains steady and on schedule. The east interior wall construction is officially complete. Work has now transitioned to the exterior walls on both the south and east sides of the building.





## Brainerd Fire Department Monthly Report

July 2026

While the regular training schedule was intentionally lighter this month, crews focused on key operational standards and high-impact drills:



- Apparatus Readiness: Successfully completed annual fire pump testing across the entire fleet to ensure full operational capability and NFPA compliance.

- Technical Rope Rescue Group held a comprehensive, full-day specialized training session at Camp Ripley.



- Driver Operations: Completed department-wide driving training.
- Emergency Planning: Chief Holmes participated in a tabletop emergency exercise with the Minnesota Regional Railroad Association hosted at Madden's.

The Fire Marshal maintained a high volume of inspections and code enforcement activities across the community.

- Infrastructure & Planning: Fire Department leadership remains actively engaged with ongoing major road construction projects and planning to ensure emergency response routes and access remain optimized.



# Brainerd Fire Department Monthly Report

July 2026

| BRAINERD FIRE COVERAGE AREA INCIDENT REPORT                         |                                                              |
|---------------------------------------------------------------------|--------------------------------------------------------------|
| Type of NFIRS Incident<br>(National Fire Incident Reporting System) | Coverage Area Total Incidents (Includes<br>City of Brainerd) |
| Fire                                                                | 6                                                            |
| Rescue & Emergency Medical Service                                  | 8                                                            |
| Hazardous Situation                                                 | 16                                                           |
| Public Service                                                      | 33                                                           |
| No Emergency                                                        | 2                                                            |
| Law Enforcement Assistance                                          | 3                                                            |
| TOTAL                                                               | 68                                                           |
| Type of NFIRS Incident<br>(National Fire Incident Reporting System) | City of Brainerd Total Incidents                             |
| Fire                                                                | 1                                                            |
| Rescue & Emergency Medical Service                                  | 2                                                            |
| Hazardous Situation                                                 | 11                                                           |
| Public Service                                                      | 13                                                           |
| No Emergency                                                        | 1                                                            |
| Law Enforcement Assistance                                          | 1                                                            |
| TOTAL                                                               | 29                                                           |

| INSPECTIONS                   |    |
|-------------------------------|----|
| Fire Alarm                    | 26 |
| Fire Pump                     | 3  |
| Hood Suppression              | 22 |
| Commercial Kitchen Exhaust    | 8  |
| 5 Year Sprinkler              | 7  |
| Special Suppression           | 2  |
| Sprinkler System              | 22 |
| Paint/Spray Booth Suppression | 1  |



## Brainerd Fire Department Monthly Report

July 2026

# BRAINERD FIRE DEPARTMENT **GOLF** SCRAMBLE

A chance to  
win prizes  
and bragging  
rights.

SATURDAY  
**AUGUST 15**

AT THE LEGACY AT  
CRAGUN'S

Check-in: 11:00am  
Shotgun starts 2:00pm

.....  
\$150 - Per Player  
\$600 - Team (4 Players)  
.....

All proceeds go to the  
Brainerd Fire Department  
Relief Association



Register now.  
Space is limited.



email  
[haglin.bfd@gmail.com](mailto:haglin.bfd@gmail.com)  
for sponsorship information

| Subject               | Start Date | Due Date  | Department     | Notes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | % Complete | Status      | Date Completed |
|-----------------------|------------|-----------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------|----------------|
| Codification          |            |           | Administration | 1/20 Council approved the proposal from American Legal Publishing for codifications services up to \$30,000<br>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.<br>7/8 Staff received an update stating that we are third in the queue to begin the codification process.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 25%        | In Progress |                |
| Annex Improvements    | 12/8/2025  | 6/30/2026 | Public Works   | Construction Status: HyTec is nearing completion of work in the Annex. Electrical, windows, asbestos abatement, and carpentry are all complete. Remaining work is limited to minor HVAC improvements. Staff have been in discussion with Hy-Tec about some additional window caulking that is needed for the project that was not a part of the original scope of work. Staff is working with Hy-Tec and the vendor to review this work and pricing for a future change order to complete the project.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0%         | Not Started |                |
| .Gov Transition       |            | 7/26/2026 | Technology     | 2024 State Statute 471.3422 - Website Domain Requirement by June 1, 2026<br>Staff will continue working after 1 June to update forms, documents, email addresses, etc.<br>The complete transition date is scheduled for 7/26.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 0%         | Not Started |                |
| Transit- Baxter Fares |            |           | Public Svcs    | 11/25/25-12/5/25 Following a meeting regarding transit operations, City staff exchanged follow-up correspondence with the City of Baxter and provided transit information, including year-to-date ridership data and the transit consultant presentation.<br>6/1/26: Council directed staff to conduct an analysis of transit data - Requested information includes historical fare revenue, local share contributions, fare structures, ridership totals, projected future fares, and trip pattern analysis for calendar years 2023 through 2025, along with any additional data staff determines may be relevant to evaluating fare equity and potential fare structure adjustments. The request also includes direction for staff to consult with MnDOT regarding local share management requirements and the City's authority, as the MnDOT contract holder, to independently adjust fare structures.<br>The target date for this information to be presented to Council is 7/6/26 due to priorities regarding the transit grant.<br>7/6/26: Received report and referred the data to the TAC.<br>7/29/26: Staff was informed that the City of Baxter has scheduled consideration of transit fare adjustments for the August 18, 2026, Baxter City Council meeting. | 50%        | In Progress |                |

|                                                                                |           |            |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |     |             |
|--------------------------------------------------------------------------------|-----------|------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|
| Improvement 17-12/20-04 Wright Street and S 10th Street Reconstruction Project | 6/1/2025  | 9/30/2026  | Public Works | <p>Construction Status: The project is currently in the construction phase. A second preconstruction meeting was held on May 1, 2026, during which Landwehr Construction presented the project schedule. Construction on S 10th Street began May 18, 2026, and is progressing well, with the contractor currently on schedule for an early August 2026 completion. Public notices have been distributed and businesses along the corridor have been notified.</p> <p>S 10th Street – Current Progress: Final lift of asphalt pavement is planned for placement on Friday July 17. Topsoil and seeding on projects is completed. Additional restoration work on Wright Street was completed on July 16, 2026. Striping will commence week of July 20, 2026, and final punchlist and project quantity reconciliation will commence.</p> <p>Wright Street – Punch List: Minor remaining work on Wright Street consists of punch list items and cleanup from the 2025 construction season. Final pavement lift placement is anticipated to occur concurrently with the final lift on S 10th Street on July 17, 2026.</p> | 95% | In Progress |
| Improvement 25-05 – SE Brainerd Reconstruction Project                         | 10/6/2025 | 10/5/2026  | Public Works | <p>Project Overview: The SE Brainerd Reconstruction Project involves the full reconstruction of multiple streets in southeast Brainerd, including 17th Street, 18th Street, 19th Street, Norwood Street, Maple Street, and Laurel Street. Scope of work includes complete replacement of sanitary sewer and watermain infrastructure, storm sewer improvements, curb and gutter replacement, and new street surfacing. Bolton &amp; Menk is serving as consultant project manager for both the design and construction phases.</p> <p>Design &amp; Bidding: Final plans are 100% complete. Bids were opened May 5, 2026.</p> <p>Construction Status: Clearing and grubbing work is currently planned for the week of July 20th. Temporary water system will be placed week of July 27. Utility reconstruction work is currently planned to commence on August 3rd.</p>                                                                                                                                                                                                                                               | 50% | In Progress |
| Improvement 23-14 Hawkins/Ronald/Joseph /Alley Improvement Project             | 6/30/2025 | 10/31/2026 | Public Works | <p>Construction Status: The Hawkins portion of the project is complete. Work on the Ronald/Joseph/Alley portion began in early April and is progressing on schedule. A final project walkthrough and review of the punchlist was completed on July 16, 2026. Contractor will be working to resolve punchlist items over the next couple of weeks. Galvanized water service line replacements in the alley have been completed as authorized by the Utilities Commission.</p> <p>Project work is in the substantial completion phase, with anticipated final completion by mid-August, 2026.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 95% | In Progress |
| Improvements 21-13/21-14 Beech Street/Oakridge Road Improvements Project       | 6/1/2025  | 11/1/2026  | Public Works | <p>Project Status: The Beech Street/Oakridge Road project is nearing final closeout. Construction work is substantially complete, and staff have issued a punch list to Landwehr Construction for outstanding items. The remaining closeout requirement is achievement of 70% perennial growth in restored turf areas, after which the project will be formally closed out.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 95% | In Progress |

|                           |             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |     |             |
|---------------------------|-------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|
| Massage Therapy ordinance | Police      | <p>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.</p> <p>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.</p> <p>11/6/25 – Lt. Kulzer had continued discussion with LSS Safe Harbor Regional coordinator. Discussed potential licensing requirements.</p> <p>November 2025 – Lt. Kulzer reviewed massage therapy ordinances from St. Cloud, Willmer, Edina, Moorhead, Detroit lakes, and Rochester.</p> <p>12/1/25 – Council direction to proceed with ordinance creation.</p> <p>12/10/25 – Lt. Kulzer and Inv. Palcher attended the Minnesota BCA Internet Crimes against Children and Human trafficking conference. Illicit massage therapy and human/employment trafficking discussed as a nationwide problem.</p> <p>12/11/25 – Lt. Kulzer discussed with assistant county attorney, who specializes in sex crimes the potential passage of a ordinance, which she supports as a tool to combat sex trafficking.</p> <p>12/29/25 – Lt. Kulzer met with local owner/operator and discussed what elements should be included in an ordinance.</p> <p>04/02/2026 – PD Administrative discussion on necessary elements of the ordinance. Need to finalize rough draft and bring to City Admin.</p> | 60% | In Progress |
| Transit Business Model    | Public Svcs | <p>11/20/25: Public Works is waiting for more information from various department to finish the Business Model.</p> <p>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.</p> <p>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.</p> <p>12/22/25: HR will post opening of part-time person. This person started 1/2/26.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 25% | In Progress |

|                           |            |            |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |     |             |
|---------------------------|------------|------------|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|
| VCV – Site Control        |            |            | Community Dev | Purchase and Development Agreement- needs to be executed by BM<br>Power Agreement- needs to be executed by BM<br>Building Permits- have been applied for<br>EDA will direct staff on next steps regarding the PDA at the June 5th meeting<br>6/6 – EDA took no action at the June 5th meeting<br>6/24 – Power Agreement is currently being reviewed by staff and will be reviewed by the PUC<br>7/2 – Power Agreement has been forwarded to Blockmetrix for review<br>7/30 – Staff set up a virtual meeting with Blockmetrix – Blockmetrix did not attend – stated that an issue came up<br>8/15 – Staff virtually met with Blockmetrix – Staff have not received a response<br>9/11 – Staff will virtually meet with Blockmetrix<br>Staff is waiting on a response from Blockmetrix.<br>10/28 – BPU Commission considered redlined changes from Blockmetrix at the October meeting and recommended no changes.<br>Blockmetrix stated without the redlined changes the project was not viable.<br>2/12/2026 – Staff met with the developer regarding development of the site.<br>3/10/2026 – Staff met with the developer regarding potential development of the site.<br>3/31/2026 – Public Utilities Commission to consider process for large power users.<br>4/1/2026 – Staff met with developer on next steps<br>6/8/2026 – Staff met with developer regarding transmission study<br>7/1/2026 – The developer is pursuing a transmission study and working with MN Power | 50% | In Progress |
| Network Integration       | 1/1/2026   | 12/31/2026 | Technology    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 50% | In Progress |
| 2027 Budget               | 1/1/2026   | 12/31/2026 | Finance       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 0%  | In Progress |
| Comprehensive Plan Update | 12/17/2025 | 12/31/2026 | Community Dev | 3/2 – City Council approved Bolton & Menk as the comprehensive plan consultant.<br>3/12 – Staff meeting with Bolton & Menk to review timeline and objectives.<br>4/15 – Comprehensive Plan kickoff meeting with Planning Commission.<br>5/5 – Staff meeting with Bolton & Menk to review Planning Commission comments and discuss community survey.<br>6/2 – Staff meeting with Bolton & Menk for updates.<br>7/15 – The Planning Commission received an update from Bolton & Menk on the work completed. Bolton & Menk presented survey results, utility mapping, transportation mapping, and implementation plan.<br>9/16 – The Planning Commission will review a full draft of the Comprehensive Plan.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 50% | In Progress |
| Pedestrian Bridge         |            | 12/31/2026 | Public Works  | Funding Status: Staff pursued multiple funding opportunities, including State Bonding, which was unsuccessful. The City was awarded Carbon Reduction Program funding but elected to decline it, as a complete project funding package had not been secured.<br>Staff is currently reviewing the feasibility report to develop a comprehensive funding plan. Once complete, funding options will be presented to the Council for consideration.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 25% | In Progress |

|                                                        |           |               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |             |             |
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| Fire Station #1 Renovation                             | 1/29/2027 | Fire          | 5/11/2026 Renovation project started.<br>Weekly project progress meetings<br>6/3/2026 Demolition is 99% complete. Footings on the east side of the project have been dug. Power transformer set and temp. power to the project.<br>6/8/2026 Footings have been poured and CMU below grad foundation walls will start 6/11/2026.<br>7/14/2026 Footing and foundation walls complete. All backfilling complete. Below grad plumbing rough-in complete. Starting on CMU exterior walls on east side.<br>Continue with weekly progress meetings. | 25%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | In Progress |             |
| Riverside Drive Orderly Annexation                     | 2/26/2027 | Community Dev | 4/6 – City Council directed staff to amend the agreement to make annexation optional for properties not currently connected to municipal utilities.<br>4/27 – OAA Reviewed by City Attorney and Forwarded to Crow Wing County for Review<br>6/15 – Reviewed OAA agreement and directed staff to bring back the orderly annexation agreement for City Council consideration after review of the deferred connection charges and approval of updated Mississippi Headwaters regulations.                                                       | 50%                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | In Progress |             |
| 2026 Galvanized Water Service Line Replacement Program | 11/3/2025 | 6/30/2027     | Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Program Overview The Utilities Commission authorized three galvanized service line replacement projects in 2026, utilizing \$2,675,000 in funding received from the Minnesota Department of Health and Minnesota Public Facilities Authority.<br>Ronald/Joseph/Alley Replacements This project is substantially complete. Staff is currently working with consultant engineer Bolton & Menk on funding reimbursement and project closeout.<br>City Resurfacing/Reconstruction Project Replacements (Project 1) In conjunction with the City's 2026 resurfacing and reconstruction program, 35 galvanized water service lines are being replaced. Bids have been opened and DeChantal Excavating has been selected as the construction contractor. A preconstruction meeting has been held, and the contractor anticipates starting work in late-July.<br>NE Phase 1 – Gillis Avenue/1st & 2nd Avenue NE (Project 2) A standalone replacement project in NE Brainerd will replace an estimated 75 galvanized water service lines on Gillis Avenue, 1st Avenue NE, and 2nd Avenue NE. Bids have been opened and DeChantal Excavating has been selected as the construction contractor. A preconstruction meeting has been held, and the contractor anticipates starting work in late-July. | 25%         | In Progress |
| Improvement 25-06 – 2026 Resurfacing Project           | 6/1/2026  | 7/9/2027      | Public Works                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Project Overview: The 2026 Resurfacing Project encompasses street resurfacing and minor utility improvements on the following corridors: Spruce Drive, Graydon Avenue, Hillcrest Drive, Pine Street, Dal-Mar Drive and Circle, and South 11th Street.<br>Construction Status: The project is substantially complete. Contractor is awaiting 70% perennial growth of seeded areas and addressing any remaining punchlist items. Once growth is achieved and the punchlist is complete, the project will be closed out.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 95%         | In Progress |

|                                        |           |            |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |     |             |
|----------------------------------------|-----------|------------|-----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|
| Memorial Park Skate Park               | 3/24/2026 | 11/30/2027 | CDD/Public Svcs | <p>3/24 – Park board denied additional skate park funding request from the Lakes Area Skate Park Association, but was in favor of the project</p> <p>4/28 – Park board approved preliminary design and phased construction plan</p> <p>5/26 – Park board approved grant application to DEED for \$750,000 in reimbursable funding</p> <p>6/3 – Council approved grant application to DEED</p> <p>6/11 – Waiting for funds to be transferred to the City from Lakes Area Skate Park Association</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 50% | In Progress |
| Hydrodam Generator                     | 8/1/2023  | 12/31/2027 | Electric        | <p>Project Overview: The hydro facility generator replacement project involves procurement and installation of a new generation unit at the City's hydroelectric facility. Barr Engineering is serving as the project consultant and continues coordinating with City staff on equipment evaluation and project development.</p> <p>Equipment Evaluation: Barr Engineering has 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. Barr continues to evaluate alternative generation options, with current analysis focused on both equipment feasibility and the civil improvements required for installation, as site modifications may significantly influence total project cost. One concept under consideration is a stream diver generator installed vertically within the pit or tailrace area. Cost estimates have not yet been finalized pending completion of installation and site requirement evaluations.</p> <p>Legislative Funding: A site visit was held November 25 with area legislative representatives to review the facility and discuss project needs, funding, and infrastructure considerations. Two bills were introduced during the 2025/2026 legislative session; however, both were unsuccessful. The BPU Commission is currently working with staff to identify and evaluate alternative funding strategies to finance project construction.</p> <p>Design: Design work is continuing with Barr Engineering</p> | 25% | In Progress |
| Water Reclamation and Backwash Project | 6/1/2026  | 12/31/2027 | Public Works    | <p>Delivery Method &amp; Procurement: The Utility Commission shifted to a Construction Manager at Risk (CMAR) delivery method following rejection of high-cost competitive bids in 2024. After a May–June procurement process, the Utilities Commission awarded the CMAR contract to Rice Lake Construction Group in September with a preconstruction services fee of \$8,500. Bolton &amp; Menk was also retained for design, CMAR coordination, and construction engineering/administration (NTE \$450,700).</p> <p>Value Engineering &amp; GMP: The project team completed multiple pricing and value engineering reviews in late December 2025 and early 2026. The Guaranteed Maximum Price (GMP) of \$5,300,000 was presented to and approved by the Utilities Commission in April 2026. This price is fixed unless owner-directed changes are authorized via change order.</p> <p>Construction Progress: Construction authorization has been issued, and the contractor intends on starting construction in late-July/early-August.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 50% | In Progress |

|                                                       |           |            |              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |     |             |
|-------------------------------------------------------|-----------|------------|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------------|
| Trunk Highway 210 Reconstruction – Construction Phase | 3/1/2026  | 12/31/2027 | Public Works | <p>Project Overview: The TH 210 Reconstruction Project is currently underway. Contractor RL Larson is actively working on Phase 1, which covers utility installation and roundabout construction between 10th Avenue NE and 5th Avenue NE on the east end of the project corridor.</p> <p>Phase 1 – Current Status: Watermain installation and sanitary sewer work is complete. Traffic detours are in place, rerouting traffic around the TH 210 corridor near Mill Avenue, 10th Avenue NE, and 5th Avenue NE to accommodate roundabout construction and highway reconstruction. Weekly progress meetings are being held to coordinate activities and monitor schedule. Phase 1 is scheduled for completion in early August 2026, at which time, traffic detours will be changed to the second phase of work.</p> <p>Phase 2 – Upcoming Work: Following Phase 1 completion, summer construction will shift to Phase 2, which focuses on reconstruction of the highway segment between Kingwood Street and 5th Avenue NE.</p>                                                                                                                                                                                                                                                                                                 | 25% | In Progress |
| Main Lift Station Reconstruction                      | 10/1/2025 | 6/30/2028  | Public Works | <p>Project Overview: The Main Lift Station Reconstruction project received Facility Plan certification from the Minnesota Pollution Control Agency (MPCA) in 2025, establishing regulatory approval and allowing the project to advance toward funding and design. The project has since been placed on the Clean Water Revolving Fund (CWRF) Project Priority List (PPL) and has fallen within the fundable range, making it eligible for a low-interest loan to support construction costs.</p> <p>Funding: The project has been placed on the CWRF Intended Use Plan (IUP), confirming eligibility for funding allocation and enabling final loan approval.</p> <p>Design: Final design is currently underway with Widseth and HR Green. The project team is coordinating closely to refine plans, evaluate constructability, and incorporate site-specific requirements. Submission of 90% complete plans to the MPCA was completed on March 31, 2026, to align with regulatory and funding review timelines.</p> <p>Schedule: Construction is currently scheduled for 2027, following completion of final design, permitting, and procurement. The project team continues coordination with engineering consultants, regulatory agencies, and City staff to maintain schedule and ensure readiness for construction.</p> | 25% | In Progress |
| 2029 Oak Street Reconstruction Project                | 10/6/2025 | 1/31/2029  | Public Works | <p>Project Overview The 2029 Oak Street Reconstruction Project involves the full reconstruction of Oak Street from 19th Street SE to TH 25. Widseth is serving as the consultant for the project.</p> <p>Project Development The project is currently in the corridor study phase. A Project Management Team (PMT) has been organized and is meeting monthly to review corridor study deliverables and provide guidance to the consultant team.</p> <p>Public Engagement A public engagement meeting is scheduled for August 6, 2026 at 2:00 PM. This engagement session is targeted to commercial businesses that may use Oak Street as a main travelled way to support their business.</p> <p>Next Steps Geotechnical explorations are planned to commence in July 2026. Further project development will advance once the final layout is approved by the City Council following completion of the corridor study. Staff will be approaching the Council with a resolution to prepare the feasibility report in August, 2026.</p>                                                                                                                                                                                                                                                                                          | 5%  | In Progress |

|                                                       |           |            |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |             |           |
|-------------------------------------------------------|-----------|------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-------------|-----------|
| WWTF Facility Plan and Phase 1 Biosolids Improvements | 5/20/2025 | 12/31/2029 | Public Works   | <p>Project Overview: The Phase 1 Biosolids Improvements project involves proposed facility upgrades to the regional wastewater system. The Final Facility Plan was presented to the Joint Wastewater Management Board on February 12, 2026, followed by presentations to the Brainerd and Baxter City Councils at their February 17, 2026 meetings to provide project details, address scope and cost questions, and gather municipal feedback.</p> <p>Regulatory &amp; Approval Status: Following these briefings, the Public Utilities Commission reviewed the Facility Plan, held a public hearing to gather community input, and adopted a resolution formally approving the plan. The resolution also authorized staff to submit the 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.</p> <p>Design: Upon receipt of MPCA certification, preliminary design activities are scheduled to begin in late 2026. Design efforts will include detailed engineering of biosolids processing equipment, facility layout optimization, and cost refinement.</p> <p>Schedule: Construction of the Phase 1 improvements is planned for 2028, following completion of design, procurement, and required permitting. The project team continues coordination with engineering consultants, regulatory agencies, and municipal stakeholders to maintain schedule and ensure readiness for both design and construction phases.</p> | 25%  | In Progress |           |
| Review Deferred Connection Charges                    |           |            | Public Works   | 6/15 Council directed staff to bring back the orderly annexation agreement for City Council consideration after review of the deferred connection charges and approval of updated Mississippi Headwaters regulations.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 0%   | Not Started |           |
| Update Mississippi Headwaters Regulations             |           |            | Community Dev  | 6/15 Council directed staff to bring back the orderly annexation agreement for City Council consideration after review of the deferred connection charges and approval of updated Mississippi Headwaters regulations.<br>The Planning Commission will work on updating the Mississippi Headwaters regulations after the Comprehensive Plan update. Staff will begin working with the regulatory authority in the Fall of 2026.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 0%   | Not Started |           |
| 805 Laurel                                            |           |            | HRA            | Developer is working on financing                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 10%  | Waiting     |           |
| Completed 2026                                        |           |            |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |      |             |           |
| Misdemeanor Prosecution Agreement                     |           |            | Administration | Agreement with Severson Porter (12/1)<br>Staff has sent the agreement to the cities of Nisswa & Baxter to get approval from their Councils.<br>Executed fully on 1/5.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | 100% | Complete    | 1/15/2026 |

|                                                   |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |      |          |           |
|---------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|----------|-----------|
| Gustafson Park Development                        | PW/CDD         | <p>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)</p> <p>12/17 – Staff received estimate to replat Gustafson Park</p> <p>1/20/2026 Council voted to bring forth a resolution to dedicate Gustafson Park as a park and discontinue talks about development.</p>                                                                                                                                                                                                                                                                                                                                                                                              | 100% | Complete | 2/6/2026  |
| SAHA Funds                                        | Community Dev  | <p>1/20 – City Council authorized staff to advertise proposal for available SAHA funds</p> <p>2/20 – Final submittal deadline to apply for SAHA funds</p> <p>3/2 – City Council will determine distribution of SAHA funds</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 100% | Complete | 3/5/2026  |
| Baxter Information – WWTF Annexation              | Administration | <p>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.</p> <p>Staff initially conducted research into the topic, 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.”</p> <p>The City of Baxter has no data responsive to the request.</p> <p>4/7/2026 Our City Attorney provided documents that are attached to the 4/20 packet.</p> | 100% | Complete | 4/7/2026  |
| Kuepers Development                               | Community Dev  | <p>12/1 – City Council reviewed EAW and held public meeting</p> <p>12/15 – City Council to review EAW findings and will make declaration</p> <p>12/17 – Planning Commission recommended approval of the preliminary plat and PUD</p> <p>2/2/26 – City Council rezoned the parcels, approved final plat, and PUD.</p> <p>2/17/26 – City Council approved Stormwater Management Maintenance Agreement</p> <p>2/20/26 – Developer purchased property</p> <p>4/09/26 – Building Permit Issued</p>                                                                                                                                                                                                                                                                                                            | 100% | Complete | 4/15/2026 |
| Stormwater Retention Pond– 1001 Anabec St– Bollig | Public Works   | <p>1/13/26: Tim, CC Engineer called Mike (PW Director) to discuss the drainage 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.</p> <p>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.</p> <p>5/4 Receive report with options for Council – Council made a motion to reject the options laid out by the study and to do nothing.</p>                                                                                                                                                                                        | 100% | Complete | 5/5/2026  |

|                                                             |           |           |                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |      |          |           |
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| Charter Discussions                                         |           |           | Administration  | At the special meeting on April 14 the Charter Commission recommended the draft of Chapter 5 Public Utilities to the City Council. The Council then directed staff to draft an ordinance with the amendments. Council conducted the first reading at the April 20th meeting and will hold the final reading and public hearing at the May 4th meeting. If passed unanimously by the Council, the ordinance will then need to be published in the newspaper and will take effect 90 days after publication.                    | 100% | Complete | 5/14/2026 |
| Industrial Property Sale – Riverbirch Investments           |           |           | Community Dev   | 2/17/26 – City Council to approved resolution conveying subject property to EDA<br>3/2/26 – City Council to consider resolution approving business subsidy<br>3/5/26 – EDA approved PDA and Conveyance of the property<br>Developer is working on finalizing construction plans<br>5/27 – Closing date – property conveyed to the developer                                                                                                                                                                                   | 100% | Complete | 6/2/2026  |
| Industrial Property Sale – CMHP – Wright Street Development | 3/5/2026  | 7/1/2026  | Community Dev   | 3/5 – Central Minnesota Housing Partnership proposed a multi-family residential development on the Wright Street Extension to the EDA – EDA was generally in favor of the proposed development<br>4/22 – Downpayment and application submitted to the City to purchase the property at \$1.00 per acre<br>5/20 – Planning Commission reviewed land use requests and recommended denial<br>6/1 – Council reviewed and denied land use requests                                                                                 | 100% | Complete | 6/10/2026 |
| Shoreland Ordinance                                         |           | 6/30/2026 | Community Dev   | 2/18/26 – Staff meeting with DNR to perform final review of shoreland ordinance<br>2/20/26 – Staff submitted ordinance to MN DNR for final review<br>3/18/26 – DNR to present negotiated items to the Commission – Commission to make final recommendation on negotiated items<br>4/2 – Staff completed negotiated items with DNR<br>4/15/26 – Planning Commission reviewed shoreland ordinance<br>5/20/26 – Planning Commission held public hearing and recommend approval of the ordinance<br>6/18 Final Reading at Council | 100% | Complete | 6/18/2026 |
| 2025 Financial Audit                                        |           | 6/30/2026 | Finance         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 100% | Complete | 7/1/2026  |
| Special Events Ordinance                                    | 5/11/2026 | 7/6/2026  | CDD/Public Svcs | 5/11 – Staff researched sample language from other cities and will present and seek direction from City Council on 5/18<br>6/1 – City Council to review draft ordinance and provide direction to Staff<br>6/18 – First reading of the ordinance<br>7/6 – Final reading and public hearing                                                                                                                                                                                                                                     | 100% | Complete | 7/7/2026  |
| Airport Resolution                                          |           |           | Administration  | 3/31/2026 Staff met with Crow Wing County and Airport Commissioners<br>5/28/2026 Staff will meet with CWC and Airport Commissioners to continue development of a new agreement<br>6/15/26 Council will review an amended ordinance and conduct the First Reading.                                                                                                                                                                                                                                                             | 100% | Complete | 7/7/2026  |

|                                         |                |                                                                                                                             |      |          |           |
|-----------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------|------|----------|-----------|
| Friends of Library -<br>Lease Agreement | Administration | 5/4 - Friends of Library requested use of the annex for book storage.                                                       | 100% | Complete | 7/13/2026 |
|                                         |                | 5/4 - City Council directed staff to bring a lease agreement back to City Council for review with costs to cover their use. |      |          |           |
|                                         |                | 5/11 - Staff completed draft lease agreement and had the City Attorney review the document.                                 |      |          |           |
|                                         |                | 5/12 - Friends of Library requested that City staff delay Council action as they are still looking into other options.      |      |          |           |
|                                         |                | 7/21 - The friends of the Library has secured a space! 215 Washington Street                                                |      |          |           |



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Temporary On-Sale - Vigilant Guardians

**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 On-Sale Liquor License Submitted by Vigilant Guardians for an Event to be held on September 26, 2026 at 1115 Wright Street

**FINANCIAL IMPACT**



# SPECIAL EVENT APPLICATION

## STREET/PARKING LOT CLOSURE

Date of Application: 7/24/2026

Event applications must be submitted to the Public Works Department at 501 Laurel Street, Brainerd, MN 56401 or [administration@brainerdmn.gov](mailto:administration@brainerdmn.gov) at least 30 calendar days prior to the event and will require City Council approval.

### Type of Event:

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

### Name of Event:

### Organizer Information

|                             |                                                                                    |
|-----------------------------|------------------------------------------------------------------------------------|
| Organization Name           | Lakes Area Senior Activity Center                                                  |
| Organization Address        | 803 Kingwood Street Brainerd, MN 56401                                             |
| Event Contact Person        | Darcy Walkowiak                                                                    |
| Event Contact Phone         | 218-454-5056                                                                       |
| Event Contact Email         | <a href="mailto:director@thebrainerdcenter.com">director@thebrainerdcenter.com</a> |
| Contact (Day of)            | Darcy or Becky                                                                     |
| For Profit/Nonprofit Status | 501C3                                                                              |

### 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:

We are requesting street closure on Kingwood Street from North 8th street to mid block directly in front of The Center starting at 8am-1pm. The Center will host an outdoor public safety demonstration as part of the Ageless Expo. This portion of the event will take place on Kingwood Street directly in front of The Center and will require temporary street closure to allow emergency vehicles and personnel to safely participate. During this time, representatives from the Brainerd Police Department, Brainerd Fire Department, North Ambulance, and the Crow Wing County Drone Team will be on site with department vehicles and equipment. Activities will include static vehicle displays, opportunities for attendees to meet first responders, safety education, and brief demonstrations of emergency tools and response practices. No amplified sound will occur. The street closure ensures a controlled environment for participants to move safely around vehicles and equipment while engaging with public safety personnel.

**Event Details:**

| Event Date | Start Time | End Time | Event Location(s)            |
|------------|------------|----------|------------------------------|
| 9/25/2026  | 8am        | 1pm      | 803 Kingwood Street Brainerd |
|            |            |          |                              |
|            |            |          |                              |

**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)
- 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:

N/A

Amplified Sound ☐ YES ☐ NO

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

N/A

Restrooms ☐ YES ☐ NO

If yes, how many 5+ (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: Small "H" signs on Center property

Trash Receptacle Disposal ☐ YES ☐ NO

Company contracted for trash receptacle disposal:

We will use The Center's current contract with Waste Partners.

## Street Closure Request Information

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

We are requesting temporary street closure on Kingwood Street from North 8th street east to mid block where the entry to The Center's parking lot is.

Date and Time for beginning of street closure: 9/25/2026 8am

Date and Time for reopening of streets: 9/25/2026 1pm

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):

The proposed closure on Kingwood Street will maintain full pedestrian access along all sidewalks, ensuring that residents and visitors can move safely through the area throughout the event. Vehicle traffic on North 8th Street will remain open and unobstructed, preserving normal traffic flow around the closure. The only neighboring property potentially affected is Zion Lutheran Church. The church has no primary entrances on the Kingwood Street side, and the requested closure covers only approximately one third of the block. All church parking lot entrances and exits will remain fully accessible during the event. No driveways, private property access points, or business entrances will be blocked at any time.

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@brainerdmin.gov](mailto:engineer@brainerdmin.gov).

## 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.

Darcy Walkowiak

Digitally signed by Darcy Walkowiak  
Date: 2026.07.24 15:10:43 -05'00'

Signature of Applicant

Darcy Walkowiak

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

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Date

Approval Conditions:

Contact Street Department 1-week prior 218-513-4412



# SPECIAL EVENT APPLICATION STREET/PARKING LOT CLOSURE

Date of Application: \_\_\_\_\_

Event applications must be submitted to the Public Works Department at 501 Laurel Street, Brainerd, MN 56401 or [administration@brainerdmn.gov](mailto:administration@brainerdmn.gov) at least 30 calendar days prior to the event and will require City Council approval.

**Type of Event:**

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

**Name of Event:**

**Organizer Information**

|                             |                                                                    |
|-----------------------------|--------------------------------------------------------------------|
| Organization Name           | First Lutheran Church                                              |
| Organization Address        | 424 Sth 6th Street                                                 |
| Event Contact Person        | Tesa Vikesland                                                     |
| Event Contact Phone         | 218-829-9552                                                       |
| Event Contact Email         | <a href="mailto:office@flcbrainerd.com">office@flcbrainerd.com</a> |
| Contact (Day of)            |                                                                    |
| 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:

National Night out August 4th

**Event Details:**

| Event Date | Start Time | End Time | Event Location(s)               |
|------------|------------|----------|---------------------------------|
| 8.4.26     | 3pm        | 8:00pm   | Norwood St. between 6th and 7th |
|            |            |          |                                 |
|            |            |          |                                 |

**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)
- 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:

Amplified Sound ☐ YES ☐ NO

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

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:

Trash Receptacle Disposal ☐ YES ☒ NO

Company contracted for trash receptacle disposal:

### Street Closure Request Information

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

Norwood St between 6th St and 7th St.

Date and Time for beginning of street closure: 3pm 8.4.26

Date and Time for reopening of streets: 8pm 8.4.26

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):

this event celebrates with the city of Brainerd national night out 8.4.26

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 [engines@brainerd.net](mailto:engines@brainerd.net).

### Hold Harmless Agreement and Insurance Information

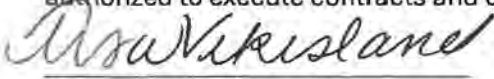
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and 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:

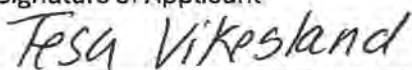
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance 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



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:

Contact Street Department: 218-513-4412



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Policy Update - Rules of Decorum

**AGENDA:** Consent

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Nick Broyles, City Administrator

**DEPARTMENT:** Administration

**PRESENTER:** Nick Broyles, City Administrator

**ESTIMATED TIME (MIN):**

**SUMMARY OF ISSUE**

At the 20 July meeting Council requested to update the rules of decorum regarding meeting order. Staff has added "Oath of Office (if any)" after the Call to Order in the rules of decorum. No other amendments to the Rules of Decorum are proposed at this time.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

**RECOMMENDED ACTION/MOTION**

Motion to approve the rules of decorum as amended.

**FINANCIAL IMPACT**

**RULES OF PROCEDURE AND DECORUM  
CITY COUNCIL AND COMMITTEE MEETINGS  
BRainerd, MINNESOTA**

**Adopted April 4, 1994**

**Reaffirmed and Amended December 2024**

**SECTION 1. PURPOSE**

- Subd. 1. General. It is recognized that in order to enhance the concept of effective and democratic government, it is essential that a legislative body establish formal rules of procedure and decorum so that a true deliberative process will be observed and not disturbed.

**SECTION 2. GENERAL**

- Subd. 1. Law. The City Charter, Ordinances and State Statutes governing the City Council shall be followed and supplemented by these Rules of Procedure and Decorum.
- Subd. 2. General Rules. In all matters of parliamentary procedures, the Council shall be governed by the latest printed edition of The Standard Code of Parliamentary Procedure as published from time to time except as modified by these rules.
- Subd. 3. Applicability. These Rules also apply to committees of the Council as well as City boards and commissions, whether created by Charter or City Code. The term "Council" shall be substituted with "Committee," "Commission" or "Board," and terms "President" and "Vice President" shall be substituted with "Chair" and "Vice Chair", as appropriate.
- Subd. 4. Direction. Direction to staff will be provided by the majority vote of the City Council.

**SECTION 3. PRESIDING OFFICER**

- Subd. 1. Who Presides. The Council President shall preside at all meetings of the Council. In the absence of the Council President, the Council Vice-President shall preside. The presiding officer shall have the power to preserve strict order and decorum at meetings, enforce the rules of procedure and determine without debate, subject to the final decision of the Council on appeal, all questions of procedure and order.
- Subd. 2. Appeal of the Ruling of the Presiding Officer. Any member of the Council may appeal from a ruling of the presiding officer. If the appeal is seconded, the member may speak once solely on the question involved and the presiding officer may explain the ruling, but no other Council member shall participate in the discussion. The appeal shall be sustained if it is approved by a majority vote.

- Subd. 3. Rights of the Presiding Officer. The presiding officer may speak on any question. The presiding officer may only make motions and second motions after stepping down as presiding officer.

#### SECTION 4. AGENDA

- Subd. 1. Matters for Consideration. Matters for Council action shall be submitted by members of the Council and residents in writing by 12:00 on the Tuesday immediately preceding the City Council to the City Administrator or to city staff representatives in the case of Committee business.
- Subd. 2. Preparation. An agenda of business for each regular and special meeting shall be established by the City Administrator or by City Staff in the case of Committees and copies thereof delivered to each Council member as far in advance of the meeting as time for preparation will permit. The City Administrator shall meet with the chairs of the Personnel and Finance Committee and Safety and Public Works Committee along with the Finance Director and Public Works Director (the appointed liaisons to the Committee's) prior to the City Council meeting to review the agendas. The City Administrator shall meet with the Council President prior to the City Council meeting to review the overall Council agenda.
- Subd. 3. Order of Business at Regular Meetings. The Brainerd City Council hold regular meetings on the 1<sup>st</sup> and 3<sup>rd</sup> Monday's of the month at 7:30 p.m. At the hour appointed for the regular meeting of the City Council, the meeting shall be called to order by the presiding officer. If a quorum is present, the City Council shall then proceed with its business in the following order as applicable:

- \* Call to Order.
- \* \* Oath of Office (if any) \*
- \* Roll Call
- \* Pledge of Allegiance
- \* Approval of Agenda
- \* Consent Calendar, including approval of minutes, licenses, reports, bills, fund transfers and other routine, non-controversial items needing little or no deliberation
- \* Presentations (if any)
- \* Council Committee Reports (Personnel & Finance; Safety & Public Works)
- \* Unfinished Business - action items including public hearings, ordinance readings and various other items requiring Council action
- \* New Business - action items including public hearings, ordinance readings and various other items requiring Council action
- \* Public Forum
- \* Staff Reports (Verbal: Any updates since the packet)
- \* Mayor's Report
- \* Council Member Reports

\* Adjournment

- Subd. 4. Varying Order of Business. The order of business may be varied by the presiding officer.
- Subd. 5. Consent Calendar. Matters for the Council of a routine or non-controversial nature which need minimal Council deliberation shall be placed on the Consent Calendar. A motion to approve the Consent Calendar shall not be debated. At the request of any individual Council member, an item shall be removed from the Consent Calendar and placed upon the regular agenda for debate immediately following the Consent Calendar. The Consent Calendar shall only be adopted by a roll call vote of those Council members present at the meeting.
- Subd. 6. Items Not on the Agenda. The Council may consider items not appearing on the agenda as normal business if an objection is not raised by the Mayor or a Council member. If an objection is raised by the Mayor or a Council member to consider an item not appearing on the agenda, a vote shall be taken by the Council to determine the appropriateness of further consideration of the matter at that time.
- Subd. 7. Public Participation. Members of the public may address the City Council during:
- A: Public Hearings.
  - B: Public Forum. This portion of the meeting shall be limited to fifteen minutes and individuals shall be requested to limit their comments to four minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue may be continued under New Business at the end of the agenda.
  - C: Specific issues scheduled on the agenda but in accordance with Section 6, Subd. 6, of these rules entitled, Addressing the Council.
- Subd. 8. Written Communications on All Matters. All interested parties or their authorized representatives may address the Council by written communication regarding all matters under the Council's consideration. The City Administrator shall copy these communications to the Council and forward said communications with the Council meeting packet if possible. If written communications are received after meeting packets are delivered to the Mayor and Council, such communications will be emailed to Mayor and Council and/or handed out at the meeting with a copy available to the public at the Council meeting.

## SECTION 5. VOTING

- Subd. 1. Procedure. The votes of the members on any ordinance or resolution pending before the Council shall be by roll call vote. The votes of the members on any motion shall be by voice vote unless the Mayor or any member of the Council requests that a roll call vote be taken. The presiding officer shall call for a roll call vote whenever a voice vote of the Council is not clear as to the disposition of the action before the Council. The Mayor shall cast the deciding vote upon any question before the Council when the Council Members composing the said Council present, and voting are equally divided.
- Subd. 2. Abstention. If a Council member does not vote, the abstention shall be recorded as Abstain – name along with the reason for the abstention.
- Subd. 3. Voting Order for Roll Call (applicable to City Council only). The City Administrator shall call for the vote in consecutive order of Wards, with Ward One voting first rotating one position every two months. The presiding officer shall always vote last.

## SECTION 6. RULES OF DECORUM

- Subd. 1. Members of Council. While the meeting is in session, the members must preserve order and decorum. A member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the meeting nor disturb any member while speaking or refuse to obey the orders of the presiding officer.
- Subd. 2. Recognition. No person or member shall address the other members without being recognized by the presiding officer.
- Subd. 3. Discussion. No member of the Council shall speak more than twice on any question, nor more than five minutes each time without consent of the Council.
- Subd. 4. Staff. Members of the City staff shall observe the same rules of order and decorum as are applicable to the City Council.
- Subd. 5. Pertinent to Matter Under Debate. Members, staff, and public shall confine remarks to the matter under debate.
- Subd. 6. Addressing the Council. Each member of the public addressing the Council shall step up to a microphone provided for the use of the public after being recognized by the presiding officer and give his/her name and address in an audible tone of voice for the records, state the subject to be discussed and state who the speaker is representing if representing an organization or other persons. Unless further time is granted by a majority

vote of the Council, remarks from the public shall be limited to four (4) minutes. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion, either directly or through a member of the Council, without permission of the presiding officer. No question may be asked of a member or a member of the staff without the permission of the presiding officer.

- Subd. 7. Spokesperson for Group of Persons. In order to expedite matters and to avoid repetitious presentations, whenever any group of persons wishes to address the Council on the same subject, it shall be proper for the presiding officer to request that a spokesperson be chosen by the group to address the Council and, in case additional matters are to be presented by any other member of said group, to limit the number of such persons addressing the Council.
- Subd. 8. After Motion. After a motion has been made or a public hearing has been closed, no member of the public shall address the Council from the audience on the matter under consideration without first securing permission to do so by a majority vote of the City Council.
- Subd. 9. Conduct. Any member of the Council, staff or person indulging in personalities or making impertinent, slanderous or profane remarks or who willfully utters loud, threatening or abusive language, or engages in any disorderly conduct which would impede, disrupt or disturb the orderly conduct of any meeting, hearing or other proceeding, shall be called to order by the presiding officer and, if such conduct continues, may at the discretion of the presiding officer, be ordered barred from further audience before the Council during that meeting.
- Subd. 10. Members of the Audience. No person in the audience shall engage in disorderly conduct such as hand clapping, stamping of feet, whistling, using profane language, yelling and similar demonstrations, which conduct disturbs the peace and good order of the meeting.

## SECTION 7. ENFORCEMENT OF DECORUM

- Subd. 1. Warning. All persons shall, at the request of the presiding officer, be silent. If, after receiving a warning from the presiding officer, a person persists in disturbing the meeting, said officer may order this person removed from the meeting. If this person does not leave willingly, the presiding officer may call a recess and order that the person be removed by the Sergeant-at-Arms.
- Subd. 2. Sergeant-at-Arms. The Chief of Police, or such member or members of the Police Department, shall be Sergeant-at-Arms of the Council meetings

or as asked to be present at a Committee meeting. The Chief or other Police Department representative shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum at the Council meeting. Upon instruction of the presiding officer, it shall be the duty of the Sergeant-at-Arms to remove from the meeting any person who intentionally disturbs the proceedings of the Council.

- Subd. 3. Resisting Removal. Any person who resists removal by the Sergeant-at-Arms may be charged with violating City Ordinance.
- Subd. 4. Motions to Enforce. Any Council member may move to require the presiding officer to enforce these rules and the affirmative vote of a majority of the Council shall require the presiding officer to do so.
- Subd. 5. Adjournment. In the event that any meeting is willfully disturbed by a group or group of persons so as to render the orderly conduct of such meeting unfeasible and when order cannot be restored by the removal of individuals who are creating the disturbance, the meeting may be adjourned with the remaining business considered at the next regular meeting.
- Subd. 6. Special Meetings. If the matter being addressed prior to adjournment is of such a nature as to demand immediate attention, the presiding officer may adjourn the meeting to another date.

## SECTION 9. COMMUNICATION

- Subd. 1. Mayor and City Council Emails. Each Council Member and Mayor shall be assigned a unique City email address for City-related email communication. It is strongly advised the Mayor and Council Members use this email address exclusively for the City business emails. Use of personal email for City business could create government data to their personal account subjecting them to retention laws and possibility of discovery if the City receives a data request. All emails sent through the City server shall be saved per the City's data retention policy.
- Subd. 2. Communication with Council Members regarding Agenda Items. If the Mayor or a Council Member requests information or has questions regarding a council agenda item, the email shall come to the City Administrator who will then forward the response to the Mayor and all City Council members.
- Subd. 3. Communication Between Council and Staff. Mayor and Council Member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator. Council Members may not copy more than one other Council Member in their

correspondence nor should email messages be forwarded from one member to another as to create a “walking quorum.”

- Subd. 4. Communication Regarding Potential or Pending Litigation. The City Administrator shall as soon as practical notify the City Council of lawsuits filed against the City.

## SECTION 10. CAMERAS AND RECORDING DEVICES

- Subd. 1. Use of Cameras and Recording Devices Limited. Cameras, including television and motion picture cameras, electronic sound recording devices and any other mechanical, electrical, or electronic recording devices may be used in the Council Chamber, but only in such a manner as will cause a minimum of interference with or disturbance of the proceedings of the Council and at the discretion of the presiding officer.

## SECTION 11. SEVERABILITY

- Subd. 1. General. If any section, subsection, sentence, clause, phrase, or portion of these Rules of Procedure and Decorum is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

## SECTION 12. APPOINTING COUNCIL PRESIDENT & VACANT COUNCIL SEATS

### **Election of City Council President (4 votes required):**

1. The City Administrator serves as temporary chair and calls the meeting to order, conducts roll call, and leads the Pledge of Allegiance.
2. The City Administrator asks Council members for nominations for Council President. No member can nominate themselves and nominations do not require a second.
3. Once all nominations are received, Council members write their choice for President on paper ballots provided. Each ballot will have the identity of the Council member.
4. Ballots are passed to the City Administrator who reads them aloud and maintains vote counts for each nominee. The council members' names associated with their votes are provided publicly and a complete record of the voting will be provided in the minutes.
5. If one person receives at least 4 votes, the process ends, and the new Council President assumes control of the meeting.
6. If no one individual receives 4 votes, and there is a split vote between two or more nominees, repeat the process through three complete iterations.
7. In the fourth iteration, the nominee with the fewest votes is removed from the ballot and another vote is taken. If there is a tie, a vote will occur between just the tied members to determine who continues in the process.

8. Repeat this process until someone gets 4 votes, or you are down to 2 nominees. The Mayor will cast the deciding vote if a 3-3 tie occurs.
9. Once a majority of council members vote for a single nominee, a motion to approve the member for President is in order.
10. The elected Council President will assume control of the meeting and ask for nominees for Vice President of the City Council.

**Appointment to an Open Seat on the Council:** The process of selecting an appointment for a position on the City Council will follow the same rules with the Council President conducting the process.

## **CITY MEETINGS**

### **CITIZEN PARTICIPATION GUIDELINES**

The City Council is meeting as a legislative body to conduct the business of the City. Unless so ordered by the Council President, citizen participation is limited to the following times and always within the prescribed rules of conduct for public input at meetings.

A) Public Hearings. Public hearings are conducted so that the public affected by a proposal may have input into the decision. During hearings, all affected residents will be given an opportunity to speak.

B) Public Forum. Any member of the public may speak at this time on any item **NOT** on the agenda. In consideration for the public attending the meeting for specific items on the agenda, this portion of the meeting will be limited to fifteen (15) minutes. Individuals are requested to limit their comments to four (4) minutes or less. If the majority of the Council determines that additional time on a specific issue is warranted, then discussion on that issue may be continued under New Business at the end of the agenda.

Before addressing the City Council, members of the public are asked to step up to the microphone, give their name, address and state the subject to be discussed. All remarks shall be addressed to the Council as a whole and not to any member thereof. No person other than members of the Council and the person having the floor shall be permitted to enter into any discussion without permission of the presiding officer. No question may be asked of a member or a member of the staff without permission of the presiding officer.

Your participation, as prescribed by these rules, is welcomed and your cooperation is greatly appreciated.



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Joint Powers Agreement - State of MN Hotel Inspections

**AGENDA:** Consent

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Tim Holmes, Fire Chief

**DEPARTMENT:** Fire

**PRESENTER:** Tim Holmes, Fire Chief

**ESTIMATED TIME (MIN):** 5 minutes

**SUMMARY OF ISSUE**

Authorize an appropriate signature on the State of MN Joint Power Agreement for Hotel Inspections so the fire department can conduct Hotel Inspections within it's jurisdiction.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

The Brainerd Fire Department requests approval to enter into an agreement with the Minnesota State Fire Marshal's Office to conduct required hotel inspections within our service coverage area. Our local Fire Marshal has all the required training and certifications. This agreement formally delegates the state authority to our department, allowing us to perform these inspections locally, streamline the process for business owners, and enhance community safety.

**RECOMMENDED ACTION/MOTION**

Authorize appropriate signature on the State of MN Joint Power Agreement for Hotel Inspections.

**FINANCIAL IMPACT**

Triennial inspection fee.



# State of Minnesota Joint Powers Agreement Hotel Inspection

SWIFT Contract Number: 294013

This Agreement is between the State of Minnesota, acting through its Commissioner of Public Safety on behalf of the State Fire Marshal division ("State") the City of Brainerd, acting on behalf of the Brainerd Fire Department 23 Laurel Street Brainerd, MN 56401 ("Governmental Unit"). The State and Governmental Unit may be referred to jointly as "Parties".

## Recitals

Under Minnesota Statute § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary and the State is empowered Under Minnesota Statute § 299F.46, subdivision 2 to enter into an agreement with any county, two or more contiguous counties, or city or other municipality to perform fire code inspections for hotels.

## Agreement

### 1. Term of Agreement

- 1.1 Effective Date: July 1, 2026, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.
- 1.2 Expiration Date: June 30, 2029, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

### 2. Agreement between the Parties

- 2.1 The Fire Chief of the Governmental Unit agrees that a representative of the city's fire Department of Public Safety will conduct all hotel inspections within the Governmental Unit's jurisdiction in accordance with the Minnesota Statute § 299F.46 to assure uniform enforcement throughout the State of Minnesota.
- 2.2 All hotels within the Governmental Unit's jurisdiction will be inspected by the Governmental Unit no less than once during this Agreement.
- 2.3 All hotels within the Governmental Unit's jurisdiction will be inspected and enforced in accordance with the requirements of the Minnesota State Fire Code ("MSFC") and MSFC interpretations of the State Fire Marshal. MSFC interpretations are available to the Governmental Unit on the State's web page, <https://dps.mn.gov/divisions/sfm/fire-code/Pages/interpretations.aspx>.
- 2.4 All Governmental Unit inspectors employed for the purpose of this Agreement are required to:

- 2.4.1** Obtain and maintain a “Fire Inspector 1” certification issued by the Minnesota Fire Service Certification Board or similar nationally-recognized certifying organization during the “Term of Agreement.”
- 2.4.2** Attend the State Fire Marshal Hotel Inspection training program prior to conducting hotel inspections and not less than once for every agreement period thereafter.
- 2.4.3** Attend the State Fire Marshal Code update training program following adoption of each new code.
- 2.5** The State Fire Marshal will provide the required and necessary training for the Governmental Unit’s fire department personnel to conduct the hotel inspections with the exception of training for inspectors to pass the Fire Inspector Certification test.
- 2.6** Copies of the hotel inspection reports completed by the Governmental Unit, including required follow-up inspection reports, must be submitted to the State Fire Marshal within thirty (30) calendar days following any inspection. Submission of the reports by the Governmental Unit will be made in PDF format to the following State Fire Marshal electronic mailbox: [fm.city.inspections@state.mn.us](mailto:fm.city.inspections@state.mn.us)
- 2.7** Any variances to the fire code orders must be approved in writing by the State Fire Marshal.
- 2.8** Provide in writing/email to the State the names and credentials of Governmental Unit inspectors conducting inspections pursuant to this Agreement prior to conducting inspections.
- 2.9** The State’s Authorized Representative shall have final authority for acceptance of the Governmental Unit’s services and if such services are satisfactory.

### **3. Authorized Representatives**

The State’s Authorized Representative is the person below, or their successor:

Name: Tony Clifton, Deputy State Fire Marshal supervisor,  
Address: 445 Minnesota Street Suite, Suite 145  
Saint Paul, MN 55101-5145,  
Telephone: 218-206-1864  
Email: [tony.clifton@state.mn.us](mailto:tony.clifton@state.mn.us)

The Governmental Unit’s Authorized Representative is the person below, or their successor:

Name: Tim Holmes, Fire Chief, City of Brainerd  
Address: 23 Laurel Street  
Brainerd, MN 56401  
Telephone: 218-828-2312  
Email: [tholmes@ci.brainerd.mn.us](mailto:tholmes@ci.brainerd.mn.us)

### **4. Assignment, Amendments, Waiver, and Contract Complete.**

- 4.1** Assignment. The Governmental Unit may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the State and a fully executed assignment agreement, executed and approved by the authorized parties or their successors.

4.2 Amendments. Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the authorized parties or their successors.

4.3 Waiver. If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

4.4 Agreement Complete. This Agreement contains all negotiations and agreements between the State and the Contractor. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

## **5. Indemnification.**

The State and Designated Agent agree each party will be responsible for its own acts and behavior and the results thereof to the extent authorized by law and shall not be responsible or liable for the acts of any others and the results thereof. The State's liability shall be governed by provisions of the Minnesota Tort Claims Act, Minnesota Statutes § 3.736, and other applicable law. The Designated Agent's liability shall be governed by provisions of the Municipal Tort Claims Act, Minnesota Statutes Chapter 466, and other applicable law.

Pursuant to Minn. Stat. § 299F.46, subdivision 2(e) this Agreement shall not be effective to transfer any tort liability attributable to any inspection or lack of inspection from the State to the Designated Agent.

## **6. State Audits.**

Under Minn. Stat. § 16C.05, subd. 5, the Governmental Unit's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State, the State Auditor, or Legislative Auditor, as appropriate, for a minimum of six years from the expiration or termination of this Agreement.

## **7. Government Data Practices.**

The Governmental Unit and State must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, (or, if the State contracting party is part of the Judicial Branch, with the Rules of Public Access to Records of the Judicial Branch promulgated by the Minnesota Supreme Court as the same may be amended from time to time) as it applies to all data provided by the State under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Governmental Unit under this Contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data governed by the Minnesota Government Practices Act, Minn. Stat. Ch. 13, by either the Governmental Unit or the State.

If the Governmental Unit receives a request to release the data referred to in this clause, the Governmental Unit must immediately notify and consult with the State's Authorized Representative as to how the Governmental Unit should respond to the request. The Governmental Unit's response to the request shall comply with applicable law.

## **8. Venue**

Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **9. Termination**

The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.

**1. Governmental Unit**  
*With delegated authority*

Print Name: Tim Holmes  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

**2. Department of Public Safety; State Fire Marshal**  
*With delegated authority*

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_

**3. Commissioner of Administration**  
*As delegated to The Office of State Procurement*

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_ Date: \_\_\_\_\_  
Admin ID: \_\_\_\_\_



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Retirement - Parks Maintenance Scott Belisle

**AGENDA:** Consent

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Brittney Kummet, HR Director, Zac Swarthout, Public Services Director

**DEPARTMENT:** HR

**PRESENTER:** Brittney Kummet, HR Director

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

**SUMMARY OF ISSUE**

Parks Maintenance Scott Belisle submitted his retirement notice with his last working day being Friday, October 30, 2026.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

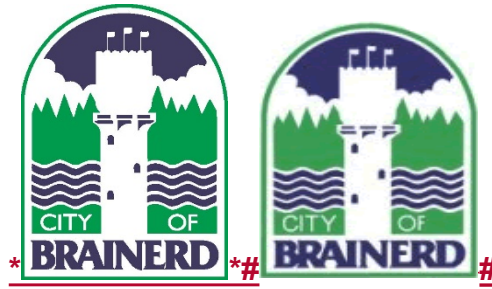
Attached is an updated job description. A redlined version is attached depicting the recommended changes.

**RECOMMENDED ACTION/MOTION**

Motion to accept Scott Belisle's retirement effective Friday, October 30, 2026; to approve the updated Parks Maintenance 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.



## Park\*s\* Maintenance

Department: ~~# Parks and Recreation~~ ~~#\*Public Services\*~~  
Status:- Non-Exempt

FLSA

### General Definition of Work

Perform~~#s#~~ semi-skilled work maintaining and repairing parks, equipment, ball fields, playgrounds, ~~\*and\*~~ buildings and facilities~~#, and related work as apparent or assigned.#\*~~. ~~The Parks Maintenance shall report to the Parks Maintenance Foreman. \*# Work is performed under the moderate supervision of the Park Maintenance Foreman and City Engineer/Public Works Director.#~~

### 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

- Perform~~#s#~~ grounds keeping and maintenance activities in park areas.
- Prepare~~#s#~~ and maintain~~#s#~~ athletic fields, playgrounds, and outdoor ice rinks for recreation activities.
- Plant~~#s#~~, trim~~#s#~~ and remove~~#s#~~ shade trees in parks and on other city property.
- Clean~~#s#~~ park facilities including removing trash, sanitizing bathrooms, and perform~~#s#~~ minor plumbing maintenance.
- Maintain~~#s#~~ playground equipment, tennis courts, pavilions and facilities.
- Perform~~#s#~~ preventive maintenance and minor repairs on d~~\*ivision\*~~~~#epartment#~~ equipment.
- Inspect~~#s#~~ parks, facilities, playground equipment, and machinery to ensure items are hazard free and operate~~#s#~~ safely to comply with OSHA safety standards~~##;#\* and\*~~ report~~#s#~~ issues to ~~\*the\*~~ Park\*s\* Maintenance Foreman.
- Perform~~#s#~~ general maintenance with minor construction and some electrical, plumbing, welding, painting, and repair duties on City buildings, facilities, fixtures, and equipment.
- Perform~~#s#~~ snow removal, hauls material and equipment as needed.
- Operate~~#s#~~ heavy and light equipment including a skid steer, pickup with plow, riding and hand mowers, weed whip, blowers, chainsaw and other maintenance equipment.
- Receive~~#s#~~ and respond~~#s#~~ to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise ~~\*and\*##~~ refers individuals to appropriate staff as needed.
- May be assigned to and/or assist Street ~~#and Sewer #\*Division\*#Department#~~ as needed and directed.
- Direct~~#s#~~ and oversee~~#s#~~ seasonal workers.
- May periodically operate dump trucks to haul materials, plow snow, and sand streets.

- Perform ~~#related task as#~~\*other duties as\* assigned.

### **Knowledge, Skills and Abilities**

- General knowledge of the principles, practices, equipment, tools and materials used in Parks facilities and grounds maintenance.
- Working knowledge of the principles\*,\*~~#and#~~ repair\*,\* and maintenance of a variety of tools, equipment\*,\*~~#and#~~ small engines\*,\* and~~#of~~ #related safety procedures.
- General knowledge of playground structure safety.
- General knowledge of forestry, turf management, landscaping, and horticulture as applied to parks and grounds areas.

## **Park\*s\* Maintenance**

### **Page 2**

### **Knowledge, Skills and Abilities (Cont.)**

- General knowledge of hazards and necessary safety precautions involved in construction work.
- Ability to follow oral and written instructions~~#;#\*.\*~~
- ~~#a#~~\*A\*bility to work independently to complete daily activities according to work schedule~~#s#~~.
- Ability to communicate effectively and to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

### **Education, Experience and Special Requirements**

- High school diploma or GED.
- Valid MN driver's license.
- MN Class "B" Commercial Driver's License or the ability to obtain within six (6) months of hire.
- Complete and maintain OSHA-required training.

#### **\*Desired Qualifications:\***

- Experience operating equipment in a park maintenance operation\*,\*
- ~~#as well as t#~~\*T\*raining and/or experience in horticulture~~#practices are desirable#~~.

### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires speaking or hearing, climbing or balancing and stooping, kneeling, crouching or crawling and occasionally requires sitting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to blood borne pathogens and may be required to

wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy 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: ~~#~~ ~~August 19, 2022~~ #\* July 23, 2026\*



## **Parks Maintenance**

Department: Public Services

FLSA Status: Non-Exempt

### **General Definition of Work**

Perform semi-skilled work maintaining and repairing parks, equipment, ball fields, playgrounds, and buildings and facilities. The Parks Maintenance shall report to the Parks Maintenance Foreman.

### **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**

- Perform grounds keeping and maintenance activities in park areas.
- Prepare and maintain athletic fields, playgrounds, and outdoor ice rinks for recreation activities.
- Plant, trim and remove shade trees in parks and on other city property.
- Clean park facilities including removing trash, sanitizing bathrooms, and perform minor plumbing maintenance.
- Maintain playground equipment, tennis courts, pavilions and facilities.
- Perform preventive maintenance and minor repairs on division equipment.
- Inspect parks, facilities, playground equipment, and machinery to ensure items are hazard free and operate safely to comply with OSHA safety standards and report issues to the Parks Maintenance Foreman.
- Perform general maintenance with minor construction and some electrical, plumbing, welding, painting, and repair duties on City buildings, facilities, fixtures, and equipment.
- Perform snow removal, hauls material and equipment as needed.
- Operate heavy and light equipment including a skid steer, pickup with plow, riding and hand mowers, weed whip, blowers, chainsaw and other maintenance equipment.
- Receive and respond to inquiries from the public in a prompt and professional manner regarding questions, concerns, and problems that arise and refers individuals to appropriate staff as needed.
- May be assigned to and/or assist Street Division as needed and directed.
- Direct and oversee seasonal workers.
- May periodically operate dump trucks to haul materials, plow snow, and sand streets.
- Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

- General knowledge of the principles, practices, equipment, tools and materials used in Parks facilities and grounds maintenance.
- Working knowledge of the principles, repair, and maintenance of a variety of tools, equipment, small engines, and related safety procedures.
- General knowledge of playground structure safety.
- General knowledge of forestry, turf management, landscaping, and horticulture as applied to parks and grounds areas.

## **Parks Maintenance**

### **Page 2**

#### **Knowledge, Skills and Abilities (Cont.)**

- General knowledge of hazards and necessary safety precautions involved in construction work.
- Ability to follow oral and written instructions.
- Ability to work independently to complete daily activities according to work schedule.
- Ability to communicate effectively and to establish and maintain effective working relationships with coworkers, supervisors, and the general public.

#### **Education, Experience and Special Requirements**

- High school diploma or GED.
- Valid MN driver's license.
- MN Class "B" Commercial Driver's License or the ability to obtain within six (6) months of hire.
- Complete and maintain OSHA-required training.

#### **Desired Qualifications:**

- Experience operating equipment in a park maintenance operation.
- Training and/or experience in horticulture.

#### **Physical Requirements**

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing, walking, using hands to finger, handle or feel, reaching with hands and arms, pushing or pulling, lifting and repetitive motions, frequently requires speaking or hearing, climbing or balancing and stooping, kneeling, crouching or crawling and occasionally requires sitting; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions, frequently requires working near moving mechanical parts, exposure to fumes or airborne particles and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to the risk of electrical shock and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a loud noise location (e.g. grounds maintenance, heavy 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: July 23, 2026**



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Retirement - Street Maintenance II Robert Anderson

**AGENDA:** Consent

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Brittney Kummet, HR Director, Zac Swarthout, Public Services Director

**DEPARTMENT:** HR

**PRESENTER:** Brittney Kummet, HR Director

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

**SUMMARY OF ISSUE**

Maintenance II Robert Anderson submitted his retirement notice with his last working day being Friday, October 2, 2026.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

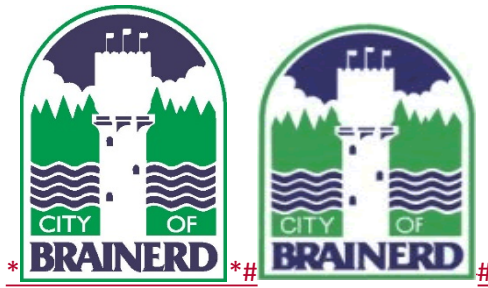
Attached is an updated job description. A redlined version is attached depicting the recommended changes.

**RECOMMENDED ACTION/MOTION**

Motion to accept Robert Anderson's retirement effective Friday, October 2, 2026; to approve the updated Maintenance II job description as presented; and to authorize staff to begin the internal hiring process to backfill the position.

**FINANCIAL IMPACT**

This position is included in the 2026 budget.



## Maintenance II ~~#~~ Street & Sewer Department#

Department: ~~# Street and Sewer Department#~~ \*Public Services \*

FLSA Status: Non-Exempt

### General Definition of Work

Perform#s# a variety of semi-skilled maintenance work, and operate#s# a variety of trucks, equipment and tools in the construction, operation, repair, maintenance, and replacement of City street and storm drainage facilities and systems#;. ~~performs related duties as required or apparent. Work is performed under the immediate supervision of the#~~ \*The Maintenance II shall report to the\* Street \* & Sewer\* Foreman.

### 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 the 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

- Operate#s# trucks of various sizes, weights and attachments to plow city streets\*,\*# and# parking lots\*,\*# and to# haul material, \*and\* salt and sand streets.
- Remove#s# snow from alleys, sidewalks, intersections, municipal parking lots, and around city buildings#;#.\*
- #p#\*Place#s# no-parking signs as needed for snow removal.
- Perform#s# a variety of maintenance activities on streets and sewers such as hauling asphalt and other materials, spreading and dumping materials, patching streets, assisting in striping streets, sign work, assists with rodding, flushing, and televising sewers, cleaning catch basins, painting crosswalks and curbs, and related work\*.\*
- #; may o#\*Operate the tar kettle\* when assigned to do so\*.
- Service#s#, maintain#s#, repair#s#, and operate#s# a variety of tools and equipment such as mower#s#, tiller#s#, sprayer#s#, spreader#s#, truck#s#, chain saw#s#, hand tools, and other equipment.
- Work#s# with and assist#s# other personnel in installing pipe, repairing sewer lines\*,\*# and# manholes, \*and\* repairing storm sewers.
- Operate#s# a jackhammer to remove concrete, curb#s#, gutter#s# and sidewalk#s#.
- May periodically operate heavy equipment such as front loader#s#, grader#s#, backhoe#s#.
- Maintain#s# street #department#\* -division\* building#s#\*.\*# ;#
- #m#\*M\*ay perform#-some# welding, cement work, carpentry, painting, and plumbing on City buildings, fixtures, and/or equipment as needed.

- Perform~~##~~ preventive maintenance and minor repairs on ~~\*s\*~~~~S~~tree~~t~~ ~~#Department#~~~~\*division\*~~ vehicles and equipment.
- Must be willing to work flexible hours and weekends as needed.
- Perform~~##~~ other duties when assigned~~.\*#~~~~or when necessary.~~

## **Maintenance II~~#~~—Street & Sewer Department~~#~~**

### **Page 2**

#### **Knowledge, Skills and Abilities**

- Considerable knowledge of street maintenance and repair operations.
- Working knowledge of materials, methods, and practices used in street, storm sewer and grounds maintenance including snow removal.
- Working knowledge of traffic laws as applied to operating trucks and heavy equipment.
- Considerable skill in the operation of light and heavy equipment in and alongside traffic.
- Considerable skill in safe operation of motor vehicles and equipment.
- Working skill~~\*s\*~~ in building maintenance, welding, carpentry, plumbing and painting.
- Working ability to follow oral and written instruction~~#s#~~.
- Working ability to establish and maintain effective working relationships with others and communicate effectively with City staff and the public.
- Working ability to operate heavy and light equipment to maintain and repair streets, haul material, remove snow, clean streets, mow grass and apply salt and sand to City streets.

#### **Education~~\*,\*~~ ~~###~~Experience~~\*,~~ and~~\*,~~ ~~###~~Special Requirements**

- Possess a valid Minnesota Class B commercial driver's license or have the ability to obtain one prior to employment.
- Two (2) years of experience in the operation of trucks and heavy equipment used in street maintenance. Completion of vocational training in auto or truck mechanic field can substitute for one year of experience.

#### **Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, lifting and repetitive motions and occasionally requires climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic). The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective gear.

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

**Last revised: ~~# January 1, 2018~~~~#~~ July 23, 2026**



## Maintenance II

Department: Public Services

FLSA Status: Non-Exempt

### **General Definition of Work**

Perform a variety of semi-skilled maintenance work, and operate a variety of trucks, equipment and tools in the construction, operation, repair, maintenance, and replacement of City street and storm drainage facilities and systems. The Maintenance II shall report to the Street & Sewer Foreman.

### **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**

- Operate trucks of various sizes, weights and attachments to plow city streets, parking lots, haul material, and salt and sand streets.
- Remove snow from alleys, sidewalks, intersections, municipal parking lots, and around city buildings.
- Place no-parking signs as needed for snow removal.
- Perform a variety of maintenance activities on streets and sewers such as hauling asphalt and other materials, spreading and dumping materials, patching streets, assisting in striping streets, sign work, assists with rodding, flushing, and televising sewers, cleaning catch basins, painting crosswalks and curbs, and related work.
- Operate the tar kettle when assigned to do so.
- Service, maintain, repair, and operate a variety of tools and equipment such as mower, tiller, sprayer, spreader, truck, chain saw, hand tools, and other equipment.
- Work with and assist other personnel in installing pipe, repairing sewer lines, manholes, and repairing storm sewers.
- Operate a jackhammer to remove concrete, curb, gutter and sidewalk.
- May periodically operate heavy equipment such as front loader, grader, backhoe.
- Maintain street division building.
- May perform welding, cement work, carpentry, painting, and plumbing on City buildings, fixtures, and/or equipment as needed.
- Perform preventive maintenance and minor repairs on street division vehicles and equipment.
- Must be willing to work flexible hours and weekends as needed.
- Perform other duties when assigned.

## **Maintenance II**

### **Page 2**

#### **Knowledge, Skills and Abilities**

- Considerable knowledge of street maintenance and repair operations.
- Working knowledge of materials, methods, and practices used in street, storm sewer and grounds maintenance including snow removal.
- Working knowledge of traffic laws as applied to operating trucks and heavy equipment.
- Considerable skill in the operation of light and heavy equipment in and alongside traffic.
- Considerable skill in safe operation of motor vehicles and equipment.
- Working skills in building maintenance, welding, carpentry, plumbing and painting.
- Working ability to follow oral and written instruction.
- Working ability to establish and maintain effective working relationships with others and communicate effectively with City staff and the public.
- Working ability to operate heavy and light equipment to maintain and repair streets, haul material, remove snow, clean streets, mow grass and apply salt and sand to City streets.

#### **Education, Experience, and Special Requirements**

- Possess a valid Minnesota Class B commercial driver's license or have the ability to obtain one prior to employment.
- Two (2) years of experience in the operation of trucks and heavy equipment used in street maintenance. Completion of vocational training in auto or truck mechanic field can substitute for one year of experience.

#### **Physical Requirements**

This work requires the frequent exertion of up to 25 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, lifting and repetitive motions and occasionally requires climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires working near moving mechanical parts, exposure to fumes or airborne particles, exposure to outdoor weather conditions and exposure to vibration and occasionally requires wet, humid conditions (non-weather), working in high, precarious places, exposure to toxic or caustic chemicals, exposure to extreme heat (non-weather) and exposure to the risk of electrical shock; work is generally in a loud noise location (e.g. grounds maintenance, heavy traffic). The worker may be exposed to blood borne pathogens and may be required to wear specialized personal protective gear.

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

**Last revised: July 23, 2026**



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Updated Job Descriptions - Fire Department

**AGENDA:** Consent

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Brittney Kummet, HR Director, Tim Holmes, Fire Chief **DEPARTMENT:** HR

**PRESENTER:** Brittney Kummet, HR Director

**ESTIMATED TIME (MIN):** n/a consent

**SUMMARY OF ISSUE**

Following the recent updates to the Organizational Chart, staff have been updating job descriptions by Department.

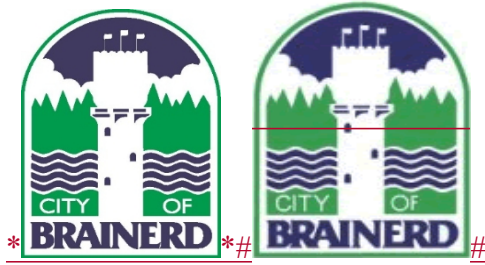
**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

**RECOMMENDED ACTION/MOTION**

Approve the attached updated Fire Department job descriptions.

**FINANCIAL IMPACT**

N/A



## Fire Chief

Department:- Fire

FLSA Status:- Exempt

### General Definition of Work

Performs complex professional work planning, organizing, directing, supervising and evaluating fire services, coordinating work with the City Administrator and other departments, maintaining records and preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. ~~# Departmental supervision is exercised over all personnel within the department.~~ ~~#\*Exercises general, technical, and administrative supervision over all Department employees either directly or indirectly through subordinate supervisory staff. The Fire Chief shall report to the City Administrator.~~ \*

### 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 them 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

- Direct~~#s#~~, plan~~#s#~~, coordinate~~#s#~~, supervise~~#s#~~ and evaluate~~#s#~~ Fire Department operations for the City of Brainerd and all contracted areas.
- –Formulate~~#s#~~ and implement~~#s#~~ fire service policies, procedures, rules, regulations, and programs.
- Develop~~#s#~~ annual budget proposal~~#s#~~ and controls budgeted expenses for the department~~#;#\*,\* plan#s#, review#s# and maintain#s# department equipment#s# supplies and facilities#;#\*, and\* develop#s# and implement#s# short- and long-range planning goals and programs.~~
- Prepare~~#s#~~ and review~~#s#~~ department operational and administrative reports.
- Directs, supervise~~#s#~~ and evaluate~~#s#~~ the maintenance and procedures of records and materials associated with fire administration activities.
- ~~#Supervises maintenance of records and materials associated with department activities or administration.~~
- ~~Makes periodic public addresses; meets with the news media for interviews.#~~
- Coordinate~~#s#~~ and cooperate~~#s#~~ with other public safety agencies.
- Under the direction and/or authority of the City Council~~# and/or Civil Service Commission#~~, oversee~~#s#~~ all Fire Department personnel policies and actions, oversee~~#s#~~ and/or participate~~#s#~~ in the selection of employee~~\*s\*#s#; evaluates employees and recommends salary adjustments.#~~
- Direct~~#s#~~, plan~~#s#~~, coordinate~~#s#~~, and supervise~~#s~~ Fire department ~~\*s\*#S#taff \*directly or indirectly through department supervisors as well as provide recommendations regarding hiring and dismissal of personnel.\*#; acts as final authority on all personnel actions subject to approval of City Council and/or Civil Service Commission on hiring, severe disciplinary action, and dismissal.#~~
- Subject to call out 24 hours a day, 7 days a week.
- Serve~~#s#~~ as Emergency Management Director for the city of Brainerd and coordinates disaster preparedness with Crow Wing County.
- Research~~#es#~~ and prepare~~#s#~~ information for the City Council and attend~~#s#~~ meetings as required.

- Respond~~##~~ to concerns, issues, complaints, and questions from the public and employees~~##~~; ~~##~~ \*and\* mediate~~##~~ disputes and resolve~~##~~ issues as appropriate.
- Determine~~##~~ organizational structure~~##~~; ~~##~~ \* assess~~es~~ department needs~~##~~; ~~##~~ \* coordinate~~##~~ assignment of staff to special functions and projects~~##~~; ~~##~~ \*, and provide~~##~~ recommendations to the City Administrator.
- ~~\*R\*#Develops, supervises, evaluates and trains department personnel; r#research#es#~~ legal information to ensure that services provided are in accordance with laws and their current interpretations.
- Collect~~##~~ information regarding fire services and needs of the community~~##~~; ~~##~~ \* review~~##~~ and evaluate~~##~~ new concepts, techniques and equipment to determine applicability to services~~##~~; ~~##~~ \*, and make~~##~~ recommendations to Council.
- Assist~~##~~ in the recruitment, selection and promotion of department personnel.
- Direct~~##~~, evaluate~~##~~ and take~~##~~ appropriate action on complaints regarding conduct of department personnel and/or regarding department policies and procedures.
- ~~#Supervises all Fire Department staff directly or indirectly through department supervisors; #~~Maintains liaison with other fire agencies, community groups, City officials, Fire Advisory Board, staff and citizens regarding fire services and fire prevention issues and objectives, departmental policies and operations.
- ~~\*Perform fire service duties as required including fire prevention, suppression, emergency services, training and investigation.~~
- ~~Establish and maintain effective community relations including speaking at various engagements and working with school officials, civic and business groups, media, and residents.~~
- ~~Keep City Administrator informed of matters of importance and initiate and/or recommend action required.~~
- ~~Perform other duties as assigned.\*~~
- ~~#Performs general maintenance of all apparatus, tools, equipment, and facilities.~~

### Essential Functions (Continued)

- ~~Performs fire service duties as required including fire prevention, suppression, emergency services, training and investigation.~~
- ~~Establishes and maintains effective community relations including speaking at various engagements and working with school officials, civic and business groups, and residents.~~
- ~~Keeps City Administrator informed of matters of importance; initiates and/or recommends actions required.~~
- ~~Performs related tasks as required.~~

### Knowledge, Skills and Abilities

- Comprehensive knowledge of the codes, regulations, and ordinances concerning the fire service including principles and practices of fire prevention, inspection, suppression and emergency services~~###~~.
- Comprehensive knowledge of departmental rules and regulations~~###~~.
- Comprehensive knowledge of the operation and maintenance of apparatus and equipment~~###~~.
- Comprehensive knowledge of supervisory principles and practices~~###~~.
- Comprehensive knowledge of the City's Service Territory geographical layout and knowledge of particular fire problems presented by types of buildings, locations of streets and available water supply.
- ~~Ability to program and implement;~~
- ~~Ability to exercise sound judgment in emergencies;~~
- Ability to effectively supervise personnel in fire and emergency situations~~###~~.
- Ability to prepare and review reports~~###~~.
- Resourcefulness and sound judgment in emergencies ~~and###~~ ~~ability to~~ demonstr~~ed###~~ ~~e~~ integrity~~###~~ ~~and~~ tact~~###~~.
- Ability to operate ~~personal~~ computer~~s~~ including some knowledge of applicable software packages~~###~~.
- Ability to establish and maintain effective working relationships with other City officials, public safety agencies, associates and with the general public~~###~~.
- Strong interpersonal, oral, and written communications skills~~###~~.
- Leadership including problem solving and decision making.

### Education, Experience and Special Requirements

- Associate Degree of equivalent education/training in fire science, business or public administration or a related field. Bachelor's degree preferred.
- Ten (10) years ~~of~~ firefighter experience ~~with~~ at least 5 of which must be in a supervisory capacity.
- ~~Valid driver's license.~~
- ~~ICS 300, 400, and 700 certificates.~~
- ~~Fire Officer I.~~
- IFSAC or Proboard Certified FFI, FF II, and Hazmat 472
- MN Licensed Fire Fighter within six (6) months of hire.

### \*Desired Qualifications:\*

- ~~NFA Leadership Certifications are desired.~~
- ~~\*Fire Instructor II Certification.~~
- ~~Fire Inspector Certification.~~
- ~~Residency within a ten-minute response zone. Said response zone is based on a ten-minute drive time from either the main or northeast Brainerd Fire Station.~~

### Physical Requirements and Working Conditions

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires climbing or balancing, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of

parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and frequently requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; 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:**~~# January 1, 2018~~**#\* July 24, 2026\***



## Fire Chief

Department: Fire

FLSA Status: Exempt

### **General Definition of Work**

Performs complex professional work planning, organizing, directing, supervising and evaluating fire services, coordinating work with the City Administrator and other departments, maintaining records and preparing reports, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the City Administrator. Exercises general, technical, and administrative supervision over all Department employees either directly or indirectly through subordinate supervisory staff. The Fire Chief shall report to the City Administrator.

### **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**

- Direct, plan, coordinate, supervise and evaluate Fire Department operations for the City of Brainerd and all contracted areas.
- Formulate and implement fire service policies, procedures, rules, regulations, and programs.
- Develop annual budget proposals and controls budgeted expenses for the department, plan, review and maintain department equipment supplies and facilities, and develop and implement short- and long-range planning goals and programs.
- Prepare and review department operational and administrative reports.
- Direct, supervise and evaluate the maintenance and procedures of records and materials associated with fire administration activities.
- Coordinate and cooperate with other public safety agencies.
- Under the direction and/or authority of the City Council, oversee all Fire Department personnel policies and actions, oversee and/or participate in the selection of employees.
- Direct, plan, coordinate, and supervise staff directly or indirectly through department supervisors as well as provide recommendations regarding hiring and dismissal of personnel.
- Subject to call out 24 hours a day, 7 days a week.
- Serve as Emergency Management Director for the city of Brainerd and coordinates disaster preparedness with Crow Wing County.
- Research and prepare information for the City Council and attend meetings as required.
- Respond to concerns, issues, complaints, and questions from the public and employees and mediate disputes and resolve issues as appropriate.
- Determine organizational structure, assess department needs, coordinate assignment of staff to special functions and projects, and provide recommendations to the City Administrator.
- Research legal information to ensure that services provided are in accordance with laws and their current interpretations.
- Collect information regarding fire services and needs of the community, review and evaluate new concepts, techniques and equipment to determine applicability to services, and make recommendations to Council.
- Assist in the recruitment, selection and promotion of department personnel.
- Direct, evaluate and take appropriate action on complaints regarding conduct of department personnel and/or regarding department policies and procedures.
- Maintains liaison with other fire agencies, community groups, City officials, Fire Advisory Board, staff and citizens regarding fire services and fire prevention issues and objectives, departmental policies and operations.
- Perform fire service duties as required including fire prevention, suppression, emergency services, training and investigation.
- Establish and maintain effective community relations including speaking at various engagements and working with school officials, civic and business groups, media, and residents.
- Keep City Administrator informed of matters of importance and initiate and/or recommend action required.
- Perform other duties as assigned.

**Knowledge, Skills and Abilities**

- Comprehensive knowledge of the codes, regulations, and ordinances concerning the fire service including principles and practices of fire prevention, inspection, suppression and emergency services.
- Comprehensive knowledge of departmental rules and regulations.
- Comprehensive knowledge of the operation and maintenance of apparatus and equipment.
- Comprehensive knowledge of supervisory principles and practices.
- Comprehensive knowledge of the City's Service Territory geographical layout and knowledge of particular fire problems presented by types of buildings, locations of streets and available water supply.
- Ability to effectively supervise personnel in fire and emergency situations.
- Ability to prepare and review reports.
- Resourcefulness and sound judgment in emergencies and ability to demonstrate integrity and tact.
- Ability to operate computers including some knowledge of applicable software packages.
- Ability to establish and maintain effective working relationships with other City officials, public safety agencies, associates and with the general public.
- Strong interpersonal, oral, and written communications skills.
- Leadership including problem solving and decision making.

**Education, Experience and Special Requirements**

- Associate Degree of equivalent education/training in fire science, business or public administration or a related field. Bachelor's degree preferred.
- Ten (10) years of firefighter experience with at least 5 of which must be in a supervisory capacity.
- Valid driver's license.
- ICS 300, 400, and 700 certificates.
- Fire Officer I.
- IFSAC or Proboard Certified FFI, FF II, and Hazmat 472
- MN Licensed Fire Fighter within six (6) months of hire.

**Desired Qualifications:**

- NFA Leadership Certifications.
- Fire Instructor II Certification.
- Fire Inspector Certification.
- Residency within a ten-minute response zone. Said response zone is based on a ten-minute drive time from either the main or northeast Brainerd Fire Station.

**Physical Requirements**

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires climbing or balancing, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and frequently requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; 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.***



## Fire Marshal#/#/#Deputy Chief

Department:- Fire

FLSA Status:- Exempt

### General Definition of Work

Perform#s# professional and technical work for fire prevention, conduct#ing# fire code inspections of residential and commercial buildings, review#ing# building construction plans to ensure they meet life safety and fire codes, and investigat\*c\*#ing# fires for cause and origin. Enforces State, Federal and local codes for the safety of life and conservation of property#; ~~performs administrative managerial work involving all fire department operations and activities; oversees Paid on-call Firefighters; performs fire suppression and EMS duties as needed and performs related duties as required.~~ #. #Work is performed under the general direction of the Fire Chief. \*The Fire Marshal/Deputy Chief shall report to the Fire 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 them 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

- Assist#s# the Fire Chief in administrating Fire Code enforcement activities#;#\* and\* conduct#s# structural plan reviews for compliance with existing requirements and fire resistive construction.
- Conduct#s# plan reviews and field inspections for fire appliance installation for new and existing structures to ensure compliance with applicable building and fire codes ~~\*and p\*#; P#~~repare#s# required reports, orders, correspondence, and recommendations.
- Confer#s# with contractors and developers#;# \*and\* #P#\*p\*articipate#s# in preconstruction meetings to provide the contractors and developers with information regarding fire and building codes and local requirements. ~~#Coordinates plan review and inspections with the Building Official.#~~
- Testif\*y\*#ies# in court regarding fire prevention enforcement requirements and arson crimes.
- Conduct#s# fire investigations as required, complete#s# reports, work#s# with insurance companies as needed, and Law Enforcement agencies in solving cases.
- Prepare#s# and submit#s# fire prevention budget recommendations to the Fire Chief.
- Coordinate#s# Fire Prevention Education, manage#s# inventory of fire prevention educational materials, coordinate#s# fire education with school districts, and perform#s# or arrange#s# educational programs for business and community association and groups.
- Assist#s# Fire Chief with department administration and personnel supervision on a daily basis#;#\*, m\*#M#onitors #D\*#d\*uty ~~#C\*#c\*rew shift schedule\*, \*#s and#~~ makes necessary staff changes when appropriate#;#\*, and\* ~~#C\*#c\*oordinate activities with other departments, agencies or associations.~~
- ~~#Performs all Firefighter duties as required; #~~Assume#s# responsibilities and Incident Command in the absence of the Fire Chief.
- Assist#s# with preparation and administration of department#s# operating and capital budgets ~~\*and\*#~~. ~~Assists the Fire Chief in reviewing fire department needs. Prepares preliminary budget requests and estimated costs. A#\*a\*ssist#s# in purchasing goods and services as necessary.~~
- Perform#s# general maintenance of all apparatus, tools, equipment, and facilities as well as any routine departmental duties as directed by the Fire Chief. ~~#Takes a leadership role in projects approved by the Fire Chief.#~~
- Assist#s# in the development ~~\*and implementation\*~~ of department policies, procedures, programs and goals\*.\*

- ~~Prepares and develops project reports as assigned. Oversees and enforces department rules, regulations, policies and procedures. Initiates disciplinary action when necessary. Communicates department policies and procedures to staff so that all will have a clear understanding of expectations, purposes and objectives.~~
- Anticipate activities or events that may adversely impact the fire department and take appropriate action as may be necessary.
- Encourage and solicit input from employees to improve performance quality or effectiveness of services ~~to~~ - ~~Establish and maintain~~ a safe and positive working climate in which personnel will be motivated to work to their full potential.
- Participate in the hiring process for all firefighter positions ~~recommends promotions, transfers and hires.~~
- Recognize personnel problems promptly, determine facts and issues, take action to resolve problems effectively and report serious matters to the Chief.
- Assist the Fire Chief with the training and education of department personnel.
- Subject to call out 24 hours a day, 7 days a week.
- Perform other duties ~~and assumes other responsibilities as needed or assigned by the Chief.~~ ~~as assigned.~~

### \*Knowledge, Skills and Abilities

- Knowledge of codes, regulations, and ordinances concerning the fire service.
- Ability to clearly and precisely respond to citizen inquires with tact and diplomacy.\*

## **Fire Marshal ~~##~~ Deputy Chief**

### **Page 2**

### **Knowledge, Skills and Abilities \*(Cont.)\***

- ~~Knowledgeable of codes, regulations, and ordinances concerning the fire service.~~
- Familiar with the City's Service Territory geographical layout and knowledge of particular fire problems presented by types of buildings, location of streets and available water supply.
- Ability to deal effectively with people of all backgrounds and to maintain positive and effective working relationships with City Officials and the general public.
- ~~Ability to clearly and precisely respond to citizen inquires with tact and diplomacy.~~
- Uses creative and sound judgment to resolve differences and respond to challenges.
- Considerable knowledge of firefighting and emergency rescue techniques and practices.
- Considerable knowledge of the operation and routine maintenance of all firefighting equipment, tools, apparatus and facilities.
- Working knowledge of the standards, methods and operations of an EMS service.
- Ability to react effectively under pressure and to make quick and appropriate decisions.
- Ability to operate ~~personal~~ computer ~~s~~ including some knowledge of applicable software packages.
- Ability to direct the operations at a fire, medical ~~s~~ and rescue scenes using the incident command and NIMS system.
- Demonstrate ~~s~~ considerable ability to communicate effectively, both orally and in writing, including report preparation, meeting facilitation and presentations before groups.
- Ability to manage department operations and supervise staff that have a wide range of skills, knowledge and experience.
- Ability to research and analyze problems, cost-out proposals and recommend appropriate solutions.

### **Education, Experience and Special Requirements**

#### **#Minimum Qualifications:#**

- High school diploma or GED equivalent ~~s~~ ~~##~~
- Valid Driver's license ~~s~~ ~~##~~
- Current Minnesota State Fire Inspector I certification or have the ability to obtain within six months of hire ~~s~~ ~~##~~
- ~~IFSAC or Proboard Certified FFI, FF II, and Hazmat 472. Possess Firefighter I, Firefighter II, and Operations Level HazMat Certification meeting NFPA #472 standards.~~ ~~s~~ ~~##~~
- Current EMT-Basic certification, meeting the EMSRB standards ~~s~~ ~~##~~ ~~and~~ ~~##~~
- Must have a minimum of seven (7) years of firefighting experience and two (2) years of fire supervisory experience.

#### **Desirable ~~red~~ Qualifications:**

- Previous Fire Inspection experience using the State Fire Code.
- ICS 300, 400, and 700 certificates.
- Minnesota State Certified Fire Inspector II.
- Associates/Technical degree or Bachelor's degree with coursework in fire science.

- Residency within a ten-minute response zone. Said response zone is based on a ten-minute drive time from either the main or northeast Brainerd Fire Station.

### **Physical Requirements**

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires climbing or balancing, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and frequently requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; 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:** ~~\*July\*#ne 17\*#23, 2026\*#~~ — ~~January 1, 2018#~~



## Fire Marshal/Deputy Chief

Department: Fire

FLSA Status: Exempt

### **General Definition of Work**

Perform professional and technical work for fire prevention, conduct fire code inspections of residential and commercial buildings, review building construction plans to ensure they meet life safety and fire codes, and investigate fires for cause and origin. Enforces State, Federal and local codes for the safety of life and conservation of property. The Fire Marshal/Deputy Chief shall report to the Fire 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**

- Assist the Fire Chief in administering Fire Code enforcement activities and conduct structural plan reviews for compliance with existing requirements and fire resistive construction.
- Conduct plan reviews and field inspections for fire appliance installation for new and existing structures to ensure compliance with applicable building and fire codes and prepare required reports, orders, correspondence, and recommendations.
- Confer with contractors and developers and participate in preconstruction meetings to provide the contractors and developers with information regarding fire and building codes and local requirements.
- Testify in court regarding fire prevention enforcement requirements and arson crimes.
- Conduct fire investigations as required, complete reports, work with insurance companies as needed, and Law Enforcement agencies in solving cases.
- Prepare and submit fire prevention budget recommendations to the Fire Chief.
- Coordinate Fire Prevention Education, manage inventory of fire prevention educational materials, coordinate fire education with school districts, and perform or arrange educational programs for business and community association and groups.
- Assist Fire Chief with department administration and personnel supervision on a daily basis, monitors duty crew shift schedule, makes necessary staff changes when appropriate, and coordinate activities with other departments, agencies or associations.
- Assume responsibilities and Incident Command in the absence of the Fire Chief.
- Assist with preparation and administration of department operating and capital budgets and assist in purchasing goods and services as necessary.
- Perform general maintenance of all apparatus, tools, equipment, and facilities as well as any routine departmental duties as directed by the Fire Chief.
- Assist in the development and implementation of department policies, procedures, programs and goals.
- Prepares and develops project reports as assigned.
- Anticipate activities or events that may adversely impact the fire department and take appropriate action as may be necessary.
- Encourage and solicit input from employees to improve performance quality or effectiveness of services to establish and maintain a safe and positive working climate in which personnel will be motivated to work to their full potential.
- Participate in the hiring process for all firefighter positions.
- Recognize personnel problems promptly, determine facts and issues, take action to resolve problems effectively and report serious matters to the Chief.
- Assist the Fire Chief with the training and education of department personnel.
- Subject to call out 24 hours a day, 7 days a week.
- Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

- Knowledge of codes, regulations, and ordinances concerning the fire service.
- Ability to clearly and precisely respond to citizen inquiries with tact and diplomacy.

# Fire Marshal/Deputy Chief

## Page 2

### **Knowledge, Skills and Abilities (Cont.)**

- Familiar with the City's Service Territory geographical layout and knowledge of particular fire problems presented by types of buildings, location of streets and available water supply.
- Ability to deal effectively with people of all backgrounds and to maintain positive and effective working relationships with City Officials and the general public.
- Uses creative and sound judgment to resolve differences and respond to challenges.
- Considerable knowledge of firefighting and emergency rescue techniques and practices.
- Considerable knowledge of the operation and routine maintenance of all firefighting equipment, tools, apparatus and facilities.
- Working knowledge of the standards, methods and operations of an EMS service.
- Ability to react effectively under pressure and to make quick and appropriate decisions.
- Ability to operate computers including some knowledge of applicable software packages.
- Ability to direct the operations at a fire, medical, and rescue scenes using the incident command and NIMS system.
- Demonstrate considerable ability to communicate effectively, both orally and in writing, including report preparation, meeting facilitation and presentations before groups.
- Ability to manage department operations and supervise staff that have a wide range of skills, knowledge and experience.
- Ability to research and analyze problems, cost-out proposals and recommend appropriate solutions.

### **Education, Experience and Special Requirements**

- High school diploma or GED equivalent.
- Valid Driver's license.
- Current Minnesota State Fire Inspector I certification or have the ability to obtain within six months of hire.
- IFSAC or Proboard Certified FFI, FF II, and Hazmat 472
- Current EMT-Basic certification, meeting the EMSRB standards.
- Must have a minimum of seven (7) years of firefighting experience and two (2) years of fire supervisory experience.

### **Desirable Qualifications:**

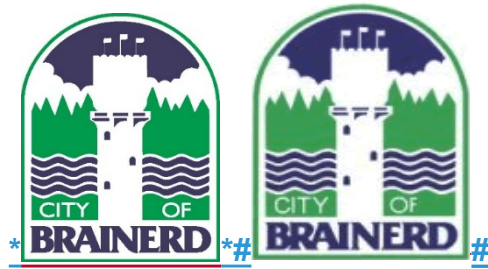
- Previous Fire Inspection experience using the State Fire Code.
- ICS 300, 400, and 700 certificates.
- Minnesota State Certified Fire Inspector II.
- Associates/Technical degree or Bachelor's degree with coursework in fire science.
- Residency within a ten-minute response zone. Said response zone is based on a ten-minute drive time from either the main or northeast Brainerd Fire Station.

### **Physical Requirements**

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of over 100 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking, sitting, stooping, kneeling, crouching or crawling, reaching with hands and arms and pushing or pulling and occasionally requires climbing or balancing, tasting or smelling and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception, night vision and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, assembly or fabrication of parts within arm's length, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work regularly requires exposure to outdoor weather conditions and frequently requires wet, humid conditions (non-weather), working near moving mechanical parts, working in high, precarious places, exposure to fumes or airborne particles, exposure to toxic or caustic chemicals, exposure to extreme cold (non-weather), exposure to extreme heat (non-weather), exposure to the risk of electrical shock, working with explosives, exposure to vibration, wearing a self-contained breathing apparatus and exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; 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: July 23, 2026**



## Administrative Specialist – Fire

Department: Fire

FLSA Status: Non-Exempt

### General Definition of Work

Performs a variety of customer support services including technically specialized clerical work while providing general administrative support functions for the department. ~~Work is performed under the limited supervision of the Fire Chief.~~ ~~The Administrative Specialist – Fire shall report to the Fire 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 them 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

- Perform the day-to-day duties for the Fire Department Office operation; assists the public with City and Fire Code inquiries and permits; assist staff with processing fire inspection reports, property activity/pre-incident plans and Tier II reports.
- Process accounts receivable, accounts payable, payroll, and other financial data; assigns appropriate cost codes to invoices; post to statistical and other financial records; and assist with processing budget information.
- Enter and maintain department data in accordance with National Fire Incident Reporting System (NFIRS), Insurance Services Office (ISO) and OSHA standards and as needed by the Brainerd Fire Relief Association.
- Assist with the Emergency Operations Center (EOC) functions; and communicate over radio system when needed; observe emergency and non-emergency calls for documentation needs; and to contact resources to aid in emergency situations.
- ~~Assists in the hiring process for Paid On-call Firefighters;~~ maintain Firefighter training records; processes certification level renewals; verify identification; process and notarize documentation for department's part-time employees and volunteers.
- Attend Fire Advisory Board and Department Safety Committee meetings; and prepare agendas, documents, and meeting minutes; prepares agendas and related documents, etc. where a knowledge of format and presentation is necessary; answer routine correspondence independently; and post agendas and minutes on the city's website; updates the department's website.
- Assist with research and preparation of grant applications to include narrative writing, processing and the administration of grants received.
- Process MN DNR burning permits and stays current with burning restrictions.
- Maintain department Safety Data Sheets (SDS) for fire stations.
- Assist in documenting equipment and apparatus inventory, repairs and fixed asset data.
- Assist in the coordination of the annual open house, scheduling public education events; and ordering educational materials.

- Coordinate s# the department training room schedule and department historical data including department items and photos.
- Assist s# in the general maintenance of the fire stations including the training room, offices and restrooms.
- Handle s# a wide variety of data, some of which may be classified as non-public or confidential ## \*and\* information may contain violent, graphic or sensitive content.
- \*I#Department's i# initial point of contact for public during regular business hours ## \*,\* provide s# general information and direction \*,\* ## handle s# inquiries and complaints from the public in person or by telephone ## \*,\* direct s# public to the appropriate personnel when needed ## \*and\* process es# incoming calls, email, and mail.
- Administrative accountabilities involve providing support services for department personnel including performing routine office tasks utilizing word processing and data entry ## \*,\* prepare s# correspondence, reports, forms and spreadsheets including quarterly and annual reports ## \*,\* verify y#ies# statistical and other records for accuracy and completeness ## \*,\* and maintain s# sensitive and restricted information on the computer system.
- Has the primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required documents in compliance with the City's Records Retention Policy.
- \*Operate standard office equipment, department-required software, multi-line telephone system, troubleshoot office equipment problems, and initiate maintenance calls to IT and/or vendors.\*
- Maintain written departmental procedures, policies, reference information and create brochures, flyers and forms.\*

## Administrative Specialist - Fire

### Page 2

#### \*Essential Functions (Cont.)\*

- ~~#Operates standard office equipment, department-required software, and a multi-line telephone system; troubleshoots office equipment problems and initiate maintenance calls to IT and/or vendors.~~
- ~~Maintains written departmental procedures, policies, and reference information; creates brochures, flyers and forms.#~~
- Perform s# payment reconciliation and transaction processing \*and\* ## receipt s# and prepare s# deposits for department revenues.
- Maintain s# office supply inventory and orders as needed.
- Assist s# the public with the completion of standardized records or documents.
- ~~#Regular attendance#~~
- Perform s# ~~various other tasks and duties as assigned#~~ \*other duties as assigned\*.

#### Knowledge, Skills and Abilities

- General knowledge with the ability to interpret and apply department-specialized programs, policies, procedures, statutes, regulations, and records relating to the office.
- Accept s# responsibility, take s# initiative, and work s# independently or as part of a team to accomplish tasks, often under strict time constraints.
- Ability to read maps, blueprints, building plans and to interpret utility location drawings and legal descriptions of real estate.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms.
- Demonstrate s# strong organizational and time management skills with attention to detail \*and\*#-M# \*m\* must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the \*c\*#C#ity in a positive and professional manner at all times with an internal/external customer-driven attitude \*,\*##
- Provide s# friendly, courteous responses to coworkers, the public, external agencies, associates, and vendors ## \*and\* #R\*#r remain s# calm and professional under difficult, sensitive, stressful/-hostile situations ## or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department-required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, and documents by typing and entering data accurately and at a reasonable rate of speed \*and\*#;# accurately manage s# department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.

## **Education and Experience**

- High school diploma or GED.
- Coursework in business, Administrative Specialist or related field.
- Two years\*\* experience in administrative support and office operations. Secondary education coursework in office practices can substitute for up to one-half of the experience required.
- Equivalent combination of education and experience as determined by ~~#management#~~*\*the Fire Chief\**.
- Complete department required training within required timeframes.
- Notary Public license, ICC Permit Technician Certification, and previous minute taking and/or department-related experience are desirable.

## **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel 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 and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines 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: ~~\*June 17, 2026\*~~*\*#May 6, 2024#*



## Administrative Specialist – Fire

Department: Fire

FLSA Status: Non-Exempt

### **General Definition of Work**

Perform a variety of customer support services including technically specialized clerical work while providing general administrative support functions for the department. The Administrative Specialist – Fire shall report to the Fire 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**

- Perform the day-to-day duties for the Fire Department Office operation, assists the public with City and Fire Code inquiries and permits, assist staff with processing fire inspection reports, property activity/pre-incident plans and Tier II reports.
- Process accounts receivable, accounts payable, payroll, and other financial data, post to statistical and other financial records and assist with processing budget information.
- Enter and maintain department data in accordance with National Fire Incident Reporting System (NFIRS), Insurance Services Office (ISO) and OSHA standards and as needed by the Brainerd Fire Relief Association.
- Assist with the Emergency Operations Center (EOC) functions, communicate over radio system when needed, observe emergency and non-emergency calls for documentation needs, and contact resources to aid in emergency situations.
- Maintain Firefighter training records, processes certification level renewals, verify identification process, and notarize documentation for department's part-time employees and volunteers.
- Attend Fire Advisory Board and Department Safety Committee meetings, prepare agendas, documents, and meeting minutes, answer routine correspondence independently, and post agendas and minutes on the city's website.
- Assist with research and preparation of grant applications to include narrative writing, processing and the administration of grants received.
- Process MN DNR burning permits and stay current with burning restrictions.
- Maintain department Safety Data Sheets (SDS) for fire stations.
- Assist in documenting equipment and apparatus inventory, repairs and fixed asset data.
- Assist in the coordination of the annual open house, scheduling public education events, and ordering educational materials.
- Coordinate the department training room schedule and department historical data including department items and photos.
- Assist in the general maintenance of the fire stations including the training room, offices and restrooms.
- Handle a wide variety of data, some of which may be classified as non-public or confidential and information may contain violent, graphic or sensitive content.
- Initial point of contact for public during regular business hours, provide general information and direction, handle inquiries and complaints from the public in person or by telephone, direct public to the appropriate personnel when needed and process incoming calls, email, and mail.
- Administrative accountabilities involve providing support services for department personnel including performing routine office tasks utilizing word processing and data entry, prepare correspondence, reports, forms and spreadsheets including quarterly and annual reports, verify statistical and other records for accuracy and completeness, and maintain sensitive and restricted information on the computer system.
- Has the primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required documents in compliance with the City's Records Retention Policy.
- Operate standard office equipment, department-required software, multi-line telephone system, troubleshoot office equipment problems, and initiate maintenance calls to IT and/or vendors.
- Maintain written departmental procedures, policies, reference information and create brochures, flyers and forms.

# Administrative Specialist - Fire

## Page 2

### **Essential Functions (Cont.)**

- Perform payment reconciliation and transaction processing and receipt and prepare deposits for department revenues.
- Maintain office supply inventory and orders as needed.
- Assist the public with the completion of standardized records or documents.
- Perform other duties as assigned.

### **Knowledge, Skills and Abilities**

- General knowledge with the ability to interpret and apply department-specialized programs, policies, procedures, statutes, regulations, and records relating to the office.
- Accept responsibility, take initiative, and work independently or as part of a team to accomplish tasks, often under strict time constraints.
- Ability to read maps, blueprints, building plans and to interpret utility location drawings and legal descriptions of real estate.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms.
- Demonstrate strong organizational and time management skills with attention to detail and must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the city in a positive and professional manner at all times with an internal/external customer-driven attitude.
- Provide friendly, courteous responses to coworkers, the public, external agencies, associates, and vendors and remain calm and professional under difficult, sensitive, stressful/hostile situations or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department-required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, and documents by typing and entering data accurately and at a reasonable rate of speed and accurately manage department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.

### **Education and Experience**

- High school diploma or GED.
- Coursework in business, Administrative Specialist or related field.
- Two years' experience in administrative support and office operations. Secondary education coursework in office practices can substitute for up to one-half of the experience required.
- Equivalent combination of education and experience as determined by the Fire Chief.
- Complete department required training within required timeframes.
- Notary Public license, ICC Permit Technician Certification, and previous minute taking and/or department-related experience are desirable.

### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel 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 and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines 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: June 17, 2026**



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Hiring - Network Administrator Nathan Himley

**AGENDA:** Consent

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Shawn Strong, Technology  
Director, Brittney Kummet, HR Director

**DEPARTMENT:** HR

**PRESENTER:** Brittney Kummet, HR Director

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

## **SUMMARY OF ISSUE**

We received 67 applications for the Network Administrator position. Staff interviewed 4 applicants and made an offer to Nathan Himley. Nathan started with us on July 27, 2026, at Step 1 of the 2026 Network Administrator Wage Grid (\$44.89 per hour).

## **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

## **RECOMMENDED ACTION/MOTION**

Approve the hiring of Nathan Himley for the Network Administrator position effective July 27, 2026; further, that he be placed on Step 1 of the Network Administrator wage grid (\$44.89 per hour).

## **FINANCIAL IMPACT**

This position was included in the 2026 budget.



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Surplus and Sale of Equipment – Technology (BPU)

**AGENDA:** Consent

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Shawn Strong, Technology Director **DEPARTMENT:** Technology

**PRESENTER:** Shawn Strong, Technology Director **ESTIMATED TIME (MIN):** none - consent agenda

## **SUMMARY OF ISSUE**

The Technology department has surplus equipment from BPU that is no longer needed for daily operations and is requesting to formally declare the equipment as surplus. This list of equipment was purchased by BPU which needed to go through the Public Utility Commission before coming to City Council. PUC approved the disposal of this equipment on 7/28/2026. Upon council approval, staff intends to list working items on public auction for sale and to recycle any equipment that no longer functions (no value).

## **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

The attached list includes BPU equipment that staff have determined is no longer needed. Regularly scheduled hardware replacement is part of our normal asset management process and is budgeted for on a recurring basis. Auctioning unneeded but functioning hardware helps recover any remaining value from the equipment and helps to offset the cost of electronics recycling for items that no longer function.

## **RECOMMENDED ACTION/MOTION**

Motion to declare all BPU equipment listed as surplus property, and further authorize staff to proceed with the public auction or recycling of said equipment.

## **FINANCIAL IMPACT**

Auction proceeds are expected to likely offset the cost of electronic disposal.

## Surplus Equipment (BPU) - Technology Dept 2026

| Type    | Model         | SN          | Asset Tag |
|---------|---------------|-------------|-----------|
| desktop | Optiplex 9020 | CJBQP22     | 5078      |
| desktop | Optiplex 7040 | GCV3V62     | 5094      |
| desktop | Optiplex 9020 | 6NPYB62     | 5152      |
| desktop | Optiplex 9020 | H2CGCY1     | 5065      |
| desktop | Optiplex 9020 | 3JSSP52     | 5115      |
| desktop | Optiplex 9020 | GJQQB42     | 5140      |
| desktop | Optiplex 9020 | 1M9XBZ1     | NONE      |
| desktop | Optiplex 9020 | 2TSYBZ1     | 5072      |
| desktop | Optiplex 9020 | H2CHCY1     | 5054      |
| desktop | Optiplex 9020 | 8T9HK02     | 5102      |
| desktop | Optiplex 7050 | J620JN2     | 5087      |
| desktop | Optiplex 9020 | GMSCW52     | 5135      |
| desktop | Optiplex 9020 | CPM0Y12     | NONE      |
| desktop | Optiplex 9020 | 2JR5622     | 5061      |
| desktop | Optiplex 7040 | GCV4DD2     | 5149      |
| desktop | Optiplex 9020 | G7KPDZ1     | 5035      |
| desktop | Optiplex 9020 | G7KNDZ1     | 5042      |
| desktop | Optiplex 9020 | 8T9JK02     | 5159      |
| desktop | Optiplex 9020 | H4FDC42     | 5199      |
| desktop | Optiplex 7040 | FFSWP52     | 5154      |
| desktop | Optiplex 9020 | CPJ4Y12     | 5166      |
| desktop | Optiplex 9020 | CPK0Y12     | 5130      |
| desktop | Optiplex 9020 | BN21S22     | 5006      |
| desktop | Optiplex 9020 | BN7ZR22     | 5003      |
| desktop | Optiplex 9020 | CJ0SP22     | 5205      |
| desktop | Optiplex 9020 | BJR9622     | 5000      |
| desktop | Optiplex 7050 | J61FMF2     | 5021      |
| desktop | Optiplex 9020 | 3L33C62     | 5131      |
| desktop | Optiplex 9020 | JG9WB42     | 5017      |
| desktop | Optiplex 9020 | CPKYX12     | 5162      |
| desktop | Optiplex 9020 | 1M9YBZ1     | 5109      |
| desktop | Optiplex 7050 | J5ZNL2      | 5188      |
| desktop | Optiplex 9020 | JRRSD22     | 5194      |
| desktop | Optiplex 7040 | G6DCKB2     | 5143      |
| desktop | Optiplex 9020 | J37SFZ1     | 5230      |
| desktop | Optiplex 9020 | CPL4Y12     | 5121      |
| desktop | Optiplex 7040 | FFSSP52     | 5168      |
| desktop | Optiplex 9020 | J38HFZ1     | 5028      |
| desktop | Optiplex 9020 | 2TS1CZ1     | 5011      |
| laptop  | VOSTRO P83F   | 34991883254 | NONE      |
| laptop  | VOSTRO P83F   | 6CQ9HX2     | 5222      |
| laptop  | VOSTRO P83F   | 1YN9HX2     | 5187      |
| laptop  | VOSTRO P92G   | 75NJHT2     | 5182      |
| laptop  | VOSTRO P92G   | JDTJHT2     | 5226      |
| laptop  | VOSTRO P102F  | JHL9103     | 5213      |
| laptop  | VOSTRO P102F  | 78L9103     | 5175      |

| Type    | Model                    | SN                   | Asset Tag |
|---------|--------------------------|----------------------|-----------|
| laptop  | VOSTRO P102F             | JLL9103              | 5225      |
| laptop  | VOSTRO P102F             | C8L9103              | 5178      |
| laptop  | VOSTRO P102F             | 3ML9103              | 5191      |
| laptop  | VOSTRO P102F             | 29L9103              | 5193      |
| laptop  | VOSTRO P102F             | J8L9103              | 5235      |
| monitor | ASUS VG 248QG            | M9LMQS136149         | NONE      |
| monitor | Dell 1908Fp              | CN0G313H742618CM7EPL | NONE      |
| monitor | AOC LM729                | 171SCHA024301        | NONE      |
| monitor | Dell 1908Pb              | CN0G31H742618CM7EJL  | NONE      |
| monitor | Dell E197Fm              | CNOWH319728726BTHEM  | NONE      |
| monitor | Dell E2210F              | CNOT776R7287205P3BUL | NONE      |
| monitor | Dell P2725H              | 953SS34              | 5409      |
| monitor | Dell P2725H              | 4X1S534              | 5401      |
| monitor | Dell E2210HC             | CNOH256R64180O1ROJL  | 5345      |
| monitor | ASUS VE278               | H3LMTF039472         | 5233      |
| monitor | P2014Ht                  | CN0J6HFT74445395BP7L | 5204      |
| monitor | P2214Hb                  | CNOKW14V74261S8I8CUL | 5202      |
| monitor | Dell V2414Hb             | CN0R9F1P7426148123VL | 5201      |
| monitor | Dell P2214Hb             | CN0KW14V7426153V6W1L | 5195      |
| monitor | Dell P2214Hb             | CN0T0RN67426162M3HVB | 5169      |
| monitor | Dell P2214HB             | 7VR1M82              | 5165      |
| monitor | Dell P2014Ht             | CN036HFT7444548NBL8L | 5161      |
| monitor | P2014Ht                  | CNOJ6HFT74445433B2ML | 5160      |
| monitor | P2014Ht                  | CNOJ6HFT744454CBC6SL | 5158      |
| monitor | HP L1906                 | CND7362X71C          | 5136      |
| monitor | Dell P2014Ht             | CN0J6HFT7444539TB4YL | 5128      |
| monitor | Dell P2014Ht             | CN0J6HFT74445433B22L | 5127      |
| monitor | Dell P2014Ht             | CN0J6HFT744453BKANML | 5117      |
| monitor | Dell P2012H              | CNOWSHWR7444538GAMJM | 5112      |
| monitor | Dell P2014Ht             | CN0J6HFT744453BJAHEL | 5111      |
| monitor | Dell P2217H              | 2W3SS82              | 5093      |
| monitor | ASUS VG24SH              | J4LMQ5097445         | 5082      |
| monitor | P2214Hb                  | CNOKW14V7426158I8CYL | 5044      |
| monitor | Dell 2214Hb              | CN0T0RN67426162M33GB | 5043      |
| monitor | ASUS VG 248QG            | SILMQS072781         | 5030      |
| monitor | P2214Hb                  | CNOKW14V742615881R1B | 5019      |
| monitor | P2014Ht                  | CNOJ6HFT74445395D9QL | 5018      |
| printer | HP Laserjet m4s2dn       | VNB3X25785           | NONE      |
| printer | HP Laserjet M4S2dn       | VNB3X25775           | NONE      |
| printer | Brother HhL6200DW        | UU4180J7N798697      | NONE      |
| printer | Canon ImageClass Mf236n  | WQW21231             | NONE      |
| printer | Canon Image Runner 1023N | TJEO3588             | NONE      |
| printer | HP Laserjet M452dn       | VND3B025158          | NONE      |
| printer | Brother ML300            | U53081A6P353408      | NONE      |
| printer | HP Laserjet m454dn       | VNB3505682           | NONE      |
| printer | HP Laserjet m452dn       | VND3M03785           | NONE      |

| Type    | Model              | SN              | Asset Tag |
|---------|--------------------|-----------------|-----------|
| printer | HP Laserjet m452dn | VND3B02144      | NONE      |
| printer | HP L1906           | CND7362X75      | NONE      |
| printer | Brother HLL6200DW  | U64180J7N798095 | NONE      |
| printer | Canon DR501C       | DD310142        | NONE      |
| printer | HP Laserjet 1320N  | CNFC566244      | NONE      |
| printer | Xerox QRRS02016    | C235            | 5176      |
| printer | Canon L190         | L2Y25974        | 5133      |
| printer | HP Laserjet P3005d | CNJ1F53254      | 5120      |
| printer | HP Laserjet 2420d  | CNGKK13486      | 5101      |
| printer | HP Laserjet M4S2dw | VNB3D02163      | 5092      |
| printer | HP Laserjet M4S4dn | VNB3K17010      | 5059      |



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** 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 violations of the City Code shall, after receiving a notice of violation, be issued up to three administrative 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 one (1) property before the Committee for review. Staff is looking for direction from the Council as to how to proceed with the case.

## **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

Attached is the case file for:

711 F Street NE

Section 320 action that could be taken against this property include:

- 1) Continued administrative citations for an amount determined by 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

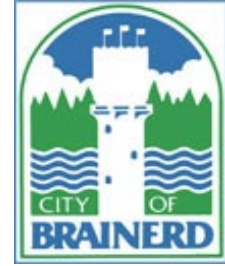
## **RECOMMENDED ACTION/MOTION**

Motion to obtain an administrative search warrant to abate the junk/debris/blight at 711 F Street NE.

## **FINANCIAL IMPACT**

N/A - all fees will be assessed to the property.

# MEMO



**TO:** Mayor and City Council  
**FROM:** James Kramvik, Community Development Director  
**DATE:** August 3<sup>rd</sup>, 2026  
**RE:** Recommendation for Active Code Enforcement Case

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

- **711 F Street NE**
  - Received one (1) Notice of Violation 05/27/26 and three (3) Citations
  - First Citation 06/8/26 – Third Citation 07/15/26
  - \$600 in open citations

*Motion to obtain an administrative search warrant to abate the junk/debris/blight.*

## **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.



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

EN26-0178

Date of Violation: 07/15/2026

Parcel ID: 41191318

Violator(s): ZUMBRUNNEN, CASSANDRA M  
711 F ST NE  
BRainerd, MN 56401

Location/Address of Violation: **711 F ST NE**

### VIOLATION

| Section  | Subdivision, Chapter<br>or Article | Fine     |
|----------|------------------------------------|----------|
| 515-3-28 | Outdoor Storage                    | \$300.00 |

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

**Citation Amount Due: \$300.00**

**Payment Due By: 30 Days from Date of Violation**

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

**Re-inspection Date: 07/25/2026**

**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: 07/15/2026

Representative's Signature:

(served via first class mail)





May 27, 2026

ZUMBRUNNEN, CASSANDRA M  
711 F ST 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:** 711 F ST NE  
**Real Estate Code:** 41191318

**Violation: Outdoor Storage**

**Ordinance:** 515-3-28

**Description:** 2. Outdoor Storage is as regulated by the Appendix A: Table of Uses. Outdoor storage is not permitted in any Residential Zoning District.

To review City Codes on the web, go to [www.ci.brainerd.mn.us/153/City-Code](http://www.ci.brainerd.mn.us/153/City-Code).

**Action should be taken on or before 06/6/2026**

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:

1<sup>st</sup> Citation - \$100.00 | 2<sup>nd</sup> Citation - \$200.00 | 3<sup>rd</sup> 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









# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Award Contract - Brainerd Public Library Community Access Improvements and Storage Upgrades Project

**AGENDA:** SPW Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Paul Sandy, Public Works Director

**DEPARTMENT:** Public Works

**PRESENTER:** Paul Sandy, Public Works Director

**ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE** On July 22, 2026, City staff, Widseth, and members of the Brainerd Public Library Board conducted a public bid opening for the 2026 Brainerd Public Library Community Access Improvements and Storage Upgrades Project. This project addresses improvements to public community spaces within the library, as well as storage upgrades in the building's basement.

The project is funded through a grant agreement between the City and the Minnesota Department of Education (MDE), executed in August 2025. Since that time, the Library Board, Widseth, and City staff have collaborated on the design of the improvements. Per the terms of the grant agreement, all improvements must be completed by December 31, 2026.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS** At the public bid opening held on July 22, 2026, the City received three bids for the project:

- **Hy-Tec Construction of Brainerd, Inc.** — \$316,000
- **Project One Construction, Inc.** — \$317,500
- **Breitbach Construction Company** — \$397,000

Hy-Tec Construction of Brainerd, Inc. submitted the lowest responsive and responsible bid, coming in \$1,500 below the next-lowest bidder, Project One Construction, Inc., and \$81,000 below the highest bid submitted by Breitbach Construction Company.

The Brainerd Public Library Board reviewed the bid results at their regularly scheduled meeting on July 22, 2026, and took the matter under consideration for further evaluation. At a follow-up meeting on July 26, 2026, the Library Board formally voted to recommend that the City Council award the construction contract to Hy-Tec Construction of Brainerd, Inc., based on their bid being the lowest responsible bid received, in the total amount of \$316,000.

With respect to project funding, Section 4.1.b of the Grant Agreement between the City and the Minnesota Department of Education (MDE) establishes a total obligation, or maximum reimbursable amount, of \$422,238. In addition to the construction contract, the City has engaged Widseth to provide professional design, bidding, and construction administration services for the project, under a contract with a not-to-exceed fee of \$51,000.

When combined, the construction bid amount and the Widseth professional services fee bring the total project budget to \$367,000. This total remains under the \$422,238 grant ceiling established in the Grant Agreement, leaving a remaining balance of \$55,238 under the grant obligation. Because the project costs fall within the approved grant amount, the full project cost is eligible for reimbursement through the grant agreement with MDE. With the project scope, there are additional owner provided items that will need to be procured to finish the spaces, so staff will continue to track the grant amount and project expenses as these additional items are procured.

#### **RECOMMENDED ACTION/MOTION**

Staff recommends that the City Council award the contract for the 2026 Brainerd Public Library Community Access Improvements and Storage Upgrades Project to Hy-Tec Construction of Brainerd, Inc. in the total bid amount of \$316,000, and authorize the appropriate City officials to execute the contract between the City and Hy-Tec Construction of Brainerd, Inc.

#### **FINANCIAL IMPACT**

The total project budget, consisting of the \$316,000 construction contract with Hy-Tec Construction of Brainerd, Inc. and the Widseth professional services fee of \$51,000, is \$367,000. This amount is within the \$422,238 grant ceiling established under the Grant Agreement with the Minnesota Department of Education (MDE), leaving an unobligated balance of \$55,238. As the total project cost falls within the approved grant amount, the project is fully reimbursable through the MDE grant agreement.

July 22, 2026

**Brainerd/Baxter**

7804 Industrial Park Road  
Baxter MN 56425

Brainerd Public Library Board  
501 Laurel Street  
Brainerd, MN 56401

218.829.5117  
Baxter@Widseth.com  
Widseth.com

RE: Brainerd Public Library Community Access Improvements & Storage Upgrades  
Letter of Recommendation for Bid Award  
WSN No. 2025-11902

Dear Members of the Brainerd Public Library Board:

Pursuant to authority of the Brainerd Public Library Board and the City of Brainerd and after proper legal advertisement, bids for the above-referenced project were obtained on July 22, 2026, at 3:00 P.M., at the Brainerd Public Library, Brainerd, Minnesota.

The following bid proposals were received:

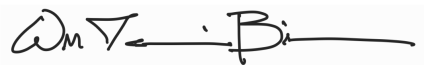
| <u>Bidder</u>                                              | <u>Bid Amount</u> |
|------------------------------------------------------------|-------------------|
| Hy-Tec Construction of Brainerd, Inc., Brainerd, Minnesota | \$316,000.00      |
| Project One Construction, Inc. of Kimball, Minnesota       | \$317,500.00      |
| Breitbart Construction Co. of Elrosa, Minnesota            | \$397,000.00      |

Details of all bids are shown on the enclosed Bid Abstract. The bids were conforming to the plans, specifications and advertisement.

We recommend the contract be awarded to Hy-Tec Construction of Brainerd, Inc. of Brainerd, Minnesota, the lowest responsible bidder, on the basis of the lump sum base bid on the bid proposal.

Sincerely,

WIDSETH SMITH NOLTING & ASSOC INC.

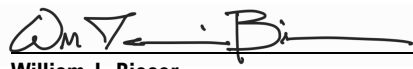


William J. Bieser  
Project Architect

Enclosure

| <b>Project Name:</b> Brainerd Public Library Community Access Improvements & Storage Upgrades<br><b>Project Location :</b> Brainerd, MN<br><b>WSN Project No.:</b> 2025-11902 | <b>Base Bid GME-1</b> | <b>Bid Form</b>          | <b>Responsible Contractor Certification &amp; Response Form</b> | <b>5% Bid Security</b>   | <b>Addendum 1</b>        | <b>Addendum 2</b>        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------------|-----------------------------------------------------------------|--------------------------|--------------------------|--------------------------|
| <b>Bidder:</b>                                                                                                                                                                |                       |                          |                                                                 |                          |                          |                          |
| <b>Hy-Tec Construction of Brainerd</b><br>13336 Business 371<br>Brainerd, MN 56401                                                                                            | <b>\$ 316,000.00</b>  | <input type="checkbox"/> | <input type="checkbox"/>                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Project One Construction, Inc.</b><br>10375 County Road 8<br>Kimball, MN 55353                                                                                             | <b>\$ 317,500.00</b>  | <input type="checkbox"/> | <input type="checkbox"/>                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Breitbach Construction Co.</b><br>802 1st Ave., P.O. Box 78<br>Elrosa, MN 56325                                                                                            | <b>\$ 397,000.00</b>  | <input type="checkbox"/> | <input type="checkbox"/>                                        | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

I hereby certify that this tabulation is a true and correct copy of the bids for the  
**Brainerd Public Community Access Improvements & Storage.**

  
 William J. Bieser

61230  
 REG. NO.

2026-07-22  
 DATE

## STATE OF MINNESOTA GRANT CONTRACT AGREEMENT

*Minnesota Multi-Purpose Community Facility Project to Support Community  
Revitalization Connectedness and Equity by Promoting Education, Work, and Health*

This Grant Contract Agreement is between the State of Minnesota, acting through its Commissioner of the Minnesota Department of Education (“State”), **and**

**GRANTEE NAME: City of Brainerd**

**LEGAL ADDRESS: 501 Laurel Street, Brainerd, MN 56401-3525**

**CAPITAL PROJECT ADDRESS: 416 South 5<sup>th</sup> Street, Brainerd, MN, 56401-3509**

**UEI # (“Grantee”): HRDWXDBU3M54 199019**

### Recitals

1. Under Minn. Stat. § 16B.97 and the Coronavirus Projects Fund, established by section 604 of the Social Security Act, as added by Section 9901 of the American Rescue Plan Act of 2021, Public Law No, 117-2 (March 11, 2021) as awarded to the State from the United States Department of Treasury (Treasury), the State is empowered to enter into this grant contract agreement.
2. The State has a need to implement essential capital projects that facilitate access to work, education, and health monitoring—including remote access—as part of the response to the public health emergency caused by the coronavirus disease (COVID-19). These projects will directly support recovery efforts by enhancing and expanding infrastructure vital for continued participation in these critical areas, with lasting impact beyond the pandemic by supporting investments in capital assets aimed at addressing disparities in access to essential services; and delivering modern infrastructure solutions, including reliable and affordable high-speed broadband internet, necessary for equitable access to work, education, and healthcare.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this agreement to the satisfaction of the State.

## Grant Contract Agreement

**1. Term of Grant Contract Agreement** - This Agreement shall, unless earlier terminated in accordance with any of the provisions contained herein, remain in full force and effect for the time period starting on the effective date hereof and ending on the date that corresponds to the date established by adding a time period equal to 125% of Useful Life of the Real Property and, if applicable, Facility to the date on which the Real Property and, if applicable, Facility is first used for the purpose set forth in Section 2.03 after such effective date. If there are no uncured Events of Default as of such date this Agreement shall terminate and no longer be of any force or effect, and the State Entity shall execute whatever documents are needed to release the Real Property and, if applicable, Facility from the effect of this Agreement and the Declaration.

**1.1 Effective Date:** July 16, 2025 or the date the State obtains all required signatures under Minn. Stat. §16B.98, Subd. 5, whichever is later. Per [Minn. Stat. §16B.98](#), Subd. 5, the Grantee must not begin work until this grant contract agreement is fully executed and the State's Authorized Representative has notified the Grantee that work may commence. Per [Minn. Stat. §16B.98](#) Subd. 7, no payments will be made to the Grantee until this grant contract agreement is fully executed.

**1.2 Expiration Date:** December 31, 2026, or until all obligations have been satisfactorily fulfilled, whichever occurs first. Funds must be expended, and projects must reach substantial completion before December 31, 2026.

- a. Substantial completion is defined as the date for which the Project can fulfill the primary operations that it was designed to perform, delivering services to end-users.
- b. At substantial completion, service operations and management systems infrastructure must be operational.

**1.3 Survival of Terms:** The following clauses survive the expiration or termination of this grant contract agreement: 9. Liability; 10. State Audits; 13. Government Data Practices and Intellectual Property Rights; 16. Publicity and Endorsement; 17.

Governing Law, Jurisdiction and Venue; 19. Data Disclosure; and 25. Program Income.

## **2. Grantee's Duties**

The Grantee, who is not a state employee, will:

2.1 The Grantee must comply with applicable grants management policies (Minn. Stat. § 16B.97, subd. 4(a)(1)). Specific duties are outlined in Clause 4.1(a).

2.2 The Grantee has made application to the State for the purpose of administering the Capital Projects Fund in the manner described in the Grantee's Application, which is incorporated into this grant contract agreement by reference.

2.3 The Grantee is awarded funds to:

1. Invest in capital assets that enable work, education, and health monitoring.  
Address a critical need resulting from or exacerbated by COVID-19.
2. Serve a critical community need.

2.4 Additional Requirements:

- a. Grantee shall submit invoices for services rendered no more frequently than bi-weekly once per month or no less than once per quarter in accordance with the approved budget and scope of work. See reporting schedule in paragraph 4.2(a)
- b. Submit an interim progress report as requested by the State no later than July 15, 2026, for all activities from the beginning of the grant to June 30, 2026.
- c. Submit a final progress report as requested by the State no later than January 30, 2027, for all activities of the grant.
- d. Maintain a grant ledger and supporting documentation (e.g., UFARS for school districts);
- e. Follow procurement laws and ensure vendors are eligible and not debarred;
- f. Undergo a pre-award risk assessment prior to award execution;

- g. Undergo grant monitoring once (if grant >\$50,000) or annually (if >\$250,000);
- h. Agree to participate in a minimum of one (1) site visit per project year, to be conducted by MDE. The purpose of the site visit is to assess program implementation, progress toward goals, compliance with grant terms and conditions, and to provide technical assistance as needed. The Grantor will coordinate with the Grantee to schedule the visit at a mutually agreeable time. Additional site visits may be conducted at the discretion of the Grantor
- i. Per uniform administrative requirements for federal awards, program income generated from funded projects during the grant performance period, or prior to January 1, 2027, must be used for the purposes and under the conditions of the federal award. The U.S. Department of the Treasury's Capital Projects Fund prescribes the additive approach to program income for multi-purpose community facilities. For program income and other related definitions, please see 2 CFR 200.307(e)(2)
  - a. Program Income Reporting - Per uniform administrative requirements for federal awards, program income generated from funded projects during the grant performance period must be used for the purposes and under the conditions of the federal award. The U.S. Department of the Treasury's Capital Projects Fund prescribes the "additive" approach to program income for multi-purpose community facilities.

## 2.5 Provisions for Contracts and Sub-grants

- a. **Contract Provisions.** The Grantee must include in any contract and sub-grant, in addition to provisions that define a sound and complete agreement, such provisions that require contractors and sub-grantees to comply with applicable state and federal laws. Along with such provisions, the Grantee must require that contractors performing work covered by this grant be following all applicable OSHA regulations, especially the federal Hazardous

Waste Operations and Emergency Response Standards (29 CFR 1910.120 and 29 CFR 1926.65).

- b. **Ineligible Use of Grant Funds.** The dollars awarded under this grant contract agreement are grant funds and shall only be used by Grantee and not be awarded by Grantee to third parties as grant funds
- c. **Job Listing Agreements.** *Minn Stat. § 116L.66, subd.1*, requires a business or private enterprise to list any vacant or new positions with the state workforce center if it receives \$200,000 or more a year in grants from the State. If applicable, the business or private enterprise shall list any job vacancy in its personnel complement with MinnesotaWorks.net at [www.minnesotaworks.net](http://www.minnesotaworks.net) as soon as it occurs.
- d. **Payment of Contractors and Subcontractors.** The Grantee must ensure that all contractors and subcontractors performing work covered by this grant are paid for their work that is satisfactorily completed.

2.6 Debarment and Suspension Certification: (If applicable)

- a. The Grantee agrees to follow the President's Executive Order 12549 and the implementing regulation "Non-procurement Debarment and Suspension: Notice and Final Rule and Interim Final Rule," found at 53 FR 19189, May 26, 1988, as amended at 60 FR 33041, June 26, 1995, including Appendix B, "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions;" unless excluded by law or regulation. Evidence that contractors are not debarred will be maintained over the life of the grant.

**3. Time:** The grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant contract, time is of the essence.

#### 4. Consideration and Payment

4.1 **Consideration:** The State will pay for all services performed by the Grantee under this grant contract as follows: performed by the Grantee under this grant contract agreement as follows:

- a. **Compensation** - The Grantee will be paid according to the breakdown of costs in Exhibit B, which is attached and incorporated into the Grant Contract Agreement.
- b. **Total Obligation** - The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract agreement will not exceed **\$422,238**.

#### 4.2 Payment

- a. **Invoices:** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be itemized, submitted no more than bi-weekly, and approved by the State's representative. The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. At a minimum must be submitted timely and according to the following schedule:

- October 30, 2025, for any reimbursable expenses from the beginning of the grant to September 30, 2025;
- January 30, 2026, for any reimbursable expenses from October 1, 2025, to December 31, 2025;
- April 30, 2026, for any reimbursable expenses from the January 1, 2026, to March 31, 2026;
- July 15, 2026, for any reimbursable expenses from the April 1, 2026, to June 30, 2026;
- September 30, 2026, for any reimbursable expenses from the July 1, 2026, to September 30, 2026; and

- January 30, 2027, for any reimbursable expenses from October 1, 2026, to December 31, 2026.;

**4.3 Budget Revisions:** The grantee must receive prior written approval from MDE for any budgetary changes of approved line item amounts greater than 10 percent of the total grant award available for expenditure during the grant period. Total budget line-item deviations exceeding 10 percent of the total award must be approved in writing by MDE prior to incurring the expenditure. In their request for approval the grantee must include supporting information to justify why the change is necessary. MDE is not legally obligated to approve expenditures incurred on budget line-item changes that exceed 10 percent of the total award for which prior approval has not been granted. Grantee may not incur expenditures within a budget line item that is not included in the approved budget without the written approval of MDE

**4.4 Federal Funds:** Payments under this grant contract agreement will be made from federal funds obtained by the State through CFDA number 21.029 Coronavirus Capital Projects Fund, CPFFN0179.

- a. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.
- b. Funds made available pursuant to this grant contract agreement shall be used only for expenses incurred in performing and accomplishing such purposes and activities during the grant period described above. Notwithstanding all other provisions of this grant contract agreement, it is understood that any reduction or termination of Treasury funds provided to the State may result in a reduction of available funds to the Grantee.
- c. Where provisions of the Grantee's Application are inconsistent with other provisions of this grant contract agreement, the other provisions of this grant

contract agreement shall take precedence over the provisions of the Application

**4.5 Unexpended Funds:** The Grantee must return to the State any unexpended funds that have not been accounted for grant closeout.

**5. Contracting and Bidding Requirements:** Per Minn. Stat. §471.345, grantees that are municipalities as defined in Subd. 1 must follow the law.

5.1 Supporting documentation of the bidding process utilized to contract services must be included in the grantee's financial records, including support documentation justify a single/sole source bid, if applicable.

5.2 For projects that include construction work of \$25,000 or more, prevailing wage rules MAY apply per Minn. Stat. §§177.41 through 177.44. These rules require that the wages of laborers and workers should be comparable to wages paid for similar work in the community as a whole.

- *Eligible Contractors:* All Grantees are required to verify that all contractors, subcontractors and sub-recipients are not listed on the Federal publication that lists debarred, suspended and ineligible contractors. Evidence of this determination must be readily available to the State throughout the life of the project.

5.3 The grantee must not contract with vendors who are suspended or debarred in MN: <https://mn.gov/admin/osp/government/suspended-debarred/>

5.4 The grantee must verify that neither the organization nor any of its principals are listed on the SAM.gov Exclusions List prior to receiving federal funds, by conducting a search at <https://sam.gov>

**6. Conditions of Payment:** All services provided by the Grantee under this grant contract agreement must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for

work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

**7. Authorized Representatives:** The State's Authorized Representative, or their successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is **Nick Broyles**. If the Grantee's Authorized Representative changes at any time during this grant contract agreement, the Grantee must immediately notify the State.

**Grantee:** City of Brainerd

**Name:** Nick Broyles

**Title:** City Administrator

**Address:** 501 Laurel Street, Brainerd, MN 56401-3525

**Phone:** 218-828-2307

**Email:** nbroyles@ci.brainerd.mn.us

## **8. Assignment, Amendments, Waiver, and Complete Agreement**

**8.1 Assignment:** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract agreement.

**8.2 Amendments:** Any amendments to this grant contract agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant contract, or their successors in office.

**8.3 Waiver:** If the State fails to enforce any provision of this grant contract agreement, that failure does not waive the provision or the State's right to enforce it.

**8.4 Grant Contract Agreement Complete:** This grant contract agreement contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, whether written or oral, may be used to bind either party.

**9. Liability:** The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant contract agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant contract agreement.

**10. State Audits:** Under Minn. Stat. § 16B.98, Subd.8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant contract agreement or transaction are subject to examination by the Commissioner of Administration, by the State granting agency and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later

- Accounting methods must be in accordance with generally accepted accounting principles. The Grantee shall comply with the requirements of the Single Audit Act Amendments of 1996 (P.L. 104-156). When a Grantee expends over \$750,000 in federal funds during their fiscal year, a single audit is required to be submitted for that year.
- The grantee shall maintain books, records, documents and other evidence pertaining to the costs and expenses of implementing this application to the extent and in such detail as will accurately reflect all gross costs, direct and indirect, of labor materials, equipment, supplies, services and other costs and expenses of whatever nature.
- The grantee shall use generally accepted accounting principles.
- The grantee shall preserve all financial and cost reports, books of account and supporting documents and other data evidencing costs allowable and revenues and other applicable credits under this award which are in the possession of the grantee and relate to this award, for a period of no less than six years and the respective federal requirements where applicable.

- All pertinent records and books of accounts related to this award and subsequent awards shall be preserved by the grantee for a period of six years subject to the following criteria:
  - The six-year retention period shall commence from the date of submission of the final expenditure report.
  - If any litigation, claim, or audit is started before the expiration of the six-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
  - The grantee agrees to cooperate in any examination and audit under the provisions of this paragraph.

**11. Financial Reconciliation:** A financial reconciliation or desk review of reported expenditures to supporting documentation will occur at least once during the award period on grants that are at or exceed \$50,000. MDE will request supporting documentation for review and reconciliation of at least two (2) budget line-item expenditures based on a financial reporting form (FRF) submitted by the grantee.

- MDE may request documentation before, during, or after monitoring visits.
- Financial documentation to support expenditures incurred under this award must be maintained by the grantee and provided to MDE upon request

**12. Monitoring and Corrective Action:** Pursuant to state regulations and guidelines, the State shall monitor grantee performance annually. The Grantee will make all books, records, documents, and accounting procedures and practices accessible for any monitoring. Monitoring will be based on forms provided by the State. The monitor may be in person or a request for information at any time during the grant and any time after grant closeout as needed.

The grantee will monitor the activities of the sub-recipient according to 2 CFR §200.303 and 2 CFR §200.331 as necessary to ensure that the sub-award is used for authorized purposes, in compliance with Federal statutes, regulations, and the terms and conditions of the Sub-award;

and that sub-award performance goals are achieved. Pass-through entity monitoring of the sub-recipient must include:

- a. Reviewing financial and programmatic reports required by the pass-through entity.
- b. Following-up and ensuring that the sub-recipient takes timely and appropriate action on all deficiencies pertaining to the Federal award provided to the sub-recipient from the pass-through entity detected through audits, on-site reviews, and other means.
- c. Issuing a management decision for audit findings pertaining to the Federal award provided to the sub-recipient 2 CFR §200.332 from the pass-through entity as required by 2 CFR §200.521 management decision.

### **13. Government Data Practices and Intellectual Property**

**13.1 Data Practices:** Governed by Minn. Stat. Ch. 13. The Grantee must notify the State if it receives data requests.

- The Grantee and State must comply with the Minnesota Government Data Practices Act, [Minn. Stat. Ch. 13](#), as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract agreement. The civil remedies of [Minn. Stat. §13.08](#) apply to the release of the data referred to in this clause by either the Grantee or the State. If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

#### **13.2 Ownership of Materials and Intellectual Property Rights**

- a. *Intellectual Property Rights:* The State of Minnesota shall own all rights, title, and interest in all the intellectual property rights, including copyrights, patents, trade secrets, trademarks and service marks in the works and documents created and

paid for under the award. Works means all inventions, improvements, discoveries (whether patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes and disks conceived, reduced to practice, created or originated by the grantee, its employees, agents and subcontractors, either individually or jointly with others in the performance of this award. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the grantee, its employees, agents, or subcontractors in the performance of this award. The documents will be the exclusive property of the State of Minnesota and all such documents must be immediately returned to the state by the grantee upon completion or cancellation of the award. To the extent possible, those works eligible for copyright protection under the United States Copyright Act will be deemed to be "works for hire." The grantee assigns all right, title and interest it may have in the works and the documents to the State of Minnesota. The grantee, at the request of the state of Minnesota, shall execute all papers and perform all other acts necessary to transfer or record the State of Minnesota's ownership interest in the works and documents.

- b. *Notification* : Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the grantee, including its employees and subcontractors, in the performance of the award, the grantee will immediately give the State of Minnesota's authorized representative written notice thereof, and must promptly furnish the authorized representative with complete information and/or disclosure thereon.
- c. *Representation*: The grantee must perform all acts and take all steps necessary to ensure that all intellectual property rights in the works and documents are the

sole property of the state of Minnesota, and that neither the grantee nor its employees, agents, or subcontractors retain any interest in and to the works and documents. The grantee represents and warrants that the works and documents do not and will not infringe upon any intellectual property of other persons or entities.

- i. Notwithstanding Liability clause 5, the grantee will indemnify; defend, to the extent permitted by the Attorney General; and hold harmless the state of Minnesota, at the grantee's expense, from any action or claim brought against the state of Minnesota to the extent that it is based on a claim that all or part of the works or documents infringe upon the intellectual property rights of others.
- ii. The grantee will be responsible for payment of all such claims, demands, obligations, liabilities, costs, and damages, including but not limited to, attorney fees. If such a claim or action arises, or in the grantee's or the state of Minnesota's opinion is likely to arise, the grantee, must at the state of Minnesota's discretion, either procure for the state of Minnesota the right or license to use the intellectual property rights at issue or replace or modify the allegedly infringing works or documents as necessary and appropriate to obviate the infringement claim. This remedy of the state of Minnesota will be in addition and not exclusive of other remedies provided by law.

**14. Proceeds of a Sale.** Upon the sale of the Grant Recipient's interest in the Real Property and, if applicable, the Facility the net proceeds thereof shall be disbursed in the following manner and order.

- a. The first distribution shall be to the Commissioner of Management and Budget in an amount equal to the amount of the Grant actually disbursed, and if the amount of such net proceeds shall be less than the amount of the Grant actually disbursed then all of such net proceeds shall be distributed to the Commissioner of Management and Budget.

- b. The remaining portion, after the distribution specified in Section 3.03.A, shall be distributed to pay in full any outstanding public or private debt incurred to acquire the Grant Recipient's interest in or for the betterment of the Real Property and, if applicable, the Facility in the order of priority of such debt.
- c. Any remaining portion, after the distributions specified in Sections 3.03A and B, shall be divided and distributed in proportion to the shares contributed to the acquisition of the Grant Recipient's interest in or for the betterment of the Real Property and, if applicable, the Facilities by public and private entities, including the State Entity but not including any private entity that has been paid in full, that supplied funds in either real monies or like-kind contributions for such acquisition and betterment, and the State Entity's distribution shall be made to the Commissioner of Management and Budget. Such public and private entities may agree amongst themselves as to any redistribution of such distributed funds.

The Grant Recipient shall not be required to pay or reimburse the State Entity for any funds above and beyond the full net proceeds of such sale, even if such net proceeds are less than the amount of the Grant actually disbursed.

**15. Workers Compensation:** The Grantee certifies that it follows Minn. Stat. §176.181, Subd. 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

## **16. Publicity and Endorsement**

**16.1 Publicity:** Any publicity regarding the subject matter of this grant contract agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press

releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this grant contract. All projects primarily funded by state grant appropriations must publicly credit the State of Minnesota, including on the grantee's website when practicable.

**16.2 Endorsement:** Grantee may not imply State endorsement of products/services.

**17. Governing Law, Jurisdiction, and Venue:** Minnesota law, without regard to its choice-of-law provisions, governs this grant contract agreement. Venue for all legal proceedings out of this grant contract agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

## **18. Termination**

### **18.1 By State**

a. **Without Cause:** The State may terminate this grant contract agreement without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

b. **With Cause:** The State may immediately terminate this grant contract agreement if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

**18.2 By Commissioner of Administration:** The Commissioner of Administration may immediately and unilaterally cancel this grant contract agreement if further performance under the agreement would not serve agency purposes or is not in the best interest of the State.

**18.3 Termination for Insufficient Funding:** The State may immediately terminate this grant contract agreement if:

- a. Funding becomes unavailable or the continuation of this Agreement and payments hereunder shall be subject to the availability of federal funds to the State from the US Treasury under the Prime Award. The State shall only be required to make payments to the grantee to the extent that the US Treasury makes payments to the State for allowable costs pertaining to this Agreement. The State shall promptly notify the grantee, in writing, of any (i) termination of the Prime Award or (ii) modification of funding available under the Prime Award that might negatively impact this subaward.
- b. Funding for the Coronavirus Capital Projects Fund (Capital Projects Fund), established by Section 604 of the Social Security Act (the Statute), as added by Section 9901 of the American Rescue Plan Act of 2021 (American Rescue Plan) is withdrawn by the U.S. Department of Treasury.
- c. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

**In the Event of Cancellation:** In the event of any cancellation under this provision, the Grantee shall cooperate fully with the State and help facilitate any transition for the provision of services by a different vendor. Failure to cooperate with or withholding any information or records requested by the State or a different vendor that impairs in any way the transition of the provision of services shall constitute a material breach of this grant contract agreement, subjecting Grantee to liability for all damages incurred by the State resulting from such breach.

**19. Data Disclosure:** Under [Minn. Stat. § 270C.65](#), Subd. 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

**20. Post Grant Reporting Requirements:** The grantee will report to the State, in the manner as requested by the State. The report will be due annually beginning after the end period of the grant on December 31, 2027. The grantee will continue to report annual for a period of 5 years past the end of the grant through December 31, 2031. Grantee shall use the reporting forms provided by the State.

**21. Conflicts of Interest:** The State will take steps to prevent individual and organizational conflicts of interest in reference to Grantees per [Minn.Stat. §16B.98](#) and Department of Administration, Office of Grants Management, Policy Number 08-01 [Conflict of Interest Policy for State Grant-Making](#) (Current Policies tab). When a conflict of interest concerning State grant-making is suspected, disclosed or discovered, transparency shall be the guiding principle in addressing it.

- In cases where a potential or actual individual or organizational conflict of interest is suspected, disclosed, or discovered by the Grantee throughout the life of the grant

contract agreement, they must immediately notify the State for appropriate action steps to be taken, as defined above.

- The Grantee must complete a Conflict-of-Interest Disclosure Form.

**22. Federal Environmental Standards:** Unless the State indicates otherwise and prior to release of funds, the Grantee is required to conduct an environmental review on project activities to comply with the National Environmental Policy Act of 1969 (NEPA), as amended. Disbursement of funds from the State will not occur until State has issued an environmental clearance to the Grantee.

- Grantee must maintain environmental review documentation and records and make them available to the public.

**23. Drug-Free Workplace (Awardees Other Than Individuals)** As required by the Drug-Free Workplace Act of 1988, and implemented at 2 CFR, Part 200, the grantee certifies that it will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an on-going drug-free awareness program to inform employees about:
  - a. The dangers of drug abuse in the workplace;
  - b. The grantee's policy of maintaining a drug-free workplace;
  - c. Any available drug counseling, rehabilitation and employee assistance programs;and
  - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (1);

4. Notifying the employee in the statement required by paragraph (1) that, as a condition of employment under the award, the employee will:
  - a. Abide by the terms of the statement; and,
  - b. Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (4)(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants Policy and Oversight Staff, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3652, GSA Regional Office Building No. 3), Washington, DC 20202-4248. Notice shall include the identification number(s) of each affected award;
6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (4)(b), with respect to any employee who is so convicted:
  - a. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or,
  - b. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of Paragraphs (1), (2), (3), (4), (5) and (6).

**24. Use of Out of State Contractors:** The Grantee must comply with Minnesota Statutes, Section 290.9705 by either:

- a. Depositing with the State, eight percent of every payment made to non-Minnesota construction contractors, where the contract exceeds \$50,000; or

- b. Receiving an exemption from this requirement from the Minnesota Department of Revenue.

**25. Program Income:** Per uniform administrative requirements for federal awards, program income generated from funded projects during the grant performance period must be used for the purposes and under the conditions of the federal award. The U.S. Department of the Treasury's Capital Projects Fund prescribes the "additive" approach to program income for multi-purpose community facilities.

**26. Procurement:** The Grantee must maintain documentation that shows that professional services were procured in accordance with 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Services obtained from an HRA, RDC, or nonprofit organization do not have to be procured by competitive negotiation if exemption has been requested and approved by MDE, but contracts for these services must only be on a cost reimbursement basis, accounted for in accordance with 2 CFR Part 200.

**27. Equal Employment & Section 3:** Grantee must adhere to the Subparts A, C and D of the Section 3 regulations at 24 CFR 75 if the financial assistance provided to the project exceeds a threshold of \$200,000 in HUD program funding. If the project is found to be a Section 3 project, requirements at 24 CFR 75.19 must be followed. The Grantee will report labor hours in the Annual Report as described in 24 CFR 75.25(a), provide the qualitative efforts to assist low and very low-income persons described at 24 CFR 75.25(b) if reporting benchmarks are not met, must include Section 3 requirements and language in bidding documents and contracts, and retain necessary Section 3 documentation as described in 24 CFR 75.31. Additionally, the Grantee will include The Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246, as amended) in the bidding and contract documents. Grantees will adopt an "Affirmative Contractor Outreach Plan – Section 3, MBE and WBE" which will outline how the Grantee will adhere to Section 3 requirements and will

promote the use of Section 3 business concerns and Women- or Minority-Owned Businesses. The plan will include a requirement that contractors and subcontractors will complete the Section 3 and Women- or Minority-Owned Business Certification form.

**28. Equal Opportunity, Americans with Disabilities Act, and Minnesota Human Rights Act:** The Grantee agrees to comply with all nondiscrimination assurances described in: [Section 188 of the Workforce Innovation and Opportunity Act \(WIOA\)](#); the [Americans with Disabilities Act, as amended \(ADA\), Title I and Title II, as amended](#); and the [Minnesota Human Rights Act](#).

**29. Build America, Buy America Act (BABAA):** Treasury strongly encourages recipients to use domestic procurement preferences wherever practicable. However, infrastructure projects funded solely with CPF award funds are not subject to the Buy America Preference requirements set forth in section 70914 of the Build America, Buy America Act included in the Infrastructure Investment and Jobs Act, Pub. L. 117-58. CPF recipients may be otherwise subject to the Buy America Preference requirements when CPF award funds are used on a project in conjunction with funds from other federal programs that require compliance with the Buy America Preference requirements. Recipients are advised to consult with the other federal agencies administering federal financial assistance that is being blended or braided with CPF funds regarding the applicability of the Buy America Preference requirements.

## **1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15.*

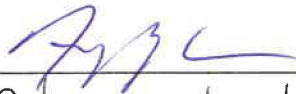
Signed: Joel Bergevin

Date: 8/26/2025

SWIFT Contract/PO No(s): 275655/ 3000037687

## 2. GRANTEE

*The Grantee certifies that the appropriate person(s) has executed the grant contract agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.*

By:   
Title: Administrator  
Date: 7/16/25

By: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## 3. STATE OF MINNESOTA – DEPARTMENT OF EDUCATION

By:   
(WITH DELEGATED AUTHORITY)

Title: Accounting Operations Manager  
Date: 8/28/2025

Minnesota Dept. of Education Distribution :

Grant Specialist: Taunya Schleicher, 651-582-8836, taunya.schleicher@state.mn.us

State's Authorized Representative: Patsy Lee, 651-588-9412 | Patsy.Lee@state.mn.us

**Date:** 7/29/2026

**To:**

**Jamie Bieser**

**Widseth**

Dear Mr. Bieser,

The Library Advisory Board met on July 22<sup>nd</sup> and passed the motion recommending the contract be awarded to Hy-Tec Construction of Brainerd. Thank you for time and assistance. Please let me know if you need any further action from the Board.

Sincerely,

A handwritten signature in blue ink, appearing to read "April Ristau", with a stylized, cursive script.

April Ristau

Regional Branch Manager

Brainerd Public Library



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** 2026 Fire Department Relief Association Annual Report

**AGENDA:** P&F Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Tim Holmes, Fire Chief

**DEPARTMENT:** Fire

**PRESENTER:** Nick Haglin

**ESTIMATED TIME (MIN):** 5 minutes

**SUMMARY OF ISSUE**

See attached memo and reports from the Brainerd Fire Department Relief Association.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

**RECOMMENDED ACTION/MOTION**

Authorize staff to sign the annual reports and increase the level of benefit to \$19,500 per year of service.

**FINANCIAL IMPACT**

**Brainerd Fire Department**  
**Relief Association**  
**23 Laurel St**  
**Brainerd MN 56401**  
**(218) 828-2312**

July 27, 2026

TO: City Council City of Brainerd

FR: Brainerd Fire Department Relief Association

Pursuant to Minnesota State Statute 424A.093, subdivision 5(c), the Brainerd Fire Department Relief Association must certify to the municipality the annual financial requirements for the association by August 1, 2026. The financial requirements for the association are calculated on the Form SC-26, which is provided to the relief association by the Office of the State Auditor. This form is used to determine the projected current year end plan liabilities, any projected surplus or deficit, and the future year (2027) required municipal contribution.

Based upon the financial projections on the Form SC-26, the Brainerd Fire Department Relief Association is requesting to increase to \$19,500. We are currently at \$16,750 per year of service. Based on the performance of our fund in the past year and several other variables we feel that an increase would be in the funds best interest. As a result of this increase, we will be leaving our plan funded to 107%. Thank you for your consideration of this matter.

The form SC-26 is attached for your review and certification.

Sincerely,



Erik Flowers  
Secretary

# Office of the State Auditor - Pension Form SC-26

## Brainerd Fire Relief Association

### Active Member Information

[Click here for instructions on how to complete this tab.](#)

Enter the Annual Benefit Level In effect for 2026:

\$19,500

Enter the Minimum Retirement Age:

50

Enter the Years in FD Required for Full Vesting:

20

(If the annual benefit level is changed before 12/31/2026, the SC must be recalculated and recertified at the new level.)

|                                 |                        |                      |               |                            |                                                  |                           | 2026                  | 2027                   |                       |                        |
|---------------------------------|------------------------|----------------------|---------------|----------------------------|--------------------------------------------------|---------------------------|-----------------------|------------------------|-----------------------|------------------------|
| Total Active Member Liabilities |                        |                      |               |                            |                                                  |                           | 5,396,818             | 6,076,978              |                       |                        |
|                                 | Name                   | Member Status        | Date of Birth | Fire Department Entry Date | Leaves of Absence and Breaks in Service (Months) | Return to Service Member? | Year-End 2026         |                        | Year-End 2027         |                        |
|                                 |                        |                      |               |                            |                                                  |                           | 2026 Years of Service | 2026 Accrued Liability | 2027 Years of Service | 2027 Accrued Liability |
| 1                               | Schellin, Jeffrey J    | Active               |               | 10/1/01                    | 0                                                |                           | 25                    | 487,500                | 26                    | 507,000                |
| 2                               | Holmstrom, Matthew D   | Active               |               | 8/7/06                     | 16                                               |                           | 19                    | 349,232                | 20                    | 378,641                |
| 3                               | Bautch, James P        | Active               |               | 10/3/06                    | 3                                                |                           | 20                    | 367,612                | 21                    | 397,573                |
| 4                               | Enge, Joseph           | Active               |               | 10/20/08                   | 0                                                |                           | 18                    | 330,851                | 19                    | 359,709                |
| 5                               | Jacobson, Joel L       | Active               |               | 10/20/08                   | 24                                               |                           | 16                    | 253,685                | 17                    | 277,626                |
| 6                               | Read, David T          | Active               |               | 10/20/08                   | 0                                                |                           | 18                    | 311,859                | 19                    | 339,060                |
| 7                               | Marohn, Samuel         | Active               |               | 12/9/09                    | 0                                                |                           | 17                    | 303,369                | 18                    | 330,851                |
| 8                               | Amundson, Greg         | Active               |               | 2/4/11                     | 3                                                |                           | 16                    | 269,134                | 17                    | 294,533                |
| 9                               | Groenwold, Christopher | Active               |               | 2/4/11                     | 9                                                |                           | 15                    | 244,964                | 16                    | 269,134                |
| 10                              | Lemieur, Jonathan      | Active               |               | 2/4/11                     | 6                                                |                           | 15                    | 252,313                | 16                    | 277,208                |
| 11                              | Findlay, Rahn D        | Active               |               | 8/1/13                     | 0                                                |                           | 13                    | 200,115                | 14                    | 221,974                |
| 12                              | Kargel, Brian T        | Active               |               | 8/1/13                     | 0                                                |                           | 13                    | 206,119                | 14                    | 228,633                |
| 13                              | Norwood, James         | Active               |               | 8/1/13                     | 0                                                |                           | 13                    | 206,119                | 14                    | 228,633                |
| 14                              | Flowers, Erik          | Active               |               | 7/1/16                     | 0                                                |                           | 11                    | 164,396                | 12                    | 184,722                |
| 15                              | Haglin, Nicholas       | Active               |               | 7/1/16                     | 0                                                |                           | 11                    | 164,396                | 12                    | 184,722                |
| 16                              | Isle, Steven           | Active               |               | 7/1/16                     | 6                                                |                           | 10                    | 145,098                | 11                    | 164,396                |
| 17                              | Rosier, Paul           | Active               |               | 4/1/18                     | 0                                                |                           | 9                     | 119,507                | 10                    | 136,769                |
| 18                              | Grimsby, Kathleen M    | Active               |               | 8/1/18                     | 5                                                |                           | 8                     | 109,415                | 9                     | 126,785                |
| 19                              | Wallace, Christopher A | Active               |               | 8/1/18                     | 9                                                |                           | 8                     | 109,415                | 9                     | 126,785                |
| 20                              | Headley, Clint         | Active               |               | 7/1/19                     | 51                                               |                           | 3                     | 35,393                 | 4                     | 48,607                 |
| 21                              | Hidalgo, Erik          | Active               |               | 7/1/19                     | 0                                                |                           | 8                     | 106,228                | 9                     | 123,092                |
| 22                              | Kramer, Bobby          | Active               |               | 7/1/19                     | 0                                                |                           | 8                     | 97,214                 | 9                     | 112,647                |
| 23                              | Beeson, Drew           | Active               |               | 12/1/20                    | 12                                               |                           | 5                     | 58,989                 | 6                     | 72,911                 |
| 24                              | Kalis, Randy           | Active               |               | 12/1/20                    | 0                                                |                           | 6                     | 77,351                 | 7                     | 92,950                 |
| 25                              | Lee, Rick              | Active               |               | 12/1/20                    | 0                                                |                           | 6                     | 77,351                 | 7                     | 92,950                 |
| 26                              | Praska, Henry          | Active               |               | 12/1/20                    | 3                                                |                           | 6                     | 77,351                 | 7                     | 92,950                 |
| 27                              | Anderson, Nicholas     | Active               |               | 8/1/22                     | 0                                                |                           | 4                     | 48,607                 | 5                     | 62,582                 |
| 28                              | High, Isaac            | Active               |               | 8/1/22                     | 0                                                |                           | 4                     | 40,708                 | 5                     | 52,411                 |
| 29                              | Moberg, Anthony        | Separated/Not Vested |               | 8/1/22                     | 9                                                |                           | 4                     | 0                      | 5                     | 0                      |
| 30                              | Ogren, Tyler           | Separated/Not Vested |               | 8/1/22                     | 9                                                |                           | 4                     | 0                      | 5                     | 0                      |
| 31                              | Anderson, Lee E        | Active               |               | 8/1/23                     | 0                                                |                           | 3                     | 35,393                 | 4                     | 48,607                 |
| 32                              | Holmes, Jackson J      | Active               |               | 8/1/23                     | 0                                                |                           | 3                     | 27,126                 | 4                     | 37,253                 |
| 33                              | Dann, Jason A          | Active               |               | 1/1/25                     | 0                                                |                           | 2                     | 22,908                 | 3                     | 35,393                 |
| 34                              | Macejkovic, Isaiah W   | Active               |               | 1/1/25                     | 3                                                |                           | 2                     | 17,557                 | 3                     | 27,126                 |
| 35                              | Nelson, Patrick C      | Active               |               | 1/1/25                     | 0                                                |                           | 2                     | 18,084                 | 3                     | 27,940                 |
| 36                              | Sievert, Nathan C      | Active               |               | 1/1/25                     | 0                                                |                           | 2                     | 22,908                 | 3                     | 35,393                 |
| 37                              | Borg, Tyler            | Active               |               | 1/1/26                     | 0                                                |                           | 1                     | 8,034                  | 2                     | 16,550                 |
| 38                              | Davis, Garret          | Active               |               | 1/1/26                     | 0                                                |                           | 1                     | 11,121                 | 2                     | 22,908                 |
| 39                              | Miles, Tanner          | Active               |               | 1/1/26                     | 0                                                |                           | 1                     | 11,121                 | 2                     | 22,908                 |
| 40                              | Walkowiak, Keaton      | Active               |               | 1/1/26                     | 0                                                |                           | 1                     | 8,275                  | 2                     | 17,045                 |
| 41                              |                        | Choose Status        |               |                            |                                                  |                           |                       | 0                      |                       | 0                      |
| 42                              |                        | Choose Status        |               |                            |                                                  |                           |                       | 0                      |                       | 0                      |





## Office of the State Auditor - Pension Form SC-26

### Brainerd Fire Relief Association

#### Interest Rates for Deferred Members

[Click here for instructions on how to complete this tab.](#)

| Year | Board set ROR up to 5% | OSA ROR up to 5% | Relief ROR up to 5% |
|------|------------------------|------------------|---------------------|
| 2009 |                        |                  |                     |
| 2010 |                        |                  |                     |
| 2011 |                        |                  |                     |
| 2012 |                        |                  |                     |
| 2013 |                        |                  |                     |
| 2014 |                        |                  |                     |
| 2015 |                        |                  |                     |
| 2016 |                        |                  |                     |
| 2017 |                        |                  |                     |
| 2018 |                        |                  |                     |
| 2019 |                        |                  |                     |
| 2020 |                        |                  |                     |
| 2021 |                        |                  |                     |
| 2022 |                        |                  |                     |
| 2023 |                        |                  |                     |
| 2024 |                        |                  |                     |
| 2025 |                        |                  |                     |
| 2026 |                        |                  |                     |

**Office of the State Auditor - Pension Form SC-26****Brainerd Fire Relief Association****Other Payment Information**[Click here for instructions on how to complete this tab.](#)**Unpaid Installments**

| Unpaid Installments                  |      |                    |            |            |                 | 2026                   | 2027                     |                          |
|--------------------------------------|------|--------------------|------------|------------|-----------------|------------------------|--------------------------|--------------------------|
| Total Unpaid Installment Liabilities |      |                    |            |            |                 | 0                      | 0                        |                          |
|                                      | Name | Status             | Birth Date | Entry Date | Separation Date | Amount Previously Paid | 2026 Estimated Liability | 2027 Estimated Liability |
| 1                                    |      | Unpaid Installment |            |            |                 |                        |                          |                          |
| 2                                    |      | Unpaid Installment |            |            |                 |                        |                          |                          |
| 3                                    |      | Unpaid Installment |            |            |                 |                        |                          |                          |
| 4                                    |      | Unpaid Installment |            |            |                 |                        |                          |                          |
| 5                                    |      | Unpaid Installment |            |            |                 |                        |                          |                          |
| 6                                    |      | Unpaid Installment |            |            |                 |                        |                          |                          |
| 7                                    |      | Unpaid Installment |            |            |                 |                        |                          |                          |
| 8                                    |      | Unpaid Installment |            |            |                 |                        |                          |                          |
| 9                                    |      | Unpaid Installment |            |            |                 |                        |                          |                          |
| 10                                   |      | Unpaid Installment |            |            |                 |                        |                          |                          |

# Office of the State Auditor - Pension Form SC-26

## Brainerd Fire Relief Association

### Financial Projections

[Click here for instructions on how to complete this tab.](#)

|                                    | 2026         | 2027         |
|------------------------------------|--------------|--------------|
| Total Active Member Liabilities    | 5,396,818    | 6,076,978    |
| Total Deferred Member Liabilities  | 1,566,164    | 1,644,472    |
| Total Unpaid Installments          | 0            | 0            |
| Grand Total Special Fund Liability | A. 6,962,982 | B. 7,721,450 |
| Normal Cost (Line B - Line A)      |              | C. 758,468   |

#### Projection of Net Assets for Year Ending December 31, 2026

Special Fund Assets at December 31, 2025 (FIRE-25 Form ending assets in Line E) D. 6,894,816

#### Projected Income for 2026

|                                                                                  |            |
|----------------------------------------------------------------------------------|------------|
| Fire State Aid (2025 fire state aid of \$313,109 may be increased by up to 3.5%) | 1. 313,109 |
| Supplemental State Aid (actual 2025 supplemental state aid)                      | 2. 41,882  |
| Municipal/ Independent Fire Dept. Contributions                                  | 3. 55,000  |
| Interest and Dividends                                                           | 4. 482,637 |
| Appreciation/ (Depreciation)                                                     | 5.         |
| Other Revenues                                                                   | 6. 2,000   |
| Total Projected Income for 2026 (Add Lines 1 through 6)                          | E. 894,628 |

#### Projected Expenses for 2026

Retirement, Long-Term/Permanent Disability, and Survivor Benefits

Names:

|                 |
|-----------------|
| Howard, DennisJ |
| Turner, Mark    |
|                 |
|                 |
|                 |

Amounts:

|         |
|---------|
| 194,482 |
| 111,641 |
|         |
|         |
|         |

Short-Term Disability Benefits

Administrative Expenses

Total Projected Expenses for 2026 (Add Lines 7, 8, and 9)

Total Projected Net Assets at December 31, 2026 (Line D + Line E - Line F)

1.1, 30 6'--1 23 ,1

|                      |
|----------------------|
| 8,                   |
| 9, 20,187            |
| F, 3_2_6,;...3_1_0_1 |
| G, 7,463,134         |

#### Projection of Surplus or (Deficit) as of December 31, 2026

|                                                  |                     |
|--------------------------------------------------|---------------------|
| Projected Assets (Line G)                        | H. 7,463,134        |
| 2026 Accrued Liability (Line A)                  | I. 6_9_6_2: 9_8_2_1 |
| Projected Surplus or (Deficit) (Line H - Line I) | J. 500,152          |
| Projected Funding Ratio (Line H/Line I)          | K. 107%..           |

# Office of the State Auditor - Pension Form SC-26

Brainerd Fire Relief Association

calculation of Required Contribution

16000

| Deficit Information - Original |                 |                                    | Deficit Information -Adjusted |                                    |                                   |
|--------------------------------|-----------------|------------------------------------|-------------------------------|------------------------------------|-----------------------------------|
| Year Incurred                  | Original Amount | Amount Retired as of<br>12/31/2025 | Original Amount               | Amount Retired as of<br>12/31/2026 | Amount Left to Retire<br>1/1/2027 |
| 2017                           | 0               | 0                                  |                               |                                    |                                   |
| 2018                           | 0               | 0                                  |                               |                                    |                                   |
| 2019                           | 0               | 0                                  |                               |                                    |                                   |
| 2020                           | 0               | 0                                  |                               |                                    |                                   |
| 2021                           | 0               | 0                                  |                               |                                    |                                   |
| 2022                           | 0               | 0                                  |                               |                                    |                                   |
| 2023                           | 0               | 0                                  |                               |                                    |                                   |
| 2024                           | 0               | 0                                  |                               |                                    |                                   |
| 2025                           | 0               | 0                                  |                               |                                    |                                   |
| 2026                           |                 |                                    |                               |                                    |                                   |
| Totals                         | 0               | 0                                  | 0                             | 0                                  | 0                                 |

## Required Contribution Calculation

Normal Cost

Projected Special Fund Administrative Expenses

Amortization of Deficit (10% of Original Amount column total)

10% of Surplus

Fire and Supplemental State Aid

5% of Projected Assets at December 31, 2026

Required Contribution (Line L +Line M +Line N - Line O- Line P - Line Q)

|           |         |
|-----------|---------|
| L.        | 758,468 |
| M. 16,000 | 16,560  |
| N.        | 0       |
| O.        | 50,015  |
| P.        | 354,991 |
| Q.        | 373,157 |
| R.        | 0       |

**No required contribution due in 2027.**



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** 2027 Annual Budget Timeline and Set Workshop

**AGENDA:** P&F Committee

**ACTION REQUESTED:** Discussion Item

**SUBMITTED BY:** Connie Hillman, Finance Director

**DEPARTMENT:** Finance

**PRESENTER:** Connie Hillman, Finance Director

**ESTIMATED TIME (MIN):** 5 Minutes

## **SUMMARY OF ISSUE**

The City Council needs to adopt the 2027 preliminary levy by September 30, 2026. The preliminary levy that is set in September is the levy used to sent out the proposed property tax statements in November to all property owners. The final levy adopted in December can be lower, but not higher than the preliminary levy.

## **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

Below is a proposed timeline for the Council to consider:

- On August 26th the Council President, Chair of P&F, and the City Administrator will meet to establish a budget that will be presented to the City Council on or before the first day of September as required by the Charter.
- The Park Board is tentatively planned to present a budget at the August 17th council meeting, satisfying the requirement in the Charter that prior to September 1st the park board will prepare and present a budget for park and recreation purposes for the ensuring fiscal year, subject to the approval of the City Council.
- Have a budget workshop on Monday, August 31st at 6:30 p.m.
- Have an additional workshop or further discussion about the budget and levy in September.
- Set the preliminary levy at the regular City Council meeting on September 21st and set the date for the public hearing.

## **RECOMMENDED ACTION/MOTION**

Discussion of the proposed timeline and set a budget workshop for Monday, August 31, 2026 at 6:30 p.m.

## **FINANCIAL IMPACT**



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Final Reading - Ordinance 1607 - Amending Section 1200 - Intoxicating Liquor and Section 1000 - Appendix A

**AGENDA:** Main

**ACTION REQUESTED:** Ordinance

**SUBMITTED BY:** Connie Hillman, Finance Director

**DEPARTMENT:** Finance

**PRESENTER:** Connie Hillman, Finance Director

**ESTIMATED TIME (MIN):** 10 Minutes

## **SUMMARY OF ISSUE**

The Northern Pacific Center (NPC) is a unique location where there are several venues around the property where alcohol can be served. Under Minnesota liquor laws, Mr. Higgins is only able to serve alcohol at rental venues such as Blacksmith Main, by utilizing a caterer's permit under his Notch 8 on-sale intoxicating liquor license. Since the spaces are not compact and contiguous with Notch 8, alcohol cannot be stored at the other venues. A lot of resources are being used by Mr. Higgins in the movement of liquor to the various venues on the NPC property. Therefore, Mr. Higgins sought and was granted special legislation during the 2026 legislative session as follows:

### *Sec. 17. CITY OF BRAINERD; SPECIAL LICENSE.*

*Notwithstanding any other law, ordinance, or charter provision to the contrary, the city of Brainerd may issue an intoxicating liquor license to the Northern Pacific Center, located at 1511 Northern Pacific Road. A license issued under this section allows sales on all days of the week to persons attending events at the center, and may be issued for a space that is not compact and contiguous, provided that the premises are described in the approved license. All other provisions of Minnesota Statutes, chapter 340A not inconsistent with this section apply to a license issued under this section.*

### *EFFECTIVE DATE.*

*This section is effective upon approval by the Brainerd City Council and compliance with Minnesota Statutes, section 645.021.*

Staff has been working with Mr. Higgins, our City Attorney, as well as the Alcohol Gambling Enforcement Division (AGED) to draft proposed ordinance language. The initial thought was to issue one on-sale liquor license for the entire NPC property. However, this was deemed not to be in compliance with the legislation as it specifically allows for sales to persons attending events at the NPC. Therefore, the NPC license would not cover Notch 8 where routine, daily sales are made at the restaurant. We looked at extending the Notch 8 liquor license to the entire NPC property. It was determined this is not allowed.

The current proposed ordinance language requires Mr. Higgins to acquire two liquor licenses. The

special license for events, and an on-sale license for Notch 8 (or a restaurant) for conducting routine, daily sales. There is no objection to one liquor liability insurance policy that covers the entire NPC property, if the insurer is willing to issue it. With the proposed special license, Mr. Higgins is able to serve alcohol at weddings and similar rentals without using a caterer's license, and he can keep a bar in the various rental spaces (e.g. Blacksmith Main, Two South and Luminary). The NPC license will have defined "suites" and consumption areas where alcohol will be served, consumed and stored. The liquor will be consumed at the location it is sold. If there is a complaint that a group of people are walking from Notch 8 to Blacksmith Main while carrying alcohol, for example, it will be a violation of Notch 8's liquor license. Doing the same from Luminary to Blacksmith Main will be a violation of the NPC's license. Each specified area will need controls to prevent liquor from leaving and coming into each area.

#### **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

At the July 20th Council meeting, the council set the fee for the Northern Pacific Center license at \$6,000 plus the investigation fee, and decided to forgo the public hearing. There has been no changes to the proposed ordinance since the first reading.

The City is also required to pass a resolution and file a certificate of approval of special law with the state. Said resolution is attached and should be approved prior to adoption of the ordinance. The certificate is also included for your information.

#### **RECOMMENDED ACTION/MOTION**

- Motion to conduct the final reading of Ordinance 1607 and dispense with the actual reading

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

- Motion to adopt resolution approving special law and providing necessary documentation to the State of Minnesota
- Motion to adopt Ordinance 1607
- Motion to adopt resolution providing for the summary publication of Ordinance 1607

#### **FINANCIAL IMPACT**

There will be a cost of publishing the notice if the ordinance is adopted. The exact cost is unknown but Staff would recommend adopting a resolution for a summary publication at the time of adoption. There would also be additional revenue based on NPC license fee.

**ORDINANCE  
NO. 1607**

**AN ORDINANCE AMENDING SECTION 1200 OF THE  
BRAINERD CITY CODE PERTAINING TO  
INTOXICATING LIQUOR AND  
SECTION 1000- GENERAL PROVISIONS APPENDIX A: FEE SCHEDULE**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Amendment. Section 1200.03 License Required Subdivision 1. General Requirements – is amended as indicated, with the following added language underlined and deleted language struck out:

1200.03      License Required.

Subdivision 1. General Requirements. No person, except a wholesaler or manufacturer to the extent authorized under State license, shall directly or indirectly deal in, sell, or keep for sale in the City any intoxicating liquor without a license to do so as provided in the Section. Liquor licenses shall be of ~~# ten #~~ \* eleven \* kinds: on-sale, on-sale wine, off-sale, special club licenses, temporary on-sale, Sunday on-sale, on-sale brewer taproom, off-sale growler, microdistillery/cocktail room, ~~and~~ off-sale distilled spirits, \* and an intoxicating liquor license for the Northern Pacific Center. \*

SECTION TWO: Amendment. Section 1200.03 License Required – is amended by adding the following subdivision:

Subd. 12. Intoxicating Liquor License for the Northern Pacific Center. Per 2026 Minn. Laws ch. 48, sec. 17, an on-sale intoxicating liquor license may be issued to the Northern Pacific Center, with an address of 1511 Northern Pacific Road, further identified as PID 41300577.

A license under this section allows on-sale intoxicating liquor sales on all days of the week only to persons attending events at the Northern Pacific Center, and may be issued for a space that is not compact and contiguous, provided that the premises are described in the license.

The application shall include a detailed site plan delineating the area of the property to which the license applies (the Licensed Area). The site plan will clearly note bars, and potential bar/serving locations, including outdoor patios, and storage locations.

No alcohol shall be sold, served, or consumed outside the Licensed Area. Any changes to the Licensed Area requires an amendment to the license and approval by City Council.

The licensee shall designate an on-site manager who shall be responsible for the operations within the Licensed Area at all times during the hours of sale. The on-site manager shall complete training in alcohol beverage service and shall train any server and security personnel of the same.

SECTION THREE: Amendment. Section 1000 General Provisions Appendix A: Fee schedule of the City Code is hereby amended by adding the following line:

| Liquor/Tabacco/Cannabis | Annual Fees Unless Indicated Otherwise July 1 <sup>st</sup> -June 30th |
|-------------------------|------------------------------------------------------------------------|
| Northern Pacific Center | \$6,000 + investigation fee                                            |

SECTION FOUR: Effective Date. This ordinance shall take effect and be in force one week from and 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

Published: XX/XX/2026

**R E S O L U T I O N**  
**NO. XX:26**

**RESOLUTION APPROVING SPECIAL LAW AUTHORIZING  
INTOXICATING LIQUOR LICENSE FOR THE NORTHERN PACIFIC CENTER**

**BE IT RESOLVED** by the City Council of the City of Brainerd, Crow Wing County, Minnesota as follows:

**WHEREAS**, the Minnesota Legislature passed the following special law, as set forth in 2026 Minn. Law ch. 48, sec. 17:

Notwithstanding any other law, ordinance, or charter provision to the contrary, the city of Brainerd may issue an intoxicating liquor license to the Northern Pacific Center, located at 1511 Northern Pacific Road. A license issued under this section allows sales on all days of the week to persons attending events at the center, and may be issued for a space that is not compact and contiguous, provided that the premises are described in the approved license. All other provisions of Minnesota Statutes, chapter 340A not inconsistent with this section apply to a license issued under this section.

**WHEREAS**, Minn. Stat. section 645.021, subd. 2, provides that a special law is not effective without approval of the local government, which approval shall be by resolution; and

**WHEREAS**, the Council supports this special law authorizing an intoxicating liquor license for the Northern Pacific Center.

**NOW, THEREFORE, BE IT RESOLVED** that the Council approves the special law authorizing a an intoxicating liquor license according to the terms of the 2026 legislation.

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

**CERTIFICATE OF APPROVAL OF SPECIAL LAW  
BY GOVERNING BODY**

Pursuant to Minnesota Statutes, 645.02 and 645.021

**STATE OF MINNESOTA**

County of Crow Wing

**TO THE SECRETARY OF STATE OF MINNESOTA:**

PLEASE TAKE NOTICE, That the undersigned chief clerical officer of the

City of Brainerd

DOES HEREBY CERTIFY, that in compliance with the provisions of Laws, 2026,  
Chapter 48, Section 17 requiring approval by a majority\* of the governing body of said local  
governmental unit before it becomes effective, the Brainerd City Council  
at a meeting duly held on the 3<sup>rd</sup> day of August 2026, by resolution xx:26  
did approve said Laws, 2026 , Chapter 48, Section 17  
by a majority vote\* of all of the members thereof (Ayes \_\_\_\_\_; Noes \_\_\_\_\_;  
Absent or not voting \_\_\_\_\_) and the following additional steps, if any required by statute  
or charter were taken:

---

A copy of the resolution is hereto annexed and made a part of this certificate by reference.

Signed: \_\_\_\_\_

---

(Official designation of officer)

\*If extraordinary majority is required by the special law, insert fraction or percentage below:

---

This form prescribed by the Attorney General and furnished by the Secretary of State  
as required in Minnesota Statutes 645.021.

**Instructions for completing this form are on the next page.**

## INSTRUCTIONS

- Include the chapter number in the *Laws of Minnesota* that is to be approved on the Certificate of Approval form **and** in the resolution that approves the special law.
- Return the completed **originally signed** Certificate of Approval form **with a photo copy** of the resolution that approved the special law to:

Office of Minnesota Secretary of State, attn: Official Documents  
Veterans Services Building, 20 W. 12th Street, Suite 201  
St. Paul, MN 55155

If you have questions about this form, contact Official Documents Staff  
at [official.documents@state.mn.us](mailto:official.documents@state.mn.us).

**R E S O L U T I O N**  
**NO. XX:26**

**RESOLUTION APPROVING SUMMARY PUBLICATION OF ORDINANCE 1607**

**BE IT RESOLVED** by the City Council of the City of Brainerd, Crow Wing County, Minnesota as follows:

**WHEREAS**, on August 3<sup>rd</sup>, 2026, the City Council adopted Ordinance No. 1607 which amends Sections 1200 and 1000 of the Brainerd City Code.

**WHEREAS**, Ordinance No. 1607 contains a table and would be expensive to publish in its entirety.

**NOW, THEREFORE, BE IT RESOLVED** that the Council finds that the following text clearly informs the public of the intent and effect of Ordinance No. 1607 and approves the following summary for publication:

SUMMARY PUBLICATION OF ORDINANCE 1607

AN ORDINANCE AMENDING SECTION 1200 – INTOXICATING LIQUOR AND  
SECTION 1000 – GENERAL PROVISIONS APPENDIX A

The purpose of this Ordinance establishes an intoxicating liquor license for the Northern Pacific Center as allowed per 2026 Minn. Law ch. 48, sec. 17, allowing for on-sale intoxicating liquor sales to persons attending events at the Northern Pacific Center, and for a space that is not compact and contiguous; and established a fee for such license. A full copy of Ordinance 1607 can be reviewed at Brainerd City Hall, 501 Laurel Street, Brainerd, MN 56401.

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



# City Council Agenda Request

**MEETING DATE:** August 3, 2026

**TITLE OF ITEM:** Policy - Leased Parking Lots

**AGENDA:** Main

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Nick Broyles, City Administrator

**DEPARTMENT:** Administration

**PRESENTER:** Nick Broyles, City Administrator

**ESTIMATED TIME (MIN):**

## **SUMMARY OF ISSUE**

The City maintains 4 parking lots with leased spaces. Various questions have arisen regarding notification of lessees of downtown events, allowable vehicle types, subletting spaces, and cancellation. Staff developed a policy to provide clarity and consistency to both staff and lessees. The policy would apply to current and future lessees and be distributed in the next quarter billing and to all new lessees.

## **ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS**

The policy has been reviewed by the City Attorney. Note: Attorney Langel suggested the fees be included in the fee schedule. Parking fees are not currently codified to the City Code but will be included in the coming months with the 2027 fee schedule updates.

## **RECOMMENDED ACTION/MOTION**

Motion to approve leased parking lot policy.

## **FINANCIAL IMPACT**

## **CITY OF BRAINERD**

### **LEASED PARKING POLICY**

#### **1. AUTHORITY**

The City is authorized under Minn. Stat. § 549.14, subd. 4, to operate and manage parking facilities and to regulate the parking rates for those facilities.

#### **2. SCOPE**

The City leases parking spaces in the Alley, Burlington, City Hall, and Maple parking lots. Leased spaces are reserved for the lessees and are not open to the public. All other City-owned parking is open to the public. Subletting leased spaces is prohibited. Use of leased spaces for non-motorized vehicles (e.g., trailers, campers) is prohibited.

#### **3. DEFINITIONS**

Vehicle – operable motorized auto with license plates and current tabs.

Lessee –the individual or company who leases the parking space.

City Operations – administration and physical management of the City’s parking facilities, including maintenance.

Approved Events – events that are hosted by the City or are otherwise approved by the City that temporarily use City parking lots, including leased parking spaces.

#### **4. TERM AND RATES**

Parking spaces are leased on a first-come, first-served, month-to-month basis. The lease continues until terminated. Either the City or the lessee may terminate the lease without cause with 30 days’ written notice. Parking rates are set by the Council in the City’s fee schedule. The Council reserves the right to modify the rates for leased spaces with a 60-day notice to the lessee. The City is not liable for loss of or damage to the lessee’s vehicle while parked in the lot unless said loss or damage was caused by the negligent or intentional act of the City.

#### **5. PRIORITY OF USE**

Use of designated leased City parking spaces shall be prioritized as follows:

1. City Operations / Temporary City Council Approved Events
2. Lessee
3. Public Use

The lessee will be notified in advance of scheduled City operations and approved events.

## **6. LESSEE RESPONSIBILITIES**

- Provide current and accurate billing information to the City.
- Remain in good standing on the payment of the lease.
- Ensure that use of the space is for the lessee's vehicle(s) only.
- Display the City-provided hangtag in the windshield of the vehicle.
- Report maintenance or safety issues to the City in a timely manner.

## **7. ADMINISTRATION**

The City Administrator shall:

- Implement and enforce this policy.
- Develop procedures and forms necessary for its administration.
- Ensure consistent application.

## **8. EFFECTIVE DATE**

This policy shall take effect upon adoption by the City Council and applies to all current and future lessees.

---

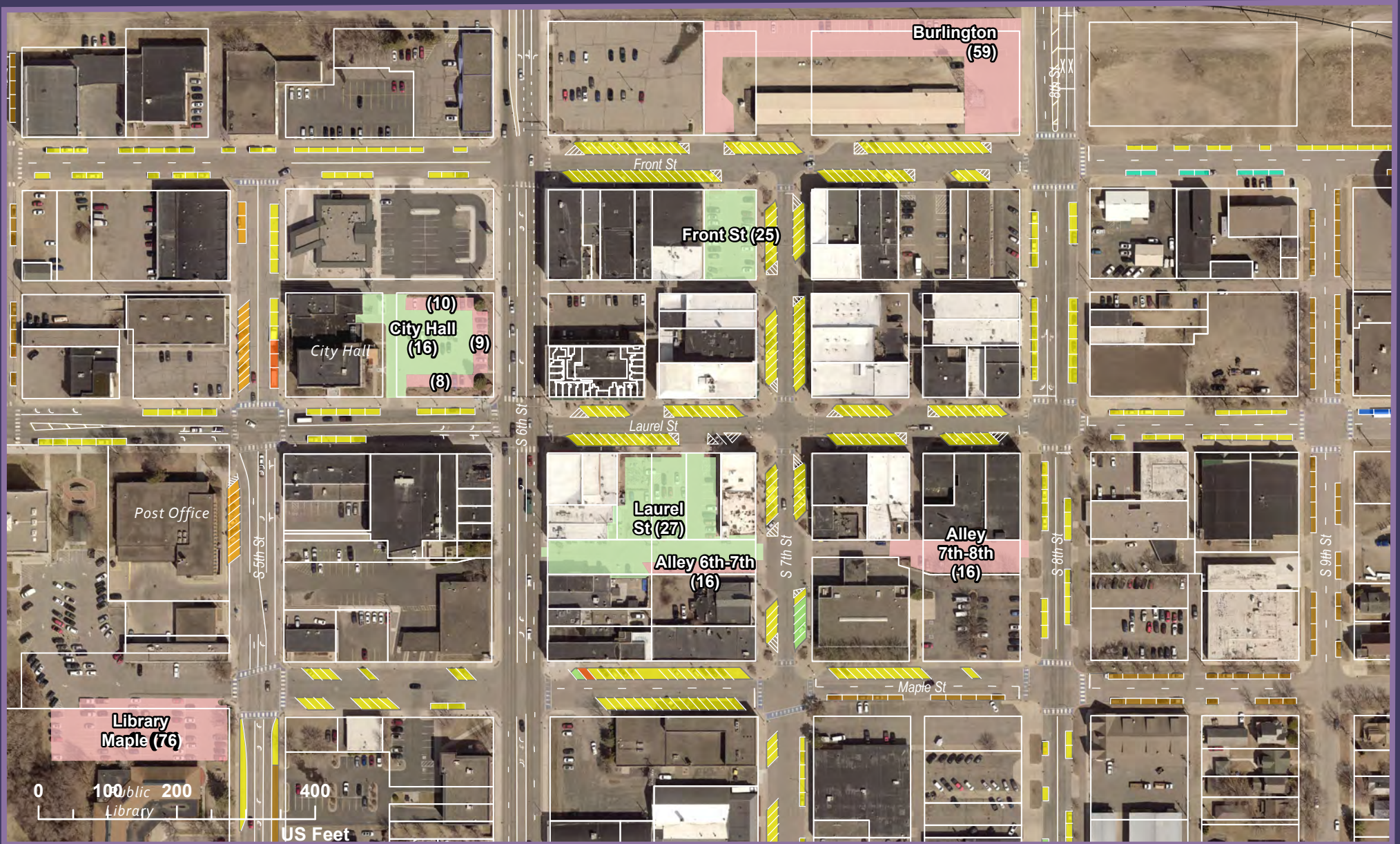
City Administrator

---

Effective Date



# City of Brainerd Downtown Public Parking



Disclaimer: This map is intended for reference purposes only and is not a legally recorded map nor survey. The City of Brainerd shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statute 466.03 Subd 21.

## Parking Lots

- Free
- Reserved

## Street Parking Restrictions

- 15 Minute Parking
- 30 Minute Parking
- 1 Hour Parking
- 3 Hour Parking
- No Parking
- Limited as Signed
- ADA Accessible

