



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, August 17, 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: 877 953 133#

Personnel and Finance Committee will not be held as there are no items to discuss

Safety and Public Works Committee held: Council Chambers at 6:15 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. **Tobacco License Applications - Devon Vends LLC**

E. **Event Application - Touch a Truck**

F. **Resolution - Accepting 2nd Quarter Donations**

G. **Promotion - Maintenance I Wyatt Pribyl to Maintenance II**

- H. **Updated Job Descriptions - Police Department**
- I. **Updated Job Descriptions - Technology Department**
- J. **2025 Tax Increment Financing (TIF) Report Summary**
- 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**
 - A. **Interim Use Permit Update - Bridges of Hope**
 - B. **Budget Presentation - Park Board**
- 8. **Council Committee Reports**
 - A. **Safety & Public Works Committee**
 - 1. Improvement 25-12 - 2029 Oak Street Reconstruction Project Preferred Alternative and Resolution Ordering Feasibility Report
 - 2. Fee Amendment - Improvement 25-12 - 2029 Oak Street Reconstruction Project - Phase II ESA
 - 3. 10-Year Capital Improvement Plan - Streets, Sanitary Sewer, Water, and Storm Sewer
 - 4. Change Order 1 - Improvement 25-05 - SE Brainerd Reconstruction Project
 - 5. Change Order 6 - Improvements 17-12 and 20-04 - Wright Street and S 10th Street Reconstruction Project
 - 6. Active Code Enforcement
- 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)
Planning Commission- 1 term (Expire 2028)
Water Tower Committee—2 terms
- 10. **New Business**

A. Assessment Review - 2020 Pine Street

11. Staff Reports

(Verbal: Any Updates since Packet)

12. Mayor's Report

13. Council Member Reports

14. Adjourn

A. Adjourn to Council Budget Workshop on August 31, 2026, at 6:30 p.m. in the City Council Chambers.

15. Council Communications

A. Update - 113 Washington St NE

Visit the City's Website at 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 noted as absent.

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

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF DISCUSSION OF THE MINI ROUNDABOUTS ON OAK STREET TO SAFETY AND PUBLIC WORKS COMMITTEE.

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

Approval of Bills

Approved as on file in the Administrator's Office.

Approval of Minutes

Approved July 20, 2026 meeting minutes.

Department Activity Reports

Approved reports as presented.

Temporary On-Sale - Vigilant Guardians

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

Event/Street Closure - The Center Ageless Expo

Approved event as presented.

Event/Street Closure - First Lutheran Night Out.

Approved event as presented.

Policy Update - Rules of Decorum

Approved the rules of decorum as amended.

Joint Powers Agreement - State of MN Hotel Inspections

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

Retirement - Parks Maintenance Scott Belisle

Accepted 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.

Retirement - Street Maintenance II Robert Anderson

Accepted 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.

Updated Job Descriptions - Fire Department

Approved the updated Fire Department job descriptions.

Hiring - Network Administrator Nathan Himley

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).

Surplus and Sale of Equipment – Technology (BPU)

Declared all BPU equipment listed as surplus property, and 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.

Public Forum

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

No one came forward.

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

Council Committee Reports

Safety and Public Works

Active Code Enforcement

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO OBTAIN AN ADMINISTRATIVE SEARCH WARRANT TO ABATE THE JUNK/DEBRIS/BLIGHT AT 711 F STREET NE.

Award Contract - Brainerd Public Library Community Access Improvements and Storage Upgrades Project

Committee Chair Erickson stated that the City received a grant in August of 2025 for \$422,238. This project is being funded by that grant. The bid by Hytec was the lowest bid at \$316,000.

Member Johnson expressed his appreciation to Hytec for coming in under budget. They also completed the roof project on the Library which was also bid under budget in 2025.

MOVED AND SECONDED BY COUNCIL MEMBERS ERICKSON AND CZECZOK, DULY CARRIED, TO 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.

Discussion – Mini Roundabouts on Oak Street

Member Czeczok stated that he has received a lot of calls regarding the temporary mini roundabouts on Oak Street. He asked Public Works Director Sandy prior to the meeting about the cost to make the roundabouts permanent.

Public Works Director Sandy stated that the temporary roundabouts are for traffic flow for the detour for the Washington Street project. If the City were to consider making the roundabouts permanent a study would need to be conducted. It may behoove the City to conduct a study during the detour. The City would also need to ensure that there is proper drainage in the intersection. If the Council is sincerely interested, he stated that staff could put together a staff report on the benefits of roundabouts.

Chair O'Day stated that the temporary roundabouts seem to be doing well. He will be interested to see how they continue to work as the project on Highway 210 progresses.

Member Johnson stated that he would like to see the estimated cost of a study and the scope of the study prior to committing funds to conduct it. He is a daily Oak Street user. He loves the temporary roundabouts. He is not, however, a pedestrian on Oak Street which may make a difference in peoples' opinions.

Member Czeczok stated that he has had mixed reviews of the temporary roundabouts from citizens. He asked whether staff could make general observations of the traffic.

Public Works Director Sandy stated that staff could do some general observations in the area, however, a formal traffic study would be necessary to determine whether traffic control standards are being met to warrant further traffic control measures.

Member Erickson stated for the public that the roundabouts are temporary for the detour and traffic flow for the Highway 210 project. He also stated that if they are being labeled as “temporary”, we should stay true to their nature at this point instead of taking action as it may cause confusion.

Member Johnson stated that the 2029 Oak Street project does include a roundabout at 28th Street.

Member Czeczok asked about a roundabout at Highway 25.

Public Works Director Sandy stated that the roundabout at Highway 25 is on the plan for the State, most likely in the next ten years.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO PROVIDE AN ESTIMATED COST TO CONTRACT FOR A TRAFFIC FEASIBILITY STUDY.

Personnel and Finance Committee

2026 Fire Department Relief Association Annual Report

Committee Chair Johnson stated that the Relief Association’s fund balance is healthy enough to support the proposed level of benefit. He also stated that the statutory maximum is \$20,000 per year of service.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO SIGN THE ANNUAL REPORTS AND INCREASE THE LEVEL OF BENEFIT TO \$19,500 PER YEAR OF SERVICE.

2027 Annual Budget Timeline and Set Workshop

Committee Chair Johnson stated that the Personnel and Finance Chair and Administrator will meet with the Finance Director on August 26th to prepare the budget.

Member Czeczok questioned whether the matter could be addressed at the first meeting in September.

Finance Director Hillman stated that the Charter requires the Personnel and Finance Chair and City Administrator to present a proposed budget prior to September 1st.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO SET A BUDGET WORKSHOP FOR MONDAY, AUGUST 31, 2026, AT 6:30 P.M. IN THE CITY COUNCIL CHAMBERS.

Unfinished Business

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

Final Reading - Ordinance 1607 - Amending Section 1200 - Intoxicating Liquor and Section 1000 - Appendix A

Finance Director Hillman gave an overview of the ordinance. There have been no changes since the first reading.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND JOHNSON, DULY CARRIED, TO CONDUCT THE FINAL READING OF ORDINANCE 1607 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND STUNEK TO ADOPT RESOLUTION APPROVING SPECIAL LAW AND PROVIDING NECESSARY DOCUMENTATION TO THE STATE OF MINNESOTA.

RESOLUTION 46:26

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.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS TO ADOPT ORDINANCE 1607.

ORDINANCE 1607

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.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND JOHNSON TO ADOPT RESOLUTION PROVIDING FOR THE SUMMARY PUBLICATION OF ORDINANCE 1607.

RESOLUTION 47:26

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.

New Business

Policy – Leased Parking Lots

Administrator Broyles gave an overview of the policy.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE LEASED PARKING LOT POLICY.

Staff Reports

Fire Chief Holmes gave an update on the reconstruction of the Fire Department. They are on track for substantial completion prior to the end of the year. He thanked the Mayor for his hard work on the Police vs. Fire Softball game. Burning restrictions are changing daily with the drought.

Finance Director Hillman stated that the State Primary Election is on August 11th, all precincts will be open 7:00 a.m. to 8:00 p.m.

Community Development Director Kramvik gave an update on 113 Washington Street NE. The property and building are now tax forfeit, the county will take possession at the end of August and the building will be demolished.

Administrator Broyles welcomed Zac Swarthout as the Public Services Director.

Council Member Reports

Member Czczok stated that the Police and Fire Softball game was fantastic. The Charter change will be in effect in a few days. The County Board also agreed to the change to the Airport Commission.

Member Bevans stated that he attended the Lakes Area Music Festival, it was fantastic. The Downtown National Night Out on August 4th, First Lutheran Church will be hosting an event at 8th and Norwood. The Police Department and Northside Neighborhood Association will host their Night Out on August 11th at Gregory Park.

Member Yeager stated that the summer passenger numbers continue to trend upward at the Airport. He thanked everyone at the County who worked on the Airport Ordinance to see it through the process.

Member Johnson stated that the Mayor asked him to request the Council's permission to allow Dave Donaldson from Hubbard radio to conduct a school supply fundraiser by camping out in the Water Tower. They have already obtained permission from the law office.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO WORK WITH HUBBARD RADIO TO CONDUCT A FUNDRAISER FOR SCHOOL SUPPLIES IN THE WATER TOWER.

Member Erickson stated that he has enjoyed seeing BPU's social media videos about the water plant, they're well done.

Member Bevans asked whether 113 Washington needs to be torn down. The demolition of the one building in that strip would leave it looking like a gap tooth.

Member Johnson supports asking the County about saving the building. This would take away a potential storefront.

MOVED AND SECONDED BY COUNCIL MEMBERS BEVANS AND ERICKSON, DULY CARRIED, TO HAVE STAFF REACH OUT TO THE COUNTY TO DETERMINE WHETHER THE STRUCTURE AT 113 WASHINGTON COULD BE SAVED.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND ERICKSON, DULY CARRIED, TO ADJOURN TO CLOSED SESSION PURSUANT TO MINN. STAT. § 13D.05, SUBD. 3(C), TO DISCUSS ACQUISITION OF LAUREL STREET RIGHT-OF-WAY BETWEEN S.E. 13TH STREET AND S.E. 18TH STREET INVOLVING PID 41300712 (1307 MAPLE ST.), PID 41300557 (101 13TH ST. S.E.), AND PID 41301087 (NO PHYSICAL ADDRESS).

The Chair adjourned the meeting at 8:04 p.m. to the closed session.

Council took a five-minute break.

They adjourned to closed session at 8:10 p.m.

The Chair reconvened the meeting at 8:30 p.m.

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

The Chair adjourned the meeting at 8:30 p.m.



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD



This month's Booyah Winner is Sergeant Rachel Reed!

Sergeant Rachel Reed conducted a traffic stop on a vehicle for a minor traffic violation. During the stop, the female driver spoke very limited English. Rachel took the time to actively listen to the driver, clearly explain the violation and issue a verbal warning. Chief Runde later received a call from the driver's adult son, who wanted to commend Rachel for the positive interaction she had with his mother. He shared that his mother told him she felt heard and respected throughout the encounter. He expressed his appreciation for the professionalism and kindness Rachel demonstrated. This is a great example of how treating people with dignity and respect can lead to a positive outcome during a law enforcement encounter.

TRAINING & STAFF DEVELOPMENT

Open-Source Intelligence (OSINT)

Investigator Personius attended Open-Source Intelligence (OSINT) training. This course teaches how to legally collect, verify, and analyze data from public sources. Programs range from foundational social media tracking to advanced technical investigations, operational security (OPSEC), and dark web analysis, catering to cybersecurity, and law enforcement.

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
July	1,902	421	737	397	13.28 Minutes	61



COMMUNITY OUTREACH

4th of July Event

Officers were on parade detail, traffic control, bike patrol, and other assignments to ensure that everyone had a fun and safe 4th of July.

**Police Vs Fire Softball Game**

The 3rd annual Brainerd Police vs Fire Softball Showdown at Mills Stadium in Brainerd's Memorial Park, with the Police Department taking home the win yet again! Thank you, Brainerd Community Action and Brainerd Parks and Recreation, for putting together such a fun event.





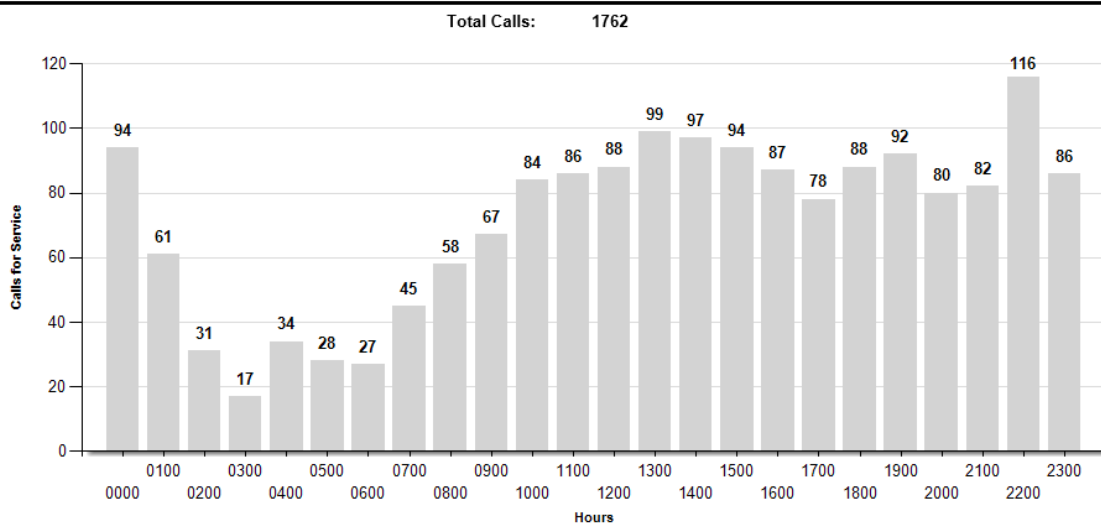
OVERALL CALLS FOR SERVICE

Month	2026	2025
Number of Calls for Service	1719	1630



Calls for Service Hourly

7/1/2026 to 7/31/2026



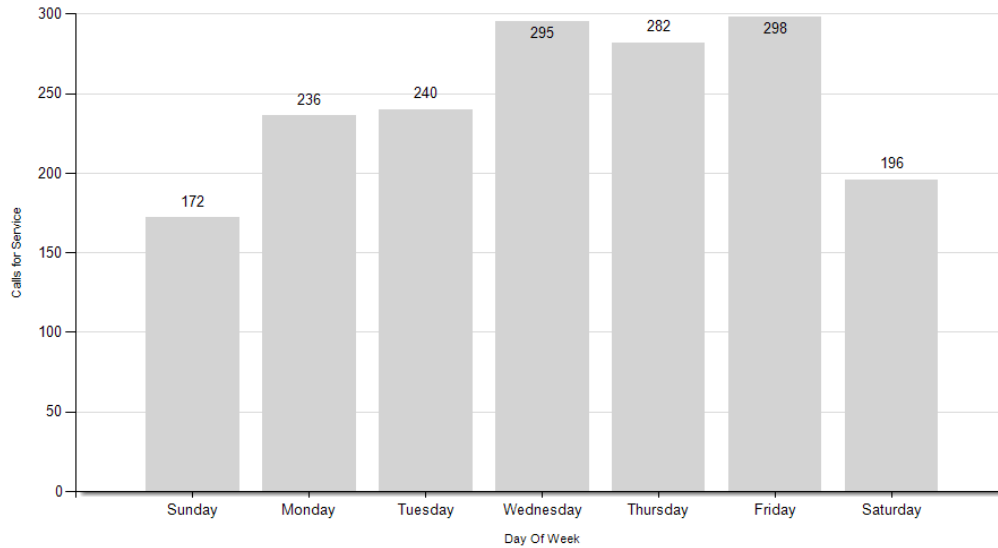


Calls for Service Day Of Week

Start Date: 7/1/2026

End Date: 7/31/2026

Total Calls: 1762



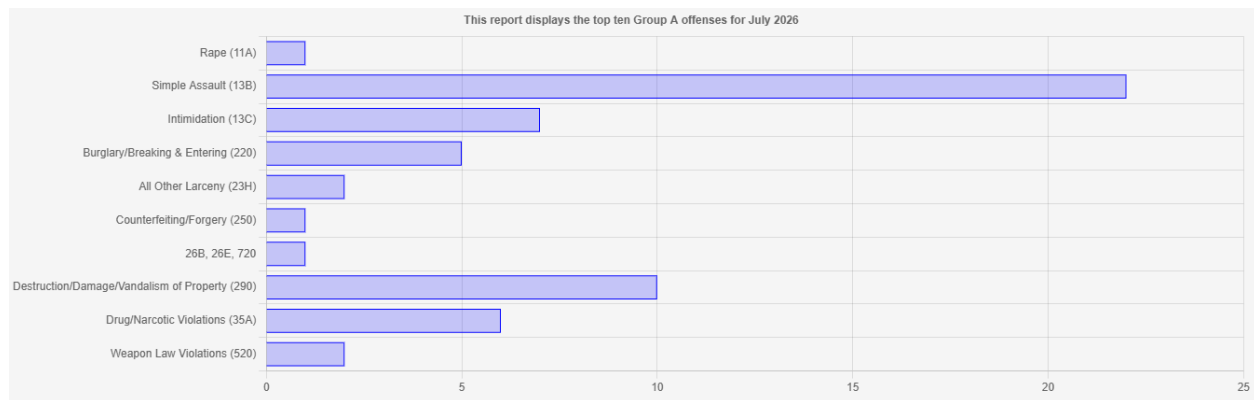
CRIME STATISTICS

Year to Date through Month	2026	2025
Group A Offenses Known or Reported to Police	558	450
Group A and B Arrests	494	379

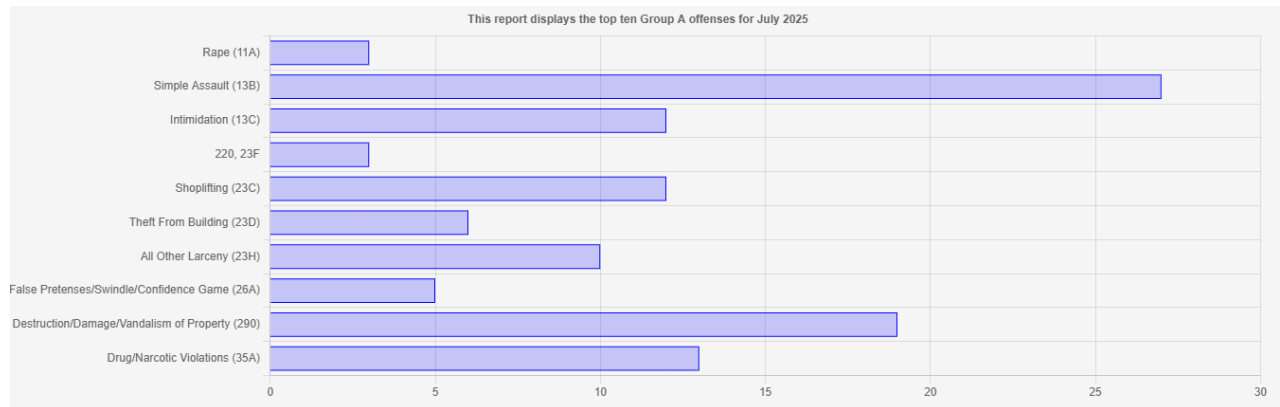
**** Note: 2026 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

July 2026

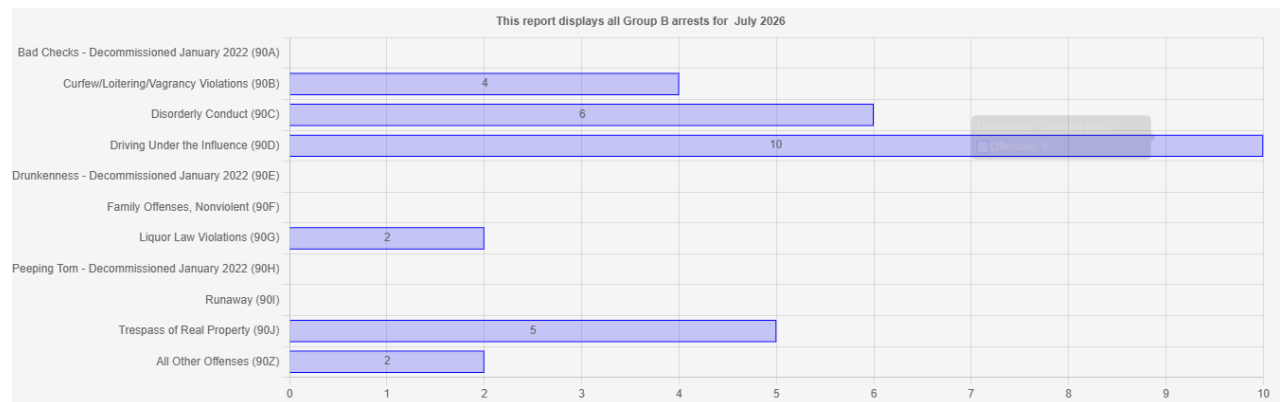


July 2025

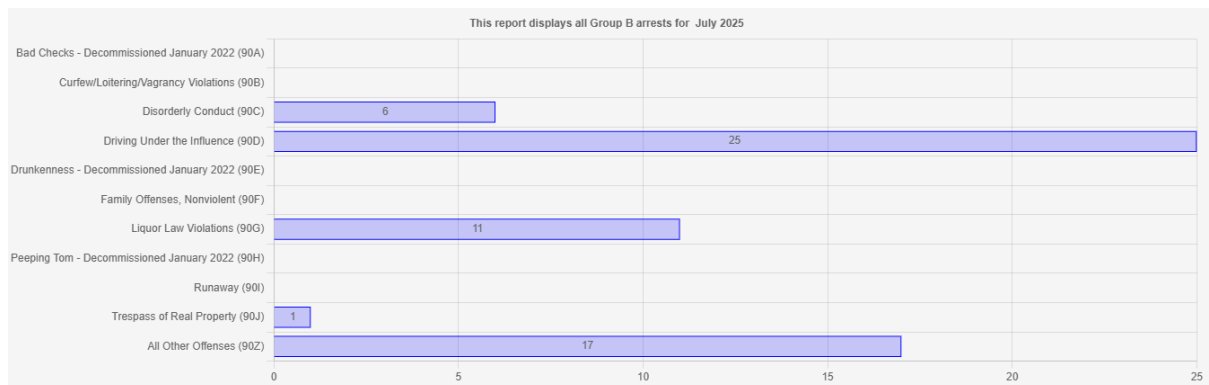


GROUP B ARREST DATA

July 2026



July 2025



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

July	2026	2025
Citations (Inc. Parking Tickets & Written Warnings)	156	141

20 parking tickets were issued in the month of July, with the following dispositions.

0	Dismissed
10	Paid in Full
1	Partial Payments Received
9	No Payment Received

Revenue Recapture Receipts:

2025 Total:	\$5,714.63
2026 To Date:	\$4,359.00

CONDUCT ON PREMISES ACTIVITY REPORT

There were no Conduct on Premises incidents reported in the month of July.



City of Brainerd
Technology Department Monthly Report
July 2026

Projects

- Completed email migration to dotgov (*brainerdmn.gov*), the *ci.brainerd.mn.us* domain will continue to work for the time being. Both domains also work for the city website. BPU staff email (*bpu.org*) will become *brainerdmn.gov* on 8/24
- Working on implementation phase of integrating BPU network into city network, anticipated late Aug
- Planning for staff office changes at BPU post network integration
- Prepared for arrival of new network administrator 7/27 – critical position considering all the network change underway organization wide
- Initial steps taken to create a Cyber Response Plan, collaborating with LMC
- BPU fiber loop connections throughout town – primarily lift stations and electric infrastructure
- BPU replacing hardware at existing connected sites to modernize/standardize communications

Hardware/Software

- Entering planning and procurement phase to reestablish technology at the remodeled fire station
- Began implementation of new helpdesk, asset, project mgmt software
- Phased replacement of city network hardware – core routing, switches, and firewalls, wireless access points (wifi) have all been replaced
- Incode AP automation process (BPU) – technology bills have been the test subject
- Demos and selected tool to migrate BPU staff email to city network
- Two new police squad cars

Other

- Staff attended various meetings, webinars, conferences, and other training opportunities
- Staff additions: Network Administrator, Public Services Director, City Engineer/Deputy PW Dir
- Staff departures:

Statistics

Telephone: Total calls 8568↑

Police 3409↑, City Hall 3087↓, Transit 1796↓, Fire 245↓, Public Works Maint 31↑

Website: Total views 18k↑, Users 5.2k↑

Top pages: main, parks & recreation, employment, campground

Email: Sent 8440↑, Received 37484↑

YouTube: City channel views 806↑, Hours watched 191↑, Subscribers +4

Facebook (city): Followers 4,727↑, Views 136k↑, Interactions 1194↑



COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

July 2026



BUILDING PERMITS

The Community Development Department issued 89 building permits with a total project valuation of \$7,908,156 in the month of July. Within the Central Business District (prev. River to Rail), 17 permits were issued. These improvements resulted in \$7,145 being waived in permit fees.

*Note: project valuation does not include all projects as some permits, such as residential mechanical permits, have a flat fee and are not based on valuation. Therefore, the listed total project valuation is solely based on the permits whose fees are determined by valuation.

Issued Permits for July 2026		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Demolition	1	\$360,060
Commercial – Building – New/Addition	1	\$5,300,000
Commercial – Building – Remodel	4	\$286,000
Commercial – Mechanical – Air Conditioner	3	N/A
Commercial – Mechanical – Furnace/Boiler	2	N/A
Commercial – Mechanical – Remodel	1	\$2,000
Commercial – Mechanical – Roof Top Unit	1	N/A
Commercial – Plumbing – Remodel	4	\$111,608
Commercial – Plumbing – Water Heater	1	N/A
Engineering – Excavation	9	N/A
Engineering – ROW Obstruction	1	N/A
Fence	5	N/A
Residential – Building – Accessory Structure	1	\$17,500
Residential – Building – Demolition	1	N/A
Residential – Building – New/Addition	4	\$995,000
Residential – Building – Remodel	7	\$685,753
Residential – Building - Roofing	7	N/A
Residential – Building – Roofing+Garage	3	N/A

Residential – Building – Siding	5	N/A
Residential – Building – Windows/Doors	13	N/A
Residential – Mechanical – Air Conditioner	3	N/A
Residential – Mechanical – Fireplace	1	N/A
Residential – Mechanical – Furnace/Boiler	1	N/A
Residential – Mechanical – Furnace+AC	1	N/A
Residential – Plumbing – New/Addition	1	N/A
Residential – Plumbing – Remodel	4	N/A
Sign	2	\$27,175

There were three single-family home permits and one duplex permit issued in the month of July.

BUILDING INSPECTIONS

The Community Development Department conducted 124 building inspections and re-inspections in July.

CODE ENFORCEMENT

The Community Development Department conducted 239 code enforcement inspections and re-inspections in July resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Junk/Debris/Blight	17
Unlicensed/Inoperable Vehicles	5
Grass & Weeds	54
Zoning Code Violation	3
Tree Diseased/Hazardous	15
Outdoor Storage	4
Exterior Structure	2
Total = 100	

**Note: With the adoption of Ordinance No. 1524 on April 4th, 2022, Community Development staff have moved to complaint driven enforcement only, except for a change with Ordinance No. 1586 on July 7th, 2025 of monitoring properties along major thoroughfares, and near City Parks.*

Direction on Active Code Enforcement Cases

Staff continue to send citations to the following properties as directed by City Council.

- 1) **823 Willow St** – Unlicensed Rental - Issuing \$300 citation monthly for non-licensed rental. Legal action from the City Attorney is taking place. City Council motion 2/3/2025 to \$100 per day citation.
- 2) **319 N 9th St** – Property Maintenance/ Roof – Issuing a \$300 citation each month until roof is corrected. Building Official has issued a report 11/3/25 for City Council action to take place. Hazardous building resolution was issued for publication by the City Attorney 6/4/26 for four consecutive weeks prior to action.

- 3) **PID 41191502** – Exterior Structure – \$300 citation each month until corrected. Zoning Code Violation abated 7/30/26.
- 4) **401 Holly St** – Fence – Issuing a \$300 citation each month until corrected.
- 5) **711 F St NE** – Outdoor Storage – requested an administrative search warrant 8/4/26.

VACANT BUILDING REGISTRY

Properties that have completed necessary repairs and improvements

1623 9th Ave NE – Remodel Permit Issued – Work in Progress – mid-way inspections took place 8/7/26.

1626 Oak Street – Siding completed – sent request for inspection 7/16.

1201 L St NE – New owner.

1022 13th Ave NE – New owner – obtained remodeling permits – sent request for inspection 7/16.

Properties that have registered/applied for permits

1521 Norwood St – Fire Damage – Waiting for rebuild agreement plan. Added new citation 10/7/25.

1889 Graydon Ave – Open Excavation – Added new citation 10/7/2025. Building Official was at the property when the owner showed up. They had a conversation, and owner obtained a foundation permit. Direction was given on the process going forward. Sent request for inspection 7/16.

Current Vacant Building Registry Properties

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

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

319 9th St N – Fire Damage – No response. Building Official processed case file and legal action is being taken with the City Attorney. Council adopted Res No. 78:25 declaring hazardous structure which needs to be published in the paper. See above Active Code.

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

RENTAL LICENSES & INSPECTIONS

The Community Development Department issued 31 units for rental renewals in July.

The Housing Inspector completed 19 rental property inspections and re-inspections in July.

CONTRACTOR REGISTRATION

The Community Development Department issued 14 contractor registrations in July.

PLANNING AND ZONING

August 19th Planning Commission Agenda:

- 1) Zoning Text Amendment – Allow Food Trucks in the TN-2 Zoning District
- 2) Conditional Use Permit – 1200 Madison St

Ordinance Itinerary Planning Commission:

- 1) **Comprehensive Plan Update** - The City should consider reviewing the comprehensive plan every five years to ensure all of the goals and objectives listed in the plan are still relevant for the City of Brainerd. The Brainerd City Council elected to accept Bolton & Menk's proposal at the March 2nd meeting. Staff met with Bolton and Menk on March 12th to begin the Comprehensive Plan update process. The Planning Commission held a special meeting on April 15th to provide initial comments and direction to Bolton & Menk regarding the Comprehensive Plan update. The Planning Commissions' comments included strengthening the goals to make Brainerd more walkable/ bikeable and strategies for public engagement. The Commission was in general agreement on the direction of the update. Bolton and Menk sent out a survey to understand the most important aspects of the comprehensive plan in the community. The survey produced good results, and the respondents were a good representation of the demographics of Brainerd. (In Progress 50% Complete - The Planning Commission reviewed updates at the July 15th meeting. The Planning Commission will review a final draft version of the Comprehensive Plan on September 16th.)
- 2) **Flood Plain District** – The Planning Commission recommended approval of the Floodplain Overlay District. The Flood Plain Overlay District regulates improvements located in a Flood Plain and Flood Way. The Flood Plain Overlay District must be included in the City Code and meet all State Statute requirements. (In Progress – 95% Complete – City Council approved the ordinance at the July 20th meeting. The ordinance will be approved after receiving the final approval letter from the DNR)
- 3) **Mississippi Headwaters Regulations** - Staff met with a representative from the Mississippi Headwaters board regarding the potential annexation. The representative indicated that while not mapped as jurisdiction of the Mississippi Headwater's Board, this area along the Mississippi River in the proposed annexation area is subject to the regulations if annexed. The City currently has regulations governing development of properties subject to these regulations, but the regulations need to be updated as they were passed in 2001. Annexed properties would have a moratorium placed on land use and building permit applications



until the regulations are updated. (Staff plans on beginning the ordinance process in the fall of 2026)



ECONOMIC DEVELOPMENT

Sign Grant and Façade Grant

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

EDA Goals

The EDA sets goals and objectives every two years. The EDA will be reviewing the current goals and objectives and setting new goals/ objectives at their October 1st workshop meeting. The current goals established by the EDA are:

- 1) Create programs to seek funding to address identified needs
- 2) Create an inventory of under-used and under-developed properties and work with property owners to market them for redevelopment
- 3) Evaluate the City's vacant industrial property for compatible non-industrial uses that would address current and future needs of the community
- 4) Interview existing businesses to identify each business's individual needs to take the next step in their business development
- 5) Work with community partners to develop a cohesive marketing strategy for the community.

The EDA hired 4 consultants (BLAEDC, DDBC, Swanson Haskamp Consulting and Visit Brainerd) to help the EDA accomplish the goals and actions steps which were adopted but also additional accomplishments in addition to the adopted goals. These were reflected in the agreements with those organizations as well as their monthly reports.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

Address: 23 Laurel St

IN PROGRESS

PZE Process: Conditional Use Permit & Variance

Date Issued: 08/04/2025

Project Description: To allow for the construction of an addition to the Fire Hall for bluff setbacks and impervious surface requirements

Project Progress: Approved – building permits have been issued and work in underway.

Address: Parcel #4124152

IN PROGRESS

PZE Process: Variance and IUP

Date Issued: 10/20/2025

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

Project Progress: Approved and in progress

Address: 3424 Oak St

IN PROGRESS

PZE Process: Rezoning from CN-2 to GC

Date Issued: 10/20/2025

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

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

Address: PID 41290683

IN PROGRESS

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

Date Issued: 12/15/2025

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

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

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

PZE Process: Preliminary Plat Amendment, Developmental Stage PUD Amendment

Date Issued: 01/06/2026

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

Project Progress: Approved and project in progress.

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

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

Date Issued: 02/03/2026

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

Project Progress: Approved and project in progress.

Address: 1410 & 1424 Thiesse Dr

IN PROGRESS

PZE Process: Conditional Use Permit

Date Issued: 03/02/2026

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

Project Progress: Approved and construction will soon start once land is conveyed. Construction plans and permits have been issued.

Address: 1410 & 1424 Thiesse Dr

IN PROGRESS

PZE Process: Conditional Use Permit Amendment

Date Issued: 04/06/2026

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

Project Progress: Approved and construction will soon start once land is conveyed. Construction plans and permits have been issued.

Address: 1513 Pennsylvania Ave

IN PROGRESS

PZE Process: Variance

Date Issued: 04/06/2026

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

Project Progress: Approved and applicant was issued a building permit.

Address: 411 Laurel Street

IN PROGRESS

PZE Process: Variance

Date Issued: 05/04/2026

Project Description: Variance to expand the entrance to 411 Laurel Street to the parking lot with a 40' distance to the intersection to allow for incoming and outgoing traffic.

Project Progress: Approved and applicant will be working with Anderson Brothers on the project.

Address: 10320 Wright Street

DENIED

PZE Process: Rezoning, Future Land Use Map Amendment, Conditional Use Permit Requests, Variance Permit Request

Project Description: Rezone, CUP, Variance to construct a 50-unit Multifamily Apartment

Project Progress: Denied

Address: 715 Charles Street

COMPLETED

PZE Process: Conditional Use Permit

Date Issued: 07/20/2026

Project Description: Conditional Use permit to operate an auto repair and re-conditioning service

Project Progress: Approved

Address: PID 41290604 AND 41290605 Brainerd Oaks

IN PROGRESS

PZE Process: Preliminary Plat Amendment, Developmental Stage PUD

Date Issued: 07/20/2026

Project Description: Development of Outlots E and F Brainerd Oaks

Project Progress: Approved and ready for next step

MEMORANDUM

TO: Mayor Badeaux and City Councilmembers
FROM: Nick Broyles, City Administrator
DATE: 17 August 2026
SUBJ: City Administrator Report

In addition to routine administrative matters and in preparation of topics and business action items on the Council's work sessions and meeting agendas, the following is a summary of tasks and activities the City Administrator's office has been working on since the last report of 20 July 2026.

Community Engagement

20 Jul: YMCA board meeting; City Council meeting
22 Jul: Staff visit with water distribution personnel; discussions around pavilion at Memorial Park; meeting to discuss parks capital planning; fire department remodel progress meeting; HRA board meeting; library project bid opening
23 Jul: Met with My Neighbor to Love to discuss stormwater permit
28 Jul: Conversations around transit fares and difference between us and Baxter; PUC meeting; park board (introduced Zac Swarthout)
29 Jul: Greater Minnesota Parks and Trails summer meeting in Kensington to meet with their commission and to represent Brainerd as Rep. Heintzeman was recognized for his legislative work for the group
30 Jul: Agenda review with President O'Day; discussion around a request for city space from the Minnesota Department of Driver and Vehicle Services; met with Shane Riffle from the YMCA
3 Aug: Met with Councilor Erickson and select staff members to discuss the Quality Inn on S. 6th St.; discussed HVAC at the library and humidity concerns; City Council meeting
4 Aug: Meeting to discuss the Brainerd east segment of the Cuyuna Lakes State Trail
5 Aug: Staff visit with water/wastewater personnel; fire department remodel progress meeting; LCCMR lunch with Senator Heintzeman, Rep. Heintzeman, President O'Day, and select staff to discuss legislative ideas
6 Aug: Airport commission; lunch with Rob Mason from the Greater Minnesota Regional Parks & Trails Commission; Oak St. PMT
7 Aug: Monthly meeting with Baxter city administrator, Brad Chapulis; 90 days have passed for Charter, and it is now active; conducted several mid-year reviews
10 Jul: Conducted more mid-year reviews
11 Jul: More mid-year reviews; department head meeting
12 Jul: Staff visit with police department personnel; represented the Better Health Collective Board of Trustees at the labor management committee meeting
13 Jul: Conducted more mid-year reviews
14 Jul: Finished mid-year reviews; reviewed council agenda with President O'Day
15 Jul: Participated in fire department fund-raising golf scramble with Councilor Erickson at Cragun's Resort

Greater Minnesota Parks and Trails (GMPT)

Established in 2010, GMPT is an organization of counties, cities, parks groups, nonprofits, businesses, and individuals who are dedicated to building and developing stronger parks and trails, both regional and local, throughout Greater Minnesota. The primary focus of GMPT is to improve the quality of life for the citizens of Minnesota by providing recreational opportunities, and by promoting legislative support, funding opportunities, and networking for regional parks and trails throughout Greater Minnesota. Their summer meeting was held on 29 Jul at Kensington Runestone Park in Kensington, MN where Rep. Heintzeman was recognized for his legislative efforts in support of the organization. Zac Swarthout, James Kramvik, and I attended the meeting to support Rep. Heintzeman and to learn more about GMPT.

Brainerd is not currently a member, but we want to learn more. Membership for Brainerd would be \$265 per year. I had a follow-up meeting with one of their Commissioners, Rob Mason, on 6 Aug for further discussions and information gathering.

Charter

As of 7 Aug, the statutory requirement of 90 days has passed, and our charter changes are now fully implemented and active.

Transit Fares

Baxter will be considering their transit fares at their 18 Aug city council meeting.

Historic Water Tower Update

We have a new POC at the National Park Service regarding grants management, Amanda DeCort. We are working with her and Paul Skogen to discuss next steps. We have a meeting scheduled for 18 Aug.

Library Humidity

We have coordinated through the prime and the subcontractor for the library HVAC project has made some adjustments to setpoints and exhaust fan dampers. April from KRLS has indicated that the humidity concerns have somewhat subsided. We are withholding final payment until we fully accept the changes.

Suspense Tracker

Subject	Start Date	Department	Notes	Due Date	% Complete	Status	Date Completed
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. 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. The target date for this information to be presented to Council is 7/6/26 due to priorities regarding the transit grant. 7/6/26: Received report and referred the data to the TAC. 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	
Annex Improvements	12/8/2025	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.	9/30/2026	95%	In Progress	
Improvement 25-06 – 2026 Resurfacing Project	11/3/2025	Public Works	Construction Status: The project is substantially complete. The contractor is working through punch list items and awaiting final turf establishment prior to final project closeout.	9/30/2026	95%	In Progress	
Improvement 23-14 Hawkins/Ronald/Joseph/Alley Improvement Project	6/30/2025	Public Works	Construction Status: The project is substantially complete. The contractor is working through punch list items and awaiting final turf establishment prior to final project closeout.	10/31/2026	95%	In Progress	
Improvement 17-12/20-04 Wright Street and S 10th Street Reconstruction Project	6/1/2025	Public Works	Construction Status: The project is substantially complete. The contractor is working through punch list items and awaiting final turf establishment prior to final project closeout.	10/31/2026	95%	In Progress	
Improvements 21-13/21-14 Beech Street/Oakridge Road Improvements Project	6/1/2025	Public Works	Construction Status: The project is substantially complete. The contractor is working through punch list items and awaiting final turf establishment prior to final project closeout.	10/31/2026	95%	In Progress	
Network Integration	1/1/2026	Technology		12/31/2026	50%	In Progress	
2027 Budget	1/1/2026	Finance		12/31/2026	0%	In Progress	

Improvement 25-05 – SE Brainerd Reconstruction Project	10/1/2025	Public Works	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 & Menk is serving as consultant project manager for both the design and construction phases. Design & Bidding: Final plans are 100% complete. Bids were opened May 5, 2026. Construction Status: The contractor, Ryan Contracting, is installing sanitary sewer and water utilities throughout the project limits. Grading, curb and gutter, and sidewalk will follow shortly after utility installations are complete.	12/31/2026	50%	In Progress
Comprehensive Plan Update	12/17/2025	Community Dev	3/2 – City Council approved Bolton & Menk as the comprehensive plan consultant. 3/12 – Staff meeting with Bolton & Menk to review timeline and objectives. 4/15 – Comprehensive Plan kickoff meeting with Planning Commission. 5/5 – Staff meeting with Bolton & Menk to review Planning Commission comments and discuss community survey. 6/2 – Staff meeting with Bolton & Menk for updates. 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. 9/16 – The Planning Commission will review a full draft of the Comprehensive Plan.	12/31/2026	50%	In Progress
Pedestrian Bridge		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. 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.	12/31/2026	25%	In Progress
Transit Business Model		Public Svcs	11/20/25: Public Works is waiting for more information from various department to finish the Business Model. 11/24/25: (staff meeting) – Financial numbers are complete. Take Aways: 1. Add following items to budget: OT, Training, Bus Storage and Drug Testing. 2. Develop Bus Driver schedule to determine OT hours. 3. Build model for Bus Drivers with no OT. 12/18/25: Staff met with HR to confirm the Job Descriptions. HR will review and finalize the descriptions and points; then forward points to Finance. 12/22/25: HR will post opening of part-time person. This person started 1/2/26.		25%	In Progress

VCV – Site Control	Community Dev	Purchase and Development Agreement- needs to be executed by BM Power Agreement- needs to be executed by BM Building Permits- have been applied for EDA will direct staff on next steps regarding the PDA at the June 5th meeting 6/6 – EDA took no action at the June 5th meeting 6/24 – Power Agreement is currently being reviewed by staff and will be reviewed by the PUC 7/2 – Power Agreement has been forwarded to Blockmetrix for review 7/30 – Staff set up a virtual meeting with Blockmetrix – Blockmetrix did not attend – stated that an issue came up 8/15 – Staff virtually met with Blockmetrix – Staff have not received a response 9/11 – Staff will virtually meet with Blockmetrix Staff is waiting on a response from Blockmetrix. 10/28 – BPU Commission considered redlined changes from Blockmetrix at the October meeting and recommended no changes. Blockmetrix stated without the redlined changes the project was not viable. 2/12/2026 – Staff met with the developer regarding development of the site. 3/10/2026 – Staff met with the developer regarding potential development of the site. 3/31/2026 – Public Utilities Commission to consider process for large power users. 4/1/2026 – Staff met with developer on next steps 6/8/2026 – Staff met with developer regarding transmission study 7/1/2026 – The developer is pursuing a transmission study and working with MN Power	50%	In Progress
805 Laurel	HRA	Developer is working on financing	10%	Waiting
Codification	Administration	1/20 Council approved the proposal from American Legal Publishing for codifications services up to \$30,000 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. 7/8 Staff received an update stating that we are third in the queue to begin the codification process.	25%	In Progress

Massage Therapy ordinance	Police	10/22/25 - Lt. Kulzer met with Lutheran Social Services (LSS) Regional Coordinator of Safe Harbor. Specializes in youth and human trafficking. Discussed elements of illicitly run massage therapy providers. 10/29/25 - Chief Davis and Lt. Kulzer met with 30-year massage owner/operator Discussed lack of oversight by the State governing massage therapy. Recommendations for training, licensing, and oversight. 11/6/25 - Lt. Kulzer had continued discussion with LSS Safe Harbor Regional coordinator. Discussed potential licensing requirements. November 2025 - Lt. Kulzer reviewed massage therapy ordinances from St. Cloud, Willmer, Edina, Moorhead, Detroit lakes, and Rochester. 12/1/25 - Council direction to proceed with ordinance creation. 12/10/25 - Lt. Kulzer and Inv. Palcher attended the Minnesota BCA Internet Crimes against Children and Human trafficking conference. Illicit massage therapy and human/employment trafficking discussed as a nationwide problem. 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. 12/29/25 - Lt. Kulzer met with local owner/operator and discussed what elements should be included in an ordinance. 04/02/2026 - PD Administrative discussion on necessary elements of the ordinance. Need to finalize rough draft and bring to City Admin.	60%	In Progress
Fire Station #1 Renovation	Fire	5/11/2026 Renovation project started. Weekly project progress meetings 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. 6/8/2026 Footings have been poured and CMU below grad foundation walls will start 6/11/2026. 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. Continue with weekly progress meetings.	1/29/2027 25%	In Progress
Riverside Drive Orderly Annexation	Community Dev	4/6 - City Council directed staff to amend the agreement to make annexation optional for properties not currently connected to municipal utilities. 4/27 - OAA Reviewed by City Attorney and Forwarded to Crow Wing County for Review 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.	2/26/2027 50%	In Progress

2026 Galvanized Water Service Line Replacement Program	11/3/2025	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. Ronald/Joseph/Alley Replacements This project is substantially complete. Staff is currently working with consultant engineer Bolton & Menk on funding reimbursement and project closeout. 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. Service line replacements are in progress for this project. 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. Service line replacements are in progress for this project.	6/30/2027	50%	In Progress
Memorial Park Skate Park	3/24/2026	CDD/Public Svcs	3/24 - Park board denied additional skate park funding request from the Lakes Area Skate Park Association, but was in favor of the project 4/28 - Park board approved preliminary design and phased construction plan 5/26 - Park board approved grant application to DEED for \$750,000 in reimbursable funding 6/3 - Council approved grant application to DEED 6/11 - Waiting for funds to be transferred to the City from Lakes Area Skate Park Association 7/21 - Skate Park Association transferred \$120,000 to City (waiting for remaining \$5,000)	11/30/2027	50%	In Progress
Trunk Highway 210 Reconstruction – Construction Phase	3/1/2026	Public Works	Project Overview: The TH 210 Reconstruction Project is currently underway. Contractor RL Larson is actively working on Phase 1 and Phase 2, which covers utility installation and roundabout construction between 10th Avenue NE and Gillis Avenue. Phase 1 – Watermain installation and sanitary sewer work is complete. MnDOT has partially opened the Phase 1 work, and specifically at the roundabout location near 5th Avenue NE. Phase 1 surface work is on-going, with traffic switches anticipated to complete the Phase 1 work anticipated over the next month. Phase 2: Work on Phase 2 of the project has commenced. The contractor is performing removals on the segment between 5th Avenue NE and Gillis Avenue. The City is coordinating with the contractor on watermain installation for this phase of work, which will commence when removals are complete.	12/31/2027	25%	In Progress

Hydrodam Generator	8/1/2023	Electric	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. 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. 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. Design: Design work is continuing with Barr Engineering.	12/31/2027	25%	In Progress
Water Reclamation and Backwash Project	6/1/2026	Public Works	Delivery Method & 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 & Menk was also retained for design, CMAR coordination, and construction engineering/administration (NTE \$450,700). Value Engineering & 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. Construction Progress: Construction on the project has commenced, with the contractor mobilizing to the site on 8/10/2026. Building enclosure will be completed prior to the winter of 2026 so that interior work can commence during the winter months.	12/31/2027	50%	In Progress

Main Lift Station Reconstruction	10/1/2025	Public Works	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 (CWRP) Project Priority List (PPL) and has fallen within the fundable range, making it eligible for a low-interest loan to support construction costs. Funding: The project has been placed on the CWRP Intended Use Plan (IUP), confirming eligibility for funding allocation and enabling final loan approval. 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. 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.	6/30/2028	35%	In Progress
2029 Oak Street Reconstruction Project	10/6/2025	Public Works	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. 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. Public Engagement Public engagement during the corridor study phase is complete. Future public engagement opportunities will be available once the feasibility report for the project is completed. Next Steps Selection of the preferred City Council alternative will lead into preparation of the feasibility report and the start of the Chapter 429 assessment process.	1/31/2029	10%	In Progress

WWTF Facility Plan and Phase 1 Biosolids Improvements	5/20/2025	Public Works	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. Regulatory & 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. 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. 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.	12/31/2029	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. 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
Completed 2026						
Misdemeanor Prosecution Agreement		Administration	Agreement with Severson Porter (12/1) Staff has sent the agreement to the cities of Nisswa & Baxter to get approval from their Councils. Executed fully on 1/5.		1	Complete 1/15/2026
Gustafson Park Development		PW/CDD	12/8 - City Council directed staff to bring a preliminary plan to the Park Board for a formalized recommendation and receive a quote from a surveying company to replat the property (1/27) 12/17 - Staff received estimate to replat Gustafson Park 1/20/2026 Council voted to bring forth a resolution to dedicate Gustafson Park as a park and discontinue talks about development.		1	Complete 2/6/2026

SAHA Funds	Community Dev	1/20 - City Council authorized staff to advertise proposal for available SAHA funds 2/20 - Final submittal deadline to apply for SAHA funds 3/2 - City Council will determine distribution of SAHA funds	1	Complete	3/5/2026
Baxter Information - WWTF Annexation	Administration	3/2/2026- MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND BEVANS, DULY CARRIED, TO DIRECT STAFF TO ASK THE CITY OF BAXTER FOR EITHER THE LETTER OR COUNCIL MINUTESREFERENCING THE LETTER MENTIONED BY MEMBER BEVANS. Staff initially conducted research into the topic, finding an article published 11/22/2016 in the Brainerd Dispatch: “Member Bevens 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, Bevens said it was because Olson has not responded.” The City of Baxter has no data responsive to the request. 4/7/2026 Our City Attorney provided documents that are attached to the 4/20 packet.	1	Complete	4/7/2026
Kuepers Development	Community Dev	12/1 - City Council reviewed EAW and held public meeting 12/15 - City Council to review EAW findings and will make declaration 12/17 - Planning Commission recommended approval of the preliminary plat and PUD 2/2/26 - City Council rezoned the parcels, approved final plat, and PUD. 2/17/26 - City Council approved Stormwater Management Maintenance Agreement 2/20/26 - Developer purchased property 4/09/26 - Building Permit Issued	1	Complete	4/15/2026
Stormwater Retention Pond- 1001 Anabec St- Bollig	Public Works	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. 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. 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.	1	Complete	5/5/2026
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.	1	Complete	5/14/2026
Industrial Property Sale - Riverbirch Investments	Community Dev	2/17/26 - City Council to approved resolution conveying subject property to EDA 3/2/26 - City Council to consider resolution approving business subsidy 3/5/26 - EDA approved PDA and Conveyance of the property Developer is working on finalizing construction plans 5/27 - Closing date - property conveyed to the developer	1	Complete	6/2/2026

Industrial Property Sale – CMHP – Wright Street Development	3/5/2026	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 4/22 - Downpayment and application submitted to the City to purchase the property at \$1.00 per acre 5/20 - Planning Commission reviewed land use requests and recommended denial 6/1 - Council reviewed and denied land use requests	7/1/2026	1	Complete	6/10/2026
Shoreland Ordinance		Community Dev	2/18/26 - Staff meeting with DNR to perform final review of shoreland ordinance 2/20/26 - Staff submitted ordinance to MN DNR for final review 3/18/26 - DNR to present negotiated items to the Commission - Commission to make final recommendation on negotiated items 4/2 - Staff completed negotiated items with DNR 4/15/26 - Planning Commission reviewed shoreland ordinance 5/20/26 - Planning Commission held public hearing and recommend approval of the ordinance 6/18 Final Reading at Council	6/30/2026	1	Complete	6/18/2026
2025 Financial Audit		Finance		6/30/2026	1	Complete	7/1/2026
Airport Resolution		Administration	3/31/2026 Staff met with Crow Wing County and Airport Commissioners 5/28/2026 Staff will meet with CWC and Airport Commissioners to continue development of a new agreement 6/15/26 Council will review an amended ordinance and conduct the First Reading.		1	Complete	7/7/2026
Special Events Ordinance	5/11/2026	CDD/Public Svcs	5/11 - Staff researched sample language from other cities and will present and seek direction from City Council on 5/18 6/1 - City Council to review draft ordinance and provide direction to Staff 6/18 - First reading of the ordinance 7/6 - Final reading and public hearing	7/6/2026	1	Complete	7/7/2026
Friends of Library – Lease Agreement		Administration	5/4 - Friends of Library requested use of the annex for book storage. 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		1	Complete	7/13/2026
.Gov Transition		Technology	2024 State Statute 471.3422 – Website Domain Requirement by June 1, 2026 Staff will continue working after 1 June to update forms, documents, email addresses, etc. The complete transition date is scheduled for 7/26.	7/26/2026	1	Complete	8/4/2026



City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: Tobacco License Applications - Devon Vends LLC

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Motion to approve Tobacco Licenses submitted by Devon Vends LLC for vending machine tobacco sales at 121 Washington St NE and 707 Laurel St

FINANCIAL IMPACT



SPECIAL EVENT APPLICATION

Date of Application: _____

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

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

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Site Information

Electrical usage	Yes	No

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

Amplified Sound	Yes	No
-----------------	-----	----

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

Restrooms provided	Yes	No

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

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

Signs, banners, and/or posters/flyers	Yes	No

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

Trash Receptacle Disposal	Yes	No
---------------------------	-----	----

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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@brainerdmn.gov

Hold Harmless Agreement and Insurance Information

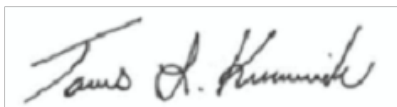
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the “City”) from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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



Signature of Applicant

Print Name

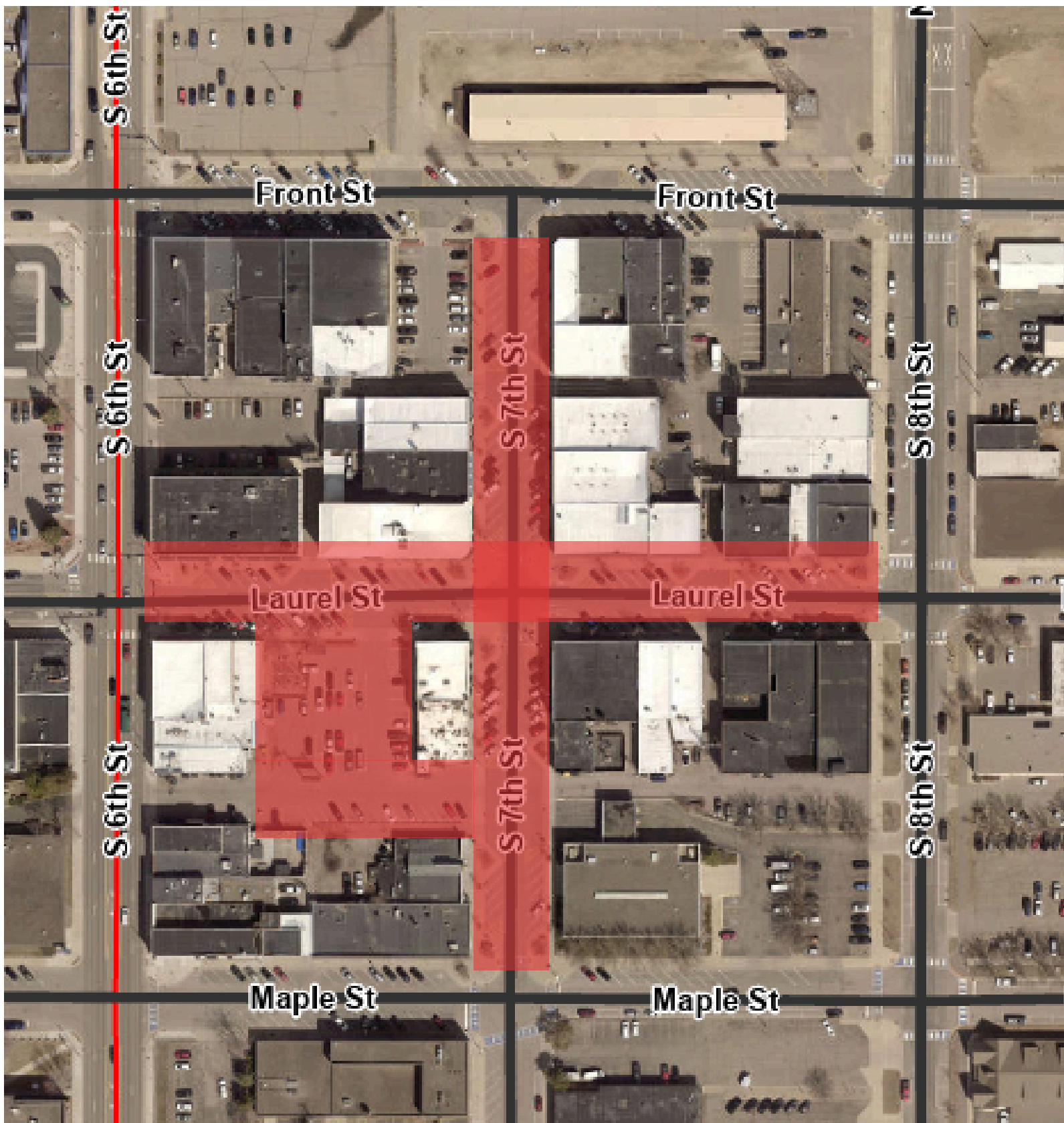
Event Application Approval

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:



RESOLUTION
xx:26

RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
April 1, 2026 – June 30, 2026

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

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

<u>Name of Donor</u>	<u>Amount</u>	<u>Requested Use of Donation or Contribution</u>
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SEE ATTACHED LIST OF DONORS

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

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

Adopted this 17th day of August 2026

MIKE O'DAY
President of the Council

Approved this 18th day of August 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

MEMO



TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes
DATE: July 20, 2026
SUBJECT: 2026 – 2nd Quarter Donation

Brainerd Fire Department received the following donations in the 2nd quarter:

John Fuller	\$ 200.00	Fire Equipment
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Feel free to contact me with any questions.

MEMO

TO: Connie Hillman, Finance Director
FROM: Tony Runde, Chief of Police
DATE: 7/23/26
RE: 2nd Quarter 2026 Donations

The Brainerd Police Department received the following in donations from April to June 2026:

- Dennis Morgan: Crime Prevention \$50

If you have any questions, please don't hesitate to contact me.

\pz

Brainerd Parks and Recreation

Contributions and Donations April-June 2026

Received From	Receipt Date	Type of Donation	Amount Received
Mills Automotive	05/11/26	Mills Field	5,000.00
Walleye Alliance	05/11/26	Fishing Clinic	200.00
Mid Minnesota Federal Credit Union	05/11/26	Special Events	500.00
Costco	05/12/26	Gift Card-Fishing Clinic	100.00
Annake Ramsey	06/04/26	Memorial Tree	590.00
Lions Club	06/29/26	Lions Park Playground Equipment	25,000.00
S&W	05/15/26	Fishing Clinic-Bait 16 Dozen	In Kind
TOTAL			\$31,390.00



City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: Promotion - Maintenance I Wyatt Pribyl to Maintenance II

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

An internal job posting process was recently conducted for our Maintenance II position. Two employees applied and an offer was made to Wyatt Pribyl. Staff recommends that Maintenance I Wyatt Pribyl be promoted to Maintenance II effective October 5, 2026, and be placed on Step 1 of the Maintenance II wage grid (\$31.83 per hour). In addition, Staff requests that Council authorize to backfill the Maintenance I position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

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

RECOMMENDED ACTION/MOTION

Motion to approve the promotion of Wyatt Pribyl to Maintenance II effective October 5, 2026, at Step 1 of the Maintenance II wage grid (\$31.83 per hour); to approve the updated Maintenance I job description as presented; and to authorize Staff to begin the hiring process to backfill the Maintenance I position.

FINANCIAL IMPACT

These positions are included in the 2026 budget.



Maintenance I ~~#~~—Street & Sewer Division~~#~~

Department: Public ~~*Services*~~~~#~~ ~~Works~~~~#~~
Exempt

FLSA Status:— Non-

General Definition of Work

Perform~~#s#~~ semi-skilled work and operate~~#s#~~ a variety of equipment and tools in the construction, operation, repair, maintenance, and replacement of the City's street~~#, #* and*~~ storm~~#, and sanitary#~~ drainage facilities and systems. ~~#Performs other related duties as required or apparent. Performs work under the immediate supervision of the Street Foreman.#*The Maintenance I 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

- 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 and sign work#; #*,* # assists with rodding, #flushing, and televising sewers including driving and operating the Vactor truck#; #*,* cleaning catch basins#; #*,* painting crosswalks and curbs*,*#; #* ~~*and*~~ operating the woodchipper. ~~#and other related work as assigned.#~~~~
- Remove~~#s#~~ and haul~~#s#~~ snow, cut~~#s#~~ and trim~~#s#~~ trees and brush, and mow~~#s#~~ grass.
- Operate~~#s#~~, maintain~~#s#~~, and repair~~#s#~~ a variety of tools and equipment such as mowers, tillers, sprayers, spreaders, trucks, chain saws, hand tools, and other equipment.
- Work~~#s#~~ with and assists other personnel in installing pipe, repairing sewer lines and manholes, and repairing storm sewers.
- Operate~~#s#~~ a jackhammer to remove concrete, curbs, gutters, and sidewalks.
- May periodically operate heavy equipment such as front-end loaders and dump trucks to haul material, plow snow, and salt/sand streets.
- Respond~~#s#~~ to sewer backups and/or operational emergencies including after work hours as needed.
- ~~Maintain#s# street division buildings and shop areas*,*#; #~~
- ~~*P*#may p#perform some welding, cement work, carpentry, painting, and plumbing on City buildings, fixtures, and/or equipment as needed.~~
- Perform~~#s#~~ preventative maintenance and minor repairs on Street division vehicles and equipment.
- Must be willing to work flexible hours and weekends as needed.
- Perform~~#s#~~ other duties as assigned~~# or when necessary#~~.

Knowledge, Skills, and Abilities

- Working knowledge of the principles of the repair and maintenance of tools, equipment, and small engines.
- Knowledge of the methods, tools, materials, and equipment utilized in the area of assignment.
- Considerable skill in the safe operation of motor vehicles and equipment.
- *Knowledge of the work hazards and applicable safety precautions associated in the area of work assigned to comply with City and OSHA standards.
- Working skill in building maintenance, welding, carpentry, plumbing, and painting.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and policies.*

Maintenance I ~~#-Street & Sewer Division#~~ **Page 2**

Knowledge, Skills and Abilities (Cont.)

- ~~#Knowledge of the work hazards and applicable safety precautions associated in the area of work assigned to comply with City and OSHA standards.~~
- ~~Working skill in building maintenance, welding, carpentry, plumbing, and painting.~~
- ~~Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and policies.#~~
- 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.
- Working ability to listen and speak effectively and follow oral and written instructions.

Education/Experience/Special Requirements

- High school diploma or GED.
- Must have at least one year of maintenance or construction experience in either the street or sewer field.
- Valid Minnesota Class “B” Commercial Driver’s license with tanker endorsement or ability to obtain within 6 months of employment.
- Complete and maintain OSHA required training.

~~*D#The following are desirable #q#*Q*~~ualifications:

- Additional experience operating equipment in a street and/or sewer maintenance operation.
- Graduation from a Technical/Community College training program in a related field.

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, lifting and repetitive motions, frequently requires sitting, speaking or hearing and stooping, kneeling, crouching or crawling and occasionally requires climbing or balancing, tasting or smelling and pushing or pulling; 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; hearing is required to perceive information at normal spoken word levels; 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 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 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. 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: *August 11, 2026*#January 16, 2025#



Maintenance I

Department: Public Services

FLSA Status: Non-Exempt

General Definition of Work

Perform semi-skilled work and operate a variety of equipment and tools in the construction, operation, repair, maintenance, and replacement of the City's street and storm drainage facilities and systems. The Maintenance I 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

- 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 and sign work, flushing, and televising sewers including driving and operating the Vactor truck, cleaning catch basins, painting crosswalks and curbs, and operating the woodchipper.
- Remove and haul snow, cut and trim trees and brush, and mow grass.
- Operate, maintain, and repair a variety of tools and equipment such as mowers, tillers, sprayers, spreaders, trucks, chain saws, hand tools, and other equipment.
- Work with and assists other personnel in installing pipe, repairing sewer lines and manholes, and repairing storm sewers.
- Operate a jackhammer to remove concrete, curbs, gutters, and sidewalks.
- May periodically operate heavy equipment such as front-end loaders and dump trucks to haul material, plow snow, and salt/sand streets.
- Respond to sewer backups and/or operational emergencies including after work hours as needed.
- Maintain street division buildings and shop areas.
- Perform some welding, cement work, carpentry, painting, and plumbing on City buildings, fixtures, and/or equipment as needed.
- Perform preventative maintenance and minor repairs on Street division vehicles and equipment.
- Must be willing to work flexible hours and weekends as needed.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Working knowledge of the principles of the repair and maintenance of tools, equipment, and small engines.
- Knowledge of the methods, tools, materials, and equipment utilized in the area of assignment.
- Considerable skill in the safe operation of motor vehicles and equipment.
- Knowledge of the work hazards and applicable safety precautions associated in the area of work assigned to comply with City and OSHA standards.
- Working skill in building maintenance, welding, carpentry, plumbing, and painting.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and policies.

Maintenance I

Page 2

Knowledge, Skills and Abilities (Cont.)

- 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.
- Working ability to listen and speak effectively and follow oral and written instructions.

Education/Experience/Special Requirements

- High school diploma or GED.
- Must have at least one year of maintenance or construction experience in either the street or sewer field.
- Valid Minnesota Class “B” Commercial Driver’s license with tanker endorsement or ability to obtain within 6 months of employment.
- Complete and maintain OSHA required training.

Desirable Qualifications:

- Additional experience operating equipment in a street and/or sewer maintenance operation.
- Graduation from a Technical/Community College training program in a related field.

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, lifting and repetitive motions, frequently requires sitting, speaking or hearing and stooping, kneeling, crouching or crawling and occasionally requires climbing or balancing, tasting or smelling and pushing or pulling; 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; hearing is required to perceive information at normal spoken word levels; 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 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 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. 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: August 11, 2026



City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: Updated Job Descriptions - Police Department

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Brittney Kummet, HR Director,
Tony Runde, Police Chief

DEPARTMENT: HR

PRESENTER: Brittney Kummet, HR Director

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE

Following the recent update to the Organizational Chart, staff have been updating job descriptions by Department. This will ensure that all job descriptions have been reviewed and formatted the same.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Approve the attached updated Police Department job descriptions.

FINANCIAL IMPACT

N/A



Police Lieutenant

Department: Police

FLSA Status: Non-Exempt

General Definition of Work

Perform ~~##~~ difficult professional work supervising investigations, intensive case management responsibilities with direct oversight of departmental major investigations, supervision of departmental staff assigned to investigations and delegation authority for departmental investigative needs. -Ensure ~~##~~ public safety, maintain ~~##~~ records and files, prepare ~~##~~ reports, and related work as apparent or assigned. -Oversee ~~##~~ & manage ~~##~~ department's Crime Prevention efforts. ~~Work is performed under the limited supervision of the Deputy Police Chief and Police Chief. Moderate oversight is exercised over assigned personnel.~~ *The Police Lieutenant shall exercise moderate oversight over assigned personnel. The Police Lieutenant shall report to the Deputy Police 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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.~~

Essential Functions

- Assume ~~##~~ the responsibilities and duties of either the Deputy Chief and/or Police Chief during their absence.
- Supervise ~~##~~ department investigation activities of patrol personnel and criminal investigators to ensure conformance with established standards of performance, accuracy of written reports and general operational effectiveness*. *
- ~~##~~; ~~##~~*R*ecommend ~~##~~ disciplinary action, and evaluate ~~##~~ personnel advising, counseling and providing guidance and/or oral reprimand to assigned personnel.
- Operate ~~##~~ a patrol vehicle ~~and~~ ~~##~~ observe ~~##~~ violations of traffic laws, suspicious activities or persons and disturbances of law and order ~~and~~ ~~##~~ respond ~~##~~ to radio dispatches and answer ~~##~~ calls and complaints.
- ~~Responds to radio dispatches and answers calls and complaints;~~ ~~##~~*S*erves warrants, summons, etc*. ~~##~~; ~~##~~ complete ~~##~~ arrest records*, ~~and~~ ~~##~~ investigate ~~##~~ applicable licenses.
- Enforce ~~##~~ traffic laws, investigate ~~##~~ accidents~~##~~; ~~##~~* issue ~~##~~ traffic citations ~~and~~ ~~##~~ provide ~~##~~ first responder medical assistance.
- Make ~~##~~ arrests*, * ~~and~~ ~~##~~ testifies in court*, ~~and~~ ~~##~~ prepare ~~##~~ incident and various special reports.
- Direct ~~##~~ activities at crime and accident scenes~~##~~; ~~##~~* gather ~~##~~ evidence*, ~~##~~; ~~##~~ ~~and~~ ~~##~~ take ~~##~~ victim and witness statements.
- Perform ~~##~~ criminal investigations~~##~~; ~~##~~* interrogate ~~##~~ suspects*, ~~##~~; ~~##~~ gather ~~##~~ evidence~~##~~; ~~##~~* conduct ~~##~~ surveillance~~##~~; ~~##~~* develop ~~##~~ informants*, ~~##~~; ~~##~~ obtain ~~##~~ search warrants*, ~~##~~; ~~##~~ apprehends violators*, * and prepare ~~##~~ case reports for prosecution.
- Prepare ~~##~~ detailed reports on activities and assignments ~~and~~ ~~##~~ review ~~##~~ officers' reports for thoroughness and accuracy.
- Assist ~~##~~ in and attends ongoing training in procedures, tactics, weapons, computer systems, and related subjects.
- Respond ~~##~~ to citizen inquiries and complaints.
- Oversee ~~##~~ and supervise ~~##~~ service calls ~~to~~ ~~##~~; ~~##~~ ensure ~~##~~ appropriate actions are taken.
- Perform ~~##~~ Deputy Corner functions at initial death scene investigations when required.

- Assist~~##~~ Police Chief and/or Deputy Chief with administrative functions including grant writing and grant administration.
- Assist~~##~~ in developing and administering department policies and procedures.
- Receive~~##~~ and/or respond~~##~~ to complaints regarding police officer's conduct and follow department procedures.
- Maintain~~##~~ equipment *and*~~##~~ ensure~~##~~ officer's equipment is maintained.
- Attend~~##~~ required and specialized training programs *as well as* ~~##~~ ~~may~~ ~~##~~ provide in-service training instruction to other department members *as needed*.
- *Participate in police activities in support of community events and promote community policing for problem solving and developing partnerships.
- Responsible for oversight and implementation of Crime Prevention Efforts
- Perform other duties as assigned.*
-

#Essential Functions (Cont.)

- ~~Participates in police activities in support of community events and promotes community policing for problem-solving and developing partnerships.~~
- ~~Responsible for oversight and implementation of Crime Prevention Efforts~~
- ~~Performs related tasks as required.~~#

Knowledge, Skills and Abilities

- Thorough and significant knowledge of the rules and regulations of the Police Department.
- Thorough and significant knowledge of police methods, practices and procedures.
- Thorough and significant knowledge of the geography of the City and the location of important buildings.
- Thorough and significant knowledge of state and local ordinances.
- Ability to understand and carry out oral and written instructions and prepare clear and concise reports.
- Ability to assign, instruct and review the work of subordinates.
- Ability to analyze situations and adopt effective and reasonable courses of action with consideration of surrounding hazards and circumstances.
- Skilled in the use of required firearms and the operation of police vehicles and equipment.
- Skilled in the use of personal and in-squad computers and related programs.
- Ability to deal professionally, courteously and fairly with the public and associates.
- Ability to establish and maintain effective working relationships with department personnel, other law enforcement agencies, associates and the general public.
- Strong interpersonal, oral, and written communications skills.
- Leadership including problem solving and decision making.

Education, Experience and Special Requirements

- Associates/Technical degree with coursework in law enforcement, criminal justice, or related field. ~~#Bachelor's degree preferred.~~ #
- Minimum of five (5) years of seniority with the Agency is required.
- Possession of an appropriate driver's license valid in the State of Minnesota.
- Minnesota Peace Officer License.
- Maintains Minnesota POST requirements.

*Desired Qualifications:

- Bachelor's degree in law enforcement, criminal justice, or related field. *

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 over 100 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; 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, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally 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 17, 2019~~ #* August 3, 2026*



Police Lieutenant

Department: Police

FLSA Status: Non-Exempt

General Definition of Work

Perform difficult professional work supervising investigations, intensive case management responsibilities with direct oversight of departmental major investigations, supervision of departmental staff assigned to investigations and delegation authority for departmental investigative needs. Ensure public safety, maintain records and files, prepare reports, and related work as apparent or assigned. Oversee & manage department's Crime Prevention efforts. The Police Lieutenant shall exercise moderate oversight over assigned personnel. The Police Lieutenant shall report to the Deputy Police 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

- Assume the responsibilities and duties of either the Deputy Chief and/or Police Chief during their absence.
- Supervise department investigation activities of patrol personnel and criminal investigators to ensure conformance with established standards of performance, accuracy of written reports and general operational effectiveness.
- Recommend disciplinary action, and evaluate personnel advising, counseling and providing guidance and/or oral reprimand to assigned personnel.
- Operate a patrol vehicle and observe violations of traffic laws, suspicious activities or persons and disturbances of law and order and respond to radio dispatches and answer calls and complaints.
- Serves warrants, summons, etc., complete arrest records, and investigate applicable licenses.
- Enforce traffic laws, investigate accidents, issue traffic citations and provide first responder medical assistance.
- Make arrests, testifies in court, and prepare incident and various special reports.
- Direct activities at crime and accident scenes, gather evidence, and take victim and witness statements.
- Perform criminal investigations, interrogate suspects, gather evidence, conduct surveillance, develop informants, obtain search warrants, apprehends violators, and prepare case reports for prosecution.
- Prepare detailed reports on activities and assignments and review officers' reports for thoroughness and accuracy.
- Assist in and attends ongoing training in procedures, tactics, weapons, computer systems, and related subjects.
- Respond to citizen inquiries and complaints.
- Oversee and supervise service calls to ensure appropriate actions are taken.
- Perform Deputy Corner functions at initial death scene investigations when required.
- Assist Police Chief and/or Deputy Chief with administrative functions including grant writing and grant administration.
- Assist in developing and administering department policies and procedures.
- Receive and/or respond to complaints regarding police officer's conduct and follow department procedures.
- Maintain equipment and ensure officer's equipment is maintained.
- Attend required and specialized training programs as well as provide in-service training instruction to other department members as needed.
- Participate in police activities in support of community events and promote community policing for problem solving and developing partnerships.
- Responsible for oversight and implementation of Crime Prevention Efforts
- Perform other duties as assigned.

Police Lieutenant

Page 2

Knowledge, Skills and Abilities

- Thorough and significant knowledge of the rules and regulations of the Police Department.
- Thorough and significant knowledge of police methods, practices and procedures.
- Thorough and significant knowledge of the geography of the City and the location of important buildings.
- Thorough and significant knowledge of state and local ordinances.
- Ability to understand and carry out oral and written instructions and prepare clear and concise reports.
- Ability to assign, instruct and review the work of subordinates.
- Ability to analyze situations and adopt effective and reasonable courses of action with consideration of surrounding hazards and circumstances.
- Skilled in the use of required firearms and the operation of police vehicles and equipment.
- Skilled in the use of personal and in-squad computers and related programs.
- Ability to deal professionally, courteously and fairly with the public and associates.
- Ability to establish and maintain effective working relationships with department personnel, other law enforcement agencies, associates and the general public.
- Strong interpersonal, oral, and written communications skills.
- Leadership including problem solving and decision making.

Education, Experience and Special Requirements

- Associates/Technical degree with coursework in law enforcement, criminal justice, or related field.
- Minimum of five (5) years of seniority with the Agency is required.
- Possession of an appropriate driver's license valid in the State of Minnesota.
- Minnesota Peace Officer License.
- Maintains Minnesota POST requirements.

Desired Qualifications:

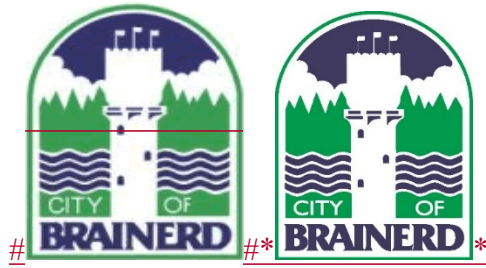
- Bachelor's degree in law enforcement, criminal justice, or related field.

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 over 100 pounds of force; work regularly requires speaking or hearing, frequently requires using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; 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, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally 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: August 3, 2026



Police Officer

Department: Police

FLSA Status: Non-Exempt

General Definition of Work

~~#The Police Officer job classification is a union position that p##P*erform## protective service work involving a variety of general or support duty police assignments including crime prevention*,*## enforcing laws, investigating criminal activity, ensuring public safety, maintaining records and files, testifying in court, preparing reports and related work as required. # Work is performed under the moderate supervision of the Police Sergeant, Lieutenant, Deputy Police Chief, and/or Police Chief. Performs other duties as apparent or assigned.##The Police Officer shall report to the Police Sergeant.*~~

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

- On an assigned shift, patrols community utilizing #a #patrol vehicle or specialized police equipment or walks to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- Interview## victims and witnesses to obtain information regarding crime, accident, violation, etc.
- Respond## to radio dispatches and answer## calls and complaints##,*## serve## warrants, summons, etc. *,*## complete## arrest records##,* and* investigate## applicable licenses.
- Perform## criminal investigations including domestic disputes, interrogate## suspects*,*## gathers evidence*,*## conduct## surveillance*,*## develop## informants##,* obtains search warrants*,*## apprehends violators*,* and prepare## case reports for prosecution.
- Prepare## detailed reports and documentation as required according to departmental procedures.
- Enforce## traffic laws, investigate## accidents*,*## issues traffic citations*,*## and* provide## first responder medical assistance.
- Make## arrests and testif*y*##ies# in court.
- Provide## police escorts, direct## traffic*,*## and* perform## residential and commercial security checks.
- Participate## in a variety of in-service and special training programs.
- Assist## other law enforcement agencies as needed.
- Maintain## department issued equipment and vehicles.
- Communicate## and inform## supervisor of important issues or problems encountered during assigned shift.

- Perform~~##~~ Deputy Coroner functions at initial death scene investigations when required.
- May be assigned to investigations, community policing, K-9, school liaison, or other technical or special support operations.
- Attend~~##~~ required and specialized training programs ~~*and*##;~~ may provide in-service training instruction to other department members.
- Participate~~##~~ in police activities in support of community events and promote~~##~~ community policing for problem solving and developing partnerships.
- Perform~~##~~ ~~s related tasks as required##~~ ~~*other duties as assigned*~~.

Police Officer

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Knowledge, Skills and Abilities

- ~~*K*#Basic k#~~ knowledge of police methods, practices and procedures.
- ~~*K*#Some k#~~ knowledge of the geography of the City and the location of important buildings.
- ~~*K*#Some k#~~ knowledge of the rules and regulations of the Police Department.
- Skilled in the use of required firearms and the operation of police vehicles and equipment.
- Skilled in the use of in-squad computers and related programs.
- Strong ability to multi-task in a variety of environments including, but not limited to, operating and communicating with a police radio while driving, interacting with the public, or engaged in other activities.
- Ability to understand and carry out oral and written instructions and prepare clear and concise reports.
- Ability to deal professionally, courteously and fairly with the public.
- Ability to identify, analyze, process, and react appropriately to a wide variety of situations in a timely manner with consideration of surrounding hazards and circumstances.
- Ability to take charge of a situation until senior personnel arrive.
- Ability to establish and maintain effective working relationships with departmental personnel, other law enforcement agencies, associates and the general public.

Education, Experience*,* and Special Requirements

- Possession of an appropriate driver's license valid in the State of Minnesota.
- Minnesota Peace Officer License or the eligibility to be licensed.
- Maintains Minnesota POST requirements.

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 frequently speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, running, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting 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, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally 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 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.



Police Officer

Department: Police

FLSA Status: Non-Exempt

General Definition of Work

Perform protective service work involving a variety of general or support duty police assignments including crime prevention, enforcing laws, investigating criminal activity, ensuring public safety, maintaining records and files, testifying in court, preparing reports and related work as required. The Police Officer shall report to the Police Sergeant.

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

- On an assigned shift, patrols community utilizing patrol vehicle or specialized police equipment or walks to observe for violations of traffic laws, suspicious activities or persons, and disturbances of law and order.
- Interview victims and witnesses to obtain information regarding crime, accident, violation, etc.
- Respond to radio dispatches and answer calls and complaints, serve warrants, summons, etc., complete arrest records, and investigate applicable licenses.
- Perform criminal investigations including domestic disputes, interrogate suspects, gathers evidence, conduct surveillance, develop informants, obtains search warrants, apprehends violators, and prepare case reports for prosecution.
- Prepare detailed reports and documentation as required according to departmental procedures.
- Enforce traffic laws, investigate accidents, issues traffic citations, and provide first responder medical assistance.
- Make arrests and testify in court.
- Provide police escorts, direct traffic, and perform residential and commercial security checks.
- Participate in a variety of in-service and special training programs.
- Assist other law enforcement agencies as needed.
- Maintain department issued equipment and vehicles.
- Communicate and inform supervisor of important issues or problems encountered during assigned shift.
- Perform Deputy Coroner functions at initial death scene investigations when required.
- May be assigned to investigations, community policing, K-9, school liaison, or other technical or special support operations.
- Attend required and specialized training programs and may provide in-service training instruction to other department members.
- Participate in police activities in support of community events and promote community policing for problem solving and developing partnerships.
- Perform other duties as assigned.

Police Officer

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Knowledge, Skills and Abilities

- Knowledge of police methods, practices and procedures.
- Knowledge of the geography of the City and the location of important buildings.
- Knowledge of the rules and regulations of the Police Department.
- Skilled in the use of required firearms and the operation of police vehicles and equipment.
- Skilled in the use of in-squad computers and related programs.
- Strong ability to multi-task in a variety of environments including, but not limited to, operating and communicating with a police radio while driving, interacting with the public, or engaged in other activities.
- Ability to understand and carry out oral and written instructions and prepare clear and concise reports.
- Ability to deal professionally, courteously and fairly with the public.
- Ability to identify, analyze, process, and react appropriately to a wide variety of situations in a timely manner with consideration of surrounding hazards and circumstances.
- Ability to take charge of a situation until senior personnel arrive.
- Ability to establish and maintain effective working relationships with departmental personnel, other law enforcement agencies, associates and the general public.

Education, Experience, and Special Requirements

- Possession of an appropriate driver's license valid in the State of Minnesota.
- Minnesota Peace Officer License or the eligibility to be licensed.
- Maintains Minnesota POST requirements.

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 frequently speaking or hearing, using hands to finger, handle or feel and reaching with hands and arms and occasionally requires standing, walking, running, sitting, climbing or balancing, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling, lifting 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, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally 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 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 3, 2026



Police Administrative Supervisor

Department: Police

FLSA Status: Exempt

General Definition of Work

~~*P*#This is a supervisory position that p#perform#s# difficult professional, clerical, financial, and administrative work managing the administrative and support functions of the department#;. oversees the police records unit; p#*P*rovide#s# direct support for police administration and staff#;# *and* handle#s# sensitive department documents#;. provides internal computer and phone system support and is the liaison for Information Technology (IT) services. #*The Police Administrative Supervisor *#Work is performed independently with guidance from the Police Chief. Supervision#*shall*# is # exercise#d# supervision* over #assigned personnel#*the Records personnel. The Police Administrative Supervisor shall report to the Police Chief.* # Performs other duties as apparent or assigned.#~~

Qualification Requirements

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

~~#To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.#~~

Essential Functions

- Plan#s# coordinate#s#, assign#s# and review#s# work of staff#;#.* #p#
- ~~*P*rovide#s#~~ direct and indirect supervision of police department support staff that includes scheduling, training, evaluation, recruitment hiring, promoting, assignments, and discipline of staff ~~*as well as*#; C# *c*oordinate#s#~~ records staff meetings.
- Develop#s#, monitor#s# and evaluate#s# policies and processes to address changing activities and technology#;# *and* make#s# recommendations for improvement.
- Provide#s# leadership and direction in the development of short and long-range plans#;#.* gather, interpret, and prepare data for studies, reports, and recommendations.
- Oversee#s# the entries and queries into the National Crime Information Center (NCIC) and Criminal Justice Information System (CJIS) hot files for the Brainerd Police Department in the capacity of Terminal Agency Coordinator (TAC). This responsibility requires overseeing monthly validations, ensuring department compliance with MNJIS and NCIC policies and procedures including applicable training, certification and system security, as well as direct participation and responsibilities associated with all CJIS/NCIC audits.
- Oversee#s# Uniform Crime Reporting classification coding in the capacity of the Primary Reporting Agency Contact (RAC), serving as a liaison to the MN BCA, and includes the research and resolution of errors. Responsible for suspense prevention and resolution.
- Provide#s# administrative support for the department*.*#; P#*p*repare#s#, edit#s#, transcribe#s#, and proofread#s# a variety of documents#;#.* create#s# and maintain#s# files, schedules, spreadsheets, calendars, forms, and templates.
- Conduct#s# research and compiles statistical data ~~*and*#;#~~ audit#s# computerized reports for completeness, accuracy and appearance.
- Ensure#s# department is compliant with all data practices requirements and include#s# retention and destruction requirements ~~*and*#; S#*s*eal#s#~~ and expunges records per court orders.
- Administer#s# department payroll*.*# and# accounting functions#;#* and* #P#*p*erform#s# Notary functions.
- ~~#Maintains inventory and purchases office supplies and equipment.#~~

- Perform ~~##~~ administrative and reporting services for the department for private, state, and federal agencies and serve ~~##~~ as the agency administrator for required federal and state reporting ~~##;#*.*~~
- ~~*S*~~ ~~##~~ serve ~~##~~ as system administrator of the local records management system and numerous state applications ~~*and*##~~; ~~##*a*##A#~~ attend ~~##~~ related user group meetings.
- Oversee ~~##~~ the processing of confidential data and materials, inclusive of criminal investigations and personnel related matters.
- ~~##Maintains required personnel records.##~~
- Participate ~~##~~ as a member of the administrative team to coordinate, research, implement and evaluate projects which may include cross_~~_~~divisional functions.
- ~~##Performs limited amount of case file processing or other necessary police department records related processing, including transcription of time sensitive reports, in addition to confidential and sensitive records processing functions, which includes transcriptions of confidential or sensitive statements and reports.~~
- ~~Serves as liaison to the city and county Information Technology (IT) Departments, as well as providing technical support to internal staff and related training, including support of the police department website.~~
- ~~Performs related functions as apparent or assigned.##~~

#Police Administrative Supervisor

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- *Perform limited amount of case file processing or other necessary police department records related processing, including transcription of time sensitive reports, in addition to confidential and sensitive records processing functions, which includes transcriptions of confidential or sensitive statements and reports.
- Perform other duties as assigned.*

*Police Administrative Supervisor

Page 2*

Knowledge, Skills and Abilities

- The position objectives are met through the knowledge, ability to interpret, and application of specialized policies, procedures, statutes, regulations, and records relating to the office.
- Accept~~#s#~~ responsibility, takes initiative, and work~~#s#~~ independently or as part of a team to accomplish tasks, often under strict time constraints with required leadership skills to deal with diverse individuals.;
- Thorough knowledge of law enforcement records processing practices and procedures, Uniform Crime Reporting, forms, and terminology~~#;#*.*~~
- General knowledge of city, department and law enforcement related programs, policies, and procedures~~*.*#;#~~
- Possess strong organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency with a high level of attention to detail combined with the ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws~~*.*#;#~~
- Considerable knowledge of, and experience with, modern office practices and procedures, and ability to operate standard office equipment with the ability to type and enter data accurately and at a reasonable rate of speed, multi-line phone system, and software, including specialized law enforcement systems~~*.*#;#~~
- Ability to communicate effectively, both orally and in writing; and to deal courteously and tactfully with the public, co-workers, ~~#and#~~ external agencies~~*.*~~ ~~#and#~~ departments~~*.*~~ and has considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation, and arithmetic~~#;#*.*~~
- ~~#Ability to establish and maintain effective working relationships with citizens, city personnel, other agencies, and the general public. Has s#*S~~trong interpersonal, oral, and written communications skills while remaining calm, courteous, and professional under difficult, sensitive, stressful, or hostile situations~~*.*#;#~~
- Extensive knowledge, experience, and understanding of state and federal requirements for Uniform Crime Reporting and Criminal Justice Information Systems, as well as the other Records Management positions in the police department.
- Leadership skills including problem solving and decision making.
- Ability to plan, organize, supervise, and review the work of employees.
- Ability to maintain varied and complex records and filing systems and to prepare reports from such records.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, as well as accounting and clerical procedures~~*.*#;#~~
- ~~#possess ability to create spreadsheets, compose correspondence, reports, and documents.#~~

Education, Experience and Special Requirements

- High school diploma or equivalent.
- Associate Degree in management or closely related field or equivalent knowledge gained from a combination of education and experience as determined by the Police Chief.
- Five (5) or more years work experience with criminal data records.
- Previous supervisory experience of a similar nature and scope of responsibility in a law enforcement environment.
- Advanced proficiency in computer applications.
- Complete~~#s#~~ and maintain~~#s#~~ department required training and certifications within required time frames.
- Notary Public Certification, including E-Notarization Authority, is required or ability to obtain within six months of hire.
- Satisfactory completion of Department of Public Safety background examination including fingerprint background check.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking,

climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word 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 and observing general surroundings and activities; work occasionally requires 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: *August 12, 2026*~~#December 3, 2018#~~



Police Administrative Supervisor

Department: Police

FLSA Status: Exempt

General Definition of Work

Perform difficult professional, clerical, financial, and administrative work managing the administrative and support functions of the department. Provide direct support for police administration and staff and handle sensitive department documents. The Police Administrative Supervisor shall exercise supervision over the Records personnel. The Police Administrative Supervisor shall report to the Police 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

- Plan coordinate, assign and review work of staff.
- Provide direct and indirect supervision of police department support staff that includes scheduling, training, evaluation, recruitment hiring, promoting, assignments, and discipline of staff as well as coordinate records staff meetings.
- Develop, monitor and evaluate policies and processes to address changing activities and technology and make recommendations for improvement.
- Provide leadership and direction in the development of short and long-range plans, gather, interpret, and prepare data for studies, reports, and recommendations.
- Oversee the entries and queries into the National Crime Information Center (NCIC) and Criminal Justice Information System (CJIS) hot files for the Brainerd Police Department in the capacity of Terminal Agency Coordinator (TAC). This responsibility requires overseeing monthly validations, ensuring department compliance with MNJIS and NCIC policies and procedures including applicable training, certification and system security, as well as direct participation and responsibilities associated with all CJIS/NCIC audits.
- Oversee Uniform Crime Reporting classification coding in the capacity of the Primary Reporting Agency Contact (RAC), serving as a liaison to the MN BCA, and include the research and resolution of errors. Responsible for suspense prevention and resolution.
- Provide administrative support for the department, prepare, edit, transcribe, and proofread a variety of documents, create and maintain files, schedules, spreadsheets, calendars, forms, and templates.
- Conduct research and compile statistical data and audit computerized reports for completeness, accuracy and appearance.
- Ensure department is compliant with all data practices requirements and include retention and destruction requirements and seal and expunge records per court orders.
- Administer department payroll, accounting functions and perform Notary functions.
- Perform administrative and reporting services for the department for private, state, and federal agencies and serve as the agency administrator for required federal and state reporting.
- Serve as system administrator of the local records management system and numerous state applications and attend related user group meetings.
- Oversee the processing of confidential data and materials, inclusive of criminal investigations and personnel related matters.
- Participate as a member of the administrative team to coordinate, research, implement and evaluate projects which may include cross-divisional functions.
- Perform limited amount of case file processing or other necessary police department records related processing, including transcription of time sensitive reports, in addition to confidential and sensitive records processing functions, which includes transcriptions of confidential or sensitive statements and reports.
- Perform other duties as assigned.

Police Administrative Supervisor

Page 2

Knowledge, Skills and Abilities

- The position objectives are met through the knowledge, ability to interpret, and application of specialized policies, procedures, statutes, regulations, and records relating to the office.
- Accept responsibility, takes initiative, and work independently or as part of a team to accomplish tasks, often under strict time constraints with required leadership skills to deal with diverse individuals.
- Thorough knowledge of law enforcement records processing practices and procedures, Uniform Crime Reporting, forms, and terminology.
- General knowledge of city, department and law enforcement related programs, policies, and procedures.
- Possess strong organizational and time management skills, with the ability to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency with a high level of attention to detail combined with the ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Considerable knowledge of, and experience with, modern office practices and procedures, and ability to operate standard office equipment with the ability to type and enter data accurately and at a reasonable rate of speed, multi-line phone system, and software, including specialized law enforcement systems.
- Ability to communicate effectively, both orally and in writing and to deal courteously and tactfully with the public, co-workers, external agencies, departments, and has considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation, and arithmetic.
- Strong interpersonal, oral, and written communications skills while remaining calm, courteous, and professional under difficult, sensitive, stressful, or hostile situations.
- Extensive knowledge, experience, and understanding of state and federal requirements for Uniform Crime Reporting and Criminal Justice Information Systems, as well as the other Records Management positions in the police department.
- Leadership skills including problem solving and decision making.
- Ability to plan, organize, supervise, and review the work of employees.
- Ability to maintain varied and complex records and filing systems and to prepare reports from such records.
- Proficient in the use of PC's and relevant software packages, knowledge of basic office equipment, as well as accounting and clerical procedures.

Education, Experience and Special Requirements

- High school diploma or equivalent.
- Associate Degree in management or closely related field or equivalent knowledge gained from a combination of education and experience as determined by the Police Chief.
- Five (5) or more years work experience with criminal data records.
- Previous supervisory experience of a similar nature and scope of responsibility in a law enforcement environment.
- Advanced proficiency in computer applications.
- Complete and maintain department required training and certifications within required time frames.
- Notary Public Certification, including E-Notarization Authority, is required or ability to obtain within six months of hire.
- Satisfactory completion of Department of Public Safety background examination including fingerprint background check.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word 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 and observing general surroundings and activities; work occasionally requires 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: August 12, 2026



Police Records Management Lead

Department: Police

FLSA Status: Non-Exempt

General Definition of Work

~~*P*#This union position p#perform#s# responsible supervisory work to ensure continuous and effective daily operation of the records unit and takes a lead role in all activities relating to that unit. #Work is performed independently with guidance from the Police Administrative Supervisor, Police Chief, and/or Deputy Chief of Police. Supervision is exercised over assigned personnel. Performs other duties as apparent or assigned.*#The Police Records Management Lead shall exercise moderate oversight over assigned personnel. The Police Records Management Lead shall report to the Police Administrative Supervisor.*~~

Qualification Requirements

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

~~#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

- Maintain#s# an overall understanding of the day-to-day demands that are placed on the records unit and routinely perform#s# the essential functions of a Records Management Technician.
- Serve#s# as Primary Evidence Technician for intake and maintenance of departmental evidence while handling items that can be sensitive or hazardous in nature and require safe precautions.
- Plan#s#, direct#s# and supervise#s# records staff including overseeing the work schedule and approve#s# leave requests for the records unit
- ~~#;# Coordinate#s# records staff assignments, including front desk coverage*,*#; M#*m*onitor#s# ongoing case status#;#*,* #and# review#s# incoming files and transcription*,* and assign#s# level of priority for processing#;#*,*.~~
- #P#P*rovide#s# direction and assistance to all records staff as needed.
- Assist#s# with staff training, performance evaluation, and coaching#;#*,*.
- May recommend formal discipline of records staff to supervisors#;#* and* identif*y*#ies# areas where cross-training is necessary to ensure adequate coverage of job duties.
- Primary backup for the Police Administrative Supervisor by performing department #payroll-and# accounting functions and other related administrative functions as apparent or assigned#;#*,*.
- ~~#Serves as a notary public.#~~
- Serve#s# as Assistant Terminal Agency Coordinator (TAC) for the agency, which includes direct participation and responsibilities associated with the monthly validation of NCIC hot files.
- Serve#s# as Alternate Reporting Agency Contact (RAC), overseeing Uniform Crime Reporting classification coding and assisting with the research and resolution of errors.

- Assist~~#s#~~ with establishing and communicating internal policy and procedure~~#s#~~ relating to the records unit.
- Maintain~~#s#~~ confidentiality in accordance with Minnesota Data Practices and office policies and procedures.
- Participate~~#s#~~ in evaluating and making recommendations for software enhancements.
- ~~#Assists with resolving issues with Master Name Indexes within the county-wide records keeping system through research of duplications and errors, working~~ ~~#*Works*~~ with the Police Administrative Supervisor as needed to resolve issues.
- Perform~~#s related functions as apparent o r~~ ~~#*other duties as*~~ assigned.

Police Records Management Lead

Page 2

Knowledge, Skills and Abilities

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

Education, Experience and Special Requirements

- High school diploma or equivalent.
- Three (3) years law enforcement records management and transcription experience.
- Completes and maintains department required training and certifications within required time frames.
- Notary Public Certification, including E-Notarization Authority, is required or ability to obtain within six months of hire.
- Satisfactory completion of Department of Public Safety background examination including fingerprint background check.
- *Desirable Qualifications:*
- Supervisory experience *in* #, especially in a ##a* law enforcement environment~~#, is desirable#~~.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word 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 and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

Last Revised: # ~~May 6, 2024~~ #* August* #3#* 12, 2026*



Police Records Management Lead

Department: Police

FLSA Status: Non-Exempt

General Definition of Work

Perform responsible supervisory work to ensure continuous and effective daily operation of the records unit and takes a lead role in all activities relating to that unit. The Police Records Management Lead shall exercise moderate oversight over assigned personnel. The Police Records Management Lead shall report to the Police Administrative Supervisor.

Qualification Requirements

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

Essential Functions

- Maintain an overall understanding of the day-to-day demands that are placed on the records unit and routinely perform the essential functions of a Records Management Technician.
- Serve as Primary Evidence Technician for intake and maintenance of departmental evidence while handling items that can be sensitive or hazardous in nature and require safe precautions.
- Plan, direct and supervise records staff including overseeing the work schedule and approve leave requests for the records unit
- Coordinate records staff assignments, including front desk coverage, monitor ongoing case status, review incoming files and transcription, and assign level of priority for processing.
- Provide direction and assistance to all records staff as needed.
- Assist with staff training, performance evaluation, and coaching.
- May recommend formal discipline of records staff to supervisors and identify areas where cross-training is necessary to ensure adequate coverage of job duties.
- Primary backup for the Police Administrative Supervisor by performing department accounting functions and other related administrative functions as apparent or assigned.
- Serve as Assistant Terminal Agency Coordinator (TAC) for the agency, which includes direct participation and responsibilities associated with the monthly validation of NCIC hot files.
- Serve as Alternate Reporting Agency Contact (RAC), overseeing Uniform Crime Reporting classification coding and assisting with the research and resolution of errors.
- Assist with establishing and communicating internal policy and procedure relating to the records unit.
- Maintain confidentiality in accordance with Minnesota Data Practices and office policies and procedures.
- Participate in evaluating and making recommendations for software enhancements.
- Works with the Police Administrative Supervisor as needed to resolve issues.
- Perform other duties as assigned.

Police Records Management Lead

Page 2

Knowledge, Skills and Abilities

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

Education, Experience and Special Requirements

- High school diploma or equivalent.
- Three (3) years law enforcement records management and transcription experience.
- Completes and maintains department required training and certifications within required time frames.
- Notary Public Certification, including E-Notarization Authority, is required or ability to obtain within six months of hire.
- Satisfactory completion of Department of Public Safety background examination including fingerprint background check.

Desirable Qualifications:

- Supervisory experience in a law enforcement environment.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions, frequently requires reaching with hands and arms and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word 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 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.



City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: Updated Job Descriptions - Technology Department

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

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

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. This will ensure that all job descriptions have been reviewed and formatted the same.

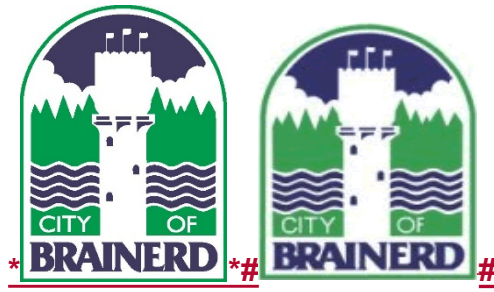
ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Approve the attached updated Technology Department job descriptions.

FINANCIAL IMPACT

N/A



Technology Director

Department: Technology

FLSA Status: Exempt

General Definition of Work

~~*O*#The Technology Director will o#~~versee the strategic planning, implementation, and management of the City's technology infrastructure, applications, and services. This role involves leading a team of IT professionals, ensuring the security and efficiency of IT systems, and driving technology initiatives that support the organization's goals. ~~#Work is performed under the supervision of the City Administrator. #Exercise#s#~~ general and administrative supervision over all Technology Department employees~~# either directly or through supervisory staff.#~~ * The Technology Director 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

- Responsible for overseeing the daily operations of the Technology Department team, ensuring that tasks are completed efficiently and to high standards.
- Lead~~#s#~~, mentor~~#s#~~, and manage~~#s#~~ the Technology Department staff including overseeing training, inspecting and assigning work, and developing staff schedules. Conduct~~#s#~~ performance evaluations as well as provide~~#s#~~ coaching and counseling when needed and in accordance with city policies.
- Develop~~#s#~~, implement~~#s#~~, and maintain~~#s#~~ programs, networks, web structures, and strategies for efficient and effective deployment of technology throughout City departments.
- Collaborate with City departments on technology projects to provide innovative solutions, meet goals, improve workflows, and maximize efficiencies. Recommend appropriate solutions and plan for upgrades and replacements.
- Facilitate~~#s#~~ technical support services to City departments, ensuring user problems are resolved, educating users on proper use, developing and/or distributing training materials, and documenting resolutions.
- Preserve~~#s#~~ assets by evaluating risks, implementing disaster recovery and back-up procedures, draft business continuity plans, and maintaining information security and control structures.
- Manage~~#s#~~ and prioritize~~#s#~~ technology projects, define~~#s#~~ scope, assign~~#s#~~ resources, maintain~~#s#~~ budget, oversee~~#s#~~ timeline, document~~#s#~~ processes and results.
- Develop/recommend policies, procedures, and standards related to technology projects and systems.
- Provide~~#s#~~ needs analysis and recommendations regarding information technology and communications hardware, systems support, and staffing requirements. Evaluate~~#s#~~ potential solutions to determine feasibility and impact.
- Develop~~#s#~~ technology operating and capital budgets, oversee~~#s#~~ budget expenditures, identif~~*y*#ies#~~ and implement~~#s#~~ cost effective technology solutions and support city-wide, develop~~#s#~~ and maintain~~#s#~~ plans for future capital expenses.
- Evaluate~~#s#~~ contracts for equipment purchases, software applications, and service and maintenance agreements to maximize cost-effectiveness, quality, and service.

- Facilitate## work with consultants and vendors in developing or revising programs and system operations.
- Ensure## physical, hardware, and software security for the city network. Compl##*y* with regulatory requirements including FBI/BCA, CJIS, FAA, PCI, MDH, MPCA, FERC, HIPAA, etc., as necessary.
- Coordinate## the implementation and operation of GIS for all City departments*,*## scheduling tasks and resources*,*## communicating*, and*#-and# coordinating with various end users.
- Manage## and oversee## all aspects of providing a public television cable channel (PEG) including infrastructure needs, staff time, and collaboration with community partners.
- *Oversee contracted technology services provided to outside agencies via shared services agreements or similar.
- Attend and participate in all Council meetings and other official meetings as needed or directed.
- Participate in collaboration and knowledge/resource sharing opportunities with area agencies. *

Technology Director

Page 2

*Essential Functions (Cont.) *

- ~~• Oversees contracted technology services provided to outside agencies via shared services agreements or similar.~~
- ~~• Attends and participates in all Council meetings and other official meetings as needed or directed.~~
- ~~• Participates in collaboration and knowledge/resource sharing opportunities with area agencies.~~
- Maintains active membership in local, state, and/or national associations to remain current on issues and trends of the industry and improve effectiveness of the department.
- Performs other duties as assigned ~~# or when necessary#~~.

Knowledge, Skills, and Abilities

- Ability and skill to effectively manage multiple simultaneous complex mission critical technology projects.
- Ability to provide leadership and develop a team approach to solving problems and communicating the solution.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other departments, vendors, and the public.
- Skill in effectively analyzing technology services and processes and in preparing long-range and strategic responses ~~*and*#;#~~ effectively presenting analysis and recommendations through spoken, written, and electronic communications.
- Knowledge of strategic planning principles and IT control procedures, including establishing meaningful performance measures and targets ~~#;#* and*~~ financial management and budget preparation.
- Advanced knowledge of hardware including PC's, servers, firewalls, routers, switches, mobile devices, and printers.
- Advanced knowledge of software including Microsoft Office, business applications, relational databases, etc.
- Advanced knowledge of networks including security, identity, email, intranet.
- General knowledge of cybersecurity risks and trends as well as best management practices to minimize threats.
- General knowledge of server virtualization platforms and cloud hosting solutions.
- General knowledge of public utility operations including processes, policies, standards, requirements, etc.
- General knowledge of GIS implementations and application development with ESRI GIS products.
- General knowledge of State and Federal laws, rules, and regulations as they apply to government data security, retention, and disaster recovery procedures.
- Ability to understand and follow oral and written instructions ~~#;#*.*~~
- ~~#a#*A*~~ ability to work independently to complete daily activities according to work schedules.
- Ability to plan and supervise the work of professional and technical personnel.

Education, Experience, and Special Requirements

- Bachelor's Degree in Information Technology, Computer Science, GIS, Geography, or related field.
- Five years of experience managing complex technology implementations, preferably in local government.
- Equivalent combination of education and experience *as determined by the City Administrator*.
- Valid driver's license.
- Satisfactory completion of FBI / MN BCA background examination including national fingerprint-based criminal history record check and maintain Criminal Justice Information System (CJIS) Security and Privacy: Security Role.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; 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: ~~#December 31, 2024~~#*August 3, 2026*



Technology Director

Department: Technology

FLSA Status: Exempt

General Definition of Work

Oversee the strategic planning, implementation, and management of the City's technology infrastructure, applications, and services. This role involves leading a team of IT professionals, ensuring the security and efficiency of IT systems, and driving technology initiatives that support the organization's goals. Exercise general and administrative supervision over all Technology Department employees. The Technology Director 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

- Responsible for overseeing the daily operations of the Technology Department team, ensuring that tasks are completed efficiently and to high standards.
- Lead, mentor, and manage the Technology Department staff including overseeing training, inspecting and assigning work, and developing staff schedules. Conduct performance evaluations as well as provide coaching and counseling when needed and in accordance with city policies.
- Develop, implement, and maintain programs, networks, web structures, and strategies for efficient and effective deployment of technology throughout City departments.
- Collaborate with City departments on technology projects to provide innovative solutions, meet goals, improve workflows, and maximize efficiencies. Recommend appropriate solutions and plan for upgrades and replacements.
- Facilitate technical support services to City departments, ensuring user problems are resolved, educating users on proper use, developing and/or distributing training materials, and documenting resolutions.
- Preserve assets by evaluating risks, implementing disaster recovery and back-up procedures, draft business continuity plans, and maintaining information security and control structures.
- Manage and prioritize technology projects, define scope, assign resources, maintain budget, oversee timeline, document processes and results.
- Develop/recommend policies, procedures, and standards related to technology projects and systems.
- Provide needs analysis and recommendations regarding information technology and communications hardware, systems support, and staffing requirements. Evaluate potential solutions to determine feasibility and impact.
- Develop technology operating and capital budgets, oversee budget expenditures, identify and implement cost effective technology solutions and support city-wide, develop and maintain plans for future capital expenses.
- Evaluate contracts for equipment purchases, software applications, and service and maintenance agreements to maximize cost-effectiveness, quality, and service.
- Facilitate work with consultants and vendors in developing or revising programs and system operations.
- Ensure physical, hardware, and software security for the city network. Comply with regulatory requirements including FBI/BCA, CJIS, FAA, PCI, MDH, MPCA, FERC, HIPAA, etc., as necessary.
- Coordinate the implementation and operation of GIS for all City departments, scheduling tasks and resources, communicating, and coordinating with various end users.
- Manage and oversee all aspects of providing a public television cable channel (PEG) including infrastructure needs, staff time, and collaboration with community partners.
- Oversee contracted technology services provided to outside agencies via shared services agreements or similar.
- Attend and participate in all Council meetings and other official meetings as needed or directed.
- Participate in collaboration and knowledge/resource sharing opportunities with area agencies.

Essential Functions (Cont.)

- Maintain active membership in local, state, and/or national associations to remain current on issues and trends of the industry and improve effectiveness of the department.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Ability and skill to effectively manage multiple simultaneous complex mission critical technology projects.
- Ability to provide leadership and develop a team approach to solving problems and communicating the solution.
- Ability to establish and maintain effective working relationships with co-workers, supervisors, other departments, vendors, and the public.
- Skill in effectively analyzing technology services and processes and in preparing long-range and strategic responses and effectively presenting analysis and recommendations through spoken, written, and electronic communications.
- Knowledge of strategic planning principles and IT control procedures, including establishing meaningful performance measures and targets and financial management and budget preparation.
- Advanced knowledge of hardware including PC's, servers, firewalls, routers, switches, mobile devices, and printers.
- Advanced knowledge of software including Microsoft Office, business applications, relational databases, etc.
- Advanced knowledge of networks including security, identity, email, intranet.
- General knowledge of cybersecurity risks and trends as well as best management practices to minimize threats.
- General knowledge of server virtualization platforms and cloud hosting solutions.
- General knowledge of public utility operations including processes, policies, standards, requirements, etc.
- General knowledge of GIS implementations and application development with ESRI GIS products.
- General knowledge of State and Federal laws, rules, and regulations as they apply to government data security, retention, and disaster recovery procedures.
- Ability to understand and follow oral and written instructions.
- Ability to work independently to complete daily activities according to work schedules.
- Ability to plan and supervise the work of professional and technical personnel.

Education, Experience, and Special Requirements

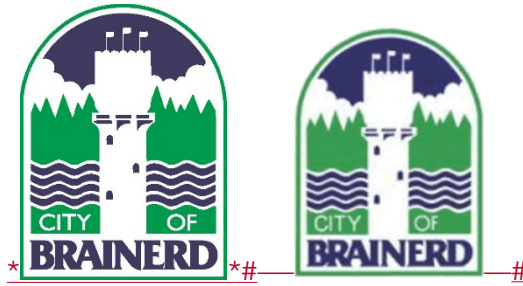
- Bachelor's Degree in Information Technology, Computer Science, GIS, Geography, or related field.
- Five years of experience managing complex technology implementations, preferably in local government.
- Equivalent combination of education and experience as determined by the City Administrator.
- Valid driver's license.
- Satisfactory completion of FBI / MN BCA background examination including national fingerprint-based criminal history record check and maintain Criminal Justice Information System (CJIS) Security and Privacy: Security Role.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; 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: August 3, 2026



Technology Coordinator

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work

Perform~~##~~ highly technical and complex technology coordination and project management throughout the organization ~~#under the general direction of the Technology Director#~~. Ensure~~s#~~ that Information Technology (IT) and Operational Technology (OT) ~~#are operating #*operate*~~ efficiently, securely, and reliably to meet the needs of the organization and various end users. Perform~~##~~ tasks such as installing, configuring, and managing hardware and software, ensuring functionality and availability, troubleshooting technology issues, and providing technical support to end users. ~~*The Technology Coordinator shall report to the Technology 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. 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

- Serve~~##~~ a primary role overseeing various ~~*assigned*~~ technology implementations, operations, and services.
- Provide~~##~~ project management and oversight as needed for assigned projects.
- Serve~~##~~ as technical subject matter expert of assigned technology systems.
- ~~*Oversees*#Manages#~~ technology implementations and collaborate~~##~~ with technology staff and relevant stakeholders to plan and complete technology-related projects~~#ensuring favorable outcomes—meeting expectations, timeliness, and within budget constraints#~~.
- Install~~##~~, configure~~##~~, maintain~~##~~, and support~~##~~ hardware and software systems as needed.
- ~~*Oversees*#Manages#~~ Operational Technologies (SCADA, etc) implementation, configuration, and operations.
- Ensure~~##~~ system security including identifying security vulnerabilities and implementing security protocols to protect against cyber threats.
- Monitor~~##~~ system performance and troubleshoot~~##~~ issues as they arise.
- Work~~##~~ with vendors and contractors to implement and maintain solutions.
- Oversee~~##~~ various contracts with other governmental agencies, consultants, and vendors.
- Implement~~##~~ and maintain~~##~~ necessary solutions to ensure compliance requirements.
- Perform~~##~~ system backups and maintenance to ensure integrity, continuity, and recoverability.
- Develop~~##~~ and maintain~~##~~ technology documentation, diagrams, policies, operating procedures, reports, and presentations as needed.

- Provide ~~##~~ input on ~~#department#~~ budgeting, capital planning, purchasing, and strategic planning *for OT/SCADA resources*.
- Remain ~~##~~ current on trends in the public utility and overall technology industries.
- Administer ~~##~~ various websites and social media presence.
- Provide ~~##~~ on-call support for after-hours technical outages when necessary.
- Provide ~~##~~ advanced technical support and troubleshooting for end users.
- Serve ~~##~~ as a backup support role for the Network Administrator and System Administrator.
- Perform ~~##~~ other duties as assigned ~~#-or-when-necessary#~~.

Technology Coordinator

Page 2

Knowledge, Skills, and Abilities

- Advanced knowledge of computer and server operating systems.
- Advanced knowledge of network protocols and technologies.
- Experience with virtualization platforms, such as VMware or Hyper-V.
- Experience with storage area networks (SAN) and their operation.
- Advanced knowledge of Operational Technology within a public utility environment.
- Experience with technology project management from conceptualization to completion.
- Experience with strategic planning, change management, and process improvement.
- Advanced knowledge of system security principles, best practices, and industry standards.
- Experience troubleshooting and prioritizing efforts to resolve issues as quickly as possible.
- Ability to be creative, innovative, and flexible in managing evolving technology trends and needs.
- Experience with report generation and software modification including necessary programming, scripting, or markup language.
- Strong analytical, organizational, troubleshooting, and problem-solving skills with the ability to work independently and to collaborate as a member of a team.
- Excellent communication and interpersonal skills.

Education, Experience, and Special Requirements

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Three (3) years, of experience in technology management, network administration, system administration, or related position - preferably in local government or utility industry.
- Equivalent combination of education and experience as determined by the *Technology Director*#Department-Head#.
- Knowledge of industrial control systems and SCADA systems.
- Valid driver's license.
- Ability to work flexible hours, including evenings and weekends, to support 24/7 operations.
- Satisfactory completion of FBI / MN BCA background examination including national fingerprint-based criminal history record check and maintain Criminal Justice Information System (CJIS) Security and Privacy: Security Role.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 part, 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; 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: *August 10, 2026*#-January 29, 2025#



Technology Coordinator

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work

Perform highly technical and complex technology coordination and project management throughout the organization. Ensure that Information Technology (IT) and Operational Technology (OT) operate efficiently, securely, and reliably to meet the needs of the organization and various end users. Perform tasks such as installing, configuring, and managing hardware and software, ensuring functionality and availability, troubleshooting technology issues, and providing technical support to end users. The Technology Coordinator shall report to the Technology 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.

Essential Functions

- Serve a primary role overseeing various assigned technology implementations, operations, and services.
- Provide project management and oversight as needed for assigned projects.
- Serve as technical subject matter expert of assigned technology systems.
- Oversees technology implementations and collaborate with technology staff and relevant stakeholders to plan and complete technology-related projects.
- Install, configure, maintain, and support hardware and software systems as needed.
- Oversees Operational Technologies (SCADA, etc) implementation, configuration, and operations.
- Ensure system security including identifying security vulnerabilities and implementing security protocols to protect against cyber threats.
- Monitor system performance and troubleshoot issues as they arise.
- Work with vendors and contractors to implement and maintain solutions.
- Oversee various contracts with other governmental agencies, consultants, and vendors.
- Implement and maintain necessary solutions to ensure compliance requirements.
- Perform system backups and maintenance to ensure integrity, continuity, and recoverability.
- Develop and maintain technology documentation, diagrams, policies, operating procedures, reports, and presentations as needed.
- Provide input on budgeting, capital planning, purchasing, and strategic planning for OT/SCADA resources.
- Remain current on trends in the public utility and overall technology industries.
- Administer various websites and social media presence.
- Provide on-call support for after-hours technical outages when necessary.
- Provide advanced technical support and troubleshooting for end users.
- Serve as a backup support role for the Network Administrator and System Administrator.
- Perform other duties as assigned.

Technology Coordinator

Page 2

Knowledge, Skills, and Abilities

- Advanced knowledge of computer and server operating systems.
- Advanced knowledge of network protocols and technologies.
- Experience with virtualization platforms, such as VMware or Hyper-V.
- Experience with storage area networks (SAN) and their operation.
- Advanced knowledge of Operational Technology within a public utility environment.
- Experience with technology project management from conceptualization to completion.
- Experience with strategic planning, change management, and process improvement.
- Advanced knowledge of system security principles, best practices, and industry standards.
- Experience troubleshooting and prioritizing efforts to resolve issues as quickly as possible.
- Ability to be creative, innovative, and flexible in managing evolving technology trends and needs.
- Experience with report generation and software modification including necessary programming, scripting, or markup language.
- Strong analytical, organizational, troubleshooting, and problem-solving skills with the ability to work independently and to collaborate as a member of a team.
- Excellent communication and interpersonal skills.

Education, Experience, and Special Requirements

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Three (3) years, of experience in technology management, network administration, system administration, or related position - preferably in local government or utility industry.
- Equivalent combination of education and experience as determined by the Technology Director.
- Knowledge of industrial control systems and SCADA systems.
- Valid driver's license.
- Ability to work flexible hours, including evenings and weekends, to support 24/7 operations.
- Satisfactory completion of FBI / MN BCA background examination including national fingerprint-based criminal history record check and maintain Criminal Justice Information System (CJIS) Security and Privacy: Security Role.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 part, 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; 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: August 10, 2026



System Administrator

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work

Perform~~##~~ highly technical and complex system administration throughout the organization. ~~#under the general direction of the Technology Director.~~ ~~#Ensure##~~ that technology systems are operating efficiently, securely, and reliably to meet the needs of the organization and various end users. ~~May perform tasks such as installing and configuring hardware and software, troubleshooting system issues, ensuring system security and reliability, and providing technical support to end users.~~ *The System Administrator shall report to the Technology 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. 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

- Responsible for management of technology system operations throughout the organization.
- Manage~~##~~ enterprise software throughout organization and most departmental software.
- Manage~~##~~ identity and access management – AD, Azure, Entra, SSO/SAML, Duo (MFA), Umbrella.
- Manage~~##~~ user accounts, access, and permissions across various platforms.
- Manage~~##~~ Microsoft365 stack – Exchange, OneDrive, SharePoint, Teams, Intune, etc.
- Provide~~##~~ project management and oversight as needed for assigned projects.
- Install~~##~~, configure~~##~~, and maintain~~##~~ hardware and software systems, including complex server and storage infrastructures (physical and virtual servers), workstations, mobile devices, and network infrastructure.
- Ensure~~##~~ system security including identifying security vulnerabilities and implementing security protocols to protect against cyber threats.
- Configure~~##~~ and manage~~##~~ virtualization platforms, such as VMware.
- Manage~~##~~ technology implementation~~##~~ and collaborate~~##~~ with staff, vendors, and contractors to plan and complete technology-related projects.
- Oversee~~##~~ AI (Artificial Intelligence) implementations.
- Administer~~##~~ desk phones (cloud, on prem) and mobile devices (cellular).
- Administer~~##~~ Mobile Device Management (MDM) implementation~~##~~.

- Administer~~#s#~~ police squad and body camera~~s~~ systems.
- Administer~~#s#~~ various websites and social media presence.
- Perform~~#s#~~ regular system backups and ensure data integrity and recoverability.
- Maintain~~#s#~~ server security patches and updates.
- Oversee~~#s#~~ various compliance requirements and serves as the Local Agency Security Officer (LASO) for the Police Department.
- Develop~~#s#~~ and maintain~~#s#~~ system documentation, diagrams, and operating procedures.
- ~~*Provide on-call support for after-hours technical outages when necessary. *#Provides on-call support for after-hours technical outages when necessary.#~~
- ~~#~~
- ~~*Provide advanced technical support and troubleshooting for end users.*~~
- ~~#Provides advanced technical support and troubleshooting for end users.#~~

System Administrator

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Essential Functions (Cont.)

- Serve~~##~~ as a backup support role for the Network Administrator and Technology Specialist.
- Perform~~##~~ other duties as assigned~~## or when necessary##~~.

Knowledge, Skills, and Abilities

- Advanced knowledge of computer and server operating systems.
- Knowledge of network infrastructure components such as routers, switches, firewalls.
- Knowledge of protocols and technologies, including TCP/IP, DNS, DHCP, VPN, AD and LDAP.
- Experience with virtualization platforms, such as VMware or Hyper-V.
- Familiarity with system security principles and best practices.
- Experience with cloud computing platforms.
- Experience with report generation and software modification including necessary programming, scripting, or markup language.
- Ability to be creative, innovative, and flexible in managing evolving technology trends and needs.
- Strong analytical, organizational, troubleshooting, and problem-solving skills with the ability to work independently and to collaborate as a member of a team.
- Excellent communication and interpersonal skills.

Education, Experience, and Special Requirements

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Three (3) years of experience in system administration, system engineering, advanced technology support, or related position - preferably in local government.
- Equivalent combination of education and experience as determined by the *Technology Director.*# Department Head.#
- Valid driver's license.
- Ability to work flexible hours, occasional evenings and weekends, to support 24/7 operations.
- Satisfactory completion of FBI / MN BCA background examination including national fingerprint-based criminal history record check and maintain Criminal Justice Information System (CJIS) Security and Privacy: Security Role.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 part, 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; 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: *August 3, 2026*~~# January 29, 2025#~~



System Administrator

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work

Perform highly technical and complex system administration throughout the organization. Ensure that technology systems are operating efficiently, securely, and reliably to meet the needs of the organization and various end users. May perform tasks such as installing and configuring hardware and software, troubleshooting system issues, ensuring system security and reliability, and providing technical support to end users. The System Administrator shall report to the Technology 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.

Essential Functions

- Responsible for management of technology system operations throughout the organization.
- Manage enterprise software throughout organization and most departmental software.
- Manage identity and access management – AD, Azure, Entra, SSO/SAML, Duo (MFA), Umbrella.
- Manage user accounts, access, and permissions across various platforms.
- Manage Microsoft365 stack – Exchange, OneDrive, SharePoint, Teams, Intune, etc.
- Provide project management and oversight as needed for assigned projects.
- Install, configure, and maintain hardware and software systems, including complex server and storage infrastructures (physical and virtual servers), workstations, mobile devices, and network infrastructure.
- Ensure system security including identifying security vulnerabilities and implementing security protocols to protect against cyber threats.
- Configure and manage virtualization platforms, such as VMware.
- Manage technology implementation and collaborate with staff, vendors, and contractors to plan and complete technology-related projects.
- Oversee AI (Artificial Intelligence) implementations.
- Administer desk phones (cloud, on prem) and mobile devices (cellular).
- Administer Mobile Device Management (MDM) implementation.
- Administer police squad and body camera systems.
- Administer various websites and social media presence.
- Perform regular system backups and ensure data integrity and recoverability.
- Maintain server security patches and updates.
- Oversee various compliance requirements and serves as the Local Agency Security Officer (LASO) for the Police Department.
- Develop and maintain system documentation, diagrams, and operating procedures.
- Provide on-call support for after-hours technical outages when necessary.
- Provide advanced technical support and troubleshooting for end users.

System Administrator

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Essential Functions (Cont.)

- Serve as a backup support role for the Network Administrator and Technology Specialist.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Advanced knowledge of computer and server operating systems.
- Knowledge of network infrastructure components such as routers, switches, firewalls.
- Knowledge of protocols and technologies, including TCP/IP, DNS, DHCP, VPN, AD and LDAP.
- Experience with virtualization platforms, such as VMware or Hyper-V.
- Familiarity with system security principles and best practices.
- Experience with cloud computing platforms.
- Experience with report generation and software modification including necessary programming, scripting, or markup language.
- Ability to be creative, innovative, and flexible in managing evolving technology trends and needs.
- Strong analytical, organizational, troubleshooting, and problem-solving skills with the ability to work independently and to collaborate as a member of a team.
- Excellent communication and interpersonal skills.

Education, Experience, and Special Requirements

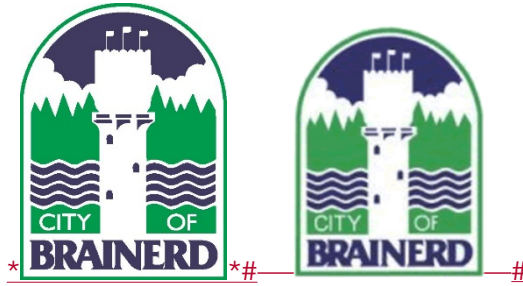
- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Three (3) years of experience in system administration, system engineering, advanced technology support, or related position - preferably in local government.
- Equivalent combination of education and experience as determined by the Technology Director.
- Valid driver's license.
- Ability to work flexible hours, occasional evenings and weekends, to support 24/7 operations.
- Satisfactory completion of FBI / MN BCA background examination including national fingerprint-based criminal history record check and maintain Criminal Justice Information System (CJIS) Security and Privacy: Security Role.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 part, 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; 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: August 3, 2026



Network Administrator

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work

Perform highly technical and complex network administration throughout the organization under the general direction of the Technology Director. Responsible for managing and maintaining computer network infrastructure and connectivity. Ensures the network is secure, reliable, and available to meet the needs of the organization and various end users. Performs tasks such as installing and configuring network hardware and software, monitoring network performance, troubleshooting network issues, and providing technical support to end users. The Network Administrator shall report to the Technology 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. 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

- Responsible for management of network operations throughout the organization.
- Install, configure, and maintain complex network infrastructures, including LANs, WANs, VPNs, ethernet, wireless, and fiber networks.
- Manage firewalls including configuration, patches, updates, and monitoring.
- Serve a primary role for network security and cybersecurity.
- Provide project management and oversight as needed for assigned projects.
- Ensure that the organization's networks are secure and protected from unauthorized access, viruses, malware, and other security threats. Regularly updates and patches network systems to ensure they are protected from vulnerabilities.
- Monitor network performance to identify and troubleshoot issues before they cause adverse impacts on the network or degrade performance.
- Manage connectivity including wired internet, PRI, TLS, wireless connections (WiFi), etc.
- Manage VLANs – Data, Voice, DMZ, Public, Police/CJIS, Airport/FAA, Utility, SCADA, etc.
- Manage VPNs for remote access as well as point-to-point connections as needed.
- Troubleshoot network issues by identifying and resolving network issues, including hardware failures, software bugs, and connectivity problems.
- Implement and maintain network security protocols, including firewalls, intrusion detection, and prevention

systems.

- Develop#s# and maintain#s# network documentation, diagrams, and operating procedures.
- Manage#s# technology implementations and collaborate#s# with staff, vendors, and contractors to plan and complete technology-related projects.
- Perform#s# regular backups and ensure#s# network integrity, redundancy, and recoverability.
- Provide#s# on-call support for after-hours technical outages when necessary.
- *Provide advanced technical support and troubleshooting for end users.
- Serve as a backup support role for the Technology Coordinator and System Administrator.
- Perform other duties as assigned.*
- —

Network Administrator

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- ~~#Provides advanced technical support and troubleshooting for end users.~~
- ~~Serves as a backup support role for the Technology Coordinator and System Administrator.~~
- ~~Performs other duties as assigned or when necessary.#~~

Knowledge, Skills, and Abilities

- Advanced knowledge of networking protocols and technologies.
- Advanced knowledge of network infrastructure components such as routers, switches, firewalls.
- Experience with network security protocols, intrusion detection and prevention systems, and network segmentation.
- Knowledge of network virtualization technologies, such as VLANs and virtual switches and network function virtualization (NFV).
- Proficient in network monitoring and troubleshooting tools and processes.
- Experience with virtualization platforms, such as VMware or Hyper-V.
- Experience with storage area networks (SAN) and their operation.
- Experience with cloud computing platforms.
- Ability to be creative, innovative, and flexible in managing evolving technology trends and needs.
- Strong analytical, organizational, troubleshooting, and problem-solving skills with the ability to work independently and to collaborate as a member of a team.
- Excellent communication and interpersonal skills.

Education, Experience, and Special Requirements

- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Three (3) years of experience in network administration, system administration, or related position - preferably in local government.
- Equivalent combination of education and experience as determined by the ~~#Department Head~~~~#*Technology Director*~~.
- Valid driver's license.
- Ability to work flexible hours, including evenings and weekends, to support 24/7 operations.
- Satisfactory completion of FBI / MN BCA background examination including national fingerprint-based criminal history record check and maintain Criminal Justice Information System (CJIS) Security and Privacy: Security Role.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 part, 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; 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: ~~*August 3, 2026*~~~~#January 29, 2025#~~



Network Administrator

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work

Perform highly technical and complex network administration throughout the organization and responsible for managing and maintaining computer network infrastructure and connectivity. Ensure the network is secure, reliable, and available to meet the needs of the organization and various end users. The Network Administrator shall report to the Technology 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.

Essential Functions

- Responsible for management of network operations throughout the organization.
- Install, configure, and maintain complex network infrastructures, including LANs, WANs, VPNs, ethernet, wireless, and fiber networks.
- Manage firewalls including configuration, patches, updates, and monitoring.
- Serve a primary role for network security and cybersecurity.
- Provide project management and oversight as needed for assigned projects.
- Ensure that the organization's networks are secure and protected from unauthorized access, viruses, malware, and other security threats. Regularly updates and patches network systems to ensure they are protected from vulnerabilities.
- Monitor network performance to identify and troubleshoot issues before they cause adverse impacts on the network or degrade performance.
- Manage connectivity including wired internet, PRI, TLS, wireless connections (WiFi), etc.
- Manage VLANs – Data, Voice, DMZ, Public, Police/CJIS, Airport/FAA, Utility, SCADA, etc.
- Manage VPNs for remote access as well as point-to-point connections as needed.
- Troubleshoot network issues by identifying and resolving network issues, including hardware failures, software bugs, and connectivity problems.
- Implement and maintain network security protocols, including firewalls, intrusion detection, and prevention systems.
- Develop and maintain network documentation, diagrams, and operating procedures.
- Manage technology implementations and collaborate with staff, vendors, and contractors to plan and complete technology-related projects.
- Perform regular backups and ensure network integrity, redundancy, and recoverability.
- Provide on-call support for after-hours technical outages when necessary.
- Provide advanced technical support and troubleshooting for end users.
- Serve as a backup support role for the Technology Coordinator and System Administrator.
- Perform other duties as assigned.

Network Administrator

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Knowledge, Skills, and Abilities

- Advanced knowledge of networking protocols and technologies.
- Advanced knowledge of network infrastructure components such as routers, switches, firewalls.
- Experience with network security protocols, intrusion detection and prevention systems, and network segmentation.
- Knowledge of network virtualization technologies, such as VLANs and virtual switches and network function virtualization (NFV).
- Proficient in network monitoring and troubleshooting tools and processes.
- Experience with virtualization platforms, such as VMware or Hyper-V.
- Experience with storage area networks (SAN) and their operation.
- Experience with cloud computing platforms.
- Ability to be creative, innovative, and flexible in managing evolving technology trends and needs.
- Strong analytical, organizational, troubleshooting, and problem-solving skills with the ability to work independently and to collaborate as a member of a team.
- Excellent communication and interpersonal skills.

Education, Experience, and Special Requirements

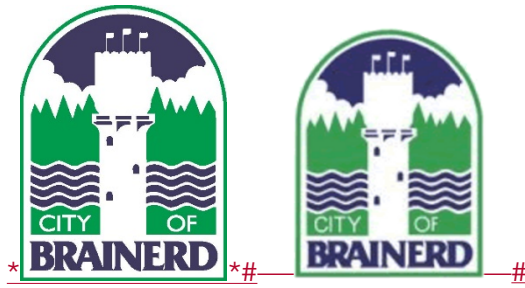
- Bachelor's degree in Computer Science, Information Technology, or a related field.
- Three (3) years of experience in network administration, system administration, or related position - preferably in local government.
- Equivalent combination of education and experience as determined by the Technology Director.
- Valid driver's license.
- Ability to work flexible hours, including evenings and weekends, to support 24/7 operations.
- Satisfactory completion of FBI / MN BCA background examination including national fingerprint-based criminal history record check and maintain Criminal Justice Information System (CJIS) Security and Privacy: Security Role.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 part, 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Last Revised: August 3, 2026



Technology Specialist

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work

Perform~~##~~ specialized technical support throughout the organization ~~#under the general direction of the Technology Director.~~ ~~Responsible for skilled technical work~~ ~~#~~providing support, administering applications, installing and maintaining hardware and software, maintaining data/records/files, training end users, troubleshooting hardware and software issues. *The Technology Specialist shall report to the Technology Director.*

Essential Functions

- Serve~~##~~ as the primary technology support role and general troubleshooting.
- Resolve~~##~~ technology-related issues by troubleshooting software, hardware, and network issues.
- Provide~~##~~ technical support and necessary training in the operation of computers, operating systems, software, copiers, telephones, mobile devices, printers, and other technologies.
- Support~~##~~ Microsoft365 software applications.
- Manage~~##~~ helpdesk implementation.
- Maintain~~##~~ inventory of hardware and software, licensing, subscriptions, warranties, services, etc.
- Deploy~~##~~ and maintain~~##~~ device and software patches, updates, and upgrades.
- Support~~##~~ desk phones, cell phones, and mobile devices.
- Manage~~##~~ printing and imaging hardware and operations.
- Manage~~##~~ user accounts and permissions across various platforms.
- Perform~~##~~ system backups and ensure~~##~~ data integrity and recoverability including restores, troubleshooting, scheduling, and testing.
- Monitor~~##~~ various systems to ensure reliable performance and to detect issues in the early stages.
- Support~~##~~ building security and ~~#park #~~security camera operations.
- Maintain~~##~~ various websites and social media presence.
- Document~~##~~ processes, workflows, knowledge base.
- Elevate~~*s*~~ technical support requests to appropriate level necessary to resolve issues.
- Assist~~##~~ with cable channel operation, scheduling, and content creation.
- Provide~~##~~ audio/video technology support as needed.
- Provide~~##~~ technical training and support for end-users.
- Serve~~##~~ as a backup support role for the GIS Specialist.
- Perform~~##~~ other duties as assigned~~# or when necessary#~~.

Knowledge, Skills, and Abilities

- Detailed knowledge of computers, servers, devices, printers, scanners, etc.
- Knowledge of protocols and technologies, including TCP/IP, DNS, DHCP, VPN, AD and LDAP.

***Technology Specialist**

Page 2*

Knowledge, Skills, and Abilities (Cont.)

- Strong customer service skills with ability to provide appropriate support to end users.
- Familiarity with system security principles and best practices.
- Experience with cloud computing platforms and virtualization platforms.
- Experience with report generation.
- Ability to be creative, innovative, and flexible in managing evolving technology trends and needs.

#Technology Specialist

Page 2#

- Strong analytical, organizational, troubleshooting, and problem-solving skills with the ability to work independently and to collaborate as a member of a team.
- Excellent communication and interpersonal skills.

Education, Experience, and Special Requirements

- Associate's degree in Computer Science, Information Technology, or a related field.
- One (1) year of experience in technology support or a related position - preferably in local government.
- Equivalent combination of education and experience as determined by the **#Department Head#*Technology Director***.
- Valid driver's license.
- Ability to work flexible hours, occasional evenings and weekends, to support 24/7 operations.
- Satisfactory completion of FBI / MN BCA background examination including national fingerprint-based criminal history record check and maintain Criminal Justice Information System (CJIS) Security and Privacy: Security Role.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work regularly requires sitting, speaking or hearing and using hands to finger, handle or feel, frequently requires standing, walking and repetitive motions and occasionally requires stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and lifting; work requires close vision, ability to adjust focus, depth perception and color perception; 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 part, 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 occasionally requires working near moving mechanical parts, exposure to outdoor weather conditions and exposure to the risk of electrical shock; work is generally in a moderately noisy location (e.g. business office, light traffic).

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Last Revised: ~~#January 29, 2025~~#*August 10, 2026*



Technology Specialist

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work

Perform specialized technical support throughout the organization providing support, administering applications, installing and maintaining hardware and software, maintaining data/records/files, training end users, troubleshooting hardware and software issues. The Technology Specialist shall report to the Technology Director.

Essential Functions

- Serve as the primary technology support role and general troubleshooting.
- Resolve technology-related issues by troubleshooting software, hardware, and network issues.
- Provide technical support and necessary training in the operation of computers, operating systems, software, copiers, telephones, mobile devices, printers, and other technologies.
- Support Microsoft 365 software applications.
- Manage helpdesk implementation.
- Maintain inventory of hardware and software, licensing, subscriptions, warranties, services, etc.
- Deploy and maintain device and software patches, updates, and upgrades.
- Support desk phones, cell phones, and mobile devices.
- Manage printing and imaging hardware and operations.
- Manage user accounts and permissions across various platforms.
- Perform system backups and ensure data integrity and recoverability including restores, troubleshooting, scheduling, and testing.
- Monitor various systems to ensure reliable performance and to detect issues in the early stages.
- Support building security and security camera operations.
- Maintain various websites and social media presence.
- Document processes, workflows, knowledge base.
- Elevates technical support requests to appropriate level necessary to resolve issues.
- Assist with cable channel operation, scheduling, and content creation.
- Provide audio/video technology support as needed.
- Provide technical training and support for end-users.
- Serve as a backup support role for the GIS Specialist.
- Perform other duties as assigned.

Knowledge, Skills, and Abilities

- Detailed knowledge of computers, servers, devices, printers, scanners, etc.
- Knowledge of protocols and technologies, including TCP/IP, DNS, DHCP, VPN, AD and LDAP.

Technology Specialist

Page 2

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- Strong customer service skills with ability to provide appropriate support to end users.
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- Ability to be creative, innovative, and flexible in managing evolving technology trends and needs.
- Strong analytical, organizational, troubleshooting, and problem-solving skills with the ability to work independently and to collaborate as a member of a team.
- Excellent communication and interpersonal skills.

Education, Experience, and Special Requirements

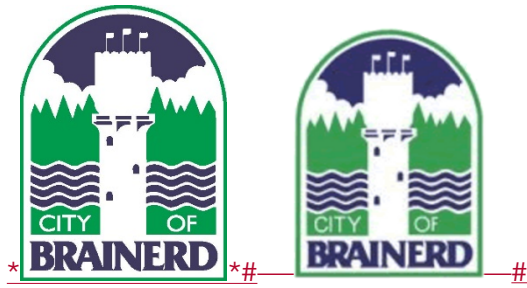
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Last Revised: August 10, 2026



GIS Specialist

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work

Perform specialized GIS and geospatial-related technology functions ~~under the general direction of the Technology Director.~~ ~~and~~ responsible for maintaining GIS implementations throughout the organization including data creation and editing, application development and maintenance, map creation, database creation and maintenance, publishing map services, and end user training and support. ~~The GIS Specialist shall report to the Technology 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. 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

- Responsible for geospatial implementations throughout the organization.
- Maintain City-wide geospatial datasets; compiles geographic data from a variety of sources; scans, rectifies, and digitizes data, edits and refines data, and updates databases.
- Perform quality control checks to assure data integrity.
- Develop geospatial applications for use on local networks, online, and in the field (mobile).
- Publish web services for use within public and internal web applications, mobile data collection, and emergency services data analysis.
- Interpret plat maps, legal descriptions (metes and bounds), surveys, and other official sources to update, conduct research, and apply corrections to spatial data.
- Collect data in the field using a variety of mobile devices including GPS, tablets and supports other staff who collect or edit data in the field.
- Compile geographic data from various sources – scans, rectifies, digitizes, edits, and refines data.
- Create and maintain library of relevant maps – physical and digital.
- Perform geospatial analysis and modelling, statistical analysis, trend analysis, etc.
- Perform quality control checks to assure data integrity.

- Coordinate ~~##s#~~ with staff and departments to create GIS applications and effectively display information for internal and public engagement.
- Create ~~##s#~~ and maintain ~~##s#~~ consistent metadata for data sets, applications, and resources.
- Provide ~~##s#~~ ad-hoc and custom maps, including updates, when requested.
- Provide support for GPS hardware and technologies.
- Provide ~~##s#~~ training and support for end users of GIS and geospatial solutions.
- Serve ~~##s#~~ as a backup support role for the Technology Specialist.
- Perform ~~##s#~~ other duties as assigned ~~##or when necessary##~~.

GIS Specialist

Page 2

Knowledge, Skills, and Abilities

- Advanced knowledge of ESRI ArcGIS software products including ArcMap, ArcPro, ArcGIS Online, ArcGIS Field Maps, etc.
- Experience with python, arcade, or model building scripting.
- Knowledge of geo-processing, cartographic design, and cartographic principles and procedures.
- Knowledge of coordinate systems, projections, and related geographic principles.
- Knowledge of data conversion, translation, and transfer techniques.
- Knowledge of relational database principles and geodatabase design.
- Ability to educate and train staff in the use of various GIS implementations.
- Ability to provide technical support for desktop, web, and mobile GIS applications.
- Ability to interpret construction plans, as-builts, plat maps, legal descriptions, land surveys, etc.
- Strong analytical, organizational, troubleshooting, and problem-solving skills with the ability to work independently and to collaborate as a member of a team.
- Excellent communication and interpersonal skills.

Education, Experience, and Special Requirements

- Associate's degree in GIS, Geography, Computer Science, IT, or a related field.
- One (1) year of experience in a GIS related position, preferably in local government.
- Equivalent combination of education and experience as determined by the **#Department Head#*Technology Director***.
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Last Revised: ~~#January 29, 2025~~#*August 10, 2026*



GIS Specialist

Department: Technology

FLSA Status: Non-Exempt

General Definition of Work

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Last Revised: August 10, 2026



City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: 2025 Tax Increment Financing (TIF) Report Summary

AGENDA: Consent

ACTION REQUESTED: Information Only

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE

Annually before August 1st, the City needs to file annual TIF reports. The reports were filed before the deadline and attached is the required 2025 TIF disclosure that was published in the Dispatch on August 8, 2026.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

RECOMMENDED ACTION/MOTION

Informational

FINANCIAL IMPACT

Informational, no action needed.

City of Brainerd, Minnesota

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2025

TIF District Name:	TIF 4-11 East Brainerd Mall	TIF 4-13 Timberland Townhomes	TIF 4-15 Artspace	TIF 4-16 Taco John's	TIF 4-17 Jimmy John's	TIF 4-18 Royal Tire
Current net tax capacity	\$251,250	\$6,174	\$35,708	\$7,450	\$3,864	\$20,996
Original net tax capacity	\$50,184	\$84	\$22,158	\$7,346	\$2,848	\$6,578
Captured net tax capacity	\$201,066	\$6,090	\$13,550	\$104	\$1,016	\$14,418
Principal and interest payments due in 2026	\$187,885	\$5,096	\$18,031	\$87	\$833	\$6,062
Tax increment received in 2025	\$192,333	\$5,223	\$12,750	\$164	\$990	\$14,116
Tax increment expended in 2025	\$167,142	\$9,710	\$12,081	\$198	\$951	\$12,754
Month and year of first tax increment receipt	7 / 2004	7 / 2003	7 / 2009	7 / 2009	7 / 2010	7 / 2017
Date of required decertification	12/31/2029	12/31/2028	12/31/2034	12/31/2034	12/31/2035	12/31/2042

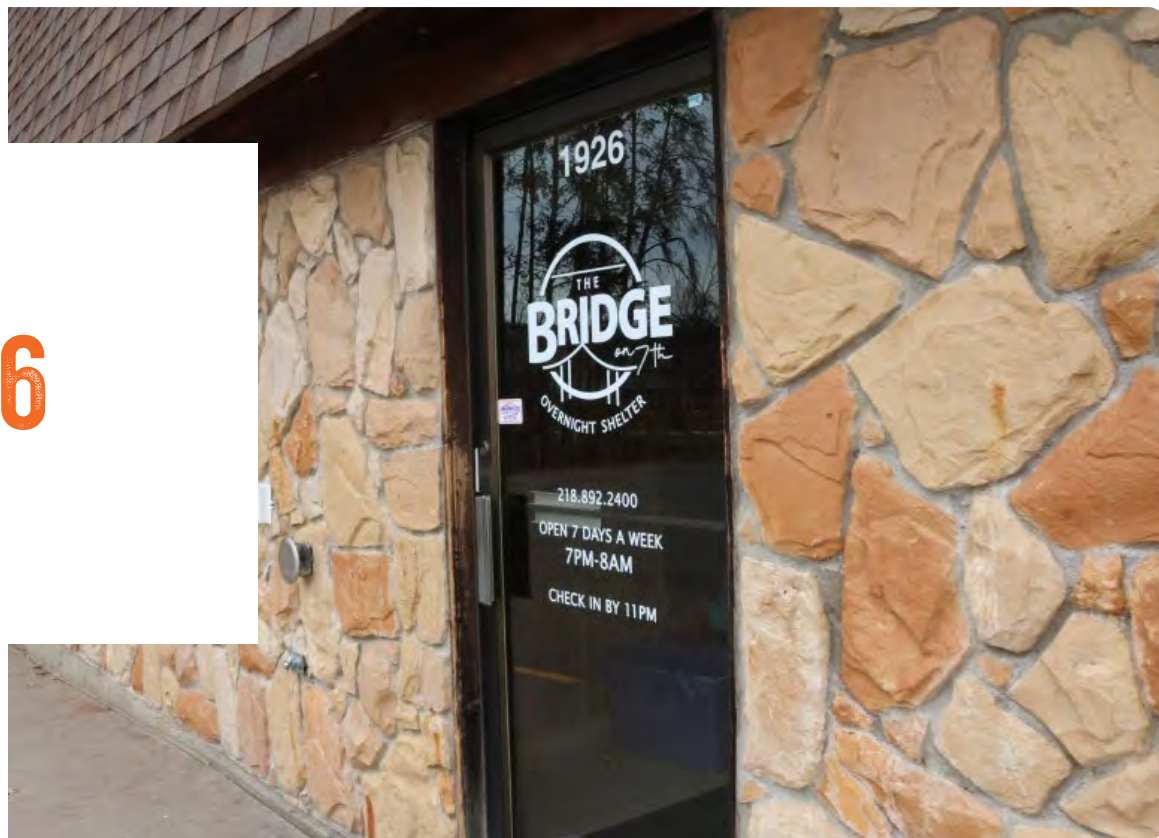
Additional information regarding each district may be obtained from-

Connie Hillman, Finance Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401
(218) 828-2307



SUMMER 2026 UPDATE

August 17, 2026





May 1 – July 31, 2026



111

TOTAL GUESTS SERVED



86

GUESTS EXITED



25

STILL ENROLLED



PROVIDING SAFE SHELTER.

| BUILDING STABILITY.

| CREATING PATHWAYS FORWARD.



LENGTH OF STAY

MAY 1 - JULY 31, 2026



Length of Stay	Number of Guests
1-7 Days	51
7-14 Days	14
15-30 Days	15
1-2 months	14
2-3 months	17

46% stayed a week or less | 72% stayed one month or less



EXIT OUTCOMES



- Homeless Elsewhere: 7
- Family/Friends/Transitional Housing: 8
- Chemical or Mental Health Treatment/Jail: 12
- Stable Housing: 22
- Deceased: 1
- Unknown: 36

HOME COUNTY

MAY 1 - JULY 31

- **63% Crow Wing County**
- **15% Aitkin, Cass, Morrison, Todd**
- **22% Other**

****helping people move along to other options at the two-week mark**



ACTIVE GUESTS

Of the 25 Still Enrolled....

- 3 longer-term guests
 - significant barriers
- 22 guests: average stay of 25 days



PUBLIC SAFETY

- Increased Communication with BPD
- Crisis Intervention Training
- Summer Police Data - 7 calls total
 - 3 EMS
 - 1 threat
 - 1 informational (same as guest above)
 - 1 disturbance
 - 1 domestic



The Pathways Project



Progress & Lessons Learned



- Increased collaboration
- Activities with guests
 - Job Fair
 - Regularly scheduled group sessions
 - Community Outings
- Additional staff allocated from Bridges of Hope
- Plans for increased focus on mental wellbeing & community connection

Questions?



2027 Parks Board Budget Request
As of 8/13/2026

	Actual 2025	Adopted Budget 2026	Requested Budget 2027	Difference in Budgets	% Difference
TOTAL OPERATING EXPENDITURES					
Personnel Services	944,439	1,026,062	1,100,897	74,835	7.29%
Supplies	149,431	148,932	149,015	83	0.06%
Services	324,742	304,939	318,619	13,680	4.49%
Transfers Out	-	-	-	-	0.00%
Total Expenditures	1,418,612	1,479,933	1,568,531	88,598	5.99%
TOTAL REVENUE - NON PROPERTY TAX					
Charges for Services	(15,265)	(10,250)	(11,250)	1,000	9.76%
Other Revenues	(48,339)	(2,500)	(2,500)	-	0.00%
Program Revenues	(131,619)	(140,500)	(130,500)	(10,000)	-7.12%
Transfers In/Sale of Assets	(48,068)	(38,000)	-	(38,000)	0.00%
Total Revenues	(243,291)	(191,250)	(144,250)	(47,000)	-24.58%
NET OPERATING	1,175,321	1,288,683	1,424,281	135,598	10.52%
TOTAL CAPITAL					
Equipment	161,276	138,000	231,000	93,000	67.39%
Facilities	45,488	106,000	260,000	154,000	145.28%
LT Facilities Planning	517,898	457,386	298,943	(158,443)	-34.64%
TOTAL CAPITAL (net)	724,662	701,386	789,943	88,557	12.63%
Actual/Budget/Requested	1,899,983	1,990,069	2,214,224	224,155	
% Increase			11.26%		

2027-2031 Budget Detail and Comparison By Department

	2027	2028	2029	2030	2031
Public Services - Parks					
Leased Vehicles Build Up	21,000				
Groomer	15,000	30,000			
Trailer	4,000				
Mower (Walk Behind)	1,000				
Mower		22,000	23,000	22,000	
Lift (50/50 with Streets)		7,500			
Aerator				9,000	
Skid Steer	75,000				
Welder	3,000				
Tree Replacement	25,000	25,000	25,000	25,000	25,000
Picnic Table/Grilling Station/Trash Can Replacement	15,000	15,000	15,000	15,000	15,000
Park Weed and Feed Program	25,000	25,000	25,000	25,000	25,000
Bench Installation Program	5,000	5,000	5,000	5,000	5,000
Park ADA Upgrades	25,000	25,000	25,000	25,000	25,000
Park Sign Replacement	5,000	5,000	5,000	5,000	5,000
Security Cameras	12,000	8,000	8,000	8,000	8,000
<i>Facility Projects</i>					
Bane - Playground		100,000			
Buster - Waste Bag Dispenser (2)					500
Gregory - SE Playground	100,000				
Gregory - Tennis Courts (3 courts)		250,000			
Gregory - Tennis Court Rain Garden			5,000		
Jaycees - Garage Improvements			15,000		
Kiwanis - Playground Equipment					126,000
Kiwanis - Lights					12,000
Kiwanis - Boom Lake Paved Trail		132,000			
Lum Park - Playground Equipment				116,000	
Lum Park - Sidewalks (bituminous)		50,000			
Lum Park - Shower Building	140,000				
Lum Park - Water Spigot			500		
Lyman P. White - Bike Repair Tools			3,200		
Memorial - West Parking lot (shrink/gravel)			75,000		
Memorial - Main Playground					

2027-2031 Budget Detail and Comparison By Department

	2027	2028	2029	2030	2031
Memorial - Parking Lot					
Memorial - Field 2 Lights					220,000
Memorial - Field 3 Lights					220,000
Memorial - Hockey Rinks				10,000	
Memorial - Water Basin Pumps				10,000	
Memorial - Dug Outs/Backstop/Fencing				30,000	
Memorial - Mills Concession Stand			300,000		
Memorial - Mills Netting				75,000	
Total Cash to be Spent	471,000	699,500	529,700	380,000	686,500
<i>Park Board Long-term Capital Asset Maintenance Request</i>	<i>318,943</i>	<i>2,060</i>	<i>89,021</i>	<i>240,598</i>	<i>(87,803)</i>
Total Capital Planned	\$ 789,943	\$ 701,560	\$ 618,721	\$ 620,598	\$ 598,697
Parks Equipment/Annual Programs	231,000	167,500	131,000	139,000	108,000
Park Request Facilities	558,943	534,060	487,721	481,598	490,697
Total Park Board Request	789,943	701,560	618,721	620,598	598,697



City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: Improvement 25-12 - 2029 Oak Street Reconstruction Project Preferred Alternative and Resolution Ordering Feasibility Report

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director,
Alex Bitter - Widseth

ESTIMATED TIME (MIN): 20 Minutes

SUMMARY OF ISSUE

Alex Bitter, Project Manager with Widseth for the 2029 Oak Street Reconstruction Project, will attend the meeting to present an update from the Project Management Team. The presentation will cover the alternatives the PMT reviewed, the status of the public involvement process, and the PMT's recommended preferred alternative layout.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Following the presentation, staff will seek the Council's direction and guidance on the preferred alternative layout. Once the layout is approved, the project will advance to the next stages of development, including preparation of the feasibility report, preliminary cost estimates, and initiation of the special assessment (429) process.

RECOMMENDED ACTION/MOTION

Staff recommends approval of the PMT's recommended preferred alternative layout, 2B, and further recommends adoption of the attached resolution ordering the feasibility report for Improvement 25-12, the Oak Street Reconstruction Project.

FINANCIAL IMPACT

The feasibility report will outline the preliminary anticipated costs for reconstructing Oak Street in 2029. The project is being partially funded by a \$1,000,000 Surface Transportation Block Grant (STBG), a federal funding source administered through MnDOT.

2029 OAK STREET RECONSTRUCTION PROJECT

Safety & Public Works

6:15 P.M.
AUGUST 17, 2026



1

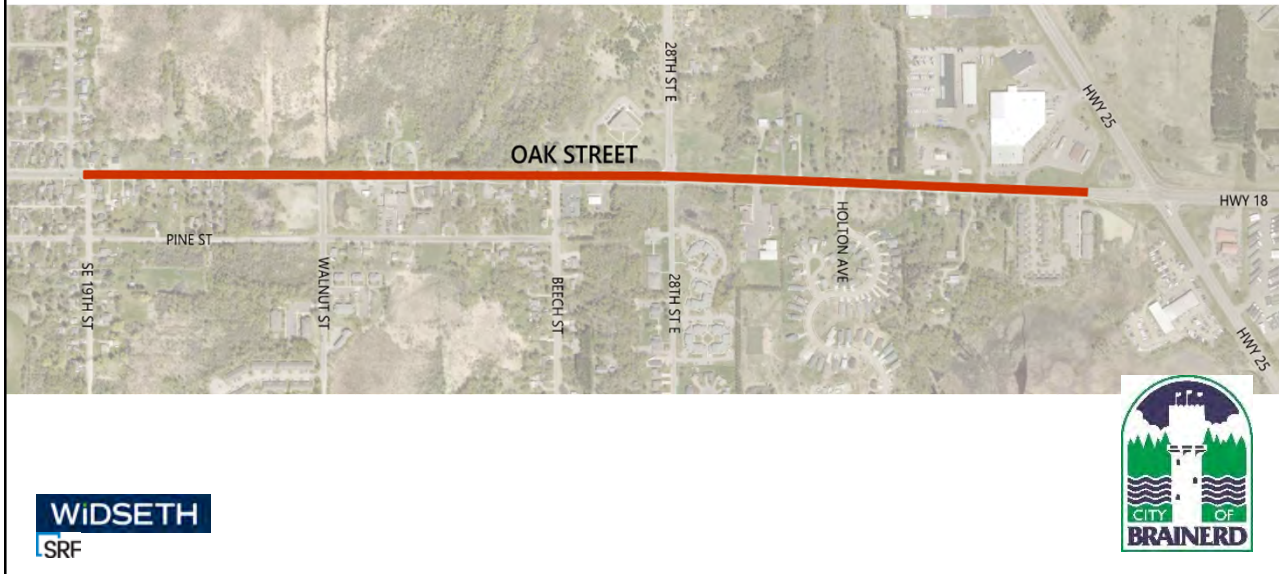
■ PRESENTATION PREVIEW

- Project Progress
- Review of Design Options and Traffic Matrix
- Residential feed back
- Commercial feed back
- Next steps in the project
- Project schedule
- Questions



2

■ PROJECT AREA



3

■ PROJECT PROGRESS

- Project work authorized in November 2025
- Project Management Team (PMT) started in March of 2026
- Topographic Survey Completed
- Project Memorandum in progress
- Soil Borings Completed
 - Contaminated soils were found
- Residential Input Meeting held June of 2026
- Commercial Input Meeting held in August of 2026

WIDSETH
SRF



4

■ PROJECT OBJECTIVE

- PMT Group developed goals for this corridor
 - Primary goals
 - Reduce speeds
 - Improve driver safety
 - Improve pedestrian safety

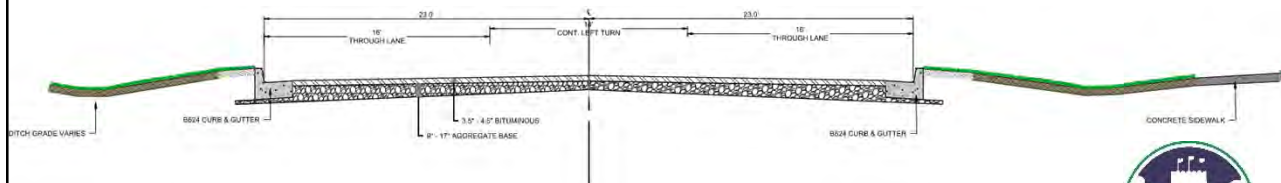
WIDSETH
SRF



5

■ EXISTING ROADWAY

- 46' Face to face
- 16' Driving lanes
- 14' Center left turn lane
- Concrete sidewalk on south side.



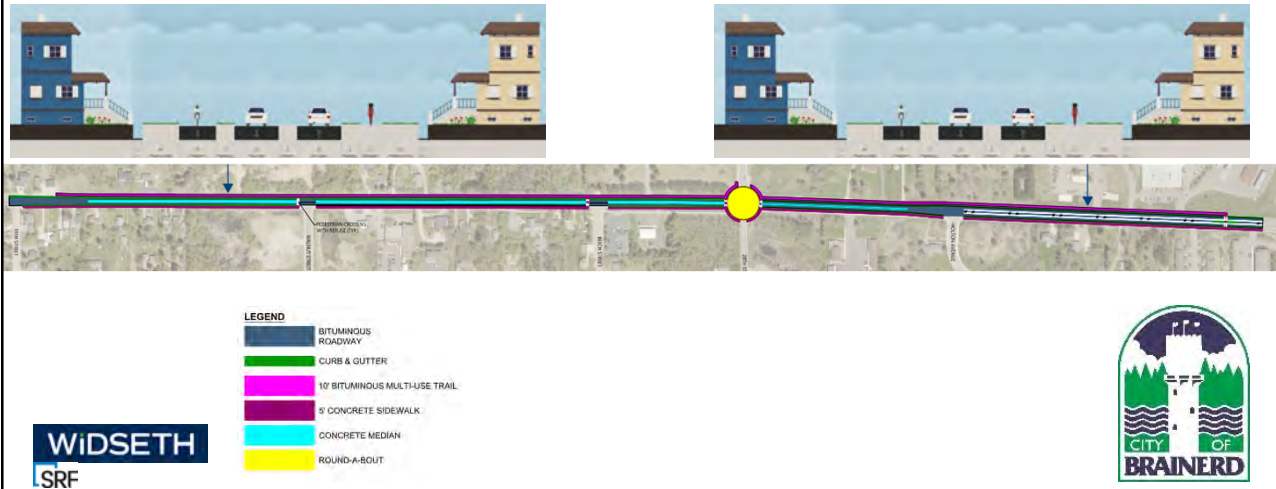
WIDSETH
SRF



6

■ DESIGN OPTION 1

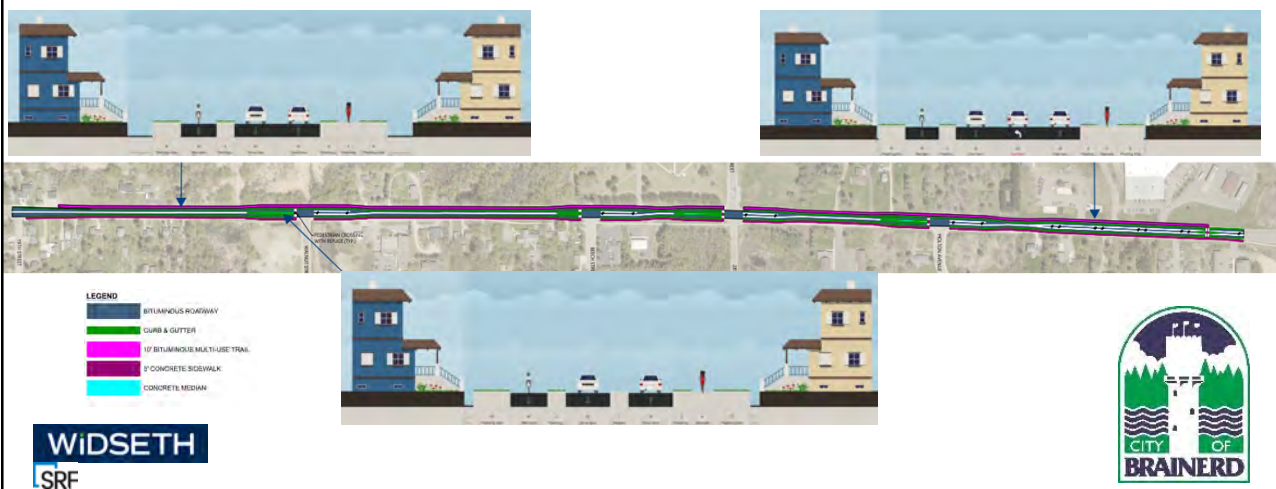
- Center concrete median with roundabout
- No traffic matrix completed



7

■ DESIGN OPTION 2A

- Two Lane Transitioning to turn lanes



8

■

OPTION 2A TRAFFIC MATRIX

WIDSETH

SRF

Factor	Scenario 2A: Side-street stop at 28th St with dedicated lefts at all study intersections	Scenario 2B: Roundabout at 28th St and dedicated lefts at remaining study intersections	Scenario 3: Side-street stop at 28th St with no turn lanes at all study intersections
Operational Analysis	LOS A	LOS A	LOS A
Safety Analysis ¹	No Change	30-50% reduction in fatal and serious injury crashes; 60-70% reduction in property damage crashes; >1% increase in property damage crashes	20-30% increase in injury and property damage crashes; property damage crashes reduced
Right-of-Way Considerations	No Change	Additional right-of-way for roundabout footprint	No Change
Pedestrian Considerations	No Change	Reduced crossing distance and slower vehicle speeds at 28th St	Reduced crossing distance at all intersections
Corridor Considerations	No Change	Provides clear transition between urban and rural	Reduced speed due to head-to-head traffic
Cost Considerations	Low - Striping and reduced pavement	High - Roundabout construction	Low - Striping and reduced pavement
Recommendation	Recommended	Not recommended	Not recommended

¹Roundabout rates based on MnDOT's A Study of Traffic Roundabouts in Minnesota.
Note: Scenario 1 was excluded from this matrix following the project team's preliminary evaluation.

CITY OF

BRAINERD

9

■

DESIGN OPTION 2B

■

Two Lane Transitioning to turn lanes w/ roundabout

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LEGEND

BYTOWNROAD

ROADWAY

CURB & GUTTER

10' BICYCLABLE MULTI-USE TRAIL

6' CONCRETE SIDEWALK

CONCRETE MEDIAN

ROUNDABOUT

WIDSETH

SRF

CITY OF

BRAINERD

10

Page 132 of 210 5

■ OPTION 2B TRAFFIC MATRIX

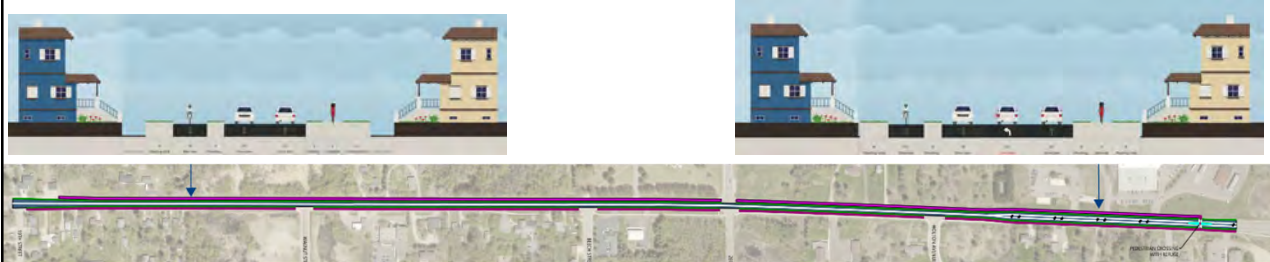
Factor	Scenario 2A: Striped stop at 28th St with dedicated lefts at all study intersections	Scenario 2B: Roundabout at 28th St and dedicated lefts at remaining study intersections	Scenario 3: Striped stop at 28th St with no lefts at all study intersections
Operational Analysis	LOS A	LOS A	LOS A
Safety Analysis ¹	No Change	80-90% reduction in fatal and serious injury crashes 60-70% reduction in angle crashes >1% increase in property damage crashes	20-10% increase in injury and property damage crashes (property damage crashes only)
Right-of-Way Considerations	No Change	Additional right-of-way for roundabout footprint	No Change
Pedestrian Considerations	No Change	Reduced crossing distance and slower vehicle speeds at 28th St	Increased crossing distance at all intersections
Corridor Considerations	No Change	Provides clear transition between urban and rural	Reduced speed due to head-to-head traffic
Cost Considerations	Low - Striping and reduced pavement	High - Roundabout construction	Low - Striping and reduced pavement
Recommendation	Recommended	Not recommended	Not recommended
¹ Roundabout rates based on MnDOT's study of 1400 roundabouts in Minnesota. Note: Scenario 1 was excluded from this study following the project team's preliminary evaluation.			



11

■ DESIGN OPTION 3

- 2 lane in residential area w/ 3 lane in commercial area



12

■ TRAFFIC MATRIX

Factor	Scenario 2A: Side-street stop at 28th St with dedicated lefts at all study intersections	Scenario 2B: Roundabout at 28th St and dedicated lefts at remaining study intersections	Scenario 3: Side-street stop at 28th St with no turn lanes at all study intersections
Operational Analysis	LOS A	LOS A	LOS A
Safety Analysis ¹	No Change	80-88% reduction in fatal and serious injury crashes. 60-70% reduction in angle crashes. >1% increase in property damage crashes.	20-30% increase in injury and property damage crashes Increase in rear end crashes expected
Right-of-Way Considerations	No Change	Additional right-of-way for roundabout footprint.	No Change
Pedestrian Considerations	No Change	Reduced crossing distance and slower vehicle speeds at 28th St	Reduced crossing distance at all intersections
Corridor Considerations	No Change	Provides clear transition between urban and rural	Reduced speeds due to head-to-head traffic
Cost Considerations	Low - Striping and reduced pavement	High - Roundabout construction	Low - Striping and reduced pavement
Recommendation	Recommended	Not recommended	Not recommended
¹ Roundabout rates based on MnDOT's A Study of Traffic Safety at Roundabouts in Minnesota for single-lane roundabouts in Minnesota. Note: Scenario 1 was excluded from this matrix following the project team's preliminary evaluation.			

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SRF



13

■ TRAFFIC MATRIX

Factor	Scenario 2A: Side-street stop at 28th St with dedicated lefts at all study intersections	Scenario 2B: Roundabout at 28th St and dedicated lefts at remaining study intersections	Scenario 3: Side-street stop at 28th St with no turn lanes at all study intersections
Operational Analysis	LOS A	LOS A	LOS A
Safety Analysis ¹	No Change	80-90% reduction in fatal and serious injury crashes 60-70% reduction in angle crashes >1% increase in property damage crashes	20-30% increase in injury and property damage crashes Increase in rear end crashes expected
Right-of-Way Considerations	No Change	Additional right-of-way for roundabout footprint	No Change
Pedestrian Considerations	No Change	Reduced crossing distance and slower vehicle speeds at 28th St	Reduced crossing distance at all intersections
Corridor Considerations	No Change	Provides clear transition between urban and rural	Reduced speeds due to head-to-head traffic
Cost Considerations	Low - Striping and reduced pavement	High - Roundabout construction	Low - Striping and reduced pavement
Recommendation	Recommended	Not recommended	Not recommended
¹ Roundabout rates based on MnDOT's A Study of Traffic Safety at Roundabouts in Minnesota for single-lane roundabouts in Minnesota. Note: Scenario 1 was excluded from this matrix following the project team's preliminary evaluation.			

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SRF



14

■ RESIDENTIAL FEEDBACK

- Residential Open House help June 24, 2026
- 74 notices sent out
- 2 residents attended

- The preferred option was 2B



15

■ COMMERCIAL FEEDBACK

- Commercial Open House help August 06, 2026
- 100 notices sent out
- 5 in attendance

- The preferred option was 2A
- Ped/Bike Crossing is important
- Maintain/Improve Business Access



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■ WHAT'S NEXT

- Complete ESA Phase II
- Completed the Feasibility Report
 - Review Option 2A
 - Alternative 28th Street Roundabout
- Complete Project Memorandum



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■ PROJECT SCHEDULE

- Feasibility Report Acceptance – Winter 2026/2027
- Improvement Hearing - Spring 2027
- 60% Design Review – Winter 2027
- 90% Design Review – Summer 2028
- Public Engagement Meeting – Summer 2028
- 100% Design Acceptance - Fall 2028
- Construction - 2029



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■ QUESTIONS?

THANK YOU FOR YOUR TIME



R E S O L U T I O N
NO. _____

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

IMPROVEMENT 25-12 – OAK STREET RECONSTRUCTION PROJECT

WHEREAS, it is proposed to improve the following streets:

Oak Street from 19th Street to 375' west of Oak Street & HWY 25 Intersection

by reconstructing streets including, but not limited to, replacement of bituminous pavement surface, curb and gutter, watermain, sanitary sewer, storm sewer, new sidewalk, multi-use trail, and to assess the benefited property for all or a portion of the cost of the improvement, pursuant to Minnesota Statutes, Chapter 429,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL, BRAINERD, MINNESOTA:

That the proposed improvement, called Improvement No. 25-12 – Oak Street Reconstruction Project be referred to the City Engineer for study and that that person is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted this 17th day of August 2026

MIKE O'DAY
President of the Council

Approved this 18th day of August 2026

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: Fee Amendment - Improvement 25-12 - 2029 Oak Street Reconstruction Project - Phase II ESA

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

While the PMT has been working through the corridor study analysis, developing corridor improvement alternatives, and conducting public engagement activities, other aspects of project development for the 2029 Oak Street Reconstruction project have continued in parallel. This includes a full topographic survey of the corridor and a geotechnical analysis, the latter performed by Braun Intertec as part of Widseth's original scope of work.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTSA Phase II Environmental Site Assessment (ESA) was not included in Widseth's original scope of work for this project. This type of assessment is typically excluded from a project's initial scope unless there is a reasonable suspicion that in-situ contaminants are present, and is instead added if field conditions warrant further investigation. Upon completion of the geotechnical work for this project, the project team was notified that a boring sample collected from Oak Street contained contaminants, and that additional investigation is required before the proposed improvements can be constructed as currently presented. Specifically, the soils investigation conducted within the project limits identified potential petroleum-contaminated soils within the reconstruction area, most notably at boring location SB-01, as identified in the attached scope of work.

Because of this potential contamination source, a Phase II ESA is necessary to further delineate the extent of the contaminated soils and to develop recommendations for the proper handling and disposal of these materials during construction. Widseth's original scope of work with its subcontractor, Braun Intertec, included twelve (12) soil borings as part of the project's geotechnical investigation. Of note, the Phase II ESA proposal includes a credit for two soil borings that were not ultimately performed under Braun Intertec's original scope, which helps offset a portion of the additional cost associated with this investigation.

The full scope of work for the Phase II ESA is outlined in the attached proposal, but generally includes the following tasks:

- Coordinate with a subcontractor to advance two (2) push probe soil borings to an approximate depth of 15 feet below land surface (BLS).
- Collect two (2) representative soil samples from each boring. Where groundwater is not encountered, samples will be collected at the depth corresponding to the highest photoionization detector (PID) reading and at the bottom of the boring. Where groundwater is encountered, samples will instead be collected at the depth of the highest PID reading and at the water table.
- Submit up to four (4) soil samples for laboratory analysis of gasoline range organics (GRO), diesel range organics (DRO), and petroleum volatile organic compounds (PVOCs).
- If groundwater is encountered, collect a representative groundwater sample from both borings for laboratory analysis of GRO, DRO, and volatile organic compounds (VOCs).
- Collect one duplicate groundwater sample for GRO, DRO, and VOCs analysis, for quality assurance purposes.
- Prepare a Phase II ESA report documenting the methodology, findings, and recommendations resulting from the investigation.

The total cost for this additional soil exploration and reporting is \$12,500. This cost will be incorporated into the overall engineering expenses associated with constructing the project.

RECOMMENDED ACTION/MOTION

Staff recommends approval of the attached fee amendment with Widseth, in the total amount of \$12,500, authorizing the firm to perform the Phase II Environmental Site Assessment in coordination with its subconsultant, Braun Intertec.

FINANCIAL IMPACT

The original project proposal with Widseth was for a fee, not-to-exceed amount of \$799,241. With the addition of this scope of work, the total revised fee, not-to-exceed amount is \$811,741. This fee encompasses all project development activities associated with the proposed improvements, including design, preparation of the project memorandum, coordination of necessary permitting and MnDOT approvals, bidding, and construction administration.

August 6, 2026

Brainerd/Baxter

7804 Industrial Park Road
Baxter MN 56425

City of Brainerd
Attn: Paul Sandy
Public Works Director
501 Laurel Street
Brainerd, MN 56401

218.829.5117
Baxter@Widseth.com
Widseth.com

**Reference: Phase II Environmental Site Assessment (ESA)
2029 Brainerd Oak Street Project
Brainerd, Minnesota**

Dear Mr. Paul Sandy,

Widseth appreciates the opportunity to submit this cost estimate for a Phase II ESA which is associated with the Oak Street Reconstruction (Project) located in Brainerd, MN. The Phase II ESA is being requested due to the possible presence of petroleum contaminated soil. As part of the Project, geotechnical work (completed by Braun Interotec) noted a petroleum-like odor from SB-01. See the attached Geotechnical Evaluation Borings below. The purpose of this Phase II ESA is to determine if any contamination exists near SB-01.

If contaminated soil is discovered, we will be required to report it to the Minnesota Pollution Control Agency (MPCA). After the MPCA reviews the Phase II results, a Limited Site Investigation (LSI) may need to be conducted to determine the extent of the contamination.

SCOPE OF SERVICES

- Coordinate with subcontractor to advance two (2) push probe soil borings to an approximate depth of 15 feet below land surface (BLS)
- Collect two (2) representative soil samples from each boring. If no groundwater is present, soil samples will be collected at depths of the highest PID reading and the bottom of the soil boring. If groundwater is present, soil samples will be collected at depths of the highest PID reading and at the water table.
- Submit up to four (4) soil samples for laboratory analysis of gasoline range organics (GRO), diesel range organics (DRO), and petroleum volatile organic compounds (PVOs)
- If groundwater is encountered, collect a representative groundwater sample from both borings for laboratory analysis of GRO, DRO, and volatile organic compounds (VOCs)
- Collect one duplicate groundwater sample for GRO, DRO, and VOCs.
- Complete a Phase II ESA report to document the results of the Phase II investigation

Proposed boring locations are shown on the enclosed Figure. These may be adjusted based on utility locations and field conditions.

SCHEDULE

Widseth anticipates that work can begin soon after receipt of a signed work plan. The Phase II ESA work will begin by coordinating with the drilling subcontractor. Upon completion of the drilling event, samples will be submitted to the lab for analysis. After receipt of the laboratory analytical results, the Phase II ESA report will be completed.

COST SUMMARY

We estimate that the total for the above work will be an hourly, plus expenses, fee of \$12,500. This includes fees for sampling, drilling, and laboratory analysis. Below is a breakdown of the fees. Invoices will be sent on an approximately monthly basis.

Consulting	\$5,900
Drilling	\$5,300
Laboratory Analysis	<u>\$1,300</u>
Total	\$12,500

This price is effective for 30 days after the date listed on the top of this proposal.

Thank you for allowing Widseth the opportunity to provide you with this work plan and cost proposal. We look forward to working with you on this project. If you have any questions regarding the work plan, cost proposal, schedule or any other aspects of this project, please call me at 218-316-3626, or if you prefer, you may send an email to Duncan.Widman@widseth.com.

Sincerely,



Duncan Widman, PG
Environmental Scientist

Enc. Geotechnical Boring Locations and Logs
Proposed Boring Locations
General Provisions of Professional Services Agreement

PROPOSAL OF WIDSETH

BY: _____

Mike Pederson, Director of Environmental Services, V.P.

ACCEPTED: Widseth is authorized to perform the scope of work in accordance with the attached general provisions and proposed fees.

BY: _____

DATE: _____



Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-01	
					LOCATION: See attached sketch	
					DATUM:	
					NORTHING:	EASTING:
DRILLER: D. Michalski	LOGGED BY: A. Hillerud		START DATE: 07/08/26	END DATE: 07/08/26		
SURFACE ELEVATION:	RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear		

Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
0.8		BITUMINOUS, 7 inches					
1.3		APPARENT AGGREGATE BASE, 9 inches		AU			
		FILL: POORLY GRADED SAND with SILT (SP-SM), fine-grained, brown, moist		6-7-7 (14) 12"			
5.0				2-2-1 (3) 12"			
6.5		SILTY SAND (SM), with organic, and roots, black, wet (SWAMP DEPOSIT)	5				
		POORLY GRADED SAND with SILT (SP-SM), fine-grained, contains seams of Clay, gray, wet, loose (GLACIAL LAKE)		4-6-3 (9) 12"			Petroleum-like odor noted in samples from 6 1/2 to 14 feet.
			10				
				2-2-4 (6) 12"			
13.0				2-2-4 (6) 16"			
		POORLY GRADED SAND (SP), fine-grained, brown, wet, loose to medium dense (GLACIAL LAKE)		2-3-5 (8) 18"			
			15				
21.0				9-9-9 (18) 18"			
		END OF BORING	20				Water observed at 7.5 feet while drilling.
		Boring immediately backfilled with bentonite grout					Water observed at 11.0 feet at end of drilling.
			25				
			30				

Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-02	
					LOCATION: See attached sketch	
					DATUM:	
					NORTHING:	EASTING:
DRILLER: D. Michalski		LOGGED BY: A. Hillerud		START DATE: 07/08/26	END DATE: 07/08/26	
SURFACE ELEVATION:		RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear	

Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
0.3		BITUMINOUS, 4 inches					
1.4		APPARENT AGGREGATE BASE, 13 inches		AU			
		FILL: SILTY SAND (SM), fine to medium-grained, trace Gravel, dark brown and brown, moist		8-6-6 (12) 12"			
4.0		ORGANIC CLAY (OL), black, wet (SWAMP DEPOSIT)	5	2-1-2 (3) 18"			
6.5		SANDY LEAN CLAY (CL), trace roots, gray, wet, soft (GLACIAL LAKE)		1-1-3 (4) 12"			
10.0		SILTY SAND (SM), fine to medium-grained, with Gravel, grayish brown, wet, medium dense (GLACIAL LAKE)	10	2-4-7 (11) 16"			
11.5		POORLY GRADED SAND (SP), fine-grained, brown, wet, loose (GLACIAL LAKE)		2-4-5 (9) 12"			
14.0		CLAYEY SAND (SC), little Gravel, contains seams of Sand, grayish brown, wet, very soft to stiff (GLACIAL TILL)	15	3-1-0 (1) 10"			
21.0			20	2-4-6 (10) 8"			
		END OF BORING					Water observed at 7.5 feet while drilling.
		Boring immediately backfilled with bentonite grout					Water observed at 11.0 feet at end of drilling.
			25				
			30				

Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-03	
					LOCATION: See attached sketch	
					DATUM:	
					NORTHING:	EASTING:
DRILLER: D. Michalski	LOGGED BY: A. Hillerud		START DATE: 07/08/26	END DATE: 07/08/26		
SURFACE ELEVATION:	RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear		

Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
0.4		BITUMINOUS, 4 1/2 inches					
1.8		APPARENT AGGREGATE BASE, 17 inches		AU			
2.6		CONCRETE, 10 inches		50/1" (REF)			
		FILL: SILTY SAND (SM), fine to medium-grained, little Gravel, with Cobbles, grayish brown, moist		0"			
6.5			5	13-21-11 (32) 6"			
9.0		LEAN CLAY (CL), with organic, and roots, trace Gravel, black and brown, moist (SWAMP DEPOSIT)		0-0-3 (3) 12"			
11.5		POORLY GRADED SAND with SILT (SP-SM), fine-grained, contains seams of Clay, gray, wet, loose (GLACIAL LAKE)	10	1-3-3 (6) 18"			
		POORLY GRADED SAND (SP), fine-grained, brown, wet, loose (GLACIAL LAKE)		3-4-5 (9) 18"			
			15	3-4-6 (10) 6"			
21.0			20	3-4-4 (8) 8"			
		END OF BORING					Water observed at 10.0 feet while drilling.
		Boring immediately backfilled with bentonite grout					Water observed at 18.0 feet at end of drilling.
			25				
			30				

Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-04		
					LOCATION: See attached sketch		
					DATUM:		
					NORTHING:	EASTING:	
DRILLER: D. Michalski	LOGGED BY: A. Hillerud		START DATE: 07/08/26	END DATE: 07/08/26			
SURFACE ELEVATION:	RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear			
Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
0.3		BITUMINOUS, 4 inches					
1.3		APPARENT AGGREGATE BASE, 11 inches		AU			
2.0		CONCRETE, 9 inches		6-6-7 (13) 14"			
		FILL: POORLY GRADED SAND with SILT (SP-SM), fine-grained, with Cobbles, brown and dark brown, moist		50/5" (REF) 2"			
5.5		Refusal to advance at 5 1/2 feet	5				Water not observed while drilling.
		END OF BORING					
		Boring then backfilled with auger cuttings					
			10				
			15				
			20				
			25				
			30				

Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-04A	
					LOCATION: See attached sketch	
					DATUM:	
					NORTHING:	EASTING:
DRILLER: D. Michalski	LOGGED BY: A. Hillerud		START DATE: 07/08/26	END DATE: 07/08/26		
SURFACE ELEVATION:	RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear		

Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
		See SB-04 for soil description					
7.0				AU			
			5				
10.0		POORLY GRADED SAND (SP), fine to medium-grained, trace Gravel, brown, wet, medium dense to loose (GLACIAL OUTWASH)		3-6-9 (15) 12"			
			10				
		CLAYEY SAND (SC), little Gravel, contains seams of Sand, brown, moist, medium to very stiff (GLACIAL TILL)		4-3-6 (9) 18"			
			10				
				5-4-3 (7) 12"			
			15				
				2-4-5 (9) 6"			
			20				
21.0				3-7-9 (16) 18"			
		END OF BORING					Water observed at 7.5 feet while drilling.
		Boring immediately backfilled with bentonite grout					Water observed at 13.0 feet at end of drilling.
			25				
			30				

Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-05	
					LOCATION: See attached sketch	
					DATUM:	
					NORTHING:	EASTING:
DRILLER: D. Michalski	LOGGED BY: A. Hillerud		START DATE: 07/08/26	END DATE: 07/08/26		
SURFACE ELEVATION:	RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear		

Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
0.3		BITUMINOUS, 4 inches					
1.1		APPARENT AGGREGATE BASE, 9 inches		AU			
		FILL: POORLY GRADED SAND with SILT (SP-SM), fine to medium-grained, with Gravel, brown, moist		9-18-15 (33) 12"			
4.0		POORLY GRADED SAND (SP), fine to medium-grained, trace Gravel, brown, moist, medium dense (GLACIAL OUTWASH)		2-6-9 (15) 12"			
5.5		CLAYEY SAND (SC), little Gravel, brown, moist to wet, soft to very stiff (GLACIAL TILL)	5	3-6-20 (26) 12"			
			10	2-5-5 (10) 12"			
				4-7-6 (13) 2"			
			15	1-2-2 (4) 14"			
				2-7-9 (16) 18"			
			20	3-6-6 (12) 14"			
21.0		END OF BORING					Water observed at 15.0 feet while drilling.
		Boring immediately backfilled with bentonite grout					Water observed at 13.0 feet at end of drilling.
			25				
			30				

Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-06	
					LOCATION: See attached sketch	
					DATUM:	
					NORTHING:	EASTING:
DRILLER: D. Michalski	LOGGED BY: A. Hillerud		START DATE: 07/09/26	END DATE: 07/09/26		
SURFACE ELEVATION:	RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear		

Elev./ Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
0.4		BITUMINOUS, 4 1/2 inches					
1.8		APPARENT AGGREGATE BASE, 17 inches		AU			
2.5		CONCRETE, 8 inches		50/1" (REF)			
		CLAYEY SAND (SC), little Gravel, brown, moist, stiff to hard (GLACIAL TILL)		1" 11-9-9 (18) 12"			
			5	4-6-9 (15) 0"			
			10	5-6-9 (15) 18"			
				3-5-7 (12) 18"			
15.0		Refusal to advance at 15 feet		50/5" (REF) 4"			
		END OF BORING	15				Water not observed while drilling.
		Boring immediately backfilled with bentonite grout					
			20				
			25				
			30				

See Descriptive Terminology sheet for explanation of abbreviations

[illegible]

Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-07	
					LOCATION: See attached sketch	
					DATUM:	
					NORTHING:	EASTING:
DRILLER: D. Michalski	LOGGED BY: A. Hillerud		START DATE: 07/09/26	END DATE: 07/09/26		
SURFACE ELEVATION:	RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear		

Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
0.3		BITUMINOUS, 3 1/2 inches					
1.4		APPARENT AGGREGATE BASE, 13 inches		AU			
1.7		CONCRETE, 4 inches		5-5-3 (8) 14"			
		CLAYEY SAND (SC), little Gravel, brown, moist, medium to very stiff (GLACIAL TILL)		5-7-11 (18) 18"			
			5	2-8-5 (13) 14"			
			10	3-7-9 (16) 18"			
11.5		SILTY SAND (SM), fine-grained, brown, moist, dense (GLACIAL OUTWASH)		7-18-26 (44) 18"			
14.0		POORLY GRADED SAND (SP), fine-grained, brown, moist, dense (GLACIAL OUTWASH)	15	7-18-29 (47) 16"			
16.5		POORLY GRADED SAND (SP), fine to medium-grained, little Gravel, brown, wet, dense (GLACIAL OUTWASH)		9-21-26 (47) 14"			
21.0			20	10-20-25 (45) 18"			
		END OF BORING					Water observed at 20.0 feet while drilling.
		Boring immediately backfilled with bentonite grout					Water not observed at end of drilling.
			25				
			30				

Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-08	
					LOCATION: See attached sketch	
					DATUM:	
					NORTHING:	EASTING:
DRILLER: D. Michalski	LOGGED BY: A. Hillerud		START DATE: 07/09/26	END DATE: 07/09/26		
SURFACE ELEVATION:	RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear		

Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
0.3		BITUMINOUS, 4 inches					
1.4		APPARENT AGGREGATE BASE, 13 inches		AU			
3.0		FILL: POORLY GRADED SAND with SILT (SP-SM), fine to medium-grained, little Gravel, brown, moist		11-12-8 (20) 18"			
		CLAYEY SAND (SC), little Gravel, brown, moist, stiff to hard (GLACIAL TILL)		5-5-6 (11) 18"			
			5	3-8-13 (21) 18"			
			10	5-15-20 (35) 18"			
14.0				6-13-40 (53) 18"			
		POORLY GRADED SAND (SP), fine to medium-grained, with Gravel, with Cobbles, brown, moist (GLACIAL OUTWASH)	15	12-24-36 (60) 16"			
				12-20-25 (45) 14"			
21.0			20	8-18-24 (42) 16"			
		END OF BORING					Water not observed while drilling.
		Boring immediately backfilled with bentonite grout					
			25				
			30				

See Descriptive Terminology sheet for explanation of abbreviations

Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-09	
					LOCATION: See attached sketch	
					DATUM:	
					NORTHING:	EASTING:
DRILLER: D. Michalski	LOGGED BY: A. Hillerud	START DATE: 07/09/26	END DATE: 07/09/26			
SURFACE ELEVATION:	RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear		

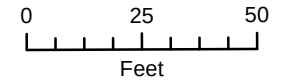
Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
0.3		BITUMINOUS, 4 inches					
1.4		APPARENT AGGREGATE BASE, 13 inches		AU			
2.3		CONCRETE, 10 inches		6-13-13 (26) 14"			
3.0		FILL: SILTY SAND (SM), fine to medium-grained, little Gravel, brown, moist		4-8-9 (17) 18"			
		CLAYEY SAND (SC), little Gravel, with Cobbles, brown, moist, very stiff to hard (GLACIAL TILL)	5	16-22-24 (46) 1"			
9.0		POORLY GRADED SAND (SP), fine to medium-grained, little Gravel, brown, moist to wet (GLACIAL OUTWASH)	10	10-14-21 (35) 12"			
14.0		POORLY GRADED SAND (SP), fine to coarse-grained, with Gravel, brown, wet, dense to very dense (GLACIAL OUTWASH)	15	3-10-15 (25) 12"			
			20	4-20-30 (50) 12"			
21.0				9-13-21 (34) 12"			
				8-30-37 (67) 12"			
		END OF BORING					Water observed at 12.5 feet while drilling.
		Boring immediately backfilled with bentonite grout					Water observed at 15.5 feet at end of drilling.
			25				
			30				

Project Number 10001642_001 Geotechnical Evaluation 2029 Brainerd Oak Street Project Oak Street from 19th Avenue to TH 25 Brainerd, Minnesota					BORING: SB-10	
					LOCATION: See attached sketch	
					DATUM:	
					NORTHING:	EASTING:
DRILLER: D. Michalski	LOGGED BY: A. Hillerud		START DATE: 07/09/26	END DATE: 07/09/26		
SURFACE ELEVATION:	RIG: 7516B	METHOD: 3 1/4" HSA	SURFACING: Bituminous	WEATHER: Clear		

Elev./Depth ft	Water Level	Description of Materials (Soil-ASTM D2488 or 2487; Rock-USACE EM 1110-1-2908)	Sample	Blows (N-Value) Recovery	q _p tsf	MC %	Tests or Remarks
0.3		BITUMINOUS, 3 1/2 inches					
1.5		APPARENT AGGREGATE BASE, 15 inches		AU			
		FILL: CLAYEY SAND (SC), little Gravel, gray and dark brown, moist		8-6-4 (10) 18"			
			5	6-5-7 (12) 8"			
6.5		CLAYEY SAND (SC), trace Gravel, gray and brown, moist, very stiff (GLACIAL TILL)		4-5-11 (16) 6"			
9.0		POORLY GRADED SAND (SP), fine to medium-grained, trace Gravel, brown, wet, medium dense to loose (GLACIAL OUTWASH)	10	14-7-8 (15) 14"			
				8-10-16 (26) 12"			
			15	1-6-11 (17) 16"			
			20	3-4-6 (10) 18"			
21.0		END OF BORING					Water observed at 10.0 feet while drilling.
		Boring immediately backfilled with bentonite grout					Water observed at 15.0 feet at end of drilling.
			25				
			30				

PROPOSED SOIL BORING LOCATIONS

Oak Street Phase II ESA Proposal



General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WIDSETH

A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE

PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.



City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: 10-Year Capital Improvement Plan - Streets, Sanitary Sewer, Water, and Storm Sewer

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Paul Sandy, Public Works Director, Jennifer Schumann, City Engineer/Deputy Public Works Director
DEPARTMENT: Public Works

PRESENTER: Paul Sandy, Public Works Director, Jennifer Schumann, City Engineer/Deputy Public Works Director
ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE Prior to his departure, former City Engineer Jessie Dehn prepared and presented the attached 10-Year Capital Improvement Plan (CIP) to the Public Utilities Commission at its regularly scheduled meeting in April 2026. The CIP is a long-range planning document that identifies and prioritizes anticipated capital infrastructure projects across the city's street network and associated utility systems—including water, sanitary sewer, and storm sewer—over the next decade.

It is important to note that the CIP is a planning tool, not a budget. It does not appropriate funds, authorize expenditures, or commit the City to any specific project or timeline. Rather, it serves as a forecasting and coordination document that allows the City to anticipate future infrastructure needs, identify likely project limits and scope, and align planned improvements across departments so that street reconstruction and underground utility work can be sequenced efficiently. Actual funding, final project scope, and scheduling remain subject to further engineering analysis, annual budget appropriations, and formal Council or Commission approval as each project approaches.

The plan has been thoroughly reviewed by all departments it affects and reflects a coordinated compilation of projects intended to guide future improvements to streets, sanitary sewer, storm sewer, and watermain infrastructure. As presented to the Commission in April 2026, the CIP places particular emphasis on streets identified as being in need of reconstruction. It also accounts for the Public Works Department's ongoing efforts to replace galvanized water service lines, work that is being carried out with the support of funding programs administered by the State of Minnesota.

Because the CIP is intended to be a living document, it should be revisited annually to reflect changing conditions, updated cost estimates, newly identified needs, and shifts in available funding sources, ensuring it continues to serve as a reliable guide for long-term infrastructure planning rather than a fixed financial commitment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTSThe attached document is the full 10-Year Capital Improvement Plan (CIP), which includes planned expenditures, estimated special assessments, and anticipated expenditures across the City's utility enterprise funds for water, sanitary sewer, and storm sewer. The figures contained within the CIP are preliminary and intended for planning purposes only; they are based on cursory reviews of the underlying infrastructure conducted at a programmatic level rather than detailed engineering design. As such, these estimates should not be interpreted as final project costs, budget appropriations, or funding commitments. More refined cost estimates, scope, and funding sources will be developed as individual projects move forward through design and are brought to the Council for formal consideration and approval.

Public Works Director Paul Sandy and City Engineer Jen Schumann will be present at the meeting to provide a brief presentation of the CIP, highlighting the projects identified throughout the plan. The presentation will focus primarily on the first five years of the plan, where project timing and scope are more clearly defined, with a broader, higher-level overview provided for years six through ten, where projects remain more conceptual and subject to change as conditions and priorities evolve.

Following the presentation, staff will open the floor to questions from Council members, both during the Safety and Public Works Committee meeting and at the subsequent full Council meeting, to ensure members have the opportunity to discuss the plan's priorities, assumptions, and anticipated impacts in detail.

RECOMMENDED ACTION/MOTION

Staff recommends approval of the 10-Year Capital Improvement Plan as presented.

FINANCIAL IMPACT

As noted above, the 10-Year CIP is a planning tool that outlines anticipated project expenditures; it does not constitute approval of project funding, scope, or any financial commitment on the part of the City. Rather, it serves as a roadmap reflecting the preliminary coordination that has taken place across City departments to identify the infrastructure needs of specific streets and the associated utility enterprise funds. Formal funding decisions, project scope, and financial commitments will be determined separately, on a project-by-project basis, through the City's standard budgeting and approval processes.



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2027	27-01	Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	Wright St, 10th St, Beech St, Oakridge Rd, Graydon Ave, Ridge Dr, Ridge Ct, Aspen Ct, Crestview Ln, Woodcrest Rd, Pineview Dr, Belle Rae Cir
2027	27-02	Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-03	Street Striping	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	North Brainerd - Juniper Street
2027		TH 210/Washington Street Reconstruction Project (MnDOT)	\$2,431,105	\$0	\$0	\$80,007	\$328,454	\$0	\$2,022,644	\$0	Costs are 50% of the two year total. Paid in 2026.
2027		Lynnwood/Edgewood/Brentwood Reconstruction Project	\$2,550,000	\$500,000	\$500,000	\$0	\$350,000	\$175,000	\$1,025,000	\$0	Graydon Avenue (S. Leg Birchridge to S. 6th), Birchridge Drive (S. Leg Graydon to S. 6th), Linden Lane
2027		Haines Addition Reconstruction Project	\$2,775,000	\$750,000	\$575,000	\$0	\$525,000	\$225,000	\$700,000	\$0	6th Avenue NE (E to H), 7th Avenue NE (E to H), F Street NE (6th to 8th), G Street NE (6th to 8th)
2027		East River Road Sanitary Sewer Interceptor Lining Project	\$1,400,000	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$0	Sanitary Sewer Main CIPP Lining - College Drive to Main Lift
2027		28th Street/Clara Street Resurfacing Project	\$200,000	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	28th Street (Oakridge Rd to Oak St), Clara Street (28th St to Addison Ave)
2027		Northtown Street Resurfacing Project	\$325,000	\$200,000	\$125,000	\$0	\$0	\$0	\$0	\$0	
2027		Gilbert View Resurfacing Project	\$200,000	\$100,000	\$100,000	\$0	\$0	\$0	\$0	\$0	Island Drive, Sunset Way, Sandhill Circle
2027		Laurel Street Patching Project	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	Laurel Street (SW 4th St to S 6th St)
		TOTAL 2027	\$10,286,105	\$1,905,000	\$1,400,000	\$130,007	\$2,703,454	\$400,000	\$3,747,644	\$0	
2028	28-01	Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	Hawkins Dr, Joseph St, Ronald St, Willow St, Pine St, S. 11th St, Dal Mar Dr, Dal Mar Cir, 17th St SE, 18th St SE, 19th St SE, Norwood St, Maple St
2028	28-02	Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-03	Street Striping	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	North Brainerd - Between N. 8th and N. 10th Streets and between Ivy and Fir Streets
2028		St. Paul Addition Reconstruction Project	\$2,650,000	\$825,000	\$600,000	\$0	\$400,000	\$150,000	\$675,000	\$0	14th Avenue NE (L to N), 15th Avenue NE (Lum Park Rd to L), J Street NE (13th to 15th), K Street NE (13th to 15th), L Street NE (13th to 14th), M Street NE (13th to 14th)
2028		Southeast Brainerd Reconstruction Project	\$2,975,000	\$825,000	\$575,000	\$0	\$400,000	\$100,000	\$1,075,000	\$0	Quince Street (11th to 15th), 11th Street SE (Quince to Oak), 12th Street SE (Quince to Oak), 14th Street SE (Quince to Oak), Pine Street (13th to 16th)
2028		Sugarberry/Serene Pines Resurfacing Project	\$425,000	\$175,000	\$150,000	\$0	\$0	\$100,000	\$0	\$0	Sugarberry Creek, Serene Pines Court
2028		10th Avenue NE Resurfacing Project	\$300,000	\$150,000	\$150,000	\$0	\$0	\$0	\$0	\$0	TH 25 to TH 210
2028		2028 Storm Sewer Outfall Replacement Project	\$100,000	\$0	\$0	\$0	\$0	\$100,000	\$0	\$0	NW 2nd Street Stormwater BMP
		TOTAL 2028	\$6,815,000	\$2,240,000	\$1,475,000	\$0	\$900,000	\$450,000	\$1,750,000	\$0	



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2029	29-01	Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	Pavements completed in 2027
2029	29-02	Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-03	Street Striping	\$26,000	\$26,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2029		Oak Street Reconstruction	\$3,225,000	\$0	\$600,000	\$0	\$75,000	\$0	\$1,550,000	\$1,000,000	Oak Street (19th St SE to TH 18/25) - STBGP Grant (Federal)
2029		Woodland Park/Shady Brook Reconstruction Project	\$3,375,000	\$975,000	\$725,000	\$0	\$600,000	\$150,000	\$925,000	\$0	Cedar Street, Emma Avenue, Pennsylvania Avenue, Mary Street
2029		Northeast Brainerd Resurfacing Project	\$350,000	\$175,000	\$175,000	\$0	\$0	\$0	\$0	\$0	C Street NE (1st to 3rd), D Street NE (Gillis to 3rd), F Street NE (1st to 3rd), G Street NE (1st to 3rd)
		TOTAL 2029	\$7,321,000	\$1,421,000	\$1,500,000	\$0	\$775,000	\$150,000	\$2,475,000	\$1,000,000	
2030	30-01	Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	Pavements completed in 2028
2030	30-02	Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-03	Street Striping	\$36,000	\$36,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2030		Sleepers Addition Reconstruction Project	\$2,475,000	\$675,000	\$475,000	\$0	\$375,000	\$300,000	\$650,000	\$0	Maple Street (15th to 17th), Norwood Street (15th to 17th), 15th Street SE (Maple to Laurel), 16th Street SE (Norwood to Laurel)
2030		15th Street SE Resurfacing Project	\$50,000	\$25,000	\$25,000	\$0	\$0	\$0	\$0	\$0	Oak Street to Maple Street
2030		Northeast Brainerd Reconstruction Project	\$2,775,000	\$775,000	\$575,000	\$0	\$425,000	\$250,000	\$750,000	\$0	8th Avenue NE (O to Q), 9th Avenue NE (L to Q), O Street NE (Mill to 9th)
		TOTAL 2030	\$5,681,000	\$1,756,000	\$1,075,000	\$0	\$900,000	\$550,000	\$1,400,000	\$0	
2031	31-01	Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	Pavements completed in 2029
2031	31-02	Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-03	Street Striping	\$27,000	\$27,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2031		North Brainerd Reconstruction Project	\$3,875,000	\$1,000,000	\$1,000,000	\$350,000	\$275,000	\$175,000	\$1,075,000	\$0	Bluff Avenue (3rd to 8th), Grove Street (3rd to 8th), 3rd Street (Holly to Bluff), 6th Street (Holly to Bluff), 7th Street (Holly to Bluff)
2031		Pine/Quince Reconstruction Project	\$2,300,000	\$0	\$375,000	\$650,000	\$350,000	\$250,000	\$675,000	\$0	Pine Street (S. 6th to S. 10th), Quince Street (S. 6th to S. 11th)
		TOTAL 2031	\$6,562,000	\$1,287,000	\$1,375,000	\$1,000,000	\$725,000	\$425,000	\$1,750,000	\$0	
		TOTALS 2027-2031	\$36,665,105	\$8,609,000	\$6,825,000	\$1,130,007	\$6,003,454	\$1,975,000	\$11,122,644	\$1,000,000	
		% PARTICIPATION	100.0%	23.5%	18.6%	3.1%	16.4%	5.4%	30.3%	2.7%	



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2032	32-01	Seal Coat	\$380,000	\$380,000	\$0	\$0	\$0	\$0	\$0	\$0	Pavements completed in 2030, Chip Seal streets completed in 2022
2032	32-02	Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-03	Street Striping	\$37,000	\$37,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032		South Brainerd Reconstruction Project	\$1,850,000	\$350,000	\$300,000	\$200,000	\$350,000	\$150,000	\$500,000	\$0	S. 8th Street (Willow to Broadway)/S. 9th Street (Willow to Broadway)/Broadway Street (S. 9th to S. 8th)/Vine Street (S. 8th to S. 10th)/Lake Street
2032		Northeast Brainerd Resurfacing Project	\$800,000	\$300,000	\$400,000	\$100,000	\$0	\$0	\$0	\$0	H Street NE (1st to Mill), I Street NE (1st to Mill), J Street NE (2nd to Mill), 3rd Avenue NE (H to K), 4th Avenue NE (H to M)
2032		East River Road Sanitary Interceptor Lining Project	\$2,000,000	\$0	\$0	\$0	\$2,000,000	\$0	\$0	\$0	College Drive to Highway 210
2032		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
		TOTAL 2032	\$5,237,000	\$1,137,000	\$700,000	\$300,000	\$2,450,000	\$150,000	\$500,000	\$0	
2033	33-01	Seal Coat	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	Pavements completed in 2031, Chip Seal streets completed in 2023
2033	33-02	Street Patching	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-03	Street Striping	\$28,000	\$28,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2033		Northeast Brainerd Reconstruction Project	\$3,100,000	\$675,000	\$525,000	\$225,000	\$575,000	\$200,000	\$900,000	\$0	12th Avenue NE (J to M), 13th Avenue NE (J to M), K Street NE (11th to 13th), L Street NE (11th to 13th), M Street NE (11th to 13th)
2033		Southeast Brainerd Reconstruction Project	\$3,875,000	\$1,150,000	\$675,000	\$0	\$475,000	\$200,000	\$1,375,000	\$0	11th Street SE (Willow to Quince), 12th Street SE (Willow to Quince), Rosewood Street (11th to 15th), 14th Street SE (Rosewood to Quince)
2033		South Brainerd Sanitary Sewer Rehabilitation Project	\$500,000	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	
		TOTAL 2033	\$8,078,000	\$2,328,000	\$1,200,000	\$225,000	\$1,650,000	\$400,000	\$2,275,000	\$0	
2034	34-01	Seal Coat	\$400,000	\$400,000	\$0	\$0	\$0	\$0	\$0	\$0	Pavements completed in 2032, Chip Seal streets completed in 2024
2034	34-02	Street Patching	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034	34-03	Street Striping	\$38,000	\$38,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2034		Northeast Brainerd Reconstruction Project	\$4,750,000	\$1,175,000	\$850,000	\$0	\$475,000	\$1,075,000	\$1,175,000	\$0	Gillis Avenue, 1st Avenue NE, C Street NE (Gillis to 2nd), D Street NE (Gillis to 2nd)
2034		Park/Jenny Reconstruction Project	\$1,400,000	\$425,000	\$250,000	\$0	\$150,000	\$100,000	\$475,000	\$0	Jenny Street, Park Street (Emma to S. 4th)
		TOTAL 2034	\$6,763,000	\$2,113,000	\$1,100,000	\$0	\$725,000	\$1,175,000	\$1,650,000	\$0	



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2035	35-01	Seal Coat	\$420,000	\$420,000	\$0	\$0	\$0	\$0	\$0	\$0	Pavements completed in 2033, Chip Seal streets completed in 2025
2035	35-02	Street Patching	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	
2035	35-03	Street Striping	\$29,000	\$29,000	\$0	\$0	\$0	\$0	\$0	\$0	
2035		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2035		Oak Street/TH 18/TH 25 Roundabout Project	\$1,075,000	\$0	\$0	\$1,000,000	\$0	\$0	\$75,000	\$0	
2035		Southeast Brainerd Reconstruction Project	\$2,475,000	\$700,000	\$400,000	\$0	\$375,000	\$275,000	\$725,000	\$0	Norwood Street (12th to 15th)/Maple Street (14th to 15th)/14th Street (Oak to Laurel)/Laurel Street (13th to 15th)
2035		Front/Maple/Norwood Resurfacing Project	\$400,000	\$125,000	\$175,000	\$100,000	\$0	\$0	\$0	\$0	Front Street (4th to 6th), Maple Street (5th to End), Norwood Street (5th to 8th)
		TOTAL 2035	\$4,579,000	\$1,354,000	\$575,000	\$1,100,000	\$475,000	\$275,000	\$800,000	\$0	
2036	36-01	Seal Coat	\$420,000	\$420,000	\$0	\$0	\$0	\$0	\$0	\$0	Pavements completed in 2034, Chip Seal streets completed in 2026
2036	36-02	Street Patching	\$80,000	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	
2036	36-03	Street Striping	\$39,000	\$39,000	\$0	\$0	\$0	\$0	\$0	\$0	
2036		Sanitary Sewer Lining	\$100,000	\$0	\$0	\$0	\$100,000	\$0	\$0	\$0	
2036		Crestview/Greenwood/Ridge/Woodland Hills Reconstruction Project	\$3,825,000	\$1,150,000	\$675,000	\$0	\$675,000	\$25,000	\$1,300,000	\$0	Crestview Lane (Woodland Hills to Buffalo Hills), Greenwood Street (Woodland Hills to Buffalo Hills), Ridge Drive (Woodland Hills to Buffalo Hills), Woodland Hills Lane
2036		Tanager/Woodridge Resurfacing Project	\$350,000	\$175,000	\$175,000	\$0	\$0	\$0	\$0	\$0	
		TOTAL 2036	\$4,814,000	\$1,864,000	\$850,000	\$0	\$775,000	\$25,000	\$1,300,000	\$0	
		TOTALS 2032-2036	\$29,471,000	\$8,796,000	\$4,425,000	\$1,625,000	\$6,075,000	\$2,025,000	\$6,525,000	\$0	
		% PARTICIPATION	100.0%	29.9%	15.0%	5.5%	20.6%	6.9%	22.1%	0.0%	
		TOTALS 2027-2036	\$66,136,105	\$17,405,000	\$11,250,000	\$2,755,007	\$12,078,454	\$4,000,000	\$17,647,644	\$1,000,000	
		% PARTICIPATION	100.0%	26.3%	17.0%	4.2%	18.3%	6.1%	26.7%	1.5%	



City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: Change Order 1 - Improvement 25-05 - SE Brainerd Reconstruction 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 Pursuant to City Council direction at the closed session held on August 3, 2026, staff were directed that if a formal agreement for right of way acquisition could not be reached with the property owner to construct the portion of Laurel Street between 17th Street SE and 18th Street SE, the associated surface improvements including curb and gutter and bituminous surfacing work, along with sewer and water stubs would be presented as a deduct change order at the next available Council meeting.

Staff were unable to reach a resolution with the property owner regarding right of way acquisition. However, the City holds a statutory dedication to the existing right of way along this segment of Laurel Street, which allows the City to perform minimum improvements within the current street footprint and to the underlying utilities, independent of a negotiated acquisition agreement with the adjacent property owner. As a result, this deduct change order is being presented to eliminate the planned curb, gutter, and bituminous surfacing improvements on this portion of Laurel Street, maintaining the approximate footprint of the existing gravel surface instead, and to remove the planned sanitary sewer and water service stubs to the NP Center property. The proposed watermain replacement along this segment will proceed as planned, with minor alignment revisions to accommodate the reduced right of way, as described in the attached plan sheet markup.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS Specific eliminations from the project plan include:

- Shifting sanitary manholes L and K approximately 10' south to allow for constructability if the fence/gate on NPC property remains in place.
- Shifting the hydrant approximately 20' south to keep it off NPC property and south of the 45-degree bend.
- Matching the limits of bituminous pavement and curb & gutter at the north ends of 17th St and 18th St.
- Maintaining the approximate footprint of the existing gravel surface on Laurel St and eliminating the curb & gutter.

- Maintaining the proposed watermain alignment. While it will not fall at the center of the gravel street, it will remain very close to the existing watermain location.

The City holds statutory dedication to the current street configuration, including the underlying utilities within the roadway. The watermain will still be replaced as planned with the proposed improvements, subject to the minor utility revisions described above and shown in the attached plan sheet markup. The total change order deduction from the contract is \$44,062, as defined in the attached document.

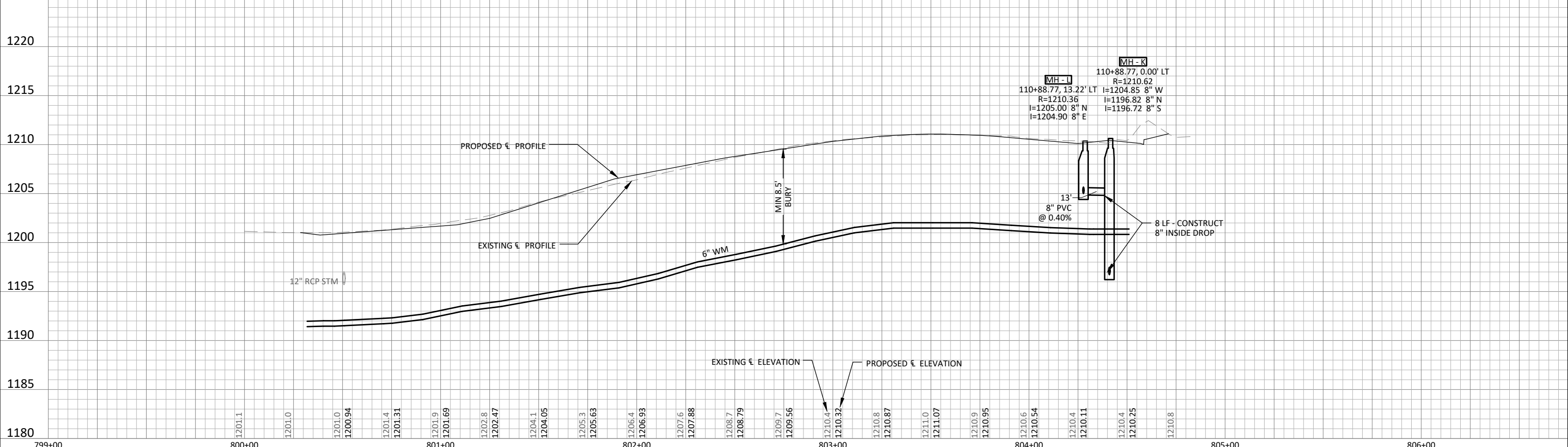
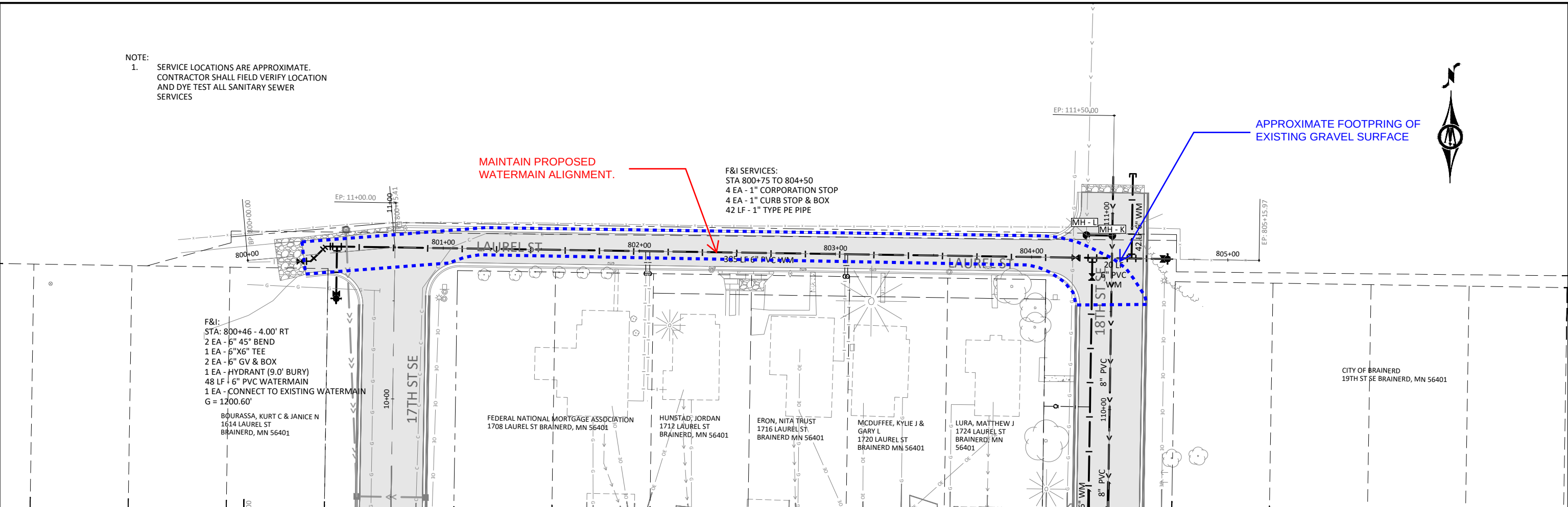
RECOMMENDED ACTION/MOTION

Staff recommends approval of Change Order 1 for Improvement 25-05 – SE Brainerd Reconstruction Project, in the total deduct amount of \$xx,xxx.

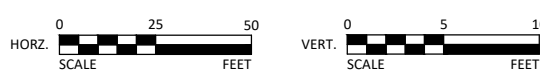
FINANCIAL IMPACT

The original contract cost for the improvements was \$2,995,049.25. Including this deduct change order, the revised contract amount is \$2,950,987.25.

NOTE:
1. SERVICE LOCATIONS ARE APPROXIMATE.
CONTRACTOR SHALL FIELD VERIFY LOCATION
AND DYE TEST ALL SANITARY SEWER
SERVICES



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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED
BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.
Bryan G. Drown
BRYAN G. DROWN
LIC. NO. 41934 DATE 04/07/2026



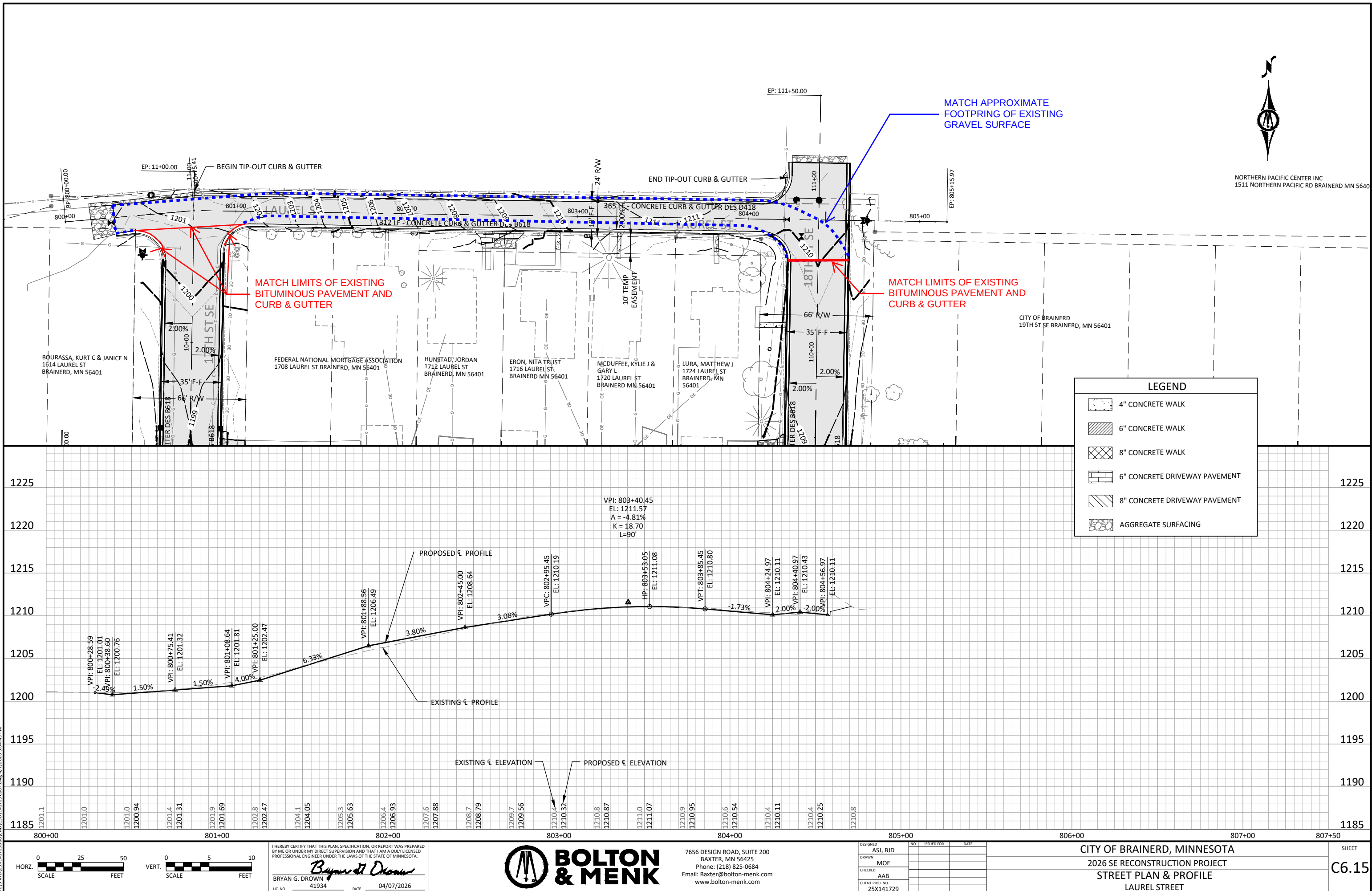
7656 DESIGN ROAD, SUITE 200
BAXTER, MN 56425
Phone: (218) 825-0684
Email: Baxter@bolton-menk.com
www.bolton-menk.com

DESIGNED	ASJ, BJD	NO.	ISSUED FOR	DATE
DRAWN	MOE			
CHECKED	AAB			
CLIENT PROJ. NO.	25X141729			

CITY OF BRAINERD, MINNESOTA
2026 SE RECONSTRUCTION PROJECT
SANITARY SEWER & WATERMAIN PLAN & PROFILE
LAUREL STREET

SHEET
C4.13

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LAUREL ST 2026 SE RECONSTRUCTION PROJECT
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CHANGE ORDER NO. 1

Owner: City of Brainerd	Owner's Project No.: 25-05
Engineer: Bolton & Menk, Inc.	Engineer's Project No.: 25X.141729.000
Contractor: Ryan Contracting Company	Contractor's Project No.:
Project: 2026 Southeast Brainerd Reconstruction Project	
Contract Name: 2026 Southeast Brainerd Reconstruction Project	
Date Issued: August 17, 2026	Effective Date of Change Order: Upon City Council Approval

The Contract is modified as follows upon execution of this Change Order:

Description: Remove from the project street improvements on Laurel Street from 17th Street SE to 18th Street SE and revise watermain and sanitary sewer at Laurel Street and 18th Street SE intersection.

Revise estimated quantities as follows:

- Item 30 – Excavation – Common (P) revise from 7,337 cu yd to 7,202 cu yd.
- Item 36 – Aggregate Surfacing (CV), Class 5 revise from 566 cu yd to 692 cu yd
- Item 42 – Aggregate Base (CV), Class 5 (P) revise from 2,956 cu yd to 2,822 cu yd
- Item 44 – Type SP9.5 Wearing Course Mixture (2,C) revise from 3,790 ton to 3,615 ton
- Item 51 – 8" PVC Pipe Sewer, SDR 35 revise from 3,109 Lin Ft to 3,067 Lin Ft
- Item 65 – 6" Gate Valve and Box revise from 22 each to 21 each
- Item 69 – 6" PVC Watermain revise from 4,212 Lin Ft to 4,160 Lin Ft
- Item 72 – Watermain Fittings revise from 1,098 pounds to 1,091 pounds
- Item 86 – Concrete Curb & Gutter, DES B618 revise from 7,974 Lin Ft to 7,598 Lin Ft
- Item 88 - Concrete Curb & Gutter, DES D418 revise from 365 Lin Ft to 0 Lin Ft

Attachments: Summary of revised estimated quantities and correlating cost adjustment.

Revised plan sheets G1.01, c1.02-C1.04, C1.06, C4.03, C4.13, C6.04, C6.15, C8.18, C8.19.

Change in Contract Times

Change in Contract Price

Original Contract Price:	Original Contract Times:
\$ 2,995,049.25	Substantial Completion: October 16, 2026
	Ready for final payment: October 30, 2026
Increase from previously approved Change Orders No. to No. :	Increase from previously approved Change Orders No. to No. :
\$ 0.00	Substantial Completion: _____
	Ready for final payment: _____
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 2,995,049.25	Substantial Completion: October 16, 2026
	Ready for final payment: October 30, 2026
Decrease this Change Order:	Increase this Change Order:
\$ 44,062.00	Substantial Completion: 0
	Ready for final payment: 0
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 2,950,987.25	Substantial Completion: October 16, 2026
	Ready for final payment: October 30, 2026

Recommended by Engineer

Accepted by Contractor

By:

Title:

Date:

Accepted by Owner (Authorized Signature)

By:

Title:

Date:

CHANGE ORDER NO. 1**2026 SOUTHEAST BRAINERD RECONSTRUCTION PROJECT**

CITY OF BRAINERD, MINNESOTA IMPROVEMENT 25-05

BMI PROJECT NO. 25X.141729.000

Date: 8/12/2026

ITEM NO.	SPECIFICATION NUMBER	ITEM	UNIT	ESTIMATED QUANTITY REVISION	UNIT PRICE	COST ADJUSTMENT
30	2106.507	EXCAVATION - COMMON (P)	CU YD	-135	\$25.00	-\$3,375.00
36	2118.507	AGGREGATE SURFACING (CV), CLASS 5	CU YD	126	\$50.00	\$6,300.00
42	2211.507	AGGREGATE BASE (CV), CLASS 5 (P)	CU YD	-134	\$45.00	-\$6,030.00
44	2360.509	TYPE SP9.5 WEARING COURSE MIXTURE (2,C)	TON	-175	\$83.00	-\$14,525.00
51	2503.503	8" PVC PIPE SEWER, SDR 35	LIN FT	-42	\$80.00	-\$3,360.00
65	2504.602	6" GATE VALVE & BOX	EACH	-1	\$3,000.00	-\$3,000.00
69	2504.603	6" PVC WATERMAIN	LIN FT	-52	\$50.00	-\$2,600.00
72	2504.608	WATERMAIN FITTINGS	POUND	-7	\$17.00	-\$119.00
86	2531.503	CONCRETE CURB & GUTTER, DES B618	LIN FT	-376	\$18.00	-\$6,768.00
88	2531.503	CONCRETE CURB & GUTTER, DES D418	LIN FT	-365	\$29.00	-\$10,585.00

TOTAL: -\$44,062.00

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STATEMENT OF ESTIMATED QUANTITIES					
ITEM NO.	MNDOT SPEC NO.	ITEM	NOTES	UNIT	TOTAL QUANTITY
BASE BID					
1	2021.501	MOBILIZATION		LUMP SUM	1
2	2101.502	CLEARING		EACH	5
3	2101.502	GRUBBING		EACH	43
4	2101.505	CLEARING		ACRE	0.05
5	2101.505	GRUBBING		ACRE	0.05
6	2104.502	REMOVE HYDRANT		EACH	2
7	2104.502	REMOVE GATE VALVE & BOX		EACH	8
8	2104.502	REMOVE DRAINAGE STRUCTURE (STORM)		EACH	18
9	2104.502	REMOVE MANHOLE (SANITARY)		EACH	8
10	2104.502	REMOVE SIGN		EACH	1
11	2104.502	SALVAGE HYDRANT		EACH	1
12	2104.502	SALVAGE GATE VALVE & BOX		EACH	1
13	2104.502	SALVAGE SIGN		EACH	15
14	2104.502	SALVAGE MAIL BOX		EACH	24
15	2104.502	SALVAGE LIGHTING UNIT	5	EACH	1
16	2104.503	REMOVE WATER MAIN	18	LIN FT	3951
17	2104.503	REMOVE SEWER PIPE (STORM)	18	LIN FT	733
18	2104.503	REMOVE SEWER PIPE (SANITARY)	18	LIN FT	2130
19	2104.503	REMOVE CURB & GUTTER		LIN FT	7943
20	2104.503	REMOVE GUTTER		LIN FT	185
21	2104.503	SALVAGE FENCE		LIN FT	110
22	2104.503	SALVAGE RETAINING WALL		LIN FT	75
23	2104.503	SALVAGE METAL RAILING		LIN FT	5
24	2104.504	REMOVE BITUMINOUS PAVEMENT		SQ YD	12149
25	2104.504	SALVAGE LANDSCAPE ROCK		SQ YD	8
26	2104.504	REMOVE BITUMINOUS DRIVEWAY PAVEMENT		SQ YD	114
27	2104.518	REMOVE CONCRETE DRIVEWAY PAVEMENT		SQ YD	327
28	2104.518	REMOVE CONCRETE WALK		SQ FT	7008
29	2105.607	EXCAVATION - MUCK (EV)	9, 22	CU YD	3563 1
30	2106.507	EXCAVATION - COMMON (P)		CU YD	2 7202
31	2106.507	EXCAVATION - SUBGRADE (EV)	1	CU YD	3424 1
32	2106.507	EXCAVATION - CHANNEL AND POND (P)	20	CU YD	912
33	2106.507	COMMON EMBANKMENT (LV)		CU YD	2362
34	2106.507	SELECT GRANULAR EMBANKMENT (CV)	1	CU YD	2761 1

NOTES:

- (1) TO BE USED AS DIRECTED BY ENGINEER WHERE POOR, ORGANIC, OR CLAY-LIKE SOILS ARE ENCOUNTERED.
- (2) TO BE USED AS DIRECTED BY ENGINEER FOR EXPLORATORY EXCAVATION.
- (3) TO BE USED FOR BITUMINOUS RESIDENTIAL DRIVEWAYS.
- (4) FURNISHING AND INSTALLATION OF CONCRETE FRAME SHALL BE INCIDENTAL TO M11 CASTING.
- (5) PRIVATE LIGHT LOCATED IN CITY RIGHT OF WAY AT 1712 MAPLE ST.
- (6) CONTRACTOR SHALL SUBMIT PLAN TO ENGINEER FOR APPROVAL.
- (7) SEE SHEET C0.01 FOR TEMPORARY WATER CONSTRUCTION REQUIRMENTS.
- (8) SHALL BE USED FOR ALL PEDSTRIAN RAMPS AND CONCRETE SIDEWALK THROUGH RESIDENTIAL DRIVEWAYS.
- (9) ACTUAL QUANTITY MAY VARY. ASSUMED EXCAVATION LIMITS FROM 404+50 TO 407+00 ON NORWOOD ST, 40' WIDE, 5' TO 7.5' BELOW SURFACE.
- (10) SHALL BE MEASURED BY THE LINEAR FOOT BY THE WIDTH OF EACH STAIR TREAD.
- (11) IF MULTIPLE SIGNS ARE PRESENT ON SINGLE POST, ITEM SHALL BE PAID AS 1 EACH.
- (12) QUANTITY IS SUFFICIENT TO BED AND ENCASE ALL SANITARY SEWER AND WATERMAIN WITH 1.5" WASHED ROCK. SEE DETAILS ON SHEET C1.13.
- (13) ACTUAL QUANTITY MAY VARY. COARSE AGGREGATE BEDDING SHALL ONLY BE USED WHERE TRENCH EXCAVATION MATERIALS ARE NOT SUITABLE FOR PIPE BEDDING.
- (14) WATER INCLUDED FOR SEDIMENT AND DUST CONTROL AS DIRECTED BY ENGINEER. SWEEPING IS INCIDENTAL TO CONTRACT.
- (15) TRUNCATED DOMES ARE TO BE RED IN COLOR.
- (16) INCLUDES QUANTITY FOR TEMPORARY STABILIZATION OF 1 ACRE.
- (17) SANITARY AND STORM MANHOLES ARE TO BE SEALED WITH AN EXTERNAL RING SEAL OF EPDM RUBBER WITH A MINIMUM THICKNESS OF 60 MILS. THE RING SEAL SHALL EXTEND ONTO THE CASTING AND CONE SECTION AT LEAST 2 INCHES AND SHALL BE SEALED TO THE CASTING AND THE CONE SECTION WITH A 2 INCH WIDE MASTIC STRIP OF NON HARDENING BUTYL RUBBER SEALANT. THE RING SEAL AND RINGS SHALL THEN BE ENCASED WITH A CONCRETE COLLAR (INCIDENTAL).
- (18) PIPE REMOVAL MAY REQUIRE SEPARATE EXCAVATIONS. NO PIPE SHALL BE ABANDONED IN PLACE.
- (19) THE FOLLOWING TREE SPECIES ARE ALLOWED: LINDENS, MAPLE, ELM, HACKBERRY, HONEYLOCUST, BUCKEYE, JAPANESE TREE LILAC, KENTUCK COFFEETREE, MOUNTAIN ASH, IRONWOOD, BLACK WALNUT, BUR AND WHITE OAK, GINGKO BILBOA, NORTHERN CATALPA, BIRCH, CRABAPPLE, AND SERVICEBERRY.
- (20) EXCAVATION TO BE PERFORMED FROM 604+59 TO 607+50 ON MAPLE ST.
- (21) FOR PLACEMENT OVER CURB STOP AND LOCATE BOX IN HARDSCAPE. SEE SHEET C4.07 FOR INSTALLATION LOCATION.
- (22) INCLUDES QUANTITY FOR REMOVAL OF UNSUITABLE PIPE BEDDING MATERIALS WHERE COARSE AGGREGATE BEDDING IS PLACED.

BASIS OF ESTIMATED QUANTITIES		
ITEM NO.	ITEM	BASIS
2360	TYPE SP 9.5 WEARING COURSE	115 LBS/SY/IN
2357	BITUMINOUS TACK COAT	0.05 GAL/SY

35	2108.504	GEOTEXTILE FABRIC TYPE 10	1	SQ YD	4867 1
36	2118.507	AGGREGATE SURFACING (CV) CLASS 5		CU YD	692 2
37	2123.51	COMMON LABORERS	2	HOUR	20
38	2123.51	10 CU YD TRUCK	2	HOUR	10
39	2123.61	1.5 CU YD BACKHOE	2	HOUR	10
40	2123.61	SKID LOADER	2	HOUR	10
41	2130.523	WATER	14	M-GAL	150
42	2211.507	AGGREGATE BASE (CV) CLASS 5 (P)		CU YD	2822 2
43	2231.604	BITUMINOUS PATCH SPECIAL (DRIVEWAYS)	3	SQ YD	117
44	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)		TON	3615 2
45	2411.502	CONCRETE FLUME		EACH	2
46	2411.603	CONCRETE STEPS-DESIGN SPECIAL	10	LIN FT	75
47	2451.507	COARSE AGGREGATE BEDDING (LV)	12, 13	CU YD	2637 1
48	2502.502	4" PVC PIPE DRAIN CLEANOUT		EACH	1
49	2503.503	12" RC PIPE SEWER DES 3006 CL IV		LIN FT	359
50	2503.503	15" RC PIPE SEWER DES 3006 CL III		LIN FT	320
51	2503.503	8" PVC PIPE SEWER, SDR 35		LIN FT	3067 2
52	2503.601	TEMPORARY BYPASS PUMPING		LUMP SUM	1
53	2503.601	DEWATERING		LUMP SUM	1
54	2503.602	CONNECT TO EXISTING STORM SEWER (PIPE)		EACH	4
55	2503.602	CONNECT TO EXISTING SANITARY SEWER (PIPE)		EACH	5
56	2503.602	8"x4" PVC WYE		EACH	52
57	2503.603	4" PVC SANITARY SERVICE PIPE, SDR 26		LIN FT	712
58	2503.603	PLUG FILL & ABANDON PIPE SEWER		LIN FT	230
59	2504.602	CONNECT TO EXISTING WATERMAIN		EACH	5
60	2504.602	HYDRANT 9' BURY		EACH	1
61	2504.602	HYDRANT 9.5' BURY		EACH	1
62	2504.602	HYDRANT 10' BURY		EACH	3
63	2504.602	INSTALL HYDRANT		EACH	1
64	2504.602	INSTALL GATE VALVE & BOX		EACH	1
65	2504.602	6" GATE VALVE AND BOX		EACH	21 2
66	2504.602	1" CORPORATION STOP		EACH	52
67	2504.602	1" CURB STOP & BOX		EACH	53
68	2504.603	1" TYPE PE PIPE		LIN FT	1562
69	2504.603	6" PVC WATERMAIN		LIN FT	4160 2
70	2504.604	4" POLYSTYRENE INSULATION		SQ YD	40
71	2504.604	TEMPORARY WATER SERVICE	6,7	LUMP SUM	1
72	2504.608	WATERMAIN FITTINGS		POUND	1091 2

73	2506.502	ADJUST FRAME & RING CASTING		EACH	2
74	2506.502	CASTING ASSEMBLY	4	EACH	29
75	2506.502	CASTING ASSEMBLY R-1976	21	EACH	1
76	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES G		LIN FT	46.53
77	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES 48-4020		LIN FT	55.74
78	2506.503	CONSTRUCT DRAINAGE STRUCTURE DES 4007		LIN FT	133.10
79	2506.603	CONSTRUCT 8" INSIDE DROP		LIN FT	17
80	2506.602	SEAL MANHOLE	17	EACH	15
81	2511.507	RANDOM RIPRAP CLASS III		CU YD	16
82	2521.518	4" CONCRETE WALK		SQ FT	10928
83	2521.518	6" CONCRETE WALK	8	SQ FT	1901
84	2521.518	8" CONCRETE WALK		SQ FT	313
85	2521.602	DRILL & GROUT REINF BAR (EPOXY COATED)		EACH	168
86	2531.503	CONCRETE CURB & GUTTER, DES B618		LIN FT	7598 2
87	2531.503	CONCRETE CURB & GUTTER, DES B624		LIN FT	289
88	2531.503	CONCRETE CURB & GUTTER, DES D418		LIN FT	0 2
89	2531.504	6" CONCRETE DRIVEWAY PAVEMENT		SQ YD	506
90	2531.504	8" CONCRETE DRIVEWAY PAVEMENT		SQ YD	186
91	2531.504	8" CONCRETE VALLEY GUTTER		SQ YD	122
92	2531.618	TRUNCATED DOMES	15	SQ FT	231
93	2540.602	TEMPORARY MAILBOX		LUMP SUM	1
94	2540.603	INSTALL METAL RAILING		LIN FT	5
95	2540.603	INSTALL LANDSCAPE ROCK		SQ YD	8
96	2540.604	INSTALL RETAINING WALL		LIN FT	75
97	2545.602	INSTALL LIGHTING UNIT	5	EACH	1
98	2557.603	INSTALL FENCE		LIN FT	110
99	2563.601	TRAFFIC CONTROL		LUMP SUM	1
100	2564.502	INSTALL SIGN	11	EACH	15
101	2564.502	INSTALL MAIL BOX		EACH	24
102	2571.502	DECIDUOUS TREE 2" B & B	19	EACH	39
103	2573.502	STABILIZED CONSTRUCTION EXIT		LUMP SUM	1
104	2573.502	STORM DRAIN INLET PROTECTION		EACH	15
105	2573.503	SILT FENCE, TYPE MS		LIN FT	2320
106	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER		LIN FT	620
107	2575.523	RAPIDS STABILIZATION METHOD 3	16	M-GAL	6
108	2575.523	MULCH TYPE SPECIAL		SQ YD	41
109	2575.605	TURF ESTABLISHMENT TYPE 1		ACRE	2.30
110	2575.605	TURF ESTABLISHMENT TYPE 2		ACRE	0.32
111	2575.605	TURF ESTABLISHMENT TYPE 3		ACRE	0.23

STANDARD PLATES	
THE FOLLOWING STANDARD PLATES, APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION, SHALL APPLY ON THIS PROJECT	
3000M	REINFORCED CONCRETE PIPE
3006H	GASKET JOINT FOR R.C. PIPE
3133D	RIP RAP AT RCP OPENING
4005M	MANHOLE OR CATCH BASIN TYPE A & B CONE SECTION PRECAST
4006L	MANHOLE OR CATCH BASIN PRECAST - DESIGNS G & H
4007C	PRECAST MECHANICAL JOINT SEWER MANHOLE
4010I	CONCRETE ADJUSTING RINGS
4011E	PRECAST CONCRETE BASE
4020J	MANHOLE OR CATCH BASIN
4022A	MANHOLE OR CATCH BASIN COVER
4026B	CONCRETE ENCASED CONCRETE ADJUSTING RINGS
4101D	RING CASTING FOR MANHOLE OR CATCH BASIN
4108F	ADJUSTING RINGS FOR CATCH BASINS AND MANHOLES
4110F	COVER CASTING FOR MANHOLE
4129G	CATCH BASIN FRAME CASTING
4143E	STOOL GRATE AND CONCRETE FRAME - CASTING NO. 731
4152C	CATCH BASIN GRATE CASTING - CASTING NO. 814A
4160D	CURB BOX CASTING FOR CATCH BASIN
4180J	MANHOLE OR CATCH BASIN STEP
7038A	DETECTABLE WARNING SURFACE TRUNCATED DOMES
7100H	CONCRETE CURB & GUTTER (DESIGNS B & V)
7111J	INSTALLATION OF CATCH BASIN CASTINGS (CONCRETE CURB & GUTTER)

STANDARD PLANS	
THE FOLLOWING STANDARD PLANS, APPROVED BY THE FEDERAL HIGHWAY ADMINISTRATION, SHALL APPLY ON THIS PROJECT	
5-297.250	PEDESTRIAN CURB RAMP DETAILS (PAGES 1-6)
5-297.254	DRIVEWAY AND SIDEWALK DETAILS (PAGES 1-4)

DESIGNED	ASJ, BJD	NO.	1	ISSUED FOR	ADD. 1	DATE	04/28/2026
DRAWN	MOE		2	CO #1			08/12/2026
CHECKED	AAB						
CLIENT PROJ. NO.	25X141729						

CITY OF BRAINERD, MINNESOTA

2026 SE RECONSTRUCTION PROJECT

STATEMENT OF ESTIMATED QUANTITIES

SHEET

G1.01

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REMOVALS																													
	SECTION	STATION		CLEARING	GRUBBING	CLEARING	GRUBBING	REMOVE BITUMINOUS PAVEMENT	REMOVE CURB & GUTTER	REMOVE GUTTER	REMOVE CONCRETE WALK	REMOVE CONCRETE DRIVEWAY PAVEMENT	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	REMOVE WATER MAIN	REMOVE GATE VALVE & BOX	REMOVE HYDRANT	REMOVE SEWER PIPE (SANITARY)	REMOVE SEWER PIPE (STORM)	REMOVE MANHOLE (SANITARY)	REMOVE DRAINAGE STRUCTURE (STORM)	SALVAGE LANDSCAPE ROCK	SALVAGE RETAINING WALL	SALVAGE METAL RAILING	SALVAGE FENCE	REMOVE SIGN	SALVAGE SIGN	SALVAGE MAIL BOX		
LINE		BEGIN	END	EACH	EACH	ACRE	ACRE	SQ YD	LIN FT	LIN FT	SQ FT	SQ YD	SQ YD	LIN FT	EACH	EACH	LIN FT	LIN FT	EACH	EACH	(SQ YD)	(LIN FT)	(LIN FT)	(LIN FT)	(LIN FT)	EACH	EACH	EACH	LINE
1	17TH STREET SE	0+15.80	3+83.96		6			1495	760		828	37		117				65	1	3							3		1
2	17TH STREET SE	3+83.96	7+34.38	2	2			736	793		361	45	41	467	2			51	2	3							1	3	2
3	17TH STREET SE	7+34.38	10+67.12			0.03	0.03	1194	684				16				456		4								2		3
4	17TH STREET SE TOTALS:			2	8	0.03	0.03	3425	2237	0	1189	82	57	584	2	0	0	572	3	10	0	0	0	0	0	0	6	3	4
5	18TH STREET SE	100+16.00	103+68.83	1	2			1293	699	57	469	38		347	1			65	1	3							3	1	5
6	18TH STREET SE	103+68.83	107+33.55	1	8			1181	644	48	102	88		404	2		184		1								1		6
7	18TH STREET SE	107+33.55	110+50.81					1123	596	80	33			347			355		1								1		7
8	18TH STREET SE TOTALS:			2	10	0	0	3597	1939	185	604	126		1098	3	0	539	65	3	3	0	0	0	0	0	0	5	1	8
9	19TH STREET SE	200+16.17	203+69.59		4			650	707		360			341	1			62	1	2			14				3		9
10	19TH STREET SE	203+69.59	207+33.00		1			1278	717		172		41	400	1											1			10
11	19TH STREET SE	207+33.00	209+55.11			0.01	0.01	829	409		72			155	1												1		11
12	19TH STREET SE TOTALS:			0	5	0	0	2757	1833	0	604		41	896	3	0	0	62	1	2	0	14	0	0	0	1	4	0	12
13	SOUTH ALLEY	299+00	304+24.48		1							15					498												13
14	SOUTH ALLEY	304+56.57	307+88.26									7	16				368					61		110					14
15	SOUTH ALLEY	308+22.84	309+89.62														137												15
16	SOUTH ALLEY TOTALS:			0	1	0	0	0	0	0	0	22	16	0	0	0	1003	0	0	0	0	61	0	110	0	0	0	0	16
17	NORWOOD STREET	401+08.08	404+22.40		11			565	627		4297			312															17
18	NORWOOD STREET	404+59.07	407+90.48					602	656		77	49		325								8						5	18
19	NORWOOD STREET TOTALS:			0	11	0	0	1167	1283	0	4374	49		637	0	0	0	0	0	0	8	0	0	0	0	0	0	5	19
20	MIDDLE ALLEY	500+92.80	504+22.59														415												20
21	MIDDLE ALLEY TOTALS:			0	0	0	0	0	0	0	0			0	0	0	415	0	0	0	0	0	0	0	0	0	0	0	21
22	MAPLE STREET	601+06.12	604+22.34		1			1146	633		156	33		335		1	62	34		2				5				9	22
23	MAPLE STREET	604+59.37	607+70.00					57	18																			1	23
24	MAPLE STREET TOTALS:			0	1	0.00	0.00	1203	651	0	156	33		335	0	1	62	34	0	2	0	0	5	0	0	0	0	10	24
25	NORTH ALLEY	700+93.00	704+22.39									9					244		1										25
26	NORTH ALLEY TOTALS:			0	0	0	0	0	0	0	0	9		0	0	0	244	0	1	0	0	0	0	0	0	0	0	0	26
27	LAUREL STREET	800+18.56	804+41.37	1	7	0.01	0.01				81	6		401		1				1								5	27
28	LAUREL STREET TOTALS:			1	7	0.01	0.01	0	0	0	81	6		401	0	1	0	0	0	1	0	0	0	0	0	0	0	5	28
29	PROJECT TOTALS:			5	43	0.05	0.05	12149	7943	185	7008	327	114	3951	8	2	2263	733	8	18	8	75	5	110	1	15	24	29	

EARTHWORK												
LINE	STREET	STATION		EXCAVATION					EMBANKMENT		COARSE AGGREGATE BEDDING (LV)	
				COMMON (EV) (1) (7)	SUBGRADE (EV) (2)	MUCK (EV) (5)	MUCK (EV) (8)	CHANNEL & POND (EV) (6)	COMMON (LV) (1) (3) (4)	SELECT GRANULAR (CV) (2)		
		BEGIN	END	CU YD	CU YD	CU YD	CU YD	CU YD	CU YD	CU YD	CU YD	LINE
1	17TH ST SE	0+00	11+00	1736	430		290		480	430	290	1
2	18TH ST SE	100+00	111+25	1714	440		758		514	440	758	2
3	19TH ST SE	200+00	209+75	1406	350		159		406	350	159	3
4	SOUTH ALLEY	301+00	309+90	364	90		387		83	90	387	4
5	NORWOOD ST	400+00	408+00	979	1834	926	304		207	1171	304	5
6	MIDDLE ALLEY	500+00	504+25	141	40		156		25	40	156	6
7	MAPLE ST	600+00	607+75	595	150		323	912	539	150	323	7
8	NORTH ALLEY	701+00	704+25	136	30		107		34	30	107	8
9	LAUREL ST	800+00	804+25	131	60		153		74	60	153	9
10	PROJECT TOTALS:			7202	3424	926	2637	912	2362	2761	2637	10

- (1) INCLUDES TOPSOIL
- (2) ASSUMED TO BE 25% OF COMMON EXCAVATION QUANTITY IN ADDITION TO EXCAVATION PERFORMED BETWEEN TOP OF SUBGRADE AND PEAT. TO BE USED AT THE DISCRETION OF THE ENGINEER.
- (3) THIS IS THE QUANTITY REQUIRED TO PLACE TOPSOIL 4" THICK OVER SEEDED AREAS.
- (4) CONTRACTOR MAY PLACE SALVAGED TOPSOIL IN POND & CHANNEL EXCAVATION AREA UP TO 4" THICK. IN ALL OTHER AREAS OUTSIDE OF ROADWAY, SALVAGED TOPSOIL MUST BE TOP DRESSED WITH MINIMUM 2" OF SCREENED TOPSOIL.
- (5) ACTUAL QUANTITY MAY VARY. ASSUMED EXCAVATION LIMITS FROM 404+50 TO 407+00 ON NORWOOD ST, 40' WIDE, 5' TO 7.5' BELOW SURFACE.
- (6) EXCAVATION TO BE PERFORMED FROM 604+59 TO 607+75 ON MAPLE ST.
- (7) QUANTITY DOES NOT INCLUDE 1012 CU YD OF BITUMINOUS PAVEMENT REMOVAL. EXISTING PAVEMENT THICKNESS IS 3" BASED ON SOIL BORINGS.
- (8) QUANTITY ACCOUNTS FOR REMOVAL OF UNSUITABLE PIPE BEDDING MATERIALS WHERE COARSE AGGREGATE BEDDING IS PLACED.

EROSION CONTROL												
	STREET	STATION		STORM DRAIN INLET PROTECTION	SLIT FENCE, TYPE MS	SEDIMENT CONTROL LOG TYPE WOOD FIBER	RANDOM RIPRAP CLASS III	TURF ESTABLISHMENT TYPE 1	TURF ESTABLISHMENT TYPE 2	TURF ESTABLISHMENT TYPE 3	DECIDUOUS TREE 2" CAL B&B	MULCH TYPE SPECIAL
LINE		BEGIN	END	(EACH)	(LIN FT)	(LIN FT)	(CU YD)	(ACRE)	(ACRE)	(ACRE)	(EACH)	(SQ YD)
1	17TH ST SE	0+00	11+00	10	340	120		0.58			11	41
2	18TH ST SE	100+00	111+25	3	880	40	16	0.41	0.21		12	
3	19TH ST SE	200+00	209+75	2	300	120		0.49			3	
4	SOUTH ALLEY	301+00	309+90			100		0.10				
5	NORWOOD ST	400+00	408+00					0.25			11	
6	MIDDLE ALLEY	500+00	504+25					0.03				
7	MAPLE ST	600+00	607+75		800	80		0.34	0.08	0.23	2	
8	NORTH ALLEY	701+00	704+25			60		0.04				
9	LAUREL ST	800+00	804+25			100		0.06	0.03			
10	PROJECT TOTALS:			15	2320	620	16	2.30	0.32	0.23	39	41

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Bryan G. Drown

BRYAN G. DROWN
LIC. NO. 41934 DATE 04/07/2026



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DESIGNED	NO.	ISSUED FOR	DATE
ASJ, BJD	1	ADD. 1	04/28/2026
DRAWN	NO.	ISSUED FOR	DATE
MOE	2	CO #1	08/12/2026
CHECKED	NO.	ISSUED FOR	DATE
AAB			
CLIENT PROJ. NO.	NO.	ISSUED FOR	DATE
25X141729			

CITY OF BRAINERD, MINNESOTA
2026 SE RECONSTRUCTION PROJECT

TABLES

SHEET

C1.02

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PROPOSED SANITARY SEWER																
STRUC NO	ALIGNMENT	STATION	OFFSET	CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007	CASTING ASSEMBLY (1)	TOP OF CASTING ELEV	INVERT OUT ELEV	FLOWS TO STRUC NO	INVERT IN ELEV	PIPE GRADE %	8" PVC PIPE SEWER	8" X 4" PVC WYE	4" PVC SANITARY SERVICE PIPE	4" PVC PIPE DRAIN CLEANOUT	CONSTRUCT 8" INSIDE DROP	CONNECT TO EXISTING SANITARY SEWER (PIPE)
				(LIN FT)	(EACH)						(LIN FT)	(EACH)	(LIN FT)	(EACH)	(LIN FT)	(EACH)
MH - M	SOUTH ALLEY	299+41.32	1.03' LT	8.50	1	1209.87	1201.37	MH - A	1200.84	0.40	134	4	40			
MH - A	SOUTH ALLEY	300+75.00	0.66' LT	9.74	1	1210.48	1200.74	MH - B	1199.28	0.40	366	11	114			
MH - C	SOUTH ALLEY	308+07.86	1.08' RT	10.23	1	1213.04	1202.81	MH - B	1199.28	0.96	380	9	90			1
MH - D	SOUTH ALLEY	309+57.86	1.27' RT	8.50	1	1212.01	1203.51	MH - C	1202.91	0.40	150	4	110	1		
SOUTH ALLEY TOTAL				36.97	4						1030	28	354	1		1
MH - E	MIDDLE ALLEY	500+75.00	5.07' RT	10.02	1	1210.77	1200.75	MH - F	1199.29	0.40	415	10	96			1
MIDDLE ALLEY TOTAL				10.02	1						415	10	96			1
MH - G	MAPLE STREET	600+75.00	0.00'	12.46	1	1206.00	1193.54	EX PIPE	1192.58	1.50	64					1
MH - H	MAPLE STREET	604+40.58	0.00'	12.28	1	1207.38	1195.10	MH - G	1193.64	0.40	366					
MAPLE STREET TOTAL				24.74	2						430					1
MH - B	18TH STREET SE	101+86.01	0.00'	12.73	1	1211.91	1199.18	MH - F	1197.72	0.40	364	2	66		3	
MH - F	18TH STREET SE	105+50.13	0.00'	10.77	1	1208.39	1197.62	MH - H	1195.20	1.32	183	1	33		6	1
MH - I	18TH STREET SE	109+15.93	0.00'	12.93	1	1208.86	1195.93	MH - H	1195.20	0.40	182					
MH - K	18TH STREET SE	110+77.25	0.00'	13.90	1	1210.62	1196.72	MH - I	1196.03	0.40	161				8	
MH - L	18TH STREET SE	110+77.25	13.22' LT	5.46	1	1210.36	1204.90	MH - K	1204.85	0.40	18					1
18TH STREET TOTAL				55.79	5						908	3	99		17	2
MH - J	NORTH ALLEY	701+57.05	0.25' LT	5.58	1	1202.74	1197.16	MH - I	1196.03	0.40	284	11	163			
NORTH ALLEY TOTAL				5.58	1						284	11	163			
PROJECT TOTALS				133.10	13						3067	52	712	1	17	5

(1) A-7 CASTING ASSEMBLY CONSISTS OF 700-7 (4101D) RING CASTING AND 716 (4110 F) COVER CASTING

WATERMAIN																	
STREET	STATION		PVC WATERMAIN	GATE VALVE & BOX	HYDRANT			WATERMAIN FITTINGS				4" POLYSTYRENE INSULATION	CONNECT TO EXISTING WATERMAIN	CORPORATION STOP	CURB STOP & BOX	TYPE PE PIPE	CASTING ASSEMBLY R-1976
								BENDS	TEES / CROSSES	CAPS, PLUGS, REDUCERS, SLEEVES	TOTAL WEIGHT			1"	1"	1"	
	BEGIN	END	6" (LIN FT)	6" (EACH)	9' BURY (EACH)	9.5' BURY (EACH)	10' BURY (EACH)				(POUNDS)	(SQ YD)	(EACH)	(EACH)	(EACH)	(LIN FT)	(EACH)
17TH STREET SE	3+58.06	7+44.12	386	1								4		4	4	132	
17TH STREET SE TOTAL:			386	1								4		4	4	132	
18TH STREET SE	100+22.07	103+58.75	340	2				2 - 6" 45° BEND	1 - 6"X6" CROSS		132		1	2	2	85	
18TH STREET SE	103+58.75	107+43.54	385		1			1 - 6"X6" TEE			56			2	2	47	
18TH STREET SE	107+43.54	110+77.25	380	2				1 - 6" 45° BEND	1 - 6"X6" TEE		88			1	1	24	
18TH STREET SE	110+77.25	111+19.65					1										
18TH STREET SE TOTAL:			1105	4			1				276		1	5	5	156	
19TH STREET SE	200+28.32	203+59.48	331	2					1 - 6"X6" TEE		56		1	5	6	195	1
19TH STREET SE	203+59.48	209+44.11	602	1			1		1 - 6"X6" TEE	1 - 6" CAP	71			10	10	307	
19TH STREET SE TOTAL:			933	3			1				127		1	15	16	502	1
NORWOOD STREET	400+23.06	404+30.58	437	3				6 - 6" 45° BEND	2 - 6"X6" TEE		304	4	1	11	11	331	
NORWOOD STREET	404+30.58	408+18.45	426	3			1		1 - 6"X6" TEE		56			4	4	132	
NORWOOD STREET TOTAL:			863	6			1				360	4	1	15	15	463	
MAPLE STREET	600+00.00	604+30.59	459	4		1		2 - 6" 45° BEND	2 - 6"X6" TEE		176		1	9	9	263	
MAPLE STREET TOTAL:			459	4		1					176		1	9	9	263	
LAUREL STREET	800+27.67	804+30.98	414	3	1			3 - 6" 45° BEND	1 - 6"X6" TEE		152		1	4	4	46	
LAUREL STREET TOTAL:			414	3	1						152		1	4	4	46	
PROJECT TOTALS:			4160	21	1	1	3				1091	8	5	52	53	1562	1

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Bryan G. Drown

BRYAN G. DROWN
LIC. NO. 41934 DATE 04/07/2026



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DESIGNED	NO.	ISSUED FOR	DATE
ASJ, BJD	1	CO #1	08/12/2026
DRAWN			
MOE			
CHECKED			
AAB			
CLIENT PROJ. NO.			
25X141729			

CITY OF BRAINERD, MINNESOTA
2026 SE RECONSTRUCTION PROJECT

TABLES

SHEET

C1.03

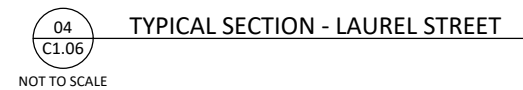
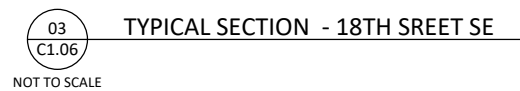
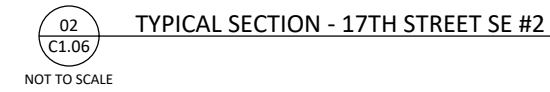
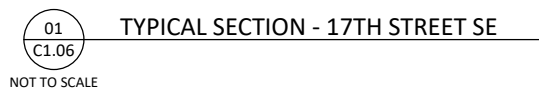
STORM SEWER TABLE																
FLOWS FROM STRUCT	STATION	OFFSET		STRUCT RIM ELEV	STRUCT	FLOWS TO STRUCT	FLOWS TO ELEV	STRUCTURE DESIGN		CASTING ASSEMBLY			RC PIPE SEWER		CONNECT TO EXISTING STORM SEWER (PIPE)	REMARKS
		CENTER OF STRUCT	LT/RT		FLOW OUT ELEV			G (LIN FT)	48-4020 (LIN FT)	B-3 (1) (EACH)	M-11 (2) (EACH)	A-7 (3) (EACH)	12" (LIN FT)	15" (LIN FT)		
CB - 10	0+20.98	40.33'	RT	1209.49	1205.00	EX PIPE	NA	4.49		1					1	
CB - 9	0+42.61	16.50'	RT	1209.29	1205.25	CB - 10	1205.10	4.04		1			32			
CB - 8	0+42.79	16.50'	LT	1209.30	1205.52	CB - 9	1205.35	3.78		1			33			
MH - 1	7+24.93	45.51'	LT	1204.70	1190.95	EX PIPE	NA		13.75			1			1	
CB - 1	7+17.45	45.50'	LT	1204.87	1191.03	MH - 1	1191.00		13.84	1				7		
MH - 2	7+17.24	17.50'	LT	1206.27	1191.19	CB - 1	1191.08		15.08					28		
CB - 2	7+16.70	34.74'	RT	1206.45	1199.58	MH - 2	1198.54		6.87	1				52		
CB - 3	6+98.560	16.50'	RT	1207.15	1203.11	CB - 2	1202.29	4.04		1			26			
CB - 4	7+50.49	34.75'	RT	1206.50	1202.46	CB - 2	1202.29	4.04		1			34			
CB - 5	9+50.00	17.29'	LT	1198.60	1192.40	MH - 2	1191.24		6.20	1				233		
CB - 6	10+85.88	25.17	LT	1200.00	1196.00	CB - 5	1194.26	4.00			1		136			
CB - 7	9+50.00	16.50'	RT	1198.65	1194.61	CB - 5	1194.26	4.04		1			34			
17TH STREET SE TOTALS:								28.43	55.74	9	1	2	295	320	2	
CB - 13	100+20.94	38.50'	RT	1211.30	1206.73	EX PIPE	NA	4.57		1					1	
CB - 12	100+43.05	16.50'	RT	1211.13	1206.99	CB - 13	1206.83	4.14		1			31			
CB - 11	100+43.02	16.50'	LT	1211.24	1207.26	CB - 12	1207.09	3.98		1			33			
18TH STREET SE TOTALS:								12.69		3			64		1	
CB - 14	200+21.17	32.88'	RT	1212.91	1207.50	EX PIPE	1206.73	5.41		1					1	
19TH STREET SE TOTALS:								5.41		1					1	
PROJECT TOTALS:								46.53	55.74	13	1	2	359	320	4	

(1) B-3 CASTING ASSEMBLY CONSISTS OF 802 A (4129 G) FRAME CASTING, 823 (4160 D) CURB BOX, AND 814 A (4152 C) GRATE CASTING

(2) M-11 CASTING ASSEMBLY CONSISTS OF ROUND CONCRETE (4143) RING CASTING, AND 731 (4143) COVER CASTING.

(3) A-7 CASTING ASSEMBLY CONSISTS OF 700-7 (4101 D) RING CASTING, AND 716 (4110 F) COVER CASTING.

SURFACING																							
	STREET	STATION		TYPE SP 9.5 WEARING COURSE MIX (2,C)	AGGREGATE BASE (CV) CLASS 5	AGGREGATE SURFACING (CV) CLASS 5	4" CONCRETE WALK	6" CONCRETE WALK	8" CONCRETE WALK	CONCRETE STEPS-DESIGN SPECIAL	6" CONCRETE DRIVEWAY PAVEMENT	8" CONCRETE DRIVEWAY PAVEMENT	8" CONCRETE VALLEY GUTTER	BITUMINOUS PATCH SPECIAL (DRIVEWAYS)	CONCRETE CURB & GUTTER DESIGN B618	CONCRETE CURB & GUTTER DESIGN B624	CONCRETE CURB & GUTTER DESIGN D418	TRUNCATED DOMES	DRILL & GROUT REINF BAR (EPOXY COATED)	ADJUST FRAME & RING CASTING	INSTALL SIGN	INSTALL MAIL BOX	
LINE		BEGIN	END	(TONS)	(CU YD)	(CU YD)	(SQ FT)	(SQ FT)	(SQ FT)	(LIN FT)	(SQ YD)	(SQ YD)	(SQ YD)	(SQ YD)	(LIN FT)	(LIN FT)	(LIN FT)	(SQ FT)	(EACH)	(EACH)	(EACH)	(EACH)	LINE
1	17TH ST SE	0+00	11+00	999	777	1	39	2578	153	72	12	98	60	56	1	2035	97	110	78		6	2	1
2	18TH ST SE	100+00	111+25	867	681		10	480	155			92	85	122		1832	96	77	54		5	1	2
3	19TH ST SE	200+00	209+75	855	667		38	1927	403	241	20	133	41	41		1775	96	44	36		4		3
4	SOUTH ALLEY	299+00	309+90				262					15		20									4
5	NORWOOD ST	400+00	408+00	557	436	6	5583	1190				59			1259					2		5	5
6	MIDDLE ALLEY	500+00	504+25			95																	6
7	MAPLE ST	600+00	604+75	337	261	2	281			43	75				697							11	7
8	NORTH ALLEY	701+00	704+25			96					22												8
9	LAUREL ST	800+00	804+25	0	0	144	79				12				0		0					5	9
10	PROJECT TOTALS:			3615	2822	692	10928	1901	313	75	506	186	122	117	7598	289	0	231	168	2	15	24	10

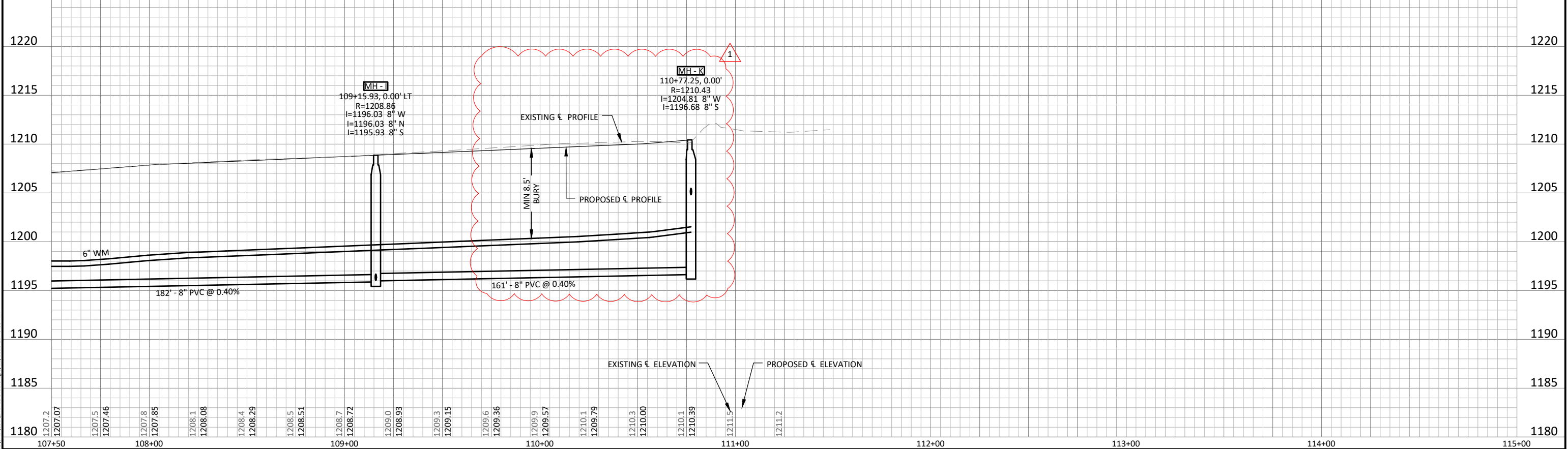
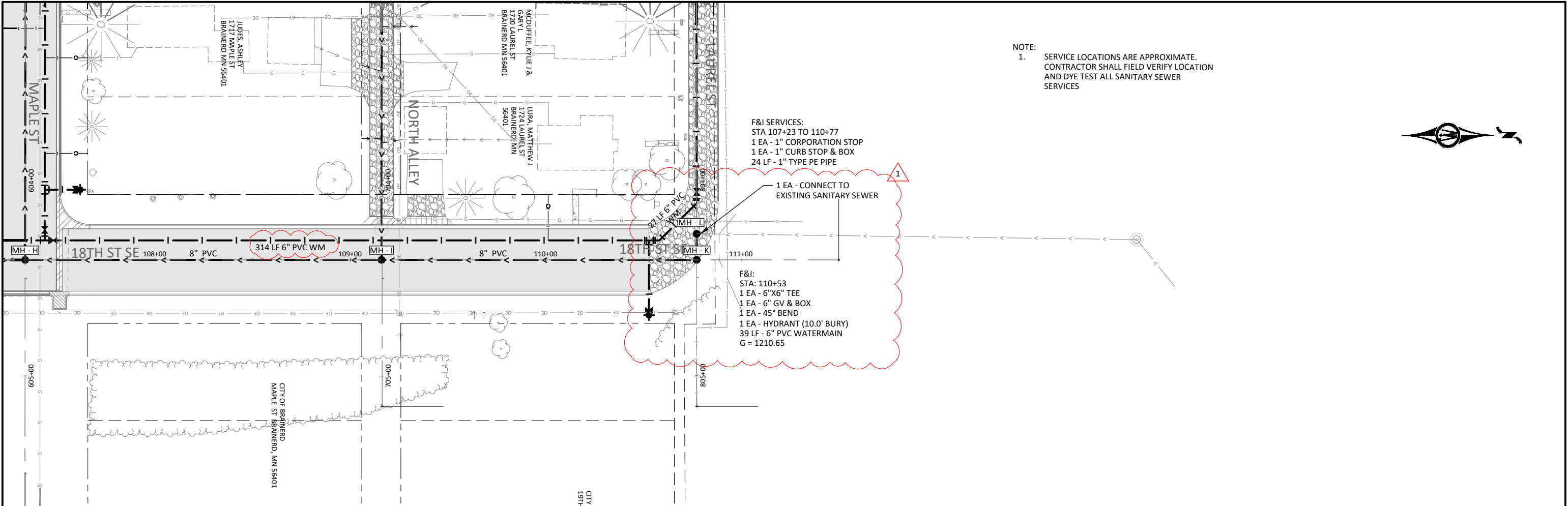


- 
- BOLTON
& MENK**

DESIGNED	NO.	ISSUED FOR	DATE
ASJ, BJD	1	CO #1	08/12/2026
DRAWN			
MOE			
CHECKED			
AAB			
CLIENT PROJ. NO.			
25X141729			

SHEET

C1.06



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I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Bryan G. Drown
BRYAN G. DROWN
LIC. NO. 41934 DATE 04/07/2026



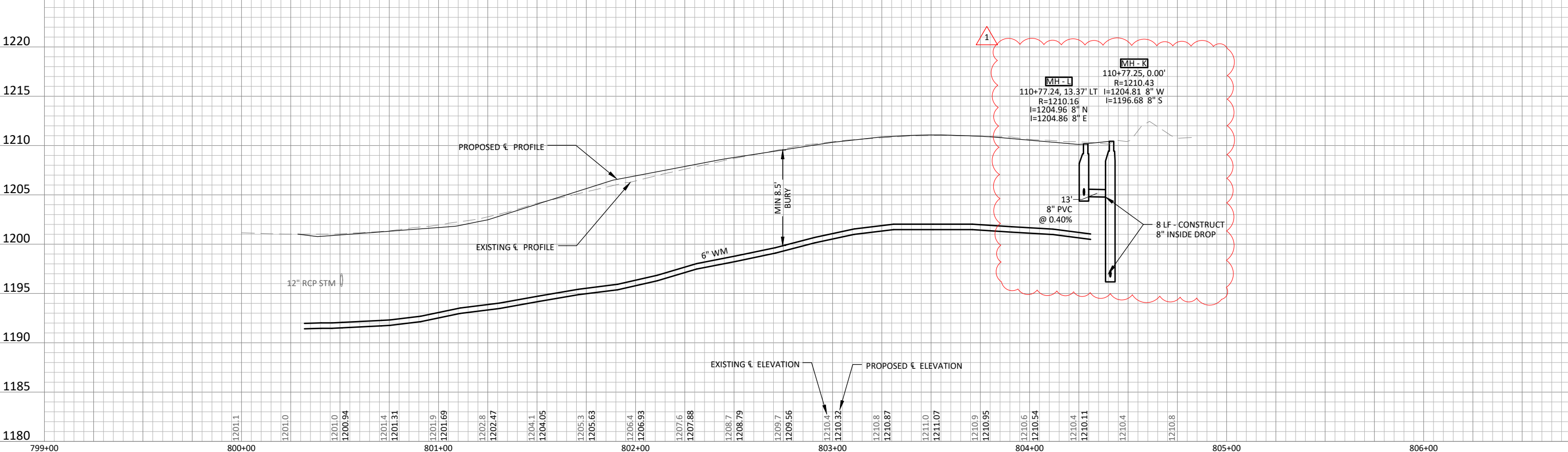
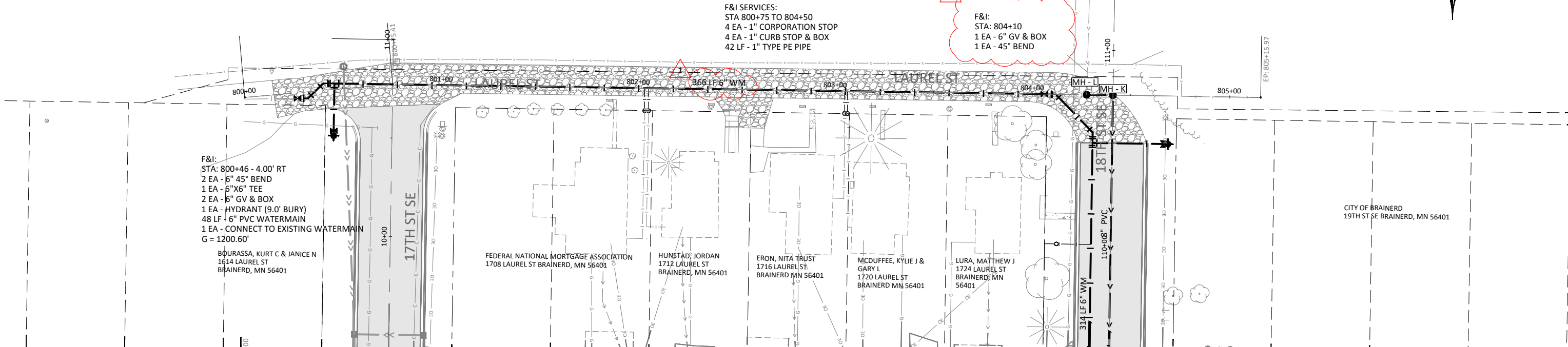
7656 DESIGN ROAD, SUITE 200
BAXTER, MN 56425
Phone: (218) 825-0684
Email: baxter@bolton-menk.com
www.bolton-menk.com

DESIGNED	ASJ, BJD	NO.	1	ROUTED FOR	CO #1	DATE	08/12/2026
DRAWN	MOE						
CHECKED	AAB						
CLIENT PROJ. NO.	25X141729						

CITY OF BRAINERD, MINNESOTA
2026 SE RECONSTRUCTION PROJECT
SANITARY SEWER & WATERMAIN PLAN & PROFILE
18TH STREET SE

SHEET
C4.03

NOTE:
1. SERVICE LOCATIONS ARE APPROXIMATE.
CONTRACTOR SHALL FIELD VERIFY LOCATION
AND DYE TEST ALL SANITARY SEWER
SERVICES



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0 25 50
SCALE FEET

0 5 10
SCALE FEET

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BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED
PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Bryan G. Drown
BRYAN G. DROWN
LIC. NO. 41934 DATE 04/07/2026



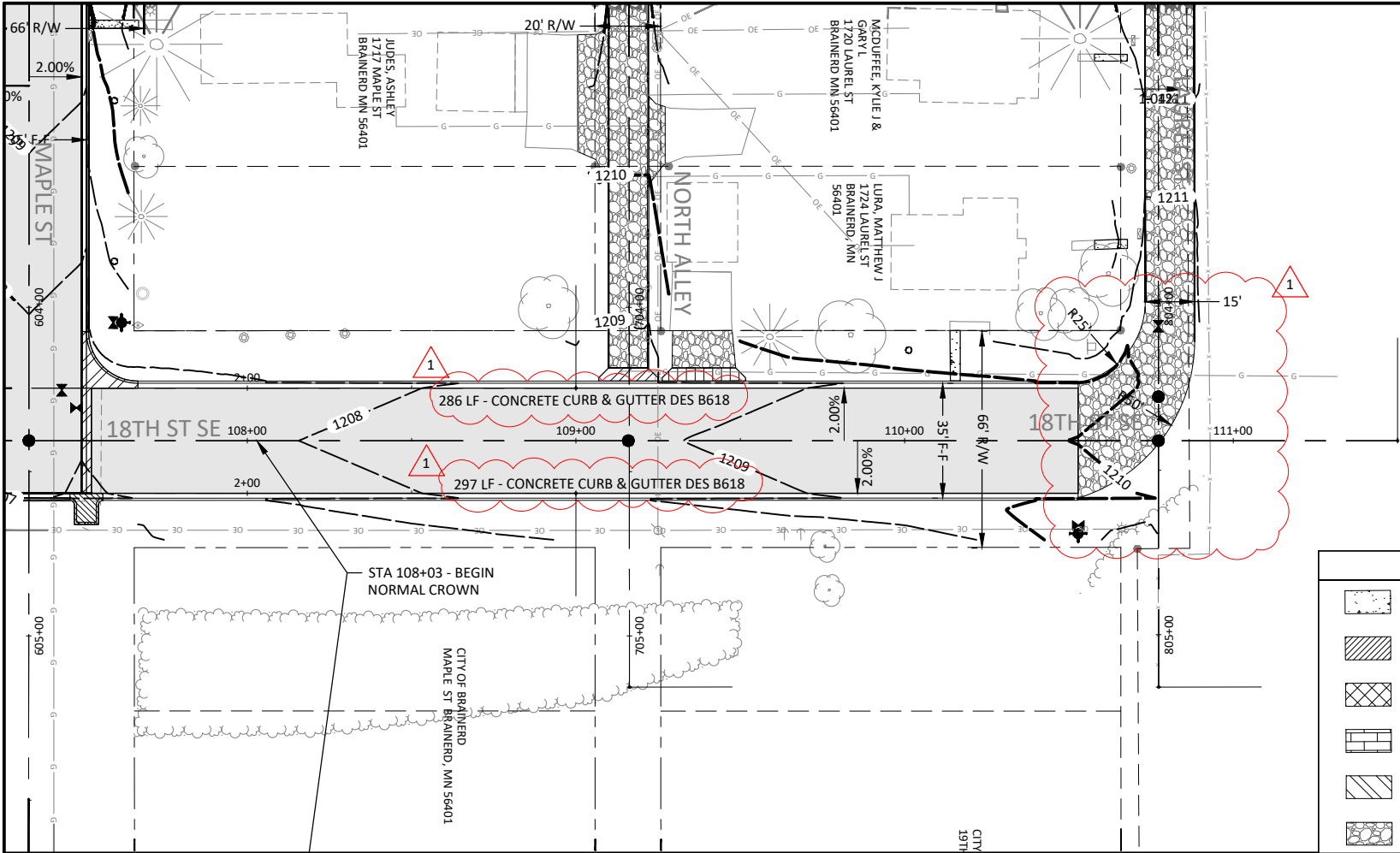
7656 DESIGN ROAD, SUITE 200
BAXTER, MN 56425
Phone: (218) 825-0684
Email: Baxter@bolton-menk.com
www.bolton-menk.com

DESIGNED	ASJ, BJD	NO.	1	ROUTED FOR	DATE
DRAWN	MOE	CO	#1		08/12/2026
CHECKED	AAB				
CLIENT PROJ. NO.	25X141729				

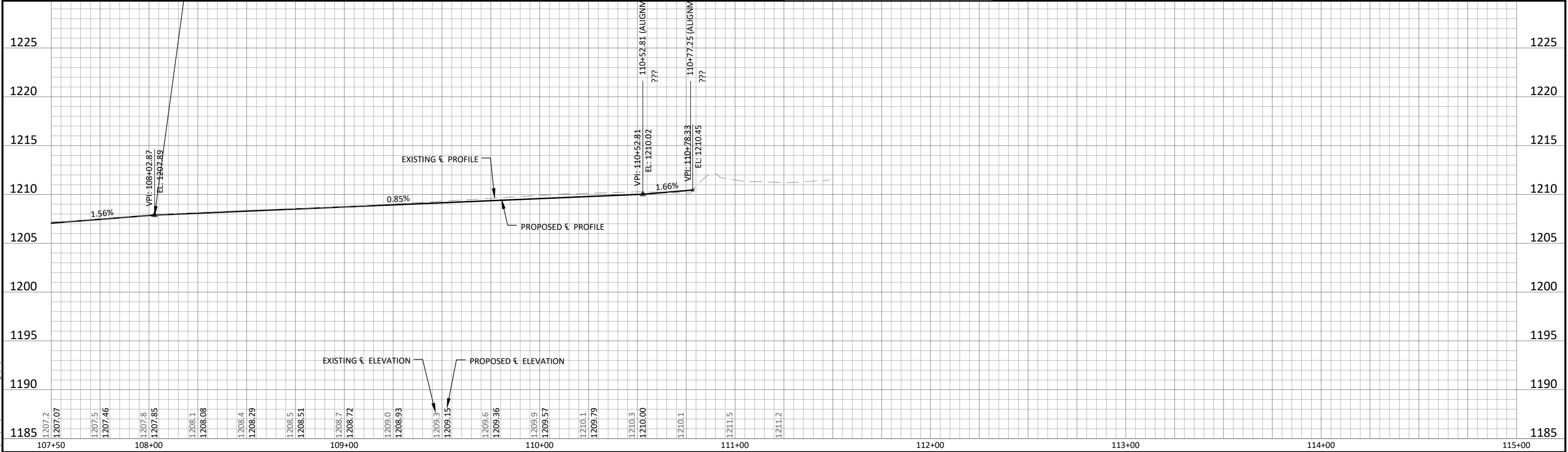
CITY OF BRAINERD, MINNESOTA
2026 SE RECONSTRUCTION PROJECT
SANITARY SEWER & WATERMAIN PLAN & PROFILE
LAUREL STREET

SHEET

C4.13



LEGEND	
	4" CONCRETE WALK
	6" CONCRETE WALK
	8" CONCRETE WALK
	6" CONCRETE DRIVEWAY PAVEMENT
	8" CONCRETE DRIVEWAY PAVEMENT
	AGGREGATE SURFACING



0

25

50

HORZ. SCALE

0

5

10

VERT. SCALE

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

BRYAN G. DROWN

LIC. NO. 41934

DATE 04/07/2026

BOLTON & MENK

7656 DESIGN ROAD, SUITE 200
BAXTER, MN 56425
Phone: (218) 825-0684
Email: Baxter@bolton-menk.com
www.bolton-menk.com

DESIGNED	ASJ, BJD	NO.	1	ROUTED FOR	CO #1	DATE	08/12/2026
DRAWN	MOE						
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CLIENT PROJ. NO.	25X141729						

CITY OF BRAINERD, MINNESOTA

2026 SE RECONSTRUCTION PROJECT

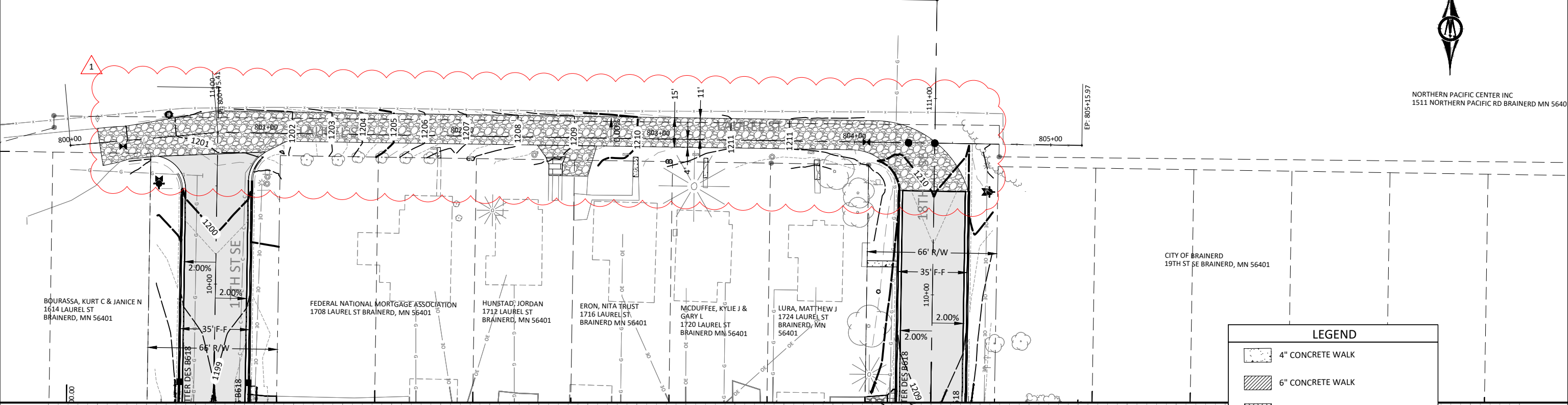
STREET PLAN & PROFILE

18TH STREET SE

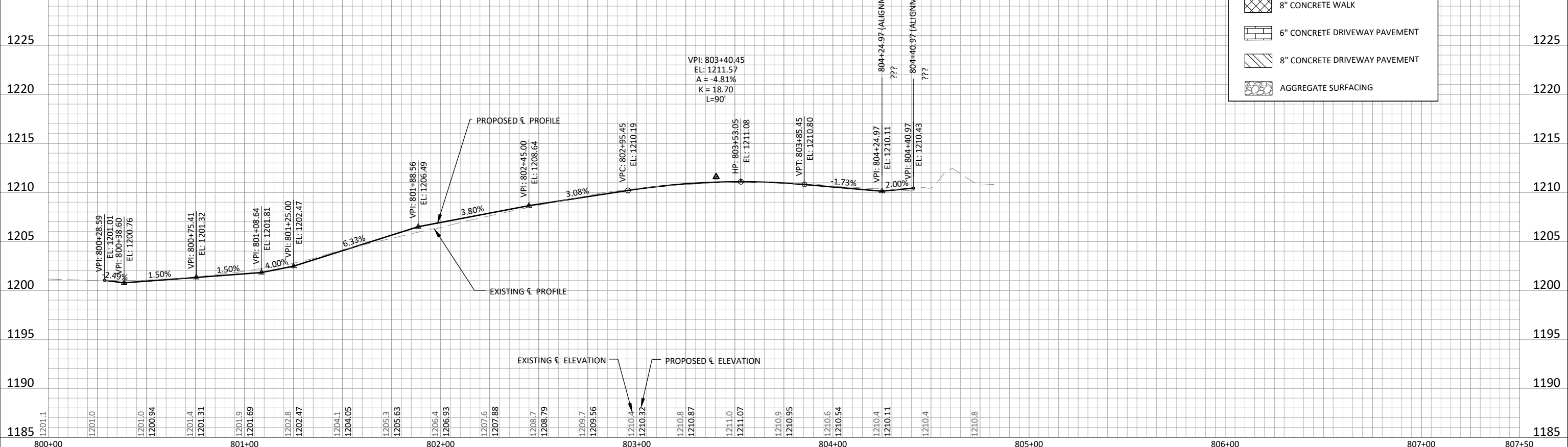
SHEET
C6.04



NORTHERN PACIFIC CENTER INC
1511 NORTHERN PACIFIC RD BRAINERD MN 56401



LEGEND	
	4" CONCRETE WALK
	6" CONCRETE WALK
	8" CONCRETE WALK
	6" CONCRETE DRIVEWAY PAVEMENT
	8" CONCRETE DRIVEWAY PAVEMENT
	AGGREGATE SURFACING



0 25 50
SCALE
FEET

0 5 10
SCALE
FEET

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BRYAN G. DROWN
LIC. NO. 41934 DATE 04/07/2026

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7656 DESIGN ROAD, SUITE 200
BAXTER, MN 56425
Phone: (218) 825-0684
Email: Baxter@bolton-menk.com
www.bolton-menk.com

DESIGNED	ASJ, BJD	NO.	1	ROUTED FOR	DATE
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CHECKED	AAB				
CLIENT PROJ. NO.	25X141729				

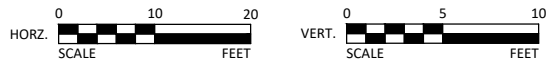
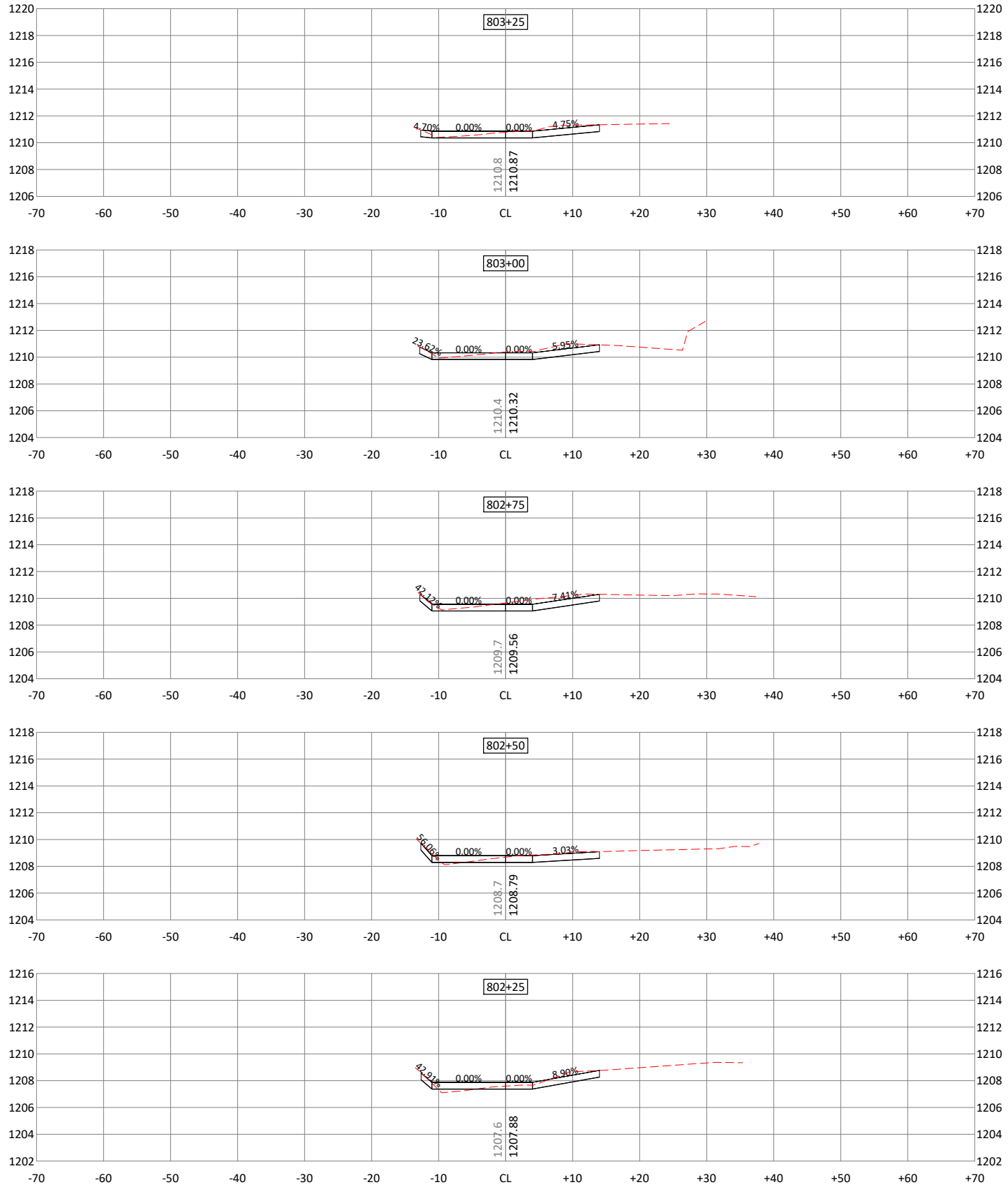
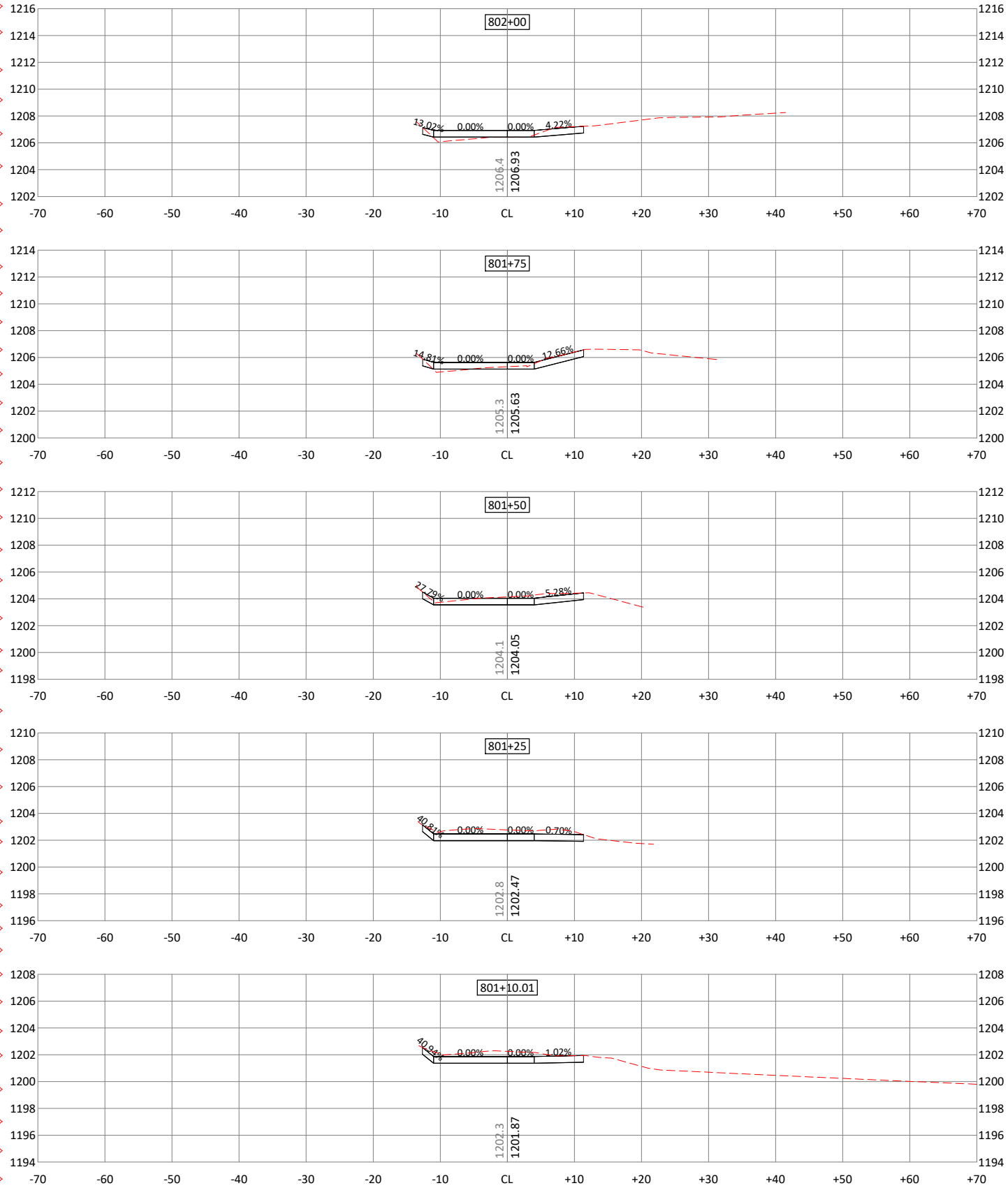
CITY OF BRAINERD, MINNESOTA
2026 SE RECONSTRUCTION PROJECT
STREET PLAN & PROFILE
LAUREL STREET

SHEET
C6.15

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Page 182 of 210

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A:\BMD\25X141729\CROSS SECTIONS\LAUREL ST\LAUREL ST 8/12/2026 11:41:29 AM



I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

Bryan G. Drown
BRYAN G. DROWN
LIC. NO. 41934 DATE 04/07/2026



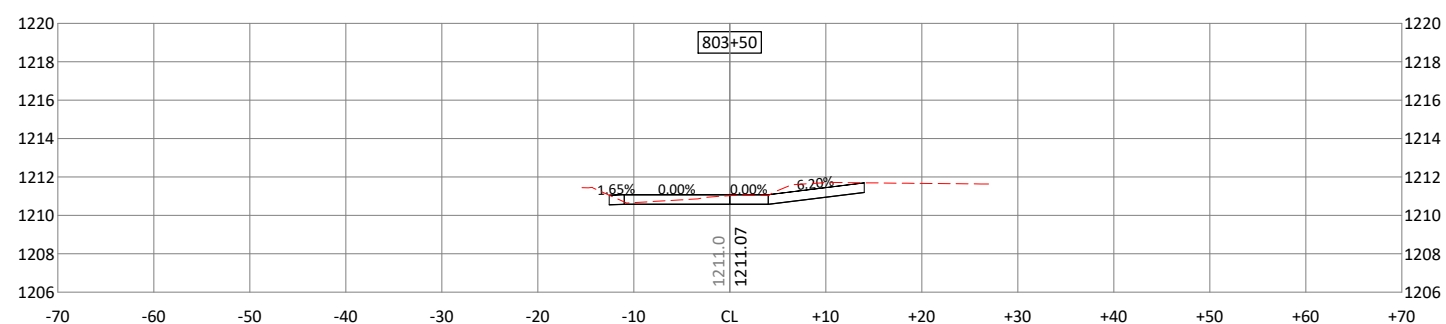
7656 DESIGN ROAD, SUITE 200
BAXTER, MN 56425
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Email: Baxter@bolton-menk.com
www.bolton-menk.com

DESIGNED	NO.	ISSUED FOR	DATE
ASJ, BJD	1	CO #1	8/12/2026
DRAWN			
MOE			
CHECKED			
AAB			
CLIENT PROJ. NO.			
25X141729			

CITY OF BRAINERD, MINNESOTA
2026 SE RECONSTRUCTION PROJECT
CROSS SECTIONS
LAUREL STREET

SHEET

C8.18





City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: Change Order 6 - Improvements 17-12 and 20-04 - Wright Street and S 10th Street Reconstruction 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

Change Order 6 for Improvements 17-12 and 20-04 is being presented to the Council for consideration and approval. This change order addresses two issues related to turf establishment work on Wright Street and S 10th Street: a quantity discrepancy between the as-bid turf establishment acreage and the actual surveyed acreage, and additional repair work performed on Wright Street to bring the turf into compliance with the project's perennial growth requirements. The total change order amount is \$21,235.25, as detailed below.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS This change order addresses two issues related to turf establishment work on Wright Street and S 10th Street.

First, when the Contractor reviewed the completed turf establishment work, they found a discrepancy between what was actually done and what was shown on the as-bid plans. The as-bid plans called for 1.73 acres of turf establishment, but a survey by the City confirmed the actual area was 2.83 acres — a 63.6% increase. This change order compensates the Contractor for that additional 1.10 acres of seeding, fertilizing, and hydro-mulching, using the unit price already established in the original contract.

Second, additional turf establishment work was identified as necessary to bring portions of Wright Street into compliance with the project's 70% perennial growth requirement. During the 2026 construction season, the Contractor remobilized to the site to perform this work, which included inter-seeding bare areas within the boulevard, applying supplemental fertilizer to support new growth, and continuing watering and restoration efforts through the growing season until the required perennial growth density was achieved. As part of this effort, the Contractor agreed to request payment only for the materials used in the repair work — including seed and fertilizer — while absorbing the cost of labor to perform the repair work on Wright Street at no additional charge to the City.

This change order authorizes payment for both the additional acreage and the follow-up repair work, and confirms the Contractor's completion of that work in accordance with the original contract's unit pricing.

The total change order amount, as shown in the attachment, is \$21,235.25, broken down as follows:

1. Quantity Discrepancy – S 10th Street and Wright Street: \$18,440
2. Wright Street Repair Work: \$2,791.25

This change order is fully covered through State Aid Funds.

RECOMMENDED ACTION/MOTION

Staff recommends approval of Change Order 6 for Improvements 17-12 and 20-04 – Wright Street and S 10th Street Reconstruction Project, in the total change order amount of \$21,235.25.

FINANCIAL IMPACT

The revised contract amount, including the original bid amount plus Change Orders 1 through 5, is \$3,479,587.16. Including this change order, the new revised contract amount is \$3,500,822.41. This change order is fully covered through State Aid Funds.

SP/SAP(s)	SAP 108-131-002 tied to SAP 108-132-003	MN Project No.:	N/A	Change Order No.	6
-----------	---	-----------------	-----	------------------	---

Project Location	Wright Street - South 6th Street to 13th Street SE (CR 45), 10th Street SE - Industrial Park Road (CR 117) to Wright Street		
Local Agency	City of Brainerd	Local Project No.	17-12
Contractor	Landwehr Construction, Inc.	Contract No.	17-12
Address/City/State/Zip	PO Box 1086 846 South 33rd Street / St. Cloud / MN / 56302		
Total Change Order Amount		\$21,231.25	

Issue: The Engineer has determined the Contract needs to be revised in accordance with specification 1402.5 - Extra Work

The Engineer has determined that the final turf establishment quantity for Wright Street and S 10th Street is 2.83 acres, based on areas surveyed by the City. The original bid quantity for this work was 1.73 acres, as shown on the as-bid plans. Upon completion of the turf establishment work, the Contractor reviewed the work areas and identified a discrepancy between the quantity of work performed and the quantities shown on the as-bid plans. The final surveyed quantity of 2.83 acres represents a 63.6% increase over the original bid quantity. This change order provides for payment to the Contractor for the additional seeding, fertilizing, and hydro-mulching performed, in accordance with the actual surveyed quantities as verified by the Engineer.

In addition to the quantity discrepancy noted above, the Engineer has determined that additional inter-seeding, fertilizing, and hydro-mulching are necessary to bring the turf establishment work to a satisfactory condition. The Contractor re-mobilized forces during the 2026 construction season to inter-seed areas of bare soil on Wright Street, apply fertilizer, and continue restoration activities to achieve 70% perennial growth.

Resolution:

1. The Agency will pay the Contractor for the additional turf establishment quantity of 1.10 acres (2.83 acres actual surveyed quantity less 1.73 acres original bid quantity), in accordance with the unit price established in the original contract for turf establishment, including seeding, fertilizing, and hydro-mulching.

The City will also pay the Contractor for the turf establishment repair work performed on Wright Street, including inter-seeding in the boulevard areas and application of fertilizer to promote grass growth in those areas.

2. The Contractor will complete seeding, fertilizing, and hydro-mulching for the additional 1.10 acres of turf establishment (2.83 acres actual surveyed quantity less 1.73 acres original bid quantity), as verified by the Engineer and approved for payment by the City, in accordance with the unit price established in the original contract for turf establishment.

The Contractor will further perform turf establishment repair work on Wright Street, including inter-seeding in the boulevard areas and application of fertilizer to promote grass growth in those areas, along with continued watering of the seeded areas.

Entitlement: Payment for this work will be at: Contract Unit Prices and Negotiated Lump Sum as shown in the estimate of cost.



STATE AID FOR LOCAL TRANSPORTATION
CHANGE ORDER

Rev. December 2024

SP/SAP(s)	SAP 108-131-002 tied to SAP 108-132-003	MN Project No.:	N/A	Change Order No.	6
-----------	---	-----------------	-----	------------------	---

Contract Time - is not changed

Estimate Of Cost: (Include any increases or decreases in contract items, any negotiated or force account items.)						
Group/Funding Category**	Item No.	Description	Unit	Unit Price	+ or – Quantity	+ or – Amount \$
Street SAP 108-132-003 Reconstruction / 10th Street	2575.501	TURF ESTABLISHMENT	LS	\$18,440.00	0.5	\$9,220.00
Street SAP 108-131-002 Reconstruction / Wright Street	2575.501	TURF ESTABLISHMENT	LS	\$18,440.00	0.5	\$9,220.00
Street SAP 108-131-002 Reconstruction / Wright Street	2575.601	TURF ESTABLISHMENT (WRIGHT STREET REPAIR WORK)	LS	\$2,791.25	1	\$2,791.25
Net Change this Change Order						\$21,231.25

****Group/funding category is required for federal aid projects**

Project Engineer: *Paul G Sandy*
Print Name: Paul G Sandy

Date: 07/29/2026
Phone:

Contractor: *Derek Burggraff*
Print Name: Derek Burggraff

Date: 07/29/2026
Phone: 320-252-1494

DSAE Portion: The State of Minnesota is not a participant in this contract. Signature by the District State Aid Engineer is for FUNDING PURPOSES ONLY and for compliance with State and Federal Aid Rules/Policy. Eligibility does not guarantee funds will be available.

This work is eligible for:

Federal Funding NO
State Aid Funding YES
Local/Other Funds YES

District State Aid Engineer:

Date:

DOUCETTE'S LANDSCAPING &
CONTRACTING
19043 213TH ST
LITTLE FALLS MN 56345

BID

DATE	ESTIMATE #
7/15/2026	8154
dlc@douceland.com	

NAME / ADDRESS
LANDWEHR CONSTRUCTION INC. PO BOX 1086 ST CLOUD MN 56302

THIS BID DOES NOT INCLUDE ANY
MAINTENANCE ON BID ITEMS.
DOES NOT INCLUDE TOPSOIL OR PLACEMENT
OF TOPSOIL.

BID DATE	PROJECT NO.	ROAD NUMBER	COUNTY, CITY	OWNER
7/15/2026	SAP 108-131-002	WRIGHT / 10TH RECON...	BRAINERD	BRAINERD
ITEM NO.	ITEM DESC. & UNITS	ITEM QTY	UNIT PRICE	TOTAL
SEED MIXTURE	LAWN SEED MIXTURE, POUND	350	4.75	1,662.50
TYPE 3	FERTILIZER TYPE 3 (SLOW RELEASE), POUND	700	1.25	875.00
WATER	WATERING SEEDED AREAS, PER MGAL	1	60.00	60.00
Thank you for your business.			TOTAL	\$2,597.50

ACCEPTED BY
SIGNATURE _____

SIGNATURE, DLC _____



City Council Agenda Request

MEETING DATE: August 17, 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:

1119 13th St SE

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

- 1) Continued administrative citations for an amount determined by the 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 tow the inoperable vehicle at 1119 13th Street SE.

FINANCIAL IMPACT

N/A all fees are applied to the property

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: August 17th, 2026

RE: Recommendation for Active Code Enforcement Case

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

- **1119 13th St SE**
 - Received one (1) Notice of Violation 04/16/26 and three (3) Citations
 - First Citation 06/2/26 – Third Citation 07/15/26
 - \$600 in open citations

Staff recommend obtaining an administrative search warrant and towing the vehicle.

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.



April 16, 2026

BLUME, GREGORY R
12655 344TH ST
LINDSTROM, MN 55045

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: 1119 13TH ST SE
Real Estate Code: 41250960

Violation: Unlicensed/Inoperable Vehicle
IPMC302.8

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

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

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

Action should be taken on or before 04/30/2026

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Housing Inspector Jason Stockinger at 218/454-3416 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD





This citation charges you with one or more violations of the
Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN26-0109

Date of Violation: 07/13/2026

Parcel ID: 41250960

Violator(s): BLUME, GREGORY R
12655 344TH ST
LINDSTROM, MN 55045

Location/Address of Violation: **1119 13TH ST SE**

VIOLATION

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

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 07/23/2026

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: 07/13/2026

Representative's Signature:

(served via first class mail)





City Council Agenda Request

MEETING DATE: August 17, 2026

TITLE OF ITEM: Assessment Review - 2020 Pine Street

AGENDA: Main

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE

The property at 2020 Pine Street had a significant amount of junk and debris and was issued a warning letter and three citations. City Council directed staff to abate the property. However, staff later learned that the property owner was deceased. Staff worked with the City Attorney to follow the proper legal notice procedures, which added time to the abatement process. While staff was working with the City Attorney, Steven and Shane Gall purchased the property through a sheriff's sale on 7/28/26 and later cleaned the property on 7/31/26.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS

Steven and Shane Gall have requested that a special assessment of (\$675 + interest) be forgiven as they removed the junk and debris and were not the cause of the violations. A letter from the property owners is attached to the agenda request for City Council review. If City Council considers forgiveness of the assessment, staff recommends that only \$500 should be forgiven/ reimbursed to cover legal notices and staff time.

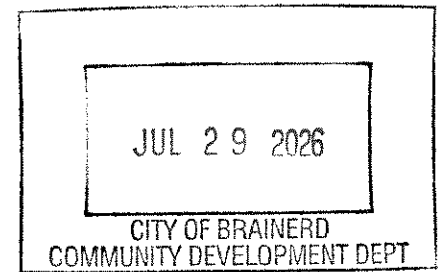
RECOMMENDED ACTION/MOTION

Motion to forgive/ reimburse \$500 in nuisance assessments for 2020 Pine Street for the current property owners.

FINANCIAL IMPACT

\$500

Lincoln Estates LLC
Steven Gall and Shane Gall
631 Park Ave SE
Pierz, MN 56364
(218)-251-2145



07-29-2026

City of Brainerd
Department of Code Enforcement Office
501 Laurel Street
Brainerd, MN 56401

Re: Request to Waive Prior Fines for 2020 Pine Street Brainerd, Mn 56401

To Whom It May Concern:

I am writing to request that the City of Brainerd waive or remove the fines associated with trash and debris at 2020 Pine Street Brainerd, MN 56401.

We purchased this property through a sheriff's sale on 07-28-2026. The violations and related fines were incurred by the prior owner before we acquired the property. We did not own or control the property when the violations occurred and were not responsible for the conditions that resulted in the fines.

Since acquiring the property, we have taken responsibility for addressing the condition of the yard. We acknowledge that the property has a lot of junk and debris in front of and around the yard. We own a dump trailer and we will be removing all debris in and around the yard starting on 07-29-2026 and completing the cleanup no later than 07-30-2026. Our goal is to bring the property into full compliance with all city requirements and maintain it properly going forward. Our intentions with the property will be to register it with the city and obtain a rental license to rent the property to a long-term tenant.

Because the fines arose from the prior owner's actions and predate our ownership, we respectfully request that the City:

1. Waive or cancel all fines, penalties, and administrative charges related to these prior violations;
2. Confirm the current amount claimed, including an itemized statement of all charges and the dates they were assessed;
3. Confirm whether any charges have been certified as a special assessment, lien, or charge against the property; and
4. Provide written confirmation once the fines have been waived or otherwise resolved.

We are prepared to provide a copy of the sheriff's certificate of sale, deed, photographs of the cleanup, receipts, or any other documentation needed to support this request. If a complete

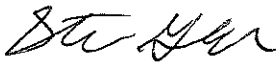
waiver is not available, we ask the City to consider reducing the charges or entering into a reasonable resolution based on our prompt efforts to correct a condition caused by the former owner.

Thank you for your consideration.

Sincerely,



07-29-26



07-29-26

Shane Gall and Steven Gall
Lincoln Estates LLC
2020 Pine Street Brainerd, MN 56401

2020 Pine Street Cleanup Pictures & Fees



Date	Enforcement #	Amount	Reason
4/23/2026	EN26-0117	\$ -	Outdoor Storage Violation Letter
5/4/2026	EN26-0117	\$ 100.00	Outdoor Storage 1st Citation
5/14/2026	EN26-0117	\$ 200.00	Outdoor Storage 2nd Citation
5/26/2026	EN26-0117	\$ 300.00	Outdoor Storage 3rd Citation
	Adm. Fee \$25 per	\$ 75.00	
	Total	\$ 675.00	

April 23, 2026

WOLF, MICHAEL RAYMOND
2020 PINE ST
BRainerd, MN 56401-5040

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: 2020 PINE ST
Real Estate Code: 41300875

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.

Action should be taken on or before 05/03/2026

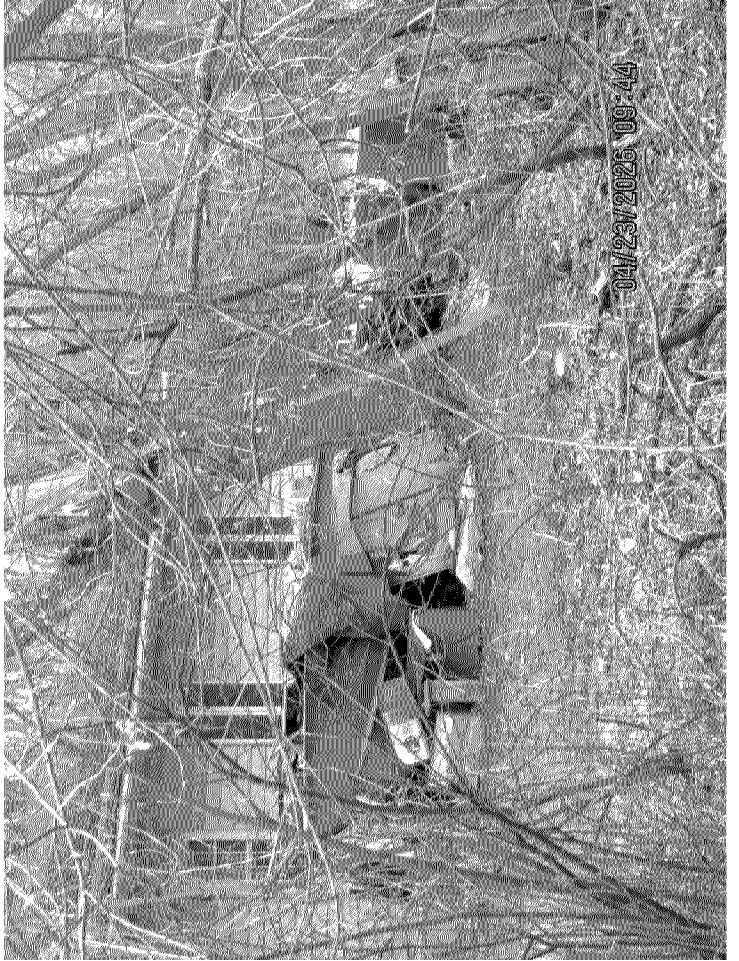
Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in citation(s) according to the following schedule:

1st Citation - \$100.00 | 2nd Citation - \$200.00 | 3rd Citation - \$300.00

After the issuance of three (3) citations, the offense shall be brought before the Safety & Public Works Committee for determination of further action to correct the violation. Such actions may include but are not limited to abatement, issuance of further administrative citations in an amount determined by the Committee, or legal action. The determination of the Safety & Public Works Committee shall then be referred as a recommendation to the City Council for final approval.

If you are unable to make the corrections by the date above or believe this violation is in error, please call this office to discuss or make other arrangements. Office hours are 7:30 to 4:30, Monday through Friday. **Feel free to contact Housing Inspector Jason Stockinger at 218/454-3416 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD





This citation charges you with one or more violations of the
Property Maintenance Code, Ordinance No. 1338

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN26-0117

Date of Violation: 05/04/2026

Parcel ID: 41300875

Violator(s): WOLF, MICHAEL RAYMOND
2020 PINE ST
BRAINERD, MN 56401-5040

Location/Address of Violation: **2020 PINE ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-3-28	Outdoor Storage	\$100.00

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: \$100.00

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: 05/14/2026

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.

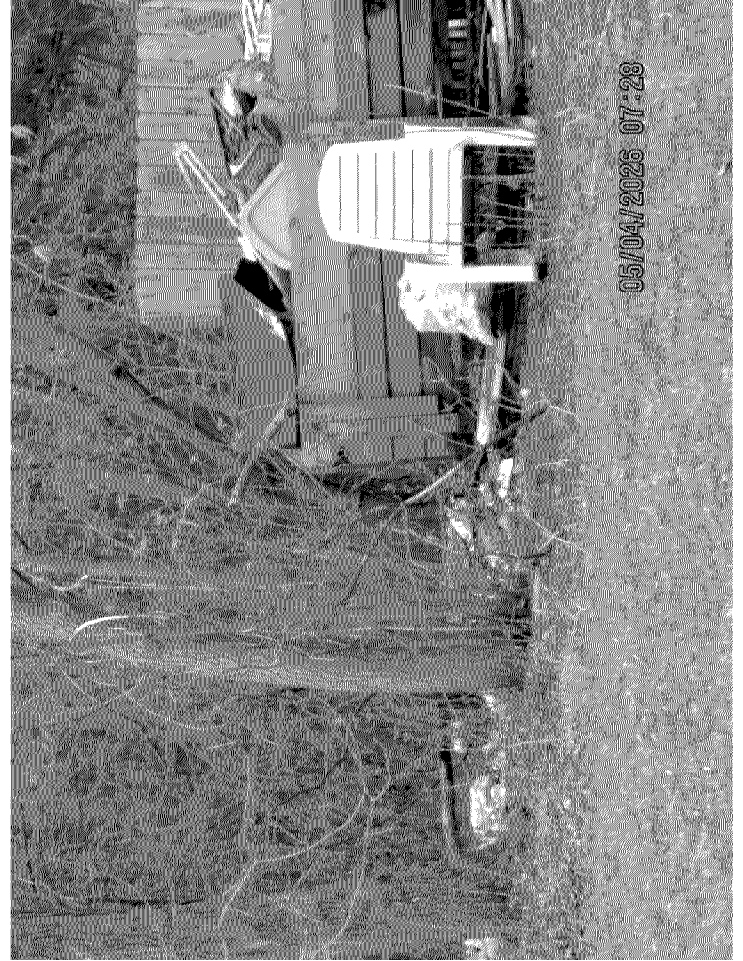
When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. 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: 05/04/2026

Representative's Signature: 

(served via first class mail)





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

EN26-0117

Date of Violation: 05/14/2026

Parcel ID: 41300875

Violator(s): WOLF, MICHAEL RAYMOND
2020 PINE ST
BRAINERD, MN 56401-5040

Location/Address of Violation: **2020 PINE ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-3-28	Outdoor Storage	\$200.00

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: \$200.00

Payment Due By: 30 Days from Date of Violation

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City of Brainerd, submitted to the Department of Building Safety, City Hall - 501 Laurel Street; Brainerd, MN 56401.**

Re-inspection Date: 05/24/2026

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: 05/14/2026

Representative's Signature: 

(served via first class mail)





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

EN26-0117

Date of Violation: 05/26/2026

Parcel ID: 41300875

Violator(s): WOLF, MICHAEL RAYMOND
2020 PINE ST
BRAINERD, MN 56401-5040

Location/Address of Violation: **2020 PINE ST**

VIOLATION

Section	Subdivision, Chapter 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: 06/05/2026

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: 05/26/2026

Representative's Signature: 

(served via first class mail)



From: [James Kramvik](#)
Cc: [Toni Gage](#); [Nick Broyles](#); [Connie Hillman](#); [Darrin Deseth](#); [Stephanie Bestul](#)
Subject: 113 Washington Street NE
Date: Tuesday, August 4, 2026 3:26:16 PM

Hi All,

I have bcc'd City Council to this email. I received an e-mail back from the County regarding the demolition of 113 Washington Street NE. The following was indicated in the e-mail from the County:

"We completed an assessment of the building with Hy-Tec Construction and found that the roof is leaking into 113 Washington into the adjacent buildings and is dilapidated. We also looked to see if the facade of the building could be saved but unfortunately it is made of wood overlayed with a fake brick and much of that wood is also very decayed and starting to buckle and fall into the street."

"It is my recommendation that the entire building is removed to protect public safety."

Based on communication with the County it seems appropriate to demo the building. City Council could provide additional direction to staff at the next City Council meeting.



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@brainerdmn.gov
www.brainerdmn.gov

July 2026 – ci.brainerd.mn.us is changing to brainerdmn.gov