CITY OF NISSWA
AGENDA – REGULAR COUNCIL MEETING
TUESDAY, AUGUST 18, 2026
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 – July 2026
2. Parks and Recreation Report – August 2026
3. Pickle Report – July 2026
4. Police Report – August 2026
5. Public Works Department Report – August 2026
6. Planning & Zoning Report – August 2026
7. Spirits Reports June Final / July Draft 2026
8. City Council Special Meeting Minutes, July 15, 2026
9. City Council Regular Meeting Minutes, July 21, 2026
10. City Council Special Meeting Minutes, July 29, 2026
11. Personnel Updates – August 2026
12. Presentation of Claims – Check register #157002- 157329 totaling $1,679,651.22
13. Fire Department Donation Resolution – Brainerd Jaycees – Run for the Lakes
14. Park Donation Resolution – Anonymous
15. Police Donation Resolution – A&W National Night Out #1
16. Police Donation Resolution – A&W National Night Out #2
17. Police/Fire Donation Resolution – Barbara Scrimgeour
18. Street Use Permit – Corner Hub Boutique – August 13, 14 & 15, 2026 (after the fact)
19. Street Use Permit – B's Factory Outlet – August 14 & 15, 2026 (after the fact)
20. Street Use Permit – KISA Collection – August 14 & 15, 2026 (after the fact)

D. COUNCIL/LIAISON REPORTS
1. Mayor
2. Council Members

E. REPORTS
1. City Attorney
2. City Engineer

F. OLD BUSINESS

1. Pickle – New Bar Stools for Bar (Council Action)
2. PZ - Roy's Landing Easement (Council Action)
3. Spirits Parking Lot Invoice (Council Action)
4. Pickle & Spirits Consultant Recommendations / Steps Forward / SOW Extension (Council Action)

G. NEW BUSINESS

1. CWC Emergency Management – Early Warning Sirens Future Maintenance Presentation (Council Information)
2. Parks – GLT Phase 4B NLP Letter of Completion (Council Action)
3. PZ - Development Agreement – Nisswa Crossings (Council Action)
4. PZ - Centennial Estates Appeal – Debra Cruz (Council Action)
5. PW – 2027 Road Improvement Appraisals (Council Action)
6. PW – 2027 Street Improvements – Streetscaping (Council Action)
7. Data Practice Policy Updates (Council Action)
8. Budget Workshop Date(s) (Council Action)
9. City Council Retreat Date (Council Action)
10. City Fall Town Hall (Council Action)
11. Complaint (Council Information)

H. OPEN FORUM

1. Public Comment

I. ANNOUNCEMENTS & UPCOMING MEETING DATES

1. August 19, 2026 Council Workshop Meeting 5:00PM
2. August 26, 2026 Public Works Committee Meeting 5:00PM
3. September 1, 2026 Planning Commission Meeting 5:00PM
4. September 3, 2026 Parks Commission Meeting 5:00PM
5. September 15, 2026 Regular City Council Meeting 6:00PM
6. September 30, 2026 Public Works Committee Meeting 5:00PM

J. ADJOURN

Nisswa Fire Department Report

July 2026

Training for this month included solar panel training instructed by Fire Inc. Firefighters were able to go to a local residence who has solar panels on his roof for power. Firefighters were able to learn common locations where master shut off switches are located and ways to safely fight fires involving solar panels. Firefighters also worked on pumping and drafting this month with Engine 1, Engine 19 and Tender 1 out of our drop tank.

Activities for this month included:

- Participating in the Nisswa Freedom Days parade on July 3rd
- Serving food at Nisswa A&W for the 8th Annual Cruisin' Night
- Spraying water for water wars at the church

Call Breakdown:

Medical Calls	83
Structure Fire Calls/Vehicle Fire	2
Grass Fire/Brush Fire	0
Gas Leak/Odor	1
Power line down	0
Motor Vehicle Accidents	2
Carbon Monoxide/Smoke Detector	7
Rescue/Special Event	1
Cancelled en route	2
Total:	**98 total**

Chief Bailey 218-851-2825

Nisswa Fire Department Report

July 2026

Call Breakdown

Call Breakdown:

Medical Calls	83
Structure Fire Calls/Vehicle Fire	2
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Carbon Monoxide/Smoke Detector	7
Rescue/Special Event	1
Cancelled en route	2
Total:	**98 total**

City of Nisswa: 54

Lake Edward Township: 30

Lake Shore: 11

Pelican Township: 3

Chief Bailey 218-851-2825

Parks & Recreation

August 2026

A. Department Report

1. Maintenance and Community Center
    a. Staff are reviewing and updating the Community Center agreement
2. Recreation
    a. Registration is open for fall soccer and flag football
    b. Basketball Camp ends August 12
3. Parks
    a. Gull Lake Trail/Nisswa Lake Park: Staff are working to close out the grant including a request to approve a letter of completion. A site visit is to be conducted by the DNR and GMRPTC in August.
    b. Staff have requested proposals for design work to update park entrance signs. The Parks Commission reviewed proposals on August 6.
    c. Nisswa City Park: The City of Nisswa was selected for funding to replace the City Park playground. The DNR will be giving staff more information on how to proceed with the project. Staff held a community engagement event on August 6 and will bring that information to the designer as work begins on a final design.

B. Old Business

1. The Brainerd Lakes Area Walking and Biking Safety Plan (SS4A program) had a kick-off meeting May 5 in Crosslake. People are encouraged to share their input electronically on the plan's webpage**:** bit.ly/RegionalSafetyInput

C. New Business

Respectfully,
Amber Moon Peterson

City Council Report - Pickle Factory
July 2026

2025 - % 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%

July Sales Comparison

	2025	2026	+/-	%	2026 Budget	% of Budget	Goal %
Sales	$221,678	$245,766	$24,088	10.87%	$1,765,050	13.9%	13.7%

July Expenses Comparison

	2025	2026	+/-	%	2025 Budget	% of Budget	Goal %
Merchandise for Resale	$61,522	$78,085	$16,563	26.9%	$600,000	13.0%	13.7%
Payroll	$38,156	$65,369	$27,213	71.3%	$355,348	18.4%	13.7%
Other Expenditures	$34,762	$41,879	$7,117	20.5%	$634,352	6.6%	13.7%
Total Expenditures	$134,440	$185,333	$50,893	37.9%	$1,589,700	11.7%	13.7%

Profit/Loss	$87,238	$60,434

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:

We are up over last year The month has been great for people visiting our great Brainerd Lakes Area.

Upcoming Events:

BIR is on August 20-23 this year. It used to be a great weekend for us but now they have bars and entertainment at the track, so it's just a normal weekend.

We will be having Ribfest on Sat. Sept. 19. The Fireman's benefit is on Thur. Sept. 10th.

News & Notes:

Freedom Days, this year, was so far the largest single day of revenue for the Pickle Factory in my 38 years.

Equipment & Repairs:

Currently lining up the repairs for the walk-in cooler and ordering chairs. We are also looking at updating patio furniture to commercial grade for safety and durability.

Terry Wallin, Pickle Mgr.

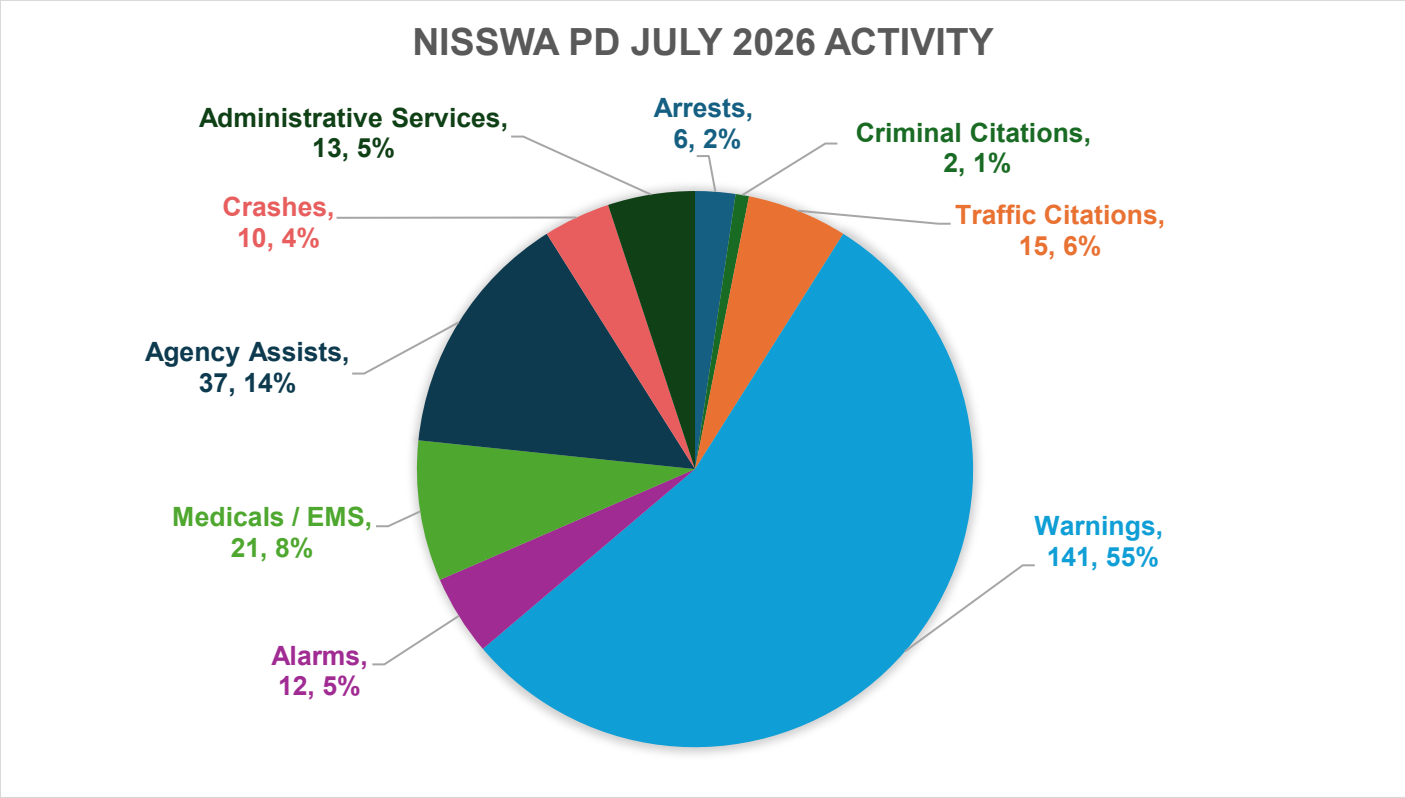
Nisswa Police Department
Council Report
August 2026

Prepared by Chief Todd Szymanski

Calls for Service

For July 2026, the NPD documented the following activities:

- **Total Incidents Reported:** **257**
  - Arrests: 6
  - Criminal Citations: 2
  - Traffic Citations: 15
  - Warnings: 141
  - Alarms: 12
  - Medicals / EMS: 21
  - Agency Assists: 37
  - Crashes: 10
  - Administrative Services: 13



How Calls Were Received

Email	2
In Person	22
Mail	2
Other	1
Phone	26
Radio	162
Visual	161

Notable Activity

07/03/2026 – We received a report of a multi-vehicle accident. After investigating, an adult female was arrested for 3rd degree intoxicating substance DWI, failure to maintain lane, open bottle of alcohol, and open package of marijuana.

07/04/2026 – We received an after-the-fact report of a theft from a local restaurant. The subject was identified and the adult male was cited for theft.

07/05/2026 – A local business reported theft of services. The subject was identified and the juvenile male was cited.

07/06/2026 – A traffic stop resulted in the arrest of an adult male for multiple felony drug charges and an adult female for felony warrant and multiple felony drug charges.

07/08/2026 – We received a report of child maltreatment. Charges were submitted to the Crow Wing County Attorney's Office.

07/08/2026 – We received a report of a female shoplifter. The subject was located and the adult female was cited for theft.

07/19/2026 – A traffic stop resulted in the arrest of an adult male for 4th degree DWI.

07/23/2026 – A traffic stop for a driving complaint resulted in the arrest of an adult female for 3rd degree DWI and open bottle.

07/26/2026 – A traffic stop resulted in the arrest of an adult male for violation of a driver's license restriction and open package of cannabis.

07/27/2026 – We received a report of an after-the-fact domestic assault. After investigating, an adult male was arrested for 5th degree domestic assault and disorderly conduct.

Public Works
Council Report
Aug 11th, 2026

Recommendation and Action Items
(All these items have supporting documents in the Council Packet.)

1) **Johanneck Appraisal Proposal.** An RCA with an appraisal proposal, for the 2027 Road Bond, from Johanneck Appraisal, is included in your packet. This will be necessary to purchase ROW for the 2027 Road Bond.

2)

Current Projects Status

1) Leaking Sewer Pond #2. The insurance claim with LMCIT for the catastrophic failure of the Pond #2 liner was denied due to the liner exceeding its expected lifespan. We had Pratt's Affordable Excavating out to expose the expected leak in Pond #2. Unfortunately, we discovered the liner of the pond has totally failed. This was confirmed by engineering staff from the MPCA. We have asked Widseth to provide us with next steps to develop a project to replace the bad liner. Making this potentially worse, is that Ponds #1 and #3 are the same vintage. Their liner material will likely have to be replaced at the same time or very shortly after repairing #2. We will be investigating potential funding sources for the repair. The good news. The liner came with an expected 20-year lifespan. It worked for us for 35 years. Look for a liner replacement plan to be introduced by late summer.

2) **Joint Road Project with Lake Edward Township, South Clark Lake Road.** I attended the May Lake Edward Township meeting, on May 12th, to discuss the condition of South Clark Lake Road and to set up a joint meeting with them and the Nisswa City Council to discuss a project to upgrade the tonnage of and resurface the road. As you may know, this is the road into Nature Link resort. It has rapidly deteriorated due to age and increased traffic. I have set up representatives from Lake Edward to attend an August 19th Council meeting to discuss parameters of this project such as timing and the cost split.

3) **Crow Wing County Unified Siren Maintenance Project.** Nothing new to report as of August 12th, 2026.City staff met with representatives from Crow Wing County, and other communities, about the possibility of unifying maintenance of the warning sirens in the county on March 30th. This project is waiting for a proposal from the county for further consideration.

4) **Grand View Road Project.** Nothing new in August to report. Staff and the City Engineer met with Grand View staff to look at and discuss concepts and parameters for storm water for the 2027 Road Bond on April 20th. Grand View staff planned to relay this information to their board at a meeting at the end of April and offer feedback. We met again on May 19th. We expect to do this work in 2028. We are still working with Grand View on the location of stormwater ponds and construction staging to allow the resort to operate while the roads are rebuilt.

5) **2026 Road Bond.** Waiting for the last 2 pieces of ROW to be obtained for the project to begin on all roads.

a. Work has begun on Edna Lake Road, Edna Lane, Roy Lane, and Wooddale Rd.
b. As of today, Old Government Trail, Polk Road, and Hole-in-the-Day Drive have been completed.
c. Bids for the project were received on February 26th. The low bidder is Anderson Brothers. An official presentation of the bids and Council acceptance was provided by Widseth at the March Council meeting.
d. 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.
e. 2026 Road Bond Timeline
    i. May 4th, 2026 Begin Construction.
    ii. Substantial Completion, October 15, 2026.
    iii. November 30th, 2026, Complete Construction.

6) **2027 Lakers Lane Safe Routes to School.**
    a. This work has been pushed to 2027 to be coordinated with the 2027 Road Bond.
    b. A cost split agreement with Dist. 181. Was passed at the May, 2026 Council meeting.
    c. On April 14th, a Special Public Works Committee and Public Information Meeting was held to look at concepts for future phases of the Lakers Lane School Safety Project (2027 and beyond). The purpose of looking at these concepts now, is to give engineering a clear direction to pursue for the total project. Being able to give direction to the total project will ensure the improvements being done in 2026 are compatible with future phases, and may help to avoid future demolition and reconstruction costs. A recommendation was made to construct a traffic circle at Church Street and Lakers Lane.
    d. We are looking into using the adjacent Journey Church parking lot for a staging area for Parent Pickup. We have had two meetings with the church and First Western Bank how best to set up the parking lot to accommodate parent pickup, the church and the bank. We are setting up a follow-up meeting to include the school and more concepts for the parking lot. The goal is to prevent Laker's Lane and Main Street from being blocked by parked cars, waiting for parent pickup, and coordinate the improvements, with the other improvements to Lakers Lane, for the 2027 Road Bond.
7) **Lift Station #1 Rebuild.** We have contracted with Braun Intertec to do a geotechnical evaluation of the construction site. The city attorney has made an offer, for the property this project will be built on. We met with CTC on June 4th to go over the impacts to their property with the new lift station in place. There appears to be no serious conflicts. Once we have clear ownership of the property, we will move to finish engineering and update the schedule for the project.
8) **Lift Station #12 Build.** This project is on hold. It is waiting on the formation of an EDA.
9) **2027 Road Bond.**
    a. A special Public Works Committee meeting was held on May 11th to get the public's opinion on where to install sidewalks on City Hall Street, Lakers Lane, Church Street and Nisswa Avenue. With feedback from the public, the committee made a recommendation to support a final

engineering proposal from Widseth to build a new traditional intersection at the Main Street/City Hall Street intersection. They will also develop final plans for a traffic circle at Church Street and Lakers Lane. They were directed to develop plans for sidewalks on both sides of Church Street up to the end of the St. Christopher's parking lot. A single sidewalk will be developed to stretch down to the Poplar Avenue intersection. The committee also instructed Widseth, to create an option, to add sidewalks from the traffic circle at the school back toward Main Street, on both sides. Drainage from the traffic circle is expected to be brought to the ditch on Lakers Lane that extends down to County 18. Drainage from the Main Street/City Hall intersection would likely be brought to a sediment pond at the North end of Pickle Parking lot, overflowing to the drainage ditch along the trail to the North. Church Street and Main Street drainage would likely be brought to a sediment pond at the North end of St. Christopher's parking lot.

b. A follow up Sidewalk Summit was held on May 27th at the regular Public Works Committee meeting to discuss landscaping and other streetscaping elements, such as street lights, banners, etc. We are forming an advisory committee to work thru options for streetscape and make a recommendation back to the P/W Committee and Council.

c. 2027 Road Bond Timeline Update

i. May 2026 Informational meeting.
ii. June 2026 City Council Approval of Final Design. Agreement for the GVL Area.
iii. July-Sept 2026. 100% Design.
iv. October 2026 Easement Sketch/Descriptions.
v. February 2027 Bidding.
vi. March 2027 Construction Contract Award.
vii. June 1, 2027 Construction Tree Clearing Completed by.
viii. Sept 30, 2027 Construction Completed

10) **Backage Roads.** This project is on hold. It is waiting on the formation of an EDA.
11) **City Water System.** No update this month
12) **MNDOT 371 2030.** No update this month.

Operations Reports

Maintenance, Corey Larson, Public Works Supervisor

1. We provided barricades and road signs for the Freedom Day festival.
2. Found a buried culvert on Upper Roy Lake Rd. We cleaned it out and it is in use once again.
3. Provided barricades to the car show at A&W.
4. We took down trees in the ROW throughout city limits.
5. We repaired a washout on Nisswa Ave. We added rocks and packed it down for better drainage.
6. We had one burial in July.
7. We fixed the Pickle water heater.
8. We put new tires on the Tool cat.
9. The F350 was hit by a deer. It was repaired with a new headlight and door.

10. In July, we had 375 bags of garbage, plus 2.5, 10-yard dumpsters full of trash from the 4th of July festivities.

Sewer, Mike Deck, Sewer Department Supervisor

1. I completed all testing and reporting as required by the MPCA per our wastewater permit.
2. I had 5.57 million gallons of inflow to the treatment plant for the month of July, 24.53 million gallons for the year to date.
3. I processed and irrigated 6.09 million gallons for the month of July, 22.67 million gallons for the year to date
4. I received and completed 31 underground utility requests through gopher state one call.
5. I distributed several water meters for new building on Schaefers property.
6. I had 1 emergency call on a step station.
7. I had several other routine sewer calls during normal working hours.
8. I had 2 SSTS inspection and 0 city sewer connections for the month of July.
9. I had our annual crop removal done at our spray irrigation site.
10. I cleared weeds out of sewer plant pump basin many times for our spray irrigation system. Working on a long-term solution to prevent or mitigate this situation.
11. I had pond 4 treated for weed control on July 31.
12. I have had all repairs completed on our spray irrigation pipeline.
13. I have our annual sewer line jetting/televising completed. No major issues where found.
14. We have a pond liner leak on primary pond 2, pond has been isolated and an area of interest identified. Pond repairs are coming soon, more to come. Monitoring continues.

FYI

1) The next **Public Works Committee meeting** is planned for August 27th at 5 pm.

Thank you,

Thomas Blomer
Public Works Director
City of Nisswa

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

The Planning Commission held a regular meeting on August 4th, 2026, at which there were the following:

1) Public Hearings **(5:00 PM)**
    a. **Variance Application 015-26** Seeking a variance for the expansion of a non-conforming residential structure within lake setback of Gull Lake within the Shoreland Residential (SR) zoning district. Subject property located at: 23462 Dutchman's Bluff, Nisswa, MN 56468 (PID 28220699). Owner/Applicant: Vaillancourt, Leslie A/Rasinski, Robert (Rasinski Construction). Approved
    b. **CONDITIONAL USE PERMIT APPLICATION 016-26** seeking alteration of existing approved CUP-004-25 where unit 5 from that proposal is now proposed to be split into two separate tenant spaces within the Highway Business (HB) zoning district. Subject property located at: 23930 Smiley Rd, Suite 600, Nisswa, MN 56468 (PIDs 28230559, 28230560 & 28230561) Owner/Applicant: Schaefers of Nisswa/Schaefer, Andrew. Approved
2) New Business
    a. **Review Request** – M&B Lot Split 029-25 – Bourassa (Debra Cruz) Recommend Denial
3) Old Business
    a. None.

Land Use Permits:

There have been 68 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	11
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	4
Septic System	23	19	22	19	27	29	22	27	21	21	11
Sewer Hook Up				9	13	31	18	7	9	14	4
Additions, Accessory Structures, Decks, patios, etc)	37	36	32	37	35	44	55	30	36	31	27
911 Address Request Filing	12	16	45	11	45	30	25	13	10	20	5
Fence permit	2	2	1	4	5	6	1	9	3	5	5
Demolition Permit (Only)	4	2	4	0			6	3	3	3	4
Shoreland Alteration Permit (Shoreland grading permits prior to 2023)	4	7	8	3	4		3	20	20	12	16
Chicken Coop								1	3	1	
Permanent Signs								12	7	8	6
Total*	**103**	**105**	**169**	**121**	**164**	**197**	**176**	**148**	**145**	**147**	**93**

**Totals reflected above may differ from number of land use permits issued due to multiple uses applied for on the same permit issuance. Added Permanent Signs 2026*

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	4
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	1
Variance	7	4	3	7	3	1	9	11	9	10	8
Zone Change	2	3	5	1	2	5	1	1	1	0	1
Ordinance Amendments	10	11	7	7	5	4	1	6	4	2	1
Lot Line Adjustment	0	0	2	3	1	0	5	2	6	3	1
Total	**34**	**41**	**38**	**33**	**18**	**20**	**39**	**30**	**30**	**35**	**14**

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**	**5**
Resolved					**15**	**17**	**4**	**2**	**2**	**7**	**3**
Monitoring								**4**	**2**	**4**	**2**

Spirits of Nisswa - June 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 %
June Sales Comparison	$519,475	$566,750	$47,275	$4,645,585	12.20%	12.2%

	2025	2026	+/- from 2025	2026 Budget	% of Budget	Goal %
YTD Sales Comparison	$1,777,215	$1,840,769	$63,554	$4,645,585	39.62%	39.1%

	2025	2026	+/- from 2025	2026 Budget	% of Budget	Goal %
June Merchandise for Resale	$471,180	$506,700		$2,999,473		12.2%
YTD Merchandise for Resale		$1,125,656				
Inventory on hand	$645,535	$602,349				
Payroll	$44,682	$46,053	$1,371	$590,209	7.8%	8.33%
Capital Outlay Expenditure Transfered in January	$15,500					
City Transfer Expenditure in January	$245,000					
June Expenditures	$586,966	$641,220	$54,254	$4,634,361	13.8%	12.2%
YTD Total Expenditures	$2,060,901	$1,689,109	-$371,792	$4,634,361	36.4%	39.1%

	2025	2026
Net Profit	-$67,491	-$74,470
Net YTD Profit	-$283,685	$151,659

We have not transferred our City Expenditure of $245,000 yet, if you take that into consideration, the chart below would represent a more accurate comparison.

	2025	2026
Net Profit	-$67,491	-$74,470
Net YTD Profit	-$283,685	-$93,341

That translates to a extra $190,344 in net profit over last year.

Thank you
Brian

Spirits of Nisswa - July 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 %
July Sales Comparison	$823,912	$921,451	$97,539	$4,645,585	19.83%	18.9%

	2025	2026	+/- from 2025	2026 Budget	% of Budget	Goal %
YTD Sales Comparison	$2,601,127	$2,762,221	$161,094	$4,645,585	59.46%	58.0%

	2025	2026	+/- from 2025	2026 Budget	% of Budget	Goal %
July Merchandise for Resale				$2,999,473		
YTD Merchandise for Resale						
Inventory on hand	$623,759	$599,657				
Payroll				$590,209	0.0%	8.33%
Capital Outlay Expenditure Transfered in January	$15,500					
City Transfer Expenditure in January	$245,000					
July Expenditures				$4,634,361	0.0%	12.2%
YTD Total Expenditures				$4,634,361	0.0%	39.1%

	2025	2026
Net Profit		
Net YTD Profit		

I have added the inventory on hand to the monthly council report. One of the Delaney suggestion was to reduce inventory

I hope everyone has had a chance to look over of tracking form on the Delaney suggestions.

We have been working on implementing the Delaney suggestions and now with the summer coming to a close we will have the time to implement and track our progress.

Here is the link to our tracking form - https://projects.spiritsofnisswa.com/

Thank you,
Brian

CITY OF NISSWA
MINUTES – CITY COUNCIL SPECIAL MEETING
WEDNESDAY, JULY 15, 2026 – 10:00 AM
NISSWA CITY HALL

Members present: Jennifer Carnahan, Bruce London, Joe Hall, Mark Froehle, Jesse Zahn
Other Members Present: Tom Pearson, City Attorney
City staff present: Interim City Administrator Maggi Wentler; Public Works Director Tom Blomer

Audience members: 5 members of the public were present

A. Call to Order

Mayor Jennifer Carnahan called the Special City Council Meeting of the City of Nisswa to order on Wednesday, July 15, 2026, at 10:00 AM at Nisswa City Hall.

Mayor Carnahan directed that the record reflect the special meeting was called by Council Member Joe Hall and Council Member Jesse Zahn.

Mayor Carnahan also noted for the record that the City had received an email from resident Roger Landers expressing displeasure with the frequency of special meetings. Mr. Landers noted that from May 2025 to present, the City had held 14 special meetings, inclusive of today's, and that this count included town halls, budget meetings, and truth-in-taxation hearings.

B. Grand View Lodge Approval of Using City Land

Dawn Southworth, Managing Director of Grand View Lodge, addressed the Council to request use of City land on July 16, 2026, from 3:00 PM to 10:30 PM for overflow parking in connection with a concert event. Ms. Southworth explained that Grand View typically coordinates with a local church for parking during events, but the church had a conflicting event. She noted that the concert was a pop-up addition, driven by Grand View's decision to open the event to the broader community, necessitating additional parking capacity. The request stemmed from a prior safety concern—specifically, the "Party at the Pines" event during which vehicles lined Highway 77, creating an unsafe environment for both guests and the community.

Council Member Froehle acknowledged the arrangement as a recurring practice and encouraged Grand View's events staff to communicate with the church and plan ahead to avoid last-minute requests to the Council in the future. Ms. Southworth acknowledged the communication breakdown and agreed to improve advance coordination.

City Administrator Maggi Wentler confirmed that the only requirement for such use is a certificate of insurance, which Ms. Southworth agreed to provide prior to the event.

Council Member Hall raised the question of whether future land-use requests of this nature could be handled administratively by staff—similar to street permits—rather than requiring Council action. He noted that other organizations, such as the Brainerd Jaycees, had used City property in the past and that an over-the-counter approval process might be more efficient. City Administrator Wentler indicated she had no objection to such a delegation, but noted that potential future improvements and possible sale of the land could affect that discussion. City

Attorney Tom Pearson advised against delegating this authority to staff at this time, cautioning that decisions made without Council awareness could attract criticism. He recommended these matters continue to come before the Council for approval. Council Member Hall also clarified that the Brainerd Jaycees' past use had come before the Council as a regular business item, not on the consent agenda.

Motion to approve Grand View Lodge's use of City land on July 16, 2026, from 3:00 PM to 10:30 PM, as presented, was made by Council Member Froehle and seconded by Council Member London. The motion carried unanimously.

C. Data Practices Policy – Charging Fees

City Administrator Wentler presented the item, noting that the City's existing data practices policy already authorizes charging for staff time and copying costs associated with data requests, but that this practice had not been enforced under the prior City administrator. She reported a significant increase in data request volume, with approximately 14 to 16 requests currently open, and cited one recent request that required 38 hours of staff time to fulfill. Given the City's current staffing constraints, Administrator Wentler brought the matter forward to seek Council direction on whether to begin enforcing the policy's cost-recovery provisions, with the goal of shifting the financial burden from taxpayers to individual requesters and potentially encouraging more focused, streamlined requests.

City Attorney Pearson elaborated on the multi-step process involved in responding to data requests: evaluating the request, harvesting information across multiple City departments, accumulating documents, reviewing for necessary redactions, and coordinating with legal counsel. He noted that requests have grown increasingly voluminous and wide-ranging, and that many outstanding requests had deliberately not been responded to pending the Council's direction on this issue. Attorney Pearson framed the core question plainly: does the Council want the City budget to continue absorbing these costs, or does it want staff to comply with the policy as written? He advised that enforcing the policy would likely generate complaints, and that the Council's explicit direction was needed to provide staff with the backing to proceed.

Council Member Hall expressed support for enforcement, noting from his own experience that the requests are extremely time-consuming and that encouraging more targeted requests would benefit all parties. Council Member Zahn asked whether a specific threshold of staff hours would trigger a fee. Administrator Wentler responded that common sense and discretion would guide the determination—simple, quick requests such as emailing a single policy document would not typically result in a charge, while large-scale requests requiring significant hours across multiple departments would. Attorney Pearson acknowledged that a precise numerical threshold was difficult to establish, describing it as a "know it when you see it" standard, while confirming that minor requests had already been handled without charge under this informal approach.

Mayor Carnahan read into the record an email submitted by resident Kent Wilkening, a former Nobles County elected county sheriff of over 20 years. Mr. Wilkening urged the Council to maintain the past practice of not charging for data requests, citing concerns that fees could deter residents of limited means from exercising their rights to public data. He further requested that any change in practice apply only to future requests, not those already submitted under the assumption that no fee would be charged. Council Member Froehle and Council Member Hall responded to Mr. Wilkening's email, noting that Nobles County—where Mr. Wilkening served as

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sheriff—does in fact charge for data requests. Council Member Hall additionally noted that the volume of requests experienced by the City of Nisswa already exceeds the 30-per-year high Mr. Wilkening cited from his tenure overseeing an entire county, further underscoring the disproportionate burden on City staff.

Attorney Pearson recommended that any Motion direct staff to comply fully with the data practices policy as written, and that no currently pending requests be grandfathered or exempted from potential fees.

Mayor Carnahan noted for the record that she would have preferred this item to be discussed at a regular Tuesday council meeting when more members of the public could attend and offer comment in person.

Motion to direct the City to comply with the data practices policy with respect to charging fees for data requests, and that no currently pending data requests be grandfathered or otherwise exempt from applicable fees, was made by Council Member Hall and seconded by Council Member London. The motion carried on the following roll call vote: Council Member Froehle – Aye; Council Member London – Aye; Council Member Zahn – Aye; Council Member Hall – Aye.

D. Adjourn

Motion to adjourn was made by Council Member London and seconded by Council Member Hall. The motion carried unanimously. The meeting was adjourned at 10:19 AM.

Respectfully submitted,

_____ _____

Jennifer Carnahan, Mayor Maggi Wentler, Interim City Administrator

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CITY OF NISSWA
MINUTES – REGULAR COUNCIL MEETING
TUESDAY, JULY 21, 2026 – 6:00 P.M.
NISSWA CITY HALL

Members present: Jennifer Carnahan, Bruce London, Mark Froehle, Jesse Zahn
Members Absent: Joe Hall
Other Members Present: Dave Reese, City Engineer; Tom Pearson, City Attorney
Present via Zoom: Flora Delaney, Delaney Consulting with Michael Bitzer present in person
City staff present: Interim City Administrator, Maggi Wentler; Tom Blomer, Public Works Director; Amber Moon Peterson, Parks & Rec Director; Terry Wallin, Pickle Manager; Brian Farrell, Spirits Manager; Todd Szymanski, Police Chief

Audience members: 28 members of the public were present

A. Call to Order

Mayor Jennifer Carnahan called the Regular City Council Meeting of the City of Nisswa to order on Tuesday, July 21, 2026, at 6:00 PM at Nisswa City Hall.

1. Pledge of Allegiance

Mayor Carnahan led the Pledge of Allegiance.

B. Approve Agenda

Mayor Carnahan proposed moving Agenda item G.12 (Waiver of Conflict-of-Interest, Severson Porter Law) to the first position under New Business, as the individual involved, Debra Cruz, was present in the audience.

Mayor Carnahan also noted that Ms. Cruz had submitted an email earlier that day requesting that a lot split appeal be added to the Agenda. Upon inquiry, it was confirmed that no Council members had received Ms. Cruz's email of July 17th regarding this request. City Attorney Pearson advised that the request did not comply with ordinance requirements for Agenda placement, and that a process had already been established to bring the matter before the Planning Commission on August 4th. Ms. Cruz was advised she could address the Council during Open Forum.

Motion to approve the Agenda as amended was made by Council Member Froehle and seconded by Council Member Zahn. The motion carried unanimously.

C. Consent Calendar

Motion to approve the Consent Calendar as presented was made by Council Member Zahn and seconded by Council Member London. The motion carried unanimously.

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The following items were approved as part of the Consent Calendar:

1. Fire Department Report – June 2026
2. Parks and Recreation Report – July 2026
3. Pickle Report – June 2026
4. Police Report – July 2026
5. Public Works Department Report – July 2026
6. Planning & Zoning Report – July 2026
7. Spirits Report – July
8. City Council Regular Meeting Minutes, June 16, 2026
9. City Council Special Meeting Minutes, June 25, 2026
10. Personnel Updates – July 2026
11. Presentation of Claims – Check register #156832–157204 totaling $1,309,938.61
12. Community Center Donation Resolution – Nisswa Lions
13. Special Event Permit – The Handcraft Collective – August 1, 2026
14. Street Use Permit – A&W – August 4, 2026
15. Street Use Permit – Lake Latitude – August 14 & 15, 2026
16. Street Use Permit – Totem Pole Boutique – August 14 & 15, 2026
17. Street Use Permit – Angry Minnow – August 14, 2026
18. Street Use Permit – Knotty Pine Bakery – August 14 & 15, 2026
19. Street Use Permit – Lundrigan's – August 13–15, 2026
20. Street Use Permit – Zaiser's – August 13–15, 2026
21. Street Use Permit – Buffalo Plaid – August 14–15, 2026

D. Council/Liaison Reports

1. Mayor

Mayor Carnahan noted she would be presenting relevant updates throughout the Agenda items and had no separate Mayor's report at this time.

2. Council Members

Council Member Froehle had nothing to report. Council Member London had nothing to report. Council Member Zahn offered congratulations to Parks & Rec Director Amber Moon Peterson and the Parks Commission for a recently accepted grant, noting it was a significant benefit to the community.

E. Reports

1. City Attorney

City Attorney Pearson had no items to report outside of Agenda business.

2. City Engineer

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The City Engineer had no items to report outside of Agenda business, noting that a report would be presented later under New Business.

F. Old Business

1. Delaney Accept Final Report

Mayor Carnahan provided background on the City's engagement of Delaney Consulting, which was hired to conduct a comprehensive operational assessment of the City's two municipal businesses: Spirits in Nisswa and The Pickle. The engagement spanned approximately four months, and a full presentation had been delivered at a prior special meeting.

Michael Bitzer of Delaney Consulting appeared in person, with Flora Delaney participating via Zoom, to summarize the report's four primary recommendations: (1) evolve the organizational structure overseeing the Nisswa liquor enterprise to reduce leadership costs and direct reports to the City administrator; (2) invest in infrastructure improvements at The Pickle to sustain its long-term profitability and community benefit; (3) implement a road map to reverse the declining profitability trend at Spirits in Nisswa; and (4) act without delay, prioritizing high-impact changes before the end of the 2026 season so that measurable improvements could be realized by 2027.

The consultants emphasized that both businesses are a significant asset to the City and recommended that the City continue owning and operating them. No Council questions were raised.

Motion to accept the Delaney Consulting Final Report as presented was made by Council Member Zahn and seconded by Council Member Froehle. The motion carried unanimously.

2. Delaney Consulting SOW Extension

Mr. Bitzer and Ms. Delaney presented a proposed second Statement of Work (SOW) to move from the diagnostic phase into implementation. The scope of work consisted of approximately 20 hours per week over five of six months, at a monthly cost of $11,500, totaling $69,000. The work would focus on providing leadership augmentation to support current management staff during the transition period—particularly in the absence of a permanent City administrator—by co-developing meeting rhythms, reporting structures, planning processes, and operational improvement priorities.

City Attorney Pearson sought clarification regarding the nature of the consulting role, specifically whether it would involve a delegation of management authority over unionized staff. Mr. Bitzer confirmed that Delaney would function in an advisory and coaching capacity, not in a supervisory or HR management role. Interim City Administrator Wentler raised a question about whether the scope and cost would change if the Council chose not to implement all recommendations. The consultants explained that a work plan would be developed after SOW

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approval to prioritize recommendations and that full implementation of all items was not assumed.

Spirits Manager Brian Farrell addressed the Council, stating that he believed staff could implement the majority of the report's recommendations without additional consulting expense. He noted that sales were up approximately $94,000 year-to-date and attributed some recent challenges—including a flat 2024—to the City's moratorium on THC sales and construction impacts on the parking lot and building access in 2025. He indicated staff would cooperate fully either way but suggested the Council consider whether the $69,000 expenditure was necessary.

A member of the public urged the Council to ensure accountability in whatever path was chosen, whether through a consulting firm or a reinstated liquor committee. Mayor Carnahan noted that reinstatement of the liquor committee would need to be noticed for a future Agenda item.

Motion to approve the Delaney Consulting Statement of Work Extension as presented was made by Council Member Zahn and seconded by Council Member London. Upon a roll call vote, Council Member Froehle voted nay, Council Member London voted aye, Council Member Zahn voted aye, and Mayor Carnahan voted nay. The motion failed 2–2.

3. Pickle – New Chairs for Bar

Pickle Manager Terry Wallin reported that he had been in contact with Amy Hansen at Lucky's regarding replacement bar chairs and was in the process of obtaining a bid from East Coast Barstools and Chairs, the same vendor used for prior purchases. A bid and recommendation will be presented at the August regular Council meeting.

4. PZ – Schaefer's Sign Right of Way Agreement

City Attorney Pearson presented a right-of-way agreement for the placement of a Schaefer's sign within City right-of-way, consistent with prior Council direction to approve the concept. Wentler noted that the agreement had already been signed by Andy Schaefer that day. A sign permit was anticipated to be issued the following day.

Motion to approve the Schaefer's Sign Right of Way Agreement as presented was made by Council Member Zahn and seconded by Council Member London. The motion carried unanimously.

5. Spirits Parking Lot Invoice

Interim City Administrator Wentler brought forward an invoice from Schaefer's of Nisswa totaling $27,146.97 related to modifications to the parking lot in front of the Spirits building—specifically, the removal of a center island and the addition of parking spaces. Wentler indicated that her interpretation of the Council's April motion was that only engineering and consulting fees had been authorized, not actual construction costs. The invoice included line items such as an extra storm manhole ($12,796), subcut and fill work ($8,500), surveying ($2,325), and other

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associated fees, which appeared to exceed the scope of what she understood to have been approved.

City Engineer Dave Reese confirmed that his firm, Widseth, had reviewed two construction alternatives at the City's request, found both acceptable, and approved the plan ultimately selected. He noted that the selected plan avoided disturbing previously installed storm sewer infrastructure and was acceptable from an engineering standpoint. No construction management services were performed by the City's engineer.

Andy Schaefer addressed the Council, noting that the Council had made three motions at the April meeting, the third of which stated that "any fees associated with this modification will be paid for by the liquor fund," and argued this language authorized the full scope of work. City Attorney Pearson acknowledged that while payment of these construction costs may well be appropriate given that the work was performed at the City's direction, the invoice lacked sufficient itemized backup documentation. He recommended tabling the item pending receipt of supporting documentation.

Motion to table the Spirits Parking Lot Invoice item to the August regular Council meeting, pending receipt of all supporting documentation related to the invoice, was made by Council Member Zahn and seconded by Council Member London. The motion carried unanimously.

6. Spirits Lease

Mayor Carnahan provided background, noting that discussions about a proposed lease amendment originated in fall 2025 when Schaefer's presented a proposal to increase the per-square-foot rental rate from $17.90 to $21.00. The matter had been discussed in the liquor committee and before the full Council on multiple occasions. A prior roll call vote had resulted in a 2–2 tie, with Mayor Carnahan abstaining pending completion of the Delaney assessment. With the final report now accepted, the item was returned to the Agenda for a fresh vote.

Council members indicated no change in their positions. Interim City Administrator Wentler suggested a motion was needed to formally memorialize the Council's direction to leave the lease unchanged.

Motion to make no changes to the Spirits Lease was made by Council Member Froehle and seconded by Council Member Zahn. Upon a roll call vote, Council Member Froehle voted aye, Council Member Zahn voted aye, and Mayor Carnahan voted aye. The motion carried unanimously.

7. EDA

a. Appointing Members

Mayor Carnahan provided an overview of the EDA formation process, noting that the City had received approximately 14–15 applications for the five public member seats. She and Crow

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Wing County Economic Development representative Tyler Glynn conducted multiple rounds of interviews between May 19 and June 24, 2026. Mayor Carnahan emphasized that all applicants were qualified and expressed gratitude to each individual who applied and participated in the process.

Mr. Glynn addressed the Council, praising the community's strong response—noting that 14 applicants is exceptional compared to other Crow Wing County cities—and outlining his role in facilitating and staffing EDA meetings going forward. He confirmed that the EDA will be a transparent, open-to-the-public body and that a levy is not the intent of this EDA.

Mayor Carnahan announced the following appointments:

- **Council Member Zahn** – Council appointee, 6-year term
- **Bruce Imholte** (former Detroit Lakes City Council member and EDA member) – Public appointee, 6-year term
- **Council Member Froehle** – Council appointee, 5-year term
- **Jake Huser** (co-owner of laundromat, insurance professional, Nisswa resident) – Public appointee, 4-year term
- **Mike Foy** (owner of Main Street Ale House, Ernie's, and Dough Bros) – Public appointee, 3-year term
- **Dawn Southworth** (General Manager of Grand View) – Public appointee, 2-year term
- **Shawn Hansen** (Executive Director of the Nisswa Outreach Program and former Nisswa Chamber President) – Public appointee, 1-year term

Motion to approve the EDA appointments as presented was made by Council Member Zahn and seconded by Council Member London. Upon a roll call vote, Council Member Froehle voted aye, Council Member London voted aye, Council Member Zahn voted aye, and Mayor Carnahan voted aye. The motion carried unanimously.

b. Organizational Resolution/Appoint Members

Mayor Carnahan raised the question of whether the officer positions (President, Vice President, Treasurer, Secretary, and Assistant Treasurer) outlined in the enabling resolution should be appointed by the Council or determined by the EDA board itself at its first meeting. Mr. Glynn confirmed that it is standard practice for EDA boards to self-nominate and elect their own officers at the inaugural meeting. City Attorney Pearson noted that this approach would require the officer section of the enabling resolution to be backfilled after the EDA's first meeting and suggested holding that organizational meeting prior to the August Council meeting so the appointments could be ratified at that time.

No formal action was taken on this item. The EDA board will elect officers at its first organizational meeting, and the Council will ratify those positions at a subsequent regular meeting.

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G. New Business

1. CWC Emergency Management – Early Warning Sirens Future Maintenance Presentation

This item was deferred to the August 2026 regular Council meeting.

2. Waiver of Conflict-of-Interest Severson Porter Law/Debra Cruz/City of Nisswa

City Attorney Pearson explained that attorney Mark Severson of Severson Porter Law, which represents the City for misdemeanor prosecutions under a joint contract with Nisswa, Brainerd, and Baxter, had submitted a conflict-of-interest waiver request for a matter involving Debra Cruz. Pearson stated his view that no ethical conflict exists—at most, a potential business conflict—and recommended the Council approve the waiver.

Motion to approve the Waiver of Conflict-of-Interest between Severson Porter Law, Debra Cruz, and the City of Nisswa was made by Council Member Zahn and seconded by Council Member London. The motion carried unanimously.

3. Community Center Change Order #2

City Parks & Rec Director Amber Moon Peterson presented Change Order #2 for the Nisswa Community Center updates.

Motion to approve Community Center Change Order #2 as presented was made by Council Member Froehle and seconded by Council Member London. The motion carried unanimously.

4. Community Center Pay Application #3

Director Moon Peterson noted that the change order amount is reflected in Pay Application #3.

Motion to approve Community Center Pay Application #3 as presented was made by Council Member Froehle and seconded by Council Member London. The motion carried unanimously.

5. Parks – GLT Phase 4B NLP Restroom Change Order #1

Director Moon Peterson explained that the Gull Lake Trail Phase 4B project involves two contractors due to the addition of a restroom facility. Change Order #1 pertains to the restroom contractor (Pratt) and is structured as a lump sum.

Motion to approve Gull Lake Trail Phase 4B NLP Restroom Change Order #1 as presented was made by Council Member Froehle and seconded by Council Member London. The motion carried unanimously.

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6. Parks – GLT Phase 4B NLP Restroom Pay Application #1

Motion to approve Gull Lake Trail Phase 4B NLP Restroom Pay Application #1 as presented was made by Council Member Froehle and seconded by Council Member London. The motion carried unanimously.

7. Parks – GLT Phase 4B Change Order #7

Director Moon Peterson noted that this change order pertains to the primary trail contractor responsible for the bulk of work along Highway 77. This pay application also releases retainage and constitutes the final payment to that contractor.

Motion to approve Gull Lake Trail Phase 4B Change Order #7 as presented was made by Council Member Froehle and seconded by Council Member London. The motion carried unanimously.

8. Parks – GLT Phase 4B #7 (Pay Application #7)

Motion to approve Gull Lake Trail Phase 4B Pay Application #7 as presented was made by Council Member Froehle and seconded by Council Member Zahn. The motion carried unanimously.

9. PW – 2026 Road Patching

Public Works Director Blomer reported that two quotes were received for the annual road patching program. The low bid was submitted by Anderson Brothers at $49,861.05, which is well within the budgeted amount. A list of roads to be included in the patching work was provided.

Motion to accept the low bid from Anderson Brothers for the 2026 Road Patching program at $49,861.05 was made by Council Member Zahn and seconded by Council Member Froehle. The motion carried unanimously.

10. PW – 2026 Road Improvements Pay Application #1

Director Blomer reported that work on Old Government Trail, Polk Road, and Hole in a Day Drive has been substantially completed. Pay Application #1 represents approximately 12 percent of the total 2026 road improvement project, in the amount of $308,884.47.

Motion to approve 2026 Road Improvements Pay Application #1 in the amount of $308,884.47 was made by Council Member Zahn and seconded by Council Member Froehle. The motion carried unanimously.

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11. PD – Joint Powers Agreement with Crow Wing County

Chief of Police Todd Szymanski presented a joint powers agreement with Crow Wing County for a new records management and mobile CAD system. The system has been in development for several years and is scheduled to go live in December 2026. Costs are budgeted for the current year, with projected annual increases of approximately 3 percent over the 10-year contract period through 2037.

Motion to approve the Joint Powers Agreement with Crow Wing County for the records management and mobile CAD system was made by Council Member London and seconded by Council Member Froehle. The motion carried unanimously.

12. PD – Remove Scott Williams, Police Sergeant from Probation Status

Chief Szymanski recommended removing Sergeant Scott Williams from probationary status, citing more than one year of excellent performance in the sergeant role, strong leadership, effective problem solving, and consistently positive feedback from other agencies and the public.

Motion to remove Sergeant Scott Williams from probationary status and move him to permanent full-time status was made by Council Member London and seconded by Council Member Zahn. The motion carried unanimously.

13. Admin – Remove Jane Michaud, Deputy Clerk from Probation Status

Interim City Administrator Wentler recommended removing Deputy Clerk Jane Michaud from probationary status. Michaud began in January 2026 and has been described as a consistently positive presence at City hall, providing strong support to staff and the public alike.

Motion to remove Deputy Clerk Jane Michaud from probationary status was made by Council Member London and seconded by Council Member Froehle. The motion carried unanimously.

14. Admin – Remove Todd Szymanski, Police Chief from Probation Status

Interim City Administrator Wentler recommended removing Police Chief Todd Szymanski from probationary status after approximately one year in the role. Wentler noted that Chief Szymanski has built strong relationships within the community and with partner organizations such as the chamber, and has been widely praised for his leadership. Council members echoed this sentiment.

Motion to remove Police Chief Todd Szymanski from probationary status was made by Council Member London and seconded by Council Member Zahn. The motion carried unanimously.

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15. City Property Land Appraisal

Council Member Zahn requested this item be placed on the Agenda in anticipation of EDA formation, noting that appraisals of City-owned property would likely be needed to support the EDA's future development discussions. The Council discussed whether to proceed now or wait until after individual parcels are delineated. Interim City Administrator Wentler noted that appraisals of specific parcels may be more useful than a whole-property assessment. Following clarification, it was confirmed that the request was simply to authorize staff to seek quotes for appraisal services, not to commission an appraisal at this time.

Motion to authorize staff to seek quotes for a City property land appraisal was made by Council Member Froehle and seconded by Council Member London. The motion carried unanimously.

H. Open Forum

1. Public Comment

Bonnie Johnson (25942 Trailside Run) requested that the Council reconsider the placement of the Open Forum on the Agenda, suggesting that positioning public comment at the end of meetings may discourage participation and does not reflect the Council's stated commitment to community engagement.

Bob Fier (4984 Rubens Way) suggested that the Council adopt a standardized practice of providing brief justifications for change orders when approving them, such as noting whether a change is due to a scope change, incomplete engineering, or an unforeseen condition, in order to improve transparency for the public.

Debra Cruz (25829 Centennial Lane) addressed the Council regarding her ongoing appeal of a neighbor's lot split on Centennial Lane. She argued that the condition placed by the Planning and Zoning Commission requiring verification of continued future access to Centennial Lane was not properly satisfied before final approval was granted. She stated that the documents used to satisfy the condition—an easement across the parent parcel and a quitclaim deed—provide access to Centennial Lane but do not necessarily grant permission to be on it, which she characterized as two distinct legal questions requiring two distinct instruments. She urged the Council to ensure the matter receives prompt review before any window to correct the approval closes, and indicated she would be providing copies of relevant transcripts for review.

Bruce Batzer (Nisswa resident and Florida citizen) drew the Council's attention to an existing Crow Wing County joint powers agreement for annual asphalt seal coat maintenance work. He noted that Nisswa is the only City in the county that does not participate in the contract, which offers county-negotiated unit prices to all participating municipalities, townships, and districts. He suggested the City look into the program as a potential cost-saving measure and offered to answer questions.

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Andy Schaefer (23930 Smiley Road) addressed earlier public comments from Spirits Manager Brian Farrell, disputing characterizations regarding the duration and impact of construction on the Spirits parking lot. He stated that construction occurred in October and did not continue through the full year, and that there is and has always been ample parking available at the Spirits location.

Council Member Zahn recognized Kalie, Nisswa Chamber of Commerce Executive Director for organizing an outstanding 4th of July celebration, describing it as among the best community events of the year.

I. Announcements & Upcoming Meeting Dates

Mayor Carnahan noted the following upcoming meetings:

1. July 29, 2026 – Special Council Meeting, 8:00 AM
2. July 29, 2026 – Public Works Committee Meeting, 5:00 PM
3. August 4, 2026 – Planning Commission Meeting, 5:00 PM
4. August 6, 2026 – Parks Commission Meeting, 5:00 PM
5. August 11, 2026 – Primary Elections
6. August 18, 2026 – Regular City Council Meeting, 6:00 PM
7. August 26, 2026 – Public Works Committee Meeting, 5:00 PM

J. Adjourn

Motion to adjourn was made by Council Member Froehle and seconded by Council Member Zahn. The motion carried unanimously. The meeting was adjourned at 7:43 PM.

Respectfully submitted,

_____ _____

Jennifer Carnahan, Mayor Maggi Wentler, Interim City Administrator

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CITY OF NISSWA
MINUTES - CITY COUNCIL SPECIAL MEETING
WEDNESDAY, JULY 29, 2026– 8:00 AM
NISSWA CITY HALL

Members present: Bruce London, Joe Hall, Mark Froehle
Other Members Present via Zoom: Jesse Zahn
Members Absent: Jennifer Carnahan
Also present: Robert Bernier, League of Minnesota Cities; Jessica Schwie, Kennedy & Graver
City staff present: Interim City Administrator Maggi Wentler

Audience members: none

A. Call to Order

The Special City Council Meeting of the City of Nisswa was called to order by Mayor Pro Temp Joe Hall at 8:00 AM on Wednesday, July 29, 2026, at Nisswa City Hall. Councilman Jesse Zahn participated via Zoom. Mayor Jennifer Carnahan was absent.

Also present were Robert Bernier, League of Minnesota Cities; and Jessica Schwei, Kennedy & Graver.

B. Closed Session for the purpose of discussing open litigation under Minnesota Statutes § 13D.05, subd. 3(b).

Motion made by Mayor Pro Temp Hall and seconded by Council Member Froehle to move to closed session with assigned counsel for the purpose of discussing open litigation under Minnesota Statutes § 13D.05, subd. 3(b), specifically the matter of *Scheffler versus City of Nisswa*. Motion carried. Open Meeting was closed at 8:02 AM.

C. Reopen Special Meeting

Motion made by Council Member Froehle and seconded by Mayor Pro Temp Hall to reopen the Special Meeting to the public at 8:50 AM. Motion carried.

Motion made by Council Froehle and seconded by Council Member London to adjourn. Motion carried. Special Meeting was adjourned at 8:51 AM.

Respectfully submitted,

_____ _____

Joe Hall, Mayor Pro Temp | Maggi Wentler, Interim City Administrator

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PERSONNEL UPDATES

August 2026

Hires

Name	Position	Department	Employee Type	Effective	Pay Rate	Notes
Jason Wirtz	Server/Barback	Pickle	Part-Time	7/22/2026	17.55 / 14.72	

Position Changes

Name	Position	Department	Employee Type	Effective	Pay Rate	Notes

Departures

Name	Position	Department	Employee Type	Effective	Pay Rate	Notes

Leaves

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

Report Criteria:
Report type: Summary
Check.Check number = 157002, 157053, 157205-157329
Check.Type = {<>} "Adjustment"

GL Period	Check Issue Date	Check Number	Payee	Amount	
06/26	06/01/2026	157002	DRIVER & VEHICLE SERVICES	33.00	
06/26	06/11/2026	157053	KA MECHANICAL	.00	V
07/26	07/09/2026	157205	A VISION LLC	800.00	
07/26	07/09/2026	157206	BRADLEY & CAROL CARLSON	6,500.00	
07/26	07/09/2026	157207	SCHAEFERS OF NISSWA LIMITED	8,923.40	
07/26	07/09/2026	157208	THOMAS & NANCY BUERMAN	2,300.00	
07/26	07/14/2026	157209	DARRELL RIFE	2,200.00	
07/26	07/14/2026	157210	JOHN KLAUCK	600.00	
07/26	07/14/2026	157211	LYNN HALL	1,300.00	
07/26	07/20/2026	157212	PETER & KATHERINE MORSCH	1,500.00	
07/26	07/21/2026	157213	KA MECHANICAL	10,120.21	
07/26	07/23/2026	157214	ARTISAN BEER COMPANY	8,856.66	
07/26	07/23/2026	157215	BELLBOY CORPORATION	4,081.95	
07/26	07/23/2026	157216	BERNICKS	39,559.28	
07/26	07/23/2026	157217	BIG AXE BREWING COMPANY LLC	1,444.77	
07/26	07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRITS	22,825.36	
07/26	07/23/2026	157219	C & L DISTRIBUTING	123,150.08	
07/26	07/23/2026	157220	CENTRAL MN COMMUNITY FOUNDATIO	330.00	
07/26	07/23/2026	157221	D & D BEVERAGE LLC	123,184.01	
07/26	07/23/2026	157222	DRASTIC BREWING LLC	372.00	
07/26	07/23/2026	157223	INBOUND BREWCO	835.00	
07/26	07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY INC	72,074.46	
07/26	07/23/2026	157225	KLOCKOW BREWING COMPANY INC	354.00	
07/26	07/23/2026	157226	OXFORD STREET MERCHANTS	12,166.60	
07/26	07/23/2026	157227	PAUSTIS WINE COMPANY	3,472.67	
07/26	07/23/2026	157228	PHILLIPS WINE & SPIRITS	32,367.33	
07/26	07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	82,742.43	
07/26	07/23/2026	157230	SUMMER LAKES BEVERAGE LLC	2,277.00	
07/26	07/23/2026	157231	THE WINE COMPANY	5,395.42	
07/26	07/23/2026	157232	VINOCOPIA INC	1,080.09	
07/26	07/23/2026	157233	WINEBOW INC	1,006.00	
07/26	07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	12,428.08	
07/26	07/27/2026	157235	AFLAC	434.70	
07/26	07/27/2026	157236	AMERICAN STEEL SUPPLY INC	690.00	
07/26	07/27/2026	157237	AMERICAN WELDING & GAS INC	63.16	
07/26	07/27/2026	157238	ANDERSON BROTHERS	308,884.47	
07/26	07/27/2026	157239	BRAINERD LAKES AREA ECON DEV CORP	1,750.00	
07/26	07/27/2026	157240	BRAUN INTERTEC COPORATION	7,209.50	
07/26	07/27/2026	157241	CASELLE LLC	1,530.00	
07/26	07/27/2026	157242	CINTAS CORP	598.20	
07/26	07/27/2026	157243	CLIMATE MAKERS, INC	656.86	
07/26	07/27/2026	157244	CODY JOSEPH LENDWAY	1,120.00	
07/26	07/27/2026	157245	COLUMN SOFTWARE PBC	53.98	
07/26	07/27/2026	157246	CROW WING COOPERATIVE POWER & LIGHT CO	369.67	
07/26	07/27/2026	157247	DELTA DENTAL	1,064.40	
07/26	07/27/2026	157248	DIAMOND INDUSTRIAL CLEANING EQUIPMENT	120.00	
07/26	07/27/2026	157249	ELECTRIC PUMP INC	152.10	
07/26	07/27/2026	157250	FINKEN WATER INC	89.98	
07/26	07/27/2026	157251	FIRST SUPPLY LLC	117.94	
07/26	07/27/2026	157252	FLAHERTY & HOOD, P.A.	5,051.25	
07/26	07/27/2026	157253	FLORA DELANEY	1,397.20	
07/26	07/27/2026	157254	GALLS PARENT HOLDINGS LLC	136.66	

GL Period	Check Issue Date	Check Number	Payee	Amount
07/26	07/27/2026	157255	GAMMELLO - PEARSON, PLLC	4,984.50
07/26	07/27/2026	157256	GOODIN COMPANY	484.29
07/26	07/27/2026	157257	GOPHER STATE ONE-CALL, INC	56.70
07/26	07/27/2026	157258	GRANITE CITY JOBBING CO INC	8,418.97
07/26	07/27/2026	157259	HEGGIES PIZZA LLC	3,673.45
07/26	07/27/2026	157260	HYTEC CONSTRUCTION OF BRAINERD INC.	7,228.89
07/26	07/27/2026	157261	INNOVATIVE OFFICE SOLUTIONS LLC	1,378.05
07/26	07/27/2026	157262	IRONHIDE EQUIPMENT INC	288.91
07/26	07/27/2026	157263	JEFFERSON FIRE & SAFETY	285.15
07/26	07/27/2026	157264	JOHANNECK APPRAISALS	7,000.00
07/26	07/27/2026	157265	KIMBER CREEK FORD	1,324.49
07/26	07/27/2026	157266	LAKES AREA LOCK AND DOOR, INC	345.00
07/26	07/27/2026	157267	LANDWEHR CONSTRUCTION INC	72,651.93
07/26	07/27/2026	157268	LANDWERX LLC	8,910.00
07/26	07/27/2026	157269	LINESCAPE LINESTRIPING LLC	7,897.00
07/26	07/27/2026	157270	MAGDALENE DERKSEN	400.00
07/26	07/27/2026	157271	MAINTAIN X INC	546.33
07/26	07/27/2026	157272	MEDICA INSURANCE COMPANY	22,570.14
07/26	07/27/2026	157273	METRO SALES, INC.	222.52
07/26	07/27/2026	157274	MIDWEST MACHINERY CO.	437.07
07/26	07/27/2026	157275	MINNESOTA POWER	12,106.10
07/26	07/27/2026	157276	MINNESOTA PUBLIC EMPLOYEES ASSOC.	360.00
07/26	07/27/2026	157277	MINNESOTA T'S INC	326.00
07/26	07/27/2026	157278	NCPERS GROUP LIF INS.	48.00
07/26	07/27/2026	157279	NELSON SANITATION & RENTALS INC	420.00
07/26	07/27/2026	157280	NISSWA AUTOMOTIVE, INC.	33.77
07/26	07/27/2026	157281	NISSWA GARDEN CLUB INC	173.61
07/26	07/27/2026	157282	NISSWA HARDWARE LLC	892.45
07/26	07/27/2026	157283	NORTHLAND FROZEN PIZZA INC	1,822.85
07/26	07/27/2026	157284	OLD DUTCH FOODS, INC.	204.66
07/26	07/27/2026	157285	PEOPLES SECURITY COMPANY INC	431.88
07/26	07/27/2026	157286	PEPSI-COLA CO.	247.20
07/26	07/27/2026	157287	PRATT'S AFFORDABLE EXCAVATING, INC.	155,503.00
07/26	07/27/2026	157288	R & J BRAODCASTING, INC.	320.00
07/26	07/27/2026	157289	READY WATT ELECTRIC	2,113.00
07/26	07/27/2026	157290	SCHLENNER WENNER & CO	95.00
07/26	07/27/2026	157291	SIGNATURE CONCEPTS INC	6,217.00
07/26	07/27/2026	157292	SIGNSPOT	312.00
07/26	07/27/2026	157293	S-N-K CAR WASH & OIL CHANGE	254.23
07/26	07/27/2026	157294	TAPES PLUS ADVERTISING	240.00
07/26	07/27/2026	157295	TASC	933.32
07/26	07/27/2026	157296	TASK MERCHANDISING, INC.	540.74
07/26	07/27/2026	157297	THE HOME CITY ICE COMPANY	6,390.80
07/26	07/27/2026	157298	THE RECESS FACTORY	500.00
07/26	07/27/2026	157299	THOMAS EVERETT GRIMSLEY	88.00
07/26	07/27/2026	157300	TURFCARE INC	232.89
07/26	07/27/2026	157301	ULINE, INC	250.89
07/26	07/27/2026	157302	US BANK	4,350.00
07/26	07/27/2026	157303	USABLUEBOOK	188.61
07/26	07/27/2026	157304	VERIZON	1,068.67
07/26	07/27/2026	157305	VESTIS GROUP, INC	71.10
07/26	07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	5,138.55
07/26	07/27/2026	157307	WHELEN ENGINEERING COMPANY INC	2,160.00
07/26	07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATES INC	118,264.89
07/26	07/28/2026	157309	BOAT BROS ON GULL	600.00
07/26	07/28/2026	157310	CARRIE POCKRANDT	100.00
07/26	07/28/2026	157311	CITY OF BRAINERD	4,163.25

GL Period	Check Issue Date	Check Number	Payee	Amount	
07/26	07/28/2026	157312	COMMUNITY CENTER REFUND	.00	V
07/26	07/28/2026	157313	COREY BOE	100.00	
07/26	07/28/2026	157314	CTC	1,613.22	
07/26	07/28/2026	157315	DAKOTA SUPPLY GROUP	416.59	
07/26	07/28/2026	157316	DTM FLEET SERVICES LLC	5,067.33	
07/26	07/28/2026	157317	F.I.R.E. FIRE INSTRUCTION & RESCUE EDUCA	650.00	
07/26	07/28/2026	157318	GAMMELLO - PEARSON, PLLC	5,155.50	
07/26	07/28/2026	157319	MINNESOTA MUNICIPAL BEVERAGE ASSOCATION	3,700.00	
07/26	07/28/2026	157320	MINNESOTA POWER	323.25	
07/26	07/28/2026	157321	MN PUBLIC FACILITIES AUTHORITY	263,165.00	
07/26	07/28/2026	157322	NISSWA HARDWARE LLC	55.71	
07/26	07/28/2026	157323	PEGGY ANDERSON	25.00	
07/26	07/28/2026	157324	QUALITY EQUIPMENT	784.97	
07/26	07/28/2026	157325	SCHAEFERS FOODS	1,243.46	
07/26	07/28/2026	157326	TAHO SPORTSWEAR INC	310.00	
07/26	07/28/2026	157327	WASTE PARTNERS INC	1,250.67	
07/26	07/28/2026	157328	XTONA	3,654.80	
07/26	07/28/2026	157329	CATHERINE BRIDGE	100.00	
Grand Totals:				1,679,651.22	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
100-21000	.00	80,660.64-	80,660.64-
100-22001	434.70	.00	434.70
100-22002	22,570.14	.00	22,570.14
100-22003	1,064.40	.00	1,064.40
100-22005	48.00	.00	48.00
100-22007	360.00	.00	360.00
100-41110-437	15.00	.00	15.00
100-41425-300	224.60	.00	224.60
100-41425-320	132.42	.00	132.42
100-41530-300	933.32	.00	933.32
100-41610-300	9,747.75	.00	9,747.75
100-41910-300	1,653.23	.00	1,653.23
100-41910-320	36.40	.00	36.40
100-41940-220	263.00	.00	263.00
100-41940-320	358.78	.00	358.78
100-41940-380	1,106.70	.00	1,106.70
100-41940-400	3,705.28	.00	3,705.28
100-41940-437	89.98	.00	89.98
100-41950-220	593.78	.00	593.78
100-41950-380	367.03	.00	367.03
100-41950-400	98.49	.00	98.49
100-42110-217	136.66	.00	136.66
100-42110-320	1,716.56	.00	1,716.56
100-42110-400	851.62	.00	851.62
100-42110-433	2,160.00	.00	2,160.00
100-42210-300	9.48	.00	9.48
100-43140-210	222.52	.00	222.52
100-43140-217	326.00	.00	326.00
100-43140-220	1,082.05	.00	1,082.05
100-43140-300	2,233.80	.00	2,233.80

GL Account	Debit	Credit	Proof
100-43140-320	634.46	.00	634.46
100-43140-380	539.18	.00	539.18
100-43140-381	1,382.38	.00	1,382.38
100-43140-401	793.87	.00	793.87
100-43140-402	16,807.00	.00	16,807.00
100-43210-220	989.07	.00	989.07
100-43210-437	59.82	.00	59.82
100-46520-490	1,750.00	.00	1,750.00
100-49010-300	431.75	.00	431.75
100-49010-380	148.17	.00	148.17
100-49260-491	420.00	.00	420.00
100-49260-810	4,163.25	.00	4,163.25
123-21000	.00	5,067.33-	5,067.33-
123-42210-550	5,067.33	.00	5,067.33
210-21000	.00	2,017.03-	2,017.03-
210-42210-217	285.15	.00	285.15
210-42210-220	210.83	.00	210.83
210-42210-320	271.05	.00	271.05
210-42210-400	600.00	.00	600.00
210-42210-438	650.00	.00	650.00
220-21000	100.00	3,347.59-	3,247.59-
220-41940-220	1,001.86	.00	1,001.86
220-41940-320	80.00	.00	80.00
220-41940-380	1,116.82	.00	1,116.82
220-41940-437	223.91	.00	223.91
220-41940-810	925.00	100.00-	825.00
221-21000	.00	7,228.89-	7,228.89-
221-41940-520	7,228.89	.00	7,228.89
250-21000	.00	3,191.16-	3,191.16-
250-45140-210	310.00	.00	310.00
250-45140-220	1,332.55	.00	1,332.55
250-45140-308	400.00	.00	400.00
250-45140-320	169.20	.00	169.20
250-45140-380	979.41	.00	979.41
324-21000	.00	83,910.00-	83,910.00-
324-43140-601	81,000.00	.00	81,000.00
324-43140-611	2,910.00	.00	2,910.00
333-21000	.00	4,350.00-	4,350.00-
333-41910-620	4,350.00	.00	4,350.00
465-21000	.00	437,873.81-	437,873.81-
465-41910-300	437,873.81	.00	437,873.81
471-21000	.00	238,688.43-	238,688.43-
471-45140-300	238,688.43	.00	238,688.43
602-21000	244.82	196,931.24-	196,686.42-
602-49450-218	250.89	.00	250.89
602-49450-220	1,120.06	244.82-	875.24
602-49450-300	8,222.25	.00	8,222.25
602-49450-320	147.51	.00	147.51
602-49450-380	4,992.50	.00	4,992.50
602-49450-400	810.00	.00	810.00
602-49450-433	2,076.33	.00	2,076.33
602-49450-437	56.70	.00	56.70
602-49450-601	160,000.00	.00	160,000.00
602-49450-611	19,255.00	.00	19,255.00
609-21000	5,628.18	119,086.47-	113,458.29-
609-49750-200	88.08	.00	88.08
609-49750-210	12,923.98	310.50-	12,613.48

GL Account	Debit	Credit	Proof
609-49750-220	45.56	.00	45.56
609-49750-250	91,113.15	1,173.43-	89,939.72
609-49750-300	255.75	.00	255.75
609-49750-320	317.06	.00	317.06
609-49750-330	814.40	.00	814.40
609-49750-340	860.74	.00	860.74
609-49750-400	12,667.75	4,144.25-	8,523.50
610-21000	2,343.81	504,218.24-	501,874.43-
610-49750-200	59.17	.00	59.17
610-49750-210	274.49	.00	274.49
610-49750-220	484.29	.00	484.29
610-49750-250	479,316.95	2,336.83-	476,980.12
610-49750-300	1,913.85	.00	1,913.85
610-49750-320	106.65	.00	106.65
610-49750-330	3,772.98	6.98-	3,766.00
610-49750-340	240.00	.00	240.00
610-49750-380	2,157.35	.00	2,157.35
610-49750-400	3,269.11	.00	3,269.11
610-49750-410	8,923.40	.00	8,923.40
610-49750-433	3,700.00	.00	3,700.00
620-21000	.00	1,397.20-	1,397.20-
620-49750-300	1,397.20	.00	1,397.20
Grand Totals:	1,696,284.84	1,696,284.84-	.00

Report Criteria:
Report type: Summary
Check.Check number = 157002, 157053, 157205-157329
Check.Type = {<>} "Adjustment"

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
A VISION LLC						
07/09/2026	157205	A VISION LLC	2026 ROAD IMPROVENT EASEMENT	800.00	465-41910-300	PROFESSIONAL SERVICES
Total A VISION LLC:				800.00		
ANDERSON BROTHERS						
07/27/2026	157238	ANDERSON BROTHERS	2026 STREET IMPROVEMENT PAY APPLICATION 1	308,884.47	465-41910-300	PROFESSIONAL SERVICES
Total ANDERSON BROTHERS:				308,884.47		
BRADLEY & CAROL CARLSON						
07/09/2026	157206	BRADLEY & CAROL CARLSON	2026 ROAD IMPROVEMENT EASEMENT	6,500.00	465-41910-300	PROFESSIONAL SERVICES
Total BRADLEY & CAROL CARLSON:				6,500.00		
BRAUN INTERTEC COPORATION						
07/27/2026	157240	BRAUN INTERTEC COPORATION	GLT BATHROOM	3,041.00	471-45140-300	GLT PROFESSIONAL FEES
07/27/2026	157240	BRAUN INTERTEC COPORATION	2026 ROAD IMPROVEMENTS	4,168.50	465-41910-300	PROFESSIONAL SERVICES
Total BRAUN INTERTEC COPORATION:				7,209.50		
DARYL C RIFE						
07/14/2026	157209	DARRELL RIFE	2026 STREET IMPROVEMENT EASEMENT	2,200.00	465-41910-300	PROFESSIONAL SERVICES
Total DARYL C RIFE:				2,200.00		
DTM FLEET SERVICES LLC						
07/28/2026	157316	DTM FLEET SERVICES LLC	2026 SQUAD OUTFITTING	5,067.33	123-42210-550	CR:PD MOTOR VEHICLES
Total DTM FLEET SERVICES LLC:				5,067.33		
FLORA DELANEY						
07/27/2026	157253	FLORA DELANEY	CONSULTANT TRAVEL EXPENSES	1,397.20	620-49750-300	CR PICKLE PROFESSIONAL SERV
Total FLORA DELANEY:				1,397.20		
GAMMELLO - PEARSON, PLLC						
07/28/2026	157318	GAMMELLO - PEARSON, PLLC	2027 ROAD BOND MATTERS	705.75	465-41910-300	PROFESSIONAL SERVICES
07/28/2026	157318	GAMMELLO - PEARSON, PLLC	2025-2026 ROAD BOND MATTERS	1,782.00	465-41910-300	PROFESSIONAL SERVICES

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
Total GAMMELLO - PEARSON, PLLC:				2,487.75		
HYTEC CONSTRUCTION OF BRAINERD INC.						
07/27/2026	157260	HYTEC CONSTRUCTION OF BRAINERD INC.	PAY APPLICATION #3 - CC	7,228.89	221-41940-520	CR:CC BUILDINGS & STRUCTURE
Total HYTEC CONSTRUCTION OF BRAINERD INC.:				7,228.89		
JOHN A KLAUCK						
07/14/2026	157210	JOHN KLAUCK	2026 STREET IMPROVEMENT EASEMENT	600.00	465-41910-300	PROFESSIONAL SERVICES
Total JOHN A KLAUCK:				600.00		
LANDWEHR CONSTRUCTION INC						
07/27/2026	157267	LANDWEHR CONSTRUCTION INC	GLT PHASE 2 PAY APPLICATION 7/FINAL	72,651.93	471-45140-300	GLT PROFESSIONAL FEES
Total LANDWEHR CONSTRUCTION INC:				72,651.93		
LYNN HALL						
07/14/2026	157211	LYNN HALL	2026 STREET IMPROVEMENT EASEMENT	1,300.00	465-41910-300	PROFESSIONAL SERVICES
Total LYNN HALL:				1,300.00		
MN PUBLIC FACILITIES AUTHORITY						
07/28/2026	157321	MN PUBLIC FACILITIES AUTHORITY	GO STREET BOND 2012	2,910.00	324-43140-611	GO STR 2012 DEBT SER: BOND INT
07/28/2026	157321	MN PUBLIC FACILITIES AUTHORITY	GO STREET BOND 2012	81,000.00	324-43140-601	GO STR 2012DEBT SER: BOND PRIN
Total MN PUBLIC FACILITIES AUTHORITY:				83,910.00		
PETER & KATHERINE MORSCH						
07/20/2026	157212	PETER & KATHERINE MORSCH	2026 ROAD IMPROVEMENT EASEMENT	1,500.00	465-41910-300	PROFESSIONAL SERVICES
Total PETER & KATHERINE MORSCH:				1,500.00		
PRATT'S AFFORDABLE EXCAVATING, INC.						
07/27/2026	157287	PRATT'S AFFORDABLE EXCAVATING, INC.	GLT BATHROOM PAY APP 1/FINAL	155,503.00	471-45140-300	GLT PROFESSIONAL FEES
Total PRATT'S AFFORDABLE EXCAVATING, INC.:				155,503.00		

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
THOMAS & NANCY BUERMAN						
07/09/2026	157208	THOMAS & NANCY BUERMAN	2026 ROAD IMPROVEMENT EASEMENT	2,300.00	465-41910-300	PROFESSIONAL SERVICES
Total THOMAS & NANCY BUERMAN:				2,300.00		
US BANK						
07/27/2026	157302	US BANK	MN GO ABATE BOND 2026A	4,350.00	333-41910-620	GO STR 2026A DEBT SERV: FIS AG
Total US BANK:				4,350.00		
WIDSETH SMITH NOLTING AND ASSOCIATES INC						
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	2027 STREET IMPROVEMENTS	2,217.50	465-41910-300	PROFESSIONAL SERVICES
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	GULL LAKE TRAIL PHASE 4B	2,155.00	471-45140-300	GLT PROFESSIONAL FEES
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	2027 STREET IMPROVEMENTS	23,092.15	465-41910-300	PROFESSIONAL SERVICES
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	2026 STREET IMPROVEMENTS	39,473.44	465-41910-300	PROFESSIONAL SERVICES
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	GULL LAKE TRAIL PHASE 4B	5,337.50	471-45140-300	GLT PROFESSIONAL FEES
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	2027 STREET IMPROVEMENTS	42,350.00	465-41910-300	PROFESSIONAL SERVICES
Total WIDSETH SMITH NOLTING AND ASSOCIATES INC:				114,625.59		
Total :				778,515.66		

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title	
COMMUNITY CENTER							
CLIMATE MAKERS, INC							
07/27/2026	157243	CLIMATE MAKERS, INC	AC AT COMM CENTER	656.86	220-41940-220	CC REPAIR & MAINT SUPPLIES	
Total CLIMATE MAKERS, INC:				656.86			
COMMUNITY CENTER REFUND							
07/27/2026	157298	THE RECESS FACTORY	SECURITY DEPOSIT REFUND	500.00	220-41940-810	CC REFUNDS & REIMBURSEMENTS	
07/28/2026	157310	CARRIE POCKRANDT	SECURITY DEPOSIT REFUND	100.00	220-41940-810	CC REFUNDS & REIMBURSEMENTS	
07/28/2026	157312	COMMUNITY CENTER REFUND	SECURITY DEPOSIT REFUND	100.00	220-41940-810	CC REFUNDS & REIMBURSEMENTS	
07/28/2026	157312	COMMUNITY CENTER REFUND	SECURITY DEPOSIT REFUND	100.00-	220-41940-810	CC REFUNDS & REIMBURSEMENTS	V
07/28/2026	157313	COREY BOE	SECURITY DEPOSIT REFUND	100.00	220-41940-810	CC REFUNDS & REIMBURSEMENTS	
07/28/2026	157323	PEGGY ANDERSON	SECURITY DEPOSIT REFUND MINUS CLEANING	25.00	220-41940-810	CC REFUNDS & REIMBURSEMENTS	
07/28/2026	157329	CATHERINE BRIDGE	SECURITY DEPOSIT REFUND	100.00	220-41940-810	CC REFUNDS & REIMBURSEMENTS	
Total COMMUNITY CENTER REFUND:				825.00			
CTC							
07/28/2026	157314	CTC	COMM CENTER INTERNET	80.00	220-41940-320	CC COMMUNICATION	
Total CTC:				80.00			
LAKES AREA LOCK AND DOOR, INC							
07/27/2026	157266	LAKES AREA LOCK AND DOOR, INC	INTALLED COMBO	345.00	220-41940-220	CC REPAIR & MAINT SUPPLIES	
Total LAKES AREA LOCK AND DOOR, INC:				345.00			
MINNESOTA POWER							
07/27/2026	157275	MINNESOTA POWER	25628 MAIN ST COMMUNITY CENTER	1,116.82	220-41940-380	CC UTILITY SERVICES	
Total MINNESOTA POWER:				1,116.82			
WASTE PARTNERS INC							
07/28/2026	157327	WASTE PARTNERS INC	GARBAGE - COMM. CENTER	223.91	220-41940-437	CC OTHER/SALES TAX	
Total WASTE PARTNERS INC:				223.91			
Total COMMUNITY CENTER:				3,247.59			

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FIRE DEPARTMENT						
BOAT BROS ON GULL						
07/28/2026	157309	BOAT BROS ON GULL	DETAILING 2 TRUCKS	600.00	210-42210-400	FD REPAIRS & MAINT - CONTRA
Total BOAT BROS ON GULL:				600.00		
CTC						
07/28/2026	157314	CTC	FIRE DEPT INTERNET	75.00	210-42210-320	FD COMMUNICATION
Total CTC:				75.00		
F.I.R.E. FIRE INSTRUCTION & RESCUE EDUCA						
07/28/2026	157317	F.I.R.E. FIRE INSTRUCTION & RESCUE EDU	STORED ENERGY	650.00	210-42210-438	FD SCHOOL\TRAINING
Total F.I.R.E. FIRE INSTRUCTION & RESCUE EDUCA:				650.00		
JEFFERSON FIRE & SAFETY						
07/27/2026	157263	JEFFERSON FIRE & SAFETY	HEX ARMOR GOGGLE	285.15	210-42210-217	FD UNIFORMS & EQUIPMENT
Total JEFFERSON FIRE & SAFETY:				285.15		
NISSWA HARDWARE LLC						
07/27/2026	157282	NISSWA HARDWARE LLC	BATTERY, CONNECTOR	210.83	210-42210-220	FD REPAIR & MAINTENANCE SUPPLI
Total NISSWA HARDWARE LLC:				210.83		
VERIZON WIRELESS						
07/27/2026	157304	VERIZON	FIRE DEPARTMENT CELL/TABLET SERVICE	190.05	210-42210-320	FD COMMUNICATION
Total VERIZON WIRELESS:				190.05		
XTONA						
07/28/2026	157328	XTONA	IT SERVICES - FIRE	6.00	210-42210-320	FD COMMUNICATION
Total XTONA:				6.00		
Total FIRE DEPARTMENT:				2,017.03		

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GENERAL FUND						
AFLAC						
07/27/2026	157235	AFLAC	AFLAC PREMIUMS	434.70	100-22001	AFLAC
Total AFLAC:				434.70		
BRAINERD LAKES AREA ECON DEV CORP						
07/27/2026	157239	BRAINERD LAKES AREA ECON DEV CORP	2026 1ST HALF GOVER. FUNDING	1,750.00	100-46520-490	E.D. DONATIONS TO CIVIC ORGANI
Total BRAINERD LAKES AREA ECON DEV CORP:				1,750.00		
CITY OF BRAINERD						
07/28/2026	157311	CITY OF BRAINERD	Q3 PROSECUTION COSTS	4,163.25	100-49260-810	REFUNDS & REIMBURSEMENTS
Total CITY OF BRAINERD:				4,163.25		
COLUMN SOFTWARE PBC						
07/27/2026	157245	COLUMN SOFTWARE PBC	PZ NOTICES	53.98	100-41910-300	PROFESSIONAL SERVICES
Total COLUMN SOFTWARE PBC:				53.98		
CROW WING COOPERATIVE POWER & LIGHT CO						
07/27/2026	157246	CROW WING COOPERATIVE POWER & LIGH	WOLF CHASE UTILITY	157.08	100-43140-380	UTILITY SERVICES
07/27/2026	157246	CROW WING COOPERATIVE POWER & LIGH	CEMETERY UTILITIY	148.17	100-49010-380	UTILITY SERVICES
Total CROW WING COOPERATIVE POWER & LIGHT CO:				305.25		
CTC						
07/28/2026	157314	CTC	P&Z PHONE	36.40	100-41910-320	COMMUNICATION
07/28/2026	157314	CTC	POLICE PHONES	164.60	100-42110-320	COMMUNICATION
07/28/2026	157314	CTC	ROADS PHONES & INTERNET	171.21	100-43140-320	COMMUNICATION
07/28/2026	157314	CTC	CLERK PHONES	92.41	100-41425-320	COMMUNICATION
07/28/2026	157314	CTC	GOVT BLDGS PHONES & INTERNET	358.78	100-41940-320	COMMUNICATION
Total CTC:				823.40		
DELTA DENTAL						
07/27/2026	157247	DELTA DENTAL	DENTAL PREMIUMS	1,064.40	100-22003	DENTAL

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Total DELTA DENTAL:				1,064.40		
DRIVER & VEHICLE SERVICES						
06/01/2026	157002	DRIVER & VEHICLE SERVICES	PLATES FOR OLD SQUAD TO PW 2020	33.00	100-43140-401	VEHICLE REPAIR & MAINT
Total DRIVER & VEHICLE SERVICES:				33.00		
FINKEN WATER INC						
07/27/2026	157250	FINKEN WATER INC	WATER RENTAL	89.98	100-41940-437	OTHER
Total FINKEN WATER INC:				89.98		
FLAHERTY & HOOD, P.A.						
07/27/2026	157252	FLAHERTY & HOOD, P.A.	UNION NEGOTIATIONS	438.75	100-41610-300	PROFESSIONAL SERVICES
07/27/2026	157252	FLAHERTY & HOOD, P.A.	PERSONNEL ISSUES	517.50	100-41610-300	PROFESSIONAL SERVICES
07/27/2026	157252	FLAHERTY & HOOD, P.A.	CONSULTANT SERVICES	3,948.75	100-41610-300	PROFESSIONAL SERVICES
07/27/2026	157252	FLAHERTY & HOOD, P.A.	DATA REQUEST	146.25	100-41610-300	PROFESSIONAL SERVICES
Total FLAHERTY & HOOD, P.A.:				5,051.25		
GALLS PARENT HOLDINGS LLC						
07/27/2026	157254	GALLS PARENT HOLDINGS LLC	THOMPSON UNIFORM	136.66	100-42110-217	UNIFORMS & EQUIPMENT
Total GALLS PARENT HOLDINGS LLC:				136.66		
GAMMELLO - PEARSON, PLLC						
07/27/2026	157255	GAMMELLO - PEARSON, PLLC	TROY SCHEFFLER 2026 LAWSUIT	36.00	100-41610-300	PROFESSIONAL SERVICES
07/27/2026	157255	GAMMELLO - PEARSON, PLLC	EDA FORMATION	432.00	100-41610-300	PROFESSIONAL SERVICES
07/27/2026	157255	GAMMELLO - PEARSON, PLLC	TROY SCHEFFLER 2025 LAWSUIT	468.00	100-41610-300	PROFESSIONAL SERVICES
07/27/2026	157255	GAMMELLO - PEARSON, PLLC	GENERAL MATTERS	3,153.75	100-41610-300	PROFESSIONAL SERVICES
07/27/2026	157255	GAMMELLO - PEARSON, PLLC	MUNICIPAL REPRESENTAITON	606.75	100-41610-300	PROFESSIONAL SERVICES
07/28/2026	157318	GAMMELLO - PEARSON, PLLC	PZ	1,224.00	100-41910-300	PROFESSIONAL SERVICES
07/28/2026	157318	GAMMELLO - PEARSON, PLLC	ROY'S LANDING	324.00	100-41910-300	PROFESSIONAL SERVICES
Total GAMMELLO - PEARSON, PLLC:				6,244.50		
INNOVATIVE OFFICE SOLUTIONS LLC						
07/27/2026	157261	INNOVATIVE OFFICE SOLUTIONS LLC	SUPPLIES	588.58	100-43210-220	REPAIR & MAINTENANCE SUPPLIES
07/27/2026	157261	INNOVATIVE OFFICE SOLUTIONS LLC	SUPPLIES	593.78	100-41950-220	REPAIR & MAINTENANCE SUPPLIES

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Total INNOVATIVE OFFICE SOLUTIONS LLC:				1,182.36		
IRONHIDE EQUIPMENT INC						
07/27/2026	157262	IRONHIDE EQUIPMENT INC	FLUID	170.92	100-43140-220	REPAIR & MAINTENANCE SUPPLIES
07/27/2026	157262	IRONHIDE EQUIPMENT INC	HOSE, FITTING	117.99	100-43140-220	REPAIR & MAINTENANCE SUPPLIES
Total IRONHIDE EQUIPMENT INC:				288.91		
KIMBER CREEK FORD						
07/27/2026	157265	KIMBER CREEK FORD	2017 FORD F450	760.87	100-43140-401	VEHICLE REPAIR & MAINT
07/27/2026	157265	KIMBER CREEK FORD	2020 FORD EXPLORER REPAIRS	563.62	100-42110-400	REPAIRS & MAINTENANCE - CONTRA
Total KIMBER CREEK FORD:				1,324.49		
LANDWERX LLC						
07/27/2026	157268	LANDWERX LLC	SWEEPING - 4TH OF JULY	660.00	100-43140-402	ROAD REPAIR & MAINT
07/27/2026	157268	LANDWERX LLC	SWEEPING	8,250.00	100-43140-402	ROAD REPAIR & MAINT
Total LANDWERX LLC:				8,910.00		
LINESCAPE LINESTRIPING LLC						
07/27/2026	157269	LINESCAPE LINESTRIPING LLC	STRIPING	7,897.00	100-43140-402	ROAD REPAIR & MAINT
Total LINESCAPE LINESTRIPING LLC:				7,897.00		
MEDICA INSURANCE COMPANY						
07/27/2026	157272	MEDICA INSURANCE COMPANY	HEALTH INSURANCE	22,570.14	100-22002	HEALTH INSURANCE
Total MEDICA INSURANCE COMPANY:				22,570.14		
METRO SALES, INC.						
07/27/2026	157273	METRO SALES, INC.	WIDE PRINTER	222.52	100-43140-210	OPERATING SUPPLIES
Total METRO SALES, INC.:				222.52		
MIDWEST MACHINERY CO.						
07/27/2026	157274	MIDWEST MACHINERY CO.	WHEEL, FILE GUIDE	280.11	100-43140-220	REPAIR & MAINTENANCE SUPPLIES
07/27/2026	157274	MIDWEST MACHINERY CO.	V-BELT	95.97	100-43140-220	REPAIR & MAINTENANCE SUPPLIES
07/27/2026	157274	MIDWEST MACHINERY CO.	5# .0198 ORANGE	60.99	100-43140-220	REPAIR & MAINTENANCE SUPPLIES

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Total MIDWEST MACHINERY CO.:				437.07		
MINNESOTA POWER						
07/27/2026	157275	MINNESOTA POWER	25479 STATE HWY 371	53.35	100-43140-381	UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	25532 MAIN STREET BATHROOMS GAZEBO	367.03	100-41950-380	UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	SCHOOL SIGN CTY RD 18	17.42	100-43140-381	UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	CR 13 CAMP LINCOLN SIREN	9.48	100-42210-300	PROFESSIONAL SERVICES
07/27/2026	157275	MINNESOTA POWER	25369 NISSWA CIC	11.26	100-43140-381	UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	OPT 1 LTG	237.48	100-43140-381	UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	OPT 1 LTG	615.39	100-43140-381	UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	VILLAGE HALL	1,106.70	100-41940-380	UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	24759 CHARMIN PUBLIC WORKS BLDG	382.10	100-43140-380	UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	LIGHTING LOWER ROY LAKE RD	32.80	100-43140-381	UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	HWY 371 & MAIN STREET	91.43	100-43140-381	UTILITY SERVICES
07/28/2026	157320	MINNESOTA POWER	OPT 1 LTG	323.25	100-43140-381	UTILITY SERVICES
Total MINNESOTA POWER:				3,247.69		
MINNESOTA PUBLIC EMPLOYEES ASSOC.						
07/27/2026	157276	MINNESOTA PUBLIC EMPLOYEES ASSOC.	SUPERVISORS UNION DUES	312.00	100-22007	UNION DUES
07/27/2026	157276	MINNESOTA PUBLIC EMPLOYEES ASSOC.	CLERICAL UNION DUES	48.00	100-22007	UNION DUES
Total MINNESOTA PUBLIC EMPLOYEES ASSOC.:				360.00		
MINNESOTA T'S INC						
07/27/2026	157277	MINNESOTA T'S INC	KOSTEK UNIFORM	326.00	100-43140-217	UNIFORMS & EQUIPMENT
Total MINNESOTA T'S INC:				326.00		
NCPERS GROUP LIF INS.						
07/27/2026	157278	NCPERS GROUP LIF INS.	LIFE INS	48.00	100-22005	LIFE INSURANCE
Total NCPERS GROUP LIF INS.:				48.00		
NELSON SANITATION & RENTALS INC						
07/27/2026	157279	NELSON SANITATION & RENTALS INC	RESTROOMS 4TH OF JULY EVENT	420.00	100-49260-491	DOWNTOWN EVENTS
Total NELSON SANITATION & RENTALS INC:				420.00		

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NISSWA AUTOMOTIVE, INC.						
07/27/2026	157280	NISSWA AUTOMOTIVE, INC.	2025 FORD POLICE WORK	33.77	100-42110-400	REPAIRS & MAINTENANCE - CONTRA
Total NISSWA AUTOMOTIVE, INC.:				33.77		
NISSWA HARDWARE LLC						
07/27/2026	157282	NISSWA HARDWARE LLC	STEEL, KNIFE, FUSEKIT, WRENCH, HITCH, BALL, R	356.07	100-43140-220	REPAIR & MAINTENANCE SUPPLIES
07/27/2026	157282	NISSWA HARDWARE LLC	GARDENING SUPPLIES	263.00	100-41940-220	REPAIR & MAINTENANCE SUPPLIES
Total NISSWA HARDWARE LLC:				619.07		
PEOPLES SECURITY COMPANY INC						
07/27/2026	157285	PEOPLES SECURITY COMPANY INC	CITY HALL CELLULAR MONITORING 7/1/26-6/30/27	431.88	100-41940-400	REPAIRS & MAINTENANCE - CONTRA
Total PEOPLES SECURITY COMPANY INC:				431.88		
READY WATT ELECTRIC						
07/27/2026	157289	READY WATT ELECTRIC	CITY SIREN'S MAINTENANCE	2,113.00	100-41940-400	REPAIRS & MAINTENANCE - CONTRA
Total READY WATT ELECTRIC:				2,113.00		
SCHLENNER WENNER & CO						
07/27/2026	157290	SCHLENNER WENNER & CO	OSA RELATED QUESTIONS WATER FUND CLOSE	95.00	100-41425-300	PROFESSIONAL SERVICES
Total SCHLENNER WENNER & CO:				95.00		
S-N-K CAR WASH & OIL CHANGE						
07/27/2026	157293	S-N-K CAR WASH & OIL CHANGE	2026 FORD EXPLORER	86.08	100-42110-400	REPAIRS & MAINTENANCE - CONTRA
07/27/2026	157293	S-N-K CAR WASH & OIL CHANGE	2025 FORD EXPLORER	57.37	100-42110-400	REPAIRS & MAINTENANCE - CONTRA
07/27/2026	157293	S-N-K CAR WASH & OIL CHANGE	2021 POLICE	53.41	100-42110-400	REPAIRS & MAINTENANCE - CONTRA
07/27/2026	157293	S-N-K CAR WASH & OIL CHANGE	2025 FORD EXPLORER	57.37	100-42110-400	REPAIRS & MAINTENANCE - CONTRA
Total S-N-K CAR WASH & OIL CHANGE:				254.23		
TASC						
07/27/2026	157295	TASC	PER PARTICIPANT FEE ANNUAL 9/1/26-8/31/27	700.00	100-41530-300	PROFESSIONAL SERVICES
07/27/2026	157295	TASC	MEMBERSHIP FEE 9/1/26-8/31/27	233.32	100-41530-300	PROFESSIONAL SERVICES
Total TASC:				933.32		

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TURFCARE INC						
07/27/2026	157300	TURFCARE INC	WELCOME CENTER FERTILZER/CRABGRASS CON	98.49	100-41950-400	REPAIRS & MAINTENANCE - CONTRA
Total TURFCARE INC:				98.49		
VERIZON WIRELESS						
07/27/2026	157304	VERIZON	HOT SPOT	40.01	100-41425-320	COMMUNICATION
07/27/2026	157304	VERIZON	CELL PHONES MAINT	348.65	100-43140-320	COMMUNICATION
07/27/2026	157304	VERIZON	CELL PHONES POLICE	489.96	100-42110-320	COMMUNICATION
Total VERIZON WIRELESS:				878.62		
WASTE PARTNERS INC						
07/28/2026	157327	WASTE PARTNERS INC	GARBAGE - MAINT.	400.49	100-43210-220	REPAIR & MAINTENANCE SUPPLIES
07/28/2026	157327	WASTE PARTNERS INC	GARBAGE - CITY	59.82	100-43210-437	OTHER
Total WASTE PARTNERS INC:				460.31		
WHELEN ENGINEERING COMPANY INC						
07/27/2026	157307	WHELEN ENGINEERING COMPANY INC	WHELEN 1 YEAR 6/1/26-5/31/27	2,160.00	100-42110-433	DUES & SUBSCRIPTIONS
Total WHELEN ENGINEERING COMPANY INC:				2,160.00		
WIDSETH SMITH NOLTING AND ASSOCIATES INC						
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	NISSWA BACKAGE ROAD VIDEOS	1,721.30	100-43140-300	PROFESSIONAL SERVICES
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	PZ ENGINEERING SERVICES	51.25	100-41910-300	PROFESSIONAL SERVICES
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	CEMETERY MTG WITH ANDERSON	431.75	100-49010-300	PROFESSIONAL SERVICES
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	MONTHLY ENGINEERING MEETING	512.50	100-43140-300	PROFESSIONAL SERVICES
Total WIDSETH SMITH NOLTING AND ASSOCIATES INC:				2,716.80		
XTONA						
07/28/2026	157328	XTONA	IT SERVICES - CITY	1,160.40	100-41940-400	REPAIRS & MAINTENANCE - CONTRA
07/28/2026	157328	XTONA	IT SERVICES - POLICE	1,062.00	100-42110-320	COMMUNICATION
07/28/2026	157328	XTONA	IT SERVICES - CLERK	129.60	100-41425-300	PROFESSIONAL SERVICES
07/28/2026	157328	XTONA	IT SERVICES - PW	114.60	100-43140-320	COMMUNICATION
07/28/2026	157328	XTONA	IT SERVICES - COUNCIL	15.00	100-41110-437	OTHER
Total XTONA:				2,481.60		

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Total GENERAL FUND:				80,660.64		

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MUNICIPAL LIQUOR STORE						
AMERICAN WELDING & GAS INC						
07/27/2026	157237	AMERICAN WELDING & GAS INC	NITROGEN	63.16	609-49750-210	PICKLE OPERATING SUPPLIES
Total AMERICAN WELDING & GAS INC:				63.16		
BERNICKS						
07/23/2026	157216	BERNICKS	PICKLE	632.00-	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	24.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	829.75	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	48.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	128.46-	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	798.20	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	16.00-	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	63.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	1,451.75	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	108.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	384.60	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	112.77-	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157216	BERNICKS	PICKLE	1,699.95	609-49750-250	PICKLE-MERCH FOR RESALE
Total BERNICKS:				4,518.02		
BREAKTHRU BEVERAGE MN WINE & SPIRITS						
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	PICKLE	492.50	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	PICKLE	5.55	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	PICKLE	355.12	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	PICKLE	4.66	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	PICKLE	495.27	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	PICKLE	6.94	609-49750-330	PICKLE TRANSPORTATION
Total BREAKTHRU BEVERAGE MN WINE & SPIRITS:				1,360.04		
C & L DISTRIBUTING						
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	445.25	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	5.00	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	152.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	89.20-	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	1,928.10	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	5.00	609-49750-330	PICKLE TRANSPORTATION

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07/23/2026	157219	C & L DISTRIBUTING	PICKLE	6,989.45	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	5.00	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	4,915.28	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	5.00	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	2,669.85	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	5.00	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	45.00-	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	PICKLE	152.00	609-49750-250	PICKLE-MERCH FOR RESALE
Total C & L DISTRIBUTING:				17,142.73		
CINTAS CORPORATION NO. 2						
07/27/2026	157242	CINTAS CORP	MATS, TOWELS	199.40	609-49750-210	PICKLE OPERATING SUPPLIES
07/27/2026	157242	CINTAS CORP	MATS, TOWELS	199.40	609-49750-210	PICKLE OPERATING SUPPLIES
07/27/2026	157242	CINTAS CORP	MATS, TOWELS	199.40	609-49750-210	PICKLE OPERATING SUPPLIES
Total CINTAS CORPORATION NO. 2:				598.20		
CODY JOSEPH LENDWAY						
07/27/2026	157244	CODY JOSEPH LENDWAY	CLEANING PICKLE	280.00	609-49750-400	PICKLE R & M - CONT
07/27/2026	157244	CODY JOSEPH LENDWAY	CLEANING PICKLE	280.00	609-49750-400	PICKLE R & M - CONT
07/27/2026	157244	CODY JOSEPH LENDWAY	CLEANING PICKLE	280.00	609-49750-400	PICKLE R & M - CONT
07/27/2026	157244	CODY JOSEPH LENDWAY	CLEANING PICKLE	280.00	609-49750-400	PICKLE R & M - CONT
Total CODY JOSEPH LENDWAY:				1,120.00		
CTC						
07/28/2026	157314	CTC	PICKLE PHONE, INTERNET AND TV	317.06	609-49750-320	PICKLE COMMUNICATION
Total CTC:				317.06		
D & D BEVERAGE LLC						
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	1,105.75	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	188.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	186.19	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	3,209.84	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	1,069.50	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	470.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	505.50	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	5,145.10	609-49750-250	PICKLE-MERCH FOR RESALE

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07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	882.10	609-49750-210	PICKLE OPERATING SUPPLIES
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	628.00	609-49750-210	PICKLE OPERATING SUPPLIES
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	2,355.50	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	263.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	90.00-	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	368.20	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	2,505.60	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	270.91	609-49750-210	PICKLE OPERATING SUPPLIES
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	1,601.40	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	272.00	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157221	D & D BEVERAGE LLC	PICKLE	60.00-	609-49750-250	PICKLE-MERCH FOR RESALE
Total D & D BEVERAGE LLC:				20,876.59		
GRANITE CITY JOBBING CO INC						
07/27/2026	157258	GRANITE CITY JOBBING CO INC	GM HBC PICKLE	5.44	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	CIGS PICKLE	505.30	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	TOBACCO/CIGARS PICKLE	96.14	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	SALTY SNACKS - PICKLE	13.15	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	PAPER SUPPLIES PICKLE	30.53	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	GROCERY PICKLE	34.92	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	SHIPPING PICKLE	10.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	CIGS PICKLE	649.79	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	TOBACCO/CIGARS PICKLE	288.42	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	CONFECTIONS PICKLE	12.04	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	SALTY SNACKS - PICKLE	24.34	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	PAPER SUPPLIES PICKLE	30.53	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	SHIPPING PICKLE	10.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	CIGS PICKLE	1,024.78	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	TOBACCO/CIGARS PICKLE	199.55	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	CONFECTIONS PICKLE	29.98	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	PAPER SUPPLIES PICKLE	20.37	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	GROCERY PICKLE	34.92	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	SHIPPING PICKLE	10.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	CIGS PICKLE	250.62	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	TOBACCO/CIGARS PICKLE	96.14	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	PAPER SUPPLIES PICKLE	30.53	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	SHIPPING PICKLE	10.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	CIGS PICKLE	524.48	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	TOBACCO/CIGARS PICKLE	192.28	609-49750-250	PICKLE-MERCH FOR RESALE

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07/27/2026	157258	GRANITE CITY JOBBING CO INC	CONFECTIONS PICKLE	12.04	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	GROCERY PICKLE	34.92	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	SHIPPING PICKLE	10.00	609-49750-250	PICKLE-MERCH FOR RESALE
Total GRANITE CITY JOBBING CO INC:				4,191.21		
HEGGIES PIZZA LLC						
07/27/2026	157259	HEGGIES PIZZA LLC	PIZZA	974.85	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157259	HEGGIES PIZZA LLC	PIZZA	861.50	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157259	HEGGIES PIZZA LLC	PIZZA	923.70	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157259	HEGGIES PIZZA LLC	PIZZA	392.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157259	HEGGIES PIZZA LLC	PIZZA	521.40	609-49750-250	PICKLE-MERCH FOR RESALE
Total HEGGIES PIZZA LLC:				3,673.45		
INNOVATIVE OFFICE SOLUTIONS LLC						
07/27/2026	157261	INNOVATIVE OFFICE SOLUTIONS LLC	PICKLE SUPPLIES	59.17	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157261	INNOVATIVE OFFICE SOLUTIONS LLC	PICKLE SUPPLIES	77.35	609-49750-200	PICKLE OFFICE SUPPLIES
Total INNOVATIVE OFFICE SOLUTIONS LLC:				136.52		
JOHNSON BROTHERS LIQUOR COMPANY INC						
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	112.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	4.52	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	674.16	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	9.04	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	37.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	2.26	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	84.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	2.26	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	513.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	9.04	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	37.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	2.26	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	216.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	6.78	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	879.81	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	16.95	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	152.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	4.52	609-49750-330	PICKLE TRANSPORTATION

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07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	1,978.50	609-49750-250	PICKLE-MERCH FOR RESALE	
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	23.73	609-49750-330	PICKLE TRANSPORTATION	
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	37.00	609-49750-250	PICKLE-MERCH FOR RESALE	
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	2.26	609-49750-330	PICKLE TRANSPORTATION	
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	201.00	609-49750-250	PICKLE-MERCH FOR RESALE	
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	PICKLE	2.54	609-49750-330	PICKLE TRANSPORTATION	
Total JOHNSON BROTHERS LIQUOR COMPANY INC:				5,007.63			
KA MECHANICAL							
06/11/2026	157053	KA MECHANICAL	COOLER REPAIR	1,875.48	609-49750-400	PICKLE R & M - CONT	
06/11/2026	157053	KA MECHANICAL	COOLER REPAIR	913.77	609-49750-400	PICKLE R & M - CONT	
06/11/2026	157053	KA MECHANICAL	COOLER REPAIR	390.00	609-49750-400	PICKLE R & M - CONT	
06/11/2026	157053	KA MECHANICAL	COOLER REPAIR	965.00	609-49750-400	PICKLE R & M - CONT	
07/21/2026	157053	KA MECHANICAL	COOLER REPAIR	1,875.48-	609-49750-400	PICKLE R & M - CONT	V
07/21/2026	157053	KA MECHANICAL	COOLER REPAIR	913.77-	609-49750-400	PICKLE R & M - CONT	V
07/21/2026	157053	KA MECHANICAL	COOLER REPAIR	390.00-	609-49750-400	PICKLE R & M - CONT	V
07/21/2026	157053	KA MECHANICAL	COOLER REPAIR	965.00-	609-49750-400	PICKLE R & M - CONT	V
07/21/2026	157213	KA MECHANICAL	COOLER REPAIR	390.00	609-49750-400	PICKLE R & M - CONT	
07/21/2026	157213	KA MECHANICAL	COOLER REPAIR	913.77	609-49750-400	PICKLE R & M - CONT	
07/21/2026	157213	KA MECHANICAL	COOLER REPAIR	1,875.48	609-49750-400	PICKLE R & M - CONT	
07/21/2026	157213	KA MECHANICAL	COOLER REPAIR	1,575.00	609-49750-400	PICKLE R & M - CONT	
07/21/2026	157213	KA MECHANICAL	COOLER REPAIR	2,426.85	609-49750-400	PICKLE R & M - CONT	
Total KA MECHANICAL:				7,181.10			
NISSWA HARDWARE LLC							
07/27/2026	157282	NISSWA HARDWARE LLC	SWITCH	45.56	609-49750-220	PICKLE R & M SUPPLIES	
07/28/2026	157322	NISSWA HARDWARE LLC	MARKERS	10.73	609-49750-200	PICKLE OFFICE SUPPLIES	
Total NISSWA HARDWARE LLC:				56.29			
NORTHLAND FROZEN PIZZA INC							
07/27/2026	157283	NORTHLAND FROZEN PIZZA INC	PIZZA	277.35	609-49750-250	PICKLE-MERCH FOR RESALE	
07/27/2026	157283	NORTHLAND FROZEN PIZZA INC	PIZZA	240.90	609-49750-250	PICKLE-MERCH FOR RESALE	
07/27/2026	157283	NORTHLAND FROZEN PIZZA INC	PIZZA	541.40	609-49750-250	PICKLE-MERCH FOR RESALE	
07/27/2026	157283	NORTHLAND FROZEN PIZZA INC	PIZZA	503.40	609-49750-250	PICKLE-MERCH FOR RESALE	
07/27/2026	157283	NORTHLAND FROZEN PIZZA INC	PIZZA	259.80	609-49750-250	PICKLE-MERCH FOR RESALE	

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Total NORTHLAND FROZEN PIZZA INC:				1,822.85		
OLD DUTCH FOODS, INC.						
07/27/2026	157284	OLD DUTCH FOODS, INC.	CHIPS	112.78	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157284	OLD DUTCH FOODS, INC.	CHIPS	74.36	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157284	OLD DUTCH FOODS, INC.	SALSA	17.52	609-49750-210	PICKLE OPERATING SUPPLIES
Total OLD DUTCH FOODS, INC.:				204.66		
PEPSI-COLA CO.						
07/27/2026	157286	PEPSI-COLA CO.	POP PICKLE	247.20	609-49750-210	PICKLE OPERATING SUPPLIES
Total PEPSI-COLA CO.:				247.20		
PHILLIPS WINE & SPIRITS						
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	83.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	1.00	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	120.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	2.26	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	1,554.99	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	18.08	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	180.70	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	7.28	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	211.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	4.52	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	2,593.57	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	46.91	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	318.50	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	11.54	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	1,989.32	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	27.50	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	29.45	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	4.52	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	120.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	2.26	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	3,105.80	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	38.80	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	174.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	5.52	609-49750-330	PICKLE TRANSPORTATION

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07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	1,374.72	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	PICKLE	20.16	609-49750-330	PICKLE TRANSPORTATION
Total PHILLIPS WINE & SPIRITS:				12,045.40		
R & J BRAODCASTING, INC.						
07/27/2026	157288	R & J BRAODCASTING, INC.	PICKLE ADS	320.00	609-49750-340	PICKLE ADVERTISING
Total R & J BRAODCASTING, INC.:				320.00		
SCHAEFERS FOODS						
07/28/2026	157325	SCHAEFERS FOODS	LEMONS LIMES CONDIMENTS PICKLE	870.98	609-49750-210	PICKLE OPERATING SUPPLIES
Total SCHAEFERS FOODS:				870.98		
SIGNATURE CONCEPTS INC						
07/27/2026	157291	SIGNATURE CONCEPTS INC	SHIRTS	204.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157291	SIGNATURE CONCEPTS INC	SHIRTS	1,037.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157291	SIGNATURE CONCEPTS INC	SHIRTS	872.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157291	SIGNATURE CONCEPTS INC	SHIRTS	3,504.00	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157291	SIGNATURE CONCEPTS INC	SHIRTS	600.00	609-49750-250	PICKLE-MERCH FOR RESALE
Total SIGNATURE CONCEPTS INC:				6,217.00		
SOUTHERN GLAZER'S WINE AND SPI, LLC						
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	602.50	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	7.05	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	1,861.19	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	32.70	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	190.74	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	16.00	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	696.34	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	6.15	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	280.50	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	3.30	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	1,052.80	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	22.65	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	809.20	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	16.50	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	971.46	609-49750-250	PICKLE-MERCH FOR RESALE

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07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	25.05	609-49750-330	PICKLE TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	1,504.65	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	PICKLE	16.05	609-49750-330	PICKLE TRANSPORTATION
Total SOUTHERN GLAZER'S WINE AND SPI, LLC:				8,114.83		
SYSCO WESTERN MINNESOTA, INC						
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	DAIRY	19.75	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	POULTRY	244.99	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	FROZEN	578.37	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	CANNED & DRY	560.48	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	PAPER SUPPLIES	123.64	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SHIPPING	10.02	609-49750-330	PICKLE TRANSPORTATION
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	POULTRY	207.54	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	FROZEN	576.78	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	CANNED & DRY	322.29	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	PAPER SUPPLIES	156.89	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SHIPPING	10.00	609-49750-330	PICKLE TRANSPORTATION
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	DAIRY	19.75	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SEAFOOD	201.14	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	POULTRY	220.55	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	FROZEN	628.98	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	CANNED & DRY	535.41	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	PAPER SUPPLIES	328.50	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SHIPPING	10.08	609-49750-330	PICKLE TRANSPORTATION
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	DAIRY	153.70	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SEAFOOD	129.59	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	POULTRY	364.97	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	FROZEN	906.07	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	CANNED & DRY	772.38	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	PAPER SUPPLIES	259.65	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	CHEM & JANITORIAL	33.28	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SHIPPING	10.03	609-49750-330	PICKLE TRANSPORTATION
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	DAIRY	27.85	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SEAFOOD	201.14	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	POULTRY	283.24	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	FROZEN	381.09	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	CANNED & DRY	593.20	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	PAPER SUPPLIES	208.35	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	CHEM & JANITORIAL	33.28	609-49750-210	PICKLE OPERATING SUPPLIES

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07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SHIPPING	10.04	609-49750-330	PICKLE TRANSPORTATION
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	POULTRY	282.34	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	FROZEN	564.71	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	CANNED & DRY	593.69	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	PAPER SUPPLIES	370.30	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SUPPLY & EQUIPMENT	32.16	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SHIPPING	10.10	609-49750-330	PICKLE TRANSPORTATION
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	POULTRY	328.76	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	FROZEN	568.90	609-49750-250	PICKLE-MERCH FOR RESALE
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	CANNED & DRY	341.07	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	PAPER SUPPLIES	203.01	609-49750-210	PICKLE OPERATING SUPPLIES
07/25/2026	157234	SYSCO WESTERN MINNESOTA, INC	SHIPPING	10.02	609-49750-330	PICKLE TRANSPORTATION
Total SYSCO WESTERN MINNESOTA, INC:				12,428.08		
TASK MERCHANDISING, INC.						
07/27/2026	157296	TASK MERCHANDISING, INC.	PICKLE NICKELS	540.74	609-49750-340	PICKLE ADVERTISING
Total TASK MERCHANDISING, INC.:				540.74		
THE WINE COMPANY						
07/23/2026	157231	THE WINE COMPANY	PICKLE	354.02	609-49750-250	PICKLE-MERCH FOR RESALE
07/23/2026	157231	THE WINE COMPANY	PICKLE	8.00	609-49750-330	PICKLE TRANSPORTATION
Total THE WINE COMPANY:				362.02		
THOMAS EVERETT GRIMSLEY						
07/27/2026	157299	THOMAS EVERETT GRIMSLEY	CLEANING	88.00	609-49750-400	PICKLE R & M - CONT
Total THOMAS EVERETT GRIMSLEY:				88.00		
TURFCARE INC						
07/27/2026	157300	TURFCARE INC	PICKLE FACTORY FERTILIZER/CRABGRASS CONT	134.40	609-49750-400	PICKLE R & M - CONT
Total TURFCARE INC:				134.40		
VESTIS GROUP, INC						
07/27/2026	157305	VESTIS GROUP, INC	TOWELS/MATS PICKLE	71.10	609-49750-210	PICKLE OPERATING SUPPLIES

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Total VESTIS GROUP, INC:				71.10		
VIKING COCA COLA BOTTLING CO.						
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE POP	34.80	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE IN HOUSE USE	1,164.50	609-49750-210	PICKLE OPERATING SUPPLIES
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE IN HOUSE USE	88.00	609-49750-210	PICKLE OPERATING SUPPLIES
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE IN HOUSE USE	155.25-	609-49750-210	PICKLE OPERATING SUPPLIES
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE IN HOUSE USE	231.25	609-49750-210	PICKLE OPERATING SUPPLIES
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE IN HOUSE USE	155.25-	609-49750-210	PICKLE OPERATING SUPPLIES
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE POP	34.80	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE IN HOUSE USE	405.10	609-49750-210	PICKLE OPERATING SUPPLIES
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE IN HOUSE USE	415.50	609-49750-210	PICKLE OPERATING SUPPLIES
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE POP	128.25	609-49750-250	PICKLE-MERCH FOR RESALE
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	PICKLE IN HOUSE USE	958.50	609-49750-210	PICKLE OPERATING SUPPLIES
Total VIKING COCA COLA BOTTLING CO.:				3,150.20		
WASTE PARTNERS INC						
07/28/2026	157327	WASTE PARTNERS INC	GARBAGE - PICKLE	343.08	609-49750-210	PICKLE OPERATING SUPPLIES
Total WASTE PARTNERS INC:				343.08		
XTONA						
07/28/2026	157328	XTONA	IT SERVICES - PICKLE	255.75	609-49750-300	PICKLE PROFESSIONAL SERVICES
Total XTONA:				255.75		
Total MUNICIPAL LIQUOR STORE:				113,458.29		

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PARK & RECREATION						
CTC						
07/28/2026	157314	CTC	PARKS PHONE & INTERNET	114.90	250-45140-320	PARK COMMUNICATION
Total CTC:				114.90		
MAGDALENE DERKSEN						
07/27/2026	157270	MAGDALENE DERKSEN	SAFETY TOWN	400.00	250-45140-308	PARK INSTRUCTORS PAY
Total MAGDALENE DERKSEN:				400.00		
MINNESOTA POWER						
07/27/2026	157275	MINNESOTA POWER	HOCKEY WARMING HOUSE	967.32	250-45140-380	PARK UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	HOCKEY RINK	12.09	250-45140-380	PARK UTILITY SERVICES
Total MINNESOTA POWER:				979.41		
NISSWA GARDEN CLUB INC						
07/27/2026	157281	NISSWA GARDEN CLUB INC	REIMB FOR PLANTS	173.61	250-45140-220	PARK REPAIR & MAINT SUPPLIES
Total NISSWA GARDEN CLUB INC:				173.61		
NISSWA HARDWARE LLC						
07/27/2026	157282	NISSWA HARDWARE LLC	TANK LEVER	16.99	250-45140-220	PARK REPAIR & MAINT SUPPLIES
07/28/2026	157322	NISSWA HARDWARE LLC	HOE, BATTERIES	44.98	250-45140-220	PARK REPAIR & MAINT SUPPLIES
Total NISSWA HARDWARE LLC:				61.97		
QUALITY FORKLIFT SALES AND SERVICES INC						
07/28/2026	157324	QUALITY EQUIPMENT	ZAMBONI PARTS	784.97	250-45140-220	PARK REPAIR & MAINT SUPPLIES
Total QUALITY FORKLIFT SALES AND SERVICES INC:				784.97		
SIGNSPOT						
07/27/2026	157292	SIGNSPOT	BANNERS	312.00	250-45140-220	PARK REPAIR & MAINT SUPPLIES
Total SIGNSPOT:				312.00		
TAHO SPORTSWEAR INC						
07/28/2026	157326	TAHO SPORTSWEAR INC	YOUTH SHIRTS	310.00	250-45140-210	PARK OPERATING SUPPLIES

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Total TAHO SPORTSWEAR INC:				310.00		
XTONA						
07/28/2026	157328	XTONA	IT SERVICES - PARKS	54.30	250-45140-320	PARK COMMUNICATION
Total XTONA:				54.30		
Total PARK & RECREATION:				3,191.16		

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SEWAGE COLLECTION AND DISPOSAL						
AMERICAN STEEL SUPPLY INC						
07/27/2026	157236	AMERICAN STEEL SUPPLY INC	STRAINER	690.00	602-49450-400	WW REPAIRS & MAINT - CONT
Total AMERICAN STEEL SUPPLY INC:				690.00		
CASELLE LLC						
07/27/2026	157241	CASELLE LLC	SEMI ANNUAL SUPPORT 7/1/27-12/31/27	1,530.00	602-49450-433	WW DUES & SUBSCRIPTIONS
Total CASELLE LLC:				1,530.00		
CROW WING COOPERATIVE POWER & LIGHT CO						
07/27/2026	157246	CROW WING COOPERATIVE POWER & LIGH	PINE TRAIL LIFT PUMP UTILITY	64.42	602-49450-380	WW UTILITY SERVICES
Total CROW WING COOPERATIVE POWER & LIGHT CO:				64.42		
CTC						
07/28/2026	157314	CTC	WW PHONE & INTERNET	96.21	602-49450-320	WW COMMUNICATION
Total CTC:				96.21		
DAKOTA SUPPLY GROUP						
07/28/2026	157315	DAKOTA SUPPLY GROUP	SADDLE	416.59	602-49450-220	WW REPAIR & MAINTENANCE SUPPLI
Total DAKOTA SUPPLY GROUP:				416.59		
DIAMOND INDUSTRIAL CLEANING EQUIPMENT						
07/27/2026	157248	DIAMOND INDUSTRIAL CLEANING EQUIPME	MONTHLY SERVICE CONTRACT	120.00	602-49450-400	WW REPAIRS & MAINT - CONT
Total DIAMOND INDUSTRIAL CLEANING EQUIPMENT:				120.00		
ELECTRIC PUMP INC						
07/27/2026	157249	ELECTRIC PUMP INC	PUSHBUTTON	152.10	602-49450-220	WW REPAIR & MAINTENANCE SUPPLI
Total ELECTRIC PUMP INC:				152.10		
FIRST SUPPLY BRAINERD						
07/27/2026	157251	FIRST SUPPLY LLC	VALVE BOX WITH COVER	117.94	602-49450-220	WW REPAIR & MAINTENANCE SUPPLI

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Total FIRST SUPPLY BRAINERD:				117.94		
GAMMELLO - PEARSON, PLLC						
07/28/2026	157318	GAMMELLO - PEARSON, PLLC	LIFT STATION #1	1,119.75	602-49450-300	WW PROFESSIONAL SERVICES
Total GAMMELLO - PEARSON, PLLC:				1,119.75		
GOPHER STATE ONE-CALL, INC						
07/27/2026	157257	GOPHER STATE ONE-CALL, INC	TICKETS	56.70	602-49450-437	WW OTHER
Total GOPHER STATE ONE-CALL, INC:				56.70		
JOHANNECK APPRAISALS						
07/27/2026	157264	JOHANNECK APPRAISALS	2026 LIFT STATION 1 - CTC APPRAISAL	7,000.00	602-49450-300	WW PROFESSIONAL SERVICES
Total JOHANNECK APPRAISALS:				7,000.00		
MAINTAIN X INC						
07/27/2026	157271	MAINTAIN X INC	PREMIUM PLAN JUNE 2026 - JAN 2027	546.33	602-49450-433	WW DUES & SUBSCRIPTIONS
Total MAINTAIN X INC:				546.33		
MINNESOTA POWER						
07/27/2026	157275	MINNESOTA POWER	LIFT PUMP #3	436.74	602-49450-380	WW UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	CROSSROADS LIFT PUMP	27.55	602-49450-380	WW UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	PINES LIFT PUMP	69.09	602-49450-380	WW UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	LIFT PUMP #1	263.29	602-49450-380	WW UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	LIFT PUMP #5	27.58	602-49450-380	WW UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	LIFT PUMP #4	43.05	602-49450-380	WW UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	LIFT PUMP #2	34.27	602-49450-380	WW UTILITY SERVICES
07/27/2026	157275	MINNESOTA POWER	24757 CHARMIN	4,026.51	602-49450-380	WW UTILITY SERVICES
Total MINNESOTA POWER:				4,928.08		
MN PUBLIC FACILITIES AUTHORITY						
07/28/2026	157321	MN PUBLIC FACILITIES AUTHORITY	2020 GO SEWER EXPANSION BOND	19,255.00	602-49450-611	WW DEBT SERVICE: BOND INTEREST
07/28/2026	157321	MN PUBLIC FACILITIES AUTHORITY	2020 GO SEWER EXPANSION BOND	160,000.00	602-49450-601	WW DEBT SERVICE: BOND PRINCIPA

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Total MN PUBLIC FACILITIES AUTHORITY:				179,255.00		
ULINE, INC						
07/27/2026	157301	ULINE, INC	GLOVES	198.39	602-49450-218	WW SAFETY GEAR
07/27/2026	157301	ULINE, INC	GLOVES	52.50	602-49450-218	WW SAFETY GEAR
Total ULINE, INC:				250.89		
USABLUEBOOK						
07/27/2026	157303	USABLUEBOOK	SMITH BLAIR SADDLE	244.82-	602-49450-220	WW REPAIR & MAINTENANCE SUPPLI
07/27/2026	157303	USABLUEBOOK	ATC PHASED MONITOR	188.61	602-49450-220	WW REPAIR & MAINTENANCE SUPPLI
07/27/2026	157303	USABLUEBOOK	SMITH BLAIR SADDLE	244.82	602-49450-220	WW REPAIR & MAINTENANCE SUPPLI
Total USABLUEBOOK:				188.61		
WIDSETH SMITH NOLTING AND ASSOCIATES INC						
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	WW LEAKING PONDS	102.50	602-49450-300	WW PROFESSIONAL SERVICES
Total WIDSETH SMITH NOLTING AND ASSOCIATES INC:				102.50		
XTONA						
07/28/2026	157328	XTONA	IT SERVICES - WW	51.30	602-49450-320	WW COMMUNICATION
Total XTONA:				51.30		
Total SEWAGE COLLECTION AND DISPOSAL:				196,686.42		

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SPIRITS OF NISSWA						
ARTISAN BEER COMPANY						
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	212.30	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	1,700.35	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	110.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	1,413.19	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	24.60	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	2,090.25	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	757.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	115.40	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	60.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	2,301.65	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	85.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157214	ARTISAN BEER COMPANY	SPIRITS	13.08-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total ARTISAN BEER COMPANY:				8,856.66		
BELLBOY CORPORATION						
07/23/2026	157215	BELLBOY CORPORATION	SPIRITS	341.50-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157215	BELLBOY CORPORATION	SPIRITS	1.65-	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157215	BELLBOY CORPORATION	SPIRITS	1,948.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157215	BELLBOY CORPORATION	SPIRITS	41.25	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157215	BELLBOY CORPORATION	SPIRITS	1,540.70	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157215	BELLBOY CORPORATION	SPIRITS	14.85	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157215	BELLBOY CORPORATION	SPIRITS	870.27	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157215	BELLBOY CORPORATION	SPIRITS	10.03	610-49750-330	SPIRITS TRANSPORTATION
Total BELLBOY CORPORATION:				4,081.95		
BERNICKS						
07/23/2026	157216	BERNICKS	SPIRITS	5,775.15	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	209.70	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	249.91	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	4.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	135.76-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	593.60	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	8,975.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	724.57	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	260.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	100.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE

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07/23/2026	157216	BERNICKS	SPIRITS	366.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	3,445.20	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	475.97	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	12,983.10	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	434.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	201.96	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157216	BERNICKS	SPIRITS	385.86	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total BERNICKS:				35,041.26		
BIG AXE BREWING COMPANY LLC						
07/23/2026	157217	BIG AXE BREWING COMPANY LLC	SPIRITS	518.37	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157217	BIG AXE BREWING COMPANY LLC	SPIRITS	926.40	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total BIG AXE BREWING COMPANY LLC:				1,444.77		
BLACF						
07/23/2026	157220	CENTRAL MN COMMUNITY FOUNDATIO	DONATION TO NISSWA ENRICHMENT FUND	330.00	610-49750-400	SPIRITS R & M CONTRACTUAL
Total BLACF:				330.00		
BREAKTHRU BEVERAGE MN WINE & SPIRITS						
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	5,404.98	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	52.90	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	128.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	1.15	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	114.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	3,832.12	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	39.10	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	454.60	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	13.33-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	.77-	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	20.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	1.15-	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	216.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	610.60	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	3,743.95	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	26.45	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	386.20	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	7,108.57	610-49750-250	SPIRITS MERCHANDISE FOR RESALE

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07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	119.22	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	76.12-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157218	BREAKTHRU BEVERAGE MN WINE & SPIRIT	SPIRITS	1.15-	610-49750-330	SPIRITS TRANSPORTATION
Total BREAKTHRU BEVERAGE MN WINE & SPIRITS:				21,465.32		
C & L DISTRIBUTING						
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	37,775.34	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	5.00	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	87.85	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	39.70-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	154.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	312.85	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	5.00	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	255.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	822.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	16,838.45	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	5.00	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	152.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	5.00	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	384.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	34,120.10	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	5.00	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	376.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	50.55-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	14,680.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	5.00	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	822.46	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	115.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	56.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157219	C & L DISTRIBUTING	SPIRITS	132.95-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total C & L DISTRIBUTING:				106,007.35		
CTC						
07/28/2026	157314	CTC	SPIRIT PHONES & INTERNET	106.65	610-49750-320	SPIRITS COMMUNICATION
Total CTC:				106.65		

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D & D BEVERAGE LLC						
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	19,096.93	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	130.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	7,423.25	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	10.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	235.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	1,511.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	8,181.15	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	9,108.75	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	20,011.15	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	16,058.35	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	1,435.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	379.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	9,321.75	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	194.40	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	52.20	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	9,510.75	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	18.76-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	277.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157221	D & D BEVERAGE LLC	SPIRITS	56.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total D & D BEVERAGE LLC:				102,307.42		
DRASTIC MEASURES BREWING LLC						
07/23/2026	157222	DRASTIC BREWING LLC	SPIRITS	372.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total DRASTIC MEASURES BREWING LLC:				372.00		
GAMMELLO - PEARSON, PLLC						
07/27/2026	157255	GAMMELLO - PEARSON, PLLC	SPIRITS EXPANSION	288.00	610-49750-300	SPIRITS PROFESSIONAL SERVICES
Total GAMMELLO - PEARSON, PLLC:				288.00		
GOODIN COMPANY						
07/27/2026	157256	GOODIN COMPANY	CADET PRESS ASSIST TANK/EL UNIV/SEAT W/COV	484.29	610-49750-220	SPIRITS REPAIR & MAINT. SUPPLY
Total GOODIN COMPANY:				484.29		
GRANITE CITY JOBBING CO INC						
07/27/2026	157258	GRANITE CITY JOBBING CO INC	CIGS SPIRITS	771.78	610-49750-250	SPIRITS MERCHANDISE FOR RESALE

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07/27/2026	157258	GRANITE CITY JOBBING CO INC	TOBACCO/CIGARS SPIRITS	348.35	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	CONFECTIONS SPIRITS	17.94	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	VTM MERCHANDISE - SPIRIT	183.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	PAPER SUPPLIES SPIRITS	234.16	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	BEVERAGES FOUNTAIN SPIRITS	28.98	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	SHIPPING SPIRITS	10.00	610-49750-330	SPIRITS TRANSPORTATION
07/27/2026	157258	GRANITE CITY JOBBING CO INC	CIGS SPIRITS	1,722.86	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	TOBACCO/CIGARS SPIRITS	408.25	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	VTM MERCHANDISE - SPIRIT	166.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	PAPER SUPPLIES SPIRITS	141.17	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	GM HBC SPIRITS	51.12	610-49750-210	SPIRITS OPERATING SUPPLIES
07/27/2026	157258	GRANITE CITY JOBBING CO INC	BEVERAGES FOUNTAIN SPIRITS	118.01	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	GROCERY SPIRITS	16.14	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157258	GRANITE CITY JOBBING CO INC	SHIPPING SPIRITS	10.00	610-49750-330	SPIRITS TRANSPORTATION
Total GRANITE CITY JOBBING CO INC:				4,227.76		
INBOUND BREWCO						
07/23/2026	157223	INBOUND BREWCO	SPIRITS	835.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total INBOUND BREWCO:				835.00		
INNOVATIVE OFFICE SOLUTIONS LLC						
07/27/2026	157261	INNOVATIVE OFFICE SOLUTIONS LLC	SPIRITS SUPPIES	59.17	610-49750-200	SPIRITS OFFICE SUPPLIES
Total INNOVATIVE OFFICE SOLUTIONS LLC:				59.17		
JOHNSON BROTHERS LIQUOR COMPANY INC						
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	610.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	14.00	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	224.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	13.56	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	2,601.38	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	60.28	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	6,329.23	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	157.34	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	678.86	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	6.78	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	462.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	27.12	610-49750-330	SPIRITS TRANSPORTATION

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07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	6,663.46	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	121.29	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	15,322.07	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	275.03	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	384.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	9.04	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	2,006.60	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	24.86	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	455.28	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	15.82	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	649.98	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	4.52	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	327.60	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	7.78	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	3,975.66	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	90.97	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	23,036.81	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	389.10	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	192.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	4.52	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	1,988.65	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	18.08	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	79.08-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157224	JOHNSON BROTHERS LIQUOR COMPANY IN	SPIRITS	2.26-	610-49750-330	SPIRITS TRANSPORTATION
Total JOHNSON BROTHERS LIQUOR COMPANY INC:				67,066.83		
KA MECHANICAL						
07/21/2026	157213	KA MECHANICAL	COOLER REPAIR	2,939.11	610-49750-400	SPIRITS R & M CONTRACTUAL
Total KA MECHANICAL:				2,939.11		
KLOCKOW BREWING COMPANY INC						
07/23/2026	157225	KLOCKOW BREWING COMPANY INC	SPIRITS	354.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total KLOCKOW BREWING COMPANY INC:				354.00		
MINNESOTA MUNICIPAL BEVERAGE ASSOCATION						
07/28/2026	157319	MINNESOTA MUNICIPAL BEVERAGE ASSOC	ANNUAL DUES - SPIRITS	3,700.00	610-49750-433	SPIRITS DUES & SUBSCRIPTIONS

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Total MINNESOTA MUNICIPAL BEVERAGE ASSOCATION:				3,700.00		
MINNESOTA POWER						
07/27/2026	157275	MINNESOTA POWER	23962 SMILEY LIQUOR STORE	2,157.35	610-49750-380	SPIRITS UTILITY SERVICES
Total MINNESOTA POWER:				2,157.35		
OXFORD STREET MERCHANTS						
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	4,518.36	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	45.39	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	225.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	5.28	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	3,450.69	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	45.20	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	240.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	4.52	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	2,486.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	29.38	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	1,110.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157226	OXFORD STREET MERCHANTS	SPIRITS	6.78	610-49750-330	SPIRITS TRANSPORTATION
Total OXFORD STREET MERCHANTS:				12,166.60		
PAUSTIS WINE COMPANY						
07/23/2026	157227	PAUSTIS WINE COMPANY	SPIRITS	3,416.67	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157227	PAUSTIS WINE COMPANY	SPIRITS	56.00	610-49750-330	SPIRITS TRANSPORTATION
Total PAUSTIS WINE COMPANY:				3,472.67		
PHILLIPS WINE & SPIRITS						
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	223.44	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	13.56	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	1,139.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	42.94	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	1,057.83	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	25.80	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	128.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	2.26	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	94.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	4.52	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	1,078.15	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	64.03	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	4,543.75	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	144.64	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	3,049.65	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	79.10	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	2.26	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	241.20	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	6.78	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	155.75	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	13.56	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	1,072.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	48.59	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	447.77	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	8.29	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	253.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	4.52	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	607.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	11.30	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	281.87	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	24.86	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	4,189.35	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	117.52	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	932.70	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	38.42	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	60.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	2.26	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	109.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157228	PHILLIPS WINE & SPIRITS	SPIRITS	2.26	610-49750-330	SPIRITS TRANSPORTATION
Total PHILLIPS WINE & SPIRITS:				20,321.93		
SCHAEFERS FOODS						
07/28/2026	157325	SCHAEFERS FOODS	LIMES LEMONS SPIRITS	372.48	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total SCHAEFERS FOODS:				372.48		
SCHAEFERS OF NISSWA LIMITED						
07/09/2026	157207	SCHAEFERS OF NISSWA LIMITED	2022 RENT	8,923.40	610-49750-410	SPIRITS RENTALS

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
Total SCHAEFERS OF NISSWA LIMITED:				8,923.40		
SOUTHERN GLAZER'S WINE AND SPI, LLC						
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	5,976.62	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	106.05	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	8,589.61	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	117.11	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	1,080.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	9.90	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	201.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	2.25	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	206.95	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	1.80	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	7.20	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	11,702.39	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	167.85	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	9,476.44	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	109.43	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	63.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	150.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	5,541.20	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	82.05	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	730.99	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	9.30	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	10,178.40	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	163.73	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	3.60	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	1.80	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	1,200.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	23.40	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	331.38	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	5.70	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	2,146.34	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	24.30	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	944.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	19.80	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	2,281.25	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	54.00	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	2,278.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	57.75	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	170.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	1.80	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	10,597.86	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	118.05	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	270.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	10.80	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157229	SOUTHERN GLAZER'S WINE AND SPI, LLC	SPIRITS	160.00-	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total SOUTHERN GLAZER'S WINE AND SPI, LLC:				74,627.60		
SUMMER LAKES BEVERAGE LLC						
07/23/2026	157230	SUMMER LAKES BEVERAGE LLC	SPIRITS	2,277.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total SUMMER LAKES BEVERAGE LLC:				2,277.00		
TAPES PLUS ADVERTISING						
07/27/2026	157294	TAPES PLUS ADVERTISING	RECEIPT ADS	240.00	610-49750-340	SPIRITS ADVERTISING
Total TAPES PLUS ADVERTISING:				240.00		
THE HOME CITY ICE COMPANY						
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	53.60	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	461.85	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	691.35	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	484.30	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	330.05	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	334.45	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	54.70	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	781.85	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	377.90	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	883.25	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	853.40	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	358.90	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	221.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	87.05	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	219.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157297	THE HOME CITY ICE COMPANY	ICE SPIRITS	197.65	610-49750-250	SPIRITS MERCHANDISE FOR RESALE

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
Total THE HOME CITY ICE COMPANY:				6,390.80		
THE WINE COMPANY						
07/23/2026	157231	THE WINE COMPANY	SPIRITS	923.50	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157231	THE WINE COMPANY	SPIRITS	38.85	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157231	THE WINE COMPANY	SPIRITS	2,708.65	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157231	THE WINE COMPANY	SPIRITS	94.70	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157231	THE WINE COMPANY	SPIRITS	913.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157231	THE WINE COMPANY	SPIRITS	38.55	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157231	THE WINE COMPANY	SPIRITS	20.15	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157231	THE WINE COMPANY	SPIRITS	296.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total THE WINE COMPANY:				5,033.40		
VIKING COCA COLA BOTTLING CO.						
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	SPIRITS POP	295.70	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	SPIRITS POP	662.70	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	SPIRITS POP	449.75	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/27/2026	157306	VIKING COCA COLA BOTTLING CO.	SPIRITS POP	580.20	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
Total VIKING COCA COLA BOTTLING CO.:				1,988.35		
VINOCOPIA INC						
07/23/2026	157232	VINOCOPIA INC	SPIRITS	120.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157232	VINOCOPIA INC	SPIRITS	944.09	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157232	VINOCOPIA INC	SPIRITS	16.00	610-49750-330	SPIRITS TRANSPORTATION
Total VINOCOPIA INC:				1,080.09		
WASTE PARTNERS INC						
07/28/2026	157327	WASTE PARTNERS INC	GARBAGE - SPIRITS	223.37	610-49750-210	SPIRITS OPERATING SUPPLIES
Total WASTE PARTNERS INC:				223.37		
WIDSETH SMITH NOLTING AND ASSOCIATES INC						
07/27/2026	157308	WIDSETH SMITH NOLTING AND ASSOCIATE	SCHAEFERS/SPIRITS PARKING LOT DISCUSSION	820.00	610-49750-300	SPIRITS PROFESSIONAL SERVICES
Total WIDSETH SMITH NOLTING AND ASSOCIATES INC:				820.00		

Check Date	Check No	Payee	Description	Amount	GL Account	GL Account Title
WINEBOW INC						
07/23/2026	157233	WINEBOW INC	SPIRITS	417.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157233	WINEBOW INC	SPIRITS	10.00	610-49750-330	SPIRITS TRANSPORTATION
07/23/2026	157233	WINEBOW INC	SPIRITS	567.00	610-49750-250	SPIRITS MERCHANDISE FOR RESALE
07/23/2026	157233	WINEBOW INC	SPIRITS	12.00	610-49750-330	SPIRITS TRANSPORTATION
Total WINEBOW INC:				1,006.00		
XTONA						
07/28/2026	157328	XTONA	IT SERVICES - SPIRITS	304.55	610-49750-300	SPIRITS PROFESSIONAL SERVICES
07/28/2026	157328	XTONA	IT SERVICES - SPIRITS	450.00	610-49750-300	SPIRITS PROFESSIONAL SERVICES
07/28/2026	157328	XTONA	IT SERVICES - PZ	51.30	610-49750-300	SPIRITS PROFESSIONAL SERVICES
Total XTONA:				805.85		
Total SPIRITS OF NISSWA:				501,874.43		
Grand Totals:				1,679,651.22		

Dated: _____

Mayor: _____

City Council: _____

_____

CITY OF NISSWA
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION NO. 26-__

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
Brainerd Jaycees – Run for the Lake

Amount/Property
$1,000.00 Fire Department

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 August 18, 2026.

Attest: Approved:

Maggi Wentler,
Interim City Administrator/Treasurer

Jennifer Carnahan, Mayor

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
Anonymous	$200.00

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.

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Adopted by the City Council of the City of Nisswa on August 18, 2026.

Approved:

_____
Jennifer Carnahan, Mayor

Attest:

_____
Maggi Wentler, Interim City Administrator

CITY OF NISSWA
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION NO. 26-__

RESOLUTION ACCEPTING DONATIONS

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

Name of Donor
A&W

Amount/Property
$1285.00 for Police Department needs

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.

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Adopted by the City Council of the City of Nisswa on August 18, 2026.

Attest: Approved:

_____ _____
Maggi Wentler, Interim City Administrator Jennifer Carnahan, Mayor

CITY OF NISSWA
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION NO. 26-__

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
A&W

Amount/Property
$100.00 for Police Department needs

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 August 18, 2026.

Attest: Approved:

_____ _____
Maggi Wentler, Interim City Administrator Jennifer Carnahan, Mayor

CITY OF NISSWA
COUNTY OF CROW WING
STATE OF MINNESOTA

RESOLUTION NO. 26-__

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
Barbara Scrimgeour

Amount/Property
$1000 for Police Department needs
$1000 for Fire Department needs

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 August 18, 2026.

Attest: Approved:

_____ _____
Maggi Wentler, Interim City Administrator Jennifer Carnahan, Mayor

CITY OF NISSWA

CITY STREET USE PERMIT APPLICATION

INSTRUCTIONS: Fill out this form completely, sign it and include all required attachments – Certificate of Insurance, and Event/Street Use diagram. If additional space is needed, attach additional sheets. Use of a city street is limited to 10 days per calendar year per property address or business. Submit to the City Clerk, 5442 City Hall Street, Nisswa, MN 56468 or maggi@cityofnisswa.gov at least 30 business days prior to the date of the event along with the **$25 permit fee**. You will be notified by email once the application is approved.

1. **Describe purpose or event and how the City Street will be used:**

3 tent, 2 tables in parking spaces

Location address: 25464 Main St. Nisswa, MN 56468

Date(s): Aug 13/14, 15th - Set T is Aug 13th

Event Starting Time: 8:00 AM Event Ending Time: 6:30 pm

Set-up Start Date and Time: Set T is Aug 13th

Dismantle by Date and Time: Saturday 5pm Aug 15th

Anticipated Number of Participants and/or Spectators: unknown - 1st time

If there is a fee or donation required as a condition of attendance, please describe:

No

2. Application Information:

Name: Sue Thorson Title: Owner - CEO

Address: _____ Phone: _____

Cell: _____ E-Mail: _____

Business Name: Corner Hub Boutique

Are you the property owner? Yes ✓ No _____

Are you an authorized applicant for this business? Yes ✓ No _____

Will this person have authority to cancel or modify event plans? Yes ✓ No _____

Will this person be present at the event and in charge of the event at all times? Yes ✓

If no, provide contact information for the person who will be the responsible party:

Name: _____ Title: _____

Address: _____ Phone: _____

Cell: _____ E-Mail: _____

3. Entertainment:

Describe entertainment plans. If there will be music, sound amplification or any other noise impact, please describe including the intended hours.

Crazy Days - 3 tents, 2 tables
Open at 8AM -

4. Sanitation/Drinking Water:

Describe the toilet and handwashing facilities present on the site (type, number and location) as well as temporary/portable facilities to be provided. Describe the source of drinking water.

No public bathrooms

5. Parking and Traffic Control:
Describe the location and number of parking spaces available or being utilized. Describe arrangements that have been made for traffic control.

Tents will be in front parking spots

6. Emergency/Medical Services:
Describe measures that will be taken to ensure emergency vehicle access (police, fire, ambulance) to the event area.

Keep roadway open/clear

7. Security/Crowd Management:
Describe your proposed procedures and staffing for the event operations and crowd control.

About 10 staff working event.

8. Trash/Recycling Event Clean-Up:
Describe the number, type and location of trash/recycling containers to be provided. What provisions have been made for clean-up of the site and surrounding area after the event?

We will take care of our own garbage.

Name of trash/recycling hauler: _____

9. Noise:
Describe expected type, duration and timing of any noise sources. Describe measures to be taken to ensure compliance with city noise ordinance.

No noise

10. Food and Beverages:
Will alcoholic beverages be served? Yes ____ No X

If yes, describe the type of beverages and the status of the temporary liquor license (must be approved by both the City and the State - Department of Public Safety).

Will food and/or non-alcoholic beverages be served? Yes____ No X

If yes, describe what will be served and any plans for cooking food in the event area, including fuel source to be used.

11. Other Information:
Describe any other information that is relevant and how you intend to regulate and monitor these items.

We moved in a week ago, excited to be here !!

12. Adjacent Property Owner Acknowledgement:
The City will inform all immediately adjacent property owners of this request upon approval. Provide contact information for each immediately adjacent property owner (name and email):

Kelsey Bean – Choc. OK

13. Diagram of City Street to be used:
Applicant must attach a basic diagram outlining the City Street area to be used.

14. Insurance Requirements:
A certificate of insurance must be filed with the city prior to issuance of the City Street Use Permit. The certificate of insurance must name the city, its officials, employees and agents as additional insureds in the description section. Insurance coverage must be maintained for the duration of the City Street Use.

Insurance coverage must be a commercial general liability policy with coverage limits as outlined below. If alcoholic beverages are to be sold or distributed at the Special Event, the policy must also include an endorsement for liquor liability. The city may require additional endorsements depending upon the type of Special Event and the proposed activities.

Liquor Liability	$1,000,000 per occurrence
Comprehensive Liability	$1,000,000 property damage per occurrence $2,000,000 general aggregate $2,000,000 Products – Completed Operations Aggregate $100,000 fire legal liability each occurrence $5,000 medical expenses

I hereby affirm that the statements contained herein are true and correct to the best of my knowledge. I am duly authorized to make such agreements on behalf of the persons or organization sponsoring this request for City Street Use. I agree to pay all fees and meet all other requirements as outlined in the City of Nisswa City Code. I also agree that the City may terminate this application at any time and I will remove all personal property within 24 hours of receiving notice from the City.

APPLICANT SIGNATURE

8/7/26
DATE

CITY OF NISSWA
CITY STREET USE PERMIT APPLICATION
FOR OFFICE USE ONLY

Name of Event: _____

Date of Event: _____

Comments and/or Conditions:

_____

_____

_____

_____

_____

_____

_____

Approved by: **Dated:** _____

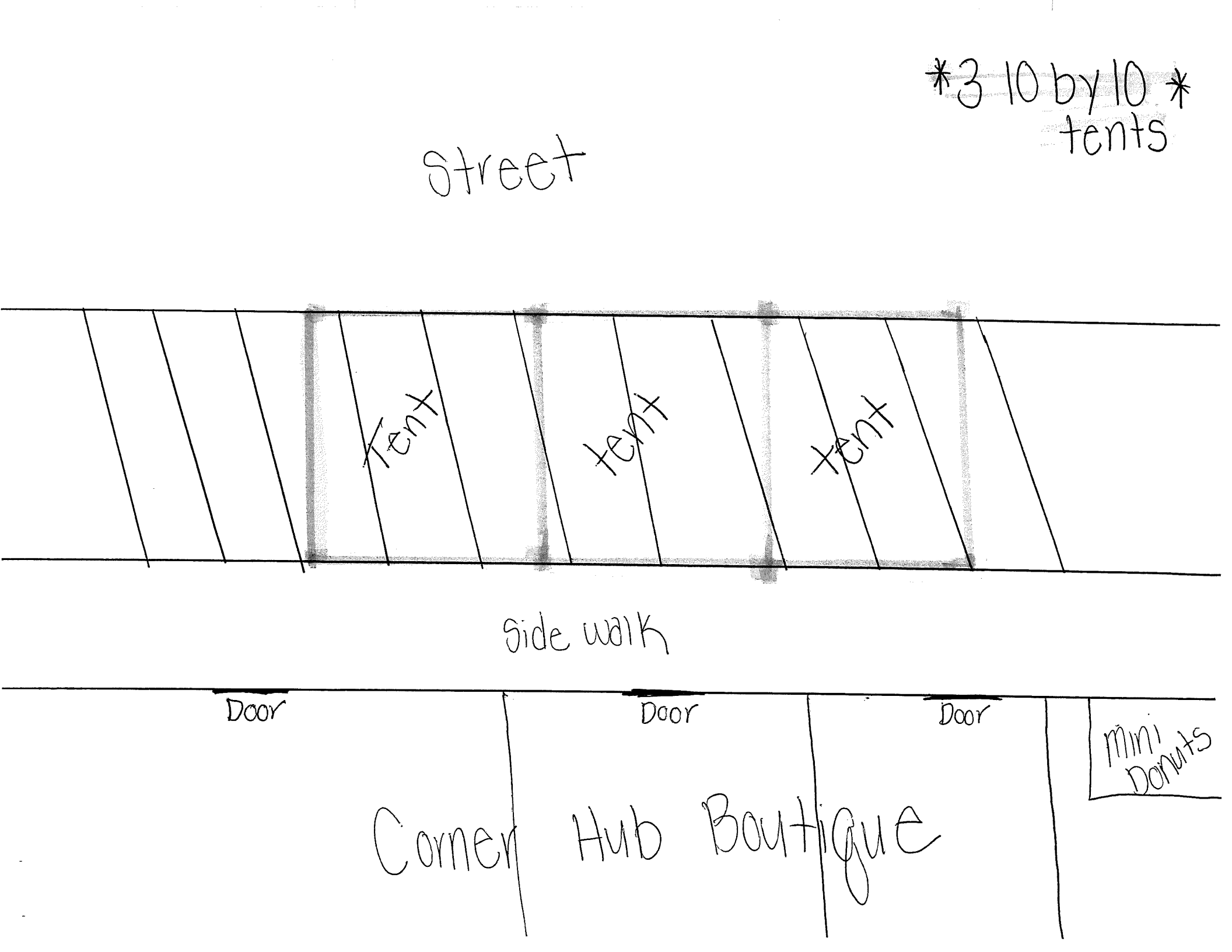
_____
City Clerk

_____
Police Chief

_____
Fire Chief (if applicable)

_____
Public Works Director

*3 10 by 10 *
tents



CITY OF NISSWA

CITY STREET USE PERMIT APPLICATION

INSTRUCTIONS: Fill out this form completely, sign it and include all required attachments – Certificate of Insurance, and Event/Street Use diagram. If additional space is needed, attach additional sheets. Use of a city street is limited to 10 days per calendar year per property address or business. Submit to the City Clerk, 5442 City Hall Street, Nisswa, MN 56468 or maggi@cityofnisswa.gov at least 30 business days prior to the date of the event along with the **$25 permit fee**. You will be notified by email once the application is approved.

1. Describe purpose or event and how the City Street will be used:

YEARLY CRAZY DAYS

SALE OF CLOTHING IN TENT

Location address: 25430 MAIN STREET, NISSWA

Date(s): AUG - 14 & 15 / 2026

Event Starting Time: 07am Event Ending Time: 06pm

Set-up Start Date and Time: 08/13/26 2pm

Dismantle by Date and Time: 08/15/26 06pm

Anticipated Number of Participants and/or Spectators: _____

If there is a fee or donation required as a condition of attendance, please describe:

_____

2. Application Information:

Name: BRACHA NAOR Title: OWNER

Address: [redacted] Phone: [redacted]

Cell: _____ E-Mail: [redacted]

Business Name: B's Factory outlet

Are you the property owner? Yes _____ (No)

Are you an authorized applicant for this business? (Yes) _____ No _____

Will this person have authority to cancel or modify event plans? (Yes) _____ No _____

Will this person be present at the event and in charge of the event at all times? (Yes) _____

If no, provide contact information for the person who will be the responsible party:

Name: _____ Title: _____

Address: _____ Phone: _____

Cell: _____ E-Mail: _____

3. Entertainment:

Describe entertainment plans. If there will be music, sound amplification or any other noise impact, please describe including the intended hours.

4. Sanitation/Drinking Water:

Describe the toilet and handwashing facilities present on the site (type, number and location) as well as temporary/portable facilities to be provided. Describe the source of drinking water.

5. Parking and Traffic Control:
Describe the location and number of parking spaces available or being utilized. Describe arrangements that have been made for traffic control.

6. Emergency/Medical Services:
Describe measures that will be taken to ensure emergency vehicle access (police, fire, ambulance) to the event area.

7. Security/Crowd Management:
Describe your proposed procedures and staffing for the event operations and crowd control.

8. Trash/Recycling Event Clean-Up:
Describe the number, type and location of trash/recycling containers to be provided. What provisions have been made for clean-up of the site and surrounding area after the event?

I' COMMIT TO CLEAN MY AREA

Name of trash/recycling hauler: _____

9. Noise:
Describe expected type, duration and timing of any noise sources. Describe measures to be taken to ensure compliance with city noise ordinance.

10. Food and Beverages:
Will alcoholic beverages be served? Yes ____ No ____

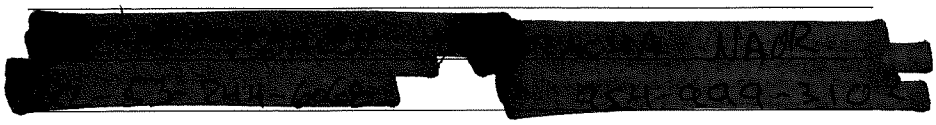
If yes, describe the type of beverages and the status of the temporary liquor license (must be approved by both the City and the State - Department of Public Safety).

Will food and/or non-alcoholic beverages be served? Yes____ No ____

If yes, describe what will be served and any plans for cooking food in the event area, including fuel source to be used.

11. Other Information:
Describe any other information that is relevant and how you intend to regulate and monitor these items.

12. Adjacent Property Owner Acknowledgement:
The City will inform all immediately adjacent property owners of this request upon approval. Provide contact information for each immediately adjacent property owner (name and email):



13. Diagram of City Street to be used:
Applicant must attach a basic diagram outlining the City Street area to be used.

14. Insurance Requirements:
A certificate of insurance must be filed with the city prior to issuance of the City Street Use Permit. The certificate of insurance must name the city, its officials, employees and agents as additional insureds in the description section. Insurance coverage must be maintained for the duration of the City Street Use.

Insurance coverage must be a commercial general liability policy with coverage limits as outlined below. If alcoholic beverages are to be sold or distributed at the Special Event, the policy must also include an endorsement for liquor liability. The city may require additional endorsements depending upon the type of Special Event and the proposed activities.

Liquor Liability	$1,000,000 per occurrence
Comprehensive Liability	$1,000,000 property damage per occurrence $2,000,000 general aggregate $2,000,000 Products – Completed Operations Aggregate $100,000 fire legal liability each occurrence $5,000 medical expenses

I hereby affirm that the statements contained herein are true and correct to the best of my knowledge. I am duly authorized to make such agreements on behalf of the persons or organization sponsoring this request for City Street Use. I agree to pay all fees and meet all other requirements as outlined in the City of Nisswa City Code. I also agree that the City may terminate this application at any time and I will remove all personal property within 24 hours of receiving notice from the City.

APPLICANT SIGNATURE

AUG-12-2026
DATE

CITY OF NISSWA
CITY STREET USE PERMIT APPLICATION
FOR OFFICE USE ONLY

Name of Event: _____

Date of Event: _____

Comments and/or Conditions:

_____

_____

_____

_____

_____

_____

_____

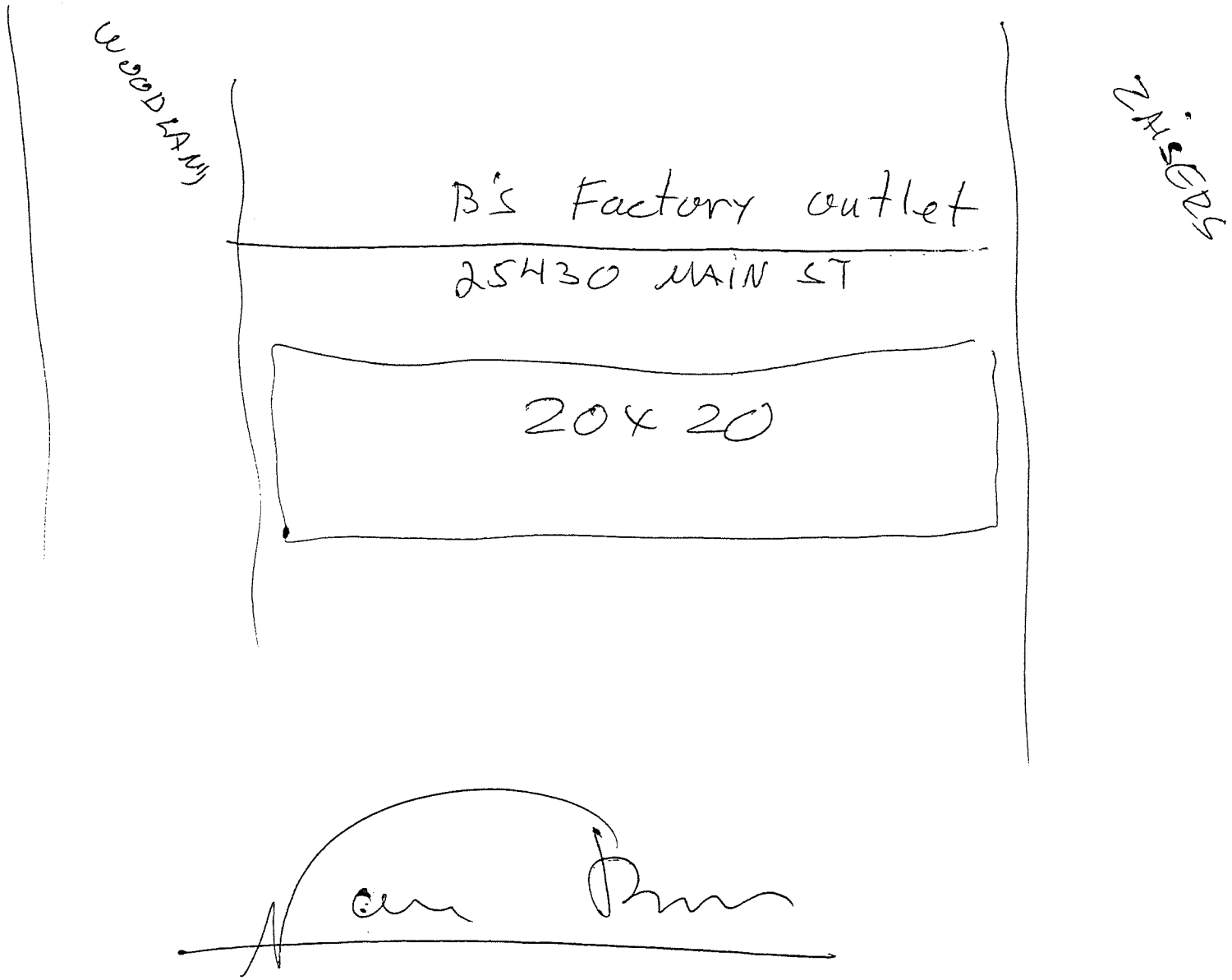
Approved by: **Dated:** _____

Megan Wenner
City Clerk

_____
Police Chief

_____
Fire Chief (if applicable)

_____
Public Works Director



BRACHA NAOR 08/13/26

CITY OF NISSWA

CITY STREET USE PERMIT APPLICATION

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1. Describe purpose or event and how the City Street will be used: Crazy days

Location address: 25445 Main Street

Date(s): Aug 13(set-up) 14 & 15

Event Starting Time: Event Ending Time: 8 am - 6pm

Set-up Start Date and Time: on the 13th

Dismantle by Date and Time: Saturday evening after crazy days

Anticipated Number of Participants and/or Spectators: Typical crazy days projections

If there is a fee or donation required as a condition of attendance, please describe: No

2. Application Information:

Name: Title: Emily KISA - owner

Address [redacted]

Cell: [redacted]

Business Name: KISA

Are you the property owner? No

Are you an authorized applicant for this business? Yes

Will this person have authority to cancel or modify event plans? Yes

Will this person be present at the event and in charge of the event at all times? Yes

If no, provide contact information for the person who will be the responsible

party: Name: Title:

Address: Phone:

Cell: E-Mail:

3. Entertainment:
Describe entertainment plans. If there will be music, sound amplification or any other noise impact, please describe including the intended hours. NO MUSIC

4. Sanitation/Drinking Water:
Describe the toilet and handwashing facilities present on the site (type, number and location) as well as temporary/portable facilities to be provided. Describe the source of drinking water.
NISSWA CHAMBER BATHROOMS

5. Parking and Traffic Control:
Describe the location and number of parking spaces available or being utilized. Describe arrangements that have been made for traffic control. 3-4 spots in front of our building

6. Emergency/Medical Services:
Describe measures that will be taken to ensure emergency vehicle access (police, fire, ambulance) to the event area. Street is clear we just use parking spots

7. Security/Crowd Management:
Describe your proposed procedures and staffing for the event operations and crowd control. Traditional tent shopping for crazy days

8. Trash/Recycling Event Clean-Up:
Describe the number, type and location of trash/recycling containers to be provided. What provisions have been made for clean-up of the site and surrounding area after the event?

Name of trash/recycling hauler: Nothing excessive is needed for trash removal

9. Noise:
Describe expected type, duration and timing of any noise sources. Describe measures to be taken to ensure compliance with city noise ordinance. NO MUSIC

10. Food and Beverages:
Will alcoholic beverages be served? No

If yes, describe the type of beverages and the status of the temporary liquor license (must be approved by both the City and the State - Department of Public Safety).

Will food and/or non-alcoholic beverages be served? No

If yes, describe what will be served and any plans for cooking food in the event area, including fuel source to be used.

11. Other Information:
Describe any other information that is relevant and how you intend to regulate and monitor these items.

12. Adjacent Property Owner Acknowledgement:
The City will inform all immediately adjacent property owners of this request upon approval. Provide contact information for each immediately adjacent property owner (name and email):

_____

_____MArtin's is doing the same thing!_____

_____

13. Diagram of City Street to be used:
Applicant must attach a basic diagram outlining the City Street area to be used. Just the 3-4 parking spots in front of building (street will be clear)

14. Insurance Requirements:
A certificate of insurance must be filed with the city prior to issuance of the City Street Use Permit. The certificate of insurance must name the city, its officials, employees and agents as additional insureds in the description section. Insurance coverage must be maintained for the duration of the City Street Use.

Insurance coverage must be a commercial general liability policy with coverage limits as outlined below. If alcoholic beverages are to be sold or distributed at the Special Event, the policy must also include an endorsement for liquor liability. The city may require additional endorsements depending upon the type of Special Event and the proposed activities.

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I hereby affirm that the statements contained herein are true and correct to the best of my knowledge. I am duly authorized to make such agreements on behalf of the persons or organization sponsoring this request for City Street Use. I agree to pay all fees and meet all other requirements as outlined in the City of Nisswa City Code. I also agree that the City may terminate this application at any time and I will remove all personal property within 24 hours of receiving notice from the City.

APPLICANT SIGNATURE Emily Johnson Kisa DATE 8/11/2026

CITY OF NISSWA
CITY STREET USE PERMIT APPLICATION
FOR OFFICE USE ONLY

Name of Event: _____

Date of Event: _____

Comments and/or Conditions:

_____

_____

_____

_____

_____

_____

_____

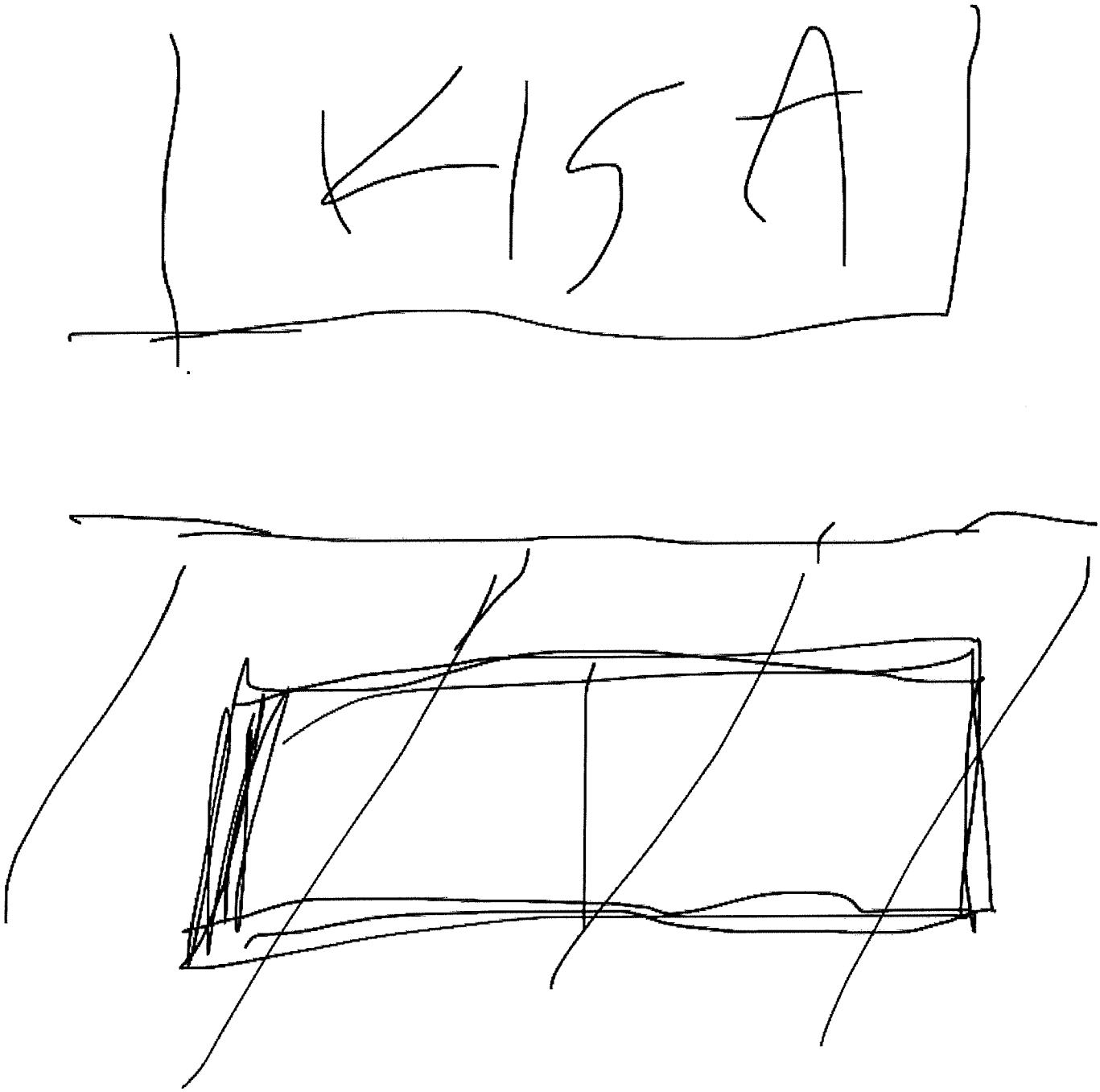
Approved by: **Dated:** _____

_____
City Clerk

_____
Police Chief

_____
Fire Chief (if applicable)

_____
Public Works Director


LISA
STREET

CITY OF NISSWA

To: City Council

Prepared by: Terry Wallin

Date:8/10/26

Item: Bar Stools

Action Requested: I need a motion and a second to approve payment

Background: I have a bid for new bar stools from East Coast chair and barstool. The amount is $21,490.75. This will be for 85 stools at a price of $239.95 a piece.

Budget Impact: This amount will come out of my CIP so no effect on budget.

Attachments:

Quote from East Coast Chair & Barstool & Gitchi Gaming Inc.

EAST COAST
CHAIR & BARSTOOL

LRK SEATING PRODUCTS
15763 NW 16th Ct.
Miami, FL 33169
(800) 986-5352

Bill to:
Jen Peterson
Ye Old Pickle Factory
25532 Main St
Nisswa, Minnesota, 56468
United States
T: Terry 218-839-1579

Ship to:
Jen Peterson
Ye Old Pickle Factory
25532 Main St
Nisswa, Minnesota, 56468
United States
T: Terry 218-839-1579
pickle@cityofnisswa.gov

Quote Proposal# QN1000002372
Date of Proposal: Jul 23, 2026
Proposal Valid Until: Aug 23, 2026

Image	Product name	SKU	Price	Tax	Qty	Total
	**Top Shelf Collection Gladiator 825 Modern Bucket Bar Stool on Large Black Frame with Choice of 3 Vinyl Colors** *CHOOSE A VINYL: Black*	G-825-900-BLK	**$239.95**	**0.000%**	**85**	**$20,395.75**

Quote Remarks:
Lead time: 4-6 weeks
Shipping: Direct trailer, no liftgate or palletized. You will need a crew to help unload upon delivery

Subtotal:	**$20,395.75**
Freight:	**$1,095.00**
Tax:	**$0.00**
Grand Total:	**$21,490.75**

We trust that you will find our quote satisfactory and look forward to working with you. Please contact us should you have any questions at all

Gitchi Gaming, Inc.

905 Dexter Street North, P.O. Box 335, Prescott, WI 54021
Ph. 715.262.8900

QUOTATION

February 10, 2026 jenpeterson24@hotmail.com

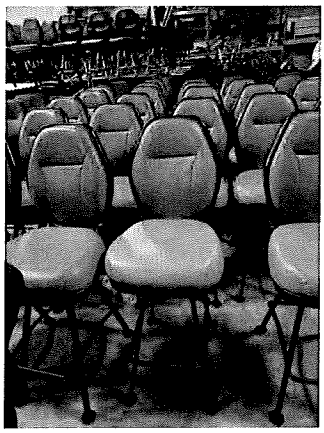
==========

Jen Peterson CELL 218.820.0336
YE OLD PICKLE FACTORY
5442 City Hall Street
Nisswa, MN 56468

==========

We are pleased to quote your "Bar Stool" needs as follows:

Qty.	Description	Each	Extended
80	**Used Barstools on new frames** • 30" Seat Height • Used Brown Vinyl Seat head • New 4-legged Understructure • New swivel and glides	**$275.00**	**$22,000.00**



Taxes: 6.875% Included
Delivery: Included
Terms: 50% down, net 30 days

Respectfully,
Greg John

We appreciate this opportunity

CITY OF NISSWA

To:	**City Council**
Prepared by:	**Steven Timblin, City Planner**
Date:	**June 16, 2026**
Item:	**Roys Landing – Future road connection adjustment**

Action Requested: Jethro Carpenter has submitted application for boundary line adjustment between two lots within the plat of Roys Landing. This application was reviewed by the PCBOA, who is recommending approval to the City Council, contingent on approval to release/relocate an easement held by the City for a potential future road connection. Staff recommending authorization to City Attorney & City Planner to execute these changes with the applicant.

Background:
The plat of Roys Landing contains two blocks, between which there was an easement granted to the City of Nisswa to facilitate connection of Roy Ln to Bass Lake Road if the City desired in the future. Last year, the City redetermined the topographic divide within this plat, and the applicant has now proposed adjustment of the mutual boundary between Lot 2, Block 1 and Lot 1, Block 2 as depicted in their submission documents. They are also proposing to release/relocate a portion the easement area along this boundary in the same process, which has received recommendations from the City Engineer and the PCBOA, with contingencies recommended as follows:

1. Except as amended by these conditions, the division of land shall be in substantial conformance with the approved subdivision, site plan and elevations that govern the general location of lots. Any changes will require amended approval by the Planning Commission.
2. The proposed City Road Easement Exhibit dated 04/05/2026 must receive approval from City Council and meet the approval of the City Attorney. Failure to receive approval from City Council/City Attorney to release/relocate the interest in a possible future roadway to this location shall render this approval null and void.
3. Improvements made within the proposed City Road Easement Exhibit dated 04/05/2026, such as a trail for alternative access purposes to lots within Block 2, Roys Landing, shall be the responsibility of the homeowner's association for maintenance/relocation in perpetuity. In the event that the City utilizes its roadway easement outlined in condition #2, the trail relocation (if deemed necessary by the City Engineer) must meet the satisfaction of the City Engineer, and such relocation shall occur at the expense of the homeowner's association.
4. Prior to submitting recording documents to the County, the applicant shall submit these documents to the City for sign-off.

Budget Impact: N/A

Attachments: PCBOA Packet materials

STAFF REPORT

Agenda Item: **8b**

Application: **Metes and Bounds Lot Line Adjustment Application 013-26**

Owner: **Northstar Land Company, LLC**

Applicant: **Jethro Carpenter**

PROPERTY INFORMATION:

PID:	28100729 & 28100730
Acres:	8.2 acres
Zoning:	Shoreland Residential (SR)
Physical Address:	N/A
Location:	Lot 2, Block 1 & Lot 1, Block 2, Roys Landing
Sewer/Septic:	N/A
Impervious:	0% existing

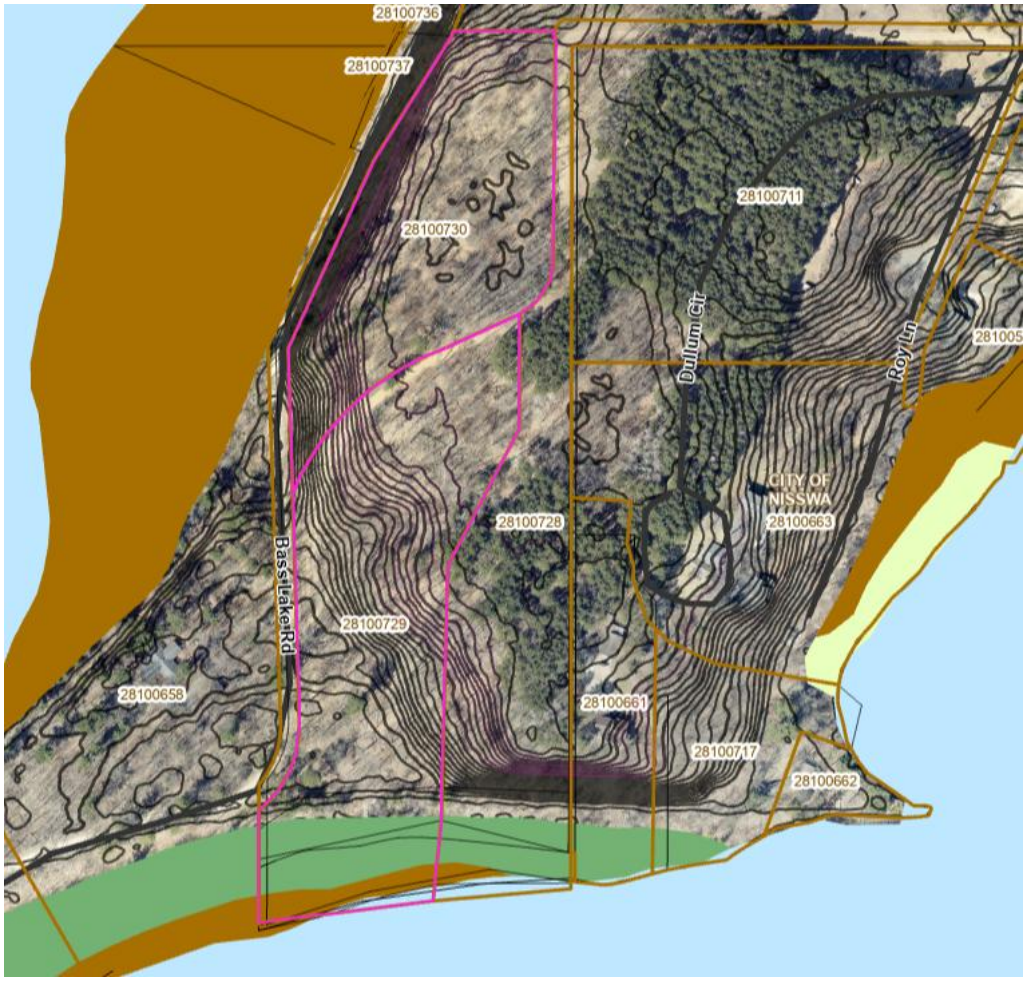
PHOTOS:

Aerial/Contours:



FEMA: N/A

NWI:



PERMIT HISTORY:

- 2022/2023 – Preliminary/Final Plat
- 2025 – Topographic Divide Redetermination

APPLICATION INFORMATION:

Request:

- The applicant seeks to adjust the boundary between PID 28100728 and PID 28100730, resulting in the creation of one additional parcel as shown on the certificate of survey.
- Both Tract C and Tract D appear to conform to ordinance standards as follows:
  - Tract C = 165,753 square feet (30,000 minimum), ~240 feet width at setback line (100 minimum), 107,232 sq ft buildable (12,000 minimum)
  - Tract D = 187,699 square feet (80,000 minimum), ~760 ft width at setback line (100 minimum), 118,689 square feet buildable (40,000 minimum)

	Lot Area (sq. ft.)	Lot Width (ft.)	Buildable Area (sq. ft.)
Minimum (GD)	30,000	100	12,000
Tract C	165,753	~240 @ SBL	107,232
Minimum (NE)	80,000	200	40,000
Tract D	187,699	~760 @ SBL	118,689

- The topographic divide redetermination that occurred in 2025 follows the proposed boundary shift as well as the proposed future road corridor.
- Boundary Line Adjustments are primarily an administrative action, whereas this shift involves an adjustment of area held as an interest to the City of Nisswa for a potential future roadway.
    - Due to this interest, the approval pathway escalates from administrative to City Council with PCBOA functioning in an advisory capacity to Council

Complete Application Received: 5-07-2026
Action Deadline: 07-06-2026
15.99: N/A
Wetland Delineation: 05-08-2021
Abstract or Torrens: Recording Fees: N/A
Authorized Agent: N/A
Fees Collected: $300.00
Reviewed by:

1. Public Works; 5/20/2026
2. City Engineer; 5/20/2026
3. City Attorney; 5/20/2026

Notifications:

1. DNR; 5/20/2026
2. MNDOT; N/A
3. Other; N/A

PLANNING COMMISSION DIRECTION:

The Planning Commission may decide to approve the application, deny the application, or table the application if further information is required. If the decision is for approval or denial the findings of fact should be cited.

FINDINGS OF FACT: *Answers have been provided by City Staff.*
Findings shall be made in either recommending approval or denial of an application. The following questions are to be considered, but not limited to:

1. What impact will the proposed use have on the health, safety, and general welfare of the occupants in the surrounding neighborhood?
    a. No negative impact – use (single family residential lot) is consistent with the ordinance and comprehensive plan.

2. Is the proposed use able to meet the standards of the City of Nisswa Code of Ordinances?
    a. Yes, the proposed Tract C and Tract D meet the requirements listed in Table 20-08 & Table 20-12 of the Nisswa Code of Ordinances.

3. Is the proposed use consistent with the goals and policies adopted within the comprehensive plan?
    a. Yes, the comprehensive plan highlights this area as suited for single family shoreland residential parcels, and this shift complements the goals of the Comprehensive Plan.

4. Will the proposal cause any adverse effect on property values and future development of the land in the surrounding neighborhood?
    a. No, because these residential parcels are adequately sized for this change.

5. Will the proposed use have an effect on public utilities, public services, roads and schools?
    a. The City currently holds interest in a recorded roadway exhibit document #271413 as shown on the Certificate of Survey. This is proposed to be released and re-established with the proposed City Road Easement Exhibit dated 04/05/2026.

6. Will the proposed use have an impact on the environment including its impact on groundwater, surface water, and air quality?
    a. No adverse impact because the resultant lots meet lot size requirements and the shift of the boundary line closely relates to the adopted topographic divide for this plat.

7. Does the proposed use have adequate water supply, subsurface sewage treatment facilities or City sewer, erosion control and stormwater management pursuant to applicable standards?
    a. Yes, because the lots are sufficiently sized with area available for stormwater, septic, etc when developmental plans are submitted for development of these lots.

POTENTIAL CONDITIONS: City Staff recommends that the Planning Commission adopt the findings of fact and recommend approval of the lot line adjustment request to City Council with the following conditions:

1. Except as amended by these conditions, the division of land shall be in substantial conformance with the approved subdivision, site plan and elevations that govern the general location of lots. Any changes will require amended approval by the Planning Commission.
2. The proposed City Road Easement Exhibit dated 04/05/2026 must receive approval from City Council and meet the approval of the City Attorney. Failure to receive approval from City Council/City Attorney to release/relocate the interest in a possible future roadway to this location shall render this approval null and void.

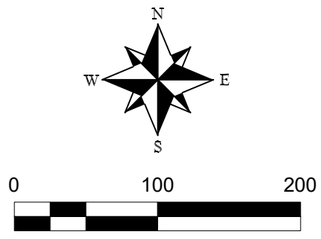
3. Improvements made within the proposed City Road Easement Exhibit dated 04/05/2026, such as a trail for alternative access purposes to lots within Block 2, Roys Landing, shall be the responsibility of the homeowner's association for maintenance/relocation in perpetuity. In the event that the City utilizes its roadway easement outlined in condition #2, the trail relocation (if deemed necessary by the City Engineer) must meet the satisfaction of the City Engineer, and such relocation shall occur at the expense of the homeowner's association.
4. Prior to submitting recording documents to the County, the applicant shall submit these document to the City for sign-off.

CERTIFICATE OF SURVEY

Part of Lot 2 Block 1 & Lot 2 Block 2 ROYS lANDING

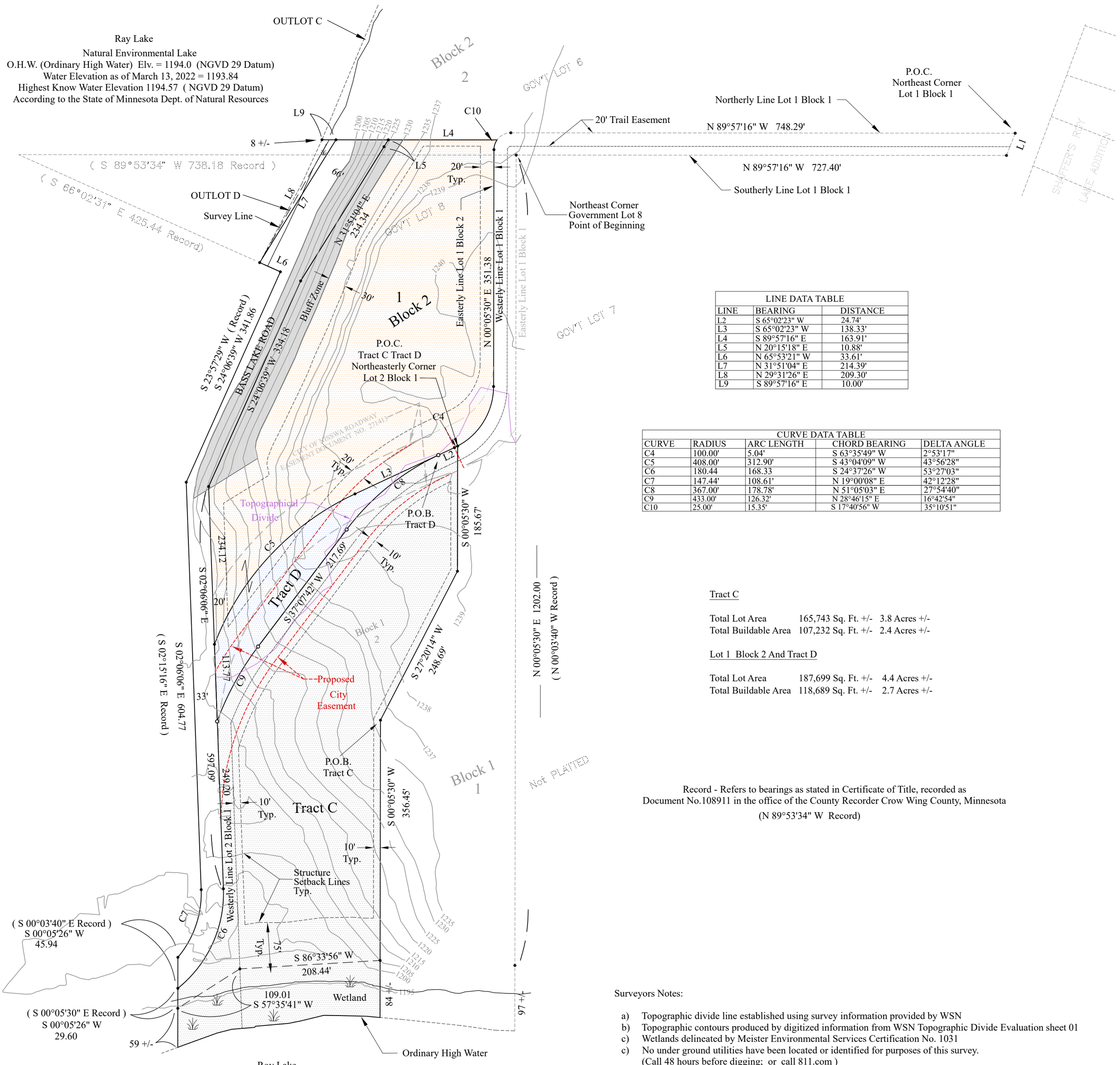
Section 10 Township 135 North Range 29 West

Crow Wing County, Minnesota



LEGEND

- DENOTES FOUND SURVEY MONUMENT
- DENOTES SET 5/8" REBAR SURVEY MONUMENT SURVEYOR CAP NO. 15294
- DENOTES WETLAND BOUNDARY
- WETLAND
- STRUCTURE SETBACK LINES
- P.O.B. POINT OF BEGINNING
- P.O.C. POINT OF CEMENCEMENT



LINE DATA TABLE		
LINE	BEARING	DISTANCE
L2	S 65°02'23" W	24.74'
L3	S 65°02'23" W	138.33'
L4	S 89°57'16" E	163.91'
L5	N 20°15'18" E	10.88'
L6	N 65°53'21" W	33.61'
L7	N 31°51'04" E	214.39'
L8	N 29°31'26" E	209.30'
L9	S 89°57'16" E	10.00'

CURVE DATA TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	DELTA ANGLE
C4	100.00'	5.04'	S 63°35'49" W	2°53'17"
C5	408.00'	312.90'	S 43°04'09" W	43°56'28"
C6	180.44	168.33	S 24°37'26" W	53°27'03"
C7	147.44'	108.61'	N 19°00'08" E	42°12'28"
C8	367.00'	178.78'	N 51°05'03" E	27°54'40"
C9	433.00'	126.32'	N 28°46'15" E	16°42'54"
C10	25.00'	15.35'	S 17°40'56" W	35°10'51"

Tract C

Total Lot Area 165,743 Sq. Ft. +/- 3.8 Acres +/-
Total Buildable Area 107,232 Sq. Ft. +/- 2.4 Acres +/-

Lot 1 Block 2 And Tract D

Total Lot Area 187,699 Sq. Ft. +/- 4.4 Acres +/-
Total Buildable Area 118,689 Sq. Ft. +/- 2.7 Acres +/-

Record - Refers to bearings as stated in Certificate of Title, recorded as Document No.108911 in the office of the County Recorder Crow Wing County, Minnesota
(N 89°53'34" W Record)

Surveyors Notes:

a) Topographic divide line established using survey information provided by WSN
b) Topographic contours produced by digitized information from WSN Topographic Divide Evaluation sheet 01
c) Wetlands delineated by Meister Environmental Services Certification No. 1031
c) No under ground utilities have been located or identified for purposes of this survey. (Call 48 hours before digging; or call 811.com)
d) No abstract or research of abstract documents has been provided Land Design Solutions LLC. No "Title Commitment" or "Title Opinion" has been provided for the survey. The "Land Survey" was completed to the deeds of record on file at the Crow County Recorder's office.

BEARING ORIENTATION

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF LOT 1 BLOCK 1 TO HAVE AN ASSUMED BEARING OF NORTH 89 DEGREES 57 MINUTES 16 SECONDS WEST

Land Design Solutions
Complete Land Consultation Services
11821 Lake Trail Crosslake Minnesota 56442
218-820-0854
landdesignsolutions.co

Signature John J. Hiltmann Jr. Registration No. 15294

I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Civil Eng inner and Land Surveyor of the State of Minnesota.

Certificate of Survey

Survey Prepared for: TM Investments LLC
27310 Verdin St. NW
Isanti, MN 55040

DATE 05/04/2026 | SCALE 1" = 100' | PROJECT NO. 20-006

CERTIFICATE OF SURVEY

Lots 1 Block 1 ROYS lANDING

Section 10 Township 135 North Range 29 West

Crow Wing County, Minnesota

Tract C

That part of Lot 2 Block 1 " ROYS LANDING " according to the plat of record in the office of the County Recorder, Crow County, Minnesota, more particularly described as follows:

Commencing at the most northeasterly corner of said Lot 2 Block 1, said plat; thence South 00 degrees 05 minutes 30 seconds West, assumed bearing, along the West line of said Lot 2 Block 1 a distance of 185.67 feet; thence South 27 degrees 20 minutes 14 seconds West, along said West line 248.69 feet, to the point of beginning of the tract to be described; thence returning North 27 degrees 20 minutes 14 seconds East 248.69 feet; thence North 00 degrees 05 minutes 30 seconds East 185.67 feet; thence southwesterly along a non-tangential curve, concave to the northwest, radius 100.00 feet, central angle 02 degrees 53 minutes 17 seconds 5.04 feet, and the chord of said curve bears South 63 degrees 35 minutes 49 seconds West; thence South 65 degrees 02 minutes 23 seconds West 24.74 feet; thence southwesterly along a tangential curve, concave to the southeast, radius 367.00 feet, central angle 27 degrees 54 minutes 40 seconds 178.78 feet, and the chord of said curve bears South 51 degrees 05 minutes 03 seconds West; thence South 37 degrees 07 minutes 42 seconds West 217.69 feet; thence southwesterly along a tangential curve concave to the southeast, radius 433.00 feet, central angle 16 degrees 42 minutes 54 seconds 126.32 feet, and the chord of said curve bears South 28 degrees 46 minutes 15 seconds West, to the West line of said Lot 2 Block 1; thence South 02 degrees 06 minutes 06 seconds East, not-tangent to the last described curve, along said West line 249.20 feet; thence southwesterly along a tangential curve, concave to the northwest, radius 180.44 feet, central angle 53 degrees 27 minutes 03 seconds 168.33 feet, and the chord of said curve bears South 24 degrees 37 minutes 26 seconds West; thence South 00 degrees 05 seconds 26 minutes West, along said West line 59.00 feet, more or less, to shoreline of Roy Lake; thence northeasterly along said shoreline to an intersection with a line bearing South 00 degrees 05 minutes 30 seconds West 440.00 feet, more or less, from the point of beginning; thence North 00 degrees 05 minutes 30 seconds East 440.00 feet, more or less, to the point of beginning.

Subject to easements, restrictions and reservations of record.

Lot 1 Block 2 and Tract D

Lot 1 Block 2 " ROYS LANDING " according to the plat of record in the office of the County Recorder, Crow Wing County, Minnesota

AND

That part of Lot 2 Block 1 " ROYS LANDING " according to the plat of record in the office of the County Recorder, Crow Wing County, Minnesota, more particularly described as follows:

Commencing at the most northeasterly corner of said Lot 2 Block 1 said plat; thence southwesterly along a non-tangential curve, concave to the northwest, radius 100.00 feet, central angle 02 degrees 53 minutes 17 seconds 5.04 feet, and the chord of said curve bears South 63 degrees 35 minutes 49 seconds West, assumed bearing; thence South 65 degrees 02 minutes 23 seconds West, 24.74 feet, to the point of beginning; thence southwesterly along a tangential curve, concave to the southeast, radius 367.00 feet, central angle 27 degrees 54 minutes 40 seconds 178.78 feet; and the chord of said curve bears South 51 degrees 05 minutes 03 seconds West; thence South 37 degrees 07 minutes 42 seconds West 217.69 feet; thence southwesterly along a tangential curve concave to the southeast, radius 433.00 feet, central angle 16 degrees 42 minutes 54 seconds 126.32 feet; and the chord of said curve bears South 28 degrees 46 minutes 15 seconds West, to the West line of said Lot 2 Block 1; thence North 02 degrees 06 minutes 06 seconds West, not- tangent to the last described curve, along said West line of said Lot 2 Block 1 a distance of 113.77 feet; thence northeasterly along a non- tangential curve concave to the southeast, radius 408.00 feet, central angle 43 degrees 56 minutes 28 seconds 312.90 feet; and the chord of said curve bears North 43 degrees 04 minutes 09 seconds East; thence North 65 degrees 02 minutes 23 seconds East 138.33 feet to the point of beginning.

Subject to easements, restrictions and reservations of record.

Land Design Solutions
Complete Land Consultation Services
11821 Lake Trail Crosslake Minnesota 56442
218-820-0854
landdesignsolutions.co

Signature John J. Hiltmann Jr. Registration No. 15294

I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Civil Eng inner and Land Surveyor of the State of Minnesota.

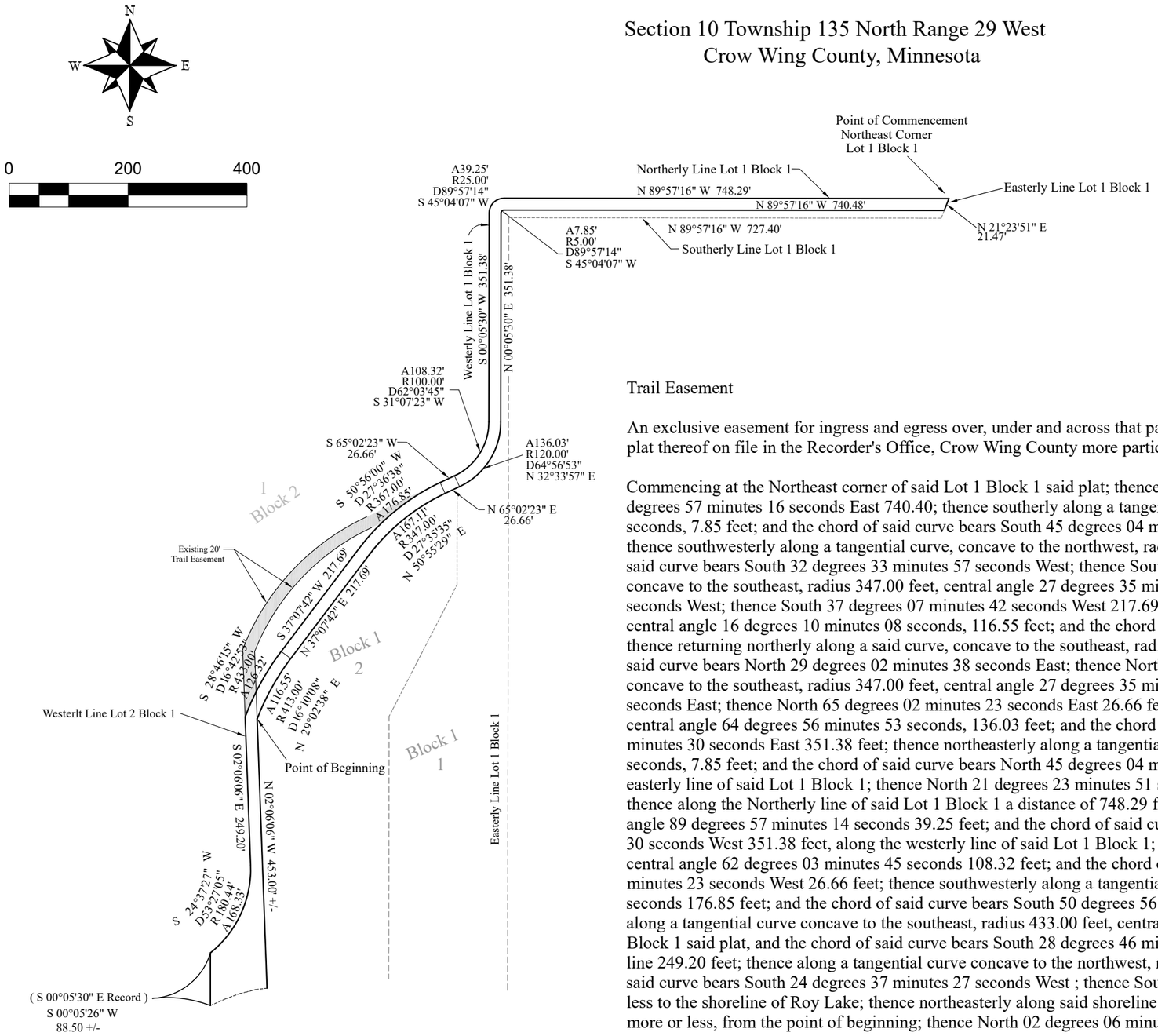
Certificate of Survey Tracts A & B

Survey Prepared for: TM Investments LLC
27310 Verdin St. NW
Isanti, MN 55040

DATE 04/19/2026	SCALE 1" = 300'	PROJECT NO. 20-006

TRAIL EASEMENT EXHIBIT ROY'S LANDING

Section 10 Township 135 North Range 29 West
Crow Wing County, Minnesota



Trail Easement

An exclusive easement for ingress and egress over, under and across that part of Lot 1 and Lot 2 Block 1 and Lot 1 Block 2 ROYS LANDING, according to the recorded plat thereof on file in the Recorder's Office, Crow Wing County more particularly described as follows:

Commencing at the Northeast corner of said Lot 1 Block 1 said plat; thence South 21 degrees 23 minutes 51 seconds West. assumed bearing, 21.47 feet; thence South 89 degrees 57 minutes 16 seconds East 740.40; thence southerly along a tangential curve, concave to the southeast, radius 5.00 feet, central angle 89 degrees 57 minutes 14 seconds, 7.85 feet; and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West 351.38 feet; thence southwesterly along a tangential curve, concave to the northwest, radius 120.00 feet, central angle 64 degrees 56 minutes 53 seconds, 136.03 feet; and the chord of said curve bears South 32 degrees 33 minutes 57 seconds West; thence South 65 degrees 02 minutes 23 seconds West 26.66 feet; thence southerly along a tangential curve, concave to the southeast, radius 347.00 feet, central angle 27 degrees 35 minutes 35 seconds, 167.11 feet; and the chord of said curve bears South 50 degrees 55 minutes 29 seconds West; thence South 37 degrees 07 minutes 42 seconds West 217.69 feet, thence southerly along a tangential curve, concave to the southeast, radius 413.00 feet, central angle 16 degrees 10 minutes 08 seconds, 116.55 feet; and the chord of said curve bears South 29 degrees 02 minutes 38 seconds West, to the point of beginning; thence returning northerly along a said curve, concave to the southeast, radius 413.00 feet, central angle 16 degrees 10 minutes 08 seconds, 116.55 feet; and the chord of said curve bears North 29 degrees 02 minutes 38 seconds East; thence North 37 degrees 07 minutes 42 seconds East 217.69 feet; thence northerly along a tangential curve, concave to the southeast, radius 347.00 feet, central angle 27 degrees 35 minutes 35 seconds, 167.11 feet; and the chord of said curve bears North 50 degrees 55 minutes 29 seconds East; thence North 65 degrees 02 minutes 23 seconds East 26.66 feet; thence northeasterly along a tangential curve, concave to the northwest, radius 120.00 feet, central angle 64 degrees 56 minutes 53 seconds, 136.03 feet; and the chord of said curve bears North 32 degrees 33 minutes 57 seconds East; thence North 00 degrees 05 minutes 30 seconds East 351.38 feet; thence northeasterly along a tangential curve, concave to the southeast, radius 5.00 feet, central angle 89 degrees 57 minutes 14 seconds, 7.85 feet; and the chord of said curve bears North 45 degrees 04 minutes 07 seconds East thence South 89 degrees 57 minutes 16 seconds East 740.48 feet, to the easterly line of said Lot 1 Block 1; thence North 21 degrees 23 minutes 51 seconds East 21.47 feet, along said easterly line to the northeast corner of said Lot 1 Block 1; thence along the Northerly line of said Lot 1 Block 1 a distance of 748.29 feet; thence southerly along a tangential curve, concave to the southeast, radius 25.00 feet, central angle 89 degrees 57 minutes 14 seconds 39.25 feet; and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West 351.38 feet, along the westerly line of said Lot 1 Block 1; thence southwesterly along a tangential curve, concave to the northwest, radius 100.00 feet, central angle 62 degrees 03 minutes 45 seconds 108.32 feet; and the chord of said curve bears South 31 degrees 07 minutes 23 seconds West; thence South 65 degrees 02 minutes 23 seconds West 26.66 feet; thence southwesterly along a tangential curve, concave to the southeast, radius 367.00 feet, central angle 27 degrees 36 minutes 38 seconds 176.85 feet; and the chord of said curve bears South 50 degrees 56 minutes 00 seconds West; thence South 37 degrees 07 minutes 42 seconds 217.69 feet; thence along a tangential curve concave to the southeast, radius 433.00 feet, central angle 16 degrees 42 minutes 53 seconds 126.32 feet, more or less to the West line of Lot 2 Block 1 said plat, and the chord of said curve bears South 28 degrees 46 minutes 15 seconds West; thence South 02 degrees 06 minutes 06 seconds East, along said West line 249.20 feet; thence along a tangential curve concave to the northwest, radius 180.44 feet, central angle 53 degrees 27 minutes 05 seconds 168.33 feet and the chord of said curve bears South 24 degrees 37 minutes 27 seconds West ; thence South 00 degrees 05 minutes 30 seconds, not tangent to the last described curve 88.50 feet, more or less to the shoreline of Roy Lake; thence northeasterly along said shoreline to an intersection with a line bearing South 02 degrees 06 minutes 06 seconds East 453.00 feet, more or less, from the point of beginning; thence North 02 degrees 06 minutes 06 seconds West 453.00 feet, more or less. to the point of beginning.

Land Design Solutions
Complete Land Consultation Services
11821 Lake Trail Crosslake Minnesota 56442
218-820-0854
landdesignsolutions.co

Signature John J. Hintzmann Jr. Registration No. 18294

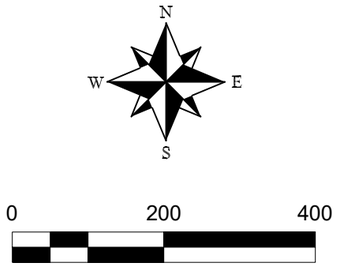
I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Land Surveyor of the State of Minnesota.

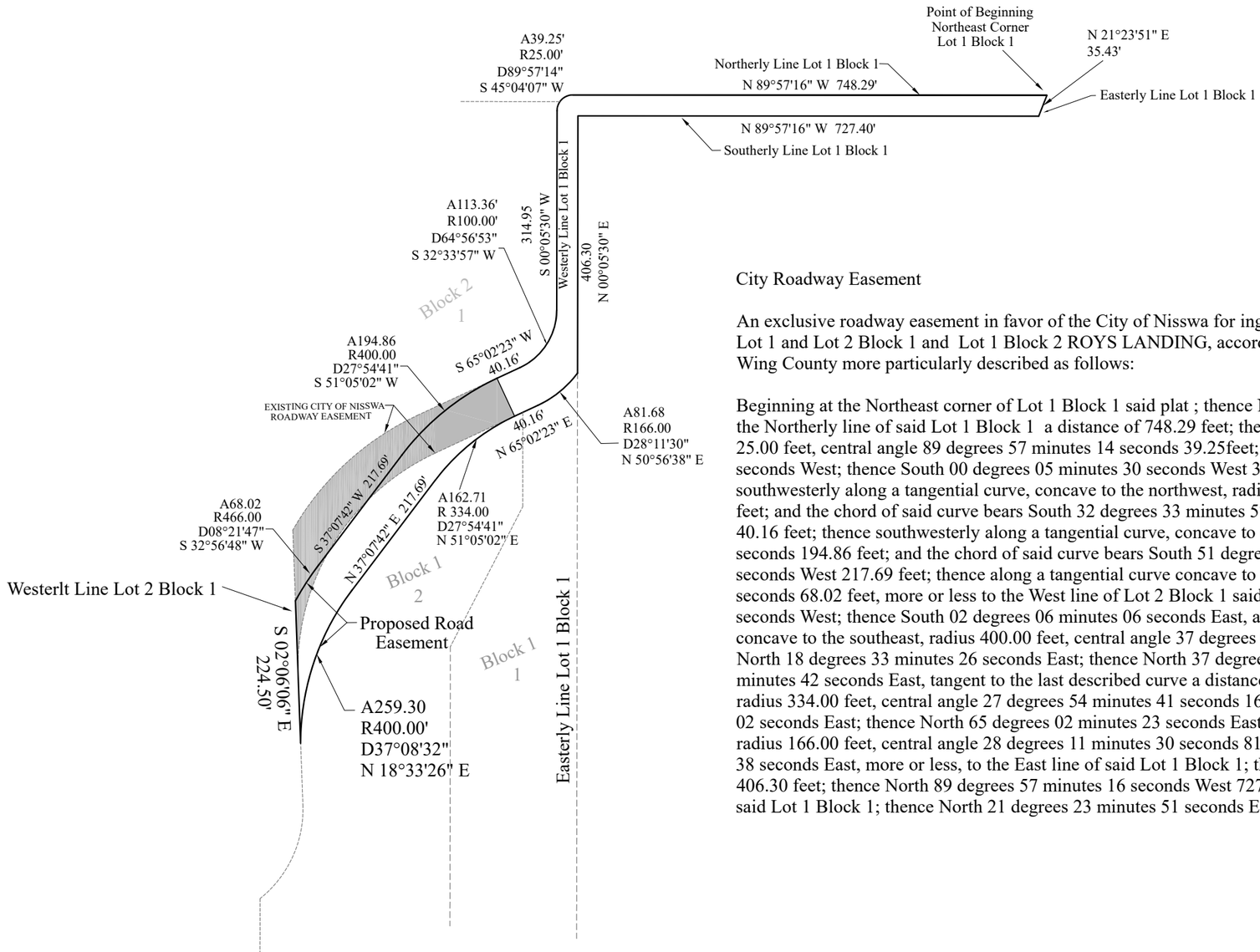
Trail Easement Exhibit

DATE 05/04/2026 | SCALE 1" = 200' | PROJECT NO. 20-006

CITY ROADWAY EASEMENT EXHIBIT ROY'S LANDING

Section 10 Township 135 North Range 29 West
Crow Wing County, Minnesota





City Roadway Easement

An exclusive roadway easement in favor of the City of Nisswa for ingress and egress and utility purposes over, under and across that part of Lot 1 and Lot 2 Block 1 and Lot 1 Block 2 ROYS LANDING, according to the recorded plat thereof on file in the Recorder's Office, Crow Wing County more particularly described as follows:

Beginning at the Northeast corner of Lot 1 Block 1 said plat ; thence North 89 degrees 57 minutes 16 seconds West, assumed bearing, along the Northerly line of said Lot 1 Block 1 a distance of 748.29 feet; thence southerly along a tangential curve, concave to the southeast, radius 25.00 feet, central angle 89 degrees 57 minutes 14 seconds 39.25feet; and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West 314.95 feet, along the westerly line of said Lot 1 Block 1; thence southwesterly along a tangential curve, concave to the northwest, radius 100.00 feet, central angle 64 degrees 56 minutes 53 seconds 113.36 feet; and the chord of said curve bears South 32 degrees 33 minutes 57 seconds West; thence South 65 degrees 02 minutes 23 seconds West 40.16 feet; thence southwesterly along a tangential curve, concave to the southeast, radius 400.00 feet, central angle 27 degrees 54 minutes 41 seconds 194.86 feet; and the chord of said curve bears South 51 degrees 05 minutes 02 seconds West; thence South 37 degrees 07 minutes 42 seconds West 217.69 feet; thence along a tangential curve concave to the southeast, radius 466.00 feet, central angle 08 degrees 21 minutes 47 seconds 68.02 feet, more or less to the West line of Lot 2 Block 1 said plat, and the chord of said curve bears South 32 degrees 56 minutes 48 seconds West; thence South 02 degrees 06 minutes 06 seconds East, along said West line 224.50 feet; thence along non - tangential curve concave to the southeast, radius 400.00 feet, central angle 37 degrees 08 minutes 32 seconds 259.30 feet; and the chord of said curve bears North 18 degrees 33 minutes 26 seconds East; thence North 37 degrees 07 minutes 42 seconds East 217.69 feet; thence North 37 degrees 07 minutes 42 seconds East, tangent to the last described curve a distance of 217.69 feet; thence along a tangential curve concave to the southeast, radius 334.00 feet, central angle 27 degrees 54 minutes 41 seconds 162.71 feet; and the chord of said curve bears North 51 degrees 05 minutes 02 seconds East; thence North 65 degrees 02 minutes 23 seconds East 40.16 feet; thence along a tangential curve concave to the northwest, radius 166.00 feet, central angle 28 degrees 11 minutes 30 seconds 81.68 feet; and the chord of said curve bears North 50 degrees 56 minutes 38 seconds East, more or less, to the East line of said Lot 1 Block 1; thence North 00 degrees 05 minutes 30 seconds East, along said East line 406.30 feet; thence North 89 degrees 57 minutes 16 seconds West 727.40 feet along the South line of said Lot 1 Block 1 to the Easterly line of said Lot 1 Block 1; thence North 21 degrees 23 minutes 51 seconds East, along said easterly line 35.43 feet, to the point of beginning.

Land Design Solutions
Complete Land Consultation Services
11821 Lake Trail Crosslake Minnesota 56442
218-820-0854
landdesignsolutions.co

Signature John J. Hinderman Jr. Registration No. 49244

I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Land Surveyor of the State of Minnesota.

City Roadway Easement Exhibit

DATE 04/05/2026 | SCALE 1" = 200' | PROJECT NO. 26-006

Check No. 7055
$800 =

CITY OF NISSWA

ADMINISTRATIVE LOT LINE ADJUSTMENT APPLICATION

Date: 5/7/26

PLEASE NOTE: Applications **WILL NOT** be processed unless all required information is submitted and fees are paid. We cannot accept the application if any of the following items have not been completed/provided.

I. Name of Applicant: Northstar land company

Email: [redacted] Phone #: [redacted]

Mailing Address: [redacted]

Project Description: Moving property line Between 2 lots

II. Property Owners Involved in Request (Please fill out all applicable fields)

Property Owner 1: Northstar land company

Email: [redacted] Phone #: [redacted]

Mailing Address: [redacted]

Subject Property Address: NA

Parcel ID #: 28100729

Property Owner 2: Northstar land company

Email: [redacted] Phone #: [redacted]

Mailing Address: [redacted]

Subject Property Address: NA

Parcel ID #: 28100730

Property Owner 3: _____

Email: _____ Phone #: _____

Mailing Address: _____

Subject Property Address: _____

Parcel ID #: _____

Property Owner 4: _____

Email: _____ Phone #: _____

Mailing Address: _____

Subject Property Address: _____

Parcel ID #: _____

III. **All costs of the City Engineer, City Attorney, and other professional costs borne by the City in reviewing this application, shall be reimbursed to the City by the applicant.**

IV. Administrative Lot Line Adjustment Approval shall contain the following data; along with other reasonable information required by the Planning & Zoning Administrator needed to make a proper evaluation of the proposal.

1. Existing and Proposed Conditions
   - ✓ A. Boundary lines with lengths and bearings drawn to exact scale of no less than 1" = 100' taken from a boundary survey by a Registered Land Surveyor with the current legal description of the property, proposed new legal descriptions, total acreage and percentage of impervious coverage, name of the fee owner and surveyor, north arrow, and scale.
   - ✓ B. Topography consisting of
     - ✓ 1. Ten-foot contour intervals
     - ✓ 2. Drainageways
     - ✓ 3. Wetlands, slopes, bluffs, and Ordinary High Water Mark
   - ✓ D. Location (including setbacks) of existing and proposed streets, wetlands, structures, septic or sanitary sewer, well, property lines, and easements.
   - ✓ E. Significant historical sites.
   - ✓ F. Date of survey.
   - ✓ G. Zoning district of the subject and each adjoining parcel.

V. Application shall be accompanied by non-refundable application fee made payable to the City of Nisswa for $300.00.

VI. Signature of Applicant: _____
(By signing, the applicant is certifying that they have read and understood the submission requirements and application)

AND

Signature of Property Owner 1, authorizing application: _____
(By signing, the property owner is certifying that they have read and understood the submission requirements and application)

AND

Signature of Property Owner 2, authorizing application: _____
(By signing, the property owner is certifying that they have read and understood the submission requirements and application)

AND

Signature of Property Owner 3, authorizing application: _____
(By signing, the property owner is certifying that they have read and understood the submission requirements and application)

AND

Signature of Property Owner 4, authorizing application: _____
(By signing, the property owner is certifying that they have read and understood the submission requirements and application)

_____ 5/12/26
Planning & Zoning Administrator — Date Received

_____ _____
Planning & Zoning Administrator — Date Approved

Steven Timblin

From: Dave Reese <Dave.Reese@widseth.com>
Sent: Tuesday, June 2, 2026 8:16 AM
To: Steven Timblin
Cc: Chad Conner; Tom Pearson; Tom Blomer
Subject: RE: Boundary Line Adjustment and City Easement Relocation

Hello Steven,

In general, we do not see a reason to not move this forward to city council for approval. We do have a few questions that could be clarified by the applicant and potentially incorporated into the conditions of approval if the city attorney agrees they would be beneficial.

1. Will the existing trail that has been constructed on the current trail easement be relocated to the proposed trail easement?
2. Will the old trail easement, that has been recorded, be vacated?
3. If the city decides to construct a public roadway on the proposed 66'-wide public easement alignment, will the private trail easement that is also located on that alignment remain intact or would that be vacated at that time? Which easement prevails (or supercedes) in the future?
4. What properties are the benefiting parties to the trail easement?

Chad is completing a review of the closure on these documents. We'll advise if there are any edits or corrections recommended.

Regards,

Dave Reese, PE
Civil Engineer, Office Manager, VP
218-316-3629
7804 Industrial Park Road
Baxter, MN 56425

WIDSETH

Widseth.com

50 Best Places to Work (*Prairie Business Magazine,* 2025)

From: Steven Timblin <stimblin@cityofnisswa.gov>
Sent: Wednesday, May 20, 2026 3:26 PM
To: Chad Conner <Chad.Conner@widseth.com>; Dave Reese <Dave.Reese@widseth.com>; Frie, Jacob (DNR) <jacob.frie@state.mn.us>; Tom Pearson <tpearson@gqlaw.net>; Tom Blomer <tblomer@cityofnisswa.gov>
Subject: Boundary Line Adjustment and City Easement Relocation

Good afternoon,

Attached is a lot line adjustment application for lots in Roy's Landing, which will move to the PCBOA for review on June 2nd, subject to final approval by the City Council as it relates to relocation of an easement area. If you'd like to comment, please let me know.

Thank you,
Steven

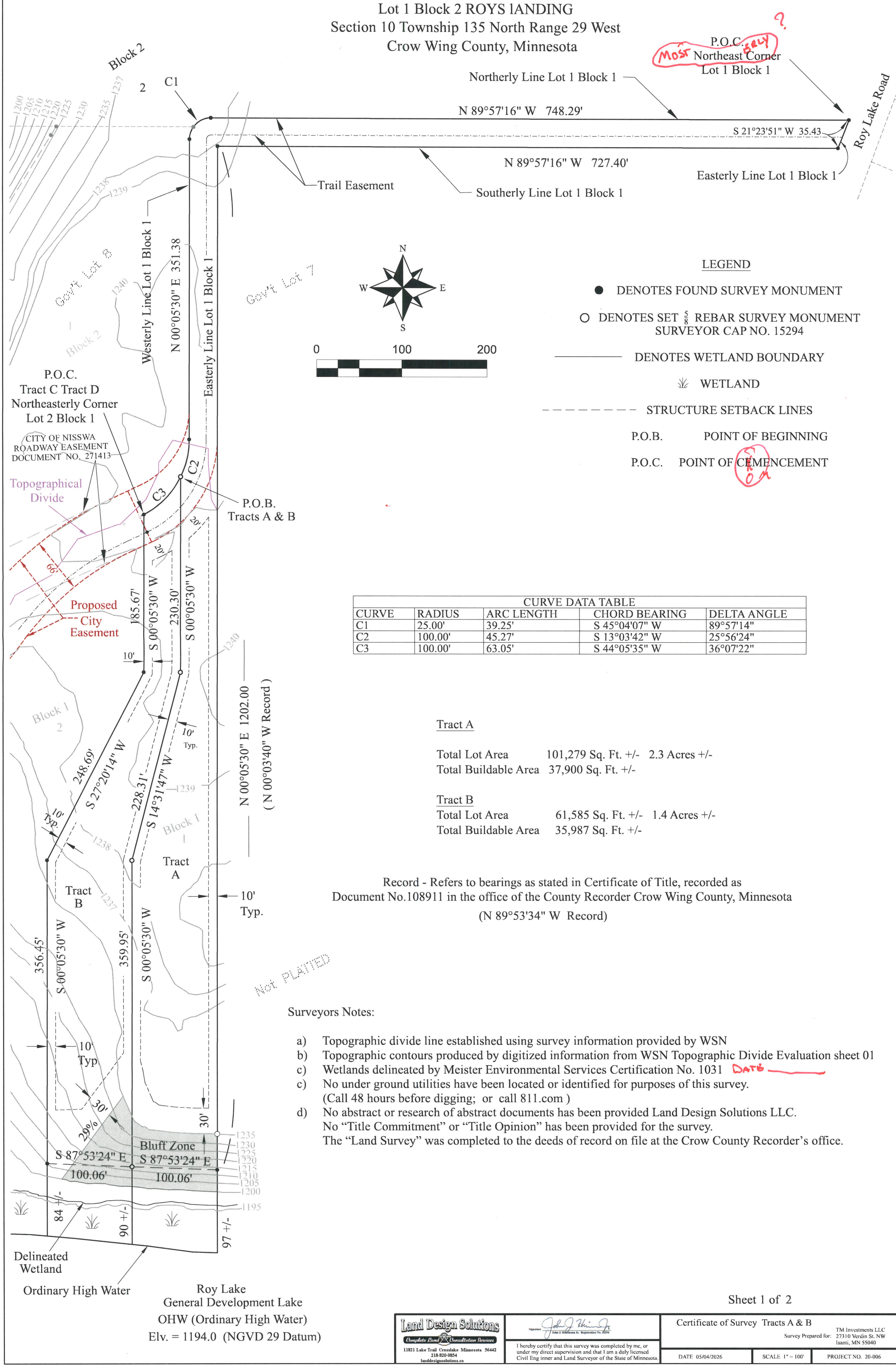
Steven Timblin – City Planner

CITY OF NISSWA
PO Box 410 Nisswa, MN 56468
Direct: **218-961-4243**
Main: 218-963-4444
Fax: 218-963-3108
stimblin@cityofnisswa.gov
www.cityofnisswa.gov

City Hall Hours: Monday – Thursday 8:00am – 4:30pm Fridays 8:00am – 12:00pm

CERTIFICATE OF SURVEY

Lot 1 Block 2 ROYS lANDING
Section 10 Township 135 North Range 29 West
Crow Wing County, Minnesota



LEGEND

- ● DENOTES FOUND SURVEY MONUMENT
- ○ DENOTES SET $\frac{5}{8}$ REBAR SURVEY MONUMENT SURVEYOR CAP NO. 15294
- ——— DENOTES WETLAND BOUNDARY
- WETLAND
- – – – – – – – STRUCTURE SETBACK LINES
- P.O.B. POINT OF BEGINNING
- P.O.C. POINT OF COMMENCEMENT

CURVE DATA TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	DELTA ANGLE
C1	25.00'	39.25'	S 45°04'07" W	89°57'14"
C2	100.00'	45.27'	S 13°03'42" W	25°56'24"
C3	100.00'	63.05'	S 44°05'35" W	36°07'22"

Tract A

Total Lot Area 101,279 Sq. Ft. +/- 2.3 Acres +/-
Total Buildable Area 37,900 Sq. Ft. +/-

Tract B

Total Lot Area 61,585 Sq. Ft. +/- 1.4 Acres +/-
Total Buildable Area 35,987 Sq. Ft. +/-

Record - Refers to bearings as stated in Certificate of Title, recorded as Document No.108911 in the office of the County Recorder Crow Wing County, Minnesota (N 89°53'34" W Record)

Surveyors Notes:

a) Topographic divide line established using survey information provided by WSN
b) Topographic contours produced by digitized information from WSN Topographic Divide Evaluation sheet 01
c) Wetlands delineated by Meister Environmental Services Certification No. 1031
c) No under ground utilities have been located or identified for purposes of this survey. (Call 48 hours before digging; or call 811.com)
d) No abstract or research of abstract documents has been provided Land Design Solutions LLC. No "Title Commitment" or "Title Opinion" has been provided for the survey. The "Land Survey" was completed to the deeds of record on file at the Crow County Recorder's office.

Land Design Solutions
Complete Land Consultation Services
11821 Lake Trail Crosslake Minnesota 56442
218-820-0854
landdesignsolutions.co

Signature John J. Hinrichsen Jr. Registration No. 15294

I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Civil Eng inner and Land Surveyor of the State of Minnesota.

Certificate of Survey Tracts A & B

Survey Prepared for: TM Investments LLC 27310 Verdin St. NW Isanti, MN 55040

DATE 05/04/2026 | SCALE 1" = 100' | PROJECT NO. 20-006

CERTIFICATE OF SURVEY

Lots 1 Block 1 ROYS lANDING
Section 10 Township 135 North Range 29 West
Crow Wing County, Minnesota

Tract A

That part of Lot 1, Block 1, "ROYS LANDING" according to the plat of record in the office of the County Recorder, Crow County, Minnesota, lying northerly and easterly of the following described line:

Commencing at the most northeasterly (OTHERS CALL NE COR) corner of Lot 1, Block 1, said plat; thence North 89 degrees 57 minutes 16 seconds West, assumed bearing, along the northerly line of said Lot 1, Block 1, a distance of 748.29 feet; thence southerly along a tangential curve, concave to the southeast, radius 25.00 feet, central angle 89 degrees 57 minutes 14 seconds, 39.25 feet, and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West 351.38 feet; thence southwesterly along a tangential curve, concave to the northwest, radius 100.00 feet, central angle 25 degrees 56 minutes 24 seconds 45.27 feet, and the chord of said curve bears South 13 degrees 03 minutes 42 seconds West, to the point of beginning of the line to be described; thence South 00 degrees 05 minutes 30 seconds West, not tangential to the last described curve 230.30 feet; thence South 14 degrees 31 minutes 47 seconds West 228.31 feet; thence South 00 degrees 05 minutes 30 seconds West 450.00 feet, more or less, to the shoreline of Roy Lake, and said line there terminating.

(TANGENT TO LAST DESCRIBED CURVE)

Subject to easements, restrictions and reservations of record.

Tract B

That part of Lot 1, Block 1, "ROYS LANDING" according to the plat of record in the office of the County Recorder, Crow County, Minnesota, lying westerly of the following described line:

Commencing at the most northeasterly corner? of Lot 1, Block 1, said plat; thence North 89 degrees 57 minutes 16 seconds West, assumed bearing, along the northerly line of said Lot 1, Block 1, a distance of 748.29 feet; thence southerly along a tangential curve, concave to the southeast, radius 25.00 feet, central angle 89 degrees 57 minutes 14 seconds, 39.25 feet, and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West 351.38 feet; thence southwesterly along a tangential curve, concave to the northwest, radius 100.00 feet, central angle 25 degrees 56 minutes 24 seconds 45.27 feet, and the chord of said curve bears South 13 degrees 03 minutes 42 seconds West, to the point of beginning of the line to be described; thence South 00 degrees 05 minutes 30 seconds West, not tangential to the last described curve 230.30 feet; thence South 14 degrees 31 minutes 47 seconds West 228.31 feet; thence South 00 degrees 05 minutes 30 seconds West 450.00 feet, more or less, to the shoreline of Roy Lake, and said line there terminating.

(TANGENT....)

Subject to easements, restrictions and reservations of record.

TOGETHER WITH INGRESS AND EGRESS EASEMENT.....

Land Design Solutions
Complete Land Consultation Services
11821 Lake Trail Crosslake Minnesota 56442
218-820-0854
landdesignsolutions.co

Signature John J. Hiltzmann Jr. Registration No. 15294

I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Civil Eng inner and Land Surveyor of the State of Minnesota.

Certificate of Survey Tracts A & B
Survey Prepared for: TM Investments LLC
27310 Verdin St. NW
Isanti, MN 55040

DATE 04/19/2026 | SCALE 1" = 300' | PROJECT NO. 20-006

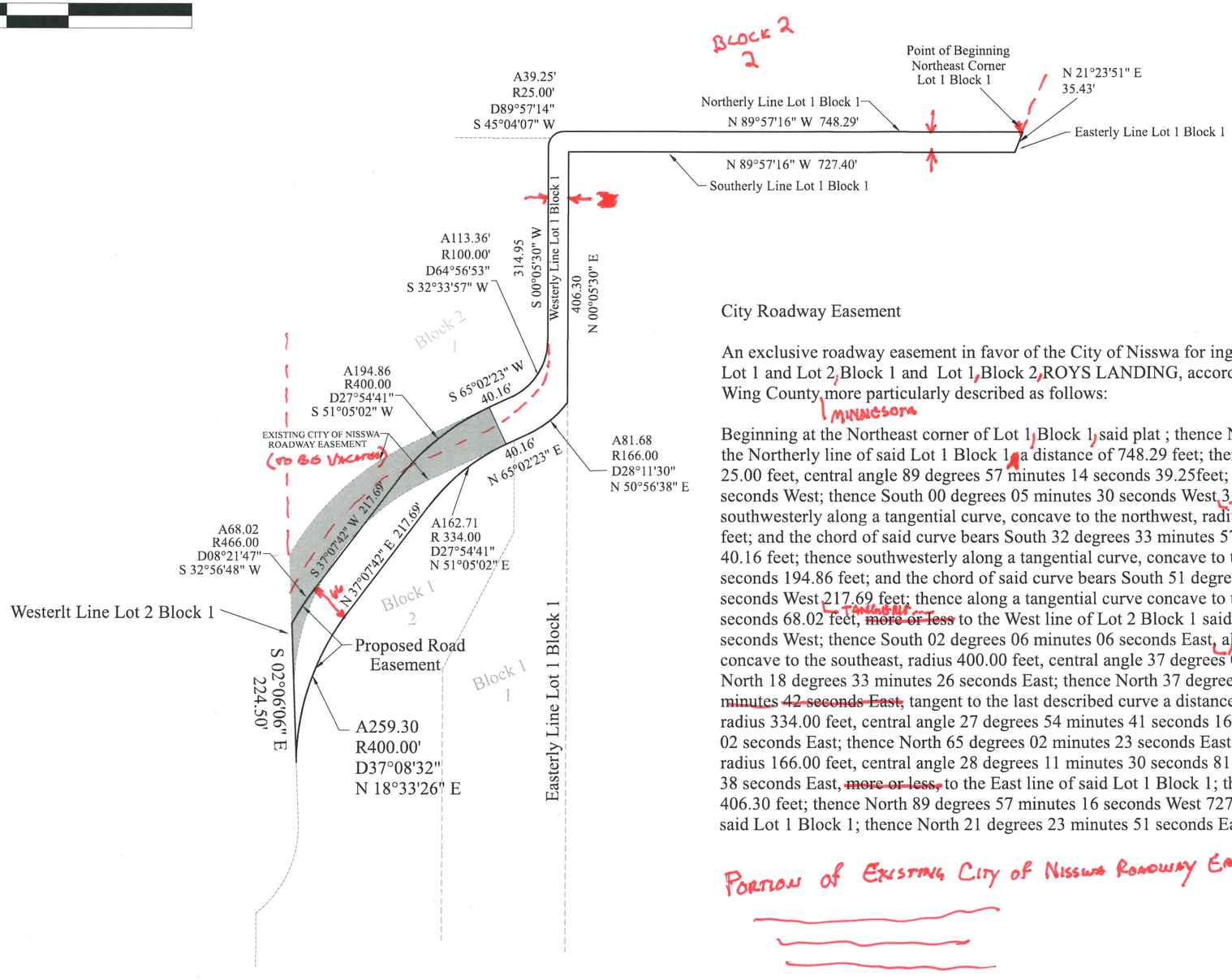
CITY ROADWAY EASEMENT EXHIBIT ROY'S LANDING

LOTS

Section 10 Township 135 North Range 29 West
Crow Wing County, Minnesota

N
W E
S

0 200 400



City Roadway Easement

An exclusive roadway easement in favor of the City of Nisswa for ingress, and egress and utility purposes over, under and across that part of Lot 1 and Lot 2 Block 1 and Lot 1 Block 2 ROYS LANDING, according to the recorded plat thereof on file in the Recorder's Office, Crow Wing County more particularly described as follows:

NOT CONSISTENT

MINNESOTA

Beginning at the Northeast corner of Lot 1 Block 1 said plat ; thence North 89 degrees 57 minutes 16 seconds West, assumed bearing, along the Northerly line of said Lot 1 Block 1 a distance of 748.29 feet; thence southerly along a tangential curve, concave to the southeast, radius 25.00 feet, central angle 89 degrees 57 minutes 14 seconds 39.25feet; and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West 314.95 feet, along the westerly line of said Lot 1 Block 1; thence southwesterly along a tangential curve, concave to the northwest, radius 100.00 feet, central angle 64 degrees 56 minutes 53 seconds 113.36 feet; and the chord of said curve bears South 32 degrees 33 minutes 57 seconds West; thence South 65 degrees 02 minutes 23 seconds West 40.16 feet; thence southwesterly along a tangential curve, concave to the southeast, radius 400.00 feet, central angle 27 degrees 54 minutes 41 seconds 194.86 feet; and the chord of said curve bears South 51 degrees 05 minutes 02 seconds West; thence South 37 degrees 07 minutes 42 seconds West 217.69 feet; thence along a tangential curve concave to the southeast, radius 466.00 feet, central angle 08 degrees 21 minutes 47 seconds 68.02 feet, ~~more or less~~ to the West line of Lot 2 Block 1 said plat, and the chord of said curve bears South 32 degrees 56 minutes 48 seconds West; thence South 02 degrees 06 minutes 06 seconds East, along said West line 224.50 feet; thence along non - tangential curve concave to the southeast, radius 400.00 feet, central angle 37 degrees 08 minutes 32 seconds 259.30 feet; and the chord of said curve bears North 18 degrees 33 minutes 26 seconds East; thence North 37 degrees 07 minutes 42 seconds East ~~217.69 feet; thence North 37 degrees 07 minutes 42 seconds East,~~ tangent to the last described curve a distance of 217.69 feet; thence along a tangential curve concave to the southeast, radius 334.00 feet, central angle 27 degrees 54 minutes 41 seconds 162.71 feet; and the chord of said curve bears North 51 degrees 05 minutes 02 seconds East; thence North 65 degrees 02 minutes 23 seconds East 40.16 feet; thence along a tangential curve concave to the northwest, radius 166.00 feet, central angle 28 degrees 11 minutes 30 seconds 81.68 feet; and the chord of said curve bears North 50 degrees 56 minutes 38 seconds East, ~~more or less,~~ to the East line of said Lot 1 Block 1; thence North 00 degrees 05 minutes 30 seconds East, along said East line 406.30 feet; thence North 89 degrees 57 minutes 16 seconds West 727.40 feet along the South line of said Lot 1 Block 1 to the Easterly line of said Lot 1 Block 1; thence North 21 degrees 23 minutes 51 seconds East, along said easterly line 35.43 feet, to the point of beginning.

TANGENT...

TANGENT...

TANGENT...

NOT TANGENT...

NOT TANGENT...

TANGENT TO THIS LAST DESCRIBED CURVE (TYP)

PORTION OF EXISTING CITY OF NISSWA ROADWAY EASEMENT TO BE VACATED.

Land Design Solutions
Complete Land Consultation Services
11821 Lake Trail Crosslake Minnesota 56442
218-820-0854
landdesignsolutions.co

Signature John J. Hinrichsen Jr. Registration No. 19294

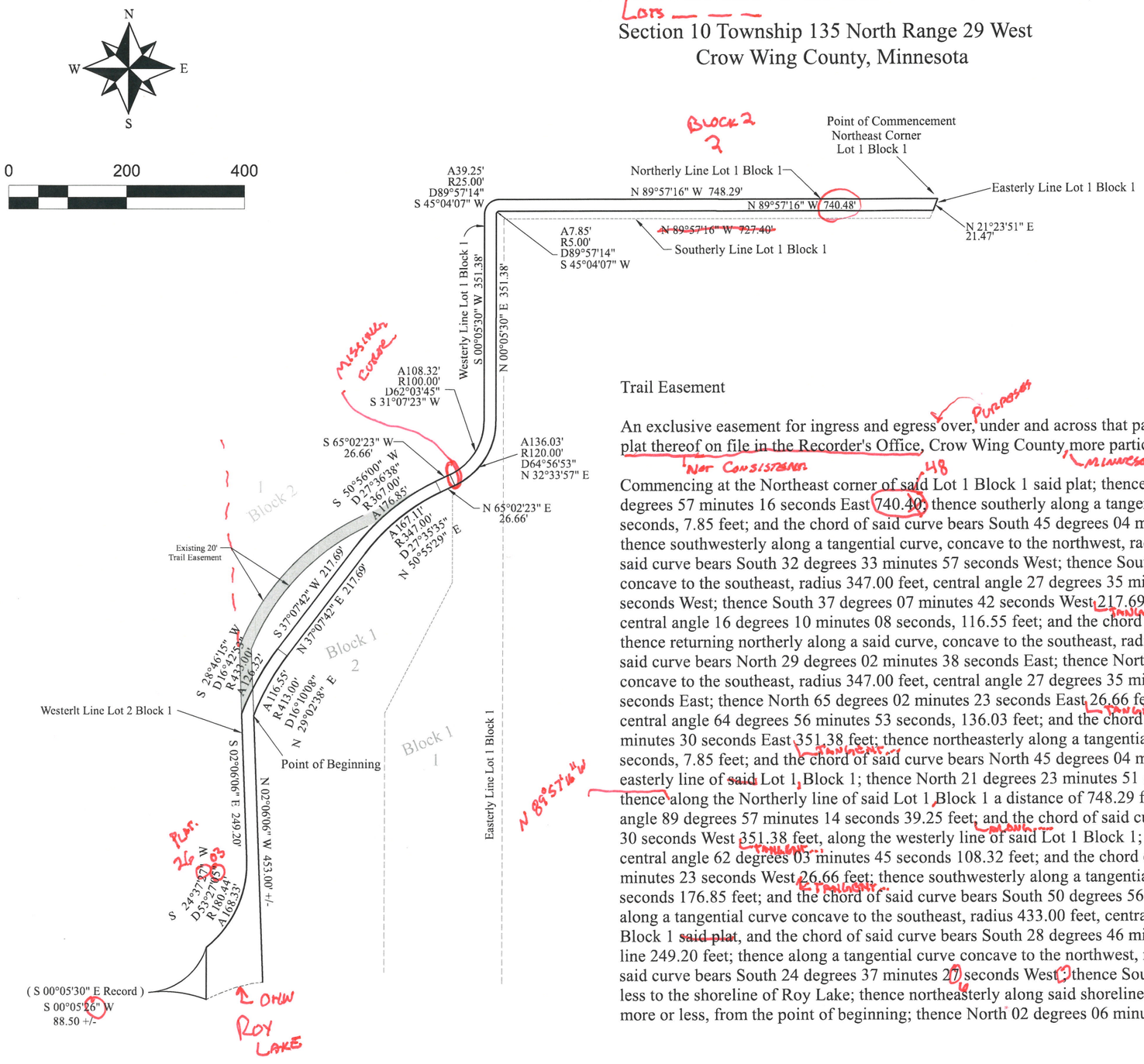
I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Land Surveyor of the State of Minnesota.

City Roadway Easement Exhibit

DATE 04/05/2026 | SCALE 1" = 200' | PROJECT NO. 26-006

TRAIL EASEMENT EXHIBIT ROY'S LANDING

Section 10 Township 135 North Range 29 West
Crow Wing County, Minnesota



Trail Easement

An exclusive easement for ingress and egress over, under and across that part of Lot 1 and Lot 2 Block 1 and Lot 1 Block 2 ROYS LANDING, according to the recorded plat thereof on file in the Recorder's Office, Crow Wing County more particularly described as follows:

Commencing at the Northeast corner of said Lot 1 Block 1 said plat; thence South 21 degrees 23 minutes 51 seconds West, assumed bearing, 21.47 feet; thence South 89 degrees 57 minutes 16 seconds East 740.40; thence southerly along a tangential curve, concave to the southeast, radius 5.00 feet, central angle 89 degrees 57 minutes 14 seconds, 7.85 feet; and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West 351.38 feet; thence southwesterly along a tangential curve, concave to the northwest, radius 120.00 feet, central angle 64 degrees 56 minutes 53 seconds, 136.03 feet; and the chord of said curve bears South 32 degrees 33 minutes 57 seconds West; thence South 65 degrees 02 minutes 23 seconds West 26.66 feet; thence southerly along a tangential curve, concave to the southeast, radius 347.00 feet, central angle 27 degrees 35 minutes 35 seconds, 167.11 feet; and the chord of said curve bears South 50 degrees 55 minutes 29 seconds West; thence South 37 degrees 07 minutes 42 seconds West 217.69 feet, thence southerly along a tangential curve, concave to the southeast, radius 413.00 feet, central angle 16 degrees 10 minutes 08 seconds, 116.55 feet; and the chord of said curve bears South 29 degrees 02 minutes 38 seconds West, to the point of beginning; thence returning northerly along a said curve, concave to the southeast, radius 413.00 feet, central angle 16 degrees 10 minutes 08 seconds, 116.55 feet; and the chord of said curve bears North 29 degrees 02 minutes 38 seconds East; thence North 37 degrees 07 minutes 42 seconds East 217.69 feet; thence northerly along a tangential curve, concave to the southeast, radius 347.00 feet, central angle 27 degrees 35 minutes 35 seconds, 167.11 feet; and the chord of said curve bears North 50 degrees 55 minutes 29 seconds East; thence North 65 degrees 02 minutes 23 seconds East 26.66 feet; thence northeasterly along a tangential curve, concave to the northwest, radius 120.00 feet, central angle 64 degrees 56 minutes 53 seconds, 136.03 feet; and the chord of said curve bears North 32 degrees 33 minutes 57 seconds East; thence North 00 degrees 05 minutes 30 seconds East 351.38 feet; thence northeasterly along a tangential curve, concave to the southeast, radius 5.00 feet, central angle 89 degrees 57 minutes 14 seconds, 7.85 feet; and the chord of said curve bears North 45 degrees 04 minutes 07 seconds East thence South 89 degrees 57 minutes 16 seconds East 740.48 feet, to the easterly line of said Lot 1, Block 1; thence North 21 degrees 23 minutes 51 seconds East 21.47 feet, along said easterly line to the northeast corner of said Lot 1, Block 1; thence along the Northerly line of said Lot 1, Block 1 a distance of 748.29 feet; thence southerly along a tangential curve, concave to the southeast, radius 25.00 feet, central angle 89 degrees 57 minutes 14 seconds 39.25 feet; and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West 351.38 feet, along the westerly line of said Lot 1 Block 1; thence southwesterly along a tangential curve, concave to the northwest, radius 100.00 feet, central angle 62 degrees 03 minutes 45 seconds 108.32 feet; and the chord of said curve bears South 31 degrees 07 minutes 23 seconds West; thence South 65 degrees 02 minutes 23 seconds West 26.66 feet; thence southwesterly along a tangential curve, concave to the southeast, radius 367.00 feet, central angle 27 degrees 36 minutes 38 seconds 176.85 feet; and the chord of said curve bears South 50 degrees 56 minutes 00 seconds West; thence South 37 degrees 07 minutes 42 seconds 217.69 feet; thence along a tangential curve concave to the southeast, radius 433.00 feet, central angle 16 degrees 42 minutes 53 seconds 126.32 feet, more or less to the West line of Lot 2 Block 1 said plat, and the chord of said curve bears South 28 degrees 46 minutes 15 seconds West; thence South 02 degrees 06 minutes 06 seconds East, along said West line 249.20 feet; thence along a tangential curve concave to the northwest, radius 180.44 feet, central angle 53 degrees 27 minutes 05 seconds 168.33 feet and the chord of said curve bears South 24 degrees 37 minutes 27 seconds West; thence South 00 degrees 05 minutes 30 seconds, not tangent to the last described curve 88.50 feet, more or less to the shoreline of Roy Lake; thence northeasterly along said shoreline to an intersection with a line bearing South 02 degrees 06 minutes 06 seconds East 453.00 feet, more or less, from the point of beginning; thence North 02 degrees 06 minutes 06 seconds West 453.00 feet, more or less. to the point of beginning.

Land Design Solutions Complete Land Consultation Services 11821 Lake Trail Crosslake Minnesota 56442 218-820-0854 landdesignsolutions.co	I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Land Surveyor of the State of Minnesota.	Trail Easement Exhibit	
		DATE 05/04/2026	SCALE 1" = 200'	PROJECT NO. 20-006

CERTIFICATE OF SURVEY

Part of Lot 2 Block 1 & Lot 2 Block 2 ROYS lANDING

Section 10 Township 135 North Range 29 West

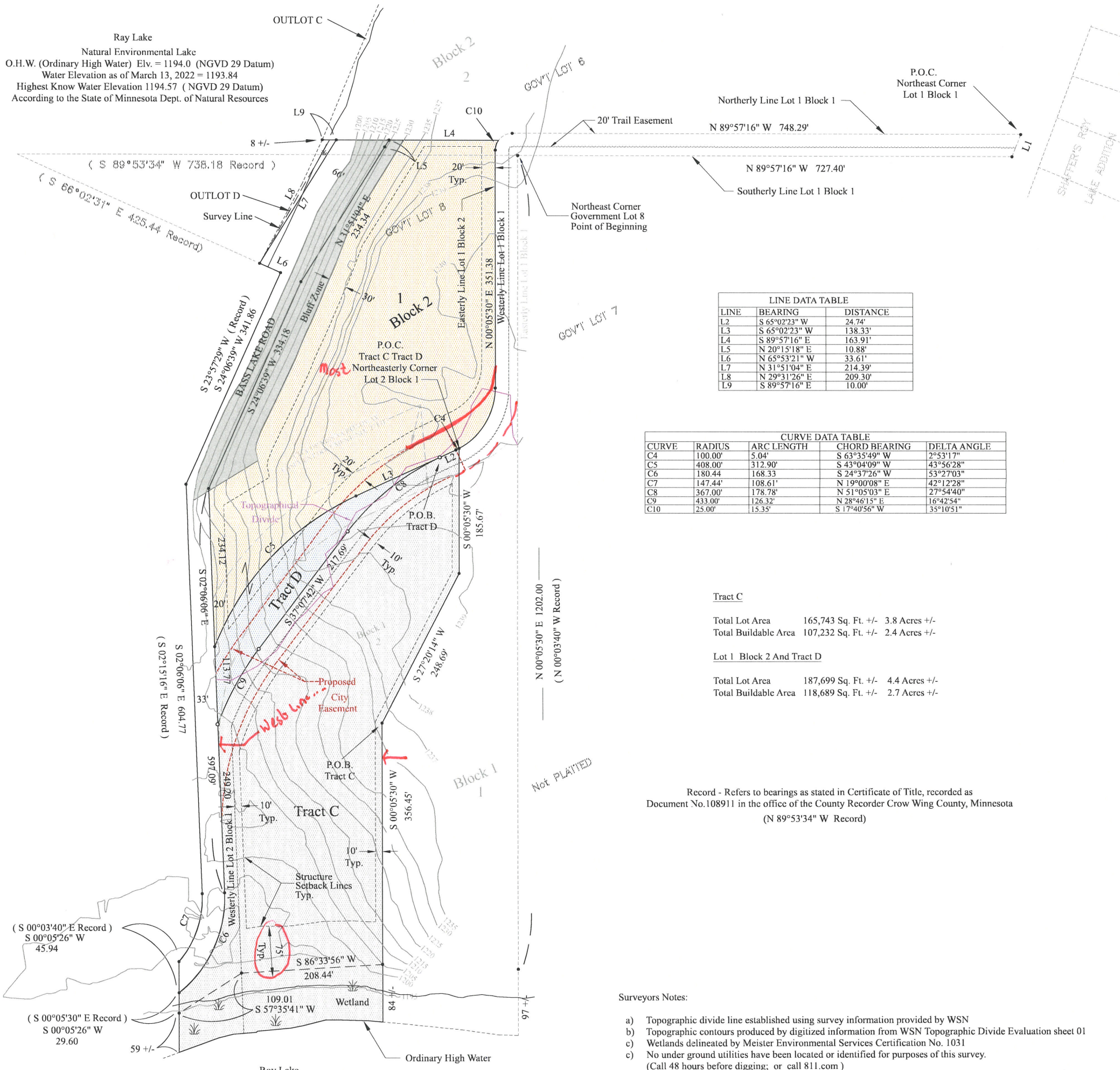
Crow Wing County, Minnesota

N W E S

0 100 200

LEGEND

- DENOTES FOUND SURVEY MONUMENT
- O DENOTES SET 5/8 REBAR SURVEY MONUMENT SURVEYOR CAP NO. 15294
- ——— DENOTES WETLAND BOUNDARY
- WETLAND
- - - - - - - - STRUCTURE SETBACK LINES
- P.O.B. POINT OF BEGINNING
- P.O.C. POINT OF CEMENCEMENT



LINE DATA TABLE		
LINE	BEARING	DISTANCE
L2	S 65°02'23" W	24.74'
L3	S 65°02'23" W	138.33'
L4	S 89°57'16" E	163.91'
L5	N 20°15'18" E	10.88'
L6	N 65°53'21" W	33.61'
L7	N 31°51'04" E	214.39'
L8	N 29°31'26" E	209.30'
L9	S 89°57'16" E	10.00'

CURVE DATA TABLE				
CURVE	RADIUS	ARC LENGTH	CHORD BEARING	DELTA ANGLE
C4	100.00'	5.04'	S 63°35'49" W	2°53'17"
C5	408.00'	312.90'	S 43°04'09" W	43°56'28"
C6	180.44	168.33	S 24°37'26" W	53°27'03"
C7	147.44'	108.61'	N 19°00'08" E	42°12'28"
C8	367.00'	178.78'	N 51°05'03" E	27°54'40"
C9	433.00'	126.32'	N 28°46'15" E	16°42'54"
C10	25.00'	15.35'	S 17°40'56" W	35°10'51"

Tract C

Total Lot Area 165,743 Sq. Ft. +/- 3.8 Acres +/-
Total Buildable Area 107,232 Sq. Ft. +/- 2.4 Acres +/-

Lot 1 Block 2 And Tract D

Total Lot Area 187,699 Sq. Ft. +/- 4.4 Acres +/-
Total Buildable Area 118,689 Sq. Ft. +/- 2.7 Acres +/-

Record - Refers to bearings as stated in Certificate of Title, recorded as Document No.108911 in the office of the County Recorder Crow Wing County, Minnesota (N 89°53'34" W Record)

Surveyors Notes:

a) Topographic divide line established using survey information provided by WSN
b) Topographic contours produced by digitized information from WSN Topographic Divide Evaluation sheet 01
c) Wetlands delineated by Meister Environmental Services Certification No. 1031
c) No under ground utilities have been located or identified for purposes of this survey. (Call 48 hours before digging; or call 811.com)
d) No abstract or research of abstract documents has been provided Land Design Solutions LLC. No "Title Commitment" or "Title Opinion" has been provided for the survey. The "Land Survey" was completed to the deeds of record on file at the Crow County Recorder's office.

BEARING ORIENTATION

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE NORTH LINE OF LOT 1 BLOCK 1 TO HAVE AN ASSUMED BEARING OF NORTH 89 DEGREES 57 MINUTES 16 SECONDS WEST

Land Design Solutions
Complete Land Consultation Services
11821 Lake Trail Crosslake Minnesota 56442
218-820-0854
landdesignsolutions.co

Signature John J. Hutchinson Jr. Registration No. 15294

I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Civil Eng inner and Land Surveyor of the State of Minnesota.

Certificate of Survey

Survey Prepared for: TM Investments LLC, 27310 Verdin St. NW, Isanti, MN 55040

DATE 05/04/2026 | SCALE 1" = 100' | PROJECT NO. 20-006

CERTIFICATE OF SURVEY

Lots 1 Block 1, ROYS LANDING

Section 10 Township 135 North Range 29 West

Crow Wing County, Minnesota

Tract C

That part of Lot 2 Block 1, " ROYS LANDING " according to the plat of record in the office of the County Recorder, Crow County, Minnesota, more particularly described as follows:

Commencing at the most northeasterly corner of said Lot 2 Block 1, said plat; thence South 00 degrees 05 minutes 30 seconds West, assumed bearing, along the West line of said Lot 2 Block 1 a distance of 185.67 feet; thence South 27 degrees 20 minutes 14 seconds West, along said West line 248.69 feet, to the point of beginning of the tract to be described; thence returning North 27 degrees 20 minutes 14 seconds East 248.69 feet; thence North 00 degrees 05 minutes 30 seconds East 185.67 feet; thence southwesterly along a non-tangential curve, concave to the northwest, radius 100.00 feet, central angle 02 degrees 53 minutes 17 seconds 5.04 feet, and the chord of said curve bears South 63 degrees 35 minutes 49 seconds West; thence South 65 degrees 02 minutes 23 seconds West 24.74 feet; thence southwesterly along a tangential curve, concave to the southeast, radius 367.00 feet, central angle 27 degrees 54 minutes 40 seconds 178.78 feet, and the chord of said curve bears South 51 degrees 05 minutes 03 seconds West; thence South 37 degrees 07 minutes 42 seconds West 217.69 feet; thence southwesterly along a tangential curve concave to the southeast, radius 433.00 feet, central angle 16 degrees 42 minutes 54 seconds 126.32 feet, and the chord of said curve bears South 28 degrees 46 minutes 15 seconds West, to the West line of said Lot 2 Block 1; thence South 02 degrees 06 minutes 06 seconds East, not-tangent to the last described curve, along said West line 249.20 feet; thence southwesterly along a tangential curve, concave to the northwest, radius 180.44 feet, central angle 53 degrees 27 minutes 03 seconds 168.33 feet, and the chord of said curve bears South 24 degrees 37 minutes 26 seconds West; thence South 00 degrees 05 seconds 26 minutes West, along said West line 59.00 feet, more or less, to shoreline of Roy Lake; thence northeasterly along said shoreline to an intersection with a line bearing South 00 degrees 05 minutes 30 seconds West 440.00 feet, more or less, from the point of beginning; thence North 00 degrees 05 minutes 30 seconds East 440.00 feet, more or less, to the point of beginning.

Subject to easements, restrictions and reservations of record.

Lot 1 Block 2 and Tract D

Lot 1 Block 2 " ROYS LANDING " according to the plat of record in the office of the County Recorder, Crow Wing County, Minnesota

AND

That part of Lot 2 Block 1 " ROYS LANDING " according to the plat of record in the office of the County Recorder, Crow Wing County, Minnesota, more particularly described as follows:

Commencing at the most northeasterly corner of said Lot 2 Block 1 said plat; thence southwesterly along a non-tangential curve, concave to the northwest, radius 100.00 feet, central angle 02 degrees 53 minutes 17 seconds 5.04 feet, and the chord of said curve bears South 63 degrees 35 minutes 49 seconds West, assumed bearing; thence South 65 degrees 02 minutes 23 seconds West, 24.74 feet, to the point of beginning; thence southwesterly along a tangential curve, concave to the southeast, radius 367.00 feet, central angle 27 degrees 54 minutes 40 seconds 178.78 feet; and the chord of said curve bears South 51 degrees 05 minutes 03 seconds West; thence South 37 degrees 07 minutes 42 seconds West 217.69 feet; thence southwesterly along a tangential curve concave to the southeast, radius 433.00 feet, central angle 16 degrees 42 minutes 54 seconds 126.32 feet; and the chord of said curve bears South 28 degrees 46 minutes 15 seconds West, to the West line of said Lot 2 Block 1; thence North 02 degrees 06 minutes 06 seconds West, not- tangent to the last described curve, along said West line of said Lot 2 Block 1 a distance of 113.77 feet; thence northeasterly along a non- tangential curve concave to the southeast, radius 408.00 feet, central angle 43 degrees 56 minutes 28 seconds 312.90 feet; and the chord of said curve bears North 43 degrees 04 minutes 09 seconds East; thence North 65 degrees 02 minutes 23 seconds East 138.33 feet to the point of beginning.

Subject to easements, restrictions and reservations of record.

Land Design Solutions Complete Land Consultation Services 11821 Lake Trail Crosslake Minnesota 56442 218-820-0854 landdesignsolutions.co	Signature John J. Hinnenson Jr. Registration No. 15294 I hereby certify that this survey was completed by me, or under my direct supervision and that I am a duly licensed Civil Eng inner and Land Surveyor of the State of Minnesota.	Certificate of Survey Tracts A & B Survey Prepared for: TM Investments LLC 27310 Verdin St. NW Isanti, MN 55040 DATE 04/19/2026 | SCALE 1" = 300' | PROJECT NO. 20-006

Steven Timblin

From: Frie, Jacob (DNR) <Jacob.Frie@state.mn.us>
Sent: Thursday, May 21, 2026 2:02 PM
To: Steven Timblin; Chad Conner; Dave Reese; Tom Pearson; Tom Blomer
Subject: RE: Boundary Line Adjustment and City Easement Relocation

Hello all:

I have reviewed this proposed boundary line adjustment and have no comments.

Jacob Frie
Area Hydrologist | Division of Ecological and Water Resources

Minnesota Department of Natural Resources
1601 Minnesota Drive
Brainerd, MN, 56401
Phone: 218-203-4367
Email: Jacob.frie@state.mn.us
mndnr.gov

DEPARTMENT OF NATURAL RESOURCES

From: Steven Timblin <stimblin@cityofnisswa.gov>
Sent: Wednesday, May 20, 2026 3:26 PM
To: Chad Conner <chad.conner@widseth.com>; Dave Reese <dave.reese@widseth.com>; Frie, Jacob (DNR) <Jacob.Frie@state.mn.us>; Tom Pearson <tpearson@gqlaw.net>; Tom Blomer <tblomer@cityofnisswa.gov>
Subject: Boundary Line Adjustment and City Easement Relocation

This message may be from an external email source.
Do not select links or open attachments unless verified. Report all suspicious emails to Minnesota IT Services Security Operations Center.

Good afternoon,

Attached is a lot line adjustment application for lots in Roy's Landing, which will move to the PCBOA for review on June 2nd, subject to final approval by the City Council as it relates to relocation of an easement area. If you'd like to comment, please let me know.

Thank you,
Steven

Steven Timblin – City Planner

(Top 3 inches reserved for recording data)

EASEMENT DEED - CORRECTIVE
Entity to Entity

eCRV number: **Exempt**

DEED TAX DUE: $**Exempt** DATE: _____**, 2026**

FOR VALUABLE CONSIDERATION, **TM Investments, LLC, a Minnesota limited liability company** ("**Grantor**"), hereby conveys and quitclaims to **City of Nisswa** ("**Grantee**"), real property in **Crow Wing** County, Minnesota, legally described as follows:

See Exhibit A
Grantor granted a trail easement filed 12/30/22 as Document No. 271412 and a roadway easement filed same date as 271413. The alignment of both has changed and the legal descriptions set forth below are intended to replace those set forth in 2022 and those old descriptions are hereby terminated.

Check here if all or part of the described real property is Registered (Torrens) ☒

together with all hereditaments and appurtenances belonging thereto.

Grantor
TM Investments, LLC

By Jethro Carpenter

State of Minnesota, County of _____

This instrument was acknowledged before me on _____, 2026 by **Jethro Carpenter, the chief manager of TM Investments, LLC, a Minnesota limited liability company**

(Stamp)

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
Breen & Person
PO Box 472
Brainerd, MN 56401

EXHIBIT "A"

An exclusive roadway easement in favor of the City of Nisswa for ingress, egress and utility purposes over, under and across that part of Lot 1 and Lot 2, Block 1 and Lot 1, Block 2, ROYS LANDING, according to the plat of record in the office of the County Recorder, Crow County, Minnesota. more particularly described as follows:

Beginning at the Northeast corner of Lot 1, Block 1, said plat ; thence North 89 degrees 57 minutes 16 seconds West, assumed bearing, along the Northerly line of said Lot 1 Block 1, a distance of 748.29 feet; thence southerly along a tangential curve, concave to the southeast, radius 25.00 feet, central angle 89 degrees 57 minutes 14 seconds 39.25feet; and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West, tangent to the last described curve, 314.95 feet, along the westerly line of said Lot 1 Block 1; thence southwesterly along a tangential curve, concave to the northwest,

radius 100.00 feet, central angle 64 degrees 56 minutes 53 seconds 113.36 feet; and the chord of said curve bears South 32 degrees 33 minutes 57 seconds West; thence South 65 degrees 02 minutes 23 seconds West, tangent to the last described curve, 40.16 feet; thence southwesterly along a tangential curve, concave to the southeast, radius 400.00 feet, central angle 27 degrees 54 minutes 41 seconds 194.86 feet; and the chord of said curve bears South 51 degrees 05 minutes 02 seconds West; thence South 37 degrees 07 minutes 42 seconds West, tangent to the last described curve, 217.69 feet; thence along a tangential curve concave to the southeast, radius 466.00 feet, central angle 08 degrees 21 minutes 47 seconds 68.02 feet, to the West line of Lot 2, Block 1, said plat, and the chord of said curve bears South 32 degrees 56 minutes 48 seconds West; thence South 02 degrees 06 minutes 06 seconds East, tangent to the last described curve, along said West line 224.50 feet; thence along non - tangential curve concave to the southeast, radius 400.00 feet, central angle 37 degrees 08 minutes 32 seconds 259.30 feet; and the chord of said curve bears North 18 degrees 33 minutes 26 seconds East; thence North 37 degrees 07 minutes 42 seconds East, tangent to the last described curve a distance of 217.69 feet; thence along a tangential curve concave to the southeast, radius 334.00 feet, central angle 27 degrees 54 minutes 41 seconds 162.71 feet; and the chord of said curve bears North 51 degrees 05 minutes 02 seconds East; thence North 65 degrees 02 minutes 23 seconds East, tangent to the last described curve, 40.16 feet; thence along a tangential curve concave to the northwest, radius 166.00 feet, central angle 28 degrees 11 minutes 30 seconds 81.68 feet; and the chord of said curve bears North 50 degrees 56 minutes 38 seconds East to the East line of said Lot 1, Block 1; thence North 00 degrees 05 minutes 30 seconds East, tangent to the last described curve, along said East line 406.30 feet; thence North 89 degrees 57 minutes 16 seconds West 727.40 feet along the South line of said Lot 1, Block 1, to the Easterly line of said Lot 1 Block 1; thence North 21 degrees 23 minutes 51 seconds East, along said easterly line 35.43 feet, to the point of beginning.

AND

An exclusive easement for ingress and egress FOR TRAIL purposes over, under and across that part of Lot 1 and Lot 2 Block 1 and Lot 1 Block 2 ROYS LANDING, according to the plat of record in the office of the County Recorder, Crow County, Minnesota. more particularly described as follows:

Commencing at the Northeast corner of said Lot 1 Block 1 said plat; thence South 21 degrees 23 minutes 51 seconds West, assumed bearing, 21.47 feet, along the East line of Lot 1, Block 1; thence South 89 degrees 57 minutes 16 seconds East 740.48; thence southerly along a tangential curve, concave to the southeast, radius 5.00 feet, central angle 89 degrees 57 minutes 14 seconds, 7.85 feet; and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West, tangent to the last described curve, 351.38 feet; thence southwesterly along a tangential curve, concave to the northwest, radius 120.00 feet, central angle 62 degrees 32 minutes 55 seconds, 131.00 feet; and the chord of said curve bears South 31 degrees 21 minutes 58 seconds West; thence South 65 degrees 02 minutes 23 seconds

West, tangent to the last described curve, 29.53 feet; thence southerly along a tangential curve, concave to the southeast, radius 347.00 feet, central angle 27 degrees 54 minutes 41 seconds, 169.04 feet; and the chord of said curve bears South 51 degrees 05 minutes 02 seconds West; thence South 37 degrees 07 minutes 42 seconds West, tangent to the last described curve, 217.95 feet, thence southerly along a tangential curve, concave to the southeast, radius 413.00 feet, central angle 16 degrees 10 minutes 08 seconds, 116.55 feet; and the chord of said curve bears South 29 degrees 02 minutes 38 seconds West, to the point of beginning of the easement

to be described ; thence returning northerly along a said curve, concave to the southeast, radius 413.00 feet, central angle 16 degrees 10 minutes 08 seconds, 116.55 feet; and the chord of said curve bears North 29 degrees 02 minutes 38 seconds East; thence North 37 degrees 07 minutes 42 seconds East 217.95 feet; thence northerly along a tangential curve, concave to the southeast, radius 347.00 feet, central angle 27 degrees 54 minutes 41 seconds, 169.04 feet; and the chord of said curve bears North 51 degrees 05 minutes 02 seconds East; thence North 65 degrees 02 minutes 23 seconds East, tangent to the last described curve, 29.53 feet; thence northeasterly along a tangential curve, concave to the northwest, radius 120.00 feet, central angle 62 degrees 32 minutes 55 seconds, 131.00 feet; and the chord of said curve bears North 31 degrees 21 minutes 58 seconds East; thence North 00 degrees 05 minutes 30 seconds East, tangent to the last described curve, 351.38 feet; thence northeasterly along a tangential curve, concave to the southeast, radius 5.00 feet, central angle 89 degrees 57 minutes 14 seconds, 7.85 feet; and the chord of said curve bears North 45 degrees 04 minutes 07 seconds East; thence South 89 degrees 57 minutes 16 seconds East 740.48 feet, to said easterly line of Lot 1, Block 1; thence North 21 degrees 23 minutes 51 seconds East 21.47 feet, along said easterly line to the northeast corner of said Lot 1, Block 1; thence North 89 degrees 57 minutes 16 seconds West along the Northerly line of said Lot 1, Block 1 a distance of 748.29 feet; thence southerly along a tangential curve, concave to the southeast, radius 25.00 feet, central angle 89 degrees 57 minutes 14 seconds 39.25 feet, and the chord of said curve bears South 45 degrees 04 minutes 07 seconds West; thence South 00 degrees 05 minutes 30 seconds West, tangent to the last described curve, 351.38 feet; thence southwesterly along a tangential curve, concave to the northwest, radius 100.00 feet, central angle 62 degrees 03 minutes 45 seconds 108.32 feet; and the chord of said curve bears South 31 degrees 07 minutes 23 seconds West; thence South 65 degrees 02 minutes 23 seconds West, tangent to the last described curve, 29.53 feet; thence southwesterly along a tangential curve, concave to the southeast, radius 367.00 feet, central angle 27 degrees 54 minutes 41 seconds 178.78 feet; and the chord of said curve bears South 51 degrees 05 minutes 02 seconds West; thence South 37 degrees 07 minutes 42 seconds West, tangent to the last described curve, 217.95 feet; thence southwesterly along a tangential curve concave to the southeast, radius 433.00 feet, central angle 16 degrees 42 minutes 53 seconds 126.32 feet, to the West line of said Lot 2, Block 1, and the chord of said curve bears South 28 degrees 46 minutes 15 seconds West; thence South 02 degrees 06 minutes 06 seconds East, along said West line 249.20 feet; thence along a tangential curve concave to the northwest, radius 180.44 feet, central angle 53 degrees 27 minutes 03 seconds 168.33 feet and the chord of said curve bears South 24 degrees 37 minutes 26 seconds West; thence South 00 degrees 05 minutes 26 seconds West, not tangent to the last described curve 88.50 feet, more or less, to the shoreline of Roy Lake; thence northeasterly along

said shoreline to an intersection with a line bearing South 02 degrees 06 minutes 06 seconds East 453.00 feet, more or less, from the point of beginning; thence North 02 degrees 06 minutes 06 seconds West 453.00 feet, more or less. to the point of beginning.

CITY OF NISSWA

To:	Nisswa City Council
Prepared by:	Maggi Wentler, Interim City Administrator
Date:	July 21, 2026
Item:	Spirits Parking Lot Invoice

Action Requested:

City Council approval, deny or table this invoice to Schaefer's for the parking lot.

Background:

At the April 21, 2026, City Council meeting the council approved make adjustments to the parking lot plan to include additional parking spaces in front of Spirits. The council motioned to authorize Widseth to reach out to Schaefer's contractor to assess what changes are needed regarding the parking lot island, with the city paying for Widseth's cost to complete the work.

After reviewing the invoice, discussing the project with our engineer regarding the modifications required to add additional parking spaces, and reviewing the relevant council discussion and motion, it appears to me that a significant portion of these charges may not have been authorized by the City Council, as Andy stated the stated he was unwilling to pay additional contractor or engineering fees to address this matter. I wanted the council to review and approve payment of this invoice.

Budget Impact:

Attachments:

- Schaefer's Invoice
- April 21, 2026, Meeting Minutes
- Additional document supplied by Schaefer's

Schaefer's of Nisswa

23962 Smiley Road
Nisswa, MN 56468

Invoice

Date	Invoice #
6/10/2026	20260610

Bill To

Spirits of Nisswa
C/O City of Nisswa
PO Box 410
Nisswa. MN 56468

Description	Amount
Extra Man Hole for Storm	12,796.00
Raise Casting by Curb before Paving	650.00
Sub Cut Parking Lot and Moving Fill	8,500.00
Mraz Management	650.00
Schaefer's of Nisswa	400.00
Plan Reproduction - Updating Costs and Reprinting Plans	50.00
Surveying costs	2,325.00
Change Fee	1,775.97
Total	$27,146.97

CITY OF NISSWA
MINUTES – REGULAR COUNCIL MEETING
TUESDAY, APRIL 21, 2026 – 6:00 P.M.
NISSWA CITY HALL

Members present: Jennifer Carnahan, Bruce London, Joe Hall, Mark Froehle, Jesse Zahn
Other Members Present: Dave Reese, City Engineer; Bill Westerberg, Widseth; Tom Pearson, City Attorney
Other Members Present via Zoom: Wendell Sande, SCSC; Flora Delaney and Michael Bitzer, Delaney Consulting; Chris Hoodecheck, Labor Attorney
City staff present: Maggi Wentler, Interim City Administrator; Tom Blomer, Public Works Director; Steven Timblin, City Planner; Amber Moon Peterson, Parks & Rec Director; Brian Farrell, Spirits Manager; Terry Wallin, Pickle Manager; Todd Szymanski, Police Chief; Shawn Bailey, Fire Chief; Jane Michaud, Deputy Clerk

Audience members: 40 members of the public were present

A. Call to Order

Mayor Jennifer Carnahan called the Regular Council Meeting of the City of Nisswa to order at 6:01 PM on Tuesday, April 21, 2026, at Nisswa City Hall.

Mayor Carnahan opened with remarks acknowledging the high level of public engagement at recent meetings and expressing the intent to conduct all future meetings with efficiency, professionalism, and proper decorum—with respect extended to Council Members, city staff, and all attendees. She also offered an apology on behalf of the Council for conduct at the prior month's meeting.

1. Pledge of Allegiance

B. Approve Agenda

Motion to approve the agenda as presented was made by Council Member Zahn and seconded by Council Member London. The motion carried unanimously.

C. Consent Calendar

Mayor Carnahan read the standard notice to the public regarding the consent calendar. Prior to the vote, Council Member Zahn raised a question regarding the Parks and Recreation Department report's reference to sweeping the Gull Lake Trail. Parks and Recreation staff confirmed that sweeping the trail is a routine seasonal maintenance activity, performed multiple times throughout the season depending on weather events. It was also noted that the final section of the trail remains incomplete and is therefore not swept.

Motion to approve the Consent Calendar as presented was made by Council Member Zahn and seconded by Council Member London. The motion carried unanimously.

D. Open Forum

1. Central MN Council Scouting America

Mayor Carnahan introduced Isaiah Anderson, District Executive for the Pine Tree District of the Central Minnesota Council, Scouting America, whom she had met the previous week at the Lakes Area Leadership Breakfast. Mr. Anderson addressed the Council and provided an overview of the organization's reach, noting that the Pine Tree District covers Crow Wing, Aitken, Morrison, and Cass Counties. He highlighted Parker Scout Reservation, located in Nisswa, and noted the presence of Miller Castle as a prominent local attraction. Mr. Anderson shared national statistics, including one million youth served, 175,000 girls and young women participating, 30,000 Eagle Scouts earned in the prior year—including himself in 2019—and over 7.1 million hours of community service donated. He invited the city to engage scouts for local events such as parades and directed interested parties to www.scoutingcmc.org for more information or to donate.

2. Public Comment

Fire Chief Bailey addressed the Council to refute several rumors circulating on social media regarding the fire department. He clarified that the department had never requested the city construct a water tower to fill water tenders, that no $30 million fire hall had been requested, and that the department's current parking lot serves as its helipad—no dedicated helipad structure had been requested. Chief Bailey expressed frustration with misinformation being spread and stated his intent to issue a formal response on social media unless directed otherwise. He encouraged residents to reach out to staff for clarification on any questions.

No other members of the public came forward during the public comment period.

E. Reports

1. City Attorney

City Attorney Pearson reported no items at that time, noting he would speak to specific agenda items as they arose.

2. City Engineer

City Engineer Reese reported that work is continuing on 2026 city street improvements, and that the Gull Lake Trail project from the prior year—along with an added bathroom project—is being wrapped up.

F. Public Hearing

1. EDA Resolution

City Attorney Pearson provided background on the Enabling Resolution required by statute to formally establish an Economic Development Authority (EDA) for the City of Nisswa. He noted that since the March meeting, the draft resolution had been revised with minor statutory changes and language acknowledging that an EDA may have previously existed in the city, with the new resolution intended to supersede any prior enabling action or disbandment.

Prior to opening the public hearing, the Council discussed proposed amendments to the resolution. Council Member Zahn raised the question of expanding the governing board from five commissioners to seven, in order to allow for greater public participation. Council Members Froehle, Hall, and Mayor Carnahan all expressed agreement, citing the value of broader community involvement and diverse perspectives. The Council also discussed Section N of the resolution, which as drafted stated that the EDA "shall not provide business assistance." City Attorney Pearson suggested revised language reading that "the EDA shall assist the city Council in considerations of business assistance," which would preserve Council oversight while leaving the door open for future involvement in matters such as tax increment financing or gap financing.

Motion to open the public hearing regarding the EDA Resolution was made by Council Member Zahn and seconded by Council Member Froehle. The motion carried unanimously.

During the public hearing, community member Bruce Imholte (25628 Wooddale Road, Nisswa), who noted twelve years of prior service on an economic development authority, spoke in support of expanding the board to seven members. He expressed concern about the "shall not provide business assistance" language and strongly recommended it be amended, explaining that business assistance—such as low-interest gap financing to attract or expand businesses—is a core function of an EDA. He cited the ability to borrow at low rates and re-lend to businesses as a way to grow the EDA's financial capacity over time.

City Attorney Pearson responded that the proposed middle-ground language—"the EDA shall assist the city Council in considerations of business assistance"—would address the concern while keeping tighter Council oversight during the EDA's early formation, with the option to expand the EDA's authority through an amended enabling resolution in the future.

Motion to close the public hearing regarding the EDA Resolution was made by Council Member Zahn and seconded by Council Member Hall. The motion carried unanimously.

Following the close of the public hearing, the Council confirmed the revised language for Section N as read by City Attorney Pearson.

Motion to amend the proposed Enabling Resolution establishing an Economic Development Authority for the City of Nisswa to increase the governing board from five (5) commissioners to seven (7), and to modify Section N to state that "the EDA shall assist the city Council in consideration for providing business assistance," was made by Council Member Zahn and seconded by Council Member Hall. The motion carried unanimously.

2. EDA Organizational Resolution

City Attorney Pearson advised that the Organizational Resolution—which will set commissioner terms, officer positions, and other structural details—was not yet ready for formal action, as the Council first needed to establish a process for recruiting and appointing EDA members. No public hearing is required for this resolution.

Mayor Carnahan shared that she had consulted with Tyler Glenn, Executive Director of BLADEC, who has experience assisting neighboring cities with EDA formation. Mr. Glenn recommended that officer positions (president, vice president, treasurer, etc.) be nominated and selected within the EDA board itself at its first meeting, following the practice of Brainerd, Crosslake, and other area cities. He also offered a sample application form that could be posted on the city's website.

The Council discussed the application and appointment process. Council Member Zahn proposed opening the five non-Council seats to public applicants, with a two-week application window from Wednesday, April 29 through Wednesday, May 13. City staff noted that, given packet deadlines, a special meeting following the close of the application window may be more practical than incorporating appointments into the May 19 regular meeting. The Council agreed with this approach.

Regarding outreach, staff indicated the application would be posted on the city website, sent via the e-notify subscription service, potentially shared through the Nisswa Chamber newsletter, and submitted to the local newspaper for a possible article. Word-of-mouth was also encouraged given the substantial public attendance at the meeting.

(Note: No formal motion was required for the EDA Organizational Resolution itself at this meeting, as appointments have not yet been made.)

G. Old Business

1. Spirits Expansion Recommendation

Michael and Flora of Delaney Consulting participated via Zoom to present findings from their engagement, in which they were tasked with providing due diligence and decision support regarding a potential expansion of the Spirits of Nisswa municipal liquor store into additional leased space in the Schaefer development adjacent to the current location.

Michael summarized that after seven weeks of work, including analysis of five years of financial performance data, the conclusion was that expansion is not financially justified under current

operating conditions. Mayor Carnahan summarized the key findings for the benefit of those in attendance: net operating profit at Spirits had declined approximately 40% over five years, from roughly $489,000 in 2021 to approximately $282,000 in 2025. Michael elaborated that either of the two square footage expansion scenarios presented would require the business to generate between $507,000 and $764,000 in additional annual sales with no identifiable strategy to accomplish that. Flora further noted that inventory turnover data indicated the store has adequate space to support its current and projected revenue, and that adding fixed costs to a declining business would not be in the best interest of city constituents.

Council Member Hall raised the issue of an outside storage unit that had been in use and was lost due to the expansion construction, and whether the loss of volume-buying discounts would further affect profitability. Flora responded that making money through higher-volume purchasing would not offset the benefits of faster inventory turns, and that capital tied up in excess inventory reduces the efficiency of the store's returns.

The Council also addressed the fact that property owner Andy Schaefer had not been invited to the prior liquor committee meeting where preliminary findings were discussed, despite a prior Council motion to that effect. Council Members Zahn and Hall acknowledged the oversight and apologized. Mayor Carnahan expressed that she believed more transparency and earlier communication of the findings to Mr. Schaefer would have been appropriate. City Attorney Pearson clarified that the prior liquor committee meeting was not an illegal meeting, characterizing it as a preliminary discussion of findings, but acknowledged that there remain further operational discussions to be had with Mr. Schaefer.

Mr. Schaefer addressed the Council, questioning why he had not been included and expressing frustration that the city had been slow to communicate with him throughout the process, particularly given the construction impacts on parking, the loading dock, and other operational elements of the adjacent Spirits store. He stated he was unwilling to bear further engineering or contractor costs related to city-driven requests.

Regarding the third amended lease agreement, the liquor committee had unanimously recommended no change to the current lease, and no Council Member moved to pursue an amendment.

Motion to make no changes to the Spirits of Nisswa third amended lease as proposed by the Schaefers was made by Council Member Zahn and seconded by Council Member Froehle. The motion carried unanimously.

Regarding the parking lot island, discussion arose about a landscaping island in the Schaefer parking lot that had been required under a Conditional Use Permit (CUP) and a variance approval, and which Spirits staff had expressed interest in removing to improve traffic flow. Mr. Schaefer stated he was unwilling to pay additional contractor or engineering fees to address this matter. Planning & Zoning Director Steven Timblin confirmed that removal could potentially be handled through an amendment to the CUP rather than a full variance process, and City Engineer Reese indicated WSN could coordinate with the applicant's contractor. City Attorney Pearson

suggested the Council could act directly given the unusual circumstance of the city effectively requesting departure from its own ordinance requirement.

Motion to authorize WSN to reach out to the Schaefer contractor to assess what changes are needed regarding the parking lot island and to report back, with the city to pay WSN's costs to complete that work, was made by Council Member Hall and seconded by Council Member London. The motion carried unanimously.

Motion to amend the Conditional Use Permit to remove the landscaping island coverage requirement and allow paving of the parking lot was made by Council Member Hall and seconded by Council Member London. The motion carried unanimously.

Motion that any fees associated with this modification be paid from the liquor fund was made by Council Member Zahn and seconded by Council Member London. The motion carried unanimously.

Staff confirmed that a liquor committee meeting would be scheduled for the following week (targeting Wednesday, April 29) with Mayor Carnahan, the city attorney, and the engineer present to address all remaining outstanding operational items related to the Schaefer expansion.

2. Spirits/Pickle – Consultant Services

Flora and Michael of Delaney Consulting provided a brief update on the broader scope of their engagement. They reported that they are transitioning from the discovery phase to the analysis phase, having completed two market visits to Nisswa with two more scheduled. Work includes POS data analysis, competitive store visits, and interviews with team members. The consultants confirmed they remain on schedule to deliver final recommendations to the city prior to the June city Council meeting.

3. Organization Structure Admin/Clerk/Finance Department

Motion to table the Organization Structure Admin/Clerk/Finance Department discussion until the May regular Council meeting was made by Council Member Zahn and seconded by Council Member London. The motion carried unanimously.

Council Member Froehle noted a typographical error in the agenda materials ("serve at" should read "serve as") which staff noted for correction.

4. Administrator/City Clerk Position (SCSC)

Wendell Sande of SCSC (Strategic Compensation Solutions Consulting) participated via Zoom and recommended restarting the administrator/clerk search after the summer season, citing the difficulty of recruiting during summer vacations and the high activity level in Nisswa during that time. However, the Council expressed a clear consensus that the search should proceed as soon as possible given the urgency of filling the role and the significant burden currently carried by interim staff.

Additional Details supplied to city staff on 8/06/2026

Honer Excavating, Inc.
PO Box 676
Pine River, MN 56474-0676 USA
+13202506465
honerexc@yahoo.com

Invoice

BILL TO
Monte Mraz

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
24072	05/25/2026	$0.00	06/09/2026	Net 15	

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

P.O. NUMBER
Schaefer's

SALES REP
Justin

DESCRIPTION	QTY	RATE	AMOUNT
sewer and storm sewer complete			56,827.00
extra man hole for storm structure with casing move pipe and add			12,796.00
raise casting by curb before paving do to grade change with moving center island			650.00
sub cut parking lot and moving fill back hole in back re shape parking lot after island was removed grade change for sub cut			8,500.00

PAID

Thank you for your business!

PAYMENT	78,773.00
BALANCE DUE	**$0.00**

CITY OF NISSWA

To:	Nisswa City Council
Prepared by:	Maggi Wentler, Interim City Administrator
Date:	August 18, 2026
Item:	Pickle/Spirits Consultant Recommendations/Next Steps/SOW Extension

Action Requested:

City Council to plan on how to move forward.

Background:

Delaney Consulting was hired to complete an evaluation of both liquor operations and presented its report at a special council meeting on June 25, 2026. At the July 21, 2026, meeting, the council declined to move forward with the extended Scope of Work proposed by Delaney Consulting.

At this point, I believe it is important that we determine how the council would like to proceed. I do not want too much time to pass without taking action on the recommendations and identifying opportunities for improvement in both liquor operations.

I would like the council to discuss the following:

- How would the council like to move forward following the Delaney Consulting evaluation?
- Which recommendations from the evaluation would the council like to implement, and what should be prioritized?
- Should we restart the Liquor Committee to provide additional review, oversight, and recommendations?
- Would the council like to schedule a workshop dedicated to discussing the evaluation, recommendations, and next steps in greater detail?
- What timeline should we establish for acting on the recommendations and making any necessary operational changes?

My goal is to keep the process moving and ensure that the work completed by Delaney Consulting results in meaningful improvements to both liquor operations. I would like us to establish a clear direction anf identify the recommendations we want to pursue.

Budget Impact:

Attachments:

- Delaney's Final Report
- Delaney's SOW Extension (expired 7/21/26)

Final Report for the City of Nisswa MN: Liquor Operations

June 10, 2026

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Executive Summary

Both The Spirits of Nisswa and Ye Olde Pickle Factory ("The Pickle" or "Pickle", throughout) are assets for the City of Nisswa. They have reliably transferred funds to the City to support resident benefits and services. We strongly recommend that the City not only sustain, but invest into these operations to provide a reliable ROI to the city's constituents to continue to deliver a valuable profit stream back to the city's needs.

To achieve long-term sustainability with improved financial performance, the city needs to modernize their operations, make investments in facilities, and implement consistent financial performance management.

Note 1: Throughout this document we refer to "off-sale" operations (retail liquor sales that are for purchases consumed off premises) and "on-sale: operations (the bar/restaurant.) It is important for the reader to understand these terms.

Our first recommendation is to [redacted] and accountability. [redacted] Empower [redacted] to standardize processes, improve efficiency, manage investments across both businesses, and be accountable for financial performance, employee engagement, and customer experience. Redesign the organization to support this structure, including updated roles, responsibilities, and staffing levels. Expect this change to cascade throughout the liquor operations in a new organizational design to be built. The new organizational design would involve new job descriptions, new responsibilities and reporting structures. All of which needs to be built and structured by the City. The expected outcome includes an [redacted] and reduced overall labor spend across Nisswa's business units.

Our second recommendation is to invest in critical Pickle infrastructure. Include repairing the roof, replacing refrigeration, adding security, replacing outdoor and indoor furnishing, and food preparation equipment. Commercial deep cleaning semi-annually is necessary. These investments should be tied to clear performance expectations, stronger operational controls, and improved financial results.

Our third recommendation is to restore the Spirits of Nisswa's profitability. Set a goal of returning to the profit levels it delivered in 2023. Achieve this through improved labor productivity, reduced inventory carrying costs, stronger sales execution, and disciplined expense management. The biggest lever is to return labor as a percent of sales to its 2023 rates when it was 10%. Since 2020 payroll at Spirits has increased 61.9% while all other expenses have increased 2.4%. Sales have increased 3.7%.

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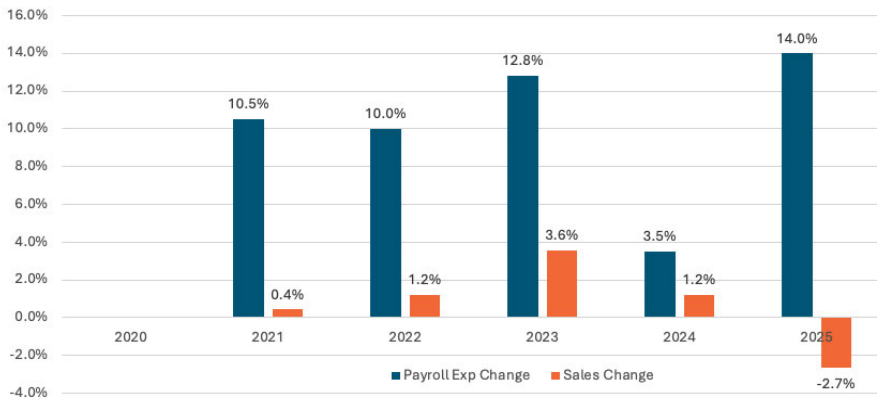


Figure 1. Spirits of Nisswa year over year payroll expense change versus revenue change

While the City has consistently received ~$245,000 in profit transfers from the store each year, the total net profit has declined for 4 years. Examine net profits year over year since 2023:

-12.9%	2023 versus 2022
- 4.4%	2024 versus 2023
-20.2%	2025 versus 2024

Spirits must improve revenues while controlling expenses to return to previous profitability.

Our Fourth Recommendation is to use 2026 as a transition year. With peak summer season underway, change can disrupt the most valuable selling season of the year. We recommend that the City use 2026 to build the foundations for a new, successful 2027. Spend the time to stabilize the businesses, make the required organizational changes, make Pickle facility investments and begin operational changes in the Spirits store. With added foundational support, the City could expect to turn around the current profit slides with a goal that 2026 transfers meet 2025 levels.

Our Fifth Recommendation is to act without delay. Meaningful improvements will take time, and delaying action will only increase the difficulty of reversing current performance trends. The time to act is **now**.

Decision Framework and Roadmap

These are the city-leader level decisions we believe should be considered by the governing body. All other recommendations and business enhancements should be addressed through the [redacted] and city administrative teams. The primary decisions for the city are to approve the investments and set the goals that the [redacted] need to attain.

These are the decisions we believe that the City needs to address in priority order. To visualize these decisions, turn to the Decision Tree Graphics in the Appendix.

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Both Operations:

First, **Maintain Both Operations.** Retain both liquor operations. Each generates positive cash flow, provides reliable transfers to the City, and has opportunities to improve profitability.

Second, **Strengthen Leadership and Organizational Capacity.** The city needs to evaluate whether it has the capacity and capability to manage the two businesses successfully. We suggest adding interim leadership support while redesigning the organization, clarify roles and responsibilities, and implement a staffing plan that supports both operations.

Third, **Increase Revenue and Control Costs** by implementing customer service and sales programs to increase revenue per guest, while strengthening cost controls across both operations. Implement cost controls in both locations (detailed throughout.)

Fourth, **Establish Performance Management and Accountability.** Implement a structured management system with regular business reviews, performance metrics, and employee accountability to drive continuous improvement.

Spirits

One of the most important decisions facing the City is whether Spirits of Nisswa should remain in its current leased location after the lease expires in March 2029 or relocate to a City-owned facility.

As defined in our Statement of Work, we recommended that the City not expand the Spirits facility, as the projected increase in fixed costs is not supported by a corresponding plan to generate an adequate return on investment. This was delivered to the City in April 2026 and is found in our Appendix.

We recommend that the City engage a third party to evaluate the feasibility, costs, and business case for constructing a new City-owned liquor store.

A City-owned facility unlocks advantages for the City:

1. **Build Equity Instead of Paying Rent**
   Funds currently spent on rent would be invested in a City-owned asset. Once construction costs are retired, more of the store's profits could be transferred to the City.
2. **Increase Strategic Flexibility**
   Relocating would eliminate certain lease-related restrictions tied to the current location[1] and provide the City with greater flexibility regarding the future ownership and operation of the off-sale liquor business.

[1] the language in the current lease is as follows:

Option Regarding Off-Sale License. *In the event that the lessee determines that it will no longer own and operate an off-sale liquor business and amends the city code accordingly to eliminate the city as an off-sale license holder, Theodore Schaefer shall be given the first option to acquire the off-sale license issued in the name of the lessee for the leased premises location.*

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3. **Gain Full Control of the Facility**
   The City would have complete control over facility improvements, fixtures, signage, and future investments, ensuring that all capital investments remain City assets.
4. **Create a Long-Term Community Asset**
   If the City should ever choose to exit the liquor business, the building could be repurposed or leased, creating additional value and potential revenue for the community.

Given the potential financial and strategic benefits, we believe a City-owned facility is an option that warrants serious evaluation before the current lease expires. But we warn that this is a deceivingly long-range plan and urge the City to begin steps to investigate this option immediately.

Pickle

First, given its ideal location, strong community heritage and potential for decades of growth and success, we recommend that the City keep the Pickle open in its current location. Prioritize making repairs and improvements including:

Action	Status	Reason
Repair the roof	Non-negotiable. Immedia	Delays cause more expensive repairs la
Replace the refrigeration system in the wa cooler	Non-Negotiable. Immedi	A $37,000 investment saves ~$2000 pe recharge every 3 weeks today.
Install a self-locking handset at the back d	Non-Negotiable. Immedi	A <$1,000 investment prevents unaccounted product loss (shrink).
Install a security system. Cameras at all en points, at the bar, cash register in the off s area, patio and at the pull tab booth.	Non-Negotiable. Immedi	Contact your insurance provider to see the investment triggers a savings in premium payments
Begin full commercial deep cleaning servic minimum of twice a year with an outside service provider	Non-Negotiable. Immedi	Required if the Pickle is to continue preparing and serving food.
Replace the barstools	Highly recommended. Immediate	Need commercial grade seating with pl to replace every 10-15 years.
Furnish the outdoor patio with commercia grade seating and tables	Recommended. Before Summer 2027	Need to upgrade for heavy use, weathe exposure and frequent cleaning/sanitiz

Second, make decisions about the food service strategy for the Pickle. We recommend that the City should make food service a permanent part of the Pickle's business model. Food service increases customer appeal, extends guest visits, and creates opportunities for higher sales and profitability.

The next decision is whether food service should remain within the current kitchen footprint or be expanded through remodeling. We recommend that the City engage a third party to evaluate expansion options,

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develop a business case, and estimate the associated costs and returns. This analysis should also consider whether food service is best operated by the City or through a third-party partner.

Food represented just 10.4% of Pickle sales in 2025. Municipal operations with larger kitchens and expanded menus often generate significantly higher food sales. While the Pickle's seating and labor capacities limits its ultimate potential, increasing food sales to 25% of total revenue could generate approximately $175,000 in additional annual sales. Even if a portion of the off-sale liquor assortment were reduced to create additional kitchen space, the net impact could be positive for overall revenue and profitability.

Simple menu additions, such as burgers and chicken sandwiches, could significantly increase food sales and customer satisfaction. Consider the impact of adding a grill station. We predict a $12 burger and fry combo would immediately become the #1 item on the menu.

Once a food service strategy is selected, the City should hold the [redacted] accountable for increasing annual sales, profitability, and transfers from the Pickle.

The Market & External Factors

There are factors outside the City's control that can positively or negatively impact its liquor operations. It is important to consider them and make reasonable decisions factoring them into future forecasts. We have done so throughout this analysis. But to be specific, here are considerations about the realities outside the City's control.

Currently, the Community of Nisswa and the surrounding area where it draws its customer base is continuing the population expansion that originated in covid migration patterns. Growing at +14% since 2020, it outpaces Baxter which is growing at 1.35% annually off a higher population base. In any case, the community is growing at a pace that other outstate municipalities would envy for their liquor operations.

Market Outlook:

Nisswa benefits from favorable market conditions, including above-average household incomes ($100,000+) and significant seasonal residents and tourism. Combined with strong summer traffic and seasonal events, these factors position both the on-sale and off-sale businesses for long-term success.

Importantly, seasonal residents and tourists are more likely to be in the mood to spend money on entertainment and adult beverages. Which is to say that Nisswa is positioned well and above the average Minnesotan city to support a thriving municipal on- and off-sale liquor business for the foreseeable future. **This is a positive external factor.**

Two external factors are frequently cited as concerns for municipal liquor operations: changing alcohol consumption among younger consumers and the potential for future changes to Minnesota liquor laws.

Generational Consumption Trends Research shows that Generation Z is currently consuming less alcohol than previous generations at the same age. However, much of this difference appears to be driven by age and economics rather than a permanent shift away from alcohol. Many Gen Z consumers are still entering the workforce and have lower disposable incomes than older generations. Additionally, women are a larger percentage of Gen Z than previous generations which have different drinking habits and patterns than men.

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They are spending the same percentage of their after-tax income on alcohol as did Baby Boomers, Gen X and Millennials. In short: at the moment they are too young and too broke to spend like previous generations. But as they age and as they increase their overall HH income, we can expect their adult beverage consumption patterns to mimic previous generations. Although retailers should continue to monitor growth in categories such as THC beverages and non-alcoholic products. Generational consumption trends is a neutral factor for Nisswa's long-term outlook.

Minnesota Liquor Laws Changes to Minnesota liquor laws are periodically discussed, but industry and legislative stakeholders do not currently expect significant changes in the foreseeable future. The rollout of cannabis regulations has shifted legislative attention away from alcohol, and municipal liquor operations continue to have strong support across the state.

Regardless of future legislative activity, Nisswa should continue investing in improvements to its liquor operations. Strong customer loyalty, operational efficiency, and financial performance will position the City well under either the current regulatory environment or a more competitive future landscape. **Potential legislative changes are a neutral factor** for Nisswa at this time.

As **THC and cannabis products** continue to gain market share in Minnesota over the next several years, consumer purchasing patterns are likely to evolve. Both Spirits of Nisswa and the Pickle have an opportunity to capture a portion of this growing demand if they adapt their product offerings, merchandising, marketing, and customer experience accordingly.

To date, Nisswa has been slow to respond to these market changes. The City's liquor operations have not developed a comprehensive strategy for THC products, nor have they invested sufficiently in customer awareness, merchandising, staff education, or sales execution. As a result, the City has not captured its fair share of this emerging market.

This lack of action has likely contributed to declining alcohol sales without a corresponding increase in THC sales to offset those losses. While competitors have embraced changing consumer preferences, Nisswa has generally treated THC as a disruption to existing operations rather than as a growth opportunity. This has underserved customer demand and resulted in slowing the profit benefit outcome for both businesses.

Moving forward, [redacted] must develop a clear THC strategy that addresses customer demand, product selection, pricing, merchandising, marketing, customer education, and regulatory compliance. Successfully adapting to this market change could generate new revenue and higher margins. Failure to do so will likely result in continued market share losses as consumers shift their spending to more responsive competitors. **THC sales could be either positive or negative, depending on how effectively the City responds.**

Competitive Assessment

Delaney Consulting assessed basic competitive factors for both Nisswa liquor businesses. Our general assessment is that both businesses are well positioned and are not experiencing any significant new or different competitive threats to current operations. That being said, there are ways each business can be further differentiated and elevated against their competitors. This is especially true at The Pickle vs. Spirits. Pricing, assortment, merchandising/store presentation and customer engagement were our main focus of competitive comparison across the Nisswa Liquor Businesses.

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Spirits of Nisswa:

Competitors Reviewed: Super One Liquors, Cash Wise, Westside, Speedway (Pequot Lakes) and Top Fuel Liquor* (*While Top Fuel is geographically close, its business model differs significantly and was given less weight in the assessment.)

Pricing: Spirits of Nisswa is competitively priced across major liquor categories, with only isolated opportunities for improvement. This finding challenges the common perception that municipal liquor stores are not price competitive. We recommend that Spirits actively promote its competitive pricing in marketing and advertising to drive store traffic.

Products	Titos 1.75mL	Jameson 1L	Windsor 1.75	Jack Daniels 1L	Black Box Wine	Josh Sauv Blanc	Coors Lighr 24 x 12	Sierra Nevada HLT 12 pk
Spirts of Nisswa	35.99	29.99	19.99	29.99	19.99	*13.97	23.97*	18.99
Super One Liquors	35.99	32.99	17.99	NA	21.99	14.99	23.99	18.99
Cashwise	35.99	29.99	19.99	32.49	17.99	12.99	23.99	19.39
Westside	34.99	36.99	17.99	27.99	20.99	14.99	23.99	18.99
Speedway (Pequot Lakes)	33.99	32.99	17.99	33.99	23.99	14.99	23.99	19.99
Top Fuel Liquor	33.99	NA	NA	NA	NA	16.99	25.99	NA
* Nisswa Everyday Pricing						18.99	23.99	

Assortment: Spirits offers a strong assortment relative to its size and compares favorably with competitors. Opportunities exist to optimize categories such as Minnesota wines, boxed wines, non-alcoholic beverages, mixers, THC products, bar supplies, and novelties. The store should also regularly adjust space allocation and assortment based on changing customer demand.

Merchandising/Store Presentation: Store presentation is a competitive strength. Spirits is clean, organized, easy to shop, and has strong category flow and product placement. This advantage should be maintained while improving labor efficiency. Additional opportunities include moving vendor rebate offers from the checkouts to the shelf and expanding the use of staff recommendations, ratings, and recipes to encourage additional purchases.

Customer Engagement: Customer service at Spirits is comparable to competing stores: [redacted]. None of the competitors demonstrated a structured sales approach. This represents an opportunity for Spirits to differentiate itself through employee sales training, proactive customer engagement, and upselling.

Pricing	Assortment	Merchandising/Store Presentation	Customer Engagement
On Par - Neutral	On Par - Neutral	Above - Advantage	[redacted]

The Pickle:

Competitors Reviewed: The Pickle's competitive set includes local establishments that offer on-premises food and alcohol service, including the Nisswa Legion and Main Street Ale House. We also considered our experience with comparable municipal liquor and hospitality operations throughout Minnesota.

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Pricing: Pricing is one of the Pickle's strongest competitive advantages. The business is widely recognized for delivering strong value, particularly during the off-season when local traffic is most important. Maintaining that value perception should remain a core part of the Pickle's brand.

At the same time, pricing strategies need to better reflect rising costs and business objectives. Beverage pricing, Happy Hour offerings, and menu pricing should be reviewed and adjusted regularly to balance customer value with profitability.

Food and Bar Menu Offerings: The Pickle's food and beverage offerings require modernization. The current menu relies heavily on fryer-based items and does not fully align with evolving customer expectations. Expanding fresh, made-to-order food options could increase customer loyalty, average ticket size, and overall profitability.

There is also an opportunity to establish a more intentional bar program, including seasonal cocktails, mocktails, specialty drinks, and standardized preparation methods. Happy Hour needs to be re-engineered in a manner that still delivers value to its customers while reflecting seasonal and business needs. Together, these improvements could drive incremental sales and improve the guest experience.

Merchandising/Store Presentation: The Pickle is well known for its local charm, convenient location, and appropriately appealing divey atmosphere. This needs to be protected while elevating the conditions of the facility and environment. The Pickle's facility standards need to provide a consistently clean and safe environment. Allocated capital needs to be released to The Pickle for priority repairs and improvements that are detailed within this report. Improving the physical environment will strengthen the customer experience while protecting one of the community's most recognizable assets.

Customer Engagement: [redacted]

The Pickle should implement a clear customer service model with defined expectations, training, coaching, and accountability. Improving [redacted] will reduce customer dissatisfaction, strengthen loyalty, and help ensure customers choose the Pickle over competing establishments.

Pricing	Assortment	Merchandising/Store Presentation	Customer Engagement
Above - Advantage	Below - Drawback	Below - Drawback	[redacted]

Current Assessment – Spirits

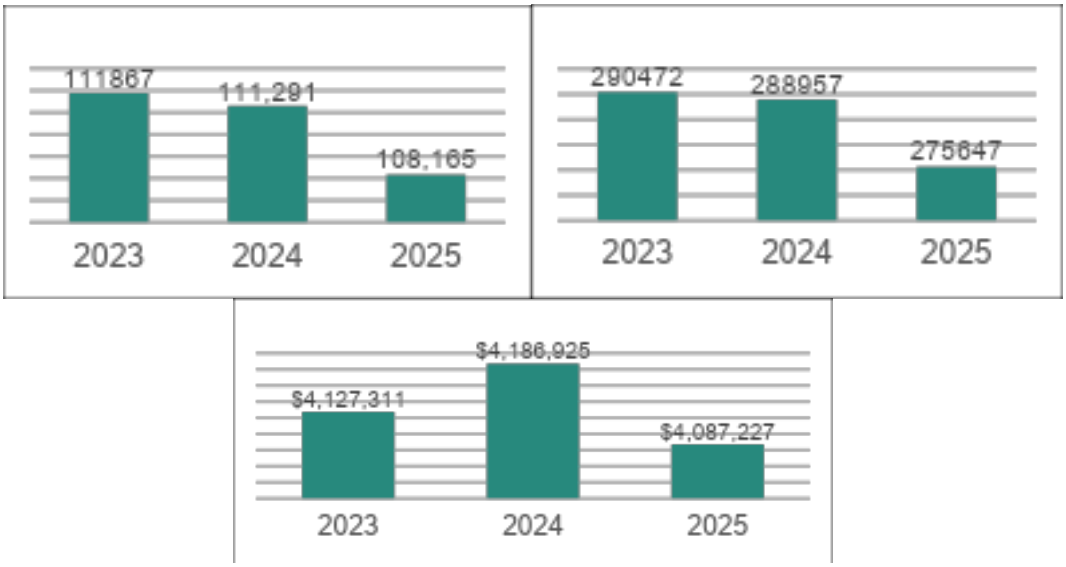
Note: This assessment is based on City-supplied financial reports over the last 5 years for both operations as well as market visits, competitive shopping trips and [redacted]. While we observed dozens of customer interactions, it is important to point out that this assessment did not include customer feedback on

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their satisfaction through a survey or other measurement vehicles. Nor did it include a survey of the residents of Nisswa who may or may not be customers of the liquor operations.

Spirits of Nisswa (off sale)

Overall, the business health of Spirits of Nisswa is concerning. Sales and Customer counts are down.



Spirits has experienced a decline in customer traffic and purchase frequency. To reverse this trend, the store must attract new customers while giving existing customers stronger reasons to return more often.

One of the most obvious opportunities is the implementation of a customer loyalty program. Although the store's POS system already supports this capability, [redacted] has not deployed it. This has left a proven customer retention and sales-building tool unused.

Municipal liquor stores that have implemented loyalty programs commonly achieve a 3-5% increase in sales among participating customers. When combined with digital offers, email campaigns, and personalized promotions, sales lifts of 5-10% are common over time.

We recommend implementing a loyalty program supported by the Spirit's POS system in the fall of 2027, once the store has addressed other more urgent marketing and [redacted] gaps.

Productivity is down whether you measure sales per square foot, inventory turns or sales per labor hour. These measure the productivity of the three largest expenses: rent, COGS and payroll.

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Sales per square foot reflects the broader decline in store performance. While declining in-store sales can sometimes be offset by growth in online sales, that did not occur at Spirits.

At the same time sales were declining, **inventory** purchases increased slightly and the use of an external storage unit allowed inventory to remain unsold for longer periods. This tied up cash, reduced inventory productivity, and slowed the return on the City's investment in inventory.

Labor costs significantly increased as sales declined. In effect, the store spent more on payroll while generating less revenue. The result is a business where costs have risen while sales and profitability have fallen.

These trends should have been recognized as warning signs and addressed through [redacted] and financial oversight. The City currently lacks a structure that consistently [redacted], and key financial metrics are not being actively used [redacted].

Employee **training** is another area requiring improvement. The current computer-based product knowledge program is time-consuming to maintain and is not widely used by staff. [redacted] has not established a structured process for reinforcing training or addressing knowledge gaps. We recommend replacing much of the current training effort with regular vendor-led education sessions incorporated into quarterly staff meetings. Despite detailed work, team members do not use the computer-based training. Further, [redacted] does not reinforce the training [redacted]. Leveraging vendor-provided, in-person training would provide more practical product knowledge, strengthen vendor partnerships, and improve employee engagement at a lower administrative cost.

The [redacted] rely on [redacted] to provide customers with assistance. The organization does not have nor sustain a professional expectation for guiding a customer

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through the sales process. Because of this gap, **customer service** [redacted] and is not the advantage that [redacted] believe. A better customer service model, that includes a defined sales model, with [redacted] reinforcement will have a positive impact on sales.

The Spirits **assortment** is extensive, but not properly balanced to meet future shopper demand. Selections could be optimized in the MN Wines, Boxed Wines, NA, Mixers, THC, Bar Supplies and Novelties sections. The store needs to have a review of sales and an adjustment in space allocation to meet shoppers' changing tastes and purchasing patterns.

We are concerned that Spirits does not have a consistent policy for **verifying customer identification**. Currently, [redacted] to determine when to request ID, creating unnecessary compliance and liability risk for the City.

The store's POS system already includes a mandatory ID verification feature that requires identification before a transaction can be completed. Many municipal liquor stores successfully use this functionality to ensure consistent compliance and reduce the risk of underage sales.

We recommend that the City implement mandatory ID verification for all alcohol purchases and make it a standard operating procedure. While this may require a short adjustment period for customers and staff, it provides a clear, defensible process that protects the City's liquor license and demonstrates a commitment to responsible alcohol sales. The [redacted] job description should also be updated to reflect accountability for enforcing a zero-tolerance policy regarding sales to customers whose identification has not been verified.

Spirits does not currently have a structured **marketing program** beyond its LED sign and limited social media activity. The store needs a coordinated approach to promotions, advertising, and customer outreach, with measurable goals for increasing customer traffic, loyalty, and sales.

The City has also missed an opportunity to promote one of Spirits' strongest competitive advantages: its profits are reinvested into the community. Concerns that municipal liquor stores are perceived as higher-priced have led [redacted] to downplay this message rather than actively address it. We recommend developing a unified brand message that highlights both Spirits' competitive value and its community impact. Customers should understand that shopping at Spirits supports local services, facilities, and quality of life in Nisswa. The [redacted] should be accountable for implementing marketing programs that strengthen this connection and drive customer loyalty. Examples from other municipal liquor campaigns include:



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Strengths, Weaknesses, Threats, Opportunities: Spirits

STRENGTHS– INTERNAL Obvious Natural Advantages. Our unique selling points. What our customers value in us and what we already do well. We feel in control of this. Examples: Resources, Assets, People, Experience, Knowledge, Data, Financial Reserves, Marketing, Location, price, systems, processes, etc	**Strengths** • A profitable business with a legacy of stable city transfers. • Good focus on customer service. • Good team cohesion. Higher-than-market pay attracts/keeps a stable staff. • Good location – high traffic road. • Good environment: clean, organized, inviting, in-stock. • *Municipal monopoly.	**Weaknesses** • Store is operationally functional but is not strategically driving business growth. Lack of a business plan and measured goals. • Lack of strong business focus, KPI's and continuous improvements. [redacted] • Lack of a sales model to drive improved customer satisfaction and sales. • Lack of focus on maximizing Nisswa's returns on the business. • Lack of marketing, advertising or promotions meant to drive shoppers to the store. • City decision-making not moving at "business speed." • Pricing that relies on standard markup practices instead of competitive awareness. • *Potential complacency with lack of local competition.	**WEAKNESSES – INTERNAL** Things we need to shore up and address that we have some level of control over These are likely to produce good returns if we build new capabilities. Can be potentially more rewarding and differentiating than Strengths/Opportunities because they are more challenging, a surprise to the competition, and customers would notice improvements.
OPPORTUNITIES – EXTERNAL Usually easy to defend and counter. Only basic awareness, planning and implementation required to meet these challenges. Investment is generally safe and necessary	**Opportunities** • THC sales legalized in MN • Shifting drinking trends (premix, NA. liquor premiumization to higher margin items.) • Population increases. "Drinking friendly" summer traffic and residents. • Ability to leverage city/community partnerships and events. • Improved inventory management could materially improve cash flows.	**Threats** • Younger generation is shifting alcohol drinking patterns. (THC, Pre Mix, NA) • Increased competition if MN legislation changes. • Difficult landlord situation eroding operations. • Rising supplier prices and costs creates margin pressure.	**THREATS – EXTERNAL** Potentially high risk Must assess capability gaps and plan to defend in very controlled ways Examples: Legislative changes, environment, economy, market demand changes, different financial requirements, technology changes, etc

Financial Performance and Scenario Modeling: Spirits

In the Appendix, you will find the Retail Scorecard for Spirits for 2023,2024, 2025 and YTD through March 2026. Note: this analysis uses POS data that has been filtered and grouped into major categories (excluding items like fundraising, deposits, and gift cards), so totals will not match P&L statements exactly.

Bottom Line

Total revenue has held roughly flat over three years (about $4.16M in 2023 vs. roughly $4.16–4.26M in 2025, and 2026 is tracking about 0.4% ahead of 2025 year-to-date). But that stability is masking an underlying problem: **the store is selling to fewer people who are paying more per visit,** not growing a healthier base of traffic and volume.

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- Transactions have declined every year: 111,867 (2023) → 111,291 (2024) → 108,165 (2025), and Q1 2026 is down a further ~3.5% versus Q1 2025 (16,202 vs. 16,789).
- Units sold have fallen in step, down roughly 5% from 2023 to 2025 (290,472 → 275,647).
- Meanwhile, revenue per transaction rose from $32.47 to $33.70 and average selling price from $14.18 to $14.37 (both up YTD in 2026).

In short: price increases are currently offsetting traffic loss. This is found in rising Revenue Per Transaction (RPT) and Average Selling Price (ASP) but does not reflect dominant consumer trends of 2026. The false sense of business stability issue to price increases and is not sustainable. This is the central issue to address.

Our Recommendations:

1. **Tackle the traffic problem before raising prices further**. Transactions are down nearly 3,700 from 2023 levels. Loyalty/rewards programs, bundle and BOGO promotions (which should also lift Units Per Transactions), and local event or seasonal tourism marketing tied to Nisswa's calendar would target the root cause rather than the symptom.
2. **Shore up beer.** It's the single largest dollar decline in the portfolio. While there is a broader category shift (craft, seltzer, RTD trends) addressing store-specific issues with assortment and pricing, then refreshing the set or adjusting price points accordingly will help.
3. **Invest in the categories already winning.** Non-alcoholic, mixers/soda, smokables, and THC are all outperforming. Expanding shelf space, marketing emphasis, and staff attention here - especially THC - could offset softness elsewhere.
4. **Make pricing more surgical**. Broad Average Selling Price (ASP) increases risk pushing away value-conscious shoppers and likely contributes to the transaction decline. Category- and item-level margin optimization - protecting margin on high volume staples like liquor while staying price competitive on traffic sensitive categories - would be a more sustainable path to revenue growth. The pricing needs to be created within the boundaries of competition and market trends - not on the broad percentage markup by category that the management is employing.
5. **Meet unmet customer needs.** The store already has a website but has yet to promote a "buy online pick up in store" offer that would meet the needs of busy tourists and travelers. If the store could reach the kind of targets that other populations support, this could be an upside of +6-8% of incremental sales. The key is to appeal to busy adults who do not want to use their valuable vacation/fishing/hunting/ snowmobiling time shopping. A sustained campaign that delivers on "getting you back to having fun" could differentiate Spirits and build a loyal shopper base.

The Greatest Risk: Spirits is experiencing declining sales, declining profitability, and increasing operating costs. Left unaddressed, these trends are likely to continue and result in lower annual transfers to the City.

At the same time, consumer preferences, competitive dynamics, and product categories are changing. Maintaining the status quo is not a risk-free option. In many ways, failing to adapt presents a greater risk than making thoughtful, well-managed changes.

While any business transformation carries risks, those risks can be mitigated through disciplined planning, [redacted], and active performance management. The City must closely monitor pricing, margins, inventory levels, customer demand, and emerging product categories to ensure that changes improve business performance rather than create unintended consequences.

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To support a successful transition, the City should:

- Engage customers through surveys and ongoing feedback mechanisms.
- Involve employees in the change process through communication, training, and support.
- Communicate openly with residents about the reasons for change and the benefits to the community.

The greatest risk facing Spirits is not change itself. The greatest risk is allowing current performance trends to continue without intervention.

The Size of The Prize: Spirits

The initiatives outlined in this report are expected to increase sales, profitability, and annual transfers to the City. The financial estimates presented are intentionally conservative and do not include potential gains from labor efficiencies, improved product mix, higher-margin THC sales, or other operational improvements.

In addition, Spirits can likely achieve much of this growth without a significant increase in inventory investment. By improving purchasing practices and increasing inventory turns, the store can generate more sales and profit from its existing inventory dollars while also improving cash flow. Taken together, these improvements provide a realistic opportunity to increase returns to the City without requiring substantial additional capital investment.

These estimates are built off the 2025 sales and margin rates of the Spirits operation.

Baseline sales 2025:	$4.448 Million
Baseline Net Net Profits 2025:	$ 282,523 (includes a $245,000 transfer to the City)
Net Net Margin rate:	6.4%
Add new Loyalty program	$133,500 – $266,900/year incremental sales
	$ 8,544 - $ 17,080/year incremental profit (@ current 6.4% rate)
Reduce Labor To 10% of Revenue	No Change to sales
	$102,434/year incremental profit @ current sales rate
Expand THC to 5%-9% of sales	$222,000 - $400,000/year incremental sales
	$ 14,235 - $ 25,623/year incremental profit (@ current 6.4% rate)
Increase BOPIS* online Sales	$ 90,000 - $180,000/year incremental sales
***buy online pick up in store**	$ 5,760 - $ 11,520/year incremental profit (@ current 6.4% rate)

Bottom Line: Implementing these initiatives and successfully executing them should result in:	
Increase in Sales	**$445,500 - $846,900/year in incremental sales**
Increase in net/net profit	**$130,973 - $156,700/year in incremental profit**

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Current Assessment – Pickle

Ye Old Pickle Factory is a strong asset that is underperforming. The Pickle is one of Nisswa's most recognizable community assets. Its history, local character, and reputation as a classic "up north" gathering place are worth preserving. Maintaining that personality does not require accepting poor financial performance, aging facilities, [redacted]. With targeted investments and [redacted] the Pickle can remain a community institution while generating significantly stronger returns for the City.

Reliable data as a prerequisite for improvement. Our first concern is the reliability of the Pickle's financial and operating data. Multiple POS system conversions, inconsistent reporting practices, and apparent data anomalies make it difficult to confidently analyze performance trends. In several instances, sales and operating metrics were either incomplete, inconsistent, or not comparable year over year. As a result [redacted]. Improving reporting accuracy and establishing consistent financial controls should be a priority.

The current financial performance is not sustainable. Despite generating approximately $1.6 million in sales during 2025, the Pickle lost approximately $47,000. The off-sale operation contributed more than $72,000 in profit, meaning the bar and food operation performed even worse than the overall results suggest.

The primary driver is labor expense. Payroll costs increased by approximately 13-16% while revenue increased only 4.1%. Similar to Spirits, labor costs have grown without a corresponding increase in sales, customer engagement, or profitability.

Further concerns exist regarding cash flow. Although losses were lower in 2025 than in 2024, the business ended 2025 in a weaker cash position. This suggests additional operational or financial issues that are not readily visible in the current reporting.

Simply put, the Pickle is generating too little profit for a business of its size. A neighborhood bar with annual sales of approximately $1.6 million would typically be expected to generate net profits in the range of 10-15%. The Pickle is currently operating well below that benchmark.

Although the exact sources of profit leakage cannot be fully quantified because of reporting limitations, the opportunities for improvement are clear. The Pickle can increase profitability through:

- More disciplined pricing strategies
- Improved [redacted]
- Better portion and pour controls
- Expanded food offerings
- Enhanced customer service
- Increased event programming
- Stronger operating procedures and accountability

Taken together, these improvements could substantially increase annual transfers to the City.

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Beer and food are the primary growth engines. Recent growth has been driven almost entirely by beer and food sales. Food sales increased +13.3% in 2025 and represent one of the greatest opportunities for future growth. The current menu is limited and does not fully capitalize on customer demand. Expanding into made-to-order offerings such as burgers, chicken sandwiches, and upgraded appetizers could significantly increase average ticket size and overall sales. Pairing food + beverage promotions would further accelerate growth.

Liquor sales, by contrast, have remained flat or declined slightly. This may be due to heavy pours that depress revenues from liquor, a lack of high revenue and margin cocktail offerings and an over-reliance on Happy Hour specials that promote liquor at a discounted price.

The off-sale operation generated approximately $240,000 in sales across more than 21,000 transactions in 2025 and produced healthy margins. We believe the assortment could be optimized within a smaller footprint while maintaining most of its sales volume and decreasing overhead. This would create an opportunity to repurpose a portion of the space for expanded food preparation and kitchen operations, which offer a higher growth potential than additional retail liquor assortment.

The Pickle requires several facility repairs and improvements that are outlined elsewhere in this report. Beyond those basic needs, the City should prioritize investments that directly increase revenue.

Expanding outdoor seating, improving the outdoor guest experience, and dedicating staff to outdoor service during peak periods would increase customer capacity, length of stay, and spending per visit. Over time, the City should also evaluate whether the pool tables maximize revenue potential.

Customer service is one of the Pickle's [redacted]. It will remain an obstacle until it is addressed. [redacted] varies dramatically depending on the [redacted] and online customer reviews consistently identify [redacted] as a source of dissatisfaction. The Pickle currently lacks consistent [redacted] standards, training, and accountability. Too much depends on the [redacted] rather than a defined customer experience.

To succeed, the Pickle must provide the same [redacted] to both residents and visitors. Leadership must establish, model, and enforce a clear customer service standard that applies to every customer interaction without exception.

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Strengths, Weaknesses, Threats, Opportunities: The Pickle

STRENGTHS– INTERNAL Obvious Natural Advantages. Our unique selling points. What our customers value in us and what we already do well. We feel in control of this. Examples: Resources, Assets, People, Experience, Knowledge, Data, Financial Reserves, Marketing, Location, price, systems, processes, etc	**Strengths** • Loyal regulars, strong institutional legacy • Strong reputation for value • Deep community fundraising ties • Lively events - especially in summer • Good location: patio, ballpark adjacency, bocce court • Strong beer of the month program. • A strong merchandising program for clothing with Pickle branding. Keep this offering fresh. • A small but sustainable off sale program.	**Weaknesses** [redacted] • Unappealing menu offerings - limited by current prep resources • Unaddressed capital improvements increase operational costs and decrease appeal • Lack of security and SOP's increase shrink and safety concerns. • Cleaning is not to standard -even for up north dive bars. [redacted] • Lack of training, documentation, onboarding. Communication is not uniform.	**WEAKNESSES – INTERNAL** Things we need to shore up and address that we have some level of control over These are likely to produce good returns if we build new capabilities. Can be potentially more rewarding and differentiating than Strengths/Opportunities because they are more challenging, a surprise to the competition, and customers would notice improvements.
OPPORTUNITIES – EXTERNAL Usually easy to defend and counter. Only basic awareness, planning and implementation required to meet these challenges. Investment is generally safe and necessary	**Opportunities** • THC sales in on sale menus • Population increases. "Drinking friendly" summer traffic and residents. • Ability to leverage city/community partnerships and events. • Large pull tab business could expand to off hours e-tabs. • Consumers are looking for value to stretch their budget. • Lack of bench strength. No succession planning.	**Threats** • Seasonal labor needs give employees many choices beyond the Pickle to work. Need to stay competitive. • Changing seasonal customers have more diverse places to visit. Pickle needs to be a viable alternative.	**THREATS – EXTERNAL** Potentially high risk Must assess capability gaps and plan to defend in very controlled ways Examples: Legislative changes, environment, economy, market demand changes, different financial requirements, technology changes, etc

Financial Performance and Scenario Modeling: The Pickle

In the Appendix, you will find the Retail Scorecard for the Pickle on and off sale for 2023,2024, 2025 and YTD through March 2026. Note: this analysis uses POS data that has been filtered and grouped into major categories (excluding items like fundraising, deposits, and gift cards), so totals will not match P&L statements exactly. Also as noted earlier, there were several POS transitions over these time periods and not all data is comparable. This is especially true for the April 2025 to current data that is incomplete.

The POS data suggests that the Pickle's business has been largely flat over the past two years. On-sale revenue increased modestly, approximately 2-3% depending on the period analyzed, while the off-sale business remained essentially unchanged. Food sales have been a bright spot, while beer sales have generally underperformed.

The most important finding is the opportunity to improve profitability through pricing. Our analysis indicates that modest menu and beverage price increases, combined with a 20% reduction in discounting programs such as Happy Hour and Pickle Nickel promotions, could increase annual bar revenue by approximately $171,000 without requiring additional customer traffic.

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The analysis also reinforces a concern raised throughout this report: the City's reporting systems are not producing a clear and consistent picture of business performance. POS reports and year-end financial statements often tell different stories regarding category performance, particularly within beer and liquor sales. While some differences may be attributable to reporting periods, category definitions, or system conversions, the inconsistencies make it difficult for [redacted] and the City to confidently assess performance and make informed decisions.

Finally, the data clearly shows that the Pickle's success is concentrated during peak weekend periods, particularly Friday and Saturday evenings. These hours generate a disproportionate share of revenue and should be the primary focus for staffing, customer service, promotions, and facility investments such as expanded outdoor seating and service capacity. Invest in a better outdoor/patio experience to capture more of that peak weekend demand and be deliberate about where staffing hours go (concentrating coaching, service standards, and "best foot forward" effort in those Friday/Saturday evening windows, where it will be seen by the most customers.)

In summary, the Pickle does not have a revenue problem. The business generates sufficient revenue, but operational inefficiencies and weak profit controls are limiting financial performance. Sales have remained relatively stable over a year period, but pricing, discounting, operational discipline, and reporting practices are limiting the business's ability to convert that revenue into profit and higher transfers to the City.

Off-sale: flat overall, with one star and one problem

Category	2022	2025	4-yr change	Note in the data
Liquor	$99,084	$95,061	-4.1%	Dipped, then rebounding — "maintain and grow"
Beer	$101,673	$88,288	-13.2%	Steepest decline — reflects consumer trends
Wine	$25,002	$23,316	-6.7%	Distant third; lost its 2024 gains
Tobacco	$5,326	$17,173	+222.4%	Explosive, sustained growth — "replicate and increase"
Total	$239,452	$236,420	-1.3%	Essentially flat over 4 years

Two things stand out. First, tobacco has nearly tripled in four years and is now a meaningful contributor. It is worth understanding *why* so that success can be deliberately repeated at the Spirits, if possible. Second, beer is the off-sale side's biggest problem**,** just as it is at the Spirits store — down double digits over four years. This strengthens the case that we are seeing a community-wide consumption shift rather than a Pickle-specific issue. We do know that one shift is younger people enjoying more THC beverages and that this is a shift that Nisswa has been late to recognize. Like Spirits, Pickle's off sale trends are that "fewer customers are paying a bit more." We suggest that the Pickle can capture similar sales in a smaller footprint and repurpose space for food preparation for bar patrons.

Our Recommendations

1. **Raise prices/curb discounts** — it's the highest-confidence, lowest-risk lever available.

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- Raise average prices modestly: about 50 cents on beer, wine, and non-alcoholic beverages, and $1 on liquor and food. Institute annual pricing reviews that reflect the business needs.
- Reduce discounts by 20% (current annual discounting totals nearly $20,000, concentrated in liquor at roughly $11,900/year) We recommend achieving that by cutting Happy Hour on Fridays from May – August at a minimum.

This would generate an estimated +$171,000 in net revenue, a 13.6% increase without needing a single additional customer through the door. It is the fastest route to more sales and profit and why we recommend raising prices, pouring more consistently, and scaling back Happy Hour and "Pickle Nickel" discounting during peak season.

2. Concentrate staffing and service-quality investment on Friday/Saturday evenings. That's where the overwhelming majority of bar revenue is generated. It's the highest-leverage place to spend scheduling, training and coaching attention. Increasing sales for Friday and Saturday between 5pm – midnight by just 15% would increase sales by $50,000/year.
3. Create a seasonal cocktail menu. An easy-to-mix rotating cocktail menu can drive **$2-3/per drink in incremental profits.** If only 5% of customers opt for a higher margin seasonal cocktail, over the course of the year, that equates to $9200 - $13,800 of incremental profit at the end of the year without discounting.
4. Consistently execute a sales and customer service model. Customer feedback and observations document [redacted] to customers. This is exacerbated on busy summer weekend events where customers routinely wait 20-30 minutes for service. A better scheduling plan along with a direct customer service model that support [redacted] could conservatively improve sales by 2-3% overall.
5. Create a $12 burger and tots item. More appealing food could double food sales from 10% of revenue to 20% in the future. It is not unusual for bars like the Pickle to reach 25% and higher. Conservatively that is worth $125,000 in incremental sales each year. Importantly, additional food almost always equates to additional beverage purchases. So, the Pickle can expect a virtuous cycle that translates to even more sales and profit.

The Size of The Prize: The Pickle

The initiatives that we recommend can both improve overall sales (revenue) for the The Pickle as well as improve its margin and net/net profitability. This, in turn, should translate to higher transfers to the City for the benefits of its residents. These are conservative estimates that do not double count improvements in sales and margin rates. We suggest that the City should expect a bare minimum net/net profit rate of 5% from its Pickle operation. In truth, other municipalities see rates of 8-12% when their operations are efficient. Considering its 90%-alcohol to $10%-food mix, normalized net profit targets should be in the range of 15-18%.

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These estimates are built off the 2025 sales and margin rates of the Pickle operation.

Baseline sales 2025:	$1.262 Million
Baseline Net Profits 2025:	-$ 1,901 (includes a $ 45,000 transfer to the City)
Net Margin rate:	- 1.2%

Raise Prices/Cut Discounts	$171,271/year incremental sales
	$ 8,563/year incremental profit (@ challenge 5% rate)
Convert 5% of liquor sales to seasonal cocktails	$ 9,200 – 13,800/year incremental sales
	$ 9,200 – 13,800/year incremental profit
Self-Manage the ATM	No change in Sales
	$ 6,000 – 8,000/year incremental profit based on previous usage
Renew Electronic Pull tabs	No change in Sales
	$ 5,000 – 8,000/year incremental profit based on pull tab rates
Increase food sales to 20% of Total	$125,000 - $137,000/year incremental sales
	$ 6,250 - $ 6,850/year incremental profit (@ challenge 5% rate)

Bottom Line: Implementing these initiatives and successfully executing them should result in:	
Increase in Sales	**$305,471 - $322,071/year in incremental sales**
Increase in net/net profit	**$ 35,013 - $ 45,213/year in incremental profit**

If The Pickle could achieve benchmarks like other successful municipal pubs, its transfers to the City could reach $75,000 every year and still cover all of its expenses and capital requirements.

Strategic Recommendations

Both Spirits and Pickle:

Strengthen the municipal value proposition. The City should embrace and promote one of its strongest competitive advantages: profits generated by Spirits and the Pickle are reinvested in the Nisswa community. Today, both operations largely avoid connecting customer purchases to the services, facilities, and community benefits those profits support.

We recommend developing a unified marketing message that reinforces the value of shopping locally and supporting municipal enterprises. This message can be amplified through partnerships with the Chamber of Commerce, local tourism organizations, the SMBA, American Express Shop Small initiatives, and other local

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businesses. Done effectively, this can strengthen customer loyalty and increase community support for both operations.

[redacted] **redesign the organization.** [redacted] This transition should include a comprehensive organizational redesign that clarifies roles, responsibilities, reporting relationships, and staffing requirements. New positions should be formally posted and filled through a structured selection process to ensure the organization has the capabilities needed for future success.

Implement stronger performance management. The City should establish the [redacted] routines, performance metrics, and oversight processes outlined in this report. Whether through internal resources or temporary external support, leaders should be trained, coached, and held accountable for delivering measurable improvements in business performance.

Improve financial reporting and business visibility. The City should enhance its accounting and reporting capabilities to provide clearer insight into financial performance, operating trends, and year-over-year changes. Monthly reporting should highlight key performance indicators, emerging risks, and factors affecting annual transfers to the City. Improved reporting will provide City leadership with the information needed to make better decisions, identify issues earlier, and more effectively oversee both operations.

For Spirits:

The City needs to make the strategic decision about the store's long-term location - detailed elsewhere in this report.

The City needs to set strategic goals for the store to improve its net profits in 2026 through improvements in topline sales, labor expenses, and inventory investments.

For The Pickle:

The City needs to make investments in the facility and its furnishings - detailed earlier in this report.

Upon deciding that the Pickle should continue to offer food, the City needs to determine who will operate the food service - internal city resources or outsourced catering/food truck/chef services. If the decision is made to keep the operations internal (which we recommend), the City needs to ensure the facility has a safe, hygienic place to prepare the food. If the decision is to outsource the food service, the city needs to devise the conditions of agreement, source the external vendor and put proper marketing in place to ensure mutual success. We recommend that an improved food initiative begin quickly to include the investments in facility, menu optimization, developing and training food service SOP's and marketing with the goal of making food 25% of the Pickle's revenue stream in 2 years.

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Tactical Recommendations

Strategic Recommendations put City council leaders in a position to set goals, targets and priorities for the liquor operations. Tactical Recommendations are the business changes that should be done within the liquor businesses as part of continuous improvement to maximize returns. These are the high impact elements across foundational areas that should be focused on to improve business outcomes, customer and employee satisfaction. We are confident that these will have a meaningful impact on results, will aid in progressing the businesses forward but are difficult to quantify in specific returns.

Our findings and recommendation are as follows:

Both Spirits and Pickle

1. **Invest in Marketing and Advertising.** Begin to use a 1% of revenue target for Advertising and Marketing. There are low-cost, location-targeted channels that the City could use to raise awareness and drive a call to action within the community. Integrate this investment as part of a promotional planning and marketing calendar. Consider and test:

- Meta ads on Facebook and Instagram that are both radius and demographic targeted.
- Nextdoor ads that are effective with hyper-local targeting especially among older homeowners.
- Sponsored Google local search placements are particularly good for immediate purchase intent amongst tourists.
- Spotify and Pandora audio ads which have had past success with other MN Municipal liquor operations.
- Local blogs and influencers who are inexpensive and highly trusted.
- Local billboards and ballfield signs
- Host partnerships with local Airbnb, VRBO and resorts with flyer placements and a discount program
- Integration into as many low/no-cost community and city events for awareness and marketing purposes.

2. **Develop cohesive training.** Training is a significant gap across Nisswa's liquor operations. Employees consistently reported that they must seek out information on their own rather than [redacted] on products, procedures, business changes, or customer service expectations. Outside of basic onboarding, most employees described training as inconsistent, informal, and heavily dependent on [redacted].

Current training methods are not producing consistent results. Employees often rely on shadowing coworkers, personal internet searches, or informal conversations to learn their roles. While Spirits has invested time in developing product knowledge materials, employees reported limited usage and effectiveness.

We recommend implementing a formal training program that includes:

- Structured onboarding for all new employees.
- Defined learning paths by role and experience level.
- Regular coaching and performance feedback [redacted]
- Quarterly training plans and scheduled development time.
- Seasonal re-orientation for returning employees.
- [redacted] and succession planning.

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- Semiannual all-staff meetings focused on performance, expectations, and upcoming business priorities.
- Greater use of vendor, distributor, and MMBA training resources.

Training should be treated as an ongoing business process rather than a one-time onboarding event. The goal is to create more knowledgeable employees, more consistent customer experiences, [redacted], and a deeper bench of talent for the future.

The Employee Learning Grid provided in the Appendix can serve as the foundation for defining training expectations, tracking progress, and validating employee competency.

3. **Improve communications to achieve better performance.** [redacted]

We recommend implementing a more structured communication approach that includes:

- Planned communication calendars aligned with business priorities and seasonal needs.
- Consistent messaging through meetings, scheduling platforms, and group communications.
- Monthly themes and focus areas to reinforce employee priorities and management follow up.
- [redacted] would benefit from professional development in quality verbal and written communication as well as follow-up mechanics.
- Expecting better personal organization methods for [redacted] would also aid in delivering quality communication in a timely manner.
- Technology needs to be better utilized to create and deliver communication to employees that is timely, consistent [redacted]. One example is using the same app-based scheduling and availability platform for all employees.
- Regular review of communication effectiveness [redacted].

The goal is to ensure that employees receive timely, consistent, and actionable information that supports business performance, customer service, and operational execution.

4. **Create documented standards and SOPs to improve processes.** Nisswa's liquor operations rely too heavily on [redacted]. While some tools exist, such as cleaning schedules and opening/closing checklists, there is no comprehensive set of documented operating standards that clearly defines expectations, best practices, and explains how to do things.

As a result, [redacted] The lack of documented processes also makes training more difficult while increasing risk during employee turnover, and not providing enough redundancy in key areas.

We recommend developing simple, practical Standard Operating Procedures (SOPs) for both operations. These playbooks should clearly define responsibilities, expectations, and the steps required to perform key tasks consistently.

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Priority areas include:

- Scheduling and time-off processes
- Customer service and ID verification standards
- Inventory management and cycle counting
- Pricing and merchandising practices
- Opening and closing procedures
- Cash handling and deposits
- Facility maintenance, cleanliness, and safety
- Employee appearance and workplace expectations
- Issue resolution and decision-making authority

The objective is not to create bureaucracy, but to ensure that critical tasks are performed consistently regardless of who is working. Strong SOPs will improve [redacted], customer experience, operational efficiency, and business results.

For Spirits

Reduce labor expense. Create a plan to reduce labor by 0.5% as a percent of sales each month until labor is about 10% of sales. That would put Spirits in the "Operating At or Above Standard" level.

Improve inventory productivity. Create a plan to reduce average days of supply among targeted categories like liqueurs, MN Wines, NA, Mixers, Bar Supplies, Novelties, Cigars to improve inventory productivity. Then extend the initiative with the goal of reaching the following inventory turn benchmarks. This would put Spirits in the "Operating At or Above Standard" level.

Category	Turn Benchmarks
Beer	15X/year (Avg 24 Days of Supply)
RTD/Seltzers/THC	12X/year (Avg 30 Days of Supply)
Low/Mid-Range Wines	8X/year (Avg 45 Days of Supply)
Value Spirits	12X/Year (Avg 30 Days of Supply)
Premium Spirits	6X/year (Avg 60 Days of Supply)
Premium Wines	4X/year (Avg 90 Days of Supply)

There are several ways to achieve these goals. Combine tactics like reducing/eliminating slow sellers from their selection, purchasing lower quantities to keep turn and cash flow high, adjusting prices where necessary to meet competition in the market, focusing promotional buys on high volume/mass appeal items, closely monitoring and adjusting to shopper trends, and leveraging product marketing from manufacturers and brands to drive sales.

Implement a loyalty program. First, activate the embedded loyalty program within the Cloud Retailer POS system and start capturing customer information such as email addresses, as Nisswa introduces the program.

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This will allow the store to present targeted offers to customers based on their previous sales history (wines to wine drinkers, bourbons to bourbon drinkers, THC to THC customers, etc.) Then, start regular email newsletters/campaigns to invite shoppers to the store to buy new releases, allocated products, events, tastings, etc. Loyalty programs can increase sales 3-5% alone - and 8-10% with great offers. The goal is to increase traffic to the store where a proper sales model can convert traffic into profitable sales.

Implement traffic-driving promotions. Create a program for promoting discounts outside the store to attract shoppers rather than primarily promoting discounts within the store. Discounts should be for a limited time and drive a call to action. Besides the email campaign, the advertising and marketing channels listed above should be employed and tracked to measure which are most effective.

Leverage no cost/low-cost programs Use receipt promotions and bag stuffers where a return visit within X days = 10% off or other targeted offers. Leverage bottler and brand rebates more effectively to drive more sales. Currently, those vendor-funded offers are all tidily tucked at the cash register. Which means they are not in a location where they will activate a purchase. Those offers need to be at the shelf edge so that they motivate shoppers to make a purchase. If needed, purchase shelf edge clips so that they are directly at the point of purchase. They also help combat a perception that prices are high by giving your shoppers “deals.”

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Spirits: Stop | Start | Continue

Start	Stop	Continue
Using a buying guide by SKU by Vendor that aligns purchase volumes to targeted inventory turns. Create a new "in the door→ on the floor" policy to reduce backroom stagnant stock.	Creating reports like the Google Sheet "Store Performance" [redacted]	Organizing the backroom for optimal utilization. Consolidate and manage stock to keep product flowing through quickly.
Restocking the sales floor more frequently or changing shelf facings to carry more high volume inventory on the sales floor.	[redacted] training content that is not effective for staff engagement. The training content is not being used by staff and is not supporting different behaviors in the store.	Monitoring competitor pricing & keep prices in a reasonable range to stay within market range. Move from category markup %'s to maximizing profitable appeal. Know competitive prices on top 100-200 items.
Varying the leadership's schedule so that they are in store during evenings and weekends to provide coaching and support to all staff members.	Deliveries anytime but mornings. Consolidate deliveries to early morning with the new front-door delivery restriction from the landlord.	Refining the THC offer - including selection, merchandising, security, training and pricing. There is room for some items to
Placing bottler, distributor, manufacturer rebate pads and offers at the shelf where the products are merchandised.	Operating the store without specific goals and tracking. The store - & staff - need to have weekly and monthly sales goals, UPT goals, and recognition for exceeding them.	Events in the store. Just promote them more to attract more shoppers. (drive traffic)
Add shelf signs to provide shoppers with information to make purchases like Wine Advocate ratings, Staff Picks, Recipes to help drive purchase decisions without staff assistance.	[redacted]	Maintaining clean and bright standards.
Sharing ideas & resources with [redacted] for mutual benefit. Ex: Alcohol certification, initiating security system quote, reader board promotions.	Starting new employees at above market hourly wage rates.	Using the reader board for real time communication about sales, promotions, community events.
Promoting "buy online pick up instore" convenience - especially for busy tourists and sportsmen. Deliver on a "we'll have it ready when you arrive" promise.		

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For Pickle

The Pickle's greatest opportunity is to improve operational efficiencies to become more profitable. Our recommendation is to concurrently drive revenue and cut "invisible" leakage to fund valuable expense investments that will improve scale to drive more revenue. That is how the Pickle will ultimately deliver more transfer funds to the city than it does today.

Raise prices, The Pickle has earned a reputation for "cheap prices and [redacted] needs to raise prices to meet market averages. This step alone will combat "invisible" leakage.

Implement non-negotiable customer service standards. Develop a customer service and sales model. Train everyone. Hold everyone accountable to delivering that service. Without standards for how to serve customers, [redacted]. The [redacted] shows up in online reviews. Locals, seasonal residents and tourists need to receive equal excellent service. Nothing less should be tolerated.

Implement a seasonal cocktail menu. The Bar could simply have easy-to-mix offerings that would command a premium price. Ideas/examples could include:

- The Patio Punch - a pre-mixed cocktail that is easy to sell as a glass or in a high-volume punchbowl.
- The Dirty Pickle - a twist on a classic martini with the addition of dill pickle juice.
- The Pickleback - a shot of Jameson (or other whisky) with a Pickle Juice chaser.
- The Gull Lake Gimlet - Classic Gimlet.
- The Ruffled Pelican - a lighter version of a tequila-based Paloma.
- Cabin Fever - Aquavit or Whisky with a smoked maple simple syrup and bitters.

The point is, there are dozens of different ways to appeal to different drinkers and demographics with something that is fun and puts a "pickle" twist on cocktails that will keep customers coming back. With all-hands training at least 2 times a year, the team can learn how to make and sell the drinks. Expect a $2-3 premium on Cocktail menu items.

Discontinue some Happy Hours and discounts during high season. Specifically, Friday HH from May - August. It isn't necessary to attract customers. Reduce Pickle Nickel usage during Summer entirely. Keep these rich discounts for off-season to attract and reward "regulars." These steps should reach the goal of decreasing discounts by 20%.

Self-manage the ATM. Once security is in place, begin to own and operate the ATM. Establish SOPs, responsibility for stocking and banking plans. Fees from the ATM could conservatively generate between $6,000 – 8,000 per year that goes directly to the bottom line.

[2] Trip Advisor Review

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Renew electronic pull tabs when the pull tab booth is unmanned. Revive the past SOPs, train the staff, market to customers. Fees from e-tabs could conservatively generate between $5,000-8,000 per year that goes directly to the bottom line.

Find a $12 burger and fry (or tater tots) solution. We recommend reconfiguring backroom or off sale space to create a small grill and prep area. The product, menu flexibility and customer satisfaction will be much higher than a deep fried from frozen burger option. But a reasonable offering at this range could help the Pickle achieve a goal for food at 25% of revenue. Coincidently, it will also improve customer dwell time which improves drink revenue and overall revenue per ticket. A proper burger option and food program could drive $150,000 - $225,000 in incremental revenue per year.

Start quarterly all-hands training and staff meetings. [redacted]. The organization would benefit from more structured training, improved team coordination and unified communication and messages. The focus should be on training consistency for any new offers (cocktails, menu items), changes in policy (limiting HH or Pickle Nickels, for example) role clarity and team alignment.

Start using the same free scheduling app that Spirits uses for its staff. The staff deserves to have a modern, updated way to know when they are scheduled for work and when that work schedule changes. The business needs a better way to document and maintain time-off requests and general availabilities. The City needs to provide a similar experience for its employees across both operations.

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Pickle: Stop | Start | Continue

Start	Stop	Continue
Raise prices and use a measured pour spout to get consistent yields from stock.	Summer Happy Hour (3-6pm) on Fridays from May-August. Summer Pickle Nickels from May-August. Implement those during off-season.	Participating in high-visibility community benefits like the Lions Pull Tabs and Firefighter fund raising. Promote how the Pickle is THE place for community outreach.
Self-managing the ATM. Retain fees for the City instead of a third party.	Delays on facility upgrades: roof, refrigeration, furnishings and security. The city cannot postpone capital improvements without increasing overall costs to operate.	Programming high-interactivity events like the bocce league, bands, city-wide programs. Make the Pickle the nexus of local fun events.
Creating a cocktail program that changes seasonally.	[redacted] one cleaning each day to maintain the facility. The Pickle requires a commercial deep clean at least 2x/year.	Offering free popcorn. But clean up the popcorn station and make it a point to have excess popcorn supplies stored elsewhere.
Quarterly staff meetings and training sessions to keep staff up to date on menu changes, operational changes and goals.	Posting schedules in writing in the back. Use the free scheduling app that the Spirits uses to improve staff communication.	Running The Price is Right promotion. It is what you are known for and is popular with "the regulars."
An appealing food service offering that may include a dedicated food prep area and flat-top grill. Crack the code to offering a $12 burger and fries/tots.	Hiding that the Pickle is a municipally-run operations. Lean into how the Pickle helps the community and holds down taxes.	Managing Community Center events. Despite additional manpower and management, it provides a valuable service to the Nisswa community.
Renew selling e-tabs when the Lions pull tabs is not manned. Teach the staff how to execute and hold them accountable.	[redacted]. Make consistency and excellent customer service the expectation.	Deep relationships with the locals and community. [redacted] It can continue that even as it pivots to better serve the seasonal population.
Sharing goals with staff for revenues, sales per customer and online ratings. Give the staff visibility to successes and opportunities.		

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KPI Framework and Performance Management

The City of Nisswa needs more specific ways to show marked improvements and/or impacts of decisions that are being made in its liquor businesses. The City relies entirely on POS reporting combined with traditional P&L/Balance sheet accounting reports. That is fine for reporting historical results using GAAP but rarely helpful in making better business decisions. We urge the city to develop reports and dashboards that are more action driven and implement using them in the city oversight model (below) to analyze and improve business performance.

Retail and Restaurant Scorecarding

Begin by identifying and using an expanded metric set meant to enhance business results. Set monthly, quarterly and annual budgets and targets. Then use these key performance indicators to map gaps and opportunities on a daily, weekly, monthly level to achieve performance goals. Some of this is new, but in the Spirits - for example - the Assistant Manager and Clerk regularly produce some of this reporting. It just is not used to forecast and manage the business.

We acknowledge that this is a learning curve and that the POS will need some attention to shore up data gaps in each location; with the Pickle being in more dire need of POS back office attention.

We recommend these additional metrics to make decisions and improve outcomes:

Metric / Data	Abv.	Definition / Notes
Transactions	TRN	*Sum of transactions*. This is different than traffic.
Average Selling Price	ASP	*Ave price per unit.* Roll up to wine, beer, food etc. Subtotal at category and total levels.
Units Per Transactions	UPT	*Ave number of items per transaction*. Indicates promotional impa sales models, merchandising opportunities..
Revenue Per Transactior	RPT	*Average $ revenue per transaction.* Indicates sales models, merchandising, assortment opportunities.
Category Mix	% of total b Category	Each category's contribution to$ Sales, Unit Volume and GP Impac decisions and defines trends.
Labor	LBR	Budget vs. Spend & as a % to sales. Impacts payroll and scheduling
"Top 50" Reports	T50	*Instock rate, sales and profit on top items.* Focus and report on yo ~75% of your business Keeps the focus on the most critical items.
Margin Erosion	ME	*Total Revenue with discounts/ Total Revenue at full price* Promotic impact. Close out. Pickle Nickel, Happy Hour. And other discountir impact.

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Channel Mix	CM%	*Online versus store versus event $/% of total sales.* Decision suppo for resource investment by channel
Transactions per hour/D	TPH/D	*Profit by day part.* Decision support for labor, inventory, staffing. Impact of Happy Hour and other events.
Net Operating Profit	NOP	*The bottom line.* What the city earns in its operations. Needs to be forefront on all scorecards.
Days of Supply	DOS	*The total inventory divided by the average daily unit sales.* Indicate over/under buying and predicts instock rates and inventory turns.

Businesses intentionally use these metrics regularly to make business adjustments quickly. These measure outcomes of decisions made within the businesses and the staff's ability to execute. They are also key performance indicators (KPIs) that serve as early warnings for future business performance and outcomes. By tracking and documenting the city's business's performance with these metrics, [redacted] gain insight about how to pivot their business decisions much more clearly than the city's current P&L and accounting practices.

We recommend that the city select key metrics to measure and set concrete targets for each. For example:

- Units per Transaction by day, Labor as a % of sales by week, and Days of Supply reporting would immediately start to assist the [redacted] meet the challenges we set forth to drive topline sales, reduce labor expenses and improve inventory productivity.
- Revenue per transaction, Margin Erosion by Category, Category Mix and Transactions per hour/day would help the [redacted] identify where leakage is occurring in [redacted] as well as indicate where changes in staff scheduling could improve customer experience.

All measurements have value. But as the City rolls out new expectations to improve the businesses with fact-based analysis, it is always best to begin with a limited focus until [redacted] become proficient in their use.

Summary

Nisswa's accounting and retail/bar/restaurant reporting needs to evolve to support improved business decision making. This will create more stability in the business by creating baselines and revealing trends that are overlooked today. Generally speaking, the city businesses accounting practices and monthly reporting are sound. However, it needs more context such as P&Ls that show trends month-over-month, year-over-year and year to date.

The city needs reporting to specifically show marked improvements and/or impacts of decisions that are being made. This is a pivot from current reporting measurements and objectives.

The two liquor businesses need retail and restaurant scorecards to identify and detail gaps and opportunities they can address to maximize their returns for the residents of Nisswa.

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Governance Model, Business Rhythms and City Oversight

As Nisswa looks to improve its liquor business results, making meaningful change to the businesses operational rhythms and processes will be imperative to achieve improvement goals.

Every business has a standard operating blueprint that supports their operations to satisfy their financial objectives, employee needs and customer demands. For Nisswa to achieve different business results, it will have to conduct business differently and internalize new operating standards. Clearly, Nisswa has been successful: the operations are profitable and have loyal customers. But to maximize the investment returns for the citizens of Nisswa and improve upon how the businesses operate: [redacted] all need to evolve.

Assessment of current rhythms:

Reflecting the current state of city administration staff, there are no formal business reviews in place outside of turning in reports on a monthly basis. Prior meetings discussed during our discovery did not reflect *business* needs. They seemed to operate more as one of the many City departments. To that end, they did not dedicate the time and resources reflective of businesses these large. Capacity, [redacted], and resource constraints create decision-making delays for the businesses by the City and [redacted]. Businesses cannot be successful with extended timelines for decisions.

Recommendations and Next Steps for Business Planning Improvements

Our goal is to make recommendations for Nisswa to create meaningful and sustained change. To accomplish that, the Liquor Operations leaders' work will be different and, in some cases, incremental. The City needs to make informed decisions about what it will expect to stop doing, do differently, and what the City will outsource. These recommendations provide a template to help Nisswa evolve through this process.

Recommended Business Rhythms:

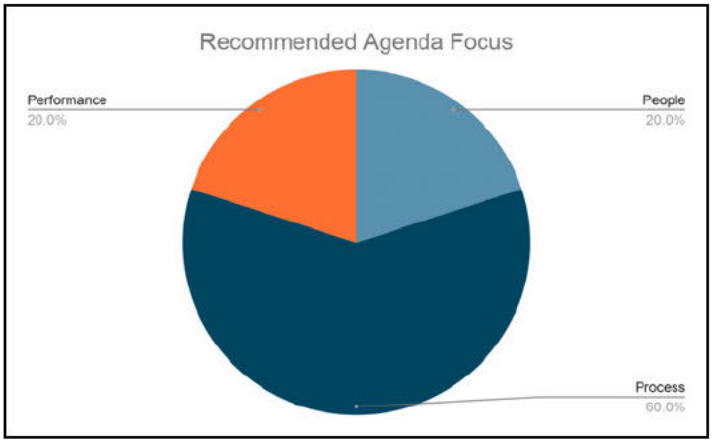
Type: Frequency	Purpose	Attendees	Duration
Meeting: 1x/year	Annual Budgeting, Prioriti investments & initiatives	City Administrator, CIty Finance, City HR, Liquor Operations GM/Unit Lead	4 hours
Meeting: Quarterly	Approve each business's marketing and promotion plans, Financial trends and adjustments as needed, Seasonal Planning, Integra Communications, Identify emerging opportunities, update annual plan	City Administrator, CIty Finance, City HR, Liquor Operations GM/Unit Lead	2.5 hours

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Meeting: Monthly	Inform on results, alert on needs, activate resources, Review prior month, plan new results, Update quart plan	City Administrator, CIty Finance, City HR, Liquor Operations GM/Unit Lead	1 hour
1:1 Calls: Weekly	Follow up to needs and iss presented in the Monthly meeting. Informal - but planned and scheduled.	City Administrator with Li Operations GM and Liquo Operations GM with Unit Leaders	30 minutes

Create Meaningful Agendas with Specific Outcomes

Create and facilitate reoccurring agendas, with clear objectives, aligned workstreams, focused on future results. This requires collaboration across multiple roles. We recommend a standing agenda that has consistent themes/expectations, but subtopics that will change as the business does:



People	Process	Performance
• Customer insights/trends, learnings, needs, issues. • Employee/staffing needs, performance, updates, training. • City council/other needs outside of direct Muni operations.	• Include new integrated Promotional Planning (IPP)/Marketing rhythm as the basis for this agenda theme. • Calendar planning, execution, results across the IPP calendar. • Key category planning and priority workstreams. • Key decisions, needs, support, alerts, etc.	• High-level business performance review. • How is the current month affecting our trends for the quarter and year? • ~80% dedicated to future-looking activities that will impact performance and any adjustments needed to reach quarterly and annual goals.

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Critical Notes for Additional Success:

More Planning, Less Reporting. Most city businesses spend the majority of their time discussing and reporting on past results. But the majority of business planning should be spent creating action and activities that affect future results.

The City needs different tools and resources. The City needs to identify the tools and processes, with defined roles and responsibilities, to capture and progress liquor operations in meaningful ways. Simply, this work needs to be organized and documented.

The City's resources will need to be used differently in some cases. This could include new roles, changing responsibilities within current roles and/or shifting historic spend from 'X' to 'Y' to create different results.

There are numerous outside resources the City of Nisswa should utilize:

- MMBA membership benefits should be stretched to provide more value back to members.
- Distributors and vendors should be more deeply engaged to provide training, recipes and business-building recommendations.
- Customers and employees need to be regularly engaged to extract insights to prioritize and act upon.
- Delaney Consulting provided a SOW to the City for a new engagement to help support these efforts.

Shift the focus and perspective to continuously improve. Agendas and work cadences should be built in 52-12-4-2-1-week calendar dimensions. This will be imperative to create and execute the promotional and event planning workstreams. Generally, these targets help businesses make planned changes in their operations instead of iterating ongoing operations.

To develop institutional knowledge, critical operating decisions need to be documented. The City needs to have knowledge of what work needs to be done along with the resources and time to achieve the work.

To prioritize new work that needs to be done, old work needs to stop or be done differently. This must be done to create capacity for new initiatives and workstreams. There is some great work happening and the City needs to be aware of what is already successfully embedded in operations while establishing new ways of collaborating.

Account for "Run the Business" responsibilities and tasks:

- Buying
- Pricing
- Merchandising
- Staffing and scheduling
- Training
- Facility management

Account for "Change the Business" responsibilities and tasks:

- Promotional planning and execution

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- Marketing activities
- Developing new cocktail and menu offerings
- City and community engagement
- Loyalty program rollout and operations
- POS data mining
- Operating a true training and meeting cadence will each team at their respective businesses

Map Roles and Responsibilities to All Work Prorities and tasks

- Identify and assess who is currently doing what.
- Identify gaps in capacity, knowledge, skills, roles, budgets in order to get XYZ done.
- Address job descriptions: up to and including resetting roles, pay grades, talent, etc.
- Deploy a different working model to accomplish different work.

Set New Priorities, Objectives, Goals, and Use Specific Metrics to Measure

- This should complement your annual budgeting process and inform how you achieve it.
- Use the IPP capability to organize and document the things you need to do to achieve your budgets and grow your business.
- Create 30-90-180-365-day operational and working plans to achieve the priorities you've agreed to.
- Identity and agree to the right metrics to measure specific goals and workstreams. Follow the SMART Goal-setting formula: Specific, Measurable, Actionable, Reasonable, Timely.
- To start, highly consider adopting the priorities and metrics we have listed throughout this report.

Implementation Roadmap & Timelines

Purpose: The steps to make the changes real. Please review the Decision Trees and make strategic decisions about keeping both operations open, locations, and food service. Then review the recommendations in this document and consider focusing on the following goals:

Short Term (first 90 days)

- Quick Wins: Spirits staffing adjustments, Pickle pricing changes
- Operational Fixes: Pickle Repairs, Security & locks, Professional Cleaning
- KPI Implementation: Business Rhythms and Reporting

Near Term (3-12 months)

- Spirits: Buying changes, Pickle: Cocktail and Menu enhancements
- Promotional planning and execution
- Organizational re-design with staffing and labor plans

Longer Term (1-3 years)

- Facility: Spirits new construction? Pickle Food Prep Remodel?
- Capability Building Staff & City, training and succession planning
- Food Service Contracting?
- Marketing and Spirits Loyalty Program

Management Assessment

[redacted] and operational structure impact the performance and long-term sustainability of Nisswa's liquor operations. This assessment is based on interviews with [redacted]s, and a sampling of

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the staff. As well as our observations and numerous interactions with the [redacted] where we asked for their perspective on improvements and processes for their businesses.

Overarching Themes

1. Nisswa's job descriptions do not match the skill sets and requirements necessary to run a successful liquor operation today.

[redacted]

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[redacted]

The other City has set up [redacted] job descriptions with comparable expectations for [redacted] to manage them uniformly while recognizing the differences in [redacted] operations.

Nisswa has not set the proper expectations from the [redacted] high performing liquor operations. We recommend a new approach for the city that both streamlines the City's oversight and [redacted] for the citizens of Nisswa.

2. Nisswa has [redacted].

[redacted]

We recommend that the city consider this part of an overall re-structuring of the liquor operations team.

[redacted]

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Final Thoughts

Our final considerations and recommendations for the City of Nisswa and its Liquor operations.

Summary: To achieve improved financial performance, operational consistency, employee experience and long-term sustainability, the City will need:

- Clear operational standards and accountability measures in both operations.
- Modernized role expectations and job descriptions.
- Consistent KPI and Financial performance management.
- Stronger operational controls and business routines.
- [redacted].
- Reinforcement and follow-through mechanisms to ensure operational changes are implemented consistently.

Sustainable improvement will require both [redacted] development and [redacted] oversight and operational expectations. This report could put key staff members at risk to change - desired or undesired. Considering the local labor market and a lack of a succession plan or training, the operations are under pressure throughout the summer of 2026 to operate as uniformly as possible. We urge the City to act but be mindful of the need to functionally operate during the high-traffic 2026 summer season as off-season improvements cannot compensate for summer business declines.

Under the current staffing situation at the City where there is a vacancy for the City Administrator and the [redacted], we have submitted a Statement of Work to the City to play an interim, fractional role to establish some of the reporting, business rhythms, promotional planning and accountability tactics within this document. We urge the City to consider this option as a City Administrator is not likely to come aboard soon nor have the Liquor Operations as their top priority.

Operating a business and operating a City require different lenses, decision-making and focus. We caution the City that this will take sustained focus to make improvements that are dependable year after year. This will be difficult for the City to accomplish without making changes. One of which is fighting inertia that comes with delaying decisions. The city must dedicate itself to executing, possibly making some mistakes, learning and improving each month.

Advancing together is what makes Nisswa great. If the city and its staff can unify behind making progress for these two revenue-generating businesses, it can create a reliable revenue stream for decades to come. It will require open communications, focused goal setting and holding team members accountable for measurable outcomes.

We support you as you make wise decisions.

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Date: June 15, 2026

To: The City of Nisswa MN
From: Flora Delaney, President – Delaney Consulting

With the initial recommendations complete, this statement of work proposes a way forward for the City of Nisswa to use a Delaney Consulting resource as a fractional leader to guide the work to make liquor operations improvements for the next 6 months.

This proposal would begin in mid-August of 2026 and run through mid-February 2027. The timing is meant to allow the city to run its two liquor operations relatively unchanged for the key summer 2026 period. Once begun, we intend to support the city for 6 months in the hopes that new permanent liquor leadership for the City can be in place by that time.

In order to secure our resources, we ask that the City decide to sign this proposal by July 15, 2026.

Thank you for reviewing our proposal. We are eager to help you reach your goals.



STATEMENT OF WORK – LIQUOR OPERATIONS EXTENSION
Effective AUGUST 17, 2026 – FEBRUARY 29, 2027

This Statement of Work is the entire description of the services to be rendered by Delaney Consulting, LLC to The City of Nisswa, Minnesota ("The City".)

The City wishes to make progress on several of the key recommendations provided in the report dated June 10, 2026. Delaney Consulting will act as a fractional Liquor Operations leader to provide the city with the following services:

Organizational Redesign
Delaney Consulting will build a recommended new organizational design for the City of Nisswa's Liquor operations that consolidates management oversight of both operations under a single General Manager (GM) accountable for financial performance, customer experience, employee engagement, and annual transfers to the City. The comprehensive organizational redesign will clarify roles, responsibilities, reporting relationships, and staffing requirements. We will write and recommend new job descriptions for the new GM position, the two (2) unit leaders and their significant staff members. We anticipate that the city would approve the design then post and fill the roles through a structured selection process to ensure the organization has the capabilities needed for future success.

Deliverables: New Organizational Design with Recommended Job Descriptions. Ready for the City to conduct pay grade levelling and posting.

Implement Business Rhythms and Interim Management:
Delaney Consulting will work to establish the management routines, performance metrics, and oversight processes outlined below. Delaney Consulting will act as external support, supporting Nisswa's Liquor leadership with financial report training, team coaching, and support for delivering measurable improvements in business performance. Additionally, Delaney Consulting will provide city resources with guidance for improving its accounting and reporting to provide clearer retail and restaurant measurements for clearer insight into financial performance, operating trends, and year-over-year changes. We will work to provide monthly reports that include key performance indicators, emerging risks, and factors affecting annual transfers to the City. The goal is to provide City leadership with the information needed to make better decisions, identify issues earlier, and more effectively oversee both operations.

Type: Frequency	Purpose	Attendees	Duration
Meeting: 1x	Assist with annual budgeting. Prioritize investments & initiatives	City Administrator, City Finance, City HR, Delaney Consulting, Liquor Unit Leaders	4 hours
Meeting: 2x	Recommend each business's marketing and promotional plans, Financial trends and adjustments as needed, Seasonal Planning, Integrated Communications, Identifying emerging opportunities, update annual plan	City Administrator, City Finance, City HR, Liquor Unit Leaders	2.5 hours
Meeting: Monthly	Inform on results, alert on needs, activate resources, Review prior month, plan for new results, Update quarterly plan	City Administrator, Delaney Consulting, Liquor Unit Leaders	1 hour

1:1 Calls: Weekly	Follow up to needs and issues presented in the Monthly meeting. Informal - but planned and scheduled.	Delaney Consulting and Liquor Unit Leaders	30 minutes

Deliverables: Lead and guide Nisswa liquor management team and the City in how to conduct purposeful, effective business planning sessions that identifies and addresses issues in both operations. Develop skills in using reporting and metrics to manage the business and provide direction for making business adjustments. Turn over a functioning business planning cycle to the new City Administrator that leverages a published agenda to keep the City informed of business issues and concerns.

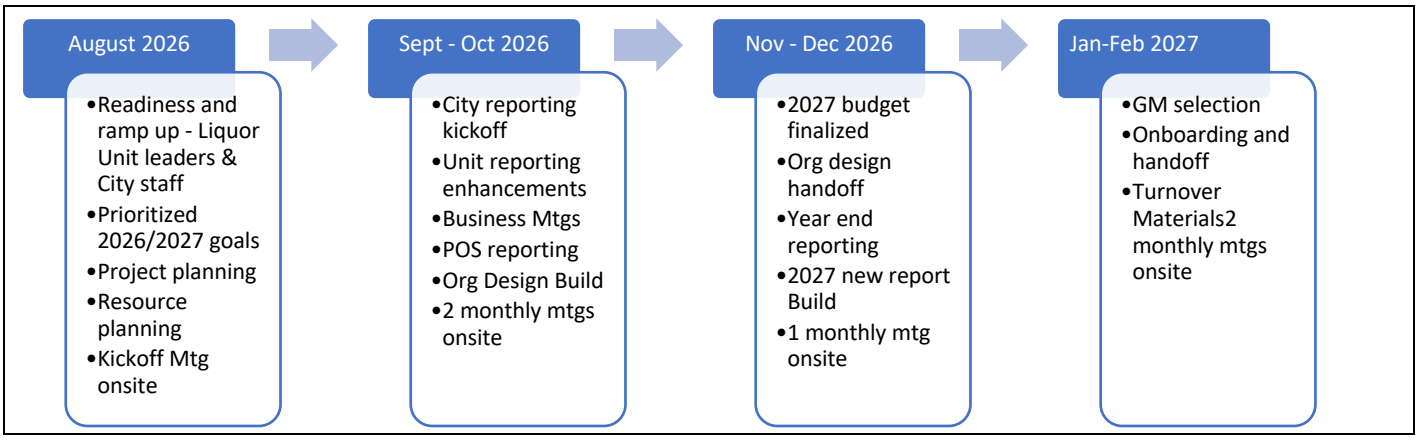
Operational Improvements

There were over 2 dozen specific recommendations in the June 2026 report for improvements both operations (Pickle and Spirits) could make to deliver better outcomes for their customers and the residents of Nisswa. It is difficult at this time to predict the items that will be prioritized by the city. But as resources and city approvals allow, we will endeavor to support the city as it tackles those initiatives and help the leaders prioritize and create plans for achieving them. These could include steps to improve staffing and labor scheduling, pricing adjustments, seasonal cocktail and food menu enhancements (Pickle), promotional and event planning, Pickle facility improvements and staff communications.

Deliverables: Assistance with prioritized initiatives to improve each operation's 2026 profits. Assistance with planning 2027 budgets that support new changes. Support and guidance for making progress toward prioritized goals that the city wishes the Liquor Operators to achieve.

Services and Deliverables: Delaney Consulting shall provide the services of Michael Bitzer, Account Leader with a general plan to achieve the following:

General Overview



- **August 2026** Project Kickoff**.** The city is to provide guidance on prioritized initiatives from the June 2026 report. With those priorities, we will structure a kickoff with the city staff and unit leaders and devise a plan to deliver on those priorities.
- **September – October 2026** Kickoff the work to enhance weekly and monthly reports for operating the Pickle and Spirits as well as for City oversight. Select the sourcing and support to complete the work for ongoing measurements. Begin the quarterly, monthly, weekly business meetings that keep city resources

aligned with business needs. Train and coach the unit leaders on effective meeting management. Kickoff staff communication plans. Kickoff the work to complete the city's prioritized initiatives. Conduct the Organizational Design buildout with job descriptions and recommended structure.

- **November- December 2026:** Hand off the recommended organizational design to the city. Recommend an implementation plan. Assist and support 2027 budgeting for the liquor units, as requested. Continue leading and refining monthly and weekly meetings with unit leaders to improve their financial aptitude in using financial metrics to guide business decisions. Minimally impact key holiday weeks.
- **January – February 2027:** As requested, guide the city during its selection process for a Liquor Operations General Manager. Assist with onboarding into the new role and handing off leadership and materials to ensure a smooth transition. Lead Quarterly review meeting. Handover materials and final recommendations to the City.
    - **Deliverables:** Final Reports and all materials created for Nisswa in support of this statement of work.

Project Management & Communication:

- We anticipate partnership with the City staff to stay apprised of the work and to create a work plan that meets the City's needs. Project management to be <5% of our overall hours for this SOW. We will provide a "burn down" rate each month and a workload projection so that the City can control expenses and focus over the 6 months of this engagement.
- All documentation created or access during the engagement becomes the property of the City.

1. <u>Fees and Terms:</u>

This will be a time and materials billing relationship. The City of Nisswa will have great influence on Delaney Consulting's work priorities. Then the two parties will agree to and document more specific deliverables. We anticipate that we can deliver this work as a fractional leader with 20 hours per week over 23 weeks. We anticipate 4 unassigned weeks to account for national holiday periods and personal vacation time. Michael Bitzer will be provided to the City for ~20 hours per week for 23 weeks at a discounted rate of $150/hour.

Total Budget	$69,000
Avg Monthly Amount	$11,500

Travel:

This agreement anticipates 6 trips to Nisswa. If we forecast 2 hotel nights per trip, we recommend the following for a travel expense budget beyond the hourly rate described above:

Roundtrip Mileage @ .72/mile (IRS 2026 standard) @ 325 miles X2 =	$468/roundtrip X 6 trips
$60/day food per diem	$ 60/day X 18 days
Lodging $150/night	<u>$150/night X 12 nights</u>

Given the anticipated schedule, we recommend that the City budget for travel at ~$5688.

The City has the right to request an audit of any invoice at any time in the term of this agreement. The consultant shall supply supporting information to prove expenses occurred and how they were calculated within 10 business days of any request. The consultant can also supply evidence the subject work occurred for the timeframe in question within 10 business days of any request. The city may take up to 10 days to review audit materials. Disputed invoices should be directed to flora@floradelaney.com with invoice identification and specific items in question.

2. <u>Confidentiality Clause</u>

Both parties agree to maintain the confidentiality of all non-public, proprietary, or sensitive information disclosed during the engagement. This obligation shall survive for two (2) years following the termination of this SOW and shall not apply to information that is publicly available or lawfully obtained from third parties.

City of Nisswa Minnesota	**DELANEY CONSULTING, LLC**
By : _____ Name: _____ Title: _____ Date: _____	By: _____ Name: Flora Delaney Title: President Date: _____

CITY OF NISSWA

To: Nisswa City Council

Prepared by: Amber Moon Peterson

Date: August 18, 2026

Item: Gull Lake Trail Phase 4B Letter of Completion

Action Requested: Motion to approve Gull Lake Trail Phase 4B Letter of Completion

Background: The GMRPTC25-06 Gull Lake Trail Phase 4B grant expired on June 30, 2026. As part of the final documentation for reimbursement, a letter certifying completion of the project is required.

Budget Impact:

Attachments: Letter of Completion for GMRPTC25-06

CITY OF NISSWA

August 18, 2026

Minnesota Department of Natural Resources
500 Lafayette Road
St. Paul, MN, 55155
Attn: Sarah Wennerberg, Grants Specialist

The City of Nisswa enthusiastically submits this letter to certify the Gull Lake Trail Phase 4B project, located in Nisswa, Minnesota, is complete. The GMRPTC25-06 Gull Lake Trail Phase 4B project was completed consistent with the agreed upon scope of work as outlined below.

Project Scope: To build 0.8 miles of the Gull Lake Trail, that will begin at the Cass County/Crow Wing County border and travel east to Lower Roy Lake Road. Funding also to be used for new paved trail of 220 linear feet from an existing parking area, a new precast bathroom structure reached via new trail, and amenities at the park/restroom area.

The City Council of the City of Nisswa, on August 18, 2026, certifies the completion of the GMRPTC25-06 Gull Lake Trail Phase 4B project.

Approved:

_____

Jennifer Carnahan, Mayor

Attest:

_____

Maggi Wentler, Interim City Administrator/Treasure

CITY OF NISSWA

To: **City Council**

Prepared by: **Steven Timblin**

Date: **August 18, 2026**

Item: **Developer Agreement Amendment**

Action Requested: Review and approve amendment to developer agreement provided for the plat of Nisswa Crossings

Background: The previous letter of credit for this development is expiring, and the developer is renewing through their financial institution. The attached amendment renews the agreement between the developer and the City of Nisswa acknowledging the letter of credit and the work remaining to complete the infrastructure.

Budget Impact: N/A

Attachments: Third Amendment to Developer Agreement for Public Improvements

THIRD AMENDMENT TO DEVELOPMENT AGREEMENT FOR PUBLIC IMPROVEMENTS

This Third Amendment to Development Agreement for Public Improvements (hereinafter "Amendment") is made this __ day of August 2026 by and between the City of Nisswa, a Municipal Corporation organized under the laws of the State of Minnesota (the "City"), and Thomas Allen Homes, LLC, a Minnesota Limited Liability Company ("Developer").

RECITALS

WHEREAS, the City and Developer entered into a Development Agreement for Public Improvements dated September 12, 2023 and a First Amendment to Development Agreement for Public Improvements dated September, 2024, and a Second Amended to Development Agreement for Public Improvements dated September, 2025 for the development known as "Nisswa Crossings" (the "Project");

WHEREAS, as required by the Development Agreement, Developer has submitted an Irrevocable Standby Letter of Credit ("LOC") issued by RiverWood Bank or by National Bank of Commerce for the Development Agreement and each Amendment, to secure Developer's obligations under the Development Agreement and Amendments; and

WHEREAS, since the 2025 LOC was issued, no significant progress has been made by Developer with respect to the items required by and identified in the Development Agreement; and

WHEREAS, the original LOC, and subsequent LOCs issued by RiverWood Bank or by National Bank of Commerce have now expired or are about to expire, and a new Irrevocable Letter of Credit has been issued by National Bank of Commerce dated August 20, 2026 ("New LOC"); and

WHEREAS, the City and Developer desire to further amend the Development Agreement to reflect the progress on the Project contemplated by the Development Agreement and incorporate the New LOC issued by National Bank of Commerce.

NOW THEREFORE, the City and Developer agree as follows:

1. **Amendments to September, 2025 Second Amendment to Development Agreement:**

   a) Exhibit A to the September, 2025 Second Amendment to Development Agreement shall be stricken and replaced with the **Exhibit A** attached hereto.

   b) Exhibit B to the September, 2025 Second Amendment to Development Agreement shall be stricken and replaced by **Exhibit B** attached hereto.

   c) Section VII, (B) shall be revised to indicate that National Bank of Commerce has issued the Irrevocable Standby Letter of Credit identified in **Exhibit B** attached hereto and that the Irrevocable Standby Letter of Credit guarantees

the amount of One Hundred Fifty-Eight Thousand One Hundred Eighty Two and 30/100 Dollars ($158,182.30).

2. Limitation on Amendments: Except with respect to paragraph 1 above, the September 12, 2023 Development Agreement shall remain in full force and effect in its entirety.

IN WITNESS WHEREOF, the City and Developer have signed this Second Amendment to Developer's Agreement the day and year first written above.

CITY:

City of Nisswa

_____

By: Jennifer Carnahan
Its: Mayor

_____

By: Maggi Wentler
Its: Interim City Administrator

DEVELOPER:

Thomas Allen Homes, LLC

_____

By: Thomas A. Dehn
Its: Chief Manager

STATE OF MINNESOTA)
) ss
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this ____ day of _____, 2026 by Jennifer Carnahan, the Mayor, and Maggie Wentler, the Interim City Administrator, respectively, of the City of Nisswa, a Minnesota municipal corporation, on behalf of the corporation.

_____
Notary Public

STATE OF MINNESOTA)
) ss
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me this ____ day of _____, 2026 by Thomas A. Dehn, the Chief Manager of Thomas Allen Homes, LLC, a Minnesota Limited Liability Company, on behalf of the Company.

_____
Notary Public

This Instrument Drafted By:
GAMMELLO-PEARSON, PLLC
14275 Golf Course Dr., Suite 200
Baxter, MN 56425
Telephone: (218) 828-9511

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EXHIBIT A

Nisswa Crossings
City of Nisswa
Referencing Kraemer Trucking and Excavating Schedule of Values

8/22/2024

Number	Item	Remaining Work: Owner	Remaining Work: Additional work to be completed	Remaining Work: Total	
14	Aggregate Base Class 5 (Driveways) has not occurred		$ 4,720.00	$ 4,720.00	
16	Bituminous Material for Tack coat	$ 933.00		$ 933.00	
17	Type SP 12.5 Wearing Course Mixture (3,C)		$ 32,987.49	$ 32,987.49	43% remaining
18	Type SP 12.5 Wearing Course Mixture (3,C) (Driveways)	$ 15,040.00		$ 15,040.00	
31	8" Concrete Driveway Pavement has not been constructed	$ 21,528.00		$ 21,528.00	
32	Install Mailbox has not been started	$ 5,500.00		$ 5,500.00	
38	Fertilizer Type 1		$ 468.60	$ 468.60	
39	Common Tosoil Borrow		$ 21,774.00	$ 21,774.00	No permanent turf restoration has been completed. The estimated restoration work is for the area within the ROW
40	Seeding		$ 1,420.00	$ 1,420.00	
41	Seed Mixture 22-111		$ 35.50	$ 35.50	
42	Seed Mixture 25-131		$ 1,135.00	$ 1,135.00	
43	Erosion Control Blanket Category 3		$ 3,386.25	$ 3,386.25	
44	Hydraulic Matrix Type Mulch		$ 9,691.50	$ 9,691.50	
45	8" PVC Sewer Pipe (SDR 26) Air testing passed Mandrel test completed east segment did not pass		$ 3,426.50	$ 3,426.50	89 ft did not pass test
56	Temporary Postal Service	$ 500.00		$ 500.00	
	Sub Total	$ 43,501.00	$ 79,044.84	$ 122,545.84	
	Contractor Needs to plant 10 trees	$ 4,000.00		$ 4,000.00	
	Sub Total	$ 47,501.00	$ 79,044.84	$ 126,545.84	
	25%	$ 11,875.25	$ 19,761.21	$ 31,636.46	
	Total	$ 59,376.25	$ 98,806.05	$ 158,182.30	

It does not appear that recent grading has been temporary seeded or mulched to prevent erosion
The grading outside of the right of way also needs to be temporary seeded and mulched to prevent erosion according to the SWPPP Plan.



EXHIBIT B
TO
THIRD AMENDMENT TO DEVELOPMENT AGREEMENT FOR PUBLIC IMPROVEMENTS

IRREVOCABLE LETTER OF CREDIT AGREEMENT

THIS IRREVOCABLE LETTER OF CREDIT AGREEMENT is entered into by and between Thomas Allen Homes, LLC, a Minnesota Limited Liability Company (hereinafter "Developer") and the City of Nisswa, Minnesota, (hereinafter "City"). The term "Council", as referred to herein shall refer to the City Council of Nisswa, Minnesota and "City Engineer" shall refer to the City Engineer of the City of Nisswa or his designee hired to perform services on this project. The term "Development" shall refer to the construction of the Nisswa Crossings Development and all approvals granted in connection with that Development by the City to Developer. The term "Development Agreement" shall refer to the Development Agreement, First Amendment to Development Agreement and Second Amendment to Development Agreement by and between Developer and the City, executed by the parties hereto, and incorporated herein, by reference.

WHEREAS, the Development involves the construction and dedication of Public Improvements, as set forth in the plans and specifications approved by the City in September, 2022 and to be accepted by the City as part of the final plat approval, and its conditions; and

WHEREAS, the Development Agreement provides that the Developer shall furnish a Irrevocable Letter of Credit in form acceptable to the City, in an amount equal to or exceeding 125% of the Developer's engineer's estimated construction costs, engineering fees and inspection fees, as approved by the City Engineer; and

WHEREAS, based upon the estimates of cost of construction of the Public Improvements in the Development by the Developer's engineer, as approved by the City Engineer, Developer is required to provide a financial guaranty of performance to the City in the amount of One Hundred Fifty-Eight Thousand One Hundred Eighty-Two and 30/100 Dollars ($158,182.30); and

NOW, THEREFORE, in consideration of the foregoing promises and to ensure the faithful performance of the Developer's Agreement, the Developer has undertaken the following:

1. Developer will deliver to the City Administrator of the City an executed Irrevocable Letter of Credit issued by National Bank of Commerce, a copy of which is attached hereto as **Exhibit A,** in the amount of One Hundred Fifty-Eight Thousand One Hundred Eighty-Two and 30/100 Dollars ($158,182.30).

2. Upon completion of all Public Improvements in the Development to the satisfaction of the City Engineer and the City Administrator, acceptance of dedication of the Public Improvements by the City, payment of all costs and expenses of the Public Improvements, payment of all engineering and legal expenses of the City,

compliance with all provisions of the Developer's Agreement and upon written instruction from the City Administrator, all guarantys of the Developer's performance shall be released in accordance with the Developer's Agreement.

3. In the event of the Developer's default, as defined in the Developer's Agreement, beyond any applicable grace period, the City shall have the right to draw from the Developer's guaranty of performance (the August 20, 2026 Irrevocable Letter of Credit issued by National Bank of Commerce) to complete construction of the Public Improvements at the Development, or any part thereof, and to pay any engineering or legal fees pertinent to the installation of all Public Improvements for the Development over and above the Developer's deposits, and the bonding company or other surety, as may be applicable, is authorized to release the funds upon certification by the City Administrator that the funds will be used for completion of construction of Public Improvements for the Development and any applicable fees.

4. National Bank of Commerce as issuer of the Irrevocable Letter of Credit, shall accept as full and complete evidence of default and of the resulting right of the City to complete said Public Improvements or any portion thereof, a copy of the Resolution or Ordinance from the City, duly authenticated by the City Clerk, declaring said default and the intention of the City to proceed to complete the performance of said Public Improvements or any portion thereof.

IN WITNESS THEREOF, the parties have affixed their signatures hereto this ____ day of _____, 2026.

THOMAS ALLEN HOMES, LLC
A Minnesota Limited Liability Company

_____
By: Thomas A. Dehn
Its: Chief Manager

CITY OF NISSWA

_____
By: Jennifer Carnahan
Its: Mayor

_____
By: Maggi Wentler
Its: Interim City Administrator

ACKNOWLEDGMENT

National Bank of Commerce as surety for Thomas Allen Homes, LLC, a Minnesota Limited Liability Company, does hereby acknowledge receipt of a copy of this Irrevocable Letter of Credit Agreement and the Developer's Agreement, accepts the same and is willing to be bound by such documents as additional escrow instructions for the financial guarantys provided in the Irrevocable Letter of Credit issued by National Bank of Commerce, dated August 20, 2026.

National Bank of Commerce
Printed Name of Bank or Surety

_____
By: Ben Duhn
Its: Vice President/Commercial Banker

_____
Date

EXHIBIT A
TO IRREVOCABLE LETTER OF CREDIT AGREEMENT

00005000487 %1470%08272025%THOMAS ALLEN HOMES, L

IRREVOCABLE LETTER OF CREDIT

Borrower: **Thomas Allen Homes, LLC**
17821 Highway 371
Brainerd, MN 56401-6829

Lender: **National Bank of Commerce**
Baxter
1127 Tower Ave
PO Box 99
Superior, WI 54880

Beneficiary: **City of Nisswa**
PO Box 410
Nisswa , MN 56468

NO.: 5000487

EXPIRATION DATE. This letter of credit shall expire upon the close of business on 08-20-2026 and all drafts and accompanying statements or documents must be presented to Lender on or before that time (the "Expiration Date").

AMOUNT OF CREDIT. Lender hereby establishes at the request and for the account of Borrower, an Irrevocable Letter of Credit in favor of Beneficiary for a sum of One Hundred Fifty-eight Thousand One Hundred Eighty-two & 30/100 Dollars ($158,182.30) (the "Letter of Credit"). These funds shall be made available to Beneficiary upon Lender's receipt from Beneficiary of sight drafts drawn on Lender at Lender's address indicated above (or other such address that Lender may provide Beneficiary in writing) during regular business hours and accompanied by the signed written statements or documents indicated below.

WARNING TO BENEFICIARY: PLEASE EXAMINE THIS LETTER OF CREDIT AT ONCE. IF YOU FEEL UNABLE TO MEET ANY OF ITS REQUIREMENTS, EITHER SINGLY OR TOGETHER, YOU SHOULD CONTACT BORROWER IMMEDIATELY TO SEE IF THE LETTER OF CREDIT CAN BE AMENDED. OTHERWISE, YOU WILL RISK LOSING PAYMENT UNDER THIS LETTER OF CREDIT FOR FAILURE TO COMPLY STRICTLY WITH ITS TERMS AS WRITTEN.

DRAFT TERMS AND CONDITIONS. Lender shall honor drafts submitted by Beneficiary under the following terms and conditions:

Upon Lender's honor of such drafts, Lender shall be fully discharged of Lender's obligations under this Letter of Credit and shall not be obligated to make any further payments under this Letter of Credit once the full amount of credit available under this Letter of Credit has been drawn.

Beneficiary shall have no recourse against Lender for any amount paid under this Letter of Credit once Lender has honored any draft or other document which complies strictly with this Letter of Credit, and which on its face appears otherwise in order but which is signed, issued, or presented by a party or under the name of a party purporting to act for Beneficiary, purporting to claim through Beneficiary, or posing as Beneficiary without Beneficiary's authorization. By paying an amount demanded in accordance with this Letter of Credit, Lender makes no representation as to the correctness of the amount demanded and Lender shall not be liable to Beneficiary, or any other person, for any amount paid or disbursed for any reason whatsoever, including, without limitation, any nonapplication or misapplication by Beneficiary of the proceeds of such payment. By presenting upon Lender or a confirming bank, Beneficiary certifies that Beneficiary has not and will not present upon the other, unless and until Beneficiary meets with dishonor. Beneficiary promises to return to Lender any funds received by Beneficiary in excess of the Letter of Credit's maximum drawing amount.

USE RESTRICTIONS. All drafts must be marked "DRAWN UNDER National Bank of Commerce IRREVOCABLE LETTER OF CREDIT NO. 5000487 DATED 08-20-2025," and the amount of each draft shall be marked on the draft. Only Beneficiary may complete a draft and accompanying statements or documents required by this Letter of Credit and make a draw under this Letter of Credit. This original Letter of Credit must accompany any draft drawn hereunder.

Partial draws are not permitted under this Letter of Credit.

PERMITTED TRANSFEREES. The right to draw under this Letter of Credit shall be nontransferable, except for:

A. A transfer (in its entirety, but not in part) by direct operation of law to the administrator, executor, bankruptcy trustee, receiver, liquidator, successor, or other representative at law of the original Beneficiary; and

B. The first immediate transfer (in its entirety, but not in part) by such legal representative to a third party after express approval of a governmental body (judicial, administrative, or executive).

TRANSFEREES REQUIRED DOCUMENTS. When the presenter is a permitted transferee (i) by operation of law or (ii) a third party receiving transfer from a legal representative, as described above, the documents required for a draw shall include a certified copy of the one or more documents which show the presenter's authority to claim through or to act with authority for the original Beneficiary.

COMPLIANCE BURDEN. Lender is not responsible for any impossibility or other difficulty in achieving strict compliance with the requirements of this Letter of Credit precisely as written. Beneficiary understands and acknowledges: (i) that unless and until the present wording of this Letter of Credit is amended with Lender's prior written consent, the burden of complying strictly with such wording remains solely upon Beneficiary, and (ii) that Lender is relying upon the lack of such amendment as constituting Beneficiary's initial and continued approval of such wording.

NON-SEVERABILITY. If any aspect of this Letter of Credit is ever declared unenforceable for any reason by any court or governmental body having jurisdiction, Lender's entire engagement under this Letter of Credit shall be deemed null and void ab initio, and both Lender and Beneficiary shall be restored to the position each would have occupied with all rights available as though this Letter of Credit had never occurred. This non-severability provision shall override all other provisions in this Letter of Credit, no matter where such provision appears within this Letter of Credit.

GOVERNING LAW. This Agreement will be governed by federal law applicable to Lender and, to the extent not preempted by federal law, the laws of the State of Wisconsin without regard to its conflicts of law provisions, and except to the extent such laws are inconsistent with the 2007 Revision of the Uniform Customs and Practice for Documentary Credits of the International Chamber of Commerce, ICC Publication No. 600. This Agreement has been accepted by Lender in the State of Wisconsin.

EXPIRATION. Lender hereby agrees with Beneficiary that drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored if presented to Lender on or before the Expiration Date unless otherwise provided for above.

Dated: August 27, 2025

LENDER:

NATIONAL BANK OF COMMERCE

By: _____
Ben Duhn, VP - Commercial Banker

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00005000487 %1470%08272025%THOMAS ALLEN HOMES, L

IRREVOCABLE LETTER OF CREDIT

Borrower: **Thomas Allen Homes, LLC**
17821 Highway 371
Brainerd, MN 56401-6829

Lender: **National Bank of Commerce**
Baxter
1127 Tower Ave
PO Box 99
Superior, WI 54880

Beneficiary: **City of Nisswa**
PO Box 410
Nisswa , MN 56468

NO.: 5000487

EXPIRATION DATE. This letter of credit shall expire upon the close of business on 08-20-2026 and all drafts and accompanying statements or documents must be presented to Lender on or before that time (the "Expiration Date").

AMOUNT OF CREDIT. Lender hereby establishes at the request and for the account of Borrower, an Irrevocable Letter of Credit in favor of Beneficiary for a sum of One Hundred Fifty-eight Thousand One Hundred Eighty-two & 30/100 Dollars ($158,182.30) (the "Letter of Credit"). These funds shall be made available to Beneficiary upon Lender's receipt from Beneficiary of sight drafts drawn on Lender at Lender's address indicated above (or other such address that Lender may provide Beneficiary in writing) during regular business hours and accompanied by the signed written statements or documents indicated below.

WARNING TO BENEFICIARY: PLEASE EXAMINE THIS LETTER OF CREDIT AT ONCE. IF YOU FEEL UNABLE TO MEET ANY OF ITS REQUIREMENTS, EITHER SINGLY OR TOGETHER, YOU SHOULD CONTACT BORROWER IMMEDIATELY TO SEE IF THE LETTER OF CREDIT CAN BE AMENDED. OTHERWISE, YOU WILL RISK LOSING PAYMENT UNDER THIS LETTER OF CREDIT FOR FAILURE TO COMPLY STRICTLY WITH ITS TERMS AS WRITTEN.

DRAFT TERMS AND CONDITIONS. Lender shall honor drafts submitted by Beneficiary under the following terms and conditions:

Upon Lender's honor of such drafts, Lender shall be fully discharged of Lender's obligations under this Letter of Credit and shall not be obligated to make any further payments under this Letter of Credit once the full amount of credit available under this Letter of Credit has been drawn.

Beneficiary shall have no recourse against Lender for any amount paid under this Letter of Credit once Lender has honored any draft or other document which complies strictly with this Letter of Credit, and which on its face appears otherwise in order but which is signed, issued, or presented by a party or under the name of a party purporting to act for Beneficiary, purporting to claim through Beneficiary, or posing as Beneficiary without Beneficiary's authorization. By paying an amount demanded in accordance with this Letter of Credit, Lender makes no representation as to the correctness of the amount demanded and Lender shall not be liable to Beneficiary, or any other person, for any amount paid or disbursed for any reason whatsoever, including, without limitation, any nonapplication or misapplication by Beneficiary of the proceeds of such payment. By presenting upon Lender or a confirming bank, Beneficiary certifies that Beneficiary has not and will not present upon the other, unless and until Beneficiary meets with dishonor. Beneficiary promises to return to Lender any funds received by Beneficiary in excess of the Letter of Credit's maximum drawing amount.

USE RESTRICTIONS. All drafts must be marked "DRAWN UNDER National Bank of Commerce IRREVOCABLE LETTER OF CREDIT NO. 5000487 DATED 08-20-2025," and the amount of each draft shall be marked on the draft. Only Beneficiary may complete a draft and accompanying statements or documents required by this Letter of Credit and make a draw under this Letter of Credit. This original Letter of Credit must accompany any draft drawn hereunder.

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A. A transfer (in its entirety, but not in part) by direct operation of law to the administrator, executor, bankruptcy trustee, receiver, liquidator, successor, or other representative at law of the original Beneficiary; and

B. The first immediate transfer (in its entirety, but not in part) by such legal representative to a third party after express approval of a governmental body (judicial, administrative, or executive).

TRANSFEREES REQUIRED DOCUMENTS. When the presenter is a permitted transferee (i) by operation of law or (ii) a third party receiving transfer from a legal representative, as described above, the documents required for a draw shall include a certified copy of the one or more documents which show the presenter's authority to claim through or to act with authority for the original Beneficiary.

COMPLIANCE BURDEN. Lender is not responsible for any impossibility or other difficulty in achieving strict compliance with the requirements of this Letter of Credit precisely as written. Beneficiary understands and acknowledges: (i) that unless and until the present wording of this Letter of Credit is amended with Lender's prior written consent, the burden of complying strictly with such wording remains solely upon Beneficiary, and (ii) that Lender is relying upon the lack of such amendment as constituting Beneficiary's initial and continued approval of such wording.

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EXPIRATION. Lender hereby agrees with Beneficiary that drafts drawn under and in compliance with the terms of this Letter of Credit will be duly honored if presented to Lender on or before the Expiration Date unless otherwise provided for above.

Dated: August 27, 2025

LENDER:

NATIONAL BANK OF COMMERCE

By: COPY
Ben Duhn, VP - Commercial Banker

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CITY OF NISSWA

To:	**City Council**
Prepared by:	**Steven Timblin**
Date:	**August 18, 2026**
Item:	**PCBOA Recommendation – Lot Split Appeal**

Action Requested: Review recommendation from Planning Commission/Board of Adjustment to deny the appeal request.

Background: The PCBOA met on August 4th upon request to review the approval of a lot split before the Planning Commission back in October, 2025, resulting in a motion recommending denial of the appeal. The draft minutes from this month's PCBOA meeting are as follows:

Review Request – M&B Lot Split 029-25 – Bourassa (Debra Cruz)

City Planner Timblin provided background, explaining that the Metes and Bounds Lot Split 029-25 (Bourassa) was approved by this body in October 2025 and subsequently signed off on by staff in June 2026. The review request was brought by appellant Debra Cruz, who raised two principal concerns: first, that the lot split was executed without the written consent of all lot owners as required by recorded restrictive covenants governing Centennial Estates, which allegedly prohibit subdivision without unanimous consent; and second, that Condition 4 of the approval — requiring verification of continued future access to Centennial Lane — could not, in the appellant's view, have been legally satisfied.

Debra Cruz (25829 Centennial Lane) addressed the Commission at length. She stated she was not asking the Commission to reconsider the merits of the lot split, but rather to determine whether the conditions placed on the October 2025 approval had actually been met. She argued that the discussion at the October meeting reflected the board's intent to confirm that the new parcel had actual permitted access to Centennial Lane — not merely a depicted easement — and that the quitclaim deed and easement relied upon by staff did not satisfy that condition. She presented a document signed by Centennial Lane property owners opposing the lot split.

Holly Holm (25681 Centennial Lane) also addressed the Commission, echoing concerns about the process. She acknowledged that the city's ordinances were followed, but argued that when a subdivision depends on access across a privately owned road, the process should go beyond minimum technical requirements. She raised questions about who owns and maintains Centennial Lane, who holds legal access rights, and whether affected property owners should receive notification before such decisions are finalized. She encouraged the Commission to consider whether process improvements are warranted for future applications involving private roads.

The City Attorney responded that he and City Planner Timblin had conferred and determined that Condition 4 was satisfied. He explained that the easement depicted on the survey sketch demonstrated access from the split parcel to Centennial Lane and, from there, to the public road. He further stated that the city is not charged with reviewing, interpreting, or enforcing private declarations or HOA covenants,

and that compliance with such private agreements is the obligation of the applicant — a separate matter from the city's approval process. He characterized any remaining dispute regarding the declaration's consent requirements as a matter to be resolved within the HOA, not before this Commission.

The Commission discussed the legal standard for "continued future access" under Condition 4 and the City Attorney confirmed that, for the city's purposes, demonstrating a connection from the split parcel to a thoroughfare leading to a public road is sufficient. The Commission noted it does not conduct title searches or independently review private covenants as part of its administrative subdivision review.

The City Attorney advised that the appropriate course of action for the Commission was to recommend denial of the appeal, which would then advance the matter to the City Council — the next step sought by the appellant.

Motion to recommend denial of the appeal of M&B Lot Split 029-25 to the City Council was made by Commissioner Harris and seconded by Commissioner Weldon. Motion carried unanimously.

Budget Impact: N/A

Attachments: PCBOA Packet Items (Aug 4th, 2026), Appellant submission during PCBOA meeting (Aug 4th, 2026)

City Council and Mayor Carnahan,

I appeal the lot split approval for my neighbor's property on Centennial Lane to the City Council. The PCBOA's condition requiring the lot owner to verify continued access to Centennial Lane was not fulfilled, and I ask the City Council to address this issue.

Though the process began last October, it was given approval in June 2026 and made known to the neighborhood on June 24, 2026. I am happy to finally be allowed to have the City Council weigh in on this issue; it has been a long summer for me.

I have provided a copy of the official minutes of the October 7, 2025, PCBOA meeting and a verbatim transcript of that meeting. I ask that you read the verbatim transcript or watch the recording of the PCBOA October 7, 2025, meeting from approximately minute 32 through the Bourassa's application.

I believe you will see the intent of the PCBOA board in adding condition 4.

- They were clearly more concerned with the new parcel's right to use Centennial Lane than the easement to get to it.
- They asked for the Bourassa's to show that the parcel had this right.
- The PCBOA board has the right to ask for this documentation.
- They did not get it.

Maybe an easement works in general to address similar conditions, but in this case it did nothing to resolve the board's concern about access, meaning the right to use. In fact, there is nothing that says that they have the right to use Centennial Lane, a private road, owned by others.

Respectfully,

Debra Cruz

25829 Centennial Lane

Nisswa, MN 56468

Steven Timblin

From: Debra Cruz <[redacted]>
Sent: Friday, July 10, 2026 3:28 PM
To: Steven Timblin
Cc: Holly Holm
Subject: Re: lot split

Steven,

I am formally requesting to be placed on the agenda for the PCBOA's August meeting to address the lot split of Lot 5, Block 2 of Centennial Estates. I am not asking the PCBOA to revisit a discretionary decision based on changed circumstances. Rather, I am requesting that the PCBOA determine whether the original conditions for approval were ever satisfied. It is our position that the applicant could not have demonstrated continued access to Centennial Lane, which was a required condition for approval. Because this condition could not be met, the final approval of the lot split was made in error.

Section 20-953 provides that the planning and zoning commission and the board of adjustment have the duties set forth in Chapter 2 of the Nisswa City Code. Section 2-190 of the code outlines the duties of the board of adjustment, including the responsibility to "hear and decide appeals where it is alleged that there is an error in any order, requirement, decision or determination and applications for variances." We believe the approval of the lot split was made in error, and that any determination that the conditions for the lot split were satisfied was also in error.

Debra Cruz

On Thu, Jul 9, 2026 at 10:06 AM Steven Timblin <stimblin@cityofnisswa.gov> wrote:

> Good morning Deb & Holy,
>
> Thank you for your follow-ups – I am copy/pasting Holly's email from Tuesday night at the bottom of this email, with responses in red. Prior to agenda placement with the PCBOA on August 4th, could you establish your official request of the Planning Commission into a single document for agenda placement and dissemination to affected parties? Please review my email dated Monday, July 6, 2026 8:49 AM for agenda placement requirements and specificity:
>
> ---
>
> *"Before an item can be placed on a PCBOA agenda, however, staff needs to understand what action you are asking the PCBOA to consider. Please describe the specific action you are requesting and the basis under Chapter 20 for that request, as the Board may only consider matters within its authority.*

The Bourassa subdivision received final administrative approval following the PCBOA's action and completion of the required conditions. Staff is not aware of a provision in Chapter 20 that expressly authorizes the PCBOA to reopen or reconsider that approval. With that in mind, what outcome are you asking the PCBOA to consider?"

As it relates to your appeal to City Council, please refer to the same email dated Monday, July 6, 2026 8:49 AM for suggested revisions to your appeal document, as within it I stated:

"I have not been able to identify the specific provision of Chapter 20 that you believe was incorrectly interpreted or applied during the October 2025 review. If your appeal is based on an alleged error in the administration of Chapter 20, please identify the applicable section(s) so staff can better understand the issue you are raising."

Maggi Wentler and I have discussed agenda placement for City Council, and it would seem appropriate to facilitate placement on Council's Agenda following PCBOA Agenda placement.

Email from Holly Holm:

From: Holly Holm [redacted]
Sent: Tuesday, July 7, 2026 6:39 PM
To: Steven Timblin <stimblin@cityofnisswa.gov>
Cc: Debra Cruz [redacted]
Subject: Questions Regarding the Centennial Lane Lot Split for the August Planning & Zoning Meeting

Dear Steven,

Since the Centennial Lane lot split is scheduled to be discussed at the August Planning & Zoning meeting, I wanted to provide my questions in advance.

I'm providing these questions now so staff has sufficient time to review the application file and supporting documents before the August meeting. My goal is to better understand the City's role in this process and to help ensure the discussion is as informed and productive as possible.

I would appreciate any information you can provide regarding the following:

- If access to our private road was important enough to become a condition of approval, why weren't the people who own and maintain Centennial Lane notified that the application was being considered? See below under explanation of process.
- Can you explain the City's notification process for a metes-and-bounds subdivision like this? Specifically, what ordinance or policy determined who was required to be notified, and why weren't the owners of Centennial Lane included? The City's past practice has not employed noticing for administrative subdivisions (as opposed to Plats which are subject to public hearing). "Subdivision by metes and bounds shall be approved by the Planning Commission if the resulting parcels are less than 20 acres and 500 feet of width for residential lots or 5 acres and 300 feet for commercial lots, and shall be limited to no more than one split of a parcel into two parcels in a three year period of time. An additional parcel for right of way or commonly owned driveway access may also be allowed" **(Sec. 20-442 Subp 9a).** The metes and bounds process is generally outlined in ordinance in Sec. 20-442 Subparts 6, 8 and 9, paired with the application form itself for guidance to applicants.
- How was future access to Centennial Lane verified? Was it through a recorded easement, another legal document, or some other means? If a specific document was relied upon, could you identify it? Recorded documents: **Condition # 4 reads:** "Owners will verify continued future access to Centennial Lane." Recorded Documents #'s 1025061 and 1025060 reference the 33' easement as along with/subject to each tract, providing access across Tract A to Tract B, connecting Tract B to Centennial Lane.
- If the City considers restrictive covenants and private road rights to be matters between private property owners, what was the City's basis for including continued access to Centennial Lane as a condition of subdivision approval? The conditioning was to reinforce the requirement to incorporate said easement into final legal descriptions. The City does not administer or enforce private land covenants, which may create additional requirements for the applicant to observe under civil process.
- The Planning Commission found that the subdivision would have no negative impact on the surrounding neighborhood. Could you help me understand what information or criteria the Commission relied upon in reaching that finding, particularly since the residents who own and maintain Centennial Lane were not given an opportunity to provide input before the decision was made? Finding #1 states " No negative impact on the health, safety, and general welfare of the occupants in the surrounding neighborhood as the use (single family residential lot) is consistent with the ordinance and comprehensive plan." Finding # 4 states, "The proposal will not cause any adverse effect on property values and future development of the land in the surrounding neighborhood because this residential parcel is adequately sized for subdivision." The zoning controls adopted by the city of Nisswa would be the Comprehensive Plan paired with Chapter 20 Land use and Development. These guiding documents establish lot size minimums that would facilitate and foster future growth and development within the city.

If any of these questions can best be answered by providing copies of documents from the application file, staff report, meeting materials, or other public records, I would appreciate receiving those as well.

Links: Packet

Minutes

Thank you for your time and assistance. I look forward to the discussion at the August Planning & Zoning meeting.

Sincerely,

Holly Holm
25681 Centennial Lane

Thank you,

Steven

Steven Timblin – City Planner

CITY OF NISSWA

PO Box 410 Nisswa, MN 56468

Direct: **218-961-4243**

Main: 218-963-4444

Fax: 218-963-3108

stimblin@cityofnisswa.gov

www.cityofnisswa.gov

City Hall Hours: Monday – Thursday 8:00am – 4:30pm Fridays 8:00am – 12:00pm

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From: Debra Cruz [redacted]
Sent: Wednesday, July 8, 2026 8:25 AM
To: Steven Timblin <stimblin@cityofnisswa.gov>
Cc: Jane Michaud <jane@cityofnisswa.gov>; Maggi Wentler <maggi@cityofnisswa.gov>; Tom Pearson

<tpearson@gqlaw.net>
Subject: Re: lot split

Good morning,

I'm following up after last night's meeting. Because we received no notice that the lot split was being executed, we have not yet had the opportunity to fully evaluate all available options. Additional challenges may be identified as we continue reviewing the situation.

At this time, we are contesting the final approval of the lot split on the grounds that the conditions established in the preliminary approval were not met—specifically Condition 4: *"Owners will verify continued future access to Centennial Lane."*

We are also appealing to the City Council for review the PCBOA's decision. Please let us know whether any additional information is required from us to be placed on the agendas or confirm that we are already scheduled for the upcoming meetings.

Thank you,

Debra Cruz

From: Steven Timblin <stimblin@cityofnisswa.gov>
Sent: Monday, July 6, 2026 8:49 AM
To: Debra Cruz [redacted]
Cc: Jane Michaud <jane@cityofnisswa.gov>; Maggi Wentler <maggi@cityofnisswa.gov>; Tom Pearson <tpearson@gqlaw.net>
Subject: RE: lot split

Good morning Deb,

The options I previously offered were:

- Open Forum on July 7th
- Coordination of a special meeting at your expense, if requested
- Placement under New Business at the August 4th PCBOA meeting

Before an item can be placed on a PCBOA agenda, however, staff needs to understand what action you are asking the PCBOA to consider. Please describe the specific action you are requesting and the basis under Chapter 20 for that request, as the Board may only consider matters within its authority.

The Bourassa subdivision received final administrative approval following the PCBOA's action and completion of the required conditions. Staff is not aware of a provision in Chapter 20 that expressly authorizes the PCBOA to reopen or reconsider that approval. With that in mind, what outcome are you asking the PCBOA to consider?

I have also reviewed the appeal you submitted with Jane and Maggi. At present, I have not been able to identify the specific provision of Chapter 20 that you believe was incorrectly interpreted or applied during the October 2025 review. If your appeal is based on an alleged error in the administration of Chapter 20, please identify the applicable section(s) so staff can better understand the issue you are raising.

Thank you , and I look forward to your clarification.

Steven

Steven Timblin – City Planner

CITY OF NISSWA

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City Hall Hours: Monday – Thursday 8:00am – 4:30pm Fridays 8:00am – 12:00pm

From: Debra Cruz [redacted]
Sent: Thursday, July 2, 2026 3:35 PM
To: Steven Timblin <stimblin@cityofnisswa.gov>
Subject: Re: lot split

Good afternoon Steven,

I did not misunderstand you but am simply following guidance from someone in city government "request to be heard under old business". So it was a safe assumption that you or the board sometimes make exceptions. Please do place us on the August calendar if you believe new business is the correct place. The fact that the split is illegal under the covenants, we understand however, we believe there are other reasons that this approval was and is in error.

Please remind me of the "... pathways forward under which you may bring your concerns to the PCBOA's attention?" Aside from being heard at a future meeting & seeking counsel, what pathways did you offer? I want to make sure not to miss anything.

Thank you

Debra

From: Steven Timblin <stimblin@cityofnisswa.gov>
Sent: Thursday, July 2, 2026 1:59 PM
To: Debra Cruz [redacted]
Cc: byelawoffice@hotmail.com <byelawoffice@hotmail.com>; Tom Pearson <tpearson@gqlaw.net>; Maggi Wentler <maggi@cityofnisswa.gov>
Subject: RE: lot split

Good afternoon Debra,

You may have misunderstood the timelines for agenda placement with the Planning Commission/Board of Adjustment (PCBOA), as well as the stated role of the city regarding private land covenants. When you and I sat at the permitting counter late last week we discussed these elements at length where I also offered pathways forward under which you may bring your concerns to the PCBOA's attention. Currently, for July 7th's regular meeting, the most viable option to address the commission remains under Open Forum. No decisions are made

by the PCBOA under Open Forum, and agenda placement seems inappropriate without timely notification to the landowners of such placement related to your subject concern at said meeting. However, I remain willing to coordinate agenda placement of your concerns at a future meeting, subject to proper coordination and notice to affected parties. If you would like to be placed on August 4th's regular meeting under New Business, please let me know and I will begin such coordination.

The City's advisement from the City Attorney has been clear – the declaration of covenants you have submitted are not within the City's statutory authority to enforce, an affirmation I requested following my deliverance of this position to you at your first inquiry. The City Attorney's response was, "If the applicant has or had obligations to seek approval it needed under the Declarations and didn't do that, then that is a private matter not involving the City."

I understand your concerns as it relates to this matter and fully appreciate the potential impact of the covenants as it relates to the subdivision of this property. However, the City's zoning approval and covenant approval as you have described, are not mutually exclusive, meaning that while the subdivision application was deemed approved by the PCBOA as compliant with ordinance standards for subdivision, that does not imply approval with other requirements, such as those adopted privately through covenants. Disputes related to the latter have been advised as outside of the City's jurisdiction.

In verification of the PCBOA meeting next week, this matter has not been placed on the agenda, you are welcome to speak under Open Forum, and the meeting is scheduled to commence at City Hall on July 7th, 2026, beginning at 5:00 PM. I am attaching the public hearing 2026 calendar for PCBOA regular meetings for your convenience and look forward to any resolution of this matter through the proper channels.

Thank you,

Steven

Steven Timblin – City Planner

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Main: 218-963-4444

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www.cityofnisswa.gov

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From: Debra Cruz [redacted]
Sent: Wednesday, July 1, 2026 2:33 PM
To: Steven Timblin <stimblin@cityofnisswa.gov>
Cc: byelawoffice@hotmail.com
Subject: Fwd: lot split

Hi Steve,

It was suggested that we (members of the Centennial Estates association) request to be placed on the agenda of the July 7, 2026 planning and zoning meeting; can you arrange that please. Please also verify that the date and time are July 7, 2026 at 6:00 pm.

Thank you,

Debra Cruz

---------- Forwarded message ---------
From: **Debra Cruz** [redacted]
Date: Fri, Jun 26, 2026 at 2:44 PM
Subject: Re: lot split
To: Steven Timblin <stimblin@cityofnisswa.gov>

Steve,

Thank you for this information. I just met the "new owner" of the lot who says he is waiting for his building permit to be approved! His name is Jason Heroux. Please update me as to the status of this application.

Thank you,

Deb

On Fri, Jun 26, 2026 at 11:05 AM Steven Timblin <stimblin@cityofnisswa.gov> wrote:

> Good morning Deb,
>
> I've compiled contact information pursuant to your request as follows:
>
> **Planning Commission/Board of Adjustment Commissioners:**
>
> Josh Young (Chair): jandmyoung@gmail.com
>
> John Taylor (Vice Chair: john@tayloraccounting.biz
>
> Sean Weldon: sean@insurancesolutionsmn.com
>
> Aaron Baseman: aaron.baseman@outlook.com
>
> Gary Harris: gharris@redsandimages.com
>
> **City Attorney**
>
> Tom Pearson: tpearson@gqlaw.net
>
> If you may, please keep me apprised of any civil proceedings that may commence from here which may be impactful to this subdivision.
>
> Thank you.

Steven

Steven Timblin – City Planner

PO Box 410 Nisswa, MN 56468

Direct: **218-961-4243**

Main: 218-963-4444

Fax: 218-963-3108

stimblin@cityofnisswa.gov

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City Hall Hours: Monday – Thursday 8:00am – 4:30pm Fridays 8:00am – 12:00pm

---

From: Debra Cruz [redacted]
Sent: Thursday, June 25, 2026 3:24 PM
To: Steven Timblin <stimblin@cityofnisswa.gov>
Subject: Re: lot split

Steve,

In addition to the planning and zoning contacts please also send the city attorney's contact info. I am engaging an attorney and they are requesting his contact information.

Thank you,

Deb

On Thu, Jun 25, 2026 at 2:49 PM Debra Cruz [redacted] wrote:

> Hi Steve,
>
> The object I was concerned about I believe is a scoop of sorts, not a tank. Also, could you please forward a link or the contact information for members of planning and zoning; I cannot find it on the website.
>
> Thank you,
>
> Deb
>
> ---------- Forwarded message ---------
> From: **Steven Timblin** <stimblin@cityofnisswa.gov>
> Date: Thu, Jun 25, 2026 at 1:09 PM
> Subject: RE: lot split
> To: Debra Cruz [redacted]
> Cc: Steven Timblin <stimblin@cityofnisswa.gov>
>
> Good afternoon Deb,
>
> I have discussed this matter with both City Administration and the City's legal counsel and have confirmed that an applicant's responsibility to comply with provisions or process of private land covenants contained in a declaration would be a private matter not involving the City at this time.
>
> Thank you,
>
> Steven
>
> **Steven Timblin** – City Planner

PO Box 410 Nisswa, MN 56468

Direct: **218-961-4243**

Main: 218-963-4444

Fax: 218-963-3108

stimblin@cityofnisswa.gov

www.cityofnisswa.gov

City Hall Hours: Monday – Thursday 8:00am – 4:30pm Fridays 8:00am – 12:00pm

---

From: Debra Cruz [redacted]
Sent: Thursday, June 25, 2026 9:10 AM
To: Steven Timblin <stimblin@cityofnisswa.gov>
Cc: byelawoffice@hotmail.com
Subject: lot split

Hi Steve,

Thank you for talking with me again this morning.You asked me what I want to have happen. What I want to have happen is for the covenants to be honored, the lot division to be voided and the lot restored to its original dimensions. I also ask that the city not approve any permitting for further development of the property.

You asked for a pause to give you time to speak with the city attorney and the city administrator. Which I have agreed to & look forward to hearing from you later today with the results of these discussions. The rough draft of my email, to be adjusted and distributed after hearing from you today, follows:

I am the owner of the property located at 25829 Centennial Lane. I'm writing to you today because my neighboring lot owners have divided their parcel in two in violation of the land covenants which bind the landowners of this plat. And have begun constructing a driveway adjacent to my land to access their new lot.

The land owners on Centennial Lane must abide by the covenants as set forth in the Declaration of Covenants attached to our plat. One of these covenants requires the written permission of all landowners in order to split a lot. The neighboring landowners have split their parcel in two without providing notice to other lot owners or receiving their prior written consent.

I am requesting the city take immediate action and stay all permits granted and any further actions that violate the covenants of Centennial Estates pending resolution of this matter.

Take good care,

Deb

Steven Timblin

From: Debra Cruz [redacted]
Sent: Tuesday, July 21, 2026 12:44 PM
To: Jennifer Carnahan; Mark Froehle; Joe Hall; Bruce London; Jesse Zahn
Cc: Maggi Wentler; Steven Timblin
Subject: appeal request

The message below was sent individually to each council member and to the mayor on 7/17/26 shortly after 10:30 a.m. I understand that not everyone received it, so I am resending it with the hope of being heard at tonight's meeting. Before the agenda is approved, I respectfully ask that you consider whether this appeal should be allowed to be presented this evening.

Mayor Carnahan and members of the City Council,

I respectfully renew my request to be placed on a City Council agenda to appeal the validity of the Bourassa lot split approval. My appeal is based on the fact that Condition #4 of the approval—requiring the owners to **verify continued future access to Centennial Lane**—was not satisfied before the lot split was finalized.

The significance of this condition is demonstrated by the PCBOA's own discussions. At its October 7, 2025 meeting, under Item B of New Business, the Board spent more than fifteen minutes discussing the challenges associated with obtaining access to Centennial Lane for Dan Marrin's proposed development. Board members discussed the need to obtain approval from the owners of the private road, and Mr. Marrin even suggested that the City might have greater success in obtaining those approvals than he would.

Immediately following that discussion, the Board considered the Bourassa lot split under Item C of New Business. Given the concerns it had just expressed regarding access to Centennial Lane, it is not surprising that the PCBOA added the following condition to its approval:

> **"Owners will verify continued future access to Centennial Lane."**

This condition was significant. It did not require the City or the PCBOA to determine ownership of Centennial Lane or interpret private covenants. Instead, it placed the responsibility squarely on the applicants to verify that continued future access existed before the approval could be relied upon.

To my knowledge, that verification was never provided. While the recorded easement is one aspect of this matter, it does not resolve the separate issue of legal access to Centennial Lane as privately owned property. Those are distinct issues, and both must be satisfied for the condition to have been fulfilled.

The affected property owners were not aware of the lot split until approximately 12:30 p.m. on June 24, 2026. By that time, the approval had already been acted upon, leaving little opportunity to seek review before additional transactions occurred.

When I sought to appeal directly to the City Council, I was informed by City staff that agenda placement with the Council should follow consideration by the PCBOA. As stated in the email I received:

> "Maggi Wentler and I have discussed agenda placement for City Council, and it would seem appropriate to facilitate placement on Council's Agenda following PCBOA Agenda placement."

I have attempted to follow that process in good faith. However, I continue to believe this matter ultimately warrants City Council review.

Accordingly, I respectfully request that the City Council place this matter on its agenda and determine whether it has the authority to hear this appeal and, if so, whether the Bourassa lot split approval should remain valid when Condition #4 requiring verification of continued future access to Centennial Lane was not satisfied.

This matter directly affects my property rights, the value and enjoyment of my property, and may unnecessarily force neighboring property owners into litigation if it is not addressed administratively. I respectfully ask the Council to review the facts and determine whether the approval process was completed in accordance with the conditions imposed by the PCBOA.

Thank you for your time and consideration. I appreciate your willingness to review this matter and ensure that the City's approval process is applied consistently and fairly.

Sincerely,

Debra Cruz
25829 Centennial Lane
Nisswa, MN 56468
[redacted]

Steven Timblin

From: Tom Pearson <tpearson@gqlaw.net>
Sent: Thursday, June 25, 2026 11:24 AM
To: Steven Timblin; Maggi Wentler
Cc: Tom Pearson
Subject: RE: lot split

Steven-
I have reviewed the Declaration you sent concerning this matter, and the email from Ms. Cruz, below. I understand the owner in question made an application for land use approval to the City and that it cycled through the proper channels, that it complied with relevant Nisswa ZO provisions and was granted. I understand Ms. Cruz is now seeking the City's assistance with the fact that the permitted activity appears to conflict with terms of the Declaration and she wants the City to take some sort of action, like cease and desist, revocation of the granted permitting, etc.

I don't advise any action on the City's part with respect to the permitting that has been granted. While whatever was permitted by the City may or may not be allowed by the relevant Declaration provisions or process it is not the City's place to be involved in interpreting, enforcing, etc. private land covenants contained in a Declaration.

If the applicant has or had obligations to seek approval it needed under the Declaration and didn't do that, then that is a private matter not involving the City.

-Tom

THOMAS C. PEARSON
ATTORNEY

Gammello-Pearson
Attorneys at Law

14275 Golf Course Drive, Suite 200
Baxter, MN 56425
Telephone: (218) 828-9511
Fax: (218) 824-8545

100 First Street Southeast
Little Falls, MN 56345
Telephone: (320) 632-3606
Fax: (320) 632-3567

http://www.gqlaw.net

IRS Circular 230 Notice:
To ensure compliance with requirements imposed by the IRS, we inform you that, except to the extent expressly provided to the contrary, any federal tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

CONFIDENTIALITY NOTICE
The information in this communication, including any attachments, is intended only for the person or entity to which it is addressed and may contain confidential, proprietary, and/or privileged material. Any review, retransmission, dissemination or other use of, or taking any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender immediately and delete the material from all sources. This communication was not intended to waive the attorney/client or any other privilege.

ELECTRONIC TRANSACTIONS DISCLAIMER: If this communication concerns negotiation of a contract or agreement, this communication does not indicate agreement to conduct transactions by electronic means under Minn. Stat. § 325L.05 or other applicable electronic transactions law. Furthermore, if an electronic transaction is contemplated, no signature in any document attached to this communication is intended to be valid unless "hand-signed."

From: Debra Cruz [redacted]
Sent: Thursday, June 25, 2026 9:10 AM
To: Steven Timblin <stimblin@cityofnisswa.gov>
Cc: byelawoffice@hotmail.com
Subject: lot split

Hi Steve,

Thank you for talking with me again this morning.You asked me what I want to have happen. What I want to have happen is for the covenants to be honored, the lot division to be voided and the lot restored to its original dimensions. I also ask that the city not approve any permitting for further development of the property.

You asked for a pause to give you time to speak with the city attorney and the city administrator. Which I have agreed to & look forward to hearing from you later today with the results of these discussions. The rough draft of my email, to be adjusted and distributed after hearing from you today, follows:

I am the owner of the property located at 25829 Centennial Lane. I'm writing to you today because my neighboring lot owners have divided their parcel in two in violation of the land covenants which bind the landowners of this plat. And have begun constructing a driveway adjacent to my land to access their new lot.

The land owners on Centennial Lane must abide by the covenants as set forth in the Declaration of Covenants attached to our plat. One of these covenants requires the written permission of all landowners in order to split a lot. The neighboring landowners have split their parcel in two without providing notice to other lot owners or receiving their prior written consent.

I am requesting the city take immediate action and stay all permits granted and any further actions that violate the covenants of Centennial Estates pending resolution of this matter.

Take good care,

Deb

Public participation in an open and transparent local government system is needed to maintain Nisswa's character. Without the stewardship of an engaged citizenry, Nisswa risks becoming just another city. (Nisswa Comprehensive Plan)

Thank you for allowing us to speak here tonight. If you have any questions, please contact me either by phone or email.

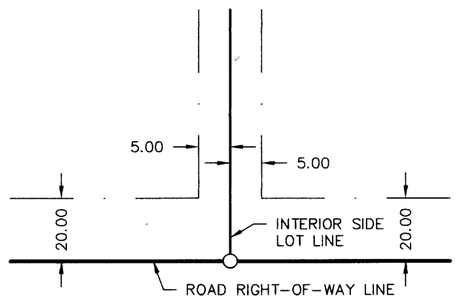
Debra Cruz

25829 Centennial Ln

[redacted]

CENTENNIAL ESTATES

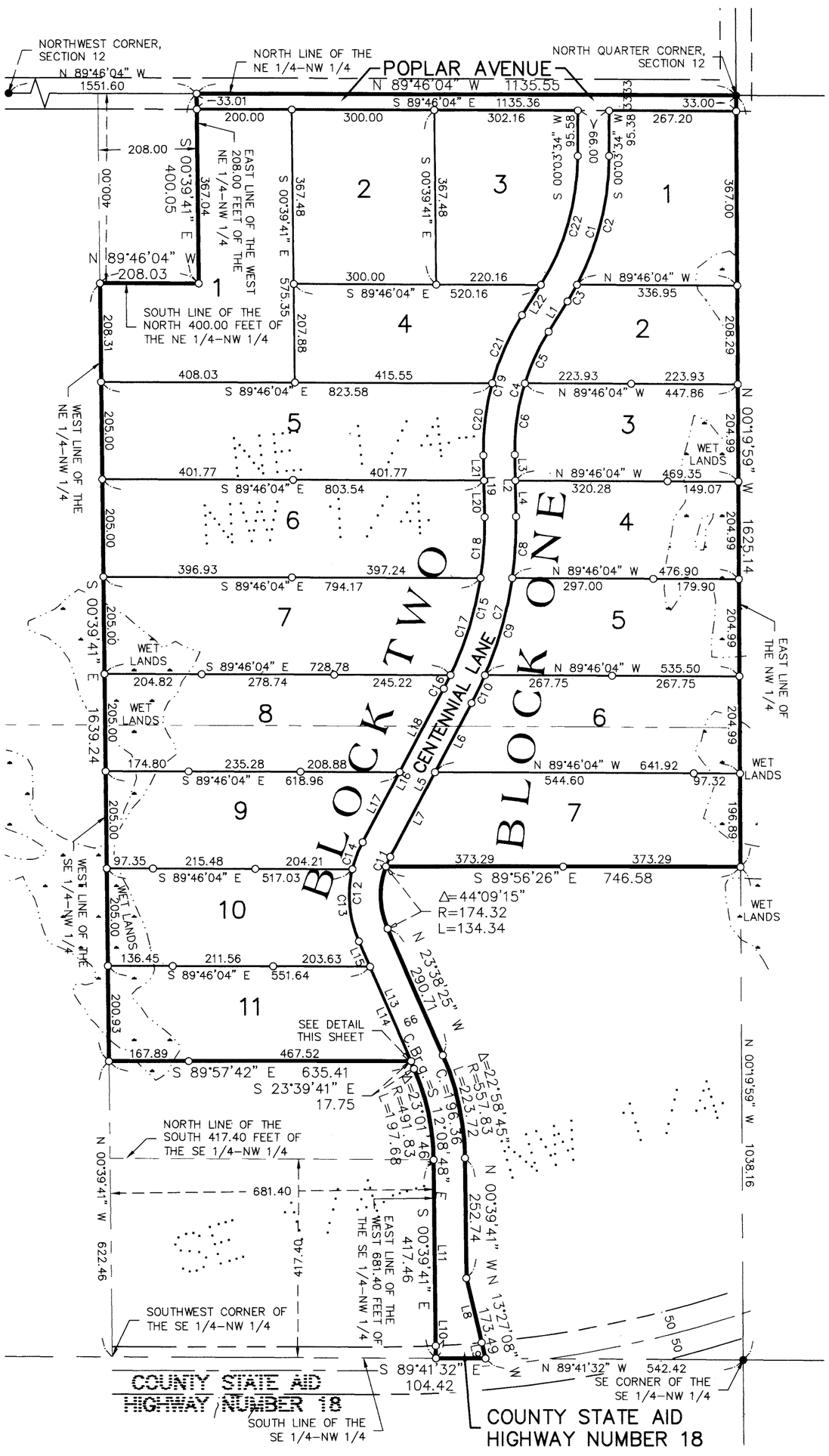
DRAINAGE AND UTILITY EASEMENTS
ARE AS SHOWN BELOW



BEING 5 FEET IN WIDTH AND ADJOINING ALL INTERIOR SIDE LOT LINES AND 20 FEET IN WIDTH ADJOINING ALL ROAD R/W LINES UNLESS OTHERWISE SHOWN

DRAINAGE AND UTILITY EASEMENT DETAIL

LINE TABLE			CURVE TABLE			
LINE	LENGTH	BEARING	CURVE	DELTA	LENGTH	RADIUS
L1	75.35	S 31°51'35" W	C1	Δ=31°48'01"	322.72	581.45
L2	130.00	S 01°08'25" E	C2	Δ=27°49'36"	282.39	581.45
L3	54.49	S 01°08'25" E	C3	Δ=3°58'25"	40.33	581.45
L4	75.51	S 01°08'25" E	C4	Δ=33°00'00"	272.66	473.39
L5	366.40	S 27°53'06" W	C5	Δ=14°31'55"	120.07	473.39
L6	164.71	S 27°53'06" W	C6	Δ=18°28'05"	152.59	473.39
L7	201.69	S 27°53'06" W	C7	Δ=29°01'31"	408.48	806.34
L8	139.40	S 13°27'08" E	C8	Δ=9°13'33"	129.84	806.34
L9	34.09	S 13°27'08" E	C9	Δ=15°09'13"	213.26	806.34
L10	26.24	N 00°39'41" W	C10	Δ=4°38'45"	65.38	806.34
L11	391.22	N 00°39'41" W	C11	Δ=7°22'16"	22.43	174.32
L12	1.05	S 89°57'42" E	C12	Δ=51°31'31"	216.12	240.32
L13	275.45	N 23°38'25" W	C13	Δ=37°00'03"	155.20	240.32
L14	217.35	N 23°38'25" W	C14	Δ=14°31'28"	60.92	240.32
L15	58.10	N 23°38'25" W	C15	Δ=29°01'31"	375.04	740.34
L16	366.40	N 27°53'06" E	C16	Δ=2°27'32"	31.77	740.34
L17	167.11	N 27°53'06" E	C17	Δ=16°38'08"	214.95	740.34
L18	199.29	N 27°53'06" E	C18	Δ=9°55'51"	128.32	740.34
L19	130.00	N 01°08'25" W	C19	Δ=33°00'00"	310.67	539.39
L20	77.09	N 01°08'25" W	C20	Δ=16°19'25"	153.67	539.39
L21	52.91	N 01°08'25" W	C21	Δ=16°40'35"	157.00	539.39
L22	75.35	N 31°51'35" E	C22	Δ=31°48'01"	286.08	515.45



● DENOTES MONUMENT FOUND

○ DENOTES IRON MONUMENT SET MARKED BY LICENSE No. 17008

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTH LINE OF THE SE ¼-NW ¼ TO HAVE AN ASSUMED BEARING OF S 89°41'32" E.

KNOW ALL MEN BY THESE PRESENTS: That Theodore H. Dullum and Mary M. Dullum, husband and wife, Fee Owners and Proprietors; and Theodore H. Dullum as Trustee of the Theodore H. Dullum Revocable Trust Agreement Dated March 7, 1996, Fee Owner and Trustee; of the following described property situated in the County of Crow Wing, State of Minnesota, to-wit:

That part of the Northeast Quarter of the Northwest Quarter and the Southeast Quarter of the Northwest Quarter, Section 12, Township 135 North, Range 29 West, Crow Wing County, Minnesota, described as follows:
Commencing at the Southeast corner of said Southeast Quarter of the Northwest Quarter; thence North 89 degrees 41 minutes 32 seconds West, assumed bearing, along the South line thereof 542.42 feet to the point of beginning of the tract to be herein described; thence North 13 degrees 27 minutes 08 seconds West 173.49 feet; thence North 00 degrees 39 minutes 41 seconds West 252.74 feet; thence Northwesterly 223.72 feet along a tangential curve concave to the Southwest having a radius of 557.83 feet and a central angle of 22 degrees 58 minutes 45 seconds; thence North 23 degrees 38 minutes 25 seconds West tangent to said last described curve 290.71 feet; thence Northerly 134.34 feet along a tangential curve concave to the East having a radius of 174.32 feet and a central angle of 44 degrees 09 minutes 15 seconds; thence South 89 degrees 56 minutes 26 seconds East not tangent to said last described curve 746.58 feet, more or less, to the East line of the Northwest Quarter of said Section 12; thence North 00 degrees 19 minutes 59 seconds West along said East line 1625.14 feet, more or less, to the North Quarter corner of said Section 12; thence North 89 degrees 46 minutes 04 seconds West along the North line of said Northeast Quarter of the Northwest Quarter 1135.55 feet to the East line of the West 208.00 feet of said Northeast Quarter of the Northwest Quarter; thence South 00 degrees 39 minutes 41 seconds East along said East line 400.05 feet to the South line of the North 400.00 feet of said Northeast Quarter of the Northwest Quarter; thence North 89 degrees 46 minutes 04 seconds West along said South line 208.03 feet, more or less, to the West line of said Northeast Quarter of the Northwest Quarter; thence South 00 degrees 39 minutes 41 seconds East along said West line and the West line of the Southeast Quarter of said Northwest Quarter 1639.24 feet, more or less, to a point distant 622.46 feet North 00 degrees 39 minutes 41 seconds West, as measured along said West line, from the Southwest corner of said Southeast Quarter of the Northwest Quarter; thence South 89 degrees 57 minutes 42 seconds East 635.41 feet; thence South 23 degrees 39 minutes 41 seconds East 17.75 feet; thence Southeasterly 197.68 feet along a non-tangential curve concave to the Southwest having a radius of 491.83 feet, a central angle of 23 degrees 01 minute 46 seconds, and a chord bearing of South 12 degrees 08 minutes 48 seconds East for a chord distance of 196.36 feet, more or less, to its intersection with the North line of the South 417.40 feet of said Southeast Quarter of the Northwest Quarter; thence South 00 degrees 39 minutes 41 seconds East not tangent to said last described curve and along the East line of the West 681.40 feet of said Southeast Quarter of the Northwest Quarter 417.46 feet to the South line of said Southeast Quarter of the Northwest Quarter; thence South 89 degrees 41 minutes 32 seconds East along said South line 104.42 feet, more or less, to the point of beginning.

Subject to easements, restrictions and reservations of record.
Also subject to mineral reservations of record, if any.

Have caused the same to be surveyed and platted as CENTENNIAL ESTATES, and do hereby dedicate to the public for public use forever the thoroughfares as shown on the plat, and also dedicating the easements as shown on the plat for the purposes specified.

In witness whereof said Theodore H. Dullum and Mary M. Dullum, husband and wife, have hereunto set their hands this 12th day of December, 2002.

FEE OWNERS:

Theodore H. Dullum

Mary M. Dullum

STATE OF MINNESOTA
COUNTY OF CROW WING

The foregoing instrument was acknowledged before me this 12 day of December, 2002, by Theodore H. Dullum and Mary M. Dullum, husband and wife.

Notary Public, Crow Wing County, Minnesota
My commission expires 1-31-05

RUSS HALE
Notary Public
Minnesota
My Commission Expires Jan. 31, 2005

In witness whereof said Theodore H. Dullum as Trustee of the Theodore H. Dullum Revocable Trust Agreement Dated March 7, 1996, has hereunto set his hand this 12th day of Dec, 2002.

FEE OWNER AND TRUSTEE:

Theodore H. Dullum, Trustee

STATE OF MINNESOTA
COUNTY OF Crow Wing

The foregoing instrument was acknowledged before me this 12 day of December, 2002, by Theodore H. Dullum as Trustee of the Theodore H. Dullum Revocable Trust Agreement Dated March 7, 1996.

Notary Public, Crow Wing County, Minnesota
My commission expires 1-31-05

RUSS HALE
Notary Public
Minnesota
My Commission Expires Jan. 31, 2005

I hereby certify that I have surveyed and platted the property described on this plat as CENTENNIAL ESTATES; that this plat is a correct representation of the survey; that all distances are correctly shown on the plat in feet and hundredths of a foot; that all monuments have been correctly placed in the ground as shown; that the outside boundary lines are correctly designated on the plat; and that there are no wet lands as defined in MS 505.02, Subd. 1, or public highways to be designated other than as shown.

David S. Landecker, Land Surveyor
Minnesota License Number 17008

STATE OF MINNESOTA
COUNTY OF CROW WING

The foregoing Surveyor's Certificate was acknowledged before me this 11th day of December, 2002, by David S. Landecker, Minnesota License Number 17008.

Notary Public, Crow Wing County, Minnesota.
My commission expires 1-31-05

TANYA M. WISKOW
NOTARY PUBLIC - MINNESOTA
My Comm. Exp. Jan. 31, 2005

I, Roy Luukkonen, Auditor of Crow Wing County, Minnesota, do hereby certify that the taxes on the lands described hereon have been paid for the years prior to 2002.

Roy Luukkonen, Crow Wing County Auditor

I, Laureen Borden, Treasurer for Crow Wing County, Minnesota, do hereby certify that the taxes on the lands described hereon have been paid for the year 2002.

Laureen Borden, Treasurer for Crow Wing County

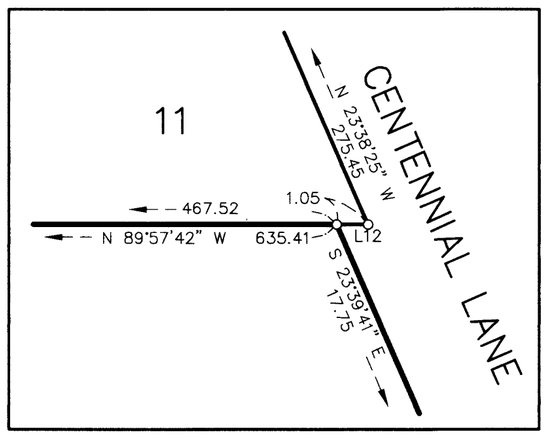
This plat of CENTENNIAL ESTATES was approved by the City Council for the City of Nisswa, Minnesota, on this 20th day of November, 2002.

Harold Kraus, Mayor

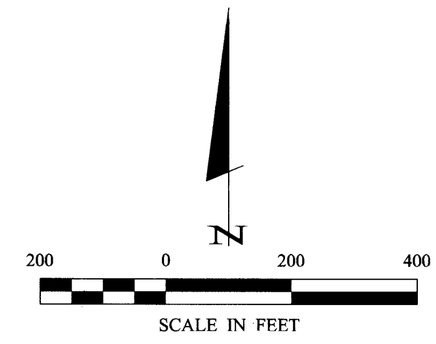
Janice Buss, City Clerk

Office of County Recorder
County of Crow Wing, MN
I hereby certify that the within instrument was filed in this office for record on the 12 day of Dec A.D. 2002 at 1 o'clock P M and was duly recorded as Doc. No.

County Recorder
By



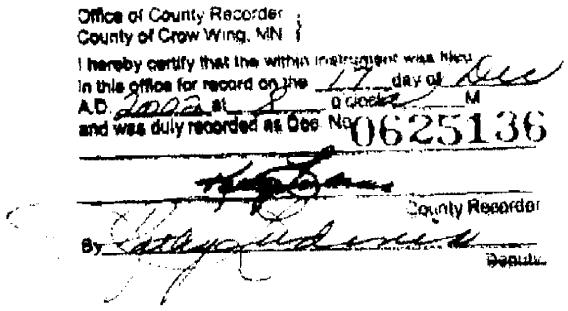
DETAIL



SCALE IN FEET

Landecker & Associates, Inc.
Engineering · Surveying · Planning
Pequot Lakes, MN 56472
Phone: 1-888-866-4940
Fax: 218-568-5404

County Surveyors Copy



DECLARATION OF COVENANTS

THIS DECLARATION OF COVENANTS made this 10 day of December, 2002, by Theodore H. Dullum and Mary Margaret Dullum, husband and wife, and Theodore H. Dullum, as Trustee of the Theodore H. Dullum Revocable Trust Agreement Dated March 7, 1996 (hereinafter referred to as "Declarants").

Whereas, Declarants are the owners of real property located in Crow Wing County, Minnesota, (hereinafter collectively referred to as "Property" and individually referred to as "Lots") described as follows:

Lots 1 through 7, Block 1, Centennial Estates and Lots 1 through 11, Block 2, Centennial Estates

Whereas, Declarants desire to place certain restrictive covenants on the Lots for the benefit of all of the lot owners as hereinafter defined.

Now therefore, Declarants hereby declare and dedicate the following covenants on the above described property:

1. The owner of each Lot (hereinafter referred to as "Lot Owner") shall have one vote for each Lot owned by that Lot Owner.

2. The Lots may not be subdivided or split without the prior written consent of all of the Lot Owners.

3. No more than one residence may be constructed on each Lot without the prior written consent of all of the Lot Owners.

4. The City of Nisswa is not responsible for providing potable water to the lots contained within the plat of Centennial Estates.

This Declaration made and entered on the date set forth above.

Theodore H. Dullum

Mary Margaret Dullum

Theodore H. Dullum Revocable Trust Agreement Dated March 7, 1996

Theodore H. Dullum, Trustee

STATE OF MINNESOTA)
) ss.
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me a notary public on this 10th day of December, 2002, by Theodore H. Dullum and Mary Margaret Dullum, husband and wife.

Notary Public

RUSS HALE
Notary Public
Minnesota
My Commission Expires Jan. 31, 2005

STATE OF MINNESOTA)
) ss.
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me a notary public on this 10th day of December, 2002, by Theodore H. Dullum, as Trustee of the Theodore H. Dullum Revocable Trust Agreement Dated March 7, 1996.

Notary Public

RUSS HALE
Notary Public
Minnesota
My Commission Expires Jan. 31, 2005

This instrument drafted by:
Stern & Anderson
247 Third Avenue South
Minneapolis, MN 55415

Office of County Recorder
County of Crow Wing, MN
I hereby certify that the within instrument was filed in this office for record on the 17 day of Dec A.D. 2002 at 8 o'clock A M. and was duly recorded as Doc. No. 0625137

County Recorder

By Kelly Lindemann Deputy

DECLARATION OF EASMENT

THIS DECLARATION OF EASMENT made this 10 day of December, 2002, by Theodore H. Dullum and Mary Margaret Dullum, husband and wife, and Theodore H. Dullum, as Trustee of the Theodore H. Dullum Revocable Trust Agreement Dated March 7, 1996 (hereinafter referred to as "Declarants").

Whereas, Declarants are the owners of real property located in Crow Wing County, Minnesota, (hereinafter collectively referred to as "Property" and individually referred to as "Lots") described as follows:

Lots 1 through 7, Block 1, Centennial Estates and Lots 1 through 11, Block 2, Centennial Estates

Whereas, a private street exists in the plat known as Centennial Lane (hereinafter referred to as "Street"), which is planned and laid out for use by the various owners of the Lots including lots owned by Declarants (hereinafter referred to as "Lot Owners").

Now therefore, Declarants hereby grant the right, privilege and easement and dedicate the private street known as Centennial Lane to be used by the Lot Owners, their invitees and guests for ingress and egress to the Lots and the Property and for utility purposes according to the following terms and conditions:

1. The Street may be used for ingress and egress to the Lots and the Property by the individual owners, their guests and invitees in accordance with all applicable laws, including the zoning laws of the City of Nisswa.

2. The Street may be used for utility purposes, including but not limited to sewer, water, gas, telephone, electricity, and cable television.

3. The Declarants at their expense shall initially construct the Street to the minimum standards required by the City of Nisswa as of the date of this Declaration. The Declarants shall not be required to pave the Street.

4. The Delcarants shall maintain the Street at their sole cost for a period of two years from the date of this Declaration, provided any damage that is done by any Lot Owner, such as damage during the construction of buildings, shall be paid for or repaired by that owner.

5. After the first two years of this Declaration, the Lot Owners shall share the cost of the maintenance of the Street in proportion to the number of Lots owned by each land owner over the number of Lots owned by all of the Lot Owners. The Street shall be kept in good repair and shall meet the requirements of the City of Nisswa at all times. The owners of the Lots shall meet at least annually to determine what maintenance is necessary for the Street. In the event any Lot Owner fails to pay the proportionate share for the maintenance, the other Lot Owners may pay for the maintenance and such amount owed by a non-paying Lot Owner shall become a lien upon the non-paying Lot Owner's Lot and the paying Lot Owners shall have such other remedies for collection of the unpaid amount allowed by law.

6. Any alterations to the Street, such as paving the street or widening the traveled surface or dedicating it to the public, must be approved by a two thirds majority of the Lot Owners. Each Lot Owner shall be entitled to one vote for each Lot owned.

7. The owners of Lots 1 through 7, Block 1, Centennial Estates and Lots 3 through 11, Block 2, Centennial Estates, shall be granted the fee ownership in undivided interests in Centennial Lane upon the purchase from Declarants of each lot.

This Declaration made and entered on the date set forth above.

Theodore H. Dullum

Theodore H. Dullum Revocable Trust Agreement Dated March 7, 1996

Mary Margaret Dullum

Theodore H. Dullum, Trustee

STATE OF MINNESOTA)
) ss.
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me a notary public on this 10th day of December, 2002, by Theodore H. Dullum and Mary Margaret Dullum, husband and wife.

Notary Public

RUSS HALE
Notary Public
Minnesota
My Commission Expires Jan. 31, 2005

STATE OF MINNESOTA)
) ss.
COUNTY OF CROW WING)

The foregoing instrument was acknowledged before me a notary public on this 10th day of December, 2002, by Theodore H. Dullum, as Trustee of the Theodore H. Dullum Revocable Trust Agreement Dated March 7, 1996.

Notary Public

RUSS HALE
Notary Public
Minnesota
My Commission Expires Jan. 31, 2005

This instrument drafted by:
Stern & Anderson
247 Third Avenue South
Minneapolis, MN 55415

Date: 06/30/2026

City Clerk, City Council City of Nisswa and Mayor Carnahan

Re: Administrative Appeal / Request for Immediate Review — Lot Split at 25871 Centennial Lane (Parcel #28120599)

Dear Mayor and Council Members:

Pursuant to Sec. 20-631 (Appeal to city council) and the City's land-use authority (Secs. 20-594 through 20-595), I hereby file a formal appeal and request immediate administrative review of the lot split approval for 25871 Centennial Lane, Parcel #28120599.

Note that the first "notice" to any of the neighbors was when the machinery started working on June 24, 2026, between 12 and 1. The city planner was contacted immediately.

Basis for appeal

1. **Controlling private covenants**. The 2002 recorded plat for Centennial Estates includes Declarations of Covenant that expressly prohibits splitting the lot. Those covenants remain in force and have not been released or amended. Under Sec. 20-5 (Abrogation and greater restrictions) and Sec. 20-22 (Conformity with this chapter), the City must recognize the more restrictive recorded covenants.

2. **Procedural and enforcement review**. Please verify whether the split was approved and recorded in compliance with Chapter 20 procedures (including preliminary/final plat requirements (Secs. 20-441 through 20-444) and whether staff followed required notice and review processes. If approval conflicts with binding covenants or required procedures, I request corrective action under the City's enforcement authority (Secs. 20-594 through 20-595).

3. **Immediate easement violation**. The new lot currently has a driveway placed within the recorded 5-foot utility easement. This encroachment raises an urgent public-works and utility safety issue and should be addressed immediately.

Requested relief

1. Immediate administrative review and placement of this appeal on the next Planning & Zoning and City Council agendas.
2. Temporary administrative hold/stop-work order on any further work, permits, utility hookups, or inspections for the new lot until the city completes its review.
3. Confirmation that no recorded release/amendment of the 2002 covenants exists; if none, enforcement of the covenants and rescission or suspension of any approval granted in conflict with them.
4. Verification and remediation of the driveway encroachment in the 5' utility easement, including coordination with public works and affected utility providers.

Attachments (enclosed)

- Recorded Declarations of Covenant (2002)
- Centennial Estates Plat

Additional supporting materials: timeline of events and a neighborhood affidavit with signed owners contesting the lot split are being collected and will be submitted to the city within 10 business days (by 07/14/2026).

Please accept this appeal now and place the matter on the next available Planning & Zoning and City Council agendas; I request confirmation of receipt and the scheduled review date. If the Council prefers, I can provide the supplemental materials prior to the hearing."

Please confirm receipt of this appeal and notify me of the date of the City's review/hearing and any additional materials the City requires. I will appear and present evidence at any Planning & Zoning or City Council meeting and can provide further documentation on request.

Sincerely,
Debra Cruz
25829 Centennial Lane
Nisswa, MN 56468
[redacted]

STAFF REPORT

Agenda Item: **8c**

Application: **Metes and Bounds Subdivision Application 029-25**

Owner: **Ricky & Twyla Bourassa**

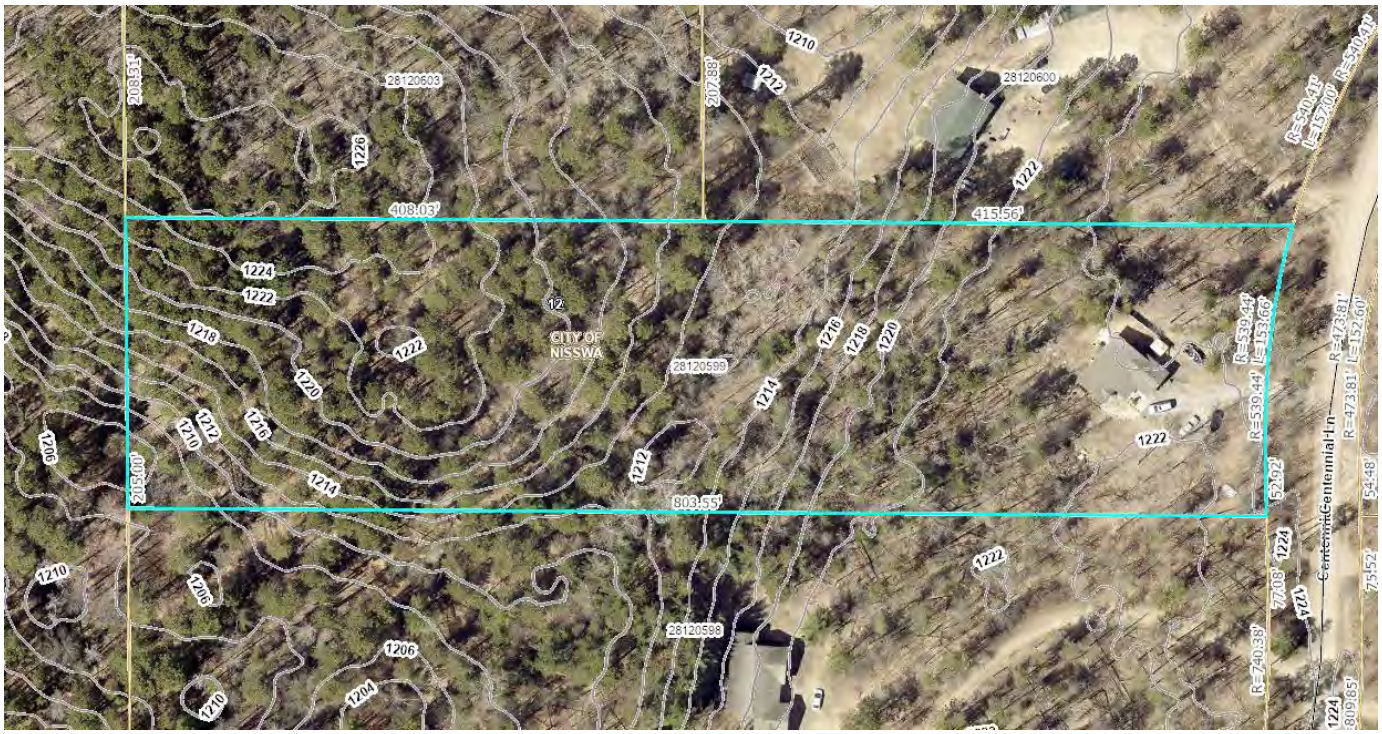
Applicant: **Ricky & Twyla Bourassa**

PROPERTY INFORMATION:

PID:	28120599
Acres:	3.8 acres
Zoning:	Urban Residential (UR)
Physical Address:	25871 Centennial Ln
Location:	12/135/29
Sewer/Septic:	Compliance Inspection/Site Suitability 9/14/2025
Proposed Impervious:	Tract A: ~4.4% Tract B 0%

PHOTOS:

Aerial/Contours:



FEMA: N/A

NWI: N/A

PERMIT HISTORY:

- 2016: LUP for Dwelling/septic
- 2027: Patio/Overhang/Fence

APPLICATION INFORMATION:

Request:

- The applicant seeks to subdivide PID 28120599 resulting in the creation of one additional parcel as shown on the certificate of survey.
- Both Tract A and Tract B appear to conform to ordinance standards as follows:
  - Tract A = 82,611 square feet (20,000 minimum), 205 ft width (150 minimum)
  - Tract B = 83,009 square feet (20,000 minimum), 205 ft width (150 minimum)
- Site suitability has been performed for primary/alternate on-site septic systems
- Tract B is proposed to have access off Centennial Ln along the 33' easement area depicted on survey
- Wetland identification has not been submitted to the city for review, although NWI does not depict any wetlands to be present on subject property.
  - A condition has been listed for this evaluation to be performed, and a delineation or no wetland letter be submitted to the city prior to final sign-off

Complete Application Received: 9-19-2025
Action Deadline: 11-19-2025
15.99: N/A
Wetland Delineation: ***Not received***
Abstract or Torrens: Recording Fees: N/A
Authorized Agent: N/A
Fees Collected: $500.00
Reviewed by:

1. Public Works; 9/30/2025
2. City Engineer; 9/30/2025

Notifications:

1. DNR; N/A
2. MNDOT; N/A
3. Other; N/A

PLANNING COMMISSION DIRECTION:

The Planning Commission may decide to approve the application, deny the application, or table the application if further information is required. If the decision is for approval or denial the findings of fact should be cited.

FINDINGS OF FACT: *Answers have been provided by City Staff.*
Findings shall be made in either recommending approval or denial of an application. The following questions are to be considered, but not limited to:

1. What impact will the proposed use have on the health, safety, and general welfare of the occupants in the surrounding neighborhood?
    a. No negative impact – use (single family residential lot) is consistent with the ordinance and comprehensive plan.

2. Is the proposed use able to meet the standards of the City of Nisswa Code of Ordinances?
    a. Yes, the proposed Tract A and Tract B meet the requirements listed in Table 20-10 of the Nisswa Code of Ordinances.

3. Is the proposed use consistent with the goals and policies adopted within the comprehensive plan?
    a. The comprehensive plan highlights this area as suited for single family residential parcels.

4. Will the proposal cause any adverse effect on property values and future development of the land in the surrounding neighborhood?
    a. No, because this residential parcel is adequately sized for subdivision.

5. Will the proposed use have an effect on public utilities, public services, roads and schools?
    a. Will potentially increase the density and therefore the use of the above.

6. Will the proposed use have an impact on the environment including its impact on groundwater, surface water, and air quality?
    a. No adverse impact because site suitability has been performed for primary/alternate on-site septic systems.

7. Does the proposed use have adequate water supply, subsurface sewage treatment facilities or City sewer, erosion control and stormwater management pursuant to applicable standards?
    a. Yes.

POTENTIAL CONDITIONS: City Staff recommends that the Planning Commission adopt the findings of fact and approve the subdivision request with the following conditions:

1. Except as amended by these conditions, the division of land shall be in substantial conformance with the approved subdivision, site plan and elevations that govern the general location of lots. Any changes will require amended approval by the Planning Commission.

2. The applicant shall pay a park dedication fee in the amount $1,015.06 (1 Parcel x 2.44 avg. household size x $416) in accordance with Sec. 20-450.
3. Either a wetland delineation or letter of affirming wetlands for the subject property must be submitted prior to final sign-off by the city. Wetland identified (if any are present on the subject property) after PCBOA review of the proposal may require modified approval by the PCBOA depending on location/magnitude.

Surveyors Notes

The property address for the subject property is:

25871 Centennial Lane
Nisswa, MN 56468

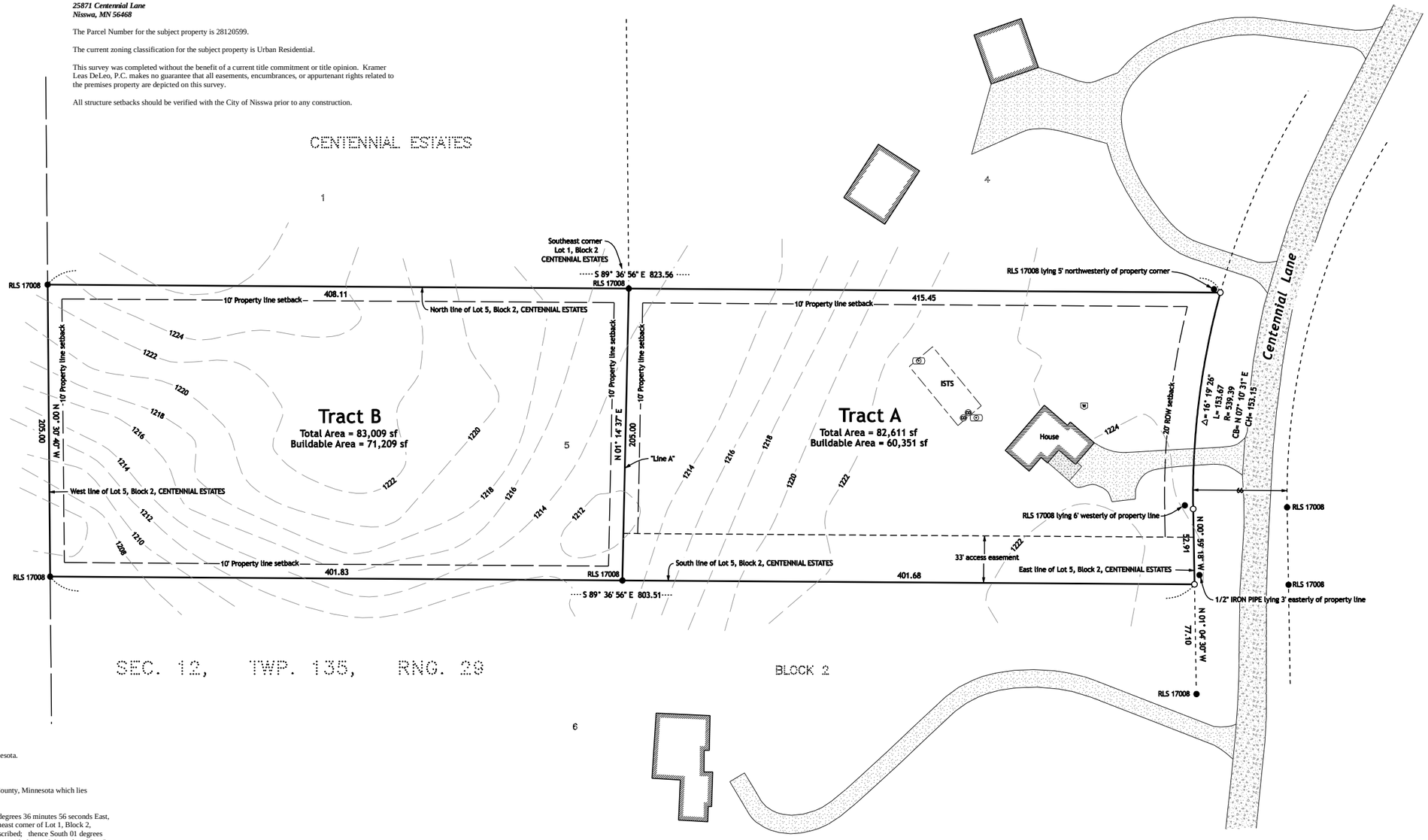
The Parcel Number for the subject property is 28120599.

The current zoning classification for the subject property is Urban Residential.

This survey was completed without the benefit of a current title commitment or title opinion. Kramer Leas DeLeo, P.C. makes no guarantee that all easements, encumbrances, or appurtenant rights related to the premises property are depicted on this survey.

All structure setbacks should be verified with the City of Nisswa prior to any construction.

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CROW WING COUNTY COORDINATE SYSTEM NAD 83 (1986 ADJ.)



Existing Legal Description

Lot 5, Block 2, CENTENNIAL ESTATES, Crow Wing County, Minnesota.

Tract A Legal Description

That part of Lot 5, Block 2, CENTENNIAL ESTATES, Crow Wing County, Minnesota which lies easterly of the following described line:

Commencing at the northwest corner of said Lot 5; thence South 89 degrees 36 minutes 56 seconds East, along the north line of said Lot 5, a distance of 408.11 feet to the southeast corner of Lot 1, Block 2, CENTENNIAL ESTATES, the point of beginning of the line to be described; thence South 01 degrees 14 minutes 37 seconds West, a distance of 205.00 feet to the intersection with the south line of said Lot 5, and said line there terminating. Said line hereinafter referred to as "Line A".

Subject to an easement for ingress, egress and utility purposes, over, under and across the South 33.00 feet of said Lot 5 which lies easterly of said "Line A".

Said tract contains 82,611 square feet, more or less, and is subject to all restrictions, reservations and easements of record, if any.

Tract B Legal Description

That part of Lot 5, Block 2, CENTENNIAL ESTATES, Crow Wing County, Minnesota which lies westerly of the following described line:

Commencing at the northwest corner of said Lot 5; thence South 89 degrees 36 minutes 56 seconds East, along the north line of said Lot 5, a distance of 408.11 feet to the southeast corner of Lot 1, Block 2, CENTENNIAL ESTATES, the point of beginning of the line to be described; thence South 01 degrees 14 minutes 37 seconds West, a distance of 205.00 feet to the intersection with the south line of said Lot 5, and said line there terminating. Said line hereinafter referred to as "Line A".

Along with an easement for ingress, egress and utility purposes, over, under and across the South 33.00 feet of said Lot 5 which lies easterly of said "Line A".

Said tract contains 83,009 square feet, more or less, and is subject to all restrictions, reservations and easements of record, if any.

0 40 80
SCALE IN FEET

MAPPING LEGEND

WELL
TANK (AS SPECIFIED)
SEWER CLEANOUT
CONCRETE
BITUMINOUS
GRAVEL

NO.	REVISIONS SINCE INITIAL DATE OF	DATE

KLD
KRAMER LEAS DELEO
SURVEYING • ENGINEERING • PLANNING
BRAINERD ST. CLOUD
1120 Industrial Park Road Brainerd, MN 56401 218-829-5333
13 North 11th Avenue St. Cloud, MN 56303 320-202-1269

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: _____ 10/12/2025
James Kramer, MN License No. 23668 Date

PROJECT NO. BOURR2501

CERTIFICATE OF SURVEY

Topographic and Property Boundary Survey

Ricky Bourassa
25871 Centennial Lane
City of Nisswa, County of Crow Wing, State of Minnesota
Located in Section 12, Township 135 North, Range 29 West

Sheet No. 1 of 1

CITY OF NISSWA

SUBDIVISION APPLICATION (LOT SPLIT)

Date: Sept 19 2025

The Nisswa Planning Commission/Board of Adjustment will require the property owner/developer to submit the following information to the Nisswa Planning & Zoning Administrator by _____ (application date) for the Planning Commission/Board of Adjustment meeting on _____.

PLEASE NOTE: Applications **WILL NOT** be processed unless all required information for a subdivision is submitted and fees are paid by the application deadline date. We cannot accept the application if any of the following items have not been completed/provided.

I. Name of Applicant: Ricky and Twyla Bourassa Phone #: [redacted]

Mailing Address: [redacted]

Applicant is: ☒ Legal Owner ☐ Contract Buyer ☐ Option Holder ☐ Agent

Title Holder of Property and address: Same as above

Location (street address) of property involved in this request: [redacted]

Legal description of property involved in this request (if lengthy provide copy of abstract, or certificate of title, or warranty deed): Lot 5 Block 2 Centennial Estates

Sec. 12 Twp. 135 Rge. 29 Parcel ID: 28120599

Zoning District: VR

II. Nature of request (select only one):

■ Metes and Bounds ☐ Preliminary Plat ☐ Final Plat

Note: Preliminary Plat and Final Plat hearings will not be held at the same meeting.

All costs of the City Engineer, City Attorney, Bond Counsel, financial experts and other professional costs borne by the City in writing and/or executing Development Contracts, estimates of costs, inspectors, financial arrangements, assessments and pursuing legal remedies in event of default by the subdivider, and reviewing the proposal, shall be borne by the subdivider.

Subdivision by metes and bounds shall be approved by the Planning Commission if the resulting parcels are less than 20 acres and 500 feet of width for residential lots or 5 acres and 300 feet for commercial lots, and shall be limited to no more than one split of a parcel into two parcels in a three year period of time. An additional parcel for right of way or commonly owned driveway access may also be allowed.

III. Metes and Bounds Lot Split Approval shall contain the following data; along with other reasonable information required by the Commission needed to make a proper evaluation of the proposal.

1. Existing and Proposed Conditions

✓ A. Boundary lines with lengths and bearings drawn to exact scale of no less than 1" = 100' taken from a boundary survey by a Registered Land Surveyor with the current legal description of the property, proposed new legal descriptions, total acreage and percentage of impervious coverage, name of the fee owner and surveyor, north arrow, and scale.

B. Topography consisting of

✓ 1. Ten-foot contour intervals

N/A 2. Drainageways Not shown

3. Wetlands, slopes, bluffs, and Ordinary High Water Mark

✓ D. Location (including setbacks) of existing and proposed streets, wetlands, structures, septic or sanitary sewer, well, property lines, and easements.

— E. Significant historical sites.

✓ F. Date of survey.

UR G. Zoning district of the subject and each adjoining parcel.

N/A B. Proposed City sewer or water system connections and extension, existing and proposed, with grades shown.

✓ H. Potential locations and estimated depth to water table for all proposed onsite sewage disposal systems, two per lot.

— L. Potential principal structure and accessory structure locations and elevations.

— M. Extent of anticipated vegetation and topographic alterations.

IV. Application shall be accompanied by non-refundable application fee made payable to the City of Nisswa for $500.00. This fee does **not** cover any land use permits which must be filed separately, if approved.

V. The applicant shall submit a pdf file of proposed lot split survey **and** one 8-1/2x11 or 11x17 copy.

VI. Signature of Owner(s), authorizing application: Thyla J. Bourassa
(By signing, the owner(s) is certifying that they have read and understood the submission requirements and application)
AND
Signature of Applicant (if different than owner): Thyla J. Bourassa
(By signing, the applicant is certifying that they have read and understood the submission requirements and application)

Planning & Zoning Administrator

9/19/25
Date Received

Crow Wing County
Site Suitability Form

Property Owner: Ricky and Twyla Bourassa Date: 9/14/25
Mailing Address: [redacted]
City [redacted] State: [redacted] Zip [redacted] Phone Number:
Site Address: same as mailing
City State: Zip
Legal Description:
Sec. 12 Twp: 135 Range: 29 Township Name: Nisswa
Parcel Number: 28120599 Lake/ River:
Lake/River Classification:

Description of Soil Treatment Areas

	(Proposed) Site #1	(Alternate) Site #2
Disturbed Areas	Yes ☐ No ☑	Yes ☐ No ☑
Compacted Areas	Yes ☐ No ☑	Yes ☐ No ☑
Flooding	Yes ☐ No ☑	Yes ☐ No ☑
Run on Potential	Yes ☐ No ☑	Yes ☐ No ☑
Limiting Layer Depth	SB1 4'+ SB2 4'+	SB1 4'+ SB2
Slope %	4% north	same
Soil Texture Soil	Sand/Sandy laom	same
Sizing Factor	1.27/.83	same
Landscape Position	shoulder/summit	same
Vegetation Types	trees	same

Soil Sizing Factors/Hydraulic Loading Rates

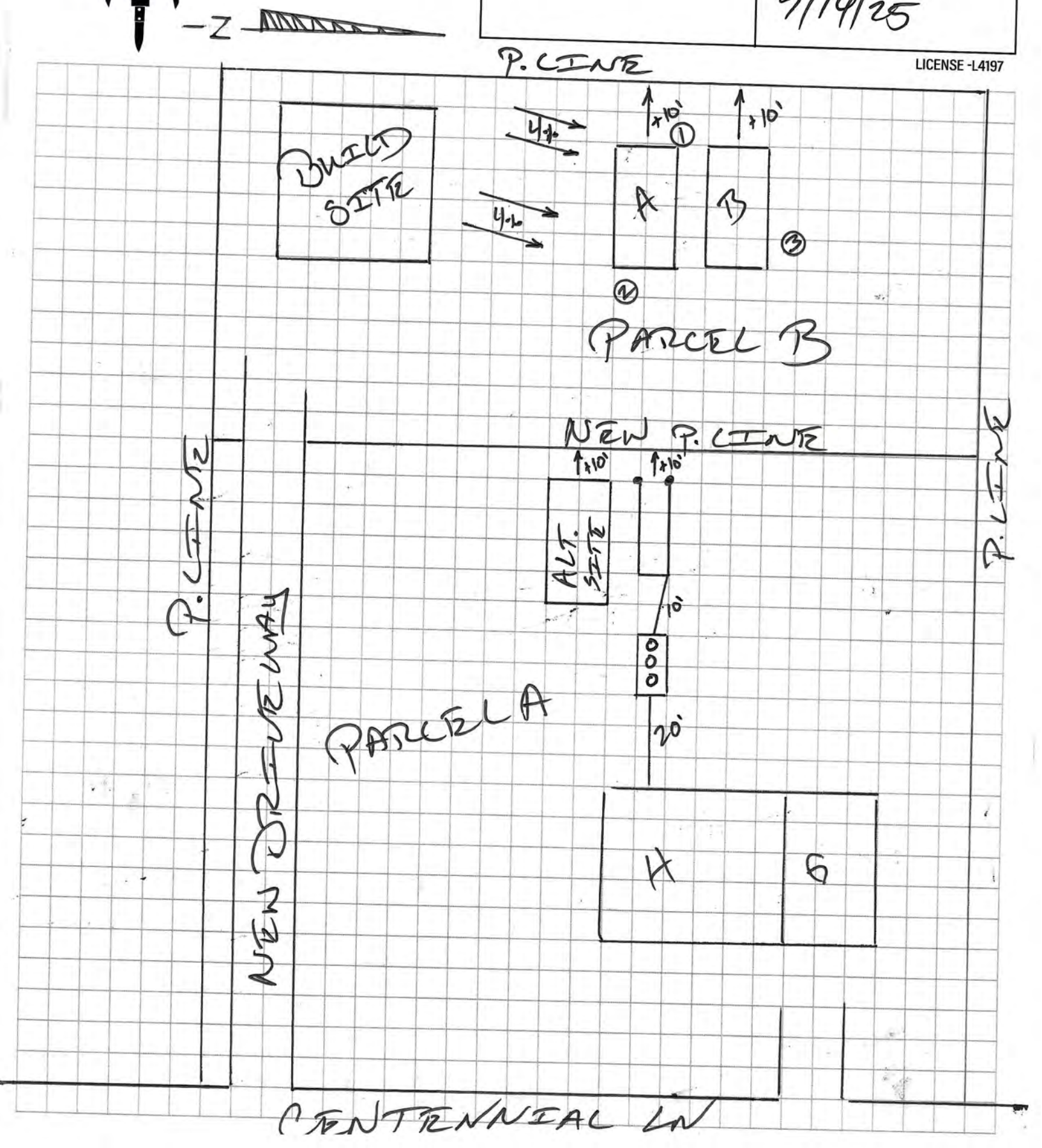
Perc. Rate	Texture	SSF	HLR	Perc. Rate	Texture	SSF	HLR
<0.1	Coarse Sand			16 to 30	Loam	1.67	0.60
0.1 to 5	Sand	0.83	1.20	31 to 45	Silt Loam	2.00	0.50
0.1 to 5	Fine Sand	1.67	0.60	46 to 60	Clay Loam	2.20	0.45
6 to 15	Sandy Loam	1.27	0.79	> 60	Clay Loam	****	0.24

Print Designer Name and License Number: Raini Kohl L4197
Address
City BRD State: mn Zip 56401
Phone Number: 218-851-2013 E-Mail Address: 218Septic@gmail.com
Designer Signature: Date: 9/14/25
Comments/ Driving Directions:

218 SEPTIC
DESIGN+INSPECTION
218-851-2013

PARCEL #	28120599
DATE	9/14/25

LICENSE -L4197



# 1 DEPTH	TEXTURE	HUE/VALUE/CHROMA	ROCK %	Consistency Grade/shape
0-8	SL	10YR 3/1	0	
8-15	SC	10YR 4/3	10	SG
15-48	SAND	10YR 5/4		SG

# 2 DEPTH	TEXTURE	HUE/VALUE/CHROMA	ROCK%	Consistency Grade/shape
0-6	SL	10YR 3/1	0	
6-15	SL	10YR 4/3	10	SG
15-48	SAND	10YR 5/4		SG

# 3 DEPTH	TEXTURE	HUE/VALUE/CHROMA	ROCK%	Consistency Grade/shape
0-6	SL	10YR 3/1	0	
6-18	SL	10YR 4/3	10	SG
18-48	SAND	10YR 5/4		SG

NEW DESIGN:

MAX DEPTH OF DF-

MOUND – 1FT 2FT 3FT

P.BED SIZE-

OF TRENCHES/FT-

RESTRICTIVE DEPTH-

SOIL SIZING- 1.27/.83

NOTES: STOPPED AT 48" TO PROVE TYPE 1 DF.

INSPECTION:

DEPTH TO TOP OF ROCK-

DEPTH TO BTTM OF ROCK-

DEPTH OF SYSTEM-

SAND LIFT -

RESTRICTIVE BORING DEPTH-

SYSTEM SEPARATION-

NOTES:

Elevations:

Top of DF-

Top of Rock-

Bttm of Rock-

Ground-

Limiting layer:
#1

#2

#3

BM=

PARCEL#	218 SEPTIC	DATE:
28120599	Raini Kohl RK	4/14/25

PARCEL B

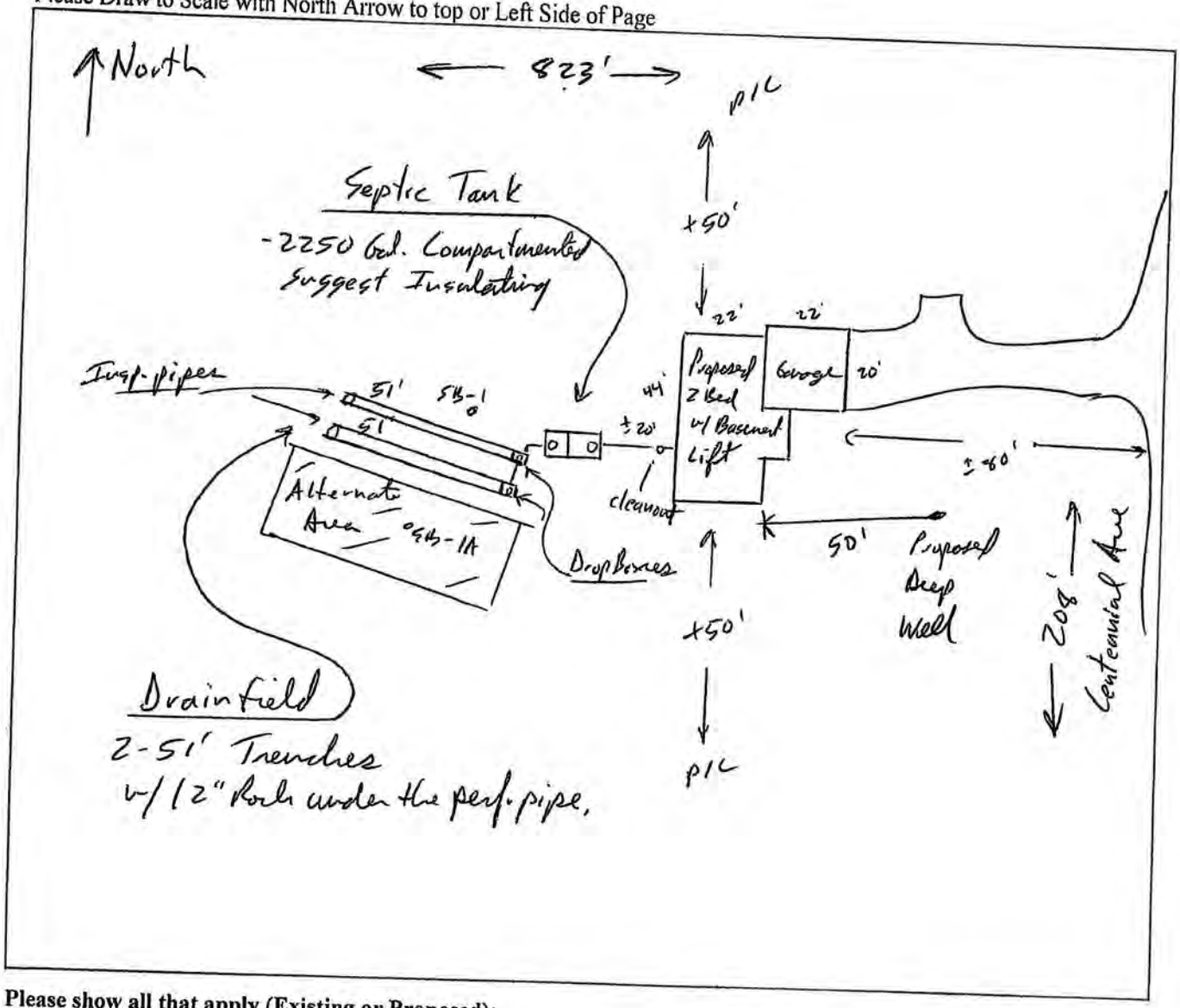
Crow Wing/Cass County Trench/Pressure Bed Design

281-880-020-050-009

Property Owner: Unity Bank

Date: 6/27/2016

Please Draw to Scale with North Arrow to top or Left Side of Page



Please show all that apply (Existing or Proposed):

Wells within 100 ft. of a Drainfield	Disturbed/Compacted Areas	Access Route for Tank Maintenance
Water lines within 10 ft. of a Drainfield	Component Location	Property Lines
Drainfield Areas	OHW	Structures
Boring Locations	Lot Easements	Setbacks

Elevations:

Benchmark Elevation: 100'

Elevation of Sewer Line at House: 99'

Tank Inlet Elevation: 98.5'

Drainfield Elevation: 97'

Pump Elevation:

Pump Discharge Elevation:

Restricting Layer Elevation: 93'

Designer Signature: Mark Young

Date: 6/27/2016

License Number: L2129

S of S

# 1 DEPTH	TEXTURE	HUE/VALUE/CHROMA	ROCK %	Consistency Grade/shape
0-6	SL	10YR 3/1	5	
6-20	SC	10YR 4/3	10	
20-72	SAND	10YR 5/4		
	STOPPED AT 72"			

# 2 DEPTH	TEXTURE	HUE/VALUE/CHROMA	ROCK%	Consistency Grade/shape

# 3 DEPTH	TEXTURE	HUE/VALUE/CHROMA	ROCK%	Consistency Grade/shape

NEW DESIGN:

MAX DEPTH OF DF-

MOUND – 1FT 2FT 3FT

P.BED SIZE-

OF TRENCHES/FT-

RESTRICTIVE DEPTH-

SOIL SIZING-

NOTES:

INSPECTION:

DEPTH TO TOP OF ROCK- 1FT

DEPTH TO BTTM OF ROCK- 2FT

DEPTH OF SYSTEM- 2FT

SAND LIFT - —

RESTRICTIVE BORING DEPTH- 72"

SYSTEM SEPARATION- 3FT

NOTES:

Elevations:

Top of DF-

Top of Rock-

Bttm of Rock-

Ground-

Limiting layer:
#1

#2

#3

BM=

PARCEL# 28120599

218 SEPTIC
Raini Kohl RK

DATE: 9/14/25

Crow Wing/Cass County Trench/Pressure Bed Design

Property Owner: Unity Bank Date: 6/27/2016 Designer's Initials: MJ

Please record the depths of all horizons, redoximorphic features, restricting layers, and saturated soils. Include all chroma and hue values.

#1 Proposed Site

Depth (in.)	Texture	Color
0-4	Topsoil	10YR 3/3
4-14	Sandy Loam	10YR 4/4
14-42	Loamy Sand	10YR 4/4
42-54	Sand	10YR 5/4
54-84	Sand	10YR 4/4

#1 Alternate Site

Depth (in.)	Texture	Color
0-4	Topsoil	10YR 3/3
4-14	Sandy Loam	10YR 4/4
14-42	Loamy Sand	10YR 4/4
42-54	Sand	10YR 5/4
54-84	Sand	10YR 4/4

#2 Proposed Site

Depth (in.)	Texture	Color

#2 Alternate Site

Depth (in.)	Texture	Color

Soil Sizing Factors/Hydraulic Loading Rates

Perc. Rate	Texture	SSF	HLR	Perc. Rate	Texture	SSF	HLR
<0.1	Coarse Sand			16 to 30	Loam	1.67	0.60
0.1 to 5	Sand	0.83	1.20	31 to 45	Silt Loam	2.00	0.50
0.1 to 5	Fine Sand	1.67	0.60	46 to 60	Clay Loam	2.20	0.45
6 to 15	Sandy Loam	1.27	0.79	> 60	Clay Loam	****	0.24

Description of Soil Treatment Areas

	Proposed Site		Alternate Site	
Disturbed Areas?	No		No	
Compacted Areas?	No		No	
Flooding Potential?	No		No	
Run on Potential?	No		No	
Limiting Layer Depth	Proposed #1 84"	Proposed #2	Alternate #1 84"	Alternate #2
Slope % and Direction	1 to 2% SW		1 to 2% SW	
Landscape Position	Slight Side Slope		Slight Side Slope	
Vegetation Types	Oaks, Pines, Aspen		Oaks, Pines, Aspen	
Soil Texture	Sand		Sand	
Soil Sizing Factor	0.83		Select One	

5 of 5

Parcel Number:	28120599
Municipality:	CITY OF NISSWA
Owner Name:	BOURASSA, RICKY A & TWYLA J
Owner Address:	25871 CENTENNIAL LN
Owner Address 2:	NISSWA, MN 56468
Owner Address 3:	
Owner Address 4:	
Tax Name:	BOURASSA, RICKY A & TWYLA J
Tax Address:	25871 CENTENNIAL LN
Tax Address 2:	NISSWA, MN 56468
Tax Address 3:	
Tax Address 4:	
Physical Address:	25871 CENTENNIAL LN
Physical City:	NISSWA
Physical Zip:	56468
Plat Description:	CENTENNIAL ESTATES
Block:	2
Lot:	5
Unit:	
Lake Name:	
Legal:	LOT 5 BLOCK 2
Tax Class:	201
Tax Class 2:	
Tax Class 3:	
Homestead:	1
Delinquent:	NO
Acres:	3.80
Section:	12.00
Township:	135.00
Range:	29.00
Deeded Acres:	3.80

Crow Wing County, Minnesota

6-5D—Gerrish-Hapludalfs-Hegberg-Eutrudepts complex, pitted, 10 to 20 percent slopes

Map Unit Setting

National map unit symbol: 2smgd
Elevation: 790 to 1,970 feet
Mean annual precipitation: 27 to 36 inches
Mean annual air temperature: 37 to 46 degrees F
Frost-free period: 80 to 150 days
Farmland classification: Not prime farmland

Map Unit Composition

Gerrish and similar soils: 35 percent
Hapludalfs and similar soils: 30 percent
Eutrudepts, coarse-loamy, and similar soils: 20 percent
Minor components: 15 percent
Estimates are based on observations, descriptions, and transects of the mapunit.

Description of Gerrish

Setting

Landform: Moraines
Landform position (two-dimensional): Summit, shoulder, footslope
Landform position (three-dimensional): Side slope
Down-slope shape: Convex, linear
Across-slope shape: Linear
Parent material: Sandy and gravelly outwash

Typical profile

A - 0 to 4 inches: loamy sand
Bw1 - 4 to 14 inches: loamy sand
Bw2 - 14 to 25 inches: sand
E and Bt - 25 to 50 inches: sand
C - 50 to 79 inches: gravelly coarse sand

Properties and qualities

Slope: 10 to 20 percent
Surface area covered with cobbles, stones or boulders: 0.0 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Somewhat excessively drained
Capacity of the most limiting layer to transmit water (Ksat): High to very high (6.00 to 20.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Available water supply, 0 to 60 inches: Low (about 3.5 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 7s
Hydrologic Soil Group: A
Ecological site: F090AY019WI - Dry Sandy Upland
Forage suitability group: Not Suited (G091AN024MN)
Other vegetative classification: Not Suited (G091AN024MN)
Hydric soil rating: No

Description of Hapludalfs

Setting

Landform: Moraines
Landform position (two-dimensional): Summit, shoulder, backslope
Landform position (three-dimensional): Side slope
Down-slope shape: Convex, linear
Across-slope shape: Linear, convex
Parent material: Sandy outwash over coarse-loamy ablation till

Typical profile

A - 0 to 5 inches: loam
E1 - 5 to 10 inches: sandy loam
E2 - 10 to 31 inches: cobbly loamy sand
2Bt - 31 to 70 inches: very cobbly coarse sandy loam
2C - 70 to 79 inches: loam

Properties and qualities

Slope: 10 to 20 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Moderately well drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.20 to 6.00 in/hr)
Depth to water table: About 36 to 60 inches
Frequency of flooding: None
Frequency of ponding: None
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Available water supply, 0 to 60 inches: Moderate (about 8.3 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 3s
Hydrologic Soil Group: B
Ecological site: F090AY016WI - Loamy Upland
Forage suitability group: Sloping Upland, Acid (G090AN006MN)
Other vegetative classification: Sloping Upland, Acid (G090AN006MN)
Hydric soil rating: No

Description of Eutrudepts, Coarse-loamy

Setting

Landform: Moraines
Landform position (two-dimensional): Summit, shoulder, backslope
Landform position (three-dimensional): Side slope
Down-slope shape: Convex, linear
Across-slope shape: Linear, convex
Parent material: Coarse-loamy glaciofluvial deposits over sandy and gravelly outwash

Typical profile

A - 0 to 6 inches: loam
Bw - 6 to 25 inches: sandy loam
2E and Bt - 25 to 50 inches: loamy fine sand
2BC - 50 to 79 inches: very gravelly sand

Properties and qualities

Slope: 10 to 20 percent
Depth to restrictive feature: More than 80 inches
Drainage class: Well drained
Capacity of the most limiting layer to transmit water (Ksat): Moderately high to high (0.60 to 6.00 in/hr)
Depth to water table: More than 80 inches
Frequency of flooding: None
Frequency of ponding: None
Maximum salinity: Nonsaline to very slightly saline (0.0 to 2.0 mmhos/cm)
Available water supply, 0 to 60 inches: Low (about 5.0 inches)

Interpretive groups

Land capability classification (irrigated): None specified
Land capability classification (nonirrigated): 3s
Hydrologic Soil Group: B
Ecological site: F090AY016WI - Loamy Upland
Forage suitability group: Sloping Upland, Acid (G090AN006MN)
Other vegetative classification: Sloping Upland, Acid (G090AN006MN)
Hydric soil rating: No

Minor Components

Pequaywan

Percent of map unit: 5 percent
Landform: Moraines
Landform position (two-dimensional): Footslope
Landform position (three-dimensional): Side slope
Down-slope shape: Concave
Across-slope shape: Concave
Other vegetative classification: Sloping Upland, Low AWC, Acid (G090AN008MN)
Hydric soil rating: No

Seelyeville, ponded

Percent of map unit: 5 percent
Landform: Depressions
Landform position (three-dimensional): Dip
Down-slope shape: Concave
Across-slope shape: Concave
Ecological site: F090AY002WI - Mucky Swamp
Other vegetative classification: Not Suited (G090AN024MN)
Hydric soil rating: Yes

Hegberg

Percent of map unit: 5 percent
Landform: Moraines
Landform position (two-dimensional): Summit, shoulder, backslope
Landform position (three-dimensional): Side slope
Down-slope shape: Convex, linear
Across-slope shape: Linear, convex
Ecological site: F090AY011WI - Moist Loamy Lowland
Other vegetative classification: Level Swale, Acid (G090AN005MN)
Hydric soil rating: No

Data Source Information

Soil Survey Area: Crow Wing County, Minnesota
Survey Area Data: Version 20, Sep 7, 2024

CITY OF NISSWA
PLANNING COMMISSION/BOARD OF ADJUSTMENT MINUTES
TUESDAY, OCTOBER 7, 2025, 6:00 PM

Members Present: Josh Young, Gary Harris, John Taylor, Sean Weldon, Joe Hall
Members Absent: none
Others Present: Dave Reese, City Engineer
Staff Present: Steven Timblin and Maggi Wentler

1) Call to Order

The meeting was called to order by Josh Young for the Nisswa Planning Commission Board of Adjustment for Tuesday, October 7, 2025, at 6:00 PM.

2) Meeting Roll Call

Present: Sean Weldon, Josh Young, Gary, John Taylor, Joe Hall, Dave Reese, Maggi Wentler, Steven Timblin

3) Onsite Visits

a. None

No onsite visits were conducted.

4) Additions and Deletions

It was noted that Item 5, Approval of Minutes, would need to be modified as the minutes for the September 2 and September 12 meetings were not available and would be added to next month's agenda.

Motion to approve the agenda with the noted change was made by Gary Harris, seconded by Sean Weldon. Motion carried unanimously.

5) Approval of Minutes

a. September 2, 2025 Meeting Minutes

b. September 12, 2025 Meeting Minutes

These items were tabled until the next meeting as the minutes were not available for review.

6) Open Forum

No one from the public came forward to speak on items not on the agenda.

7) Public Hearings

Motion to open the public hearing at 6:01 P.M. was made by Gary Harris, seconded by Sean Weldon. Motion carried unanimously.

a. **(Continuation) CONDITIONAL USE PERMIT APPLICATION 025-25 to obtain a conditional use permit for the construction of a new commercial structure with dwelling unit above a commercial use within the Highway Business (HB) zoning district. Subject property located at TBD Commons Dr (PID 28140663). Owner/Applicant: Marthaler, Deanna M. Trust/Kent Marthaler.**

Staff informed the Commission that the applicant was not present for this meeting. Staff had received communications from the applicant and recommended tabling the item once more due to new information from the Public Works Committee regarding sewer connection. The recommendation will be forwarded to City Council regarding the connection distance that might affect the application.

It was confirmed that the 60-day determination date under statute 1599 had been extended administratively by the department.

Motion to table Conditional Use Permit Application 025-25 was made by Gary Harris, seconded by Sean Weldon. Motion carried unanimously.

Motion to close the public hearing at 6:03 P.M. was made by Gary Harris, seconded by Sean Weldon. Motion carried unanimously.

8) New Business

a. **Sketch Plan Review – Dew, Marshall**

Marshall and Jody Dew presented their sketch plan for property on Bass Lake between Lake Hubert and Round Lake. They explained their intention to build a road into the property to begin cleanup and reforestation, as the property was severely damaged by several storms in recent years.

The property is significantly impacted by wetlands, requiring the Dews to go through the Crow Wing TEP (Technical Evaluation Panel) process. They have made a formal application for wetland replacement and expect to hear back by the end of the month.

The sketch plan shows two potential building envelopes that are constrained by the 100-foot setback from the lake and the 30-foot setback from wetlands. The Dews indicated they will likely need to seek a variance on the wetland setback to meet the county-mandated 15 feet instead of the city's 30 feet.

They have engaged a septic designer who conducted soil borings and indicated there was a favorable location for a mound system. The Dews asked the Commission for feedback on their plan and whether there were any obvious concerns before they invested further in road development.

City Planner Steven explained that the property is severely limited by setbacks. The closest proximity to the wetland would be 9.8 feet, to the lake 102 feet, and to the septic 99 feet. He noted that the city ordinance is very protective of wetlands with a 30-foot setback and restrictions on excavation, vegetation removal, and filling within that setback.

The Commission discussed the building envelope options and agreed that the northern location made the most sense due to impervious surface considerations and to minimize driveway length and wetland impacts. No major red flags were identified beyond the need for a variance for the wetland setback.

b. Sketch Plan Review – Marrin, Dan

Dan Marrin presented a sketch plan for a workforce housing development on property near Nisswa. He explained that the land was rezoned from R1 to R2 approximately 25 years ago, and he had always envisioned it as a potential site for affordable housing, which aligns with recommendations in city studies from 2002 and 2007.

The proposed development would consist of 50 duplex units on a property accessed via Centennial Lane, which is currently a private road. Marrin explained that keeping costs manageable was critical to delivering affordable housing. He shared his concerns about city connection fees of nearly $12,000 per unit compared to $1,500 in Brainerd, plus a potential $50,000 in-lieu-of-park contribution.

Several challenges were identified during the discussion:

1. Road standards: The proposal included a 50-foot right-of-way instead of the city's standard 66 feet, and an 18-foot wide road surface rather than the required 22-24 feet.
2. Access issues: Centennial Lane is a private road, requiring agreements with current property owners for improvements and access.
3. Setback variances: Units along Centennial Lane would require variances from the PUD standards requiring a 15-foot setback from the perimeter lot line and 50-foot setback for dwellings.

Commissioners and staff discussed potential alternatives, including accessing the property from County Road 18 to avoid the Centennial Lane challenges, though Marrin expressed concerns about traffic safety on the busier county road.

City Council member Joe explained that the council is currently discussing road standards and potential economic development initiatives that might help facilitate projects like this in the future, but acknowledged that currently there are no municipal bond or assessment processes established to help with infrastructure costs.

The Commission expressed support for affordable housing while acknowledging the significant challenges with the current proposal. Marrin was advised to explore access options from County Road 18 and consider simplifying the project to reduce infrastructure costs.

c. Administrative Subdivision - Bourassa

The City Planner presented a metes and bounds subdivision application for a 3.8-acre parcel on Centennial Lane (PID 28120599). The proposal would split the parcel roughly in half, with a 33-foot easement along the south corridor for access to tract B.

The staff report indicated that both tracts would meet lot size minimums and widths. A wetland delineation had not been submitted, and staff had included a condition requiring delineation prior to final approval.

The Commission discussed concerns about ensuring future access rights over Centennial Lane, which is a private road.

Motion to approve the meets and bounds subdivision application 029-25 according to the findings of fact submitted by the city staff with the three conditions shown, and adding a fourth condition that the owners verify continued future access to Centennial Lane was made by Gary Harris, seconded by Sean Weldon.

1. **Except as amended by these conditions, the division of land shall be in substantial conformance with the approved subdivision, site plan and elevations that govern the general location of lots. Any changes will require amended approval by the Planning Commission.**
2. **The applicant shall pay a park dedication fee in the amount $1,015.06 (1 Parcel x 2.44 avg. household size x $416) in accordance with Sec. 20-450.**
3. **Either a wetland delineation or letter of affirming wetlands for the subject property must be submitted prior to final sign-off by the city. Wetland identified (if any are present on the subject property) after PCBOA review of the proposal may require modified approval by the PCBOA depending on location/magnitude.**
4. **Owners will verify continued future access to Centennial Lane.**

FINDINGS OF FACT ADMINISTRATIVE SUBDIVISION BOURASSA

1. **No negative impact on the health, safety, and general welfare of the occupants in the surrounding neighborhood as the use (single family residential lot) is consistent with the ordinance and comprehensive plan.**

2. **The proposed Tract A and Tract B does meet the requirements listed in Table 20-10 of the Nisswa Code of Ordinances.**

3. **The proposed use is consistent with the goals and policies adopted within the comprehensive plan as the comprehensive plan highlights this area as suited for single family residential parcels.**

4. **The proposal will not cause any adverse effect on property values and future development of the land in the surrounding neighborhood because this residential parcel is adequately sized for subdivision.**

5. **The proposed use will potentially increase the density and therefore the use of public utilities, public services, roads and schools.**

6. **No adverse impact on the environment including its impact on groundwater, surface water, and air quality because site suitability has been performed for primary/alternate on-site septic systems.**

7. **The proposed use does have adequate water supply, subsurface sewage treatment facilities or City sewer, erosion control and stormwater management pursuant to applicable standards.**

Motion carried unanimously.

9) Old Business

a. None

There was no old business to discuss.

10) City Planner's Report

a. Permits Approved

The City Planner reported that September had been a busy month with 15 land use permits issued, including several stormwater management plans. Permits included single-family residences, accessory structures, additions, and 911 addresses.

The planner also reported progress on the ordinance revision phase following guidance from City Council after the Planning Commission's recommendation to initiate ordinance write-up. Changes to Chapter 20 were being marked up as proposed by the consultant, with a final document expected to be sent to the DNR for preliminary approvals, followed by scheduling of a public hearing during the winter season.

11) Commissioners' Questions/Comments

There were no commissioner questions or comments.

12) Adjourn

Motion to adjourn was made by Gary Harris, seconded by Sean Weldon. Motion carried unanimously. The meeting was adjourned at 7:16 P.M.

Respectfully submitted,

Maggi Wentler

Maggi Wentler, Interim City Admnistrator

Document No.: 1025060 ABSTRACT
06/12/2026 09:04 AM Total Pages: 3
Fees/Taxes In the Amount of: $47.65
GARY GRIFFIN
CROW WING, MINNESOTA
County Recorder
Deputy: Allisono
Transfer Entered

Delinquent Taxes Certified
Current Tax Certification Required

(Top 3 inches reserved for recording data)

QUIT CLAIM DEED
Individual(s) to Individual(s)

Minnesota Uniform Conveyancing Blanks
Form 10.3.1 (2018)

DEED TAX DUE: $1.65

DATE: 6/4/26

FOR VALUABLE CONSIDERATION, Ricky A. Bourassa and Twyla J. Bourassa, married to each other, **("Grantor")**, hereby conveys and quitclaims to Ricky A. Bourassa and Twyla J. Bourassa, married to each other, **("Grantee")**, as

(Check only one box)

☐ tenants in common,
☑ joint tenants,

(if more than one Grantee is named above and either no box is checked or both boxes are checked, this conveyance is made to the named Grantees as tenants in common.)

real property in Crow Wing County, Minnesota, legally described as follows:

Legal description attached hereto and made a part hereof marked Exhibit "A"

Check here if all or part of the described real property is Registered (Torrens) ☐

This deed transfers real property in exchange for $3000 or less of consideration.

together with all hereditaments and appurtenances.

Check applicable box:

☐ The Seller certifies that the Seller does not know of any wells on the described real property.
☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____).
☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Ricky A. Bourassa

Twyla J. Bourassa

State of Minnesota, County of Crow Wing

This instrument was acknowledged before me on 08/4/26, by Ricky A. Bourassa and Twyla J. Bourassa, married to each other.

(Stamp)

BRITTA LYNN WYNN
Notary Public
Minnesota
My Commission Expires January 31, 2028

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
The Title Team - Noble Escrow
31094 Government Dr, PO Box 831
Pequot Lakes, MN 56472

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
Ricky A. Bourassa and Twyla J. Bourassa, married to each other
25871 Centennial Lane
Nisswa, MN 56468

NB250883

EXHIBIT "A"

Tract A Legal Description

That part of Lot 5, Block 2, CENTENNIAL ESTATES, Crow Wing County, Minnesota which lies easterly of the following described line:

Commencing at the northwest corner of said Lot 5; thence South 89 degrees 36 minutes 56 seconds East, along the north line of said Lot 5, a distance of 408.11 feet to the southeast corner of Lot 1, Block 2, CENTENNIAL ESTATES, the point of beginning of the line to be described; thence South 01 degrees 14 minutes 37 seconds West, a distance of 205.00 feet to the intersection with the south line of said Lot 5, and said line there terminating. Said line hereinafter referred to as "Line A".

Subject to an easement for ingress, egress and utility purposes, over, under and across the South 33.00 feet of said Lot 5 which lies easterly of said "Line A".

Said tract contains 82,611 square feet, more or less, and is subject to all restrictions, reservations and easements of record, if any.

Abstract Property

CITY OF NISSWA
Official Stamp

Signature: _____

Date: 6/1/26

Document No.: 1025061 ABSTRACT
06/12/2026 09:04 AM Total Pages: 3
Fees/Taxes In the Amount of: $244.00
GARY GRIFFIN
CROW WING, MINNESOTA
County Recorder
Deputy: Allisono

Transfer Entered
Certificate of Real Estate Value Filed

Delinquent Taxes Certified
Current Tax Certification Required

(Top 3 inches reserved for recording data)

WARRANTY DEED
Individual(s) to Business Entity

Minnesota Uniform Conveyancing Blanks
Form 10.1.3 (2018)

eCRV: 1882201

DEED TAX DUE: $198.00

DATE: 6/4/26

FOR VALUABLE CONSIDERATION, Ricky A. Bourassa and Twyla J. Bourassa, married to each other **("Grantor")**, hereby conveys and warrants to Piepho Holdings LLC, a Minnesota limited liability company **("Grantee")**, real property in Crow Wing County, Minnesota, legally described as follows:

Legal description attached hereto and made a part hereof marked Exhibit "A"

Check here if all or part of the described real property is Registered (Torrens) ☐

together with all hereditaments and appurtenances belonging thereto, subject to the following exceptions: None, except as noted in the above or attached legal description.

Check applicable box:

☒ The Seller certifies that the Seller does not know of any wells on the described real property.

☐ A well disclosure certificate accompanies this document or has been electronically filed. (If electronically filed, insert WDC number: _____).

☐ I am familiar with the property described in this instrument and I certify that the status and number of wells on the described real property have not changed since the last previously filed well disclosure certificate.

Ricky A. Bourassa

Twyla J. Bourassa

State of Minnesota, County of Crow Wing

This instrument was acknowledged before me on 6/14/26, by Ricky A. Bourassa and Twyla J. Bourassa, married to each other.

(Stamp)

BRITTA LYNN WYNN
Notary Public
Minnesota
My Commission Expires January 31, 2028

(signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
The Title Team - Noble Escrow
31094 Government Dr, PO Box 831
Pequot Lakes, MN 56472

NB250883

TAX STATEMENTS FOR THE REAL PROPERTY DESCRIBED IN THIS INSTRUMENT SHOULD BE SENT TO:
Piepho Holdings LLC
4687 Skillman Street
Brainerd, MN 56401

EXHIBIT "A"

PROPOSED LEGAL:
That part of Lot 5, Block 2, CENTENNIAL ESTATES, Crow Wing County, Minnesota which lies westerly of the following described line:

Commencing at the northwest corner of said Lot 5; thence South 89 degrees 36 minutes 56 seconds East, along the north line of said Lot 5, a distance of 408.11 feet to the southeast corner of Lot 1, Block 2, CENTENNIAL ESTATES, the point of beginning of the line to be described; thence South 01 degrees 14 minutes 37 seconds West, a distance of 205.00 feet to the intersection with the south line of said Lot 5,and said line there terminating. Said line hereinafter referred to as "Line A".

Along with an easement for ingress, egress and utility purposes, over, under and across the South 33.00 feet of said Lot 5 which lies easterly of said "Line A".

Said tract contains 83,009 square feet, more or less, and is subject to all restrictions, reservations and easements of record, if any.

Abstract Property

CITY OF NISSWA
Official Stamp

Signature: _____

Date: 6/1/26

ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CROW WING COUNTY COORDINATE SYSTEM NAD 83 (1996 ADJ.)

Surveyors Notes

The property address for the subject property is:

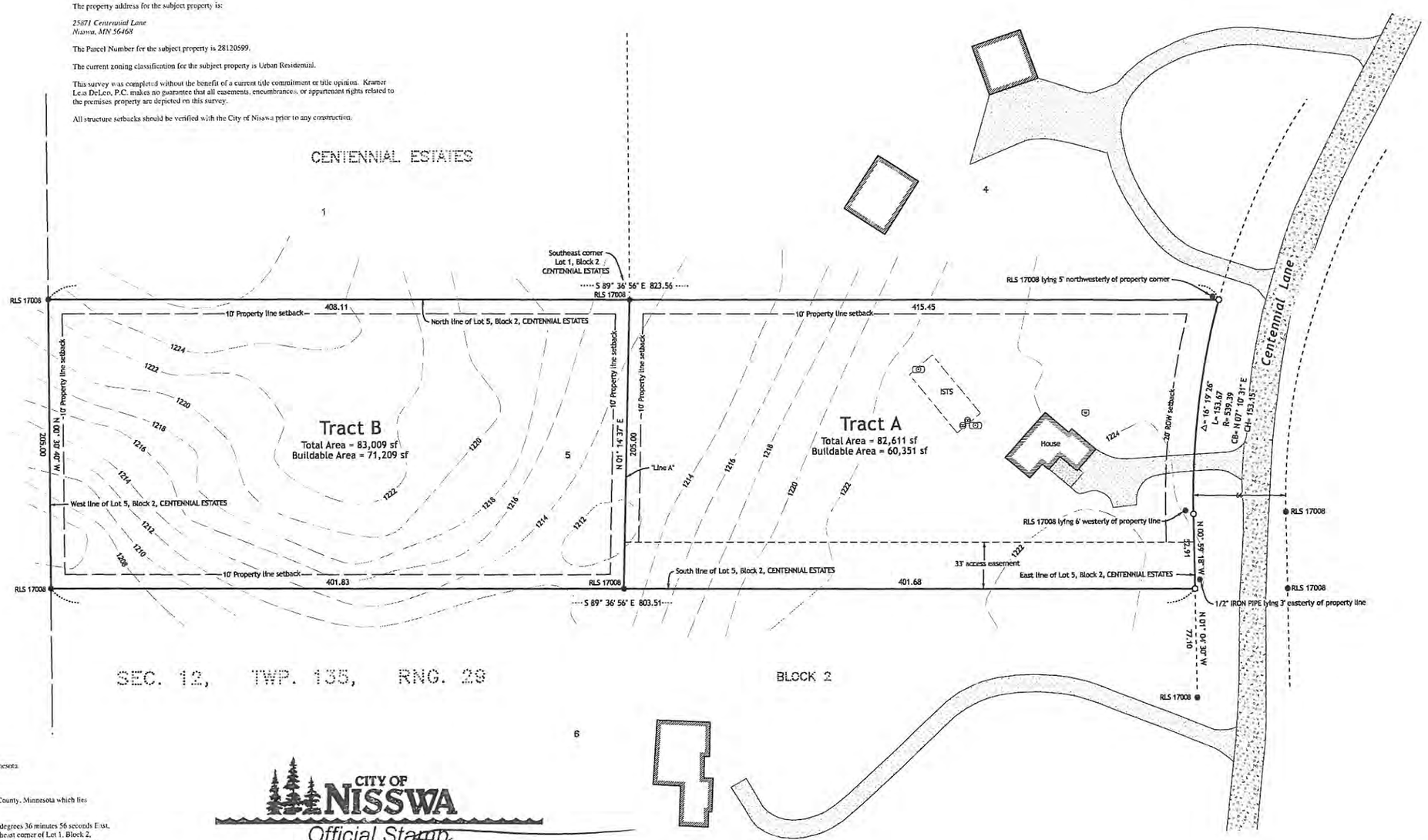
25871 Centennial Lane
Nisswa, MN 56468

The Parcel Number for the subject property is 28120599.

The current zoning classification for the subject property is Urban Residential.

This survey was completed without the benefit of a current title commitment or title opinion. Kramer Leas DeLeo, P.C. makes no guarantee that all easements, encumbrances, or appurtenant rights related to the premises property are depicted on this survey.

All structure setbacks should be verified with the City of Nisswa prior to any construction.



Existing Legal Description

Lot 5, Block 2, CENTENNIAL ESTATES, Crow Wing County, Minnesota

Tract A Legal Description

That part of Lot 5, Block 2, CENTENNIAL ESTATES, Crow Wing County, Minnesota which lies easterly of the following described line:

Commencing at the northwest corner of said Lot 5; thence South 89 degrees 36 minutes 56 seconds East, along the north line of said Lot 5, a distance of 408.11 feet to the southeast corner of Lot 1, Block 2, CENTENNIAL ESTATES, the point of beginning of the line to be described; thence South 01 degrees 14 minutes 37 seconds West, a distance of 205.00 feet to the intersection with the south line of said Lot 5, and said line there terminating. Said line hereinafter referred to as "Line A".

Subject to an easement for ingress, egress and utility purposes, over, under and across the South 33.00 feet of said Lot 5 which lies easterly of said "Line A".

Said tract contains 82,611 square feet, more or less, and is subject to all restrictions, reservations and easements of record, if any.

Tract B Legal Description

That part of Lot 5, Block 2, CENTENNIAL ESTATES, Crow Wing County, Minnesota which lies westerly of the following described line:

Commencing at the northwest corner of said Lot 5; thence South 89 degrees 36 minutes 56 seconds East, along the north line of said Lot 5, a distance of 408.11 feet to the southeast corner of Lot 1, Block 2, CENTENNIAL ESTATES, the point of beginning of the line to be described; thence South 01 degrees 14 minutes 37 seconds West, a distance of 205.00 feet to the intersection with the south line of said Lot 5, and said line there terminating. Said line hereinafter referred to as "Line A".

Along with an easement for ingress, egress and utility purposes, over, under and across the South 33.00 feet of said Lot 5 which lies easterly of said "Line A".

Said tract contains 83,009 square feet, more or less, and is subject to all restrictions, reservations and easements of record, if any.

CITY OF NISSWA
Official Stamp

Signature: _____

Date: 12/1/25

0 40 80
SCALE IN FEET

NO.	REVISIONS SINCE INITIAL DATE OF	DATE

KLD
KRAMER LEAS DELEO
SURVEYING • ENGINEERING • PLANNING
BRAINERD ST. CLOUD

1120 Industrial Park Road, Brainerd, MN 56401, 218-454-0353
12 North 11th Avenue, St. Cloud, MN 56303, 320-240-1264

I HEREBY CERTIFY THAT THIS PLAN, SURVEY, OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA.

Signature: _____ 10/12/2025
James Kramer, MN License No. 23668 Date

PROJECT NO. BOURR2501

MAPPING LEGEND

WELL	
TANK (AS SPECIFIED)	
SEWER CLEANOUT	
CONCRETE	
BITUMINOUS	
GRAVEL	

CERTIFICATE OF SURVEY

Topographic and Property Boundary Survey

Ricky Bourassa
25871 Centennial Lane
City of Nisswa, County of Crow Wing, State of Minnesota
Located in Section 12, Township 135 North, Range 29 West

Sheet No. 1 of 1

THE TITLE TEAM

THE ATTACHED TITLE COMMITMENT WAS PREPARED BY THE TITLE TEAM.
IT IS IMPORTANT THAT YOU REVIEW THIS DOCUMENT.

A title commitment is a document that outlines what has been found after researching the history of the property's ownership. It typically includes information such as:

Current ownership: It confirms who the current owner of the property is and ensures that they have the legal right to sell it.

Outstanding mortgages or liens: This section details any outstanding loans or debts secured against the property. It's crucial because these could affect your ability to take full ownership without also inheriting those debts.

Easements or restrictions: Easements are rights that others may have to use part of the property, like for utilities or access. Restrictions could include limitations on what you can do with the property, like building restrictions imposed by local regulations or homeowners' associations.

Legal issues: The title commitment may reveal any legal disputes or issues related to the property, such as boundary disputes or unresolved claims to ownership.

Exceptions: These are things that the title insurance policy won't cover, like certain types of claims or defects that were already known.

This document helps you understand the property's history and any potential hurdles you might face in securing clear ownership. It's an essential step in the home-buying process because it allows you to address any concerns before finalizing the purchase. Plus, it lays the groundwork for obtaining title insurance, which protects you from financial loss due to unforeseen title defects.

PLEASE CONTACT US WITH ANY QUESTIONS

(218)568-5025

THETITLETEAM.COM

DISCLAIMER: The above is provided for general informational purposes only and does not alter, modify, or supersede any terms or conditions contained in the title commitment, jacket, or any final policy. The information provided does not, and is not intended to, constitute legal advice.

ALTA COMMITMENT FOR TITLE INSURANCE
issued by
STEWART TITLE GUARANTY COMPANY
NOTICE

IMPORTANT - READ CAREFULLY: THIS COMMITMENT IS AN OFFER TO ISSUE ONE OR MORE TITLE INSURANCE POLICIES. ALL CLAIMS OR REMEDIES SOUGHT AGAINST THE COMPANY INVOLVING THE CONTENT OF THIS COMMITMENT OR THE POLICY MUST BE BASED SOLELY IN CONTRACT.

THIS COMMITMENT IS NOT AN ABSTRACT OF TITLE, REPORT OF THE CONDITION OF TITLE, LEGAL OPINION, OPINION OF TITLE, OR OTHER REPRESENTATION OF THE STATUS OF TITLE. THE PROCEDURES USED BY THE COMPANY TO DETERMINE INSURABILITY OF THE TITLE, INCLUDING ANY SEARCH AND EXAMINATION, ARE PROPRIETARY TO THE COMPANY, WERE PERFORMED SOLELY FOR THE BENEFIT OF THE COMPANY, AND CREATE NO EXTRACONTRACTUAL LIABILITY TO ANY PERSON, INCLUDING A PROPOSED INSURED.

THE COMPANY'S OBLIGATION UNDER THIS COMMITMENT IS TO ISSUE A POLICY TO A PROPOSED INSURED IDENTIFIED IN SCHEDULE A IN ACCORDANCE WITH THE TERMS AND PROVISIONS OF THIS COMMITMENT. THE COMPANY HAS NO LIABILITY OR OBLIGATION INVOLVING THE CONTENT OF THIS COMMITMENT TO ANY OTHER PERSON.

COMMITMENT TO ISSUE POLICY

Subject to the Notice; Schedule B, Part I - Requirements; Schedule B, Part II - Exceptions; and the Commitment Conditions, Stewart Title Guaranty Company, a Texas corporation (the "Company"), commits to issue the Policy according to the terms and provisions of this Commitment. This Commitment is effective as of the Commitment Date shown in Schedule A for each Policy described in Schedule A, only when the Company has entered in Schedule A both the specified dollar amount as the Proposed Amount of Insurance and the name of the Proposed Insured.

If all of the Schedule B, Part I - Requirements have not been met within 180 days after the Commitment Date, this Commitment terminates and the Company's liability and obligation end.

Baiers Heeren, Authorized Agent
The Title Team

STEWART TITLE GUARANTY COMPANY INCORPORATED 1908 TEXAS

Frederick H. Eppinger
President and CEO

David Hisey
Secretary

This page is only a part of a 2021 ALTA Commitment for Title Insurance issued by Stewart Title Guaranty Company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; the Commitment Conditions; Schedule A; Schedule B, Part I - Requirements; and Schedule B, Part II - Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

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COMMITMENT CONDITIONS

1. DEFINITIONS

a. "Discriminatory Covenant": Any covenant, condition, restriction, or limitation that is unenforceable under applicable law because it illegally discriminates against a class of individuals based on personal characteristics such as race, color, religion, sex, sexual orientation, gender identity, familial status, disability, national origin, or other legally protected class.

b. "Knowledge" or "Known": Actual knowledge or actual notice, but not constructive notice imparted by the Public Records.

c. "Land": The land described in Item 5 of Schedule A and improvements located on that land that by State law constitute real property. The term "Land" does not include any property beyond that described in Schedule A, nor any right, title, interest, estate, or easement in any abutting street, road, avenue, alley, lane, right-of-way, body of water, or waterway, but does not modify or limit the extent that a right of access to and from the Land is to be insured by the Policy.

d. "Mortgage": A mortgage, deed of trust, trust deed, security deed, or other real property security instrument, including one evidenced by electronic means authorized by law.

e. "Policy": Each contract of title insurance, in a form adopted by the American Land Title Association, issued or to be issued by the Company pursuant to this Commitment.

f. "Proposed Amount of Insurance": Each dollar amount specified in Schedule A as the Proposed Amount of Insurance of each Policy to be issued pursuant to this Commitment.

g. "Proposed Insured": Each person identified in Schedule A as the Proposed Insured of each Policy to be issued pursuant to this Commitment.

h. "Public Records": The recording or filing system established under State statutes in effect at the Commitment Date under which a document must be recorded or filed to impart constructive notice of matters relating to the Title to a purchaser for value without Knowledge. The term "Public Records" does not include any other recording or filing system, including any pertaining to environmental remediation or protection, planning, permitting, zoning, licensing, building, health, public safety, or national security matters.

i. "State": The state or commonwealth of the United States within whose exterior boundaries the Land is located. The term "State" also includes the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, and Guam.

j. "Title": The estate or interest in the Land identified in Item 3 of Schedule A.

2. If all of the Schedule B, Part I-Requirements have not been met within the time period specified in the Commitment to Issue Policy, this Commitment terminates and the Company's liability and obligation end.

3. The Company's liability and obligation is limited by and this Commitment is not valid without:

a. the Notice;
b. the Commitment to Issue Policy;
c. the Commitment Conditions;
d. Schedule A;
e. Schedule B, Part I-Requirements; and
f. Schedule B, Part II-Exceptions; and
g. a counter-signature by the Company or its issuing agent that may be in electronic form.

4. COMPANY'S RIGHT TO AMEND

The Company may amend this Commitment at any time. If the Company amends this Commitment to add a defect, lien, encumbrance, adverse claim, or other matter recorded in the Public Records prior to the Commitment Date, any liability of the Company is limited by Commitment Condition 5. The Company is not liable for any other amendment to this Commitment.

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5. LIMITATIONS OF LIABILITY

a. The Company's liability under Commitment Condition 4 is limited to the Proposed Insured's actual expense incurred in the interval between the Company's delivery to the Proposed Insured of the Commitment and the delivery of the amended Commitment, resulting from the Proposed Insured's good faith reliance to:
   i. comply with the Schedule B, Part I-Requirements;
   ii. eliminate, with the Company's written consent, any Schedule B, Part II-Exceptions; or
   iii. acquire the Title or create the Mortgage covered by this Commitment.

b. The Company is not liable under Commitment Condition 5.a. if the Proposed Insured requested the amendment or had Knowledge of the matter and did not notify the Company about it in writing.

c. The Company is only liable under Commitment Condition 4 if the Proposed Insured would not have incurred the expense had the Commitment included the added matter when the Commitment was first delivered to the Proposed Insured.

d. The Company's liability does not exceed the lesser of the Proposed Insured's actual expense incurred in good faith and described in Commitment Condition 5.a. or the Proposed Amount of Insurance.

e. The Company is not liable for the content of the Transaction Identification Data, if any.

f. The Company is not obligated to issue the Policy referred to in this Commitment unless all of the Schedule B, Part I-Requirements have been met to the satisfaction of the Company.

g. The Company's liability is further limited by the terms and provisions of the Policy to be issued to the Proposed Insured.

6. LIABILITY OF THE COMPANY MUST BE BASED ON THIS COMMITMENT; CHOICE OF LAW AND CHOICE OF FORUM

a. Only a Proposed Insured identified in Schedule A, and no other person, may make a claim under this Commitment.

b. Any claim must be based in contract under the State law of the State where the Land is located and is restricted to the terms and provisions of this Commitment. Any litigation or other proceeding brought by the Proposed Insured against the Company must be filed only in a State or federal court having jurisdiction.

c. This Commitment, as last revised, is the exclusive and entire agreement between the parties with respect to the subject matter of this Commitment and supersedes all prior commitment negotiations, representations, and proposals of any kind, whether written or oral, express or implied, relating to the subject matter of this Commitment.

d. The deletion or modification of any Schedule B, Part II-Exception does not constitute an agreement or obligation to provide coverage beyond the terms and provisions of this Commitment or the Policy.

e. Any amendment or endorsement to this Commitment must be in writing and authenticated by a person authorized by the Company.

f. When the Policy is issued, all liability and obligation under this Commitment will end and the Company's only liability will be under the Policy.

7. IF THIS COMMITMENT IS ISSUED BY AN ISSUING AGENT

The issuing agent is the Company's agent only for the limited purpose of issuing title insurance commitments and policies. The issuing agent is not the Company's agent for closing, settlement, escrow, or any other purpose.

8. PRO-FORMA POLICY

The Company may provide, at the request of a Proposed Insured, a pro-forma policy illustrating the coverage that the Company may provide. A pro-forma policy neither reflects the status of Title at the time that the pro-forma policy is delivered to a Proposed Insured, nor is it a commitment to insure.

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9. CLAIMS PROCEDURES
This Commitment incorporates by reference all Conditions for making a claim in the Policy to be issued to the Proposed Insured. Commitment Condition 9 does not modify the limitations of liability in Commitment Conditions 5 and 6.

10. CLASS ACTION
ALL CLAIMS AND DISPUTES ARISING OUT OF OR RELATING TO THIS COMMITMENT, INCLUDING ANY SERVICE OR OTHER MATTER IN CONNECTION WITH ISSUING THIS COMMITMENT, ANY BREACH OF A COMMITMENT PROVISION, OR ANY OTHER CLAIM OR DISPUTE ARISING OUT OF OR RELATING TO THE TRANSACTION GIVING RISE TO THIS COMMITMENT, MUST BE BROUGHT IN AN INDIVIDUAL CAPACITY. NO PARTY MAY SERVE AS PLAINTIFF, CLASS MEMBER, OR PARTICIPANT IN ANY CLASS OR REPRESENTATIVE PROCEEDING. ANY POLICY ISSUED PURSUANT TO THIS COMMITMENT WILL CONTAIN A CLASS ACTION CONDITION.

11. ARBITRATION
The Policy contains an arbitration clause. All arbitrable matters when the Proposed Amount of Insurance is $2,000,000 or less may be arbitrated at the election of either the Company or the Proposed Insured as the exclusive remedy of the parties. A Proposed Insured may review a copy of the arbitration rules at http://www.alta.org/arbitration.

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ALTA 2021 COMMITMENT FOR TITLE INSURANCE
Issued By
STEWART TITLE GUARANTY COMPANY

Issuing Agent:	The Title Team - Noble Escrow
Issuing Office:	31094 Government Dr, PO Box 831, Pequot Lakes, MN 56472
ALTA® Registry ID:	1136209
Commitment No.:	NB250883
Issuing Office File No.:	NB250883
Property Address:	XXXX Centennial Lane, Nisswa, MN 56468

SCHEDULE A

1. Commitment Date: May 8, 2026 at 07:00 AM
2. Policy to be issued:
   a. ALTA Owners Policy 2021
      Proposed Insured: Piepho Holdings LLC, a Minnesota limited liability company
      Proposed Amount of Insurance: $60,000.00
      The estate or interest to be insured: Fee Simple
3. The estate or interest in the Land at the Commitment Date is: Fee Simple.
4. The Title is, at the Commitment Date, vested in:

   Ricky A. Bourassa and Twyla J. Bourassa, as joint tenants

5. The Land is described as follows:

   SEE EXHIBIT A ATTACHED HERETO

Baiers Heeren, Authorized Agent
The Title Team

STEWART TITLE GUARANTY COMPANY INCORPORATED 1908 TEXAS

Frederick H. Eppinger
President and CEO

David Hisey
Secretary

This page is only a part of an ALTA® Commitment for Title Insurance issued by Stewart Title Guaranty Company, a Texas company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; Schedule A; Schedule B, Part I-Requirements; and Schedule B, Part II-Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

ALTA 2021 COMMITMENT FOR TITLE INSURANCE
Issued By
STEWART TITLE GUARANTY COMPANY

SCHEDULE B, PART I

REQUIREMENTS

All of the following Requirements must be met:

1. The Proposed Insured must notify the Company in writing of the name of any party not referred to in this Commitment who will obtain an interest in the Land or who will make a loan on the Land. The Company may then make additional Requirements or Exceptions.

2. Pay the agreed amount for the estate or interest to be insured.

3. Pay the premiums, fees, and charges for the Policy to the Company.

4. Documents satisfactory to the Company that convey the Title or create the Mortgage to be insured, or both, must be properly authorized, executed, delivered, and recorded in the Public Records.

5. Information submitted to the Company indicates that the Land will be subdivided and only a portion of the Land will be conveyed and insured. Obtain and submit to the Company, prior to closing:

   (a) a survey including the legal description for the land to be conveyed and insured, and

   (b) the approval of the subdivision by the county or municipality or evidence that such subdivision approval is not required. The Company reserves the right to raise additional requirements after review of said survey, legal description, and subdivision approval.

   (c) current year property taxes for the entire parcel must be paid in full to transfer any portion of the Land.

   Some municipalities require the Deed(s) facilitating the split be stamped prior to recording.

   NOTE: If this is Torrens property a Registered Land Survey, Petition and Directive, Surveyor's Affidavit and/or Quit Claim Deed for the residue property(ies) may be required by the County, additional fees will apply.

6. Partial Release or Satisfaction of Mortgage executed by Ricky A. Bourassa and Twyla J. Bourassa, husband and wife, in favor of MERS as nominee for Rocket Mortgage, LLC fka Quicken Loans, LLC, dated October 12, 2021, recorded October 25, 2021, as Document No. 961013 in the original principal amount of $192,769.00.

   NOTE: The above mortgage secures more land.

7. Warranty Deed executed by Ricky A. Bourassa and Twyla J. Bourassa, spouses married to each other in favor of Piepho Holdings LLC, a Minnesota limited liabiity company.

8. Standard form affidavit of Seller and Purchaser.

9. Certificate of Real Estate Value including social security numbers of Seller and Purchaser.

10. Well Disclosure Certificate or statement on deed indicating no wells or no change in the status of wells.

This page is only a part of an ALTA® Commitment for Title Insurance issued by Stewart Title Guaranty Company, a Texas company. This Commitment is not valid without the Notice; the Commitment to Issue Policy; Schedule A; Schedule B, Part I-Requirements; and Schedule B, Part II-Exceptions; and a counter-signature by the Company or its issuing agent that may be in electronic form.

ALTA 2021 COMMITMENT FOR TITLE INSURANCE
Issued By
STEWART TITLE GUARANTY COMPANY

SCHEDULE B, PART II

EXCEPTIONS

SOME HISTORICAL LAND RECORDS CONTAIN DISCRIMINATORY COVENANTS THAT ARE ILLEGAL AND UNENFORCEABLE BY LAW. THIS COMMITMENT AND THE POLICY TREAT ANY DISCRIMINATORY COVENANT IN A DOCUMENT REFERENCED IN SCHEDULE B AS IF EACH DISCRIMINATORY COVENANT IS REDACTED, REPUDIATED, REMOVED, AND NOT REPUBLISHED OR RECIRCULATED. ONLY THE REMAINING PROVISIONS OF THE DOCUMENT WILL BE EXCEPTED FROM COVERAGE.

The Policy will not insure against loss or damage resulting from the terms and conditions of any lease or easement identified in Schedule A, and will include the following Exceptions unless cleared to the satisfaction of the Company:

1. Any defect, lien, encumbrance, adverse claim, or other matter that appears for the first time in the Public Records or is created, attaches, or is disclosed between the Commitment Date and the date on which all of the Schedule B, Part I-Requirements are met.

2. The effect on the Title of an encumbrance, violation, variation, adverse circumstance, boundary line overlap, or encroachment (including an encroachment of an improvement across the boundary lines of the Land), but only if the encumbrance, violation, variation, adverse circumstance, boundary line overlap, or encroachment would have been disclosed by an accurate and complete land title survey of the Land.

3. Rights or claims of parties in possession not shown by the Public Records.

4. Easements, or claims of easement, not shown by the Public Records.

5. Any lien, or right to a lien, for services, labor, or material heretofore or hereafter furnished, imposed by law and not shown by the Public Records.

6. Taxes or special assessments which are not shown as existing liens by the Public Records.

7. No coverage is provided for unpaid utility, water, or sewer services or fees for tree, weeds, grass and snow or garbage removal.

8. All assessments and taxes due and payable in 2025, and thereafter.

9. Real estate taxes for the year 2025 in the amount of $58.00, are NOT PAID , base tax $58.00, no delinquent taxes, Homestead tax status, parcel identification no. 28120599 (Underlying Parcel ID).

10. Assessment search dated November 4, 2025 shows no levied or pending assessments.

11. Terms and conditions of 33 foot easement for ingress and egress as created in Certificate of Survey dated October 12, 2025.

12. Declaration of Covenants dated December 10, 2002, recorded December 17, 2002, as Document No. 625136.

13. Declaration of Easement dated December 10, 2002, recorded December 17, 2002, as Document No. 625137.

14. Rights of the public in roads and alleys as shown on the plat of Plat of Centennial Estates.

EXHIBIT A
Legal Description

The Land is described as follows:

PROPOSED LEGAL:
That part of Lot 5, Block 2, CENTENNIAL ESTATES, Crow Wing County, Minnesota which lies westerly of the following described line:

Commencing at the northwest corner of said Lot 5; thence South 89 degrees 36 minutes 56 seconds East, along the north line of said Lot 5, a distance of 408.11 feet to the southeast corner of Lot 1, Block 2, CENTENNIAL ESTATES, the point of beginning of the line to be described; thence South 01 degrees 14 minutes 37 seconds West, a distance of 205.00 feet to the intersection with the south line of said Lot 5,and said line there terminating. Said line hereinafter referred to as “Line A”.

Abstract Property



PRIVACY POLICY NOTICE

The Title Team Co., DBA The Title Team, also doing business as: Mandan Guaranty and Title Company, Dickinson Guaranty and Title Company, Minot Guaranty and Escrow Company, McKenzie County Guaranty and Title, Grand Forks Abstract and Title Co., Pennington County Abstract and Title LLC, and Strander Abstract and Title LLC, Consolidated Title Services, Guaranty & Title Company, McLean County Abstract, North Shore Title, Richland County Title, Wadena County Abstract Company, Jenkinson Abstract, Jackson County Abstract, Noble Escrow & Title, McLeod County Abstract & Title Services, Alexandria Title Company, DCA Title, LEER Title Services, and Pennington Title.

PURPOSE OF THIS NOTICE

Title V of the Gramm-Leach-Bliley Act (GLBA) generally prohibits any financial institution, directly or through its affiliates, from sharing non-public information about you with a nonaffiliated third party unless the institution provides you with a notice of its privacy policies and practices, such as the type of information that it collects about you and the categories of persons or entities to whom it may be disclosed. In compliance with GLBA we are providing you with this document, which notifies you of the privacy policies and practices of **The Title Team Co. DBA The Title Team, also doing business as: The Mandan Guaranty and Title Company, The Dickinson Guaranty and Title Company, The Minot Guaranty and Escrow Company, Grand Forks Abstract and Title Co., Pennington County Abstract and Title LLC, Strander Abstract and Title LLC, Consolidated Title Services, Guaranty & Title Company, McLean County Abstract, North Shore Title, Richland County Title, Wadena County Abstract Company, Jenkinson Abstract, Jackson County Abstract, Noble Escrow & Title, McLeod County Abstract & Title Services, Alexandria Title Company, DCA Title, LEER Title Services, and Pennington Title.**

We may collect nonpublic personal information about you from the following sources:

- Information we receive from you such as on applications or other forms;
- Information about your transactions we secure from our files, or from The Title Team Co. DBA The Title Team, also doing business as: The Mandan Guaranty and Title Company, The Dickinson Guaranty and Title Company, The Minot Guaranty and Escrow Company, Grand Forks Abstract and Title Co., Pennington County Abstract and Title LLC, Strander Abstract and Title LLC, Consolidated Title Services, Guaranty & Title Company, McLean County Abstract, North Shore Title, Richland County Title, Wadena County Abstract Company, Jenkinson Abstract, Jackson County Abstract, Noble Escrow & Title, McLeod County Abstract & Title Services, Alexandria Title Company, DCA Title, LEER Title Services, and Pennington Title, or others;
- Information we received from a consumer-reporting agency;
- Information that we receive from others involved in your transaction, such as the real estate agent or lender.

Unless it is specifically stated otherwise in an amended Privacy Policy Notice, no additional non-public personal information will be collected about you.

We may disclose any of the above information that we collect about our customers or former customers to our affiliates or to nonaffiliated third parties as permitted by law.

We also may disclose this information about our customers or former customers to the following types of non-affiliated companies that perform marketing services on our behalf or with whom we have joint marketing agreements:

- Financial service providers such as companies engaged in banking, consumer finance, securities and insurance;
- Non-financial companies such as envelope stuffers and other fulfillment service providers.

WE DO NOT DISCLOSE ANY NON-PUBLIC PERSONAL INFORMATION ABOUT YOU WITH ANYONE FOR ANY PURPOSE THAT IS NOT SPECIFICALLY PERMITTED BY LAW.

We restrict access to non-public personal information about you to those employees who need to know that information in order to provide products or services to you. We maintain physical, electronic, and procedural safeguards that comply with federal regulations to guard your non-public personal information.

Notice of Privacy Policy

of

Stewart Title Guaranty Company

Stewart Title Guaranty Company values its customers and is committed to protecting the privacy of personal information. In keeping with that philosophy, we have developed a Privacy Policy, set out below, that will ensure the continued protection of your nonpublic personal information and inform you about the measures Stewart Title Guaranty Company takes to safeguard that information.

Who is Covered

We provide our Privacy Policy to each customer when they purchase a Stewart Title Guaranty Company title insurance policy. Generally, this means that the Privacy Policy is provided to the customer at the closing of the real estate transaction.

Information Collected

In the normal course of business and to provide the necessary services to our customers, we may obtain nonpublic personal information directly from the customer, from customer-related transactions, or from third parties such as our title insurance agents, lenders, appraisers, surveyors or other similar entities.

Access to Information

Access to all nonpublic personal information is limited to those employees who have a need to know in order to perform their jobs. These employees include, but are not limited to, those in departments such as legal, underwriting, claims administration and accounting.

Information Sharing

Generally, Stewart Title Guaranty Company does not share nonpublic personal information that it collects with anyone other than its policy issuing agents as needed to complete the real estate settlement services and issue its title insurance policy as requested by the consumer. Stewart Title Guaranty Company may share nonpublic personal information as permitted by law with entities with whom Stewart Title Guaranty Company has a joint marketing agreement. Entities with whom Stewart Title Guaranty Company has a joint marketing agreement have agreed to protect the privacy of our customer's nonpublic personal information by utilizing similar precautions and security measures as Stewart Title Guaranty Company uses to protect this information and to use the information for lawful purposes. Stewart Title Guaranty Company, however, may share information as required by law in response to a subpoena, to a government regulatory agency or to prevent fraud.

Information Security

Stewart Title Guaranty Company, at all times, strives to maintain the confidentiality and integrity of the personal information in its possession and has instituted measures to guard against its unauthorized access. We maintain physical, electronic and procedural safeguards in compliance with federal standards to protect that information.

5442 City Hall St, Nisswa, MN 56468 | Telephone: 218-963-4444 | Email: info@ci.nisswa.mn.us

CITY OF NISSWA
PLANNING COMMISSION/BOARD OF ADJUSTMENT
OWNER NOTICE OF REVIEW

TO WHOM IT MAY CONCERN:

The following will be the subject of review on Tuesday, August 4th, 2026, meeting beginning at 5:00 P.M.

Administrative Subdivision – Bourassa – Approved by PCBOA October 2025

Property Owner/Applicant: Ricky & Twyla Bourassa

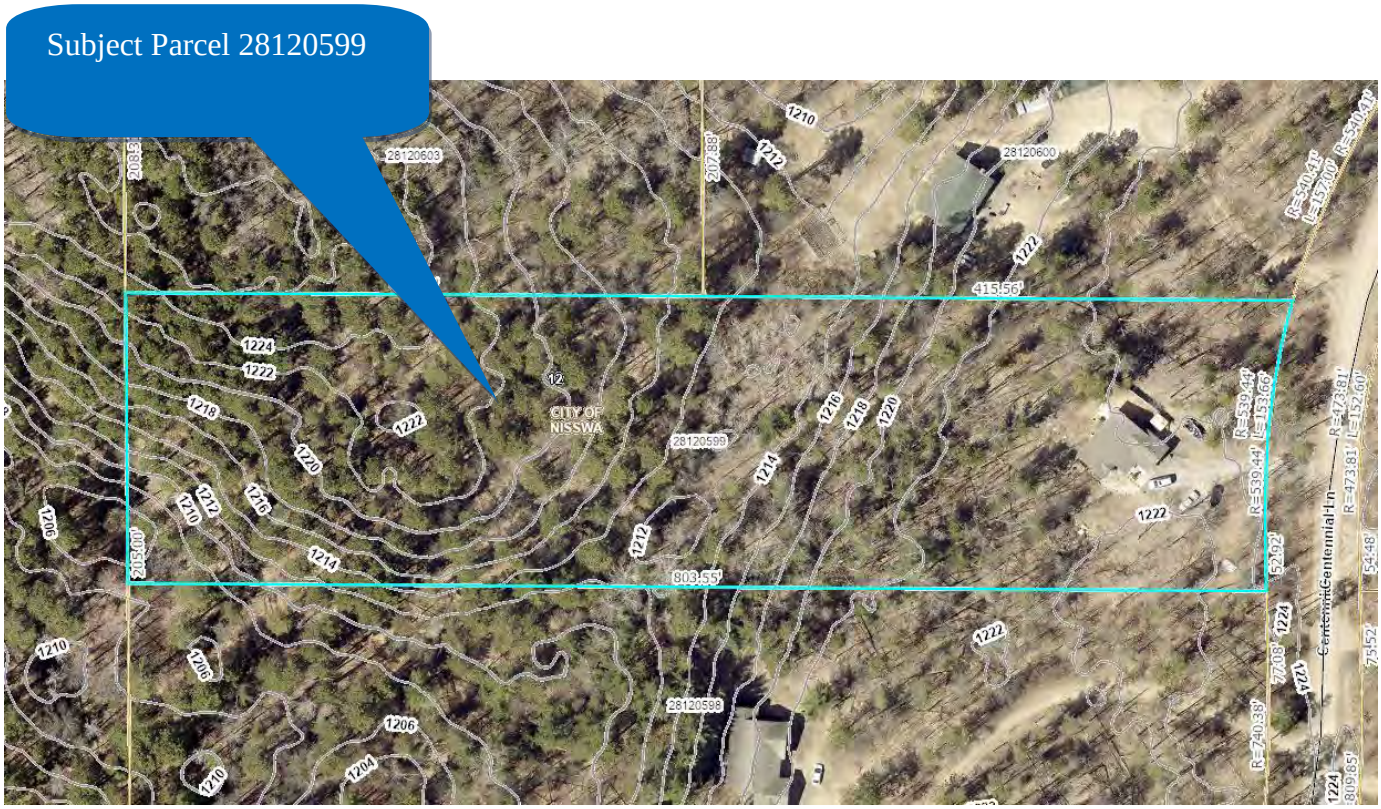
Property Description: The subject property is located at 25871 Centennial Ln (PID 28120599). *A map identifying the subject property is on the reverse side of this notice.*

Purpose: Agenda placement under New Business of this meeting has been requested to review the approval of subdivision by metes and bounds before the Planning Commission/Board of Adjustment on October 7th, 2025.

Additional information regarding this request is available at city hall. The staff memo regarding this request will be available approximately one week before the meeting at city hall and online at www.cityofnisswa.com.

City of Nisswa

The subject property is located at 25871 Centennial Ln (PID 28120599).



CITY OF NISSWA
PLANNING COMMISSION/BOARD OF ADJUSTMENT MINUTES
TUESDAY, OCTOBER 7, 2025, 6:00 PM

Members Present: Josh Young, Gary Harris, John Taylor, Sean Weldon, Joe Hall
Members Absent: none
Others Present: Dave Reese, City Engineer
Staff Present: Steven Timblin and Maggi Wentler

1) Call to Order

The meeting was called to order by Josh Young for the Nisswa Planning Commission Board of Adjustment for Tuesday, October 7, 2025, at 6:00 PM.

2) Meeting Roll Call

Present: Sean Weldon, Josh Young, Gary, John Taylor, Joe Hall, Dave Reese, Maggi Wentler, Steven Timblin

3) Onsite Visits

a. None

No onsite visits were conducted.

4) Additions and Deletions

It was noted that Item 5, Approval of Minutes, would need to be modified as the minutes for the September 2 and September 12 meetings were not available and would be added to next month's agenda.

Motion to approve the agenda with the noted change was made by Gary Harris, seconded by Sean Weldon. Motion carried unanimously.

5) Approval of Minutes

a. September 2, 2025 Meeting Minutes

b. September 12, 2025 Meeting Minutes

These items were tabled until the next meeting as the minutes were not available for review.

6) Open Forum

No one from the public came forward to speak on items not on the agenda.

7) Public Hearings

Motion to open the public hearing at 6:01 P.M. was made by Gary Harris, seconded by Sean Weldon. Motion carried unanimously.

a. **(Continuation) CONDITIONAL USE PERMIT APPLICATION 025-25 to obtain a conditional use permit for the construction of a new commercial structure with dwelling unit above a commercial use within the Highway Business (HB) zoning district. Subject property located at TBD Commons Dr (PID 28140663). Owner/Applicant: Marthaler, Deanna M. Trust/Kent Marthaler.**

Staff informed the Commission that the applicant was not present for this meeting. Staff had received communications from the applicant and recommended tabling the item once more due to new information from the Public Works Committee regarding sewer connection. The recommendation will be forwarded to City Council regarding the connection distance that might affect the application.

It was confirmed that the 60-day determination date under statute 1599 had been extended administratively by the department.

Motion to table Conditional Use Permit Application 025-25 was made by Gary Harris, seconded by Sean Weldon. Motion carried unanimously.

Motion to close the public hearing at 6:03 P.M. was made by Gary Harris, seconded by Sean Weldon. Motion carried unanimously.

8) New Business

a. **Sketch Plan Review – Dew, Marshall**

Marshall and Jody Dew presented their sketch plan for property on Bass Lake between Lake Hubert and Round Lake. They explained their intention to build a road into the property to begin cleanup and reforestation, as the property was severely damaged by several storms in recent years.

The property is significantly impacted by wetlands, requiring the Dews to go through the Crow Wing TEP (Technical Evaluation Panel) process. They have made a formal application for wetland replacement and expect to hear back by the end of the month.

The sketch plan shows two potential building envelopes that are constrained by the 100-foot setback from the lake and the 30-foot setback from wetlands. The Dews indicated they will likely need to seek a variance on the wetland setback to meet the county-mandated 15 feet instead of the city's 30 feet.

They have engaged a septic designer who conducted soil borings and indicated there was a favorable location for a mound system. The Dews asked the Commission for feedback on their plan and whether there were any obvious concerns before they invested further in road development.

City Planner Steven explained that the property is severely limited by setbacks. The closest proximity to the wetland would be 9.8 feet, to the lake 102 feet, and to the septic 99 feet. He noted that the city ordinance is very protective of wetlands with a 30-foot setback and restrictions on excavation, vegetation removal, and filling within that setback.

The Commission discussed the building envelope options and agreed that the northern location made the most sense due to impervious surface considerations and to minimize driveway length and wetland impacts. No major red flags were identified beyond the need for a variance for the wetland setback.

b. Sketch Plan Review – Marrin, Dan

Dan Marrin presented a sketch plan for a workforce housing development on property near Nisswa. He explained that the land was rezoned from R1 to R2 approximately 25 years ago, and he had always envisioned it as a potential site for affordable housing, which aligns with recommendations in city studies from 2002 and 2007.

The proposed development would consist of 50 duplex units on a property accessed via Centennial Lane, which is currently a private road. Marrin explained that keeping costs manageable was critical to delivering affordable housing. He shared his concerns about city connection fees of nearly $12,000 per unit compared to $1,500 in Brainerd, plus a potential $50,000 in-lieu-of-park contribution.

Several challenges were identified during the discussion:

1. Road standards: The proposal included a 50-foot right-of-way instead of the city's standard 66 feet, and an 18-foot wide road surface rather than the required 22-24 feet.
2. Access issues: Centennial Lane is a private road, requiring agreements with current property owners for improvements and access.
3. Setback variances: Units along Centennial Lane would require variances from the PUD standards requiring a 15-foot setback from the perimeter lot line and 50-foot setback for dwellings.

Commissioners and staff discussed potential alternatives, including accessing the property from County Road 18 to avoid the Centennial Lane challenges, though Marrin expressed concerns about traffic safety on the busier county road.

City Council member Joe explained that the council is currently discussing road standards and potential economic development initiatives that might help facilitate projects like this in the future, but acknowledged that currently there are no municipal bond or assessment processes established to help with infrastructure costs.

The Commission expressed support for affordable housing while acknowledging the significant challenges with the current proposal. Marrin was advised to explore access options from County Road 18 and consider simplifying the project to reduce infrastructure costs.

c. Administrative Subdivision - Bourassa

The City Planner presented a metes and bounds subdivision application for a 3.8-acre parcel on Centennial Lane (PID 28120599). The proposal would split the parcel roughly in half, with a 33-foot easement along the south corridor for access to tract B.

The staff report indicated that both tracts would meet lot size minimums and widths. A wetland delineation had not been submitted, and staff had included a condition requiring delineation prior to final approval.

The Commission discussed concerns about ensuring future access rights over Centennial Lane, which is a private road.

Motion to approve the meets and bounds subdivision application 029-25 according to the findings of fact submitted by the city staff with the three conditions shown, and adding a fourth condition that the owners verify continued future access to Centennial Lane was made by Gary Harris, seconded by Sean Weldon.

1. **Except as amended by these conditions, the division of land shall be in substantial conformance with the approved subdivision, site plan and elevations that govern the general location of lots. Any changes will require amended approval by the Planning Commission.**
2. **The applicant shall pay a park dedication fee in the amount $1,015.06 (1 Parcel x 2.44 avg. household size x $416) in accordance with Sec. 20-450.**
3. **Either a wetland delineation or letter of affirming wetlands for the subject property must be submitted prior to final sign-off by the city. Wetland identified (if any are present on the subject property) after PCBOA review of the proposal may require modified approval by the PCBOA depending on location/magnitude.**
4. **Owners will verify continued future access to Centennial Lane.**

FINDINGS OF FACT ADMINISTRATIVE SUBDIVISION BOURASSA

1. **No negative impact on the health, safety, and general welfare of the occupants in the surrounding neighborhood as the use (single family residential lot) is consistent with the ordinance and comprehensive plan.**

2. **The proposed Tract A and Tract B does meet the requirements listed in Table 20-10 of the Nisswa Code of Ordinances.**

3. **The proposed use is consistent with the goals and policies adopted within the comprehensive plan as the comprehensive plan highlights this area as suited for single family residential parcels.**

4. **The proposal will not cause any adverse effect on property values and future development of the land in the surrounding neighborhood because this residential parcel is adequately sized for subdivision.**

5. **The proposed use will potentially increase the density and therefore the use of public utilities, public services, roads and schools.**

6. **No adverse impact on the environment including its impact on groundwater, surface water, and air quality because site suitability has been performed for primary/alternate on-site septic systems.**

7. **The proposed use does have adequate water supply, subsurface sewage treatment facilities or City sewer, erosion control and stormwater management pursuant to applicable standards.**

Motion carried unanimously.

9) Old Business

a. None

There was no old business to discuss.

10) City Planner's Report

a. Permits Approved

The City Planner reported that September had been a busy month with 15 land use permits issued, including several stormwater management plans. Permits included single-family residences, accessory structures, additions, and 911 addresses.

The planner also reported progress on the ordinance revision phase following guidance from City Council after the Planning Commission's recommendation to initiate ordinance write-up. Changes to Chapter 20 were being marked up as proposed by the consultant, with a final document expected to be sent to the DNR for preliminary approvals, followed by scheduling of a public hearing during the winter season.

11) Commissioners' Questions/Comments

There were no commissioner questions or comments.

12) Adjourn

Motion to adjourn was made by Gary Harris, seconded by Sean Weldon. Motion carried unanimously. The meeting was adjourned at 7:16 P.M.

Respectfully submitted,

_____

Maggi Wentler, Interim City Administrator

Partial Transcript of the PCBOA Meeting of 10/7/25

The following is a verbatim transcript from 32:00 through the end of the meeting:

33:08 Do we have any questions?
33:13 Did you So, when I'm looking at this
33:14 Centennial Lane is a private It's a
33:17 private road.
33:19 Okay. Um the only concern that I would
33:23 have being that it's a private road is
33:26 there's likely some legal um
33:29 descriptions on those other property
33:31 owners. And when we start doing
33:33 variances on private roads, which may
33:36 eventually be a public road, you might
33:38 run into some legal um ground,
33:41 right? I was hoping for some guidance
33:43 from you. Maybe you've been there and
33:45 done that. Uh I'm not exactly sure where
33:48 to go, but I've sp spoken with one of
33:50 the owners along that road, Holly Holm,
33:53 who is evidently the treasurer to take
33:55 care of that unit. And the reason I'm
33:57 connected with her is because from time
33:59 to time they call me and say it needs to
34:01 be graded. Can you kick in? And so I
34:03 have, you know, but it's private to one
34:06 extent, but uh and and that's the other
34:09 thing I would I I guess I would need to
34:12 have that road improved up to up to the
34:16 uh chainlink fence corner on the on the
34:20 cemetery, which is, I believe, probably
34:22 the northeast corner of the cemetery's
34:25 property.
34:26 uh and it's directly across from mine
34:29 and that's where I've I've uh spaced the
34:32 entrance to this project, but that would
34:34 have to be brought up to city standards.
34:36 And um maybe you can give me some idea
34:40 where I would have to go to would I have
34:42 to go to all of the owners of that or is
34:44 that something the city could you know
34:46 who they all are? I assume
34:49 um you know I I don't know if we can put
34:52 together a letter asking them. It's my
34:55 it's my opinion that since they have to

New Business, item b. Sketch Plan Review
Dan Marrin

Lots of talk about Centennial Lane
the need to get lot owners signatures,
and the interaction with them needed
to use or make improvements in the road.

34:58 all kick into a kitty to do periodic
35:01 maintenance and I don't know if they do
35:03 dust control or what what other expenses
35:05 they have in relation to that but that
35:08 if there were if a portion of it I don't
35:12 I don't know how many millennial feet
35:13 that was probably 600 feet or 500 feet
35:17 if uh if that were paved and taken over
35:19 by the city
35:21 um I would think they would welcome that
35:24 It would re it would be a reduction
35:26 improvement to portion of the road and a
35:28 reduction in their annual expense.
35:33 It makes sense to me anyway.
35:35 It appears to me that
35:38 these are all going to be private roads
35:40 and not going to be public.
35:43 Um, the only way you could only way that
35:46 the city I think would be involved and I
35:49 I think it's our policy not to build
35:52 projects up front and and bond them back
35:56 to the developers anyway. I think is is
35:58 that pretty much our
36:01 it's kind of an unusual for us to for
36:04 the city to be
36:07 providing the upfront costs for
36:11 development.
36:13 Especially
36:14 typically the way it goes is um you know
36:18 the improvement cost to city standards
36:21 is borne by the developer.
36:24 Um if a city
36:27 uh does take over the project to bring
36:30 it up to city standards then uh the cost
36:33 would be assessed to the benefiting
36:38 properties
36:40 and
36:40 so it's sometimes done that
36:42 and building to city standards in most
36:44 cases is is much different than building
36:48 private private roads for instance. But
36:50 wouldn't uh wouldn't the fact that this
36:52 is has been a wellused gravel road
36:55 already include much of the base that

36:58 would be needed to bring it to city
37:00 standards?
37:00 Um I I don't know what the condition of
37:03 that road is or how much gravels on it.
37:07 Um, if it if it does have a good
37:11 alignment and grade and thickness of
37:15 base, then that would help contribute
37:17 toward the city standard potentially.
37:21 Um, but that would all have to be
37:25 evaluated and if it needed to be widened
37:29 or
37:31 um designed so that it would meet the
37:34 city standards then, you know, that
37:38 could add to the add to the cost.
37:41 And what what would I need from the the
37:43 other people that live along that road?
37:46 Would I need some sort of if it is now a
37:48 private road? And I understand uh Jim
37:51 and Ted Dylan did that so they didn't
37:52 have to put a road in. I mean it was a I
37:55 mean I put in a gravel road. They It's
37:57 an it's a big expense.
37:59 Yeah.
38:00 Put into city standards. So the fact
38:02 that he kept it they kept it private
38:05 versus public.
38:07 It's a it would have been a money thing.
38:09 Um, and
38:11 if private roads converted over to
38:14 public roadways are sometimes done by
38:19 petition and then it follows the special
38:22 assessment process again. And so, um, if
38:25 you got all property owners along that
38:29 Centennial Road, including yourself, to
38:32 engage a city with a petition, bring it
38:34 up to city standards, then uh, it would
38:38 follow that process. That's Minnesota
38:42 statutes chapter 429.
38:44 Okay. But would there be a po would
38:47 there be a chance of doing just the
38:49 portion we need to access my property
38:52 with the with the agreement of those
38:54 people that live along that road without
38:56 actually that being a petition to bring

For the record, not true!

38:58 the entire road up to city standards?
39:03 I think you would have to probably get
39:07 um
39:09 engage an attorney as was mentioned to
39:13 prepare uh the legal documentation that
39:17 would give you the right to improve that
39:20 private property that's owned by
39:22 somebody else. you would gain a a
39:25 permanent easement over that private
39:28 property granting you the right to
39:31 improve a public roadway on it. And um
39:37 you would probably have to have some
39:40 individual agreements with those people
39:42 because at this point nobody here knows
39:46 you know what their individual rights
39:48 are or obligations for maintenance.
39:51 Right. I I asked her if she had a an
39:54 agreement
39:55 amongst the owners for maintenance of
39:58 that road or what can be done with it.
40:01 And I I've never received anything from
40:03 her. So I'm not sure if they have they
40:05 have a a road agreement, but uh it you
40:09 know I've I've done some development in
40:11 St. out and and typically
40:14 uh I don't know whether NYSWA has the
40:17 ability to to borrow that money on a
40:21 municipal bond and charge it out as an
40:25 assessment over 20 years or whatever.
40:27 That's was common in most other areas
40:30 and typically it's charged half half of
40:33 it the the benefits one side and the
40:35 other half benefits the other. You're
40:37 charged by the front foot for what you
40:39 own. Uh that's that's what I've seen
40:43 done. And isn't isn't that kind of what
40:45 you were saying?
40:45 Yeah. And that's the assessment process
40:47 that I was speaking of. And then you
40:50 would feasibility study would lay out
40:54 the proposed improvements, the potential
40:56 costs and how it would be potentially
41:00 assessed. and all the property owners
41:04 that would be impacted by those

41:06 assessments and benefited by the
41:09 improvements would all get an
41:11 opportunity to participate before, you
41:14 know, it really gets into the process
41:17 deeper and everyone would have the
41:19 opportunity in a preliminary improvement
41:22 hearing to speak up and and say if they
41:25 were for this or against it. And is that
41:29 something that the city could initiate
41:31 or
41:32 Well, I'm not
41:33 Hey, I'll jump in quick. So, the city
41:35 council um right now is talking about
41:37 all the road standards.
41:40 2019, to give you some history, 2019,
41:42 the city changed and did not allow any
41:45 more private roads to be built in the
41:47 city.
41:49 Okay?
41:50 But also too, they didn't allow for any
41:52 other options either for roads like this
41:56 and then some of the other streets. So
41:58 right now the council along with Tom
42:00 Blommer the public works and Stephen and
42:02 stuff we're talking about different road
42:05 standards as we do our road bond
42:07 projects because we're running into I'll
42:09 say a lot of unique situations in the
42:12 town whether it be um something like
42:15 this or a property that's real close to
42:17 the water and we're looking at
42:19 introducing some new road standards
42:22 you know in the city of Nisa. None of
42:25 that has been talked about or
42:26 established, but the need for other
42:30 options, width, sizes, all that does
42:33 exist for many different reasons that
42:36 have come to light in the recent uh road
42:39 bond projects that we're looking at in
42:42 26 and 27. So this is a conversation
42:46 that um we just had a workshop a couple
42:48 weeks ago that was a big topic of
42:51 conversation uh that come up in that um
42:54 right now having a

42:57 public road off of a private road that
43:00 in itself is interesting also I won't
43:03 speak for that group but knowing some
43:05 people that live on that road nobody
43:07 plows it nobody maintains it nobody does
43:09 anything it's just kind of a a trail and
43:13 when it gets It's too bad. Some of the
43:14 neighbors I think try and pitch in and
43:16 fix it up as far as I know from property
43:18 owners that live on that road. As far as
43:20 the city of Nisa, like you were talking
43:22 about with municipal bonds, there's
43:25 nothing set up in the city and that has
43:28 not been done before in the city to do
43:30 that to help promote growth and
43:33 development. However, one of the other
43:35 things right now that the city council
43:37 is moving towards looking at figuring
43:40 out is a economic uh development
43:43 committee plan to work um through
43:47 projects like this and to look at this,
43:50 you know, whether like Dave said um with
43:54 um with bonds or all all sorts of
43:57 different stuff to help to look at being
44:00 able to put things like this in our
44:02 community. But once again, we're at the
44:04 front end of establishing that for the
44:07 town. Um, so I don't know if that gives
44:10 you some information. I guess a question
44:13 for you though, your goal would be to
44:16 have this all public. You're not looking
44:20 to have it as private.
44:21 I would prefer to have it public.
44:23 Yeah. So then,
44:25 yeah, right now I think that'd be more
44:28 of a question for Tom Blommer, you know.
44:32 as far as the road standard goes in a I
44:36 don't know how they would do it
44:37 currently right now having a public road
44:40 coming off of a private road. I don't

break in transcript

1:08:22 Uh, next item is an administrative
1:08:24 subdivision for Barasoft.
1:08:30 Thank you. I don't see the applicant
1:08:32 here and they're not in the virtual

New Business, item c. Administrative Subdivision - Bourassa

1:08:34 meeting. Um, so I suppose I can take a
1:08:37 stab at my staff report and get feedback
1:08:40 from you at this point.
1:08:42 Um, so we have here a uh meets and
1:08:44 bounds subdivision application before us
1:08:46 uh for a track just up the road from
1:08:49 this gentleman's property on Centennial
1:08:50 Lane. Uh the ID would be 28120599.
1:08:55 The acreage of this parcel, the parent
1:08:59 parcel would be 3.8 acres. They're
1:09:00 looking to split it roughly in half.
1:09:02 Have provided a survey for
1:09:05 review of that. Um they've done site
1:09:08 suitabilities for primary and ultimate
1:09:10 septic system locations. Proposed an
1:09:12 easement along the south corridor of
1:09:15 their uh property of 33 ft for access to
1:09:19 tract B.
1:09:21 Um
1:09:26 there was not a wetland delineation
1:09:28 submitted to this and so I structured a
1:09:31 uh condition into the approval. If you
1:09:33 guys decide to move forward with this
1:09:36 approval, um that delineation is done
1:09:39 prior to final sign off by the city.
1:09:43 Um
1:09:45 they both track A and B appear to meet
1:09:48 our lot size minimums and widths. Uh so
1:09:51 I don't see much for
1:09:56 holding back on those fronts.
1:09:59 just the kind of wetland delineation
1:10:01 done otherwise they jump through the
1:10:03 other requirements that we have like
1:10:04 state suit stability for septics.
1:10:07 So track B has access to it.
1:10:10 Uh track B is proposed to have that 33
1:10:13 foot access easement strip on the south
1:10:15 side of tract A
1:10:16 south there.
1:10:17 All right.
1:10:18 Can we assume that there's no wetlands
1:10:20 in that strip?
1:10:21 No, we cannot assume. We need to do due
1:10:24 diligence

1:10:26 just like just like theirs.
1:10:34 Okay.
1:10:36 So, we're looking for a motion then.
1:10:40 Yeah. Motion or discussion?
1:10:41 Just Okay.
1:10:44 Yeah. I don't see an issue
1:10:47 like you said in your um bindings of
1:10:49 fact it doesn't meet all the standards.
1:10:52 So
1:10:54 does this
1:10:56 the current property owner of the whole
1:10:59 thing
1:11:02 hold an easement or right over
1:11:04 Centennial Road so that it provides
1:11:08 access
1:11:09 ultimately to a public
1:11:12 highway road.
1:11:14 So the Popler connects on the north end
1:11:16 and Boundary Road 18 connects on the
1:11:19 south end. um without doing the legal
1:11:22 review for them as to their rights for
1:11:24 their property that they're utilizing
1:11:25 currently. It's kind of the question if
1:11:28 they have a property right for that
1:11:30 tract as it exists with the parent
1:11:31 parcel and they wanted to grant it to
1:11:34 the child parcel tract B
1:11:40 legal ease that I'm not familiar with
1:11:42 that side
1:11:45 maybe it's a prudent thing to just if
1:11:48 your intent is to approve this we don't
1:11:52 have any other issues with it but given
1:11:55 all the discussion about access to a
1:11:58 private road or public road and not
1:12:00 knowing what this one really is or what
1:12:04 the rights of these people have might
1:12:07 say approved upon condition upon
1:12:11 them having right to convey that
1:12:16 something such like it shall be the
1:12:17 responsibility of the applicant to
1:12:19 establish access to track B. It's not
1:12:23 the responsibility of the city to
1:12:26 provide that something like that. Very
1:12:28 proposed conditions for

Clearly concerned with more than the easement

1:12:30 doesn't come back to the city.
1:12:31 I'm surprised that that road doesn't
1:12:33 have a maintenance agreement because I
1:12:35 know in transactions that I've done that
1:12:38 banks won't even loan on properties that
1:12:42 don't have some type of maintenance
1:12:43 agreement because they want to know that
1:12:44 there's
1:12:47 access at all times,
1:12:48 right? especially for like certain types
1:12:50 of lending, FHA loans and things like
1:12:52 that.
1:12:53 Regular, even conventional, I've had
1:12:54 them
1:12:58 ask for it.
1:13:08 I don't know. Is this is this so sketch
1:13:11 plan review? Do you need a motion on
1:13:12 this or do we need
1:13:13 It's not a sketch plan review. This is a
1:13:15 This is a administrative subdivision.
1:13:17 This is meets some bound
1:13:18 approve, deny table for the applicant to
1:13:21 answer some of your questions or make a
1:13:23 decision at this point.
1:13:34 Motion
1:13:36 need a motion, right?
1:13:37 Approval.
1:13:38 Yeah.
1:13:38 Or disapproval. Okay.
1:13:41 Um,
1:13:44 I don't see any reason to table here.
1:13:46 So, I'll I'll make a a motion to that we
1:13:49 approve the meets and bound subdivision
1:13:50 application 029-25.
1:13:54 Uh, according to the uh findings of fact
1:13:59 that's submitted by the plan by the city
1:14:01 staff and the conditions. There's three
1:14:03 conditions shown and we'll add a fourth
1:14:06 condition
1:14:07 to that being that the owners are to
1:14:10 verify the future access to Centennial
1:14:13 Lane.
1:14:15 Will
1:14:15 you say that again? I'm sorry.

1:14:16 That the owners will verify
1:14:19 continued future access to Centennial
1:14:22 Lane.
1:14:28 Is that what you're thinking?
1:14:29 I don't know. Dave, do you think that's
1:14:30 I was trying to get to?
1:14:31 Okay.
1:14:32 Yeah.
1:14:32 Yeah. Just in case. Just in case. Yeah,
1:14:34 that was the place.
1:14:36 Yeah,
1:14:39 perfect. Thank you.
1:14:41 And do I have a second?
1:14:43 Second.
1:14:44 All those in favor? I
1:14:46 I. All those opposed? Motion carries.

DECLARATION OF Dale Erickson

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

2. I am an owner of a lot located within the plat of Centennial Estates in Crow Wing County, Minnesota.

3. Prior to the recording of the lot split affecting the property located at 25871 Centennial Lane with the Crow Wing County Recorder's Office, I was not informed of such lot split.

4. I did not consent to any lot split of the property located at 25871 Centennial Lane prior to its recording with the Crow Wing County Recorder's Office.

5. As of the date of this Declaration, I do not consent to any lot split of the property located at 25871 Centennial Lane.

6. Prior to June 1, 2026, I was not informed of any intention to construct a second residence on the property located at 25871 Centennial Lane.

7. I did not consent to the construction of a second residence on the property located at 25871 Centennial Lane.

8. As of the date of this Declaration, I do not consent to the construction of a second residence on the property located at 25871 Centennial Lane.

I declare under penalty of perjury that the foregoing is true and correct.

Dated this 1 day of July 2026.

By: Dale Erickson
Name: Dale Erickson
Address: 25633 Centennial Ln.
Nisswa, MN 56468

DECLARATION OF Holly Holm

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

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I declare under penalty of perjury that the foregoing is true and correct.

Dated this 1st day of July 2026.

By: Holly Holm
Name: Holly Holm
Address: 25871 Centennial Lane
Nisswa, MN 56468

DECLARATION OF Patrick Clark

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

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I declare under penalty of perjury that the foregoing is true and correct.

Dated this 1 day of July 2026.

By: Pat Cl
Name: Patrick Clark
Address: 25871 Centennial Lane

DECLARATION OF _____

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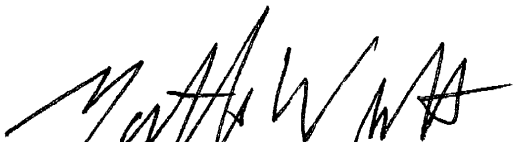
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I declare under penalty of perjury that the foregoing is true and correct.

Dated this 2nd day of July 2026.

By: 
Name: Matthew Wollert
Address: 25699 Centennial Ln
Nisswa, MN 56468

DECLARATION OF Sally Wolleat

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

2. I am an owner of a lot located within the plat of Centennial Estates in Crow Wing County, Minnesota.

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I declare under penalty of perjury that the foregoing is true and correct.

Dated this 2nd day of July 2026.

By: Sally Wolleat
Name: Sally Wolleat
Address: 25699 Centennial Ln
Nisswa, MN 56468

DECLARATION OF Nathan Moritz

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

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8. As of the date of this Declaration, I do not consent to the construction of a second residence on the property located at 25871 Centennial Lane.

I declare under penalty of perjury that the foregoing is true and correct.

Dated this 6 day of July 2026.

By: Nathan Moritz
Name: Nathan Moritz
Address: 25743 Centennial Ln. Nisswa

DECLARATION OF Debra Cruz

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

2. I am an owner of a lot located within the plat of Centennial Estates in Crow Wing County, Minnesota.

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I declare under penalty of perjury that the foregoing is true and correct.

Dated this 6 day of July 2026.

By: _____
Name: Debra Cruz
Address: 25829 CENTENNIAL LN
NISSWA, MN 56468

DECLARATION OF Patrick Majka + Anna Carbajal

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

2. I am an owner of a lot located within the plat of Centennial Estates in Crow Wing County, Minnesota.

3. Prior to the recording of the lot split affecting the property located at 25871 Centennial Lane with the Crow Wing County Recorder's Office, I was not informed of such lot split.

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8. As of the date of this Declaration, I do not consent to the construction of a second residence on the property located at 25871 Centennial Lane.

I declare under penalty of perjury that the foregoing is true and correct.

Dated this 6th day of July 2026.

By: Patrick Majka Anna Carbajal
Name: Patrick Majka / Anna Carbajal
Address: 25941 Centennial Lane
Nisswa, MN 56468

DECLARATION OF Charlene K. Myklebust

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

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8. As of the date of this Declaration, I do not consent to the construction of a second residence on the property located at 25871 Centennial Lane.

I declare under penalty of perjury that the foregoing is true and correct.

Dated this _____ day of July 2026.

By: Charlene K. Myklebust
Name: Charlene K. Myklebust
Address: 25702 Centennial Lane
Nisswa, MN 56468

DECLARATION OF Timothy C. Dullum

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

2. I am an owner of a lot located within the plat of Centennial Estates in Crow Wing County, Minnesota.

3. Prior to the recording of the lot split affecting the property located at 25871 Centennial Lane with the Crow Wing County Recorder's Office, I was not informed of such lot split.

4. I did not consent to any lot split of the property located at 25871 Centennial Lane prior to its recording with the Crow Wing County Recorder's Office.

5. As of the date of this Declaration, I do not consent to any lot split of the property located at 25871 Centennial Lane.

6. Prior to June 1, 2026, I was not informed of any intention to construct a second residence on the property located at 25871 Centennial Lane.

7. I did not consent to the construction of a second residence on the property located at 25871 Centennial Lane.

8. As of the date of this Declaration, I do not consent to the construction of a second residence on the property located at 25871 Centennial Lane.

I declare under penalty of perjury that the foregoing is true and correct.

Dated this 5th day of July 2026.

By: Timothy C. Dullum
Name: Timothy C. Dullum
Address: 5958 Poplar Ave Nisswa, MN.

DECLARATION OF Steve + Amy LaBarre

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

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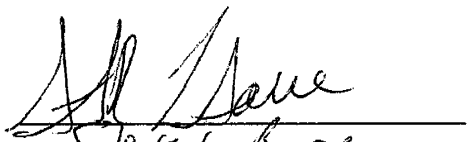
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8. As of the date of this Declaration, I do not consent to the construction of a second residence on the property located at 25871 Centennial Lane.

I declare under penalty of perjury that the foregoing is true and correct.

Dated this 1st day of July 2026.

By: 
Name: Steve LaBarre
Address: 25826 Centennial Ln

DECLARATION OF Mark & Cheryl Sjoblad

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

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3. Prior to the recording of the lot split affecting the property located at 25871 Centennial Lane with the Crow Wing County Recorder's Office, I was not informed of such lot split.

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I declare under penalty of perjury that the foregoing is true and correct.

Dated this 1st day of July 2026.

By: Cheryl Sjoblad
Name: Cheryl Sjoblad
Address: 25854 Centennial Ln, Nisswa

DECLARATION OF Matthew Peterson

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

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I declare under penalty of perjury that the foregoing is true and correct.

Dated this 2 day of July 2026.

By: Matthew Peterson
Name: Matthew Peterson
Address: 25892 Centennial Lane
Nisswa MN 56468

DECLARATION OF Connie Lever

1. I, the undersigned, do hereby swear and affirm under penalty of perjury that all statements contained in this Declaration are true and correct to the best of my knowledge and belief.

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I declare under penalty of perjury that the foregoing is true and correct.

Dated this 2 day of July 2026.

By: Connie L Lever
Connie Lever
Name:
Address: 5855 Poplar Ave, Nisswa

Tom Blomer

From: Tom Pearson <tpearson@gqlaw.net>
Sent: Tuesday, August 11, 2026 8:49 AM
To: Tom Blomer
Subject: FW: Appraisal Quote - City of Nisswa

Importance: High

THOMAS C. PEARSON
ATTORNEY

Gammello-Pearson
Attorneys at Law

14275 Golf Course Drive, Suite 200
Baxter, MN 56425
Telephone: (218) 828-9511
Fax: (218) 824-8545

100 First Street Southeast
Little Falls, MN 56345
Telephone: (320) 632-3606
Fax: (320) 632-3567

http://www.gqlaw.net

IRS Circular 230 Notice:
To ensure compliance with requirements imposed by the IRS, we inform you that, except to the extent expressly provided to the contrary, any federal tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties under the Internal Revenue Code or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

CONFIDENTIALITY NOTICE
The information in this communication, including any attachments, is intended only for the person or entity to which it is addressed and may contain confidential, proprietary, and/or privileged material. Any review, retransmission, dissemination or other use of, or taking any action in reliance upon, this information by persons or entities other than the intended recipient is prohibited. If you received this in error, please contact the sender immediately and delete the material from all sources. This communication was not intended to waive the attorney/client or any other privilege.

ELECTRONIC TRANSACTIONS DISCLAIMER: If this communication concerns negotiation of a contract or agreement, this communication does not indicate agreement to conduct transactions by electronic means under Minn. Stat. § 325L.05 or other applicable electronic transactions law. Furthermore, if an electronic transaction is contemplated, no signature in any document attached to this communication is intended to be valid unless "hand-signed."

From: Malinda Johanneck <malinda@johanneckappraisals.com>
Sent: Monday, August 10, 2026 11:32 AM
To: Tom Pearson <tpearson@gqlaw.net>
Subject: Appraisal Quote - City of Nisswa
Importance: High

Hi Tom,

Here is my appraisal bid for the City of Nisswa 2027 Street Improvement project.

It is my understanding that this project would need to be completed quickly, and I would get started on it immediately upon my engagement once provided with the pertinent parcel exhibits and scope of work.

After reviewing the project parcels, I anticipate that there will be a number of complexities with this project. Therefore, I am providing you with a range of costs per report with the anticipation of the different scenarios and complexities with each parcel.

Based on the list you had previously provided me, there are approximately 28 parcels having Permanent Easements and/or Temporary Easements with the project.

- Uncomplicated Reports = $4,500 to $6,000/per report
- Before/After Reports = $7,500 – $12,000/per report

I anticipate that the scope of work with the majority of the parcels will likely be an "Uncomplicated Appraisal Report" and with a potential of a few reports needing a Before/After analysis/report.

I thank you for this bidding opportunity.

Malinda

Malinda Johanneck ~ *results that matter*
Owner|Certified General Real Property Appraiser
Johanneck Appraisals
PO Box 185
Merrifield, MN 56465
malinda@johanneckappraisals.com
www.johanneckappraisalsmn.com
218-765-4280

Nisswa 2027 Street Improvements

July 22, 2026

	PID	Owners Name	Street	Easement			
				Permanent	Temporary	Road	Sidewalk
1	28110621	Nisswa Community Church	Lakers Lane	Yes	Yes		✓
2	28120516	ISD 181	Lakers Lane	Yes		✓	✓
3	28110513	Foxy Properties LLC	Church St	Yes			✓
4	28110803	Pasket	Church St	Yes		✓	✓
5	28110801	Pasket	Church St/City Hall St	Yes	Yes	✓	✓
6	28110751	Craig Johnson	Church St	Yes	Yes	✓	✓
7	28110749	City of Nisswa	Church St	Yes		✓	✓
8	28110747	City of Nisswa	Church St	Yes		✓	✓
9	28120705	Graber Properties 2A LLC	Church St		Yes		✓
10	28120756	Graber Properties 2A LLC	Church St	Yes	Yes		✓
11	28120704	Church of St Christopher	Church St	Yes	Yes	✓	✓
12	28110637	Weldon	Nisswa Ave	Yes	Yes		✓
13	28110640	Nisswa Area Historical Society	Nisswa Ave	Yes	Yes	✓	✓
14	28110641	Nisswa Area Historical Society	Lower Cullen Road	Yes	Yes	✓	✓
15	28110668	Nisswa Area Historical Society	Lower Cullen Road	Yes	Yes	✓	✓
16	28110667	Nisswa Area Historical Society	Lower Cullen Road	Yes	Yes	✓	✓
17	28110666	Nisswa Area Historical Society	Lower Cullen Road	Yes	Yes	✓	✓
18	28110665	Nisswa Area Historical Society	Lower Cullen Road	Yes	Yes	✓	✓
19	28110758	M & C Holdings LLC	City Hall St	Yes	Yes	✓	✓
20	28110757	T & C Holdings VIII LLC	City Hall St	Yes	Yes	✓	✓
21	28110754	Northwoods Office Suites LLC	City Hall St	Yes	Yes		✓
22	28110753	Berquist	City Hall St	Yes	Yes		✓
23	28110752	Up North Real Estate Holdings LLC	City Hall St		Yes		✓
24	28110797	Foy Squared Holdings LLC	Main St/Nisswa Ave	Yes	Yes	✓	
25	28110655	Foy Squared Holdings LLC	Main St	Yes	Yes	✓	✓
26	28110654	RW Carlson LLC	Main St	Yes	Yes	✓	✓
27	28110653	Red Sands Properties Nisswa LLC	Main St	Yes	Yes	✓	✓
28	28100509	Anderson	Upper Roy lake Road		Yes	✓	
			Park Avenue	No Easements Required			
			Alley East of Main	No Easements Required			
			Fire Hall Parking Lot	No Easements Required			
			City Hall Parking Lot	No Easements Required			
			Community Center Parking Lot	No Easements Required			

light poles & benches

WiDSETH

Proposal for Additional Landscape Architecture Services

Nisswa Downtown Streetscape Improvements

August 11, 2026

City of Nisswa

Re: Proposal for Additional Services – 2027 Street Improvements – Streetscaping Design

Thank you for the opportunity to continue working with the City of Nisswa on the Downtown Streetscape Improvements project associated with the 2027 planned improvements in the Downtown area. Based on the recent Streetscape Advisory Committee meeting, there is a desire to include enhancements that strengthen the character, identity, and long-term functionality of the project area identified by the existing civil scope of work.

Scope of Additional Services

Landscape architecture services will be provided for the downtown streetscape corridor within the project limits and will be coordinated with the roadway reconstruction, utility improvements, grading, drainage, and pedestrian enhancements prepared by the engineering team.

Landscape Architecture Services:

Planting Design

- Prepare landscape planting plans for all boulevard, curb extension (bump-out), median (if applicable), and designated streetscape planting areas within the project limits.
- Select street trees, shrubs, ornamental grasses, perennials, and other landscape materials appropriate for urban streetscape conditions, salt tolerance, snow storage, and long-term maintenance requirements.
- Coordinate planting locations with underground and overhead utilities, street lighting, traffic control devices, drainage infrastructure, sidewalks, driveways, and ADA accessibility requirements.
- Prepare planting schedules, installation details, and technical specifications for inclusion in the final construction documents.

Site Furnishings and Public Amenities

- Develop layout plans for benches, waste and recycling receptacles, bicycle racks, at-grade planting and decorative lighting within the project limits.

Wayfinding and Gateway Features

- Develop concepts and layout plans for gateway features, wayfinding signage, and directional signage within the downtown project area.
- Coordinate signage locations with City branding standards, traffic control devices, sight distance requirements, and pedestrian circulation.

- Provide site details for materials, finishes, and mounting methods.

Deliverables

Widseth will prepare the following for inclusion in the final bid-ready construction documents:

- Landscape planting plans, schedules, details, and technical specifications.
- Site furnishing layout plans and schedules.
- Wayfinding and gateway concept plans.
- Opinion of Probable Construction Cost (OPCC) for landscape architecture improvements.
- Coordination with roadway, utility, grading, drainage, lighting, and pedestrian improvement plans through final plan preparation and bidding.

Additional Services – Landscape Architecture

The landscape architecture services described herein are outside the original civil engineering scope of work and are therefore proposed as Additional Services.

Widseth proposes to complete these services on a time-and-materials basis with a **not-to-exceed fee of $38,500.00**.

This fee includes:

- Landscape architecture design development and refinement.
- Coordination with the civil engineering team throughout design.
- Preparation of landscape architecture plans, details, specifications, and opinions of probable construction cost for inclusion in the final bid documents.
- Attendance at project coordination meetings, design review meetings, and meetings with the City as reasonably required to advance the project. Our proposal is based on a maximum of two (2) design development meetings with the city within the next 60 days.
- Coordination with City staff, utility providers, and project stakeholders related to landscape architecture improvements.
- Bid phase support, including responses to contractor questions and review of landscape architecture-related submittals.

This proposal does not include the following:

- Irrigation system design coordination
- Structural design (if needed)
- Permitting or permit fees
- Construction phase services that include construction observation, staking, and administration. Those services can (will) be provided in a supplemental proposal should the city approve an acceptable bid and move forward with these streetscaping improvements.

We appreciate the opportunity to continue assisting the City of Nisswa in creating a downtown streetscape that reflects the community's vibrant character while providing lasting value for residents and visitors. We look forward to continuing our partnership on this exciting project.

If you agree with this proposal/agreement, please sign and return one copy of this letter as our authorization to proceed.

Very truly yours,

Widseth Smith Nolting & Associates Inc.



William K Westerberg , PE

Attachments: General Provisions of Professional Services Agreement
2026 Widseth Fee Schedule

Proposed by Widseth Smith Nolting & Associates Inc. (Widseth)



Aric Welch, PE, Vice President

Accepted by City of Nisswa: The above Proposal is satisfactory and Widseth is authorized to do the work as specified and in accordance with the attached General Conditions. Payment will be made monthly in accordance with the terms on the attached fee schedule.

Jennifer Carnahan, Mayor Date

Maggi Wentler, Interim City Administrator Date

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.

WIDSETH

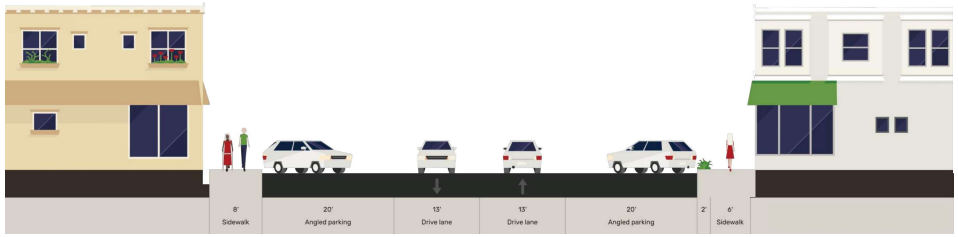
2026 FEE SCHEDULE

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%

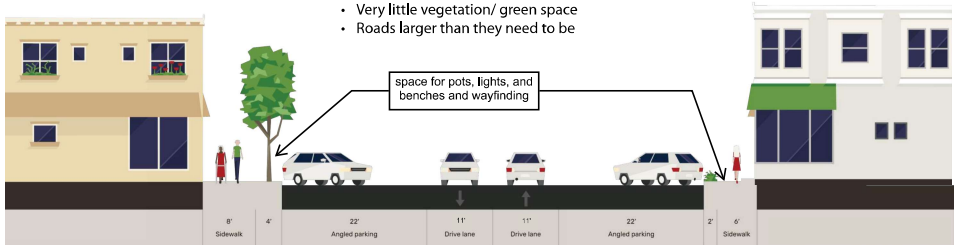
REPRODUCTION COSTS	
Black & White Copies: 8-1/2” x 11”	$0.10 Each
Black & White Copies: 11” x 17”	$0.50 Each
Black & White Copies: 24” x 36”	$3 Each
Color Copies: 8-1/2” x 11”	$2 Each
Color Copies: 11” x 17”	$4 Each
Color Copies: 24” x 36”	$12 Each
Color Plots: 42” x 48”	$22 Each

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



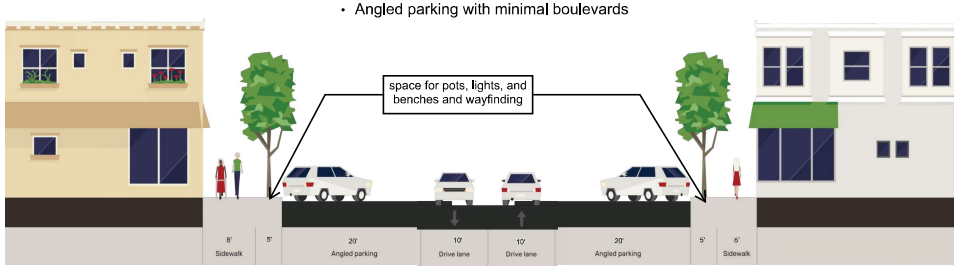
EXISTING CONDITIONS - SECTION

- Vehicle focused with less interest to venture too far from where one parks
- Very little vegetation/ green space
- Roads larger than they need to be



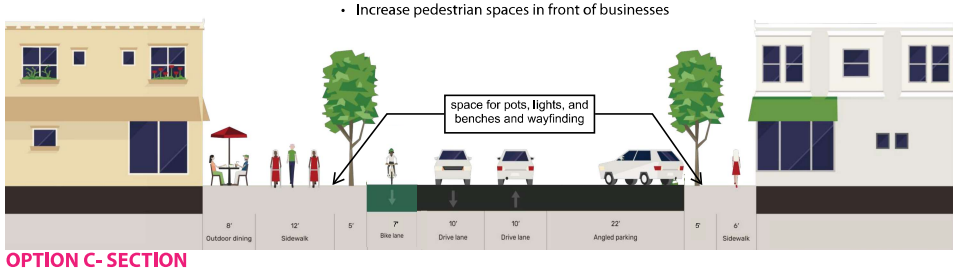
OPTION A - SECTION

- Start to introduce more vegetation
- Angled parking with minimal boulevards



OPTION B - SECTION

- Reduce roadway to it's minimum size
- Maximize parking and vegetation
- Increase pedestrian spaces in front of businesses



OPTION C- SECTION

- Large green spaces to invite those to park in one spot and venture from buisness to business.
- Spaces allocated in front of buisnesses for use by business.

NOTE: AS YOU MOVE DOWN THE SECTIONS ILLUSTRATE OPTIONS TO CREATE ADDTIONAL SPACE FOR AMENITES AND PEDESTRIAN SPACES

PEDESTRIAN ZONE OPPORTUNITES ON ALL CORRIDORS



CITY OF NISSWA BENCHES

VIBRANT | UNIQUE | NORTH COUNTRY | CHARMING | FRIENDLY | ECLECTIC



COLORFUL METAL



WOODEN “PICKET”



BRIGHT POLYETHYLENE



BACKLESS WOOD



PATTERNED



SIMPLE METAL

#2025-1097| 05.26.2026

CITY OF NISSWA PLANTERS

VIBRANT | UNIQUE | NORTH COUNTRY | CHARMING | FRIENDLY | ECLECTIC



SQUARE WOODEN



LINEAR PLASTIC

CONSIDERATIONS

- SHAPE (CONSIDER FUNCTIONALITY & AESTHETICS)
- MATERIAL
- DURABILITY
- COLOR



CONCRETE



ROUND CORTEN STEEL

#2025-1097| 05.26.2026

CITY OF NISSWA WAYFINDING

VIBRANT | UNIQUE | NORTH COUNTRY | CHARMING | FRIENDLY | ECLECTIC

WIDSETH

CONSIDERATIONS

- THE BEST DOWNTOWN SYSTEMS LAYER MULTIPLE TOOLS SO VISITORS CAN ORIENT THEMSELVES QUICKLY, EXPLORE COMFORTABLY, AND REINFORCE THE CITY'S IDENTITY.



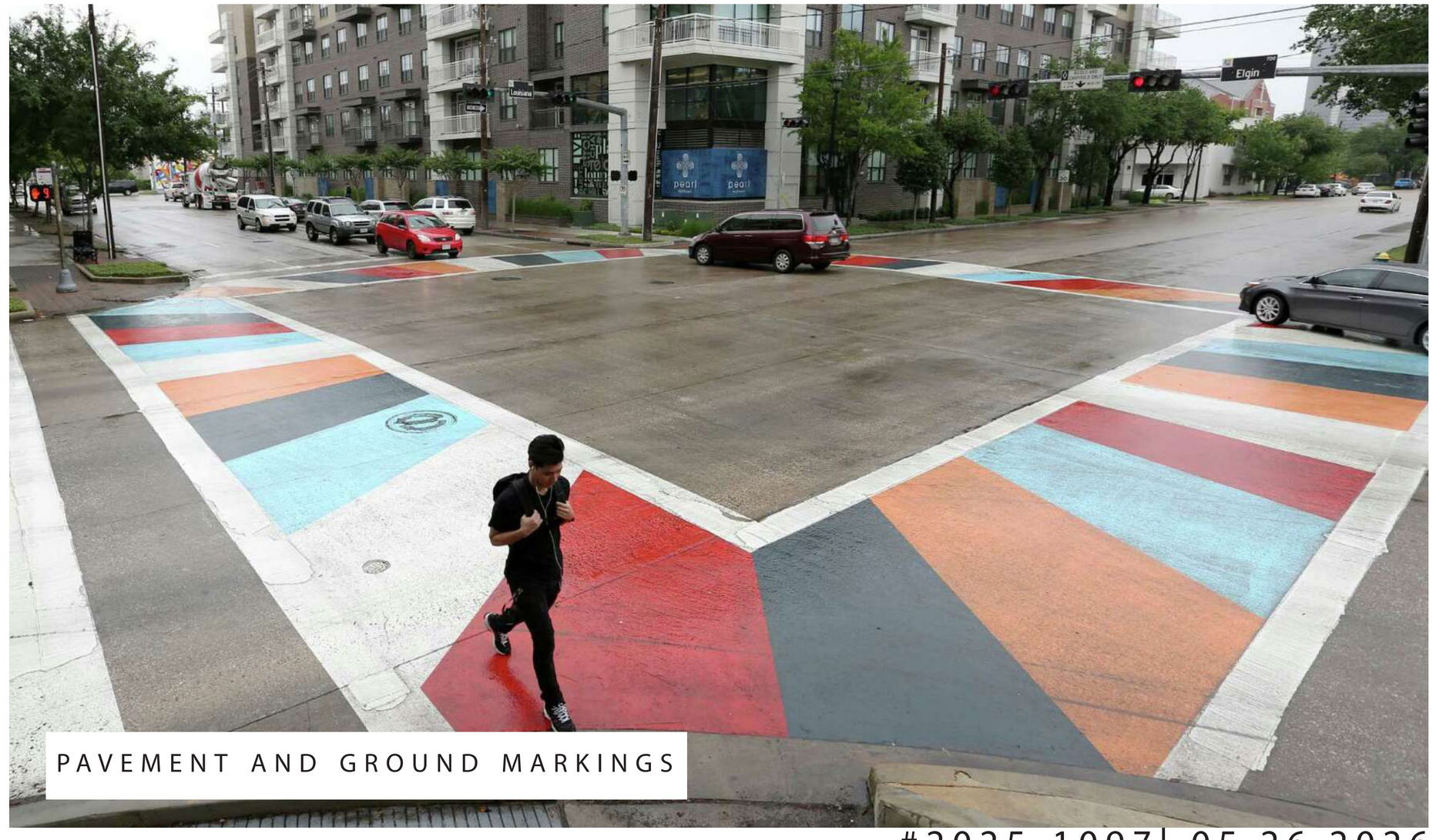
GATEWAY & IDENTITY FEATURES



DIRECTIONAL SIGNAGE



DIRECTIONAL SIGNAGE



PAVEMENT AND GROUND MARKINGS

#2025-1097| 05.26.2026

CITY OF NISSWA BOULEVARD/STREET TREES

VIBRANT | UNIQUE | NORTH COUNTRY | CHARMING | FRIENDLY | ECLECTIC

CONSIDERATIONS

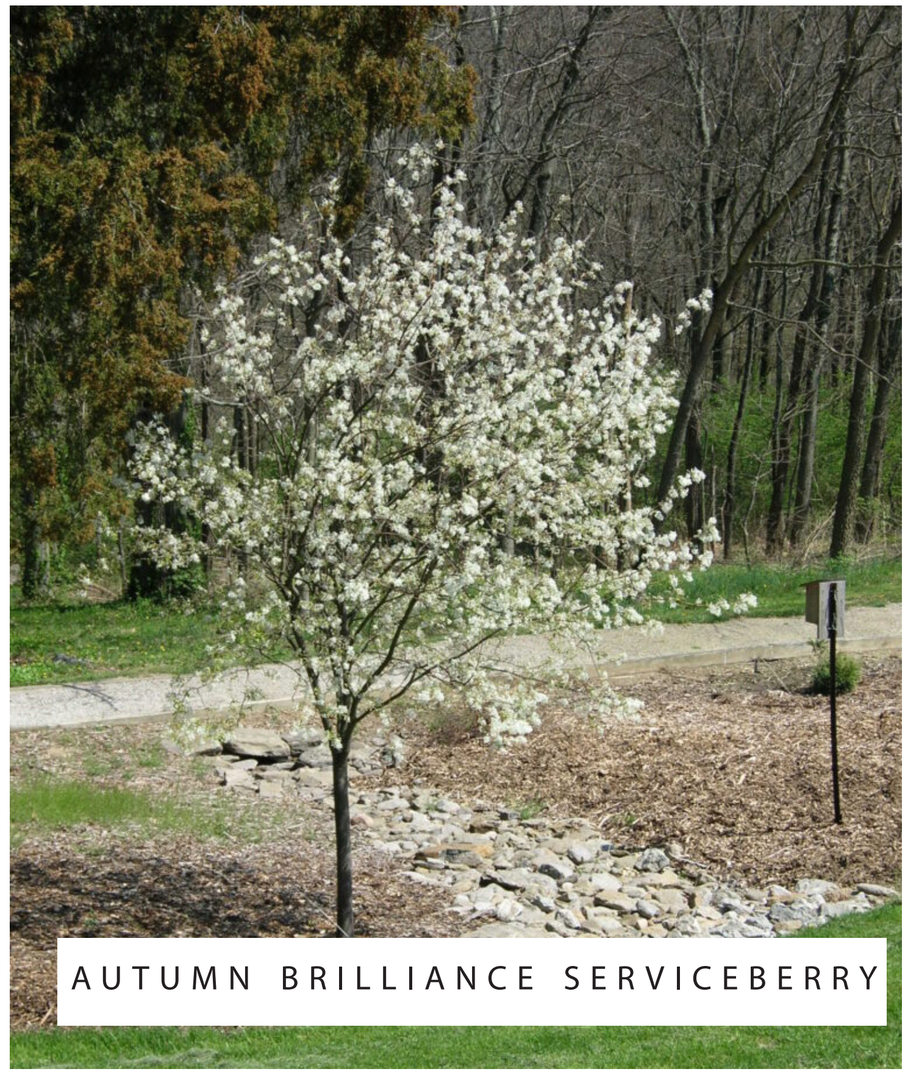
- HEIGHT/SIZE
- BLOOMS
- ROAD SALT TOLERANCE
- OVERHEAD CLEARANCE
- DESIRED SUN/SHADE
- LEAF COLOR
- TRAFFIC & PEDESTRIAN CLEARANCE AND SIGHTLINES



CITY HALL STREET, NISSWA



TREE-LINED STREET



AUTUMN BRILLIANCE SERVICEBERRY



AMERICAN LINDEN



RED OAK



KENTUCKY COFFEETREE

CITY OF NISSWA LIGHTING

VIBRANT | UNIQUE | NORTH COUNTRY | CHARMING | FRIENDLY | ECLECTIC

WIDSETH



WOODEN POST / RUSTIC

CONSIDERATIONS

- HEIGHT (STREETLIGHT POLES, PATH LIGHTING, BOLLARDS)
- MATERIAL
- COLOR
- STYLE
- ABILITY TO HANG FLOWERS, BANNER, FLAG, ETC



METAL (COULD BE COLORED)



LOW PATH LIGHTING



BOLLARD

#2025-1097| 05.26.2026

CITY OF NISSWA

To:	Nisswa City Council
Prepared by:	Maggi Wentler, Interim City Administrator
Date:	August 18, 2026
Item:	Updated Data Practice Policies

Action Requested:

City Council to approve Data Practices Policy as presented.

Background:

Minnesota Statutes § 13.025, subdivisions 2 and 3, require the responsible authority to review and update the government entity's data practices policies no later than August 1 of each year. The City has completed its annual review and updated its policies to reflect applicable changes in laws, rules, regulations, personnel, procedures, and other circumstances affecting public access to government data.

Budget Impact:

None

Attachments:

- Draft Data Practice Policy August 18, 2026

Data Practices Policy

DRAFT

Adopted by the City Council of Nisswa, Minnesota

April 18, 2018
Amended: September 16, 2020
Amended: August 17, 2021
Amended: October 21, 2025
Amended: August 18, 2026

For Members of the Public

Section 1

Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of Nisswa must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

How to Make a Data Request

To look at data or request copies of data that the City keeps, the City requires a written request. Make your request for data to the appropriate individual listed in the Data Practices Contacts on page 4. You may make your request for data by filling out a form provided by the City (also attached to this Policy) and sending it by email, U.S. mail, or by hand-delivering it to the City.

Please be sure that your written data request is as clear and detailed as possible. If the City does not understand your request, the City may ask you for clarification. The City cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City may ask if there is more specific data you seek. The City may also ask whether you wish to inspect the data at City offices prior to making copies, or require a deposit for actual costs of providing the copies. (See **Section 3** for information on copy costs and payment.)

The City cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

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How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days
- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:
    - Arrange a date, time, and place to inspect data in our office, ensuring you have an opportunity to inspect data within 10 business days of your request at no charge; or
    - Tell you how much the copies cost and then provide you with copies of the data within 10 business days and upon payment of charges for the copies. You may choose to pick up your copies, or have us mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in electronic format and we can reasonably make a copy. We will provide notice to you about our requirement to prepay for copies.
- Following our response, if you do not arrange to inspect the data or pay for copies within 5 business days after we tell you the data are ready, we will suspend any further response until you inspect the data or collect and pay for the data that have been produced.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.
- If you do not respond to a request for clarification within 10 business days, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

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Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 12 – we will respond within ten days with the data or details of when the data will be ready and how much we will charge.

DRAFT

For Data About You and Your Rights as a Data Subject

Minnesota Statutes, sections 13.025 and 13.03 require this policy

Section 1

What is a "Data Subject"

When government has information recorded in any form (paper, hard drive, voicemail, video, email, etc.), that information is called "government data" under the Government Data Practices Act (Minnesota Statutes, Chapter 13). When we can identify you in government data, you are the "data subject" of that data. The Data Practices Act gives you, as a data subject, certain rights. This policy explains your rights as a data subject, and tells you how to request data about you, your minor child, or someone for whom you are the legal guardian.

When the City of Nisswa Has Data About You

The City of Nisswa has data on many people, such as employees, job applicants, vendors, etc. We can collect and keep data about you only when we have a legal purpose to have the data, the City of Nisswa must also keep all government data in a way that makes it easy for you to access data about you.

Government data about an individual have one of three "classifications." These classifications determine who is legally allowed to see the data. Data about you are classified by state law as public, private, or confidential. Here are some examples:

Public Data

The Data Practices Act presumes that all government data are public unless a state or federal law says that the data are not public. We must give public data to anyone who asks. It does not matter who is asking for the data or why the person wants the data. The following are examples of public data about you that we might have: your name on an application for a license from the City; your name on a job application; your name on a land use permit application.

Private data

We cannot give private data to the general public. We can share your private data with you, with someone who has your permission, with our government entity staff whose job requires or permits them to see the data, and with others as permitted by law or court order. The following are examples of private data about you that we might have: your Social Security Number; your signature; contact information.

DRAFT

Confidential Data

Confidential data have the most protection. Neither the public nor you can access confidential data even when the confidential data are about you. We can share confidential data about you with our government entity staff who have a work assignment to see the data, and to others as permitted by law or court order. The following is an example of confidential data about you:

Your Rights Under the Government Data Practices Act

As a data subject, you have the following rights:

Access to Your Data

You have the right to look at (inspect), free of charge, public and private data that we keep about you. You also have the right to get copies of public and private data about you. The Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies. Also, if you ask, we will tell you whether we keep data about you and whether the data are public, private, or confidential.

Access to Data on Minor Children

As a parent, you have the right to look at and get copies of public and private data about your minor children (under the age of 18). As a legally appointed guardian, you have the right to look at and get copies of public and private data about an individual for whom you are appointed guardian.

Minors have the right to ask us not to give data about them to their parent or guardian. If you are a minor, we will tell you that you have this right. We will ask you to put your request in writing and to include the reasons that we should deny your parents access to the data. We will make the final decision about your request based on your best interests.

When We Collect Data From You

When we ask you to provide data about yourself that are not public, we must give you a notice called a Tennessen warning. The notice controls what we do with the data that we collect from you. Usually, we can use and release the data only in the ways described in the notice.

We will ask for your written permission if we need to use or release private data about you in a different way, or if you ask us to release the data to another person. This permission is called informed consent.

If you want us to release data to another person, you must use the consent form we provide.

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Protecting Your Data

The Data Practices Act requires us to protect your data. We have established appropriate safeguards to ensure that your data are safe.

In the unfortunate event that we determine a security breach has occurred and an unauthorized person has gained access to your data, we will notify you as required by law.

When Your Data are Inaccurate or Incomplete

You have the right to challenge the accuracy and/or completeness of public and private data about you. You also have the right to appeal our decision. If you are a minor, your parent or guardian has the right to challenge data about you.

How to Make a Request for Your Data

You can ask to look at (inspect) data at our offices, or ask for copies of data that we have about you, your minor child, or an individual for whom you have been appointed legal guardian. Data requests must be made in writing. You may make your request by mail, email or in person to the Responsible Authority, using the data request form on page 10. If you have any questions about making a data request, contact our DPCO.

We recommend using the sample **Data Request Form – Data Subjects** on page 12. If you do not choose to use the data request form, your request should:

- Say that you are making a request as a data subject, for data about you (or your child, or person for whom you are the legal guardian), under the Government Data Practices Act (Minnesota Statutes, Chapter 13).
- Include whether you would like to inspect the data, have copies of the data, or both.
- Provide a clear description of the data you would like to inspect or have copied.
- Provide proof that you are the data subject or data subject's parent/legal guardian.

We require proof of your identity before we can respond to your request for data. If you are requesting data about your minor child, you must show proof that you are the minor's parent. If you are a legal guardian, you must show legal documentation of your guardianship. Please see the Standards for Verifying Identity on page 9. If you do not provide proof that you are the data subject, we cannot respond to your request.

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How We Respond to a Data Request

Upon receiving your request, we will review it.

- We may ask you to clarify what data you are requesting.
- We will ask you to confirm your identity as the data subject.
- If we do not have the data, we will notify you in writing within 10 business days
- If we have the data, but the data are confidential or not public data about someone else, we will notify you within 10 business days and identify the law that prevents us from providing the data.
- If we have the data, and the data are public or private data about you, we will respond to your request by doing one of the following:
    - Arrange a date, time, and place to inspect data in our office, ensuring you have an opportunity to inspect data within 10 business days of your request at no charge; or
    - Tell you how much the copies cost and then provide you with copies of the data within 10 business days and upon payment of charges for the copies. You may choose to pick up your copies, or have us mail or email them to you. We will provide electronic copies (such as email or CD-ROM) upon request, if we keep the data in electronic format and we can reasonably make a copy. We will provide notice to you about our requirement to prepay for copies.
- Following our response, if you do not arrange to inspect the data or pay for copies within 5 business days after we tell you the data are ready, we will suspend any further response until you inspect the data or collect and pay for the data that have been produced.
- After we have provided you with your requested data, we do not have to show you the same data again for 6 months unless there is a dispute about the data or we collect or create new data about you.
- If you do not respond to a request for clarification within 10 business days, we will conclude that you no longer want the data and will consider your request closed.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please tell the person who provided the data to you. We will give you an explanation if you ask.

The Data Practices Act does not require us to create or collect new data in response to a data request, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request. If we agree to create data in response to your request, we will work with you on the details of your request, including cost and response time.

In addition, we are not required to respond to questions that are not about your data requests, or that are not requests for government data.

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Standards For Verifying Identity

The following constitute proof of identity:

An adult individual must provide a valid photo ID, such as

- a driver's license
- a state-issued ID
- a tribal ID
- a military ID
- a passport
- the foreign equivalent of any of the above

A minor individual must provide a valid photo ID, such as

- a driver's license
- a state-issued ID (including a school/student ID)
- a tribal ID
- a military ID
- a passport
- the foreign equivalent of any of the above

The parent or guardian of a minor must provide a valid photo ID AND either

- a certified copy of the minor's birth certificate or
- a certified copy of documents that establish the parent or guardian's relationship to the child, such as
- a court order relating to divorce, separation, custody, foster care
- a foster care contract
- an affidavit of parentage

The legal guardian for an individual must provide a valid photo ID AND a certified copy of appropriate documentation of formal or informal appointment as guardian, such as

- court order(s)
- valid power of attorney

Note: Individuals who do not inspect data or pick up copies of data in person may be required to provide either notarized or certified copies of the documents that are required or an affidavit of ID.

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Section 2

Data Practices Contacts

Responsible Authority
Maggi Wentler,
Interim City Admin/Finance Specialist
5442 City Hall St, PO Box 410
Nisswa, MN 56468
Tel: 218-963-4444
Email: maggi@cityofnisswa.gov

Data Practices Compliance Official
Maggi Wentler
Interim City Admin/Finance Specialist
5442 City Hall St, PO Box 410
Nisswa, MN 56468
Tel: 218-963-4444
Email: maggi@cityofnisswa.gov

Data Practices Designee(s)

Maggi Wentler
Interim City Admin/Finance Specialist
5442 City Hall St, PO Box 410
Nisswa, MN 56468
Tel: 218-963-4444
Email: maggi@cityofnisswa.gov

Todd Szymanski
Chief of Police
5442 City Hall St, PO Box 410
Nisswa, MN 56468
Tel: 218-963-4301
Email: todd@cityofnisswa.gov

Shawn Bailey
Fire Chief
5442 City Hall St, PO Box 410
Nisswa, MN 56468
Tel: 218-963-4444
Email: nisswafd@cityofnisswa.gov

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Section 3

Copy Costs and Payment – Members of the Public

The City of Nisswa charges members of the public for copies of government data. These charges are authorized under Minnesota Statutes, section 13.03, subdivision 3(c).

Pre-payment is mandatory for all copy requests for which fees are charged. Additionally, if a data request will result in voluminous numbers of documents, the City may ask for a deposit prior to copying data. If the cost of providing the copies is less than the deposit amount, you will receive a refund of the unused deposit amount. If the cost of providing the copies exceeds the deposit amount, you are responsible for the remaining balance before the copies will be provided to you. You must pay the deposit amount before the City will begin working on your request.

Copy Charge (per side): $.10 per B/W copy; $.25 per Color copy, standard 8.5" x 11" paper
Fax Charge: $1.00 per page
CD-R or USB with audio copy of meeting or electronic copy of files: $15.00 per disk/USB

The charge for most other types of copies, when a charge is not set by statute or rule, is the actual cost of searching for and retrieving the data, and making the copies, or electronically transmitting the data (e.g. sending the data by email).

In determining the actual cost of making copies, the City considers factors including but not limited to:

- Staff time to:
  - retrieve documents (except when the subject of the data is making the request);
  - make, certify and compile copies;
  - sort and label documents only if necessary to identify the data to be copied ;
  - remove staples or paper clips;
  - **Please note:** the cost of employee time to search for data, retrieve data, and make copies should generally not exceed those of the lowest-paid employee who can complete the task performed. However, if, because of the subject matter of your request, we find it necessary for a higher-paid employee to search for and retrieve the data, we will calculate the search and retrieval portion of the copy charge at the higher salary/wage;
- Materials (paper, copier ink, staples, magnetic tapes, CD's or DVD's, thumb drives, etc.);
- Special costs associated with making copies from computerized data, such as writing or modifying a computer program to format data;
- Mailing costs; and/or
- Costs to pay an outside vendor (including transportation to and from the vendor) if your request is for copies of data that we cannot reproduce ourselves, such as photographs.

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INFORMATION DISCLOSURE REQUEST

Minnesota Government Data Practices Act

A. Completed by Requestor

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:

Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form:

I AM REQUESTING ACCESS TO THE DATA IN THE FOLLOWING MANNER:

____ Inspection ____Copies ____Both inspection and copies

Paper_____Pick up_____ Mail_____ Paper_____Pick up_____Mail _____
Email_____Other_____ Email_____Other _____

Email address: _____

B. Completed by the City of Nisswa

INFORMATION CLASSIFIED AS: ☐ PUBLIC ☐ NON-PUBLIC ☐ PRIVATE ☐ PROTECTED NON-PUBLIC ☐ CONFIDENTIAL	ACTION: ☐ APPROVED ☐ APPROVED IN PART (explain below) ☐ DENIED (explain below)

CITY CLERK REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:

_____

_____

MINNESOTA CLASSIFICATION CODE:

COPYING CHARGES/ASSOCIATED COSTS: ☐ NONE ☐ DEPOSIT $_____ ☐ _____ Pages x_____=_____ ☐ Actual Cost: _____	IDENTITY VERIFIED FOR PRIVATE INFORMATION: ☐ IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc. ☐ COMPARISON WITH SIGNATURE ON FILE ☐ PERSONAL KNOWLEDGE ☐ OTHER: _____

CITY CLERK SIGNATURE: _____ DATE: _____

DEPARTMENT SIGNATURE: _____ DATE:_____	DEPARTMENT REMARKS:

Make check/money order payable to: City of Nisswa

If mailed, return form: City of Nisswa, Attn: Interim City Admin., 5442 City Hall Street, PO Box 410, Nisswa MN 56468, or email form to maggi@cityofnisswa.gov

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From: Julie Austin <lakegirl59@yahoo.com>
Sent: Tuesday, June 23, 2026 5:28 PM
To: Jennifer Carnahan <jcarnahan@cityofnisswa.gov>; Mark Froehle <mfroehle@cityofnisswa.gov>; Joe Hall <jhall@cityofnisswa.gov>; Bruce London <blondon@cityofnisswa.gov>; Jesse Zahn <jzahn@cityofnisswa.gov>
Cc: e.utter@comcast.net <e.utter@comcast.net>; Claudia Becker <cbecker1952@yahoo.com>; Steve Becker <sbnorthlong@gmail.com>
Subject: Formal Complaint

Respectfully,

Julie Austin

Eric Utter

Claudia Becker

Steve Becker

This email is a formal complaint regarding Joe Hall. We are requesting that it be placed on the next Council agenda for discussion.

Joe Hall owns Copper Creek Landscaping and also serves on the Nisswa City Council.

Copper Creek holds the landscaping contract for Grand View Lodge, which appears to be a significant account for the company. My concern is that whenever matters involving Grand View Lodge come before the City Council, Joe Hall consistently votes in favor of the lodge's interests. This creates the appearance of a conflict of interest and raises questions about whether he should recuse himself from votes involving Grand View Lodge.

One example is the roundabout at the entrance to Grand View Lodge. For the second year in a row, the landscaping has featured the letters "GVL" spelled out in flowers. Although Grand View Lodge does not own the roundabout and taxpayer dollars funded its construction, the landscaping work is performed by Copper Creek. To many residents, this creates the impression that public property is being used to benefit a private business.

Another concern involves the large pole barn property on Roy Lake. Joe Hall has stated that the building is used as a residence for his son and not for business purposes. However, based on what has been personally observed—including landscaping equipment, skid steers, stockpiles of landscaping materials, and other business-related activity—it appears that the property may be supporting Copper Creek operations. If so, that could raise questions about compliance with local zoning and land-use regulations.

In addition, Joe Hall also serves on the Planning and Zoning Board while operating a business that may be affected by development and land-use decisions. Holding positions on both the City Council and the Planning and Zoning Board creates the appearance that certain applicants, projects, or business interests could receive greater access, influence, or favorable consideration than others. Even if no improper actions have occurred, the overlapping roles raise legitimate questions about fairness, impartiality, and public confidence in the decision-making process.

Taken together, these examples raise serious concerns about conflicts of interest and the appearance that a City Council position is being used to benefit private business interests. At a minimum, Joe Hall should recuse himself from votes involving Grand View Lodge. If these concerns cannot be adequately addressed, he should consider resigning from the City Council in order to preserve public trust in local government.