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

AGENDA

Crow Wing County Board of Commissioners
Regular Meeting

11/24/2026
9:00 AM
County Board Room, 3rd Floor, Historic Courthouse, Brainerd MN

*Note: Times are approximate

The agenda has been published as shown below but is subject to change to include such business as may come before the Board.

ATTEND IN-PERSON OR BY MICROSOFT TEAMS (CALL 218-302-1725, CONFERENCE ID: 235 601 745#); LIVESTREAM AVAILABLE AT WWW.CROWWING.GOV OR ON THE CROW WING COUNTY YOUTUBE CHANNEL

ONE OR MORE MEMBERS OF THE COUNTY BOARD MAY ATTEND REMOTELY

1. **9:00 AM Call to Order and Pledge of Allegiance**

2. **Open Forum**

3. **Review and Approve Minutes**

   3.1. November 10, 2026, Regular County Board Meeting Minutes

4. **Review and Approve Agenda**

5. **Consent Agenda - Items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Agenda item(s) for discussion and/or separate action.**

   5.1. Bills
   5.2. Personnel Actions
   5.3. Approve Purchase Agreement
   5.4. Destruction of Administrative Services Records
   5.5. Off-Site Gambling Permit
   5.6. Request Public Hearing to Adopt 2027 Crow Wing County Fee Schedules

5.7. Abatements

5.8. Advertise for Sealed Bids- Gilbert Lake Park Construction

5.9. 2026 Budget Amendment - Tax Forfeited Funds

5.10. Advertise for sealed bids for Multiple Projects

5.11. Sourcewell Match Funds Grant Application

5.12. Sponsor the City of Crosby for Local Road Improvement (LRIP) Funding

5.13. Final Payment Request, Contract No. 26006 for Project SP 018-666-003, CSAH 66 Bridge Rehabilitation

5.14. Exempt Gambling Permit - North Country Chapter of Pheasants Forever

6. **Public Hearing - 9:05 AM - 2027 Harvest Plan**

6.1. 9:05 AM Public Hearing, 2027 Harvest Plan

6.2. 2027 Harvest Plan

7. **Public Hearing - 9:10 AM - Recreational Use Ordinance Update**

7.1. 9:10 AM Public Hearing, Recreational Use Ordinance Update

7.2. Approve Updates to the Recreational Use Ordinance

8. **Community Services**

8.1. Request for Proposal - Document Management System

8.2. Brainerd Lakes Area Drug Education (BLADE)/Opioid Steering Committee Request for Proposals - 2nd Round Grant Funding

9. **County Sheriff**

10. **County Attorney**

11. **County Administrator**

11.1. Appointment to Airport Commission

11.2. Set County Board Calendar for 2027

11.3. Senior Management Team Report

12. **Additional Business**

13. **Closed Session**

13.1. Labor Negotiation Strategy pursuant to MS 13D.03, Subd 1(b)

14. **Adjournment**

For more information, call 218-824-1067

For more information, call 218-824-1001.
Crow Wing County Board of Commissioners meeting agendas are available online at www.crowwing.gov

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Admin Services	Amber Berent
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: November 10, 2026, Regular County Board Meeting Minutes

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
Approve the minutes of the November 10, 2026, Regular County Board Meeting.

Approximate length of presentation:

Crow Wing County
Board of Commissioners

Regular Meeting Minutes

11/10/2026
9:00 AM

County Board Room, 3rd Floor, Historic Courthouse,
Brainerd MN

1. **9:00 AM Call to Order and Pledge of Allegiance**

Chair Franzen called the meeting to order at 9:00 AM and called for participation in the Pledge of Allegiance followed by a moment of silence.

Present: Paul Koering (remote), Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

Also Present: County Administrator Deborah A. Erickson, County Attorney Kelsey Hopps (remote), Administrative Coordinator Amber Berent

2. **Open Forum**

Robert Grant thanked the board for doing a great job for the county and thanked the Sheriff for the job his office does to keep citizens safe.

3. **Review and Approve Minutes**

3.1 October 27, 2026, Regular County Board Meeting Minutes

Approved the minutes of the October 27, 2026, regular County Board meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jon Lubke
SECONDER:	Jamie Lee
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

4. **Review and Approve Agenda**

Approved the agenda of the November 10, 2026, regular County Board meeting.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Steve Barrows
SECONDER:	Jamie Lee
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

5. **Consent Agenda - Items are generally defined as items of routine business, not requiring discussion, and approved in one vote. Commissioners may elect to pull a Consent Agenda item(s) for discussion and/or separate action.**

Approved the following consent agenda.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Jamie Lee
SECONDER:	Jon Lubke
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

5.1 Bills

Approved the following expenditure listing for November 12, 2026, with the full listing available on file in the Office of the Administrative Services Director:

General Fund	$347,113.95
Restricted & Committed Funds	89,967.14
Highway Fund	597,741.36
Community Services Fund	151,024.80
Solid Waste (Non-Landfill) Fund	45,155.89
Land Management Fund	51,296.20
Unorganized Territories Fund	2,103.80
Capital Projects Fund	338,673.94
Landfill Fund	152,277.51
State of Emergency	2,304.00
	$1,777,658.59

5.2 Personnel Actions

Approved the Human Resource Report for Personnel Actions dated November 10, 2026, as on file.

5.3 Advertise for Bids - Printing and Publishing

Authorized the County Administrator to advertise for sealed bids to be received until 10:00 AM on Thursday, December 3, 2026, for all legal printing and publishing for Crow Wing County, in accordance with Minnesota Statutes 331A.01 and 375.12.

5.4 New Premises Gambling Permit - Platte Lake Property Owners Association

Approved the Premises Permit Application of the Platte Lake Property Owners Assoc for a Premises Permit to be held at the Paradise Shores, Town of Maple Grove, subject to all State Laws and upon approval of said Application, the applicant submitting a copy of reports required by the State.

5.5 Highway Safety Improvement Program (HSIP) Solicitation for Funding

Authorized the County Engineer to apply for federal HSIP funding for intersection improvements at Trunk Highway (TH) 6 and County State Aid Highway (CSAH) 30 in Wolford Township, north of Crosby.

5.6 Final Payment Request, Contract 26015 for project CP 018-200-167 (Aggregate Shouldering)

Approved final payment to Knife River Corporation for Contract No. 26015 for the total contract amount of $48,249.71 for project CP-018-200-167 and authorized the County Engineer to approve the Certificate of Final Contract Acceptance.

5.7 2026 Landfill Construction Project Change Order #2 & Budget Amendment

Approved Change Order #2 for the 2026 Landfill Construction Project and amend budgets for corresponding projects accordingly.

6. **Unorganized Territory**

6.1 Local Road Improvement Program (LRIP) Funding Application for the Theater Road Extension – Joannes Drive Improvement Project

Approved Resolution **2026-58** (attached): Support an application for LRIP funding for Theater Road Extension – Joannes Drive Improvement Project and agree to continue to maintain the improvements into the future.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Paul Koering
SECONDER:	Jon Lubke
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

7. **County Engineering & Highway**

7.1 Sponsor the First Assessment District (FAD) unorganized territory for Local Road Improvement Program (LRIP) funding

Approved Resolution **2026-59** (attached): Agree to be the sponsor and fiscal agent for the FAD for the identified project on Theater Road and Joannes Drive.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Steve Barrows
SECONDER:	Jamie Lee
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

8. **County Sheriff**

9. **County Attorney**

10. **County Administrator**

10.1 Senior Management Team Report

County Administrator Deborah Erickson provided an update on behalf of the Senior Management Team.

11. **Additional Business**

12. **Adjournment**

Adjourned the meeting at 9:28 AM.

RESULT:	**APPROVED [UNANIMOUS]**
MOVER:	Steve Barrows
SECONDER:	Jon Lubke
AYES:	Paul Koering, Jon Lubke, Steve Barrows, Rosemary Franzen, Jamie Lee

_____	_____
Rosemary Franzen, Chair Board of County Commissioners	Deborah A. Erickson County Administrator

Prepared by Amber Berent

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: November 10, 2026 **Resolution: 2026-58**
OFFERED BY COMMISSIONERS: Koering and Lubke
AYES: Koering, Lubke, Barrows, Franzen, Lee;

LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) FUNDING APPLICATION FOR THE THEATER ROAD EXTENSION – JOANNES DRIVE IMPROVEMENT PROJECT

WHEREAS, the Local Road Improvement Program (LRIP) provides funding for projects on local roads that are regionally significant, improve safety, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the Crow Wing County Board of Commissioners acts as the Town Board for the First Assessment District (FAD), which has jurisdiction over Theater Road, and

WHEREAS, Theater Road was constructed in 2022 as part of a joint effort between Crow Wing County and MnDOT to improve safety and access management along the TH 371 corridor, and

WHEREAS, the proposed Theater Road Extension – Joannes Drive Improvement Project would construct approximately 650 feet of new roadway connecting Theater Road to Joannes Drive and upgrade Joannes Drive to a 10-ton design standard, creating a continuous frontage/backage road connection between CSAH 70 and CR 126 (Green Gables Road), and

WHEREAS, the proposed project is identified in the TH 371 Corridor Study and would improve roadway connectivity, provide alternative access for surrounding properties and businesses, and support consolidation of access points along TH 371.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners of Crow Wing County, Minnesota, acting as the Town Board for the First Assessment District, supports the Theater Road Extension – Joannes Drive Improvement Project and the submittal of an LRIP application, and

BE IT FURTHER RESOLVED, that Crow Wing County/First Assessment District agrees to fund engineering, right-of-way acquisition, and other costs not covered by LRIP funding, including construction costs exceeding the grant award, and agrees to maintain the completed roadway improvements.

STATE OF MINNESOTA)
COUNTY OF CROW WING) *ss*

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on November10, 2026, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 19th day of November, 2026.

Deborah A. Erickson

DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: November 10, 2026 **Resolution: 2026-59**
OFFERED BY COMMISSIONERS: Barrows and Lee
AYES: Koering, Lubke, Barrows, Franzen, Lee;

SPONSORSHIP FOR FIRST ASSESSMENT DISTRICT (FAD) APPLICATION TO THE LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) FUNDS

WHEREAS, $50 million of LRIP funding is available for various transportation improvement categories statewide, with a cap of $1.5 million per project, and

WHEREAS, the LRIP program provides funds to projects on local roads that are considered regionally significant, result in safety improvements, address transportation deficiencies and contribute to economic development, and

WHEREAS, the Unorganized Territory referred to as the FAD wishes to pursue LRIP funds to construct a connection from Theater Road to Joannes Drive, and to reconstruct Joannes Drive from the Theater Road extension to CR 126 (Green Gables Road), and

WHEREAS, the Theater Road /Joannes Drive construction would improve roadway connectivity, provide alternate access for surrounding properties and businesses, and support consolidation of access points along TH 371 by providing a continuous frontage/backage road between CSAH 70 (Gull Lake Dam Road) and CR 126, and

WHEREAS, non-state aid cities and townships must have a county sponsor, and

WHEREAS, the FAD understands that, unless other entities are identified that may benefit from the project (MnDOT, Crow Wing County, private parties) they will be responsible for all costs associated with the project that are not covered by the LRIP and agree to maintain said improvements into the future.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of Crow Wing County, Minnesota agrees to act as a project sponsor and fiscal agent related to the FAD's pursuit of LRIP funding to construct the Theater Road extension and Joannes Drive reconstruction between the existing north end of Theater Road and CR 126.

STATE OF MINNESOTA)
COUNTY OF CROW WING) *ss*

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on November 10, 2026, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this 19th day of November 2026.

Deborah A. Erickson

DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Human Resources	Amy Barstad
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Personnel Actions

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
To approve the Human Resource Report for Personnel Actions dated November 24, 2026, as on file.

Approximate length of presentation:

Human Resource Report
Personnel Actions
November 24, 2026

Replacement Staffing
Classification Title: Environmental Services Specialist
Department: Land Services
Reason for Vacancy: Departure of Gary Garner November 13, 2026
Personnel Committee: Yes

Hires
Name: Megan Christenson
Classification Title: Customer Service Specialist
Department: Land Services
Start Date: December 7, 2026
Reason for Vacancy: Departure of Silke Jager September 11, 2026

Departures
Name: Kalie Sjodin
Classification Title: Accounting Technician
Department: Community Services
Date of Departure: November 19, 2026

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Admin Services
ORIGINATING DEPARTMENT

Jory Danielson
PRESENTER

AGENDA ITEM: Approve Purchase Agreement

PREVIOUS ACTION:

COMMENTS:
Funds for the property will come from the approved 2026 CIP fund. Crow Wing County will use the seller's listing agent to facilitate the transaction. Crow Wing County's assessed value of the property is $133,300. The agreed upon purchase price is $150,000, "As is". The intent of the property is for future county needs.

RECOMMENDED BOARD ACTION:
To approve the purchase agreement for the property at 115 Laurel Street Brainerd, MN 56401, and authorize the County Board Chair to sign said agreement on behalf of Crow Wing County.

Approximate length of presentation: 0

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Admin Services	Jory Danielson
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Destruction of Administrative Services Records

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
Approve the Administrative Services Director's request for destruction of records, as on file, as provided for by the County General Records Retention Schedule, in accordance with Minnesota Statute 138.17.

Approximate length of presentation:

RECORDS DESTRUCTION REPORT

INSTRUCTIONS:

1. This form is for agency information only. State and local governments are required by law (M.S. 138.17, Subd. 7) to permanently retain a list of destroyed records. DO NOT submit report to the Department of Administration or the Minnesota Historical Society.
2. Use this form to document records destruction under authority of a general or specific agency records retention schedule.
4. Document only records that are physically destroyed, not records transferred to the Minnesota Historical Society.
5. Use additional pages as necessary.
6. Volume chart to determine cubic feet:

Letter Size Drawer = 1.5	Transfer Case (24” x 16” x 11”) = 2.5
Legal Size Drawer = 2.0	3 x 5 Card 12” Row = 0.1
Shelving 4’ Letter = 2.3	4 x 6 Card 12” Row = 0.2
Shelving 4’ Legal = 3.0	5 x 8 Card 12” Row = 0.3
Record Box (12” x 15” x 10”) = 1.0	Printout 12” Stack = 1.25

Agency and Division	**Person Reporting Destruction**	**Date**
Crow Wing County Election	Kathy Toensing	11/16/2026
Address	**City, Zip**	**Telephone**
326 Laurel Street, Suite 22	Brainerd 56401	218/824-1047

General Schedule Name or Agency Schedule Number	Section of Schedule Where Record is Listed	Item No. as Listed on Schedule	Record Title (use same title as listed on schedule)	Inclusive Dates	Date Destroyed	Quantity in Cubic Feet
County Retention	Treasurer		Check 21 documents – received checks	Jan 1, 2024-Dec 31, 2024	11/24/2026	15
County Retention	Treasurer		Check 21 documents – received checks	Jan 1, 2025-Dec 31, 2025	11/24/2026	15
County Retention	Auditor-Warrants/Claims		Purchasing card documentation	Feb 2024 – Dec 2024	11/24/2026	5
County Retention	Auditor-Warrants/Claims		All commissioner and Auditor warrants	Jan 2023-Dec 2023	11/26/2026	5

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Admin Services	Jory Danielson
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Off-Site Gambling Permit

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
To approve the Minnesota Lawful Gambling Application for an LG230 Off-Site Permit for the Brainerd Amateur Hockey Association, to be held on the dates of January 25, 2027, to January 30, 2027, at Hockey Day Minnesota, Bada Boom, Unorganized Territory, subject to all State Laws and upon approval of said date, the applicant submitting a copy of reports required by the State.

Approximate length of presentation:

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Finance	Jory Danielson
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Request Public Hearing to Adopt 2027 Crow Wing County Fee Schedules

PREVIOUS ACTION:
Annually a public hearing is requested to establish the fee schedules.

COMMENTS:
Pursuant to Minnesota Statute 373.41, the county may charge fees for service after a public hearing establishing the amount of the fees.

RECOMMENDED BOARD ACTION:
Schedule a public hearing, pursuant to Minnesota Statute 373.41, for December 15, 2026 at 5:10 p.m. to consider adopting the 2027 Crow Wing County Fee Schedules.

Approximate length of presentation:

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Land Services	Michaelle Cronquist
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Abatements

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
Approve the attached abatements as recommended by the Land Services Director.

Approximate length of presentation:

November 24, 2026

Approve the following abatements as recommended by the Land Services Director

Homestead Classification

APPLICANT	DISTRICT	PARCEL NUMBER	PAYABLE YEAR	TAX	SETTLEMENT
Sally Bland	Brainerd	41460935	2026	$1,578.00	$1,246.00
Marshal Westby	Brainerd	41460758	2026	$432.00	$25.00

Market Value Reduction

APPLICANT	DISTRICT	PARCEL NUMBER	PAYABLE YEAR	TAX	SETTLEMENT
Susan Nunnick	Pelican Township	82462992	2026	$54.00	Cancel

Disaster Abatements

APPLICANT	DISTRICT	PARCEL NUMBER	PAYABLE YEAR	TAX	SETTLEMENT
David Pueringer	Brainerd	41241452	2026	$9,622.00	$8,892.00

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Land Services	Tom Strack
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Advertise for Sealed Bids- Gilbert Lake Park Construction

PREVIOUS ACTION:

COMMENTS:

- July 2026- Recommendation to approve from the Natural Resource Advisory Committee
- Discussed at the November Budget Committee.

RECOMMENDED BOARD ACTION:
Approve the attached Resolution Authorizing the Land Services Director to Advertise a Sealed Bid for the Construction of Gilbert Lake Park

Approximate length of presentation:

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: **Resolution:**
OFFERED BY COMMISSIONERS: and
AYES: NAYS:

ADVERTISE FOR SEALED BIDS – GILBERT LAKE PARK

WHEREAS that the Board of Commissioners of Crow Wing County, Minnesota, desires to construct a new County Park to be known as Gilbert Lake Park.

NOW, THEREFORE, BE IT RESOLVED that the Board of Commissioners of Crow Wing County, Minnesota, authorizes the Land Services Director to advertise for sealed bids for the construction of Gilbert Lake Park.

STATE OF MINNESOTA)
COUNTY OF CROW WING) ***ss***

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on < >, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this <X day of X, 20XX>.

_____

DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Land Services	Jessica Shea
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: 2026 Budget Amendment - Tax Forfeited Funds

PREVIOUS ACTION:
Discussed at 11/12/26 Budget Committee

COMMENTS:

Land Services requests to utilize $1,249,000 in tax forfeited land and timber sale proceeds to fund the following projects:

- Gilbert lake public access planks - $11,000
- Stain fishing pier and boardwalk at South Long Lake Park -$5,000
- Replace fence at Jones Bay public access - $5,000
- Frontier Precision – PreRX Toolbar Update - $23,000
- Non-Motorized Walking Trail - $60,000
- Gilbert Lake Park - $600,000
- Rollie/Rush Updates - $265,000
- Brochure/Sign Updates – $30,000
- SUV replacing 7509 - 2027 item - $70,000
- Bridge at South Long Lake Park - $100,000
- Snowmobile replacing 7605 - 2027 item - $17,000
- 4-wheeler replacing 7606 - 2027 item - $13,000
- Side-by-Side replacing 7603 – 2028 item - $50,000

RECOMMENDED BOARD ACTION:
To approve a budget amendment to the Tax Forfeited Fund in the amount of $1,249,000 for projects listed.

Approximate length of presentation:

Budget Amendment Form
Crow Wing County

Amendment Title: Tax Forfeited Fund Projects
Project Number: NA
Date Requested: 11/05/2026
Project Category: Land Mgmt
Department: Land Services
Mandated? No
If yes, list State Statute:

☑ **One time Revenue/Expenditure change**

☐ **Ongoing Revenue/Expenditure change**

Summary of Amendment:	**Increase**	**Decrease**	**No Change**
Property tax levy	☐	☐	☑
Fees	☐	☐	☑
Grant revenue	☐	☐	☑
Expenditures	☑	☐	☐

To calculate totals after filling out, press CTRL+A then press F9.	**Dollars**				
Year:	**2026**	**2027**	**2028**	**2029**	**2030**
REVENUES:					
Fee Revenue – Increase/(Decrease)	$				
Grant Revenue – Increase/(Decrease)					
TOTAL REVENUES	**$**	**$ 0**	**$ 0**	**$ 0**	**$ 0**
EXPENDITURES:					
Operating – Increase/(Decrease)	$87,000				
Capital – Increase/(Decrease)	$1,162,000				
TOTAL EXPENDITURES	**$1,249,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**
LESS: What can be absorbed in your current operating or capital budget?					
TOTAL COST/SAVINGS OF AMENDMENT:	**$1,249,000**	**$ 0**	**$ 0**	**$ 0**	**$ 0**

Budget Amendment Form
Crow Wing County

Summary of amendment request:

Land Services requests to utilize $1,249,000 in tax forfeited land and timber sale proceeds to fund the following projects:

- Gilbert lake public access planks (64950) - $11,000
- Stain fishing pier and boardwalk at South Long Lake Park (64950) -$5,000
- Replace fence at Jones Bay public access (64950) - $5,000
- Frontier Precision – PreRX Toolbar Update (64800) - $23,000
- Non-Motorized Walking Trail (66000) - $60,000
- Gilbert Lake Park (66000) - $600,000
- Rollie/Rush Updates (66000) - $265,000
- Brochure/Sign Updates (64850) – $30,000
- SUV replacing 7509 - 2027 item (66400) - $70,000
- Bridge at South Long Lake Park (66000) - $100,000
- Snowmobile replacing 7605 - 2027 item (66400) - $17,000
- 4-wheeler replacing 7606 - 2027 item (64850) - $13,000
- Side-by-Side replacing 7603 – 2028 item (66400) - $50,000

Long term cost / (savings) considerations (tails):

Utilizing excess funds this year will reduce expenditures in future years when tax forfeiture funding will be decreasing.

Effect on other departments (Countywide):

No effect on other departments.

Quantify the benefit (customers, staff, processes, environment, etc.):

Enhanced recreational opportunities for the community.

Revenue/Expenditure assumptions used in calculating amendment:

Projects are based on quotes received and expected expenditures.

References and sources:

Contracts and quotes

If a new project, please provide the following information for Financial Services:

Budget Amendment Form
Crow Wing County

Organization Code: 02925

Object Code: 64950 - $21,000
64850 – $43,000
66000 – $1,025,000
66400 - $137,000
64800 - $23,000

Capital: ☑ or Non-Capital: ☑

Senior Manager Approval: Gary Griffin **Date:** 11/12/2026

Finance Approval: Nancy Malecha **Date:** 11/13/26

I have reviewed this Budget Amendment for accuracy, consistency, and content.

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Highway and Engineering	Tim Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Advertise for sealed bids for Multiple Projects

PREVIOUS ACTION:
04/14/26 - Crow Wing County 2026-2030 Highway Improvement Plan (HIP) adopted by the County Board.

COMMENTS:
The majority of the projects listed were adopted as part of the 2026-2030 HIP. There are some maintenance and partner projects that are not shown in the HIP.

RECOMMENDED BOARD ACTION:
Adopt a resolution to authorize the County Engineer to advertise for sealed bids for the projects listed upon completion of plans and specifications.

Approximate length of presentation:

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: **Resolution:**

OFFERED BY COMMISSIONERS: and

AYES: NA YS:

ADVERTISE FOR SEALED BIDS

BE IT RESOLVED, that the Board of Commissioners of Crow Wing County, Minnesota, authorizes the County Engineer to advertise for sealed bids for the construction of the following projects upon completion of Plans and Specifications:

SAP 018-603-028	Resurfacing CSAH 3 from 430' west of Acorn Drive to CSAH 11
SAP 018-619-004	Resurfacing CSAH 19 from CSAH 3 to CR 109
SAP 018-620-013	Resurfacing CSAH 20 from CSAH 5 to CSAH 49
SP 018-639-005	Resurfacing CSAH 39 from CSAH 11 to CSAH 16
SAP 018-643-005	Resurfacing CSAH 43 from CSAH 56 to 2.2 miles north
SAP 018-670-001	Resurfacing CSAH 70 from west county line to TH 371
CP 18-104-02	Resurfacing CR 104 from CSAH 23 to CSAH 22
CP 18-130-04	Resurfacing CR 130 from CR 139 to CSAH 2
CP 018-009-001	Resurface deck and guardrail improvements on Bridge #18520 – CSAH 9
CP 18-300-53	Resurfacing FAD roads
CP 18-345-01	Ahrens Hill Road south extension – FAD
SP 018-070-023	Install centerline rumble stripes on various roadways
SP 018-070-026	Install centerline rumble stripes on various roadways
CP 018-011-019	CSAH 11 intersection improvements at Eagle View Elementary
CP 018-016-001	Intersection improvements at Ruttger Road and CSAH 16
CP 018-200-173	Annual pavement markings contract
CP 018-300-066	Annual FAD pavement marking contract
CP 018-200-174	Annual preventative surface maintenance contract
CP 018-200-175	Annual culvert lining contract
CP 018-200-182	Annual bituminous spot patching contract
CP 018-200-183	2027 crack sealing 1
CP 018-200-184	2027 crack sealing 2
CP 018-200-185	2027 aggregate surfacing
CP 018-200-186	2027 aggregate shouldering
CP 018-200-187	2027 street sweeping
CP 018-300-074	2027 FAD crack sealing
CP 018-300-075	2027 FAD aggregate surfacing
CP 018-300-076	2027 FAD street sweeping
CP 018-147-002	Bituminous Surfacing north of CR 147 at the County landfill

STATE OF MINNESOTA)
COUNTY OF CROW WING) ss

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on < >, 2026, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this < > day of < > 2026.

_____
DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Land Services	Tom Strack
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Sourcewell Match Funds Grant Application

PREVIOUS ACTION:

COMMENTS:

- $40,000 application to assist with reforestation from the Flanders Lake Fire.
- 25% fiscal match to be covered with funds from 2026 budget amendment.
- If awarded, grants funds will be used to purchase seedlings.

RECOMMENDED BOARD ACTION:
Authorize Land Services to apply for the Match Funds Grant through Sourcewell.

Approximate length of presentation:

BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: **Resolution:**
OFFERED BY COMMISSIONERS: and
AYES: NAYS:

Sourcewell Community Match Funds Grant Application

NOW, THEREFORE, BE IT RESOLVED that the Crow Wing County Board of Commissioners fully support Land Services with recovery efforts from the Flanders Lake Wildfire. The County of Crow Wing further supports Land Services Staff in submitting a Match Funds application to Sourcewell to request financial support for the purchase of tree seedlings in the amount of $40,000

BE IT FURTHER RESOLVED the Board of Commissioners of the County of Crow Wing names the fiscal agent for the County of Crow Wing for this project as:

Tom Strack
Environmental Services Supervisor
Crow Wing County
15728 State Highway 210
Brainerd, MN 56401
Tom.Strack@crowwing.gov

STATE OF MINNESOTA)
COUNTY OF CROW WING) *ss*

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on < >, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this <X day of X, 20XX>.

_____

DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Highway and Engineering	Tim Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Sponsor the City of Crosby for Local Road Improvement (LRIP) Funding

PREVIOUS ACTION:
None specific to this project. The County Board has sponsored numerous local agencies on past grant projects.

COMMENTS:
The City of Crosby is applying for LRIP funding to reconstruct First Street North. The County's role would be assisting the City with contract administration and agreeing to be the pass-through fiscal agent for the funds. Entities that are not considered part of the State Aid system (townships and small cities) are required to have a county perform these functions to utilize the funds.
First Street serves as a parallel traffic reliever to TH 210. The City understands that there are no costs, other than staff time, attributable to the County for this project.

A draft resolution, adopted City resolution, and project description are attached.

RECOMMENDED BOARD ACTION:
Adopt a resolution agreeing to be the sponsor and fiscal agent for the City of Crosby for the identified project on First Street North.

Approximate length of presentation:

CITY OF CROSBY

RESOLUTION NO. 2026-52-1109

RESOLUTION SUPPORTING THE 2026 LRIP APPLICATION FOR THE 1ST STREET NORTH RECONSTRUCTION PROJECT

WHEREAS, The City of Crosby proposes to reconstruct 1st Street North from 3rd Avenue NW (Trunk Highway 6) to 3rd Avenue NE, including curb and gutter, affected storm drainage, and sidewalk and pedestrian ramp improvements to meet Americans with Disabilities Act standards;

WHEREAS, The pavement, curb and gutter, and adjacent sidewalks have deteriorated, and improvements are needed to provide a durable roadway and accessible pedestrian facilities;

WHEREAS, 1st Street North serves as a parallel reliever route to Main Street (Trunk Highways 6/210), carries residential and commercial traffic, and provides an important route for the Fire Department and other emergency services;

WHEREAS, Bolton & Menk submitted a preliminary engineering report on June 27, 2024, and the City Council adopted Resolution 2024-19-0708 receiving the feasibility report and setting a public hearing for improvements to 1st Street North and associated connecting streets;

WHEREAS, The updated estimated total project cost is $1,800,000;

WHEREAS, The City seeks Local Road Improvement Program (LRIP) assistance from the Minnesota Department of Transportation (MnDOT) to reduce the local cost of eligible roadway improvements; and

WHEREAS, As a non-state-aid city, Crosby requires county sponsorship and a supporting County Board resolution for its LRIP application.

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

1. **Project support and application.** The Council supports the 1st Street North Reconstruction Project and authorizes submission of a 2026 LRIP application under the Routes of Regional Significance Account. The request shall be based on the City Engineer's updated estimate of eligible construction costs and shall not exceed $1,500,000.
2. **County sponsorship.** The City requests Crow Wing County sponsorship and a County Board resolution supporting the project and agreeing to serve as sponsor. The City Administrator and City Engineer shall coordinate sponsor responsibilities with the County.
3. **City funding commitment.** The City pledges to fund engineering, right-of-way, inspection, and all other non-LRIP-eligible costs, together with eligible costs exceeding the grant award. The City will arrange financing pending grant reimbursement.

4. **Project delivery and maintenance.** The City will prepare the project for construction in 2027-2029, follow applicable State Aid procedures and design standards, obtain required approvals, and execute the grant agreement before construction. The City will operate and maintain the completed improvements for a minimum service life of 10 years.
5. **Application preparation and eligibility.** The City Administrator is authorized to sign and submit the application and supporting materials by November 25, 2026. Before submission, staff shall confirm the final scope, estimate, schedule, required support, and eligibility, including that the project has not received a legislative earmark or prior LRIP grant. LRIP funds shall be requested only for eligible work outside trunk highway right-of-way.
6. **Grant agreement.** Any resulting grant agreement shall be presented to the Council for acceptance and authorization of execution.

Adopted by the City Council of Crosby, Minnesota, this 9th day of November 2026.

Jim Traylor, Acting Mayor

ATTEST:

Trish Harren, City Administrator

1ST STREET NORTH RECONSTRUCTION PROJECT

AUGUST 2026



The pavement, curb and gutter, and adjacent sidewalks along 1st Street N have deteriorated beyond the point of repair. The City is unable to maintain a patched surface and the adjacent sidewalks do not meet ADA standards.

The City proposes to reconstruct 1st St N between 3rd Avenue W (Hwy 6) and 3rd Avenue E. To do so, the City will also need to update the storm sewer system where impacted and update existing sidewalk and pedestrian ramps to meet ADA standards.

1st Street N is an important parallel traffic reliever of Main Street (TH 6 / TH 210) in Crosby. It provides for residential and commercial traffic and is important route for the Fire Department and other emergency services.

The City estimates reconstruction of 1st Street N will result in a total project cost of about $1,852,000. The total project cost is broken down into the following categories:

· Street Improvements (bituminous, curb, and gutter) = $1,212,000
· Sidewalk / ADA Improvements = $414,000
· Storm Sewer System Improvements = $226,000

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BOARD OF COUNTY COMMISSIONERS
Crow Wing County, Minnesota

DATE: **Resolution:**
OFFERED BY COMMISSIONERS: and
AYES: NA YS:

SPONSORSHIP FOR CITY OF CROSBY APPLICATION TO THE LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) FUNDS

WHEREAS, $50 million of LRIP funding is available for various transportation improvement categories statewide, with a cap of $1.5 million per project, and

WHEREAS, the LRIP program provides funds to projects on local roads that are considered regionally significant, result in safety improvements, address transportation deficiencies and contribute to economic development, and

WHEREAS, the City of Crosby wishes to pursue LRIP funds to reconstruct 1st Street North between 3rd Ave. NW and 3rd Ave. NE, including improvements to drainage, sidewalk and ADA facilities, and

WHEREAS, the construction on 1st Street North will benefit many agencies and people, including but not limited to MnDOT, local cities, residents and visitors by providing conforming sidewalk and ADA facilities, improving the roadway surface and relieving congestion on the Trunk Highway 210 and 6 corridors, and

WHEREAS, Crosby wishes to pursue the funds and complete the construction project, and

WHEREAS, non-state aid cities and townships must have a county sponsor, and

WHEREAS, the City understands that they will be responsible for all costs associated with the project that are not covered by the LRIP and agree to maintain said improvements into the future.

NOW, THEREFORE BE IT RESOLVED that the Board of Commissioners of Crow Wing County, Minnesota agrees to act as a project sponsor and fiscal agent related to the City of Crosby's pursuit of LRIP funding to reconstruct 1st Street North between 3rd Ave. NW and 3rd Ave. NE.

STATE OF MINNESOTA)
COUNTY OF CROW WING) ss

I, Deborah A. Erickson, County Administrator, Crow Wing County, Minnesota, hereby certify that I have compared the foregoing copy of the resolution of the county board of said county with the original record thereof on file in the Administration Office, Crow Wing County, Minnesota, as stated in the minutes of the proceedings of said board at a meeting duly held on < >, 2026, and that the same is a true and correct copy of said original record and of the whole thereof, and that said resolution was duly passed by said board at said meeting.

Witness my hand and seal this < > day of < > 2026.

_____
DEBORAH A. ERICKSON
COUNTY ADMINISTRATOR

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Highway and Engineering	Tim Bray
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Final Payment Request, Contract No. 26006 for Project SP 018-666-003, CSAH 66 Bridge Rehabilitation

PREVIOUS ACTION:
12/16/25 - Resolution to advertise for sealed bids.
04/14/26 - Crow Wing County 2026-2030 Highway Improvement Plan adopted by the County Board.
05/12/26 - Awarded Contract to Ti-Zack Concrete, LLC.

COMMENTS:

Original Contract Amount	$778,775.55
Final Contract Amount	$731,045.18
Amount Over/Under	$47,730.37 (6.7% under)

See attached Final Voucher and Over/Under Report

RECOMMENDED BOARD ACTION:
Approve final payment to Ti-Zack Concrete, LLC for Contract No. 26006 for the final contract amount of $731,045.18 for Project SP 018-666-003, and to authorize the County Engineer to approve the Certificate of Final Contract Acceptance.

Approximate length of presentation:

Contract Number: 26006
Final Pay Request Number: 7

Project Number	Project Description
SP 018-666-003	CSAH 66 Bridge Rehabilitation

Contractor:	Ti-Zack Concrete, LLC 39352 221st Avenue Le Center, MN 56057	**Vendor Number:** **Up To Date:**	N/A 09/30/2026

Contract Amount		**Funds Encumbered**	
Original Contract	$778,775.55	Original	$778,775.55
Contract Changes	($2,135.75)	Additional	N/A
Revised Contract	$776,639.80	Total	$778,775.55

Work Certified To Date	
Base Bid Items	$695,928.43
Contract Changes	$35,116.75
Material On Hand	$0.00
Total	$731,045.18

Project	Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
SP 018-666-003	$1,255.00	$731,045.18	$0.00	$693,300.67	$37,744.51	$731,045.18

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
$1,255.00	$731,045.18	$0.00	$693,300.67	$1,255.00	$731,045.18
	Percent: Retained: 0%			Percent Complete: 94.13 %	
				Amount Paid this Final Pay Request: $37,744.51	

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, and pursuant to, the terms of the Contract is as shown in this Final Voucher.

Approved By

Robert Hall

Project Engineer

10/23/26

Date

Approved By Ti-Zack Concrete, LLC

Contractor

10/22/26

Date

Primary Project No.: SP 018-666-003
Final Pay Request No.: 7
Contract No.: 26006

Certificate of Final Contract Acceptance
Final Voucher Number: 7

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 10/23/26 Signature Robert Hall Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is $731,045.18 and agrees to the amount of $37,744.51 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Ti-Zack Concrete, LLC

By K Michels

And _____ And _____

State of Minnesota, Le Sueur County

On This 22 Day October, 2026, Before me appeared _____To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as _____ free to act and deed

(Corporate Acknowledgment)

Kim Michels And _____, to me personally known, who, being each by me duly sworn each did say that they are respectively the VP-Contracts and _____ of the Ti-Zack Concrete, LLC Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

VP-Contracts and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

TI-ZACK CONCRETE, LLC LIMITED LIABILITY COMPANY SEAL 2023 MINNESOTA

Tara M McGraw
Notary Public
State of Minnesota
My Commission Expires
January 31, 2029

My Commission as Notary Public in Le Sueur County

Expires January 31, 2029 Signature Tara M McGraw

CROW WING COUNTY
CERTIFICATE OF PERFORMANCE

Project Number:
SP 018-666-003

Contractor: Ti-Zack Concrete, LLC

Total Value of Work	**Original Contract**	**$778,775.55**
For Voucher # 7	**Final Contract Amount**	**$731,045.18**

Contract # 26006

I HEREBY CERTIFY to the Board of Commissioners of Crow Wing County, that I have been in charge of the work required by the above described contract, that all of such work has been done and performed, measured by, and in accordance with and pursuant to the items of said contract.

Robert Hall
_____ 10/5/26
Project Engineer in Charge Date

Contract Payment Summary				
Payment Number	**Up To Date**	**Work Certified Per Request**	**Amount Retained Per Request**	**Amount Paid Per Request**
1	2026-06-29	$193,358.19	$9,667.91	$183,690.28
2	2026-07-13	$171,216.32	$8,560.82	$162,655.50
3	2026-07-27	$110,747.95	$5,537.39	$105,210.56
4	2026-08-10	$136,996.48	$6,849.83	$130,146.65
5	2026-08-24	$98,059.29	$4,902.96	$93,156.33
6	2026-09-08	$19,411.95	$970.60	$18,441.35
7	2026-09-30	$1,255.00	($36,489.51)	$37,744.51

Contract Funding Category Summary						
Funding Category Name	**Funding Category Number**	**Work Certified to Date**	**Less Amount Retained**	**Less Previous Payments**	**Amount Paid this Request**	**Total Amount Paid to Date**
CSAH 66	1	$731,045.18	$0.00	$693,300.67	$37,744.51	$731,045.18

Contract Funding Source Summary					
Accounting Number	**Funding Source Name**	**Amount Paid this Request**	**Revised Contract Amount**	**Funds Encumbered to Date**	**Paid Contractor to Date**
5317	Municipal (CSAH < 5000)	$7,548.90	$0.00	$155,755.11	$146,209.04
7750	Federal	$30,195.61	$0.00	$623,020.44	$584,836.14

Project Payment Summary					
Project	**Payment Number**	**Up To Date**	**Work Certified Per Request**	**Amount Retained Per Request**	**Amount Paid Per Request**
SP 018-666-003	1	2026-06-29	$193,358.19	$9,667.91	$183,690.28
SP 018-666-003	2	2026-07-13	$171,216.32	$8,560.82	$162,655.50
SP 018-666-003	3	2026-07-27	$110,747.95	$5,537.39	$105,210.56
SP 018-666-003	4	2026-08-10	$136,996.48	$6,849.83	$130,146.65
SP 018-666-003	5	2026-08-24	$98,059.29	$4,902.96	$93,156.33
SP 018-666-003	6	2026-09-08	$19,411.95	$970.60	$18,441.35
SP 018-666-003	7	2026-09-30	$1,255.00	($36,489.51)	$37,744.51

Project Funding Category Summary						
Project	**Funding Category Name**	**Work Certified to Date**	**Less Amount Retained**	**Less Previous Payments**	**Amount Paid this Request**	**Total Amount Paid to Date**
SP 018-666-003	CSAH 66 - Group 1	$731,045.18	$0.00	$693,300.67	$37,744.51	$731,045.18

Project Funding Source Summary					
Project	**Funding Source Name**	**Amount Paid this Request**	**Revised Contract Amount**	**Funds Encumbered to Date**	**Paid Contractor to Date**
SP 018-666-003	5317 (Municipal (CSAH < 5000)) - CSAH 66 State Aid Muni	$7,548.90	$0.00	$155,755.11	$146,209.04
SP 018-666-003	7750 (Federal) - CSAH 66 Federal	$30,195.61	$0.00	$623,020.44	$584,836.14

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SP 018-666-003	1	2021.501	MOBILIZATION	LUMP SUM	$126,590.00	1	0	$0.00	1	$126,590.00
SP 018-666-003	2	2104.502	SALVAGE SIGN	EACH	$65.00	8	0	$0.00	4	$260.00
SP 018-666-003	3	2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$10.00	12	0	$0.00	12	$120.00
SP 018-666-003	4	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$2.25	95	0	$0.00	181	$407.25
SP 018-666-003	5	2104.503	REMOVE CURB AND GUTTER	LIN FT	$7.90	166	0	$0.00	167	$1,319.30
SP 018-666-003	6	2104.503	REMOVE GUARDRAIL	LIN FT	$8.00	520	0	$0.00	520	$4,160.00
SP 018-666-003	7	2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	$2.00	3950	0	$0.00	4046	$8,092.00
SP 018-666-003	8	2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	$50.00	60	0	$0.00	60	$3,000.00
SP 018-666-003	9	2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$6.85	1244	0	$0.00	1189	$8,144.65
SP 018-666-003	10	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	$125.00	0	0	$0.00	0	$0.00
SP 018-666-003	11	2401.503	TYPE P-1 BARRIER CONCRETE (3S52)	LIN FT	$423.10	39	0	$0.00	39	$16,500.90
SP 018-666-003	12	2401.503	TYPE S (TL-4) 36" BARRIER CONCRETE (3S52)	L F	$423.10	39	0	$0.00	39	$16,500.90
SP 018-666-003	13	2401.508	REINFORCEMENT BARS (EPOXY COATED)	POUND	$1.65	2710	0	$0.00	2710	$4,471.50
SP 018-666-003	14	2401.518	SIDEWALK CONCRETE (3S52)	SQ FT	$27.50	387	0	$0.00	387	$10,642.50
SP 018-666-003	15	2401.618	SPECIAL SURFACE FINISH (INPLACE)	SQ FT	$3.90	3340	0	$0.00	3340	$13,026.00
SP 018-666-003	16	2402.601	MODIFY EXISTING RAILING	LUMP SUM	$41,424.79	1	0	$0.00	1	$41,424.79
SP 018-666-003	17	2404.518	CONCRETE WEARING COURSE (3U17A)	SQ FT	$11.55	1764	0	$0.00	1764	$20,374.20

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SP 018-666-003	18	2404.618	CONCRETE WEARING COURSE (3U17A) 2.0"	SQ FT	$13.55	8133	0	$0.00	8133	$110,202.15
SP 018-666-003	19	2406.504	BRIDGE APPROACH PANELS	SQ YD	$385.00	249	0	$0.00	249	$95,865.00
SP 018-666-003	20	2433.502	ANCH TYPE REINF BARS (TYPE L)	EACH	$20.85	48	0	$0.00	48	$1,000.80
SP 018-666-003	21	2433.502	ANCH TYPE REINF BARS (TYPE NT)	EACH	$15.85	92	0	$0.00	92	$1,458.20
SP 018-666-003	22	2433.506	SEAL CRACKS WITH EPOXY BY CHASE METHOD	GALL ON	$375.00	4	0	$0.00	2	$750.00
SP 018-666-003	23	2433.603	RECONSTRUCT PAVING BRACKET	LIN FT	$165.00	20	0	$0.00	20	$3,300.00
SP 018-666-003	24	2433.603	RECONSTRUCT FIXED JOINT TYPE A	LIN FT	$470.85	88	0	$0.00	88	$41,434.80
SP 018-666-003	25	2433.618	SCARIFY BRIDGE DECK	SQ FT	$2.50	8133	258	$645.00	8133	$20,332.50
SP 018-666-003	26	2433.618	SILANE 100 PERCENT	SQ FT	$1.25	7498	0	$0.00	6981	$8,726.25
SP 018-666-003	27	2433.618	REMOVE AND PATCH SLAB TYPE A	SQ FT	$22.50	750	0	$0.00	134	$3,015.00
SP 018-666-003	28	2433.618	REMOVE AND PATCH SLAB TYPE B	SQ FT	$27.50	375	0	$0.00	71	$1,952.50
SP 018-666-003	29	2433.618	REMOVE AND PATCH SLAB TYPE C	SQ FT	$65.00	125	0	$0.00	0	$0.00
SP 018-666-003	30	2433.618	REMOVE AND PATCH SLAB TYPE D	SQ FT	$37.50	165	0	$0.00	23	$862.50
SP 018-666-003	31	2433.618	REMOVE AND PATCH SLAB TYPE E	SQ FT	$42.50	130	0	$0.00	3	$127.50
SP 018-666-003	32	2433.618	REMOVE AND PATCH SLAB TYPE F	SQ FT	$125.00	50	0	$0.00	0	$0.00
SP 018-666-003	33	2433.618	CONCRETE SURFACE REPAIR	SQ FT	$325.00	32	0	$0.00	32	$10,400.00
SP 018-666-003	34	2511.504	GEOTEXTILE FILTER TYPE 7	SQ YD	$15.00	100	-21	($315.00)	43	$645.00

Contract Item Status

Project	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SP 018-666-003	35	2511.507	RANDOM RIPRAP CLASS III	CU YD	$325.00	20	0	$0.00	20	$6,500.00
SP 018-666-003	36	2531.503	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	$31.16	86	0	$0.00	89	$2,773.24
SP 018-666-003	37	2554.502	END TREATMENT-TANGENT TERMINAL	EACH	$4,150.00	4	0	$0.00	4	$16,600.00
SP 018-666-003	38	2554.503	TRAFFIC BARRIER DESIGN TYPE 31	LIN FT	$53.00	200	0	$0.00	200	$10,600.00
SP 018-666-003	39	2554.503	TRAFFIC BARRIER DESIGN TRANSITION TYPE 31	LIN FT	$163.00	150	0	$0.00	150	$24,450.00
SP 018-666-003	40	2563.601	TRAFFIC CONTROL	LUMP SUM	$30,500.00	1	0	$0.00	1	$30,500.00
SP 018-666-003	41	2563.601	PORTABLE SIGNAL SYSTEM	LUMP SUM	$18,000.00	1	0	$0.00	1	$18,000.00
SP 018-666-003	42	2563.602	PORTABLE CHANGEABLE MESSAGE SIGN	EACH	$2,000.00	2	0	$0.00	2	$4,000.00
SP 018-666-003	43	2564.502	INSTALL SIGN PANEL TYPE C	EACH	$225.00	8	0	$0.00	4	$900.00
SP 018-666-003	44	2573.503	SILT FENCE, TYPE HI	LIN FT	$3.50	200	0	$0.00	0	$0.00
SP 018-666-003	45	2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	$4.00	200	0	$0.00	160	$640.00
SP 018-666-003	46	2575.501	TURF ESTABLISHMENT	LUMP SUM	$1,850.00	1	0.5	$925.00	1	$1,850.00
SP 018-666-003	47	2582.503	4" SOLID LINE PAINT	LIN FT	$1.00	1000	0	$0.00	2269	$2,269.00
SP 018-666-003	48	2582.503	4" DOUBLE SOLID LINE PAINT	LIN FT	$1.50	500	0	$0.00	1160	$1,740.00
Base Bid Totals:								**$1,255.00**		**$695,928.43**

Project Category Totals

Project	Category	Amount This Request	Amount To Date
SP 018-666-003		$1,255.00	$695,928.43

Contract Change Item Status

Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To date	Amount To date
SP 018-666-003	BK1	49	1910.501 FUEL COST ADJUSTMENT (LUMP SUM)	($4.16)	1	($4.16)	ITM	0	$0.00	1	($4.16)
SP 018-666-003	BK2	50	1910.501 FUEL COST ADJUSTMENT (LUMP SUM)	($130.79)	1	($130.79)	ITM	0	$0.00	1	($130.79)
SP 018-666-003	CO1	10	2360.509 TYPE SP 9.5 WEARING COURSE MIXTURE (3,B) (TON)	$125.00	-219	($27,375.00)	ADJ				
SP 018-666-003	CO1	51	2360.509 TYPE SP 9.5 WEARING COURSE MIXTURE (2,B) (TON)	$125.00	219	$27,375.00	ITM	0	$0.00	248	$31,000.00
SP 018-666-003	CO2	26	2433.618 SILANE 100 PERCENT (SQ FT)	$1.25	-5002	($6,252.50)	ADJ				
SP 018-666-003	CO2	52	2433.518 MMA FLOOD SEAL (SQ FT)	$0.85	5002	$4,251.70	ITM	0	$0.00	5002	$4,251.70
Contract Change Totals:									**$0.00**		**$35,116.75**

Contract Change Totals

Number	Description	Effective Date	Amount
1	BS-1 Fuel Escalation, 6/8-6/13	06/26/2026	($4.16)
2	BS-2 Fuel Escalation, 7/6-7/11	07/13/2026	($130.79)
1	CO-1 Bituminous Mix Change	07/14/2026	$0.00
2	CO-2 Flood Seal Concrete Deck	08/25/2026	($2,000.80)

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining

Contract Total	**$731,045.18**

Contract 26006
OVERRUN/ UNDERRUN REPORT

SP 018-666-003 (CSAH 66 Bridge Rehabilitation)									
Item No.	Description	Unit	Unit Price	Contract Qty	Final Qty	Qty Over/ Under	Amount Over/ Under	% Over/ Under	Explanation
2021.501	MOBILIZATION	LUMP SUM	$ 126,590.00	1	1	0	$ -	0%	
2104.502	SALVAGE SIGN	EACH	$ 65.00	8	4	-4	$ (260.00)	-50%	4 signs included with guardrail replacement
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	LIN FT	$ 10.00	12	12	0	$ -	0%	
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	$ 2.25	95	181	86	$ 193.50	91%	Plan qty error. Additional saw cut required on center of bridge.
2104.503	REMOVE CURB AND GUTTER	LIN FT	$ 7.90	166	167	1	$ 7.90	1%	Normal Variance
2104.503	REMOVE GUARDRAIL	LIN FT	$ 8.00	520	520	0	$ -	0%	
2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	$ 2.00	3,950	4,046	96	$ 192.00	2%	Normal Variance
2211.507	AGGREGATE BASE (CV) CLASS 5	CU YD	$ 50.00	60	60	0	$ -	0%	
2232.504	MILL BITUMINOUS SURFACE (2.0")	SQ YD	$ 6.85	1,244	1,189	-55	$ (376.75)	-4%	Normal Variance
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,B)	TON	$ 125.00	219	0	-219	$ (27,375.00)	-100%	Change Order 1 - Changed Mix Type
2401.503	TYPE P-1 BARRIER CONCRETE (3S52)	LIN FT	$ 423.10	39	39	0	$ -	0%	
2401.503	TYPE S (TL-4) 36" BARRIER CONCRETE (3S52)	L F	$ 423.10	39	39	0	$ -	0%	
2401.508	REINFORCEMENT BARS (EPOXY COATED)	POUND	$ 1.65	2,710	2,710	0	$ -	0%	
2401.518	SIDEWALK CONCRETE (3S52)	SQ FT	$ 27.50	387	387	0	$ -	0%	
2401.618	SPECIAL SURFACE FINISH (INPLACE)	SQ FT	$ 3.90	3,340	3,340	0	$ -	0%	
2402.601	MODIFY EXISTING RAILING	LUMP SUM	$ 41,424.79	1	1	0	$ -	0%	
2404.518	CONCRETE WEARING COURSE (3U17A)	SQ FT	$ 11.55	1,764	1,764	0	$ -	0%	
2404.618	CONCRETE WEARING COURSE (3U17A) 2.0"	SQ FT	$ 13.55	8,133	8,133	0	$ -	0%	
2406.504	BRIDGE APPROACH PANELS	SQ YD	$ 385.00	249	249	0	$ -	0%	
2433.502	ANCH TYPE REINF BARS (TYPE L)	EACH	$ 20.85	48	48	0	$ -	0%	
2433.502	ANCH TYPE REINF BARS (TYPE NT)	EACH	$ 15.85	92	92	0	$ -	0%	
2433.506	SEAL CRACKS WITH EPOXY BY CHASE METHOD	GALLON	$ 375.00	4	2	-2	$ (750.00)	-50%	Sealed half bridge, East half changed to a MMA Seal/ CO2 per Specification.
2433.603	RECONSTRUCT PAVING BRACKET	LIN FT	$ 165.00	20	20	0	$ -	0%	
2433.603	RECONSTRUCT FIXED JOINT TYPE A	LIN FT	$ 470.85	88	88	0	$ -	0%	
2433.618	SCARIFY BRIDGE DECK	SQ FT	$ 2.50	8,133	8,133	0	$ -	0%	
2433.618	SILANE 100 PERCENT	SQ FT	$ 1.25	12,500	6,981	-5,519	$ (6,898.75)	-44%	Sealed half bridge, East half changed to a MMA Seal/ CO2 per Specification.
2433.618	REMOVE AND PATCH SLAB TYPE A	SQ FT	$ 22.50	750	134.0	-616	$ (13,860.00)	-82%	Concrete deck deterioration less than anticipated.
2433.618	REMOVE AND PATCH SLAB TYPE B	SQ FT	$ 27.50	375	71	-304	$ (8,360.00)	-81%	Concrete deck deterioration less than anticipated.
2433.618	REMOVE AND PATCH SLAB TYPE C	SQ FT	$ 65.00	125	0	-125	$ (8,125.00)	-100%	Did not use Item
2433.618	REMOVE AND PATCH SLAB TYPE D	SQ FT	$ 37.50	165	23	-142	$ (5,325.00)	-86%	Concrete side walk deterioration less than anticipated.
2433.618	REMOVE AND PATCH SLAB TYPE E	SQ FT	$ 42.50	130	3	-127	$ (5,397.50)	-98%	Concrete side walk deterioration less than anticipated.
2433.618	REMOVE AND PATCH SLAB TYPE F	SQ FT	$ 125.00	50	0	-50	$ (6,250.00)	-100%	Did not use Item
2433.618	CONCRETE SURFACE REPAIR	SQ FT	$ 325.00	32	32	0	$ -	0%	
2511.504	GEOTEXTILE FILTER TYPE 7	SQ YD	$ 15.00	100	43	-57	$ (855.00)	-57%	Used less fabric than planned quantity
2511.507	RANDOM RIPRAP CLASS III	CU YD	$ 325.00	20	20	0	$ -	0%	
2531.503	CONCRETE CURB AND GUTTER DESIGN B624	LIN FT	$ 31.16	86	89	3	$ 93.48	3%	Normal Variance
2554.502	END TREATMENT-TANGENT TERMINAL	EACH	$ 4,150.00	4	4	0	$ -	0%	
2554.503	TRAFFIC BARRIER DESIGN TYPE 31	LIN FT	$ 53.00	200	200	0	$ -	0%	
2554.503	TRAFFIC BARRIER DESIGN TRANSITION TYPE 31	LIN FT	$ 163.00	150	150	0	$ -	0%	
2563.601	TRAFFIC CONTROL	LUMP SUM	$ 30,500.00	1	1	0	$ -	0%	
2563.601	PORTABLE SIGNAL SYSTEM	LUMP SUM	$ 18,000.00	1	1	0	$ -	0%	
2563.602	PORTABLE CHANGEABLE MESSAGE SIGN	EACH	$ 2,000.00	2	2	0	$ -	0%	
2564.502	INSTALL SIGN PANEL TYPE C	EACH	$ 225.00	8	4	-4	$ (900.00)	-50%	4 signs included with guardrail replacement
2573.503	SILT FENCE, TYPE HI	LIN FT	$ 3.50	200	0	-200	$ (700.00)	-100%	Did not use Item
2573.503	SEDIMENT CONTROL LOG TYPE WOOD CHIP	LIN FT	$ 4.00	200	160	-40	$ (160.00)	-20%	Used less than planned quantity
2575.501	TURF ESTABLISHMENT	LUMP SUM	$ 1,850.00	1	1	0	$ -	0%	
2582.503	4" SOLID LINE PAINT	LIN FT	$ 1.00	1,000	2,269	1,269	$ 1,269.00	127%	Extended Paint Markings due to tracking on CSAH 66
2582.503	4" DOUBLE SOLID LINE PAINT	LIN FT	$ 1.50	500	1,160	660	$ 990.00	132%	Extended Paint Markings due to tracking on CSAH 66
1910.501	FUEL COST ADJUSTMENT	LUMP SUM	$ (4.16)	0	1	1	$ (4.16)		Back sheet 1 - Fuel Adjustment
1910.501	FUEL COST ADJUSTMENT	LUMP SUM	$ (130.79)	0	1	1	$ (130.79)		Back sheet 2 - Fuel Adjustment

Contract 26006

OVERRUN/ UNDERRUN REPORT

2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	TON	$ 125.00	0	248	248	$ 31,000.00		Change Order 1 - New Mix Type
2433.518	MMA FLOOD SEAL	SQ FT	$ 0.85	0	5,002	5,002	$ 4,251.70		CO2 - Add Flood Seal per Specifications/Contract Obligation
						Contract Amount Over/Under	**$ (47,730.37)**	**-6.13%**	
						Construction Total	$ 726,928.43	-6.66%	
						Incentives/Disincentives/Contract Obligations	$ 4,116.75	0.53%	
						Original Contract Amount	$ 778,775.55		
						Final Contract Amount	$ 731,045.18		

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Admin Services	Jory Danielson
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Exempt Gambling Permit - North Country Chapter of Pheasants Forever

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
To support the Minnesota Lawful Gambling Application for Exempt Permit for the North Country Chapter of Pheasants Forever to be held on the date of March 20, 2027, at the Dennis Drummond Wine Co, Long Lake Township, subject to all State Laws and upon approval of said date, the applicant submitting a copy of reports required by the State.

Approximate length of presentation:

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Land Services	Tom Strack
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: 9:05 AM Public Hearing, 2027 Harvest Plan

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
Hold a Public Hearing regarding the 2027 Harvest Plan.

Approximate length of presentation:

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Land Services	Tom Strack
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: 2027 Harvest Plan

PREVIOUS ACTION:
9/22/2026 - County Board authorized the County Administrator to set a date, at least six weeks hence, for a Public Hearing to further allow the public to comment on the proposed 2027 Harvest Plan.

COMMENTS:

- Annually the County Board is asked to approve the Harvest Plan following a Public Hearing.
- The purpose of the Public Hearing is to provide an opportunity for public comments on the annual Harvest Plan for county-managed lands.
- A one year Harvest Plan is derived from the forest resources plan and consists of a pool of forest stands which are being considered for timber harvest.
- Before any timber permit is offered for sale, a detailed field examination is conducted and a management prescription and timber appraisal are completed.
- Some forest stands or portions of stands may be unsuitable for harvest due to size, age, operability, and/or location. In these instances, a re-inventory is conducted and treatment is deferred.
- The Harvest Plan consists of the number of timbered acres by covertype which are being consider for sale in 2027.
- The County Administrator’s Office notified all those on a mailing list who have requested this information.
- The proposed 2027 Harvest Plan was made available for public inspection in the Land Services Office and the Brainerd Public Library.

RECOMMENDED BOARD ACTION:
Approve the 2027 Harvest Plan.

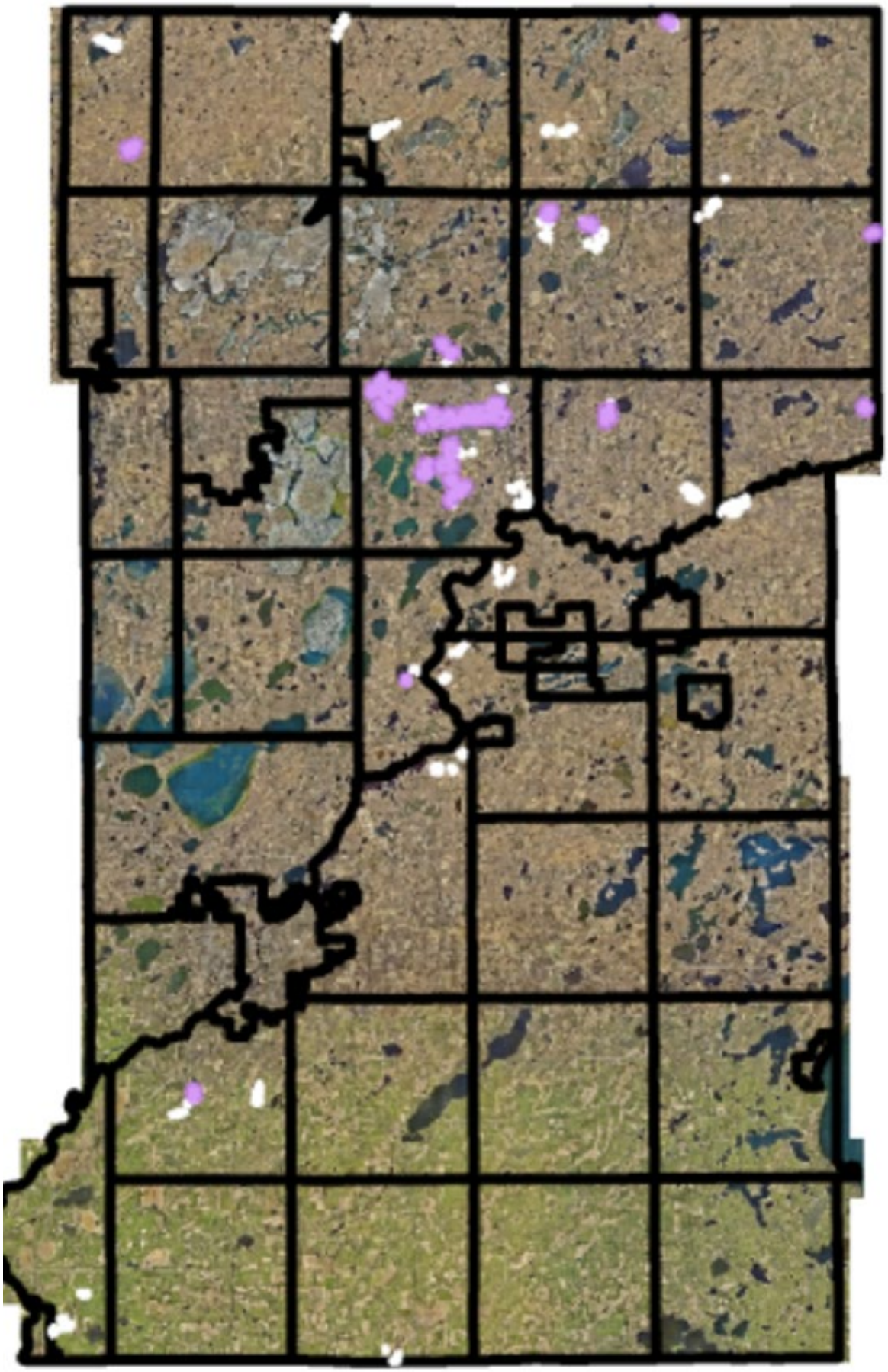
Approximate length of presentation:

CROW WING COUNTY MINNESOTA

2027 Timber Acres Cruised										
	Aspen	**Birch**	**Oak Thinning**	**Oak Final**	**Northern Hardwoods Thinning**	**Northern Hardwoods Final**	**Jack Pine**	**Red Pine Thinning**	**Red Pine Final**	**Total Acres**
2027 Annual Stand Exam List Goals	1219	4	73	230	16	0	8	1243	38	**2831**
Acres completed	0	0	0	0	0	0	0	0	0	**0**
Net Remaining	1219	4	73	230	16	0	8	1243	38	**2831**

Land Services
322 Laurel St
Brainerd, MN 56401

Office: (218) 824-1010
www.crowwing.us



NOTICE OF PUBLIC HEARING

CROW WING COUNTY PROPOSED 2027 HARVEST PLAN

The Crow Wing County Board of Commissioners has scheduled a public hearing for 9:05 AM on November 24th, 2026, in the County Board Room, 3rd Floor, Historic Courthouse, 326 Laurel St., Brainerd, MN. The hearing may be attended in-person or by Microsoft Teams (dial 218-302-1725,,235601745#)

The purpose of the public hearing is to provide public notice so all persons may comment on the proposed 2027 Harvest Plan.

Said Plan is available for public inspection at the Land Services Department, 322 Laurel St., Brainerd, MN; at the Brainerd Public Library, 416 S. 5th St., Brainerd, MN; and online at www.crowwing.gov.

For further information contact the Crow Wing County Administrator's Office at (218) 824-1067 or coadmin@crowwing.gov.

/s/ Deborah A. Erickson

DEBORAH A. ERICKSON, COUNTY ADMINISTRATOR
CROW WING COUNTY, MN

Dated at Brainerd, MN, this 22nd day of September 2026.

Forum Communications Company

MN Affidavit No. JCa9s19SO2X42tGKteb3

AFFIDAVIT OF PUBLICATION

State of New Jersey, County of Camden, ss:

Anjana Bhadoriya, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the Brainerd Dispatch, a newspaper printed and published in the City of Brainerd, County of Crow Wing, State of Minnesota.

1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a quailified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Wednesday, October 7, 2026
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331.A06, is as follows: $17.50 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in CROW WING County. The newspaper complies with conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

NOTICE OF PUBLIC HEARING
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For further information contact the Crow Wing County Administrator's Office at (218) 824-1067 or coadmin@crowwing.gov.

DEBORAH A. ERICKSON, COUNTY ADMINISTRATOR CROW WING COUNTY, MN

Dated at Brainerd, MN, this 22nd day of September 2026.

(Oct. 7, 2026)

Anjana Bhadoriya

(Signed)_____

VERIFICATION

State of New Jersey
County of Camden

SHARONN E THOMAS-POPE
NOTARY PUBLIC
STATE OF NEW JERSEY
My Commission Expires January 23, 2027

Subscribed in my presence and sworn to before me on this: 10/07/2026

Notary Public

Notarized remotely online using communication technology via Proof.

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Land Services	Tom Strack
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: 9:10 AM Public Hearing, Recreational Use Ordinance Update

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:

Hold a Public Hearing regarding updates to the Recreational Use Ordinance.

Approximate length of presentation:

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Land Services	Tom Strack
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Approve Updates to the Recreational Use Ordinance

PREVIOUS ACTION:

- Discussed at the September Committee of the Whole Meeting
- 30 Day Public Comment Period held 9/15/26 through 10/16/26
- Two Comments Received

COMMENTS:

RECOMMENDED BOARD ACTION:

Approve the amendments to the Recreational Use Ordinance as presented.

Approximate length of presentation:

AN ORDINANCE REGULATING RECREATIONAL USE ON COUNTY ADMINISTERED LANDS WITHIN CROW WING COUNTY

1.0 GENERAL PROVISIONS

1.1 Authority

This Ordinance is adopted pursuant to M.S. 398.34. The purpose of this ordinance is to provide for the use of parks, public water access sites, trails, camping and hunting in such a manner and by such means that will maximize their use and enjoyment by the public, while conserving the scenery, preserving the natural setting of our trees and forests, wildlife and historical objects found within each.

2.0 DEFINITIONS

The following words or terms as used in this Ordinance have the meanings given them in this section unless a different meaning is clearly indicated by the context.

2.1 "Department" refers to the Land Services Department within Crow Wing County.

2.2 "Director" means the Land Services Director.

2.3 "Person" means any individual, partnership, corporation, association or other groups.

2.4 "Park", "Trail", or "Access" means any County Administered Lands that have been designated by the County Board as a County Park, Trail or Access, respectively.

2.5 "Vehicle" means every device in, upon, or by which any person or property is or may be transported excepting devices used exclusively upon stationary rails or tracks as defined in Minnesota Statutes 169.011 Subdivision 92

2.6 "Watercraft" means any vehicle used or designed for navigation on water.

2.7 "Motorized Vehicle" means any Highway Licensed Vehicle, Off-Road Vehicle, All-Terrian Vehicle, Off-Highway Motorcycle or any other wheeled or tracked device powered with a motor including both internal combustion and/or electric. This shall not include motorized wheelchairs.

2.8 "Non-motorized Vehicle" means any wheeled or tracked vehicle by which any person or property is or may be transported which is not propelled by a motor including internal combustion or electric. This shall not apply to wagons, strollers, wheelchairs or assisted transportation devices.

2.9 "Trail Treadway" means that part of the trail constructed for travel.

2.10 "Snowmobile" means a self-propelled vehicle designed for travel on snow or ice and steered by skis or runners.

2.11 "Campfire" means a fire set for cooking, warming, or ceremonial purposes, which is not more than three feet in diameter by three feet high, and has had the ground five feet from the base of the fire cleared of all combustible material

2.12 "County administered" means all County managed properties including Tax-Forfeited and County Fee Properties.

2.13 "Portable Free Standing Stand" means a device, designed for the purpose of elevating a person while hunting, which is transported to its destination and is capable of supporting itself without being attached to a tree.

2.14 "Portable Tree Stand" means a device, designed for the purpose of elevating a person while hunting, which is lightweight in design and is transported by a person to its destination and attached to a tree.

2.15 "Dangerous Weapon" means any firearm, whether loaded or unloaded, or any device

designed as a weapon and capable of producing death or great bodily harm as further defined in Minnesota Statute § 609.02 Subdivision 6.

2.16 "Livestock" means cattle, sheep, swine, horses, ponies, donkeys, mules, hinnies, goats, buffalo, llamas, or poultry as defined in Minnesota Statue 604A.12, subdivision 1c.

2.17 "Trail User Organization" means any group or organization with a trail permit approved by the County Board.

2.18 "Forest Roads" are defined as any road, path or trail on County administered property.

2.19 "Grant-In-Aid (GIA)" is defined as a recreational trail funded in whole or in part by state grants given to local units of government

2.20 "Red Flag Warning" is a warning issued by the National Weather Service when dry fuels and weather conditions support extreme fire danger.

2.21 "Fire Weather Watch" is a warning issued by the National Weather Service when a Red Flag Warning is expected to occur.

3.0 PARKS

3.1 Parks shall be open year-round from sunrise to sunset.

3.2 No Camping is allowed at any County Park unless designated and posted open to camping.

3.3 No Campfires are allowed in County Parks except in designated areas at the Rollie Johnson Big Island Park. When in designated areas, no campfires are allowed during a Fire Weather Watch or Red Flag Warning.

3.4 No Hunting is allowed at any County Park.

3.5 Any park facility, or portions of a facility, may be closed at the Directors discretion.

3.6 It shall be unlawful for any person to possess a dangerous weapon, except firearms allowed under Minnesota Statutes 624.714 in a County Park. The six designated County Parks are as follows:

- Paul M. Thiede Fire Tower Park
- Milford Mine Memorial Park
- South Long Lake Park
- Rollie Johnson Natural & Recreational Area (Big Island Park)
- Rush Lake Island Park
- Little Emily Lake Park

3.7 As defined in Minnesota Statutes Section § 609.668 Subdivision 1, It shall be unlawful for any person to use or have in their possession explosives of any kind, including but not limited to firecrackers and other kinds of fireworks, or incendiary devices within any park.

3.8 Swimming shall be allowed.

3.9 Pets will be permitted in parks and pets shall be attended and effectively restrained by a leash, and pets shall not be permitted to deprive or disrupt the enjoyment or use of any area by other persons.

3.10 Persons bringing animals into a park shall be responsible for picking up and properly disposing of animal waste.

3.11 Livestock are not permitted within any park.

3.12 Vehicles parked on Park property after posted closing hours, or in areas other than parking lots designed for parking may be impounded at the cost and expense of the owner.

3.13 Fishing is allowed at County Parks.

3.14 No Motorized vehicles are allowed within County Parks except in designated parking

areas.

3.15 No bikes are allowed within County Parks except in designated parking areas.

4.0 PUBLIC WATER ACCESS

4.1 Accesses shall be open year-round.

4.2 Watercraft may be launched or landed only at accesses designated for such use.

4.3 No person shall leave, store or moor on or directly in front of any public access any watercraft after such person has left the lake area or cause such watercraft to remain on the access site overnight.

4.4 No person shall leave, store, abandon or otherwise cause to remain on any access, any fish house, shelter or dark house.

4.5 Swimming shall be allowed at Public Water Access Sites. However, it shall be unlawful for any person to impede a vehicle, trailer, or watercraft during the loading/unloading process at a public water access site while swimming.

4.6 Any public water access, may be closed at the Directors discretion.

4.7 Campfires are not allowed at Public Water Access Sites.

5.0 TRAILS

5.1 Each trail shall be open according to its season of operation. Each Trail User Organization coordinates with the Department before opening and closing the trails they manage under permit with Crow Wing County.

5.2 Any trails, or portions of a trail, may be closed at the Directors discretion.

5.3 Motorized vehicles are not allowed on Forest Roads from December 1st to April 1st when the Forest Road is also a designated Grant-In-Aid Snowmobile Trail and the Forest Road has been groomed or has greater than 4" of snow.

5.4 Campfires are allowed but State open burning laws and rules must be followed at all times, including, but not limited to, complying with burning ban restrictions issued by the State under extremely dry conditions. No campfires are allowed during a Fire Weather Watch or when a Red Flag Warning has been issued.

5.5 From December 1st to April 1st, walking is prohibited on designated groomed ski trails unless posted open during low snow periods. Snowshoeing is allowed adjacent to the groomed surface. Designated ski trails include:

- French Rapids Ski Trail
- Larson Lake Ski Trail
- Nordic Ridge Ski Trail
- Wolf Lake Ski Trail

6.0 ENVIRONMENTAL PROTECTION

6.1 No person shall disturb, destroy, injure, damage, or remove any property within a park.

6.2 No person shall burn or dispose of garbage, refuse, litter or trash within a park, access or trail. If an appropriate receptacle has not been provided, the person who brought in the items must also pack it out for proper disposal.

6.3 The gathering of plants, whole or parts, including berries, pine/fir cones, nuts and seeds and other similar vegetative materials for commercial purposes is prohibited unless approved by the Director. Gathering for personal use shall be allowed, provided such activity does not result in destruction or serious depletion of the resource and provided such gathering is permissible under State Laws. Under no circumstance may Federal or State listed rare, threatened or endangered species be gathered.

6.4 Gathering of firewood is prohibited unless a permit is obtained from the Land Services

Department.

6.5 In all cases the Minnesota Department of Natural Resources Hunting & Trapping Regulations must be followed.

7.0 CAMPING

7.1 Overnight camping shall only be allowed in posted, designated areas within County Parks.

7.2 No camping is allowed within parks or within 300 feet of a public water access.

7.3 Primitive camping on County-administered land is allowed under the following guidelines

- 7.3.1 Camps cannot be used for more than 7 consecutive days
- 7.3.2 Persons wishing to camp more than 7 consecutive days must relocate their camp onto a site more than five miles distant from the first camp
  - 7.3.2.1 Camps not moved in 7 days or camps that don't move outside of the required 5-mile radius, will be issued a 48-hour notice.
  - 7.3.2.2 Camps that are issued a 48-hour notice are not allowed to return to the location where the 48-hour notice was issued, or within 5 miles of tat location, for one calendar year.
  - 7.3.2.3 Personal property left at a camp that has violated the 48-hour rule will be considered abandoned and will be disposed of by the Department.
- 7.3.3 Camp sites cannot be used more than once per calendar month. This includes any other camp site within 5 miles of the original camp.
- 7.3.4 Camps cannot be established within one (1) mile of any public campground or site; campers must remove all trash and debris from the site
- 7.3.5 Live trees may not be felled for making a camp, accessing a camp, or for use as firewood
- 7.3.6 No camping is allowed in a wildlife management area that is under cooperative management agreement between the County and State, or in any other area designated no camping by the Director.

8.0 HUNTING AND TRAPPING

8.1 No hunting or trapping will be allowed within County parks or accesses.

8.2 Hunting stands of any kind, shall be prohibited within parks or accesses, or within 300 feet of any trail.

8.3 No person may construct, occupy or use any hunting stand on County Managed Public Land except portable tree stands or portable free standing stands. Permanently constructed or non-portable stands of any type are not allowed on County Managed Public Land. All permanently constructed or non-portable deer stands will be removed by the Department when found.

8.4 Portable tree stands or portable free standing stands shall not be placed earlier than one (1) week prior to the opening of Minnesota's big game hunting season and must be removed no later than one (1) day following the close of the season.

8.5 Portable tree stands or portable free standing stands not removed as required in Section 8.4 shall be considered abandoned personal property and will be disposed of by the Department.

8.6 No person may cause damage or injury to any tree by the placement or erection of portable tree stands or portable free standing stands or by any other manner while climbing or hunting from a portable tree or free standing stand except that small lateral branches less than 1" in diameter may be removed.

8.7 No person may cause damage to trees by creating clear lanes for shooting except that small lateral branches less than 1" in diameter may be removed.

8.8 Screw-in steps and/or anchor bolts for portable tree stands are allowed providing they are removed when the stand is removed.

8.9 In all cases the Minnesota Department of Natural Resources Hunting & Trapping Regulations must be followed.

9.0 PENALTIES

9.1 Any person or persons who violates any of the provisions of this Ordinance shall be guilty of a Misdemeanor.

9.2 Any person or persons who violates any of the provisions of this Ordinance shall be liable for the cost of any restoration of any damage to property caused by said violation. The payment of these costs is in addition to any provision of Section 9.1.

9.3 Separate offenses. Each day that a violation of this Ordinance continues shall constitute a separate offense.

10.0 SEVERABILITY

10.1 If any provision of this Ordinance or the application thereof is held invalid, said invalidity does not affect other provisions or applications of the Ordinance which can be given effect without the invalid provision or application and for this purpose, the provisions of the Ordinance are severable.

11.0 EFFECTIVE DATE

11.1 This Ordinance shall be in effect from and after the date of its passage by the Crow Wing County Board of Commissioners and publication according to Minnesota Statutes.

Ordinance Comment spreadsheet		
Name	Date	Comment/ Question
James Nelson	9/15/2026	Hello, I would like to provide a comment regarding the proposed Land Use Ordinance Revision, specifically Section 3.15: "No bikes allowed within county parks except in designated parking areas." I would recommend clarification on whether this restriction applies to human-powered bicycles. If so, the language seems unclear, as many county parks may include multi-use trails or other areas where bicycle use has traditionally been permitted and encouraged. As currently written, the ordinance appears quite broad and could unintentionally prohibit bicycle access throughout most county parks. I would encourage the county to consider revising the language to more clearly identify where bicycle use is allowed or restricted. Bicycling is a healthy, low-impact form of transportation and recreation, and I believe county parks should continue to support and encourage its use where appropriate. Thank you for your time and consideration. Sincerely, James Nelson 21950 Bluegill Rd Ironton, MN 56455
Cheryl Ustipak	10/14/2026	Tom, I am writing in response to the request for comments on The Recreational Use Ordinance update. The ordinance update should include boat cleaning requirements before launching any watercraft on any and all county lakes. Too often boaters run from lake to lake even in a given day, spreading invasive water species. There should be enforceable penalties for not following boat cleaning requirements, and more stations for cleaning than only 2 in the entire county, which is an unreasonable distance to run to clean a boat. The monitoring program on the boat landings in the county have no teeth - the weekend watercraft inspectors have no power to enforce boat cleaning or anything they find during inspection, so it is a lot of wasted money in the program. And without daily inspectors, many boats evade even that surveillance. Please include the requirements in the Ordinance and post them on every landing. Wake boats should be restricted to large bodies of water (not allowed on smaller lakes) and not be allowed to run at the slow speeds that generate devastating shoreline erosion as they so often do. In fact, they should be charged an extra fee on any lake they use in order to pay for shoreline erosion repairs instead of foisting that expense on homeowners and lake associations. Please include the appropriate sized lake restrictions in the ordinance, including the minimum speed for running wake boats and how far from shore they must remain, and enforce a fee added to enter the lake with that type of boat, much as trucks must pay a higher fee for using public roads, in order to maintain them. Both of the above regulations should also be clearly posted on every boat landing in Crow Wing County. Thank you Cheryl

NOTICE OF PUBLIC HEARING

UPDATES TO CROW WING COUNTY RECREATIONAL USE ORDINANCE

The Crow Wing County Board of Commissioners has scheduled a public hearing, pursuant to Minnesota Statute 398.34, for 9:10 AM on Tuesday, November 24, 2026, in the County Board Room, 3rd Floor, Historic Courthouse, 326 Laurel St, Brainerd, MN. The hearing may be attended in-person or by Microsoft Teams (dial 218-302-1725,,235601745#)

The purpose of the public hearing is to consider updates to the Crow Wing County Recreational Use Ordinance.

For further information, contact the Crow Wing County Administrator's Office at (218) 824-1067.

/s/ Deborah A. Erickson
Deborah A. Erickson, County Administrator
Crow Wing County, Minnesota

Dated at Brainerd, Minnesota, this 27th day of October 2026.

Forum Communications Company

MN Affidavit No. vULhyRFEmecY5ivqKVE1

AFFIDAVIT OF PUBLICATION

State of New Jersey, County of Camden, ss:

Anjana Bhadoriya, being first duly sworn, deposes and says: That (s)he is a duly authorized signatory of Column Software, PBC and duly authorized agent of the Brainerd Dispatch, a newspaper printed and published in the City of Brainerd, County of Crow Wing, State of Minnesota.

1. I have personal knowledge of the facts stated in this Affidavit, which is made pursuant to Minnesota Statutes §331A.07.
2. The newspaper has complied with all of the requirements to constitute a quailified newspaper under Minnesota law, including those requirements found in Minnesota Statutes §331A.02.
3. The dates of the month and the year and the day of the week upon which the public notice attached/copied below was published in the newspaper are as follows: Saturday, October 31, 2026
4. The publisher's lowest classified rate paid by commercial users for comparable space, as determined pursuant to §331.A06, is as follows: $17.50 per column inch.
5. Pursuant to Minnesota Statutes §580.033 relating to the publication of mortgage foreclosure notices: The newspaper's known office of issue is located in CROW WING County. The newspaper complies with conditions described in §580.033, subd. 1, clause (1) or (2). If the newspaper's known office of issue is located in a county adjoining the county where the mortgaged premises or some part of the mortgaged premises described in the notice are located, a substantial portion of the newspaper's circulation is in the latter county.

NOTICE OF PUBLIC HEARING
UPDATES TO CROW WING COUNTY RECREATIONAL USE ORDINANCE

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For further information, contact the Crow Wing County Administrator's Office at (218) 824-1067.

Deborah A. Erickson, County Administrator
Crow Wing County, Minnesota
Dated at Brainerd, Minnesota, this 27th day of October 2026.
(Oct. 31, 2026)

Anjana Bhadoriya

(Signed)_____

PAMELA BAEZ
Notary Public - State of Florida
Commission # HH 732409
Expires on October 19, 2029

VERIFICATION

State of New Jersey
County of Camden

Subscribed in my presence and sworn to before me on this: 11/02/2026

_____
Notary Public
Notarized remotely online using communication technology via Proof.

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Community Services	Kara Terry
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Request for Proposal - Document Management System

PREVIOUS ACTION:
No previous actions

COMMENTS:
The Community Services document management system contract is scheduled for renewal in 2027. After evaluating the current system, staff have identified several functional limitations that impact operational efficiency and service delivery. To ensure the department has access to a solution that best meets current and future business needs, Community Services is requesting authorization to issue a Request for Proposals (RFP) to evaluate alternative vendors and identify the most effective document management system moving forward.

RECOMMENDED BOARD ACTION:
Approve the release of the request for proposal for community services to begin a search for a document management system vendor.

Approximate length of presentation: 10 minutes

Community Services

Request for Proposals

Records/Document Management System



Board Action Requested

- Approve issuance of RFP for Records/Document Management System
- Return vendor recommendation and contract to Board for approval

Why now?

- Current platform deployed in 2010
- Need for modernization, mobility, security, and workflow automation
- Supports 170+ users across divisions that includes:
  - Social Services
  - IMU
  - Child Support
  - Office Support

Core Requirements

- Records Management
- Retention
- Audit Tracking
- Mobile Access
- Client Portal
- E-Signatures
- Security and Compliance
  - Cloud infrastructure
  - Reporting tools
  - MFA
  - Role-based access

Expected Benefits

- Reduced manual processing
- Improved service delivery
- Improved productivity
- Mobility operational
- Majority system across state
- Systems modernization

Procurement Process & Next Steps

- Competitive RFP process
- Evaluation based on:
  - Functionality
  - Support
  - Service
  - Cost
- Approve release of RFP
- Authorize staff to return with recommendation

Crow Wing County Community Services

Request for Proposal (RFP)

Opens December 1st, 2026

Deadline to submit December 18th, 2026 - 4:30 p.m. Central

Time Contact – Kara Terry, Director
Crow Wing County Community Services
204 Laurel Street – Brainerd, MN 56401

Crow Wing County Community Services (CWCCS) is accepting proposals for a fully integrated Electronic Records/Document Management System to serve CWCCS staff. All vendors who meet the basic requirements are welcome to apply. Basic requirements as well as proposal requirements are addressed in this document.

History - CWCCS currently hosts a robust integrated system that serves all divisions of CWCCS. Deployed in 2010 the existing system has served us well. Our current system allows for System Administration at the global level combined with Agency Administration on the local level. The balance of responsibilities is necessary to support the varying needs of all stakeholders.

Agency demographics on staffing can be found on attachment A.

CWCCS wishes to contract with a software provider that shows innovation and commitment to progress. The ideal provider will be engaged in providing a solution-based system that meets our current and future needs. System features, reliability, value and reputation will be all be important.

Basic requirements –

- Vendor must be able to provide a fully integrated system that includes Records/Document Management and field work (mobility)
- Vendors must meet all procurement requirements of the state of MN and federal government.
- System must allow user and group management at the agency level. With the ability to set permissions at a granular level.
- System must allow for internal monitoring/tracking of user activity.
- System must feature a robust reporting package that can be used to generate queries, run reports and analysis data at the agency and system level across all modules.

- Mobile must include –
    - Multiple device options
    - Access case files
    - Access, edit, and generate mobile forms
    - Execute internal and external e-signatures
    - Instant Messaging

- Records/Document Management must include -
    - Unified system
    - Customizable Case Management
    - Method for Records Retention
    - Redaction
    - Streamlined communication of case file information to county attorney
    - Dissemination tracking
    - Audit trails
    - Industry standard
    - Auto-fill forms and packets
    - Auto-fill form history
    - Merge for mailing
    - Client portal
    - Eco friendly

- Technical requirements
    - Cloud-Based Infrastructure (AWS or Azure GovCloud)
    - Redundancy Across United States
    - Multi-Factor Authentication (MFA) Integration
    - Azure Active Directory (AD) or Lightweight Directory Access Protocol (LDAP) Compatibility
    - Comprehensive Troubleshooting Logs and Dashboards
    - Unified Application Interface
    - System updates must require minimal downtime

- Customer Service must
    - Commitment to guaranteed response timelines during business hours

Additional Considerations

Data Conversion is important to us. Please include in your proposal, information regarding your proficiency in facilitating the conversion of data from our existing system into the new system.

What you have **currently in development** is also of interest to us. Please take this opportunity to highlight up to three enhancements that you anticipate deploying within the next five years. In so doing, please provide a brief explanation of the project along with your current anticipated delivery date.

General Legal Conditions

1. Prime Responsibility – The selected provider will be required to assume full responsibility for all services and activities offered in its proposal(s), whether provided directly. Further the County will consider the selected vendor to be the sole point of contact regarding contractual matters, including payment of all charges resulting from the contract.

2. Assurance – Any contract awarded under this RFP must be carried out in full compliance with all laws of the State of Minnesota. The county prohibits discrimination in employment or in the provision of services because of race, color, religion, religious creed, sex, age, marital status, ancestry, national origin, political affiliation, physical disability or medical condition. This clause does not require the hiring of unqualified people.

3. Independent Contractor – In performance of the work, duties and obligations assumed by the offeror, it is mutually understood that the offeror, and all the offeror's officers, agents and employees, will always be acting and performing in an independent capacity and not as an officer, agency, servant, employee, joint venture, partner or associate of the County.

4. The County reserves the right to reject any and all proposals; to negotiate specific terms, conditions, compensation, and provisions on any contracts that may arise from this solicitation; to waive any informalities or irregularities in the proposals; and to accept the proposal(s) that appear(s) to be in the best interest of the County. In determining and evaluating the proposals, costs will not necessarily be the sole factor; the experience of those who will be providing services under the contract, quality, equality, efficiency, utility, suitability of the services offered, and the reputation of applicants will be considered, along with other relevant factors.

5. The County reserves the right to:

   - Request clarification of any submitted information.
   - Not enter into any agreement.
   - Not selecting any applicants.
   - Amend or cancel this process at any time.
   - Interview applicants prior to award and request additional information during the interview.
   - Negotiate a multi-year contract or a contract with an option to extend the duration.
   - Issue similar RFPs in the future.

6. Crow Wing County Bidder Insurance Requirements

   Bidder's Insurance requirements are as follows:

   The Contractor shall not commence work under the Contract until it has obtained at its own cost and expense all insurance required herein. All insurance coverage is subject to approval of the County and shall be maintained by Contractor until final completion of the work.

   The further agrees that is shall always during the term of the Contract have and keep in force the following insurance policies.

   Workers Compensation. Insurance covering all employees meeting statutory limits in compliance with the applicable state and federal laws.

Comprehensive General Liability/Professional Liability. A single limit or combined limit or excess umbrella general liability insurance policy of an amount of not less than $2,000,000.00 per claim and $2,000,000.00 for any number of claims arising out of a single occurrence.

Business Auto Liability. A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicles used regularly in the provision of services under this contract for an amount of not less than $1,000,000.00 per accident for property damage, $1,000,000.00 for bodily injury and/or damage to any one person, and $2,000,000.00 for total bodily injuries and/or damage arising out of a single occurrence.

Special Requirements: Crow Wing County is to be included as an ***Additional Insured*** on both the Comprehensive General Liability/Professional Liability and Business Auto Liability Policies.

Current, valid insurance policies meeting the requirements herein identified shall be filed with the County before the contractor commences a project and maintained during the named project's duration. Renewal Certificates shall be sent to the County within thirty (30) days prior to any expiration date. There shall also be thirty (30) days' notification to the County in the event of cancellation or modification of any stipulated insurance coverage.

It shall be the responsibility of the Contractor to ensure that all subcontracts comply with the same insurance requirements that he/she is required to meet.

The County shall not accept any insurance coverage provisions under which Contractor or its insurer attempt or purport to avail themselves or any governmental right of immunity available to the County as a municipal corporation pursuant to any common law doctrine, Minnesota Statute 466 or other statutory authority.

Limit as set forth herein will automatically increase with amendments to Minnesota Statute §466.04 and Contractor will be required to maintain, as a minimum, policies with limits matching the municipal liability limits as provided for in that statute as amended.

Proposal Content and Format Requirements

Interested vendors shall submit one original plus five (5) copies of their proposal to the contact listed on Page 1 of this RFP.

Proposals must be delivered no later than **Friday, December 18th at 4:30 pm (CT)** and shall contain, at a minimum, the following items:

- COVER SHEET (Attachment B)
  - Provide the full legal name of the Contractor who will execute the contract. As well as the Federal Tax ID# and contact information.
  - The cover sheet must be signed by an owner, corporate officer, or agent authorized by the Contractor.
- VENDOR/CUSTOMER DEMOGRAPHICS (Attachment C)
- BASIC INFORMATION REGARDING SYSTEM BEING PROPOSED
- LIST OF CURRENT INTERFACES
- POSSIBILITY OF DATA CONVERSION
- SYSTEM REQUIREMENTS
- PRICING

Proposals will be reviewed, and consideration given to system capability, vendor capacity, data security, past performance and pricing. Finalists will be notified no later than November 30th and arrangements for next steps will be discussed at that time.

Any questions you may have can be directed to Kara.Terry@crowwing.gov. Questions will be accepted through December 14th and will be addressed as soon as possible with all replies sent no later than December 16th.

ATTACHMENT A – Agency Demographics

Division	Case Workers	Supervisors	Read Only Positions	Notes
IMU	41	3	9	Read Only: Accounting Technicians (5) & SS Case Aides (4)
Child Support	13	1	1	Read Only: County Attorney
Social Services	90	7	3	Read Only: County Attorney
Office Support	7	1		

ATTACHMENT B - COVER SHEET

Vendor Name	
Federal Tax ID Number	
Contact Name	
Contact Address	
Contract Phone #	
Contract Email Address	

By signing this Cover Sheet, I hereby attest that I have read and understood all the terms listed in this RFP; have read and understood all the terms listed in this proposal; that I am authorized to bind the listed entity into this agreement and that should this proposal be accepted, I am authorized and able to secure the resources required to deliver against all terms listed within the RFP as published by Crow Wing County, MN, including any amendments or addenda thereto except as explicitly noted or revised in my submitted proposal.

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Community Services	Jessica Schwartz and Richard Grundtner
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Brainerd Lakes Area Drug Education (BLADE)/Opioid Steering Committee Request for Proposals - 2nd Round Grant Funding

PREVIOUS ACTION:
Approval of request for proposals in 2024 for first round of grant funding.

COMMENTS:
Crow Wing County has received opioid settlement funds to address the impacts of opioid and substance use disorders within the Brainerd Lakes Area. To ensure these funds are distributed in a transparent and equitable manner consistent with the Minnesota Opioid Memorandum of Agreement (MOA), Community Services is requesting authorization to issue a Request for Proposals (RFP). The RFP will invite eligible organizations to submit projects that support prevention, treatment, recovery, family support, and first responder initiatives, with the goal of reducing the impact of substance use disorders and improving community health outcomes across Crow Wing County.

RECOMMENDED BOARD ACTION:
Approve the BLADE/Opioid Steering Committee Release Request for Proposal for a 2nd Round of Community Grant Funding.

Approximate length of presentation:

Crow Wing County - Brainerd Lakes Area Drug Education (BLADE) Opioid Response Community Grant Program Request for Proposals (RFP)

Release Date: 05/01/2027
Application Due Date: 06/15/2027
Funding Period: 09/01/2027-08/31/2028
Total Available Funding: $250,000
Maximum Award Amount: $50,000 per application

Introduction

Crow Wing County is seeking proposals from eligible community organizations, public agencies, educational institutions, healthcare providers, tribal entities, and nonprofit organizations to address the impacts of opioid and substance use disorders within the Brainerd Lakes Area. Funding is made available through opioid settlement funds received by Crow Wing County and must be used in accordance with the Minnesota Opioid Memorandum of Agreement (MOA). The goal of this funding opportunity is to strengthen prevention, treatment, recovery, family support, and first responder initiatives that reduce the impact of opioid and substance use disorders across our communities.

Available Funding

Crow Wing County will award up to $250,000 through a competitive grant process.

- Individual awards may range from $5,000 to $50,000.
- No applicant may request more than $50,000.
- Partial funding requests may be approved.
- Applicants may apply individually or in partnership with other organizations.

Funding is contingent upon compliance with all reporting and expenditure requirements established by Crow Wing County and the Minnesota Opioid MOA.

Eligible Applicants

Eligible applicants include:

- Nonprofit organizations
- Community-based organizations
- Local governments
- Schools and educational entities
- Healthcare providers and healthcare systems
- Tribal governments and tribal organizations
- Behavioral health providers
- Recovery community organizations
- First responder agencies
- Collaborative partnerships serving Crow Wing County residents

Applicants must demonstrate the capacity to implement proposed activities and manage grant funds responsibly.

Funding Priorities

The Minnesota Opioid Memorandum of Agreement identifies eleven approved opioid remediation and abatement strategy areas. Crow Wing County recognizes all eleven categories as eligible uses of opioid settlement funding.

Through community partner engagement, local needs assessments, review of community data, and discussions with professionals working directly in prevention, treatment, recovery, public safety, and family services, Crow Wing County has identified five priority funding areas for this grant cycle:

1. Expand and/or Enhance Treatment Options and Resources
2. Support People in Treatment and Recovery
3. Connecting People to Care
4. Prevention of Opioid Misuse
5. Support for First Responders

Applications addressing one or more of the five priority areas will receive preference during the review process. Proposals addressing other approved MOA categories may be considered if funding remains available and the proposal demonstrates significant community impact.

Minnesota Opioid Memorandum of Agreement 11 Approved Categories and BLADE Priority Areas:

Expand and/or Enhance Treatment Options - Crow Wing County seeks proposals that increase access to evidence-based treatment and expand local treatment capacity.
**2027 BLADE Priority Area*

Support People in Treatment and Recovery - Crow Wing County seeks proposals that remove barriers to recovery and improve long-term recovery outcomes.
**2027 BLADE Priority Area*

Connecting People to Care - Crow Wing County seeks innovative approaches to identify individuals in need and connect them to treatment and recovery services.
**2027 BLADE Priority Area*

Prevention of Opioid Misuse - Crow Wing County seeks innovative proposals to include community prevention programs, school-based prevention initiatives, youth-focused mental health services, prescriber education, responsible prescribing efforts, medication disposal programs, and public awareness activities. **2027 BLADE Priority Area*

Support for First Responders - Crow Wing County seeks proposals that strengthen the ability of first responders to respond safely and effectively to substance use-related emergencies.
**2027 BLADE Priority Area*

Criminal Justice-Related Strategies - Crow Wing County seeks proposals that improve treatment, recovery, and diversion opportunities for individuals involved in the criminal justice system.

Perinatal, Infant, and Family Support - Crow Wing County seeks proposals that support pregnant individuals, parents, infants, and families affected by substance use disorders.

Harm Reduction Strategies - Crow Wing County seeks proposals that reduce overdose deaths and substance use-related harms through evidence-based harm reduction services.

Leadership, Planning, and Coordination - Crow Wing County seeks proposals that strengthen local planning, coordination, and collaboration to address opioid-related challenges.

Research and Evaluation - Crow Wing County seeks proposals that improve data collection, evaluation, and understanding of opioid-related trends and outcomes.

Post-Mortem and Coroner/Medical Examiner Services - Crow Wing County seeks proposals that enhance overdose death investigations, reporting, and family support services.

Optional Priority Consideration
Projects demonstrating collaboration between treatment providers, healthcare systems, schools, law enforcement, social services, and community organizations will receive additional consideration.

Ineligible Uses of Funds
Funding may not be used for:

- Political activities or lobbying
- Supplanting existing funding streams
- Activities not connected to opioid settlement-approved purposes
- Expenses incurred before grant approval
- Capital projects unrelated to approved opioid abatement strategies

Application Requirements
Applications must include:

1) **Organization Information**
   - Organization name
   - Contact person
   - Address
   - Tax status
   - Mission statement
2) **Project Description**
   - Statement of community need
   - Description of proposed activities

- Target population
- Geographic area served
- Community partnerships involved
- Expected outcomes

3) **Project Timeline** - Provide a timeline for implementation and completion of proposed activities.
4) **Budget**
   - Detailed budget
   - Budget narrative
   - Other funding sources supporting the project
5) **Evaluation Plan**
   - Performance measures
   - Expected outputs
   - Expected outcomes
   - Data collection methods

Evaluation Criteria

Applications will be evaluated using the following criteria:

Criteria	Points
Alignment with funding priorities	30
Demonstrated community need	20
Project impact and outcomes	20
Organizational capacity	15
Collaboration and partnerships	10
Budget reasonableness	5
Total	100

Reporting Requirements

Awarded organizations will be required to submit:

- Mid-year progress report
- Final performance report
- Final financial report

Reports must document program activities, expenditures, outputs, and outcomes consistent with opioid settlement reporting requirements.

Funding Timeline

Activity	Date
RFP Released	05/03/2027

Activity	Date
Questions Due	06/08/2027
Applications Due	06/15/2027
Review Period	07/05/2027-07/16/2027
Award Notifications	07/27/2027
Project Start Date	09/01/2027

Submission Instructions
Applications must be submitted electronically to the Crow Wing County Community Services Grant Portal.

Questions regarding this funding opportunity should be directed to:
Talia Brodhead
BLADE Coordinator
Talia.Brodhead@MNPRA.org

Commitment to Community Impact
Crow Wing County and BLADE are committed to investing opioid settlement resources in evidence-based, collaborative, and community-driven solutions that address the root causes and impacts of opioid and substance use disorders. Through these investments, the BLADE seeks to improve prevention efforts, strengthen treatment and recovery systems, support families, and enhance community well-being throughout the Brainerd Lakes Area.

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Administration	Deborah A. Erickson
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Appointment to Airport Commission

PREVIOUS ACTION:
July 28, 2026 - The Board unanimously voted to concur with the adoption of Airport Ordinance No. 1605. The provisions of the new ordinance establish a change to the financial contributions and Airport Commission composition in three phases over the next three years, beginning January 1, 2027.

COMMENTS:

The County Board and the Brainerd city council agreed to updates to the airport commission representation effective January 1, 2027. As per the ordinance, the county will receive an additional citizen appointee, bringing the number of county representatives to three citizens and one county commissioner for 2027.

The two current citizen appointees are both appointed until 2029. The new appointment would also be a 3-year term effective January 1, 2027, until January 1, 2030.

I would recommend the County Board advertise for interested individuals who wish to be appointed as the third citizen appointee with letters of interest received by 4:30 pm on December 18, 2026.

RECOMMENDED BOARD ACTION:

Approximate length of presentation:

Crow Wing County Calendar 2027

January

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February

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14	15	16	17	18	19	20
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28						

March

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28	29	30	31			

April

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May

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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June

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27	28	29	30			

July

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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

August

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- County Board - 9:00 AM - County Board Room (12/14 meeting starts at 5:00 PM)
- Committee of the Whole - 9:00 AM - County Board Room
- Holiday
- Personnel Committee - 9:00 AM - Committee Conference Room
- Budget Committee - 9:00 AM - Committee Conference Room
- Natural Resources Advisory Committee - 9:00 AM - Oak Room
- Transportation Advisory Committee - March-1:00 / June, Sept, Dec-9:00 AM - Highway Conference Room
- County Board of Appeal & Equalization - 2:00 PM - County Board Room
- Solid Waste Committee - 9:00 AM - Oak Room
- Senior Management Team - 1:00 PM - County Administrator's Conference Room

CROW WING COUNTY MINNESOTA

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Administration — ORIGINATING DEPARTMENT

Deborah A. Erickson — PRESENTER

AGENDA ITEM: Set County Board Calendar for 2027

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
To adopt the 2027 County Board calendar as follows:

County Board meetings to be held on the second and fourth Tuesday of each month at 9:00 AM in the County Board Room, with the following exceptions: move January 12th meeting to January 5th (statutory meeting); hold the December 14th meeting at 5:00 PM due to Truth in Taxation meeting requirements.

Committee of the Whole meetings to be held on the third Tuesday of each month at 9:00 AM in the County Board Room.

Personnel Committee meetings to be held on the first and third Monday of each month at 9:00 AM in the Committee Conference Room, with the following exceptions: move the first meeting from January 4 to January 11 so the new Commissioner is sworn in and cancel the first meeting in December due to the AMC Annual Conference and to cancel meetings that fall on a holiday (January 18th, February 15th, July 5th, September 6th).

Budget Committee meetings to be held on the second Thursday of each month at 9:00 AM in the Committee Conference Room, with the following exception: move the November 11th meeting to Wednesday, November 10th due to the Veteran's Day holiday.

Natural Resources Advisory Committee meetings to be held quarterly (beginning in January) on the Wednesday preceding the Solid Waste Committee Meeting at 9:00 AM in the Oak Room.

Transportation Advisory Committee meetings to be held quarterly (beginning in March) on the first Tuesday of the month with the March meeting at 1:00 PM, all remaining at 9:00 AM, at the Highway Conference Room.

County Board of Appeal and Equalization meeting to be held June 14th at 2:00 PM in the County Board Room.

Solid Waste Committee meetings to be held quarterly (beginning in January) on the third Friday at 9:00 AM in the Oak Room.

Approximate length of presentation:

REQUEST FOR BOARD ACTION

Meeting Date

Tuesday, November 24, 2026

Human Resources	Amy Barstad
ORIGINATING DEPARTMENT	PRESENTER

AGENDA ITEM: Labor Negotiation Strategy pursuant to MS 13D.03, Subd 1(b)

PREVIOUS ACTION:

COMMENTS:

RECOMMENDED BOARD ACTION:
To recess the regular session and convene to a closed session for the purpose of labor negotiation strategy pursuant to MS 13D.03, Subd 1(b).

Approximate length of presentation: