CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, September 18, 2023 @ 7:30 PM

The public is invited to attend these meetings in person
Attend by phone: 1-844-992-4726
City Council - Meeting Access Code: 2483 070 9017
Personnel and Finance Committee at 7:15 PM - Meeting Access Code:2483 755 7819
Safety and Public Works Committee at 7:00 PM - Meeting Access Code: 2480713 5721

Meetings are broadcast on CTC ch 8, Charter ch 181, YouTube, AppleTV, Roku, and Amazon FireTV

1. **Call To Order**

2. **Roll Call**

   ___M. O'Day ___K. Stunek ___K. Terry ___T. Stenglein ___G. Johnson ___J. Czeczok ___K. Bevans ___Mayor Badeaux

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Consent Calendar**
   NOTICE TO PUBLIC - all matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to be ADOPTED BY ROLL CALL

   A. **Approval of Bills**

   B. **Approval of Minutes**

   C. **Contractor Licenses**

   D. **Department Activity Reports**

   E. **Ratify the Hiring of Officer Jason Boller Effective September 11, 2023, at Step 1 of Police Officer Wage Grid ($31.35 per hour).**

   F. **Ratify the Hiring of Police Intern Tyler Heinlen effective September 13, 2023 at $16 per Hour.**

   G. **Second Hand Good License Application Bridge of Harmony, 216 S 7th St- Contingent upon Approvals**

6. **Council Committee Reports**

A. **Personnel & Finance Committee**

1. Approval of 2024 Health Insurance Renewal from The Better Health Collective

2. Authorization to Sign Updated Heartland Animal Rescue Team (HART) Impound Contract

B. **Safety & Public Works Committee**

1. Approve Event/Street Closure Application - BHS Homecoming Parade

2. Approve Event/Street Closure Application - St. Francis Marathon

3. Approve Event/Alley Closure Application - Zion Lutheran Trunk-or-Treat

4. Approve Event/Street Closure Application - Spooktacular

5. Discuss Stop Sign Removal Request – N. 3rd Street and Juniper Street

6. Discussion on Draft 2024-2033 Capital Improvement Plan

7. Direction on Active Code Enforcement Cases

7. **Unfinished Business**

A. **Call for Applicants**
Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)
Library Board- 1 term (Expire 2025)
Rental Dwelling License Board of Appeals – 5 terms (Expire 2024)
TAC-- 1 term (Expire 2023)
Mayor Recommended: (terms to expire on 9/7 of said year)
EDA- 1 term (Expire 2026)
Council President Recommended: (terms expire on 12/31 of said year)
Parking Commission-- 1 term (Expire 2026)

B. **Adopt Resolution Setting the 2024 Preliminary Levy for the City of Brainerd and the Brainerd HRA, and Motion to Set Date and Time for Budget Public Hearing**

8. **New Business**

A. **Adopt Resolution Providing for the Issuance and Sale of General Obligation Bonds, Series 2023A, in the Proposed Amount of $5,435,000**

B. **Adopt Resolution Declaring Costs to be Assessed and Call for Public Hearing - 2022-2023 Nuisances and Downtown Special Services District**

C. **Adopt Resolution Declaring Costs to be Assessed and Call for Public Hearing - Imp 21-12 North Brainerd Reconstruction Project**

D. **Adopt Resolution Declaring Costs to be Assessed and Call for Public Hearing - Imp 21-10 Greenwood Street Reconstruction Project**

E. **First Reading - Proposed Ordinance 1558 - Rental Dwelling License Board of Appeals**

9. **Public Forum**
   Time allocated for citizens to bring matters not on the agenda to the attention of the Council - Time limits may be imposed

10. **Staff Reports**
    (Verbal: Any Updates since Packet)

11. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn**

Visit the City's Website at www.ci.brainerd.mn.us

MISSION

"Provide high quality, cost effective public services and leadership in creating a sustainable city"

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 1343 - CHARTER COMMUNICATIONS:								
0008065073023								
78817	CHARTER COMMUNICATIONS		07/30/2023	08/17/2023	46.77	0.00	Paid	Y
	BUSINESS TV		pziemer					08/17/2023
	225-2120-43380	UTILITIES			46.77			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:				46.77	0.00		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:								
00048776-7								
78847	CONSOLIDATED TELEPHONE CO		08/12/2023	08/17/2023	208.15	0.00	Paid	Y
	8/12-9/11 CAMPGROUND INTERNET/WIFI		pziemer					08/17/2023
	230-5280-43321	TELEPHONE			208.15			
21250952/IT								
78850	CONSOLIDATED TELEPHONE CO		08/12/2023	08/17/2023	592.50	0.00	Paid	Y
	8/12-9/11 - IT PHONES/INTERNET		pziemer					08/17/2023
	101-1800-43321	TELEPHONE			592.50			
21250952/ENG								
78851	CONSOLIDATED TELEPHONE CO		08/12/2023	08/17/2023	53.58	0.00	Paid	Y
	8/12-9/11 CITY HALL PHONES/INTERNET		pziemer					08/17/2023
	101-1940-43321	TELEPHONE			53.58			
21250952/PD								
78852	CONSOLIDATED TELEPHONE CO		08/12/2023	08/17/2023	114.80	0.00	Paid	Y
	8/12-9/11 PD PHONES/INTERNET		pziemer					08/17/2023
	225-2120-43321	TELEPHONE			96.05			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT			18.75			
21250952/FD								
78853	CONSOLIDATED TELEPHONE CO		08/12/2023	08/17/2023	68.75	0.00	Paid	Y
	8/12-9/11 FIRE DEPT PHONES INTERNET		pziemer					08/17/2023
	225-2220-43321	TELEPHONE			68.75			
21250952/STRTS								
78854	CONSOLIDATED TELEPHONE CO		08/12/2023	08/17/2023	19.75	0.00	Paid	Y
	8/12-9/11 STREETS PHONE/INTERNET		pziemer					08/17/2023
	235-3100-43321	TELEPHONE			19.75			
21250952/AIR								
78855	CONSOLIDATED TELEPHONE CO		08/12/2023	08/17/2023	128.75	0.00	Paid	Y
	8/12-9/11 AIRPORT INTERNET - CITY NE		pziemer					08/17/2023
	260-9020-43321	TELEPHONE			128.75			
21250952/PARKS								
78856	CONSOLIDATED TELEPHONE CO		08/12/2023	08/17/2023	49.29	0.00	Paid	Y
	8/12-9/11 PARKS PHONE/INTERNET		pziemer					08/17/2023
	230-5200-43321	TELEPHONE			49.29			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
21244752								
78861	CONSOLIDATED TELEPHONE CO		08/12/2023	08/17/2023	708.83	0.00	Paid	Y
	8/12-9/11 AIRPORT PHONE		pziemer					08/17/2023
	260-9020-43321	TELEPHONE			708.83			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:				1,944.40	0.00		
Vendor 1381 - DECHANTAL EXCAVATING LLC:								
IMP 19-02 PAY REQ 5								
78760	DECHANTAL EXCAVATING LLC		08/01/2023	08/11/2023	26,273.22	0.00	Paid	Y
	PAY REQ 5 IMP 19-02		pziemer					08/11/2023
	401-1902-45530	PYMTS TO CONTRACTORS			26,273.22			
IMP 22:06 PAY REQ 2								
78761	DECHANTAL EXCAVATING LLC		08/01/2023	08/11/2023	136,406.21	0.00	Paid	Y
	IMP 22:06 PAY REQ 2 - HARRISON SRTS		pziemer					08/11/2023
	401-9030-45530-22:06	CAPITAL-PYMTS TO CONTRACTS			136,406.21			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:				162,679.43	0.00		
Vendor 0200 - HEARTLAND ANIMAL RESCUE:								
32597								
78860	HEARTLAND ANIMAL RESCUE		08/15/2023	08/17/2023	169.00	0.00	Paid	Y
	FERAL DOG - AIRPORT 2/8/23		pziemer					08/17/2023
	260-9020-43300	PROFESSIONAL SERVICES			169.00			
	Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:				169.00	0.00		
PCard: 2257 U.S. BANK Card Holder: LIBRARY								
Vendor 0533 - ALLEGRA:								
7/10/23								
78758	ALLEGRA		07/10/2023	08/11/2023	289.81	0.00	Paid	Y
	INFORMATIONAL HANDOUTS		pziemer					08/11/2023
	211-5503-43430	MISC - USE OF HOLDEN TRUST			289.81			
	Total for vendor 0533 - ALLEGRA:				289.81	0.00		
Vendor MISC - DYMAXION:								
7/19/23								
78757	DYMAXION		07/19/2023	08/11/2023	168.00	0.00	Paid	Y
	SCHEDULING SOFTWARE - ANNUAL SUBS.		pziemer					08/11/2023
	211-5500-43430	MISCELLANEOUS			168.00			
	Total for vendor MISC - DYMAXION:				168.00	0.00		
Vendor MISC - MAILCHIMP:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
7/4/23							
78759	MAILCHIMP	07/04/2023	08/11/2023	39.50	0.00	Paid	Y
	MONTHLY EMAIL SUBSCRIPTION	pziemer					08/11/2023
	211-5500-43430 MISCELLANEOUS			39.50			
	Total for vendor MISC - MAILCHIMP:			39.50	0.00		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				497.31	0.00		

# of Invoices:	16	# Due: 0	Totals:	165,336.91	0.00
# of Credit Memos:	0	# Due: 0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:				165,336.91	0.00

--- TOTALS BY GL DISTRIBUTION ---

101-1800-43321	TELEPHONE	592.50
101-1940-43321	TELEPHONE	53.58
211-5500-43430	MISCELLANEOUS	207.50
211-5503-43430	MISC - USE OF HOLDEN TRUST	289.81
225-2120-43309	COMPUTER TECHNICAL SUPPORT	18.75
225-2120-43321	TELEPHONE	96.05
225-2120-43380	UTILITIES	46.77
225-2220-43321	TELEPHONE	68.75
230-5200-43321	TELEPHONE	49.29
230-5280-43321	TELEPHONE	208.15
235-3100-43321	TELEPHONE	19.75
260-9020-43300	PROFESSIONAL SERVICES	169.00
260-9020-43321	TELEPHONE	837.58
401-1902-45530	PYMTS TO CONTRACTORS	26,273.22
401-9030-45530-22:06	CAPITAL-PYMTS TO CONTRACTS	136,406.21

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			646.08	0.00		
	211 - LIBRARY FUND			497.31	0.00		
	225 - PUBLIC SAFETY FUND			230.32	0.00		
	230 - PARK & RECREATION FUND			257.44	0.00		
	235 - STREET & SEWER FUND			19.75	0.00		
	260 - AIRPORT FUND			1,006.58	0.00		
	401 - CONSTRUCTION FUND			162,679.43	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	1800 - IT/GIS			592.50	0.00		
	1902 - 19:02 CLST CONNECTION			26,273.22	0.00		
	1940 - CITY HALL			53.58	0.00		
	2120 - POLICE DEPARTMENT			161.57	0.00		
	2220 - FIRE DEPARTMENT			68.75	0.00		
	3100 - S & S MAINTENANCE			19.75	0.00		
	5200 - PARK MAIN/ADMINISTRATION			49.29	0.00		
	5280 - CAMPGROUND			208.15	0.00		
	5500 - LIBRARY-BUDGETED			207.50	0.00		
	5503 - HOLDEN TRUST DONATION USE			289.81	0.00		
	9020 - AIRPORT M & O			1,006.58	0.00		
	9030 - CONSTRUCTION PROJ-MISC			136,406.21	0.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0011 - ACE HARDWARE:								
318164/1								
79228	ACE HARDWARE		09/07/2023	09/20/2023	35.57	35.57	Open	N
	BATTERIES - ENG		pziemer					09/20/2023
	401-9030-42210	OPERATING SUPPLIES			35.57			
318178/1								
79259	ACE HARDWARE		09/08/2023	09/20/2023	35.99	35.99	Open	N
	PAINT MARKING WAND		pziemer					09/20/2023
	237-3190-42220	REPAIR & MAINT			35.99			
318311/1								
79328	ACE HARDWARE		09/13/2023	09/20/2023	2.28	2.28	Open	N
	SQD 434 - RIFLE MOUNTS		pziemer					09/20/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			2.28			
317694/1								
79351	ACE HARDWARE		08/28/2023	09/20/2023	35.99	35.99	Open	N
	TANK SPRAYER - DOWNTOWN		pziemer					09/20/2023
	230-5200-42220	REPAIR & MAINT			35.99			
		Total for vendor 0011 - ACE HARDWARE:			109.83	109.83		
Vendor 2902 - ADVANCE AUTO PARTS:								
6574325721552								
79349	ADVANCE AUTO PARTS		09/14/2023	09/20/2023	9.99	9.99	Open	N
	CONNECTION TESTER - CRIMPER		pziemer					09/20/2023
	237-3190-42220	REPAIR & MAINT			9.99			
		Total for vendor 2902 - ADVANCE AUTO PARTS:			9.99	9.99		
Vendor 2846 - AMERICAN WELDING-GAS INC:								
09564096								
79212	AMERICAN WELDING-GAS INC		08/31/2023	09/20/2023	82.80	82.80	Open	N
	WELDING CYLINDER RENTAL		pziemer					09/20/2023
	235-3100-43410	RENTAL EXPENSE			82.80			
		Total for vendor 2846 - AMERICAN WELDING-GAS INC:			82.80	82.80		
Vendor 0041 - ANDERSON BROTHERS CONSTRU:								
33294								
79229	ANDERSON BROTHERS CONSTRU		09/01/2023	09/20/2023	159.00	159.00	Open	N
	2.12 HOT MIX		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			159.00			
33293								
79230	ANDERSON BROTHERS CONSTRU		09/01/2023	09/20/2023	178.50	178.50	Open	N
	2.38 HOT MIX		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			178.50			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
33292								
79231	ANDERSON BROTHERS CONSTRU		09/01/2023	09/20/2023	174.00	174.00	Open	N
	2.32 HOT MIX		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			174.00			
33227								
79232	ANDERSON BROTHERS CONSTRU		08/29/2023	09/20/2023	150.00	150.00	Open	N
	2.0 HOT MIX		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			150.00			
33209								
79233	ANDERSON BROTHERS CONSTRU		09/11/2023	09/20/2023	169.50	169.50	Open	N
	2.26 HOT MIX		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			169.50			
	Total for vendor 0041 - ANDERSON BROTHERS CONSTRU:				831.00	831.00		
Vendor 0039 - ARAMARK UNIFORM SERVICES:								
2530179390								
79210	ARAMARK UNIFORM SERVICES		08/31/2023	09/20/2023	87.56	87.56	Open	N
	RUGS AND OVERALLS		pziemer					09/20/2023
	235-3100-43430	MISCELLANEOUS			87.56			
2530181617								
79256	ARAMARK UNIFORM SERVICES		09/07/2023	09/20/2023	53.27	53.27	Open	N
	RUGS AND OVERALLS		pziemer					09/20/2023
	235-3100-43430	MISCELLANEOUS			53.27			
	Total for vendor 0039 - ARAMARK UNIFORM SERVICES:				140.83	140.83		
Vendor 3343 - ARROW MANAGEMENT:								
32281								
79254	ARROW MANAGEMENT		09/06/2023	09/20/2023	800.00	800.00	Open	N
	113 ROSEWOOD ABATEMENT - DEBRIS		pziemer					09/20/2023
	101-2400-43405	NUISANCES			800.00			
	Total for vendor 3343 - ARROW MANAGEMENT:				800.00	800.00		
Vendor 0319 - BAKER TILLY MUNICIPAL ADVISORS, LLC:								
BTMA21756								
79318	BAKER TILLY MUNICIPAL ADVISORS, LLC		08/31/2023	09/20/2023	3,100.00	3,100.00	Open	N
	2018A ARBITRAGE COMPLIANCE		pziemer					09/20/2023
	101-0000-14100	DUE FROM COMPONENT UNIT			1,767.00			
	237-3190-43300	PROFESSIONAL SERVICES			519.87			
	310-7850-43300	PROFESSIONAL SERVICES			373.24			
	302-7700-46620	PAYING AGENT FEES			439.89			
	Total for vendor 0319 - BAKER TILLY MUNICIPAL ADVISORS, LLC:				3,100.00	3,100.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0745 - BATTERIES PLUS:								
P65571104								
79263	BATTERIES PLUS		09/07/2023	09/20/2023	119.76	119.76	Open	N
	BATTERIES		pziemer					09/20/2023
	225-2120-42210	OPERATING SUPPLIES			119.76			
P65690353								
79295	BATTERIES PLUS		09/11/2023	09/20/2023	55.06	55.06	Open	N
	BATTERIES		pziemer					09/20/2023
	225-2220-42210	OPERATING SUPPLIES			55.06			
	Total for vendor 0745 - BATTERIES PLUS:				174.82	174.82		
Vendor 4022 - BERGMAN, JENNIFER:								
9/8/23								
79274	BERGMAN, JENNIFER		09/08/2023	09/20/2023	367.03	367.03	Open	N
	REIMBURSE EXPENSES - ST. PAUL TRAINI		pziemer					09/20/2023
	101-1400-43330	PROFESSIONAL DEVELOPMENT			367.03			
	Total for vendor 4022 - BERGMAN, JENNIFER:				367.03	367.03		
Vendor 2948 - BILL'S GUN SHOP & RANGE:								
S4-594523								
79298	BILL'S GUN SHOP & RANGE		09/11/2023	09/20/2023	143.80	143.80	Open	N
	MAGAZINES FOR DUTY WEAPONS		pziemer					09/20/2023
	225-2120-41113	UNIFORM ALLOWANCE			143.80			
	Total for vendor 2948 - BILL'S GUN SHOP & RANGE:				143.80	143.80		
Vendor 3120 - BOLTON & MENK:								
0318889								
79234	BOLTON & MENK		08/29/2023	09/20/2023	13,863.00	13,863.00	Open	N
	23:12 4TH STREET SW STORMWATER		pziemer					09/20/2023
	401-9030-43300-23:12	PROFESSIONAL SERVICES			13,863.00			
	Total for vendor 3120 - BOLTON & MENK:				13,863.00	13,863.00		
Vendor 4076 - BOSER, BRITTNEY:								
8/30/23								
79249	BOSER, BRITTNEY		08/23/2023	09/20/2023	37.73	37.73	Open	N
	R5 HR DISCUSSION MILEAGE		pziemer					09/20/2023
	101-1400-43330	PROFESSIONAL DEVELOPMENT			37.73			
	Total for vendor 4076 - BOSER, BRITTNEY:				37.73	37.73		
Vendor 0749 - BRAINERD LAKES SEWER, LLC:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
8258								
79208	BRAINERD LAKES SEWER, LLC		08/31/2023	09/20/2023	380.00	380.00	Open	N
	SATELLITE RENTALS - PARKS		pziemer					09/20/2023
	230-5200-43410	RENTAL EXPENSE			110.00			
	230-5215-42210	OPERATING SUPPLIES			135.00			
	230-5200-43410	RENTAL EXPENSE			135.00			
	Total for vendor 0749 - BRAINERD LAKES SEWER, LLC:				380.00	380.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:								
INV22229								
79282	BRAINERD PUBLIC UTILITIES		08/30/2023	09/20/2023	275,288.62	275,288.62	Open	N
	DEBT SERVICE 2016 A G.O. BOND		pziemer					09/20/2023
	237-3190-46611	INTEREST PAYMENTS			35,888.62			
	237-0000-23185	REVENUE NOTES PAYABLE			239,400.00			
9/14/23								
79344	BRAINERD PUBLIC UTILITIES		09/14/2023	09/20/2023	138,051.38	138,051.38	Open	N
	REMIT LOCAL SALES TAX THRU 9/12/23		pziemer					09/20/2023
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT			138,051.38			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:				413,340.00	413,340.00		
Vendor 4209 - CALLTOWER:								
201608594								
79257	CALLTOWER		09/01/2023	09/20/2023	355.77	355.77	Open	N
	CALLTOWER 9/1/23-9/30/23		pziemer					09/20/2023
	101-1800-43321	TELEPHONE			355.77			
	Total for vendor 4209 - CALLTOWER:				355.77	355.77		
Vendor 0447 - CDW GOVERNMENT, INC:								
LP79073								
79331	CDW GOVERNMENT, INC		08/29/2023	09/20/2023	269.93	269.93	Open	N
	PRINTER - PARKS		pziemer					09/20/2023
	230-5200-42200	OFFICE SUPPLIES			269.93			
	Total for vendor 0447 - CDW GOVERNMENT, INC:				269.93	269.93		
Vendor 4101 - COMMAND LLC:								
1229								
79223	COMMAND LLC		09/02/2023	09/20/2023	900.00	900.00	Open	N
	AERIAL TEST - TOWER 20		pziemer					09/20/2023
	225-2220-43300	PROFESSIONAL SERVICES			900.00			
	Total for vendor 4101 - COMMAND LLC:				900.00	900.00		
Vendor 0122 - COMMUNITY ACTION:								

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
SEPT 23							
79315	COMMUNITY ACTION	09/12/2023	09/20/2023	7,819.75	7,819.75	Open	N
	SEPTEMBER 2023 LEVY PAYMENT	pziemer					09/20/2023
	101-9200-43460 REMIT COMMUNITY ACTION LEVY			7,819.75			
	Total for vendor 0122 - COMMUNITY ACTION:			7,819.75	7,819.75		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21262107							
79330	CONSOLIDATED TELEPHONE CO	09/12/2023	09/20/2023	208.15	208.15	Open	N
	9/12/23-10/11/23 CAMPGROUND INTERNET	pziemer					09/20/2023
	230-5280-43321 TELEPHONE			208.15			
21259921/IT							
79332	CONSOLIDATED TELEPHONE CO	09/12/2023	09/20/2023	592.50	592.50	Open	N
	IT PHONES/INTERNET 9/12/23-10/11/23	pziemer					09/20/2023
	101-1800-43321 TELEPHONE			592.50			
21259921/CH							
79333	CONSOLIDATED TELEPHONE CO	09/12/2023	09/20/2023	53.58	53.58	Open	N
	9/12/23-10/11/23 CITY HALL PHONES/IN	pziemer					09/20/2023
	101-1940-43321 TELEPHONE			53.58			
21259921/PD							
79334	CONSOLIDATED TELEPHONE CO	09/12/2023	09/20/2023	117.78	117.78	Open	N
	9/12/23-10/11/23 PD INTERNET/PHONE	pziemer					09/20/2023
	225-2120-43321 TELEPHONE			99.03			
	225-2120-43309 COMPUTER TECHNICAL SUPPORT			18.75			
21259921/FD							
79335	CONSOLIDATED TELEPHONE CO	09/12/2023	09/20/2023	68.75	68.75	Open	N
	9/12/23-10/11/23 FIRE DEPT PHONES/IN	pziemer					09/20/2023
	225-2220-43321 TELEPHONE			68.75			
21259921/STRTS							
79336	CONSOLIDATED TELEPHONE CO	09/12/2023	09/20/2023	19.75	19.75	Open	N
	9/12/23-10/11/23 STREETS INTERNET	pziemer					09/20/2023
	235-3100-43321 TELEPHONE			19.75			
21259921/AIRPORT							
79337	CONSOLIDATED TELEPHONE CO	09/12/2023	09/20/2023	128.75	128.75	Open	N
	9/12/23-10/11/23 AIRPORT SPEC CIRCUI	pziemer					09/20/2023
	260-9020-43321 TELEPHONE			128.75			
21259921/PARKS							
79338	CONSOLIDATED TELEPHONE CO	09/12/2023	09/20/2023	49.29	49.29	Open	N
	9/12/23-10/11/23 PARKS PHONE/SECURIT	pziemer					09/20/2023
	230-5200-43321 TELEPHONE			49.29			

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21259060							
79339	CONSOLIDATED TELEPHONE CO	09/12/2023	09/20/2023	685.99	685.99	Open	N
	9/12/23-10/11/23 PHONE SERVICE AND R	pziemer					09/20/2023
	260-9020-43321 TELEPHONE			685.99			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:			1,924.54	1,924.54		
Vendor 0132 - CWC HIGHWAY DEPT:							
6393							
79273	CWC HIGHWAY DEPT	09/01/2023	09/20/2023	5,115.32	5,115.32	Open	N
	AUG 2023 TRANSIT FUEL	pziemer					09/20/2023
	203-9000-42212 MOTOR FUELS			4,650.29			
	203-9000-42212 MOTOR FUELS			465.03			
	Total for vendor 0132 - CWC HIGHWAY DEPT:			5,115.32	5,115.32		
Vendor 0134 - CWC SANITARY LANDFILL:							
191597							
79352	CWC SANITARY LANDFILL	09/05/2023	09/20/2023	59.75	59.75	Open	N
	FURNITURE	pziemer					09/20/2023
	230-5200-42220 REPAIR & MAINT			59.75			
	Total for vendor 0134 - CWC SANITARY LANDFILL:			59.75	59.75		
Vendor 1003 - CWC SOIL & WATER CONSERVATION DISTR:							
2023-1286							
79348	CWC SOIL & WATER CONSERVATION DISTR	09/05/2023	09/20/2023	37.08	37.08	Open	N
	GRASS SEED LUM PARK BOAT LAUNCH	pziemer					09/20/2023
	230-5200-42220 REPAIR & MAINT			37.08			
	Total for vendor 1003 - CWC SOIL & WATER CONSERVATION DISTR:			37.08	37.08		
Vendor 0135 - CWC TREASURER:							
6368/COM DEV							
79236	CWC TREASURER	09/01/2023	09/20/2023	7,975.00	7,975.00	Open	N
	SEPT 2023 SHARED SERVICES - CITY HAL	pziemer					09/20/2023
	101-9200-43300 PROFESSIONAL SERVICES			7,975.00			
6368/LIB							
79237	CWC TREASURER	09/01/2023	09/20/2023	675.00	675.00	Open	N
	SEPT 2023 SHARED SERVICES - LIBRARY	pziemer					09/20/2023
	211-5500-43300 PROFESSIONAL SERVICES			675.00			
	Total for vendor 0135 - CWC TREASURER:			8,650.00	8,650.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							

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1994868								
79206	DAHLHEIMER BEVERAGE		08/31/2023	09/20/2023	27.00	27.00	Open	N
	PAINT FORM LUBRICATION		pziemer					09/20/2023
	235-3170-42210	OPERATING SUPPLIES			27.00			
1990182								
79353	DAHLHEIMER BEVERAGE		08/25/2023	09/20/2023	189.50	189.50	Open	N
	JANITORIAL - TP - PARKS		pziemer					09/20/2023
	230-5200-42220	REPAIR & MAINT			189.50			
1995068								
79354	DAHLHEIMER BEVERAGE		08/31/2023	09/20/2023	38.75	38.75	Open	N
	CONCESSIONS - POPCORN KIT		pziemer					09/20/2023
	230-5204-42210	OPERATING SUPPLIES			38.75			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:				255.25	255.25		
Vendor 0162 - DIAMOND VOGEL PAINT:								
813166204								
79321	DIAMOND VOGEL PAINT		08/01/2023	09/20/2023	2,238.98	2,238.98	Open	N
	WHITE AND YELLOW TRAFFIC PAINT		pziemer					09/20/2023
	235-3170-42210	OPERATING SUPPLIES			2,238.98			
	Total for vendor 0162 - DIAMOND VOGEL PAINT:				2,238.98	2,238.98		
Vendor 1286 - EAST SIDE OIL COMPANY:								
R107182								
79345	EAST SIDE OIL COMPANY		09/13/2023	09/20/2023	100.00	100.00	Open	N
	FILTERS/ANTIFREEZE		pziemer					09/20/2023
	227-3230-43428	USED OIL RECYCLING EXPENSE			100.00			
	Total for vendor 1286 - EAST SIDE OIL COMPANY:				100.00	100.00		
Vendor 0071 - FORUM COMMUNICATIONS COMPANY:								
242559-1								
79283	FORUM COMMUNICATIONS COMPANY		08/01/2023	09/20/2023	44.77	44.77	Open	N
	NOTICE: TRANSIT FARE INCREASE 8/21		pziemer					09/20/2023
	203-9000-43350	PRINTING/LEGAL PUBLICATION			44.77			
245196-1								
79284	FORUM COMMUNICATIONS COMPANY		08/01/2023	09/20/2023	139.38	139.38	Open	N
	2023 ANNUAL TIF DISCLOSURES		pziemer					09/20/2023
	274-6505-43430	MISCELLANEOUS			23.23			
	277-6517-43430	MISCELLANEOUS			23.23			
	281-6514-43430	MISCELLANEOUS			23.23			
	283-6506-43430	MISCELLANEOUS			23.23			
	292-6503-43430	MISCELLANEOUS			23.23			
	293-6512-43430	MISCELLANEOUS			23.23			

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245306-1 79285	FORUM COMMUNICATIONS COMPANY NOTICE: TRANSIT FARE INCREASE 9/11 203-9000-43350 PRINTING/LEGAL PUBLICATION	08/01/2023 pziemer	09/20/2023	58.93 58.93	58.93	Open	N 09/20/2023
249024-1 79286	FORUM COMMUNICATIONS COMPANY NOH: ORD 1554 CANNABIS IN PUBLIC 101-9200-43350 LEGAL PUBLICATIONS	08/09/2023 pziemer	09/20/2023	31.82 31.82	31.82	Open	N 09/20/2023
249013-1 79287	FORUM COMMUNICATIONS COMPANY ORD 1553 AMEND ZONING MAP 101-9200-43350 LEGAL PUBLICATIONS	08/09/2023 pziemer	09/20/2023	106.05 106.05	106.05	Open	N 09/20/2023
249267-1 79288	FORUM COMMUNICATIONS COMPANY NOTICE: SP. PARKS BOARD MTG 230-5200-43350 PRINTING/LEGAL PUBLICATION	08/09/2023 pziemer	09/20/2023	11.78 11.78	11.78	Open	N 09/20/2023
252567-1 79289	FORUM COMMUNICATIONS COMPANY ORD 1555: ADMIN CITATIONS 101-9200-43350 LEGAL PUBLICATIONS	08/21/2023 pziemer	09/20/2023	35.35 35.35	35.35	Open	N 09/20/2023
252722-1 79290	FORUM COMMUNICATIONS COMPANY ORD 1554: PUBLIC CANNABIS USE 101-9200-43350 LEGAL PUBLICATIONS	08/22/2023 pziemer	09/20/2023	302.83 302.83	302.83	Open	N 09/20/2023
247061-1 79303	FORUM COMMUNICATIONS COMPANY NOH: INTERIM USE - SHORT TERM RENTAL 101-2400-43350 PRINTING/LEGAL PUBLICATION	08/02/2023 pziemer	09/20/2023	55.38 55.38	55.38	Open	N 09/20/2023
247036-1 79304	FORUM COMMUNICATIONS COMPANY NOH: VARIANCE REQ. W. SIMON 101-2400-43350 PRINTING/LEGAL PUBLICATION	08/02/2023 pziemer	09/20/2023	67.17 67.17	67.17	Open	N 09/20/2023
247050-1 79305	FORUM COMMUNICATIONS COMPANY NOH: VARIANCE REQ. D. HOLMQUIST 101-2400-43350 PRINTING/LEGAL PUBLICATION	08/02/2023 pziemer	09/20/2023	51.85 51.85	51.85	Open	N 09/20/2023
247045-1 79306	FORUM COMMUNICATIONS COMPANY NOH: VARIANCE REQ. BOOKU LLC 101-2400-43350 PRINTING/LEGAL PUBLICATION	08/02/2023 pziemer	09/20/2023	63.63 63.63	63.63	Open	N 09/20/2023

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242340-1								
79307	FORUM COMMUNICATIONS COMPANY		08/01/2023	09/20/2023	304.01	304.01	Open	N
	RFB: SPRA LUM PARK ROAD		pziemer					09/20/2023
	401-9030-43350-21:17	LEGAL PUBLICATIONS			304.01			
	Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:				1,272.95	1,272.95		
Vendor 0186 - GALLS LLC:								
025346408								
79264	GALLS LLC		08/11/2023	09/20/2023	171.35	171.35	Open	N
	701 & 702 UNIFORM RAINCOATS		pziemer					09/20/2023
	225-2120-41113	UNIFORM ALLOWANCE			171.35			
	Total for vendor 0186 - GALLS LLC:				171.35	171.35		
Vendor 2377 - GRANITE ELECTRONICS:								
2233576								
79224	GRANITE ELECTRONICS		08/31/2023	09/20/2023	33.00	33.00	Open	N
	ROOF MOUNT ANTENNA		pziemer					09/20/2023
	225-2220-42210	OPERATING SUPPLIES			33.00			
	Total for vendor 2377 - GRANITE ELECTRONICS:				33.00	33.00		
Vendor 3011 - GUARDIAN PEST CONTROL INC:								
2500240								
79296	GUARDIAN PEST CONTROL INC		08/04/2023	09/20/2023	62.00	62.00	Open	N
	PEST CONTROL		pziemer					09/20/2023
	225-2220-43300	PROFESSIONAL SERVICES			62.00			
	Total for vendor 3011 - GUARDIAN PEST CONTROL INC:				62.00	62.00		
Vendor 0200 - HEARTLAND ANIMAL RESCUE:								
8/31/23								
79276	HEARTLAND ANIMAL RESCUE		08/31/2023	09/20/2023	3,474.33	3,474.33	Open	N
	AUG 2023 BOARDING/ADMIN		pziemer					09/20/2023
	225-2700-43430	MISCELLANEOUS			1,555.00			
	225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
	Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:				3,474.33	3,474.33		
Vendor 0209 - HEARTLAND TIRE INC.:								
3043148								
79265	HEARTLAND TIRE INC.		09/08/2023	09/20/2023	942.34	942.34	Open	N
	SQD 436 TIRES		pziemer					09/20/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			942.34			
	Total for vendor 0209 - HEARTLAND TIRE INC.:				942.34	942.34		

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Vendor 0201 - HEARTLAND TIRE SERVICE INC:							
15024057							
79302	HEARTLAND TIRE SERVICE INC	08/31/2023	09/20/2023	161.48	161.48	Open	N
	TRUCK 121 TIRE REPAIR	pziemer					09/20/2023
	237-3190-42220 REPAIR & MAINT			161.48			
	Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:			161.48	161.48		
Vendor 1440 - HOLMES, TIM:							
9/13/23							
79327	HOLMES, TIM	09/13/2023	09/20/2023	36.66	36.66	Open	N
	REIMB. PLANTS STATION 1	pziemer					09/20/2023
	225-2220-42210 OPERATING SUPPLIES			36.66			
	Total for vendor 1440 - HOLMES, TIM:			36.66	36.66		
Vendor 4233 - HOST, JORDAN:							
9/7/23							
79301	HOST, JORDAN	09/07/2023	09/20/2023	107.00	107.00	Open	N
	REIMB. BAGS W/BADGES SUPPLIES	pziemer					09/20/2023
	225-2120-43305 CRIME PREVENTION PROGRAM			107.00			
	Total for vendor 4233 - HOST, JORDAN:			107.00	107.00		
Vendor 3636 - HRGREEN:							
166780							
79343	HRGREEN	09/13/2023	09/20/2023	6,152.75	6,152.75	Open	N
	21:15 BUFFALO HILLS GULLY THRU 8/31/2	pziemer					09/20/2023
	401-9030-43300-21:15 PROFESSIONAL SERVICES			6,152.75			
161795							
79346	HRGREEN	08/01/2023	09/20/2023	371.75	371.75	Open	N
	21:15 BUFFALO HILLS GULLY MARCH 2023	pziemer					09/20/2023
	401-9030-43300-21:15 PROFESSIONAL SERVICES			371.75			
	Total for vendor 3636 - HRGREEN:			6,524.50	6,524.50		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
42940							
79294	INDEPENDENT TESTING TECHNOLOGIES	08/31/2023	09/20/2023	600.00	600.00	Open	N
	IMP 21-12 TESTING	pziemer					09/20/2023
	401-9030-43300-21:12 PROFESSIONAL SERVICES			600.00			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			600.00	600.00		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							

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IN4316498								
79266	INNOVATIVE OFFICE SOLUTIONS LLC		09/08/2023	09/20/2023	21.07	21.07	Open	N
	LAMINATING POUCHES - HUNTING PERMITS		pziemer					09/20/2023
	225-2120-42200	OFFICE SUPPLIES			21.07			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:				21.07	21.07		
Vendor 0313 - LAKES AREA SENIOR CENTER:								
SEPT 23								
79316	LAKES AREA SENIOR CENTER		09/12/2023	09/20/2023	7,819.75	7,819.75	Open	N
	SEPTEMBER 2023 LEVY PAYMENT		pziemer					09/20/2023
	101-9200-43461	REMIT SENIOR CITIZEN LEVY			7,819.75			
	Total for vendor 0313 - LAKES AREA SENIOR CENTER:				7,819.75	7,819.75		
Vendor 0227 - LAKES PRINTING:								
00217270								
79277	LAKES PRINTING		08/11/2023	09/20/2023	207.45	207.45	Open	N
	QTY 4000 TRANSIT PASS - $10 CARDS		pziemer					09/20/2023
	203-9000-42210	OPERATING SUPPLIES			207.45			
00217290								
79278	LAKES PRINTING		08/16/2023	09/20/2023	211.10	211.10	Open	N
	QTY 1000 MAILING LABELS		pziemer					09/20/2023
	203-9000-42210	OPERATING SUPPLIES			211.10			
00217269								
79279	LAKES PRINTING		08/11/2023	09/20/2023	207.45	207.45	Open	N
	QTY 4000 TRANSIT TICKETS - $20 CARDS		pziemer					09/20/2023
	203-9000-42210	OPERATING SUPPLIES			207.45			
00217291								
79280	LAKES PRINTING		08/16/2023	09/20/2023	129.90	129.90	Open	N
	QTY 1000 NO SHOW POSTCARDS		pziemer					09/20/2023
	203-9000-42210	OPERATING SUPPLIES			129.90			
	Total for vendor 0227 - LAKES PRINTING:				755.90	755.90		
Vendor 0232 - LEAGUE MN CITIES INS TRUS:								
10002612/4TH QTR23								
79213*	LEAGUE MN CITIES INS TRUS		09/05/2023	09/20/2023	75,639.25	75,639.25	Open	N
	4TH QTR 2023 WORK COMP PREMIUM		pziemer					09/20/2023
	280-0000-41150	WORKERS COMP			70,684.00			
	101-1110-41150	WORKERS COMP			11.00			
	225-2225-41150	WORKERS COMP			14,567.25			
	280-0000-11500	ACCOUNTS RECEIVABLE			(9,812.00)			
	235-3100-41150	WORKERS COMP			2,139.00			
	225-2220-41150	WORKERS COMP			59.00			
	225-2120-41150	WORKERS COMP			811.00			

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	225-2225-41150	WORKERS COMP			(3,139.00)			
	101-1400-41150	WORKERS COMP			18.00			
	230-5200-41150	WORKERS COMP			143.00			
	203-9000-41150	WORKERS COMP			93.00			
	101-1410-41150	WOKERS COMP			65.00			
	Total for vendor 0232 - LEAGUE MN CITIES INS TRUS:				75,639.25	75,639.25		
Vendor 2141 - M&M EXPRESS SALES & SERVICE:								
467062								
79225	M&M EXPRESS SALES & SERVICE		09/01/2023	09/20/2023	358.11	358.11	Open	N
	S2 PUMP		pziemer					09/20/2023
	225-2220-42220	REPAIR & MAINT			358.11			
	Total for vendor 2141 - M&M EXPRESS SALES & SERVICE:				358.11	358.11		
Vendor 1753 - MARCO:								
INV11579283								
79319	MARCO		08/30/2023	09/20/2023	1,395.00	1,395.00	Open	N
	PROF SERVICES - VLANS AND FIPS		pziemer					09/20/2023
	101-1800-43300	PROFESSIONAL SERVICES			1,395.00			
	Total for vendor 1753 - MARCO:				1,395.00	1,395.00		
Vendor 1384 - MARTIN-MCALLISTER:								
15558								
79267	MARTIN-MCALLISTER		08/31/2023	09/20/2023	625.00	625.00	Open	N
	POLICE ASSESSMENT/POTENTIAL HIRE		pziemer					09/20/2023
	225-2120-43300	PROFESSIONAL SERVICES			625.00			
	Total for vendor 1384 - MARTIN-MCALLISTER:				625.00	625.00		
Vendor 0889 - MENARDS - BAXTER:								
03889								
79350	MENARDS - BAXTER		08/29/2023	09/20/2023	39.21	39.21	Open	N
	KIWANIS REPAIRS		pziemer					09/20/2023
	230-5200-42220	REPAIR & MAINT			39.21			
3814								
79355	MENARDS - BAXTER		08/28/2023	09/20/2023	206.84	206.84	Open	N
	LUMBER		pziemer					09/20/2023
	230-5200-42220	REPAIR & MAINT			206.84			
3652								
79356	MENARDS - BAXTER		08/25/2023	09/20/2023	28.75	28.75	Open	N
	LIGHTBULBS?		pziemer					09/20/2023
	230-5200-42220	REPAIR & MAINT			28.75			
	Total for vendor 0889 - MENARDS - BAXTER:				274.80	274.80		

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Vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:								
2023-2742								
79340	MN DEPARTMENT OF NATURAL RESOURCES		09/12/2023	09/20/2023	1,764.00	1,764.00	Open	N
	MLT PUBLIC WATER PERMIT		pziemer					09/20/2023
	401-9030-43300-21:16	PROFESSIONAL SERVICES			1,764.00			
	Total for vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:				1,764.00	1,764.00		
Vendor 0264 - MN DEPT LABOR & INDUSTRY:								
ALR0150912X								
79250	MN DEPT LABOR & INDUSTRY		08/26/2023	09/20/2023	100.00	100.00	Open	N
	ANNUAL ELEVATOR INSPECTION -CH		pziemer					09/20/2023
	101-1940-42220	REPAIR & MAINT			100.00			
ALR0151679X								
79251	MN DEPT LABOR & INDUSTRY		08/26/2023	09/20/2023	100.00	100.00	Open	N
	ANNUAL ELEVATOR INSPECTION - ANNEX		pziemer					09/20/2023
	101-1940-42220	REPAIR & MAINT			100.00			
	Total for vendor 0264 - MN DEPT LABOR & INDUSTRY:				200.00	200.00		
Vendor 3942 - MOONLITE NURSERY LLC:								
8/31/23								
79275	MOONLITE NURSERY LLC		08/31/2023	09/20/2023	87.00	87.00	Open	N
	QTY 12 SOD - MILLS FIELD		pziemer					09/20/2023
	230-5200-42221	R&M- MILLS FIELD			87.00			
	Total for vendor 3942 - MOONLITE NURSERY LLC:				87.00	87.00		
Vendor 3197 - MORTON SALT INC:								
5402877047								
79211	MORTON SALT INC		08/31/2023	09/20/2023	7,959.10	7,959.10	Open	N
	ROAD SALT		pziemer					09/20/2023
	235-3125-42220	REPAIR & MAINT			7,959.10			
5402877419								
79214	MORTON SALT INC		09/05/2023	09/20/2023	2,002.09	2,002.09	Open	N
	ROAD SALT		pziemer					09/20/2023
	235-3125-42220	REPAIR & MAINT			2,002.09			
	Total for vendor 3197 - MORTON SALT INC:				9,961.19	9,961.19		
Vendor 1021 - MOTOROLA:								
1411030848								
79269	MOTOROLA		09/01/2023	09/20/2023	13,031.25	13,031.25	Open	N
	EVIDENCE LIBRARY STORAGE		pziemer					09/20/2023
	225-2120-43309	COMPUTER TECHNICAL SUPPORT			13,031.25			
	Total for vendor 1021 - MOTOROLA:				13,031.25	13,031.25		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 3168 - MOTORS-N-MORE:								
30091								
79270	MOTORS-N-MORE		09/07/2023	09/20/2023	23.00	23.00	Open	N
	SQD 404 - OIL CHANGE		pziemer					09/20/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
30094								
79271	MOTORS-N-MORE		09/08/2023	09/20/2023	717.05	717.05	Open	N
	SQD 430 - BRAKES/ROTORS		pziemer					09/20/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			717.05			
30096								
79342	MOTORS-N-MORE		09/13/2023	09/20/2023	945.30	945.30	Open	N
	SQD 436 - BRAKE PADS & ROTORS		pziemer					09/20/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			945.30			
		Total for vendor 3168 - MOTORS-N-MORE:			1,685.35	1,685.35		
Vendor 1449 - M-R SIGN CO., INC.:								
221411								
79281	M-R SIGN CO., INC.		09/08/2023	09/20/2023	82.62	82.62	Open	N
	QTY 2 STREET SIGNS		pziemer					09/20/2023
	235-3170-42210	OPERATING SUPPLIES			82.62			
		Total for vendor 1449 - M-R SIGN CO., INC.:			82.62	82.62		
Vendor 0272 - MTI DISTRIBUTING CO:								
1403820-00								
79238	MTI DISTRIBUTING CO		09/01/2023	09/20/2023	221.41	221.41	Open	N
	TORO 3200 MOWER - FILTERS/REPAIR		pziemer					09/20/2023
	230-5200-42220	REPAIR & MAINT			221.41			
		Total for vendor 0272 - MTI DISTRIBUTING CO:			221.41	221.41		
Vendor 0273 - NAPA AUTO PARTS:								
638873								
79260	NAPA AUTO PARTS		09/07/2023	09/20/2023	352.98	352.98	Open	N
	GREASE GUN		pziemer					09/20/2023
	237-3190-42220	REPAIR & MAINT			352.98			
639410								
79291	NAPA AUTO PARTS		09/08/2023	09/20/2023	31.21	31.21	Open	N
	HYDRAULIC HOSE FITTINGS		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			31.21			
620386								
79320	NAPA AUTO PARTS		08/01/2023	09/20/2023	32.99	32.99	Open	N
	OIL FILTER RESUPPLY		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			32.99			

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	Total for vendor 0273 - NAPA AUTO PARTS:				417.18	417.18		
Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:								
AUG 2023/PD								
79239	NORTH COUNTRY JANITORIAL & SUPPLY I		09/06/2023	09/20/2023	1,000.00	1,000.00	Open	N
	AUG 23 POLICE DEPT JANITORIAL		pziemer					09/20/2023
	225-2120-43300	PROFESSIONAL SERVICES			1,000.00			
AUG 2023/CH								
79240	NORTH COUNTRY JANITORIAL & SUPPLY I		09/06/2023	09/20/2023	985.00	985.00	Open	N
	AUG 23 CITY HALL JANITORIAL		pziemer					09/20/2023
	101-1940-43300	PROFESSIONAL SERVICES			985.00			
AUG 2023/FD								
79241	NORTH COUNTRY JANITORIAL & SUPPLY I		09/06/2023	09/20/2023	350.00	350.00	Open	N
	AUG 23 FIRE DEPT JANITORIAL		pziemer					09/20/2023
	225-2220-43300	PROFESSIONAL SERVICES			350.00			
AUG 2023/PARKS								
79242	NORTH COUNTRY JANITORIAL & SUPPLY I		09/06/2023	09/20/2023	175.00	175.00	Open	N
	AUG 23 PARKS JANITORIAL		pziemer					09/20/2023
	230-5200-43380	UTILITIES			175.00			
AUG 2023/STRTS								
79243	NORTH COUNTRY JANITORIAL & SUPPLY I		09/06/2023	09/20/2023	175.00	175.00	Open	N
	AUG 23 STREET DEPT JANITORIAL		pziemer					09/20/2023
	235-3100-43380	UTILITIES			175.00			
8/23 SUPPLIES/CH								
79244	NORTH COUNTRY JANITORIAL & SUPPLY I		09/06/2023	09/20/2023	325.01	325.01	Open	N
	CITY HALL JANITORIAL SUPPLIES		pziemer					09/20/2023
	101-1940-42220	REPAIR & MAINT			325.01			
8/23 SUPPLIES/STRTS								
79245	NORTH COUNTRY JANITORIAL & SUPPLY I		09/06/2023	09/20/2023	57.74	57.74	Open	N
	JANITORIAL SUPPLIES		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			57.74			
8/23 SUPPLIES/PARKS								
79246	NORTH COUNTRY JANITORIAL & SUPPLY I		09/06/2023	09/20/2023	57.74	57.74	Open	N
	PARKS JANITORIAL SUPPLIES		pziemer					09/20/2023
	230-5200-42220	REPAIR & MAINT			57.74			
8/23 SUPPLIES/PD								
79247	NORTH COUNTRY JANITORIAL & SUPPLY I		09/06/2023	09/20/2023	329.97	329.97	Open	N
	JANITORIAL SUPPLIES PD		pziemer					09/20/2023
	225-2120-42220	REPAIR & MAINT			329.97			
8/23 SUPPLIES/FD								
79248	NORTH COUNTRY JANITORIAL & SUPPLY I		09/06/2023	09/20/2023	115.49	115.49	Open	N
	JANITORIAL SUPPLIES - FD		pziemer					09/20/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2220-42220	REPAIR & MAINT		115.49			
	Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:			3,570.95	3,570.95		
Vendor 1153 - NORTHLAND ARBORETUM:							
SEPT 23							
79317	NORTHLAND ARBORETUM	09/12/2023	09/20/2023	7,819.75	7,819.75	Open	N
	SEPTEMBER 2023 LEVY PAYMENT	pziemer					09/20/2023
	101-9200-43462	REMIT ARBORETUM LEVY		7,819.75			
	Total for vendor 1153 - NORTHLAND ARBORETUM:			7,819.75	7,819.75		
Vendor 4232 - NORTHWEST ASPHALT & MAINTENANCE:							
23:02 FINAL							
79209	NORTHWEST ASPHALT & MAINTENANCE	08/24/2023	09/20/2023	25,200.00	25,200.00	Open	N
	23:02 CRACK SEALING PROJECT	pziemer					09/20/2023
	401-9030-45530-23:02	CAPITAL-PYMTS TO CONTRACTS		25,200.00			
	Total for vendor 4232 - NORTHWEST ASPHALT & MAINTENANCE:			25,200.00	25,200.00		
Vendor 0284 - OFFICE SHOP:							
328180-0							
79235	OFFICE SHOP	08/28/2023	09/20/2023	99.09	99.09	Open	N
	FD COPIER CONTRACT	pziemer					09/20/2023
	225-2220-43331	LEASED PAYMENTS		99.09			
	Total for vendor 0284 - OFFICE SHOP:			99.09	99.09		
Vendor 0311 - POMP'S TIRE SERVICE:							
2300002402							
79227	POMP'S TIRE SERVICE	09/05/2023	09/20/2023	349.45	349.45	Open	N
	PATCH TRAILER TIRE REPLACEMENT	pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT		349.45			
2300002432							
79255	POMP'S TIRE SERVICE	09/08/2023	09/20/2023	1,199.28	1,199.28	Open	N
	TRUCK 107 TIRE REPLACEMENT	pziemer					09/20/2023
	237-3190-42220	REPAIR & MAINT		1,199.28			
	Total for vendor 0311 - POMP'S TIRE SERVICE:			1,548.73	1,548.73		
Vendor 2487 - RAILROAD MANAGEMENT COMPANY:							
489187							
79322	RAILROAD MANAGEMENT COMPANY	08/28/2023	09/20/2023	344.67	344.67	Open	N
	LIC # 306913 - 12/1/23-11/30/24	pziemer					09/20/2023
	238-3160-43430	MISCELLANEOUS		344.67			
	Total for vendor 2487 - RAILROAD MANAGEMENT COMPANY:			344.67	344.67		

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Vendor 3413 - RATWIK, ROSZAK AND MALONEY:								
JULY 2023								
79292	RATWIK, ROSZAK AND MALONEY		08/01/2023	09/20/2023	9,150.14	9,150.14	Open	N
	JUL 23 RETAINER/SPECIAL SERVICES		pziemer					09/20/2023
	101-1610-43301	CITY ATTORNEY			4,381.64			
	101-0000-14100	DUE FROM COMPONENT UNIT			181.50			
	101-0000-14100	DUE FROM COMPONENT UNIT			33.00			
	101-1610-43301	CITY ATTORNEY			3,349.50			
	101-0000-14100	DUE FROM COMPONENT UNIT			1,204.50			
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:				9,150.14	9,150.14		
Vendor 3410 - ROUTE MATCH SOFTWARE LLC:								
RMSMA00001385								
79300	ROUTE MATCH SOFTWARE LLC		09/01/2023	09/20/2023	378.55	378.55	Open	N
	11/1/23-10/31/24 LICENSES		pziemer					09/20/2023
	203-9000-43309	COMPUTER TECHINCAL SUPPORT			378.55			
	Total for vendor 3410 - ROUTE MATCH SOFTWARE LLC:				378.55	378.55		
Vendor MISC - SALLI, DONNA:								
9/8/23								
79297	SALLI, DONNA		09/12/2023	09/20/2023	26.96	26.96	Open	N
	REFUND UN-USED PARKING		pziemer					09/20/2023
	101-0000-22801	Refund: MR Unapplied Payments			26.96			
	Total for vendor MISC - SALLI, DONNA:				26.96	26.96		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:								
451998								
79207	SHORT ELLIOTT HENDRICKSON		08/16/2023	09/20/2023	2,917.97	2,917.97	Open	N
	IMP 23:13 WILLOW & 6TH ROUNDABOUT		pziemer					09/20/2023
	401-9030-43300-23:13	PROFESSIONAL SERVICES			2,917.97			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:				2,917.97	2,917.97		
Vendor 0655 - SOTHERS STUDIO:								
23376								
79268	SOTHERS STUDIO		09/01/2023	09/20/2023	179.00	179.00	Open	N
	OFFICER OF THE YEAR - MIDDLETON		pziemer					09/20/2023
	225-2120-43300	PROFESSIONAL SERVICES			179.00			
	Total for vendor 0655 - SOTHERS STUDIO:				179.00	179.00		
Vendor 4185 - SRF CONSULTING GROUP:								

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16811.00-1								
79341	SRF CONSULTING GROUP		08/31/2023	09/20/2023	3,479.61	3,479.61	Open	N
	23:05 TH 210 WATERMAIN & SAN/SWR REL		pziemer					09/20/2023
	401-9030-43300-23:05	PROFESSIONAL SERVICES			3,479.61			
	Total for vendor 4185 - SRF CONSULTING GROUP:				3,479.61	3,479.61		
Vendor 2589 - STAPLES ADVANTAGE:								
3546011440								
79272	STAPLES ADVANTAGE		08/26/2023	09/20/2023	124.44	124.44	Open	N
	COPY PAPER		pziemer					09/20/2023
	225-2120-42200	OFFICE SUPPLIES			124.44			
	Total for vendor 2589 - STAPLES ADVANTAGE:				124.44	124.44		
Vendor 0322 - STREICHERS PROF EQUIP:								
I1653719								
79299	STREICHERS PROF EQUIP		09/07/2023	09/20/2023	1,385.76	1,385.76	Open	N
	713JB - INITIAL ISSUE		pziemer					09/20/2023
	225-2120-41113	UNIFORM ALLOWANCE			1,385.76			
I1653948								
79329	STREICHERS PROF EQUIP		09/08/2023	09/20/2023	230.36	230.36	Open	N
	OC SPRAY		pziemer					09/20/2023
	225-2120-42210	OPERATING SUPPLIES			230.36			
	Total for vendor 0322 - STREICHERS PROF EQUIP:				1,616.12	1,616.12		
Vendor 0334 - U.S. BANK:								
7031165								
79252	U.S. BANK		08/25/2023	09/20/2023	550.00	550.00	Open	N
	MN GO IMP BONDS 2015B		pziemer					09/20/2023
	320-7100-46620	PAYING AGENT FEES			154.00			
	321-7810-46620	PAYING AGENT FEES			396.00			
7031487								
79253	U.S. BANK		08/25/2023	09/20/2023	500.00	500.00	Open	N
	MN GO BONDS 2020A		pziemer					09/20/2023
	303-7200-46620	PAYING AGENT FEES			165.00			
	310-7850-46620	PAYING AGENT FEES			155.00			
	307-7600-46620	PAYING AGENT FEES			180.00			
	Total for vendor 0334 - U.S. BANK:				1,050.00	1,050.00		
Vendor 0649 - UPSTART:								
0911-0001								
79347	UPSTART		09/11/2023	09/20/2023	59.00	59.00	Open	N
	SUBPOENA - 23004178		pziemer					09/20/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2120-42210	OPERATING SUPPLIES			59.00			
		Total for vendor 0649 - UPSTART:			59.00	59.00		
Vendor 2661 - UTILITY FINANCIAL SOLUTIONS, LLC:								
11381UFS								
79323	UTILITY FINANCIAL SOLUTIONS, LLC		09/11/2023	09/20/2023	3,251.25	3,251.25	Open	N
	2023 STORMWATER STUDY		pziemer					09/20/2023
	238-3160-43300	PROFESSIONAL SERVICES			3,251.25			
17949UFS								
79324	UTILITY FINANCIAL SOLUTIONS, LLC		09/11/2023	09/20/2023	3,187.50	3,187.50	Open	N
	2023 WASTEWATER STUDY		pziemer					09/20/2023
	237-3190-43300	PROFESSIONAL SERVICES			3,187.50			
	Total for vendor 2661 - UTILITY FINANCIAL SOLUTIONS, LLC:				6,438.75	6,438.75		
Vendor 0344 - WASTE PARTNERS INC:								
38X02245								
79215	WASTE PARTNERS INC		08/31/2023	09/20/2023	144.35	144.35	Open	N
	AUG 23 CITY HALLWASTE REMOVAL		pziemer					09/20/2023
	101-1940-43380	UTILITIES			144.35			
38X02246								
79216	WASTE PARTNERS INC		08/31/2023	09/20/2023	243.36	243.36	Open	N
	AUG 23 DOWNTOWN WASTE REMOVAL		pziemer					09/20/2023
	401-1003-43300	PROFESSIONAL SERVICES			243.36			
38X02244								
79217	WASTE PARTNERS INC		08/31/2023	09/20/2023	111.15	111.15	Open	N
	AUG 23 FIRE DEPT WASTE REMOVAL		pziemer					09/20/2023
	225-2220-43380	UTILITIES			111.15			
38X02243/PARKS								
79218	WASTE PARTNERS INC		08/31/2023	09/20/2023	55.57	55.57	Open	N
	AUG 23 PARKS SHOP WASTE REMOVAL		pziemer					09/20/2023
	230-5200-43380	UTILITIES			55.57			
38X02247								
79219	WASTE PARTNERS INC		08/31/2023	09/20/2023	136.15	136.15	Open	N
	AUG 23 POLICE DEPT WASTE REMOVAL		pziemer					09/20/2023
	225-2120-43380	UTILITIES			136.15			
38X02242								
79220	WASTE PARTNERS INC		08/31/2023	09/20/2023	971.10	971.10	Open	N
	AUG 23 PARKS WASTE REMOVAL		pziemer					09/20/2023
	230-5200-43380	UTILITIES			971.10			
38X02243/STRTS								
79221	WASTE PARTNERS INC		08/31/2023	09/20/2023	55.58	55.58	Open	N
	AUG 23 STREET DEPT WASTE REMOVAL		pziemer					09/20/2023

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	235-3100-43380	UTILITIES			55.58			
38X02248								
79222	WASTE PARTNERS INC		08/31/2023	09/20/2023	64.35	64.35	Open	N
	AUG 23 WASTE OIL REMOVAL		pziemer					09/20/2023
	227-3230-43428	USED OIL RECYCLING EXPENSE			64.35			
	Total for vendor 0344 - WASTE PARTNERS INC:				1,781.61	1,781.61		
Vendor 0888 - WEST BRAINERD AUTO SERVICE:								
044954								
79357	WEST BRAINERD AUTO SERVICE		09/13/2023	09/20/2023	55.00	55.00	Open	N
	TOW: ICR 23012367		pziemer					09/20/2023
	225-2120-42210	OPERATING SUPPLIES			55.00			
	Total for vendor 0888 - WEST BRAINERD AUTO SERVICE:				55.00	55.00		
Vendor 3199 - WEX BANK:								
91465455/ADMIN								
79308	WEX BANK		08/31/2023	09/20/2023	(25.98)	(25.98)	Open	N
	AUG 2023 WEX EDGE REBATE		pziemer					09/20/2023
	101-0000-36299	MISCELLANEOUS REVENUE			(25.98)			
91465455/CDD								
79309	WEX BANK		08/31/2023	09/20/2023	129.92	129.92	Open	N
	AUG 23 COM DEV FUEL & CAR WASH		pziemer					09/20/2023
	101-2400-42212	MOTOR FUELS			119.29			
	101-2400-42220	REPAIR & MAINT			10.63			
91465455/ENG								
79310*	WEX BANK		08/31/2023	09/20/2023	413.62	413.62	Open	N
	AUG 2023 ENG DEPT FUEL		pziemer					09/20/2023
	401-9030-42212	MOTOR FUELS			417.41			
	401-9030-42212	MOTOR FUELS			(3.79)			
91465455/FD								
79311	WEX BANK		08/31/2023	09/20/2023	1,056.72	1,056.72	Open	N
	AUG 2023 FIRE DEPT FUEL		pziemer					09/20/2023
	225-2220-42212	MOTOR FUELS			1,056.72			
91465455/PD								
79312*	WEX BANK		08/31/2023	09/20/2023	6,104.35	6,104.35	Open	N
	AUG 2023 POLICE DEPT FUEL		pziemer					09/20/2023
	225-2120-42212	MOTOR FUELS			6,187.45			
	225-2120-42212	MOTOR FUELS			(83.10)			
91465455/PARKS								
79313*	WEX BANK		08/31/2023	09/20/2023	2,435.59	2,435.59	Open	N
	AUG 23 PARKS FUEL		pziemer					09/20/2023
	230-5200-42212	MOTOR FUELS			2,436.74			
	230-5200-42212	MOTOR FUELS			(1.15)			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
91465455/STRTS								
79314	WEX BANK		08/31/2023	09/20/2023	4,833.53	4,833.53	Open	N
	AUG 2023 SREET DEPT FUEL		pziemer					09/20/2023
	235-3100-42212	MOTOR FUELS			3,974.84			
	237-3190-42212	MOTOR FUELS			858.69			
		Total for vendor 3199 - WEX BANK:			14,947.75	14,947.75		
Vendor 3899 - WEX HEALTH INC:								
0001811580-IN								
79325	WEX HEALTH INC		08/31/2023	09/20/2023	41.00	41.00	Open	N
	AUG 23 COBRA		pziemer					09/20/2023
	101-9200-43300	PROFESSIONAL SERVICES			41.00			
		Total for vendor 3899 - WEX HEALTH INC:			41.00	41.00		
Vendor 1712 - WSB & ASSOCIATES:								
R-022575-000-4								
79258	WSB & ASSOCIATES		09/08/2023	09/20/2023	6,242.25	6,242.25	Open	N
	21:16 MSP RIVERBANK RESTORATION		pziemer					09/20/2023
	401-9030-43300-21:16	PROFESSIONAL SERVICES			6,242.25			
		Total for vendor 1712 - WSB & ASSOCIATES:			6,242.25	6,242.25		
Vendor 0354 - ZIEGLER, INC:								
IN001144719								
79226	ZIEGLER, INC		09/01/2023	09/20/2023	672.00	672.00	Open	N
	SKID STEER DOOR HINGE/WIPER ASSEMBLY		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			672.00			
IN001155205								
79261	ZIEGLER, INC		09/09/2023	09/20/2023	220.86	220.86	Open	N
	GRADER 113 CAP SCREW AND WASHER		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			220.86			
IN001153317								
79262	ZIEGLER, INC		09/08/2023	09/20/2023	210.22	210.22	Open	N
	GRADER 113 SLEEVE AND SLIDE		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			210.22			
IN001157259								
79293	ZIEGLER, INC		09/12/2023	09/20/2023	890.04	890.04	Open	N
	GRADER 113 MOLD BOARD SHAFT		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			890.04			
IN001159154								
79326	ZIEGLER, INC		09/13/2023	09/20/2023	206.93	206.93	Open	N
	GRADER 113 ENGINE OIL/PARTS		pziemer					09/20/2023
	235-3100-42220	REPAIR & MAINT			206.93			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 0354 - ZIEGLER, INC:			2,200.05	2,200.05		

# of Invoices:	151	# Due: 151	Totals:	678,129.06	678,129.06
# of Credit Memos:	1	# Due: 1	Totals:	(25.98)	(25.98)
Net of Invoices and Credit Memos:				678,103.08	678,103.08

* 4 Net Invoices have Credits Totalling: (13,039.04)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	3,186.00
101-0000-22801	Refund: MR Unapplied Payments	26.96
101-0000-36299	MISCELLANEOUS REVENUE	(25.98)
101-1110-41150	WORKERS COMP	11.00
101-1400-41150	WORKERS COMP	18.00
101-1400-43330	PROFESSIONAL DEVELOPMENT	404.76
101-1410-41150	WOKERS COMP	65.00
101-1610-43301	CITY ATTORNEY	7,731.14
101-1800-43300	PROFESSIONAL SERVICES	1,395.00
101-1800-43321	TELEPHONE	948.27
101-1940-42220	REPAIR & MAINT	525.01
101-1940-43300	PROFESSIONAL SERVICES	985.00
101-1940-43321	TELEPHONE	53.58
101-1940-43380	UTILITIES	144.35
101-2400-42212	MOTOR FUELS	119.29
101-2400-42220	REPAIR & MAINT	10.63
101-2400-43350	PRINTING/LEGAL PUBLICATION	238.03
101-2400-43405	NUISANCES	800.00
101-9200-43300	PROFESSIONAL SERVICES	8,016.00
101-9200-43350	LEGAL PUBLICATIONS	476.05
101-9200-43460	REMIT COMMUNITY ACTION LEVY	7,819.75
101-9200-43461	REMIT SENIOR CITIZEN LEVY	7,819.75
101-9200-43462	REMIT ARBORETUM LEVY	7,819.75
203-9000-41150	WORKERS COMP	93.00
203-9000-42210	OPERATING SUPPLIES	755.90
203-9000-42212	MOTOR FUELS	5,115.32
203-9000-43309	COMPUTER TECHINCAL SUPPORT	378.55
203-9000-43350	PRINTING/LEGAL PUBLICATION	103.70
211-5500-43300	PROFESSIONAL SERVICES	675.00
225-2120-41113	UNIFORM ALLOWANCE	1,700.91
225-2120-41150	WORKERS COMP	811.00
225-2120-42200	OFFICE SUPPLIES	145.51
225-2120-42210	OPERATING SUPPLIES	464.12
225-2120-42212	MOTOR FUELS	6,104.35
225-2120-42220	REPAIR & MAINT	329.97
225-2120-42221	SQUAD CAR REPAIR SUPPLIES	2,629.97
225-2120-43300	PROFESSIONAL SERVICES	1,804.00
225-2120-43305	CRIME PREVENTION PROGRAM	107.00
225-2120-43309	COMPUTER TECHNICAL SUPPORT	13,050.00
225-2120-43321	TELEPHONE	99.03
225-2120-43380	UTILITIES	136.15
225-2220-41150	WORKERS COMP	59.00
225-2220-42210	OPERATING SUPPLIES	124.72
225-2220-42212	MOTOR FUELS	1,056.72

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2220-42220	REPAIR & MAINT			473.60			
	225-2220-43300	PROFESSIONAL SERVICES			1,312.00			
	225-2220-43321	TELEPHONE			68.75			
	225-2220-43331	LEASED PAYMENTS			99.09			
	225-2220-43380	UTILITIES			111.15			
	225-2225-41150	WORKERS COMP			11,428.25			
	225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
	225-2700-43430	MISCELLANEOUS			1,555.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE			164.35			
	230-5200-41150	WORKERS COMP			143.00			
	230-5200-42200	OFFICE SUPPLIES			269.93			
	230-5200-42212	MOTOR FUELS			2,435.59			
	230-5200-42220	REPAIR & MAINT			876.27			
	230-5200-42221	R&M- MILLS FIELD			87.00			
	230-5200-43321	TELEPHONE			49.29			
	230-5200-43350	PRINTING/LEGAL PUBLICATION			11.78			
	230-5200-43380	UTILITIES			1,201.67			
	230-5200-43410	RENTAL EXPENSE			245.00			
	230-5204-42210	OPERATING SUPPLIES			38.75			
	230-5215-42210	OPERATING SUPPLIES			135.00			
	230-5280-43321	TELEPHONE			208.15			
	235-3100-41150	WORKERS COMP			2,139.00			
	235-3100-42212	MOTOR FUELS			3,974.84			
	235-3100-42220	REPAIR & MAINT			3,502.44			
	235-3100-43321	TELEPHONE			19.75			
	235-3100-43380	UTILITIES			230.58			
	235-3100-43410	RENTAL EXPENSE			82.80			
	235-3100-43430	MISCELLANEOUS			140.83			
	235-3125-42220	REPAIR & MAINT			9,961.19			
	235-3170-42210	OPERATING SUPPLIES			2,348.60			
	237-0000-23185	REVENUE NOTES PAYABLE			239,400.00			
	237-3190-42212	MOTOR FUELS			858.69			
	237-3190-42220	REPAIR & MAINT			1,759.72			
	237-3190-43300	PROFESSIONAL SERVICES			3,707.37			
	237-3190-46611	INTEREST PAYMENTS			35,888.62			
	238-3160-43300	PROFESSIONAL SERVICES			3,251.25			
	238-3160-43430	MISCELLANEOUS			344.67			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT			138,051.38			
	260-9020-43321	TELEPHONE			814.74			
	274-6505-43430	MISCELLANEOUS			23.23			
	277-6517-43430	MISCELLANEOUS			23.23			
	280-0000-11500	ACCOUNTS RECEIVABLE			(9,812.00)			
	280-0000-41150	WORKERS COMP			70,684.00			
	281-6514-43430	MISCELLANEOUS			23.23			
	283-6506-43430	MISCELLANEOUS			23.23			
	292-6503-43430	MISCELLANEOUS			23.23			
	293-6512-43430	MISCELLANEOUS			23.23			
	302-7700-46620	PAYING AGENT FEES			439.89			
	303-7200-46620	PAYING AGENT FEES			165.00			
	307-7600-46620	PAYING AGENT FEES			180.00			
	310-7850-43300	PROFESSIONAL SERVICES			373.24			
	310-7850-46620	PAYING AGENT FEES			155.00			
	320-7100-46620	PAYING AGENT FEES			154.00			
	321-7810-46620	PAYING AGENT FEES			396.00			
	401-1003-43300	PROFESSIONAL SERVICES			243.36			
	401-9030-42210	OPERATING SUPPLIES			35.57			
	401-9030-42212	MOTOR FUELS			413.62			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	401-9030-43300-21:12	PROFESSIONAL SERVICES		600.00			
	401-9030-43300-21:15	PROFESSIONAL SERVICES		6,524.50			
	401-9030-43300-21:16	PROFESSIONAL SERVICES		8,006.25			
	401-9030-43300-23:05	PROFESSIONAL SERVICES		3,479.61			
	401-9030-43300-23:12	PROFESSIONAL SERVICES		13,863.00			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		2,917.97			
	401-9030-43350-21:17	LEGAL PUBLICATIONS		304.01			
	401-9030-45530-23:02	CAPITAL-PYMTS TO CONTRACTS		25,200.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			48,587.34	48,587.34		
	203 - TRANSIT FUND			6,446.47	6,446.47		
	211 - LIBRARY FUND			675.00	675.00		
	225 - PUBLIC SAFETY FUND			45,589.62	45,589.62		
	227 - RECYCLING FUND			164.35	164.35		
	230 - PARK & RECREATION FUND			5,701.43	5,701.43		
	235 - STREET & SEWER FUND			22,400.03	22,400.03		
	237 - SANITARY SEWER FUND			281,614.40	281,614.40		
	238 - STORM SEWER FUND			3,595.92	3,595.92		
	251 - LOCAL OPTION SALES TAX			138,051.38	138,051.38		
	260 - AIRPORT FUND			814.74	814.74		
	274 - ROYAL TIRE TIF			23.23	23.23		
	277 - ARTSPACE TIF FUND			23.23	23.23		
	280 - PACKAGE INSURANCE FUND			60,872.00	60,872.00		
	281 - JIMMY JOHN'S TIF			23.23	23.23		
	283 - TACO JOHN'S TIF FUND			23.23	23.23		
	292 - TIMBERLAND TWNHMS TIF			23.23	23.23		
	293 - BRAINERD MALL TIF FUND			23.23	23.23		
	302 - SINKING 302 18A GO			439.89	439.89		
	303 - 2020A TAX ABATEMENT BONDS			165.00	165.00		
	307 - 2020A GO IMPR BONDS			180.00	180.00		
	310 - SINKING EQUP CERTIFICATES			528.24	528.24		
	320 - SINKING 320 2015B GO			154.00	154.00		
	321 - SINKING 321 15B REV REF			396.00	396.00		
	401 - CONSTRUCTION FUND			61,587.89	61,587.89		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			303,458.98	303,458.98		
	1003 - 10:03 DWNTWN MAIN CNTRACT			243.36	243.36		
	1110 - MAYOR & COUNCIL			11.00	11.00		
	1400 - ADMINISTRATION			422.76	422.76		
	1410 - ELECTIONS			65.00	65.00		
	1610 - LEGAL-CIVIL ATTORNEY			7,731.14	7,731.14		
	1800 - IT/GIS			2,343.27	2,343.27		
	1940 - CITY HALL			1,707.94	1,707.94		
	2120 - POLICE DEPARTMENT			27,382.01	27,382.01		
	2220 - FIRE DEPARTMENT			3,305.03	3,305.03		
	2225 - PAID ON-CALL FIRE DEPT			11,428.25	11,428.25		
	2400 - COMMUNITY DEVL/INSPECTION			1,167.95	1,167.95		
	2700 - ANIMAL CONTROL			3,474.33	3,474.33		
	3100 - S & S MAINTENANCE			10,090.24	10,090.24		
	3125 - SNOW REMOVAL			9,961.19	9,961.19		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY DEPT/ACTIVITY ---							
	3160 - STORM SEWER EXPENSE			3,595.92	3,595.92		
	3170 - TRAFFIC CONTROL			2,348.60	2,348.60		
	3190 - SANITARY SEWER EXPENSE			42,214.40	42,214.40		
	3230 - RECYCLING EXPENSE			164.35	164.35		
	5200 - PARK MAIN/ADMINISTRATION			5,319.53	5,319.53		
	5204 - CONCESSIONS			38.75	38.75		
	5215 - ADULT SOFTBALL			135.00	135.00		
	5280 - CAMPGROUND			208.15	208.15		
	5500 - LIBRARY-BUDGETED			675.00	675.00		
	6503 - TIMBERLAND TWNHMS TIF			23.23	23.23		
	6505 - ROYAL TIRE TIF			23.23	23.23		
	6506 - TACO JOHN'S TIF			23.23	23.23		
	6512 - BRAINERD MALL TIF			23.23	23.23		
	6514 - JIMMY JOHN'S TIF			23.23	23.23		
	6517 - ARTSPACE TIF FUND			23.23	23.23		
	7100 - SINKING 156A GO			154.00	154.00		
	7200 - SINKING 04A GO			165.00	165.00		
	7600 - 2020A GO IMPR BONDS			180.00	180.00		
	7700 - SINKING 302 GO 18A			439.89	439.89		
	7810 - SINKING 15B EDA REFUNDING			396.00	396.00		
	7850 - SINKING EQUIP CERTIFICATE			528.24	528.24		
	9000 - TRANSIT FUND			6,446.47	6,446.47		
	9020 - AIRPORT M & O			814.74	814.74		
	9030 - CONSTRUCTION PROJ-MISC			61,344.53	61,344.53		
	9200 - CITY-WIDE			31,951.30	31,951.30		
	9360 - LOCAL OPTION SALES TAX			138,051.38	138,051.38		

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:33 P.M. by Council President Bevans.

Upon roll call, the following members were noted as present: O'Day, Stunek, Terry, Stenglein, Johnson, Czeczok, and Bevans. Mayor Badeaux was noted as present.

Council President Bevans opened the meeting with the Pledge of Allegiance to the flag.

Member Czeczok requested that an additional item be added to the agenda to authorize the Mayor to send a letter to Governor Walz regarding the School Resource Officer issue.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF AUTHORIZE THE MAYOR TO SEND A LETTER TO GOVERNOR WALZ REGARDING THE SCHOOL RESOURCE OFFICER ISSUE.

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

A. **Approval of Bills**
B. **Approval of Minutes**
   a. **Regular City Council Minutes August 21, 2023**
   b. **Workshop Minutes August 28, 2023**
C. **Approval of Licenses**
D. **Department Activity Report**

Upon roll call, Council Members O'Day, Stunek, Terry, Stenglein, Johnson, Czeczok, and Bevans. voted "aye". No member voted "nay". The Chair declared the motion carried.

Council Committee Reports

Personnel and Finance Committee

Approve Withdrawal of School Resource Officer Services Agreement with ISD 181

Committee Chair Johnson stated that there was a law passed at the State this year that as of August 1st changes the way that police officers can operate in schools when they are contracted by the school. Withdrawing from the agreement with the school district will eliminate certain liabilities under this new law. Superintendent Hahn was present at the committee meeting, she understands that the City needs to protect itself from liability and is hopeful that Governor Walz will call a special session to fix the language in the law. If approved, Superintendent Hahn will bring the agreement to the school board's next meeting.

Member Czeczok asked whether it was required of the school district to dissolve the agreement if the City already has approved the withdrawal. He also asked about the impact cost of the officer to the Police Department Budget.

Committee Chair Johnson stated that in order for the withdrawal to take immediate effect, it needs to be passed by both parties. If only the City were to withdraw there would be a

ninety-day waiting period. He stated that the cost for the police officer could come from the State allocation for public safety.

Chief Davis stated that the circumstances are very unfortunate. He appreciated the opportunity to consult with Attorney Langel. The department is confident that they can be attentive to the school's needs but be separated enough to not incur liability. It does not look good or feel good, but this is the obvious way to proceed.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO WORK WITH ATTORNEY LANGEL IN WITHDRAWING FROM THE SCHOOL RESOURCE OFFICER SERVICES AGREEMENT WITH ISD 181.

Accept Retirement of Police Administrative Supervisor Julie McCullough

Committee Chair Johnson stated that Ms. McCullough has been with the City for 28 years. The City will miss her and has benefited from her knowledge.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO ACCEPT WITH REGRET POLICE ADMINISTRATIVE SUPERVISOR JULIE MCCULLOUGH'S RETIREMENT EFFECTIVE NOVEMBER 30, 2023, AND TO AUTHORIZE SEVERANCE PAY PER CITY POLICY; FURTHER, TO AUTHORIZE STAFF TO BEGIN THE PROMOTIONAL PROCESS TO BACKFILL THE POSITION.

Consider Voting Operations, Technology & Election Resources (VOTER) agreement with Crow Wing County

Committee Chair Johnson stated that the City could potentially make a couple of hundred dollars a year on this. However, since the County does the heavy lifting on elections they will retain the dollars.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE APPROPRIATE SIGNATURES ON THE STATE OF MINNESOTA VOTING OPERATIONS, TECHNOLOGY & ELECTION RESOURCES (VOTER) ACCOUNT COUNTY - MUNICIPALITY AGREEMENT FOR CROW WING COUNTY TO RETAIN THE FULL VOTER ANNUAL APPROPRIATION UNTIL THE COUNTY'S ANNUAL FUNDING ALLOCATION EVER EXCEEDS $50,000.

Discussion of Lakes Media Collaborative response for repayment

Committee Chair Johnson stated that ultimately the City paid Lakes Media for one year that they did not render services. Staff has not been able to uncover a contract with Lakes Media. It does not look like the City has any legal standing to get the money back.

Chair Bevans stated that this was referred to the attorney, he wonders if there is any liability that Lakes Media may have by potentially not fulfilling their 501(c)3 requirements. Could the City be a whistleblower with the State of Minnesota's Attorney General's Office. Is this something that the City could notify the department about.

Committee Chair Johnson stated that he has seen a form to the affect.

Chair Bevans asked to have Lakes Media's tax standing on the next Council meeting.

Safety and Public Works Committee

Approve Event/Street Closure Application - Fire Dept Open House

Committee Chair O'Day stated that the Fire Department's open house will be on October 12th. This is a great event for the community.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE APPLICATION UNDER THE CONDITIONS LISTED IN THE EVENT APPLICATION.

Approve Event/Street Closure Application - Armed Forces Tribute Event

Committee Chair O'Day stated that the applicant is requesting a few of the parking spots on South 4th Street be blocked off on September 15th.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE APPLICATION UNDER THE CONDITIONS LISTED IN THE EVENT APPLICATION.

Approve Final Pay Request - Imp 23-02 Crack Sealing

Committee Chair O'Day stated that staff retained some left-over material to be used next year.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE FINAL PAY REQUEST FOR IMP 23-02 CRACK SEALING IN THE AMOUNT OF $25,200.

Review Request from BNSF for S. 4th Street Crossing Improvements

Committee Chair O'Day stated that staff presented a number of opportunities to exchange and partner with the railroad and the committee added a couple of opportunities as well. The estimate for the road repair would be about $104,000. This could be a great way to leverage some of the improvements the City has been requesting.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AUTHORIZE STAFF TO DISCUSS EXCHANGE AND PARTNERSHIP IDEAS.

Authorize Staff to Apply for MnDNR ReLeaf Community Forestry Grant

Committee Chair O'Day stated that the committee felt it was important to replace as many trees that are either dead or diseased as possible. The grant cycle is 3 years, this is the reason for asking for more grant dollars than was recommended by staff.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, AUTHORIZE STAFF TO APPLY FOR THE MNDNR RELEAF COMMUNITY FORESTRY GRANT PROGRAM FOR $60,000 UP TO $100,000.

Approve Change Order 4 for Imp 21-12 - North Brainerd Reconstruction

Member Czeczok clarified that the seeding will include seed for phase three as well as seeding up to $3000 as needed in phases one and two.

Committee Chair O'Day stated that the dirt does need to be covered in phase three over the winter.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE CHANGE ORDER 4 IN THE AMOUNT OF $9,991.80 AND DIRECT CONTRACTOR TO PLACE TEMPORARY SEED IN PHASE THREE AND AS NEEDED UP TO $3,000 IN PHASES ONE AND TWO.

Discussion on Rental Dwelling License Board of Appeals

Committee Chair O'Day stated there are no members on the board, the discussion centered around Safety and Public Works Committee taking on the appeals process.

Member Czeczok stated that since the committee was formed, there has never been a need for it.

Mayor Badeaux stated that he was previously the liaison on the committee and was assured that they would never meet. However, did meet right after he became the liaison.

Member Johnson stated that on its face it looks like a power grab, however, he does support the committee taking on additional duties.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO DIRECT STAFF TO DRAFT AN ORDINANCE TO MAKE THE SAFETY AND PUBLIC WORKS COMMITTEE THE RENTAL LICENSE BOARD OF APPEALS.

Direction on Active Code Enforcement Cases

Committee Chair O'Day gave an overview of the code enforcement cases.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO FOLLOW STAFF DIRECTION FOR PROPERTIES 1623 EMMA ST, 1005 3RD AVE NE, 915 LAUREL ST, 823 WILLOW ST, 701 4TH ST SW.

Members O'Day, Stunek, Terry, Stenglein, Czeczok, and Bevans voted "aye". Member Johnson voted "nay". The Chair declared the motion carried.

Unfinished Business

Call for Applicants – Informational:

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)
Library Board- 1 term (Expire 2025)
Rental Dwelling License Board of Appeals – 5 terms (Expire 2025)
TAC—1 term (Expires 2023)
Council President Recommended: (terms to expire 12/31 of said year)
Parking Commission—1 term (Expire 2026)

Committee Resignations

Chair Bevans stated that he would like to resign from the EDA as he would like to see more citizens on the board.

Final Reading - Proposed Ordinance 1555 – Amending Section 320- Contesting Administrative Citations

Community Development Director gave a brief overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY, DULY CARRIED, TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE 1555- AMENDING SECTION 320- CONTESTING ADMINISTRATIVE CITATIONS AND DISPENSE WITH THE ACTUAL READING.

The Chair opened the public hearing at 8:02 p.m.

No one came forward.

The Chair closed the public hearing at 8:03 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND TERRY TO ADOPT ORDINANCE 1555.

ORDINANCE 1555

Upon roll call, Council Members O'Day, Stunek, Terry, Stenglein, Johnson, Czeczok, and Bevans. voted "aye". No member voted "nay". The Chair declared the motion carried.

New Business

First Reading - Proposed Ordinance 1556 - Creating Section 1350 of the City Code - Micromobility

City Engineer Public Works Director Dehn stated that due to the Labor Day holiday the notice for the hearing was delayed, meaning that the public hearing will have to take place on the 1st meeting in October.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1556 AN ORDINANCE CREATING SECTION 1350 OF THE CITY CODE REGARDING MICROMOBILITY AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY, DULY CARRIED, TO SET THE PUBLIC HEARING FOR ORDINANCE 1556 FOR OCTOBER 2ND, 2023 AT 7:30 PM.

First Reading - Proposed Ordinance 1557 - Amendment to Section 1015.07 of the City Code Pertaining to Payment of Fees

Community Development Director Kramvik stated that due to the Labor Day holiday the notice for the hearing was delayed, meaning that the public hearing will have to take place on the 1st meeting in October.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND JOHNSON, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1557 AN ORDINANCE AMENDING SECTION 1015.07 OF THE CITY CODE PERTAINING TO PAYMENT OF FEES.

Adopt Updated Data Practices Policy

City Administrator Bergman gave an overview of the data practices policy. The last time the data practices policy was updated was in 2015. The policy does meet the requirements of the data practices act. The changes to fees, previously requested by Member Czeczok, are included.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO ADOPT THE CITY OF BRAINERD DATA PRACTICES POLICY.

Set Budget Workshop for September 13th at 6:00 p.m. in the Council Chambers

Finance Director Hillman stated that the original proposed time may conflict with the House Capital Investment Committee meeting where the state bonding requests by the City will be reviewed.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY, DULY CARRIED, TO SET A BUDGET WORKSHOP FOR SEPTEMBER 13TH AT 5:00 P.M. IN THE BRAINERD CITY COUNCIL CHAMBERS.

Authorize the Mayor to Send a Letter to Governor Walz Regarding the SRO Issue (added item)

Member Czeczok stated that he would like the letter to request the Governor of Minnesota call a special session to change language in the recent law to reduce liability to our Police department.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO AUTHORIZE THE MAYOR TO SEND A LETTER TO THE GOVERNOR OF MINNESOTA REQUESTING HE CALL A SPECIAL SESSION TO CHANGE LANGUAGE IN THE RECENT LAW TO REDUCE LIABILITY TO OUR POLICE DEPARTMENT.

Public Forum

The Chair opened the public forum at 8:11 p.m.

No one came forward.

The Chair closed the public forum at 8:12 p.m.

Staff Reports

Community Development Director Kramvik stated that he spoke with Mr. Stangler the owner of the 515 S 9th St short-term rental. Stated that in the final letter sent to Mr. Stangler about the denial of the interim use permit, Staff included language that if he continues to operate a short-term rental that it would be grounds for his rental license being revoked. The next Planning Commission will include the off-street parking ordinance and a draft ordinance for short-term rentals. Finally, staff did receive guidance on the interim use language, if there was a code passed no longer allowing interim use permits to operate short-term rentals all issued and valid permits would be terminated.

City Engineer/Public Works Director Dehn stated that on September 13th, the City will be presenting to the House Capital Investment Committee at 6:45 the three priorities for the state bonding bill- the water treatment facility, the pedestrian bridge over 210, and the Cuyuna Lakes

State Trail extension. On September 19th at Crow Wing County Land Services, Crow Wing County Soil and Water is inviting Commissioner Barrows and State Representatives to talk about clean water projects that include the Buffalo Hills Gully.

Chair Bevans asked for an update on the washout into the Mississippi River.

City Engineer/ Public Works Director Dehn stated that the washout did not expand during the recent strong rains. The City is finishing up permitting for the project and can hopefully work with the contractor in the coming weeks.

Finance Director Hillman reminded Council that there will not be a packet for the Budget Workshop on September 13th.

City Administrator Bergman reminded Council that the Employee Appreciation event is on Wednesday, September 6th. She stated that the House Capital Committee will be arriving at 6:45 p.m. if you're interested in attending the presentation, please let her know. She attended the Mainstreet Lunch and Learn downtown. She will be attending the League of Minnesota Clerks and Administrators Learning Academy. Finally, she is happy to report that the Christmas decorations have arrived at the Streets garage, they will be installed the week after Thanksgiving.

Mayor's Report

Mayor Badeaux stated that he also attended the Mainstreet Lunch and Learn. The Flapjack Festival is taking place on Saturday, September 23rd from 8am-12pm. It is in combination with the Touch-a-Truck event.

Council Member Reports

Member Czeczok stated that he bumped into a lady from his building today, she was going on the bus to HART to pet the animals. He was happy that she used transit as her mode of transportation.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY, DULY CARRIED, TO ADJOURN TO THE EMPLOYEE APPRECIATION EVENT TO BE HELD ON SEPTEMBER 6TH, 2023 AT 11:30 AT LUM PARK AND ADJOURN TO COUNCIL WORK SESSION TO BE HELD ON SEPTEMBER 11TH, AT 6:00 P.M. FOR FLAHERTY AND HOOD'S CLASSIFICATION AND COMPENSATION STUDY PRESENTATION.

The Chair adjourned the meeting at 8:20 p.m.

_____

Jennifer Bergman
City Administrator

Pursuant to due call and notice thereof, the workshop of the Brainerd City Council was called to order at 6:00 P.M. by Council President Bevans.

Upon roll call, the following members were noted as present: O'Day, Stunek, Terry, Stenglein, Johnson, Czeczok, and Bevans. Mayor Badeaux was also noted as present.

Also noted as present were Administrator Bergman, Finance Director Hillman, and HR Director Schubert, Chief Davis, and IT/GIS Director Strong, Rachel Parker, Flaherty and Hood, Brandon Fitzsimmons, Flaherty and Hood.

Presentation on Job Classification and Compensation Study Report from Flaherty & Hood, P.A.

Rachel Parker, HR Analyst, Flaherty & Hood P.A. presented the process of the Classification and Compensation Study. The purpose of the study was to ensure that each job class interrelates so that the City can optimize achievement of the City's mission, goals, and objectives, determine relative worth and appropriate pay rate for jobs internally and externally, and to comply with the Minnesota Pay Equity Act. Flaherty and Hood analyzed positions within the City of Brainerd, the City's current classification and evaluation system, and market benchmarks of other government entities based on population and geography. Finally, based on the findings Flaherty and Hood will propose a base pay structure and implement the structure as a part of their services.

Chair Bevans adjourned the work session.

Closed Union Negotiation Strategy Session Pursuant to MN Statute 13D.03, Subd.1(b) to Prepare for Negotiations with the IBEW Local No. 31 Unions

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO ENTER INTO CLOSED SESSION FOR UNION NEGOTIATION STRATEGY SESSION PURSUANT TO MN STATUTE 13D.03, SUBD.1(B) TO PREPARE FOR NEGOTIATIONS WITH THE IBEW LOCAL NO. 31 UNIONS.

Council went into closed session at 6:20 p.m.

Council returned from closed session at 7:40 p.m.

Adjourn

The Chair adjourned the meeting at 7:41 p.m.

_____
Jennifer Bergman
City Administrator

JOHNS REFRIGERATION

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
12821 20TH AVE SW	Mechanical	Active	MB792042	03/24/2024	2023-0070	12/31/2023

SJS PLUMBING & HEATING LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
14623 RED SEQUOIA D	Plumbing Contractor	Active	PC150013	12/31/2023	2023-0042	12/31/2023

Total Licensees **2**

Population: All Records

Licensee.DateRegistered Between 9/1/2023 12:00:00 AM AND 9/13/2023 12:00:00 AM

BRAINERD POLICE DEPARTMENT

MONTHLY REPORT

BESTUL'S BOOYAH AWARD

Officer Host received two separate Booyah nominations for the following case this month:

Jordan did an outstanding job investigating, obtaining a confession, and recovering stolen property related to a burglary at Franklin Arts Center, in which several thousand dollars worth of musical equipment was stolen.

Jordan's observant active patrol techniques and investigative skills lead to the arrest of the suspect and a quality case being forwarded for prosecution.

Well done, Jordan! *Booyah!*

TRAINING & STAFF DEVELOPMENT

Investigations, Procedures, and Discipline Issues in Employee Misconduct
Deputy Chief Runde attended an Investigations, Procedures, and Discipline Issues in Employee Misconduct course sponsored by the MN Sheriff's Association. The 2020 and 2021 statutes made significant changes in several aspects of peace officer discipline procedures and record keeping that attendees were updated on in this one-day course. The course also covered the myth and reality of discipline investigations, Garrity, Weingarten, Loudermill, due process and constitutional issues. They also discussed Brady issues, data management and record keeping.

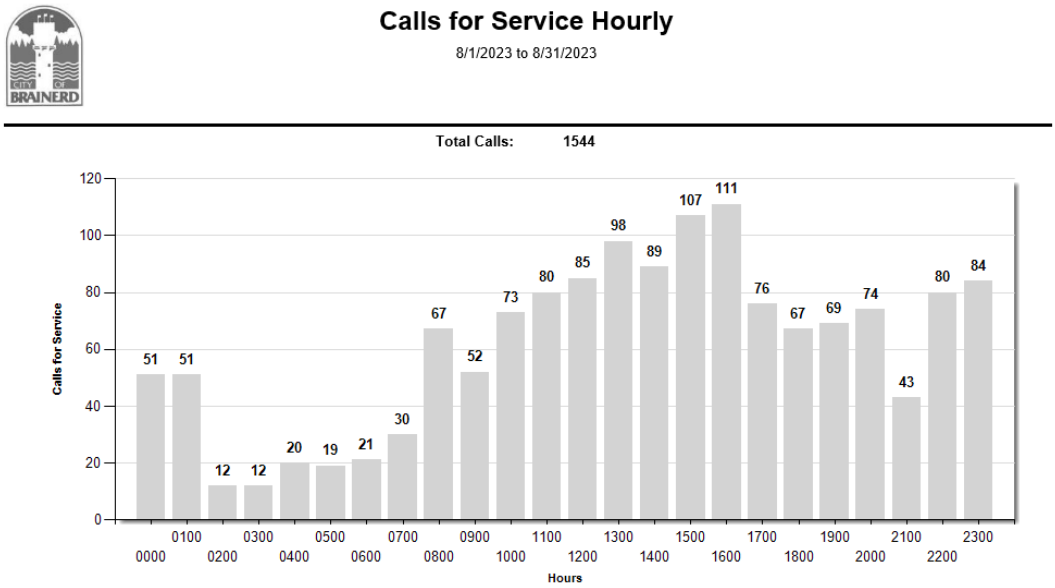
Crime Reporting – NIBRS
The BCA rolled out their new, two-day NIBRS Crime Reporting training session and Miranda Halverson, Records Lead, had an opportunity to attend the first class. The course explained the purpose, intent, and operating procedures of state and federal crime reporting. Through lectures, quizzes and practical exercises, participants learned how to classify and report crimes in accordance with the standards established by the FBI Uniform Crime Reporting (UCR) Program. Training included the use of computers to access user manuals and online resources.

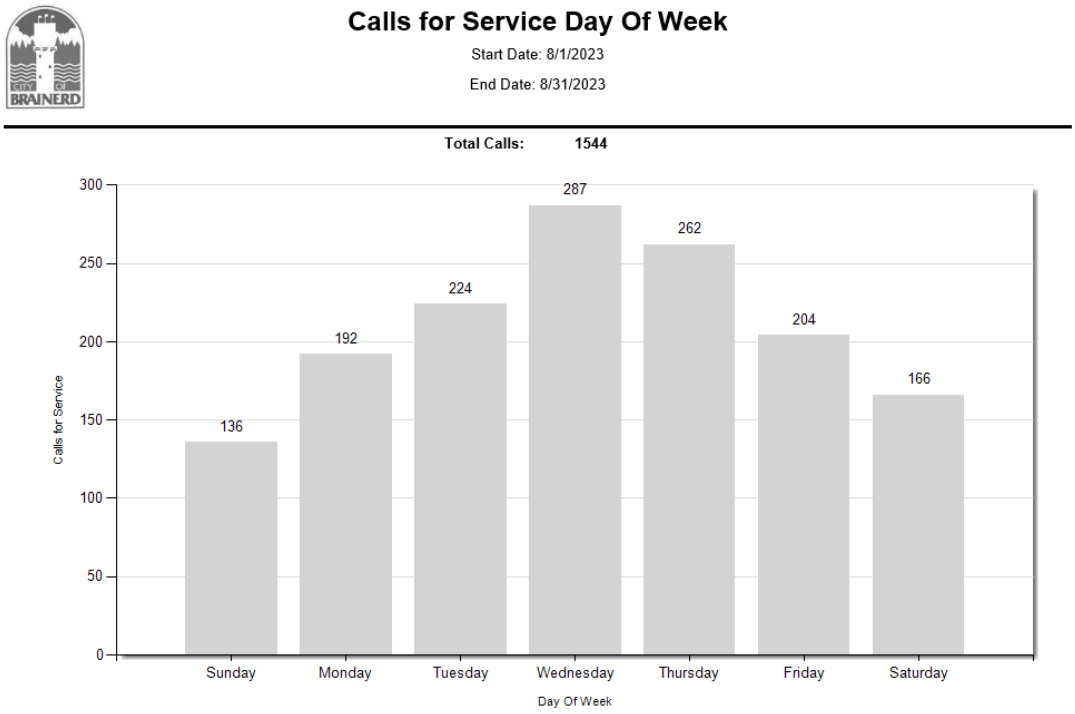
Advanced Gun Training Laws
Lt. Kulzer attended an Advanced Gun Training Laws course. The class started where the basic class left off, digging much deeper into the analysis behind federal and state disqualifications, examined common but troubling issues, and helped attendees develop or review existing process for permit analysis, including pointers and process to increase the successful outcome chances in the event of permit litigation either through denial, voiding or revocation proceedings.

School Resource Officer (SRO) Use of Force Training Update
SRO Selvestra attended a one-day School Resource Officer Use of Force Update. In response to statutory changes regarding use of force by school resource officers and other officers working in school settings, this training event was designed to equip SROs and those training SROs with a thorough understanding of the new laws in place (MN Statutes Chapter 121A.58 and 121A.582). The primary goal of the course was to equip SROs and those who train SROs with a thorough understanding of use of force options in compliance with these new statutes.

OVERALL CALLS FOR SERVICE

August	2023	2022
Number of Calls for Service	1471	1538





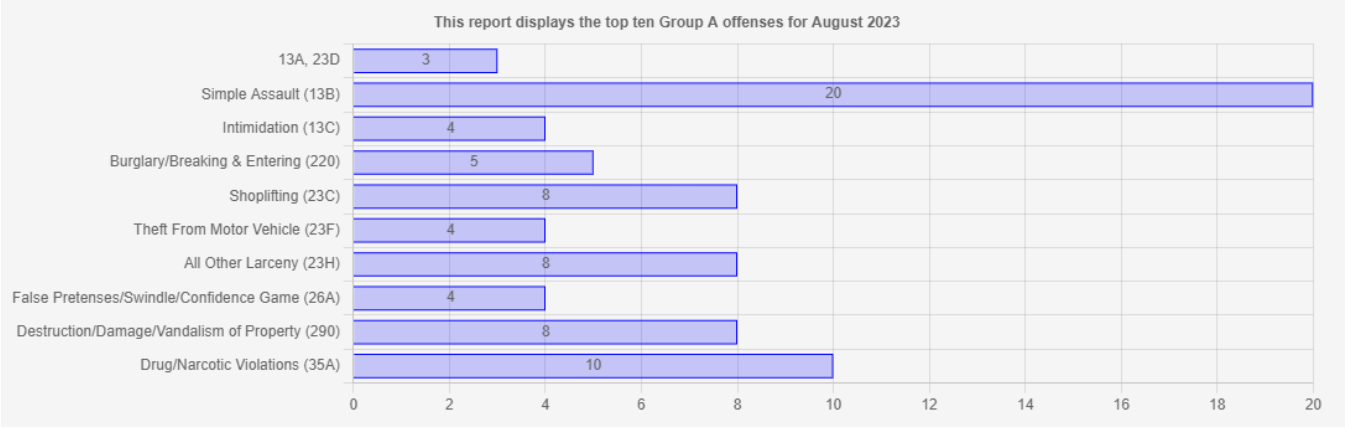
CRIME STATISTICS

Year to Date through August	2023	2022
Group A Offenses Known or Reported to Police	813	1003
Group A and B Arrests	511	565

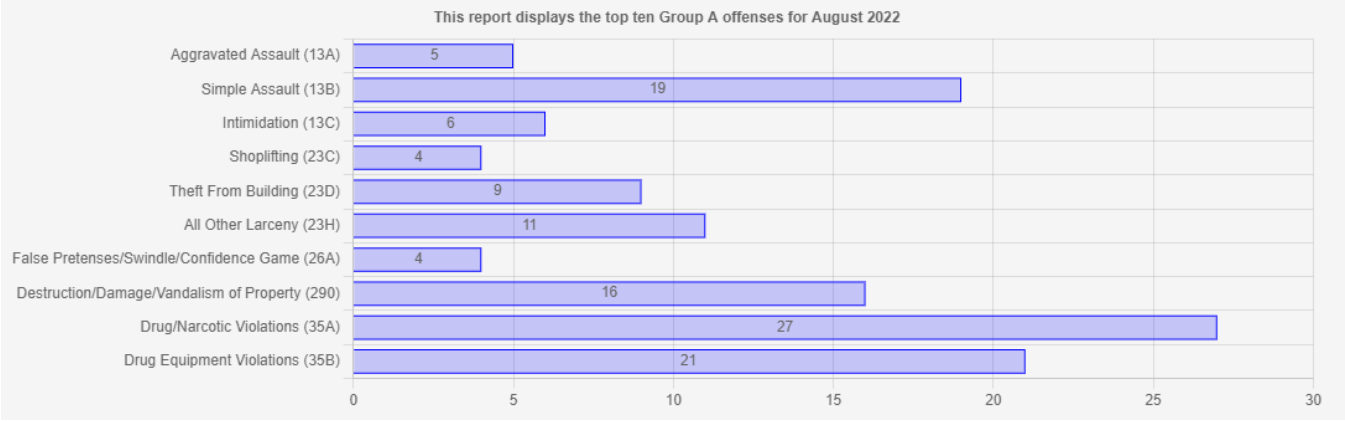
** Note: 2023 totals do not include case files that have not yet been coded.

TOP 10 GROUP A OFFENSES

August 2023

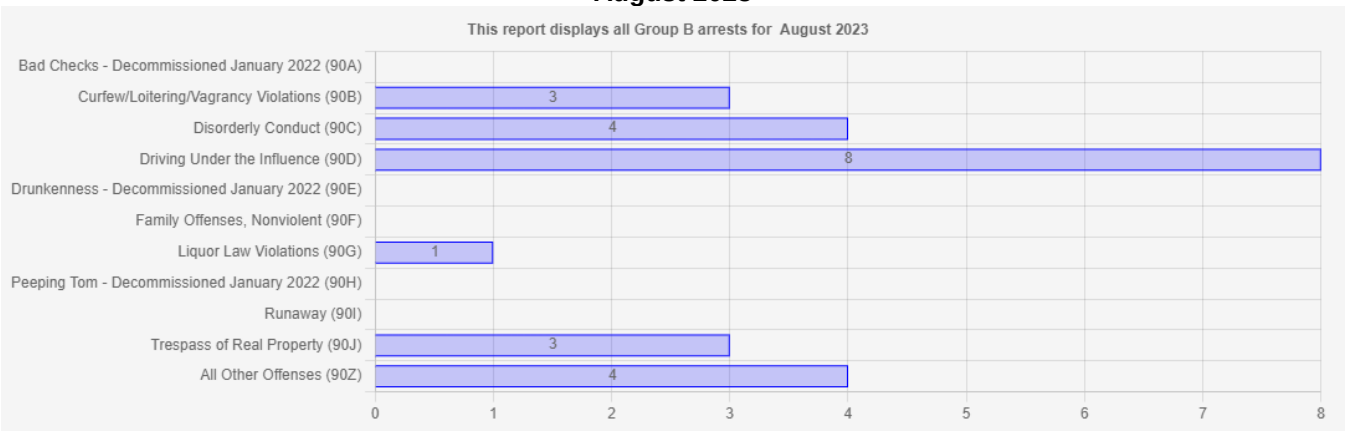


August 2022

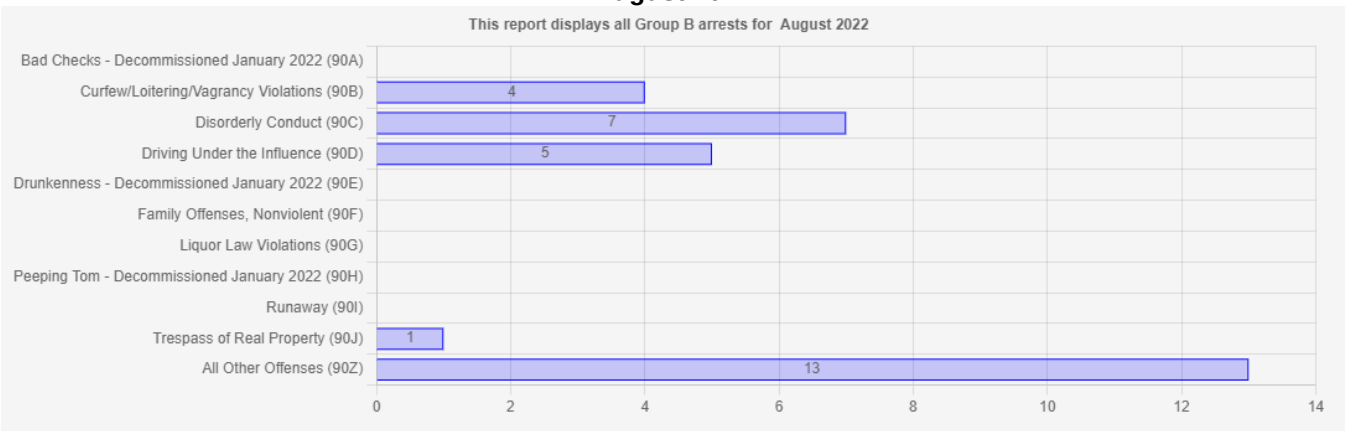


GROUP B ARREST DATA

August 2023



August 2022



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

August	2023	2022
Citations (Inc. Parking Tickets & Written Warnings)	131	196

33 parking tickets were issued in the month of August, with the following dispositions.

2	Dismissed
18	Paid in Full
3	Partial Payments Received
10	No Payment Received

Revenue Recapture Receipts:

2022 Total:	$ 5,688.23
2023 To Date:	$ 7,646.99

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
23010341	08-02-2023	Conduct on Premises	1115 6th Ave NE
23010462	08-03-2023	Conduct on Premises	706 S 9th St

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
August	1797	400	698	397	13.34 Minutes	58

AXON Evidence.com

COMMUNITY OUTREACH

Battle of the Books

On August 8th, Chief Davis, Officer Engst, Officer Gleason, and Deputy Chief Runde were on hand at the High School cafeteria serving lunch to a group of local youths participating in the Battle of the Books program.

Battle of the Books, a collaboration among the Friends of the Brainerd Public Library, Brainerd Public Schools, and the Brainerd Public Schools Foundation, is a summer reading program for kids in third through seventh grades.

Kids who registered for the program receive four free books throughout the summer and have an opportunity to meet and talk with the authors along the way. The battle will take place in September, with students competing on teams against one another, testing their knowledge on the books they read.

Walk a Mile in Her Shoes

The 15th annual "Walk a Mile in Her Shoes" event was held on August 10th. Proceeds benefited Sexual Assault Services, Inc. of Brainerd.

Chief Davis was honored to be one of the Judges for several awards that were presented. Visit the Sexual Assault Services Facebook page for additional information about their services.

COMMUNITY OUTREACH

North Brainerd Night Out

Brainerd officers attended the 2023 National Night Out in North Brainerd on August 1st. Safety Pup made an appearance with several officers, who tested their skill at 'bags' and had the opportunity to speak with residents from the neighborhood.

The annual National Night Out event celebrates neighborhood unity, safety, police/community partnership and crime, drug, and violence prevention. National Night Out has proven to be an effective, inexpensive, and enjoyable program to promote neighborhood spirit and police-community partnerships in our fight for a safer nation. The benefits the community derives from NNO extends well beyond the one night.

Bags with Badges

The Brainerd Police Department held their second "Bags with Badges" event at the Northern Pacific Center on August 24th. This free event was for ages 8 to 17, with two separate divisions based on age.

Each participant was randomly paired with an officer or deputy. Every participant won a door prize; first, second, and third place each received a trophy; and the winners took home a custom bag toss board set. Fee food and beverages were also provided for the participants. It was another great event and a lot of fun for all.

Thank you to everyone who signed up to play – and a special thank you to the NP Event Center, Baxter Police Department, Crow Wing County Sheriff's Office, and MN DNR for their help with the event.

COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD **August 2023**

BUILDING PERMITS

The Community Development Department issued 105 building permits with a total project valuation of $1,810,635 in the month of August. Within the River-to-Rail Corridor, four (4) permits were issued. These improvements account for a total project value of $64,138.00 and resulted in $1,166.50 waived in permit fees.

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

One four (4) unit dwelling and one (1) single-family home construction permits were issued in the month of August with a total construction valuation of $750,000.

ISSUED PERMITS FOR AUGUST 2023		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – New/Addition	2	$950,000
Commercial – Building – Roofing	2	$59,000
Commercial – Building – Siding	1	$4,000
Commercial – Building – Windows/Doors	2	$19,257
Commercial – Mechanical – Air Conditioner	2	$11,138
Commercial – Mechanical – Furnace/Boiler	2	$36,000
Commercial – Mechanical – New/Addition	1	$3,150
Commercial – Mechanical – Remodel	1	$9,800
Commercial – Plumbing – Remodel	1	$2,482
Commercial – Plumbing – Water Heater	3	$13,000
Engineering – Excavation	2	N/A
Fence	11	N/A
Residential – Building – Deck	4	$18,700
Residential – Building – New/Addition	2	$430,000

Residential – Building – Remodel	8	$95,238
Residential – Building – Roofing	20	N/A
Residential – Building – Roofing + Garage	3	N/A
Residential – Building – Siding	5	N/A
Residential – Building – Doors/windows	16	$98,867
Residential - Mechanical - Furnace/Boiler	3	N/A
Residential - Mechanical – Furnace + AC	2	N/A
Residential – Mechanical - New/Addition	2	N/A
Residential – Mechanical - Fireplace	1	N/A
Residential - Plumbing - New/Addition	1	N/A
Residential - Plumbing - Remodel	5	N/A
Residential – Plumbing – Water Heater	4	N/A
Sign	1	$7,000

BUILDING INSPECTIONS

The Community Development Department conducted 255 building inspection in August which brings the total to 1,344 for 2023.

CODE ENFORCEMENT

The Community Development Department conducted 164 code enforcement inspections in August resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Accessory Structure Material	4
Damage Roof	2
Exterior Structure	6
Garbage	5
Garbage Disposal	4
Graffiti	4
Grass & Weeds	36
Junk and Debris	51
Tree Diseased Dead or Hazardous	14
Unlicensed/Inoperable Vehicles	5
Zoning Code Violation	32
Other	1
	Total = 164

The additional 164 inspections performed in August brings the total code enforcement inspections performed in 2023 to 1,024.

**Note: With the adoption of Ordinance No. 1524 on April 4th, Community Development staff have moved to complaint driven enforcement only.*

RENTAL INSPECTIONS

The Community Development Department issued 8 rental licenses in the month of August which brings the total number of rental units issued for the 2023-2024 renewal period to 2,571.

The Housing Inspector has completed 268 rental property inspections in 772 individual units in 2023.

CONTRACTOR LISENSING

The City approved 4 contractor licenses in July which brings the total number to 235 for 2023.

PLANNING AND ZONING

Off-Street Parking Ordinance

The Community Development Department has finalized a revised off-street parking ordinance and the Planning Commission will hold a public hearing for the proposed ordinance at the September 20th meeting.

The objectives of the ordinance include:
1) Create parking maximums in all nonresidential zoning districts.
2) Determine a new standard for the minimum residential parking required, that prioritize a more compact and less burdensome parking footprint.
3) Include the Accessory Dwelling Unit in the parking minimum formula
4) Incentivize businesses to increase bicycle spaces in the Commercial Districts, and
5) Regulate parking on unimproved surfaces in the rear yard.

The proposed ordinance was reviewed by the Parking Commission on August 2nd and by the Planning Commission on August 16th.

Short-Term Rentals

Staff received guidance from the Planning Commission during the September 20th meeting to begin drafting an amended ordinance further regulating short-term rentals. The Planning Commission was interested in limiting the number of short-term rentals in the City to protect long-term work force housing, which the City and County currently face large shortages. Staff researched multiple ordinances from other cities and is proposing to merge the regulations of Duluth and St. Paul into a cohesive policy for Brainerd. The goal of this ordinance will be to limit the number and location of short-term rentals while differentiating between owner-occupied rentals and non-owner-occupied rentals.

PLANNING AND ZONING PROCESSES – PROGRESS UPDATE

Address: 1202 6th St S
PZE Process: Conditional Use Permit **Date Issued:** 8/2/22
Project Description: Demolish restaurant and install a self-serve ice machine. A conditional use permit was needed for a building under 1,000 SQFT.

The applicant has completed the following steps:

- Demolished existing restaurant.
- Cleared the lot of impermeable surfaces.
- Built foundation and installed the self-service Ice Machine.
- A number of items are required before certificate of occupancy.

Address: 2501 Greenwood St
PZE Process: Conditional Use Permit **Date Issued:** 8/2/22
Project Description: The purchase of Evangelical Lutheran Good Samaritan's parcel 41010613 to operate a residential addiction recovery facility with outpatient services.
Project Progress: A remodel permit was issued on 6/14/2023 for a $150,000 renovation of the property to meet functional needs.

Address: 804 Oak St.
PZE Process: Variance **Date Issued:** 9/9/22
Project Description: A variance from the rear yard setback requirement was submitted to facilitate:

- Construction of an enclosing structure for a wheelchair lift measuring 8"6"x14'6" x1.5 stories along Pine Street.
- The project was completed to meet ADA requirements.

Project Progress: The project at 804 Oak Street has been completed in accordance with the approved variance.

Address: 1918 & 1911 Thiesse Dr.
PZE Process: Interim Use Permit **Date Issued:** 9/07/22
Project Description: The operation of a cryptocurrency mining facility, specifically for outdoor storage as a principal use.
Project Progress: No construction has begun at the property and building plans have not been submitted. VCV submitted alternate plans for the construction of a building and was approved by the EDA for the proposed design alteration. VCV will no longer make use of the Interim Use Permit unless a change of scope is approved by the EDA.

Address: 515 9th St S
PZE Process: Variance **Date Issued:** 9/07/22
Project Description: Requests a lot line setback adjustment from 5' to 2'6" to facilitate the construction of a duplex.
Project Progress: The proposed structure was constructed and passed all inspections.

Address: 324 Woodland Hills Ln
PZE Process: Variance **Date Issued:** 9/08/22
Project Description: Requested the variance to allow the:

- Construction of a 40'x40' accessory structure.
- Located forward from the front façade.
- Wall heights of 12 ft to allow the parking of a camper.

Project Progress: A new accessory structure permit was issued on 5/18/23 and the $75,000 accessory structure is in progress.

Address: 3231 Oak St
PZE Process: Variance **Date Issued:** 9/07/22
Project Description: Boundary line adjustment with recorded easement to access the rear property. Eliminated the flag lot and created an easement.
Project Progress: The boundary line adjustment has been recorded with the County.

Address: PID 41040504
PZE Process: Conditional Use Permit **Date Issued:** 10/5/22
Project Description: The applicant proposed the construction of a 12-unit apartment complex.
Project Progress: The applicant has not begun construction.

Address: PID 41040501
PZE Process: Conditional Use Permit **Date Issued:** 10/5/22
Project Description: The construction of a health club and boarding house.
Project Progress: The applicant has not begun construction.

Address: 1005 6th St S
PZE Process: Interim use Permit **Date Issued:** 12/5/22
Project Description: Applicant requested permission for one short-term rental.
Project Progress: This property currently operates as a short-term rental in the City.

Address: 15770 Dellwood Dr
PZE Process: Conditional Use Permit **Date Issued:** 1/9/23
Project Description: Application to allow for the construction of mini-storage units on the premises.
Project Progress: The applicant has applied for a building permit, but the permit has not yet been issued.

Address: PID 41160504
PZE Process: Rezoning **Date Issued:** 1/11/23
Project Description: The purpose of this rezoning was to prepare this section of Parcel 41160504 for a consolidation with the contiguous parcel 41170515 which is also zoned Rural Living One (RL1) Zoning District.
Project Progress: The consolidation was completed and recorded with the County.

Address: PID 41040504
PZE Process: Final Plat **Date Issued:** 1/12/23
Project Description: The consolidation of 11 parcels to accommodate the space needed for the 12-unit apartment complex described in the Conditional Use Permit PZ22-0032
Project Progress: The plat has been recorded with Crow Wing County.

Address: 2307 Crestview Ln
PZE Process: Conditional Use Permit **Date Issued:** 3/1/23
Project Description: The applicant proposed a 5-unit apartment complex which received considerable opposition from the neighborhood.
Project Progress: Upon denial of the conditional use permit by the City Council, the applicant redesigned the site plan and submitted a 4-unit complex as a permitted use on the parcel. The permit for this project was issued on 8/08/23 and is currently under construction.

Address: 1021 Madison St
PZE Process: Conditional Use Permit **Date Issued:** 3/30/23
Project Description: The operation of a recycling facility in the General Industrial District.
Project Progress: The property continues to operate as a recycling facility and is working with the fire department on the conditions added to the permit.

Address: 2424 Business 371
PZE Process: Variance **Date Issued:** 5/18/23
Project Description: The variance requested was to exceed the 12’ height limit on signs in the PSP zoning district by 3’.
Project Progress: Upon passage, a permit was filed and issued. The sign is currently on order and has not yet been installed.

Address: 3 Washington St NE
PZE Process: Variance **Date Issued:** 6/2/23
Project Description: Construction of a new Dunkin Donuts:
The first variance request is to allow their main entrance to face the rear yard of the property. Section 515-2-14.C requires the principal façade to front onto an avenue/street for properties in the CC District. The second variance request is to allow a 27’1” principal building front yard setback, a 24’ side yard corner setback, and a 66’7” rear yard setback.
Project Progress: The applicant has not filed a permit but continues to work with staff on the Zoning Requirements and site plan.

Address: 431 B St NE
PZE Process: Variance **Date Issued:** 5/3/22
Project Description: Requested a 7’ corner yard setback for an accessory structure addition.
Project Progress: The applicant is planning for fall construction but has not yet applied for a permit.

Address: 703 Oak St
PZE Process: Conditional Use Permit **Date Issued:** 6/8/23
Project Description: The operation of a Commercial Day Care Facility.
Project Progress: On August 22nd, 2023, Brainerd Family YMCA submitted a Commercial Building New/Addition permit for a $701,000 renovation in accordance with the conditions set in the Conditional Use Permit. This property is in the River-to-Rail area and qualified for a $150,000 reduction in the assessed valuation. The permit has been approved by the Community Development Department and is awaiting payment prior to issuance.

Address: 515 9th St. S
PZE Process: Interim Use Permit **Date Issued**: 6/22/23
Project Description: The operation of a short-term rental in one unit of the duplex at 515 9th St S.
Project Progress: This permit was denied by the Council in August and currently no alternative uses other than long term housing has been proposed by the applicant.

Address: 219 W Laurel St
PZE Process: Variance **Date Issued**: 7/03/23
Project Description: A variance to allow a second accessory structure and to exceed the accessory structure square footage limit of 500 Sq Ft for the construction of a new 24' x 24' garage.
Project Progress: Upon passage of this variance the applicant submitted a permit to construct this accessory structure at the premises on September 1st, 2023. This permit has been reviewed by the relevant departments and approved for construction.

Address: 203 Hawkins Dr
PZE Process: Interim Use Permit **Date Issued**: 7/20/23
Project Description: The utilization of the property as a short-term rental.
Project Progress: The IUP was approved by the Council on August 21st, the applicants have resumed operation of the short-term rental at the premises.

Address: 11617 Andrew St.
PZE Process: Variance **Date Issued**: 7/31/23
Project Description: A variance to allow the construction of a 6000 SQFT accessory structure, which exceeds the allowed 500 SQFT in the General Commercial Zoning District. The structure will serve as the classroom facility for the American Institute of Nondestructive Testing.
Project Progress: The commercial building permit was issued on 8/31/2023 and has begun construction.

City of Brainerd
IT/GIS Department Monthly Report
August 2023

Projects

- Airport new ARFF building, significant network administration to extend city and airport networks to new building, WiFi access points, cell signal booster equipment, fire alarm and paging systems, door access control, building hvac controls.
- BCA security audit – working on final tasks include VPN and VLAN changes

Software

- City website refresh underway, meetings, providing input to vendor
- CivicClerk – agenda management software project went live replacing agenda center
- CivicRec – park reservation/registration software – ongoing learning and customization
- Codification of city code – RFQ conducted, in the process of compare proposals
- Migrating files from network servers to OneDrive (cloud)
- Continued implementation of IT asset tracking software and ticketing system

Hardware

- Continued migration of virtual servers to newer physical host, gradually eliminating dated hardware
- Various police squad issues – video, printing, connectivity, etc. New squad car(s).

Other

- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc.
- Staff: Added: none Departed: CSO

Statistics

Email: sent 9,252 or 298/day (up from 7,831), received 37,688 or 1,215/day (down from 33,527)

Cisco Secure Endpoint: 7.79M files scanned (down from 6.39M), 780K IPs scanned (down from 711K)

YouTube – City of Brainerd channel views 1,018 (up from 660), 199.4 hours watched (up from 160.7)

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Ratify the Hiring of Officer Jason Boller Effective September 11, 2023, at Step 1 of Police Officer Wage Grid ($31.35 per hour).

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director, John Davis, Police Chief

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE: Jason Boller was hired as a Police Officer effective September 11, 2023, at Step 1 of the Police Officer wage grid ($31.35 per hour). With Officer Boller's hiring, we now have 27 sworn officers on staff.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Police Department has been trying to achieve 27 sworn officers on staff for many years and we are happy to report that we have met that employment goal!

RECOMMENDED ACTION/MOTION: Consent calendar agenda item to ratify the hiring of Officer Jason Boller effective September 11, 2023, at Step 1 of the Police Officer wage grid ($31.35 per hour).

FINANCIAL IMPACT: The Council had budgeted for 25.5 sworn staff in our 2023 budget with the understanding that Staff could hire up to 27 sworn staff.

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Ratify the Hiring of Police Intern Tyler Heinlen effective September 13, 2023 at $16 per Hour.

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director, John Davis, Police Chief

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): n/a - consent calendar

SUMMARY OF ISSUE: The Police Department hired Tyler Heinlen as a Police Intern effective September 13, 2023, at $16 per hour. That is the same rate of pay used for our Police Interns hired earlier this year.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Sourcewell has approved an Internship Reimbursement Funding Agreement for Mr. Heinlen. Sourcewell will reimburse the City for $14 per hour for up to 640 hours or up to 32 weeks. Since Mr. Heinlen will be a full-time student during this internship, we elected the maximum 32-week period and his internship will end no later than April 23, 2024. Please note that Sourcewell only allows one intern per discipline at a time.

RECOMMENDED ACTION/MOTION: Consent calendar item to ratify the hiring of Police Intern Tyler Heinlen effective September 13, 2023, at $16 per hour.

FINANCIAL IMPACT:

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Second Hand Good License Application Bridge of Harmony, 216 S 7th St- Contingent upon Approvals

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE:

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Approval of 2024 Health Insurance Renewal from The Better Health Collective

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: On August 17, 2023, we received the attached 2024 renewal rate sheet from The Better Health Collective that is managed by Sourcewell. The rate sheet shows an average 9.43% increase for our four health plans and with an 8% rate cap for our 2025 renewal. During our renewal discussions, it was learned that Brainerd's claims versus premiums paid for the last 12-month lookback period was not favorable for our renewal. In fact, our per member per month premium average was $682.63 and the per member per month claims were $1,036.23. According to Adam Olson, our health insurance broker from North Risk Partners, he informed us that without the stability provided by being a member of the The Better Health Collective Pool, we should have received closer to a 30% increase based on our utilization if we were rated on our own; further, that the trend for HealthPartners direct insured groups is a 9.5 - 10% increase. Mr. Olson noted that he feels Brainerd currently offers meaningful health plan choices for our employees which allows employees to choose the health plan that is best for their household. He also noted that Brainerd's practice for many years has been to "pad" our single rates so the family rates are more attractive. Also attached are some additional documents provided by our broker as well as the benefit plan changes that will be effective with our renewal as directed by The Better Health Collective.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Our Employee insurance Committee met on September 11, 2023, and recommended that the City Council accept The Better Health Collective's 2024 health insurance renewal as presented.

RECOMMENDED ACTION/MOTION: Motion to approve the 2024 health insurance renewal as received from The Better Health Collective with an average 9.43% annual increase across all four of our health plans and with an 8% rate cap for our 2025 renewal.

FINANCIAL IMPACT: This renewal has been included in our 2024 budget.

Sourcewell

Company Name: **Brainerd, City of**
Renewal Effective Date: **1/1/2024**
Rate change effective 1/1/24: **9.4%**
Next year's rate increase cap: **8.0%**

Plan Name	Network	Tier	Contract Count	Total Billed Rate
Smart Plan 1: 1600NE-100-1600-PrevRx	Open	Single	8	$1,516.60
Smart Plan 1: 1600NE-100-1600-PrevRx	Open	Family	16	$2,561.90
Smart Plan 3: 3200-100-3200-PrevRx	Open	Single	25	$1,374.93
Smart Plan 3: 3200-100-3200-PrevRx	Open	Family	26	$2,322.58
Smart Plan 7: 6150-100-6150-PrevRx	Open	Single	8	$1,178.09
Smart Plan 7: 6150-100-6150-PrevRx	Open	Family	9	$1,990.07
Smart Plan 8: 8050-100-8050-PrevRx	Open	Single	2	$1,092.18
Smart Plan 8: 8050-100-8050-PrevRx	Open	Family	7	$1,844.94

Sourcewell

Better Health Collective
Important Rate Sheet Details

Fixed Costs and Additional Charges to ECRs

These are components of your group's Total Billed Rate, disclosed for the purpose of transparent reporting and accounting. All additional components of your rates are estimated by Better Health Collective management, then approved by the Collective's Board of Trustees. These expected claims (ECRs) include "BHC Services less Rx Rebates" determined annually using estimates of Rx rebate revenue to the Collective, Sourcewell service charge to Collective, and cost of additional programs provided by the Collective beyond the core health plan fixed expenses. Details of our additional programs are in our "Understanding the Value" document within this proposal. The variance in actual vs expected claims impacts Better Health Collective reserves, and is a risk managed for the benefit of all Better Health Collective members, as described in the membership agreement, related policy announcements, and reviewed in detail during each Annual Meeting of Better Health Collective members. Most groups agree to ACH pull at no charge, but the few electing ACH push cause an additional $50/month charge to the Collective by 90 Degrees Benefits, charges for which are included in the illustrated HP admin fees.

Plans	Stop Loss Premiums	HP Admin Fees	Broker Service Fee	Total Fixed Rate	BHC Services Less Rx Rebates
Single	$60.60	$14.56	$0.00	$75.16	-8.68
Family	$159.35	$35.94	$0.00	$195.29	-8.68

Stop-Loss Insurance

These provisions are in place to protect the Collective's ability to provide member groups risk-free premium equivalents as a total billed rate.
* 12/18 Contract covers claims incurred 1/1/2024 through 12/31/2024 and paid through 6/30/2025.
* Specific Stop Loss Insurance covers all eligible claims for any one person exceeding $250,000, with an unlimited lifetime maximum benefit.
* Aggregate Stop Loss Insurance covers all eligible claims exceededing 110% of the Collective's aggregate expected claims.

HealthPartners Administration

Third Party Administrative Services, Provider Network, Pharmacy Benefit Management, Case & Disease Management, Employee Assistance Program, and Stop Loss Insurance services provided to the Better Health Collective by HealthPartners Administrators, Inc.

Broker Services

Sourcewell does not provide certain services that are provided by brokers, agents, and benefits consultants, as detailed on our "Broker Acknowledgement" form, available upon request. Any services provided by a broker to the group are to be negotiated by the group and the broker, the terms for which are not maintained by Sourcewell, with the exception of any amount of commission requested by your group, which we've listed in the fixed cost summary, as part of the Total Billed Rates, and will administer on your behalf.

Actuarial Value

Actuarial values (AV's) approximate the percentage of claims that are expected to be paid by the plan for a given population, based on applying the scheduled benefits against the claims experience of a large national population. AV's are calculated using the most recently available ACA AV calculator from the Centers for Medicare and Medicaid Services (CMS). Actuarial value will increase significantly with even modest amounts of employer contributions to HSAs, HRAs, or VEBAs, and thus are very helpful for groups reviewing ways to impact plan design without sacrificing plan value.

Wellness

Population health management and wellness programs have been put in place by the Better Health Collective for the benefit of group members, to help improve health plan quality and positively impact long term health outcomes. Details of these programs, the vendors involved, and the value of these programs are explained on our "Understanding the Value" disclosure, which was delivered to you along with this rate sheet.

Renewals and Rate Caps

After accepting the proposed plans and rates for the proposed effective date, any changes to plans or rates will be in a renewal package and delivered at least 115 days prior to the renewal date listed. Any such rate changes will be calculated using our "Better Together" renewal process, which starts with the typical actuarial review, and then is enhanced by including credits and adjustments from the Collective based on each group's unique renewal report card score, years in the Collective, minimums and maximums used by the Collective to enhance rate stability for all, and adjustments to utilize higher weighting on our community vs group-specific rate when such is beneficial to the group. After considering all these factors, the final renewal rate will be limited to any renewal rate increase cap percentage included in this proposal, which will be calculated using a census of selected plans run approximately seven months in advance of renewal, and comparing the total proposed vs current rates for those plans, or their comparable replacement plans if any, using that census. Rate changes can vary by tier or plan, but when totaled with all plans will not exceed any rate increase cap percentage that may be in effect. Groups desiring the same percentage change across all tiers and plans are welcome to request such and we will make every effort to accommodate, or explain why we can't if such is ever the case.

Contingencies

This offer is contingent upon review and approval by the Better Health Collective's Board of Trustees which uses the Collective's Membership Board Policy as its guide and as was provided for reference within this proposal. Any renewal rate increase caps in this proposal are null and void if your group is out of compliance with our Board Policy or decides to conduct their own RFP process rather than benefit from the Collective's renewal process.

Voluntary Termination

Failure to provide notice of intent to terminate at least 153 days* prior to termination will result in a financial penalty equal to the final month's premium. Conducting a solicitation for health insurance benefits is considered intent to terminate, so we will treat you like a prospective group, as well waive our termination penalty, if the following conditions are met...
1. Notification of RFP submitted at least 5 months prior to renewal
2. RFP bid from Better Health Collective due no sooner than 4.5 months prior to renewal
3. Acknowledge you are aware that any renewal credits for renewing-without-RFP will be null/void
4. Any decision to terminate will be communicated to the Collective at least 1.5 months prior to renewal
* Please note that 153 days means providing notice prior to August 1st for January 1 renewals and February 1st for July 1 renewals.

City of Brainerd

2024 Medical Plans - Sourcewell/Better Health Collective Co-op (HealthPartners)

Carrier:	HealthPartners			
Network:	Open Access			
Plan Name:	HSA Rx Plus			
	Smart Plan 1: $1600-0%	Smart Plan 3: $3,200-0%	Smart Plan 7: $6,150-0%	Smart Plan 8: $8,050-0%
	In-Network Benefits			
Deductible	Non-Embedded*	Embedded**	Embedded**	Embedded**
Single	$1,600 *(prev $1,500)*	$3,200 *(prev $3,000)*	$6,150 *(prev $5,850)*	$8,050 *(prev $7,500)*
Family	$3,200 *(prev $3,000)*	$6,400 *(prev $6,000)*	$12,300 *(prev $11,700)*	$16,100 *(prev $15,000)*
Employee Coinsurance	0%	0%	0%	0%
Out-of-Pocket Maximum				
Single	$1,600 *(prev $1,500)*	$3,200 *(prev $3,000)*	$6,150 *(prev $5,850)*	$8,050 *(prev $7,500)*
Family	$3,200 *(prev $3,000)*	$6,400 *(prev $6,000)*	$12,300 *(prev $11,700)*	$16,100 *(prev $15,000)*
Preventive Services	100% Coverage	100% Coverage	100% Coverage	100% Coverage
Virtual Care (Virtuwell-only)	3 Free Visits	3 Free Visits	3 Free Visits	3 Free Visits
Office Visits	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Emergency Room Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Inpatient Facility Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Outpatient Facility Services	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Prescription Drugs				
Preventive RX	Generic: $0/Brand $50 copay	Generic: $0/Brand $50 copay	Generic: $0/Brand $50 copay	Generic: $0/Brand $50 copay
Formulary Generic	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Formulary Brand	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Non-Formulary	no coverage	no coverage	no coverage	no coverage
Specialty Drugs	Ded; then 0%	Ded; then 0%	Ded; then 0%	Ded; then 0%
Out-of-Network Deductible/Coinsurance	$3,200/$6,400 Ded; 20% *(prev $3,000/$6,000)*	$6,400/$12,800 Ded; 20% *(prev $6,000/$12,000)*	$12,300/$24,600 Ded; 20% *(prev $11,700/$23,400)*	$16,100/$32,200 Ded; 20% *(prev $15,000/$30,000)*
Out-of-Network Out-of-Pocket	$4,800/$9,600 *(prev $4,500/$9,000)*	$9,600/$19,200 *(prev $9,000/$18,000)*	$18,450/$36,900 *(prev $17,550/$35,100)*	$24,150/$48,300 *(prev $22,500/$45,000)*

***** Non-Embedded Deductible:** the family contract requires that the full deductible be met before any family members reach coinsurance level.*
**** Embedded Deductible:** One family member stops at single deductible, then 100% coverage for the remainder of the year*

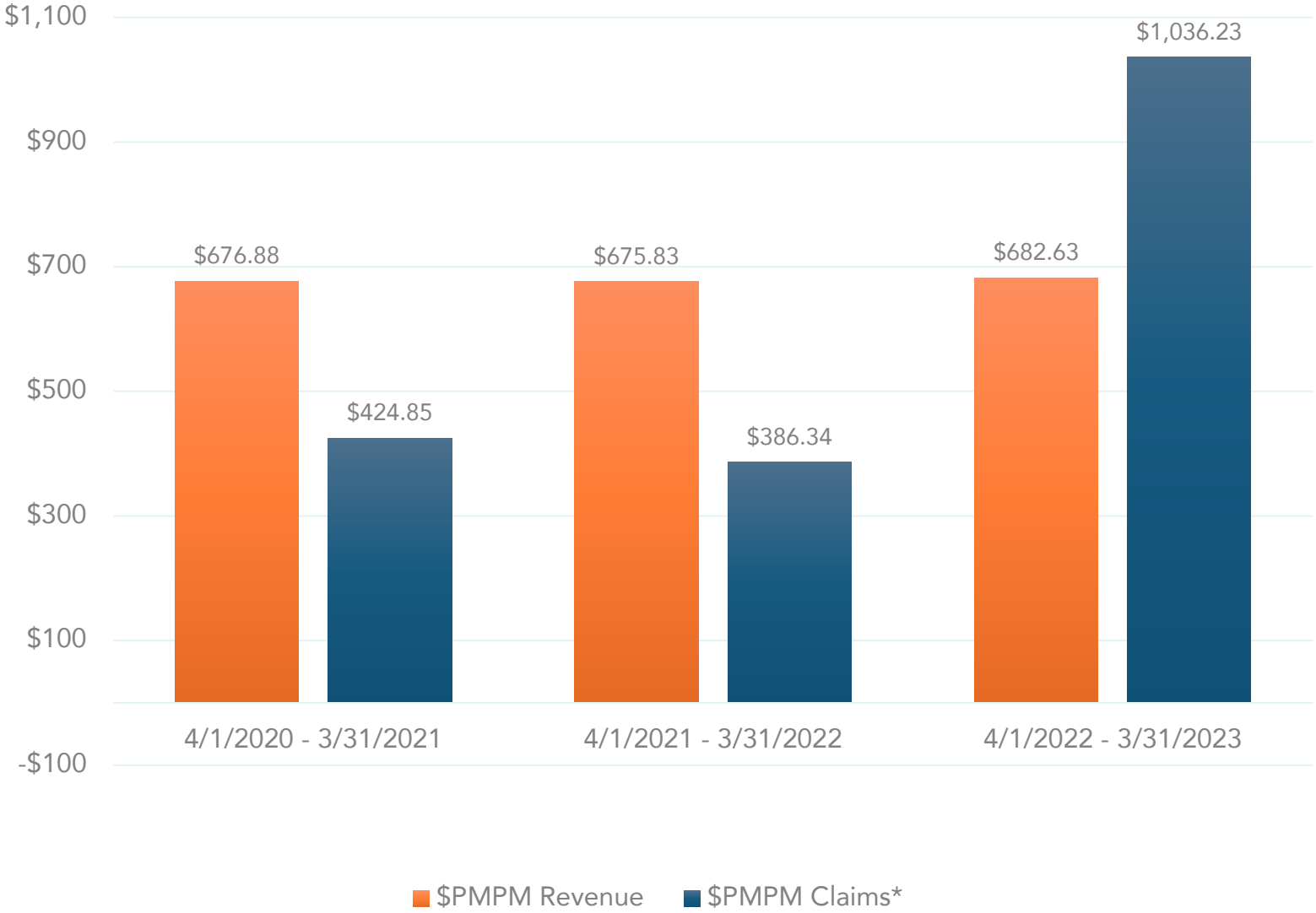
This is a brief summary of benefits. The actual contract will prevail.

Premium Summary - Renewal Rates Effective January 1, 2024

	Plan Counts				CURRENT RATES			
Contract Type	1	3	7	8	Smart Plan 1: $1500-0%	Smart Plan 3: $3,000-0%	Smart Plan 7: $5,850-0%	Smart Plan 8: $7,500-0%
Single	8	25	8	2	$1,433.72	$1,287.21	$1,096.16	$1,014.68
Family	16	26	9	7	$2,322.69	$2,093.33	$1,800.52	$1,666.68
Monthly Premium					$48,633	$86,607	$24,974	$13,696
Annual Premium					$583,594	$1,039,282	$299,688	$164,353
Combined Current Plans - Annual Total					$2,086,917			

	Plan Counts				RENEWAL RATES			
Contract Type	1	3	7	8	Smart Plan 1: $1600-0%	Smart Plan 3: $3,200-0%	Smart Plan 7: $6,150-0%	Smart Plan 8: $8,050-0%
Single	8	25	8	2	$1,516.60	$1,374.93	$1,178.09	$1,092.18
Family	16	26	9	7	$2,561.90	$2,322.58	$1,990.07	$1,844.94
Monthly Premium					$53,123	$94,760	$27,335	$15,099
Annual Premium					$637,478	$1,137,124	$328,024	$181,187
Combined Renewal Plans - Annual Total					$2,283,814			
Difference from CURRENT by PLAN					9.23%	9.41%	9.46%	10.24%
Combined Renewal Increase Percentage					9.43%			
					Includes 2025 rate cap of 8% when employer renews with all Smart Plans			

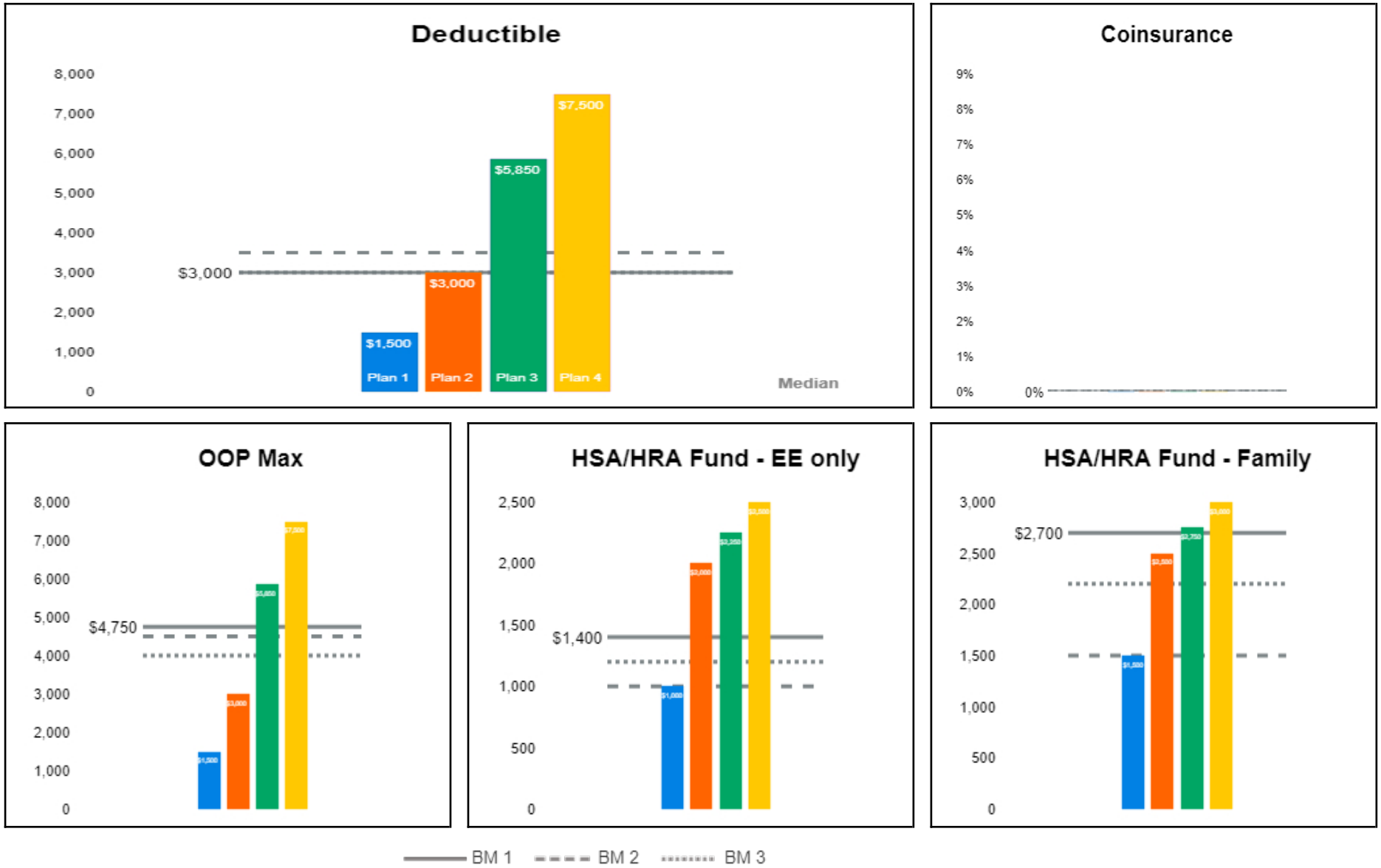
PMPM Premium vs. Claims



*Claims do not include IBNR

Medical Plan Design - HDHP

City of Brainerd



Benchmark: BM1 - Industry (92 Public Administration); NAICS Code (921100 Executive, Legislative, and Other General Government Support, 921110 Executive Offices, 921120 Legislative Bodies); BM2 - State (Minnesota); No of Employees (101-250); BM3 - Company Type (Government Organization); No of Employees (101-250)

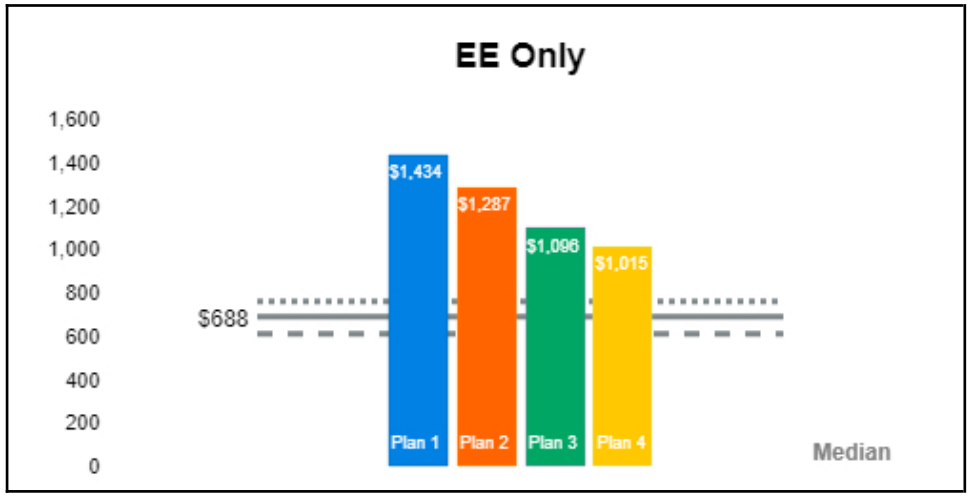
09/08/2023 Produced by: North Risk Partners, LLC

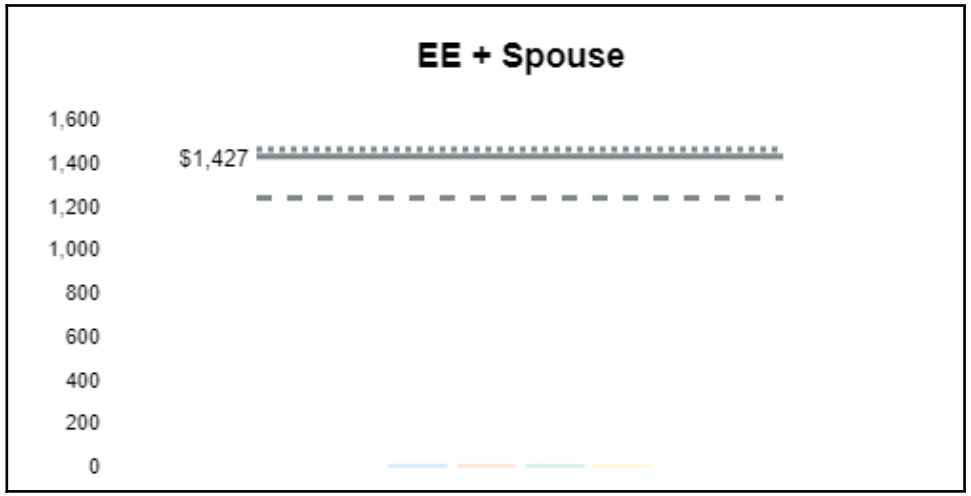
Powered by: Milliman

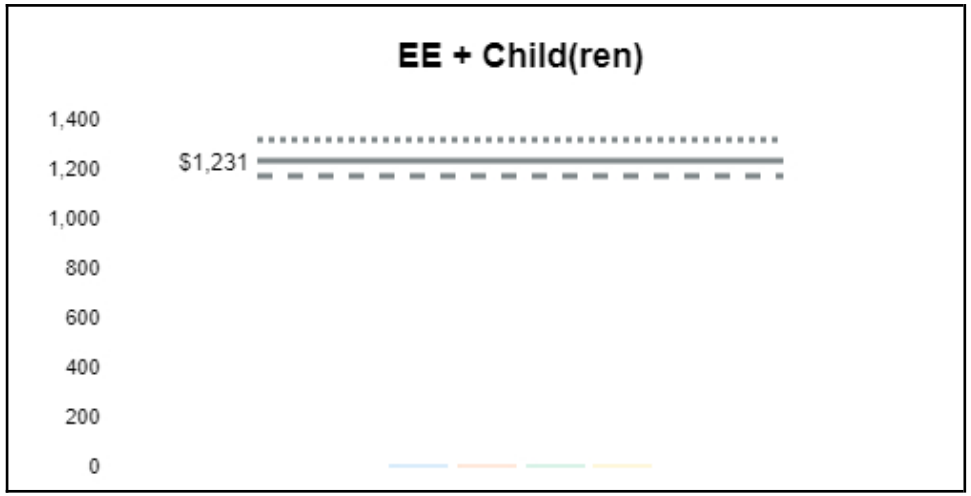
Medical Cost - HDHP

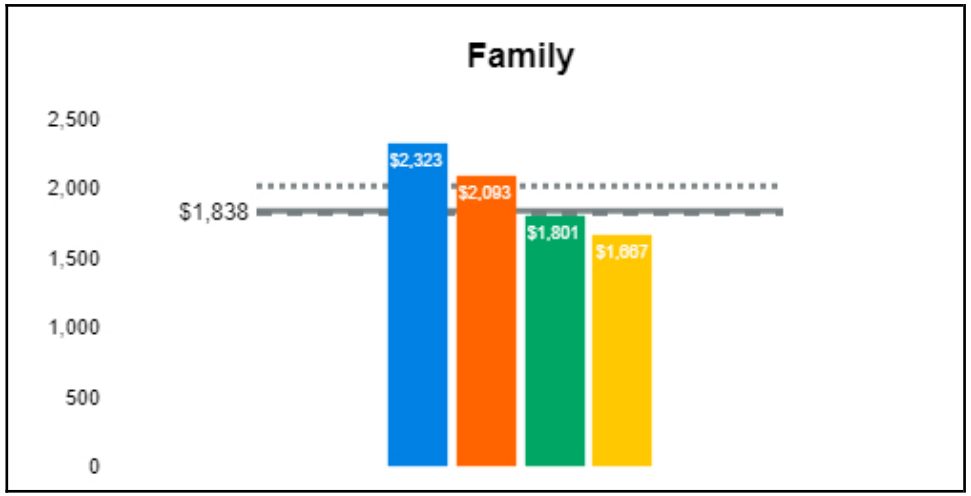
Total Premium ($)

City of Brainerd









BM 1 BM 2 BM 3

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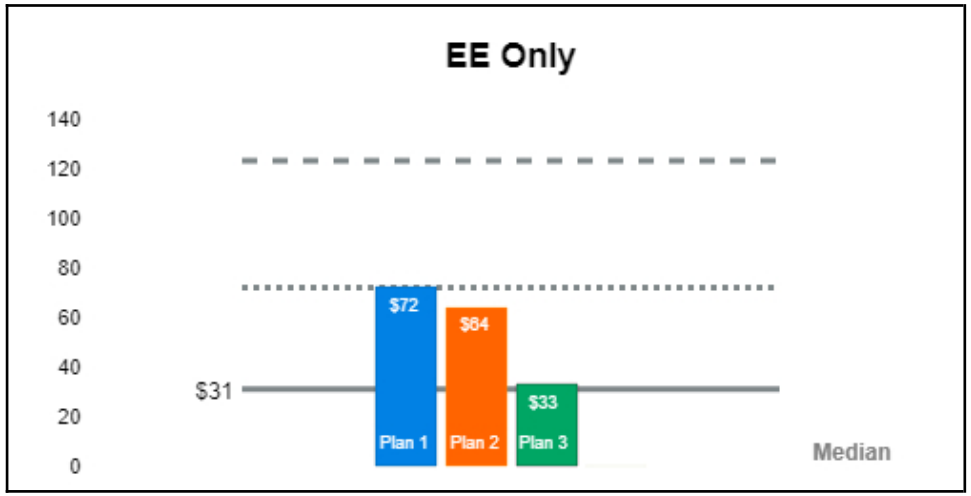
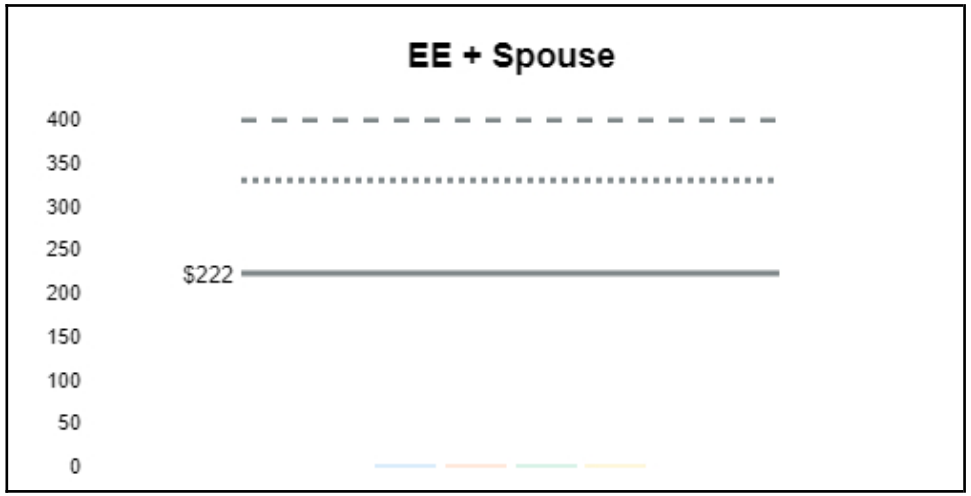
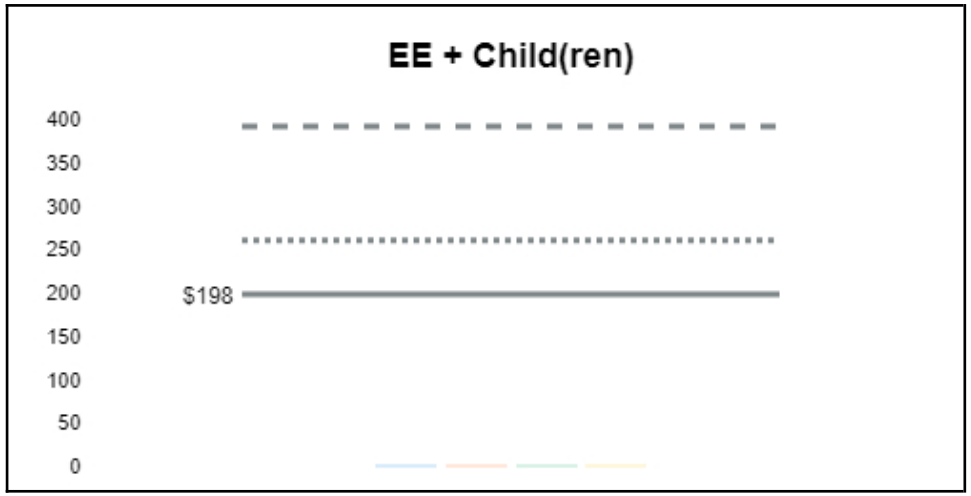
Medical Cost - HDHP

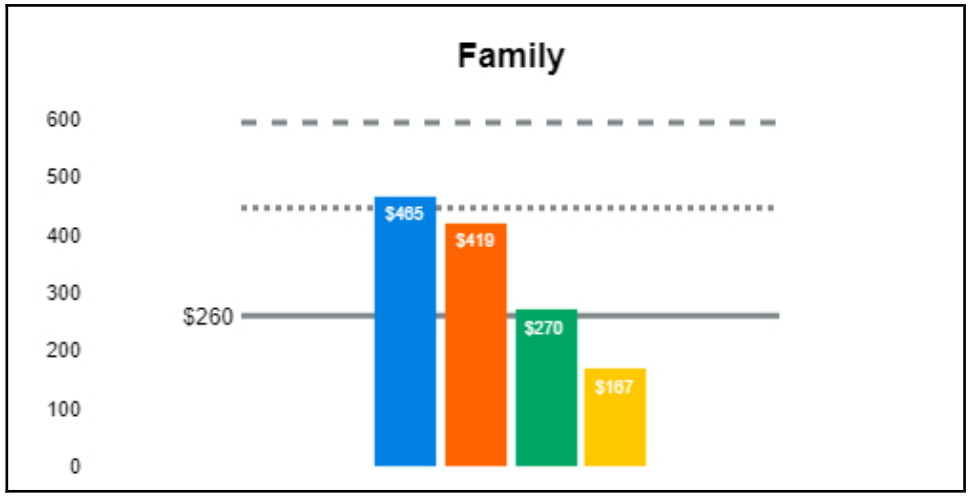
Employee Contribution ($)

City of Brainerd









BM 1 BM 2 BM 3

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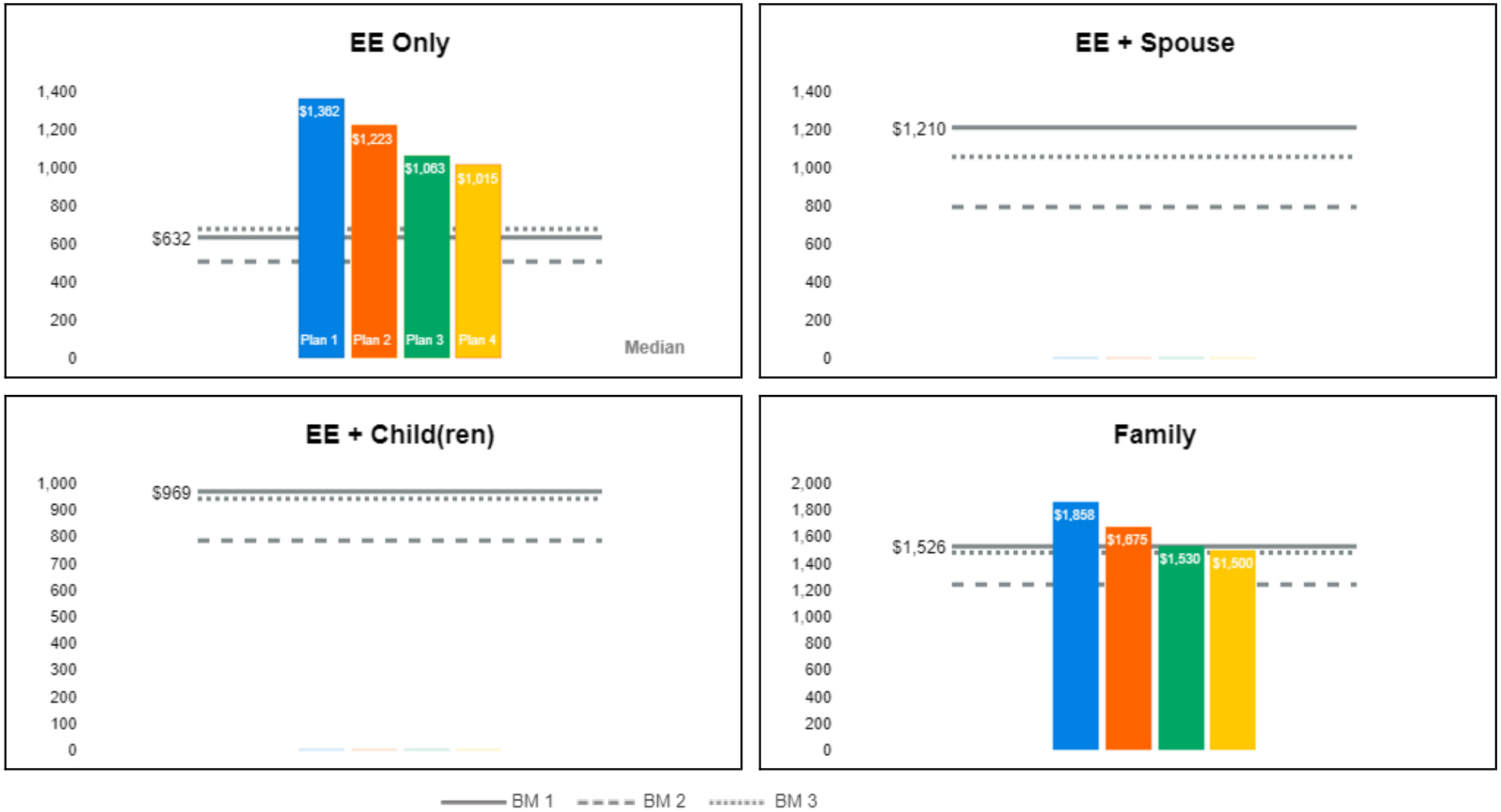
Medical Cost - HDHP

Employer Contribution ($)

City of Brainerd



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Sourcewell

Executive Summary for:	Brainerd, City of	Renewal Date:	1/1/2024

FAQs:	Answer
* What is the projected % change in rates from our current monthly totals?	9.4%
* What % of pool premiums are for the pool's fixed administrative expenses?	10.2%
* If we renew with only Smart plans, what is the worst to budget for next year?	8.0%
* What was the collective's average overall increase this renewal?	8.8%
* What was the collective's minimum rate change delivered this renewal?	5.2%
* What was the collective's maximum rate change delivered this renewal?	15.0%
* What changes should we consider as we seek optimal value and stability?	Please review report card with your advisors
* How do we learn more or promote existing or new programs?	See www.sourcewell-mn.gov/health

Collective Impact on Rates for:	Brainerd, City of	Renewal Date:		1/1/2024
Credit for Report Card Score	review report card for ways to impact this	-1.7%		
Credit for # of Years in the Collective	for continuous time in our Collective	-1.0%		
Credits from Collective Community	to help get closer to our community rate	0.0%		
Renewal Rate Increase Cap	the maximum you could expect for 1.1.23	9.5%		
Final Total Renewal Rate Change	acturial suggestion less credits, capped if needed		**9.4%**	
2nd Year Rate Increase Cap - As Is			8.0%	
2nd Year Rate Increase Cap - Only Smart	groups with only Smart plans get our best rates		8.0%	
Summary of Other Rate Components		**Single**	**Family**	
HealthPartners (HP) Administration	claims/network admin and case/disease mgmt	$14.56	$35.94	
HP Stop Loss Protection	protects Collective against high claims costs	$60.60	$159.35	
90DB Fee for ACH Push Pay Option	$0 if paying bills via ACH "pull"; $50/mo if "push"	$0.00	$0.00	
Broker/Consultant Fee		$0.00	$0.00	
Total Fixed Administration Costs		$75.16	$195.29	
Better Health Collective Fees (Credits)	See "Understanding the Value" document	($8.68)	($8.68)	

Sourcewell

Renewal Report Card

This report card is a resource for group decision makers and their advisors. It highlights important items that impact the costs incurred by their group. Decision makers can influence costs through the choices they make regarding eligibility, contributions, plan choices, and engagement in population health improvement programs.

Renewal Report Card for:	Brainerd, City of	Renewal Date:		1/1/2024
Key Item That Group Can Impact	Related Notes	Data	Points	Max Points
% Active Employees Participating	126 of 156	81%	81	100
% Dependents on vs Employees on Plan	257 Members	136%	136	200
Are Any Classes with < 50% on Plan?	Identify on census any in a class with < 50% participa	No	50	50
Are Retirees Age 65+ on Plan?	5 over age 65 (verify if retired)	No	50	50
Is Cash Paid to Waivers?	Amount varies	Yes	0	50
% of Smart Plans in Mix	all 4 are Smart	100%	100	100
Other Carriers Sponsored by Group?	IUOE Local #49; Teamsters Health Plan	Yes	0	50
Engaged in Wellness - Earned Grant?	Earned grant in 2022	Yes	50	50
Total Points			467	Max pts=550
Score %			85%	

January 1 – Renewal Timeline

If renewal decisions are made…	Service Implications
On or before 10/15	Changes allowed, and we'll help support open enrollment meetings to be held 10/21 or after
Between 10/16 and 10/31	Changes allowed, and we'll help support open enrollment meetings to be held 11/11 or after
Between 11/1 and 11/15	Changes allowed, and we'll help support open enrollment meetings to be held 11/25 or after
After 11/16	No changes allowed, group will renew as is with standardizations as proposed, and we'll help support open enrollment meetings as best we can, however staff assistance will be limited

COMPLIANCE UPDATE

Limits to Know in 2024

High Deductible Health Plan (HDHP)

Minimum deductible
Single: $1,600 (up from $1,500 in 2023)
Family: $3,200 (up from $3,000 in 2023)

Maximum out-of-pocket costs
Single: $8,050 (up from $7,500 in 2023)
Family: $16,100 (up from $15,000 in 2023)

Health Savings Account (HSA)

Maximum contributions
Single: $4,150 (up from $3,850 in 2023)
Family: $8,300 (up from $7,750 in 2023)

Catch-up contributions
$1,000 (no change from 2023)

Flexible Spending Account (FSA)

Contributions
TBD

Sourcewell

Benefit Changes Explained

Effective upon renewal in 2024

Scope	Item Changing	Current In-Network Benefits, Unless Stated as OON	New In-Network Benefits, Unless Stated as OON
All HSA plans	Additional diagnostic and testing after a mammogram when ordered by a provider	Coverage follows the in-network benefit that corresponds to the service that is provided.	Coverage is 100% after the deductible is satisfied. *This is a new mandated benefit (MN Stat 62A.045).*
All non-HSA plans		Coverage follows the in-network benefit that corresponds to the service that is provided.	Coverage is 100%, not subject to the deductible. *This is a new mandated benefit (MN Stat 62A.045).*
All Better Health Collective plans	Weight loss drugs	Covered.	Not covered. *Bariatric surgery, Omada support, and wellness plans/incentives will continue to be covered/available.*
	Contraceptives	Limited to a 3-month supply per fill.	Limited to a 12-month supply per fill. *This is a new mandated benefit (MN Stat 62Q.523).*
	Out-of-network (OON) diagnosis, monitoring, and treatment for certain rare diseases	Coverage follows out-of-network benefit that corresponds to the service that is provided.	Coverage follows the in-network benefit that corresponds to the service that is provided. *This is a new mandated benefit (MN Stat 62Q.451).*
	Other	No other material benefit changes of in-network or out-of-network benefits to note. Please refer to additional materials in the renewal packet for a better understanding of all plan benefits and programs.	

Benefit Changes Explained

Effective upon renewal in 2024

Scope	Item Changing	Current In-Network Benefits and Limits	New In-Network Benefits and Limits
All HSA-qualified High Deductible Health Plans (HDHPs)	Minimum non-embedded deductible	$1,500 for self-only coverage[1,2] $3,000 for family coverage *Multiply these values by 1.25 if the plan includes a 4th quarter deductible carryover provision.*	$1,600 for self-only coverage[1,2] $3,200 for family coverage *Multiply these values by 1.25 if the plan includes a 4th quarter deductible carryover provision.*
	Minimum embedded deductible	$3,000 for self-only coverage[3,4] $3,000 for family coverage *Multiply these values by 1.25 if the plan includes a 4th quarter deductible carryover provision.*	$3,200 for self-only coverage[3,4] $3,200 for family coverage *Multiply these values by 1.25 if the plan includes a 4th quarter deductible carryover provision.*
	Maximum contribution to Health Savings Account (HSA)	$3,850 for self-only coverage[5,6] $7,750 for family coverage	$4,150 for self-only coverage[5,6] $8,300 for family coverage
	Maximum out-of-pocket limit	$7,500 for self-only coverage[7,8] $15,000 for family coverage	$8,050 for self-only coverage[7,8] $16,100 for family coverage
All non-HSA-qualified plans	Maximum out-of-pocket limit	$9,100 for self-only coverage $18,200 for family coverage	$9,450 for self-only coverage $18,900 for family coverage
All plans	Other	No other material benefit changes of in-network or out-of-network benefits to note. Please refer to additional materials in the renewal packet for a better understanding of all plan benefits and programs.	

Source: Centers for Medicare and Medicaid Services (CMS); Department of Health and Human Services (HHS); Internal Revenue Service (IRS)
References 1-8 provided to help connect the indicated HSA index to its corresponding Better Health Collective Smart Plan listed on next page.

Smart Plan impact

The Better Health Collective's Smart Plans are designed to have in-network benefits automatically update annually with changes that align with each plan's corresponding HSA index. This ensures all necessary plans remain HSA-qualified, and all plans maintain a stable actuarial value while also optimizing rate stability for members of the Better Health Collective. See below for 2024 in-network benefits effective at renewal as well as current benefits.

2024 Benefits	Smart Plan 1	Smart Plan 2	Smart Plan 3	Smart Plan 4	Smart Plan 5	Smart Plan 6	Smart Plan 7	Smart Plan 8
HSA Index Impacting Plan Design	Minimum Deductible per Single	Minimum Deductible per Single	Minimum Deductible per Family	Minimum Deductible per Family	Maximum Contribution per Single	Maximum Contribution per Single	Maximum Out-of-pocket per Single	Maximum Out-of-pocket per Single
Deductible per Single	$1,600	$1,600	$3,200	$3,200	$4,150	$4,150	$6,150	$8,050
Embedded Ded or Non-Emb	Non-Embed	Non-Embed	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Ded per Family Total	$3,200	$3,200	$6,400	$6,400	$8,300	$8,300	$12,300	$16,100
% Paid by Plan After Ded	100%	80%	100%	80%	100%	80%	100%	100%
Out-of-Pkt Max per Single	$1,600	$3,600	$3,200	$5,200	$4,150	$6,150	$6,150	$8,050
OOP Max per Family	$3,200	$7,200	$6,400	$10,400	$8,300	$12,300	$12,300	$16,100

2023 Benefits	Smart Plan 1	Smart Plan 2	Smart Plan 3	Smart Plan 4	Smart Plan 5	Smart Plan 6	Smart Plan 7	Smart Plan 8
HSA Index Impacting Plan Design	Minimum Deductible per Single	Minimum Deductible per Single	Minimum Deductible per Family	Minimum Deductible per Family	Maximum Contribution per Single	Maximum Contribution per Single	Maximum Out-of-pocket per Single	Maximum Out-of-pocket per Single
Deductible per Single	$1,500	$1,500	$3,000	$3,000	$3,850	$3,850	$5,850	$7,500
Embedded Ded or Non-Emb	Non-Embed	Non-Embed	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Ded per Family Total	$3,000	$3,000	$6,000	$6,000	$7,700	$7,700	$11,700	$15,000
% Paid by Plan After Ded	100%	80%	100%	80%	100%	80%	100%	100%
Out-of-Pkt Max per Single	$1,500	$3,500	$3,000	$5,000	$3,850	$5,850	$5,850	$7,500
OOP Max per Family	$3,000	$7,000	$6,000	$10,000	$7,700	$11,700	$11,700	$15,000

For more details, refer to benefit overviews or summaries provided separately, as well as the Smart Plan toolkit, at www.mn.sourcewell.org/health.

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Authorization to Sign Updated Heartland Animal Rescue Team (HART) Impound Contract

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The City Council authorized signature on the updated HART contract at the August 15, 2022 meeting. The contract was for calendar year 2023. Staff received the attached letter and contract from HART. HART would like all contracts to run on HART's fiscal year which is June 1st - May 31st.

The only item that changed in the contract was the first bullet under item number 2. It previously was:

"They will maintain a current contract with HART. This contract may be changed by either party with thirty (30) days written notice. Contracts are based on the calendar year."

To:

"They will maintain a current contract with HART. This contract may be changed by either party with thirty (30) days written notice. Contracts are based on HART's fiscal year running June 1st to May 31st."

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Authorize signature on the updated HART impound contract.

FINANCIAL IMPACT: N/A

H.A.R.T.
Heartland Animal Rescue Team

RECEIVED
SEP 07 2023
CITY OF BRAINERD
ADMINISTRATION

15494 Dellwood Drive
Brainerd, MN. 56401
(218) 829 4141
pamppet@msn.com

May 17, 2023

Good afternoon,
Spring has finally arrived and with that comes the time to renew the impound contract you have with HART. I did a one (1) year contract last year, but with how time flies and the terms of the contract remaining the same, I decided to do a three (3) year contract renewal. Effective June 1, 2023.

Please review and sign both copies enclosed and return one set to HART.

Thank you for your continued support of animal issues in the community.

Donna Wambeke

Donna Wambeke
HART Executive Director

SERVICE CONTRACT
HEARTLAND ANIMAL RESCUE TEAM (HART)
Office: (218) 829 4141 Fax: (218) 829 6866

This service agreement made by**, Heartland Animal Rescue Team** and the city **Brainerd, Mn .** Hereafter referred to as HART, and the city of Brainerd, hereafter referred to as the Municipality, witness:

1. **HART contractually agrees to provide the services listed below to the municipality and that those services will be carried out under the terms stated in this service agreement.**
    - The HART facility will serve as a holding facility for stray and impounded animals.
    - Municipality law enforcement/animal control will have 24-hour access to bring animals into the HART facility for impounding.
    - HART will hold animals brought in for a minimum of five (5) days. If no owner claims an animal within that time, the animal becomes the legal property of HART. Municipality will pay impound fees in addition to euthanasia fee if animal is deemed unadoptable.
    - HART will collect all Impound fees before any impounded animal is release to owner.
    - HART will issue animal licenses on behalf of the municipality in accordance with the Brainerd city code. HART shall collect and remit the appropriate license fee to the municipality, provided that HART may retain $5.00 per license issued.
    - HART will invoice the municipality monthly for administrative fees and any impounding fees incurred that month.

2. **The Municipality contractually agrees to the following terms:**
    - They will maintain a current contract with HART. This contract may be changed by either party with thirty (30) days written notice. Contracts are based on HART's fiscal year running June 1st to May 31st.
    - All animal control will be a function of the municipality law enforcement. These functions will include, but not be limited to, picking up animals, tranquilizing when necessary and disposing of dangerous/vicious animals.

- All public requests for animal control will be handled by municipality law enforcement.
- The municipality will be responsible for any veterinary cost incurred during impound period.
- The municipality will pay HART according to the fee schedule set forth between HART and the municipality to include:
    - ***a.*** Impound fees: $17.00 per day for each animal impounded; maximum of five (5) days. *If owner claims animal the fees collected will be turned over to municipality*
    - **b.** An annual administrative fee of $1.60 per capita. Based on the 2020 census. This fee can be billed monthly, quarterly, or annually and covers administrative duties related to impound
    - **c.** Veterinary charges as charged by the clinic
    - **d.** Euthanasia fees for unadoptable animal
    - **e.** Quarantined animals (e.g.) aggressive, rabies observation, will be charged for special care handling at the rate of $50.00 per day impound plus a one time $50.00 administrative fee, for a maximum of ten (10) days.

3. **The undersigned have read and understand this contractual service agreement. They agree to the terms and conditions stated.**

_____

Municipality Representative *Title*

Donna Wamhole Executive Director

HART Representative *Title*

Date: 8-31-2023

Summary of General Provisions:

- HART will provide the municipality with proof of insurance.
- Animal care will be in compliance to standards listed in the Minnesota Animal Welfare Statues.

- Sick or injured animals will be evaluated for medical needs and treated if required. HART will not be responsible for animal that arrive sick, injured or die as a result of arrival condition, while in impound.
- HART will invoice the municipality monthly.

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Approve Event/Street Closure Application - BHS Homecoming Parade

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request is an event and street closure application for the Brainerd High School Homecoming Parade to take place on Friday, Saturday, September 29, 2023 from 5 p.m. to 5:30 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The applicant is requesting closure of S. 5th Street, Laurel Street, and East River Road from 4:45 p.m. to 5:30 p.m. for a parade for the 2023 Homecoming event. This is proposed as a similar parade route as the 4th of July parade with staging and lineup taking place in the parking lots adjacent to 5th Street, following the route, completing in the BHS lower parking lot adjacent to East River Road.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached application under the conditions listed in the attached event application.

FINANCIAL IMPACT: N/A

SPECIAL EVENT APPLICATION

Date of Application: 9-5-23

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

Type of event:

- [ ] Event – City Parking Lot
- [x] Event with Street Closure
- [ ] Event – City Park
- [ ] Other _____

Name of event: Brainerd High School Homecoming Parade

Organizer Information

Organizer's Name: Brainerd High School

Organizer's Address: 702 South 5th Street

Event Contact Person: Heidi M. Hahn - Superintendent

Event Contact Daytime Phone: 218-454-6916

Event Contact E-mail Address: heidi.hahn@isd181.org

Contact Name/Number Day of Event: Heidi Hahn 218-839-2953

For Profit/Nonprofit Status (type): Non-profit - Public School

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
9-29-23	5:00 PM	5:30 PM	Brainerd High School

☐ Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Parade - stage in the south parking lot of Brainerd HS - follow the 4th of July parade route. Start in front of BHS on South 5th, head towards post office, turn left onto Laurel, turn left on East River Road and head to Adamson Field and end in BHS Lower Parking Lot.

Site Information

Electrical usage ☐ Yes ☑ No

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

_____

_____

Amplified Sound ☑ Yes ☐ No

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

Marching band, and some floats may have music.

_____

Restrooms provided ☑ Yes ☐ No

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

Company contracted for restrooms: Adamson Field and BHS

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

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

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

Notice will be placed on social media, and with local news outlets.

_____

Trash Receptacle Disposal ☑ Yes ☐ No

Company contracted for trash receptacle disposal: Nisswa Sanitation - District Contracted

Additional Event Information

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

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

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

Street Closure Request Information

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

South 5th - to Laurel to East River Road

Date and time for beginning of street closures: 9.29.23 - 4:45 PM

Date and time for reopening of streets: 9.29.23 - 5:25 PM (estimate)

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

Parking will be available throughout BHS parking lots. We will have staff walking in parade to ensure business and entrances are free of parade observers.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of $1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Signature of Applicant

Heidi M. Hahn - Superintendent

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is *not* necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event*.

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate	x			May be required before issuing a permit.
Sign/banner Permits	X			Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 | admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 | parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 | engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 | planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 | police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 | fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 | www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 | www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 | www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities		No comments
City Administration		No comments
Engineering Department	9/11 JD	See conditions below
Fire Department		No comments
Fire Support/EMS		No comments
Parks Department		No comments
Planning Department		No comments
Police Department	9/6 JD	See condition below

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator _____ Date _____

Approval Conditions

Coordinate with Police Department for staffing support.

Provide Certificate of Insurance to City Hall prior to event.

Request traffic control materials one week prior to the event.

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

_____

_____

_____

_____

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Approve Event/Street Closure Application - St. Francis Marathon

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request is the event/street closure application for the annual St. Francis School Marathon to be held on Wednesday, October 18, 2023 from 8:30 am to 12:30 pm on the street around St. Francis including Juniper Street, N. 9th Street, N. 10th Street, and Kingwood Street.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The applicant is requesting closure of these streets from 8 a.m. to 1 p.m. for the event. The event is the annual school marathon where children can walk, run, or ride their bikes. Approximately 175 students participate. There will be signs and banners scattered throughout the event area indicating the event is taking place. The applicant has indicated they will hand out fliers to adjacent residences and businesses before the event.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached application under the conditions listed in the attached event application.

FINANCIAL IMPACT: N/A

SPECIAL EVENT APPLICATION

Date of Application: 9/8/2023

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

Type of event:

- [ ] Event – City Parking Lot
- [x] Event with Street Closure
- [ ] Event – City Park
- [ ] Other _____

Name of event: St. Francis School Marathon

Organizer Information

Organizer's Name: Jennifer Nagel

Organizer's Address: 817 Juniper Street

Event Contact Person: Jennifer Nagel

Event Contact Daytime Phone: 218-829-2344

Event Contact E-mail Address: jennifer.nagel@sf-school.org

Contact Name/Number Day of Event: Jennifer Nagel

For Profit/Nonprofit Status (type): Non-profit, school event

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
Wed. Oct. 18	8:30am	12:30pm	Around the block consisting of 9th and 10th Juniper,
			down to 10th and Kingwood to 9th and Kingwood

☐ Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Annual school marathon - participants are school children grades preschool-4th walking, running, or riding their bikes- approximately 175 students, parents, and staff

Site Information

Electrical usage ☐ Yes ☑ No

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

_____

_____

Amplified Sound ☐ Yes ☑ No

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

_____

_____

Restrooms provided ☐ Yes ☑ No

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

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

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

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

Signs will be distributed throughout area indicating the Marathon is in progress

_____

Trash Receptacle Disposal ☐ Yes ☑ No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

The intersections on the blocks consisting of 9th and 10th Juniper, down to 10th and Kingwood to 9th and Kingwood (no change from previous years)

Date and time for beginning of street closures: Oct 18th 8:00am

Date and time for reopening of streets: Oct 18th 1:00pm

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

We will distribute flyers to residents and businesses in the area of the marathon (street closures)

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of $1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Jennifer Nagel Digitally signed by Jennifer Nagel Date: 2020.09.17 13:12:17 -05'00'

Signature of Applicant

Jennifer Nagel

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is *not* necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support				Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate				May be required before issuing a permit.
Sign/banner Permits				Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 | admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 | parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 | engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 | planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 | police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 | fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 | www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 | www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 | www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities		No comments
City Administration		No comments
Engineering Department	9/11 JD	See conditions below
Fire Department		No comments
Fire Support/EMS		No comments
Parks Department		No comments
Planning Department		No comments
Police Department		No comments

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Approval Conditions

Notify adjacent residents and businesses of the event and closure.

Remove signs at the conclusion of the event.

Provide Certificate of Insurance to City Hall prior to the event.

Request traffic control materials one week prior to the event at 218-513-4412

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Approve Event/Alley Closure Application - Zion Lutheran Trunk-or-Treat

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request is an event/alley closure application for the annual Zion Lutheran Church Trunk-or-Treat, to be held on Tuesday, October 31, 2023 from 3:30 p.m. to 6:30 p.m. in the Zion Lutheran Church parking lot.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: During the event, families will be invited to walk to all of the cars and get candy and treats. This is a safe alternative to trick-or-treat activities that require kids to go door to door. The restrooms in the church will be available for the event. During this event, the church has closed the north/south alley behind the church for the event. This is so that traffic cannot utilize the alley for safety reasons during the event.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached application under the following conditions:

- Request traffic control materials one week prior to the event at 218-513-4412.
- Provide Certificate of Insurance to City Hall prior to the event.

FINANCIAL IMPACT: N/A

SPECIAL EVENT APPLICATION

Date of Application: 9-6-2023

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

Type of event:

- [ ] Event – City Parking Lot
- [x] Event with Street Closure
- [ ] Event – City Park
- [ ] Other _____

Name of event: Zion Lutheran Church Trunk or Treat

Organizer Information

Organizer's Name: Heidi Newman

Organizer's Address: 220 N. 8th St. Brainerd MN 56401

Event Contact Person: Heidi Newman

Event Contact Daytime Phone: 218-821-2349

Event Contact E-mail Address: Zionsecretary3@gmail.com

Contact Name/Number Day of Event: Heidi Newman 218-821-2349

For Profit/Nonprofit Status (type): Nonprofit Religious Organization

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
Oct. 31, 2023	3:30pm	6:30pm	Zion Lutheran Church parking lot
Oct. 31 2023	3:30pm	6:30pm	City Street Kingwood from 6th to 9th

☐ Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Citizens go vehicle to vehicle in church parking lot and kids "trick-or-treat" at vehicles

Site Information

Electrical usage ☐ Yes ☒ No

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

Amplified Sound ☐ Yes ☒ No

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

Restrooms provided ☒ Yes ☐ No

If yes, how many 3 (a ratio of 1 for every 100-150 people is recommended)

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

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

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

Trunk-or-treat sign on church property

Trash Receptacle Disposal ☒ Yes ☐ No

Company contracted for trash receptacle disposal: Zion Lutheran Church

Additional Event Information

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

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

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

Street Closure Request Information

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

Alley between Kingwood and E-W alley
North 8th to North 9th on Kingwood St.

Date and time for beginning of street closures: 3:30pm - October 31, 2023

Date and time for reopening of streets: 6:30pm October 31, 2023

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

It will keep residents safe from oncoming cars as the kids come trunk-or-treating

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Senior Center
Kingwood St
North 8th St.
Zion Lutheran Church
Alley
Alley
Zion Lutheran Parking Lot
Place of event
North 9th St
Alley
Little Cesars
Businesses
N
W
E
S

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is *not* necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park				Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support	X			Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit				All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate	x			May be required before issuing a permit.
Sign/banner Permits	X			Contact the Planning Department for information/procedure.
Parade Permit				Issued by the Police Department after complete submission of application.
Alcohol Use Permit				Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 | admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 | parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 | engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 | planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 | police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 | fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 | www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 | www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 | www.dot.state.mn.us

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of $1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Heidi Newman

Signature of Applicant

Heidi Newman

Print Name

October
31st

Trunk-or-Treat

When	October 31st from 4-6 pm.
Where	Zion Lutheran Church Parking Lot 220 N 8th Street Brainerd, MN 56401
Why	Provide a safe alternative to trick-or-treating
How	Bring your kids. Allow them to go from car to car and get candy.

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Approve Event/Street Closure Application - Spooktacular

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request is an event and street closure application for the Spooktacular event hosted by the Destination Downtown Brainerd Coalition to be held on Saturday, October 28, 2023 from 10 a.m. to 4 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This year's event will be different than last year. During this year's event, the applicant is requesting closure of Laurel Street from S. 6th to S. 8th Streets for a children's parade from 10 a.m. to 11 a.m. The event will continue afterwards with Trick-or-Treating until 1 p.m. and a photo scavenger hunt until 4 p.m. The applicant is requesting closure of the on-street parking stalls adjacent to Ya Sure Kombucha to accommodate a beverage truck. The applicant is also requesting Police staff assistance for pedestrian crossing assistance across S. 8th Street during Trick-or-Treating.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached application under the conditions listed in the attached event application.

FINANCIAL IMPACT: N/A

SPECIAL EVENT APPLICATION

Date of Application:_____

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

Type of event:

- [ ] Event – City Parking Lot
- [x] Event with Street Closure
- [ ] Event – City Park
- [x] Other Downtown Event

Name of event: Spooktacular

Organizer Information

Organizer's Name: Destination Downtown Brainerd Coalition/Visit Brainerd

Organizer's Address: Visit Brainerd - 214 S. 7th Street, Brainerd

Event Contact Person: Holly Holm

Event Contact Daytime Phone: 218-825-0410

Event Contact E-mail Address: holly@visitbrainerd.com

Contact Name/Number Day of Event: Cell: 218-821-3271

For Profit/Nonprofit Status (type): N/A

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
10/28/2023	10:30 am	4 pm	
Parade (road closed)	10 am (parade at 10:30)	11 am	Laurel St. from S. 6th to Sth 8th Street
Trick or Treating	11 am	1 pm	Front St. - Laurel /S. 6th-S. 9th Street
Photo Scavenger Hunt	11 am	4 pm	Front St. - Laurel /S. 6th-S. 9th Street

☐ Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

See attached.

A police escort is requested for a Kid Costume Parade that is planned as a part of the spooktacular event. Children will gather in the Bremer Bank parking lot at 10:30 am, take the S. 8th Street sidewalk to Laurel, head West on Laurel Street to the Sage Parking lot. Strollers, scooters, trikes, bikes, kiddie cars and wagons will be accepted.

An additional officer is requested to be at the intersection of Laurel and 8th from 11 am-1 pm to help families cross the road safely while trick-or-treating.

Ya Sure Kombucha will be offering beverages out of their truck, while parked outside of their business on 8th Street. Two cones are requested to block off two parking spots outside of Ya Sure Kombucha. Customers will be able to get beverages from the sidewalk. This is an effort to get more foot traffic on that end of downtown and to include those businesses such as Dragon Forge Games and Wicks & Broomsticks.

The Spooktacular committee would like to offer a photo scavenger hunt as a part of the Spooktacular activities. This would include eight specific spots throughout downtown that will be decorated with hay bales and Halloween décor. We would like permission to use the bowl planters if they are still in place. We would likely place Halloween characters (ghosts, withes, etc.) on a shepherd's hook in the planter without causing any damage to the plants. If the bowls have been removed, we will decorate with straw bales. Decorations will only be up for the day.

Site Information

Electrical usage ☐ Yes ☑ No

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

Amplified Sound ☑ Yes ☐ No

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

Spooky music to be playing through the downtown speaker system.

Restrooms provided ☐ Yes ☑ No

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

Company contracted for restrooms:_____

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

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

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

Parade & Photo Scavenger Hunt will be included in Spooktacular marketing.

Trash Receptacle Disposal ☐ Yes ☑ No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

S. 8th Street & Laurel to S. 6th Street

Date and time for beginning of street closures: 10/28/2023 10 am

Date and time for reopening of streets: 10/28/2023 11 am

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

Road will only be closed for one hour. Businesses will be notified and parking will be available before and after the parade.

While the City continues to treat downtown as a venue for events, event plans must be balanced with the interests and needs of property owners.

If a street closure occurs along residential streets, reasonable efforts must be made to alert all property owners along the street of the proposed closure. All street closures shall be approved by the City Council. Failure to notify property owners and tenants in street closure areas will result in revocation of this permit.

For information regarding a street closure, please contact the City Engineering office at 218-828-2307 or engineer@ci.brainerd.mn.us.

Hold Harmless Agreement and Insurance Information

The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, or exposure, however caused, resulting from, arising out of, or in any way connected with the applicant's event herein described.

The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

- Minimum of $1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance company licensed to do business in Minnesota acceptable to the City.
- The City must be named as an "Additional Insured" on the policy.
- At least ten (10) days prior to the event, the Applicant must provide to the City a Certificate of Insurance showing the required coverage.

Signature of Event Applicant

I attest that the above information is true and accurate, and I certify under penalties of perjury that I am authorized to execute contracts and other instruments and legally bind the Applicant.

Holly Holm

Signature of Applicant

Holly Holm

Print Name

Contacts, Permits, and Fees Checklist

Each event has its own requirements and needs. Listed below is a summary of the permits common to many events. Please note that it is *not* necessary to have all permits approved upon submission of this application. However, this checklist should serve as a guide as you plan your event. *All events must have all permits and fees paid and approved prior to the start of the event.*

The Event Planner is responsible for providing the following (as needed) information:

Permit, License, or Checklist	Yes	Pending	N/A	Contact (See contact information below)
Authorization to use a city park			X	Contact the Parks & Recreation Department for information/procedure.
Fire/EMS/Police support	x			Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses			x	All vendors must apply for a temporary license through the Commissioner of Revenue's Office. Food vendors are required to collect and report meals tax. Contact City Hall for information/procedure.
Health Department Permit			x	All food vendors must apply for a temporary food permit through the Minnesota Health Department (MDH).
Insurance Certificate	x			May be required before issuing a permit.
Sign/banner Permits	X			Contact the Planning Department for information/procedure.
Parade Permit	X			Issued by the Police Department after complete submission of application.
Alcohol Use Permit			x	Must be approved by City Council after submission of the event application. Contact City Hall for information/procedure.

Contact Information

Administration Department:	(218) 828-2307 | admin@ci.brainerd.mn.us
Parks and Recreation Department:	(218) 828-2320 | parks@ci.brainerd.mn.us
Engineering Department:	(218) 828-2307 | engineer@ci.brainerd.mn.us
Planning Department:	(218) 828-2307 | planning@ci.brainerd.mn.us
Police Department:	(218) 829-2805 | police@ci.brainerd.mn.us
Fire Department:	(218) 828-2312 | fire@ci.brainerd.mn.us
MN Commissioner of Revenue:	(651) 282-5225 | www.revenue.state.mn.us
MN Department of Health	(320) 223-7300 | www.health.state.mn.us
MNDOT Baxter Office	(218) 828-5700 | www.dot.state.mn.us

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities		
City Administration		
Engineering Department	9/11 JD	See conditions below
Fire Department		
Fire Support/EMS		
Parks Department		
Planning Department		
Police Department		

Event Application Approval

The event as described above is approved subject to any conditions noted on this form or otherwise set forth by the City of Brainerd.

City Administrator

Date

Approval Conditions

Request traffic control materials one week prior to the event at 218-513-4412.
Provide Certificate of Insurance to City Hall prior to the event.
Coordinate with Police Department for staffing needs during the event.

Certification of Street Closure Approval

The street closure request as described herein was approved by the City Council at their _____, 20__ meeting. Approval is subject to the following condition(s):

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Discuss Stop Sign Removal Request – N. 3rd Street and Juniper Street

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Staff has received a request from a resident to remove the stop signs on N. 3rd Street at the intersection of Juniper Street. Attached is a memo that describes the current conditions of the intersection as well as the Council packets and minutes when this intersection was discussed by Council in 2009.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: See attached memo.

Staff proposes 3 possible options for the Council to take regarding the request:

1. Direct staff to remove the stop signs on N. 3rd Street at the intersection of Juniper Street.
2. Direct staff to collect additional traffic volume data at the intersection and return at a future Council meeting with that information.
3. Take no action and leave the signs in place as currently.

RECOMMENDED ACTION/MOTION: Staff is requesting Council direction on how the Council would like to handle the request for stop sign removal on N. 3rd Street at Juniper Street.

FINANCIAL IMPACT: N/A

MEMO

TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: SEPTEMBER 18, 2023

SUBJECT: STOP SIGN REMOVAL REQUEST – N. 3rd STREET AND JUNIPER STREET

Staff has received a request that the stop signs on N. 3rd Street in the north and south directions at the intersection of Juniper be removed. Generally, there are very few requests to have stop signs removed. Staff reviewed guidance on when it would be warranted to convert an intersection from a 4-way stop to a 2-way stop. The most likely route would be to review the factors that are laid out in the Minnesota Manual on Uniform Traffic Control Devices (MMUTCD) for when it would be warranted to convert from a 2-way stop to a 4-way stop. The factors listed are evaluated through engineering judgement and study and are listed below:

- Is the crash rate excessive? 5 crashes in one year, specifically right-turn and left-turn collisions and right angle crashes.
- Do traffic volumes exceed 300 vehicles per hour for any 8 hours of an average day?
- Do traffic volumes on the minor street exceed 200 vehicles, pedestrian, and bicycle units for the same 8 hours?
- Does a large majority of the traffic on the major street exceed speeds of 40 miles per hour?
- The MMUTCD states that YIELD or STOP signs should not be used for speed control.
- Studies have shown that inclusion of stop signs tend to result in increased mid-block speeds, and if placed where not warranted, promotes drivers disregard for stop signs that results in a compliance rate (coming to a complete stop) of less than 20%. The overuse of stop signs gives motorists a perception of lost time. This tends to lead to more severe crashes at stop-controlled intersections than uncontrolled intersections.
- As a result of snowy conditions in winter months, stop sign approaches tend to become icy from vehicles sliding to a stop and then spinning their wheels to proceed (friction and heat). The icy approaches can result in additional crashes and the need for increased sanding operations by maintenance staff.
- Residents in the area tend to believe that the stop signs will reduce speed, increase driver awareness, and that vehicles will stop, which gives a false sense of security when approaching an intersection.

Staff has done a thorough review of the intersection. Traffic volumes are relatively low for this intersection. A majority of the traffic is north-south on N. 3rd for patient and staff access to Essentia Health. Juniper Street is much lower, mostly local resident traffic and likely little through traffic. Staff does not have traffic counts on either of these streets. However, there are traffic counts on nearby streets. N. 4th Street has a count of 2,400 vehicles per day in 2019. This could be considered comparable traffic to N. 3rd Street and likely similar volumes. However, the 2,400 vehicles

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd, MN

per day likely would not exceed the 300 vehicles per hour for any 8 hours for a major street. Kingwood Street has a volume of 1,250 vehicles per day in 2019. This is the closest comparable to Juniper, however likely higher volumes than Juniper as it likely carries a higher amount of through traffic. The 1,250 vehicles per day would not exceed the 200 vehicles per 8-hour period, including allowance of the additional pedestrian and bicycle volumes. By these measures, staff would view that neither N. 3rd Street or Juniper Street exceed the traffic volume thresholds in the MMUTCD for a 4-way stop. However, we don't have counts on these specific streets, only adjacent comparable streets. Thus, staff would need to perform traffic counts to verify this assumption.

Staff has also reviewed crash history at this intersection. There have been no documented crashes at this intersection in the past 5 years. Thus, this intersection does not exhibit an issue or history of intersection-related crashes as it has been operating as a 4-way stop intersection.

Staff does not believe that the majority of traffic has shown to generally exceed 40 miles per hour speeds. Most observations are that traffic is generally following close to the speed limit. Staff has requested data from the Police Department. They have no history of citations at the intersection of N. 3rd and Juniper or speeding citations on N. 3rd Street in the past 5 years.

This intersection was discussed in 2009. At that time, N. 3rd and Juniper was a 2-way stop intersection with N. 3rd continuing as the through street. A request was presented by a resident to install stop signs on N. 3rd at the intersection as well. Attached to this item are the Council packets and minutes from those meetings. It was decided at the July 20th, 2009 Council meeting to install the stop signs on N. 3rd Street.

Jessie Dehn, P.E.
City Engineer/Public Works Director
City of Brainerd, MN

RECEIVED
MAY 20 2009
CITY OF BRAINERD
ENGINEERING DEPT.

May 19, 2009

To Whom It May Concern:

We are concerned residents who live on N. 3rd Street by the hospital. We are seeing an increased amount of traffic on 3rd St. We would like to know what we need to do to get either a 4 way stop sign on the intersection of 3rd and Juniper or a controlled speed zone on this section of the road.

We have young children and are worried that with the amount of traffic and the speed the vehicles are traveling, that someone is going to be hit in the intersection. We have already witnessed a young man being hit when he crossed the intersection on his bike. On average, at least 3 times a week a car goes through the stop sign on Juniper at 3rd Street. This is a very busy road with only one stop sign from Washington down to Bluff. People drive very fast, not only cars but commercial vehicles as well. This is not an emergency vehicle route. They use 2nd St. and never come down 3rd St., so this should not be an issue at all.

This is a very busy intersection for pedestrians of all ages. Now that it is getting nice out, we are seeing more people out walking animals or walking to Gregory Park with their children, employees from the hospital use this intersection on a daily basis either walking from the business office or just out on break taking a walk.

With the construction of the new heart clinic, the traffic is going to triple on this section of roadway and people do not go 30 mph. Employees that are coming or going to the hospital go through the stop sign on 3rd and Kingwood at least twice a week and that's only what we observe when we are out in the yard.

If this intersection could be monitored by a vehicle counter or whatever means the city uses to evaluate this type of request would be greatly appreciated. If the city would consider a 4 way stop at the intersection of 3rd and Juniper or put in a controlled speed zone of 20 mph, this may save someone's life someday. We will do our part and get the support of the neighbors as well.

Thank You,
Kurt Doree and Michelle Cunnien
323 N. 3rd Street
218-851-1837

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501 Laurel Street
Brainerd, Minnesota 56401

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MEMO

TO: Safety and Public Works Committee

FROM: Jeff Hulsether

DATE: June 10, 2009

RE: Traffic Control Request – 3rd and Juniper

Attached is a letter from the residents at 323 North 3rd Street requesting that the City evaluate the traffic situation on North 3rd Street in the vicinity of Juniper and consider either a 4-way stop or a 20-mph speed zone.

The City does not have the authority to establish a "Speed Zone" other than a School Zone with MN/DOT concurrence. Minnesota Statutes provide for a 30 MPH speed limit on all urban city streets unless a greater speed limit is authorized by the Commissioner of Transportation following a formal speed study. With this limitation, the request for a speed zone cannot be approved and the request should be limited to the 4-way stop.

Staff has reviewed the intersection and the 2003-2007 crash data. Visibility at the intersection is good from all approaches but could be improved by trimming the bottom branches of the pine tree on the southeast corner, and visibility of the stop signs on Juniper is very good. The crash data shows that there were 3 property damage crashes over the 5 years with the drivers travelling east-west across North 3rd failing to yield the right of way.

The letter requesting the traffic control in very interesting in that it mentions one of the concerns with 4-way stops, that being the failure to stop. Staff's belief is that converting this intersection to a 4-way has the potential to increase the crash rate and crash severity.

The letter also predicts increased traffic volumes from the hospital remodel, which should not be the case. Actually, with the relocation of outpatient surgery to Baxter and additional relocations associated with the remodel, the traffic generated by the hospital will be less than in years past.

Based on our analysis of the intersection, staff is recommending that the traffic control remain a 2-way stop and that we work with the Police Department to determine if there is a speeding issue, and if so, develop an appropriate remedy.

Traffic Monitoring Request – N 3rd Street and Juniper Street – Approved.

A request was received from Kurt Doree and Michelle Cunnien for the placement of a 4-way stop at N 3rd and Juniper Streets because of increased traffic and anticipation of even more of an increase with the clinic to be built in the area. A suggestion was made to monitor the area and for a 20mph speed limit to be placed in the area as well.

MOVED AND SECONDED BY ALDERMEN OLSON AND CUMBERLAND, DULY CARRIED, TO DIRECT THE POLICE DEPARTMENT TO MONITOR THE INTERSECTION OF N 3RD STREET AND JUNIPER STREET AND TO REPORT BACK TO THE SAFETY AND PUBLIC WORKS COMMITTEE AT THE JULY 6, 2009 MEETING.

Signage Request – South 8th Street and Quince Street – "No Parking" Sign to be Removed – No 4-Way Stop to be Installed – Approved.

A request was received from Dave Eigenheer, 722 S 8th Street, Brainerd, for the removal of the "No Parking from Here to Corner" sign located on the corner of South 8th Street and Quince Street and to add two stop signs and cross-walk markings on the street, making it a 4-way stop.

MOVED AND SECONDED BY ALDERMEN OLSON AND NESHEIM, DULY CARRIED, TO APPROVE THE REMOVAL OF THE "NO PARKING" SIGN ON THE CORNER OF SOUTH 8TH AND QUINCE STREETS BUT DENY THE REQUEST FOR A 4-WAY STOP AT THAT SAME INTERSECTION.

Resolution No. 40:09 Adopted – Approving Plans and Specifications and Authorizing Advertisement of Bids for Improvement 05-06 – Post Office Parking – Returnable Wednesday, July 15, 2009 at 11:00 A.M. – Approved.

MOVED AND SECONDED BY ALDERMEN OLSON AND CUMBERLAND, TO ADOPT RESOLUTION NO. 40:09 – APPROVING PLANS AND SPECIFICATIONS AND AUTHORIZING ADVERTISEMENT OF BIDS FOR IMPROVEMENT 05-06 – POST OFFICE PARKING – RETURNABLE WEDNESDAY, JULY 15, 2009 AT 11:00 A.M.

RESOLUTION NO. 40:09

Alderman Koep asked what the estimated cost is and who is responsible. She stated that she does not feel there is a problem because it seems the spots turn over quickly, and she is hesitating to support it because of cost.

Chair Olson stated that the Post Office will be paying ½ the cost.

City Engineer Hulsether stated that the project is estimated at about $60,000.

Alderman Olson stated that there is also a dip in the street south of the mail drop-boxes that needs to be improved.

Upon roll call, members Nelson Fisher, Cumberland, Olson, Nesheim, Bevans, and Goedker voted "aye." Member Koep voted "nay." The Chair declared the motion carried and the resolution adopted.

(6)

Jeff Hulsether

From: John Bolduc [John.Bolduc@co.crow-wing.mn.us]
Sent: Thursday, July 02, 2009 2:01 PM
To: Jeff Hulsether
Subject: N 3rd Street

Jeff,
As we discussed at the previous Council Meeting, we took the following action regarding the complaint on 3rd:

1) While the Council meeting was still in progress an officer was dispatched to run radar there from 1930-2200 hours. No violations were noted.
2) The radar truck was set up on three different days to remind motorists of their speed.
3) Officers from day and evening shift ran stationary radar during the times noted by the complainant during the last two weeks. No citations were issued. Most speeds were noted between 27-33 mph.
4) Officers spoke with the complainant and asked him to call if he sees further problems.

We will continue to monitor the speed. Thank you.

John

Discussion was held in looking into groups to help out with work that needs to be done on home of those who may be incapable of doing so.

Downtown Signage Cost Estimate – Authorize Staff to Purchase New Downtown Signs in the amount of $1,150.14 to be paid from the Capital Projects Fund – Approved.

Per a memo from City Engineer Hulsether, costs for proposed new signage for downtown are as follows:

Refurbished stop signs – 4 @ $23.16 each
2 Hr Parking/Snow Removal – 25 @ $37.50 each
15 Minute parking – 6 @ $20.00 each

MOVED AND SECONDED BY ALDERMEN OLSON AND NESHEIM, DULY CARRIED, TO APPROVE STAFF RECOMMENDATION TO PURCHASE NEW SIGNS FOR DOWNTOWN IN THE AMOUNT OF $1,150.14 TO BE PAID FROM THE CAPITAL PROJECTS FUND.

Traffic Review – North 3rd Street – Meeting to be held on Monday, July 13, 2009 at 1:00 P.M. in the Council Chambers with Resident and Neighbors, Safety and Public Works Committee, Police Chief and City Engineer – Approved.

In communication received from Police Chief Bolduc, action taken on monitoring traffic on north 3rd Street was summarized:

- While the Council meeting was still in progress on June 15th, an officer was dispatched to run radar there from 1930-2200 hours. No violations were noted.
- The radar truck was set up on three different days to remind motorists of their speed.
- Officers from day and evening shift ran stationary radar during the times noted by the complainant during the last two weeks. No citations were issued. Most speeds were noted between 27-33 mph.
- Officers spoke with the complainant and asked him to call if he sees further problems.

MOVED AND SECONDED BY ALDERMEN OLSON AND CUMBERLAND, DULY CARRIED, TO SET UP A MEETING WITH THE RESIDENT ON N 3RD TO INCLUDE THE SAFETY AND PUBLIC WORKS COMMITTEE, SURROUNDING NEIGHBORS, THE POLICE CHIEF AND THE CITY ENGINEER ON MONDAY, JULY 13, 2009 AT 1:00 P.M.

Lot 19, Buffalo Hills – Held Over.

Front Street Parking Recommendation – Brainerd Main Street Advisory Committee – Signs to be Installed on Front Street which State "2 Hour Parking from 8 A.M. to 5 P.M." which reflects the same Parking Restrictions as other Streets in the Area Affected by the Current Downtown Street/Utility Construction Project – Approved.

A letter was received from Main Street Coordinator Emily Northey recommending that Front Street have the same parking as the other streets in the Historic Downtown Area.

8

Brainerd, Minnesota
March 23, 2009

Pursuant to due call and notice thereof, the Special meeting of the Safety and Public Works Committee was called to order at 1:04 P.M. by Committee Chair Bob Olson.

Members present: Alderman Cumberland and Alderman Olson. Also noted present were City Engineer Hulsether, City Planner Ostgarden, and Police Chief Bolduc.

Chairman Olson stated the purpose of this meeting is to discuss the traffic control and speeding issues at the intersection of North 3rd Street and Juniper Street. He noted a request for a four-way stop at this intersection was received and presented to the Committee at the June 15, 2009 meeting at which time the Committee requested the Police Department monitor the intersection and report back to the Committee. Information from the monitoring of this intersection was received at the July 6, 2009 Committee at which time a special meeting was set for today to discuss the issue further. Chairman Olson stated the Committee has received information from Mr. Kurt Doree, who submitted the request that does not agree with the data from the Police Department regarding speeding at this intersection.

Mr. Kurt Doree and Ms. Michelle Cunnien, 323 North 3rd Street, presented information to the Committee regarding the issues at this intersection. Mr. Doree stated there are a lot of kids, many walkers and bikers, several daycares, and a park in this neighborhood. He has observed a lot of traffic from 5 am to 10 pm with what he feels is at excessive speeds, which is why he made the request to have a four-way stop put in at this intersection. He stated there are concerns with the increase in traffic when the new heart clinic is opened up. He noted they have spoken with Mr. Danielson, St Joseph's Medical Center, who said the hospital is behind the request and had said there will be increased traffic with the new heart center. Mr. Doree stated their request is not meant to decrease the volume of traffic, but to slow the traffic down, and the request is not meant to make it convenient for traffic but to make it safe for the people in the neighborhood.

Mr. Doree stated the Police Department is a very busy department and he doesn't expect them to come over and "babysit" the intersection for traffic violations and noted the information they submitted on their traffic violations was not meant as a disrespect to the Police Department and their observations. Mr. Doree than submitted a petition from the neighbors along with some employees from St. Joseph's that are in favor of the four-way stop.

Chairman Olson stated there are 27 signatures on the petition from those in favor of the four-way stop. He asked Mr. Doree if he was asking the Committee to recommend the installation of the four-way stop to the Council with the hope that this will slow down the speed of traffic.

Mr. Doree stated that is correct, the volume is not the issue it is the speed and carelessness of the vehicles.

Committee Member Cumberland asked about the signatures on the petition from St Joseph's and if they were administrative employees or other employees at the hospital.

Mr. Doree stated they were both administrative employees and other employees. He stated these are employees that walk to work or walk on break.

Committee Member Cumberland asked if they had more information on pedestrian traffic and bikers.

Ms. Cunnien stated there are several pedestrians all day every day and noted there are many kids that take tennis lessons at the park that walk to and from lessons.

Mr. Doree stated there are approximately 150 pedestrians each day.

Committee Member Cumberland asked if there is a particular time of day that is busier.

Ms. Doree stated it's first thing in the morning until about 10:00 pm. He stated there is more traffic during shift change at the hospital.

Chairman Olson stated we will hear from staff at this time.

Chief Bolduc reviewed the process they used for observing the traffic including a the radar truck and recently more formal speed surveys with unmarked police vehicles. On July 7 they conducted a survey from 2:20 pm to 2:45 pm and observed 42 vehicles with five of the vehicles traveling above speed limit and the average speed being 25 mph. He noted the speed limit on the street is 30 mph. On July 8 they conducted a survey from 7:20 am to 8:15 am and observed 37 vehicles with three over the speed limit and an average speed of 26 mph. On the same day, July 8, they conducted another survey from 5:15 pm to 6:00 pm and observed 51 vehicles with 11 over the speed limit and an average speed of 28 mph. He stated if you look at the speed from the resident's perspective a car going 35 mph seems pretty fast. He noted statutorily 30 mph is the lowest we can go on maximum speed.

Chairman Olson asked if the amount of traffic is excessive for a residential street.

Chief Bolduc state he cannot answer that but noted it is a busy street because it's a throughway to the hospital.

Mr. Doree asked if this seemed like an excessive amount of traffic in a short amount of time.

City Engineer Hulsether stated this is a little higher than you would normally see in a residential neighborhood. He stated the posting of a four-way stop is a question of safety and not volume of traffic. Speeding could be considered a safety issue and noted the crash data for this intersection has been good. He stated there is good visibility at the corners and he feels there is not a safety issue that can improved upon by placement of a four-way stop.

Chairman Olson asked what are the downfalls of honoring this request with the placement of a four-way stop.

City Engineering Hulsether stated placement of a four-way stop does not slow down traffic and in fact studies have shown that mid-block speeds increase.

Chairman Olson asked why there are four-way stops at N 4th Street and Kingwood along with N 8th Street and Kingwood.

City Engineer Hulsether stated N 4th and N 8th Streets are consider more major routes due to the signal lights at Washington Street.

Chairman Olson stated the citizens are convinced that a four-way stop will decrease the speed. He asked what criteria were used to place four-way stops at other intersections.

City Engineer Hulsether stated he does not know for sure what criteria were used as the four-way stops have been there for a long time, but it may have been a crash issue. He noted the downfalls of a four-way stop include probability of increased crashes during bad weather due to icy intersections along with the false sense of security the neighborhood gets thinking the four-way stop has made it safer and pedestrians become less cautious.

Committee Member Cumberland asked if it was accurate that because vehicles are already stopping at Kingwood, having to stop at Juniper also would slow them down.

City Engineer Hulsether stated that is not necessarily true noting in other areas, the mid-block speeds are the same.

Committee Member Cumberland asked if the amount of traffic at this intersection would "warrant" a four-way stop.

City Engineer Hulsether stated N 3rd Street probably has fewer than 1000 vehicles per day and 200 vehicles per day on Juniper and minimum traffic volumes to warrant a four-way stop is 500 vehicles per hour for eight hours.

Committee Member Cumberland asked what the costs would be for installing the signs.

City Engineer Hulsether stated approximately $200 and noted there is ongoing costs associated with maintenance of signs.

Chairman Olson asked if the City Planner had anything to add.

City Planner Ostgarden stated the objective criteria of the City Engineer and Police Chief does not warrant the placement of a four-way stop, however the subjective criteria is beyond our ability to provide you with information. He stated this will be a political decision and can affect what happens in the future when other requests come in.

Committee Member Cumberland asked if there were other alternatives.

Police Chief Bolduc stated you can place speed radar signs that are permanently affixed to the speed limit sign that show your speed while driving. These have show to be effective, but they are costly.

City Engineer stated there are "traffic calming" devices that make drivers feel as if they are driving in a tunnel which slows speeds, but these are expensive. He stated with the data the Police Chief submitted and how we determine speed limits for streets, he questions if we have a speeding issue at this location.

City Planner Ostgarden stated another option is a speed table, which is similar to a speed bump with a larger raised area, but these are also costly.

Discussion followed on the differences of speed tables and speed bumps.

Chairman Olson stated he is concerned with the safety issue in this situation. He requested this item be placed on the Committee agenda for the July 20, 2009 meeting. He stated he is leaning very strongly to vote for a four-way stop.

Committee Member Cumberland stated she has respect for the information that was presented to them from all parties. She stated she anticipates there will be increased traffic when the heart center opens and would like to receive more information from St. Joseph's what they anticipate for traffic. She stated she would support the placement of a four-way stop.

Chairman Olson thanked everyone for their time.

The Chair adjourned the meeting at 2:10 pm.

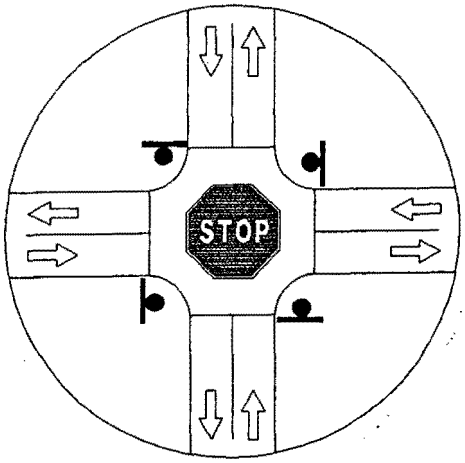
ALL-WAY STOPS

CHAPTER 15

The Manual on Uniform Traffic Control Devices (MUTCD) and Traffic Engineers Handbook (TEH) have established specific warrants for installation of 4 way or all way stops. These warrants were developed to assist in determining whether or not 4 way stop signs could help assign right of way at higher volume intersections reduce an accident problem, or fill in as an interim measure until traffic signals could be installed. Considerations outside established warrants are restricted intersection sight distances, and school crossings. Studies have shown that 4 way stop signs are not an effective technique for controlling speeds and should not be used to reduce traffic volumes, or simply to satisfy citizen demands. It should be remembered that stop signs constitute one of the most significant means of separating and controlling traffic movements and should be carefully considered.

Effects

Volumes. Four-way stop signs produce no net reduction of traffic volumes if traffic is primarily local in make-up. Where there is existing shortcutting thru traffic, stop signs may reduce volumes; however, the effectiveness of the 4-way stop as a deterrent to thru traffic is dependent on stop sign saturation, heavy enforcement and the availability of useful alternative routes. Often the alternative route is another adjacent residential street, and problem traffic is merely displaced, not eliminated.



Speeds. Studies have typically shown 4-way stops do not have a significant impact on vehicular speeds. Overall area speeds have shown minimal reductions near the intersection. In midblock areas, where most accidents involving young pedestrians occur, speed increases are frequently the result.

Safety. It is not clear whether 4-way stop signs will improve safety when they do not meet established warrants. In some cases accidents actually increase, possibly due to the stop signs being unexpected or deemed unnecessary thereby encouraging rolling stops, or by instilling a false sense of security in crossing motorists and pedestrians. Studies have shown that stop signs that do not meet warrants are basically ignored by many drivers. Also as mentioned before, speeds tend to increase in the mid block areas where most young pedestrian accidents occur. However, if warrants are met or where sight distances are poor - an all way stop may increase safety.

Traffic Noise, Air Quality, Energy Consumption. Noise is increased near the intersection due to the increased activity of acceleration (many drivers speed up to make up for time lost at the stop sign) and added braking. Adjacent residents may complain about the additional noise.

Air quality is worsened and fuel consumption is increased due to added deceleration, acceleration and idling. Unnecessary stops reduce the efficient movement of traffic flow, by increasing travel time on the route.

Community Reaction. Mixed. Some residents would feel "anything is better than nothing" or are misinformed about the potential impacts. Some view this measure as a safety improvement. Others view this measure as an unnecessary impediment to reasonable movement thru the area and an encouragement to "blow the stop signs" in the area. Many residents in the immediate vicinity of all-way stop signs view them in a positive manner. It is up to traffic engineers or other governing agents to responsibly determine the best traffic control under the specific circumstances based on reasonable guidelines.

Additional Considerations

Installation of all-way stop signs is often used by a governing body as an immediate, tangible and inexpensive response to a neighborhood's concern about safety on a local residential street. The use of stop signs creates a solution which is one of perception rather than effective improvement. This misuse of stop signs should be resisted by the local traffic engineer and governing body. Some studies have shown that the warrants for stop signs can be expanded to include other considerations such as presence of designated school crossings and sight distance problems. The failure to follow the established warrants, to install stop signs without specific justification, may have legal implications to the local government agency.

Warrants for All-Way Stops
(Section 2B-6 MUTCD)

1) Where traffic signals are warranted and urgently needed, the multiway stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for signal installation.

2) An accident problem, as indicated by five or more reported accidents of a type susceptible of correction by a multiway stop installation in a 12 month period. Such accidents include right and left turn collisions, as well as right angle collisions.

3) Minimum traffic volumes:

a) The total vehicular volumes entering the intersection from all approaches must average at least 500 vehicles per hour for any eight hours of an average day and

b) The combined vehicular and pedestrian volumes from the minor street or highway must average at least 200 units per hour for the same eight hours, with an average delay to minor street vehicular traffic of at least 30 seconds per vehicle during the maximum hour, but

c) When the 85 percentile approach speed of the major street exceeds 40 mph, the minimum vehicular volume warrant is 70 percent of the above requirements.

Reference

Manual on Uniform Traffic Control Devices

The residents of Brainerd's North side would be in favor of having a four-way stop sign at the intersection of North 3rd Street and Juniper Street for the purpose of traffic speed control and to make our street safe for the people of the area.

1. [illegible] Hermerding 111 Juniper St.
2. Michael Clark 212 Juniper
3. [illegible] St. Josephs
4. Jenny Voels St. Josephs
5. Michelle Cannon 323 N 3rd St
6. [illegible] 323 N 3rd Street
7. Harper L Ingwart 212 Juniper
8. Eric Ulkanen 201 Kingwood St
9. Susan Beck 312 Juniper St.
10. Darlene Matthies 403 4th Street North
11. [illegible] Jabs 305 Juniper St.
12. Tristan Arntz 301 Juniper St. Apt. 3
13. Seth Warwas 301 Juniper St. Apt 3
14. Heather Rodriguez 211 Kingswood
15. Joel Bagley 211 Kingwood
16. Tammy Cullenane 315 N. Third St.
17. Tammy Cullenane 311 N. Third St
18. Chris Speliopoulos 304 N. 2nd
19. Heather Davis 107 Kingwood
20. Krista Soukup 600 Bluff Ave.

RECEIVED
JUL 13 2009
CITY OF BRAINERD
ENGINEERING DEPT.

The residents of Brainerd's North side would be in favor of having a four-way stop sign at the intersection of North 3rd Street and Juniper Street for the purpose of traffic speed control and to make our street safe for the people of the area.

Pat Kaune 324 Juniper St BRD, MN 56401

[illegible] 324 Juniper St Brainerd MN

Cathy Roark 303 N 4th St.

Dawn Heille St. Joseph's Med Ctr.

Renee Hix St Joseph's Med Ctr.

[illegible] St Joseph's Med Ctr.

Bud Mauthus 418 No. 3RD St. Brainerd, MN

RECEIVED
JUL 13 2009
CITY OF BRAINERD
ENGINEERING DEPT.

MOVED AND SECONDED BY ALDERMEN OLSON AND NESHEIM, DULY CARRIED, TO INSTALL A 4-WAY STOP AT SE 15TH STREET AND NORWOOD STREET AS REQUESTED BY A CITIZEN PETITION.

Stop Sign Request – North 3rd Street and Juniper Street – 4-way Stop to be Installed – Approved.

MOVED AND SECONDED BY ALDERMEN OLSON AND CUMBERLAND TO APPROVE 4-WAY STOP AT N 3RD STREET AND JUNIPER STREET AS REQUESTED BY A CITIZEN PETITION.

Alderman Nesheim stated that in so many cases it is felt that a 4-way stop will make an intersection safer and she feels very strongly against that in this case and will be voting against the motion.

Alderman Cumberland stated that she will be voting for the motion even though she realizes that the two extra stop signs may not make sense because it will give the residents piece of mind.

Alderman Bevans stated that all the studies have merit, however there is different things to consider with the hospital and 4th street; he stated that this may get people to use the thoroughfare correctly.

Alderman Koep stated that she is a strong believer of stop signs and gave examples to support her case.

Members Cumberland, Koep, Olson, Bevans, Nelson Fisher, and Goedker voted "aye." Member Nesheim voted "nay." The Chair declared the motion carried.

Potential Sewer Projects:

Sanitary Sewer Block 164, Whittier School – SE Interceptor between Oak Street and Norwood Street – Plans and Specifications for both Projects to be brought to Council at September 8, 2009 Council Meeting – Approved.

MOVED AND SECONDED BY ALDERMEN OLSON AND CUMBERLAND, DULY CARRIED, TO DIRECT STAFF TO BRING BACK PLANS AND SPECIFICATIONS TO THE SEPTEMBER 8, 2009 MEETING FOR THE FOLLOWING PROJECTS:

A: SANITARY SEWER BLOCK 164, WHITTIER SCHOOL
B: SE INTERCEPTOR BETWEEN OAK STREET AND NORWOOD STREET

Neighborhood Clean-Up Report – Held Over.

Alleged Violations – Informational.

City Planner Ostgarden stated that violation #19 is taken care of and that all others rectified besides a fence.

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Discussion on Draft 2024-2033 Capital Improvement Plan

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Attached to this item is a draft of the 10-Year Capital Improvement Plan for the years 2024 through 2033. Staff is looking for discussion with the SPW Committee on the draft plan and what the next few years of planned construction would look like.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The draft plan includes projects that are already programmed, such as Highway 210 Reconstruction and the 6th and Willow Intersection Roundabout. The plan also includes typical annual projects like our seal coating program, large patching project, and crack sealing. The concept and approach uses a combination of maintenance/rehabilitation work as well as full reconstruction.

This was brought to the City Council at the August 28th meeting for discussion and input from the Council. Some of the comments that staff heard include:

- Request that BPU work on a map of watermain pipe ages
- Would like to see us do more reconstruction than 1.25 miles each year.
- Don't want to raise taxes a ton or lots of up and down.
- Would rather see a gradual increase of levy to address the deferred maintenance.
- Should reflect work that was shown in the previous 5-Year plan from last year and discuss amendments needed.
- Consideration of the existing Sanitary and Storm enterprise funds annual amounts generated.

Considering the comments received, staff revised the Capital Improvement Plan to reflect the input received by the Council. Staff is requesting further discussion on the plan from Council to potentially bring a "final" version to be approved by the Council at an upcoming City Council meeting.

RECOMMENDED ACTION/MOTION: Staff is requesting further comments and input on the 10-Year Capital Improvement Plan.

FINANCIAL IMPACT: N/A

10-YEAR CAPITAL IMPROVEMENT PLAN -- UPDATED 9-14-2023
2024-2033
CITY OF BRAINERD, MINNESOTA

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2024	24-01	2024 Seal Coat	$150,000	$150,000	$0	$0	$0	$0	$0	$0	
2024	24-02	2024 Crack Sealing	$35,000	$35,000	$0	$0	$0	$0	$0	$0	
2024	24-03	2024 Street Patching	$50,000	$50,000	$0	$0	$0	$0	$0	$0	
2024	24-04	2024 Street Striping	$25,000	$25,000	$0	$0	$0	$0	$0	$0	
2024		2024 Street Scanning	$35,000	$35,000	$0	$0	$0	$0	$0	$0	
2024	22-08	South Brainerd Reconstruction Project	$4,280,000	$1,225,000	$915,000	$0	$490,000	$350,000	$1,300,000	$0	Paul Circle, Madison Street (6th to 7th), S. 7th Street (Madison to Paul), Paul Street (6th to 8th), S. 8th Street (Paul to Wright), Todd Street (7th to Bane Park), Vine Street (6th to 7th), S. 7th Street (Pine to Tamarac), Rosewood Street, Sycamore Street, Tamarack Street
2024		Evergreen/Bluff Resurfacing Project	$143,956	$11,968	$71,978	$60,010	$0	$0	$0	$0	Evergreen Avenue (N. 10th to 1st NE), Bluff Avenue (10th to Evergreen)
2024	21-15	Buffalo Hills Gully Erosion Project	$1,300,000	$0	$0	$0	$0	$395,000	$0	$905,000	MN Clean Water Fund Grant Award
2024		Laurel Street Bridge Repairs	$75,000	$0	$0	$75,000	$0	$0	$0	$0	
2024		2024 Storm Sewer Outfall Replacement Project	$50,000	$0	$0	$0	$0	$50,000	$0	$0	O Street/10th Avenue NE
2024		2024 Sanitary Sewer Replacement Project	$302,000	$0	$0	$0	$302,000	$0	$0	$0	
		TOTAL 2024	$6,445,956	$1,531,968	$986,978	$135,010	$792,000	$795,000	$1,300,000	$905,000	
2025	25-01	2025 Seal Coat	$160,000	$160,000	$0	$0	$0	$0	$0	$0	
2025	25-02	2025 Crack Sealing	$37,500	$37,500	$0	$0	$0	$0	$0	$0	
2025	25-03	2025 Street Patching	$55,000	$55,000	$0	$0	$0	$0	$0	$0	
2025	25-04	2025 Street Striping	$26,000	$26,000	$0	$0	$0	$0	$0	$0	
2025		S. 6th/Willow Roundabout Project	$1,326,061	$0	$38,495	$315,545	$53,893	$91,139	$76,990	$750,000	HSIP Grant Award, Includes Willow Street Reconstruction from from 6th to 7th
2025		Beech/Oakridge Reconstruction Project	$2,223,925	$108,089	$345,413	$489,691	$377,249	$364,556	$538,927	$0	Beech Street (Oak to Oakridge), Oakridge Street (Beech to 28th)
2025		S. 10th/Wright Resurfacing Project	$404,022	$0	$176,001	$228,021	$0	$0	$0	$0	S. 10th Street (Wright to Industrial Park), Wright Street (6th to 13th) includes Realignment
2025		South Brainerd Resurfacing Project	$513,541	$256,771	$256,771	$0	$0	$0	$0	$0	Ridge Drive, Ridge Court, Aspen Court, Carol Lane, Crestview Lane (Buffalo Hills to Pineview), Norway Court, Pineview Drive, Belle Rae Circle, Woodcrest Road, Graydon Avenue (Buffalo Hills to Woodcrest)
2025		Hawkins Drive Resurfacing Project	$67,140	$33,570	$33,570	$0	$0	$0	$0	$0	
2025		2025 Storm Sewer Outfall Replacement Project	$50,000	$0	$0	$0	$0	$50,000	$0	$0	
		TOTAL 2025	$4,863,191	$676,930	$850,250	$1,033,257	$431,142	$505,695	$615,917	$750,000	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2026	26-01	2026 Seal Coat	$160,000	$160,000	$0	$0	$0	$0	$0	$0	
2026	26-02	2026 Crack Sealing	$37,500	$37,500	$0	$0	$0	$0	$0	$0	
2026	26-03	2026 Street Patching	$55,000	$55,000	$0	$0	$0	$0	$0	$0	
2026	26-04	2026 Street Striping	$26,000	$26,000	$0	$0	$0	$0	$0	$0	
2026		TH 210/Washington Street Reconstruction Project (MnDOT)	$3,351,000	$0	$0	$2,710,000	$66,000	$0	$575,000	$0	
2026		Southeast Brainerd Reconstruction Project	$2,004,940	$505,666	$373,015	$0	$412,279	$46,481	$667,500	$0	Maple Street (17th to 19th), Norwood Street (17th to 19th), 18th Street SE (Oak to Laurel), 19th Street SE (Oak to Laurel)
2026		South Brainerd Resurfacing Project	$550,413	$275,207	$275,207	$0	$0	$0	$0	$0	Spruce Drive, Birchridge Drive, Linden Lane, Graydon Avenue (Woodcrest to S. 6th), Hillcrest Drive
2026		Pine Street Resurfacing Project	$169,793	$84,897	$84,897	$0	$0	$0	$0	$0	Pine Street (14th to Walnut)
2026		Dal-Mar Resurfacing Project	$106,970	$53,485	$53,485	$0	$0	$0	$0	$0	Dal-Mar Drive from end of curb to dead end
2026		S. 11th Street Resurfacing Project	$327,986	$163,993	$163,993	$0	$0	$0	$0	$0	S. 11th Street (Industrial Park to Thiesse)
2026		2026 Storm Sewer Outfall Replacement Project	$50,000	$0	$0	$0	$0	$50,000	$0	$0	
		TOTAL 2026	$6,839,603	$1,361,747	$950,596	$2,710,000	$478,279	$96,481	$1,242,500	$0	
2027	27-01	2027 Seal Coat	$170,000	$170,000	$0	$0	$0	$0	$0	$0	
2027	27-02	2027 Crack Sealing	$40,000	$40,000	$0	$0	$0	$0	$0	$0	
2027	27-03	2027 Street Patching	$60,000	$60,000	$0	$0	$0	$0	$0	$0	
2027	27-04	2027 Street Striping	$27,000	$27,000	$0	$0	$0	$0	$0	$0	
2027		TH 210/Washington Street Reconstruction Project (MnDOT)	$3,351,000	$0	$0	$2,710,000	$66,000	$0	$575,000	$0	
2027		Northeast Brainerd Reconstruction Project	$2,475,739	$661,366	$420,525	$0	$308,385	$284,463	$801,000	$0	14th Avenue NE (L to O), 15th Avenue NE (Lum Park Rd to L), J Street NE (13th to 15th), K Street NE (13th to 15th), L Street NE (13th to 14th), M Street NE (13th to 14th)
2027		2027 Storm Sewer Outfall Replacement Project	$50,000	$0	$0	$0	$0	$50,000	$0	$0	
		TOTAL 2027	$6,173,739	$958,366	$420,525	$2,710,000	$374,385	$334,463	$1,376,000	$0	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2028	28-01	2028 Seal Coat	$170,000	$170,000	$0	$0	$0	$0	$0	$0	
2028	28-02	2028 Crack Sealing	$40,000	$40,000	$0	$0	$0	$0	$0	$0	
2028	28-03	2028 Street Patching	$60,000	$60,000	$0	$0	$0	$0	$0	$0	
2028	28-04	2028 Street Striping	$27,000	$27,000	$0	$0	$0	$0	$0	$0	
2028		Southeast Brainerd Reconstruction Project	$3,142,214	$1,068,198	$612,765	$0	$257,361	$386,870	$817,020	$0	Quince Street (11th to 15th), 11th Street SE (Quince to Oak), 12th Street SE (Quince to Oak), 14th Street SE (Quince to Oak)
2028		Northeast Brainerd Resurfacing Project	$365,083	$182,541	$182,541	$0	$0	$0	$0	$0	C Street NE (1st to 3rd), D Street NE (Gillis to 3rd), F Street NE (1st to 3rd), G Street NE (1st to 3rd)
2028		2028 Storm Sewer Outfall Replacement Project	$50,000	$0	$0	$0	$0	$50,000	$0	$0	
		TOTAL 2027	$3,854,297	$1,547,740	$795,306	$0	$257,361	$436,870	$817,020	$0	
		TOTALS 2024-2028	$28,176,785	$6,076,750	$4,003,654	$6,588,267	$2,333,167	$2,168,509	$5,351,436	$1,655,000	
		% PARTICIPATION	100.0%	21.6%	14.2%	23.4%	8.3%	7.7%	19.0%	5.9%	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2029	29-01	2029 Seal Coat	$180,000	$180,000	$0	$0	$0	$0	$0	$0	
2029	29-02	2029 Crack Sealing	$42,500	$42,500	$0	$0	$0	$0	$0	$0	
2029	29-03	2029 Street Patching	$65,000	$65,000	$0	$0	$0	$0	$0	$0	
2029	29-04	2029 Street Striping	$28,000	$28,000	$0	$0	$0	$0	$0	$0	
2029		2029 Street Scanning	$35,000	$35,000	$0	$0	$0	$0	$0	$0	
2029		Oak Street Reconstruction	$2,989,961	$0	$591,235	$703,852	$55,182	$56,308	$1,583,384	$0	Oak Street (16th St SE to TH 18/25)
2029		Laurel Street Resurfacing Project	$266,344	$133,172	$133,172	$0	$0	$0	$0	$0	Laurel Street (SW 4th St to S 6th St)
2029		Wright/Thiesse Extensions Resurfacing Project	$632,153	$316,076	$316,076	$0	$0	$0	$0	$0	Wright Street (13th to End), Thiesse Drive (West End to East End)
		TOTAL 2029	$4,238,958	$799,748	$1,040,484	$703,852	$55,182	$56,308	$1,583,384	$0	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2030	30-01	2030 Seal Coat	$180,000	$180,000	$0	$0	$0	$0	$0	$0	
2030	30-02	2030 Crack Sealing	$42,500	$42,500	$0	$0	$0	$0	$0	$0	
2030	30-03	2030 Street Patching	$65,000	$65,000	$0	$0	$0	$0	$0	$0	
2030	30-04	2030 Street Striping	$28,000	$28,000	$0	$0	$0	$0	$0	$0	
2030		Southeast Brainerd Reconstruction Project	$3,959,405	$1,037,263	$595,019	$0	$684,272	$452,812	$1,190,038	$0	Maple Street (15th to 17th), Norwood Street (15th to 17th), 15th Street SE (Maple to Laurel), 16th Street SE (Norwood to Laurel)
2030		15th Street SE Resurfacing Project	$66,233	$33,117	$33,117	$0	$0	$0	$0	$0	Oak Street to Maple Street
		TOTAL 2030	$4,341,138	$1,385,880	$628,136	$0	$684,272	$452,812	$1,190,038	$0	
2031	31-01	2031 Seal Coat	$190,000	$190,000	$0	$0	$0	$0	$0	$0	
2031	31-02	2031 Crack Sealing	$45,000	$45,000	$0	$0	$0	$0	$0	$0	
2031	31-03	2031 Street Patching	$70,000	$70,000	$0	$0	$0	$0	$0	$0	
2031	31-04	2031 Street Striping	$29,000	$29,000	$0	$0	$0	$0	$0	$0	
2031		Pine/Quince Reconstruction Project	$2,384,678	$680,148	$390,163	$0	$364,152	$256,593	$693,622	$0	Pine Street (S. 6th to S. 10th), Quince Street (S. 6th to S. 11th)
2031		Northeast Brainerd Reconstruction Project	$2,721,062	$755,720	$433,514	$0	$546,228	$205,275	$780,325	$0	6th Avenue NE (E to H), 7th Avenue NE (E to H), F Street NE (6th to 8th), G Street NE (6th to 8th)
		TOTAL 2031	$5,439,740	$1,769,869	$823,677	$0	$910,379	$461,868	$1,473,948	$0	

YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2032	32-01	2032 Seal Coat	$190,000	$190,000	$0	$0	$0	$0	$0	$0	
2032	32-02	2032 Crack Sealing	$45,000	$45,000	$0	$0	$0	$0	$0	$0	
2032	32-03	2032 Street Patching	$70,000	$70,000	$0	$0	$0	$0	$0	$0	
2032	32-04	2032 Street Striping	$29,000	$29,000	$0	$0	$0	$0	$0	$0	
2032		Southeast Brainerd Reconstruction Project	$3,999,796	$1,194,794	$685,386	$0	$495,246	$209,380	$1,414,990	$0	11th Street SE (Willow to Quince), 12th Street SE (Willow to Quince), Rosewood Street (11th to 15th), 14th Street SE (Rosewood to Quince)
		TOTAL 2032	$4,333,796	$1,528,794	$685,386	$0	$495,246	$209,380	$1,414,990	$0	
2033	33-01	2033 Seal Coat	$200,000	$200,000	$0	$0	$0	$0	$0	$0	
2033	33-02	2033 Crack Sealing	$47,500	$47,500	$0	$0	$0	$0	$0	$0	
2033	33-03	2033 Street Patching	$75,000	$75,000	$0	$0	$0	$0	$0	$0	
2033	33-04	2033 Street Striping	$30,000	$30,000	$0	$0	$0	$0	$0	$0	
2033		Oak Street/TH 18/TH 25 Roundabout Project	$1,075,000	$0	$0	$1,000,000	$0	$0	$75,000	$0	
2033		Northeast Brainerd Reconstruction Project	$3,245,329	$943,502	$541,234	$0	$599,867	$213,568	$947,159	$0	12th Avenue NE (J to M), 13th Avenue NE (J to M), K Street NE (11th to 13th), L Street NE (11th to 13th), M Street NE (11th to 13th)
2033		South Brainerd Sanitary Sewer Rehabilitation Project	$500,000	$0	$0	$0	$500,000	$0	$0	$0	
		TOTAL 2033	$5,172,829	$1,296,002	$541,234	$1,000,000	$1,099,867	$213,568	$1,022,159	$0	
		TOTALS 2029-2033	$23,526,461	$6,780,292	$3,718,915	$1,703,852	$3,244,947	$1,393,936	$6,684,518	$0	
		% PARTICIPATION	100.0%	28.8%	15.8%	7.2%	13.8%	5.9%	28.4%	0.0%	

		TOTALS 2024-2033	$51,703,245	$12,857,043	$7,722,570	$8,292,119	$5,578,114	$3,562,445	$12,035,955	$1,655,000
		% PARTICIPATION	100.0%	24.9%	14.9%	16.0%	10.8%	6.9%	23.3%	3.2%

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Direction on Active Code Enforcement Cases

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:
With the adoption of Ordinance No. 1524, the revised Section 320 of the City Code dictates that violations of the City Code shall, after receiving a notice of violation, be issued up to three administration citations for non-compliance. Once three citations have been issued, the violation shall be brought before the Safety & Public Works Committee for review. The Committee shall then make a recommendation to the City Council as to how to proceed with enforcement of the violation.

Staff is bringing two (2) properties before the Committee for review. Staff is looking for direction from the Council as how to proceed with the cases.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
Attached are the case files for:
1424 S 8th St.
15284 Beaver Dam Rd

Section 320, action that could be taken against these properties include:
1) Continued administrative citations for an amount determined by the City Council
2) Abatement of the offense (depending on the type of offense)
3) Legal action (at the recommendation of the City Attorney depending on the type of the offense)
4) Cease corrective action

RECOMMENDED ACTION/MOTION: See Memo

FINANCIAL IMPACT: N/A

M E M O

TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: September 18, 2023

RE: Recommendations for Active Code Enforcement Cases

Staff recommends the following actions for the active code enforcement cases brought before the City Council:

- **1424 8th St S**
  - Received one (1) Notice of Violation Letter (08/10/23) and three (3) Citations for Junk/Debris/Blight
    - First citation 8/25/23 – Third citation 09/11/23
    - $600 in open citations

Staff recommends obtaining a search warrant and abating the junk and debris.

- **15284 Beaver Dam Rd – ongoing issue**
  - Received one (1) Notice of Violation Letter (8/30/23) and two (2) Citations for Unlicensed Rental
    - First citation 8/30/23 – Second citation 09/11/23
    - $300 in open citations

Staff recommends issuing a $300 citation every month and direct the City Attorney to pursue legal action.

Running Summary of Actions Taken

1005 3rd Ave NE – Administrative warrant received, and property was abated 5/4/23 - junk and debris - $825 in open fines.

915 Laurel Street – Administrative warrant received 5/30/23. Abated 6/9/23.

1306 Oak Street – Immediate $300 fine for garbage – Administrative warrant received 5/23/23. Abated 6/2/23.

1306 Oak Street – Repeat grass issue – Immediate $300 fine and immediate abatement for long grass/weeds took place 6/2/23.

1201 Norwood – Repeat grass issue – Immediate $300 fine and immediate abatement for long grass/weeds took place 6/2/23.

924 7th Ave NE – Repeat grass issue – Immediate $300 fine and immediate abatement for long grass/weeds took place 6/2/23.

408 2nd Ave NE – Repeat grass issue – Immediate $300 fine and immediate abatement for long grass/weeds took place 6/2/23.

1113 Rosewood St – Administrative warrant received, and property was abated for garbage and junk/debris/blight 6/22/23.

924 7th Ave NE – 3rd citation for tree limbs, brush pile sent to property owner – abated 6/30/23.

1812 Oak St – Administrative warrant received, and property was abated for garbage and junk/debris 7/26/23.

1306 Oak Street – Immediate $300 fine for garbage – received administrative warrant 8/14/23 to abate garbage. Abated 8/21/23.

1306 Oak Street – Received administrative warrant 8/14/23 to abate broken fence. Abated 8/21/23.

412 J St NE – Requested administrative warrant 8/18/23 to abate junk/debris. Abated 8/23/23.

1113 Rosewood St – Immediate $300 fine for garbage - requested administrative warrant 8/1; 8/28 to abate garbage. Abated 9/5/23.

609 11th Ave NE – Sent final 10-day letter to correct 8/22/23. Will obtain an administrative search warrant to abate after the deadline if no action. Requested warrant 9/12/23.

PID 41191502 – Issuing $300 citation each month thru 12/1/2023.

PID 41241233 and 301 9th St S – Sent 10-day letters to correct 8/22/23. Will work on abatement after that deadline if no action has been taken. Issue has been resolved.

1623 Emma St – Requested administrative search warrant to abate 9/6/23.

1005 3rd Ave NE– Requested administrative search warrant to abate 9/6/23.

915 Laurel St– Requested administrative search warrant to abate 9/6/23.

823 Willow St – Issuing $300 citation monthly for non-licensed rental. Requested legal action from City Attorney 9/6/23.

701 4th St SW– Issuing $300 citation monthly for non-licensed rental. Requested legal action from City Attorney 9/6/23.

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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN23-0445

Date of Violation: 09/11/2023 Parcel ID: 41360827

Violator(s): LEWIS, KALEEN R
1424 S 8TH ST
BRAINERD, MN 56401

Location/Address of Violation: **1424 8TH ST S**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308.1	Junk/Debris/Blight	$300.00

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

Citation Amount Due: $300.00 **Payment Due By: 30 Days from Date of Violation**

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

Re-inspection Date: 09/21/2023

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Jason Stockinger, Building Inspector Date: 09/11/2023

Representative's Signature: (served via first class mail)

09/11/2023 09:21

09/11/2023 09:21

09/11/2023 09:21

09/11/2023 09:21

August 10, 2023

LEWIS, KALEEN R
1424 S 8TH ST
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

Brainerd residents have consistently expressed that clean, well-maintained residential neighborhoods and commercial districts are a high priority. Maintaining these areas has proven to increase property values, provide a higher standard of living, and promotes community pride. A code violation was observed on the property described below. Understanding that you might not be aware of what the City codes require, I am sending you this courtesy notice to give you an opportunity to correct this matter.

Property Address: 1424 8TH ST S
Real Estate Code: 41360827

Violation: Junk/Debris/Blight
IPMC308.1

Description: Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage. Rubbish is defined as combustible and noncombustible waste
materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials; furniture, appliances, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

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

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

Action should be taken on or before 08/24/2023

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

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

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

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

Respectfully,
By Order of:
THE CITY OF BRAINERD

08/10/2023 14:01

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08/10/2023 14:01

08/10/2023 14:01

08/10/2023 14:01

08/10/2023 14:00

08/10/2023 14:02
FDF

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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN23-0477

Date of Violation: 09/11/2023 Parcel ID: 41330502

Violator(s): KAIKKONEN, KRISTOPHER
15284 BEAVER DAM RD
BRAINERD, MN 56401

Location/Address of Violation: **15284 BEAVER DAM RD**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-3-34 425.3001 & 425.3011	Zoning Code Violation Rental code Violation	$200.00

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

Citation Amount Due: $200.00 **Payment Due By: 30 Days from Date of Violation**

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

Re-inspection Date: 09/21/2023

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Jason Stockinger, Building Inspector Date: 09/11/2023

Representative's Signature: (served via first class mail)

This citation charges you with one or more violations of the Zoning Code

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Community Development Department – 218/828-2307

EN23-0477

Date of Violation: 08/30/2023 Parcel ID: 41330502

Violator(s): KAIKKONEN, KRISTOPHER
15284 BEAVER DAM RD
BRAINERD, MN 56401

Location/Address of Violation: **15284 BEAVER DAM RD**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-3-34 425.3001 & 425.3011	Zoning Code Violation Rental Code Violation	$100.00

Violation for unlicensed rental and zoning code violation for short-term rental.

Citation Amount Due: $100.00 **Payment Due By: 10 Days from Date of Violation**

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

Re-inspection Date: 09/09/2023

An additional citation will be issued if the violation is not corrected by the re-inspection date. Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: James Kramvik, Community Development Director Date: 08/30/2023

Representative's Signature: (served via first class mail)

06/15/2022

KAIKKONEN, KRISTOPHER
15284 BEAVER DAM RD
BRAINERD, MN 56401

RE: Ordinance No. 425 – Rental Housing Code
Street Address: 15284 BEAVER DAM RD
Parcel ID: 41330502
Legal Description: NE1/4 OF SW1/4 EXC N 874.74 FT THEREOF.

Dear Property Owner:

The City of Brainerd has adopted a housing maintenance code by ordinance, thereby establishing a policy to enhance the supply of safe, sanitary, and adequate housing for its citizens and to prevent the deterioration of existing housing in the city. It has come to our attention that the above-described property might be a rental property. **If this property is a rental dwelling, it should be registered immediately.**

A license fee has been established, which is $32.00 per dwelling unit per year. Enclosed is a rental housing license application form for your convenience. The Housing Maintenance Code may be accessed on our website. Go to www.ci.brainerd.mn.us and click on the Building Department link.

If this property is not a rental dwelling: Please complete the declaration of non-rental section on the enclosed application so that we may remove this property from the contact list. **The completed application, with or without payment submittal, should be returned no later than 06/29/2022.**

You may contact Jason Stockinger, Building/Housing Inspector at 218/828-2309 if you have any questions regarding this matter.

Respectfully,

CITY OF BRAINERD

DARRIN DESETH,
Building Official

City of Brainerd
501 Laurel Street
Brainerd, MN 56401

06/15/2022

KAIKKONEN, KRISTOPHER
15284 BEAVER DAM RD
BRAINERD, MN 56401

RE: 15284 BEAVER DAM RD Brainerd, MN 56401
PID Number: 41330502

To Whom It May Concern,

The property referenced above is in a District.

Per Section 515-15-2-D, "Any nonconformity, including the lawful use or occupation of land or premises existing at the time of adoption of an additional control under this Ordinance, may be continued in the same size and manner, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, except as specifically provided in this Section."

The Community Development Department cannot verify that the property currently complies with all other zoning codes without a current or proposed site plan. The City of Brainerd Department of Building Safety will need to verify whether the property complies with all building, environmental and energy codes.

There are currently no variances, rezoning applications, conditional use permits, or special use permits or other such actions/hearings/requests before the Planning Commission or City Council that may affect this property. There are no outstanding violations on the property.

Respectfully,

David C. Chanski, MPA
Community Development Director

cc: Property file

Inspection Request

06/15/2022

KAIKKONEN, KRISTOPHER
15284 BEAVER DAM RD
BRAINERD, MN 56401

RE: **Hazardous Building Investigation – Brainerd City Code, Section 450**
Address: 15284 BEAVER DAM RD
Parcel Number: 41330502

Structure Description: Single Family Dwelling – Tenant Occupied

Dear Property Owner:

The City of Brainerd has embarked on a program of concentrated code enforcement for the repair or removal of dilapidated buildings under the provisions of the above stated City Codes. This program is a positive effort to remove the blighted and hazardous conditions from our neighborhoods.

It has been brought to the attention of the Building Safety Division that a **structure located at 15284 BEAVER DAM RD** may be in a state of disrepair due to inadequate maintenance, dilapidation, physical damage, or abandonment to such an extent that it constitutes a fire hazard or a hazard to the safety and health of the occupants or the public and may need to be repaired or removed. I am requesting access to the structure to conduct an inspection to determine the extent of the disrepair.

Please contact this office to schedule this inspection. You can contact us one of three ways:

1. Call our office at 218-828-2307
2. Email our office at building@ci.brainerd.mn.us
3. Visit our office located on the second floor in City Hall at 501 Laurel Street.

You are expected to reply to this request as soon as possible but **not more than ten (10) days** from the date of this letter. Please feel free to contact us with any questions or concerns you may have regarding the inspection.

Respectfully,
City of Brainerd

Darrin Deseth
Community Development Department - Building Safety Division

September 8, 2022

www.ci.brainerd.mn.us

Violator(s): KAIKKONEN, KRISTOPHER Date of Violation: continuing

Mailing Address: 15284 BEAVER DAM RD Parcel ID: 41330502

BRAINERD, MN 56401

Location/Address of Violation: **15284 BEAVER DAM RD**

Section	Subdivision, Chapter, or Article
425 – 3001	Licensed Required for Rental Property

After multiple attempts to contact you regarding the violations against City Code for an unlicensed rental property, you are hereby given a final 10 days to correct the issues per the motion of the Brainerd City Council at their September 6, 2022 meeting.

On Monday, September 19, 2022, we will be taking action with our attorney in next steps to abate the issue. All fees associated with the abatement will be your responsibility and if not paid, they will be assessed to the property tax roll.

Please contact us immediately at (218) 828-2307.

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

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

Representative: Darrin Deseth, Building Official Date: 09/08/2022

Representative's Signature: Dari Deseth (served via first class mail)

May 26th, 2022

www.ci.brainerd.mn.us

KAIKKONEN, KRISTOPHER
829 DIAMOND ST
LAGUNA BEACH, CA 92651

RE: Ordinance No. 425 – Rental Housing Code
Street Address: 15284 BEAVER DAM RD
Parcel ID: 080333100D00009
Legal Description: 09_ANRES - BRAINERD-ANNEXED NORTH RESIDENTIAL

Dear Property Owner:

The City of Brainerd has adopted a housing maintenance code by ordinance, thereby establishing a policy to enhance the supply of safe, sanitary, and adequate housing for its citizens and to prevent the deterioration of existing housing in the city. It has come to our attention that the above-described property might be a rental property. **If this property is a rental dwelling, it should be registered immediately.**

A license fee has been established, which is $32.00 per dwelling unit per year. Enclosed is a rental housing license application form for your convenience. The Housing Maintenance Code may be accessed on our website. Go to www.ci.brainerd.mn.us and click on the Building Department link.

If this property is not a rental dwelling: Please complete the declaration of non-rental section on the enclosed application so that we may remove this property from the contact list. **The completed application, with or without payment submittal, should be returned no later than JUNE 9TH, 2022.**

You may contact Jason Stockinger, Building/Housing Inspector at 218/828-2309 if you have any questions regarding this matter.

Respectfully,

CITY OF BRAINERD

DARRIN DESETH,
Building Official

APRIL 11TH, 2022

www.ci.brainerd.mn.us

KAIKKONEN, KRISTOPHER
15284 BEAVER DAM RD
BRAINERD, MN 56401

RE: Ordinance No. 425 – Rental Housing Maintenance Code
Street Address: 15284 BEAVEER DAM RD
Parcel ID: 080333100D00009

Legal Description: 09_ANRES - BRAINERD-ANNEXED NORTH RESIDENTIAL

Dear Property Owner:

The City of Brainerd has adopted a housing maintenance code by ordinance, thereby establishing a policy to enhance the supply of safe, sanitary, and adequate housing for its citizens and to prevent the deterioration of existing housing in the city. It has come to our attention that the above-described property might be a rental property. **If this property is a rental dwelling, it should be registered immediately.**

A license fee has been established, which is $32.00 per dwelling unit per year. Enclosed is a rental housing license application form for your convenience. The Housing Maintenance Code may be accessed on our website. Go to www.ci.brainerd.mn.us and click on the Building Department link.

If this property is not a rental dwelling: Please complete the declaration of non-rental section on the enclosed application so that we may remove this property from the contact list. **The completed application, with or without payment submittal, should be returned no later than APRIL 21ST, 2022.**

You may contact Jason Stockinger, Building/Housing Inspector at 218/828-2309 if you have any questions regarding this matter.

Respectfully,

CITY OF BRAINERD

DARRIN DESETH,
Building Official

www.ci.brainerd.mn.us

April 11, 2022

Mr. Brion Hartwig
10251 W Cree Bay Cir
Pequot Lakes, MN 56472

RE: Pole Building located on Premises with living quarters at 15284 Beaver Dam RD.

Dear Mr. Hartwig

An inspection of the property listed above was performed by Building Inspector Jason Stockinger and Assistant Planner James Kramvik from the City of Brainerd on April 1st 2022. Upon arrival, the exterior of the structure appeared to be a standard pole style building. Once Mr. Stockinger and Mr. Kramvik entered the building, they noticed it was constructed with steel I-Beams and tin covered walls. The building is primarily being used as a shop with a small living area located on an upper level of the building. The tenant indicated that this space was leased as a residential living unit.

Upon completion of inspection, the following violations of the City Code were documented.

- Currently an unlicensed rental unit within the city limits of Brainerd
- Needs a means of egress from unit (window to small)
- Graspable handrail on staircase
- Smoke detectors required on all levels
- Carbon monoxide detector located within 10 feet of sleeping area
- Outlet covers missing
- Space heaters used for heating purposes
- Non-conforming septic/waste system

Past records indicate that an accessory structure remodel permit was issued to construct bathrooms and a separate shop within the building. Building inspections were not completed for this remodel. Also, a permit was not issued for an accessory dwelling unit. This property was zoned R-2 (Medium Residential District) at the time of issuance of the accessory structure remodel permit. Accessory dwelling units are not permitted in the R-2 District. As indicated by previous correspondence with the City of Brainerd, this accessory structure cannot be used for commercial purposes. In addition, this building cannot be used as a dwelling unit. The accessory structure pole building can only be used for storage by a tenant residing in the primary dwelling unit or the property owner.

If you have any further questions regarding details of the inspection conduct by Mr. Stockinger and Mr. Kramvik or regarding requirements of the City Code, please contact the Community Development Department at (218) 828-2307.

Sincerely,

Jason Stockinger
Building Inspector

www.ci.brainerd.mn.us

April 8th, 2022

Kristopher Kaikkonen
15284 Beaver Dam Rd.
Brainerd, MN 56401

Dear Mr. Kaikkonen,

You are receiving this letter due to concerns about non-permitted uses, unpermitted building, and unlicensed rentals on your property at 15284 Beaver Dam Rd. This property is zoned in the R-2 (Medium Density Residential) District. It has come to our attention that the large pole building is currently leased for commercial storage and a residential living unit. Both commercial storage and accessory dwelling units are not allowed in the R-2 District. It has also come to our attention that the primary dwelling unit is currently being used as a rental dwelling unit. There are no registered rentals on file with the City of Brainerd regarding this property.

A letter dated 09-18-2017 from the City of Brainerd indicated that a lot-split would be required to build a residential structure on the same lot as the pole barn. There is no recorded lot split on the property or any approved building permits for the installation of a residential accessory dwelling unit. In addition to being an unlicensed rental, multiple code violations were noted on the property by the Housing Inspector on 04-01-2022. The violations include but are not limited to: a means of egress from unit, graspable handrail on staircase, smoke detectors required on all levels, carbon monoxide detector located within 10 feet of sleeping area, outlet covers missing, space heaters used for heating purposes, and non-conforming septic/waste system.

A letter dated 10-24-2011 from the City of Brainerd warned about potential zoning violations related to interior improvements to the pole barn accessory structure. The letter reiterated that the R-2 District does not permit commercial uses. Upon inspection by the Assistant Planner, and discussion with the current tenant, the pole barn is being leased for commercial storage.

Please contact the Community Development Department at (218) 828-2309 to determine the steps going forward to correct, unpermitted zoning uses, unpermitted building projects, and unlicensed rentals.

Failure to comply with the regulations set forth in City Code, Zoning Code, and Rental Code may result in further administrative action.

Respectfully,

David C. Chanski, MPA
Community Development Director

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Adopt Resolution Setting the 2024 Preliminary Levy for the City of Brainerd and the Brainerd HRA, and Motion to Set Date and Time for Budget Public Hearing

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Eric Charpentier, Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: The 2023 preliminary levy for the City of Brainerd and the Brainerd HRA needs to be set by September 30, 2023. The final levy adopted in December could be lower than, but not higher than, the preliminary levy. The preliminary levy is used for all of the Truth in Taxation notices sent out in November.

The date and time for the public meeting, in which the budget and levy are discussed and the public is allowed to speak also needs to be set by September 30, 2022. The date of the public meeting needs to be held between November 25th and December 28th and cannot not occur before 6:00 pm. The meeting can be held during a regular council meeting. There is no law that requires scheduling to avoid conflicting meeting dates of overlapping taxing authorities.

Historically, the City has held a special meeting on the 2nd Monday in December at 6:00 pm, which this year would be December 11, 2023. Last year the special meeting was held at 7:30 pm rather than 6:00 pm.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The HRA's levy is separate from the City's levy, but it is set by the City Council. Please see the attached letter and General Fund Budget from the HRA.

The maximum HRA levy allowed by state statute is .0185% of the previous year's estimated market value, and this is the request of the HRA. As noticed in the memo, this amount for 2023 is $190,625, and is $34,644 of additional funds. HRA Executive Director Eric Charpentier will be at the council meeting if there are any questions.

Per direction of the Council at the September 13, 2023 workshop, the levy amount for the City is blank on the resolution. Attached to the agenda request lists various changes to the 2023 levy and the amount associated for setting the 2024 levy.

As mentioned and for the reasons given at the workshop, Staff's recommendation would be to set the

preliminary levy at 12%, as the current budget (the difference between the estimated expenditures and revenues) is in the range of 10.81 -12.67%. The final levy should be lower than a 12% increase and one-time use/transfers of funds can be used to lower the final levy. The last attachment to this agenda is a history of the preliminary levies versus the final levies.

RECOMMENDED ACTION/MOTION: 1. Adopt resolution setting the preliminary levy for the City of Brainerd and the Brainerd HRA.
2. A motion to set the date and time for the budget public hearing.

FINANCIAL IMPACT:

Brainerd HRA

324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

September 1st, 2023

Mayor Badeaux and City Council Members
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Honorable Mayor Badeaux and City Council Members:

The purpose of this letter is to request the 2024 Brainerd Housing and Redevelopment Authority (HRA) operating levy. The Brainerd HRA has three funds: General Fund, Public Housing, and Housing Choice Voucher. Our levy dollars go into the General Fund and support our rehab and redevelopment initiatives. Attached is a copy of the preliminary General Fund budget.

General Fund

The levy dollars allow us the opportunity to administer other programs that benefit Brainerd residents, to increase the value of the property in the City of Brainerd and assist in redevelopment projects. To address these needs, the HRA created or participated in several programs:

Brainerd Oaks/Serene Pines/Dal Mar Estates

The development of these three subdivisions is continuing on schedule and we anticipate the developer to be wrapping up the builds for these previously tax forfeited properties within the next 3-4 years. To date, the developer has purchased 66 lots in Brainerd Oaks (64 homes completed and sold and 2 homes in construction) and 21 lots in Serene Pines (19 homes completed and sold), and 4 lots in Dal Mar Estates (3 homes completed and sold). The estimated market value of the homes that have been built out through the end of 2022 was approximately $27.5 million dollars, a significant increase in the value of these properties since the beginning of this joint project which was just over $1 million in value.

Tax Forfeit Property Policy

As a result of the success of the Brainerd Oaks project, the Brainerd HRA created a Tax Forfeit Property Policy where we can purchase tax forfeited properties from the County for $1.00. The Brainerd HRA Board amended their policy in 2020 to offer tax forfeited properties to developers at a discounted rate of zero percent of assessed value plus costs. This is a result of the Crow Wing County HRA's Workforce Housing Study recommendation to support the sale of properties to developers to promote the construction of housing units. The Brainerd HRA continues to actively market this policy to developers to

EQUAL HOUSING OPPORTUNITY

promote the return of tax forfeited lots to the tax roll. There is currently one new infill project being completed in Southeast Brainerd on former tax forfeited property.

Rehab Programs

The Brainerd HRA, on behalf of the City of Brainerd, has administered multiple Small Cities Development Program grants through the Department of Employment and Economic Development (DEED) for owner-occupied and renter-occupied rehab in targeted areas throughout Brainerd. Our staff has applied for funding in 2024 for a new grant to target Southeast Brainerd and we are currently awaiting word from DEED if we will be funded for the 8 units of owner-occupied rehab and 12 units of single-family rental rehab. This application was submitted on May 1st and the awards were scheduled to be announced in August of 2023. Our goal with these SCDP grants is to improve the properties that receive the funds but also to aid in increasing the overall value of the properties within the City for its tax base. With the reconstruction of Washington street on the schedule for the Minnesota Department of Transportation, we will be applying for additional funding for rehab projects to coincide with that project in 2026.

Federal Funds: Public Housing and Housing Choice Voucher

The Brainerd HRA operates two federal programs that are funded by the Department of Housing and Urban Development (HUD). The HRA owns and/or manages 325 units of affordable housing in the City of Brainerd and we provide approximately 326 Housing Choice Vouchers (HCV) to our residents.

Every three years, the Brainerd HRA is scored by HUD on how we manage our programs. I am proud to report that the Brainerd HRA received 100 out of 100 on our public housing (PHAS) score for 2022! The national average PHAS score is 90 and the regional average is 92. HUD also scored us on the management of the HCV program, and we received 100%. These scores reflect the hard work and dedication of our board and staff and benefit our community and our residents.

TIF Redevelopment District – Downtown Brainerd

In July of 2023 the City Council authorized the Brainerd HRA to create a redevelopment TIF district to support a mixed-use redevelopment project in Downtown Brainerd that will bring an anticipated 5 new commercial spaces and 78 apartments to the city. We are working with the developer to secure additional grants and low interest loans in support of this project, and we are excited for the opportunity to help provide support to this project that is scheduled to begin in mid to late 2024.

Although the levy funds are less than five percent of our overall budget, these funds are critical. They allow us to continue to provide affordable housing for approximately 900 Brainerd residents and assist in the rehab and redevelopment needs in the City of Brainerd. The Brainerd HRA is requesting the City Council approve the full HRA levy, which is .0185% of the estimated market value, which will be approximately $190,625 for 2024.

Thank you for your continued support of the Brainerd HRA and considering our request for the 2024 levy.

Sincerely,

Eric Charpentier
Executive Director

General Fund Comparative Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2024

Account Title	2023 Budget	2024 Budget	Difference
Revenues:			
City Tax Levy	155,981	190,625	34,644
Investment Interest	300	5,000	4,700
Management Fees	304,770	339,610	34,840
TIF Revenue	47,375	12,500	(34,875)
Operating Transfer	6,750	7,000	250
SCDP Admin Fee	25,000	6,000	(19,000)
Other Income	230,000	215,000	(15,000)
Interfund Loan Revenue	9,660	9,900	240
Total Revenues	779,836	785,635	5,799
Expenditures:			
Administrative			
Salaries	330,505	347,785	17,280
Employee Benefits	140,345	137,430	(2,915)
Travel	1,700	1,900	200
Staff Training	10,000	10,000	0
Audit Cost	7,950	8,500	550
Legal	9,000	7,500	(1,500)
Other Administrative Costs	14,470	15,520	1,050
Contract Costs	189,260	199,330	10,070
Total Administrative	703,230	727,965	24,735
General Expenditures			
TIF Expense	255	255	0
Insurance	7,450	5,350	(2,100)
Debt Service	0	0	0
Other Programs	25,500	25,500	0
Interfund Loan Interest	9,660	9,900	240
Total General Expenditures	42,865	41,005	(1,860)
Total Expenditures	746,095	768,970	22,875
Designated Fund Balance	0	0	0
Cash Flow from Operations	33,741	16,665	(17,076)

For Use of Setting 2024 Levy Amount

2023 Levy $ 6,443,500

Proposed Levy Increase	2024 Levy Amount	Dollar Change
0.00%	$ 6,443,500	$ -
1.00%	6,507,935	64,435
2.00%	6,572,370	128,870
3.00%	6,636,805	193,305
4.00%	6,701,240	257,740
5.00%	6,765,675	322,175
6.00%	6,830,110	386,610
7.00%	6,894,545	451,045
8.00%	6,958,980	515,480
9.00%	7,023,415	579,915
10.00%	7,087,850	644,350
10.81%	7,140,042	696,542
11.00%	7,152,285	708,785
12.00%	7,216,720	773,220
12.67%	7,259,891	816,391
13.00%	7,281,155	837,655
14.00%	7,345,590	902,090
15.00%	7,410,025	966,525

Preliminary vs. Final Levy History

Levy Year Collected	Preliminary Levy Amount	Preliminary% Change	Final Levy Amount	Final % Change	Tax Rate
2010	$ 4,262,308	7.6%	$ 4,112,308	3.8%	45.839%
2011	4,112,308	0.0%	4,055,836	-1.4%	48.003%
2012	4,205,836	3.7%	3,953,486	-2.5%	54.540%
2013	3,953,486	0.0%	3,953,486	0.0%	58.941%
2014	4,453,486	12.6%	4,453,486	12.6%	64.879%
2015	4,898,835	10.0%	4,898,835	10.0%	71.659%
2016	6,139,240	25.3%	5,217,260	6.5%	74.579%
2017	5,373,778	3.0%	5,373,778	3.0%	75.058%
2018	5,561,860	3.5%	5,561,860	3.5%	77.420%
2019	5,895,572	6.0%	5,895,572	6.0%	80.385%
2020	6,131,395	4.0%	6,072,439	3.0%	79.332%
2021	6,315,337	4.0%	6,133,163	1.0%	73.430%
2022	6,255,826	2.0%	6,255,826	2.0%	70.911%
2023	6,852,566	9.5%	6,443,500	3.0%	58.664%

R E S O L U T I O N

NO. XX:23

RESOLUTION SETTING THE 2024 PRELIMINARY LEVY FOR THE CITY OF BRAINERD AND THE BRAINERD HRA

WHEREAS, the Brainerd City Council is required to set a Preliminary Levy by September 30, 2023; and

WHEREAS, the Brainerd City Council held a Budget Workshops on August 28, 2023 and September 13, 2023; Park Board Budget discussed on July 31,2023 and August 21, 2023; and discussed the 2024 capital budget on May 1, 2023; and debt levy on August 7, 2023; and

WHEREAS, the Brainerd City Council, during the Council Meetings and Special Meetings, discussed the overall budget process, and the overall expenditures of the City;

NOW, THEREFORE BE IT RESOLVED by the City of Brainerd, County of Crow Wing, State of Minnesota that the following sums are the preliminary levy for the taxes payable in the year 2024:

$_____ plus $190,625 for the HRA.

Adopted this 18th day of September 2023

_____
KELLY BEVANS
President of the Council

Approved this 19th day of September 2023

_____
DAVE BADEAUX
Mayor

ATTEST:_____
JENNIFER BERGMAN
City Administrator

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Adopt Resolution Providing for the Issuance and Sale of General Obligation Bonds, Series 2023A, in the Proposed Amount of $5,435,000

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Ms. Chris Hogan

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: During the 2023 and 2024 budget process, the City planned to issue debt for the local share and special assessments of the 2023 construction project. BPU needs to bond to pay for their portion of the 2023 construction project as well as the sewer river crossing project. The $5,435,000 General Obligation bonds are broken down as follows:

- $2,320,000 Improvement Bonds - this represents the amount of the local share and special assessments on the 2023 North Brainerd construction project. This portion of the debt will be repaid with levy dollars and assessment collections.
- $3,115,000 Utility Revenue Bonds - this represents the amount that will be repaid with BPU revenues:
    - $1,160,000 for the water improvements on the 2023 North Brainerd construction project
    - $1,955,000 for the sewer river crossing project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The proposed resolution and the Pre-Sale Summary is attached. Ms. Chris Hogan with Baker Tilly will be available virtually on Monday night to provide additional information and to answer any questions.

RECOMMENDED ACTION/MOTION: Adopt the attached resolution providing for the issuance and sale of General Obligation Bonds, Series 2023A, in the Proposed Aggregate Principal Amount of $5,435,000.

FINANCIAL IMPACT: The annual amount of the debt levy will be included in the 2024 budget and beyond.

bakertilly
MUNICIPAL ADVISORS

City of Brainerd, Minnesota

Pre-Sale Summary for Issuance of Bonds

$5,435,000 General Obligation Bonds, Series 2023A

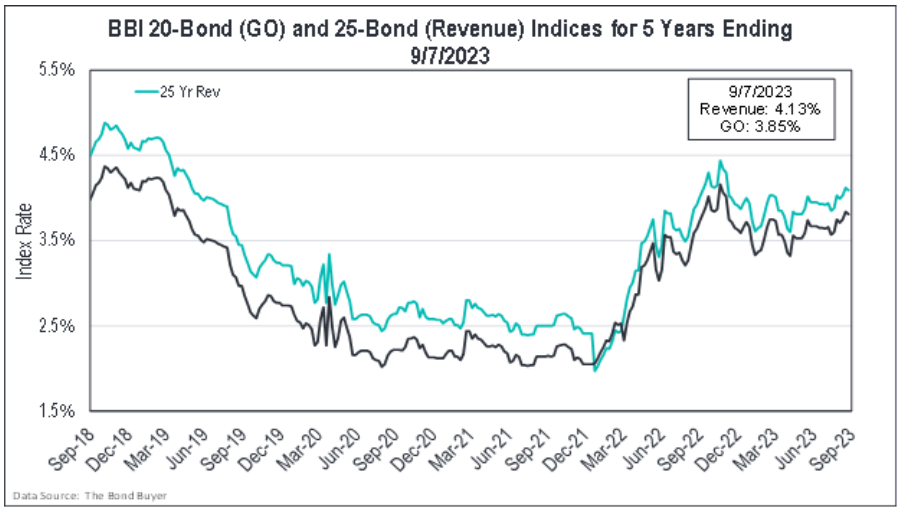
The City Council has under consideration the issuance of bonds (the "Bonds") to finance (i) various street infrastructure improvements within the City (the "Improvement Bonds"), (ii) construction of various improvements to the City's water and sanitary sewer systems (the "Utility Revenue Bonds") and (iii) costs of issuance. This document provides information relative to the proposed issuance.

KEY EVENTS: The following summary schedule includes the timing of key events that will occur relative to the bond issuance:

September 18, 2023	Council sets sale date and terms
September 25, 2023	Rating conference is conducted
September 26, 2023	Brainerd Public Utilities Commission (the "BPU") considers resolution requesting the issuance of the Bonds by the City
October 16, 2023, 10:30 a.m.	**Competitive proposals are received**
October 16, 2023, 7:30 p.m.	**Council considers award of the Bonds**
November 16, 2023	Proceeds are received

RATING: An application will be made to S&P Global Ratings (S&P) for a rating on the Bonds. The City's general obligation debt is currently rated "AA-" by S&P.

THE MARKET: Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high-grade municipal bonds in the 20th year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30th year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



Study No.: 2303690
Date: September 13, 2023

BOND SUMMARY:

The Bonds are a general obligation of the City, secured by its full faith and credit, and taxing power. In addition, the City will pledge (i) special assessments against benefitted properties and (ii) net revenues of the City's water and sanitary sewer utilities.

The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429, 444, and 475 and have been structured with three purposes pursuant to their respective statutory authority and payment source.

Each purpose is detailed in the sections below.

SCHEDULES ATTACHED:

Schedules attached for the Bonds include (i) sources and uses of funds, (ii) estimated net debt service for the Bonds as a whole and by purpose, (iii) assessment income, (iv) coverage and aggregate debt payable from the water utility, and (v) coverage and aggregate debt payable from the wastewater treatment utility.

RISKS/SPECIAL CONSIDERATIONS:

The outcome of this financing relies on market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions.

Anticipated levy projections for the Improvement Bonds are based on the estimated assessment income. If actual assessment collections are different than projected, the resulting anticipated levy could differ significantly from what is projected in these schedules.

SALE TERMS AND MARKETING:

Variability of Issue Size: A specific provision in the sale terms permits modifications to the issue size and/or maturity structure once the price and interest rates are set on the day of sale.

Prepayment Provisions: Bonds maturing on or after February 1, 2034 may be prepaid at a price of par plus accrued interest on or after February 1, 2033.

Bank Qualification: The City does not expect to issue more than $10 million in tax-exempt obligations that count against the $10 million limit for this calendar year; therefore, the Bonds are designated as bank qualified.

Description of $2,320,000 Improvement Bonds

PURPOSE:

Proceeds of the Improvement Bonds will be used to finance the North Brainerd Reconstruction project, consisting of removal and rebuilding of streets (the "Street Project").

AUTHORITY:

Statutory Authority: The Improvement Bonds are being issued pursuant to Minnesota Statutes, Chapters 429 and 475.

Statutory Requirements: Pursuant to Minnesota Statutes, Chapter 429, at least 20% of the City's share of the projected cost of the projects must be paid from special assessments. The projects being financed meet this requirement.

SOURCE OF PAYMENT:

The Improvement Bonds will be repaid with a combination of special assessments filed against benefited properties and general ad valorem taxes.

Special assessments in the principal amount of $750,000 are expected to be filed in the fall of 2023 for the first collection in 2024. The assessments will be collected over a term of ten years with equal annual payments of principal. Interest on the unpaid balance will be charged at a rate of 1.5% over the true interest cost (TIC) of the Improvement Bonds, which has been estimated to be 5.150%.

The City will be required to levy ad valorem taxes to pay a portion of the debt service on the Improvement Bonds. In anticipation of bonding for the Street Project, the City (i) levied taxes in 2021 and collected $97,243.65 in 2022 and (ii) levied $100,000 in 2022 of which they have received first half collections of $54,945.65 with the second have collections of $43,554.35 to be received in December 2023. These prior levy collections totaling $195,000 have been applied as a source of funds to reduce the borrowing amount of the Improvement Bonds. Thereafter, beginning with the August 1, 2024, interest payment, each year's collection of assessments and taxes will be used to make the August 1 interest payment due in the collection year and the February 1 principal and interest payment due the following year.

STRUCTURING SUMMARY: In consultation with the City, principal repayment for the Improvement Bonds is structured around the projected assessment income to result in approximately level annual tax levies over a term of ten years.

Description of $3,115,000 Utility Revenue Bonds

PURPOSE: Proceeds of the Utility Revenue Bonds will be used to finance (i) the water related improvements to the North Brainerd reconstruction project (the "Water Improvements") and (ii) a sewer river crossing project (the "Sewer Improvements"). Together the Water Improvements and the Sewer Improvements are referred to as the "Utility Improvements."

AUTHORITY: Brainerd Public Utilities (the "BPU") is a component unit of the City. The BPU operates the City's water and sanitary sewer utilities (also referred to as the Wastewater Treatment utility), (together the "Utilities"). The BPU also treats 100% of the City of Baxter's wastewater. The BPU has requested the City issue the Utility Revenue Bonds as part of the Bonds.

Statutory Authority: The Utility Revenue Bonds are being issued pursuant to Minnesota Statutes, Chapters 444 and 475.

Statutory Requirements: Pursuant to Minnesota Statutes, Chapter 444, and the resolution authorizing the Utility Revenue Bonds, the BPU will covenant to maintain utility rates and charges in an amount sufficient to support the operation of the Utilities and to pay debt service. The BPU is required to annually review the budget of the Utilities to determine whether current rates and charges are sufficient and to adjust them as necessary.

Water Improvements - The City currently has four outstanding bond issues for which the net revenues of the water utility are pledged.

Total debt service payable from the water utility and net revenue calculation of the water utility is shown on page 12. The 2022 net revenues of the water utility are less than 1x coverage in some years. The Brainerd Public Utilities Commission have increased water rates by 4.9% annually through 2021 and the BPU is currently doing a rate study to

determine the appropriate rate increases and other revenue generating measures needed to sufficiently pay debt service and operations for the water utility.

Sewer Improvements – The City currently has two outstanding bond issues for which the net revenues of the sanitary sewer utility are pledged. Total debt service payable from the sanitary sewer utility and net revenue calculation of the sanitary sewer utility is shown on page 13.

SOURCE OF PAYMENT:

The Utility Revenue Bonds will be repaid with net revenues of the City's water and sanitary sewer utilities. BPU's debt payments are funded entirely through rates, fees and other charges for these services.

Additionally, debt service for the Water Improvements is expected to be paid, in part, from sales and use tax revenues to be received from the City of Baxter, Minnesota pursuant to a Sales and Tax Distribution Agreement between the City and the City of Baxter, Minnesota. Annual sales tax revenues to be received from the City of Baxter and applied to the Water Improvement portion of the Bonds is projected to be $350,000 through 2030 and $240,000 in 2031.

STRUCTURING SUMMARY:

In consultation with the BPU, the Utility Revenue Bonds have been structured as two purposes pursuant to the repayment source, the Water Improvements and the Sewer Improvements each with a repayment term of 15 years with approximately level annual payments of debt service.

Post Issuance

POST ISSUANCE COMPLIANCE:

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any "excess earnings" will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not "excess earnings" as defined by the IRS Code.

The arbitrage rules provide for spend-down exceptions for proceeds that are spent within either a 6-month, 18-month or, for certain construction issues, a 24-month period each in accordance with certain spending criteria. Proceeds that qualify for an exception will be exempt from rebate. These exceptions are based on actual expenditures and not based on reasonable expectations, and expenditures, including any investment proceeds will need to meet the spending criteria to qualify for the exclusion. The City expects to meet the 18-month spending exception.

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the City to commit to providing the information needed to comply under a continuing disclosure agreement.

Baker Tilly Municipal Advisors currently provides both arbitrage and continuing disclosure services to the City. Baker Tilly Municipal Advisors will work with City staff to include the Bonds under the existing Agreement for Municipal Advisor Services.

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$5,435,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2023A

Dated November 16, 2023

Total Issue Sources And Uses

Dated 11/16/2023 | Delivered 11/16/2023

		Utility Revenue Bonds		
	Improvement Bonds	Water Improvements	Sewer Improvements	Issue Summary
Sources Of Funds				
Par Amount of Bonds	$2,320,000.00	$1,160,000.00	$1,955,000.00	$5,435,000.00
Prior Tax Levy Collections	195,000.00	-	-	195,000.00
Total Sources	**$2,515,000.00**	**$1,160,000.00**	**$1,955,000.00**	**$5,630,000.00**
Uses Of Funds				
Deposit to Project Construction Fund	2,451,000.00	1,128,439.09	1,900,000.00	5,479,439.09
Costs of Issuance	35,109.48	17,554.73	29,585.79	82,250.00
Total Underwriter's Discount (1.200%)	27,840.00	13,920.00	23,460.00	65,220.00
Rounding Amount	1,050.52	86.18	1,954.21	3,090.91
Total Uses	**$2,515,000.00**	**$1,160,000.00**	**$1,955,000.00**	**$5,630,000.00**

$5,435,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2023A

Dated November 16, 2023

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessment	Water Revenue	Wastewater Revenue	Levy Required
02/01/2024	-	-	-	-	-	-			-
02/01/2025	340,000.00	3.850%	235,074.60	575,074.60	603,828.33	120,062.50	106,216.34	179,752.47	197,797.02
02/01/2026	390,000.00	3.690%	181,454.50	571,454.50	600,027.23	109,762.50	110,683.65	181,712.48	197,868.60
02/01/2027	395,000.00	3.520%	167,063.50	562,063.50	590,166.68	105,900.00	108,165.23	182,894.25	193,207.20
02/01/2028	410,000.00	3.420%	153,159.50	563,159.50	591,317.48	102,037.50	111,012.83	184,078.65	194,188.50
02/01/2029	415,000.00	3.400%	139,137.50	554,137.50	581,844.38	98,175.00	108,499.13	179,949.00	195,221.25
02/01/2030	425,000.00	3.400%	125,027.50	550,027.50	577,528.88	94,312.50	106,000.13	181,093.50	196,122.75
02/01/2031	440,000.00	3.400%	110,577.50	550,577.50	578,106.38	90,450.00	108,751.13	182,059.50	196,845.75
02/01/2032	450,000.00	3.400%	95,617.50	545,617.50	572,898.38	86,587.50	106,073.63	182,847.00	197,390.25
02/01/2033	465,000.00	3.400%	80,317.50	545,317.50	572,583.38	82,725.00	108,646.13	183,456.00	197,756.25
02/01/2034	470,000.00	3.450%	64,507.50	534,507.50	561,232.88	78,862.50	105,790.13	183,886.50	192,693.75
02/01/2035	230,000.00	3.500%	48,292.50	278,292.50	292,207.13	-	108,142.13	184,065.00	-
02/01/2036	240,000.00	3.850%	40,242.50	280,242.50	294,254.63	-	110,268.38	183,986.25	-
02/01/2037	245,000.00	3.950%	31,002.50	276,002.50	289,802.63	-	106,630.13	183,172.50	-
02/01/2038	255,000.00	4.050%	21,325.00	276,325.00	290,141.25	-	108,147.38	181,993.88	-
02/01/2039	265,000.00	4.150%	10,997.50	275,997.50	289,797.38	-	109,357.50	180,439.88	-
Total	**$5,435,000.00**	**-**	**$1,503,797.10**	**$6,938,797.10**	**$7,285,736.96**	**$968,875.00**	**$1,622,383.79**	**$2,735,386.85**	**$1,959,091.32**

Dated	11/16/2023
Delivery Date	11/16/2023
First Coupon Date	8/01/2024

Yield Statistics

Bond Year Dollars	$41,407.29
Average Life	7.619 Years
Average Coupon	3.6317205%
Net Interest Cost (NIC)	3.7892290%
True Interest Cost (TIC)	3.8061664%
Bond Yield for Arbitrage Purposes	3.6174341%
All Inclusive Cost (AIC)	4.0489512%

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Net Interest Cost	3.6317205%
Weighted Average Maturity	7.619 Years

$2,320,000

City of Brainerd, Minnesota

General Obligation Improvement Bonds, Series 2023A

Improvement Bonds

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessment	Levy Required
02/01/2024	-	-	-	-	-	-	-
02/01/2025	205,000.00	3.850%	97,723.35	302,723.35	317,859.52	120,062.50	197,797.02
02/01/2026	220,000.00	3.690%	72,982.00	292,982.00	307,631.10	109,762.50	197,868.60
02/01/2027	220,000.00	3.520%	64,864.00	284,864.00	299,107.20	105,900.00	193,207.20
02/01/2028	225,000.00	3.420%	57,120.00	282,120.00	296,226.00	102,037.50	194,188.50
02/01/2029	230,000.00	3.400%	49,425.00	279,425.00	293,396.25	98,175.00	195,221.25
02/01/2030	235,000.00	3.400%	41,605.00	276,605.00	290,435.25	94,312.50	196,122.75
02/01/2031	240,000.00	3.400%	33,615.00	273,615.00	287,295.75	90,450.00	196,845.75
02/01/2032	245,000.00	3.400%	25,455.00	270,455.00	283,977.75	86,587.50	197,390.25
02/01/2033	250,000.00	3.400%	17,125.00	267,125.00	280,481.25	82,725.00	197,756.25
02/01/2034	250,000.00	3.450%	8,625.00	258,625.00	271,556.25	78,862.50	192,693.75
Total	**$2,320,000.00**	**-**	**$468,539.35**	**$2,788,539.35**	**$2,927,966.32**	**$968,875.00**	**$1,959,091.32**

Dated	11/16/2023
Delivery Date	11/16/2023
First Coupon Date	8/01/2024

Yield Statistics

Bond Year Dollars	$13,638.33
Average Life	5.879 Years
Average Coupon	3.4354590%
Net Interest Cost (NIC)	3.6395895%
True Interest Cost (TIC)	3.6697250%
Bond Yield for Arbitrage Purposes	3.6174341%
All Inclusive Cost (AIC)	3.9707284%

IRS Form 8038

Net Interest Cost	3.4354590%
Weighted Average Maturity	5.879 Years

$1,160,000

City of Brainerd, Minnesota

General Obligation Improvement Bonds, Series 2023A

Utility Revenue Bonds - Water Improvements

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% D/S	Fiscal Total
11/16/2023	-	-	-	-	-	-
08/01/2024	-	-	29,989.42	29,989.42	31,488.89	-
02/01/2025	50,000.00	3.850%	21,169.00	71,169.00	74,727.45	106,216.34
08/01/2025	-	-	20,206.50	20,206.50	21,216.83	-
02/01/2026	65,000.00	3.690%	20,206.50	85,206.50	89,466.83	110,683.65
08/01/2026	-	-	19,007.25	19,007.25	19,957.61	-
02/01/2027	65,000.00	3.520%	19,007.25	84,007.25	88,207.61	108,165.23
08/01/2027	-	-	17,863.25	17,863.25	18,756.41	-
02/01/2028	70,000.00	3.420%	17,863.25	87,863.25	92,256.41	111,012.83
08/01/2028	-	-	16,666.25	16,666.25	17,499.56	-
02/01/2029	70,000.00	3.400%	16,666.25	86,666.25	90,999.56	108,499.13
08/01/2029	-	-	15,476.25	15,476.25	16,250.06	-
02/01/2030	70,000.00	3.400%	15,476.25	85,476.25	89,750.06	106,000.13
08/01/2030	-	-	14,286.25	14,286.25	15,000.56	-
02/01/2031	75,000.00	3.400%	14,286.25	89,286.25	93,750.56	108,751.13
08/01/2031	-	-	13,011.25	13,011.25	13,661.81	-
02/01/2032	75,000.00	3.400%	13,011.25	88,011.25	92,411.81	106,073.63
08/01/2032	-	-	11,736.25	11,736.25	12,323.06	-
02/01/2033	80,000.00	3.400%	11,736.25	91,736.25	96,323.06	108,646.13
08/01/2033	-	-	10,376.25	10,376.25	10,895.06	-
02/01/2034	80,000.00	3.450%	10,376.25	90,376.25	94,895.06	105,790.13
08/01/2034	-	-	8,996.25	8,996.25	9,446.06	-
02/01/2035	85,000.00	3.500%	8,996.25	93,996.25	98,696.06	108,142.13
08/01/2035	-	-	7,508.75	7,508.75	7,884.19	-
02/01/2036	90,000.00	3.850%	7,508.75	97,508.75	102,384.19	110,268.38
08/01/2036	-	-	5,776.25	5,776.25	6,065.06	-
02/01/2037	90,000.00	3.950%	5,776.25	95,776.25	100,565.06	106,630.13
08/01/2037	-	-	3,998.75	3,998.75	4,198.69	-
02/01/2038	95,000.00	4.050%	3,998.75	98,998.75	103,948.69	108,147.38
08/01/2038	-	-	2,075.00	2,075.00	2,178.75	-
02/01/2039	100,000.00	4.150%	2,075.00	102,075.00	107,178.75	109,357.50
Total	**$1,160,000.00**	**-**	**$385,127.42**	**$1,545,127.42**	**$1,622,383.79**	**-**

SIGNIFICANT DATES

Dated	11/16/2023
Delivery Date.....	11/16/2023
First Coupon Date.....	8/01/2024

Yield Statistics

Bond Year Dollars.....	$10,326.67
Average Life.....	8.902 Years
Average Coupon.....	3.7294456%
Net Interest Cost (NIC).....	3.8642423%
True Interest Cost (TIC).....	3.8788053%
Bond Yield for Arbitrage Purposes.....	3.6174341%
All Inclusive Cost (AIC).....	4.0916985%

IRS Form 8038

Net Interest Cost.....	3.7294456%
Weighted Average Maturity.....	8.902 Years

Interest rates are estimates. Changes in rates may cause significant alterations to this schedule. The actual underwriter's discount bid may also vary.

$1,955,000

City of Brainerd, Minnesota

General Obligation Improvement Bonds, Series 2023A

Utilitiy Revenue Bonds - Sewer Improvements

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% D/S	Fiscal Total
11/16/2023	-	-	-	-	-	-
08/01/2024	-	-	50,526.83	50,526.83	53,053.17	-
02/01/2025	85,000.00	3.850%	35,666.00	120,666.00	126,699.30	179,752.47
08/01/2025	-	-	34,029.75	34,029.75	35,731.24	-
02/01/2026	105,000.00	3.690%	34,029.75	139,029.75	145,981.24	181,712.48
08/01/2026	-	-	32,092.50	32,092.50	33,697.13	-
02/01/2027	110,000.00	3.520%	32,092.50	142,092.50	149,197.13	182,894.25
08/01/2027	-	-	30,156.50	30,156.50	31,664.33	-
02/01/2028	115,000.00	3.420%	30,156.50	145,156.50	152,414.33	184,078.65
08/01/2028	-	-	28,190.00	28,190.00	29,599.50	-
02/01/2029	115,000.00	3.400%	28,190.00	143,190.00	150,349.50	179,949.00
08/01/2029	-	-	26,235.00	26,235.00	27,546.75	-
02/01/2030	120,000.00	3.400%	26,235.00	146,235.00	153,546.75	181,093.50
08/01/2030	-	-	24,195.00	24,195.00	25,404.75	-
02/01/2031	125,000.00	3.400%	24,195.00	149,195.00	156,654.75	182,059.50
08/01/2031	-	-	22,070.00	22,070.00	23,173.50	-
02/01/2032	130,000.00	3.400%	22,070.00	152,070.00	159,673.50	182,847.00
08/01/2032	-	-	19,860.00	19,860.00	20,853.00	-
02/01/2033	135,000.00	3.400%	19,860.00	154,860.00	162,603.00	183,456.00
08/01/2033	-	-	17,565.00	17,565.00	18,443.25	-
02/01/2034	140,000.00	3.450%	17,565.00	157,565.00	165,443.25	183,886.50
08/01/2034	-	-	15,150.00	15,150.00	15,907.50	-
02/01/2035	145,000.00	3.500%	15,150.00	160,150.00	168,157.50	184,065.00
08/01/2035	-	-	12,612.50	12,612.50	13,243.13	-
02/01/2036	150,000.00	3.850%	12,612.50	162,612.50	170,743.13	183,986.25
08/01/2036	-	-	9,725.00	9,725.00	10,211.25	-
02/01/2037	155,000.00	3.950%	9,725.00	164,725.00	172,961.25	183,172.50
08/01/2037	-	-	6,663.75	6,663.75	6,996.94	-
02/01/2038	160,000.00	4.050%	6,663.75	166,663.75	174,996.94	181,993.88
08/01/2038	-	-	3,423.75	3,423.75	3,594.94	-
02/01/2039	165,000.00	4.150%	3,423.75	168,423.75	176,844.94	180,439.88
Total	**$1,955,000.00**	**-**	**$650,130.33**	**$2,605,130.33**	**$2,735,386.85**	**-**

SIGNIFICANT DATES

Dated	11/16/2023
Delivery Date.....	11/16/2023
First Coupon Date.....	8/01/2024

Yield Statistics

Bond Year Dollars.....	$17,442.29
Average Life.....	8.922 Years
Average Coupon.....	3.7273217%
Net Interest Cost (NIC).....	3.8618224%
True Interest Cost (TIC).....	3.8764383%
Bond Yield for Arbitrage Purposes.....	3.6174341%
All Inclusive Cost (AIC).....	4.0888307%

IRS Form 8038

Net Interest Cost.....	3.7273217%
Weighted Average Maturity.....	8.922 Years

Interest rates are estimates. Changes in rates may cause significant alterations to this schedule. The actual underwriter's discount bid may also vary.

Brainerd GO Bonds, 2023A | Sewer Improvements | 8/31/2023 | 12:48 PM

$750,000

City of Brainerd, Minnesota

General Obligation Improvement Bonds, Series 2023A

Dated November 1, 2023

ASSESSMENT INCOME

Date	Principal	Coupon	Interest	Total P+I
12/31/2023	-	-	-	-
12/31/2024	75,000.00	5.150%	45,062.50	120,062.50
12/31/2025	75,000.00	5.150%	34,762.50	109,762.50
12/31/2026	75,000.00	5.150%	30,900.00	105,900.00
12/31/2027	75,000.00	5.150%	27,037.50	102,037.50
12/31/2028	75,000.00	5.150%	23,175.00	98,175.00
12/31/2029	75,000.00	5.150%	19,312.50	94,312.50
12/31/2030	75,000.00	5.150%	15,450.00	90,450.00
12/31/2031	75,000.00	5.150%	11,587.50	86,587.50
12/31/2032	75,000.00	5.150%	7,725.00	82,725.00
12/31/2033	75,000.00	5.150%	3,862.50	78,862.50
Total	**$750,000.00**	**-**	**$218,875.00**	**$968,875.00**

SIGNIFICANT DATES

Filing Date	11/01/2023
First Payment Date.....	12/31/2024

Brainerd, Minnesota

Aggregate Debt Service Payable from the Water Utility

Aggregate Debt Service

Calendar Year	$1,700,000 2015A Bonds	$4,845,000 2016A Bonds	$2,720,000 2018A Bonds	$5,250,000 2021A Bonds	$1,095,000 2023A Bonds*	Total D/S	Baxter Sales Tax Revenue	Net D/S Payable from Water	Coverage
2023	195,576	429,916	338,021	407,972		1,371,485	350,000	1,021,485	
2024	195,261	429,128	339,465	442,229		1,406,083	350,000	1,056,083	0.93
2025	196,435	432,803	338,048	433,172	106,706	1,507,165	350,000	1,157,165	0.85
2026	-	430,178	339,255	418,735	109,200	1,297,368	350,000	947,368	1.04
2027	-	429,201	334,976	409,416	106,313	1,279,905	350,000	929,905	1.05
2028	-	427,652	335,711	394,716	108,675	1,266,754	350,000	916,754	1.07
2029	-	430,277	-	456,797	110,775	997,849	350,000	647,849	1.51
2030	-	427,442	-	458,635	107,363	993,439	350,000	643,439	1.52
2031	-	429,240	-	463,570	109,200	1,002,010	240,000	762,010	1.29
2032	-	-	-	465,510	105,525	571,035	-	571,035	1.72
2033	-	-	-	465,838	107,100	572,938	-	572,938	1.71
2034	-	-	-	465,672	108,413	574,085	-	574,085	1.71
2035	-	-	-	463,680	109,463	573,143	-	573,143	1.71
2036	-	-	-	465,255	110,250	575,505	-	575,505	1.70
2037	-	-	-	466,620	106,470	573,090	-	573,090	1.71
2038					107,940	107,940		107,940	9.08
2039					109,200	109,200		109,200	8.98
Total	587,272	3,865,838	2,025,476	6,677,816	1,622,591	14,778,993	3,040,000	11,521,853	

Note: all debt service is shown at 105%
** Estimate*

Water Utility - 2022 Net Revenue & Coverage

Operating Revenues	$3,307,300
Operating Expenses	(3,837,516)
Operating Income	(530,216)
Add back depreciation	1,172,307
Interest Income	14,741
Local Option Sales Tax	323,758
Income Available for Debt Service	$980,590
Maximum Projected Debt Service	$1,157,165
Remaining Capacity	($176,575)

Brainerd, Minnesota

Aggregate Debt Service Payable from the Wastewater Treatment Utility

Aggregate Debt Service

Calendar Year	$4,845,000 2016A Bonds *(a)*	2009 PFA Loan	$1,840,000 2023A Bonds *(b)*	Total D/S	Coverage
2023	103,180	1,833,254		1,936,433	1.15
2024	102,991	1,850,811		1,953,802	1.14
2025	103,873	1,870,438	182,232	2,156,543	1.04
2026	103,243	1,888,917	180,810	2,172,970	1.03
2027	103,008	1,909,399	181,335	2,193,742	1.02
2028	102,636	1,929,717	181,598	2,213,951	1.01
2029	103,266		181,598	284,864	7.84
2030	102,586		181,335	283,921	7.86
2031	103,018		180,810	283,828	7.86
2032			180,023	180,023	12.40
2033			184,223	184,223	12.12
2034			182,648	182,648	12.22
2035			180,810	180,810	12.35
2036			183,960	183,960	12.13
2037			182,910	182,910	12.20
2038			181,650	181,650	12.29
2039			180,180	180,180	12.39
-	927,801	11,282,537	2,726,119	14,936,458	

Note: all debt service is shown at 105%
(a) represents 12% of the total debt service of the 2016A Bonds
(b) Estimate

Wastewater Treatment Utility - 2022 Net Revenue & Coverage

Operating Revenues	$2,933,200
Operating Expenses	(4,261,711)
Operating Income	(1,328,511)
Add back depreciation	1,840,100
Interest Income	103,529
Local Option Sales Tax	1,617,133
Income Available for Debt Service	$2,232,251
Maximum Projected Debt Service	$2,213,951
Remaining Capacity	$18,300

Extract of Minutes of Meeting
of the City Council of the City of
Brainerd, Crow Wing County, Minnesota

Pursuant to due call and notice thereof a regular meeting of the City Council of the City of Brainerd, Minnesota, was held on Monday, September 18, 2023, commencing at 7:30 p.m., at City Hall in the City.

The following members of the Council were present:

and the following were absent:

* * * * * * * * *

Member _____ presented the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

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

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, SERIES 2023A, IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF $5,435,000

BE IT RESOLVED By the City Council (the "City Council") of the City of Brainerd, Crow Wing County, Minnesota (the "City") as follows:

Section 1. Improvement Bonds.

(a) The City is authorized by Minnesota Statutes, Chapters 429 and 475, as amended (the "Improvement Act"), to issue obligations in an amount deemed necessary to defray in whole or in part the expense incurred and estimated to be incurred in making improvements authorized by the Improvement Act.

(b) Certain assessable public street improvements in the City (the "Assessable Improvements") have been made, duly ordered, or contracts let pursuant to the provisions of the Improvement Act.

(c) The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue obligations in the proposed principal amount of $2,320,000 (the "Improvement Bonds"), pursuant to the Improvement Act, to provide financing for the Assessable Improvements.

Section 2. Utility Revenue Bonds.

(a) The Brainerd Public Utilities Commission (the "BPU") has recommended the construction of various improvements to the City's water and sanitary sewer systems (the "Utility Improvements"), pursuant to Minnesota Statutes, Chapters 444 and 475, as amended (the "Utility Revenue Act").

(b) The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue obligations in the proposed principal amount of $3,115,000 (the "Utility Revenue Bonds"), pursuant to the Utility Revenue Act, to provide financing for the Utility Improvements.

(c) The Board of Commissioners of the BPU will consider a resolution at an upcoming meeting requesting that the City issue the Utility Revenue Bonds to finance the Utility Improvements.

Section 3. Sale of the Bonds.

(a) It is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Bonds, Series 2023A (the "Bonds"), in the proposed aggregate principal amount of $5,435,000, pursuant to the Improvement Act and the Utility Revenue Act (collectively, the "Act"), to provide financing for the

construction of the Assessable Improvements and the construction of the Utility Improvements. The Bonds will be issued, sold, and delivered in accordance with the Terms of Proposal attached hereto as EXHIBIT A (the "Terms of Proposal").

(b) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale. The actions of the City staff and municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

Section 4. Authority of Municipal Advisor. Baker Tilly Municipal Advisors, LLC (the "Municipal Advisor") is authorized and directed to negotiate the Bonds in accordance with the Terms of Proposal. The City Council will meet at 7:30 p.m. on Monday, October 16, 2023 (or such other date as the City Council shall deem appropriate), to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds.

Section 5. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the City ("Bond Counsel"), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates, and instruments relating to the Bonds. The officers, employees, and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

Section 6. Covenants. In the resolution awarding the sale of the Bonds the City Council will set forth the covenants and undertakings required by the Act.

Section 7. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Bonds and to deliver it on behalf of the City upon its completion.

Section 8. Declaration of Official Intent to Reimburse Certain Costs from Proceeds of the Bonds. The City hereby makes this declaration of official intent (the "Declaration") to reimburse the expenditures made for certain costs of the Assessable Improvements and the Utility Improvements, from the proceeds of the Bonds in accordance with Treasury Regulations, Section 1.150-2 (the "Reimbursement Regulations"). All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of the lesser of $100,000 or five percent (5%) of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, soil testing, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Adopted this ___ day of _____, 2023.

_____
KELLY BEVANS
President of the Council

Approved this ___ day of _____, 2023.

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

EXHIBIT A

TERMS OF PROPOSAL

THE CITY HAS AUTHORIZED BAKER TILLY MUNICIPAL ADVISORS, LLC TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:

TERMS OF PROPOSAL

$5,435,000*

CITY OF BRAINERD, MINNESOTA

GENERAL OBLIGATION BONDS, SERIES 2023A

(BOOK ENTRY ONLY)

Proposals for the above-referenced obligations (the "Bonds") will be received by the City of Brainerd, Minnesota (the "City") on Monday, October 16, 2023 (the "Sale Date") until 10:30 A.M., Central Time (the "Sale Time") at the offices of Baker Tilly Municipal Advisors, LLC ("Baker Tilly MA"), 30 East 7th Street, Suite 3025, Saint Paul, MN 55101, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at its meeting commencing at 7:30 P.M., Central Time, of the same day.

SUBMISSION OF PROPOSALS

Baker Tilly MA will assume no liability for the inability of a bidder or its proposal to reach Baker Tilly MA prior to the Sale Time, and neither the City nor Baker Tilly MA shall be responsible for any failure, misdirection or error in the means of transmission selected by any bidder. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) ***Sealed Bidding.*** Completed, signed proposals may be submitted to Baker Tilly MA by email to bids@bakertilly.com, and must be received prior to the Sale Time.

OR

(b) ***Electronic Bidding.*** Proposals may also be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all proposals submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of Proposal*. Neither the City, its agents, nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents, nor PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The City is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY®, this Terms of Proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2nd Floor, New York, New York 10018
Customer Support: (212) 849-5000

*Preliminary; subject to change.

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly US, LLP, an accounting firm. Baker Tilly US, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. © 2023 Baker Tilly Municipal Advisors, LLC.

DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on February 1 and August 1 of each year, commencing August 1, 2024. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts* as follows:

2025	$340,000	2028	$410,000	2031	$440,000	2034	$470,000	2037	$245,000
2026	$390,000	2029	$415,000	2032	$450,000	2035	$230,000	2038	$255,000
2027	$395,000	2030	$425,000	2033	$465,000	2036	$240,000	2039	$265,000

*The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity or maturities in multiples of $5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per $1,000 of Bonds as that of the original proposal. Gross spread for this purpose is the differential between the price paid to the City for the new issue and the prices at which the proposal indicates the securities will be initially offered to the investing public.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository for the Bonds. Individual purchases of the Bonds may be made in the principal amount of $5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The lowest bidder (the "Purchaser"), as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR/PAYING AGENT

The City will name the registrar/paying agent which shall be subject to applicable regulations of the Securities and Exchange Commission. The City will pay for the services of the registrar/paying agent.

OPTIONAL REDEMPTION

The City may elect on February 1, 2033, and on any day thereafter, to redeem Bonds due on or after February 1, 2034. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be redeemed. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All redemptions shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the City will pledge Net Revenues from the City's water and wastewater treatment funds for repayment of a portion of the Bonds. The proceeds of the Bonds will be used to finance (i) construction of various assessable public improvements and related water utility work; (ii) a sewer river crossing project and (iii) costs of issuance of the Bonds.

BANK QUALIFIED TAX-EXEMPT OBLIGATIONS

The City will designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BIDDING PARAMETERS

Proposals shall be for not less than $5,369,780 plus accrued interest, if any, on the total principal amount of the Bonds. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity as stated on the proposal must be 98.0% or greater.

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth herein. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the proposal form.

No proposal can be withdrawn or amended after the time set for receiving proposals on the Sale Date unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

ESTABLISHMENT OF ISSUE PRICE

In order to provide the City with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the "Code"), the Purchaser will be required to assist the City in establishing the issue price of the Bonds and shall complete, execute, and deliver to the City prior to the closing date, a written certification in a form acceptable to the Purchaser, the City, and Bond Counsel (the "Issue Price Certificate") containing the following for each maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity): (i) the interest rate; (ii) the reasonably expected initial offering price to the "public" (as said term is defined in Treasury Regulation Section 1.148-1(f) (the "Regulation")) or the sale price; and (iii) pricing wires or equivalent communications supporting such offering or sale price. Any action to be taken or documentation to be received by the City pursuant hereto may be taken or received on behalf of the City by Baker Tilly MA.

The City intends that the sale of the Bonds pursuant to this Terms of Proposal shall constitute a "competitive sale" as defined in the Regulation based on the following:

(i) the City shall cause this Terms of Proposal to be disseminated to potential bidders in a manner that is reasonably designed to reach potential bidders;
(ii) all bidders shall have an equal opportunity to submit a bid;
(iii) the City reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Bonds; and
(iv) the City anticipates awarding the sale of the Bonds to the bidder who provides a proposal with the lowest true interest cost, as set forth in this Terms of Proposal (See "AWARD" herein).

Any bid submitted pursuant to this Terms of Proposal shall be considered a firm offer for the purchase of the Bonds, as specified in the proposal. The Purchaser shall constitute an "underwriter" as said term is defined in the Regulation. By submitting its proposal, the Purchaser confirms that it shall require any agreement among underwriters, a selling group agreement, or other agreement to which it is a party relating to the initial sale of the Bonds, to include provisions requiring compliance with the provisions of the Code and the Regulation regarding the initial sale of the Bonds.

If all of the requirements of a "competitive sale" are not satisfied, the City shall advise the Purchaser of such fact prior to the time of award of the sale of the Bonds to the Purchaser. **In such event, any proposal submitted will not be subject to cancellation or withdrawal.** Within twenty-four (24) hours of the notice

of award of the sale of the Bonds, the Purchaser shall advise the City and Baker Tilly MA if 10% of any maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) has been sold to the public and the price at which it was sold. The City will treat such sale price as the "issue price" for such maturity, applied on a maturity-by-maturity basis. The City will not require the Purchaser to comply with that portion of the Regulation commonly described as the "hold-the-offering-price" requirement for the remaining maturities, but the Purchaser may elect such option. If the Purchaser exercises such option, the City will apply the initial offering price to the public provided in the proposal as the issue price for such maturities. If the Purchaser does not exercise that option, it shall thereafter promptly provide the City and Baker Tilly MA the prices at which 10% of such maturities are sold to the public; provided such determination shall be made and the City and Baker Tilly MA notified of such prices whether or not the closing date has occurred, until the 10% test has been satisfied as to each maturity of the Bonds or until all of the Bonds of a maturity have been sold.

GOOD FAITH DEPOSIT

To have its proposal considered for award, the Purchaser is required to submit a good faith deposit via wire transfer to the City in the amount of $54,350 (the "Deposit") no later than 1:30 P.M., Central Time on the Sale Date. The Purchaser shall be solely responsible for the timely delivery of its Deposit, and neither the City nor Baker Tilly MA have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the City may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

A Deposit will be considered timely delivered to the City upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from Baker Tilly MA following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the Purchaser will be retained by the City and no interest will accrue to the Purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the Purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the City. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

BOND INSURANCE AT PURCHASER'S OPTION

The City has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The City specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the City. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the City) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

CUSIP NUMBERS

If the Bonds qualify for the assignment of CUSIP numbers such numbers will be printed on the Bonds; however, neither the failure to print such numbers on any Bond nor any error with respect thereto will

constitute cause for failure or refusal by the Purchaser to accept delivery of the Bonds. Baker Tilly MA will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal Securities Rulemaking Board. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the Purchaser.

SETTLEMENT

On or about November 16, 2023, the Bonds will be delivered without cost to the Purchaser through DTC in New York, New York. Delivery will be subject to receipt by the Purchaser of an approving legal opinion of Kennedy & Graven, Chartered of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its agents, the Purchaser shall be liable to the City for any loss suffered by the City by reason of the Purchaser's non-compliance with said terms for payment.

CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the City will undertake, pursuant to the resolution awarding sale of the Bonds, to provide annual reports and notices of certain events. A description of this undertaking is set forth in the Official Statement. The Purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

OFFICIAL STATEMENT

The City has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement has been deemed final by the City as of the date thereof within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For an electronic copy of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the City, Baker Tilly Municipal Advisors, LLC, by telephone (651) 223-3000, or by email bids@bakertilly.com. The Preliminary Official Statement will also be made available at https://bondcalendar.bakertilly.com/.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts, and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to the Purchaser, the City agrees that, no more than seven business days after the date of such award, it shall provide to the Purchaser an electronic copy of the Final Official Statement. The City designates the Purchaser as its agent for purposes of distributing the Final Official Statement to each syndicate member, if applicable. The Purchaser agrees that if its proposal is accepted by the City, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with its syndicate members for purposes of assuring the receipt of the Final Official Statement by each such syndicate member.

Dated September 18, 2023

BY ORDER OF THE CITY COUNCIL

/s/ Jennifer Bergman
City Administrator

STATE OF MINNESOTA)
)
COUNTY OF CROW WING)
)
CITY OF BRAINERD)

I, the undersigned, being the duly qualified City Administrator of the City of Brainerd, Minnesota (the "City"), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Monday, September 18, 2023, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes, insofar as they relate to the issuance and sale of the City's General Obligation Bonds, Series 2023A, in the proposed aggregate principal amount of $5,435,000.

WITNESS My hand as City Administrator and the corporate seal of the City this ____ day of September, 2023.

_____
City Administrator
City of Brainerd, Minnesota

(SEAL)

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Adopt Resolution Declaring Costs to be Assessed and Call for Public Hearing - 2022-2023 Nuisances and Downtown Special Services District

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Jessie Dehn, Public Works Director, James Kramvik, Community Development Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director, James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Pursuant Minnesota Statute 429 and to continue with assessment proceedings, the City Council must declare costs to be assessed, order the preparation of the proposed assessment, and call a public hearing on the proposed assessment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The 2023 nuisance abatement assessments are totaling $37,775.00. Contracted snow removal costs in the downtown district had a total cost of $88,960.24 during the 2022-2023 snow season. This equates to 45.5 billed inches of snow. The special services district including landscaping, garbage, and maintenance had a cost of $15,135.53 for the 2023 season. Total cost of the special services district is $104,095.77. Of the total cost $47,618.58 is proposed to be assessed, $32,537.44 is proposed to be paid by the parking lot fund, and $23,939.75 is proposed to be paid by the street and sewer fund.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution in which declares the cost to be assessed, orders the preparation of the proposed assessment, and sets a public hearing on the proposed assessment on October 16, 2023 at 7:30 PM.

FINANCIAL IMPACT: N/A

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 16, 2023, to pass upon the proposed assessment for the following improvements:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations

Miscellaneous properties around the City

The areas proposed to be assessed for these improvements are the properties abutting and/or benefitting from the above-described projects.

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost of Downtown Special Services District is $104,095.77 of which $47,618.58 is proposed to be assessed.

The total cost of Nuisance Abatement is $37,775.00 of which $37,775.00 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is five and fifteen hundredths' percent (5.15%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of one (1) year.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.

2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.

3. The objector may be represented by counsel.

4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.

5. The entire hearing will be tape-recorded.

6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.

7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this 18th day of September 2023

Jennifer Bergman
City Administrator

Any individual needing special accommodations please call 828-2307.

Published September 20, 2023

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

RESOLUTION DECLARING COSTS TO BE ASSESSED
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT

WHEREAS, the costs have been determined for Downtown Special Services District and Nuisance Abatement involving the following described areas in the City of Brainerd:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations
Misc properties around the City

WHEREAS, the estimated total costs for said improvements are Downtown Special Services District – $104,095.77 and Nuisance Abatement - $37,775.00 respectively, and

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 16, 2023, at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be Downtown Special Services District $56,477.18 and Nuisance Abatement - $0.00 respectively, and the portion of the cost to be assessed against benefited property owners is declared to be Downtown Special Services District $47,618.58 and Nuisance Abatement – $37,775.00 respectively.

2. Assessments shall be payable in annual installments extending over a period of one year, to be paid on or before the first Monday in January 2024 and shall bear interest at the rate of five and fifteen hundredths' percent (5.15%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment.

The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 16th of October 2023 in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this ____ day of _____, 2023

_____
KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2023

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Adopt Resolution Declaring Costs to be Assessed and Call for Public Hearing - Imp 21-12 North Brainerd Reconstruction Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Pursuant to Minnesota Statute 429 and to continue with assessment proceedings, the City Council must declare costs to be assessed, order the preparation of the proposed assessment, and call a public hearing on the proposed assessment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Improvement 21-12 was for the reconstruction of streets in North Brainerd during the 2023 construction season. Streets that were reconstructed include:

- N. 3rd Street from Washington Street to Holly Street
- N. 6th Street from Washington Street to Juniper Street
- N. 7th Street from Kingwood Street to Holly Street
- Juniper Street from N. 2nd Street to N. 10th Street

Total project costs with engineering and construction included is estimated to be $4,069,601.24 with a total assessed amount of $778,679.87. This assessment is per the City assessment policy and will be on a front footage basis, with a calculated rate per project.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution in which declares the cost to be assessed, orders the preparation of the proposed assessment, and sets a public hearing on the proposed assessment on October 16, 2023 at 7:30 PM.

FINANCIAL IMPACT: N/A

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 16, 2023, to pass upon the proposed assessment for the following improvements:

IMPROVEMENT 21-12 – NORTH BRAINERD RECONSTRUCTION

Street Reconstruction

North 3rd Street from Washington Street to Holly Street
North 6th Street from Washington Street to Juniper Street
North 7th Street from Kingwood Street to Holly Street
Juniper Street from North 2nd Street to North 10th Street

The areas proposed to be assessed for these improvements are the properties abutting and/or benefitting from the above-described projects.

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost for Improvement 21-12 is $4,069,601.24 of which $778,679.87 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is five and fifteen hundredths' percent (5.15%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of ten (10) years.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified,

the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.

2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.

3. The objector may be represented by counsel.

4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.

5. The entire hearing will be tape-recorded.

6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.

7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this 18th day of September 2023

Jennifer Bergman
City Administrator

Any individual needing special accommodations please call 828-2307.

Published September 20, 2023

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

RESOLUTION DECLARING COSTS TO BE ASSESSED
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT

WHEREAS, the costs have been determined for Improvement 21-12 involving improvement of the following described streets in the City of Brainerd:

IMPROVEMENT 21-12 – NORTH BRAINERD RECONSTRUCTION

Street Reconstruction

North 3rd Street from Washington Street to Holly Street
North 6th Street from Washington Street to Juniper Street
North 7th Street from Kingwood Street to Holly Street
Juniper Street from North 2nd Street to North 10th Street

WHEREAS, the estimated total costs for said improvements for Improvement 21-12 is $4,069,601.24, and

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 16, 2023, at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be $3,290,921.37 and the portion of the cost to be assessed against benefited property owners is declared to be $778,679.87.

2. Assessments shall be payable in annual installments extending over a period of one year, to be paid on or before the first Monday in January 2024 and shall bear interest at the rate of five and fifteen hundredths' percent (5.15%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the succeeding year.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City

Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 16th of October 2023 in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this ____ day of _____, 2023

_____
KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2023

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: Adopt Resolution Declaring Costs to be Assessed and Call for Public Hearing - Imp 21-10 Greenwood Street Reconstruction Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Pursuant to Minnesota Statute 429 and to continue with assessment proceedings, the City Council must declare costs to be assessed, order the preparation of the proposed assessment, and call a public hearing on the proposed assessment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Improvement 21-10 was for the reconstruction of Greenwood Street as part of MnDOT's TH 371B (S. 6th Street) reconstruction project. This street was reconstructed as part of the 2022 reconstruction season. Total project costs with engineering and construction included is estimated to be $104,129.88 with a total assessed amount of $50,000.

This project was proposed to be assessed differently than the City's current policy. There are only two parcels adjacent to this segment of Greenwood Street, one owned by Lively Auto and one recently acquired by MN Teen Challenge. Both are currently vacant lots with no direct access to Greenwood Street. With that considered, staff wanted to verify that the assessment would not exceed the benefit received by the project. Previous Engineer Sandy had gathered general benefit data from our appraisers and determined that this type of improvement for these two parcels was better measured as an amount per square foot of buildable area. Based on that data, the amount included in the letters sent to property owners was $0.025 per square foot. Current Engineer Dehn verified this year with the same appraiser that the conditions of those assumptions in early 2022 have not changed. It is recommended to proceed with assessing costs on this project using the alternative method of $0.025 per square foot of assessable area.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution in which declares the cost to be assessed, orders the preparation of the proposed assessment, and sets a public hearing on the proposed assessment on October 16, 2023 at 7:30 PM.

FINANCIAL IMPACT: N/A

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 16, 2023, to pass upon the proposed assessment for the following improvements:

IMPROVEMENT 21-10 – GREENWOOD STREET RECONSTRUCTION

Street Reconstruction

Greenwood Street from MN TH 371B to Woodland Hills Lane

The areas proposed to be assessed for these improvements are the properties abutting and/or benefitting from the above-described projects.

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost for Improvement 21-10 is $104,129.88 of which $50,000 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is five and fifteen hundredths' percent (5.15%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of ten (10) years.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.

2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.

3. The objector may be represented by counsel.

4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.

5. The entire hearing will be tape-recorded.

6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.

7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this 18th day of September 2023

Jennifer Bergman
City Administrator

Any individual needing special accommodations please call 828-2307.

Published September 20, 2023

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

RESOLUTION DECLARING COSTS TO BE ASSESSED
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT

WHEREAS, the costs have been determined for Improvement 21-10 involving improvement of the following described streets in the City of Brainerd:

IMPROVEMENT 21-10 – GREENWOOD STREET RECONSTRUCTION

Street Reconstruction

Greenwood Street from MN TH 371B to Woodland Hills Lane

WHEREAS, the estimated total costs for said improvements for Improvement 21-10 is $104,129.88, and

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 16, 2023, at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be $54,129.88 and the portion of the cost to be assessed against benefited property owners is declared to be $50,000.00.

2. Assessments shall be payable in annual installments extending over a period of one year, to be paid on or before the first Monday in January 2024 and shall bear interest at the rate of five and fifteen hundredths' percent (5.15%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment. The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 16 or interest will be charged through December 31 of the succeeding year.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 16th of October 2023 in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this ____ day of _____, 2023

_____
KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2023

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

City Council
Agenda Request

MEETING DATE: September 18, 2023

TITLE OF ITEM: First Reading - Proposed Ordinance 1558 - Rental Dwelling License Board of Appeals

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:
At the September 5th City Council meeting, the Council directed staff to draft an ordinance to make the Safety and Public Works Committee the Rental Dwelling License Board of Appeals and bring the ordinance as a first reading to the next City Council meeting.

The City Council may (per sub section (a) of 425.3012) deny or revoke the license unless the owner appeals the determination within fifteen (15) business days after the date of the notice, in the manner provided in Section 425.3014.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
If the owner appeals within fifteen business days, The Rental Dwelling License Board of Appeals shall render its recommendation in writing within twenty (20) days after the close of the hearing. The recommendation shall determine whether the dwelling or dwelling units therein, meets the standards of Section 425 and shall specify the basis of determination.

The Rental Dwelling License Board of Appeals does not currently have an active member which would affect the appeal process outlined in Section 425. The Board is advisory to the City Council. They shall have the authority to hear and recommend action on all appeals from the Designated City Official to deny or revoke a rental dwelling license.

RECOMMENDED ACTION/MOTION:
Motion to conduct the first reading of Proposed Ordinance 1558, an Ordinance Amending Section 425.3014 of the City Code and to dispense with the actual reading.

*Note: a vote to dispense with the actual reading of the Ordinance must be unanimous.

FINANCIAL IMPACT: N/A

O R D I N A N C E
NO. 1558

AN ORDINANCE AMENDING SECTION 425.3014 – RENTAL DWELLING LICENSE BOARD OF APPEALS

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 425.3014 (a) of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

(a) ~~The Board~~ The Safety and Public Works Committee shall serve as the Rental Dwelling License Board of Appeals and is advisory to the City Council. They shall have the authority to hear and recommend action on all appeals from the Designated City Official to deny or revoke a rental dwelling license.

SECTION TWO: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____day of _____, 2023

_____
KELLY BEVANS
President of the Council

Approved this _____day of _____, 2023

_____
DAVE BADEAUX
Mayor

ATTEST: _____
JENNIFER BERGMAN
City Administrator

Published: One Time – _____