CITY OF NISSWA
AGENDA – REGULAR COUNCIL MEETING
TUESDAY, FEBRUARY 17, 2025
6:00 P.M. – NISSWA CITY HALL

The Council Meeting will also be accessible via YouTube Live on the City of Nisswa's channel at City of Nisswa, MN

A. Call to Order
1. Pledge of Allegiance

B. Approve Agenda – (Council Motion)

C. Consent Calendar (NOTICE TO PUBLIC) – All matters listed are considered routine by the Council and will all be enacted by one 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. (Council Motion)
1. Fire Department Report – January 2026
2. Parks and Recreation Report – February 2026
3. Pickle Report – January 2026
4. Police Report – February 2026
5. Public Works Department Report – February 2026
6. Planning & Zoning Report – February 2026
7. Spirits Report – December Final 2025
8. Spirits Report – January Draft 2026
9. City Council Regular Meeting Minutes, August 19, 2025
10. City Council Workshop EDA Meeting Minutes, January 20, 2026
11. City Council Organizational Meeting Minutes, January 20, 2026
12. City Council Regular Meeting Minutes, January 20, 2026
13. Personnel Updates – February 2026
14. Presentation of Claims – Check register #156049 - 156504; totaling $188,679.60
15. Parks Donation Resolution – Community Giving
16. Big Axe Brewing LG220 Gambling Permit
17. Student Angler Tournament Trail/Timberwood Church LG220 Gambling Permit

D. OPEN FORUM
1. Public Comment

E. REPORTS
1. City Attorney
2. City Engineer

F. PUBLIC HEARING
1. 2026 Street Reconstruction Plan & Bond Resolution (Council Action)

G. OLD BUSINESS
1. PW – Street Lights to Hills Crossing (Council Action)
2. EDA/EDC Discussion (Council Action)
3. Spirits Lease with Schaefer's (Council Action)

4. Version Cell Tower Appeal (Council Action)

H. NEW BUSINESS

1. Spirits – Request for Council Pay Raise (Council Action)
2. Spirits/Pickle – Consultant Services (Council Action)
3. PW – ISD 181 / Lakers Lane Joint Project Preliminary Design Services (Council Action)
4. PW – 5-year Street Reconstruction Plan 2026 – 2030 (Council Action)
5. PW – Accept Resignation Pete Cary (Council Action)
6. PW – Advertise for Maintenance Tech Position (Council Action)
7. Roy Access concerns – Laura Beeth (Council Information)
8. Collaboration Services with the League of MN Cities (Council Action)
9. Council Liaisons (Council Action)
10. 2027 Road Reconstruction Update (Council Information)
11. 2027 Community Funding Federal Grant Consideration (Council Action)
12. RFP for Labor Attorney (Council Action)
13. Dan Boberg Concept Plan Presentation (Council Information Discussion)
14. Recommendation to move to Closed Session pursuant to MN Statute 13D.03 for Union Negotiations (Council Discussion Action)

I. COUNCIL/LIAISON REPORTS

1. Mayor
2. Council Members

J. ANNOUNCEMENTS & UPCOMING MEETING DATES

1.	February 25, 2026	Public Works Committee Meeting 5:00PM
2.	March 3, 2026	Planning Commission Meeting 5:00PM
3.	March 5, 2026	Park Commission Meeting 5:00PM
4.	March 17, 2026	Regular City Council Meeting 6:00PM
5.	March 25, 2026	Public Works Committee Meeting 5:00PM

K. ADJOURN

Nisswa Fire Department Report

January 2026

Training for this month included CPR and AED training. This training is performed once every 2 years to upkeep our CPR certifications which is a required training to have as a first responder. During this training, firefighters and first responders experience hands on and classroom learning on how to effectively perform CPR and utilize an AED. This training also reviews choking and the Heimlich technique for adults, children and infants.

Our department also trained on SCBAs (self-contained breathing apparatus). This is also known as our air packs we use when going into a hazardous environment/structure fire. Firefighters worked together utilizing communication during a lost and found drill where SBCAs were hidden and needed to be assembled in the dark. This encouraged firefighters to be familiar with their SCBAs and equipment within stressful/limited environments.

Events for this month included medical staffing for the Ice Fishing Extravaganza. Firefighters worked together with the Brainerd Fire Department and other medical services during this event on Gull Lake.

New NERIS reporting is in full swing for our department.

Call Breakdown:

Medical Calls	30
Structure Fire Calls/Vehicle Fire	2
Gas Leak/Odor	1
Motor Vehicle Accidents	3
Carbon Monoxide/Smoke Detector	3
Rescue/Special Event	0
Cancelled en route	1
Total:	**40 total**

Chief Bailey 218-851-2825

Parks & Recreation

February 2026

A. Department Report

1. Maintenance and Community Center
    a. Community Center updates and repairs are scheduled for March 31 – April 22, the building will be closed during this time
    b. Zamboni has been running better after some repairs and the garage heater needed to be fixed as well
2. Recreation
    a. Basketball ended February 11 and the warming house will be open through the end of month, weather permitting
    b. Annual sponsorship letters are due to go out at the end of February
3. Parks
    a. Gull Lake Trail/Nisswa Lake Park: Council approved the plans for the additions at Nisswa Lake Park at the January Council meeting. Staff/Widseth are soliciting quotes to complete the work and will look for City Council approval in March.
    b. Nisswa City Park: Work continues on getting the playground design and supporting materials complete to apply for the DNR Outdoor Recreation grant in March.

B. Old Business

1. Playground Design Open House
    a. An open house was held on Tuesday February 10, 2026 at the Nisswa Community Center. We invite the community to stop by Nisswa City Hall during business hours, to review and provide feedback on the Nisswa City Park playground design through the end of February.

C. New Business

Respectfully,
Amber Moon Peterson

City Council Report - Pickle Factory
January 2026

2024 - % of Sales per Month

January	5.8%	July	13.7%
February	5.6%	August	12.0%
March	6.8%	September	9.2%
April	6.0%	October	7.0%
May	9.2%	November	6.8%
June	9.3%	December	8.7%

January Sales Comparison

	2025	2026	+/-	%	2026 Budget	% of Budget	Goal %
Sales	$94,287	$107,844	$13,557	14.38%	$1,765,050	6.1%	5.8%

January Expenses Comparison

	2025	2026	+/-	%	2025 Budget	% of Budget	Goal %
Merchandise for Resale	$33,775	$18,777	-$14,998	-44.4%	$600,000	3.1%	5.8%
Payroll	$41,963	$46,268	$4,306	10.3%	$355,348	13.0%	5.8%
Other Expenditures	$137,528	$16,874	-$120,654	-87.7%	$634,352	2.7%	5.8%
Total Expenditures	$213,265	$81,919	-$131,346	-61.6%	$1,589,700	5.2%	5.8%

Profit/Loss	-$118,979	$25,925

Keep in mind that this is a snapshot of the year and if you have any questions, please feel free to give me a call.

Last Month Review:

This last month was quite a bit higher than last year with a great profit for the city. Snowmobile traffic is still slow but the fishing contest was a great weekend!

Upcoming Events:

Frozen Four on Gull Lake will be the end of this month. It brings a lot of people to the Brainerd Lakes Area.

News & Notes:

I have received a bid for the walk-in cooler and I will share this with the liquor committee.

Equipment & Repairs:

The walk-in cooler freon has been re-charged.

Terry Wallin, Pickle Mgr.

C4

Nisswa Police Department
Council Report
February 2026

Prepared by Chief Todd Szymanski

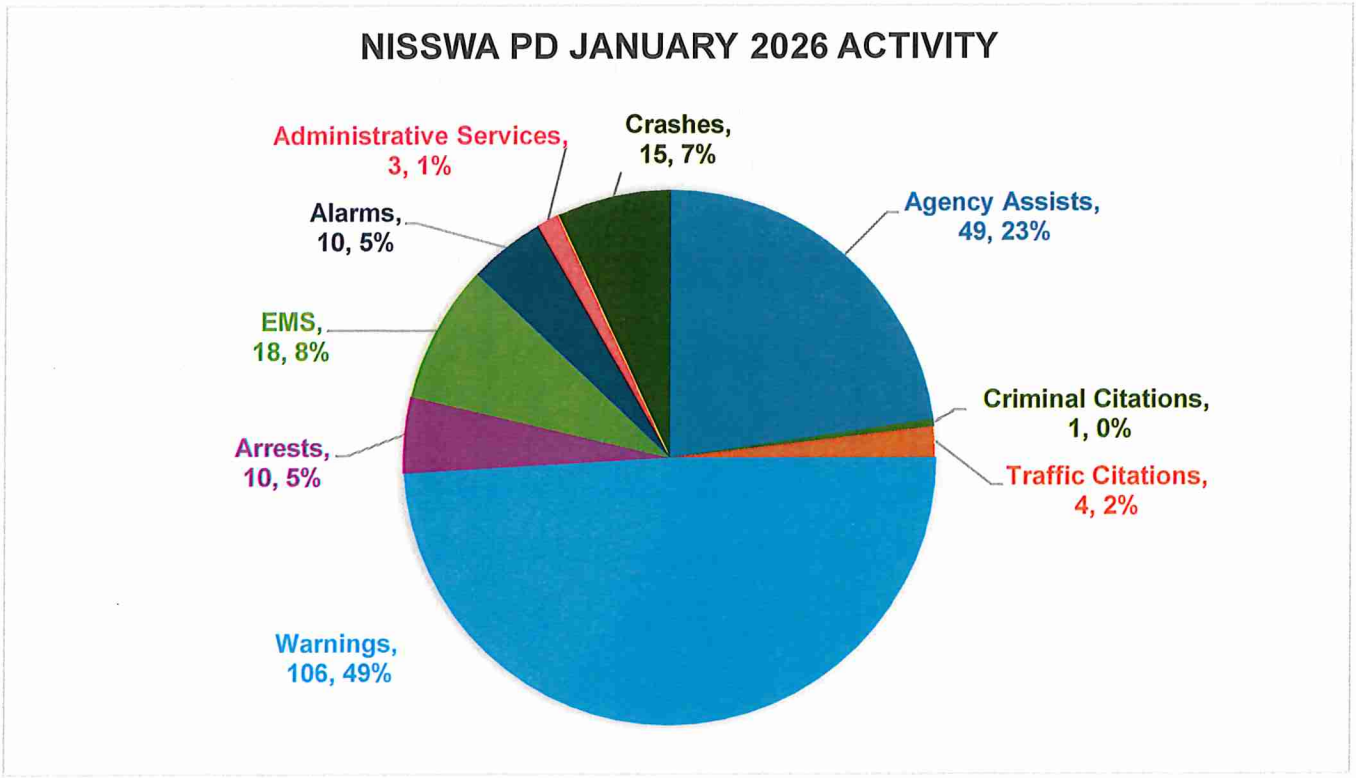
Departmental Update

Officer Borgerding has completed the field training program and is now working on the road.

Calls for Service

For January 2026, the NPD documented the following activities:

- **Total Incidents Reported:** **216**
  - Agency Assists: 49
  - Criminal Citations: 1
  - Traffic Citations: 4
  - Warnings: 106
  - Arrests: 10
  - EMS: 18
  - Alarms: 10
  - Administrative Services: 3
  - Crashes: 15



How Calls Were Received

Email	0
In Person	1
Mail	1
Other	0
Phone	15
Radio	95
Visual	113

Notable Activity

01/01/2026 – An adult female was arrested for multiple felony warrants, 5th degree drug possession, placing an emergency call and reporting a fictitious emergency, and falsely reporting a crime. An adult male was also arrested for 4th degree controlled substance DWI.

01/02/2026 – A traffic stop resulted in the arrest of an adult male for 4th degree DWI.

01/06/2026 – A traffic stop resulted in the arrest of an adult male for 3rd degree DWI.

01/08/2026 – A traffic stop resulted in the arrest of an adult male for driving under the influence of a controlled substance, 3rd degree driving while impaired refusal, driver's license restriction violation, driving after revocation, and uninsured vehicle-owner violation.

01/10/2026 – A traffic stop resulted in the arrest of an adult female for 2nd degree DWI.

01/22/2026 – Officers responded to a report of a physical domestic which resulted in the arrest of an adult male for felony domestic assault, misdemeanor domestic assault, and for disorderly conduct.

01/29/2026 – A traffic stop resulted in the arrest of an adult male for 3rd degree controlled substance DWI and driving after cancellation – inimical to public safety.

01/30/2026 – A traffic stop resulted in the arrest of an adult male for misdemeanor driving after revocation and misdemeanor uninsured vehicle.

01/31/2026 – A traffic stop resulted in the arrest of an adult female for 4th degree DWI.

Public Works
Council Report
February 3rd, 2026

Recommendation and Action Items

(All these items have supporting documents in the Council Packet.)

1) **2026 Road Bond Hearing.** There will be a public hearing for issuance of the 2026 Road Bond at the February 17th Council Meeting.
2) **Approve the 5-Year Street Reconstruction Plan.** A copy of the updated 5-year Street Reconstruction Plan is included in your packet.
3) **Approve Preliminary Engineering Proposal for ISD 181.** This is the first phase of a three phase Safe Routes to School project.
4) **Accept the Resignation of Peter Cary, Maintenance Tech.** Pete has turned in a written resignation effective March 20, 2026. Pete has been a fantastic employee and co-worker. He will be missed.
5) **Approve Advertising for Maintenance Tech Replacement.** This is to fill the position vacated by Peter Cary.

Current Projects Status

1) **Grand View Road Project.** No update this month.
2) **2026 Road Bond.**
   a. The Public Works Committee hosted a public information meeting on December 3rd to introduce the full plan set for the 2026 Road Bond developed by Widseth. The project was well received. We had about six people attend the meeting in person. Maps for the project are posted in the Council Chambers for review. Please direct any comments or questions to Dave Reese or me concerning the project.
   b. **2026 Road Bond Timeline Update**
      i. **Jan 20th, Approve the 5-year Street Reconstruction Plan.**
      ii. **Feb 17th, 2026 Street Bond Hearing.**
      iii. **Feb 26th, 2026 Open Bids.**
      iv. **Mar 24th, 2026 Award Contract. Approve Construction Observation Proposal.**
      v. **May 4th, 2026 Begin Construction.**
      vi. **Substantial Completion, October 15, 2026.**
      vii. **November 30th, 2026, Complete Construction.**
   c. Widseth has also updated the project cost estimate to **$4,527,000**.
      i. Sumac Trail $136,000
      ii. Lendee Drive $251,000
      iii. Hole In the Day Drive $392,000
      iv. Old Govt Trail $166,000
      v. Polks Road $150,000

vi. East Roy Lake Road $566,000
vii. Wooddale Road $382,000
viii. Kander Court $160,000
ix. Roy Lane $472,000
x. Edna Lane $628,000
xi. Edna Lake Road $1,107,000
xii. Parkway Drive $117,000

d. On October 8th the Council contracted with Johanneck Appraisals to deliver the value of the ROW to be obtained. The city attorney will work to obtain the necessary right of way following the appraisal work.

3) **2026 Lakers Lane Safe Routes to School.** Staff met with representatives from Brainerd Schools on December 12th to follow up on a November 10th meeting about updating sidewalks and crosswalks. We are working on a phased, joint project between the school and the city. Widseth will work with the school under their Master Contract with ISD 181 on the 2026 phase of the project, and the City's portion of the improvements will be incorporated with the school's plans. We will need a cost sharing agreement for this work for the city to reimburse the school district for professional costs of planning, design, and construction administration. Basically, the school will cover the cost of the sidewalk repairs, the city will cover the cost of the street drainage and street pavement replacement costs. Generally, such cost split agreements are based on pro-rating costs between the two parties based on the amount of the respective construction costs that each ultimately have in the project. I will work on a draft of this agreement and get it Tom Pearson and Dave Reese for review and finally Council approval in February.
4) **Lift Station #1 Rebuild.** No update this month.
5) **Lift Station #12 Build.** No update this month.
6) **2027 Road Bond.** The Council approved Widseth to do survey work inside Grand View for the project in October. Widseth will be using the information to put together 30% plans and work on the scope of the 2027 Road Bond. We will be getting a proposal for 30% plans and specs for the Grand View roads from Widseth at the January 2026 Council meeting it will also include work to get 100% plans and specs for Upper Roy Lake Road, Park Ave, Alley East of Main Street, Fire Station Parking Lot, Community Center Parking Lot, City Hall Parking Lot.
    a. **2027 Road Bond Timeline Update**
        i. Feb-April 2026 30% Design GVL Area.
        ii. May 2026 Informational meeting.
        iii. June 2026 City Council Approval of Final Design. Agreement for the GVL Area.
        iv. July-Sept 2026. 100% Design.
        v. October 2026 Easement Sketch/Descriptions.
        vi. February 2027 Bidding.
        vii. March 2027 Construction Contract Award.
        viii. June 1, 2027 Construction Tree Clearing Completed by.
        ix. Sept 30, 2027 Construction Completed
7) **Backage Roads.** No update this month.
8) **City Water System.** No update this month.
9) **MNDOT 371 2030.** No update this month.

Operations Reports

Maintenance, Corey Larson, Public Works Supervisor

1. We finished the traffic warning lights on the new F250 truck.
2. We salt sanded and scraped roads 6 times in the month of January.
3. We only plowed snow one time in January.
4. Christmas lights were taken down and put back in storage for next year.
5. We lit the brush pile on fire and burned the residents brush and wood.
6. We had 46 garbage bags used in January.
7. We had only 1 full burial that was thawed out, dug and filled last month.
8. We put new cutting edges on the F450 plow trucks.
9. For the Jaycees Fishing Extravaganza, we set up 3 barricades for Northome Ln. and scraped and salt sanded Hole in the Day and Gull Lake Drive.

Sewer, Mike Deck, Sewer Department Supervisor

1. I completed all testing and reporting as required by the MPCA per our wastewater permit.
2. I have authorized the repair for Lift Station #7 pumps, install scheduled Feb 2.
3. I had 2.83 million gallons of inflow to the treatment plant for the month of January, 2.83 million gallons for the year to date.
4. I have installed new batteries for our Omni-site cellular monitoring devices; this is an annual replacement.
5. I received and completed 5 underground utility requests through gopher state one call.
6. I have ordered a replacement pump for lift station 3, install scheduled Feb 2.
7. I had 0 emergency pump replacement on step stations in the month of January. However, I am continuing to battle Lift Station 1 with pump runtime issues.
8. I had 0 SSTS inspection and 0 city sewer connections for the month of January.
9. I am continuing to work with plumber to get water meter installed at the new laundromat on Church Street.
10. I obtained quotes and facilitated the replacement of the boilers at the maintenance garage.
11. I completed my annual spray irrigation report for the MPCA.
12. I completed my annual SSTS report for the MPCA.

FYI

1) The next **Public Works Committee meeting** is planned for February 25th at 5 pm.
2) I will be on vacation on Feb 18-22nd and Feb 26-Mar 1st.
3) **MN Power Transmission Line Notice.** Copies of the Notice and Map are included in your packet.
4) **Plow Truck Repair Insurance Claim.** The claim was approved for the repair of the Mack plow truck that was damaged on November 26, 2025. The belly blade was ripped off the truck when it struck a curb or manhole on Laker's Lane. The blade coming off damaged the fuel system of the truck. The truck was repaired by Ziegler

Cat and the belly blade was repaired by Falls Machine Inc. The total claim was for $11,623.20.

Thank you,

Thomas Blomer
Public Works Director
City of Nisswa

GREAT RIVER ENERGY.
12300 Elm Creed Blvd
Maple Grove, MN 55369

minnesota power
AN ALLETE COMPANY
30 W Superior St
Duluth, MN 55802

OTTER TAIL POWER COMPANY
215 S Cascade St
Fergus Falls, MN 56537

January 5, 2026

NOTICE OF PROPOSED TRANSMISSION LINE PROJECT

Re: ***In the Matter of Application for a Certificate of Need for the Maple River – Cuyuna 345 kV Transmission Project***
Docket No. E015,ET2,E017/CN-25-109

PLEASE TAKE NOTICE that Minnesota Power, Great River Energy, and Otter Tail Power Company (the "Applicants") are applying to the Minnesota Public Utilities Commission (also "Commission") for a Certificate of Need for the Maple River – Cuyuna 345 kV Transmission Project ("Project").

Project Description

The Project consists of construction of a new 345 kV single-circuit transmission line, on double-circuit capable structures, connecting Minnesota Power's Cuyuna Substation in Crow Wing County to Otter Tail Power Company's Maple River Substation in Cass County, North Dakota. A map of the Project is provided as **Attachment A**.

Project Need

The Project was studied, reviewed, and approved by the Midcontinent Independent System Operator, Inc. ("MISO") as part of its Long-Range Transmission Planning ("LRTP") Tranche 2.1 portfolio of projects included in MISO's 2024 Transmission Expansion Plan ("MTEP24"). The LRTP Tranche 2.1 portfolio is made up of 24 projects, including Project Number 20, the Maple River – Cuyuna 345 kV Transmission Project. The Project, as part of the LRTP Tranche 2.1 portfolio, is needed to support the reliability of the regional transmission system, particularly in northwestern and central Minnesota and eastern North Dakota; provide additional transmission capacity and regional transfer capability to reliably integrate new renewable generation; meet growing electrical demand, enhance resiliency during extreme weather events, and enable cost-effective regional energy transfers supporting economical grid operations.

Regulatory Review Process

Before the Applicants can construct the Project, the Minnesota Public Utilities Commission ("Commission") must determine whether the Project is needed (Certificate of Need) and if so, will determine the route along which the Project will be built (Route Permit).

The Certificate of Need process is governed by Minnesota Law, including Minnesota Statutes section 216B.243, and Minnesota Rules Chapter 7849, specifically Rules parts 7849.0010 to 7849.0400 and 7849.1000 to 7849.2100. A copy of the Certificate of Need application, once submitted, can be obtained by visiting the Commission's website at www.mn.gov/puc/ in Docket No. E015,ET2,E017/CN-25-109.

In addition to certifying the need for the Project, the Commission must also grant a Route Permit for the Project before it may be constructed. The routing of the Project is also governed by Minnesota Law, including Minnesota Statutes Chapter 216I. A copy of the Route Permit application, once submitted, can be obtained by visiting the Commission's website in Docket No. E015,ET2,E017/TL-25-110. The Applicants will be submitting an application for Route Permit with a proposed route for the new 345 kV transmission line. Other routes can be proposed to be evaluated during the Route Permit proceeding. Routes that have been shown at public meetings are preliminary and subject to change.

The Commission will not make its determinations on the Certificate of Need or Route Permit until it has completed a thorough review process that encourages public involvement and analyzes the impacts of the Project and various route alternatives. The Commission will complete an Environmental Report ("ER") for the Certificate of Need and an Environmental Impact Statement ("EIS") or an Environmental Assessment ("EA") for the Route Permit.[1] However, should the Commission choose to use a joint proceeding for the Certificate of Need and Route Permit, any ER requirements will be incorporated into the EIS or EA and the EIS or ER will be the sole environmental review document prepared for the Project.

The Commission will review all of the data from the public process and will decide if the Project is needed and if it is needed, which route should be approved. Selection of a final route by the Commission will be based on an evaluation of the routes guided by the actors identified in Minnesota Statues section 216I, subd. 11, and stakeholder input received during the regulatory process.

The table below provides a high-level summary of the major steps in the regulatory process.

Summary of Certificate of Need Regulatory Schedule

Action	Approximate Date
Pre-application study and public meeting and stakeholder outreach	2nd and 4th Quarters 2025
Certificate of Need Application submitted to Commission	February 2026
Public Information and Scoping Meetings (public meeting and comment)	2nd Quarter 2026
ER Issued[2]	3rd Quarter 2026
Public Hearings (public meeting and comment period)	4th Quarter 2026
Commission Decision	1st Quarter 2027

[1] Whether an EIS or an EA will be prepared for the Route Permit process will depend on the route proposed for the Project.

[2] If the Certificate of Need and Route Permit applications are processed jointly by the Commission, an EIS or EA will be prepared as the environmental document for the Project.

Right-of-Way for the Project

Before beginning construction, the Applicants will acquire property rights for the right-of-way, typically through an easement that will be negotiated with the landowner for each parcel. The Applicants anticipate acquiring easements with a minimum right-of-way of approximately 150-feet wide for the 345 kV transmission line. Where these transmission lines parallel existing lines, less new right-of-way may be required because the new transmission line may share a portion of the existing right-of-way.

Proposed Structures for the Project

The specific type and size of structures to be used will depend on the route identified in this process along with land use/land cover, topography, water/wetlands and soil types. The current structure design is anticipated to be 120- to 180-foot-high single pole weathering steel structures with arms on both sides of the structure. For this type of structure, the Applicants anticipate having five to eight structures for each mile of the line.

Additional Information and Mailing Lists

To subscribe to the Project's Certificate of Need docket and to receive email notifications when information is filed in that docket, please visit www.mn.gov/puc/ and click on "eDockets," then click on "Go to eDockets," and then click on "Sign In" in the top right corner. Then, click on "Subscriptions" and "Create a Subscription." In the "Docket #" box, type 25-109 and click "Create." These same steps can be followed to subscribe to the Project's Route Permit Docket No. E015,ET2,E017/TL-25-110.

If you would like to have your name added to the Certificate of Need proceeding mailing list (Docket No. E015,ET2,E017/CN-25-109), you may register by contacting Robin Benson at Minnesota Public Utilities Commission, 121 7th Place E., Suite 350, St. Paul, MN 55101-2147, Fax: 651-297-7073 or robin.benson@state.mn.us. Please be sure to note: 1) how you would like to receive notices (regular mail or email) and 2) your complete mailing or email address.

A separate mailing list is maintained for the Route Permit proceeding (E015,ET2,E017/TL-25-110). To be placed on the Project Route Permit mailing list, you may register by contacting the public advisor in the consumer affairs office at the Commission at consumer.puc@state.mn.us, or (651) 296-0406 or 1-800-657-3782. Please be sure to note: 1) how you would like to receive notices (regular mail or email) and 2) your complete mailing or email address.

If you have any questions about the state regulatory process, you may contact the Minnesota state regulatory staff listed below:

Minnesota Public Utilities Commission
Energy Infrastructure Permitting Staff
Jacques Harvieux
121 7th Place East, Suite 350
St. Paul, Minnesota 55101
651-201-2233
1-800-657-3782
Jacques.harvieux@state.mn.us
Website: www.mn.gov/puc/

Please visit the Project website at: mrctransmissionproject.com for more information.

Project phone and e-mail addresses are:

- 1-888-419-5670
- connect@mrctransmissionproject.com

Transmission Planning Process in Minnesota

Minnesota Statutes § 216B.2425, subd. 2 requires that each electric transmission-owning utility in the state file a biennial transmission planning report with the Commission in the fall of each odd-numbered year. These reports provide information on the transmission planning process used by the utilities in the state of Minnesota and information about other transmission line projects. The 2025 Biennial Transmission Projects Report is available at: www.minnelectrans.com. The 2025 Biennial Transmission Projects Report was submitted on October 31, 2025.

Sincerely,

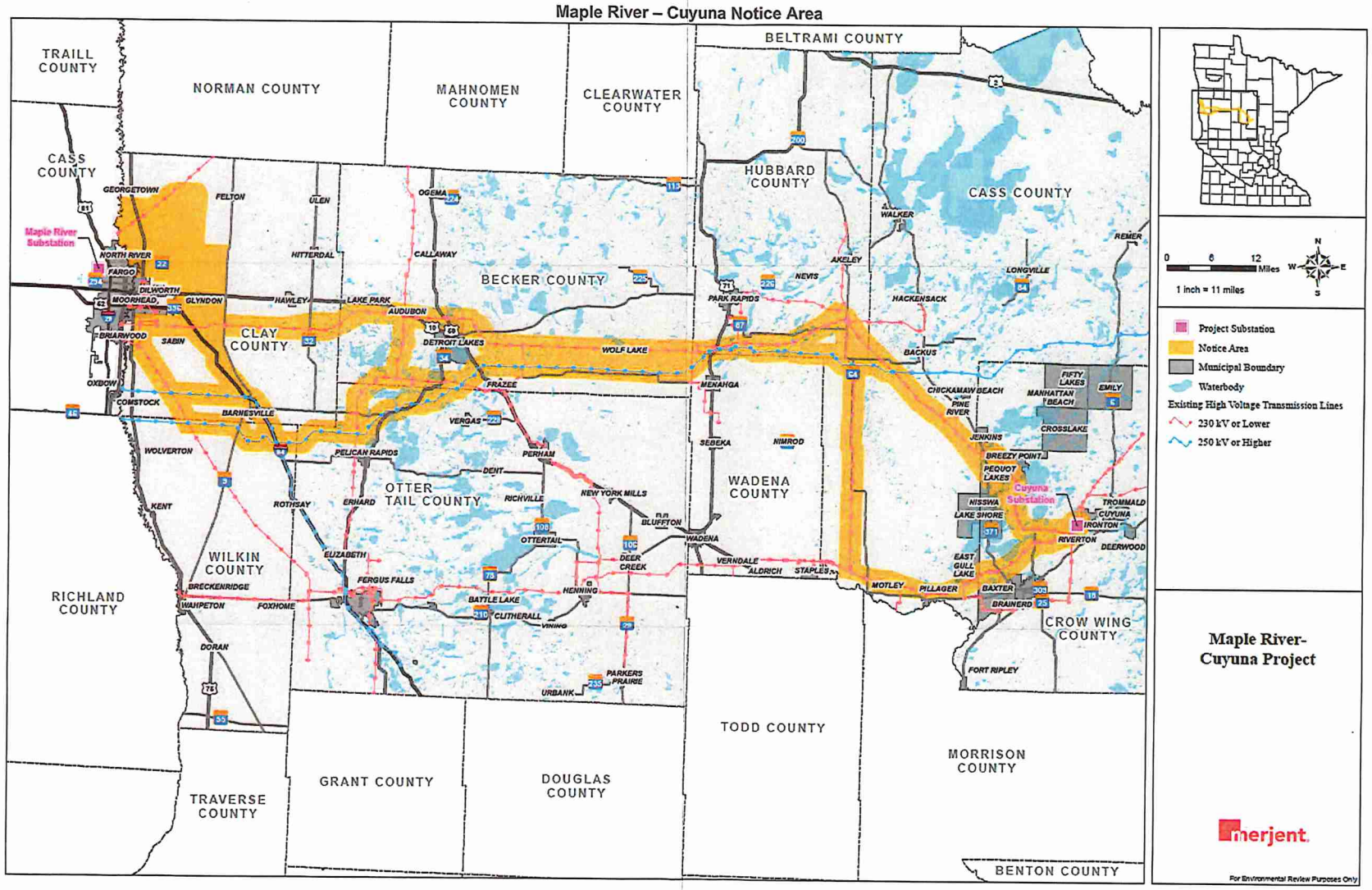
/s/ Drew Janke
Drew Janke
Minnesota Power
Senior Environmental Compliance Specialist

/s/ Owen Henriksen
Owen Henriksen
Great River Energy
Transmission Strategy Specialist

/s/ Craig Steingaard
Craig Steingaard
Otter Tail Power Company
Transmission Project Developer

Attachment A

Maple River – Cuyuna Notice Area



CITY OF NISSWA

City Planner Report
February 2026
Submitted by Steven Timblin, City Planner

Mayor and City Council,

The Planning Commission held a regular meeting on January 6th, 2026, at which there was the following:

1) Public Hearings **(5:00 PM)**
    a. **CONDITIONAL USE PERMIT APPLICATION 004-26** seeking a conditional use permit to operate a clinic within the Highway Business (HB) zoning district. Subject property located at: 23930 Smiley Road, Nisswa, MN 56468 (PID 28230559, 28230560 & 28230561). Owner/Applicant: Schaefer's of Nisswa & Danielle Paulson/Pope Design Group (CRMC) Approved
2) New Business
    a. None
3) Old Business
    a. None

Land Use Permits:

There have been 6 land use permits issued in 2026.

Respectfully,

Steven Timblin
City Planner

CITY OF NISSWA

2026 Planning Activity Report

Permits	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Single Family Dwelling Unit	18	15	10	17	34	54	38	22	21	24	1
Commercial Dwelling Unit	1	3	39	18	1	1	6	0	9	0	
New Commercial Building or Addition	2	5	8	3		2	2	4	3	8	
Septic System	23	19	22	19	27	29	22	27	21	21	
Sewer Hook Up				9	13	31	18	7	9	14	1
Additions, Accessory Structures, Decks, patios, etc)	37	36	32	37	35	44	55	30	36	31	3
911 Address Request Filing	12	16	45	11	45	30	25	13	10	20	
Fence permit	2	2	1	4	5	6	1	9	3	5	
Demolition Permit (Only)	4	2	4	0			6	3	3	3	
Shoreland Alteration Permit (Shoreland grading permits prior to 2023)	4	7	8	3	4		3	20	20	12	1
Chicken Coop								1	3	1	
Total*	**103**	**105**	**169**	**121**	**164**	**197**	**176**	**136**	**138**	**139**	**6**

**Totals reflected above may differ from number of land use permits issued due to multiple uses applied for on the same permit issuance*

Planning Applications	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Conditional Use Permit	8	16	8	19	4	6	12	8	5	12	1
Interim Use Permit	4	2	3	0	1	1	1	0	2	3	
Subdivision (PP & FP)	0	2	1	1	0	2	8	0	0	0	
Metes & Bounds Survey	3	3	7	2	5	1	2	2	3	5	
Variance	7	4	3	7	3	1	9	11	9	10	3
Zone Change	2	3	5	1	2	5	1	1	1	0	
Ordinance Amendments	10	11	7	7	5	4	1	6	4	2	
Lot Line Adjustment	0	0	2	3	1	0	5	2	6	3	
Total	**34**	**41**	**38**	**33**	**18**	**20**	**39**	**30**	**30**	**35**	**4**

Zoning Violations/Complaints	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Submitted	**6**	**4**	**10**	**16**	**16**	**20**	**6**	**7**	**3**	**7**	**2**
Resolved					**15**	**17**	**4**	**2**	**2**	**7**	**1**
Monitoring								**4**	**2**	**4**	**1**

Spirits of Nisswa - December 2025 Council Report

2024 - % of Sales per Month

January	3.9%	July	18.9%
February	4.3%	August	15.3%
March	4.5%	September	8.1%
April	4.7%	October	6.4%
May	9.5%	November	5.5%
June	12.2%	December	6.7%

	2024	2025	+/- from 2024	2025 Budget	% of Budget	Goal %
December Sales Comparison	$307,179	$280,661	-$26,518	$4,576,102	6.13%	6.7%

	2024	2025	+/- from 2024	2025 Budget	% of Budget	Goal %
YTD Sales Comparison	$4,569,783	$4,448,474	-$121,309	$4,576,102	97.21%	100.0%

	2024	2025	+/- from 2024	2025 Budget	% of Budget	Goal %
December Merchandise for Resale	$281,132	$316,384		$2,999,472	10.5%	6.7%
Payroll	$36,589	$38,096	$1,507	$549,128	6.9%	8.33%
Capital Outlay Expenditure Transfered in January	$44,000	$15,500				
City Transfer Expenditure in January	$245,000	$245,000				
December Expenditures	$365,174	$407,492	$42,318	$4,548,247	9.0%	6.7%
YTD Total Expenditures	$4,460,864	$4,410,952	-$49,912	$4,548,247	97.0%	100.0%

	2024	2025
Profit	-$57,994	-$126,830
YTD Profit	$108,918	$37,522

Thank you
Brian

Spirits of Nisswa - January 2026 Council Report

2025 - % of Sales per Month

January	3.9%	July	18.9%
February	4.3%	August	15.3%
March	4.5%	September	8.1%
April	4.7%	October	6.4%
May	9.5%	November	5.5%
June	12.2%	December	6.7%

	2025	2026	+/- from 2025	2026 Budget	% of Budget	Goal %
January Sales Comparison	$205,979	$216,075	$10,096	$4,645,585	4.65%	3.9%

	2025	2026	+/- from 2025	2026 Budget	% of Budget	Goal %
YTD Sales Comparison	$205,979	$216,075	$10,096	$4,645,585	4.65%	3.9%

	2025	2026	+/- from 2025	2026 Budget	% of Budget	Goal %
January Merchandise for Resale	$91,035	$77,396		$2,999,473	2.6%	3.9%
Payroll	$56,281	$57,553	$1,272	$590,209	9.8%	8.33%
Capital Outlay Expenditure Transfered in January	$15,500					
City Transfer Expenditure in January	$245,000					
January Expenditures	$452,124	$84,815	-$367,309	$4,634,361	1.8%	3.9%
YTD Total Expenditures	$452,124	$84,815	-$367,309	$4,634,361	1.8%	3.9%

	2025	2026
Profit	-$246,144	$84,815
YTD Profit	-$246,144	$84,815

Just wanted to let you know that what I'm sharing now are rough draft numbers for January.

I'll have accurate January number in the February report.

Thank you
Brian

CITY OF NISSWA
MINUTES – REGULAR COUNCIL MEETING
TUESDAY, AUGUST 19, 2025
7:00 P.M. – NISSWA CITY HALL

Members present: Jennifer Carnahan, Mark Froehle, Joe Hall, Bruce London, Jesse Zahn.
Other Members Present: Tom Pearson, City Attorney; Bill Westerberg, City Engineer
Members absent: none.
City staff present: Keith Hiller, Interim Administrator; Maggi Wentler, Finance Director; Tom Blomer, Public Works; Steven Timblin, Planning & Zoning; Todd Szymanski, Police Chief; Shawn Bailey, Fire Chief; Terry Wallin, Pickle Manager; Brian Farrell, Spirits Manager; Amber Moon Peterson, Parks & Rec.
Audience members: 29 members of the public were present.

A. Call to Order

The City of Nisswa Regular Council Meeting on Tuesday, August 19, 2025, was called to order at 7:05 PM by the Mayor. The Pledge of Allegiance was recited.

The Mayor noted that the 2026 budget workshop, which was part of the special council meeting at 5:00 PM, had been continued to the regular council meeting. She explained that best practice is to have items published on the agenda, especially for something as important as the first discussion around the budget. She proposed reconvening in a continuation meeting on Monday, August 25th at 5:00 PM to discuss the budget. The City Attorney clarified that it should be called a continuation rather than a special meeting to avoid notice requirements. Council members confirmed their availability for the proposed date and time.

B. Approve Agenda

The Mayor requested an addition to the agenda under New Business as item 12: "Authorize acceptance of sewer easement for Nisswa Auto."

Moved by Council member Hall, seconded by Council member Froehle to approve the amended agenda as presented and discussed. Motion carried unanimously.

C. Consent Calendar

Moved by Council member Hall, seconded by Council member Zahn to approve the consent calendar as presented. Motion carried unanimously.

The consent calendar included:

1. Fire Department Report – July 2025
2. Parks and Recreation Report – August 2025
3. Pickle Report – July 2025
4. Spirits Report – not submitted
5. Police Report – August 2025
6. Public Works Department Report – August 2025
7. Planning & Zoning Report – August 2025
8. Personnel Updates – August 2025
9. Presentation of Claims – Check register #155511-155744; totaling $1,156,200.01
10. City Council Regular Meeting Minutes from July 15, 2025

11. After-the-Fact Street Use Permit Application – Big Axe – August 15, 2025
12. Street Use Permit Application – Big Axe – August 31, 2025
13. Fire Department - Cuyuna Range Mutual Aid Agreement
14. LG220 Application – Ducks Unlimited, September 18, 2025
15. Special Event Permit Application – A&W – October 4, 2025
16. Donation Resolution – Fire & Police – Barbara Scrimgeour
17. Donation Resolution – Parks – Satterlund Family

D. OPEN FORUM

1. Public Comment

Andrew Mendez (6050 County Road 13) addressed the Council regarding the mental health crisis in the community. He cited Minnesota Department of Health statistics indicating that in 2022, one in four people suffered from a mental illness, with 4.5% of people being at high risk for suicide. He calculated that with Nisswa's population of 1,967, approximately 89 people would be at high risk for suicide. He noted there is a shortage of providers, with only one provider for every 13,519 patients, and 20% of mentally ill people are unable to access care. Mr. Mendez urged the Council to form a mental health task force or committee to address this ongoing issue.

E. REPORTS

1. City Attorney

The City Attorney reported on his work over the past month, which included various typical tasks and working through some zoning matters. He had nothing specific to report and offered to answer any questions. No questions were asked.

2. City Engineer

Bill, the City Engineer, reported on several projects:

- The Gull Lake Trail construction is approximately 65% complete, with a payment application on the agenda.
- Work is progressing on Nisswa Lake Park, with topographical surveys completed and layout of the park geometry underway, including determining the location for bathroom facilities.
- The 2025 street improvement project is in progress, working with the city attorney to complete easements for the 2026 plans and specifications. Survey crews have been working on Church Street, City Hall Street, and Nisswa Avenue, with topographical surveys expected to be completed by the end of the week.

Council member Zahn expressed concern about the timeline for the 2026 road bond information, asking when the easement information was due back to Public Works. Bill explained that most information had been submitted except for Upper Roy Lake Road, where they've been working to reduce construction limits to minimize the number of easements needed. He added that they are still in the early stages of the City Hall Street, Nisswa Avenue, and Church Street project, currently collecting topographical information. Council member Froehle emphasized the importance of receiving the information soon to establish the preliminary levy. Council member London requested a meeting between himself (as liaison to Public Works), Tom, and Bill to establish a clear path forward for all projects.

F. OLD BUSINESS

1. Roy's Landing Project – Recommendation from Planning Commission

City Planner Steven explained that the Planning Commission was tasked with reviewing an additional topographic divide proposal from the city engineer at WSB for the Roy's Landing plat. The topographic divide established in 2021 followed the 1236 contour using LiDAR technology. The applicant, Jethro Carpenter, had requested a redetermination based on a drainage assessment conducted by his authorized agents.

The Planning Commission had previously recommended denial of the request for a change in the topographic divide, which was tabled by the City Council. WSB then provided two pre-road construction and two post-road construction topographic divide determinations. Steven recommended that if the Council were to redetermine the divide, they should use one of the pre-road construction determinations rather than post-road construction divides that would consider man-made alterations to the landscape.

The City Attorney clarified that the Planning Commission had made a recommendation to deny the request to change the topographic divide. If the Council decided to deny the Planning Commission's recommendation and approve the change, the City Attorney requested that the agenda item be continued to the next meeting to develop findings in support of that decision.

Several citizens addressed the Council on this issue:

Jethro Carpenter, the applicant, stated that the original topographic divide was determined by someone who lacked expertise in the area. He indicated that when he agreed to have an independent party reassess the divide, he did so in good faith, believing the city would be fair in the process if the results were similar to his original assessment.

Paul (25221 Bass Lake Road) argued that the original topographic divide was not made in error as suggested by Mr. Carpenter. He stated that the applicant and his professionals were involved in the original determination, and the city planner had received DNR concurrence. He expressed concern that changing the determination years later to allow another lot would set a poor precedent and affect the outcome of plat decisions such as common access on Roy Lake.

Brad Burkeland (972 Bass Lake Road) emphasized that when Mr. Carpenter purchased the property, the topographic divide had already been established. He stated that Nisswa intended to create a long-term topographic divide, not one that would change with each new owner. He added that the DNR had physically walked the property and determined that Bass Lake Road was not a divide between the lakes.

Dave Anderson (920 Road) urged the Council to take the Planning Commission's recommendation seriously, noting that they had thoroughly understood the issue and voted against the change with sound reasoning.

Moved by Council member Hall, seconded by Council member Zahn to deny the Planning Commission's denial of changing the divide line and to approve the data provided by WSN that shows the topographical divide line preconstruction as the divide line. Motion carried with Council members Hall, Zahn, and Froehle voting in favor; Council member London voting against.

2. Discussion regarding Public Works Committee, Liquor Committee, Personnel Committee/Liaisons

The Mayor recommended that this discussion be held at the end of the strategic planning session on September 18th as part of the organizational assessment. The Council agreed to this approach without a formal motion.

G. NEW BUSINESS

1. Request for Council Action – 2025 Audit Quote & Recommendation – Schlenner-Wenner

Maggi recommended continuing with Schlenner-Wenner as the city's audit firm for the 2025 year-end audit. She noted that they have been excellent to work with, and due to numerous changes in the office, she preferred maintaining consistency moving forward.

Moved by Council member London, seconded by Council member Hall to accept the request for the 2025 audit quote recommendations for Schlenner-Wenner as presented. Motion carried unanimously.

2. Memo from Chief Szymanski - Body Worn Camera (BWC) Audit Results

Chief Szymanski presented the results of the body-worn camera audit, which is required every two years by an independent auditor. The only discrepancy noted was a subdivision of a statute that was omitted from a policy, which was corrected prior to the final report being submitted. Everything is now in compliance.

Moved by Council member London, seconded by Council member Hall to accept the memo regarding the body worn cameras and the audit results as presented. Motion carried unanimously.

3. Public Works Request for Council Action – Pickup Purchase

Tom presented a request to purchase a 2026 Ford F-250 pickup truck from Kimber Creek Ford in Pine River for $44,526, which is under the budgeted amount of $49,002.51. He obtained quotes from two dealers who administer state contracts (Midway Ford and Dodge of Burnsville), as well as local dealerships (Mills Ford, Tanner Motors, and Dondelinger). Kimber Creek Ford offered the lowest price. Tom noted that the 2012 F-450 would likely be sold, and the proceeds would offset the purchase price.

Moved by Council member Hall, seconded by Council member London to buy the truck as stated on the quote and also sell the F-450 on GovDeals.com. Motion carried unanimously.

4. Public Works Request for Council Action – Hole-in-the-Day Sign

Tom informed the Council that the Hole-in-the-Day sign near Matt's and Blumber is deteriorating, with the frame nearly falling over and the sign itself faded and peeling. He presented a quote for replacement and asked for direction on whether to replace it as is or create new artwork.

Council member London suggested replacing the sign and enhancing it to highlight the rich Native American history of the area and potentially advertise the new park on the other side of the lake. Council member Froehle recommended working with the Parks Department to maintain a consistent theme for signage throughout Nisswa.

Moved by Council member London, seconded by Council member Froehle to replace the Hole-in-the-Day sign, working with Parks to maintain a consistent theme for city signage, and potentially enhance the design to promote the new park. Motion carried unanimously.

Tom confirmed he would continue working with Sign Spot for the replacement while incorporating input from Amber in the Parks Department.

5. Public Works Request for Council Action – Sale of Onan Portable Backup Generator

Tom presented a request from the sewer operator, Mike Dick, to sell an Onan portable backup generator. He explained that the city had purchased a newer, quieter portable generator a few years ago, and the older one is not used enough to justify keeping it maintained for emergencies. He requested permission to sell it on GovDeals.

Moved by Council member London, seconded by Council member Hall to approve the public works request for the sale of the Onan portable backup generator as presented. Motion carried unanimously.

6. Parks Request for Council Action – Trail Realignment

Amber presented a quote for realigning a small 60-foot section of the Gull Lake Trail where it does not meet the required 2-foot clear zone due to an adjacent structure. The proposed realignment would cost $11,693 with Anderson Brothers.

Council member Hall questioned why this issue wasn't caught during the initial construction. Amber explained that there had been a long history of dialogue with WSB and the city attorney on this matter, and this solution was the resolution they were bringing forward. She clarified that the funding would come from the trail reserve, which currently has about $15,000, rather than grant money.

Council member Hall expressed concern about spending nearly $12,000 to correct something that was done just a year ago, suggesting that perhaps the contractor or engineering company should help cover some of the expense since professionals were hired to properly install the trail.

Moved by Council member London, seconded by Council member Zahn to accept the park's request for the trail realignment, with the presented quote of $11,693 from Anderson Brothers. Motion carried with Council members London, Zahn, and Froehle voting in favor; Council member Hall opposed.

7. Pay Application No. 3 for the Gull Lake Trail

Moved by Council member Froehle, seconded by Council member London to approve payment number 3 for the Gull Lake Trail in the amount of $160,170.96. Motion carried unanimously.

8. Pay Application No. 4 for City Hall Remodel

Moved by Council member London, seconded by Council member Hall to approve pay application number 4 for Hi-Tech/Gordian for work completed through July 31, 2025, for the total amount of $93,789.80. Motion carried unanimously.

9. City Hall Remodel - Change Order No. 2

Tom requested approval for a change order for Hi-Tech/Gordian for additional work completed at his request. The change order includes extra tuck pointing, replacement speakers in the hallway, and additional painting in the hallway, adding $4,895.64 to the original contract.

Tom noted that the project was nearly complete, with only a few small items remaining: a warranty issue with one of the motorized blinds, a back-ordered part for heat trace for the downspouts in front of the police doors, and some minor items. He stated this was one of the smallest punch lists he had ever had, with the roof and windows being the biggest issues that have already been addressed.

Moved by Council member Hall, seconded by Council member London to approve the change order as presented. Motion carried unanimously.

10. Council Discussion Regarding Future Regular Meeting Start Time Options

The Council discussed changing the start time of regular council meetings from 7:00 PM to 6:00 PM. Council member London noted that this might impact other committee meetings, such as the Planning Commission which starts at 6:00 PM and Parks at 5:00 PM. The City Attorney mentioned that he occasionally has conflicts with another client's meetings that start at 6:00 PM but assured the Council they could work around those rare situations.

Moved by Council member London, seconded by Council member Hall to change the regular council meeting start time to 6:00 PM beginning in September 2025. Motion carried unanimously.

11. Strategic Planning Session – September 18, 2025 8AM - 4:30PM

The Mayor explained that the strategic planning session was originally scheduled for September 10th, but there was a conflict that would prevent full participation. September 18th was identified as a date that would work for everyone.

Moved by Council member London, seconded by Council member Hall to move the strategic planning session to September 18, 2025, from 8:00 AM to 4:30 PM. Motion carried unanimously.

12. Authorize acceptance of sewer easement for Nisswa Auto

Tom explained that the state recently installed a new plumbing inspector for the area who is interpreting the plumbing code to require duplex pumps for all commercial step stations in central sewer systems. The city doesn't have a specification or requirement for duplex pump step stations for businesses.

The plumbing inspector from the State of Minnesota Department of Labor and Industry will not allow the installation of a new step station for commercial purposes without a clear processed easement to the city. This easement is necessary to allow Nisswa Auto to install a city-specified single pump step station and prevent further delay of their project.

Tom recommended that until the state Department of Labor and Industry and the MPCA give clear direction on required step station types, the city should require legally processed easements from property owners to the city prior to starting construction of a step station. This approach would allow the city to continue permitting single pump step stations unless a duplex setup is required based on flow.

The City Administrator acknowledged the collaboration between Tom, the city attorney, and Steven in planning, noting that this was a good example of how they were able to move the project along as quickly as possible despite challenges posed by the state inspector.

Moved by Council member London, seconded by Council member Hall to authorize acceptance of the sewer easement for Nisswa Auto as presented. Motion carried unanimously.

H. COUNCIL/LIAISON REPORTS

1. Mayor

The Mayor had nothing substantial to report, noting she had been busy with her businesses.

2. Council Members

Council member Froehle reported that, as noted in the consent calendar, the chiller system for the ice rink is no longer operational and cannot be restored. The Parks and Recreation Committee is working on ideas for getting Minnesota Hockey Day 2027 in Nisswa.

Council member London had nothing to report.

Council member Zahn received an email from a resident requesting that the city change the state flag flying outside City Hall back to the original flag. He suggested discussing this at the strategic planning session.

Council member Hall requested that when information about search firms for a full-time city administrator becomes available, a special council meeting be called promptly to avoid further delays. He suggested contacting the firm that previously conducted a study on the city's condition and including discussion about the clerk position in the same meeting.

3. Council Comments & General Information

No additional comments were provided.

I. ANNOUNCEMENTS & UPCOMING MEETING DATES

The Mayor noted the upcoming meeting dates as listed on the agenda.

J. ADJOURN.

Moved by Council member Zahn, seconded by Council member Hall to adjourn. Motion carried unanimously. The meeting was adjourned.

Respectfully Submitted,

Jennifer Carnahan, Mayor

Maggi Wentler, Interim City Administrator

CITY OF NISSWA
MINUTES – CITY COUNCIL WORKSHOP EDA
TUESDAY, JANUARY 20, 2026 – 10:00 AM
NISSWA CITY HALL

Members present: Jennifer Carnahan, Bruce London, Jesse Zahn, Joe Hall
Other Members Present: Tom Pearson, City Attorney
Members absent: Mark Froehle
City staff present: Maggi Wentler, Interim City Administrator; Amber Moon-Peterson, Parks & Rec Director; Tom Blomer, Public Works Director; Steven Timblin, City Planner
Audience members: 2 members of the public were present.

A. Call to Order

Mayor Carnahan called the City Council Workshop to order at 10:01 AM on Tuesday, January 20, 2026, at Nisswa City Hall.

B. Economic Development Discussions

Tyler Glenn, Executive Director of the Brainerd Lakes Area Economic Development Corporation BLAEDC), presented information regarding the reestablishment of an Economic Development Authority (EDA) for the City of Nisswa. He noted that the city's previous EDA was disbanded in approximately 2017, and outlined the process for reestablishing it, which would require drafting a resolution and holding a public meeting.

Mr. Glenn explained that an EDA provides various authorities to the city, including tax levying authority and the ability to own property. He noted that an EDA board requires a minimum of three members, including two city council members, but recommended five members as ideal to ensure diverse input from the community. He also mentioned that he had received a grant from the Initiative Foundation to develop a master plan for the city-owned property south of Highway 77 and west of Highway 371.

Council Member Hall inquired about the EDA's role in updating the city's comprehensive plan. Mr. Glenn confirmed that an EDA could take the economic development section of a comprehensive plan and revise it to develop a roadmap for the city.

Mayor Carnahan asked about the advantages of having community voices on the EDA board rather than just council members. Mr. Glenn agreed that having community representation would provide valuable diverse perspectives and backgrounds for development planning.

Council Member London asked for clarification about the minimum and recommended number of board members, with Mr. Glenn reiterating that while three is the minimum, five would be preferable to get broader community input.

Mayor Carnahan inquired about potential concerns from residents regarding an EDA's taxing authority. Mr. Glenn explained that typically an EDA pushes forward the city's established agenda and focuses on developing city-owned properties to increase the tax base. He clarified that the city council would still need to approve any sale of city-owned land.

City Attorney Pearson asked if establishing an EDA might lead to increased requests for Tax Increment Financing (TIF) and other funding mechanisms. Mr. Glenn responded that in his professional experience, the existence of an EDA does not necessarily drive those conversations, as communities without formal EDAs still use TIF and abatement opportunities.

Council Member Hall asked about the EDA's potential role in examining zoning changes and development around the Highway 77/371 intersection. Mr. Glenn confirmed that an EDA could work with planning and zoning to take a comprehensive approach to development in that area.

The council also discussed the difference between an Economic Development Authority (EDA) and an Economic Development Commission (EDC). Mr. Glenn explained that an EDC serves only as an advisory board without legal authority, while an EDA has legal powers and signals to developers and the community that the city is serious about economic development.

City Attorney Pearson noted that the next step would be for the council to formally indicate at a regular council meeting that they want to establish an EDA and direct him to draft the necessary resolution.

C. Adjourn

Motion to adjourn made by Council Member Zahn, seconded by Council Member Hall. Motion carried unanimously.

The workshop adjourned at approximately 10:30 A.M.

Respectfully submitted,

_____

Maggi Wentler, Interim City Administrator

CITY OF NISSWA
MINUTES – ORGANIZATIONAL MEETING
TUESDAY, JANUARY 20, 2026 – 5:00 P.M.
NISSWA CITY HALL

Members present: Jennifer Carnahan, Bruce London, Jesse Zahn
Other Members Present: Dave Reese, City Engineer; Tom Pearson, City Attorney
Members absent: Joe Hall, Mark Froehle
City staff present: Maggi Wentler, Interim City Administrator; Jane Michaud, Deputy Clerk; Amber Moon-Peterson, Parks & Rec Director; Tom Blomer, Public Works Director; Todd Szymanski, Police Chief
Audience members: __ members of the public were present.

A. Call to Order

Mayor Carnahan called the City of Nisswa Organizational Meeting to order at 5:02 PM on Tuesday, January 20, 2026. She explained that per Minnesota statute, cities hold organizational meetings in January, typically at the earliest possible time or their first meeting of the year, to organize for the coming calendar year. Mayor Carnahan noted that longstanding precedent in Nisswa has been for the Mayor to work with the City Administrator to make committee and council liaison appointments, with the Administrator reaching out to council members for their preferences.

B. Organizational Appointments

1. 2026 City Appointments

Mayor Carnahan reviewed the 2026 City Appointments, noting that the document in the packet contained the 2025 appointments which needed several updates. Changes discussed included:

- City Administrator position would be listed as "Interim" (Maggi Wentler) until the new Administrator-Clerk is hired following interviews on February 17
- City Clerk position would be removed as it will be combined with the Administrator position
- Police Chief position updated to Chief Szymanski, who also serves as Emergency Management Director

The matter of the Fire Relief Association Trustees was noted as requiring input from Council Member Hall, who was absent, so this particular appointment was set aside to be addressed later.

Motion by Council Member Zahn, seconded by Council Member London, to approve the 2026 City Appointments with the discussed changes, withholding the Fire Relief Trustee appointment until Council Member Hall is present. Motion carried unanimously.

2. 2026 Labor Attorney Appointment Discussion

The Mayor initiated a discussion about potentially going to an RFP process for labor attorney services. She noted that the city is currently in the middle of union negotiations with their existing labor attorney, Flaherty and Hood.

Council Member London indicated he had no problems with the current labor attorney. Council Member Zahn expressed interest in going out for RFP, noting that the current labor firm could still participate in

the process if interested. He also raised a question about potential annual rate changes. Ms. Wentler clarified that if rates increase, the firm would provide an updated rate schedule for council approval, though this had not occurred yet as it had been less than a year since their appointment.

The consensus was to proceed with an RFP for labor attorney services while continuing with Flaherty and Hood to finish the current union negotiations.

3. 2026 Council Liaison Appointments

Mayor Carnahan noted that based on feedback received by Ms. Wentler, there were no requested changes to the current liaison appointments. Council Member Zahn indicated he was happy to continue with his current assignments to Public Works and the Liquor Department.

As the discussion related to a motion made in the December meeting regarding removal from committees, and with Council Member Hall absent, the council decided to table this item until all council members could be present.

4. 2026 Commission/Committee Assignments

This item was also tabled until all council members could be present, as it was connected to the previous agenda item.

5. 2026 City of Nisswa Monthly Meeting Schedule

The Mayor presented the monthly meeting schedule:

- City Council: third Tuesday of the month at 6 PM
- Planning and Zoning: first Tuesday at 5 PM
- Parks and Recreation: first Thursday at 5 PM
- Public Works: last Wednesday at 5 PM

Motion by Council Member Zahn, seconded by Council Member London, to accept the monthly meeting schedule as presented. Motion carried unanimously.

6. 2026 City Council Meeting Schedule

The Mayor reviewed the draft City Council meeting schedule for 2026, noting several changes needed:

- A February 10 Grand View workshop would be removed
- A Council Retreat was proposed for March 10, pending confirmation from all council members
- The Board of Appeals meeting was scheduled for April 17 at 1 PM
- Town Hall meetings were tentatively scheduled for May and September

Council Member Zahn expressed support for continuing the Town Hall meetings, noting they provided good community engagement despite some logistical challenges with microphones and seating. After discussion, the council agreed to keep both Town Hall meetings but potentially move them to City Hall rather than the Community Center due to planned repairs and audio issues. They tentatively selected June 9 or June 23 as potential dates.

Other corrections included:

- Changing July meeting time from 7 PM to 6 PM
- Correcting the November dates to the 17th for both the workshop and meeting
- Confirming December 15 for both Truth in Taxation (which must start at 6 PM) and the regular meeting

Motion by Council Member Zahn, seconded by Council Member London, to approve the 2026 City Council Meeting Schedule with the discussed modifications. Motion carried unanimously.

7. 2026 Rate Schedule

The Mayor presented the 2026 Rate Schedule for approval.

Motion by Council Member Zahn, seconded by Council Member London, to approve the 2026 Rate Schedule as presented. Motion carried unanimously.

C. Adjourn

Motion by Council Member Zahn, seconded by Council Member London, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 5:35 PM, with the regular council meeting scheduled to begin at 6:00 PM.

Respectfully submitted,

Jennifer Carnahan, Mayor	Maggi Wentler, Interim City Administrator

CITY OF NISSWA
MINUTES – REGULAR COUNCIL MEETING
TUESDAY, JANUARY 20, 2026 – 6:00 P.M.
NISSWA CITY HALL

Members present: Jennifer Carnahan, Bruce London, Jesse Zahn, Joe Hall
Other Members Present: Dave Reese, City Engineer; Tom Pearson, City Attorney
Members absent: Mark Froehle
City staff present: Maggi Wentler, Interim City Administrator; Jane Michaud, Deputy Clerk; Amber Moon-Peterson, Parks & Rec Director; Tom Blomer, Public Works Director; Todd Szymanski, Police Chief

Audience members: 18 members of the public were present.

A. Call to Order

The regular City Council meeting of January 20, 2026, was called to order by Mayor Carnahan at 6:00 P.M. Mayor Carnahan welcomed everyone and wished them a Happy New Year.

1. Pledge of Allegiance

All present joined in the Pledge of Allegiance.

B. Approve Agenda

Mayor Carnahan noted that the council had an organizational meeting prior to the regular meeting at 5:00 PM with several items continued to this meeting. She proposed amending the agenda to add these items (city appointments, council liaison appointments, and commission committee assignments) under Old Business after item 1. Additionally, she recommended removing item F.2 (Lani Benefits Request) from the agenda and pushing it to a future council meeting.

Motion to approve the agenda as amended, adding organizational meeting items under Old Business and removing item F.2, made by Council Member Hall, seconded by Council Member Zahn. Motion carried unanimously.

C. Consent Calendar

Mayor Carnahan explained to the public that all matters listed in the consent calendar are considered routine by the Council and will be enacted by one motion without separate discussion unless good cause is shown.

1. Fire Department Report – December 2025
2. Parks and Recreation Report – January 2026
3. Pickle Report – December 2025
4. Police Report – January 2026
5. Public Works Department Report – January 2026
6. Planning & Zoning Report – January 2026
7. Spirits Report – November Final 2025
8. Spirits Report – December Draft 2025
9. City Council Special Council Meeting Minutes, August 19, 2025

10. City Council Special Council Meeting Minutes, August 25, 2025
11. City Council Special Council Meeting Minutes, August 29, 2025
12. City Council Regular Council Meeting Minutes, September 16, 2025
13. City Council Workshop Meeting Minutes, September 16, 2025
14. City Council Continuation Meeting Minutes, September 23, 2025
15. City Council Special Council Meeting Minutes, September 30, 2025
16. City Council Continuation Meeting Minutes, October 8, 2025
17. City Council Regular Council Meeting Minutes, October 21, 2025
18. City Council Continuation Meeting Minutes, October 21, 2025
19. City Council Continuation Meeting Minutes, October 28, 2025
20. City Council Special Meeting Minutes, October 28, 2025
21. City Council Budget Workshop Meeting Minutes, November 18, 2025
22. City Council Regular Meeting Minutes, November 18, 2025
23. City Council Special Meeting Minutes, December 8, 2025
24. City Council Special Meeting Minutes, December 10, 2025
25. City Council Regular Meeting Minutes, December 16, 2025
26. City Council TNT Special Meeting Minutes, December 16, 2025
27. Personnel Updates – January 2026
28. Presentation of Claims – Check register #156283 - 156474; totaling $960,612.96
29. Nisswa Fire Relief LG220 Gambling Permit
30. City Street Use Permit – Nisswa Chamber – Jubilee February 14, 2026
31. Temporary Liquor License – GVL / Lakes Area Food Shelf – February 28, 2026

Motion to approve the consent calendar as presented made by Council Member Zahn, seconded by Council Member London. Motion carried unanimously.

D. Open Forum

1. Public Comment

Fred Heidmann, former mayor residing at 4794 Central Avenue, addressed comments allegedly made by Council Member Hall about Mr. Heidmann, including claims that "everybody in town hates Fred Heidmann" and spreading rumors about Mr. Heidmann and the mayor. Mr. Heidmann asked Council Member Hall to be mindful of his statements if he's asking the community to act similarly.

Council Member Hall responded briefly, noting that he wasn't present at the last meeting.

Sandy Potthoff, 6053 Shady Acres Court, spoke about a resident of Nisswa who was accused of assault, stating that the accusation was not substantiated by the Nisswa Police. Ms. Potthoff suggested this constituted defamation and traumatized the accused resident.

E. Reports

1. City Attorney

City Attorney Tom Pearson had nothing to report at this time.

2. City Engineer

City Engineer Dave Reese reported that projects under contract with the city were progressing and noted that more details would be provided in agenda items later in the meeting.

F. Old Business

1. Discussion regarding the conduct of Mayor Carnahan

Mayor Carnahan addressed the resolution concerning her conduct, noting that council members had received the resolution only a day before the meeting on a federal holiday when city hall was closed. She stated that the resolution failed to identify any specific conduct, provision, or mandatory standard that was allegedly violated, and was not made available to the public in the council packet.

She criticized the resolution for not citing specific violations of the code of conduct and for being based on aspirational rather than mandatory language. Mayor Carnahan emphasized that the resolution had no operational effect or legal authority to remove her from office or restrict her participation in meetings, committees, or commissions.

The Mayor indicated she would remain in office as she was elected by the people and would continue to serve, noting that the only tangible outcome would be taxpayers receiving a bill from the city attorney for what she characterized as "political theater."

Motion to adopt the resolution as presented made by Mayor Carnahan, seconded by Council Member Zahn. Motion carried unanimously.

Following this, the Council proceeded to address items continued from the earlier organizational meeting:

The Council reviewed the 2025 city appointments. Several changes were noted due to staffing changes, including:

- Updating the Interim City Administrator position to Ms. Maggi Wentler
- Removing the former City Clerk position
- Changing the Police Chief/Emergency Management Director to Chief Szymanski
- Discussing the labor attorney position, with council members expressing interest in starting an RFP process after concluding current labor negotiations
- Changing the regular meeting schedule from 7 PM to 6 PM
- Updating Fire Relief Association trustees to include Ms. Wentler in place of the former clerk

Motion to approve the city appointments for 2026 with the discussed changes made by Council Member Hall, seconded by Council Member London. Motion carried unanimously.

The Council discussed liaison appointments for 2026. Based on the earlier resolution regarding Mayor Carnahan's conduct, changes were proposed to remove her as liaison to the liquor committee and personnel committee. Council Member Zahn would serve as the key liaison to the liquor committee, and Council Member Froehle would take on both parks and personnel.

During discussion, Mayor Carnahan emphasized that committee assignments are administrative and do not prevent participation or override a council member's role as an elected official. She stated she would continue to attend all meetings as her schedule allows, noting that all elected officials have statutory authority to attend any meeting that other elected officials attend, provided proper notice is given to comply with open meeting laws.

City Attorney Pearson clarified that while elected officials can attend various meetings, proper notice must be given if more than two council members will be present, and some meetings, such as those involving labor negotiations, are by definition closed and cannot have more than two council members present.

Motion to approve council liaison appointments for 2026 as amended made by Council Member Hall, seconded by Council Member London. Motion carried unanimously.

The Council reviewed commission and committee appointments. Ms. Wentler noted that she had captured all the corrections discussed previously, including:

- Adding Council Member Froehle to the personnel committee and removing Mayor Carnahan
- Removing Mayor Carnahan from the liquor committee
- Updating Parks and Recreation Commission membership, removing Blake and Sherry and adding Dan and Steve
- Updating Planning Commission membership, removing Danny and adding Aaron

Tom Blomer noted that for the Public Works Committee, Cam Dorian was no longer serving, and there was a question about Dil Stachour who had served two consecutive terms and would normally be expected to take a year break before reapplying. After discussion, it was decided that this matter would be addressed at the upcoming Public Works Committee meeting.

Motion to approve commission and committee assignments with the noted changes made by Council Member Hall, seconded by Council Member London. Motion carried unanimously.

3. Pasket's Tract D Update

City Attorney Pearson provided an update on the Tract D property issue, which was discovered during the Foxy Properties laundromat application process. The city should have received title to Tract D as a condition of a previous development approval, but this was never completed. The property is necessary for future street improvements in the downtown corridor.

The City Attorney reported he had been unsuccessful in reaching an agreement with the property owner for conveyance to the city. He noted that it may be necessary to request council authority for legal action in the future as the tract is implicated in 2027 road improvement plans. No action was required at this time.

G. New Business

1. Wonder Trek Children's Museum Presentation – Peter Olson

Peter Olson, President and Museum Project Director of Wonder Trek Children's Museum, presented information about their project under development in Baxter. The 9-acre campus will feature natural play spaces including a treehouse, creek, wetland pond, and a 2,500 square foot "Adventure Outfitters Studio" building. The facility is designed to encourage unstructured play and exploration for children of all ages.

Mr. Olson reported that the project had raised over $6 million to date, with $800,000 remaining in their current $1 million capital campaign. Phase 1 of the project is expected to open in September or October 2026. He invited council members and the public to learn more or contribute by visiting wondertrekmuseum.org.

2. Spirits – Donation to Nisswa Park Enrichment Fund

Ms. Wentler presented a request to accept funds raised through a roundup program at Spirits for donation to the Nisswa Park Enrichment Fund.

Motion to accept the donation to the Nisswa Park Enrichment Fund made by Council Member Zahn, seconded by Council Member Hall. Motion carried unanimously.

3. Police – CWC 2025 Hazard Mitigation Plan Resolution

Chief Szymanski presented the Crow Wing County 2025 Hazard Mitigation Plan, which was developed with input from all cities and townships within the county. He explained that the plan identifies specific hazards, primarily weather-related, and outlines strategies to address or mitigate these issues.

Motion to approve the Crow Wing County 2025 Hazard Mitigation Plan Resolution made by Council Member Zahn, seconded by Council Member London. Motion carried unanimously.

4. Parks – Community Center Quotes for repairs and updates

Amber Moon Peterson presented two different proposals for repairs and updates to the Community Center. She noted that the Parks Commission had reviewed these at length and recommended proceeding with the proposal from Hytec. The proposed work would use all of the available capital reserve funds but would address numerous issues identified during the council's April walk-through of the facility.

In response to questions from Council Member Hall, Ms. Moon Peterson explained that the proposal primarily addresses interior issues and the most pressing exterior items. Future work on water leakage due to parking lot grading would be addressed as part of the 2027 road bond project.

Motion to approve the Hytec quote as presented for the Community Center building made by Council Member Hall, seconded by Council Member London. Motion carried unanimously.

5. Parks – Nisswa Lake Park Plans

Ms. Moon Peterson presented plans and updated cost estimates for improvements to Nisswa Lake Park. She reminded the council that they had previously approved the purchase of a toilet based on the production timeline. She explained that due to existing contracts and grant requirements with Landwehr, the city would obtain quotes rather than going through a formal bid process for the amended part of the park project.

Motion to move forward with the Nisswa Lake Park plans as presented made by Council Member Zahn, seconded by Council Member Hall. Motion carried unanimously.

6. Parks – Parks Commission Vacancy

Ms. Moon Peterson reported that following interviews conducted in December, the Parks Commission recommended appointing Steven Burdick to fill the vacancy left by Sherry, who was serving her last month.

Motion to appoint Steven Burdick to the Parks and Recreation Advisory Commission made by Council Member Zahn, seconded by Council Member London. Motion carried unanimously.

7. Planning Commission – PCBOA Application

Ms. Wentler presented the application for reappointment of Gary Harris to the Planning Commission. She noted that Mr. Harris's first term was expiring at the end of January, and he was interested in serving a second term.

Motion to approve Gary Harris for a second term made by Council Member Hall, seconded by Council Member London. Motion carried unanimously.

8. PW – Proposed 2027 Street Improvement Design Proposal

Tom Blomer and Dave Reese presented a proposal for street improvement design work for 2027 projects. The proposal included developing 30% plans for areas within Grand View Lodge to facilitate discussions with Grand View about potential road configurations, as well as 100% design for remaining project areas including upper Roy Lake Road and areas outside the downtown area.

Mr. Reese explained that the fee for this work totaled $269,000, which would cover these design phases and bidding for the 2027 projects. He noted that this proposal would keep the projects on schedule for 2027 construction.

Motion to proceed with the proposed 2027 street improvement design proposal as presented made by Council Member Zahn, seconded by Council Member London. Motion carried unanimously.

9. PW – Advertise for Bids for the 2026 Street Improvements

Mr. Blomer and Mr. Reese requested authorization to advertise for bids for the 2026 Street Improvement projects. Mr. Reese explained that this was a routine process necessary to keep the construction schedule on track for 2026.

Motion to proceed with the advertisement of bids for the 2026 Street Improvements as presented made by Council Member Zahn, seconded by Council Member London. Motion carried unanimously.

10. PW – Hwy 371 BUILD Grant Letter of Support

Mr. Blomer presented a letter of support for Crow Wing County's application for a BUILD grant (formerly called RAISE grant) for various projects along Highway 371. He noted that the letter was identical to one provided last year for the same purpose.

Motion to approve the Highway 371 BUILD Grant letter of support made by Council Member Hall, seconded by Council Member London. Motion carried unanimously.

11. PW – Boiler Replacement at the Maintenance Garage

Mr. Blomer reported an urgent need to replace two boilers at the maintenance garage after they were found to be "shocked" during a recent cold snap. He noted that Superior Mechanical had quoted $5,975 per boiler, for a total of $11,950, and the contractor was on-site that day to address the issue before another cold snap arrived.

Motion to approve the boiler replacement proposal at the maintenance garage as presented made by Council Member Zahn, seconded by Council Member Hall. Motion carried unanimously.

12. PW – Street Lights to Hills Crossing

Mr. Blomer presented a request from the Hills Crossing living center to install two streetlights - one at the entrance from Lower Cullen Road and another near their buildings at the intersection with Trail Side Run. He explained that installation would cost $1,500 each and recommended using the lowest possible lumen output to minimize light pollution.

Council Member Zahn suggested that rather than handling streetlight requests on a case-by-case basis, the city should develop a comprehensive approach to identifying needed streetlight locations. He proposed having the Public Works Committee discuss this approach at their upcoming meeting.

Motion to table the streetlight agenda item G.12 made by Council Member Hall, seconded by Council Member London. Motion carried unanimously.

13. Local Board of Appeal & Equalization Meeting April 17, 2026 at 1:00pm

Ms. Wentler presented the date and time for the Local Board of Appeal and Equalization meeting, which had been set by the county for April 17, 2026, at 1:00 PM. She reminded council members that at least three members needed to be present, and one trained member was required for the city to maintain its authority to host this meeting.

Mayor Carnahan and Council Member Zahn confirmed they would be able to attend.

Motion to approve the Local Board of Appeal and Equalization meeting for April 17, 2026, at 1:00 PM made by Council Member Zahn, seconded by Council Member London. Motion carried unanimously.

14. Admin – 2026 Pay Equity Report

Ms. Wentler explained that every three years the city is required to complete a pay equity report to confirm that men and women in the same point grade positions are paid equally. She reported that the city had completed this process and passed the requirements.

Motion to accept the pay equity results as presented made by Council Member Hall, seconded by Council Member Zahn. Motion carried unanimously.

15. Recommendation to move to Closed Session pursuant to MN Statute 13D.03 for Union Negotiations

It was determined that there was no need to go into closed session at this meeting.

H. Council/Liaison Reports

1. Mayor

Mayor Carnahan had nothing to report.

2. Council Members

Council Member Hall mentioned the need to set up a meeting with area resorts to discuss planning and zoning matters.

Ms. Wentler read a statement from Council Member Froehle, who was absent due to health issues. In his statement, Council Member Froehle expressed gratitude to the Nisswa Fire Department, Police Department, and emergency responders who had assisted him during a medical emergency on December 17 when he experienced cardiac distress following a stent procedure. He specifically thanked First Responders Doug Buehl and Mike Hemmrick Jr., and Police Officer Dustin Hines.

I. Announcements & Upcoming Meeting Dates

The following upcoming meeting dates were announced:

1. January 21, 2026 Public Works Committee Meeting 5:00 PM
2. February 3, 2026 Planning Commission Meeting 5:00 PM
3. February 5, 2026 Park Commission Meeting 5:00 PM
4. February 17, 2026 Special Council Meeting 10:30 AM
5. February 17, 2026 Regular City Council Meeting 6:00 PM
6. February 25, 2026 Public Works Committee Meeting 5:00 PM

J. Adjourn

Motion to adjourn made by Council Member Zahn, seconded by Council Member Hall. Motion carried unanimously.

The meeting was adjourned at 7:15 P.M.

Respectfully submitted,

Jennifer Carnahan, Mayor

Maggi Wentler, Interim City Administrator

PERSONNEL UPDATES

February 2026

Hires

Name	Position	Department	Employee Type	Effective	Pay Rate	Notes
Kris Stockman	Barback	Pickle	Part Time	1/17/2026	$17.58	

Position Changes

Name	Position	Department	Employee Type	Effective	Pay Rate	Notes

Departures

Name	Position	Department	Employee Type	Effective	Pay Rate	Notes
Sherry Johnson	Parks Commission	Parks	Commission	1/31/2026	$25/Meeting	
Pete Cary	Public Works Maintenar	Public Works	Full Time	3/20/2026	$30.03/hr	Resignation

Leaves

Name	Position	Department	Employee Type	Leave Start Date	Leave End Date	Notes
Jeremy Rooney	Police Officer	Police	Full Time	1/30/2026		FMLA

C13

CITY OF NISSWA | Check Listing for Council | Page: 1
Check Issue Dates: 1/1/2026 - 1/31/2026 | Feb 12, 2026 02:26PM

Check Issue Date	Check Number	Payee	Amount
01/09/2026	156049	CLIFTONLARSONALLEN LLP	1,575.00- V
01/01/2026	156475	CASELLE LLC	5,455.64
01/01/2026	156476	DELTA DENTAL	841.13
01/01/2026	156477	LEXIPOL LLC	6,807.19
01/01/2026	156478	MADISON NATIONAL LIFE INSURANCE CO INC	874.42
01/01/2026	156479	MEDICA INSURANCE COMPANY	20,456.84
01/01/2026	156480	NCPERS GROUP LIF INS.	48.00
01/01/2026	156481	SCHAEFERS OF NISSWA LIMITED	8,923.40
01/01/2026	156482	TEAMSTERS LOCAL UNION #346	404.00
01/09/2026	156483	CLIFTONLARSONALLEN LLP	1,575.00
01/16/2026	156484	TENVOORDE FORD INC.	45,917.44
01/26/2026	156485	AFLAC	434.70
01/26/2026	156486	AMERICAN NATIONAL BANK OF MINNESOTA	6,133.16
01/26/2026	156487	ARTISAN BEER COMPANY	1,446.06
01/26/2026	156488	BERNICKS	6,495.54
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRITS	3,759.37
01/26/2026	156490	C & L DISTRIBUTING	13,900.76
01/26/2026	156491	CODY JOSEPH LENDWAY	1,120.00
01/26/2026	156492	D & D BEVERAGE LLC	11,788.66
01/26/2026	156493	FIDELITY SECURITY LIFE - ATTN: A/R	67.41
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY INC	6,825.30
01/26/2026	156495	KLOCKOW BREWING COMPANY INC	324.00
01/26/2026	156496	MEDICA INSURANCE COMPANY	22,974.14
01/26/2026	156497	NCPERS GROUP LIF INS.	64.00
01/26/2026	156498	PAUSTIS WINE COMPANY	1,937.17
01/26/2026	156499	PHILLIPS WINE & SPIRITS	5,472.27
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	12,553.03
01/26/2026	156501	VERIZON	680.07
01/26/2026	156502	WINE MERCHANTS	224.20
01/26/2026	156503	D & D BEVERAGE LLC	2,355.70
01/28/2026	156504	BRAINERD LICENSE OFFICE	396.00
Grand Totals:			188,679.60

M = Manual Check, V = Void Check

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
AMERICAN NATIONAL BANK OF MINNESOTA						
01/26/2026	156486	AMERICAN NATIONAL BANK OF MINNESOTA	TIF 1-13 PAYMENT	6,133.16	413-46520-440	A.N.B. TIF ADMIN EXPENSES
Total AMERICAN NATIONAL BANK OF MINNESOTA:				6,133.16		
TENVOORDE FORD INC.						
01/16/2026	156484	TENVOORDE FORD INC.	2026 FORD SQUAD	45,917.44	123-42210-550	CR:PD MOTOR VEHICLES
Total TENVOORDE FORD INC.:				45,917.44		
Total :				52,050.60		

C14B

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title	
FIRE DEPARTMENT							
BRAINERD LICENSE OFFICE							
01/28/2026	156504	BRAINERD LICENSE OFFICE	TABS FOR 2024 POLARIS	36.00	210-42210-433	FD DUES & SUBSCRIPTIONS	
Total BRAINERD LICENSE OFFICE:				36.00			
CLIFTONLARSONALLEN LLP							
01/09/2026	156049	CLIFTONLARSONALLEN LLP	2024 990S	1,575.00-	210-42210-301	FD AUDITING & ACCOUNTING	V
01/09/2026	156483	CLIFTONLARSONALLEN LLP	2024 990S	1,575.00	210-42210-301	FD AUDITING & ACCOUNTING	
Total CLIFTONLARSONALLEN LLP:				.00			
VERIZON WIRELESS							
01/26/2026	156501	VERIZON	FIRE DEPARTMENT CELL/TABLET SERVICE	190.05	210-42210-320	FD COMMUNICATION	
Total VERIZON WIRELESS:				190.05			
Total FIRE DEPARTMENT:				226.05			

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
GENERAL FUND						
AFLAC						
01/26/2026	156485	AFLAC	AFLAC PREMIUMS	434.70	100-22001	AFLAC
Total AFLAC:				434.70		
BRAINERD LICENSE OFFICE						
01/28/2026	156504	BRAINERD LICENSE OFFICE	PW TRUCK TABS - GOOD THRU 2028	212.50	100-43140-433	DUES & SUBSCRIPTIONS
Total BRAINERD LICENSE OFFICE:				212.50		
CASELLE LLC						
01/01/2026	156475	CASELLE LLC	SEMI ANNUAL SUPPORT 1/1/26-6/30/26	5,455.64	100-41425-433	DUES & SUBSCRIPTIONS
Total CASELLE LLC:				5,455.64		
DELTA DENTAL						
01/01/2026	156476	DELTA DENTAL	DENTAL PREMIUMS	841.13	100-22003	DENTAL
Total DELTA DENTAL:				841.13		
FIDELITY SECURITY LIFE - ATTN: A/R						
01/26/2026	156493	FIDELITY SECURITY LIFE - ATTN: A/R	VISION PREMIUMS	64.41	100-22004	VISION
01/26/2026	156493	FIDELITY SECURITY LIFE - ATTN: A/R	LATE FEE	3.00	100-41425-437	OTHER
Total FIDELITY SECURITY LIFE - ATTN: A/R:				67.41		
LEXIPOL LLC						
01/01/2026	156477	LEXIPOL LLC	ANNUAL POLICY MANUALS AND TRAINING	6,807.19	100-42110-433	DUES & SUBSCRIPTIONS
Total LEXIPOL LLC:				6,807.19		
MADISON NATIONAL LIFE INSURANCE CO INC						
01/01/2026	156478	MADISON NATIONAL LIFE INSURANCE CO I	LIFE, STD, LTD CLERK	39.74	100-41425-130	EMPLOYER PAID INSURANCE
01/01/2026	156478	MADISON NATIONAL LIFE INSURANCE CO I	LIFE, STD, LTD POLICE	253.75	100-42110-130	EMPLOYER PAID INSURANCE
01/01/2026	156478	MADISON NATIONAL LIFE INSURANCE CO I	LIFE, STD, LTD ROADS	140.78	100-43140-130	EMPLOYER PAID INSURANCE
01/01/2026	156478	MADISON NATIONAL LIFE INSURANCE CO I	LIFE, STD, LTD P&Z	44.65	100-41910-130	EMPLOYER PAID INSURANCE
Total MADISON NATIONAL LIFE INSURANCE CO INC:				478.92		

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
MEDICA INSURANCE COMPANY						
01/01/2026	156479	MEDICA INSURANCE COMPANY	HEALTH INSURANCE	20,456.84	100-22002	HEALTH INSURANCE
01/26/2026	156496	MEDICA INSURANCE COMPANY	HEALTH INSURANCE	22,974.14	100-22002	HEALTH INSURANCE
Total MEDICA INSURANCE COMPANY:				43,430.98		
NCPERS GROUP LIF INS.						
01/01/2026	156480	NCPERS GROUP LIF INS.	LIFE INS	48.00	100-22005	LIFE INSURANCE
01/26/2026	156497	NCPERS GROUP LIF INS.	LIFE INS	64.00	100-22005	LIFE INSURANCE
Total NCPERS GROUP LIF INS.:				112.00		
TEAMSTERS LOCAL UNION #346						
01/01/2026	156482	TEAMSTERS LOCAL UNION #346	UNION DUES	404.00	100-22007	UNION DUES
Total TEAMSTERS LOCAL UNION #346:				404.00		
VERIZON WIRELESS						
01/26/2026	156501	VERIZON	CELL PHONES POLICE	490.02	100-42110-320	COMMUNICATION
Total VERIZON WIRELESS:				490.02		
Total GENERAL FUND:				58,734.49		

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
MUNICIPAL LIQUOR STORE						
ARTISAN BEER COMPANY						
01/26/2026	156487	ARTISAN BEER COMPANY	PICKLE	55.40	609-49750-250	PICKLE-MERCH FOR RESALE
Total ARTISAN BEER COMPANY:				55.40		
BERNICKS						
01/26/2026	156488	BERNICKS	PICKLE	83.40	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156488	BERNICKS	PICKLE	136.00-	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156488	BERNICKS	PICKLE	562.00	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156488	BERNICKS	PICKLE	6.16-	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156488	BERNICKS	PICKLE	610.15	609-49750-250	PICKLE-MERCH FOR RESALE
Total BERNICKS:				1,113.39		
BREAKTHRU BEVERAGE MN WINE & SPIRITS						
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	PICKLE	1,201.42	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	PICKLE	9.25	609-49750-330	PICKLE TRANSPORTATION
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	PICKLE	628.50	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	PICKLE	5.55	609-49750-330	PICKLE TRANSPORTATION
Total BREAKTHRU BEVERAGE MN WINE & SPIRITS:				1,844.72		
C & L DISTRIBUTING						
01/26/2026	156490	C & L DISTRIBUTING	PICKLE	3,056.55	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156490	C & L DISTRIBUTING	PICKLE	149.00	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156490	C & L DISTRIBUTING	PICKLE	835.60-	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156490	C & L DISTRIBUTING	PICKLE	669.85	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156490	C & L DISTRIBUTING	PICKLE	27.00-	609-49750-250	PICKLE-MERCH FOR RESALE
Total C & L DISTRIBUTING:				3,012.80		
CODY JOSEPH LENDWAY						
01/26/2026	156491	CODY JOSEPH LENDWAY	CLEANING PICKLE	280.00	609-49750-400	PICKLE R & M - CONT
01/26/2026	156491	CODY JOSEPH LENDWAY	CLEANING PICKLE	280.00	609-49750-400	PICKLE R & M - CONT
01/26/2026	156491	CODY JOSEPH LENDWAY	CLEANING PICKLE	280.00	609-49750-400	PICKLE R & M - CONT
01/26/2026	156491	CODY JOSEPH LENDWAY	CLEANING PICKLE	280.00	609-49750-400	PICKLE R & M - CONT
Total CODY JOSEPH LENDWAY:				1,120.00		

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
D & D BEVERAGE LLC						
01/26/2026	156492	D & D BEVERAGE LLC	PICKLE	291.70	609-49750-210	PICKLE OPERATING SUPPLIES
01/26/2026	156492	D & D BEVERAGE LLC	PICKLE	53.40-	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156492	D & D BEVERAGE LLC	PICKLE	144.31	609-49750-210	PICKLE OPERATING SUPPLIES
01/26/2026	156492	D & D BEVERAGE LLC	PICKLE	210.40	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156492	D & D BEVERAGE LLC	PICKLE	1,110.75	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156492	D & D BEVERAGE LLC	PICKLE	85.00	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156503	D & D BEVERAGE LLC	PICKLE	2,355.70	609-49750-250	PICKLE-MERCH FOR RESALE
Total D & D BEVERAGE LLC:				4,144.46		
JOHNSON BROTHERS LIQUOR COMPANY INC						
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	694.55	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	9.17	609-49750-330	PICKLE TRANSPORTATION
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	257.00	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	8.80	609-49750-330	PICKLE TRANSPORTATION
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	638.82	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	7.33	609-49750-330	PICKLE TRANSPORTATION
Total JOHNSON BROTHERS LIQUOR COMPANY INC:				1,615.67		
MADISON NATIONAL LIFE INSURANCE CO INC						
01/01/2026	156478	MADISON NATIONAL LIFE INSURANCE CO I	LIFE, STD, LTD PICKLE STAFF	112.27	609-49752-130	PICKLE EMPLOYER PAID INSURANCE
Total MADISON NATIONAL LIFE INSURANCE CO INC:				112.27		
OXFORD STREET MERCHANTS						
01/26/2026	156502	WINE MERCHANTS	PICKLE	222.00	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156502	WINE MERCHANTS	PICKLE	2.20	609-49750-330	PICKLE TRANSPORTATION
Total OXFORD STREET MERCHANTS:				224.20		
PHILLIPS WINE & SPIRITS						
01/26/2026	156499	PHILLIPS WINE & SPIRITS	PICKLE	3,090.63	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156499	PHILLIPS WINE & SPIRITS	PICKLE	36.84	609-49750-330	PICKLE TRANSPORTATION
01/26/2026	156499	PHILLIPS WINE & SPIRITS	PICKLE	186.10	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156499	PHILLIPS WINE & SPIRITS	PICKLE	7.60	609-49750-330	PICKLE TRANSPORTATION
01/26/2026	156499	PHILLIPS WINE & SPIRITS	PICKLE	1,278.80	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156499	PHILLIPS WINE & SPIRITS	PICKLE	18.15	609-49750-330	PICKLE TRANSPORTATION
01/26/2026	156499	PHILLIPS WINE & SPIRITS	PICKLE	132.00	609-49750-250	PICKLE-MERCH FOR RESALE

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
01/26/2026	156499	PHILLIPS WINE & SPIRITS	PICKLE	2.20	609-49750-330	PICKLE TRANSPORTATION
Total PHILLIPS WINE & SPIRITS:				4,752.32		
SOUTHERN GLAZER'S WINE AND SPI, LLC						
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	1,144.13	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	29.25	609-49750-330	PICKLE TRANSPORTATION
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	308.49	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	5.70	609-49750-330	PICKLE TRANSPORTATION
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	1,104.19	609-49750-250	PICKLE-MERCH FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	10.65	609-49750-330	PICKLE TRANSPORTATION
Total SOUTHERN GLAZER'S WINE AND SPI, LLC:				2,602.41		
Total MUNICIPAL LIQUOR STORE:				20,597.64		

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
PARK & RECREATION						
BRAINERD LICENSE OFFICE						
01/28/2026	156504	BRAINERD LICENSE OFFICE	TABS FOR PARKS TRUCK	126.25	250-45140-433	PARK DUES & SUBSCRIPTIONS
Total BRAINERD LICENSE OFFICE:				126.25		
MADISON NATIONAL LIFE INSURANCE CO INC						
01/01/2026	156478	MADISON NATIONAL LIFE INSURANCE CO I	LIFE, STD, LTD PARK	82.94	250-45140-130	PARK EMPLOYER PAID INSURANCE
Total MADISON NATIONAL LIFE INSURANCE CO INC:				82.94		
Total PARK & RECREATION:				209.19		

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
SEWAGE COLLECTION AND DISPOSAL						
BRAINERD LICENSE OFFICE						
01/28/2026	156504	BRAINERD LICENSE OFFICE	TABS FOR SEWER TRUCK - GOOD THRU 2028	21.25	602-49450-433	WW DUES & SUBSCRIPTIONS
Total BRAINERD LICENSE OFFICE:				21.25		
MADISON NATIONAL LIFE INSURANCE CO INC						
01/01/2026	156478	MADISON NATIONAL LIFE INSURANCE CO I	LIFE, STD, LTD WW	74.01	602-49450-130	WW EMPLOYER PAID INSURANCE
Total MADISON NATIONAL LIFE INSURANCE CO INC:				74.01		
Total SEWAGE COLLECTION AND DISPOSAL:				95.26		

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
SPIRITS OF NISSWA						
ARTISAN BEER COMPANY						
01/26/2026	156487	ARTISAN BEER COMPANY	SPIRITS	516.80	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156487	ARTISAN BEER COMPANY	SPIRITS	887.70	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156487	ARTISAN BEER COMPANY	SPIRITS	13.84-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total ARTISAN BEER COMPANY:				1,390.66		
BERNICKS						
01/26/2026	156488	BERNICKS	SPIRITS	2,230.95	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156488	BERNICKS	SPIRITS	128.65	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156488	BERNICKS	SPIRITS	2,998.55	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156488	BERNICKS	SPIRITS	24.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total BERNICKS:				5,382.15		
BREAKTHRU BEVERAGE MN WINE & SPIRITS						
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	112.75-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	1.15-	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	1,726.63	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	33.54	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	146.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	121.04	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156489	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	1.34	610-49750-330	SPIRITS TRANSPORTATION
Total BREAKTHRU BEVERAGE MN WINE & SPIRITS:				1,914.65		
C & L DISTRIBUTING						
01/26/2026	156490	C & L DISTRIBUTING	SPIRITS	576.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156490	C & L DISTRIBUTING	SPIRITS	4,789.51	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156490	C & L DISTRIBUTING	SPIRITS	502.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156490	C & L DISTRIBUTING	SPIRITS	5,084.10	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156490	C & L DISTRIBUTING	SPIRITS	13.25-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156490	C & L DISTRIBUTING	SPIRITS	50.40-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total C & L DISTRIBUTING:				10,887.96		
D & D BEVERAGE LLC						
01/26/2026	156492	D & D BEVERAGE LLC	SPIRITS	24.60-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156492	D & D BEVERAGE LLC	SPIRITS	2,429.65	610-49750-250	SPIRITS MERCHANDISE FOR RESALE

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
01/26/2026	156492	D & D BEVERAGE LLC	SPIRITS	3,548.15	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156492	D & D BEVERAGE LLC	SPIRITS	1,626.70	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156492	D & D BEVERAGE LLC	SPIRITS	206.80-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156492	D & D BEVERAGE LLC	SPIRITS	2,506.80	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156492	D & D BEVERAGE LLC	SPIRITS	120.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total D & D BEVERAGE LLC:				9,999.90		
JOHNSON BROTHERS LIQUOR COMPANY INC						
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	108.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	2.20	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	88.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	4.40	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	2,033.15	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	29.43	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	472.85	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	11.00	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	141.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	2.20	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	1,880.97	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	23.83	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	395.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156494	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	17.60	610-49750-330	SPIRITS TRANSPORTATION
Total JOHNSON BROTHERS LIQUOR COMPANY INC:				5,209.63		
KLOCKOW BREWING COMPANY INC						
01/26/2026	156495	KLOCKOW BREWING COMPANY INC	SPIRITS	324.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total KLOCKOW BREWING COMPANY INC:				324.00		
MADISON NATIONAL LIFE INSURANCE CO INC						
01/01/2026	156478	MADISON NATIONAL LIFE INSURANCE CO I	LIFE, STD, LTD SPIRITS STAFF	126.28	610-49752-130	SPIRITS EMPLOYER PAID INSURANC
Total MADISON NATIONAL LIFE INSURANCE CO INC:				126.28		
PAUSTIS WINE COMPANY						
01/26/2026	156498	PAUSTIS WINE COMPANY	SPIRITS	1,912.67	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156498	PAUSTIS WINE COMPANY	SPIRITS	24.50	610-49750-330	SPIRITS TRANSPORTATION

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
Total PAUSTIS WINE COMPANY:				1,937.17		
PHILLIPS WINE & SPIRITS						
01/26/2026	156499	PHILLIPS WINE & SPIRITS	SPIRITS	322.75	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156499	PHILLIPS WINE & SPIRITS	SPIRITS	6.60	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156499	PHILLIPS WINE & SPIRITS	SPIRITS	96.15	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156499	PHILLIPS WINE & SPIRITS	SPIRITS	4.40	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156499	PHILLIPS WINE & SPIRITS	SPIRITS	88.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156499	PHILLIPS WINE & SPIRITS	SPIRITS	2.20	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156499	PHILLIPS WINE & SPIRITS	SPIRITS	102.90	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156499	PHILLIPS WINE & SPIRITS	SPIRITS	4.40	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156499	PHILLIPS WINE & SPIRITS	SPIRITS	88.15	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156499	PHILLIPS WINE & SPIRITS	SPIRITS	4.40	610-49750-330	SPIRITS TRANSPORTATION
Total PHILLIPS WINE & SPIRITS:				719.95		
SCHAEFERS OF NISSWA LIMITED						
01/01/2026	156481	SCHAEFERS OF NISSWA LIMITED	2022 RENT	8,923.40	610-49750-410	SPIRITS RENTALS
Total SCHAEFERS OF NISSWA LIMITED:				8,923.40		
SOUTHERN GLAZER'S WINE AND SPI, LLC						
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	793.15	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	5.40	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	64.30	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	1.80	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	1.80	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	639.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	8.55	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	2,160.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	32.40	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	1,619.40	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	28.80	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	3,244.92	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	16.80	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	672.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	27.00	610-49750-330	SPIRITS TRANSPORTATION
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	878.80	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	27.00	610-49750-330	SPIRITS TRANSPORTATION

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	135.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
01/26/2026	156500	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	136.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total SOUTHERN GLAZER'S WINE AND SPI, LLC:				9,950.62		
Total SPIRITS OF NISSWA:				56,766.37		
Grand Totals:				188,679.60		

Dated: _____

Mayor: _____

City Council: _____

_____

CITY OF NISSWA
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION NO. ____

RESOLUTION ACCEPTING DONATIONS

WHEREAS, The City of Nisswa is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts and bequests for the benefit of recreational services pursuant to Minnesota Statutes Section 471.17; and

WHEREAS, The following persons and entities have offered to contribute the cash or property set forth below to the city:

Name of Donor	Amount/Property
Community Giving Friends of Nisswa Lake Park	$5,440.50

WHEREAS, All such donations have been contributed to assist the city in the establishment and operation of recreational facilities and programs either alone or in cooperation with others, as allowed by law; and

WHEREAS, The City Council finds that it is appropriate to accept the donations offered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NISSWA, MINNESOTA, AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and operate City facilities and programs either alone or in cooperation with others, as allowed by law.

2. The appropriate city department head is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donation received.

Adopted by the City Council of the City of Nisswa on February 17, 2026.

Approved:

_____
Jennifer Carnahan, Mayor

Attest:

_____
Maggi Wentler, Interim City Administrator

LG214 Premises Permit Application

Annual Fee $150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

- Lease for Lawful Gambling Activity. LG215
- State of Minnesota

Mail the application and required attachments to:

Questions?

ORGANIZATION INFORMATION

Organization Name: Breezy Point PSC

License Number: 93244

Chief Executive Officer (CEO): Melissa Hagberg

Daytime Phone: 218-270-0324

Gambling Manager: Mackenzie Erickson

Daytime Phone: 218-251-2913

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Bix Axe Brewery

List any previous names for this location:

Mickeys Pizza

Street address where premises is located: 25435 Main Street

City:	OR Township:	County:	Zip Code:
Nisswa		Crow Wing	56468

Does your organization own the building where the gambling will be conducted?

☐ Yes ☑ No If no, attach LG215 Lease for Lawful Gambling Activity.

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? ☐ Yes ☑ No ☐ Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? ☐ Yes ☑ No ☐ Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: First National Bank

Bank Account Number:

Bank Street Address: 30886 2nd Street City: Pequot Lakes State: MN Zip Code: 56472

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number):	City:	State:	Zip Code:
6 Co. County Road 16 Unit 107 & 108	Pequot Lakes	MN	56472
		MN	
		MN	

LG214 Premises Permit Application

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT - APPROVAL BY RESOLUTION

CITY APPROVAL
for a gambling premises
located within city limits

Date Signed:

Local unit of government must sign.

COUNTY APPROVAL
for a gambling premises
located in a township

County Name

Date Approved by County Board

Resolution Number
(If none, attach meeting minutes.)

Signature of County Personnel

Title

Date Signed

TOWNSHIP NAME

Complete below only if required by the county
On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name

Signature of Township Officer

Title

Date Signed

ACKNOWLEDGMENT AND OATH

6. I certify that the organization has ... all activities to be conducted.

7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.

8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.

9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.

10. I understand the fee ... approval/denial.

Melissa Hagberg

Signature of Chief Executive Officer (designee may not sign)

Date 1/18/26

MINNESOTA LAWFUL GAMBLING

LG220 Application for Exempt Permit

An exempt permit may be issued to a nonprofit organization that:

- conducts lawful gambling on five or fewer days, and
- awards less than $50,000 in prizes during a calendar year.

If total raffle prize value for the calendar year will be $1,500 or less, contact the Licensing Specialist assigned to your county by calling 651-539-1900.

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

ORGANIZATION INFORMATION

Organization Name: Student Angler Tournament Trail

Previous Gambling Permit Number: X-94930

Minnesota Tax ID Number, if any: _____

Federal Employer ID Number (FEIN), if any: 86-3600701

Mailing Address: 920 11th Ave NE

City: Brainerd State: MN Zip: 56401 County: Crow Wing

Name of Chief Executive Officer (CEO): Natalie Peterson

CEO Daytime Phone: 218-851-1842 CEO Email: president@mnsatt.org

(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☐ Religious ☐ Veterans ☑ Other Nonprofit Organization

Attach a copy of one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

☐ **A current calendar year Certificate of Good Standing**

Don't have a copy? Obtain this certificate from:

MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103

Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767

☑ **IRS income tax exemption (501(c)) letter in your organization's name**

Don't have a copy? To obtain a copy of your federal income tax exempt letter, have an organization officer contact the IRS toll free at 1-877-829-5500.

☐ **IRS - Affiliate of national, statewide, or international parent nonprofit organization (charter)**

If your organization falls under a parent organization, attach copies of both of the following:

1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

GAMBLING PREMISES INFORMATION

Name of premises where the gambling event will be conducted (for raffles, list the site where the drawing will take place): Timberwood Church

Physical Address (do not use P.O. box): 23084 MN-371

Check one:

☑ City: Nisswa Zip: 56468 County: Crow Wing

☐ Township: _____ Zip: _____ County: _____

Date(s) of activity (for raffles, indicate the date of the drawing): 08/09/2026 at 3pm

Check each type of gambling activity that your organization will conduct:

☐ Bingo ☐ Paddlewheels ☐ Pull-Tabs ☐ Tipboards ☑ Raffle

Gambling equipment for bingo paper, bingo boards, raffle boards, paddlewheels, pull-tabs, and tipboards must be obtained from a distributor licensed by the Minnesota Gambling Control Board. EXCEPTION: Bingo hard cards and bingo ball selection devices may be borrowed from another organization authorized to conduct bingo. To find a licensed distributor, go to ***www.mn.gov/gcb*** and click on ***Distributors*** under the ***List of Licensees*** tab, or call 651-539-1900.

LG220 Application for Exempt Permit

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL
for a gambling premises located within city limits

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city).

☐ The application is denied.

Print City Name: _____

Signature of City Personnel:

_____

Title: _____ Date: _____

The city or county must sign before submitting application to the Gambling Control Board.

COUNTY APPROVAL
for a gambling premises located in a township

☐ The application is acknowledged with no waiting period.

☐ The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days.

☐ The application is denied.

Print County Name: _____

Signature of County Personnel:

_____

Title: _____ Date: _____

TOWNSHIP (if required by the county)
On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge. I acknowledge that the financial report will be completed and returned to the Board within 30 days of the event date.

Chief Executive Officer's Signature: Natalie Peterson Date: 1·20·26
(Signature must be CEO's signature; designee may not sign)

Print Name: Natalie Peterson

REQUIREMENTS

Complete a separate application for:
- all gambling conducted on two or more consecutive days; or
- all gambling conducted on one day.

Only one application is required if one or more raffle drawings are conducted on the same day.

Financial report to be completed within 30 days after the gambling activity is done:
A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board.

Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).

MAIL APPLICATION AND ATTACHMENTS

Mail application with:

____ a copy of your proof of nonprofit status; and

____ application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is **$100**; otherwise the fee is **$150**. Make check payable to **State of Minnesota**.

To: Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions?
Call the Licensing Section of the Gambling Control Board at 651-539-1900.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF NISSWA, MINNESOTA

HELD: FEBRUARY 17, 2026

Pursuant to due call and notice thereof, a regular or special meeting of the City Council of the City of Nisswa, Crow Wing County, Minnesota, was duly held at City Hall on February 17, 2026, at 7:00 P.M., for the purpose, in part, of adopting a street reconstruction plan and authorizing issuance of street reconstruction bonds.

The following members were present: _____

and the following were absent: _____

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION NO. _____

RESOLUTION ADOPTING A STREET RECONSTRUCTION PLAN AND APPROVING THE ISSUANCE OF GENERAL OBLIGATION STREET RECONSTRUCTION BONDS

WHEREAS, the City Council (the "Council") of the City of Nisswa, Minnesota (the "City"), has determined that it is in the best interest of the City to authorize the issuance and sale of general obligation street reconstruction bonds pursuant to Minnesota Statutes, Section 475.58, subdivision 3b, as amended (the "Act"), to finance the cost of street reconstruction projects, as described in the proposed street reconstruction plan described below, a copy of which is on file in the Interim City Administrator-Clerk's office; and

WHEREAS, pursuant to the Act, the City is authorized to issue and sell general obligation street reconstruction bonds for street reconstruction under the circumstances and within the limitations set forth in the Act. The Act provides that a street reconstruction plan may be financed with general obligation street reconstruction bonds, following adoption of a street reconstruction plan, after a public hearing on the street reconstruction plan and on the issuance of general obligation street reconstruction bonds and other proceedings conducted in accordance with the requirements of the Act; and

WHEREAS, pursuant to the Act, the City has prepared a five year street reconstruction plan for calendar years 2026 through 2030, which describes the streets to be reconstructed, the estimated costs and any planned reconstruction of other streets in the City, including the issuance of general obligation street reconstruction bonds under the Act (the "Plan"), to determine the funding strategy for street reconstruction projects; and

WHEREAS, on February 17, 2026, the Council held a public hearing on the adoption of the Plan and the issuance of not to exceed $5,750,000 general obligation street reconstruction bonds (the "Bonds") under the Plan for street reconstruction improvements to those streets described in the Plan (the "Street Reconstruction Projects") after publication of the notice of public hearing not less than 10 days nor more than 28 days prior to the date thereof in the City's official newspaper; and

WHEREAS, all parties who appeared at the public hearing were given an opportunity to express their views with respect to the proposal to adopt the Plan and to undertake and finance the Street Reconstruction Projects by the issuance of Bonds and any written comments submitted prior to the public hearing were considered.

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

1. City Policies and Goals. The financing of the Street Reconstruction Projects and the issuance and sale of the Bonds would further the policies and goals of the City as set forth in the Plan, hereby adopted by the Council in connection with the issuance of the Bonds.

2. Adoption of Street Reconstruction Plan. Based on information received at the public hearing, such written comments (if any) and such other facts and circumstances as the Council deems relevant, it is hereby found, determined and declared that:

(a) the Street Reconstruction Projects proposed in the Plan will allow the City to upgrade its transportation infrastructure to accommodate anticipated and existing residential and commercial development; and

(b) the Plan is hereby approved and adopted in the form presently on file with the City.

3. Authorization and Approval of Bonds. The City is hereby authorized to issue the Bonds, the proceeds of which will be used, together with any additional funds of the City which might be required, to finance certain costs of the Street Reconstruction Projects and to pay costs of issuance of the Bonds.

4. Execution of Documents. The Mayor and Interim City Administrator-Clerk are authorized and directed to execute such other documents and instruments as may be required to give effect to the transactions herein contemplated.

5. Voter Referendum Contingency. Pursuant to the Act, a petition requesting a vote on the question of issuing the Bonds, signed by voters equal to five percent of the votes cast in the last municipal general election, may be filed within thirty days of the public hearing. Upon receipt of such petition within the prescribed time period, the City may issue the Bonds only after obtaining the approval of a majority of the voters voting on the question of the issuance of the Bonds. The authorizations and approvals contained herein are subject to and contingent upon not receiving such a petition, or, in the event such a petition is filed, the approving vote of a majority of the voters voting on the question of the issuance of the Bonds.

The motion for the adoption of the foregoing resolution was duly seconded by member _____ and, after a full discussion thereof and upon a vote being taken thereon, the following voted in favor thereof: _____

and the following voted against the same: _____

Whereupon the resolution was declared duly passed and adopted.

[Bonds must be approved by at least a two-thirds vote of the membership present.]

[Issuance of Bonds is subject to a 30-day reverse referendum after the public hearing.]

STATE OF MINNESOTA
CROW WING COUNTY
CITY OF NISSWA

I, the undersigned, being the duly qualified and acting Interim City Administrator-Clerk of the City of Nisswa, Minnesota, DO HEREBY CERTIFY that I have compared the attached and foregoing extract of minutes with the original thereof on file in my office, and that the same is a full, true and complete transcript of the minutes of a meeting of the City Council, duly called and held on the date therein indicated, insofar as the minutes relate to adopting a street reconstruction plan and the issuance of general obligation street reconstruction bonds.

WITNESS my hand on February 17, 2026.

_____
Interim City Administrator-Clerk

CITY OF NISSWA

To:	**City Council**
Prepared by:	**Steven Timblin, City Planner**
Date:	**February 17th, 2026**
Item:	**Verizon Cell Tower Appeal**

Action Requested: To continue review of the appeal regarding the PCBOA approval on the topic of the Verizon Cell Tower.

Background: On December 16th, 2025, at their regular meeting of City Council, the City of Nisswa tabled the appeal to February 17th, 2026, to allow time for City Council to review the materials provided at that meeting. Those materials are incorporated herein by reference and can be found under Agenda Item G.3., pages 59-431 of the December 16th, 2025 regular meeting packet, linked below:

https://cms2.revize.com/revize/nisswamn/Document%20Center/Government/City%20Council/Packets/2025%201216%20CC%20Regular%20Mtg%20Packet.pdf?t=202602041700500&t=202602041700500

QR code if preferred:

Budget Impact: N/A

Attachments: N/A

CITY OF NISSWA

H1

To: Nisswa City council

Prepared by: Brian Farrell

Date: 1-12-2026

Item: Job responsibility changes and step advancement

Action Requested:

- "Council members name "- would like to motion that we promote Joey Hendrickson to a key holder, team leader starting February 23rd, 2026.

Background:

- On 2025 pay schedule, Joey is at grade 3, step 2 (18.72) and he would advance to grade 3, step 3 (19.27) .

  He has consistently demonstrated outstanding performance and leadership qualities that make him well-suited for this new role.

Budget Impact:

- Around $800.00 and we will be within our wage budget for 2026

Attachments:

- No attachment

1.) Overview of all Documents

2.) Delaney Consulting

3.) Meyer Group

4.) Oxford Street Merchant

5.) Northspan

6.) Loci Consulting

7.) Precision Consulting

8.) Shenehon Company

9.) Paynesville Opinion Letter

10.) Proposed Fees

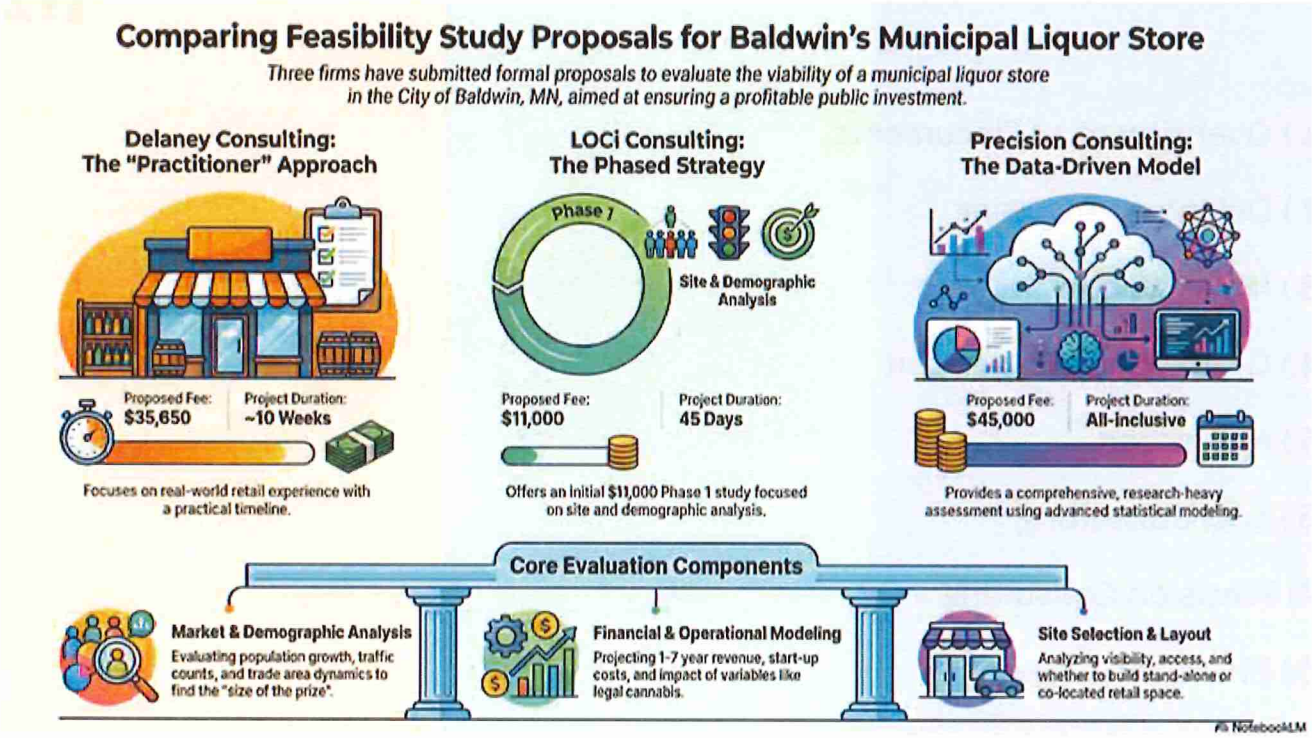
11.) Brenda Visnovec argue these studies are unnecessary

12.) Spirits of Nisswa management opinion

Document, 1

Overview

Briefing: Proposals for Baldwin Municipal Liquor Store Feasibility Study



Executive Summary

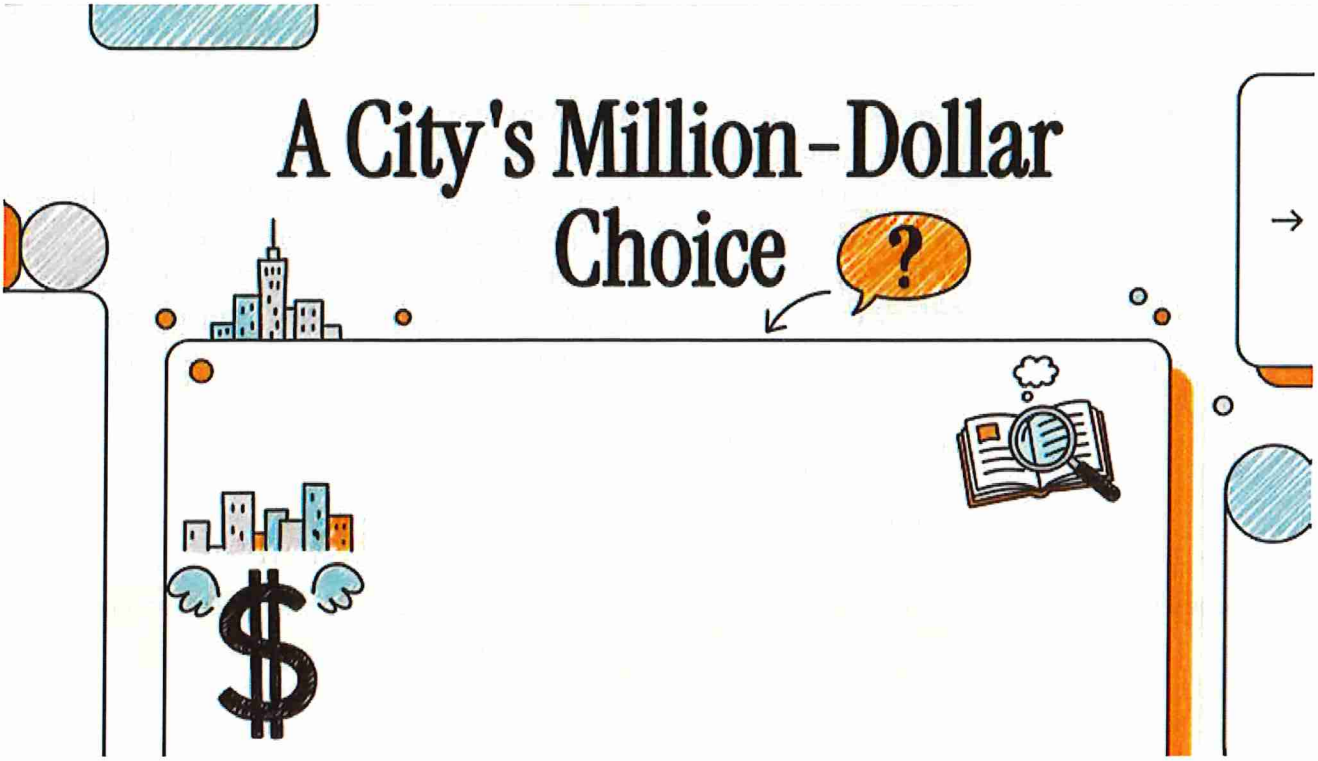
The City of Baldwin issued a Request for Proposal (RFP) on August 5, 2025, seeking a comprehensive feasibility study to evaluate the establishment of a municipal liquor store. This initiative is contextualized by the city's recent incorporation in 2024 and its status as a growing community, with the proposed store viewed as a potential anchor for development and a source of municipal funding. By the September 19, 2025 deadline, the city received three distinct and complete proposals from Delaney Consulting, LOCI Consulting (in partnership with Bolton & Menk), and Precision Consulting Firm.

The proposals present the City with a choice between deep local industry expertise, phased market analysis, and rigorous data science:

- **Delaney Consulting** offers a hands-on, practitioner-led approach rooted in extensive Minnesota-specific municipal liquor store experience. Their all-inclusive proposal is for a 10-week, 285-hour study costing **$35,650**, promising a practical, operational perspective and detailed financial modeling.
- **LOCI Consulting**, partnered with municipal planning firm Bolton & Menk, proposes a flexible, two-phased study. Phase 1 focuses on high-level market and site feasibility for a cost of **$11,000**, to be completed in 45 days. This allows the City to assess initial viability before committing to a more in-depth analysis in a subsequent, undefined Phase 2.
- **Precision Consulting Firm**, a national, woman-owned entity, presents a highly analytical and data-driven methodology. Their **$45,000** all-inclusive proposal leverages a large team of specialists in predictive modeling, econometrics, and spatial analysis, framing the study as an exercise in public finance and community development.

Each firm provides a unique combination of experience, methodology, and cost structure, requiring careful consideration of which approach best aligns with the City's strategic objectives and fiscal

priorities.



https://www.youtube.com/watch?v=5eMYMucdEBQ

Project Overview: The City of Baldwin RFP

On August 5, 2025, the City of Baldwin's City Clerk/Treasurer, Joan Heinen, issued an RFP to solicit proposals for a feasibility study concerning the establishment of a municipal liquor store. The deadline for submission was 4:30 p.m. on September 19, 2025.

The context provided in the proposals indicates the City of Baldwin was incorporated in 2024 and is experiencing growth. A potential municipal liquor store is viewed as a key anchor for future commercial development, particularly along the Highway 169 corridor, and as a provider of an additional funding source for municipal services. The RFP outlined four primary requirements for the study:

1. Completion of a market study.
2. Recommendations on timing, size, and location.
3. An outline of estimated costs (start-up and operational).
4. Identification of opportunities, challenges, and other relevant factors.

Comparative Analysis of Bidders

The following table provides a side-by-side comparison of the key attributes of the three primary proposals received.

Feature	Delaney Consulting	LOCI Consulting (with Bolton & Menk)	Precision Consulting Firm, LLC
Firm Profile	Minnesota-based firm specializing in municipal liquor operations, retail strategy, and financial optimization. Emphasizes a "practitioners – not consultants" approach.	LOCI Consulting specializes in market analysis for retailers and municipalities. Partnered with Bolton & Menk, a planning and architectural firm serving municipalities.	Las Vegas-based, woman-owned firm specializing in data-driven, research-based consulting for government and corporate clients.
Proposed Cost	**$35,650** (Total for a single comprehensive study)	**$11,000** (For Phase 1 only). Cost for Phase 2 is TBD.	**$45,000** (Total all-inclusive fee)
Project Timeline	**10 weeks** from kickoff to completion (estimated 285 hours).	**45 days** for Phase 1 completion from receipt of signed contract. Phase 2 timeline TBD.	Not explicitly stated.
Methodology	A three-phase process (Discovery, Analysis, Findings) using proprietary start-up and operational financial models. Includes SWOT analysis, custom advisory assessments, and council workshops.	A two-phased approach. Phase 1 includes site analysis, demographic analysis, competitive analysis, sales forecasts, and preliminary cost estimates. Phase 2 would provide deeper analysis of site/building options.	A five-task process leveraging quantitative (predictive modeling) and qualitative methodologies. Focus on financial modeling, stakeholder engagement, and risk-opportunity analysis.
Key Personnel	Flora Delaney (President), Jim Langemo (Consultant), Michael Bitzer (Consultant). All have extensive retail, liquor	Grant Martin (Principal/Founder of LOCI). Team supported by Bolton & Menk for architectural and	Dr. Martin Barugel (Project Lead), Clark Guo (Sr. Advisor), and a large team of specialists in analytics, qualitative

	operations, and municipal consulting experience in Minnesota	municipal planning expertise.	research, and spatial analysis.
Relevant Experience	Has worked with two dozen Minnesota cities on municipal liquor operations, including Wayzata, Byron, and Mapleton. Extensive list of city contacts provided as references.	Recent municipal liquor market studies for the cities of Buffalo (2024) and Fridley (2025). Redevelopment master plan for Newport (2024).	No direct municipal liquor store experience is cited. References state-level government projects for Oregon (Surplus Property Program) and Colorado (Homeland Security).
Deliverables	Final report and formal presentation to the city. Workshops and custom materials for city leaders are also offered.	Phase 1: Written final report in PDF, one in-person presentation, and one PDF of the presentation. Phase 2 deliverables TBD.	Market study report, location assessment, comprehensive cost model, risk-opportunity matrix, and a final consolidated report with presentation to City Council.
Differentiators	Deep, hands-on operational experience specific to Minnesota municipal liquor stores. Claims to share the "secret sauce" of retail success.	A flexible, lower-cost entry point (Phase 1) allowing the city to assess viability before a larger commitment. Combines market analysis with municipal planning/engineering.	Rigorous academic and data science approach. Status as a woman-owned business. Extensive experience with large government agencies and complex analytical projects.
Insurance	General Liability: $2M Aggregate	General Liability: $2M Aggregate; Professional Liability: $2M Aggregate	General Liability: $1M Aggregate; Professional Liability: $1M Per Claim / Aggregate

Detailed Bidder Profiles

Delaney Consulting

- **Profile and Approach:** A Minnesota-based advisory firm with a singular focus on municipal liquor operations. The firm's proposal, dated September 17, 2025, emphasizes a practical, hands-on philosophy, stating, *"Practitioners – not consultants. Every member of Delaney Consulting has 'done the job.' We've run stores, worked with construction crews, merchandised new stores, run a POS system and unloaded a delivery."* Their approach is holistic, aiming to build sustainable processes and management practices.
- **Methodology:** The proposed 10-week study is broken into three phases: Discovery & Strategic Insights (3 weeks), Analysis & Financial Modeling (4 weeks), and Findings & Recommendation (3 weeks). The firm utilizes proprietary start-up and operational financial business models to forecast performance for the first seven years. Their analysis goes beyond a standard SWOT to address modern challenges, including "tight labor pools, decreased alcohol consumption by Gen Z and the introduction of legal cannabis in Minnesota."
- **Team and Experience:** The team is led by President Flora Delaney (35+ years retail/liquor consulting), Jim Langemo (business strategy and HR), and Michael Bitzer (27+ years municipal and off-sale liquor operations). The firm has advised two dozen Minnesota cities, including Edina, Wayzata, Byron, and Mapleton, and provides extensive references from these engagements.
- **Cost:** The total cost for the 285-hour project is **$35,650**, with a proposed three-way split payment schedule.

LOCI Consulting, LLC (in partnership with Bolton & Menk)

- **Profile and Approach:** LOCI Consulting, founded in 2019, focuses on market analysis and progressive solutions for municipalities and retailers. For this project, they have partnered with Bolton & Menk, a 75-year-old firm specializing in municipal planning, architecture, and engineering. Their proposal, dated September 19, 2025, presents a two-phased approach designed to give the city an early decision point.
- **Methodology:**
  - **Phase 1:** A high-level feasibility study focusing on site analysis (up to three locations), demographic and competitive analysis, sales forecasts using a gravity model, and preliminary cost estimates. This phase is designed to meet all RFP requirements.
  - **Phase 2:** A more detailed analysis of site and building options. The exact scope would be determined after Phase 1 and would "reset with the city to discuss the precise extent of deeper analysis on one or multiple sites."
- **Team and Experience:** The project is led by LOCI's Principal and Founder, Grant Martin. The partnership provides access to Bolton & Menk's extensive municipal services team. LOCI has recent, relevant experience, having completed a municipal liquor store market study for Buffalo in 2024 and one for Fridley in 2025.
- **Cost:** Phase 1 is offered at a fixed cost of **$11,000**. The cost for Phase 2 is to be determined based on the results of Phase 1. The final report for Phase 1 would be delivered within 45 days of a signed contract.

Precision Consulting Firm, LLC

- **Profile and Approach:** Founded in 2006, Precision is a Las Vegas-based, woman-owned business that provides data-driven consulting to a mix of government and Fortune 500 clients (e.g., Verizon, Johnson & Johnson). The proposal, dated August 29, 2025, highlights the firm's multidisciplinary team of analysts, statisticians, and subject matter experts. They position their approach as a blend of "methodological rigor with practical recommendations."
- **Methodology:** The proposal outlines a five-task, all-inclusive study: 1) Market Study, 2) Location & Timing Analysis, 3) Cost Estimation, 4) Opportunities & Challenges Analysis, and 5) Final Report &

Presentation. The firm will leverage quantitative and qualitative research, predictive modeling, and stakeholder engagement to deliver a comprehensive analysis of the project's financial viability and community impact.

- **Team and Experience:** The project would be staffed by a large team of highly credentialed specialists. Key members include Dr. Martin Barugel (PhD, Project Lead), Clark Guo (Co-Founder), Aaron Houston (Chief Analytics Officer), Szamor Williams (Chief Experience Officer), and Dr. Alexandra Caplan (Research Methodologist). While the firm has extensive experience with state government agencies in Colorado and Oregon, no direct experience with municipal liquor operations is mentioned in the proposal.
- **Cost:** The total all-inclusive fee for the project is **$45,000**.

Other Submissions & Contextual Data

- **Northspan:** A proposal cover page was submitted on September 12, 2025. It was prepared by Karl Schuettler, Vice President. The source materials contain no further details regarding the firm's proposed scope of work, methodology, or cost.

OSM Brands: A document was provided listing numerous wine brands and vineyards, including Boen, Belle Glos, Quilt, Grgich Hills, and Buehler Vineyards. The specific context or purpose of this list in relation to the RFP is not defined in the source documents.

Document, 2

Proposal Briefing: Delaney Consulting Feasibility Study for Baldwin Municipal Liquor Operations

Executive Summary

Delaney Consulting, a Minnesota-based advisory firm specializing in municipal liquor operations, has submitted a formal proposal to the City of Baldwin to conduct a feasibility study for establishing a municipal liquor store. The proposal, dated September 17, 2025, outlines a comprehensive 10-week project at a total cost of $35,650. The firm emphasizes its "practitioners - not consultants" approach, leveraging hands-on experience and proprietary financial models to deliver actionable insights.

The proposed study will address the city's key requirements, including a detailed market analysis, recommendations on store size and location, comprehensive start-up and operational cost modeling, and an analysis of contemporary opportunities and challenges. The firm specifically notes it will address modern market factors such as tight labor pools, changing consumption habits of younger demographics (Gen Z), and the recent introduction of legal cannabis in Minnesota. The project team assigned to Baldwin consists of three principals with decades of combined experience in retail, municipal operations, and business strategy with major companies like Best Buy and Whole Foods, as well as numerous Minnesota cities. The submission is supported by a Certificate of Liability Insurance and specific client references from the cities of Wayzata, Byron, Buffalo, and Mapleton.

Firm Overview and Qualifications

Corporate Profile and Philosophy

Delaney Consulting is a Minnesota-based advisory firm focused on municipal liquor operations, retail strategy, and financial optimization. The firm differentiates itself by framing its team as **"practitioners - not consultants,"** underscoring their direct, hands-on experience in running stores, managing staff, implementing POS systems, and overseeing operations. Their stated goal is to help municipal organizations build sustainable processes and management practices to confidently run their operations independently. They have worked with over two dozen Minnesota cities since their first engagement with the City of Edina in 2007.

Relevant Experience

The firm has advised a wide range of Minnesota cities of similar size and demographics to Baldwin. Their client list includes:

- Brooklyn Center
- Buffalo
- Byron

- Callaway
- Eden Prairie
- Edina
- Fridley
- Hawley
- Isanti
- Luverne
- Mahnomen
- Mapleton
- Minneapolis
- Paynesville
- Robbinsdale
- Spring Lake Park
- St Michael
- St Paul
- Waverly
- Wayzata

In addition, the firm has worked with the Minnesota Municipal Beverage Association (MMBA). Recent relevant projects include an operational review for Wayzata's municipal liquor store and bar, a feasibility study for a municipal cannabis store in Byron, and a feasibility study for new liquor operations in Mapleton.

Proposed Scope of Work and Methodology

Delaney Consulting outlines a detailed approach to address the four primary requirements of the city's Request for Proposal (RFP).

Requirement 1: Market Study

The firm will conduct a market study to evaluate the potential for establishing liquor store(s) in Baldwin. This involves:

- **Data Analysis:** Leveraging city data, MNDOT traffic data, US Census data, current population and employment figures, and proprietary information.
- **Strategic Analysis:** Performing a Strengths, Weaknesses, Opportunities, Threats (SWOT) analysis.
- **Competitive Review:** A thorough assessment of the competitive landscape.

Requirement 2: Recommendations on Store(s)

The firm will provide recommendations on the timing, size, and location for potential liquor stores, including whether they should be stand-alone or connected with other retail uses. They note a "conservative and cautious" forecasting approach, building a real estate model that considers:

- Data from other municipally owned liquor operations.
- Baldwin's small population base.
- City borders, zoning, and available land.
- Future traffic and roadway plans.

Requirement 3: Estimated Costs

Delaney Consulting will outline estimated costs associated with establishment, including land, building, staffing, product, and inventory. This is supported by a proprietary **start-up model** that includes:

- **Real Estate:** Buy/Lease
- **Site Preparation:** Demolition, excavation
- **Property Development:** Remodel/Build including HVAC, Lighting, Water, Parking
- **Branding & Marketing:** Store Set Up, Grand Opening Campaign
- **IT & Systems:** POS, Inventory Management, Time Tracking, Accounts Payable, website
- **Security & Alarms**
- **Staffing:** Selection, Onboarding, Training, Certification
- **Professional Services:** Legal, Accounting, Insurance, Banking
- **Inventory & Furnishings:** Initial Inventory Purchase, Fixtures

Requirement 4: Opportunities and Challenges

The analysis will move beyond a standard SWOT to provide insight into challenges that may be "invisible to Baldwin's leaders." Key areas of focus include:

- Tight labor pools.
- Decreased alcohol consumption by Gen Z.
- The introduction of legal cannabis in Minnesota.
- The operational differences between a public service and a profitable retail operation, emphasizing the need for new leadership approaches, retail accounting (P&L), and business planning.

Proprietary Financial Models and Deliverables

A core component of the firm's offering is its use of two proprietary financial models to provide a reliable financial forecast for the first seven years of operation.

Key Financial Models

Model Type	Key Variables Included
Start-Up Model	Real Estate, Site Prep, Development, Branding, IT, Security, Staffing, Legal, Initial Inventory, Fixtures.
Operational Financial Business Model	Hours/Days of Operation, Labor Hours/Costs, Inflation (COLA), Taxes/Benefits (% of wages), Transaction Volume, Average Transaction Revenue, Credit Card Fees, Sales Tax Rates, COGS, Promotional/Advertising Budgets, Customer Growth (CAGR) for Residents and Non-Residents, Market Penetration Rates, Utilities, Inventory Shrink Rates.

Project Deliverables

The engagement will culminate in a final report and presentation to the city. Past feasibility studies produced by the firm have typically included the following sections: Executive Summary, Sources and Assumptions, Unknown Variables, Our Approach, Revenue Modeling, Financial Model Overview, Competition, Facility & Location, and more. The firm also offers workshops and custom materials to ensure city leaders and constituents understand the findings and can engage in a transparent, jargon-free decision-making process.

Project Logistics, Timeline, and Cost

Project Timeline

The feasibility study is projected to take **10 weeks** from kickoff to completion, structured in three distinct phases.

Phase	Duration	Key Activities
1. Discovery & Strategic Insights	3 Weeks	RFI for current data, Interviews with stakeholders, Onsite visits, Competitive review.
2. Analysis & Financial Modeling	4 Weeks	Draft recommendations, Benchmarking, Financial modeling, Validation with stakeholders.
3. Findings & Recommendation	3 Weeks	Create & deliver final study, Internal/External readout, Final materials & handoff.

The proposed budget includes 1-hour meetings every two weeks and two rounds of interviews with local leaders and stakeholders.

Project Cost

- **Total Estimated Hours:** 285 hours
- **Total Cost: $35,650**
- **Proposed Payment Schedule:** A three-way split payment (upon project start, at midpoint, and upon successful completion).

Assigned Team and Key Personnel

Delaney Consulting has assigned a lead team of three principals to the Baldwin project.

Name & Role	Key Qualifications and Experience
Flora Delaney Lead Representative, President & Advisor	**35+ years** in retail and municipal liquor consulting. Former VP at Visual Merchandising; experience with Best Buy, Ahold-Delhaize, Unilever, and ACNielsen. Author of four books on retail. Has led feasibility and operational reviews for 12 Minnesota municipal liquor operations. BA from Michigan State University.
Jim Langemo Lead Representative, Program Manager/Principal Consultant	Expertise in Business Strategy, HR, and Leadership Development. Former Director of Equity and HR for the City of Brooklyn Center; former Chief Administrative Officer at Hennepin Theatre Trust; former Best Buy Director. Experience with municipal engagements in Edina, Eden Prairie, and Fridley. BA from Minnesota State Moorhead.
Michael Bitzer Lead Representative, Domain Expert & Principal Consultant	**27+ years** of retail experience, including **8+ years** in municipal liquor/cannabis operations. Former Team Trainer at Whole Foods, Regional Leader at Sears, Director of Operations and Innovation at Best Buy. Recently completed a 2+ year engagement with Wayzata and led a study for the City of Mahtomedi. Educated at Northland College.

Supporting Documentation

Certificate of Liability Insurance

A Certificate of Liability Insurance was provided with the proposal submission.

- **Date Issued:** September 11, 2025
- **Insured:** Delaney Consulting LLC
- **Insurer:** Acuity, A Mutual Insurance Company
- **Policy Period:** 08/15/2025 to 08/15/2026
- **Commercial General Liability Limits:**
  - Each Occurrence: $1,000,000
  - General Aggregate: $2,000,000

Client References

The proposal includes contact information for key personnel in four Minnesota cities.

City	Contact Person	Title	Email	Phone
Wayzata	Aurora Yager	Deputy City Manager	ayager@wayzata.org	952-404-5317
	Jeffrey Dahl	Previous Wayzata City Manager	jeffrey.dahl@woodburymn.gov	651-714-3500
Byron	Al Roder	City Administrator	administrator@byronmn.com	507-775-3400
Buffalo	Taylor Gronau	City Administrator	taylor.gronau@ci.buffalo.mn.us	763-684-5406
	Jason Swanson	Dir of Operations, Buffalo Wines & Spirits	jason.swanson@ci.buffalo.mn.us	763-516-3644
Mapleton	Sarah Olson	City Finance Officer	s.olson@mapletonmn.gov	507-524-4020

Document, 3

Proposal Analysis: Meyer Group Architecture's Feasibility Study for a Baldwin Municipal Liquor Store

Executive Summary

On September 19, 2025, Meyer Group Architecture submitted a comprehensive proposal to the City of Baldwin to conduct a Municipal Liquor Store Feasibility Study. The proposal outlines a total fixed fee of **$18,000** for the complete scope of services. The study will be executed in partnership with sub-consultant Maxfield Research & Consulting, a firm specializing in real estate market analysis since 1983.

The proposed methodology is structured to deliver a thorough evaluation, encompassing detailed site assessments, demographic analysis projecting to 2035, and a competitive market review. The final deliverable will be a detailed report with recommendations on store timing, size, location, format (stand-alone vs. connected), estimated costs, and potential challenges. Led by Principal Architect Timothy L. Meyer, the project team leverages Meyer Group's extensive experience in municipal, commercial, and tribal architecture, including direct experience with liquor store projects in Barnum, MN, and Superior, WI. The proposal is supported by detailed cost breakdowns, staff hourly rates, client references, and proof of significant professional liability insurance coverage.

Project Overview

- **Project Title:** City of Baldwin - Municipal Liquor Store Feasibility Study
- **Client:** City of Baldwin, addressed to Joan Heinen (City Clerk/Treasurer)
- **Proposing Firm:** Meyer Group Architecture
- **Sub-consultant:** Maxfield Research & Consulting (Market Study Consultant)
- **Submission Date:** September 19, 2025
- **Core Objective:** To undertake a preliminary feasibility study to assess the potential for establishing a municipal retail liquor operation. The study aims to provide recommendations on timing, size, location, estimated costs, and other critical factors for consideration by the City.

Proposing Firms' Credentials

Meyer Group Architecture

Established on June 17, 2009, by Timothy L. Meyer, Meyer Group Architecture is a multi-disciplinary, service-based firm with a mission to "create responsible, progressive design solutions through a process that surpasses our clients' expectations on all levels." The firm offers a range of in-house services, including Architecture, Graphic Design, Interior Design, Planning, and Project Management. Meyer Group emphasizes building lasting client relationships and incorporates environmentally friendly practices, such as using rapidly renewable and recycled materials.

A testimonial from Brian Bisonette, Tribal Historic Preservation Officer for the Lac Courte Oreilles Band of Chippewa, states, "Meyer Group is one of the finest architectural firms I have had the opportunity to collaborate with... Tim Meyer and staff are very courteous, detail oriented and highly competent in all phases of project development."

Company Details:

- **Ownership:** Professional Corporation, Timothy L. Meyer
- **Founder:** Timothy Meyer, AIA, CID, LEED AP
- **Total Personnel:** 7 (1 Licensed Principal Architect & CEO, 1 Registered Architect & Project Manager, 2 Designer III, 3 Administrative Staff)
- **Office Locations:** Minnetonka, MN; Duluth, MN; Ashland, WI

Maxfield Research & Consulting

Established in 1983, Maxfield Research & Consulting is a full-service real estate market research firm with over 40 years of experience. The firm provides data, analysis, and strategic recommendations to public, private, and institutional clients.

Core Services:

- **Residential:** Senior housing, tax credit, master-planned communities.
- **Commercial:** Analysis for retail, office, industrial, and hotel space.
- **Land Use:** Highest and best use assessments and redevelopment evaluations.
- **Special:** Expert testimony, litigation support, and economic impact analysis.
- **Consulting:** Custom analysis for specific needs, including market data and pricing assessments.

Key Staff:

- **President:** Mary Bujold
- **Director of Research:** Joe Hollman
- **Senior Research Associates:** Brian Smith, Rob Wilder
- **Research Associates:** Jessica Van Vooren, David Sajevic, Nathan Ross

Proposed Scope of Work and Methodology

Meyer Group proposes a systematic approach to the feasibility study, beginning with an initial project kick-off and stakeholder listening meetings. The process ensures continuous collaboration with the City of Baldwin, with scheduled review meetings before the final study is presented.

The study is structured around three core analytical components, culminating in a comprehensive report of conclusions and recommendations.

Feasibility Study Components

Stage	Key Activities
Site Evaluations	1. Review proposed existing locations and identify other potential sites. 2. Examine adjacent and surrounding land uses. 3. Assess location accessibility, visibility, traffic counts, and customer traffic patterns. 4. Identify pending developments or roadway changes that may impact potential sites. 5. Assess the overall strengths and weaknesses of identified locations. 6. Rank up to three potential locations based on key positive characteristics.
Demographic Review	1. Identify a target draw area through local interviews. 2. Analyze any existing customer research and demographic growth trends. 3. Examine household and employment growth trends in the draw area to 2035. 4. Examine the population age distribution to 2035. 5. Examine consumer expenditures for alcoholic beverages. 6. Discuss the impact of demographic trends on the overall market share.
Competitive Market Review	1. Collect and analyze data on competitive liquor stores (size, parking, access, inventory, market position, estimated sales per sq. ft.). 2. Identify any pending facilities in the draw area. 3. Assess the ability of a new municipal store to capture market share from competitors.

Conclusions and Final Deliverables

The study will conclude with a final report that synthesizes all findings and provides actionable recommendations, including:

1. Calculation of sales potential in the identified draw area.
2. Identification of the optimal square footage supportable for a new store.
3. Recommendations on optimal locations, facility type (new vs. existing), store size, and format (stand-alone vs. connected to other retail).
4. Suggested proportions of inventory across various product segments.

Relevant Project Experience

Meyer Group and Maxfield Research & Consulting have extensive experience relevant to this feasibility study, including direct work on municipal facilities and liquor stores.

Meyer Group Architecture Representative Projects

Project Name	Location	Services	Size / Cost	Completion
City of Barnum - City Offices, Liquor Store, & Community Center	Barnum, MN	Architecture, Interior Design	9,038 S.F. / $2.3M	2020
Keyport Liquor - Outlet Space Planning	Superior, WI	Architecture, Interior Design, Space Planning, Project Management	N/A	2014
Spirit Valley Youth Center	Duluth, MN	Pre-Design, Feasibility Study	36,080 S.F. / $850,000	2023
Ashland County Public Health & Human Services	Ashland, WI	Architecture	N/A	2018
City of Sandstone "Imagine Sandstone" Redevelopment	Sandstone, MN	Architecture	Outline	2019

Maxfield Research & Consulting Liquor Store Market Studies

- City of Savage, MN (Two locations) - 1997
- City of St. Francis, MN - 2003
- City of Sauk Rapids, MN - 2007
- City of Harris, MN - Convenience Gas and Liquor - 2009
- Kowalski's Grocery and Liquor - Excelsior, MN - 2011

Cost and Fee Structure

The proposal outlines a fixed lump-sum fee and details hourly rates for any additional services.

Total Proposed A&E Fee: $18,000 *This is an all-inclusive fee for the feasibility study scope of services.*

Reimbursable Expenses (Included in Total Fee):

- **Total Projected Reimbursables:** $750
- **Mileage:** $250 (to be tracked)
- **Printing:** 500 (0 if electronic files are used)
- **Lodging:** $0 (None anticipated)
- **Excluded Services:** Land Surveying, Soils Testing, and Environmental Survey & Testing are not included in the scope and must be provided by the owner. These services are not permitted under the firm's liability insurance.

Proposal Terms:

- **Validity:** The proposal is valid for 90 days from the date of submittal.
- **Payment:** Invoicing occurs on the first of the month, with payment due on the thirtieth.

Standard Hourly Rates (2025)

Meyer Group Architecture | Title | Rate | | :--- | :--- | | Principal Architect | $200.00/hr | | Project Architect | $165.00/hr | | Project Manager | $160.00/hr | | Landscape Architect | $130.00/hr | | Project Designer | $120.00/hr | | Senior CAD Technician | $115.00/hr | | 3-D Technician | $110.00/hr | | Graphic Designer | $100.00/hr | | Clerical | $75.00/hr |

Maxfield Research and Consulting | Title | Rate | | :--- | :--- | | President | $160.00/hr | | Directory of Research | $150.00/hr | | Senior Associate | $100.00/hr | | Research Associate | $85.00/hr |

Professional References

Name	Title / Affiliation	Contact
Dale Riihiiluoma	Mayor, City of Barnum	(218) 389-6814
Tim Peterson	City Administrator, City of Cloquet	(218) 879-3347
Rob Hurd	Construction Project Coordinator, City of Duluth	(218) 730-4434
Harold Langowski	Clerk / Treasurer, City of Ely	(218) 226-5411

Insurance and Risk Management

Meyer Group Architecture maintains professional liability insurance through Travelers Casualty and Surety Company of America.

- **Policy Number:** 106582681
- **Policy Period:** September 1, 2025, to September 1, 2026
- **Coverage Type:** Design Professionals Liability Coverage
- **Coverage Limits:**
  - **Per Claim:** $3,000,000
  - **Aggregate (All Claims):** $4,000,000
- **Deductible:**
  - **Per Claim:** $5,000
  - **Aggregate (All Claims):** $15,000
- **Policy Premium:** $21,500.00

Document, 4

Wine Brand & Importer Portfolio Analysis

Executive Summary

This document provides a comprehensive overview of several distinct portfolios of wine brands, organized based on their associated producers, importers, and distributors. The analysis synthesizes a catalog of wine estates, specific brand lines, and individual products, drawing from a diverse collection of source materials. The portfolios range from a focused collection of Spanish wineries under the Gil Family Estates umbrella, to a curated set of Californian brands from Copper Cane Wines & Provisions, a prestigious global selection from Maisons Marques & Domaines, and a group of prominent independent American wineries. The data presented covers a wide geographical scope, including key wine regions in Spain, the United States, France, Italy, South Africa, and Portugal.

Oxford Street Merchants: A Focus on Spanish Wines

The portfolio associated with Oxford Street Merchants is heavily centered on Spanish wines, with the majority of brands falling under the control of **Viñas Familia Gil Family Estates**, a producer established in 1916. This collection showcases a variety of Spanish regions and grape varieties.

Core Producer: Gil Family Estates

Gil Family Estates encompasses a group of distinct bodegas (wineries) and brands, each with its own identity.

Brand/Winery	Associated Products
Bodegas Atalaya	Atalaya Laya, La Atalaya del Camino
Bodegas Ateca	Atteca Garnacha
Bodegas El Nido	El Nido
Bodegas Morca	Flor de Morca
Can Blau Cellers	Can Blau Red
Juan Gil Bodegas	Juan Gil Blue, Juan Gil Low Alcohol Red, Juan Gil Low Alcohol White Blend, Juan Gil Red, Juan Gil Silver Monastrell
Honoro Vera	Honoro Vera Cabernet, Honoro Vera Garnacha, Honoro Vera Merlot, Honoro Vera Organic Monastrell, Honoro Vera "Irreverent" Red, Honoro Vera Rioja, Honoro Vera Rose, Honoro Vera White, Honoro Vera White Blend
Lagar Da Condesa	Lagar Da Condesa
Miscellaneous	Cantagrillos Brut, Oro Bluegray Priorat, Shania BIB Cabernet Sauvignon, Shania CUBE Blanco MWO, Shania Cube Rose MWO, Shania Organic Monastrell BIB MWO

Copper Cane Wines & Provisions: Californian Brand Collection

Copper Cane Wines & Provisions manages a portfolio of distinct Californian wine brands. The collection includes Belle Glos, known for its Pinot Noirs; Böen, focusing on Chardonnay and Pinot Noir from various appellations; and the Quilt brand, which also includes the Threadcount line.

Brand	Associated Products
Belle Glos	Belle Glos Balade Chard, Belle Glos Balade Pinot Noir, Belle Glos Clark & Telephone, Belle Glos Dairyman Pinot Noir, Belle Glos Glasir Holt Chardonnay, Belle Glos Las Alturas, Belle Glos Rose P Noir Blanc, Belle Glos Sparkling, Belle Glos Sparkling Rose, Belle Glos Taylor Lane P Noir
Böen	Boen Reserve Pinot Noir Santa Maria, Boen RRVR Pinot Noir, Boen Tri Appellation Chardonnay, Boen Tri Appellation Pinot Noir
Quilt	Quilt Fume Blanc, Quilt Napa Cabernet, Quilt Napa Chardonnay, Quilt Red, Quilt Reserve Cabernet
Threadcount (by Quilt)	Threadcount by Quilt Red, Threadcount by Quilt Sauvignon Blanc, Threadcount California Cabernet, Threadcount Napa County Cab Sauv, Threadcount Rose

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Maisons Marques & Domaines: A Global Collection of Esteemed Estates

Operating under the tagline "Truth in Wine," Maisons Marques & Domaines (MMD) imports and represents a prestigious and geographically diverse portfolio of wineries from around the world. The collection includes renowned producers from France, Italy, Spain, South Africa, Portugal, and the United States.

Key producers identified within this portfolio include **Castiglion del Bosco** (Italy), **Domaines Schlumberger** (France), **Delas Frères** (France), **Marqués de Murrieta** (Spain), **Pio Cesare** (Italy), **Meerlust** (South Africa), **Ramos Pinto** (Portugal), and **Inniskillin** (Canada).

MMD Brand & Estate Roster

Brands & Estates

Castiglion del Bosco Brunello

Castiglion del Bosco Campo del Drago

Castiglion del Bosco Chardonnay

Castiglion del Bosco Millecento

Delas Freres

Domaine Anderson

Dominus

Duas Quintas

Esperto

Fleur Du Cap

Inniskillin

Jackson Triggs

Les Domainers Rose

Livio

Loire Valley Wines

Louis Roederer

Marques de Murrieta

Meerlust

Merry Edwards

MMD Bordeaux

Napa Nook

Pio Cesare

Querciabella

Ramos

Regnard Bourgogne

Roederer Estate

Scharffenburger

Schlumberger Riesling

Portfolio of Prominent American Wineries

This section details a collection of well-regarded American wineries, primarily from California, each with a distinct product lineup.

Justin Vineyards & Winery

Justin Vineyards & Winery, located in Paso Robles, offers a range of wines with a focus on Bordeaux-style blends and varietals.

- Justin Cabernet
- Justin Central Coast Chardonnay
- Justin Isosceles
- Justin Isosceles Reserve
- Justin Justification
- Justin Reserve Cabernet Sauvignon
- Justin Rose
- Justin Sauv Blanc
- Justin Savant
- Justin Sonoma Chardonnay

Grgich Hills Estate

Grgich Hills Estate is a Napa Valley producer known for its estate-grown wines, particularly Chardonnay and Cabernet Sauvignon.

- Grgich Cabernet
- Grgich Essence Sauv Blanc
- Grgich Hills Chardonnay
- Grgich Hills Paris Chardonnay

Pali Wine Co.

Pali Wine Co. is represented with a selection of its Pinot Noir offerings.

- Pali Blend Pinot Noir
- Pali SB Huntington P Noir
- Pali SC Riviera Pinot Noir

Other Noted Producers

- **Buehler Vineyards:** A producer located in St. Helena, CA.
- **Opus One:** Represented by its allocated Opus One Cabernet.

Document, 5

City of Baldwin: Municipal Liquor Store Feasibility Study Proposal Analysis

Executive Summary

On September 12, 2025, the economic development consulting firm Northspan submitted a formal proposal to the City of Baldwin to conduct a comprehensive feasibility study for a potential municipal liquor store. The proposal, prepared by Vice President Karl Schuettler and addressed to City Clerk/Treasurer Joan Heinen, outlines a seven-step analytical process for a total fixed cost of $22,955. The core objective is to analyze the market and financial viability of such an enterprise, culminating in a final detailed report and presentation to the City.

Northspan, a Duluth-based nonprofit with over 40 years of experience, details its expertise in community and economic development, citing recent feasibility studies for clients such as Unity Bank and the City of Becker. The proposal notes that Northspan has not previously worked with the City of Baldwin. The project team would be led by Karl Schuettler, with specialists Cooper Grahek and Zack Filipovich managing financial modeling and community research, respectively.

Proposal Overview

- **Project Title:** City of Baldwin Municipal Liquor Store Feasibility Study
- **Submission Date:** September 12, 2025
- **Proposing Firm:** Northspan Group, Inc.
- **Primary Contact:** Karl Schuettler, Vice President
- **Client Contact:** Joan Heinen, City Clerk/Treasurer, City of Baldwin

The stated goal of the project is to "Develop a feasibility study that analyzes the market for a proposed municipal liquor store in Baldwin, Minnesota." The final deliverable will be a comprehensive report detailing the findings.

Proposed Methodology

Northspan proposes a seven-phase approach to complete the feasibility study:

1. **Scope Finalization:** Work with the City of Baldwin and other relevant partners to finalize the project scope and collect necessary background information.
2. **Market Assessment:** Conduct a market assessment for the proposed store, including a broad analysis of the area economy and industry trend data from sources like IBISWorld.
3. **Assumption Determination:** Meet with the City of Baldwin and other parties to define all assumptions that will underlie the feasibility analysis.
4. **Comparative Analysis:** Obtain public information on at least five municipal liquor stores in comparable communities to provide a comparative analysis of market size and financial sustainability.

5. **Stakeholder Interviews:** Interview staff in communities with the comparison liquor stores to identify opportunities and challenges associated with the development and management of a municipal facility.
6. **Financial Feasibility:** Analyze the financial feasibility of the proposed liquor store.
7. **Reporting & Presentation:** Compile all information into a final report and present the results to the City.

Proposed Budget

Northspan has proposed a contract of $22,955 for the services. The fee is structured on a cost-reimbursement basis, calculated from the hourly rates of professional staff and any direct charges.

Item	Cost
1. Work with City of Baldwin and partners to finalize scope and review background info	$1,060
2. Conduct a market assessment for the proposed liquor store	$2,880
3. Meet with the City of Baldwin and other parties to determine assumptions	$3,070
4. Obtain public information on at least five municipal liquor stores in comparable communities for comparative analysis	$3,430
5. Interview staff in comparison liquor store communities to identify opportunities and challenges	$2,600
6. Analyze the financial feasibility of the proposed liquor store	$2,655
7. Compile all information into a final report and present results to the City	$2,640
Subtotal (Services)	**$18,335**
Design, Printing & Meeting Supplies	$782
Mileage	$238
Travel Time	$3,600
Subtotal (Other Costs)	**$4,620**
Total	**$22,955**

Consultant Profile: Northspan

- **Background:** Founded in 1985, Northspan is a private, nonprofit organization based in Duluth, Minnesota, with over 40 years of experience in professional business and community

development services. The firm has a ten-person team with over 75 years of combined experience.
- **Mission:** "To be expert navigators, transforming ideas into accomplishments."
- **Core Values:** Adaptable, Diligent, Trustworthy, Inclusive, Stewards.
- **Key Personnel:**
  - **Karl Schuettler (Vice President):** Proposed project manager.
  - **Zack Filipovich (Consultant):** Will manage community research and report development.
  - **Cooper Grahek (Associate Consultant):** Will lead the financial modeling.
  - **Jared Dunlap (Consultant):** Will provide project support.
- **Areas of Expertise:** Northspan's services are categorized into three primary areas:
  - **Form Connections:** Strengthening communities, attracting and retaining businesses, and analyzing opportunities.
  - **Build Capacity:** Enhancing the effectiveness of boards and councils, providing technical assistance, and conducting economic impact analyses.
  - **Access Capital:** Securing resources for business transition and expansion, offering hands-on support for funding options, and conducting project feasibility studies.

Relevant Experience and References

The proposal explicitly states, "Northspan has not yet had the opportunity to work with the City of Baldwin." To demonstrate qualifications, the firm provided the following case studies of recent, relevant projects:

Unity Bank Feasibility Study | 2023

- **Challenge:** Unity Bank requested a feasibility assessment for a new wedding and event venue in Northwest Minnesota.
- **Northspan's Role:** Completed a study including economic, market, technical, management, and financial feasibility analyses.
- **Results:** Submitted a detailed report to Unity Bank that included feasibility assumptions and recommendations.
- **Reference:** Madelyn Herold, Deerwood Bank VP Business Banking.

City of Becker Incubator Feasibility Study | 2024-2025

- **Challenge:** The City of Becker sought to diversify its economy following the impending closure of the Sherco power plant by investigating a business incubator concept.
- **Northspan's Role:** Undertook a comprehensive analysis involving a survey, focus groups, interviews, demographic and economic research, and exploration of different incubator models. A financial feasibility analysis investigated costs and offset models.
- **Results:** Produced a report that showed a path toward a financially viable incubator, which the City of Becker will continue to explore.
- **Reference:** Jacob Sanders, City of Becker Community Development Director.

Mille Lacs Corporate Ventures Tribal Economy Business Incubator | 2020-2021

- **Challenge:** Analyze the potential for business incubators across the Mille Lacs Band of Ojibwe's tribal economy.
- **Northspan's Role:** Conducted background research, a community survey on entrepreneurism, and facilitated six focus groups across the Band's three districts.
- **Results:** Focus group attendees shared valuable information and expressed appreciation for a space where Native and non-Native community members could collaborate. The project

eventually led to a $3.1 million grant from the federal Economic Development Administration for two incubator buildings.
- **References:** Dustin Goslin (VP of Business & Economic Development) and Sara Treiber (Senior Business Development Planner) at Mille Lacs Corporate Ventures.

Insurance Coverage

Northspan provided a Certificate of Liability Insurance indicating the following professional and general liability coverage:

Policy Type	Insurer	Each Occurrence Limit	General Aggregate Limit
Commercial General	Citizens Insurance Co. of America	$2,000,000	$4,000,000
Professional Liability	Houston Specialty Insurance Co	$2,000,000	$2,000,000

Document, 6

Proposal Briefing: Municipal Liquor Store Feasibility Study for the City of Baldwin

Executive Summary

LOCI Consulting, in partnership with Bolton & Menk, has submitted a proposal to the City of Baldwin, Minnesota, to conduct a comprehensive Municipal Liquor Store Feasibility Study. The proposal, dated September 19, 2025, responds to the city's strategic need to analyze development opportunities along the Highway 169 corridor, a major growth area. The primary drivers for the study are the potential for a profitable municipal liquor store to serve as a "key anchor for future development" and to create an "additional funding source for municipal services."

The project is structured in two distinct phases. Phase 1 is a high-level market feasibility study designed to meet all requirements of the city's Request for Proposal (RFP). This phase includes site, demographic, and competitive analyses, sales forecasting for up to three potential locations, and preliminary cost estimates. The cost for Phase 1 is $11,000, with a projected completion time of 45 days from contract signing.

Phase 2 is an optional, more detailed analysis of specific site and building options, intended to provide a deeper level of planning and cost estimation. Its scope and cost would be determined based on the findings of Phase 1. The proposing team brings extensive relevant experience; LOCI Consulting specializes in market feasibility studies for municipalities, including recent liquor store projects for the cities of Buffalo and Fridley, while Bolton & Menk offers 75 years of expertise in municipal planning and architecture.

Proposal Overview

Detail	Description
Project Title	Proposal for Municipal Liquor Store Feasibility Study
Client	City of Baldwin, Minnesota
Submitted By	LOCI Consulting LLC (Lead) and Bolton & Menk
Submission Date	September 19, 2025
Key Contact	Grant Martin, Principal and Founder, LOCI Consulting
Recipient	Joan Heinen, City Clerk/Treasurer, City of Baldwin

Stated Purpose and Rationale

The central objective of the proposal is to provide the City of Baldwin with a detailed market feasibility study analyzing the potential for establishing a municipal liquor store. This initiative is contextualized by significant local development trends.

- **Development Context:** The City of Baldwin, incorporated in 2024, is experiencing "ongoing residential and commercial development."
- **Strategic Location:** The study focuses on the Highway 169 corridor, identified as a "growth major growth corridor southwest of the Twin Cities Metro Area," where the city aims to plan future commercial zones.
- **Potential Benefits:** The proposal highlights two primary strategic advantages of a successful municipal liquor store:
  1. Serving as a "key anchor for future development" within the corridor.
  2. Providing an "additional funding source for municipal services."

Proposed Project Phasing and Scope

The project is structured with a two-phase approach, designed to allow the city to "initially assess the opportunity and articulate a clear strategy before engaging in the full, more comprehensive analysis."

Phase 1: Market Feasibility Study

This initial phase provides a high-level feasibility analysis and is designed to meet all requirements of the city's RFP.

- **Objective:** To conduct a comprehensive analysis that pulls together site, demographic, competitive, and cost data to inform a concrete strategy regarding the optimal size, location, and

timing for a new store.

- **Key Activities:**
  - **Site Analyses:** Work with city staff to identify and analyze up to three potential commercial locations, assessing visibility, access, traffic counts, and proximity to demand drivers.
  - **Demographic Analysis:** Define the trade area and summarize key demographic and economic data for 2025 and 2030, including population, households, and consumer spending in key liquor categories.
  - **Competitive Analysis:** Profile existing competitors, map their locations, use a gravity model to estimate market share, and analyze how competition would impact sales potential.
  - **Potential Store Development Analysis:** Develop a gravity model to project sales potential for each of the three sites, forecasting the market for 2025 and 2030 both with and without the proposed store.
  - **Preliminary Cost Estimates:** Provide preliminary estimates for land acquisition and new construction or second-generation space build-out.
  - **Summary & Recommendations:** Summarize all findings and provide recommendations on timing, store size, optimal location, new construction vs. existing space, and co-tenancy.
- **Deliverables:**
  - One written final report in PDF format.
  - One final, in-person presentation to the client.
  - One PDF version of the PowerPoint presentation.
- **Timeline:** The final report for Phase 1 will be completed within 45 days of receipt of a signed contract.
- **Cost: $11,000**

Phase 2: Preliminary Analysis of Site and Building Options

This optional second phase offers a more granular analysis that goes beyond the initial RFP requirements.

- **Objective:** To provide a deeper analysis of specific sites and building configurations based on the strategic direction established in Phase 1.
- **Key Activities:**
  - **Site Analyses:** Refine desired property features, provide comparative analysis of available properties, and outline potential site layouts showing access, parking, and loading.
  - **Building Analyses:** Outline appropriate interior spaces, right-size components to align with market need and staffing, and consider fitment for potential expansion.
  - **Detailed Cost Estimates:** Review and outline total costs for redevelopment or renovation, including soft costs such as signage, furnishings, and refrigeration.
- **Timeline:** To be scheduled after the completion and presentation of the Phase 1 report.
- **Cost: To be determined (TBD)** based on the results of Phase 1.

Proposing Firms and Relevant Experience

The project will be executed by a partnership between LOCI Consulting and Bolton & Menk.

The Project Team

- **LOCI Consulting LLC (Lead Consultant):** Founded in 2019, LOCI Consulting specializes in helping municipalities, developers, and retailers analyze and validate critical business conditions. The firm has completed numerous market feasibility studies for a variety of commercial uses, including municipal liquor stores, grocery stores, and mixed-use developments.

- **Bolton & Menk:** With 75 years of experience, Bolton & Menk is a planning and architectural firm specializing in serving municipalities. The firm provides a team of architects, planners, urban designers, and engineers. For this project, Bolton & Menk will provide cost estimation and other support during Phase 1.

Relevant Project Experience (LOCI Consulting)

Project	Year	Description	Reference Contact
Municipal Liquor Store Market Study, City of Buffalo	2024	Evaluated several municipal store expansion, relocation, and closure scenarios for the city's two-store portfolio. The firm reviewed existing locations, analyzed demographics, evaluated competition, and modeled sales projections.	Jason Swanson, Director of Operations, Buffalo Wine and Spirits
Municipal Liquor Store Market Study, City of Fridley	2025	Engaged to evaluate several relocation/expansion options. The firm conducted site evaluations, reviewed demographics and competitive data, and modeled sales scenarios using a gravity model.	Kyle Birkholz, Liquor Operations Manager, City of Fridley
Downtown Redevelopment Market Study, City of Newport	2024	As part of a master planning process, completed a market analysis for redevelopment along U.S. Highways 61/10. Provided recommendations on development types and timelines.	Joe Hatch, City Administrator, City of Newport

Other City Clients

LOCI Consulting is currently working with or has completed engagements for numerous other cities, including: Becker, Brooklyn Center, Brooklyn Park, Buffalo, Centerville, Golden Valley, Fridley, Hutchinson, Hastings, Lakeville, Moundsview, Newport, St. Paul, and West St. Paul.

Administrative Details

- **Contracts:** The proposal states that LOCI Consulting "has no contracts with the City of Baldwin or overlapping government units currently or in the past."
- **Professional Liability Insurance:** Certificates of Liability Insurance were provided with the proposal, showing active coverage.

Coverage Type	Insurer	Policy Period	Limits
General Liability	Hiscox Insurance Company Inc.	07/01/2024 - 07/01/2025	2,000,000 Per Occurrence 2,000,000 General Aggregate
Professional Liability	Hiscox Insurance Company Inc.	07/01/2024 - 07/01/2025	2,000,000 Each Claim 2,000,000 Aggregate

Document, 7

Proposal Briefing: Municipal Liquor Store Feasibility Study for the City of Baldwin

Executive Summary

Precision Consulting Firm, LLC (Precision) has submitted a proposal to the City of Baldwin to conduct a comprehensive Municipal Liquor Store Feasibility Study. The proposal, dated August 29, 2025, outlines a five-phase project with a total all-inclusive fee of **$45,000**. Precision, a woman-owned business founded in 2006, emphasizes its data-driven, research-based approach, combining quantitative and qualitative methodologies to deliver actionable recommendations.

The proposed team is comprised of senior experts with specialized skills in predictive modeling, market research, stakeholder engagement, and spatial analysis, led by Dr. Martin Barugel. While this represents a new engagement with the City of Baldwin, Precision highlights its extensive experience with state and municipal governments, including projects for the State of Oregon, the State of Colorado, and the Cecil County Transit Authority in Maryland. The firm asserts its ability to balance financial analysis with community needs, ensuring findings are accessible and actionable for policymakers. The proposal confirms acceptance of the City's terms and conditions as set forth in the Request for Proposals dated August 5, 2025.

Submitting Firm Profile: Precision Consulting Firm, LLC

- **Foundation and Mission:** Founded in 2006 in Providence, Rhode Island, Precision's mission is to provide data-driven, research-based consulting services. The firm is now headquartered in Las Vegas, Nevada.
- **Ownership and Status:** Precision is a woman-owned firm, though not formally certified as a DBE or WBE. This status is noted as reflecting a commitment to diversity and an inclusive, innovative culture.
- **Operational Structure:** The firm operates on a fully cloud-based platform, enabling seamless nationwide collaboration and enhancing responsiveness, data security, and transparency for clients.
- **Core Expertise:** Precision's multidisciplinary team of analysts, statisticians, and subject matter experts specializes in survey development, program evaluation, market research, and data analysis. They combine advanced statistical methodologies with practical recommendations.
- **Client Portfolio:** Precision has served a diverse range of clients, including:
  - **Corporate:** Fortune 500 companies such as Verizon, Smucker's, and ESPN.
  - **Government:** State agencies, municipalities, and federal institutions, including the U.S. Department of Justice.
- **Co-Founders:** Charlotte Chabot and Clark Guo.

Proposed Project Scope, Deliverables, and Cost

Precision has proposed a five-task structure for the feasibility study, with a total all-inclusive fee of $45,000. The fee is justified as reflecting the expertise of the senior team and aligning with industry

norms for comparable government projects, which typically range from $40,000 to $50,000. The firm remains flexible for discussions on scope, deliverables, and budget allocations.

Task	Description	Deliverables	Cost (USD)
1. Market Study	Analysis of community demand, competitor landscape, and pricing trends.	Market study report and demand forecast.	$12,000
2. Location & Timing Analysis	Evaluation of optimal timing, size, and potential location(s) for liquor store(s).	Location assessment with recommendations.	$8,000
3. Cost Estimation	Detailed projection of land, building, staffing, inventory, and operational expenses.	Comprehensive cost model.	$9,000
4. Opportunities & Challenges Analysis	Identification of regulatory, financial, and community factors impacting feasibility.	Risk-opportunity matrix and mitigation strategies.	$6,000
5. Final Report & Presentation	Consolidated feasibility report and presentation to City Council.	Final written report and Council presentation.	$10,000
Total All-Inclusive Fee			**$45,000**

Assigned Professional Staff and Roles

Precision has assembled a senior team with a mix of financial modeling, statistical, and qualitative research expertise.

Name	Project Title	Key Responsibilities & Qualifications
Dr. Martin Barugel, PhD	Project Lead	**Role:** Oversee methodology design, economic modeling, and integration of financial and demographic data. **Experience:** Over 15 years in high-level analytics and financial modeling for governments and Fortune 500 clients (e.g., Johnson & Johnson, ESPN). Director of Machine Learning and Predictive Modeling. **Education:** PhD in Economics, University of Cambridge; BS/MS in Econometrics, Universidad Torcuato Di Tella.
Clark Guo	Senior Technical Advisor	**Role:** Provide strategic oversight on statistical methodology to ensure results are defensible, rigorous, and aligned with public finance standards. **Experience:** Nearly two decades as a statistical consultant and expert witness; Co-Founder of Precision. Guided the firm to the Inc. 500 list of fastest-growing firms. **Education:** MS in Economics, Boston University; BS in Economics & Mathematics, California Institute of Technology.
Aaron Houston, MPH	Analytics and Market Study Specialist	**Role:** Lead the design and execution of the market study, including quantitative analysis of demand, pricing, and purchasing behaviors. **Experience:** Expert in epidemiology and market

		data analysis with prior work at the U.S. Centers for Disease Control and Prevention. Skilled in SAS, Tableau, and advanced analytics platforms. Chief Analytics Officer. **Education:** Master of Public Health in Epidemiology, Temple University; BS in Biology, Howard University.
Szamor Williams	Stakeholder Engagement & Community Impact	**Role:** Guide community and stakeholder outreach to ensure the study captures public perspectives and aligns with local expectations. **Experience:** Over 11 years in stakeholder engagement, marketing research, and client experience strategies across public policy, healthcare, and education. Chief Experience Officer. **Education:** BA in Communication Studies and BA in Philosophy, Furman University.
Raya Joson	Qualitative Research Lead	**Role:** Oversee qualitative interviews and focus groups to identify opportunities, risks, and stakeholder priorities. **Experience:** Completed over 700 qualitative research projects. Skilled in NVivo, MAXQDA, and Atlas.ti for coding and analysis. Director of Qualitative Research. **Education:** BA in Organizational Communication, De La Salle University.
Alexandra Caplan, PhD	Location and Spatial Analysis Specialist	**Role:** Support site-selection analysis by evaluating geographic, demographic, and

economic indicators to recommend optimal store locations.
 Experience: Specializes in spatial analysis, environmental governance, and GIS mapping. Skilled in regression modeling and scenario planning. Research Methodologist.
 Education: PhD in Geography, Oregon State University; MA in International Relations & Politics of the Middle East, University of Leeds.

Relevant Experience and Past Performance

Precision asserts that its experience on comparable projects demonstrates its ability to deliver objective, actionable insights for municipalities of Baldwin's size and stage of growth. Key examples include:

- **State of Oregon – Surplus Property Program:** Conducted a cost-benefit evaluation of the state program, completed in January 2025. This involved financial modeling and qualitative interviews to produce recommendations on cost optimization and fiscal sustainability, which is cited as mirroring Baldwin's need to evaluate potential returns.
- **State of Colorado – Division of Homeland Security and Emergency Management (DHSEM):** Performed a three-stage gap analysis of the state's disaster assistance program, beginning in March 2024. This required survey design, phenomenological analysis, and case study methodology to identify systemic challenges. The structured evaluation methods are noted as being transferable to identifying risks in establishing liquor store operations.
- **Chattanooga State Community College:** Served as a third-party evaluator for a federally funded Strengthening Institutions Program. This ongoing role involves aligning project outcomes with stakeholder expectations in a community with a similar demographic and fiscal profile to Baldwin.
- **Central Ohio Agency on Aging:** Designed and executed a survey validation and analysis project to improve service efficiency, demonstrating skills in large-scale data analysis and community-centered planning.
- **Cecil County Transit Authority (Maryland):** Conducted a comprehensive operational analysis to secure and expand future transit funding, which involved predictive models, forecasting, and developing a flexible reporting system.

References and Administrative Information

Provided References

Organization	Contact Person	Title	Contact Information
State of Colorado – DHSEM	Percy Cline	Purchasing, Contract & Real Estate Management	cdps_edo_bids@state.co.us
State of Oregon – Surplus Property Program	Sven Anderson	State Surplus Property Manager	Sven.Anderson@das.oregon.gov 503-378-6057
Chattanooga State Community College	Julius Dodds	Dean of Academic Success	Julius.Dodds@chattanoogastate.edu

Submission Details

- **Submission Date & Time:** Friday, August 29, 2025, 8:41 PM
- **Submitted To:** Joan Heinen, City Clerk/Treasurer, City of Baldwin (30239 128th Street NW, Baldwin, MN 55371)
- **Submitted By:** Szamor Williams, Chief Experience Officer, Precision Consulting
- **Primary Firm Contact:** Charlotte Chabot, Co-Founder
- **Contact Information:** (646) 553-4730; governmentcontracts@precisionconsultingcompany.com
- **Terms Acknowledgment:** The proposal explicitly acknowledges and accepts the terms and conditions from the City of Baldwin's Request for Proposals dated August 5, 2025.

Insurance Coverage

A Certificate of Liability Insurance was provided, effective from August 1, 2024, to August 1, 2025, issued by Benchmark Insurance Company.

- **General Liability:** $1,000,000 Each Occurrence / $2,000,000 General Aggregate
- **Professional Liability:** $1,000,000 Per Claim / $1,000,000 Aggregate

Document, 8

Proposal for Municipal Liquor Store Feasibility Study: City of Baldwin

Executive Summary

On September 12, 2025, Shenehon Company, a multi-disciplinary real estate and business valuation firm, submitted a formal proposal to the City of Baldwin to conduct a comprehensive feasibility study for establishing a municipal retail liquor operation. The primary objective is to evaluate the market potential and provide strategic recommendations regarding the establishment of one or more liquor stores within the city.

The proposed scope of services includes a detailed market study, recommendations on the timing, size, and location of potential stores, an analysis of stand-alone versus connected retail models, an outline of estimated costs, and an identification of key opportunities and challenges. The estimated fee for this engagement is not to exceed $55,000, based on hourly rates.

Shenehon Company presents itself as highly qualified, citing extensive experience in liquor store analysis and work with various municipalities in the Upper Midwest. The project team is led by President Robert J. Strachota and includes credentialed appraisers and analysts. The firm's work will adhere to the Uniform Standards of Professional Appraisal Practice (USPAP) guidelines and Internal Revenue Service Ruling 59-60.

Project Overview and Scope of Services

The central assignment is a feasibility study to guide the City of Baldwin's decision-making process regarding the establishment of a municipal retail liquor operation. The analysis is designed to provide a complete market evaluation and actionable recommendations.

Detailed Scope of Work

The scope of work for the assignment will include the following key deliverables:

- **Market Study:** A complete market study evaluating the potential for establishing one or more liquor stores within the City of Baldwin.
- **Strategic Recommendations:** Provide specific recommendations concerning:
  - The optimal timing for establishing a store.
  - The appropriate size and location for the store(s).
  - Whether the store(s) should be stand-alone or connected with other retail uses.
- **Cost Analysis:** An outline of estimated costs associated with the establishment of a municipal liquor store, including land, building, staff, product and inventory, and other expenditures.
- **Opportunities and Challenges:** Identification of opportunities, challenges, and any other critical factors that need to be considered by the City regarding the establishment of municipal liquor store operations.

Methodology and Standards

The analysis will be conducted in compliance with the requirements of the Uniform Standards of Professional Appraisal Practice (USPAP) guidelines and Internal Revenue Service Ruling 59-60. Shenehon Company notes that the scope of work is an ongoing process and may be reconciled if new information or conditions are discovered during the assignment.

Proposing Firm: Shenehon Company

Shenehon Company is a real estate and business valuation firm based in Minneapolis, Minnesota. While its geographic concentration is the Upper Midwest, the firm has worked in over 40 states. It provides valuation and market study services to both public and private sector clients.

Relevant Experience and Qualifications

Shenehon Company emphasizes its specific experience with liquor store analysis and municipal projects. The firm is accustomed to making sales projections, studying market share, and developing methods to maximize profitability in a liquor store.

Past Liquor Studies and Appraisals:

- Clemenson's Warehouse Liquors
- Lakeville Municipal Liquor
- Ham's Liquor Store
- Star Liquors
- Brooklyn Center Municipal Liquor
- Bellboy Liquor Corporation
- Edina Municipal Liquor
- Richfield Municipal Liquor

Special Qualifications: The firm has conducted liquor operations studies for several cities, including Brooklyn Center, Edina, Lakeville, Eden Prairie, and Richfield. Its professionals have provided testimony for purposes such as feasibility studies, special assessment appeals, corporate breakups, and bankruptcies. Their reports are utilized by state and federal courts, arbitration panels, and public service commissions.

Key Personnel

The proposal identifies a team of qualified professionals, with Robert Strachota serving as the lead representative.

Name	Title	Key Qualifications & Role
Robert J. Strachota	President, Certified General Appraiser	MAI, CRE®, MCBA, FIBA. Nationally recognized leader in real estate and business valuation with 40 years of experience. Acts as an expert witness in federal and state courts. Minnesota License No. 4000882.
Christopher J. Stackness	VP/Managing Director, Certified General Appraiser	Experienced in valuing a wide range of commercial and industrial properties. Provides expert testimony, appraisal review, and consulting services. Currently pursuing the MAI designation.
Jackson W. Wiberg	Business Valuation Analyst	Prepares business valuations and has direct experience conducting market studies to determine the optimal size and location of a municipal liquor store, including an in-depth analysis of Lakeville Municipal Liquor operations.
Thomas J. Bauer, AM	Senior Business Valuation Analyst	Co-signed the proposal letter.

Financial and Administrative Details

Fee Estimate

- **Amount:** The estimated fee for the services will not exceed **$55,000**.
- **Basis:** The fee is based on hourly rates and the information provided by the City of Baldwin. It is not contingent upon a predetermined appraised value or the results of the study.
- **Conditions:** The estimate may be adjusted if unusual circumstances significantly expand the scope of the engagement, in which case the City will be advised before additional fees are incurred.
- **Additional Costs:** Direct costs associated with the assignment, such as travel and living expenses, will be billed separately.

Professional Liability Insurance

Shenehon Company provided proof of professional liability insurance as part of the proposal.

Detail	Information
Insurer	Evanston Insurance Company
Policy Number	MKLV7PL0006727
Policy Period	February 1, 2025, to February 1, 2026
Limit	$2,000,000 (Limit of Liability)
Retention	$25,000

Provided References

The following references were included in the qualification package.

Name	Title / Affiliation	Location	Phone Number
Martin Bell	Wholesale Liquor Operator	St. Louis Park, MN	952.582.8818
Ryan Simatic	Attorney for Liquor Store Owner	Eau Claire, WI	715.214.1821
Allyn Kuennen	Assistant City Administrator, City of Lakeville	Lakeville, MN	952.985.4402
Scott Neal	City Manager of Edina	Edina, MN	952.927.8861
John Cameron	Liquor Store Owner	Minneapolis, MN	612.341.0394
Nathan Reinhardt	Finance Director, City of Brooklyn Center	Brooklyn Center, MN	763.569.3345

Prior Services

Shenehon Company has provided no prior services to the City of Baldwin or to any overlapping and adjacent governmental units.

Correspondence Details

- **Proposal Date:** September 12, 2025
- **Submission Date:** The proposal was emailed to Joan Heinen on Friday, September 12, 2025, at 11:57 AM.
- **Recipient:**
  - Ms. Joan Heinen
  - City Clerk/Treasurer
  - City of Baldwin
  - 30239 128th Street NW
  - Baldwin, Minnesota 55371
- **Primary Contact at Shenehon Company:**
  - Robert J. Strachota
  - Email: value@shenehon.com
  - Phone: 612.333.6533

Document, 9

Briefing Document: Paynesville Municipal Liquor Operation Relocation Project

Executive Summary

This document synthesizes an expert opinion on the proposed relocation and new construction of the City of Paynesville's municipal liquor operation. The project, seeking up to 1.9 million in financing, is strongly endorsed as a "rare opportunity" with significant potential for both financial return and broader economic development. The current 2,881 sq. ft. leased facility is severely undersized, with sales per square foot (675+) far exceeding industry standards for efficient operation. This overcrowding limits sales potential, reduces purchasing power, increases labor costs, and creates workplace injury risks.

The proposed 7,000 sq. ft. facility at a new, city-owned site offers strategic advantages, including superior visibility, high traffic counts near a major highway, and long-term growth capacity. The expert opinion asserts that a formal feasibility study, an expenditure of over $25,000, is unnecessary due to the availability of public data from other municipal operations and the significant in-house expertise of the store's manager, Bill Ludwig. Sales projections submitted by the city are viewed as "fiducially extremely conservative," with a high degree of confidence that actual sales will significantly exceed these figures. The project is ultimately framed as a strategic investment that will maximize net operating income for the community while serving as a catalyst for new commercial growth.

Project Scope and Rationale

The City of Paynesville is planning the construction of a new facility to relocate its municipal liquor operation. The core details of the project are as follows:

- **Objective:** Relocation and new construction of the municipal liquor store.
- **Financing:** The city is seeking up to $1.9 million for construction financing.
- **Scope:** The financing covers all building and fixture expenses for a new 7,000 sq. ft. retail facility.
- **Land Asset:** The project involves no land acquisition costs, as the city is the owner of the proposed property.

Analysis of the Current Facility and Need for Expansion

The justification for the new construction is rooted in the severe operational and financial constraints of the current leased location.

Operational Constraints

- **Size:** The current facility is 2,881 sq. ft., which is no longer sufficient for the sales volume.

- **Location:** The store is described as "secluded" and "poorly visible from the road," despite being located within the same building as a local grocery store.

Performance Metrics and Capacity Issues

The current store's sales density significantly exceeds established benchmarks, indicating that it has outgrown its physical space. This leads to inefficiencies and lost revenue potential.

Metric	Current Paynesville Operation	Industry Benchmark (Lakeville Standard)	Industry Benchmark (Shenehon Co., 2020)
Sales per Square Foot	> $675	$600	$495

The store's sales are continuing to increase by approximately 4% annually, further exacerbating the capacity issues.

Negative Consequences of Exceeding Capacity

When a retail facility's sales capacity is exceeded to this degree, several negative outcomes are likely:

- **Customer Loss:** Patrons seeking better selection may choose to shop elsewhere.
- **Reduced Profitability:** Limited space restricts purchasing capacity, which reduces the buying power used to secure better margins.
- **Decreased Sales Potential:** The physical constraints of the store directly limit the total volume of sales.
- **Increased Labor Costs:** Staff must constantly turn and resituate inventory within the tight configuration.
- **Workforce Safety:** The constant movement of inventory in a crowded space generates an increased risk of harmful workforce injuries.

Strategic Advantages of the Proposed New Location

The proposed new site was selected after the city council wisely declined two previous lease opportunities in favor of a superior alternative. The new location offers several key advantages:

- **Increased Traffic and Visibility:** The site benefits from dramatically increased traffic counts from an on-and-off ramp serving an adjacent Kwik Trip convenience store.
- **Proximity to Major Arterial Highway:** It is located in close proximity to the largest major highway within the community.
- **Long-Term Growth:** The location provides a foundation for the long-term retail growth of the liquor operation.
- **Economic Development Catalyst:** The project is positioned to enhance economic development at the interchange, which will ultimately improve the city's commercial tax capacity.

Assessment of the Need for a Formal Feasibility Study

A strong argument is made that a formal feasibility study, which can cost more than $25,000, is an unnecessary expenditure for this project. This assessment is based on three primary factors:

1. **Availability of Public Data:** Unlike private enterprises, municipal liquor store operations exist in a transparent environment where financial and operational data from other cities is public. This allows for reliable performance benchmarking and sales forecasting without a private study. The Paynesville Manager, Bill Ludwig, included such data in his report to the city council.
2. **Lack of Relevant Expertise in Private Firms:** It is argued that private consulting firms lack the specific experience and staff to properly review the unique economic and financial conditions under which a city operates.
3. **Sufficient In-House and Association Expertise:** The city possesses significant internal and accessible expertise, including:
    - **Bill Ludwig:** A "very experienced Liquor Store Manager" who also has prior convenience store management experience.
    - **The Minnesota Municipal Beverage Association (MMBA):** A resource available to the city for guidance and information.

Expert Endorsement and Sales Projections

The project receives a full endorsement from Brenda Visnovec, an independent consultant and former director of municipal liquor operations.

- **Design and Location:** Both the proposed design and physical location are described as "excellent."
- **Sales Projections:** The sales projections submitted by the Paynesville administrative team are considered to be "fiducially extremely conservative." The opinion letter states with certainty that "sales at this new location will in no doubt exceed the sales projections submitted."

Source Credibility: Brenda Visnovec's Professional Background

The author of the opinion letter, Brenda Visnovec, has an extensive and successful career in municipal liquor management, establishing a high degree of credibility for the assessment.

- **City of Lakeville (37-year career):**
    - Served as Director of Operations from 2000 onwards.
    - Was directly involved in or responsible for the site location, construction, or relocation of eight different liquor facilities.
    - Notably, only one of these eight projects involved a formal feasibility report.
- **City of Savage (2020-2023):**
    - Was hired in 2020 to turn around an operation that had been unable to transfer any funds to the city for 11 years and had recently lost money in two of three consecutive years.
    - Under her management from 2020 to 2023, the operation transferred more than $1.3 million back into the community.
- **Minnesota Municipal Beverage Association (Current):**
    - Serves as an independent consultant for the association, signifying her respected status in the field.

Conclusion

The relocation and construction of the new Paynesville Municipal Liquor Operation is presented not merely as a necessary upgrade, but as a strategic investment. The project is described as a "rare

opportunity that has potential to spark additional economic development within the city while maximizing net operating income for the community from its liquor operation." All available analysis from the source indicates the project is well-conceived, financially sound, and poised for a level of success that will exceed official projections.

Document, 10

How do the various consulting firms justify their proposed fees?

The consulting firms in the sources justify their proposed fees through various methods, including detailed breakdowns of estimated work hours, professional staff hourly rates, the complexity of the project, and comparisons to industry standards.

Breakdown of Estimated Time and Effort

Several firms justify their costs by providing a specific estimate of the hours required to complete the feasibility study:

- **Delaney Consulting** bases its total fee of **$35,650** on an estimated work effort of **285 hours**. Their budget accounts for recurring meetings, two rounds of stakeholder interviews, and site visits to competitors.
- **Northspan** proposes a total of **$22,955**, which includes a subtotal of **$18,335** for labor, categorized into seven specific tasks. These tasks range from initial scope finalization ($1,060) to financial feasibility analysis ($2,655) and final reporting ($2,640).
- **LOCi Consulting** uses a phased approach, justifying an initial **$11,000** fee for "Phase 1" to answer the core requirements of the RFP. They leave the fee for "Phase 2" as "To Be Determined" (TBD) based on the specific level of detail the city desires after the first phase is complete.

Staff Expertise and Blended Rates

Firms also link their fees to the qualifications of the personnel assigned to the project:

- **Precision Consulting** justifies its **$45,000** all-inclusive fee by citing the **complexity of the requested services** and the **expertise of their senior team**, which includes specialists in predictive modeling and qualitative research. They utilize a **blended rate structure** designed to balance high-level consultant involvement with efficient analytical support staff.
- **Shenehon Company** provides an estimate "not to exceed" **$55,000**, justifying this through their **multi-disciplinary valuation experience** and the use of **licensed appraisers**. Their fees are based on hourly rates rather than a fixed project cost.
- **Meyer Group** proposes a fee of **$18,000** for architectural and engineering services, providing a standard hourly rate schedule for their staff, such as **$200/hr for a Principal Architect** and **$160/hr for a Project Manager**.

Industry Benchmarking and All-Inclusive Pricing

Some firms use broader market context to validate their pricing:

- **Precision Consulting** explicitly notes that their proposed fee is within the **industry norm of $40,000–$50,000** for comparable state and municipal government projects. They further justify the cost by making it **all-inclusive**, covering travel, software licensing, and administrative support so the City incurs no additional costs.

- **Meyer Group** and **Northspan**, by contrast, include specific budgets for **reimbursable expenses**. Meyer Group includes a **$750 lump sum** for mileage and printing, while Northspan lists specific direct charges for **meeting supplies ($782)**, **mileage ($238)**, and **travel time ($3,600)**.

Value of Proprietary Models and Tools

Justification is also found in the specialized tools the firms bring to the engagement:

- **Delaney Consulting** highlights its **proprietary start-up and operational financial models**. They argue these tools allow them to include "hidden costs" often overlooked in less comprehensive analyses, such as staff turnover and credit card merchant fees.

Alternative Perspectives on Fees

In contrast to the consulting proposals, an opinion letter from **Brenda Visnovec** suggests that municipal liquor feasibility studies, which can exceed **$25,000**, may be unnecessary. She argues that because municipal liquor data is public and city managers often have significant internal knowledge, firms may be charging for information that is already "at your fingertips".

Document, 11

Why does Brenda Visnovec argue these studies are unnecessary?

Brenda Visnovec argues that feasibility studies for municipal liquor operations are generally unnecessary, particularly given that they can cost a city more than **$25,000**. Her position is based on the following key points:

- **Publicly Available Data:** Because municipal liquor stores are government-run, their information is **public data**. This allows city leaders to easily study the success and sales performance of other municipal operations that have recently moved or built new facilities without hiring an outside firm.
- **Existing Internal Expertise:** Visnovec contends that city leaders often underestimate the "knowledge at your fingertips". She points out that experienced city staff and **liquor store managers** often possess the necessary economic and financial insights to guide these projects.
- **Limitations of Private Firms:** She argues that private consulting businesses frequently lack the specific experience or specialized staff required to understand the unique **economic and financial conditions** under which a municipal government must operate.
- **Available Industry Resources:** Rather than paying for a study, she suggests cities utilize the knowledge and resources provided by the **Minnesota Municipal Beverage Association**.

Visnovec supports her argument by citing her own professional experience; during her 37-year career with Lakeville Liquor Operations, she was involved with the site selection or construction of **eight different liquor locations**, yet only one of those locations utilized a feasibility report. Additionally, she notes that in her work with the City of Savage, she was able to help turn around a failing operation and transfer over **$1.3 million back to the community** without such studies.

Spirits of Nisswa Recommendation

Given the unpredictable nature of having strong beer and wine exclusively for Liquor stores, if strong beer and wine goes everywhere that would change our business, along with the young and rapidly evolving THC industry, we recommend partnering with Brenda Visnovec while maintaining a budget of no more than $1,000.

H3
WIDSETH
ARCHITECTS ▪ ENGINEERS
SCIENTISTS ▪ SURVEYORS

February 10, 2026

ISD #181 Brainerd Public Schools
Jeff Flaten, Director of Buildings & Grounds
Marci Lord, Director of Business Services

Washington Educational Services Building
804 Oak Street
Brainerd MN, 56401

Professional Services Proposal – Phase 1 Project Area – Preliminary A/E Design Services
2026 Nisswa Elementary | Lakers Lane Joint Improvements Project

Dear Mr. Jeff Flaten and Mrs. Marci Lord,

Thank you for the opportunity to assist Brainerd Public Schools in the 2026 Nisswa Elementary/ Lakers Lane Joint Improvements Project. This project is proposed as a joint project with the City of Nisswa and would include improvements to Lakers Lane and associated drainage infrastructure. As a follow-up to our meeting at Widseth on January 7, 2026, Widseth Smith Nolting & Associates, Inc. (dba Widseth) is pleased to submit the following proposal for preliminary design services. This proposal, as dated above, shall be governed by the attached AIA Document B121 and amended to include the following information.

Project Understanding

Widseth is please to propose preliminary site design and public infrastructure coordination services to improve safety, accessibility, and functionality along the North side of Nisswa Elementary's school campus. The North site is where students enter and exit the building and wait for bus loading and unloading. This area currently experiences constrained space, traffic congestion, drainage challenges, and accessibility deficiencies that create safety and maintenance concerns.

Our proposal approach focuses on enhancing student safety, improving traffic flow, addressing drainage and erosion issues, and upgrading deficient infrastructure to meet current accessibility and code requirements. The goal is to provide durable, low-maintenance solutions appropriate for a school site. The scope of work, as we understand, is as follows:

- Student waiting and bus loading improvements
  - Reconfiguration of north sidewalk zone to create expanded student waiting areas separated from pedestrian circulation.
  - Improved organization and safety for students boarding and exiting buses in a tight, high-traffic location.
  - Coordinate bus alignment and spacing along Lakers Lane to improve operational safety.
- Site drainage, erosion, and infrastructure repairs
  - Addressing ongoing drainage issues contributing to erosion and deterioration along the north edge of the site.
  - Replace curb, gutter, and sidewalk.
  - Incorporate storm sewer in the city street fronting the school.
  - Reroute building roof drains beneath the sidewalk to prevent erosion, ponding, and winter ice buildup.

- Pedestrian Safety Enhancements
  - Design of a new pedestrian crosswalk and signals at Lakers Lane to provide a defined crossing location.
- Parent pick-up and traffic circulation improvements
  - Revise and/or expand the parent pick-up circle and exit access point to the city roadway.
  - Funnel outbound traffic to an eastbound-only exit, eliminating the existing bottleneck created by left turning exiting traffic.
  - Improve overall traffic flow and reduce conflicts between buses, parents, and through traffic as is feasible giving existing site constraints.
- Accessibility and north entry improvements
  - Address the deteriorated north entry with replacement of concrete, railings and stairs.
  - Redesign the non-accessible pedestrian route to comply with current ADA and code requirements.
  - Replace non-accessible exterior door with a fully compliant door and hardware assembly.
- Canopy, materials, and other considerations
  - Evaluate the need for the north exterior canopy and propose a repair or removal plan.
  - Investigate the use of artificial turf to replace existing grass on the north end of the site.
  - Study feasibility of radiant heat system beneath sidewalks to assist with snow and ice removal.

Design Schedule

Based on the Project Understanding and Scope of Services, this Preliminary Design agreement shall be from the date of signature in this Letter Agreement until the completion of the Preliminary Design review phase. The ultimate objective of the project is to complete the proposed improvements prior to September 4, 2026. A tentative project calendar is attached to this proposal.

Scope of Services

Based on the Project Understanding outlined above, Widseth proposes the following Scope of Services:

- Architectural Design – During this Preliminary Design Phase Widseth will provide conceptual plans, narratives and budget cost estimates.

- Structural Engineering – Not included in scope of work but can be provided as additional services if required.

- Mechanical Engineering – During this Preliminary Design Phase Widseth will provide narratives and budget cost estimates.

- Electrical Engineering – During this Preliminary Design Phase Widseth will provide narratives and budget cost estimates.

- Civil Engineering – Widseth will prepare removal plan, traffic, pickup lane, and crossing layout, storm sewer sizing and layout, curb/gutter design, and site grading plan.

- Survey – An initial collection of Lakers Lane survey data in front of the school property was completed in 2025. This will be supplemented with additional survey information as needed to coordinate site improvements with the Lakers Lane improvements.

Not Included in the Scope of Services

Any service not specifically described herein to be performed, if mutually agreed to by the Owner and Widseth, will be considered an Additional Service. This will result in an increase in Widseth's professional services fee and an adjustment in the contract time. Examples of additional services include public informational meetings or hearings, or other scope expansion. Such services will be provided as needed on an Hourly Rate basis per the attached Fee Schedule.

Proposed Fees

Preliminary Design Services: Widseth proposes to complete the Preliminary Design Scope of Services described above for a Lump Sum fee of **$55,000.00** plus expenses (mileage, equipment, reproduction costs, etc.) as may be incurred by Widseth. We anticipate this fee will be prorated between ISD 181 and the City of Nisswa in accordance with a separate cost-share agreement. However, our contract will be solely with ISD 181.

A supplementary proposal for Final Design, Bidding and Construction Administration Services will be provided upon completion of Preliminary Design when the final project scope has been determined.

If you have any questions or would like to discuss any items in more detail, please call Lindsey Kriens directly at 218-316-3610 to address your concerns. Thank you for this opportunity to propose and serve as your Architect and Engineer. Widseth is eager to contribute our expertise, and we look forward to working with you on this exciting project.

Sincerely,

Widseth Smith Nolting & Assoc., Inc.

David Reese, VP
Civil Engineer

Lindsey Kriens, VP
Interior Design, CID

Attachments:
- AIA Document B121
- Site exhibits

Cc w/attachments: Tom Blomer, Nisswa Public Works Director
Maggi Wentler, Interim City Administrator

WiDSETH

2026 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	$145 / Hour
Level II	$170 / Hour
Level III	$200 / Hour
Level IV	$205 / Hour
Level V	$215 / Hour
Technician	
Level I	$105 / Hour
Level II	$125 / Hour
Level III	$145 / Hour
Level IV	$160 / Hour
Level V	$175 / Hour
Computer Systems Specialist	$180 / Hour
Senior Funding Specialist	$150 / Hour
Marketing Specialist	$125 / Hour
Funding Specialist	$125 / Hour
Administrative Assistant	$ 90 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) *subject to IRS Guidelines*	Cost
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	$100 / Day
ATV Side by Side Rental	$200 / Day
Waste Water Sampler	$40 / Day
ISCO Flow Recorder	$60 / Day
Photoionization Detection Meter	$100 / Day
Explosimeter	$50 / Day
Product Recovery Equipment	$35 / Day
Survey-Grade GPS (Global Positioning System)	$75 / Hour
Mapping GPS (Global Positioning System)	$150 / Day
Lath & Hubs	$150 / Day
Soil Drilling Rig	$35 / Hour
Groundwater Sampling Equipment	$125 / Day
Hydrographic Survey System	$500 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	$0.10 Each
Black & White Copies: 11" x 17"	$0.50 Each
Black & White Copies: 24" x 36"	$3 Each
Color Copies: 8-1/2" x 11"	$2 Each
Color Copies: 11" x 17"	$4 Each
Color Copies: 24" x 36"	$12 Each
Color Plots: 42" x 48"	$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

General Provisions of Professional Services Agreement

WIDSETH
ARCHITECTS ▪ ENGINEERS
SCIENTISTS ▪ SURVEYORS

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 warrantees, express or implied, are made by WIDSETH.

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 OF NISSWA

To: Nisswa City Council

Prepared by: Thomas Blomer, Public Works Director

Date: 2/10/2026

Item: Adopt the 5-year Road Reconstruction Plan for 2026 thru 2031

Action Requested: I am looking for approval of the 5-year Road Reconstruction Plan as part of the 2026 Road Bond Issuance Approval.

Background: N/A

Budget Impact: Project costs of $5.75M in 2026 and $7.85M in 2027. Bond costs will be determined by the extent of the project the Council approves and the term of the bond the Council selects.

Attachments: A copy of the 5- year Road Reconstruction Plan.

CITY OF NISSWA

CITY OF NISSWA, MINNESOTA

5-YEAR

STREET RECONSTRUCTION PLAN

2026 - 2030

ADOPTED: Feb 17, 2026

Prepared By:
City of Nisswa

CITY OF NISSWA

STREET RECONSTRUCTION PLAN

2026 - 2030

February 2026

Introduction

The City of Nisswa has historically conducted street reconstruction as part of its annual operational budget. Street reconstruction includes mill and overlay and complete reconstruction and other such items incidental to the reconstruction of City streets and, when determined necessary, the sale of General Obligation Street Reconstruction Bonds (the "Bonds"). The City finds that it does not have the resources, without bond proceeds, for reconstructing streets as quickly as required due to increased need for major reconstruction projects. Due to this fact, the City plans to finance a portion of its street reconstruction activities through the issuance of Bonds.

The City has determined that combining smaller yearly improvement projects into one larger project is more efficient and cost effective for making improvements. The city is proposing to pay for the improvements by using a bond and spreading the payments over several years.

The City used this approach on the T. H. 371 and CSAH No. 18 Improvements where the City used the General Obligation Transportation Revolving Loan Funds (TRLF) with bonding authority granted to the City under Minnesota Statutes Chapter 475.58, subd. 3b. as amended (the "Act").

Statutory Authority and Requirements

To loan (or bond) for these funds, the City has the authority granted to it under Minnesota Statutes Chapter 475.58, Subd. 3b, to adopt a Street Reconstruction Plan. The Plan must cover at least a five-year period and set forth the street(s) to be reconstructed, the estimated costs, and any planned reconstruction of other streets in the municipality over the next five years. The Plan must be approved by a two-thirds vote of the members of the City Council present at the meeting after a public hearing is held.

A City may issue general obligation bonds for street reconstruction improvements included in an approved Street Reconstruction Plan if the following conditions are met:

1. The city must publish notice of and conduct a public hearing on the issuance of the bonds. The notice must be published at least ten days, but less than 28 days, prior to the hearing date. The bonds are subject to referendum voter approval only if a petition requesting a vote signed by five percent of the votes cast in the last municipal general election is filed with the City Clerk within 30 days of the public hearing (if a vote is taken and the referendum passes; the taxes would be levied on market value rather than tax capacity). If the municipality elects not to submit the question to the voters, the

municipality shall not propose the issuance of bonds under the Act for the same purpose for a period of 365 days from the date of receipt of the petition.

2. The adoption of the Street Reconstruction Plan which authorizes the issuance of bonds must be approved by a two-thirds vote of the members of the City Council present at the meeting after a public hearing is held.

3. Obligations issued under this subdivision are subject to the debt limit of the municipality and are not excluded from net debt under section 475.51, subd. 4.

4. Street reconstruction is limited to reclaiming and reconstruction of existing street segments and bituminous street milling and bituminous inlays; As defined in the Act, street reconstruction and bituminous overlay projects may include utility replacement and relocation and other incidental costs, turn lanes and other improvements having a substantial public safety function, realignments, other modifications to intersect with state and county roads, and the local share of state and county road projects. Except in the case of turn lanes, safety improvements, realignments, intersection modifications, and local share of state and county road projects, street reconstruction does not include the portion of project cost allocable to widening a street or adding curbs and gutters where none previously existed.

History and Existing Street Reconstruction Bonds

The City of Nisswa adopted a five-year reconstruction plan for 2014 to 2018 on July 16, 2014. The City issued approximately $731,100 in street reconstruction bonds to finance four street segments: Segment A – Roy Lake connection between T. H. 371 and Lower Cullen Road and Lower Cullen Road and Main Street between Roy Lake connection and Nisswa Fire Hall, Segment B – Main Street between Fire Hall and new pedestrian tunnel, Segment C – Old County 18 between Main Street and Church Street, and Segment D – Old County 18 between Church Street and New County State Aid Highway.

The City is considering the issuance of an additional $12,678,900 of street reconstruction bonds to finance the road reconstruction described in this plan for 2026 Street Improvements and 2027 Street Improvements. This amount includes the following:

1. 2026 Street Improvements total project cost of $5,750,000.
2. 2027 Street Improvements total project cost for segments A to M of $6,928,900
    a. The total project cost does not include easement costs and additional legal and bonding fees.

2026 Proposed Capital Street Improvements and Financing

The City of Nisswa's Street Reconstruction Plan includes street reconstruction on the following street segments:

Segment A – Sumac Trail. **Total 0.12 miles.**

Improvement will consist of reconstructing the existing gravel road system with aggregate base and bituminous pavement section and drainage.

Estimated Project Cost: **$147,700**

Segment B – Lendee Drive **Total 0.15 miles.**

Improvement will consist of reconstructing the existing gravel road system with aggregate base and bituminous pavement section and drainage.

Estimated Project Cost: **$363,100**

Segment C – Hole in the Day Drive **Total 0.62 miles.**

Improvement will consist of reclaiming the existing bituminous surface and the aggregate base material and reusing with additional aggregate base class 5 A new 3.5" nominal thickness bituminous surface will be constructed over the new aggregate base. Drainage improvements will be incorporated with paving to address drainage and prevent erosion.

Estimated Project Cost: **$699,200**

Segment D – Old Government Trail **Total 0.23 miles.**

Improvement will consist of reclaiming the existing bituminous surface and the aggregate base material and reusing with additional aggregate base class 5. A new 3.5" nominal thickness bituminous surface will be constructed over the new aggregate base.

Estimated Project Cost: **$266,000**

Segment E – Polks Road **Total 0.20 miles.**

Improvement will consist of reclaiming the existing bituminous surface and the aggregate base material and reusing with additional aggregate base class 5. A new 3.5" nominal thickness bituminous surface will be constructed over the new aggregate base.

Estimated Project Cost: $228,000

Segment F – East Roy Lake Road **Total 0.29 miles.**

Improvement will consist of reclaiming the existing bituminous surface and the aggregate base material and reusing with additional aggregate base class 5. A new 3.5" nominal thickness bituminous surface will be constructed over the new aggregate base.

Estimated Project Cost: $595,000

Segment G Edna Lane **Total 0.59 miles.**

Improvement will consist of reclaiming the existing bituminous surface and the aggregate base material and reusing with additional aggregate base class 5. A new 3.5" nominal thickness bituminous surface will be constructed over the new aggregate base.

Estimated Project Cost: $799,900

Segment H Edna Lake Rd **Total 0.89 miles.**

Improvement will consist of reclaiming the existing bituminous surface and the aggregate base material and reusing with additional aggregate base class 5. A new 3.5" nominal thickness bituminous surface will be constructed over the new aggregate base.

Estimated Project Cost: $1,399,000

Segment I – Parkview Drive **Total 0.09 miles.**

Improvement will consist of reconstructing the existing gravel road system with aggregate base and bituminous pavement section and drainage.

Estimated Project Cost: $148,700

Segment J – Wooddale Road **Total 0.23 miles.**

Improvement will consist of reclaiming the existing bituminous surface and the aggregate base material and reusing with additional aggregate base class 5. A new 3.5" nominal thickness bituminous surface will be constructed over the new aggregate base.

Estimated Project Cost: $351,000

Segment K – Kander Court **Total 0.13 miles.**

Improvement will consist of reclaiming the existing bituminous surface and the aggregate base material and reusing with additional aggregate base class 5. A new 3.5" nominal thickness bituminous surface will be constructed over the new aggregate base.

Estimated Project Cost: $180,600

Segment L – Roy Lane **Total 0.39 miles.**

Improvement will consist of reclaiming the existing bituminous surface and the aggregate base material and reusing with additional aggregate base class 5. A new 3.5" nominal thickness bituminous surface will be constructed over the new aggregate base.

Estimated Project Cost: $571,800

Total estimated project cost for 2026 Street Improvements (Segments A-L) is $5,750,000.

The reconstruction cost estimate includes construction, engineering, and administrative/legal fees, and an estimate for easement acquisition.

It is anticipated the project will be constructed in 2026.

It is anticipated the delivery date of the bonds will be April 24, 2026

- The first interest payment date is estimated to be on August 1, 2026.
- The first principal payment date is estimated to be February 1, 2028.
- The last principal payment date is estimated to be February 1, 2041.

The estimated average annual cost, including principal and interest payments, is $605,866

2027 Proposed Capital Improvements and Financing

The City of Nisswa's Street Reconstruction Plan includes street reconstruction on the following street segments:

Segment A – Park Ave. **Total 0.15 miles.**

Improvement will consist of reconstructing existing gravel road with bituminous pavement section and provide drainage improvements.

Estimated Project Cost: **$121,000**

Segment B – Nokomis Ave **Total 0.40 miles.**

Improvement will consist of reconstructing roadway with drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section.

Estimated Project Cost: **$598,000**

Segment C – E. Linden Blvd. **Total 0.06 miles.**

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section.

Estimated Project Cost: **$230,000**

Segment D – W. Linden Blvd. **Total 0.11 miles.**

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section

Estimated Project Cost: **$373,000**

Segment E – Woodward Ave **Total 0.22 miles.**

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section.

Estimated Project Cost: **$191,000**

Segment F – Forest Ave **Total 0.11 miles.**

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section

Estimated Project Cost: **$162,000**

Segment G – City Hall Street **Total 0.12 miles.**

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section. Concrete walks shall be provided on both sides of City Hall Street.

Estimated Project Cost: **$655,500**

Segment H – City Hall Street/Nisswa Ave and Main St Intersection Total 0.15 miles.

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section. Concrete walks shall be provided at this intersection.

Estimated Project Cost: **$1,010,000**

Segment I – Church Street North **Total 0.26 miles.**

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section.

Estimated Project Cost: **$220,000**

Segment J – Church Street South **Total 0.50 miles.**

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section.

Estimated Project Cost: **$1,096,200**

Segment K – Alley, East **Total 0.20 miles.**

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section.

Estimated Project Cost: **$101,000.00**

Segment L – Upper Roy Lk Rd Total 1.42 miles.

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section.

Estimated Project Cost: **$1,589,000.00**

Segment M – Lakers Lane **Total 0.11 miles.**

Improvement will consist of reconstructing existing roadway with bituminous pavement section and provide drainage improvements. The existing bituminous roadway and aggregate base shall be reclaimed and reused as a portion of the proposed bituminous pavement section. Concrete walks shall be replaced on the south side of this road for safer access to school along with ped crossings.

Estimated Project Cost: **$582,200**

Total estimated project costs.

The reconstruction cost estimate includes construction, engineering, and 1% administrative/legal fees.
Segments A-M is $6,928,900

It is anticipated that the project will be constructed in 2027.

It is anticipated the delivery date of the bonds will be May 17, 2027.

- The first interest payment date is estimated to be on August 1, 2027.
- The first principal payment date is estimated to be February 1, 2030.
- The last principal payment date is estimated to be February 1, 2042.

The estimated average annual cost, including principal and interest payments, is $747,152.

CITY OF NISSWA

H5

To: Nisswa City Council

Prepared by: Thomas Blomer, Public Works Director

Date: 2/10/2026

Item: Accept Peter Cary Resignation

Action Requested: Accept the resignation of Peter Cary, Maintenance Tech.

Background: Pete is a retired Vet and is one of our 3 Maintenance Techs. He was hired on August 12, 2024.

Budget Impact: N/A

Attachments: Copy of Peter's resignation.

Peter Cary

1442 56th St. SW

Pequot Lakes, MN 56472

Frebruary 6th, 2026

Tom Blommer

City of Nisswa

5442 City Hall St.

Nisswa, MN 56468

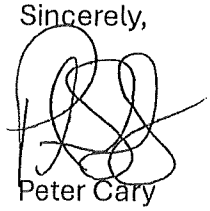
Dear Tom,

I'm writing to formally announce my decision to retire as a Public Works Maintenance Technician for the City of Nisswa. After careful consideration, I believe it's time to embark on the next chapter in my life and explore new opportunities and experiences.

My retirement date will be on 3/20/2026. I want to take this opportunity to express my deep appreciation to you and the city for providing me with a fulfilling and rewarding career. Throughout my time here, I have had the privilege working with an exceptional crew whose support and inspiration have been invaluable to me.

Should you have any questions or concerns, please feel free to contact me.

Sincerely,



Peter Cary

CITY OF NISSWA

H6

To: Nisswa City Council

Prepared by: Thomas Blomer, Public Works Director

Date: 2/10/2026

Item: Hire Replacement Maintenance Tech

Action Requested: I am looking for approval to advertise for a replacement Maintenance Tech. Following the resignation of Peter Cary, we need to replace the vacated Maintenance Tech position.

Background: N/A

Budget Impact: This is a budgeted position for the entirety of 2026.

Attachments: None.

Hello Ms. Wentler,

In preparation for the upcoming February 17th City Council Meeting, I am sending you maps with attachments to share with council members. I have included:

1) Roy Lake Whitstrom Road Map information with names, showing ownership of lots

28150611 8004 WHITSTROM RD, NISSWA, MN, 56



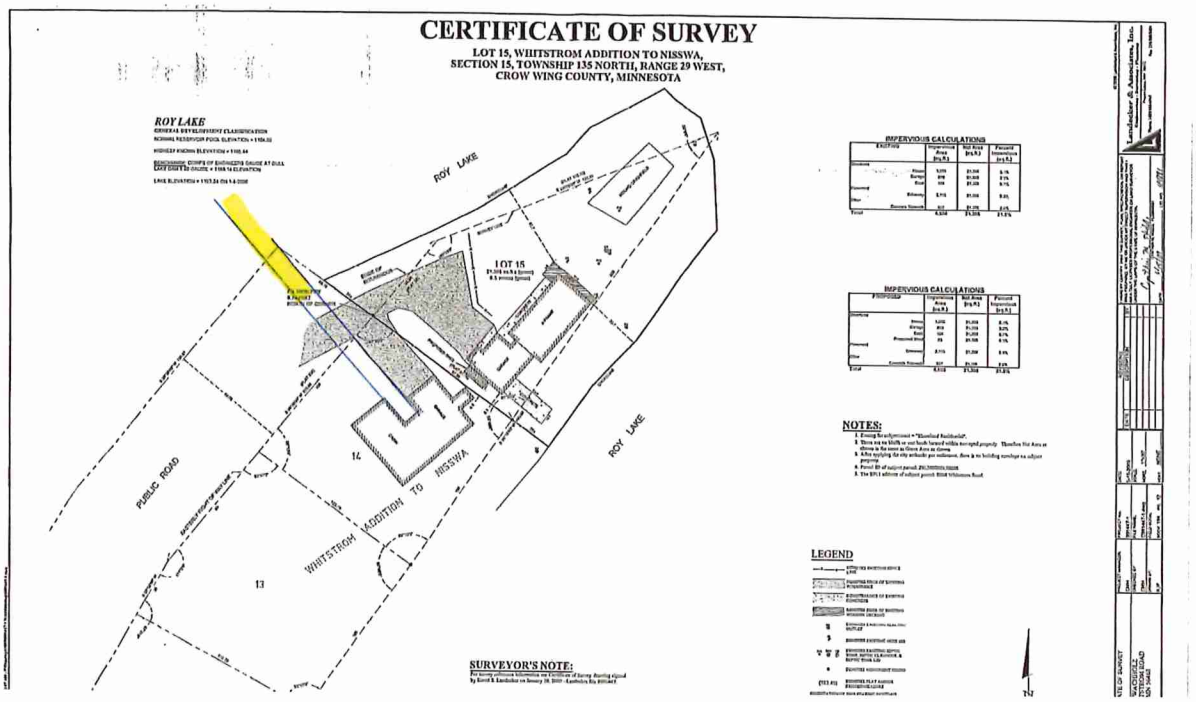
January 15, 2026

1. Michael J. Wachholz Pid 28150611
2. Michael + Kristy Wachholz / Heidi + Sean VanderKloot (1/3) - Pid 28150649
3. ~~28~~ PID# 28150642 - Laura Beeth
4. PID # 28150643 – Mark + Ashley Pietig
5. PID # 28150614 - ~~Terrace~~ Terrance P + Susan J. Lutz
6. PID # 28156615 - Drew + Tina M Johnson
7. PID # 28150616 - Thomas + Patricia HeLiker family
8. PID # 28150617 - M Joans Roberts
9. PID # 28150618 - Cory W + Carrie L. Hund

X = area


28150611
34.44
28.54
29.21
28150649
100.00
150.44
28150612
CITY OF
DISSWA
Roy (18-398 P)
GD
R= 985.97
L= 280.70
80.00
105.79
35.00
28150613
46.37
Whitestrom
Rd
90.00
R= 2276.17
L= 92.85
171.69
28150614
34.00

2) Roy Lake Whitstrom Road Survey



3) Whitstrom Road Plat Map Nisswa

From: **Maggie Young** <Maggie.Young@crowwing.gov>
Date: Thu, Jan 29, 2026 at 4:40 PM
Subject: Plat Map
To: laura.beeth@gmail.com <laura.beeth@gmail.com>

Hi Laura,

Attached is a copy of the plat map for Whitstrom Addition to Nisswa as is on file with the county recorders office.

I typically look for the verbiage "donate and dedicate to the public" in the declaration block to see if the plat is dedicating any platted right of ways, which I do not see in Whitstom Addition to Nisswa.

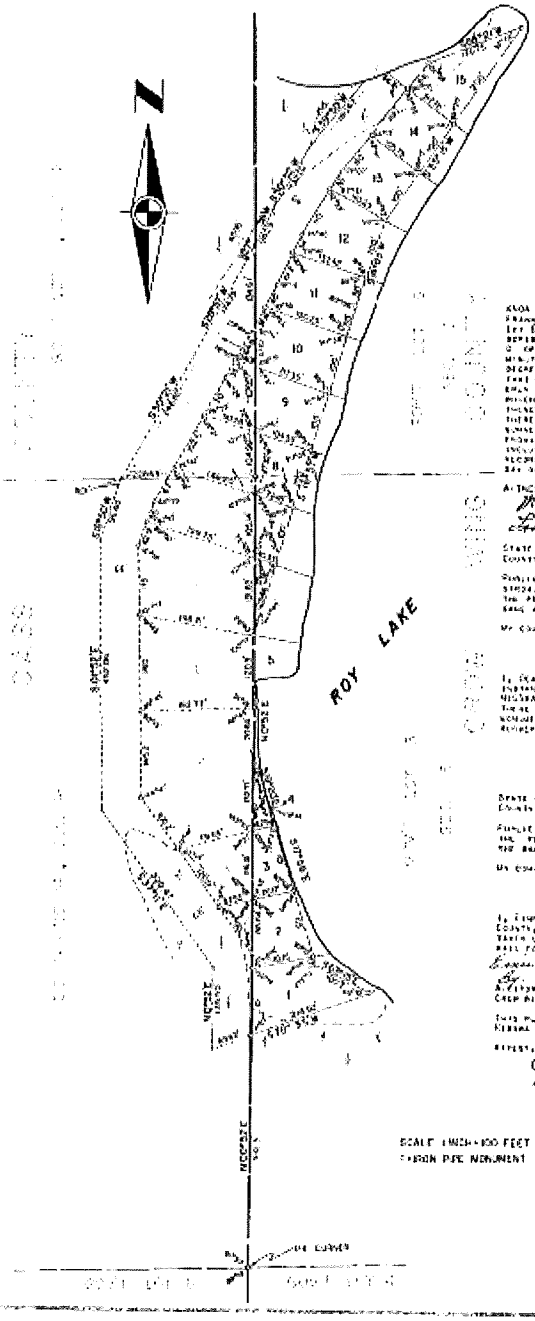
Thank you,

Maggie Young

Senior Operations Specialist

Office: (218) 824-**1010**

WHITSTROM ADDITION TO NISSWA



KNOW ALL MEN BY THESE PRESENTS: That Samuel L. Swanson and Nancy J. Swanson, his wife, and Frank H. Whitney and Wilfred H. Whitney, his wife, are the owners of that part of Government Lot 5, Section 13, Township 135 North, Range 29 West lying Southeasterly of the following described lines: Beginning at the point on the West line of said Lot 5 which is 1321.3 feet North 0 degrees 52 minutes East of the Southwest corner of said Lot 5; thence North 89 degrees 55 minutes East 1321.3 feet; thence North 0 degrees 52 minutes East 1321.3 feet; thence North 89 degrees 55 minutes East 150 feet, more or less, to the shore of Roy Lake and there ending, said part of Government Lot 5, Section 13, Township 135 North, Range 29 West which lies North and East of the following described line: Beginning at the point on the West line of said Lot 5 which is 1321.3 feet South 0 degrees 52 minutes West of the Northwest corner of said Lot 5; thence South 89 degrees 55 minutes East 210.1 feet, more or less, to the shore of Roy Lake and there ending, and being intended to platting said land into Lakeshore Lots, and the same surveyed and the annexed plat thereof, made pursuant to the statutes in such cases made and provided. The name of said plat shall be "WHITSTROM ADDITION TO NISSWA". Lots 1 through 14 inclusive, extend to the meander line of Roy Lake, subject to reservations and restrictions of record, if any. In witness whereof they have hereunto set their hands and seals this 14 day of January, 1965.

Witnesses:
Helen M. Hahn
Laura L. Schafer

Samuel L. Swanson
Nancy J. Swanson
Frank H. Whitney
Wilfred H. Whitney

State of Minnesota } ss
County of Crow Wing }

On this 15 day of January, 1965 before me, a Notary Public within and for said County, personally appeared Samuel L. Swanson and Nancy J. Swanson, his wife, and Frank H. Whitney and Wilfred H. Whitney, his wife, to me well known to be the persons described in and who executed the above dedication, and they severally acknowledge the same as their free act and deed.

My Commission expires: 9-3-67

Helen M. Hahn
Notary Public
Crow Wing County, Minnesota

I, Dean W. Rodenberg, Registered Land Surveyor No. 5151, do hereby certify that I made, at the instance of the owners, made the above mentioned survey and plat of "WHITSTROM ADDITION TO NISSWA" and that all information shown hereon is correct to the best of my knowledge and belief; that we did set Iron Monuments at the points indicated on the plat for the guidance of future surveys.

Dean W. Rodenberg
Registered Land Surveyor
Minnesota Reg. No. 5151

State of Minnesota }
County of Crow Wing }ss

On this 11th day of September, 1964, before me, a Notary Public within and for said County, personally appeared Dean W. Rodenberg, to me well known to be the person described in and who executed the foregoing certificate and he severally acknowledged the same as his free act and deed.

My Commission expires: Ray F. Ruppert Feb 6, 1965

Ray F. Ruppert
Notary Public
Crow Wing County, Minnesota

I, Elmer R. Anderson, Auditor for Crow Wing County, Minnesota, do hereby certify that the taxes on the lands described herein have been paid for the years prior to 1964.

Elmer R. Anderson, Auditor
By Helen Jacobs, Deputy
Crow Wing County, Minnesota

I, Doris M. Anderson, Treasurer for Crow Wing County, Minnesota, do hereby certify that the taxes payable in the year 1965 have been paid.

Doris M. Anderson
Treasurer
Crow Wing County, Minnesota

This plat of Whitstrom Addition to Nisswa was approved by the Council for the Village of Nisswa this 2nd day of January, 1965.

Attest:
Clerk

Mayor

4) Image of Man Made Access on Roy Lake







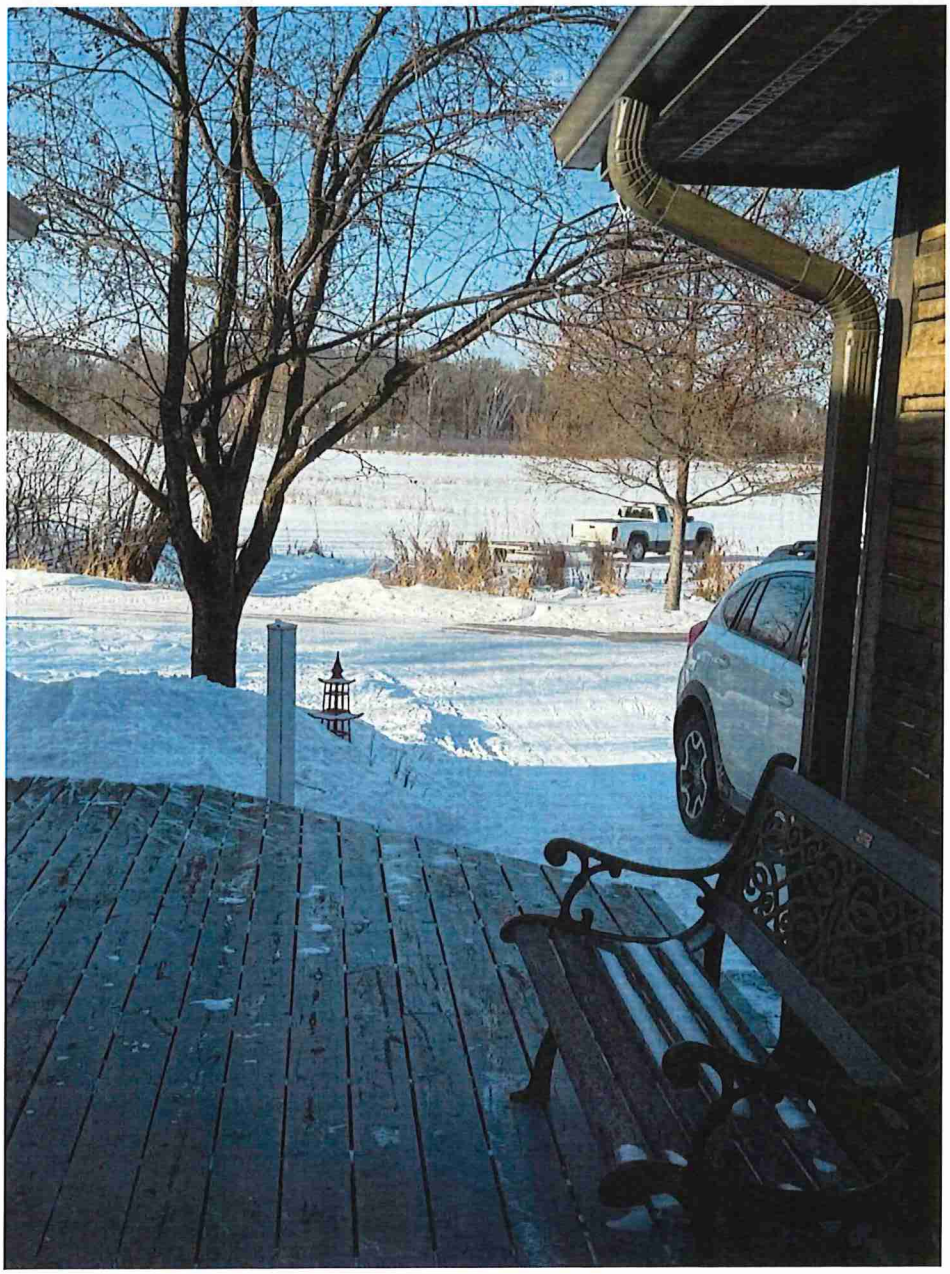
Sharing a photo of the one lane dead end road and my mailbox. The vehicle tires coming off the lake come right up to my mailbox since there is not enough room to make a right hand turn from lake onto this one lane road. My mailbox has been hit and knocked over once already. And whoever did it, did not leave name to cover repair costs.

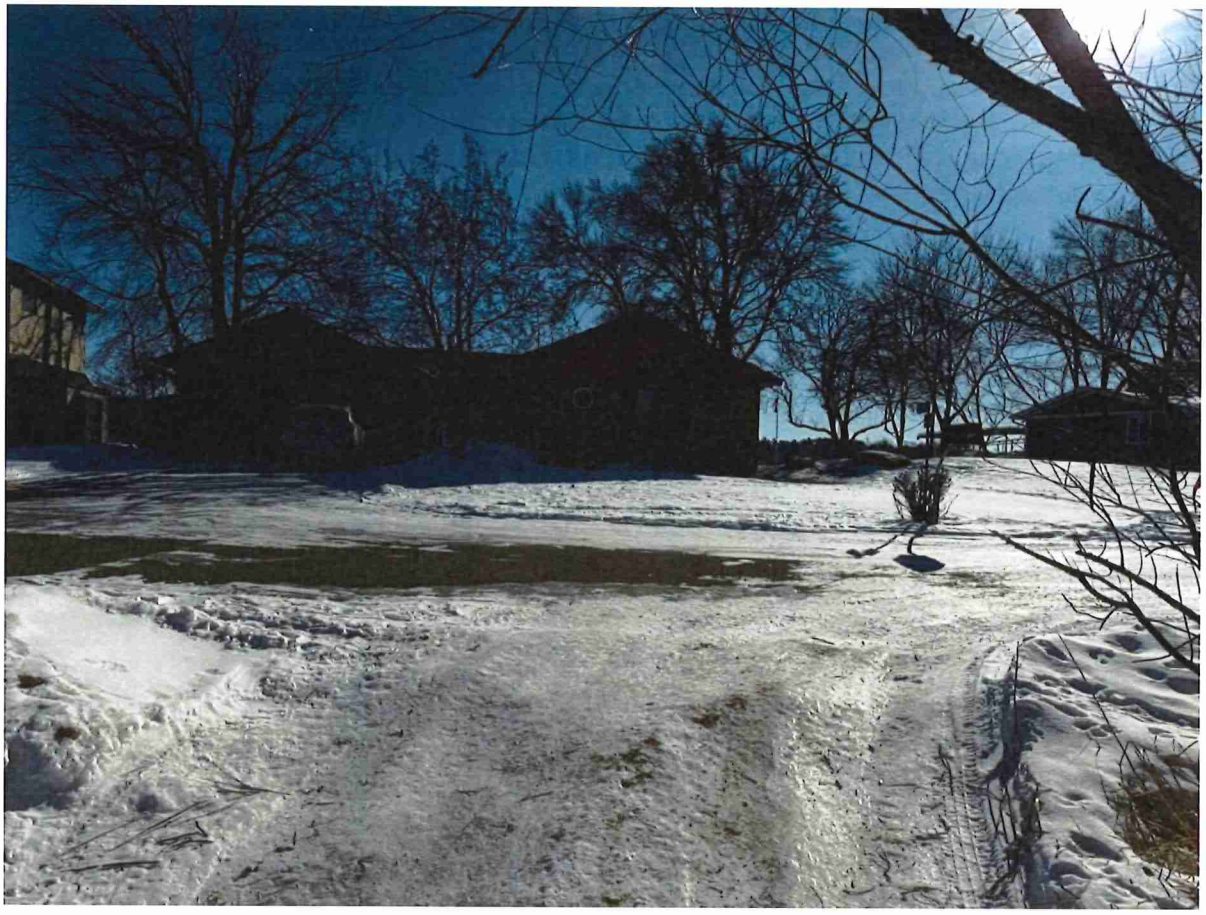


Sharing a photo of the garbage truck on the road. There is no way any vehicle could react in time if a vehicle is coming off the lake onto this one lane dead end road. The man made entrance is right in front of the garbage truck.



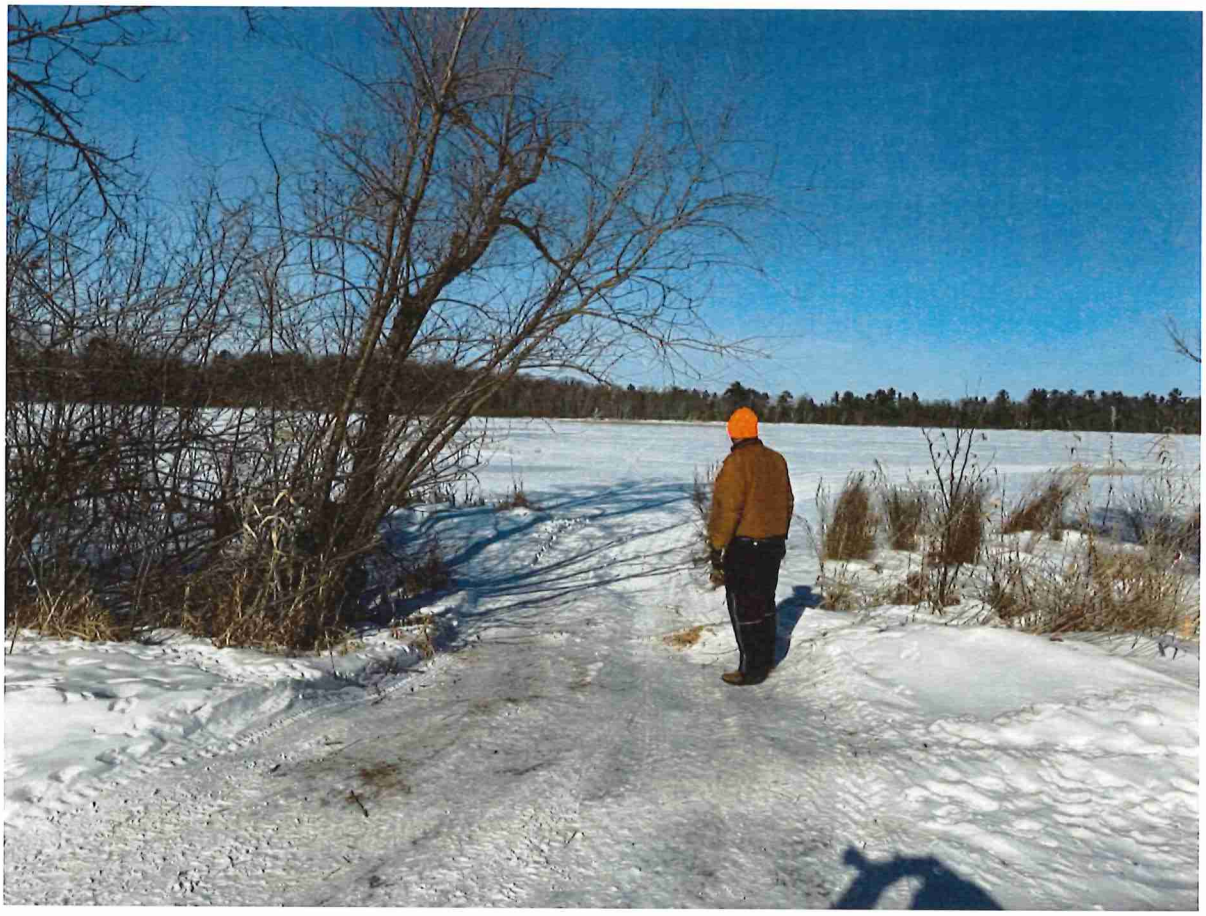
Sharing a photo of the view from my kitchen, the man made lake entrance lines up with my kitchen and bedroom. I also have my septic system in the front yard. I have great safety concerns for pedestrians, dogs, and authorized vehicles on this road. Vehicles come through the man made access day and night, sometimes they are driving very fast and reckless. The road is narrow one lane and a reasonable person would be viewing the road for safety, however, no one is expecting a vehicle to pop out of the man made lake access on Roy Lake.



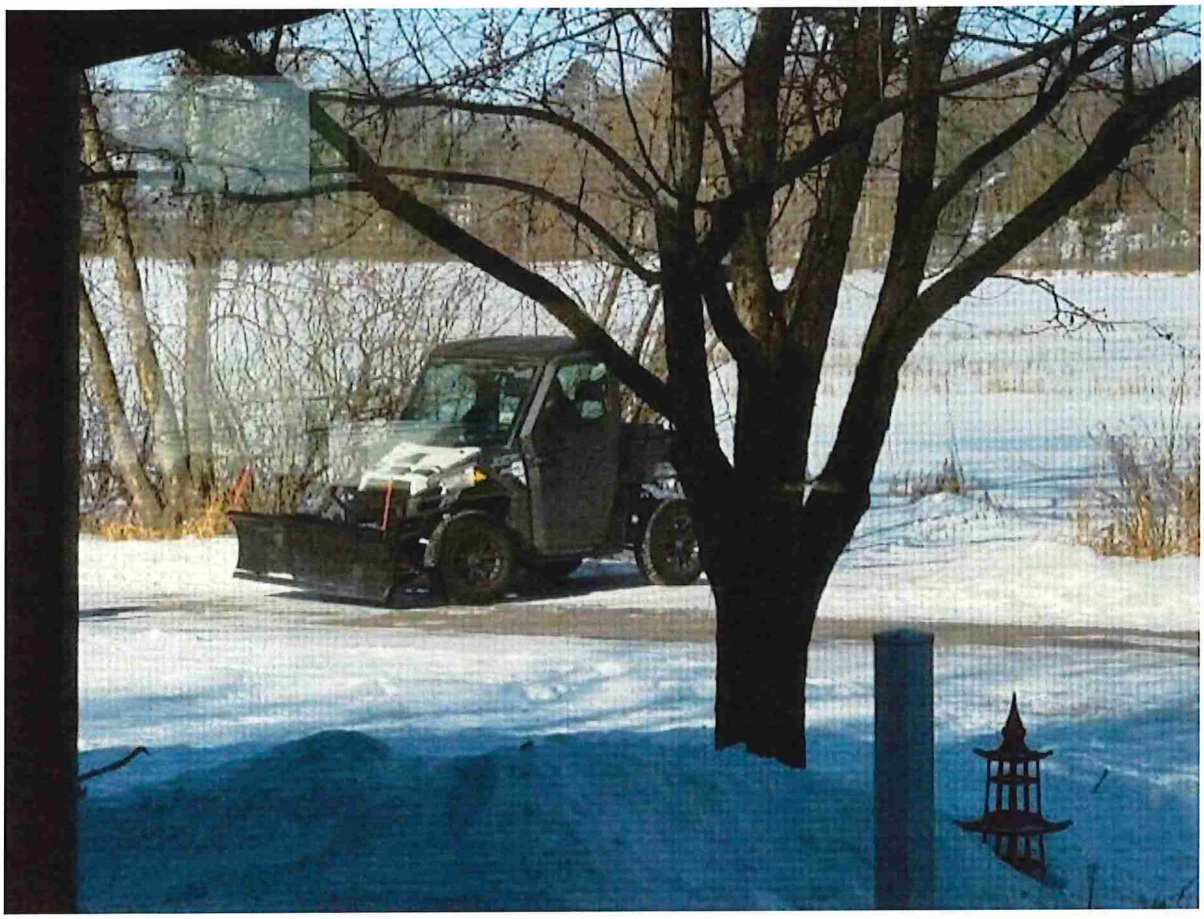


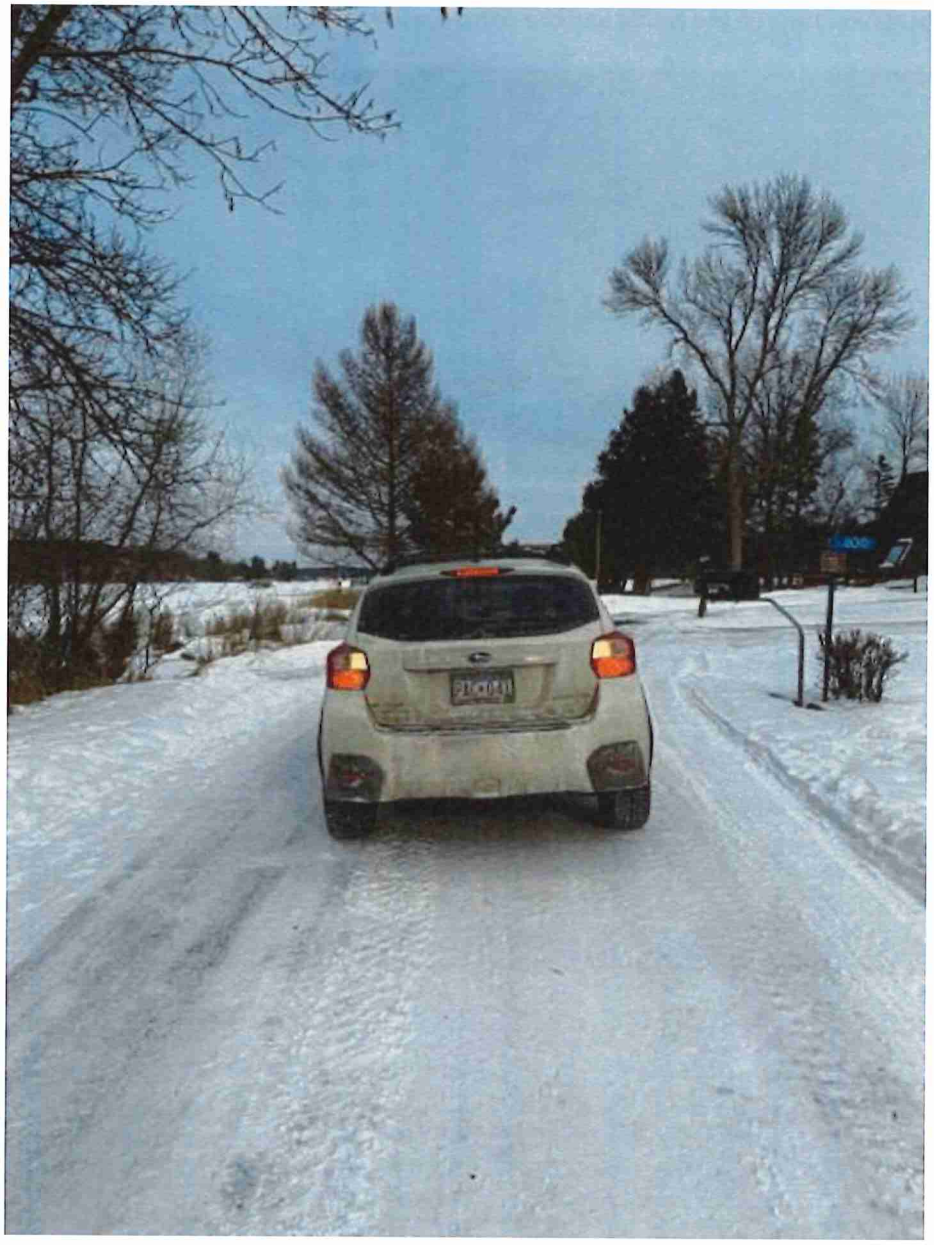
This entrance is 12 feet wide and all the trees and bushes have been cut down.





I'm attaching a few photos so you can see the traffic and the narrow width of the one way road.







Thank you for bringing this material for view at the Nisswa City Council Meeting on February 17th.

Thank you in advance for your assistance.

Mayor and City Council Members,

My name is Mike Wachholz, and I am a homeowner in Nisswa. I am submitting this written statement regarding the land use matter at 8010 Whitstrom Road.

I appreciate the opportunity to provide input on this issue. Land use decisions have lasting impacts on neighborhood character, infrastructure, environmental sustainability, and quality of life, which is why this matter is of particular importance to us.

I am concerned that the current land use has resulted in increased traffic, incompatibility with surrounding uses, environmental impact, and security concerns for our property. These impacts appear inconsistent with the city's adopted general plan and zoning objectives, particularly with respect to neighborhood compatibility and environmental stewardship.

I respectfully request that the council carefully consider these impacts and consider closing this non-official lake access.

Thank you for your time, consideration, and commitment to thoughtful land use planning. I appreciate the opportunity to participate in this process.

Thank you for your time,

Mike Wachholz

8004 Whitstrom Road

From:	Laura Beeth
To:	Maggi Wentler
Cc:	Mike Wachholz
Subject:	Fwd: 66" unidentified parcel in Whitstrom Addition to Nisswa
Date:	Wednesday, February 11, 2026 1:32:41 PM
Attachments:	Whitstrom Addition to Nisswa.pdf

Hello Maggi,
Per your mayor, can you include this additional email and summary with the city council attachments we already submitted for the council meeting.
Thank you,
Laura Beeth
Sent from my iPhone

Begin forwarded message:

From: Jennifer Carnahan <jcarnahan@cityofnisswa.gov>
Date: February 11, 2026 at 12:36:12 PM CST
To: laura.beeth@gmail.com
Subject: Fw: 66' unidentified parcel in Whitstrom Addition to Nisswa

FYI...this should be included in the packet for our concil meeting Tuesday.

Thank you!

Jennifer

Jennifer Carnahan
Mayor| City of Nisswa
E-mail: jcarnahan@cityofnisswa.gov

5442 City Hall Street |PO Box 410, Nisswa, MN 56468
Ph: 612-916-4668 Main: 218-963-4444 Fax: 218-963-3108

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From: Maggie Young <Maggie.Young@crowwing.gov>
Sent: Wednesday, February 11, 2026 12:16 PM

To: Jennifer Carnahan <jcarnahan@cityofnisswa.gov>
Subject: 66' unidentified parcel in Whitstrom Addition to Nisswa

Hi Jennifer,

Thanks for chatting with me today about the 66 foot-wide parcel in Whitstrom Addition to Nisswa that is not identified with a Parcel number.

My preliminary research indicates that this 66 foot parcel was created by the plat and would still be owned by the developers: Robert L. Swanstrom, Frank H. Whitney & Mildred H. Whitney. It looks to me like Nancy J. Swanstrom deeded her interest over to Robert after their divorce. However, I am not a licensed abstractor nor title company and therefore my research is not conclusive nor certified as correct; please see the disclaimer below.

When a plat is recorded at the county, our staff reads the plat dedication to determine if roads/streets/alleys/parks/etc are being donated and dedicated to the public as city right-of-ways. That verbiage is typically "hereby donate and dedicate the streets and roads as shown on the plat to the public for public use forever". The recorded plat of Whitstom Addition to Nisswa does not have such verbiage in the declaration (attached), which would leave the 66 foot parcel shown on the plat in the developers name. I am not well enough versed in title standards to know if any other common practices or state statues might apply here.

When information like this comes to light in other unidentified parcels in the county, I review it with our team here at Land Services and we make a determination on if a parcel number should be assigned to that un-identified parcel and begin generating tax statements.

I would be happy to answer any additional questions you have, if any. Please feel free to reach out to me at 218-454-7472.

Thank you,

Maggie Young
Senior Operations Specialist
Office: (218) 824-1010
Direct: (218) 454-7472
www.crowwing.gov

Land Services
322 Laurel Street Suite 15
Brainerd, MN 56401

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Customer Service Survey

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Our Mission: Serve well. Deliver value. Drive results.
Our Values: Be responsible. Treat people right. Build a better future.

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For more information visit https://crowwingcountymn-web.tylerhost.net/web/

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LMCIT

LEAGUE OF MINNESOTA CITIES INSURANCE TRUST

COLLABORATION SERVICES





For more information, contact:

Aimee Gourlay

LMCIT Collaboration Services Manager

(651) 215-4147

agourlay@lmc.org

LMC LEAGUE of MINNESOTA CITIES

Work collaboratively to address contentious issues as a team.

Collaboration services can help you work together, understand roles, listen to each other and prevent conflict from escalating.

Strong opinions can lead to lively discussions and promote the exchange of new ideas and creative solutions. But when those discussions lead to destructive conflict, where can your city turn for help?

Receive guidance from a qualified neutral mediator and experienced facilitator who will meet with your city to provide personalized workshops and facilitated discussions as a part of LMCIT's Collaboration Services.

Three Signs LMCIT Collaboration Services Can Help:

- You have concerns about communication and need to build trust. Work with Collaboration Services to learn how to engage respectfully, improve communication, and clarify roles and responsibilities.
- You need to resolve issues or manage conflict. Collaboration Services will help you understand all perspectives, needs, and interests, and help you work together to bridge differences.
- You want to prevent conflicts from forming. Collaboration Services can strengthen your structures by clarifying policies

Collaboration Services Includes:

- Tailored Workshops
- Conflict Assessment & Recommendations
- Facilitations
- Mediations
- Coaching & Mentoring

Collaboration Services DOES NOT include:

- Deciding who is "right" or "wrong." We work with you to find solutions that incorporate many perspectives.
- Telling a governing body what to do. We believe participants know themselves best and come up with the best solutions.
- Working without clear authorization. Collaboration works when people agree they want to participate.

For more information visit lmc.org/collaboration

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CITY OF NISSWA

H9

January 20, 2026

To: Nisswa City Council

2026 City Council Liaison Appointments

Jennifer Carnahan, Mayor	~~Administration-Clerk-Finance, Liaison~~ Public Relations Financial Management
Mark Froehle	Parks & Recreation, Liaison Personnel Committee, Liaison Financial Management
Joe Hall	Planning & Zoning, Liaison Personnel Committee Financial Management
Bruce London	Public Safety, Liaison Financial Management
Jesse Zahn	Public Works, Liaison Liquor Departments, Liaison Pro-Tem Financial Management

H11

From: StauberProjects
To: StauberProjects
Subject: FY27 Community Project Funding Requests
Date: Monday, February 9, 2026 12:01:08 PM

Greetings!

Congressman Stauber is seeking local community projects for Fiscal Year 2027 (FY27). If you would like your project considered, please complete the FY27 Community Project Funding Requests Form on our website. **Projects should be considered shovel-ready and have broad community support**.

For Fiscal Year 2026, the 15 projects selected by the Congressman were successfully signed into law. Please review the projects that were selected here.

Although House rules for funding requests for FY27 have not been released yet, we believe they will be similar. Please review the House Appropriations Committee FY26 Guidance Overview to familiarize yourself with the rules and eligibility requirements.

We believe the committee will set deadlines very soon. Because of this, we are setting an internal **deadline of March 7th.**

If you have any questions, please reply to this email.

Thank you!

H12

Request for Proposals (RFP)

Labor & Employment Legal Services

CITY OF NISSWA

Document is available online at www.cityofnisswa.gov

City of Nisswa, Minnesota
February 17, 2026

INTRODUCTION

The City Council of the City of Nisswa invites interested law firms with a minimum of five years of municipal law experience to submit written proposals to provide Labor and Employment Legal Services to the City. As Labor Attorney, the selected law firm will be expected to provide a wide range of legal services related to labor and employment issues. The Labor Attorney will be selected by the City Council and will work closely with the City Administrator and other City staff.

SCOPE OF SERVICES

The City of Nisswa is requesting proposals from licensed attorneys and law firms to serve as the City's labor and employment attorney or firm ("labor counsel") on an on-call basis. Labor counsel provides the following services:

- *Contract Negotiations*: Through collective bargaining, the City engages in contract negotiations with TEAMSTERS and MN PEA labor unions. Labor counsel assists management with negotiations to ensure fair contracts are struck while advancing the goals of the organization.

- *Grievances & Arbitration*: Labor counsel provides advice regarding contract interpretation and grievance processing and provides representation in arbitration hearings on behalf of the City.

- *Personnel*: Labor counsel assists the City by ensuring the City follows evolving laws related to hiring, management, employee benefits, workplace safety, discrimination, duty disability and, as necessary, termination.

- *Investigation & Litigation*: While the City is fortunate to have not experienced many workplace conduct or other employment-related issues, labor counsel assists the City in internal investigations and litigation as necessary.

- *Policy & Procedure*: The City strives to ensure its policies and procedures reflect best practices and current laws. Labor counsel ensures the City is made aware of changes in labor and employment law, best practices that impact the organization, and provides review of personnel policies and other employment related documents as requested.

- *Training*: Labor counsel provides training to City Council and/or City staff on an as-needed basis in the areas of municipal employment law, hiring best practices, workplace conflict, open meeting law, etc.

REQUIRED PROPOSAL ELEMENTS

The proposal must provide specific and succinct answers to all questions and requests for information. Direct, precise and complete responses will serve as an advantage to the applicant.

BACKGROUND

Describe the nature of your practice or your law firm's qualifications for providing Labor and Employment Legal Services. Include a professional chronology for the individual who will be designated to serve the City, as well as for others whom you anticipate being involved with providing legal services to the City.

Provide the overall capabilities, qualifications, training, and areas of expertise for each of the principals, partners, and associates of the law firm, including the length of employment for each person and his/her area of specialization.

Provide the following for the person whom you propose to designate as legal counsel and for each person you propose to designate as an associate or backup.

- Legal training and number of years of practice, including date of admission to the Minnesota Bar, current good standing with the Minnesota Bar, number of years of municipal law practice, either as a full-time local government attorney and/or in a private law office specializing in labor and employment law.
- Professional affiliations.
- Litigation experience and demonstration of a good court track record.
- Knowledge and practice of law relating to labor and employment and other related law.
- Experience in the areas of contracts, negotiations, unions, unemployment, and workers compensation.
- Types of clientele represented and years representing each.
- Office location(s) and accessibility to the City.

Describe your office staffing, including all permanent and temporary employees, their general duties, and work schedules.

CLIENTS/CONFLICT OF INTEREST

Indicate whether you or your law firm represent or have represented any client which representation may conflict with your ability to serve as legal counsel.

Do you currently represent any members of the City Council?

What procedures does your firm utilize to identify and resolve conflicts of interest?

COMPENSATION

The present attorney provides labor and employment legal services at an hourly rate. It is anticipated that the City Council may expect the firm/individual selected to also provide services under a similar system.

- State the hourly rates for the designated attorney and associates for general work and for special services such as litigation.

- Define the type and unit rates for reimbursement for expenses such as mileage, reproduction of documents, faxed documents, e-mail documents and word processing charges.

EVALUATION AND SELECTION PROCESS

Proposals will be screened by the City Attorney and City Administrator. The top candidates will be interviewed by the Personnel Committee, with a final recommendation presented to the City Council for approval. In reviewing proposals, the City will carefully weigh:

- Depth and breadth of experience and expertise in the practice of law, specifically in those areas most often encountered in municipal government operations and labor/employment issues;
- Capability to perform legal services promptly and in a manner that permits the City Council and Staff to meet established deadlines and to operate in an effective and efficient manner;

- Degree of availability for quick response to inquiries that arise out of day-to-day operating questions or problems;

- Degree to which firm and individual attorneys stay current through continued professional development;
- Communication skills;
- Cost of services; and
- Other qualifications/criteria, as deemed appropriate by the City Council.

The City will require that the individual or law firm selected will maintain the appropriate malpractice insurance coverage. The City will insist that the attorney/firm is an independent contractor serving at the will of the City Council. Other required provisions will include the City Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

SELECTION SCHEDULE

The City of Nisswa intends to proceed with the following tentative schedule for the selection.

Request for Proposals Ad Published	January March 4, 2026 & March 11, 2026
Proposal Due Date	March 23, 2026 (4:00 P.M.)
Review of Proposals	March 24-27, 2026
Interviews	April 6-10 2026 (as necessary)
City Council Awards Contract	April 21, 2065

SUBMITTAL REQUIREMENTS

Law firms interested in submitting a response shall submit their RFP response via e-mail with the subject: "Labor & Employment Legal Services Proposal". The e-mail shall be delivered to:

Maggi Wentler, Interim City Administrator
maggi@cityofnisswa.gov

RFP responses must be received at the above e-mail address by 4:00 P.M. on Monday, March 23, 2026. Late RFP responses likely will not be considered.

The City Council reserves the right to reject all RFP responses, to request additional information concerning any RFP responses for purposes of clarification, to accept or negotiate any modification to any RFP response following the deadline for receipt of all RFP responses, and to waive any irregularities if such would serve the best interests of the City as determined by the City Council.

CONTACT INFORMATION

Direct all inquiries regarding the Request for Proposals to Maggi Wentler, Interim City Administrator, at 218-963-4444 or email at maggi@cityofnisswa.gov.

Maggi Wentler, Interim City Administrator
City of Nisswa
PO Box 410
Nisswa, MN 56468

Subject: FW: Agenda request for Dec 16 City Council Meeting

Maggi – I received an auto response that Kiki is no longer with the City. The website still has her listed as the point of contact. Please see below regarding a request to be added to the December 16 agenda for the City Council.

Thank you,
Julie

Julie Robertson
Executive Assistant

612-418-6039
jrobertson@leisurehotel.com
www.leisurehotel.com
14275 Golf Course Dr, Suite 140, Baxter, MN 56425
13000 W. 87th Street Parkway, Suite 108, Lenexa, KS 66215

From: Julie Robertson <jrobertson@leisurehotel.com>
Sent: Monday, November 24, 2025 3:24 PM
To: kiki@cityofnisswa.gov
Cc: dboberg76@gmail.com; Mark Ronnei <mark@evolutionresorts.com>
Subject: Agenda request for Dec 16 City Council Meeting

Hi Kiki – Dan Boberg would like to be on the December 16 City Council agenda regarding the attached concept plan that was presented at the November 4 P&Z meeting.

A very conceptual plan has been prepared for the development of Dan's property located between the Pines and TH 371. The development includes a mixture of commercial, high-density residential and single-family lots (primarily on the golf course frontage). The intent would be to phase the development with the initial phase focusing on the residential lots near the golf course.

The concept as provided would allow interim access from CSAH 77. We do understand the City has a long-range plan to extend a local collector (backage road) through this property that would ultimately provide access for this development. When the backage road is constructed, the access from CSAH 77 could be terminated. Crow Wing County likely won't grant a permanent access at this location because of the proximity to the signal.

The preference would be to connect to municipal sanitary sewer, but access to sanitary sewer in this area is complicated. If the City has any plans for future sewer connections, we'd be interested in that information if it impacts our plan.

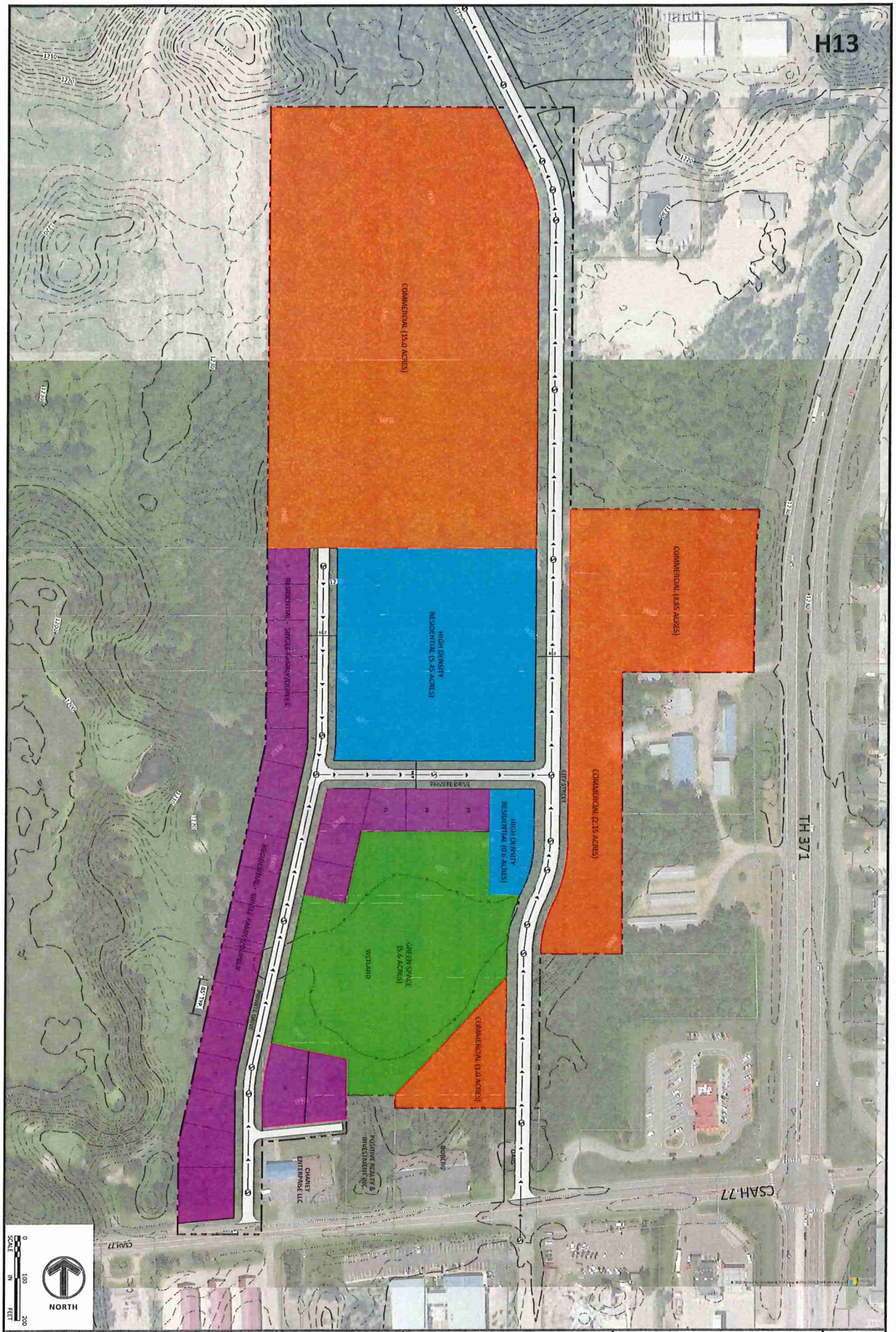
Please let me know if you need any additional information.

Regards,
Julie Robertson

Julie Robertson
Executive Assistant

612-418-6039
jrobertson@leisurehotel.com
www.leisurehotel.com
14275 Golf Course Dr, Suite 140, Baxter, MN 56425
13000 W. 87th Street Parkway, Suite 108, Lenexa, KS 66215





SHEET FIG 1

BOBERG PUD
CONCEPT PLAN
NISSWA, MINNESOTA

REVISIONS		
#	REVISION NOTE	DATE
1		
2		
3		

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.

CHRISTOPHER L. SONMOR — LIC. NO. 44559 — DATE 09/19/2025

SONMOR CONSULTING