



City of Brainerd

Administrative Citation Program

The City of Brainerd has initiated an Administrative Citation process to address infractions of a civil nature defined in the City Codes. This procedure is being implemented because the Crow Wing County Courts system is overloaded, and citizens are left with the feeling of being labeled a criminal for violations of administrative regulations.

Before issuing an Administrative Citation, the City may issue an "Order to Correct" letter, outlining the violation and compliance deadline.

An Order to Correct an Administrative Violation will clearly state the nature of the violation, the City Code section it pertains to, the date to have it corrected, and any other options open to you. Please do not



ignore this letter. Failure to make the corrections will result in an Administrative Citation which will establish a fine, along with an order to correct the violation and failing that, the City will abate the problem and you will be assessed the costs and the fine.

The end goal of this program is to achieve a community of quality and to instill pride in the neighborhoods, thereby retaining property values.

You are asked to take responsibility and action; make arrangements and begin work early enough to complete the repair on time. If you are unable to complete all the work by the compliance date, please call the staff person listed on the letter and request an extension to avoid further action. Staff can work with you to help resolve the violation, including but not limited to reasonable extensions for compliance.

If you receive a citation, you may correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing; you must respond within 10 days from the citation date. The purpose of a hearing is to determine whether or not a violation(s) of the City Code existed. If you request a

hearing and the citation stands, you will be responsible for the hearing costs, the fines as determined by the hearing officer, and the correction of the violation.

If you do contest the citation and request a hearing, you will be notified by mail as to the date, time and place of the hearing as well as the name of the Hearing Officer. If you cannot make that date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days before the date of the hearing. If so, a new hearing date will be set and you will be notified.

The hearing will be informal and will be recorded. You may present any information and have witnesses to support your case. The City will present its case and provide any supporting documentation or witnesses as well. The Hearing Officer may render a decision immediately or can delay the decision but must issue a decision within 10 days of the hearing. You will receive the decision in writing and if the violation is upheld, the amount of the fines and other pertinent information will be provided. The decision of the Hearing Officer is final and may only be appealed to the Minnesota Court of Appeals.

If the violation is upheld, you will have 30 days to correct the violation and pay the fines and hearing costs. Unpaid fines including an administrative charge plus interest of the total balance will be assessed against your property. For uncorrected or continued violations, the City will abate the violation and assess the charges for doing so.

More information can be obtained on the City Website at: ci.brainerd.mn.us

