CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, November 6, 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: 2497 308 7580
Personnel and Finance Committee at 6:45 PM - Meeting Access Code: 2486 772 3065
Safety and Public Works Committee at 6:45 PM - Meeting Access Code: 2494 482 0410

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

1. **Call To Order**

2. **Roll Call**

   ___K. Stunek ___K. Terry ___T. Stenglein ___G. Johnson ___J. Czeczok ___M. O'Day ___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. **Minnesota Lawful Gambling Application for Exempt Permit Submitted by Blue Line Boosters for an Event to be held on January 24, 2024 at Essentia Health Sports Center, 502 Jackson Street, Brainerd**

   F. Accept the Retirement of Hydro Operator/Mechanic Bradley Holtz

   G. **Approve Reclassification of Ryan Miller to Lineworker effective September 27, 2023 at Step 4 ($46.37 per hour).**

H. **Approval of Transfers of Funds**

6. **Presentations**

7. **Council Committee Reports**

A. **Personnel & Finance Committee**

1. Discussion on Sanitary & Storm Sewer Rates
2. Approve Plans and Authorize Bidding - PD HVAC Replacement
3. Discuss Amending Sections 1010 Licensing Fees, 1015 Permit Procedures and Fees, 1130 Building Related Trades, and Rental License Fees.
4. Approve Promotion of Electric Distribution Supervisor Mitch Lachelt at Step 6 effective November 7, 2023, as Recommended by the Public Utilities Commission
5. Accept Retirement of Administrative Specialist II Elaine Kraemer
6. Approve Recreation Specialist Hiring Process as Recommended by the Park Board
7. Approve Interim City Administrator Agreement for Patrick Wussow
8. Approve GMP Consultants to Conduct the City Administrator Executive Search
9. Approve Library Capital Projects and Request Funds from Kitchigami Regional Library (KRL) Reserve Fund
10. Approval of Deferment of Assessments
11. Discussion of the 2024 Debt Levy
12. Authorize Submission of State of Minnesota - Office of the Attorney General Nonprofit/Charity Complaint Form

B. **Safety & Public Works Committee**

1. Approve Final Pay Request - Imp 22-06 Harrison Safe Routes to School
2. Approve Final Pay Request - Imp 23-01 2023 Chip Sealing Project
3. Approve Final Pay Request - Imp 23-03 Large Patching Project
4. Approve Change Order #1 and Partial Payment #1 - Lum Park SPRA
5. Approve Parking Change on S. 8th and S. 9th Streets
6. Authorize Application for Lowell Safe Routes to School Grant
7. Approve Braun Intertec Agreement - Downtown Cable Load Testing

8. Approve Termination of Crow Wing County Fuel Sales Agreement

9. Approve Draft Transit Cooperative Agreements with Crow Wing County and Baxter

10. Approve 2024 Capital Bus Purchase

11. Approve Transit Operating Policy Updates

8. **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)
   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. **Accept Committee Resignations**

   Patrick Wussow-- PUC

   C. **Review Contested Nuisance Assessments**

9. **New Business**

   A. **Request to Begin Eminent Domain Process**

   B. **Designate Interim City Administrator Wussow as Responsible Authority as a part of the Data Request Policy**

   C. **Request Workshop to Discuss Street and Public Utility Infrastructure for Upcoming Projects**

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

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

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn**

A. **Adjourn to Closed Labor Negotiation Strategy Session pursuant to MN Statutes, 13D.03, Subd 1(b) to prepare for Negotiations with the IBEW Local No. 31 and IUOE Local No. 49 Unions**

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 0011 - ACE HARDWARE:								
319247/1								
79799	ACE HARDWARE		10/18/2023	11/08/2023	59.99	59.99	Open	N
	ANTIFREEZE/FAUCET		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			59.99			
319214/1								
79800	ACE HARDWARE		10/17/2023	11/08/2023	14.38	14.38	Open	N
	EXPANDING FOAM		pziemer					11/08/2023
	237-3190-42220	REPAIR & MAINT			14.38			
319259/1								
79802	ACE HARDWARE		10/18/2023	11/08/2023	58.20	58.20	Open	N
	SWEEPER 118 CONVEYOR BELTS		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			58.20			
319224/1								
79809	ACE HARDWARE		10/17/2023	11/08/2023	8.98	8.98	Open	N
	SUPER GLUE		pziemer					11/08/2023
	225-2120-42210	OPERATING SUPPLIES			8.98			
318773/1								
79826	ACE HARDWARE		09/29/2023	11/08/2023	26.99	26.99	Open	N
	GGP - VANDALISM R&M - WOMENS RESTROOM		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			26.99			
319354/1								
79856	ACE HARDWARE		10/20/2023	11/08/2023	7.19	7.19	Open	N
	CLEANING SUPPLIES		pziemer					11/08/2023
	225-2120-42220	REPAIR & MAINT			7.19			
319463/1								
79892	ACE HARDWARE		10/26/2023	11/08/2023	26.98	26.98	Open	N
	DOWNTOWN - ROPE/TIES		pziemer					11/08/2023
	401-1003-43430	MISCELLANEOUS			26.98			
319605/1								
80061	ACE HARDWARE		10/31/2023	11/08/2023	10.76	10.76	Open	N
	J/D TRACTOR -LINK CHAIN QUICK		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			10.76			
319613/1								
80074	ACE HARDWARE		10/31/2023	11/08/2023	20.69	20.69	Open	N
	BATTERIES- WARMING HOUSE CLOCKS		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			20.69			
319623/1								
80088	ACE HARDWARE		11/01/2023	11/08/2023	32.34	32.34	Open	N
	BLACK SPRAY PAINT		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			32.34			
	Total for vendor 0011 - ACE HARDWARE:				266.50	266.50		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 2902 - ADVANCE AUTO PARTS:								
6574329222960								
79819	ADVANCE AUTO PARTS		10/19/2023	11/08/2023	17.09	17.09	Open	N
	TRUCK 101 OIL FILTER		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			17.09			
6574330323374								
80073	ADVANCE AUTO PARTS		10/30/2023	11/08/2023	34.18	34.18	Open	N
	ANTIFREEZE/COOLANT		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			34.18			
6574330523420								
80087	ADVANCE AUTO PARTS		11/01/2023	11/08/2023	49.18	49.18	Open	N
	BATTERIES AND FLASHLIGHT		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			49.18			
	Total for vendor 2902 - ADVANCE AUTO PARTS:				100.45	100.45		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:								
117754								
79807	AMERICAN STEEL SUPPLY INC		10/18/2023	11/08/2023	7.68	7.68	Open	N
	SWEEPER 118 CONVEYOR BELT STEEL STRA		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			7.68			
117428								
79896	AMERICAN STEEL SUPPLY INC		10/01/2023	11/08/2023	175.42	175.42	Open	N
	HISTORICAL SIGN STEEL		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			175.42			
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:				183.10	183.10		
Vendor 2846 - AMERICAN WELDING-GAS INC:								
09696925								
80106	AMERICAN WELDING-GAS INC		10/31/2023	11/08/2023	82.80	82.80	Open	N
	WELDING GAS CYLINDER RENTAL		pziemer					11/08/2023
	235-3100-43410	RENTAL EXPENSE			82.80			
	Total for vendor 2846 - AMERICAN WELDING-GAS INC:				82.80	82.80		
Vendor 0041 - ANDERSON BROTHERS CONSTRU:								
33502								
79658	ANDERSON BROTHERS CONSTRU		09/21/2023	11/08/2023	49,023.00	49,023.00	Open	N
	23:03 - 2023 STREET PATCHING		pziemer					11/08/2023
	401-9030-45530-23:03	CAPITAL-PYMTS TO CONTRACTS			49,023.00			
33758								
79804	ANDERSON BROTHERS CONSTRU		10/13/2023	11/08/2023	0.00	0.00	Void	N
	PATCHING 8X12		pziemer					11/08/2023
	237-3190-42220	REPAIR & MAINT			1,500.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
33781								
79866	ANDERSON BROTHERS CONSTRU		10/17/2023	11/08/2023	169.50	169.50	Open	N
	QTY 2.26 HOT MIX		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			169.50			
33897								
80063	ANDERSON BROTHERS CONSTRU		10/26/2023	11/08/2023	152.25	152.25	Open	N
	QTY 2.03 HOT MIX		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			152.25			
21:17 PAY REQ 1								
80093	ANDERSON BROTHERS CONSTRU		10/17/2023	11/08/2023	250,745.73	250,745.73	Open	N
	21-17 LUM PARK IMPROVEMENTS PAY REQ 1		pziemer					11/08/2023
	401-9030-45530-21:17	CAPITAL-PYMTS TO CONTRACTS			250,745.73			
33915								
80114	ANDERSON BROTHERS CONSTRU		10/27/2023	11/08/2023	151.50	151.50	Open	N
	QTY 2.02 HOT MIX		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			151.50			
	Total for vendor 0041 - ANDERSON BROTHERS CONSTRU:				300,241.98	300,241.98		
Vendor 4217 - ANDERSON CLEANERS:								
2023093076								
79841	ANDERSON CLEANERS		09/12/2023	11/08/2023	9.41	9.41	Open	N
	CSO 773TH UNIFORM PANTS SHORTENED		pziemer					11/08/2023
	225-2121-41113	UNIFORM ALLOWANCE			9.41			
	Total for vendor 4217 - ANDERSON CLEANERS:				9.41	9.41		
Vendor 0039 - ARAMARK UNIFORM SERVICES:								
2530197641								
79822	ARAMARK UNIFORM SERVICES		10/19/2023	11/08/2023	51.65	51.65	Open	N
	RUGS AND OVERALLS		pziemer					11/08/2023
	235-3100-43430	MISCELLANEOUS			51.65			
2530195118								
79830	ARAMARK UNIFORM SERVICES		10/12/2023	11/08/2023	76.56	76.56	Open	N
	RUGS AND OVERALLS		pziemer					11/08/2023
	235-3100-43430	MISCELLANEOUS			76.56			
2530200203								
79899	ARAMARK UNIFORM SERVICES		10/26/2023	11/08/2023	74.94	74.94	Open	N
	RUGS AND OVERALLS		pziemer					11/08/2023
	235-3100-43430	MISCELLANEOUS			74.94			
	Total for vendor 0039 - ARAMARK UNIFORM SERVICES:				203.15	203.15		
Vendor 3859 - ASL INTERPRETING SERVICES INC:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
INV-00244-A								
79881	ASL INTERPRETING SERVICES INC		10/24/2023	11/08/2023	72.22	72.22	Open	N
	INTERPRETING SERVICES		pziemer					11/08/2023
	225-2120-43300	PROFESSIONAL SERVICES			72.22			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:				72.22	72.22		
Vendor 0944 - ASPEN MILLS:								
321003								
79871	ASPEN MILLS		10/10/2023	11/08/2023	66.66	66.66	Open	N
	UNIFORM - L ANDERSON		pziemer					11/08/2023
	225-2220-41113	UNIFORM ALLOWANCE			66.66			
	Total for vendor 0944 - ASPEN MILLS:				66.66	66.66		
Vendor 2838 - AXON ENTERPRISE, INC.:								
INUS175352								
79810	AXON ENTERPRISE, INC.		09/01/2023	11/08/2023	31,413.84	31,413.84	Open	N
	BWC BUNDLE & LICENSING		pziemer					11/08/2023
	225-2120-43309	COMPUTER TECHNICAL SUPPORT			10,471.28			
	225-0000-15510	PREPAID OTHER			20,942.56			
INUS181993								
79811	AXON ENTERPRISE, INC.		09/01/2023	11/08/2023	261.60	261.60	Open	N
	TASER BATTER PACKS X3		pziemer					11/08/2023
	225-2120-42210	OPERATING SUPPLIES			261.60			
INUS165361								
79842	AXON ENTERPRISE, INC.		10/17/2023	11/08/2023	990.00	990.00	Open	N
	708 & 720 TASER INSTRUCTOR TRAINING		pziemer					11/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			990.00			
	Total for vendor 2838 - AXON ENTERPRISE, INC.:				32,665.44	32,665.44		
Vendor 0745 - BATTERIES PLUS:								
P66741810								
79872	BATTERIES PLUS		10/17/2023	11/08/2023	77.86	77.86	Open	N
	BATTERIES		pziemer					11/08/2023
	225-2220-42210	OPERATING SUPPLIES			77.86			
	Total for vendor 0745 - BATTERIES PLUS:				77.86	77.86		
Vendor 2068 - BAXTER POLICE DEPARTMENT:								
4TH QTR 23								
79844	BAXTER POLICE DEPARTMENT		10/23/2023	11/08/2023	1,347.91	1,347.91	Open	N
	REMIT 4TH QTR TZD		pziemer					11/08/2023
	225-0000-20800	DUE TO OTHER GOVT UNITS			1,347.91			
	Total for vendor 2068 - BAXTER POLICE DEPARTMENT:				1,347.91	1,347.91		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 4022 - BERGMAN, JENNIFER:								
10/6/23 - 2								
79893	BERGMAN, JENNIFER		10/06/2023	11/08/2023	587.10	587.10	Open	N
	LMC MEDIATION - HOTEL EXPENSE REIMB		pziemer					11/08/2023
	101-1400-43330	PROFESSIONAL DEVELOPMENT			587.10			
	Total for vendor 4022 - BERGMAN, JENNIFER:				587.10	587.10		
Vendor 3966 - BLUE SKY TRANSIT:								
92023								
79880	BLUE SKY TRANSIT		09/30/2023	11/08/2023	114,816.07	114,816.07	Open	N
	SEPT 2023 THIRD PARTY SERVICES		pziemer					11/08/2023
	203-9000-42212	MOTOR FUELS			3,431.42			
	203-9000-43401	VEHICLE REPAIRS			24,638.49			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY			86,746.16			
	Total for vendor 3966 - BLUE SKY TRANSIT:				114,816.07	114,816.07		
Vendor 3120 - BOLTON & MENK:								
0321707								
79833	BOLTON & MENK		09/29/2023	11/08/2023	25,290.00	25,290.00	Open	N
	23:12 - 4TH ST SW STORMWATER OUTFALL		pziemer					11/08/2023
	401-9030-43300-23:12	PROFESSIONAL SERVICES			25,290.00			
	Total for vendor 3120 - BOLTON & MENK:				25,290.00	25,290.00		
Vendor 0078 - BRAINERD LAKES AREA DEV C:								
OCT 2023								
79859	BRAINERD LAKES AREA DEV C		10/23/2023	11/08/2023	2,916.67	2,916.67	Open	N
	OCT 23 ECONOMIC DEVELOPEMENT CONSULT		pziemer					11/08/2023
	295-6510-43300	PROFESSIONAL SERVICES			2,916.67			
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:				2,916.67	2,916.67		
Vendor 0749 - BRAINERD LAKES SEWER, LLC:								
8363								
80094	BRAINERD LAKES SEWER, LLC		10/31/2023	11/08/2023	251.45	251.45	Open	N
	SATELLITE RENTALS OCT 2023		pziemer					11/08/2023
	230-5200-43410	RENTAL EXPENSE			81.61			
	230-5215-42210	OPERATING SUPPLIES			69.68			
	230-5200-43410	RENTAL EXPENSE			100.16			
	Total for vendor 0749 - BRAINERD LAKES SEWER, LLC:				251.45	251.45		
Vendor 0081 - BRAINERD MEDICAL SUPPLY:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
75,115							
79812	BRAINERD MEDICAL SUPPLY	10/17/2023	11/08/2023	57.98	57.98	Open	N
	FIRST AID & SAFETY SUPPLIES	pziemer					11/08/2023
	225-2120-42209 SAFETY EQUIPMENT SUPPLIES			57.98			
	Total for vendor 0081 - BRAINERD MEDICAL SUPPLY:			57.98	57.98		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
OCT 23 COBRA							
79837	BRAINERD PUBLIC UTILITIES	10/16/2023	11/08/2023	75.55	75.55	Open	N
	REMIT OCT 2023 COBRA	pziemer					11/08/2023
	101-0000-14100 DUE FROM COMPONENT UNIT			75.55			
ADDTL. WORK COMP							
80052	BRAINERD PUBLIC UTILITIES	10/30/2023	11/08/2023	1,204.00	1,204.00	Open	N
	REFUND WORK COMP 2022 RULE CHANGE	pziemer					11/08/2023
	101-0000-20850 DUE TO COMPONENT UNIT			1,204.00			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			1,279.55	1,279.55		
Vendor 2072 - BREEZY POINT POLICE DEPARTMENT:							
4TH QTR 23							
79845	BREEZY POINT POLICE DEPARTMENT	10/23/2023	11/08/2023	5,616.65	5,616.65	Open	N
	REMIT 4TH QTR TZD	pziemer					11/08/2023
	225-0000-20800 DUE TO OTHER GOVT UNITS			5,616.65			
	Total for vendor 2072 - BREEZY POINT POLICE DEPARTMENT:			5,616.65	5,616.65		
Vendor 0097 - BROTHERS FIRE PROTECTION:							
W28899							
79803	BROTHERS FIRE PROTECTION	10/06/2023	11/08/2023	454.00	454.00	Open	N
	2023 CITY HALL ANNUAL FIRE SPRINKLER	pziemer					11/08/2023
	101-1940-43300 PROFESSIONAL SERVICES			454.00			
	Total for vendor 0097 - BROTHERS FIRE PROTECTION:			454.00	454.00		
Vendor 3598 - BS&A SOFTWARE:							
150001							
79862	BS&A SOFTWARE	10/23/2023	11/08/2023	226.00	226.00	Open	N
	BSA ONLINE PERMIT FEE 7/5/23-10/9/23	pziemer					11/08/2023
	101-1800-43309 COMPUTER SUPPORT			226.00			
	Total for vendor 3598 - BS&A SOFTWARE:			226.00	226.00		
Vendor 0102 - CANON FINANCIAL SERVICE:							
31444883							
79879	CANON FINANCIAL SERVICE	10/23/2023	11/08/2023	80.69	80.69	Open	N
	FD COPIER CONTRACT 11/1/23-11/30/23	pziemer					11/08/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2220-43331	LEASED PAYMENTS			80.69			
31442831								
79988	CANON FINANCIAL SERVICE		10/22/2023	11/08/2023	19.73	19.73	Open	N
	11/1/23-11/30/23 LIBRARY COPIER		pziemer					11/08/2023
	211-5505-43430	MISC - COPY MACHINE PYMTS			19.73			
31444394								
80091	CANON FINANCIAL SERVICE		10/23/2023	11/08/2023	77.97	77.97	Open	N
	11/1/23-11/30/23 LIB COPIER CHARGE		pziemer					11/08/2023
	211-5505-43430	MISC - COPY MACHINE PYMTS			77.97			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:				178.39	178.39		
Vendor 0447 - CDW GOVERNMENT, INC:								
MH22962								
79835	CDW GOVERNMENT, INC		10/02/2023	11/08/2023	104.37	104.37	Open	N
	UPS TRIPPLITE 750VA		pziemer					11/08/2023
	101-1800-42210	OPERATING SUPPLIES			104.37			
MJ24446								
79836	CDW GOVERNMENT, INC		10/04/2023	11/08/2023	3,040.40	3,040.40	Open	N
	VEEAM ESSENTIALS & BACKUP MICROSOFT3(		pziemer					11/08/2023
	101-1800-43309	COMPUTER SUPPORT			3,040.40			
MM22176								
79868	CDW GOVERNMENT, INC		10/12/2023	11/08/2023	3,225.00	3,225.00	Open	N
	ADOBE ACROBAT QTY 44		pziemer					11/08/2023
	101-1800-43309	COMPUTER SUPPORT			3,034.05			
	260-9020-43309	COMPUTER SUPPORT			190.95			
	Total for vendor 0447 - CDW GOVERNMENT, INC:				6,369.77	6,369.77		
Vendor 0307 - CENTERPOINT ENERGY:								
92166-0/OCT23/CH								
80069	CENTERPOINT ENERGY		10/24/2023	11/08/2023	237.30	237.30	Open	N
	9/16/23-10/16/23 CITY HALL UTILITIES		pziemer					11/08/2023
	101-1940-43380	UTILITIES			175.82			
	101-1940-43380	UTILITIES			61.48			
91266-0/OCT23/FD								
80070	CENTERPOINT ENERGY		10/24/2023	11/08/2023	68.56	68.56	Open	N
	9/16/23-10/16/23 FIRE DEPT UTILITIES		pziemer					11/08/2023
	225-2220-43380	UTILITIES			37.04			
	225-2220-43380	UTILITIES			31.52			
92166-0/OCT23/PD								
80071	CENTERPOINT ENERGY		10/24/2023	11/08/2023	26.00	26.00	Open	N
	9/16/23-10/16/23 POLICE DEPT UTILITI		pziemer					11/08/2023
	225-2120-43380	UTILITIES			26.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
92166-0/OCT23/LIB								
80072	CENTERPOINT ENERGY		10/24/2023	11/08/2023	175.11	175.11	Open	N
	9/16/23-10/16/23 LIBRARY UTILITIES		pziemer					11/08/2023
	211-5500-43380	UTILITIES			175.11			
92166-0/OCT23/PKS								
80075	CENTERPOINT ENERGY		10/24/2023	11/08/2023	86.55	86.55	Open	N
	9/16/23-10/16/23 PARKS UTILITIES PLUS		pziemer					11/08/2023
	230-5200-43380	UTILITIES			86.55			
92166-0/OCT23/STRTS								
80076	CENTERPOINT ENERGY		10/24/2023	11/08/2023	60.55	60.55	Open	N
	9/16/23-10/16/23 STREETS UTILITIES		pziemer					11/08/2023
	235-3100-43380	UTILITIES			60.55			
	Total for vendor 0307 - CENTERPOINT ENERGY:				654.07	654.07		
Vendor 1343 - CHARTER COMMUNICATIONS:								
175587701102123								
79905	CHARTER COMMUNICATIONS		10/21/2023	11/08/2023	46.77	46.77	Open	N
	10/30/23-11/29/23 BUSINESS TV		pziemer					11/08/2023
	225-2120-43380	UTILITIES			46.77			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:				46.77	46.77		
Vendor 0119 - CLAREY'S SAFETY EQUIPMENT:								
208230								
80081	CLAREY'S SAFETY EQUIPMENT		10/31/2023	11/08/2023	299.44	299.44	Open	N
	RAE SENSOR MODULE		pziemer					11/08/2023
	225-2220-42210	OPERATING SUPPLIES			299.44			
	Total for vendor 0119 - CLAREY'S SAFETY EQUIPMENT:				299.44	299.44		
Vendor 1058 - COMMUNITY TRANSPORTATION:								
74656/2024								
79857	COMMUNITY TRANSPORTATION		10/20/2023	11/08/2023	750.00	750.00	Open	N
	2024 MEMBERSHIP DUES		pziemer					11/08/2023
	203-0000-15510	PREPAID OTHER			750.00			
	Total for vendor 1058 - COMMUNITY TRANSPORTATION:				750.00	750.00		
Vendor 3783 - CONNECT INTERIORS LLC:								
66401								
79813	CONNECT INTERIORS LLC		10/17/2023	11/08/2023	1,368.42	1,368.42	Open	N
	SQUAD ROOM CHAIRS X3		pziemer					11/08/2023
	400-9050-45530	CAPITAL - OTHER			1,368.42			
	Total for vendor 3783 - CONNECT INTERIORS LLC:				1,368.42	1,368.42		

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Vendor 3302 - COX, DAVID:							
10/21/23							
80048	COX, DAVID	10/21/2023	11/08/2023	20.00	20.00	Open	N
	REIMB - MSFCA ANNUAL CONF. EXPENSES	pziemer					11/08/2023
	225-2500-43330 PROFESSIONAL DEVELOPMENT			20.00			
	Total for vendor 3302 - COX, DAVID:			20.00	20.00		
Vendor 2069 - CROSBY POLICE DEPARTMENT:							
4TH QTR 23							
79846	CROSBY POLICE DEPARTMENT	10/23/2023	11/08/2023	1,671.53	1,671.53	Open	N
	REMIT 4TH QTR TZD	pziemer					11/08/2023
	225-0000-20800 DUE TO OTHER GOVT UNITS			1,671.53			
	Total for vendor 2069 - CROSBY POLICE DEPARTMENT:			1,671.53	1,671.53		
Vendor 2075 - CROSSLAKE POLICE DEPARTMENT:							
4TH QTR TZD							
79848	CROSSLAKE POLICE DEPARTMENT	10/23/2023	11/08/2023	261.73	261.73	Open	N
	REMIT 4TH QTR TZD	pziemer					11/08/2023
	225-0000-20800 DUE TO OTHER GOVT UNITS			261.73			
	Total for vendor 2075 - CROSSLAKE POLICE DEPARTMENT:			261.73	261.73		
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX 005111 FD							
79873	CUB FOODS - BRAINERD	10/12/2023	11/08/2023	439.30	439.30	Open	N
	FD OPEN HOUSE SUPPLIES	pziemer					11/08/2023
	225-2220-43430 MISCELLANEOUS			439.30			
TRX 007936 -PD							
79906	CUB FOODS - BRAINERD	10/25/2023	11/08/2023	83.87	83.87	Open	N
	OCT 23 LNL DONUTS/WATER	pziemer					11/08/2023
	278-6515-43430 MISCELLANEOUS			83.87			
TRX 000485 -PARKS							
79986	CUB FOODS - BRAINERD	10/01/2023	11/08/2023	10.29	10.29	Open	N
	CHEESE - CONCESSIONS	pziemer					11/08/2023
	230-5204-42210 OPERATING SUPPLIES			10.29			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			533.46	533.46		
Vendor 0133 - CWC RECORDER:							
23-9095							
79867	CWC RECORDER	10/10/2023	11/08/2023	46.00	46.00	Open	N
	INTERIM USE PERMIT -203 HAWKINS DRIVE	pziemer					11/08/2023
	101-2400-43350 PRINTING/LEGAL PUBLICATION			46.00			

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23-9740								
80077	CWC RECORDER		10/26/2023	11/08/2023	46.00	46.00	Open	N
	VARIANCE - 219 W LAUREL		pziemer					11/08/2023
	101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
23-9767								
80078	CWC RECORDER		10/27/2023	11/08/2023	92.00	92.00	Open	N
	PERMIT 502 JUNIPER/CUP 1606 MILL		pziemer					11/08/2023
	101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
	101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
	Total for vendor 0133 - CWC RECORDER:				184.00	184.00		
Vendor 0134 - CWC SANITARY LANDFILL:								
192660								
79828	CWC SANITARY LANDFILL		10/03/2023	11/08/2023	35.00	35.00	Open	N
	DUMPED MATTRESS & MICROWAVE MMP CONC		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			35.00			
	Total for vendor 0134 - CWC SANITARY LANDFILL:				35.00	35.00		
Vendor 1156 - CWC SHERIFF:								
4TH QTR 23								
79847	CWC SHERIFF		10/23/2023	11/08/2023	2,402.64	2,402.64	Open	N
	REMIT 4TH QTR TZD		pziemer					11/08/2023
	225-0000-20800	DUE TO OTHER GOVT UNITS			2,402.64			
	Total for vendor 1156 - CWC SHERIFF:				2,402.64	2,402.64		
Vendor 0135 - CWC TREASURER:								
6458/CH								
79851	CWC TREASURER		10/09/2023	11/08/2023	7,412.95	7,412.95	Open	N
	3RD QTR 23 CITY HALL EXPENSES		pziemer					11/08/2023
	101-1940-42220	REPAIR & MAINT			7,412.95			
6458/FD								
79852	CWC TREASURER		10/09/2023	11/08/2023	2,381.32	2,381.32	Open	N
	3RD QTR 2023 FIRE DEPT EXPENSES		pziemer					11/08/2023
	225-2220-42221	R&M BUILDING			2,381.32			
6458/LIB								
79853	CWC TREASURER		10/09/2023	11/08/2023	2,570.54	2,570.54	Open	N
	3RD QTR 23 LIBRARY EXPENSES		pziemer					11/08/2023
	211-5500-43430	MISCELLANEOUS			1,095.54			
	211-5508-43430	MISCELLANEOUS			1,475.00			
6458/PD								
79854	CWC TREASURER		10/09/2023	11/08/2023	1,236.90	1,236.90	Open	N
	3RD QTR 23 POLICE DEPT EXPENSES		pziemer					11/08/2023

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	225-2120-42220	REPAIR & MAINT			1,236.90			
6497/CH								
80089	CWC TREASURER		11/01/2023	11/08/2023	7,975.00	7,975.00	Open	N
	NOV 23 SHARED SERVICES - CITY HALL		pziemer					11/08/2023
	101-9200-43300	PROFESSIONAL SERVICES			7,975.00			
6497/LIB								
80090	CWC TREASURER		11/01/2023	11/08/2023	675.00	675.00	Open	N
	NOV 23 SHARED SERVICES - LIBRARY		pziemer					11/08/2023
	211-5500-43300	PROFESSIONAL SERVICES			675.00			
		Total for vendor 0135 - CWC TREASURER:			22,251.71	22,251.71		
Vendor 3438 - DAHLHEIMER BEVERAGE:								
2029865								
79824	DAHLHEIMER BEVERAGE		10/20/2023	11/08/2023	71.70	71.70	Open	N
	JANITORIAL SUPPLIES		pziemer					11/08/2023
	211-5500-43430	MISCELLANEOUS			71.70			
2013180								
79827	DAHLHEIMER BEVERAGE		09/26/2023	11/08/2023	2.25	2.25	Open	N
	JANITORIAL SUPPLIES		pziemer					11/08/2023
	230-5200-42210	OPERATING SUPPLIES			2.25			
2035877								
79989	DAHLHEIMER BEVERAGE		10/27/2023	11/08/2023	37.90	37.90	Open	N
	TOILET PAPER		pziemer					11/08/2023
	211-5500-42220	REPAIR & MAINT			37.90			
		Total for vendor 3438 - DAHLHEIMER BEVERAGE:			111.85	111.85		
Vendor 3147 - DAY'S SEWER SERVICE, LLC:								
32907								
79874	DAY'S SEWER SERVICE, LLC		10/16/2023	11/08/2023	300.00	300.00	Open	N
	OPEN HOUSE - PORTABLES LESS SALES TA		pziemer					11/08/2023
	225-2220-43430	MISCELLANEOUS			300.00			
		Total for vendor 3147 - DAY'S SEWER SERVICE, LLC:			300.00	300.00		
Vendor 1381 - DECHANTAL EXCAVATING LLC:								
21-12 PAY REQ 6								
79832	DECHANTAL EXCAVATING LLC		10/13/2023	11/08/2023	209,257.06	209,257.06	Open	N
	IMP 21-12 N. BRD -PAY REQ 6		pziemer					11/08/2023
	401-9030-45530-21:12	CAPITAL-PYMTS TO CONTRACTS			209,257.06			
19-02 FINAL								
79903	DECHANTAL EXCAVATING LLC		10/01/2023	11/08/2023	35,621.88	35,621.88	Open	N
	IMP 19-02 PAY REQ 6 - FINAL		pziemer					11/08/2023
	401-1902-45530	PYMTS TO CONTRACTORS			35,621.88			

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	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			244,878.94	244,878.94		
Vendor 4155 - DEHN, JESSIE:							
9/29/23							
79869	DEHN, JESSIE	09/29/2023	11/08/2023	205.44	205.44	Open	N
	MRPA CONFERENCE -REIMBURSEMENT	pziemer					11/08/2023
	101-1700-43330 PROFESSIONAL DEVELOPMENT			205.44			
	Total for vendor 4155 - DEHN, JESSIE:			205.44	205.44		
Vendor 4215 - DESIGN ELECTRIC INC:							
21:12 PAY REQ 3							
80045	DESIGN ELECTRIC INC	10/31/2023	11/08/2023	164.26	164.26	Open	N
	21-12 PED FLASHER -HOLLY ST	pziemer					11/08/2023
	401-9030-45530-21:12 CAPITAL-PYMTS TO CONTRACTS			164.26			
21:12 PAY REQ 2							
80051	DESIGN ELECTRIC INC	10/27/2023	11/08/2023	3,666.60	3,666.60	Open	N
	21:12 PED FLASHER HOLLY STREET	pziemer					11/08/2023
	401-9030-45530-21:12 CAPITAL-PYMTS TO CONTRACTS			3,666.60			
	Total for vendor 4215 - DESIGN ELECTRIC INC:			3,830.86	3,830.86		
Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:							
OCT 2023							
79858	DESTINATION DOWNTOWN BRAINERD COALI	10/23/2023	11/08/2023	909.09	909.09	Open	N
	OCT 23 ECONOMIC DEVELOPMENT CONSULTI	pziemer					11/08/2023
	295-6510-43300 PROFESSIONAL SERVICES			909.09			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:			909.09	909.09		
Vendor 0674 - DIXON MECHANICAL ELECTRIC:							
7802							
80050	DIXON MECHANICAL ELECTRIC	10/27/2023	11/08/2023	238.00	238.00	Open	N
	SWEEPER 118 STARTER REBUILD	pziemer					11/08/2023
	235-3100-42220 REPAIR & MAINT			238.00			
	Total for vendor 0674 - DIXON MECHANICAL ELECTRIC:			238.00	238.00		
Vendor 3080 - DOUCETTE'S LANDSCAPING & CONTRACTIN:							
10780							
79805	DOUCETTE'S LANDSCAPING & CONTRACTIN	10/12/2023	11/08/2023	2,775.00	2,775.00	Open	N
	REMAINING 2023 TREES	pziemer					11/08/2023
	400-9050-45530 CAPITAL - OTHER			2,775.00			
	Total for vendor 3080 - DOUCETTE'S LANDSCAPING & CONTRACTIN:			2,775.00	2,775.00		
Vendor 1286 - EAST SIDE OIL COMPANY:							

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R108048							
80049	EAST SIDE OIL COMPANY	10/27/2023	11/08/2023	150.00	150.00	Open	N
	FILTERS/ANTIFREEZE	pziemer					11/08/2023
	227-3230-43428 USED OIL RECYCLING EXPENSE			150.00			
	Total for vendor 1286 - EAST SIDE OIL COMPANY:			150.00	150.00		
Vendor 3503 - EQUIPMENT MANAGEMENT COMPANY:							
62922							
79901	EQUIPMENT MANAGEMENT COMPANY	10/18/2023	11/08/2023	2,077.96	2,077.96	Open	N
	EXTRICATION EQUIPMENT ANNUAL	pziemer					11/08/2023
	225-2220-43300 PROFESSIONAL SERVICES			2,077.96			
	Total for vendor 3503 - EQUIPMENT MANAGEMENT COMPANY:			2,077.96	2,077.96		
Vendor 3544 - ERKENS WATER:							
872915							
79902	ERKENS WATER	10/26/2023	11/08/2023	30.50	30.50	Open	N
	SOLAR SALT	pziemer					11/08/2023
	225-2220-42210 OPERATING SUPPLIES			30.50			
	Total for vendor 3544 - ERKENS WATER:			30.50	30.50		
Vendor 1815 - F.I.R.E. CROSSLAKE:							
6468							
79875	F.I.R.E. CROSSLAKE	10/16/2023	11/08/2023	650.00	650.00	Open	N
	RIT/SCBA REFRESHER HANDS ON SKILLS	pziemer					11/08/2023
	225-2220-43330 PROFESSIONAL DEVELOPMENT			650.00			
	Total for vendor 1815 - F.I.R.E. CROSSLAKE:			650.00	650.00		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX264113							
79834	FASTENAL COMPANY	10/06/2023	11/08/2023	20.93	20.93	Open	N
	CABLE TIES - DOWNTOWN REPAIRS	pziemer					11/08/2023
	401-1003-43430 MISCELLANEOUS			20.93			
	Total for vendor 0170 - FASTENAL COMPANY:			20.93	20.93		
Vendor 3865 - FIRST ARRIVING IO INC:							
2428							
80047	FIRST ARRIVING IO INC	10/13/2023	11/08/2023	863.96	863.96	Open	N
	FIRST ARRIVING DASHBOARD 1/14/24-1/1	pziemer					11/08/2023
	225-0000-15510 PREPAID OTHER			863.96			
	Total for vendor 3865 - FIRST ARRIVING IO INC:			863.96	863.96		
Vendor 3402 - FLEETPRIDE:							

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112109147							
79878	FLEETPRIDE	10/23/2023	11/08/2023	73.09	73.09	Open	N
	VEHICLE INSPECTION BOOKS	pziemer					11/08/2023
	235-3100-42220 REPAIR & MAINT			73.09			
	Total for vendor 3402 - FLEETPRIDE:			73.09	73.09		
Vendor 3973 - FUSION LEARNING PARTNERS:							
2023 BRAINERD							
79839	FUSION LEARNING PARTNERS	10/11/2023	11/08/2023	475.00	475.00	Open	N
	GOVIT 2023 SYMPOSIUM - S STRONG REGIS	pziemer					11/08/2023
	101-1800-43330 PROFESSIONAL DEVELOPMENT			475.00			
	Total for vendor 3973 - FUSION LEARNING PARTNERS:			475.00	475.00		
Vendor 0946 - GAME TIME:							
PJI-0220828							
80068	GAME TIME	10/20/2023	11/08/2023	335.59	335.59	Open	N
	BANE PARK - LEXAN BUBBLE 28	pziemer					11/08/2023
	230-5200-42220 REPAIR & MAINT			335.59			
	Total for vendor 0946 - GAME TIME:			335.59	335.59		
Vendor MISC - GARNER, GARY:							
10/25/23							
79884	GARNER, GARY	10/25/2023	11/08/2023	53.94	53.94	Open	N
	REFUND PARKING	pziemer					11/08/2023
	101-0000-22801 Refund: MR Unapplied Payments			53.94			
	Total for vendor MISC - GARNER, GARY:			53.94	53.94		
Vendor 0201 - HEARTLAND TIRE SERVICE INC:							
3044117							
79814	HEARTLAND TIRE SERVICE INC	10/17/2023	11/08/2023	711.96	711.96	Open	N
	SQD 430 - INSTALL FOUR TIRES	pziemer					11/08/2023
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			711.96			
	Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:			711.96	711.96		
Vendor 1440 - HOLMES, TIM:							
10/21/23							
79876	HOLMES, TIM	10/21/2023	11/08/2023	38.31	38.31	Open	N
	MSFCA CONFERENCE EXP. REIMBURSEMENT	pziemer					11/08/2023
	225-2500-43330 PROFESSIONAL DEVELOPMENT			38.31			
10/13/23							
79877	HOLMES, TIM	10/13/2023	11/08/2023	26.50	26.50	Open	N
	IAFC FDX PROGRAM - EXP. REIMB	pziemer					11/08/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2220-43330	PROFESSIONAL DEVELOPMENT		26.50			
	Total for vendor 1440 - HOLMES, TIM:			64.81	64.81		
Vendor 0769 - HYTEC CONSTRUCTION INC:							
13990							
79900	HYTEC CONSTRUCTION INC	10/01/2023	11/08/2023	49,340.35	49,340.35	Open	N
	FINAL - BRD WATER TOWER REPAIRS PAY I	pziemer					11/08/2023
	400-1481-45530	PYMTS TO CONTRACTORS		49,340.35			
	Total for vendor 0769 - HYTEC CONSTRUCTION INC:			49,340.35	49,340.35		
Vendor 3712 - JAREDS LAWN CARE:							
11003							
79984	JAREDS LAWN CARE	10/12/2023	11/08/2023	184.72	184.72	Open	N
	LAWN CARE	pziemer					11/08/2023
	225-2120-43300	PROFESSIONAL SERVICES		184.72			
	Total for vendor 3712 - JAREDS LAWN CARE:			184.72	184.72		
Vendor 0082 - KELLY'S SERVICE:							
1048							
80110	KELLY'S SERVICE	11/02/2023	11/08/2023	284.95	284.95	Open	N
	SQD 444 BATTERY	pziemer					11/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		284.95			
	Total for vendor 0082 - KELLY'S SERVICE:			284.95	284.95		
Vendor MISC - KIPPES, LEAH:							
10/30/23							
79952	KIPPES, LEAH	10/30/2023	11/08/2023	53.94	53.94	Open	N
	REFUND -CANCEL PARKING	pziemer					11/08/2023
	101-0000-22801	DUE TO CUSTOMERS		53.94			
	Total for vendor MISC - KIPPES, LEAH:			53.94	53.94		
Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:							
10/11/23							
79890	KITCHIGAMI REGIONAL LIBRARY - CC	10/11/2023	11/08/2023	440.80	440.80	Open	N
	REMIT LIB CC CHARGES THRU 10/11/23	pziemer					11/08/2023
	211-0000-20800	DUE TO OTHER GOVT UNITS		440.80			
	Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:			440.80	440.80		
Vendor 0223 - L & M STEEL:							
039321							
79855	L & M STEEL	10/23/2023	11/08/2023	463.42	463.42	Open	N
	TRUCK 107 TOOL RACK MODIFICATIONS	pziemer					11/08/2023

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	237-3190-42220	REPAIR & MAINT			463.42			
		Total for vendor 0223 - L & M STEEL:			463.42	463.42		
Vendor 3469 - LAKES AREA MAT SERVICE INC:								
20231024 #520								
79886	LAKES AREA MAT SERVICE INC		10/24/2023	11/08/2023	42.92	42.92	Open	N
	POLICE DEPT. FLOOR MATS		pziemer					11/08/2023
	225-2120-43300	PROFESSIONAL SERVICES			42.92			
20231010 #520								
79887	LAKES AREA MAT SERVICE INC		10/10/2023	11/08/2023	42.92	42.92	Open	N
	POLICE DEPT FLOOR MATS		pziemer					11/08/2023
	225-2120-43300	PROFESSIONAL SERVICES			42.92			
20231024 #522								
79888	LAKES AREA MAT SERVICE INC		10/24/2023	11/08/2023	44.08	44.08	Open	N
	CITY HALL FLOOR MATS		pziemer					11/08/2023
	101-1940-43410	RENTAL EXPENSE			44.08			
20231010 #522								
79889	LAKES AREA MAT SERVICE INC		10/10/2023	11/08/2023	44.08	44.08	Open	N
	CITY HALL FLOOR MATS		pziemer					11/08/2023
	101-1940-43410	RENTAL EXPENSE			44.08			
		Total for vendor 3469 - LAKES AREA MAT SERVICE INC:			174.00	174.00		
Vendor 3627 - LAKES AREA WILDLIFE CONTROL:								
OCTOBER 2023								
79894	LAKES AREA WILDLIFE CONTROL		10/26/2023	11/08/2023	3,076.00	3,076.00	Open	N
	OCT 23 ANIMAL CONTROL CONTRACT		pziemer					11/08/2023
	225-2700-43300	PROFESSIONAL SERVICES			3,076.00			
		Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:			3,076.00	3,076.00		
Vendor 3792 - LANDWEHR CONSTRUCTION INC:								
23:12 PAY REQ 1								
80062	LANDWEHR CONSTRUCTION INC		10/31/2023	11/08/2023	155,823.82	155,823.82	Open	N
	23:12 4TH ST STORMWATER OUTFALL		pziemer					11/08/2023
	401-9030-45530-23:12	CAPITAL-PYMTS TO CONTRACTS			155,823.82			
		Total for vendor 3792 - LANDWEHR CONSTRUCTION INC:			155,823.82	155,823.82		
Vendor 2308 - LHB INC.:								
190190.02-3								
79904	LHB INC.		10/01/2023	11/08/2023	7,455.00	7,455.00	Open	N
	BRD WATER TOWER EXTERIOR SURVEY		pziemer					11/08/2023
	400-1481-43300	PROFESSIONAL SERVICES			7,455.00			
		Total for vendor 2308 - LHB INC.:			7,455.00	7,455.00		

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Vendor 0239 - MACQUEEN EQUIPMENT INC:								
P53433								
79891	MACQUEEN EQUIPMENT INC		10/25/2023	11/08/2023	341.18	341.18	Open	N
	SWEEPER 118 DRIVE MOTOR SENSOR		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			341.18			
P53493								
79987	MACQUEEN EQUIPMENT INC		10/27/2023	11/08/2023	1,539.37	1,539.37	Open	N
	SWEEPER 118 OIL COOLER		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			1,539.37			
P53636								
80101	MACQUEEN EQUIPMENT INC		11/01/2023	11/08/2023	309.11	309.11	Open	N
	SWEEPER 111 MAIN BROOM BEARING		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			309.11			
P53642								
80102	MACQUEEN EQUIPMENT INC		11/01/2023	11/08/2023	94.57	94.57	Open	N
	SWEEPER 118 STARTER RELAY		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			94.57			
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:				2,284.23	2,284.23		
Vendor 1753 - MARCO:								
INV11758089								
79821	MARCO		10/19/2023	11/08/2023	1,128.12	1,128.12	Open	N
	10/19/23-11/18/23 UNIFY IT		pziemer					11/08/2023
	101-1800-43309	COMPUTER SUPPORT			1,128.12			
INV11765002								
79825	MARCO		10/20/2023	11/08/2023	2,568.00	2,568.00	Open	N
	MICROSOFT365 9/16/23-10/15/23		pziemer					11/08/2023
	101-1800-43309	COMPUTER SUPPORT			2,344.00			
	260-9020-43309	COMPUTER SUPPORT			224.00			
	Total for vendor 1753 - MARCO:				3,696.12	3,696.12		
Vendor 0243 - MARCO FINANCING:								
512884354								
79806	MARCO FINANCING		11/01/2023	11/08/2023	1,370.80	1,370.80	Open	N
	COPIER CITY HALL 3RD FLOOR 11/1/23-2/		pziemer					11/08/2023
	101-1800-43331	LEASE PAYMENTS			913.87			
	101-0000-15510	PREPAID OTHER			456.93			
512884081								
79815	MARCO FINANCING		10/08/2023	11/08/2023	796.96	796.96	Open	N
	QUARTERLY COPIER LEASE PD		pziemer					11/08/2023
	225-2120-43331	LEASED PAYMENTS			796.96			
	Total for vendor 0243 - MARCO FINANCING:				2,167.76	2,167.76		

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Vendor 2392 - MENARDS:								
07234								
79820	MENARDS		10/20/2023	11/08/2023	1,154.90	1,154.90	Open	N
	TRUCK 160 BED TOOL BOXES X2		pziemer					11/08/2023
	237-3190-42220	REPAIR & MAINT			1,154.90			
		Total for vendor 2392 - MENARDS:			1,154.90	1,154.90		
Vendor 3394 - MIDWEST MACHINERY CO:								
9804906								
79801	MIDWEST MACHINERY CO		10/10/2023	11/08/2023	24.99	24.99	Open	N
	BRUSH CUTTER BLADE		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			24.99			
9831098								
80082	MIDWEST MACHINERY CO		10/27/2023	11/08/2023	26.27	26.27	Open	N
	BELT FOR EDGER, OIL/FILTER FOR KROME		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			26.27			
9831109								
80083	MIDWEST MACHINERY CO		10/27/2023	11/08/2023	2,944.05	2,944.05	Open	N
	HONDA SNOWBLOWER		pziemer					11/08/2023
	400-9050-45530	CAPITAL - OTHER			2,944.05			
9822746								
80085	MIDWEST MACHINERY CO		10/23/2023	11/08/2023	65.93	65.93	Open	N
	JD SKID STEER MAINT.		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			65.93			
9837713								
80086	MIDWEST MACHINERY CO		10/31/2023	11/08/2023	12.20	12.20	Open	N
	SHEAR BOLTS FOR SNOW THROWERS		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			12.20			
		Total for vendor 3394 - MIDWEST MACHINERY CO:			3,073.44	3,073.44		
Vendor 1448 - MN DEPT OF TRANSPORTATION:								
P00017719								
79840	MN DEPT OF TRANSPORTATION		10/16/2023	11/08/2023	51.13	51.13	Open	N
	COLLEGE/QUINCE SIGNAL MAINTENANCE		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			51.13			
		Total for vendor 1448 - MN DEPT OF TRANSPORTATION:			51.13	51.13		
Vendor 3168 - MOTORS-N-MORE:								
30160								
79816	MOTORS-N-MORE		10/16/2023	11/08/2023	300.58	300.58	Open	N
	SQD 435 BATTERY/OIL CHANGE		pziemer					11/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			300.58			

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30168								
79817	MOTORS-N-MORE		10/18/2023	11/08/2023	23.00	23.00	Open	N
	SQD 411 - OIL CHANGE		pziemer					11/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
30203								
80111	MOTORS-N-MORE		11/02/2023	11/08/2023	23.00	23.00	Open	N
	SQD 436 - OIL CHANGE		pziemer					11/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
30198								
80112	MOTORS-N-MORE		11/01/2023	11/08/2023	23.00	23.00	Open	N
	SQD 430 - OIL CHANGE		pziemer					11/08/2023
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
		Total for vendor 3168 - MOTORS-N-MORE:			369.58	369.58		
Vendor 1449 - M-R SIGN CO., INC.:								
221902								
79864	M-R SIGN CO., INC.		10/13/2023	11/08/2023	571.75	571.75	Open	N
	QTY 25 GREEN U CHANNEL POSTS		pziemer					11/08/2023
	235-3170-42210	OPERATING SUPPLIES			571.75			
221901								
79865	M-R SIGN CO., INC.		10/13/2023	11/08/2023	589.20	589.20	Open	N
	QTY 2 COLLGE DR. SIGNS		pziemer					11/08/2023
	235-3170-42210	OPERATING SUPPLIES			589.20			
		Total for vendor 1449 - M-R SIGN CO., INC.:			1,160.95	1,160.95		
Vendor 0273 - NAPA AUTO PARTS:								
652517								
79885	NAPA AUTO PARTS		10/25/2023	11/08/2023	216.80	216.80	Open	N
	SWEEPER 118 HYDRAULIC FLUID		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			216.80			
652211								
79983	NAPA AUTO PARTS		10/24/2023	11/08/2023	275.01	275.01	Open	N
	HYDRAULIC HOSE FITTINGS		pziemer					11/08/2023
	235-3100-42220	REPAIR & MAINT			275.01			
		Total for vendor 0273 - NAPA AUTO PARTS:			491.81	491.81		
Vendor 0427 - NISSWA POLICE DEPT:								
4TH QTR 23								
79849	NISSWA POLICE DEPT		10/23/2023	11/08/2023	3,721.99	3,721.99	Open	N
	REMIT 4TH QTR TZD		pziemer					11/08/2023
	225-0000-20800	DUE TO OTHER GOVT UNITS			3,721.99			
		Total for vendor 0427 - NISSWA POLICE DEPT:			3,721.99	3,721.99		

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Vendor 3725 - NORTH RISK PARTNERS:								
6220571								
79898	NORTH RISK PARTNERS		10/26/2023	11/08/2023	12,500.00	12,500.00	Open	N
	1ST INSTALLMENT 2023 HEALTH INS BROKE		pziemer					11/08/2023
	101-9200-43300	PROFESSIONAL SERVICES			1,750.00			
	101-0000-14100	DUE FROM COMPONENT UNIT			5,250.00			
	101-0000-14100	DUE FROM COMPONENT UNIT			1,750.00			
	260-9020-43300	PROFESSIONAL SERVICES			250.00			
	101-0000-15510	PREPAID OTHER			3,500.00			
	Total for vendor 3725 - NORTH RISK PARTNERS:				12,500.00	12,500.00		
Vendor 0736 - NORTHLAND FIRE PROTECTION:								
55708								
79870	NORTHLAND FIRE PROTECTION		10/19/2023	11/08/2023	270.00	270.00	Open	N
	ANNUAL SPRINKLER INSPECTION - LIB 202		pziemer					11/08/2023
	211-5500-43430	MISCELLANEOUS			270.00			
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:				270.00	270.00		
Vendor 0284 - OFFICE SHOP:								
1133975-1								
80064	OFFICE SHOP		10/26/2023	11/08/2023	118.50	118.50	Open	N
	FOLDERS		pziemer					11/08/2023
	101-1940-42200	OFFICE SUPPLIES			118.50			
1133975-0								
80065	OFFICE SHOP		10/25/2023	11/08/2023	16.45	16.45	Open	N
	LEGAL NOTE PADS		pziemer					11/08/2023
	101-1940-42200	OFFICE SUPPLIES			16.45			
329023-0								
80113	OFFICE SHOP		10/26/2023	11/08/2023	103.70	103.70	Open	N
	LIBRARY COPIER CONTRACT		pziemer					11/08/2023
	211-5505-43430	MISC - COPY MACHINE PYMTS			103.70			
	Total for vendor 0284 - OFFICE SHOP:				238.65	238.65		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:								
1647-226501								
79829	O'REILLY AUTOMOTIVE STORES INC.		09/29/2023	11/08/2023	57.98	57.98	Open	N
	OIL - PARKS SHOP		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			57.98			
1647-231969								
80084	O'REILLY AUTOMOTIVE STORES INC.		10/24/2023	11/08/2023	15.86	15.86	Open	N
	MOWER - OIL FILTER		pziemer					11/08/2023
	230-5200-42220	REPAIR & MAINT			15.86			

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	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				73.84	73.84		
Vendor 4100 - PACE SYSTEMS INC:								
IN00053427								
79985	PACE SYSTEMS INC		10/01/2023	11/08/2023	2,240.00	2,240.00	Open	N
	SCHEDULING SOFTWARE		pziemer					11/08/2023
	225-2120-43309	COMPUTER TECHNICAL SUPPORT			560.00			
	225-0000-15510	PREPAID OTHER			1,680.00			
	Total for vendor 4100 - PACE SYSTEMS INC:				2,240.00	2,240.00		
Vendor 3615 - PAMELA ZIEMER:								
10/24/23								
80109	PAMELA ZIEMER		10/24/2023	11/08/2023	76.77	76.77	Open	N
	REIMB MILEAGE - MNGFOA ACCT. CLASS S		pziemer					11/08/2023
	101-1400-43330	PROFESSIONAL DEVELOPMENT			76.77			
	Total for vendor 3615 - PAMELA ZIEMER:				76.77	76.77		
Vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:								
4TH QTR 23								
79850	PEQUOT LAKES POLICE DEPARTMENT		10/23/2023	11/08/2023	862.37	862.37	Open	N
	REMIT 4TH QTR TZD		pziemer					11/08/2023
	225-0000-20800	DUE TO OTHER GOVT UNITS			862.37			
	Total for vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:				862.37	862.37		
Vendor 3413 - RATWIK, ROSZAK AND MALONEY:								
AUG 2023								
80107	RATWIK, ROSZAK AND MALONEY		10/01/2023	11/08/2023	9,694.27	9,694.27	Open	N
	AUG 23 RETAINER/SPECIAL SERVICES		pziemer					11/08/2023
	101-1610-43301	CITY ATTORNEY			4,976.20			
	101-1610-43301	CITY ATTORNEY			3,312.37			
	101-0000-14100	DUE FROM COMPONENT UNIT			1,386.20			
	295-0000-20600	DEPOSITS PAYABLE			19.50			
SEPT 2023								
80108	RATWIK, ROSZAK AND MALONEY		10/01/2023	11/08/2023	8,417.88	8,417.88	Open	N
	SEPT 23 RETAINER/SPECIAL SERVICES		pziemer					11/08/2023
	101-1610-43301	CITY ATTORNEY			4,178.42			
	101-0000-14100	DUE FROM COMPONENT UNIT			701.25			
	101-1610-43301	CITY ATTORNEY			3,094.21			
	101-0000-14100	DUE FROM COMPONENT UNIT			444.00			
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:				18,112.15	18,112.15		
Vendor 2986 - S&P GLOBAL RATINGS:								

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11462756								
79843	S&P GLOBAL RATINGS		10/10/2023	11/08/2023	18,000.00	18,000.00	Open	N
	MN GO BONDS 2023A: ANALYTICAL SVCS		pziemer					11/08/2023
	401-9030-43300-21:12	PROFESSIONAL SERVICES - S&P			7,560.00			
	101-0000-14100	DFCU - 2023A S&P WATER			3,960.00			
	101-0000-14100	DFCU - 2023A S&P SEWER			6,480.00			
	Total for vendor 2986 - S&P GLOBAL RATINGS:				18,000.00	18,000.00		
Vendor 1636 - SCR - NORTHERN BAXTER:								
W46726								
79831	SCR - NORTHERN BAXTER		10/12/2023	11/08/2023	824.77	824.77	Open	N
	LIB. HEATING VALVE FINAL REPAIRS		pziemer					11/08/2023
	211-5500-43430	MISCELLANEOUS			824.77			
W46967								
79990	SCR - NORTHERN BAXTER		10/27/2023	11/08/2023	952.00	952.00	Open	N
	HVAC MAINTENANCE		pziemer					11/08/2023
	211-5500-42220	REPAIR & MAINT			952.00			
	Total for vendor 1636 - SCR - NORTHERN BAXTER:				1,776.77	1,776.77		
Vendor 3612 - SEVERSON PORTER LAW:								
OCTOBER 2023								
79895	SEVERSON PORTER LAW		10/26/2023	11/08/2023	18,333.33	18,333.33	Open	N
	OCT 23 PROSECUTION AGREEMENT		pziemer					11/08/2023
	225-2127-43310	MISDEMEANOR PROSECUTOR			18,333.33			
	Total for vendor 3612 - SEVERSON PORTER LAW:				18,333.33	18,333.33		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:								
454720								
79808	SHORT ELLIOTT HENDRICKSON		10/15/2023	11/08/2023	533.69	533.69	Open	N
	BRDMN CLST CONSTR. W&NPC		pziemer					11/08/2023
	401-1902-43300	PROFESSIONAL SERVICES			533.69			
454236								
79883	SHORT ELLIOTT HENDRICKSON		10/11/2023	11/08/2023	11,676.18	11,676.18	Open	N
	23:13 WILLOW & 6TH ROUNDABOUT		pziemer					11/08/2023
	401-9030-43300-23:13	PROFESSIONAL SERVICES			11,676.18			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:				12,209.87	12,209.87		
Vendor 0322 - STREICHERS PROF EQUIP:								
I1659545								
79818	STREICHERS PROF EQUIP		10/11/2023	11/08/2023	139.98	139.98	Open	N
	713JB INITIAL ISSUE		pziemer					11/08/2023
	225-2120-41113	UNIFORM ALLOWANCE			139.98			

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I1660826								
79882	STREICHERS PROF EQUIP		10/18/2023	11/08/2023	35.98	35.98	Open	N
	701 - UNIFORM NAMEPLATE		pziemer					11/08/2023
	225-2120-41113	UNIFORM ALLOWANCE			35.98			
CM297375								
80079	STREICHERS PROF EQUIP		10/03/2023	11/08/2023	(115.00)	(115.00)	Open	N
	CREDIT - 773TH - CSO UNIFORM BOOTS		pziemer					11/08/2023
	225-2121-41113	UNIFORM ALLOWANCE			(115.00)			
I1661972								
80080	STREICHERS PROF EQUIP		10/25/2023	11/08/2023	33.98	33.98	Open	N
	725 - UNIFORM BELT		pziemer					11/08/2023
	225-2120-41113	UNIFORM ALLOWANCE			33.98			
I1662317								
80115	STREICHERS PROF EQUIP		10/27/2023	11/08/2023	1,446.00	1,446.00	Open	N
	713 - INITIAL ISSUE		pziemer					11/08/2023
	225-2120-41113	UNIFORM ALLOWANCE			1,446.00			
	Total for vendor 0322 - STREICHERS PROF EQUIP:				1,540.94	1,540.94		
Vendor 3838 - SWANSON HASKAMP CONSULTING:								
OCT 2023								
79861	SWANSON HASKAMP CONSULTING		10/23/2023	11/08/2023	2,916.67	2,916.67	Open	N
	OCT 23 ECONOMIC DEVELOPMENT CONSULTI		pziemer					11/08/2023
	295-6510-43300	PROFESSIONAL SERVICES			2,916.67			
	Total for vendor 3838 - SWANSON HASKAMP CONSULTING:				2,916.67	2,916.67		
Vendor 0408 - TOWMASTER:								
464150								
79863	TOWMASTER		10/19/2023	11/08/2023	469.70	469.70	Open	N
	TRUCK 103		pziemer					11/08/2023
	235-3125-42220	TRUCK 103 SCRAPER REPLACEMENT			469.70			
	Total for vendor 0408 - TOWMASTER:				469.70	469.70		
Vendor 0334 - U.S. BANK:								
7096737								
79897	U.S. BANK		10/25/2023	11/08/2023	500.00	500.00	Open	N
	GO IMP BONDS 2021A		pziemer					11/08/2023
	101-0000-14100	DUE FROM COMPONENT UNIT			380.00			
	305-7610-46620	PAYING AGENT FEES			120.00			
	Total for vendor 0334 - U.S. BANK:				500.00	500.00		
Vendor 0087 - VISIT BRAINERD:								

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AUG 2023								
79798	VISIT BRAINERD		10/17/2023	11/08/2023	5,917.23	5,917.23	Open	N
	REMIT AUG 23 LODGING TAX		pziemer					11/08/2023
	101-9200-43340	LODGING TAX REMIT/PR			5,917.23			
OCT 2023								
79860	VISIT BRAINERD		10/23/2023	11/08/2023	3,333.34	3,333.34	Open	N
	OCT 23 ECONOMIC DEVELOPMENT CONSULTIN		pziemer					11/08/2023
	295-6510-43300	PROFESSIONAL SERVICES			3,333.34			
	Total for vendor 0087 - VISIT BRAINERD:				9,250.57	9,250.57		
Vendor 0344 - WASTE PARTNERS INC:								
3AX28796								
80095	WASTE PARTNERS INC		10/31/2023	11/08/2023	551.07	551.07	Open	N
	OCT 23 PARKS WASTE REMOVAL		pziemer					11/08/2023
	230-5200-43380	UTILITIES			551.07			
3AX28798								
80096	WASTE PARTNERS INC		10/31/2023	11/08/2023	111.15	111.15	Open	N
	OCT 23 FIRE DEPT WASTE REMOVAL		pziemer					11/08/2023
	225-2220-43380	UTILITIES			111.15			
3AX28799								
80097	WASTE PARTNERS INC		10/31/2023	11/08/2023	144.35	144.35	Open	N
	OCT 23 CITY HALL WASTE REMOVAL		pziemer					11/08/2023
	101-1940-43380	UTILITIES			144.35			
3AX28800								
80098	WASTE PARTNERS INC		10/31/2023	11/08/2023	222.77	222.77	Open	N
	OCT 23 DOWNTOWN WASTE REMOVAL		pziemer					11/08/2023
	401-1003-43300	PROFESSIONAL SERVICES			222.77			
3AX28801								
80099	WASTE PARTNERS INC		10/31/2023	11/08/2023	136.15	136.15	Open	N
	OCT 23 POLICE DEPT WASTE REMOVAL		pziemer					11/08/2023
	225-2120-43380	UTILITIES			136.15			
3AX28802								
80100	WASTE PARTNERS INC		10/31/2023	11/08/2023	64.35	64.35	Open	N
	OCT 23 WASTE OIL REMOVAL		pziemer					11/08/2023
	227-3230-43428	USED OIL RECYCLING EXPENSE			64.35			
3AX28797/PARKS								
80103	WASTE PARTNERS INC		10/31/2023	11/08/2023	55.57	55.57	Open	N
	OCT 23 PARKS .5 GARAGE WASTE REMOVAL		pziemer					11/08/2023
	230-5200-43380	UTILITIES			55.57			
3AX28797/STRTS								
80104	WASTE PARTNERS INC		10/31/2023	11/08/2023	55.58	55.58	Open	N
	OCT 23 STREETS .5 GARAGE WASTE REMOVA		pziemer					11/08/2023

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	235-3100-43380	UTILITIES			55.58			
	Total for vendor 0344 - WASTE PARTNERS INC:				1,340.99	1,340.99		
Vendor 0346 - WIDSETH SMITH NOLTING:								
226402								
80066	WIDSETH SMITH NOLTING		10/20/2023	11/08/2023	18,799.00	18,799.00	Open	N
	21:17 LUM PARK RD/BOAT LAUNCH		pziemer					11/08/2023
	401-9030-43300-21:17	PROFESSIONAL SERVICES			18,799.00			
226626								
80067	WIDSETH SMITH NOLTING		10/23/2023	11/08/2023	23,118.74	23,118.74	Open	N
	23:26 BRD POLICE DEPT RTU REPLACEMENT		pziemer					11/08/2023
	229-0000-43300-23:26	PROFESSIONAL SERVICES			23,118.74			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:				41,917.74	41,917.74		
Vendor 4241 - WOODSY CREATIVE CO LLC:								
1014								
79838	WOODSY CREATIVE CO LLC		09/22/2023	11/08/2023	1,000.00	1,000.00	Open	N
	DRAGON TAIL 50 FT - HISTORIC WATER TC		pziemer					11/08/2023
	245-1310-43430	MISCELLANEOUS			1,000.00			
	Total for vendor 4241 - WOODSY CREATIVE CO LLC:				1,000.00	1,000.00		
Vendor 0354 - ZIEGLER, INC:								
IN001234383								
80105	ZIEGLER, INC		11/02/2023	11/08/2023	10.25	10.25	Open	N
	GRADER 112 LIGHT BULB		pziemer					11/08/2023
	235-3125-42220	REPAIR & MAINT			10.25			
	Total for vendor 0354 - ZIEGLER, INC:				10.25	10.25		
PCard: 2257 U.S. BANK Card Holder: CITY HALL								
Vendor 3698 - AMAZON:								
10/2/23								
79960	AMAZON		10/02/2023	11/08/2023	357.60	357.60	Open	N
	AWS SEPT 2023		pziemer					11/08/2023
	101-1800-43309	COMPUTER SUPPORT			357.60			
9/29/23								
79964	AMAZON		10/01/2023	11/08/2023	47.48	47.48	Open	N
	SMALL TABLE FOR COUNCIL CHAMBERS		pziemer					11/08/2023
	101-9200-43430	MISCELLANEOUS			47.48			
	Total for vendor 3698 - AMAZON:				405.08	405.08		
Vendor 3489 - APWA-MN CHAPTER:								

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: CITY HALL							
9/25/23							
79963	APWA-MN CHAPTER	10/01/2023	11/08/2023	366.90	366.90	Open	N
	2023 APWA MN FALL CONF. - J.DEHN	pziemer					11/08/2023
	101-1700-43330 PROFESSIONAL DEVELOPMENT			366.90			
	Total for vendor 3489 - APWA-MN CHAPTER:			366.90	366.90		
Vendor MISC - ARROWWOOD:							
9/29/23							
79961	ARROWWOOD	10/01/2023	11/08/2023	272.42	272.42	Open	N
	HOTEL FOR CONF. - C,HILLMAN	pziemer					11/08/2023
	101-1400-43330 PROFESSIONAL DEVELOPMENT			272.42			
	Total for vendor MISC - ARROWWOOD:			272.42	272.42		
Vendor MISC - CANAL PARK LODGE:							
10/6/23							
79982	CANAL PARK LODGE	10/06/2023	11/08/2023	615.34	615.34	Open	N
	GIS CONFERENCE - HOTEL	pziemer					11/08/2023
	101-1800-43330 PROFESSIONAL DEVELOPMENT			615.34			
	Total for vendor MISC - CANAL PARK LODGE:			615.34	615.34		
Vendor MISC - EVENTBRITE:							
10/16/23							
79957	EVENTBRITE	10/16/2023	11/08/2023	124.56	124.56	Open	N
	ADMIN WARRANTS - J.STOCKINGER	pziemer					11/08/2023
	101-2400-43330 PROFESSIONAL DEVELOPMENT			124.56			
	Total for vendor MISC - EVENTBRITE:			124.56	124.56		
Vendor 3989 - GODADDY.COM:							
10/20/23							
79981	GODADDY.COM	10/20/2023	11/08/2023	499.98	499.98	Open	N
	SSL CERTIFICATE RENEWAL -2 YEAR	pziemer					11/08/2023
	101-1800-43309 COMPUTER SUPPORT			499.98			
	Total for vendor 3989 - GODADDY.COM:			499.98	499.98		
Vendor 2193 - GOVERNMENT FINANCE OFFICERS ASSN:							
10/13/23							
79958	GOVERNMENT FINANCE OFFICERS ASSN	10/13/2023	11/08/2023	170.00	170.00	Open	N
	X2 CONT.ED CLASSES - C.HILLMAN	pziemer					11/08/2023
	101-1400-43330 PROFESSIONAL DEVELOPMENT			170.00			
	Total for vendor 2193 - GOVERNMENT FINANCE OFFICERS ASSN:			170.00	170.00		

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: CITY HALL								
Vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:								
10/24/23								
79962	MN STATE COLLEGES & UNIVERSITIES		10/24/2023	11/08/2023	2,275.00	2,275.00	Open	N
	X4 CLASS REG. J.REED		pziemer					11/08/2023
	101-1700-43300	PROFESSIONAL SERVICES			2,275.00			
9/27/23								
79965	MN STATE COLLEGES & UNIVERSITIES		10/01/2023	11/08/2023	(60.00)	(60.00)	Open	N
	REFUND CANCELLED CLASS - N.TORRENCE		pziemer					11/08/2023
	101-1400-43330	PROFESSIONAL DEVELOPMENT			(60.00)			
	Total for vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:				2,215.00	2,215.00		
Vendor 3716 - MNCPA:								
10/13/23								
79959	MNCPA		10/13/2023	11/08/2023	325.00	325.00	Open	N
	2X CONT ED CLASSES - C.HILLMAN		pziemer					11/08/2023
	101-1400-43330	PROFESSIONAL DEVELOPMENT			325.00			
	Total for vendor 3716 - MNCPA:				325.00	325.00		
Vendor MISC - MYSTIC LAKE CASION HOTEL:								
10/10/23								
80092	MYSTIC LAKE CASION HOTEL		10/08/2023	11/08/2023	354.18	354.18	Open	N
	MNSHRM - HOTEL B.BOSER		pziemer					11/08/2023
	101-1400-43330	PROFESSIONAL DEVELOPMENT			354.18			
	Total for vendor MISC - MYSTIC LAKE CASION HOTEL:				354.18	354.18		
Vendor 1342 - UNIVERSITY OF MINNESOTA:								
10/23/23								
79956	UNIVERSITY OF MINNESOTA		10/23/2023	11/08/2023	100.00	100.00	Open	N
	TREE CERTIFICATION COURSE - J.KRAMVII		pziemer					11/08/2023
	101-2400-43330	PROFESSIONAL DEVELOPMENT			100.00			
	Total for vendor 1342 - UNIVERSITY OF MINNESOTA:				100.00	100.00		
Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:								
10/18/23								
79955	ZOOM VIDEO COMMUNICATIONS		10/18/2023	11/08/2023	31.98	31.98	Open	N
	ZOOM 10/18/23-11/17/23		pziemer					11/08/2023
	101-1800-43309	COMPUTER SUPPORT			31.98			
	Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:				31.98	31.98		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL					5,480.44	5,480.44		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date

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: FIRE							
Vendor 3866 - 5.11 TACTICAL:							
10/17/23							
79973	5.11 TACTICAL	10/17/2023	11/08/2023	270.00	270.00	Open	N
	QTY 2 BOOTS - ANDERSON/HOLMES	pziemer					11/08/2023
	225-2220-42250 PERSONAL PROTECTIVE GEAR			270.00			
	Total for vendor 3866 - 5.11 TACTICAL:			270.00	270.00		
Vendor 3931 - DISCOUNT TIRE:							
9/28/23							
79966	DISCOUNT TIRE	10/01/2023	11/08/2023	1,132.00	1,132.00	Open	N
	QTY 4 TIRES - CHEVY SILVERADO	pziemer					11/08/2023
	225-2220-42220 REPAIR & MAINT			1,132.00			
	Total for vendor 3931 - DISCOUNT TIRE:			1,132.00	1,132.00		
Vendor 3982 - HOLIDAY INN:							
10/21/23							
79970	HOLIDAY INN	10/21/2023	11/08/2023	614.22	614.22	Open	N
	COX LODGING - FIRE CHIEFS CONFERENCE	pziemer					11/08/2023
	225-2500-43330 PROFESSIONAL DEVELOPMENT			614.22			
	Total for vendor 3982 - HOLIDAY INN:			614.22	614.22		
Vendor 2989 - HOME DEPOT:							
10/6/23							
79967	HOME DEPOT	10/06/2023	11/08/2023	260.59	260.59	Open	N
	PAPER TOWELS/SMOKE & CO ALARMS	pziemer					11/08/2023
	225-2220-42210 OPERATING SUPPLIES			260.59			
10/18/23							
79969	HOME DEPOT	10/18/2023	11/08/2023	119.00	119.00	Open	N
	QTY 6 CO ALARMS	pziemer					11/08/2023
	225-2220-42210 OPERATING SUPPLIES			119.00			
9/26/23							
79972	HOME DEPOT	10/01/2023	11/08/2023	1,225.78	1,225.78	Open	N
	M18 18V CORDLESS TOOL KIT	pziemer					11/08/2023
	225-2220-42210 OPERATING SUPPLIES			1,225.78			
	Total for vendor 2989 - HOME DEPOT:			1,605.37	1,605.37		
Vendor MISC - HYATT PLACE:							
10/13/23							
79968	HYATT PLACE	10/13/2023	11/08/2023	143.25	143.25	Open	N
	HOTEL STAY - TO BE REIMB. FDX	pziemer					11/08/2023

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: FIRE								
	225-2500-43330	PROFESSIONAL DEVELOPMENT			143.25			
		Total for vendor MISC - HYATT PLACE:			143.25	143.25		
Vendor 3697 - USPS:								
9/25/23								
79971	USPS		10/01/2023	11/08/2023	107.90	107.90	Open	N
	POSTAGE		pziemer					11/08/2023
	225-2220-43322	POSTAGE			107.90			
		Total for vendor 3697 - USPS:			107.90	107.90		
Total PCard: 2257 U.S. BANK Card Holder: FIRE					3,872.74	3,872.74		

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								
Vendor 3698 - AMAZON:								
9/30/23								
79975	AMAZON		10/01/2023	11/08/2023	39.96	39.96	Open	N
	ANTI-FATIGUE MAT		pziemer					11/08/2023
	211-5503-43430	MISC - USE OF HOLDEN TRUST			39.96			
9/30/23 - 2								
79976	AMAZON		10/01/2023	11/08/2023	37.96	37.96	Open	N
	GRABBER/PLANNER/MOUSEPADS		pziemer					11/08/2023
	211-5503-43430	MISC - USE OF HOLDEN TRUST			37.96			
10/13/23								
79978	AMAZON		10/13/2023	11/08/2023	96.95	96.95	Open	N
	SWEEPER/XACTO/PENCILS		pziemer					11/08/2023
	211-5503-43430	MISC - USE OF HOLDEN TRUST			96.95			
		Total for vendor 3698 - AMAZON:			174.87	174.87		
Vendor 2531 - BOOK PAGE:								
10/12/23								
79974	BOOK PAGE		10/12/2023	11/08/2023	402.00	402.00	Open	N
	BOOK PAGE ANNUAL SUBSCRIPTION		pziemer					11/08/2023
	211-5501-43430	MISC - SPECIFIED DONATION USE			402.00			
		Total for vendor 2531 - BOOK PAGE:			402.00	402.00		
Vendor 3711 - COSTCO:								
10/23/23								
79980	COSTCO		10/23/2023	11/08/2023	15.99	15.99	Open	N
	LYSOL		pziemer					11/08/2023
	211-5500-42220	REPAIR & MAINT			15.99			
		Total for vendor 3711 - COSTCO:			15.99	15.99		
Vendor MISC - MAILCHIMP:								
10/04/23								
79977	MAILCHIMP		10/04/2023	11/08/2023	39.50	39.50	Open	N
	EMAIL SUBSCRIPTION SERVICE		pziemer					11/08/2023
	211-5503-43430	MISC - USE OF HOLDEN TRUST			39.50			
		Total for vendor MISC - MAILCHIMP:			39.50	39.50		
Vendor 3943 - PLUNKETT'S PEST CONTROL:								
10/17/23								
79979	PLUNKETT'S PEST CONTROL		10/17/2023	11/08/2023	73.03	73.03	Open	N
	PEST CONTROL - LIBRARY		pziemer					11/08/2023

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							
	211-5500-42220	REPAIR & MAINT		73.03			
	Total for vendor 3943 - PLUNKETT'S PEST CONTROL:			73.03	73.03		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				705.39	705.39		

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: PARKS							
Vendor 3895 - DICK'S SPORTING GOODS:							
10/10/23							
79951	DICK'S SPORTING GOODS	10/10/2023	11/08/2023	735.00	735.00	Open	N
	PICKLEBALL AWARDS - GIFT CARDS	pziemer					11/08/2023
	230-5200-43430 MISCELLANEOUS			735.00			
	Total for vendor 3895 - DICK'S SPORTING GOODS:			735.00	735.00		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				735.00	735.00		

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: POLICE							
Vendor 3698 - AMAZON:							
10/5/23							
80018	AMAZON	10/05/2023	11/08/2023	79.96	79.96	Open	N
	ACOUSTIC TUBE EARPIECES	pziemer					11/08/2023
	225-2120-41113 UNIFORM ALLOWANCE			79.96			
	Total for vendor 3698 - AMAZON:			79.96	79.96		
Vendor 3731 - BACK DEFENSE SYSTEMS:							
10/10/23							
80006	BACK DEFENSE SYSTEMS	10/10/2023	11/08/2023	203.50	203.50	Open	N
	725 - UNIFORM BACK DEFENDER	pziemer					11/08/2023
	225-2120-41113 UNIFORM ALLOWANCE			203.50			
	Total for vendor 3731 - BACK DEFENSE SYSTEMS:			203.50	203.50		
Vendor 3156 - COUNTRY INN & SUITES:							
9/28/23							
79993	COUNTRY INN & SUITES	10/01/2023	11/08/2023	325.98	325.98	Open	N
	715 - CRIME SCENE TRAINING - HOTEL	pziemer					11/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			325.98			
	Total for vendor 3156 - COUNTRY INN & SUITES:			325.98	325.98		
Vendor 4025 - COVERT MEDIA CONSULTING:							
10/24/23							
80016	COVERT MEDIA CONSULTING	10/24/2023	11/08/2023	225.00	225.00	Open	N
	715 - GEOFENCE INVESTIGATION TRAINING	pziemer					11/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			225.00			
	Total for vendor 4025 - COVERT MEDIA CONSULTING:			225.00	225.00		
Vendor 3974 - DUNHAMS SPORTS :							
10/24/23							
80014	DUNHAMS SPORTS	10/24/2023	11/08/2023	16.99	16.99	Open	N
	CSO 772 - UNIFORM PANTS	pziemer					11/08/2023
	225-2121-41113 UNIFORM ALLOWANCE			16.99			
	Total for vendor 3974 - DUNHAMS SPORTS :			16.99	16.99		
Vendor MISC - EBAY:							
10/12/23							
80019	EBAY	10/12/2023	11/08/2023	37.98	37.98	Open	N
	SQD 411 - WATCHGUARD REPAIRS	pziemer					11/08/2023
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			37.98			

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: POLICE							
	Total for vendor MISC - EBAY:			37.98	37.98		
Vendor 2716 - FBI/LEEDA:							
10/11/23							
80011	FBI/LEEDA	10/11/2023	11/08/2023	795.00	795.00	Open	N
	701 - FBI EXECUTIVE LEADERSHIP INST.	pziemer					11/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			795.00			
	Total for vendor 2716 - FBI/LEEDA:			795.00	795.00		
Vendor 0186 - GALLS LLC:							
10/4/23							
80043	GALLS LLC	10/04/2023	11/08/2023	44.54	44.54	Open	N
	725 - UNIFORM DUTY BELT SUSPENSIONS	pziemer					11/08/2023
	225-2120-41113 UNIFORM ALLOWANCE			44.54			
10/16/23							
80044	GALLS LLC	10/16/2023	11/08/2023	(33.76)	(33.76)	Open	N
	CREDIT - 725 - UNIFORM DUTY SUSPENSI	pziemer					11/08/2023
	225-2120-41113 UNIFORM ALLOWANCE			(33.76)			
	Total for vendor 0186 - GALLS LLC:			10.78	10.78		
Vendor 3945 - IAPE:							
10/23/23							
80013	IAPE	10/23/2023	11/08/2023	320.00	320.00	Open	N
	RECORDS LEAD PROPERTY/EVIDENCE TRNG	pziemer					11/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			320.00			
	Total for vendor 3945 - IAPE:			320.00	320.00		
Vendor 0260 - MN BUREAU OF CRIM APPREHENSION:							
9/21/23							
79991	MN BUREAU OF CRIM APPREHENSION	10/01/2023	11/08/2023	(25.00)	(25.00)	Open	N
	TAC WORKSHOP CANCELLED - J.MCCULLOUGH	pziemer					11/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			(25.00)			
	Total for vendor 0260 - MN BUREAU OF CRIM APPREHENSION:			(25.00)	(25.00)		
Vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:							
10/4/23							
79996	MN STATE COLLEGES & UNIVERSITIES	10/04/2023	11/08/2023	325.00	325.00	Open	N
	705 - HUMAN FACTOR SCIENCE/PPCT USE	pziemer					11/08/2023
	225-2120-43330 PROFESSIONAL DEVELOPMENT			325.00			

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: POLICE								
10/10/23								
80007	MN STATE COLLEGES & UNIVERSITIES		10/10/2023	11/08/2023	325.00	325.00	Open	N
	714 - HUMAN FACTOR SCIENCE/PPCT USE C		pziemer					11/08/2023
	225-2120-43330	PROFESSIONAL DEVELOPMENT			325.00			
	Total for vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:				650.00	650.00		
Vendor 4242 - POSITIVE PROMOTIONS:								
9/27/23								
80017	POSITIVE PROMOTIONS		10/01/2023	11/08/2023	123.52	123.52	Open	N
	PAPER HATS FOR TOURS		pziemer					11/08/2023
	225-2120-43305	CRIME PREVENTION PROGRAM			123.52			
	Total for vendor 4242 - POSITIVE PROMOTIONS:				123.52	123.52		
Vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :								
10/9/23								
80005	SIRCHIE FINGER PRINT LABORATORIES,		10/09/2023	11/08/2023	202.21	202.21	Open	N
	EVIDENCE SUPPLIES		pziemer					11/08/2023
	225-2120-42210	OPERATING SUPPLIES			202.21			
10/12/23								
80009	SIRCHIE FINGER PRINT LABORATORIES,		10/12/2023	11/08/2023	130.08	130.08	Open	N
	EVIDENCE SUPPLIES		pziemer					11/08/2023
	225-2120-42210	OPERATING SUPPLIES			130.08			
	Total for vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :				332.29	332.29		
Vendor 0322 - STREICHERS PROF EQUIP:								
9/26/23								
79992	STREICHERS PROF EQUIP		10/01/2023	11/08/2023	119.99	119.99	Open	N
	720- EXTERNAL VEST CARRIER		pziemer					11/08/2023
	225-2120-41113	UNIFORM ALLOWANCE			119.99			
	Total for vendor 0322 - STREICHERS PROF EQUIP:				119.99	119.99		
Vendor 3703 - TRANSUNION RISK:								
10/01/23								
79995	TRANSUNION RISK		10/01/2023	11/08/2023	75.00	75.00	Open	N
	INVESTIGATIONS & PARKING TKT COLLECT		pziemer					11/08/2023
	225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:				75.00	75.00		
Vendor 3697 - USPS:								

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: POLICE								
10/02/23								
79994	USPS		10/02/2023	11/08/2023	11.45	11.45	Open	N
	POSTAGE		pziemer					11/08/2023
	225-2120-43322	POSTAGE			11.45			
10/5/23								
80003	USPS		10/05/2023	11/08/2023	1.59	1.59	Open	N
	POSTAGE		pziemer					11/08/2023
	225-2120-43322	POSTAGE			1.59			
10/6/23								
80004	USPS		10/06/2023	11/08/2023	17.10	17.10	Open	N
	POSTAGE		pziemer					11/08/2023
	225-2120-43322	POSTAGE			17.10			
10/10/23								
80008	USPS		10/10/2023	11/08/2023	10.25	10.25	Open	N
	POSTAGE		pziemer					11/08/2023
	225-2120-43322	POSTAGE			10.25			
10/13/23								
80010	USPS		10/13/2023	11/08/2023	3.66	3.66	Open	N
	POSTAGE		pziemer					11/08/2023
	225-2120-43322	POSTAGE			3.66			
10/18/23								
80012	USPS		10/18/2023	11/08/2023	5.50	5.50	Open	N
	POSTAGE		pziemer					11/08/2023
	225-2120-43322	POSTAGE			5.50			
10/24/23								
80015	USPS		10/24/2023	11/08/2023	5.50	5.50	Open	N
	POSTAGE		pziemer					11/08/2023
	225-2120-43322	POSTAGE			5.50			
		Total for vendor 3697 - USPS:			55.05	55.05		
Total PCard: 2257 U.S. BANK Card Holder: POLICE					3,346.04	3,346.04		

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: STREETS							
Vendor MISC - GRAND CASINO HOTEL:							
10/6/23							
79953	GRAND CASINO HOTEL	10/06/2023	11/08/2023	482.00	482.00	Open	N
	C. HAYES - HOTEL FOR CDL LICENSE	pziemer					11/08/2023
	235-3100-43330 PROFESSIONAL DEVELOPMENT			482.00			
	Total for vendor MISC - GRAND CASINO HOTEL:			482.00	482.00		
Vendor 4235 - INDUSTRIAL LUBRICANT COMPANY:							
10/12/23							
80060	INDUSTRIAL LUBRICANT COMPANY	10/11/2023	11/08/2023	553.47	553.47	Open	N
	TRUCK 108 AND 10 LINE GREASE EXTENSI	pziemer					11/08/2023
	235-3100-42220 REPAIR & MAINT			553.47			
	Total for vendor 4235 - INDUSTRIAL LUBRICANT COMPANY:			553.47	553.47		
Vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:							
10/25/23							
79954	MN STATE COLLEGES & UNIVERSITIES	10/25/2023	11/08/2023	245.00	245.00	Open	N
	VEHICLE INSPECTION COURSE - C.HAYES	pziemer					11/08/2023
	235-3100-42220 REPAIR & MAINT			245.00			
	Total for vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:			245.00	245.00		
Total PCard: 2257 U.S. BANK Card Holder: STREETS				1,280.47	1,280.47		

# of Invoices:	233	# Due: 232	Totals:	1,177,360.16	1,177,360.16
# of Credit Memos:	4	# Due: 4	Totals:	(233.76)	(233.76)
Net of Invoices and Credit Memos:				1,177,126.40	1,177,126.40

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	20,427.00
101-0000-15510	PREPAID OTHER	3,956.93
101-0000-20850	DUE TO COMPONENT UNIT	1,204.00
101-0000-22801	Refund: MR Unapplied Payments	107.88
101-1400-43330	PROFESSIONAL DEVELOPMENT	1,725.47
101-1610-43301	CITY ATTORNEY	15,561.20
101-1700-43300	PROFESSIONAL SERVICES	2,275.00
101-1700-43330	PROFESSIONAL DEVELOPMENT	572.34
101-1800-42210	OPERATING SUPPLIES	104.37
101-1800-43309	COMPUTER SUPPORT	10,662.13
101-1800-43330	PROFESSIONAL DEVELOPMENT	1,090.34
101-1800-43331	LEASE PAYMENTS	913.87
101-1940-42200	OFFICE SUPPLIES	134.95
101-1940-42220	REPAIR & MAINT	7,412.95
101-1940-43300	PROFESSIONAL SERVICES	454.00

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	101-1940-43380	UTILITIES			381.65			
	101-1940-43410	RENTAL EXPENSE			88.16			
	101-2400-43330	PROFESSIONAL DEVELOPMENT			224.56			
	101-2400-43350	PRINTING/LEGAL PUBLICATION			184.00			
	101-9200-43300	PROFESSIONAL SERVICES			9,725.00			
	101-9200-43340	LODGING TAX REMIT/PR			5,917.23			
	101-9200-43430	MISCELLANEOUS			47.48			
	203-0000-15510	PREPAID OTHER			750.00			
	203-9000-42212	MOTOR FUELS			3,431.42			
	203-9000-43401	VEHICLE REPAIRS			24,638.49			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY			86,746.16			
	211-0000-20800	DUE TO OTHER GOVT UNITS			440.80			
	211-5500-42220	REPAIR & MAINT			1,078.92			
	211-5500-43300	PROFESSIONAL SERVICES			675.00			
	211-5500-43380	UTILITIES			175.11			
	211-5500-43430	MISCELLANEOUS			2,262.01			
	211-5501-43430	MISC - SPECIFIED DONATION USE			402.00			
	211-5503-43430	MISC - USE OF HOLDEN TRUST			214.37			
	211-5505-43430	MISC - COPY MACHINE PYMTS			201.40			
	211-5508-43430	MISCELLANEOUS			1,475.00			
	225-0000-15510	PREPAID OTHER			23,486.52			
	225-0000-20800	DUE TO OTHER GOVT UNITS			15,884.82			
	225-2120-41113	UNIFORM ALLOWANCE			2,070.17			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES			57.98			
	225-2120-42210	OPERATING SUPPLIES			677.87			
	225-2120-42220	REPAIR & MAINT			1,244.09			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			1,404.47			
	225-2120-43300	PROFESSIONAL SERVICES			342.78			
	225-2120-43305	CRIME PREVENTION PROGRAM			123.52			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT			11,031.28			
	225-2120-43322	POSTAGE			55.05			
	225-2120-43330	PROFESSIONAL DEVELOPMENT			3,280.98			
	225-2120-43331	LEASED PAYMENTS			796.96			
	225-2120-43380	UTILITIES			208.92			
	225-2121-41113	UNIFORM ALLOWANCE			(88.60)			
	225-2127-43310	MISDEMEANOR PROSECUTOR			18,333.33			
	225-2220-41113	UNIFORM ALLOWANCE			66.66			
	225-2220-42210	OPERATING SUPPLIES			2,013.17			
	225-2220-42220	REPAIR & MAINT			1,132.00			
	225-2220-42221	R&M BUILDING			2,381.32			
	225-2220-42250	PERSONAL PROTECTIVE GEAR			270.00			
	225-2220-43300	PROFESSIONAL SERVICES			2,077.96			
	225-2220-43322	POSTAGE			107.90			
	225-2220-43330	PROFESSIONAL DEVELOPMENT			676.50			
	225-2220-43331	LEASED PAYMENTS			80.69			
	225-2220-43380	UTILITIES			179.71			
	225-2220-43430	MISCELLANEOUS			739.30			
	225-2500-43330	PROFESSIONAL DEVELOPMENT			815.78			
	225-2700-43300	PROFESSIONAL SERVICES			3,076.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE			214.35			
	229-0000-43300-23:26	PROFESSIONAL SERVICES			23,118.74			
	230-5200-42210	OPERATING SUPPLIES			2.25			
	230-5200-42220	REPAIR & MAINT			724.59			
	230-5200-43380	UTILITIES			693.19			
	230-5200-43410	RENTAL EXPENSE			181.77			
	230-5200-43430	MISCELLANEOUS			735.00			
	230-5204-42210	OPERATING SUPPLIES			10.29			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	230-5215-42210	OPERATING SUPPLIES		69.68			
	235-3100-42220	REPAIR & MAINT		4,751.73			
	235-3100-43330	PROFESSIONAL DEVELOPMENT		482.00			
	235-3100-43380	UTILITIES		116.13			
	235-3100-43410	RENTAL EXPENSE		82.80			
	235-3100-43430	MISCELLANEOUS		203.15			
	235-3125-42220	TRUCK 103 SCRAPER REPLACEMENT		479.95			
	235-3170-42210	OPERATING SUPPLIES		1,160.95			
	237-3190-42220	REPAIR & MAINT		1,632.70			
	245-1310-43430	MISCELLANEOUS		1,000.00			
	260-9020-43300	PROFESSIONAL SERVICES		250.00			
	260-9020-43309	COMPUTER SUPPORT		414.95			
	278-6515-43430	MISCELLANEOUS		83.87			
	295-0000-20600	DEPOSITS PAYABLE		19.50			
	295-6510-43300	PROFESSIONAL SERVICES		10,075.77			
	305-7610-46620	PAYING AGENT FEES		120.00			
	400-1481-43300	PROFESSIONAL SERVICES		7,455.00			
	400-1481-45530	PYMTS TO CONTRACTORS		49,340.35			
	400-9050-45530	CAPITAL - OTHER		7,087.47			
	401-1003-43300	PROFESSIONAL SERVICES		222.77			
	401-1003-43430	MISCELLANEOUS		47.91			
	401-1902-43300	PROFESSIONAL SERVICES		533.69			
	401-1902-45530	PYMTS TO CONTRACTORS		35,621.88			
	401-9030-43300-21:12	PROFESSIONAL SERVICES - S&P		7,560.00			
	401-9030-43300-21:17	PROFESSIONAL SERVICES		18,799.00			
	401-9030-43300-23:12	PROFESSIONAL SERVICES		25,290.00			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		11,676.18			
	401-9030-45530-21:12	CAPITAL-PYMTS TO CONTRACTS		213,087.92			
	401-9030-45530-21:17	CAPITAL-PYMTS TO CONTRACTS		250,745.73			
	401-9030-45530-23:03	CAPITAL-PYMTS TO CONTRACTS		49,023.00			
	401-9030-45530-23:12	CAPITAL-PYMTS TO CONTRACTS		155,823.82			

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			83,170.51	83,170.51		
	203 - TRANSIT FUND			115,566.07	115,566.07		
	211 - LIBRARY FUND			6,924.61	6,924.61		
	225 - PUBLIC SAFETY FUND			92,527.13	92,527.13		
	227 - RECYCLING FUND			214.35	214.35		
	229 - PANDEMIC GRANTS			23,118.74	23,118.74		
	230 - PARK & RECREATION FUND			2,416.77	2,416.77		
	235 - STREET & SEWER FUND			7,276.71	7,276.71		
	237 - SANITARY SEWER FUND			1,632.70	1,632.70		
	245 - CONTINGENCY FUND			1,000.00	1,000.00		
	260 - AIRPORT FUND			664.95	664.95		
	278 - HEALTHY EMPLYE INITIATIVE			83.87	83.87		
	295 - EDA FUND			10,095.27	10,095.27		
	305 - 2021A DEBT SERVICE FUND			120.00	120.00		
	400 - CAPITAL PROJECTS FUND			63,882.82	63,882.82		
	401 - CONSTRUCTION FUND			768,431.90	768,431.90		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			89,396.19	89,396.19		
	1003 - 10:03 DWNTWN MAIN CNTRACT			270.68	270.68		
	1310 - CONTINGENCY FUND			1,000.00	1,000.00		
	1400 - ADMINISTRATION			1,725.47	1,725.47		
	1481 - HISTORIC WATER TOWER REPA			56,795.35	56,795.35		
	1610 - LEGAL-CIVIL ATTORNEY			15,561.20	15,561.20		
	1700 - ENGINEERING			2,847.34	2,847.34		
	1800 - IT/GIS			12,770.71	12,770.71		
	1902 - 19:02 CLST CONNECTION			36,155.57	36,155.57		
	1940 - CITY HALL			8,471.71	8,471.71		
	2120 - POLICE DEPARTMENT			21,294.07	21,294.07		
	2121 - COMMUNITY SERVICE			(88.60)	(88.60)		
	2127 - MISDEMEANOR PROSECUTOR			18,333.33	18,333.33		
	2220 - FIRE DEPARTMENT			9,725.21	9,725.21		
	2400 - COMMUNITY DEVL/INSPECTION			408.56	408.56		
	2500 - CIVIL DEFENSE			815.78	815.78		
	2700 - ANIMAL CONTROL			3,076.00	3,076.00		
	3100 - S & S MAINTENANCE			5,635.81	5,635.81		
	3125 - SNOW REMOVAL			479.95	479.95		
	3170 - TRAFFIC CONTROL			1,160.95	1,160.95		
	3190 - SANITARY SEWER EXPENSE			1,632.70	1,632.70		
	3230 - RECYCLING EXPENSE			214.35	214.35		
	5200 - PARK MAIN/ADMINISTRATION			2,336.80	2,336.80		
	5204 - CONCESSIONS			10.29	10.29		

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 ---							
	5215 - ADULT SOFTBALL			69.68	69.68		
	5500 - LIBRARY-BUDGETED			4,191.04	4,191.04		
	5501 - SPECIFIED DONATION USE			402.00	402.00		
	5503 - HOLDEN TRUST DONATION USE			214.37	214.37		
	5505 - TAXABLE FEES			201.40	201.40		
	5508 - MILLIE GJERTSON			1,475.00	1,475.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			10,075.77	10,075.77		
	6515 - HEALTHY EMPLYE INITIATIVE			83.87	83.87		
	7610 - 2021A GO IMPR BONDS			120.00	120.00		
	9000 - TRANSIT FUND			114,816.07	114,816.07		
	9020 - AIRPORT M & O			664.95	664.95		
	9030 - CONSTRUCTION PROJ-MISC			732,005.65	732,005.65		
	9050 - CAPITAL PROJECTS-MISC			7,087.47	7,087.47		
	9200 - CITY-WIDE			15,689.71	15,689.71		

Brainerd, MN
October 16th, 2023

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:30 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.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF ACCEPT RESIGNATION OF RECREATION COORDINATOR KAUFMAN TO PERSONNEL AND FINANCE.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN TO APPROVE THE CONSENT CALENDAR.

A. **Approval of Bills**
B. **Approval of Minutes**
   a. **Regular City Council Minutes October 2nd, 2023**
C. **Approval of Licenses**
D. **Department Activity Report**
E. **Minnesota Lawful Gambling Application- Exempt Permit Submitted by the Brainerd Area Hockey Association for an Event to be held on February 24th, 2024, at Essentia Health Sports Center 502 Jackson Street**
F. **Temporary On-Sale License Submitted by Jackpine Brewery for an Event to be held on October 24, 2023, at 2011 S 6th Street.**
G. **Adopt Resolution Accepting 3rd Quarter Donations**
H. **Resolution Adopting Policies and Plans for Small Communities Development Program (SCDP) Grant No. CDAP-23-0018-O-FY23**

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.

Presentation

Dan Kasbohm, Utility Financial Solutions (UFS) presented the findings of the financial projects, cost of services, and rate design study for the Sanitary and Storm Sewer utilities.

Member Czeczok asked about the Capital in sanitary sewer analysis and identification of what needs replacement based on risk.

Mr. Kasbohm stated that he is more focused on the financial side of the analysis.

Member Johnson asked about the minimum debt coverage, that the City has taken out General Obligation debt, would the City get better rates if the City took out City Utility Revenue Bond. Is there a benefit to taking out general obligation versus utility revenue.

Chris Hogan, Baker Tilly, stated that the interest rate of a general obligation bonds is going to be lower and there will be less restrictions with general obligation bonds than with utility revenue bonds. She stated that it is more beneficial to the City to issue GO bonds due to the lower rate and less restriction.

Member Johnson asked about the debt service.

Finance Director Hillman stated that the City did issue debt for the Airport project and some debt related to equipment. Historically the City has issued debt. However, with the increase in rates has been able to fund the plan. We are not planning to issue debt in the next five years.

Member Johnson stated that he is not in favor of decreasing the commodity rate. Those that use the system more should pay for it.

Mr. Kasbohm gave an overview of the storm sewer utilities.

Member Czeczok asked who pays for the storm sewer.

Mr. Kasbohm stated that the rate payers pay for the storm sewer utility.

Member O'Day asked whether the $1.7 million is for the gully was included in the analysis.

City Engineer/Public Works Director Dehn stated that the gully is a portion, as well as South Brainerd, and outfall replacement.

Member Johnson asked whether the salary for the Environmental Services Tech position is included in the expenses for the Stormwater/Sanitary Sewer.

Finance Director Hillman stated that it does include the salary in the professional services line item.

Member Johnson stated that rate increases are absolutely necessary. He does not see the reason as to why the City would bond just so that the reserve balance looks like it was above zero.

Member Czeczok asked why the consultant would prefer bonding over rate increases.

Mr. Kasbohm stated that with a rate increase, eventually the rate payers would be overpaying the plan through rates. The bonding would spread the need for capital over 20 years.

City Engineer/Public Works Director Dehn stated that the Personnel and Finance Committee could review the rate design further.

Council Committee Reports

Safety and Public Works Committee

Approve Event/Street Closure Application - Turkey Trot 5K

Committee Chair O'Day stated that the street closure is from 7:00 a.m. to 12:00 p.m. starting at the Armory and utilizing various City streets.

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

Approve Final Pay Request - Improvement 19-02 Cuyuna Lakes State Trail - West Segment

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE FINAL PAY REQUEST FOR IMPROVEMENT 19-02 CUYUNA LAKES STATE TRAIL- WEST SEGMENT IN THE AMOUNT OF $35,622.

Approve Final Pay Request - Historic Water Tower Phase I

Committee Chair O'Day stated that there is about $235,000 remaining from the allocation of ARPA dollars and the initial $300,000 reserved.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE FINAL PAY REQUEST FOR THE HISTORIC WATER TOWER PHASE 1 PROJECT IN THE AMOUNT OF $49,341.

Approve SEH Amendment - TH 371B/Willow Street Roundabout

Committee Chair O'Day stated that the environmental study that was completed when South 6th Street was previously redone is no longer acceptable.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE AMENDMENT REQUEST FOR THE PHASE 1 ESA IN THE AMOUNT OF $10,383.

Review Classification of Non-Conservation Tax Forfeit Parcel

Committee Chair O'Day stated that this parcel is not within the city limits and the only access is through the requesting landowners property.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO CONCUR WITH THE NON-CONSERVATION STATUS OF THE PARCEL AS DESCRIBED SO THAT IT MAY BE SOLD TO THE ADJACENT PROPERTY OWNER AND CONSOLIDATED WITH PARCEL NUMBER 99330522.

Approve Easements, Plans and Specifications and Authorize Bidding - Imp 21-15 Buffalo Hills Gully Remediation

Committee Chair O'Day stated that this is for the gully project, there is $905,000 of grant funding. The project will cost about $1.3 million.

Member Johnson asked about the status of the grant.

City Engineer/Public Works Director Dehn stated that the City has received the grant.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE TEMPORARY AND PERMANENT EASEMENTS, APPROVE THE PLANS AND SPECIFICATIONS, AND AUTHORIZE BIDDING OF THE PROJECT.

Authorize Staff to Apply for Safe Routes to School Grant for Lowell Elementary

Committee Chair O'Day stated the next application for Safe Routes to School is for Lowell Elementary. The maximum amount of the grant has increased from $500,000 to $1,000,000. The City is applying for up to the maximum amount.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK TO AUTHORIZE APPLICATION OF THE SAFE ROUTES TO SCHOOL GRANT FOR LOWELL ELEMENTARY.

Member Czeczok asked if the project could be done without bump outs.

City Engineer/Public Works Director Dehn stated that the project could be done without bump outs. If the application includes the bump outs in the application, they could not be removed after the award of the grant.

Member Czeczok asked about the deadline for submission of the application. There may be concerns about including the bump outs in the application. The City needs to decide whether they're included or not.

City Engineer/Public Works Director Dehn stated that the deadline for letters of intent is on November 9th.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO TABLE THIS MOTION UNTIL NOVEMBER 6TH, 2023 MEETING TO ENABLE THE COUNCIL TO DISCUSS THE BUMP OUT INCLUSION WITH THE APPLICATION.

The Chair declared that the motion to table the matter takes precedence over the original motion. The item was tabled until November 6th.

Authorize Staff to Submit Transportation Alternatives Grant Application - TH 210/Lum Park Pedestrian Bridge

Committee Chair O'Day stated that the maximum that can be applied for is $800,000 with a 20% local match.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AUTHORITZE STAFF TO SUBMIT A TRANSPORTATION ALTERNATIVES GRANT APPLICATION FOR THE TH210/LUM PARK PEDESTRIAN BRIDGE PROJECT.

Direction on Active Code Enforcement Cases

Committee Chair O'Day gave an overview of the violations of the fence at 303 J St Northeast. City Staff has been in contact with the property owner, there just hasn't been any movement on the matter.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO FOLLOW STAFF RECOMMENDATIONS FOR THE PROPERTY AT 303 J STREET NORTHEAST.

Personnel and Finance Committee

Authorize Signatures and Enter Into School Resource Officer (SRO) Services Agreement

Committee Chair Johnson stated that the Attorney General's Office has made clarifying statements since the withdrawal from the agreement. The law has not been corrected yet. However, Police Chief Davis is comfortable reinstating the agreement with the school district prorated for the 24 school days that the SRO officer was not contracted.

Member Czeczok asked whether the SRO was in the school on the days between the Council meeting and the School Board meeting when it was agreed that the School District would accept the withdrawal. He also asked about the opinion given by the MN Police and Peace Officers Association.

Police Chief Davis stated that the SRO was not directly in the school on those days. An officer was in close proximity to the schools on those days. He assumes that the desired by the MN Police and Peace Officers Association remedy was for the Governor to call a special session. They are still encouraging a legislative change instead of indefinitely depending on the Attorney General's opinion. The Law Enforcement community was not a part of any of the committees to give an opinion like they typically are.

Member Czeczok stated that he believes that the Police Chief is correct. The SRO is a great service that the City provides. The Attorney General initially confirmed the concerns that law enforcement had regarding SRO use of force in the schools and later changed his opinion on the matter. The angle of a camera could influence whether or not use of force is justified. He does not feel comfortable having our SRO in the schools without a definite change to the law due to liability. He can see this law being exploited. He does not want to see the City's SRO be involved in a matter that would put them at liable risk.

Member O'Day stated that Member Czeczok makes some very good points. However, the part he struggles with trusting the opinion of the Attorney General without it being in the law and weighing that against the safety of kids in the school. Having an Officer in the school clearly makes the kids safer. He hopes the Attorney General's word is worth its weight until the law is changed.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO AUTHORIZE SIGNATURES AND ENTER INTO THE PROPOSED SCHOOL RESOURCE OFFICER SERVICES AGREEMENT BETWEEN THE CITY OF BRAINERD AND ISD 181.

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

2024 Budget - Discussion on Number of Sworn Officers

Committee Chair Johnson stated that this is the first of a number of budgetary related items to be addressed prior to the approval of the final budget. Finance Director Hillman has found a good use of the public safety aid that helps with the budgetary concerns. This year, 1.5 of the 27 positions will be funded with the public safety dollars and over the next three years, the City will step up to fund the 27 Officers fully with levy dollars.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO BUDGET FOR 27 SWORN OFFICERS IN THE 2024 BUDGET, AND TO USE THE ONE-TIME PUBLIC SAFETY AID TO FUND THE NON-PERA EXPENSES ELIGIBLE COSTS OF BUDGETING FOR AN ADDITIONAL 1.5 SWORN OFFICERS 100% IN 2024, 66% IN 2025, 33% IN 2026.

Accept the Resignation of Administrative Specialist Brittney Tollefson

Committee Chair Johnson stated that the City would like to move quickly to ensure that there is an Administrative Assistant in the Public Works Department.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT MS. BRITTNEY TOLLEFSON'S RESIGNATION EFFECTIVE OCTOBER 25, 2023; FURTHER TO AUTHORIZE STAFF TO BEGIN THE HIRING PROCESS TO BACKFILL THE ADMINISTRATIVE SPECIALIST- PUBLIC WORKS DEPARTMENT POSITION.

Accept the Resignation of Recreation Coordinator Katie Kaufman (added item)

Committee Chair Johnson stated that this position was an original position within the Parks Department before the merge into the Public Works Department. The Committee would like the Parks and Recreation Board to review the position now that the position is open.

Member Czeczok asked about severance.

HR Director Schubert stated that the City is required to pay out vacation balance, sick leave is only paid out if they retire or certified disabled.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO ACCEPT THE RESIGNATION OF MS. KATIE KAUFMAN'S RESIGNATION EFFECTIVE OCTOBER 13TH, 2023; FURTHER TO HAVE THE PARK BOARD TO REVIEW THE RECREATION COORDINATOR POSITION JOB DESCRIPTION AND GIVE RECOMMENDATIONS FOR CONSIDERATION AT THE CITY COUNCIL'S NEXT MEETING.

Consider Approval of Environmental Resources Technician Position

Committee Chair Johnson stated that this is the MS4 requirement. Baxter is willing to work with the City to make the position full time. The position will be housed in Brainerd.

Member Czeczok asked about "negotiation".

Committee Chair Johnson stated that this will be a formal agreement to split all costs with Baxter including equipment, benefits, and wage.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE NEW ENVIRONMENTAL RESOURCES TECHNICIAN POSITION INCLUDING THE PROPOSED JOB DESCRIPTION AND 2023 WAGE GRID AS PRESENTED; FURTHER THAT STAFF NEGOTIATE A FORMAL AGREEMENT WITH THE CITY OF BAXTER AS WELL AS THE RECOMMENDED WAGE WITH IBEW ADMINISTRATIVE SUPPORT UNION.

Authorize Submission of State of Minnesota - Office of the Attorney General Nonprofit/Charity Complaint Form

Committee Chair Johnson stated that at 4:59 p.m. our attorney received an e-mail from Lakes Media's attorney. Lakes Media would like time to correct inaccuracies. The City is under no legal obligation to wait. However, the City has been operating in good faith and kindly through this process, it can give them another three weeks to give the City proof of the inaccuracies.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO WAIT UNTIL NEXT MEETING TO SUBMIT THE FORM TO ALLOW LAKES MEDIA COLLABORATIVE TIME TO GIVE COMMENT.

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)

Adopt a Resolution Awarding the Sale of General Obligation Bonds, Series 2023A; Fixing Their Form and Specifications; Directing Their Execution and Delivery; and Providing for Their Payment

Chris Hogan, Baker Tilly, gave an overview of the City's bond rating and the bond sale that took place on Monday, October 6th. The City sold $5,110,000 in bonds at 4.01% interest.

Member Johnson asked if the utility revenue debt is included in the credit review.

Ms. Hogan stated that the utility revenue debt was a positive in the City's case as it offset the tax levy.

Member Czeczok asked if bonds were physical objects anymore. He also asked about the bonds being sold equivalating it to borrow money.

Ms. Hogan stated that they are not physical objects, and it is much like borrowing money.

Member Johnson asked how much of the total is general fund debt and how close is the number estimated in the debt levy.

Finance Director Hillman stated that she will get this information to the Council.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ADOPT RESOLUTION AWARDING THE SALE OF GENERAL OBLIGATION BONDS, SERIES 2023A, IN THE ORIGINAL AGGREGATE AMOUNT OF $5,110,000; FIXING THEIR FORM AND SPECIFICATIONS, DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT.

RESOLUTION 43:23

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.

Adopt Resolution for Assessment - 2022-2023 Nuisance Abatement and 2022-2023 Downtown Special Services District

Community Development Director Kramvik stated that Staff has reviewed two requests for forgiveness that were e-mailed to him. Staff recommends removing the citation amounts and keeping the abatement costs for 624 8th Avenue NE. Staff also recommends that all assessments be adopted to maintain the thirty-day timeline while still allowing staff to make further recommendations to City Council at the next meeting regarding the properties discussed at the public hearing.

City Engineer/Public Works Director Dehn stated that the deadline to submit the assessment rolls to the County is December 1st. Staff recommends approving the assessment rolls are presented. If there are contestations Staff recommends removing them at the next meeting in order to review the assessments further yet able to meet the deadline of the County.

Member Czeczok asked whether approving the rolls and removing an assessment later is a better practice than holding over the rolls until the next meeting.

City Engineer/Public Works Director Dehn stated that by approving the rolls at the current meeting it starts the 30-day timeline for payment. A property could be removed from the rolls before they are certified to the County on December 1st if the Council decided to do so.

The Chair opened the public hearing at 9:07 p.m.

Luke Zontelli, 1623 Emma Street, wanted to clarify how much his citations are for. He did speak with Mr. Kramvik before the meeting.

Steve Samuelson, 624 8th Ave NE, stated that his father owned the property and was helping his niece. They took over the property and have cleared all of the issues. He is asking Council to remove the citations on the property.

Felix Gangestad, 300 SE 27th St, asked to clarify what the Council see as tall grass. Chair Bevans asked Mr. Gangestad to contact the Community Development Department the next day.

James Moon, 422 B St NE, stated that he purchased the property last year and has since had serious medical issues. He has been in contact with the Community Development Department and has resolved the issues he is asking the Council to forgive his citations.

The Chair closed the public hearing at 9:17 p.m.

Community Development Director Kramvik recommended that all of the properties discussed tonight remain on the assessment rolls. He will review the cases further, discuss them with the homeowners and recommend an action at the next Council meeting prior to the assessment rolls being certified to the County.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO ADOPT RESOLUTION ADOPTING THE ASSESSMENTS AS PROPOSED FOR 2022-2023 DOWNTOWN SPECIAL SERVICES DISTRICT INCLUDING DOWNTOWN SNOW REMOVAL, AND 2022-2023 NUISANCE ABATEMENT WITH THE EXCEPTION OF THE AMOUNT OF THE CITATION PORTION OF THE ASSESSMENT FOR 624 8TH AVE NE.

RESOLUTION 44:23

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.

Adopt Resolution Adopting Assessment Improvement 21-12 North Brainerd Reconstruction Project

The Chair opened the public hearing at 9:19 p.m.

Reverand Leslie Moody, 415 Juniper St, First Congregational United Church of Christ stated that the streets are highly utilized by visitors to Gregory Park and the hospital. The wear and tear that these patrons cause is then assessed to the property owners. The special benefit of increased market value is not applicable to church property. The congregation is small, and the assessment is about 10% of the annual operating budget.

The Chair closed the public hearing at 9:21 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY TO ADOPT RESOLUTION ADOPTING THE ASSESSMENTS AS PROPOSED FOR IMPROVEMENT 21-12.

RESOLUTION 45:23

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.

Adopt Resolution Adopting Assessment for Improvement 21-10 Greenwood Street Reconstruction

The Chair opened the public hearing at 9:22 p.m.

No one came forward.

The Chair closed the public hearing at 9:23 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY TO ADOPT RESOLUTION ADOPTING THE ASSESSMENTS AS PROPOSED FOR IMPROVEMENT 21-10.

RESOLUTION 46:23

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.

Final Reading - Proposed Ordinance 1559- Off-Street Parking and Outdoor Storage

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 1559- 515-4-12 AND 515-3-28 OF THE ZONING CODE AND DISPENSE WITH THE ACTUAL READING.

The Chair opened the public hearing at 9:25 p.m.

No one came forward.

The Chair closed the public hearing at 9:26 p.m.

DRAFT

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY TO ADOPT ORDINANCE 1559.

ORDINANCE 1559

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.

Final Reading - Proposed Ordinance 1560- Amending Section 1505.03 of the City Code- Authorizing Police Department to Conduct Background Checks for Tobacco, Tobacco Products, and Tobacco Related Product License Applications

Police Chief Davis stated that the staff has not received any questions or comments since the first reading.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE 1560- AMENDING SECTION 1505.03 OF THE CITY CODE- AUTHORIZING POLICE DEPARTMENT TO CONDUCT BACKGROUND CHECKS FOR TOBACCO, TOBACCO PRODUCTS, AND TOBACCO RELATED PRODUCT LICENSE APPLICATIONS AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND STENGLEIN TO ADOPT ORDINANCE 1560.

ORDINANCE 1560

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.

Public Forum

The Chair opened the public forum at 9:28 p.m.

No one came forward.

The Chair closed the public forum at 9:29 p.m.

Staff Reports

Community Development Director Kramvik stated that at the Planning Commission meeting the commission will continue discussion on short-term rentals.

City Engineer/Public Works Director Dehn stated that the Lum Park road project is mostly complete. Landwehr will be starting construction on the SW 4th washout. He thanked the Mayor for coordinating the Great Pumpkin Festival, the new venue was positively received.

Police Chief Davis stated that on October 31st he would like to invite all goblins and ghouls to stop by the Police Department from 3:30 to 6:30 for trick or treating with the Officers.

Mayor's Report

Mayor Badeaux thanked Staff for their work for the Great Pumpkin Festival. He ran the races this year, he gave a shoutout to the Shaws for competing in the thirteen and up events.

He was concerned about the change in venue, there was a lot of good feedback for changing to Memorial including that parents could see their kids in the open space and felt like it was contained enough. He thanked non-park staff Brittney, Shawn, and Toni for stepping up to help with the event as well as Park Board members Johnathan Miller and Kara Schaefer. The next spooky event is on October 28th downtown Brainerd, the Spooktacular.

Council Member Reports

Member Stenglein stated that she toured the Wastewater Treatment Plant with Region V. She stated that Charlie wants to put the City's eternal flame to use.

Member Johnson thanked the Council for passing Ordinance 1559. He formally complained that 1420 Quince Street has an open trailer which is now not allowed under the ordinance.

Member O'Day asked where the partnership is with the railroad.

Administrator Bergman stated that a letter went out to BNSF, but she has not heard anything back from them.

Member Czeczok asked about the letter to be sent to the Public Utilities Commission regarding the tap. He thanked Staff for their work making documents accessible to him as his screen reader is not always capable of reading the documents. He appreciates everyone working hard to ensure that he has access.

Administrator Bergman stated that the letter will be included with the commission packet.

Adjourn To Closed Session Pursuant to MN Statutes, 13d.03, Subd. 1(B) To Prepare For Negotiations With The IBEW Local No 31 And IUOE No. 49 Unions.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY, DULY CARRIED, TO ADJOURN TO CLOSED SESSION PURSUANT TO MN STATUTES, 13D.03, SUBD. 1(B) TO PREPARE FOR NEGOTIATIONS WITH THE IBEW LOCAL NO 31 AND IUOE NO. 49 UNIONS.

The Chair adjourned the meeting to the closed session at 9:36 p.m.

Council took an eight minute break prior to the closed session.

The Chair reconvened the meeting at 11:01 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY, DULY CARRIED, TO ADJOURN THE MEETING.

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Jennifer Bergman
City Administrator

Pursuant to due call and notice thereof, the Special Meeting 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, Terry, Stenglein, Johnson, Czeczok, and Bevans. Mayor Badeaux was also noted as present.

Also noted as present were Administrator Bergman, Finance Director Hillman, HR Director Schubert, Police Chief Davis, and IT/GIS Director Strong.

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

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE AGENDA.

New Business

Accept City Administrator Bergman's Resignation

MOVED AND SECONDED BY COUNCIL MEMBER CZECZOK AND STENGLEIN, DULY CARRIED, TO ACCEPT CITY ADMINISTRATOR BERGMAN'S RESIGNATION EFFECTIVE NOVEMBER 15TH 2023.

Authorize the General Terms and for Staff to begin Negotiations for Interim City Administrator Patrick Wussow

Member Czeczok asked about the process that was conducted to lead to the current recommendation. He asked whether the Mayor is typically included in the leadership team. He stated that a standing committee meeting was conducted with three voting members present. He is not suggesting that anything nefarious took place. However, the City talks about being transparent and if the Council President wants to call a Special Meeting, they can do that. He does not understand why there had to be a meeting conducted with three voting members prior to this meeting. All of the items on the agenda could have been addressed without a separate leadership meeting.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND JOHNSON, DULY CARRIED, TO AUTHORIZE THE GENERAL TERMS AND FOR STAFF TO BEGIN NEGOTIATIONS FOR INTERIM CITY ADMINISTRATOR PATRICK WUSSOW.

Authorize Hiring of a Consulting Firm to Conduct a City Administrator Search

HR Director Schubert stated that Baker Tilly's fee to conduct the Bemidji City Administrator search was $26,000. This afternoon she received a second e-mail from South Central Cooperative, they conducted the City of Byron and Freeborn County Administrator searches. She did not have time to do reference checks or get in direct contact with the firm. Their price was up to $16,500 with a two-year guarantee. The way that the search is conducted between the two firms is different. Sourcewell does have a reimbursement program for this and could cover up to 50% of the cost.

Administrator Bergman stated that the previous process was to submit a resume, application packet, and video interview.

Member Terry asked about BLAEDC's ability to conduct a search like this.

HR Director Schubert stated that the City has not used BLAEDC in the past for this type of search. BLAEDC did not reach out and the City did not reach out to them.

Member Johnson stated that the contract with Interim Administrator Wussow is for a limited number of hours and does not include benefits. Whether the cost of the search is $16,000 or $26,000 there is enough saving on the Administrator's salary that the City can choose whichever firm it feels would do the best job.

Member Bevans stated he would be uncomfortable going with an unknown company. With the holidays coming up, at the very best the start date for the new Administrator would be early 2024.

Member Stenglein asked whether the process that DDA utilizes, which is similar to that of Baker Tilly, or something unique to DDA that the Council was not happy with from the Police Chief hiring.

Member O'Day stated that the hiring range DDA advertised, and communication were the main concerns with the previous hiring process.

HR Director Schubert stated that the process used for the Police Chief hiring was muddied because of the implementation of the performance-based pay and due to having a Police and Fire Civil Service commission. She felt that there hadn't been much luck with DDA in the search for the City Administrator in the past, prompting staff to contract other companies. With the holidays fast approaching, Staff felt it was necessary to start the process of hiring as soon as possible. This was part of the reason that a Council leadership meeting was conducted.

Member Czeczok stated that the way that this is being paid for is by taxpayers, the Council should take the time to explore cost effective options.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO DIRECT STAFF TO COME BACK TO THE NEXT REGULAR MEETING WITH MORE INFORMATION OF OPTIONS.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO ADJOURN.

The Chair adjourned the meeting at 6:15 p.m.

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Jennifer Bergman
City Administrator

DRAFT

Brainerd Contractor License List

11/01/2023

ASG EXTERIORS DBA NEUMANN CO

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
1006 WRIGHT ST	Commercial Roofing	Active		12/31/2023	2023-0009	12/31/2023

GULL LAKE HEATING & A/C LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
5341 OX TRL SW	Mechanical	Active	71601865	11/01/2024	2023-0073	12/31/2023

JOHN HALEY ONE ROOFER LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
7204 W 27TH ST STE 104	Commercial Roofing	Active		12/31/2023	2023-0008	12/31/2023

ROSS LEWIS SIGN COMPANY INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
2201 BARDWELL DR N	Sign Erector	Active		12/31/2023	2023-0009	12/31/2023

VANVICKLE EXCAVATING

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
11685 53RD AVE SW	Excavator	Active		12/31/2023	2023-0015	12/31/2023
11685 53RD AVE SW	Subs-sewage Treatment Sy	Active	L4062	06/19/2025	2023-0010	12/31/2023

Total Licensees 5

Population: All Records

Licensee.DateRegistered Between 10/12/2023 12:00:00 AM AND 11/1/2023 12:00:00 AM

Brainerd Fire Department Monthly Report

October 2023

ACTIVITIES AND PUBLIC EDUCATION

Captain Rosier's outstanding efforts with our Smoke / Carbon Monoxide Alarm Program made a significant impact on the community's safety. He and our crews diligently conducted 33 inspections, focusing on 27 homes in Brainerd, 5 in Baxter, and 1 in Unorganized Territory. Remarkably, 33 aging smoke alarms were replaced, with half of them being over two decades old. Notably, one household had no fire alarms, highlighting the program's crucial role in addressing these gaps. Additionally, they replaced 12 Carbon Monoxide alarms, benefiting 5 homes that previously lacked this vital protection. They replaced 78 batteries that were dead in some of the alarms. This is the second year of this program, and their dedicated work has undoubtedly enhanced the safety of many families in our community.

Our successful fire prevention open house this year centered around the crucial theme of kitchen fire safety. The event was a resounding success as our community gathered to witness our dedicated firefighters in action, providing valuable auto extrication demonstrations. In collaboration with Northland Fire Protection, attendees had the unique chance to handle live fire extinguishers, ensuring they were well-prepared in case of emergencies. Additionally, Brainerd Public Utilities and Crow Wing Power added excitement by offering rides in their boom truck, and the sight of helicopters from Lifelink and North Air Care further enhanced the evening, making it a memorable and educational experience for all who attended. Special thanks to Fire Administrative Specialist Kraemer for her tireless dedication and exceptional planning efforts throughout the year. Her commitment played a pivotal role in making our fire prevention open house a remarkable success.

Brainerd Fire Department Monthly Report

October 2023

ACTIVITIES AND PUBLIC EDUCATION CONTINUED

Fire Marshal / Deputy Chief Cox and Paid on-Call Firefighters worked diligently to strengthen our community's fire safety efforts in October. Their presence in local schools allowed them to deliver crucial fire safety messages to students, ensuring the next generation is well-informed about the importance of fire prevention and safety messages. Public education information was presented to 100 children at Discovery Woods, 50 children at Stare Academy, 140 children at St. Francis Catholic School, 50 children at Lake Region Christian School, 250 children at Harrison Elementary, 20 children at Tri-County Head Start, 30 children at Little Lambs Preschool, 40 children at Trinity Lutheran Child Care Center, 200 children at Stepping Stones Child Care, 270 children at Warrior Early Learning Center, 10 adults from Productive Alternatives, and 50 adults at a Brainerd Sertoma meeting. Firefighters also participated in the Ace Hardware Community Safety Event and provided fire extinguisher training for 30 employees of Shannon's Auto Body.

At the end of the month, firefighters participated in a variety of different Halloween trunk or treat events throughout our coverage area. The community was thrilled to see these everyday heroes in a different light, fostering a sense of unity and festive fun as they celebrated Halloween together. It was a heartwarming reminder of the close-knit bond between the firefighters and the communities they serve.

Additionally, Cox conducted numerous fire inspections and attentively followed up on fire code violations, enhancing the safety of our community and helping prevent potential fire hazards.

Brainerd Fire Department Monthly Report

October 2023

TRAINING

Firefighter training has been comprehensive in October, focusing on various aspects of firefighting operations. We practiced our skills in aerial apparatus setup, ensuring that we could efficiently deploy and operate this crucial equipment. Drafting techniques were also a key part of our training, ensuring we could effectively source water in challenging situations. Furthermore, we trained with our self-contained breathing apparatus (SCBA), equipping us to work safely in hazardous environments. The Rapid Intervention (RIT) training further enhanced our ability to respond to emergencies that involve firefighters.

Chief Holmes attended the International Association of Fire Chiefs Fire Department Exchange (FDX) Program in Tahoe. The FDX Program facilitates in-person exchanges for fire departments facing wildland-urban interface (WUI) challenges. The core focus is to encourage information exchanges among departments to broaden their knowledgebase, consider alternative measures, create new solutions and improve overall practices and procedures. The exchange covers key strategies such as mitigation, suppression, response, partnership, outreach, and education.

Chief Holmes and Fire Marshal / Deputy Chief Cox also attended the Minnesota State Fire Chiefs Association Annual Conference, fostering valuable connections and knowledge sharing within the firefighting community.

Brainerd Fire Department Monthly Report

October 2023

INSPECTIONS	
Fire Alarm	31
Fire Pump	2
Hood Suppression	34
Knox Box Install Inspection	2
Special Suppression	1
Sprinkler System	39

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	**Coverage Area Total Incidents (Includes City of Brainerd)**
Fire	5
Rescue & Emergency Medical Service	10
Hazardous Condition	5
Service Calls	9
Good Intent Call	15
Public Service	40
Alarm Activation	8
Severe Weather	1
TOTAL	93
Type of NFIRS Incident (National Fire Incident Reporting System)	**City of Brainerd Total Incidents**
Fire	0
Rescue & Emergency Medical Service	3
Hazardous Condition	2
Service Calls	7
Good Intent Call	6
Public Service	35
Alarm Activation	4
Severe Weather	1
TOTAL	58

EMERGENCY NOTIFICATIONS

EVERBRIDGE enables critical information to be sent to residents of Crow Wing County by phone, text and email. Use the QR Code or sign up at:
https://member.everbridge.net/index/892807736729514#/signup

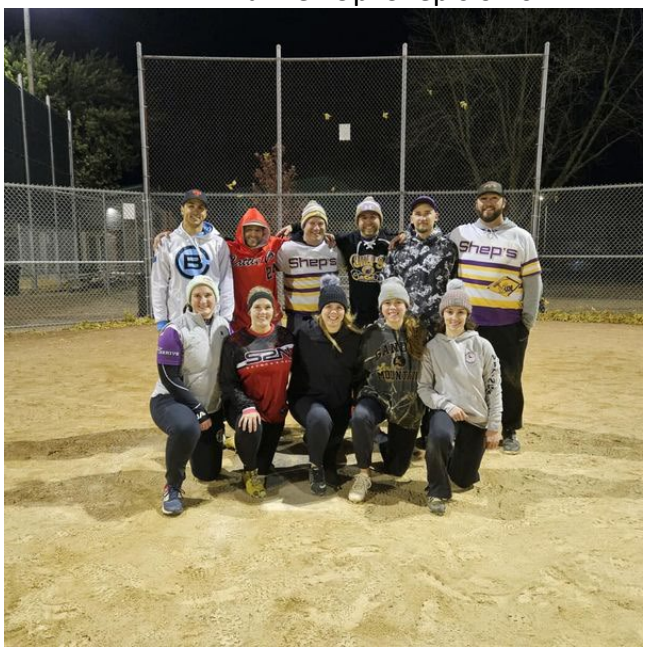
Recreation Report

Adult Sports

- Adult Fall Softball
  - Upper Division (MS1)
    - Champions: Lakes Hockey Academy
    - Runner-Up: The Smokestack BBQ Supply Store

  - Tuesday Men's
    - Champions: Yde's Major Appliance
    - Runner-Up: Anchors

- Co-Ed
    - Champions: Dunmire's
    - Runner-Up: Shep's on 6th



- Fall Pickleball
    - Upper League
        - Champions: Kitchen Cleaners
        - Runner-Up: Bash Brothers 2.0

- Just for Fun League
  - Champions: The Dinkaroos
  - Runner-Up: King Archie

- Thursday Upper League
  - Champions: The Grillos
  - Runner-Up: The Blue Footed Boobies

- Thursday Lower League
  - Champions: Dragons
  - Runner-Up: Quality Control

- Fall Kickball
    - Champions: Lakes Jam/Smiles for Jake
    - Runner-Up: The Malibuzers

Special Events:

The Great Pumpkin Festival took place on October 14, 2023 at Memorial Park from 1 – 4 p.m.

Mayor Badeaux was a great help with coordinating the event on short notice. Many positive comments were received regarding the new venue.

Howl-O-Ween October 31, 2023 at Buster Park, Brainerd from 4:30-6 p.m.
*Take your dog trick or treating don't forget to hit up the dog park! We will have treats! Costumes for dogs are strongly encouraged!

Parks Maintenance Report

- 8th Street boulevards mowed
- Edged sidewalks in LPW
- Fixed freezer at MMP concessions
- Fabricating bucket lift
- Oil changed on garbage truck

- Installed backflow preventers in campground
- Planting grass in misc. areas of Gregory Park
- Spraying weeds in misc. areas
- Prepping ball fields for spring
- Picked up garbage along 6th Street boulevards and ditches
- Cut up and hauled away downed tree at O'Brien Park
- Removed dumped furniture from behind MMP ballfield
- Landscaping by new sidewalk in KWP
- Started blowing out all water lines
- Painting equipment
- Repairing playground equipment
- Filled splash pad with antifreeze after blow down
- Removed tree from trail
- Picked up dumped mattress
- Bringing in more garbage cans
- Storing pumpkin festival items and cleaning up
- More brushing at new disc golf course in MMP
- Getting garage doors fixed on warranty
- Cleaning out concession stands
- Washing out the remainder of garbage cans
- Getting satellite toilets returned for winter
- Picking up construction debris from JCP
- Hauling garbage cans to storage
- Getting rink boards out for inspection
- Changing bulbs in cold storage building
- Corn stalks to City Hall
- Changing out X-750 to winter implements
- Working on setting up downtown holiday décor
- Pulled flowers and hanging baskets from downtown
- Pressure washing garbage cans
- Continued prep of new disc golf course
- Prep for Great Pumpkin Festival
- Cleaned skidsteer
- Picking up and returning straw bales and pumpkins

Projects Report

Lyman P. White Park Project
The contractor has completed repairs of leaking irrigation boxes as noted and re-blown out the irrigation system. The contractor has also fully established turf in areas where previous grass seed had failed. The project is now ready for final acceptance and to begin the warranty period.

WSB has continued coordinating with other agencies (MnDNR, SWCD, and USACE) on permitting requirements for the streambank restoration project. The MnDNR permit has nearly completed the necessary 30-day review period. Staff will be presenting final plans to the Park Board and requesting authorization to bid the project. It is planned that bids would be presented to the Park Board at the November meeting. It is still expected that work will take place through spring 2024 before the LCCMR deadline of the end of June.

Parks ARPA Projects
Staff has provided Widseth with the comments received from the Park Board on the 60% plans. Widseth is continuing work on plan prep to finalize a bid set for advertisement. Once plans are in final draft, staff will be presenting the plans to the Park Board and requesting authorization to bid the projects. It is expected that work will take place through spring and summer 2024.

Buster Park Pavilion
Staff has reviewed and approved engineering drawings and the pavilion is now heading for fabrication. It will take several weeks to fabricate before it can be installed. Staff will be reviewing weather conditions if the old gazebo can be removed and new foundations can be poured this fall or if the project will have to wait until spring for installation.

Memorial Park Disc Golf Course
The disc golf group is working on determining tee and hole locations to get accurate yardages before materials are ordered. It will be likely that completion won't occur until spring 2024.

Streets Maintenance Report

Maintenance Tasks Completed Month Prior

- Sewer inspection and cleaning
- Jetting sewer lines, including
- Marking utility locates
- Continued pothole patching
- Grading alleys and gravel roads
- Installed traffic control for special event closures
- New Street Mechanic completed CDL licensing class
- Street sweeping throughout the City, including continued weekly sweeping downtown
- Replacing miscellaneous street signage
- Outfitting all dump trucks and graders for winter operations
- Repairing dump truck door damage caused by MnDOT truck
- Salt/sand spreading after snowfall event
- Picked up and hauled cold mix for winter patching
- Removed dock from Lum Park boat launch

Engineering Report

North Brainerd Reconstruction Project
Most of the construction on the project is completed. Final turf establishment will be addressed in spring 2024.

TH 25 Bridge Replacement over BNSF Railway
The contractor encountered some slope stability issues during construction that has delayed progress on the street building. This work has been addressed and is now completing road building on the west portion of the bridge. The closure and detour will possibly be removed within the next week.

Graydon Avenue Outfall Repair Project
The contractor has completed this work. Staff is waiting on confirmation of final turf establishment.

S. 6th/Willow Roundabout Project
SEH, MnDOT, and City staff have reviewed and commented on preliminary concept drawings and sent them to MnDOT Central Office for review. Once comments are received, we will be scheduling a Public Open House to gather additional feedback from residents on the concepts. The Open House is tentatively planned for November 29th. The City will continue to coordinate and direct SEH through regular PMT meetings with Council.

SW 4th Street Storm Outfall Project
The contractor has completed the permanent repairs on this project, including seeding and tree planting. Staff will monitor the site for stability until final turf establishment can be evaluated in Spring 2024.

Buffalo Hills Gully Remediation Project
This project is currently out for bid. Bids will be received until November 15th. Staff is planning to bring bids and an award recommendation to the November 20th Council meeting. It is anticipated that work would begin this winter with completion in the spring of 2024.

Other Activities
- Reviewed Erosion and Sediment Control plan for proposed developments
- Sent notices out for soil pile erosion control issues at 1420 Quince
- Continued surveying of upcoming construction projects on Wright/10th, Evergreen/Bluff, Beech/Oakridge
- Continued design of South Brainerd Reconstruction project
- Mailed informational meeting letters to South Brainerd Reconstruction project residents
- Reviewed powerpoint presentation regarding upcoming presentation at APWA-MN Fall Conference
- Prepared and distributed Downtown Landscaping request for proposals
- Prepared and distributed Street Scanning request for proposals
- Reviewed YMCA conceptual drawings and provide input
- Prepared an assessment estimate for sanitary sewer service for property owner on SE 19th Street
- Prepared Transportation Alternatives Letter of Intent for TH 210/Lum Park Pedestrian Bridge
- Reviewed and commented on draft alignment for watermain replacement on TH 210 Reconstruction
- Reviewed and commented on Lyman P. White Streambank Restoration plan drawings
- Review overweight bridge load request for BPU Forcemain Crossing project
- Participated in weekly check-in meetings for TH 371B/Willow Street Roundabout Project
- Received demonstration of CIP software through RT Vision
- Participated on Subcommittee for Region 5 TAC regarding STBGP Equity
- Prepared informational flyers for Snow Operations
- Attended District 3 Pre-Screening Board meeting
- Reviewed Country Manor development site and utility plans
- Discussed school district property adjacent to Buffalo Hills Park
- Site Visit with Anderson Brothers to discuss paving parking lot at apartment building
- Attended lead and galvanized water service line inventory presentation and discussion

Transit Report

Activities

- The call answered percentages are at an average of 92% since Blue Sky hired a new Manager, which is well above the expected rate of 85% answered. There have been many days of 100% calls answered.
- Customer Service, professionalism, fleet maintenance and accuracy continue to be top priorities for 3PC.
- Prepared draft cooperative agreements with Crow Wing County and City of Baxter
- Most of DOT inspections are complete, passing fairly well
- Passed 99% of wheelchair inspections, needed to fix one or two
- Hired a new PT dispatcher and released one FT dispatcher
- County lost its funding to warming shelter, no longer funding transit to warming shelter
- Bi-Weekly meetings and training sessions with Blue Sky's Manager.
- Staff met with AECOM consultant team who are performing the service, technology, and financial planning to discuss the Transit program and our goals. Aecom continues to compile information from our Agency to prepare a plan for transit.
- Continued work on monthly reporting and reviewing 3PC and maintenance invoices.
- Submitted documentation required for the 2024 OTAT solicitation for grant funding. MnDOT has approved funding and is working to finalize the 2024 Operating Grant Agreement.
- Drafting updates to policies and operational functions required by MnDOT's Comprehensive Review (Audit) of the Transit program audit findings.
- Ridership Reporting for September 2023
    - Year To Date
        - 1/1/22-9/30/22 = 40,010
        - 1/1/23-9/30/23 = 37,249 (-2,761)
    - September Only
        - September 2022 = 4,508
        - September 2023 = 2,815 (-1,693)
    - August 2023 vs. September 2023
        - August 2023 = 3,690
        - September 2023 = 2,815 (-875)
    - Likely reasons for declines in September 2023 vs. 2022
        - Loss of Pine River effective 7/14
        - Brainerd fare increase from $1.25 (2022) to $2.25 (June 2023) to $3.00 (8/21/23)
        - Baxter fare increase from $2.25 (2022) to $7.00 (2023)
        - Crow Wing County service changes and fare increase effective September 11, 2023

November 2, 2023

HR DIRECTOR REPORT

In this report:

- Classification and Compensation Study
- 2024 Open Enrollment
- Union Negotiations
- Personnel
- Wellness Committee
- Employee Policy Manual Update

Classification and Compensation Study

Flaherty & Hood Staff are finalizing a points appeals process for the Classification portion of the Study. The points are needed to resubmit our Pay Equity report by the end of January. More information will be provided on this topic in the near future.

Staff requested feedback and guidance from our City Attorney regarding the recommended job description template that was provide to us by Flaherty & Hood. Once Staff receives the guidance, we will begin the process of updating job descriptions.

2024 Open Enrollment

On October 30, 2023, we held our annual open enrollment presentation. This presentation provides employees the opportunity to learn more and ask questions about each benefit option that is offered during our 2024 Open Enrollment. If employees were not able to watch the live presentations, they have the option to go to the City of Brainerd's HRConnection website where they can watch the recording. Employees need to elect their 2024 benefits online via BenefitsConnect by November 13, 2023.

Employee Policy Manual Update

Our City Attorney is continuing to review our Employee Policy Manual to incorporate several employment law changes as a result of the 2023 Legislative session. We are planning to present the update for Council consideration in December

Personnel

New Hires/Promotions for City/BPU/HRA:
Patrick Wussow - Interim City Administrator (11/1)

Farewell to:
Katherine Kaufman - Recreation Coordinator (10/13)
Brittney Tollefson - Admin Specialist - Public Works (10/25)
Jennifer Bergman - City Administrator (Last working day being 11/8 with an effective resignation date being 11/15)

Numerous summer interns and temporary staff

Current Job Opportunities:

Administrative Specialist - Public Works Department
Interviews are scheduled for first week of November

Police Records Management Lead - Interview to take place on 11/7.

Part-time/Internships/Seasonal Positions:

There are currently 8 City/HRA/Airport employees with Family & Medical Leave Act (FMLA) issues. 6 of those cases are for intermittent leave when needed.

Wellness Committee

On October 25th the Wellness Committee hosted a Lunch 'N Learn with a speaker from the Public Employees Retirement Association (PERA). Brainerd is required by law to enroll our employees in PERA as their retirement plan. Employees learned about PERA from hire to retire.

November 16th will be the Wellness Committee's annual Chili/Soup Cookoff. All are invited to bring their special Chili/Soup. We just ask that you contact Toni before hand!

As an incentive for all employees to reach their 250 points through Wellright, the Wellness committee has approved awarding two four-hour vacation winners which will be drawn in December. Please contact the HR Department if you are having issues with your Wellright account or need guidance on how to get your points!

Union Negotiations

Our first negotiation session with the IBEW Public Utility and Administrative Support Unions was held on October 27th. More sessions are scheduled for the first week of November.

We also scheduled our first session with the IUOE Street Union for November 13th.

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Accept the Retirement of Hydro Operator/Mechanic Bradley Holtz

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director, Todd Wicklund, Public Utilities Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

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

SUMMARY OF ISSUE: Hydro Operator/Mechanic Bradley Holtz has submitted his retirement notice. Brad's retirement will be effective December 31, 2023. Staff recommend accepting Mr.Holtz's retirement with regret. This approval will also authorize Mr. Holtz's severance pay per city policy and the USW Hydro Union Contract. The BPU Commission recommended approval of Mr. Holtz's retirement at its October 31, 2023, meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Management plans to utilize current staff to assist at the dam facility as needed and until we can determine our staffing needs once the facility is automated.

RECOMMENDED ACTION/MOTION: n/a - consent calendar.

FINANCIAL IMPACT: Unknown-depends on final accrual balances.

10/18/23

I have decided to retire on 12/31/23.

Brad Holtz

received 10/18/23 MS

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Reclassification of Ryan Miller to Lineworker effective September 27, 2023 at Step 4 ($46.37 per hour).

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

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

SUMMARY OF ISSUE: On September 27, 2023, Apprentice Lineworker Ryan Miller successfully completed his apprenticeship program from MMUA/Northwest Lineman College Lineworker Certification Program. The BPU Commission at its October 31, 2023, meeting recommended the promotion of Ryan Miller to Lineworker effective September 27, 2023 at Step 4 ($46.37 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Consent Calendar - Approve the reclassification of Ryan Miller to Lineworker effective September 27, 2023 at Step 4 ($46.37 per hour).

FINANCIAL IMPACT: Mr. Miller's position and reclassification was included in the 2023 budget.

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approval of Transfers of Funds

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER:

ESTIMATED TIME (MIN): N/A

SUMMARY OF ISSUE:

Transfer From	Transfer To	Amount
Parking Lot Fund	Streets Fund - Downtown Snow Removal Costs	$30,713.41
Parking Lot Fund	Construction Fund - Downtown Special Services	$1,824.03
SCDP Grant Fund	Local Income Revolving Loan - Fiscal Year Local Income	$23,525.42
2023A Debt Service Fund	Construction Fund - Lowered amount bonded by previous years collected	$154,821.86

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The amount budgeted in the Parking Lot Fund for Snow Removal and Downtown Special Services was $27,500 and $1,700 respectively.

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Discussion on Sanitary & Storm Sewer Rates

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director, Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: At the October 16th Council meeting, Dan Kasbohm with Utility Financial Solutions (UFS) presented the findings of their Financial Projection, Cost of Service, and Rate Design study for the Sanitary and Storm Sewer utilities. The study included the Capital Improvement costs in the recently adopted Capital Improvement Plan. Attached is a copy of the presentation that was provided at the previous meeting. The last time Sanitary and Storm Sewer rates were increased was 2019.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The recommendations from UFS for the Sanitary and Storm Sewer Utilities are as follows:

Sanitary Sewer Proposed Rate Changes						
Customer Meter Size	**Current Charges**	**Option Year 1**	**Option Year 2**	**Option Year 3**	**Option Year 4**	**Option Year 5**
5/8 & 3/4 meter	$6.05	$6.55	$7.05	$7.55	$8.05	$8.55
1" meter	$13.00	$14.00	$15.00	$16.00	$17.00	$18.00
1.5" meter	$18.60	$19.85	$21.10	$22.35	$23.60	$24.85
2" meter	$35.00	$36.25	$37.50	$38.75	$40.00	$41.25
3" meter	$55.00	$56.25	$57.50	$58.75	$60.00	$61.25
4" meter	$105.00	$105.00	$105.00	$105.00	$105.00	$105.00
6" meter	$140.00	$140.00	$140.00	$140.00	$140.00	$140.00
Volume Charges	$1.40	$1.37	$1.34	$1.31	$1.29	$1.26

($/1,000 gallons)						

Storm Sewer Proposed Rate Changes						
Customer Meter Size	**Current Monthly Charge**	**Option Year 1**	**Option Year 2**	**Option Year 3**	**Option Year 4**	**Option Year 5**
Single Family	$4.00	$4.60	$5.30	$5.55	$5.85	$6.15
Duplex Family	$2.00	$2.30	$2.65	$2.78	$2.93	$3.08
Commercial (Rate x 0.083 acres impervious)	$4.00	$4.60	$5.30	$5.55	$5.85	$6.15

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the City Council on what to include in proposed resolutions to present to the Council at a future meeting.

FINANCIAL IMPACT: N/A

UTILITY FINANCIAL SOLUTIONS, LLC

City of Brainerd

Sanitary Department

Financial Projection, Cost of Service, and Rate Design Summary for 2024

Revised after meeting on 9/20/2023

Discussion

Financial Projection

- Meet revenue requirements
- Measure to key financial targets

Cost of Service

- Monthly meter charge
- Identify if one rate subsidizes another

Guidance from City Council

- 2024 revenue adjustment
- Rate component adjustments towards cost of service

Projection Assumptions

The following assumptions were used in sewer projections

Fiscal Year	General Inflation	Growth	Investment Income	Capital Improvement Total	Percent Plant Depreciated
2024	4.0%	0.0%	3.0%	$ 792,000	58%
2025	3.0%	0.0%	3.0%	431,142	57%
2026	3.0%	0.0%	3.0%	478,279	55%
2027	3.0%	0.0%	3.0%	399,385	53%
2028	3.0%	0.0%	3.0%	407,361	52%

Projection Assumptions

(2024 financials)

Description		Projected 2024
Revenue from Rates	**$**	**865,967**
Salaries and Benefits	$	175,741
Professional Services		20,851
Repairs and Maintenance		62,400
Insurance		5,709
Lease Payments		7,812
Materials and Supplies		9,273
Depreciation		500,968
Total Expenses	**$**	**784,121**
Operating Income (Loss)	**$**	**81,846**
Interest Income		31,367
Interest Expense (Bond Int. Exp)		(59,807)
Intergovernmental		272,249
Net Income	**$**	**325,654**

Description		Projected 2024
Cash Flow		
Net Income (Loss)	$	325,654
Depreciation Expense		500,968
Subtract Debt Principal		(250,800)
Add Bond Sale Proceeds		-
Estimated Annual Capital Additions		(792,000)
Net Cash From Operations	**$**	**(216,177)**
Beginning Cash Balance	$	1,045,557
Ending Cash Balance	**$**	**952,112**

Projection Summary

Projection with current rates

Fiscal Year	Projected Rate Adjustments	Monthly Impact for Avg. 5/8" Mtr	Debt Coverage Ratio	Projected Revenues	Projected Expenses	Projected Operating Income(Loss)	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash Reserve
2024	0.0%	$ -	2.85	$ 865,967	$ 784,121	$ 81,846	$ 574,665	$ 952,112	$ 1,267,595
2025	0.0%	-	2.79	865,967	807,905	58,062	587,683	1,211,901	1,279,925
2026	0.0%	-	2.81	865,967	828,022	37,945	603,019	1,431,849	1,288,670
2027	0.0%	-	2.81	865,967	848,991	16,976	628,176	1,650,092	1,298,639
2028	0.0%	-	2.81	865,967	870,230	(4,263)	654,025	1,866,721	1,308,228

Projection with rate adjustments

Fiscal Year	Projected Rate Adjustments	Monthly Impact for Avg. 5/8" Mtr	Debt Coverage Ratio	Projected Revenues	Projected Expenses	Projected Operating Income(Loss)	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash Reserve
2024	2.5%	$ 0.28	2.92	$ 887,616	$ 784,121	$ 103,495	$ 574,665	$ 973,761	$ 1,267,595
2025	2.5%	0.29	2.94	909,806	807,905	101,902	587,683	1,278,039	1,279,925
2026	2.5%	0.30	3.03	932,552	828,022	104,530	603,019	1,566,556	1,288,670
2027	2.5%	0.30	3.11	955,865	848,991	106,875	628,176	1,878,739	1,298,639
2028	2.5%	0.31	3.20	979,762	870,230	109,532	654,025	2,216,022	1,308,228

Determination of Financial Targets

(under current rates and current CIP)

Minimum Debt Coverage Target #1

Description		Projected 2024
Minimum Debt Coverage		
Add Net Income	$	325,654
Add Depreciation Expense		500,968
Add Interest Expense		59,807
Cash Available for Debt Service	$	886,430
Debt Principal and Interest	$	310,607
Projected Debt Coverage Ratio (Covenants)		**2.85**
Minimum Debt Coverage Ratio		n/a

Optimal Operating Income Target #3

Description		Projected 2024
Optimal Operating Income Determinants		
Net Book Value	$	11,383,097
Outstanding Principal on Debt		2,002,600
System Equity	**$**	**9,380,497**
Debt : Equity		18%
Optimal Operating Income		
Interest on Debt	$	59,807
System Equity		514,858
Optimal Operating Income	**$**	**574,665**
Projected Operating Income	$	81,846
Rate of Return in %		**5.0%**

Minimum Cash Reserve Target #2

Description	Allocation		Projected 2024
Minimum Cash Reserve Determinants			
Operation & Maintenance Less Depreciation Expense		$	283,152
Historical Rate Base			19,524,154
Current Portion of Debt Service Reserve			310,607
Five Year Capital Improvements - Net of bond proceeds			2,657,979
Percent Plant Depreciated			58%
Calculated Minimum Reserve Level			
Operation & Maintenance Less Depreciatior	12.3%	$	34,909
Historical Rate Base	2%		390,483
Current Portion of Debt Service Reserve	100%		310,607
Five Year Capital Improvements - Net of bor	20%		531,596
Recommended Minimum Cash Reserves		**$**	**1,267,595**
Projected Cash Reserves		$	952,112

UFS UTILITY FINANCIAL SOLUTIONS, LLC

Cost of Service

Objective One:

Equitably allocate revenue requirements among customer classes

- ✓ Identify potential cross-subsidization between rate classes
- ✓ Identify cross-subsidization between customers in class

Objective Two:

Define optimal rate structures

- ✓ Customer charge
- ✓ Distribution charge
- ✓ Power supply charge

Cost of Service Summary

Cost of service and revenue by customer group

Customer Meter Size	COS Readiness to Serve Charge	Number of Meters	Readiness to Serve COS	Projected 2024 Revenue	Variance to COS
5/8 & 3/4 meter	$ 15.28	4,482	$ 821,645	$ 313,982	162%
1" meter	20.37	180	43,960	27,162	62%
1.5" meter	30.56	91	33,276	19,503	71%
2" meter	40.74	104	50,968	43,422	17%
3" meter	61.11	22	15,950	15,205	5%
4" meter	81.48	10	10,185	13,852	-26%
6" meter	122.23	3	4,400	4,889	-10%
Total Readiness to Serve			$ 980,386	$ 438,015	124%

Percent change required to move current rates to cost of service for each customer rate class

COS Commodity	$/1,000 gallons	$/1,000 gallons	Commodity COS	Commodity COS	Variance to COS
Volume Charges	$ 1.00	324,286	**$ 323,392**	**$ 455,232**	-29%
Total COS			**$ 1,303,777**	**$ 893,247**	**46%**

UFS UTILITY FINANCIAL SOLUTIONS, LLC

Customer Charges (Base Charges)

Cost Component Recovery

Customer Meter Size	COS Readiness to Serve Charge	Current Monthly Charge	Variance to COS
5/8 & 3/4 meter	$ 15.28	$ 6.05	153%
1" meter	20.37	13.00	57%
1.5" meter	30.56	18.60	64%
2" meter	40.74	35.00	16%
3" meter	61.11	55.00	11%
4" meter	81.48	105.00	-22%
6" meter	122.23	140.00	-13%
Total Readiness to Serve			

Option to increase customer charges annually over next 3-5 years to meet cost of service.

Summary of Recommendations

Guidance from City Council

2024 Revenue rate adjustment options

1. Revenue neutral adjustment in 2024
2. Adjust monthly charges towards cost of service
3. Rate design will be developed using input from City Council

EXAMPLE RATE DESIGN

(five-year example adjustments)

Customer Meter Size	Current Charges	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Option Year 5
5/8 & 3/4 meter	$ 6.05	**$ 6.55**	**$ 7.05**	**$ 7.55**	**$ 8.05**	**$ 8.55**
1" meter	13.00	**14.00**	**15.00**	**16.00**	**17.00**	**18.00**
1.5" meter	18.60	**19.85**	**21.10**	**22.35**	**23.60**	**24.85**
2" meter	35.00	**36.25**	**37.50**	**38.75**	**40.00**	**41.25**
3" meter	55.00	**56.25**	**57.50**	**58.75**	**60.00**	**61.25**
4" meter	105.00	**105.00**	**105.00**	**105.00**	**105.00**	**105.00**
6" meter	140.00	**140.00**	**140.00**	**140.00**	**140.00**	**140.00**
Total Meter Charges	$ 438,015	$ 469,260	$ 500,506	$ 531,751	$ 562,996	$ 594,242
Volume Charges	1.40	**1.37**	**1.34**	**1.31**	**1.29**	**1.26**
Total Commodity Charges	$ 427,952	$ 418,782	$ 409,737	$ 401,248	$ 393,327	$ 385,990
Total Revenue	**$ 865,967**	**$ 888,042**	**$ 910,243**	**$ 932,999**	**$ 956,324**	**$ 980,232**
Change in Revenue (%)		2.5%	2.5%	2.5%	2.5%	2.5%

EXAMPLE RATE DESIGN

(2024 example bill impact on ¾" and 1" meter customer)

Sanitary Meter 3/4"	Current Rates	Proposed Rates		
Ready to Serve	$ 6.05	$ 6.55		
Commodity Rate	$ 1.40	$ 1.37		
Usage Level in 1000 Gallons	**Current Revenue**	**Proposed Revenue**	**Dollar Impact**	**Percent Change**
2	$ 8.44	$ 8.89	$ 0.45	5.3%
3	$ 9.84	$ 10.26	0.42	4.3%
4	$ 11.24	$ 11.63	0.39	3.5%
5	$ 12.64	$ 13.00	0.36	2.8%
6	$ 14.04	$ 14.37	0.33	2.3%

Wastewater Meter 1"	Current Rates	Proposed Rates		
Ready to Serve	$ 13.00	$ 14.00		
Commodity Rate	$ 1.40	$ 1.37		
Usage Level in 1000 Gallons	**Current Rates**	**Proposed Rates**	**Dollar Impact**	**Percent Change**
6	$ 21.40	$ 22.22	$ 0.82	3.83%
9	$ 25.60	$ 26.33	0.73	2.85%
12	$ 29.80	$ 30.44	0.64	2.15%
15	$ 34.00	$ 34.55	0.55	1.62%
18	$ 38.20	$ 38.66	0.46	1.20%

UTILITY FINANCIAL SOLUTIONS, LLC

City of Brainerd

Storm Water Department

Financial Projection, Cost of Service, and Rate Design Summary for 2024

Projection Assumptions

The following assumptions were used in storm water projections

Fiscal Year	General Inflation	Growth	Investement Income	Capital Improvement Plan Total	CIP Contributed Funds	City Funded Capital	Percent Plant Depreciated
2024	4.0%	0.0%	3.0%	$1,700,000	$(905,000)	$ 795,000	45%
2025	3.0%	0.0%	3.0%	505,695	-	505,695	46%
2026	3.0%	0.0%	3.0%	96,481	-	96,481	48%
2027	3.0%	0.0%	3.0%	334,463	-	334,463	49%
2028	3.0%	0.0%	3.0%	463,870	-	463,870	51%

Projection Assumptions

(2024 financials)

Description		Projected 2024
Revenue from Rates	**$**	**480,516**
Salaries and Benefits	$	42,710
Professional Services		52,000
Repairs and Maintenance		72,800
Insurance		2,855
Miscellaneous		3,075
Depreciation		294,740
Total Expenses	**$**	**468,180**
Operating Income (Loss)	**$**	**12,337**
Interest Income		-
Interest Expense (Bond Int. Exp)		-
Net Income	**$**	**12,337**

Description		Projected 2024
Projected Cash Flow		
Net Income (Loss)	$	12,337
Depreciation Expense		294,740
Add Bond Sale Proceeds		-
Add Grant Proceeds		905,000
Estimated Capital Expense		(1,700,000)
Net Cash From Operations	**$**	**(487,923)**
Beginning Cash Balance	$	(408,283)
Ending Cash Balance	**$**	**(896,206)**

Projection Summary

(with optional rate adjustments and borrowing)

Projection with current rates

Fiscal Year	City Funded Capital	Projected Rate Adjustments	Projected $/REU Adjustment	Debt Coverage Ratio	Projected Revenues	Projected Expenses	Projected Operating Income(Loss)	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash Reserve	Projected Borrowing (20yr @ 5%)
2024	$ 795,000	**0.0%**	$ -	n/a	$ 480,516	$ 468,180	$ 12,337	$ 464,385	$ (896,206)	$ 629,651	**$ -**
2025	505,695	**0.0%**	$ -	n/a	480,516	495,440	(14,923)	480,567	(1,100,028)	640,407	-
2026	96,481	**0.0%**	$ -	n/a	480,516	506,821	(26,304)	483,655	(899,994)	642,997	-
2027	334,463	**0.0%**	$ -	n/a	480,516	514,270	(33,754)	486,742	(705,481)	645,607	-
2028	463,870	**0.0%**	$ -	n/a	480,516	521,886	(41,369)	489,830	(516,653)	648,238	-

Projection with optional rate adjustments and borrowing

Fiscal Year	City Funded Capital	Projected Rate Adjustments	Projected $/REU Adjustment	Debt Coverage Ratio	Projected Revenues	Projected Expenses	Projected Operating Income(Loss)	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash Reserve	Projected Borrowing (20yr @ 5%)
2024	$ 795,000	**0.0%**	$ -	12.28	$ 480,516	$ 468,180	$ 12,337	$ 431,013	$ 78,794	$ 454,651	**$ 1,000,000**
2025	505,695	**0.0%**	$ -	3.79	480,516	495,440	(14,923)	473,347	(202,906)	520,649	-
2026	96,481	**0.0%**	$ -	3.70	480,516	506,821	(26,304)	474,848	(83,116)	523,240	-
2027	334,463	**0.0%**	$ -	3.63	480,516	514,270	(33,754)	476,380	31,155	525,850	-
2028	463,870	**0.0%**	$ -	3.57	480,516	521,886	(41,369)	477,958	140,675	528,480	-

Projection Summary

(with optional rate adjustments and borrowing)

Projection optional rate adjustments and borrowing

Fiscal Year	City Funded Capital	Projected Rate Adjustments	Projected $/REU Adjustment	Debt Coverage Ratio	Projected Revenues	Projected Expenses	Projected Operating Income(Loss)	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash Reserve	Projected Borrowing (20yr @ 5%)
2024	$ 795,000	**15.0%**	$ 0.60	15.17	$ 552,594	$ 468,180	$ 84,414	$ 431,013	$ 150,871	$ 454,651	**$ 1,000,000**
2025	505,695	**15.0%**	$ 0.69	5.75	635,483	495,440	140,043	473,347	26,300	520,649	-
2026	96,481	**5.0%**	$ 0.26	6.03	667,257	506,821	160,436	474,848	333,620	523,240	-
2027	334,463	**5.0%**	$ 0.28	6.49	700,620	514,270	186,349	476,380	678,003	525,850	-
2028	463,870	**5.0%**	$ 0.29	6.99	735,651	521,886	213,765	477,958	1,062,063	528,480	-

Determination of Financial Targets

(under current rates)

Minimum Debt Coverage Target #1

Description		Projected 2024
Minimum Debt Coverage		
Add Net Income	$	12,337
Add Depreciation Expense		294,740
Add Interest Expense		-
Cash Available for Debt Service	$	307,077
Debt Principal and Interest	$	-
Projected Debt Coverage Ratio (Covenants)		**n/a**
Minimum Debt Coverage Ratio		1.20

Optimal Operating Income Target #3

Description		Projected 2024
Optimal Operating Income Determinants		
System Net Book Value	$	7,955,579
System Equity	$	7,955,579
Optimal Operating Income Allocation		
System Equity		5.8%
Debt : Equity		0.0%
Optimal Operating Income		
System Equity		464,385
Optimal Operating Income	**$**	**464,385**
Projected Operating Income	$	12,337
Rate of Return in %		**5.8%**

Minimum Cash Reserve Target #2

Description	Allocation		Projected 2024
Minimum Cash Reserve Determinants			
Operation & Maintenance (*Less Depreciation Expense*)		$	173,440
Historical Rate Base			14,512,037
Current Portion of Debt Service			-
Five Year Capital Improvements - Net of bond proceeds			1,590,138
Percent plant Depreciated			45%
Minimum Cash Reserve Level			
Operation & Maintenance (Less Depreciation Expense)	12.3%	$	21,383
Historical Rate Base	2%		290,241
Current Portion of Debt Service	100%		-
Five Year Capital Improvements - Net of bond proceeds	20%		318,028
Recommended Minimum Cash Reserves		**$**	**629,651**
Projected Cash Reserves		$	(896,206)

UTILITY FINANCIAL SOLUTIONS, LLC

Cost of Service Summary

Cost of service and revenue by customer group

Customer Meter Size	COS per REU	Number of REU's	Readiness to Serve COS	Projected 2024 Revenue	Varience to COS
Single Family	$ 7.76	4,078	$ 379,890	$ 195,743	94%
Duplex Family	3.88	-	-	-	
Commercial	7.76	5,933	552,675	284,773	94%
Total			**$ 932,565**	**$ 480,516**	**94%**

Percent change required to move current rates to cost of service for each customer rate class

Customer Meter Size	COS Readiness to Serve Charge	Current Monthly Charge	Varience to COS
Single Family	$ 7.76	$ 4.00	94%
Duplex Family	3.88	2.00	94%
Commercial	7.76	4.00	94%
Total	**$ 932,565**	**$ 480,516**	**94%**

Summary of Recommendations

Guidance from City Council

2024 Revenue rate adjustment options

1. Rate design will be developed using input from City Council
2. Implement policy to retain or restrict $'s for unplanned CIP projects

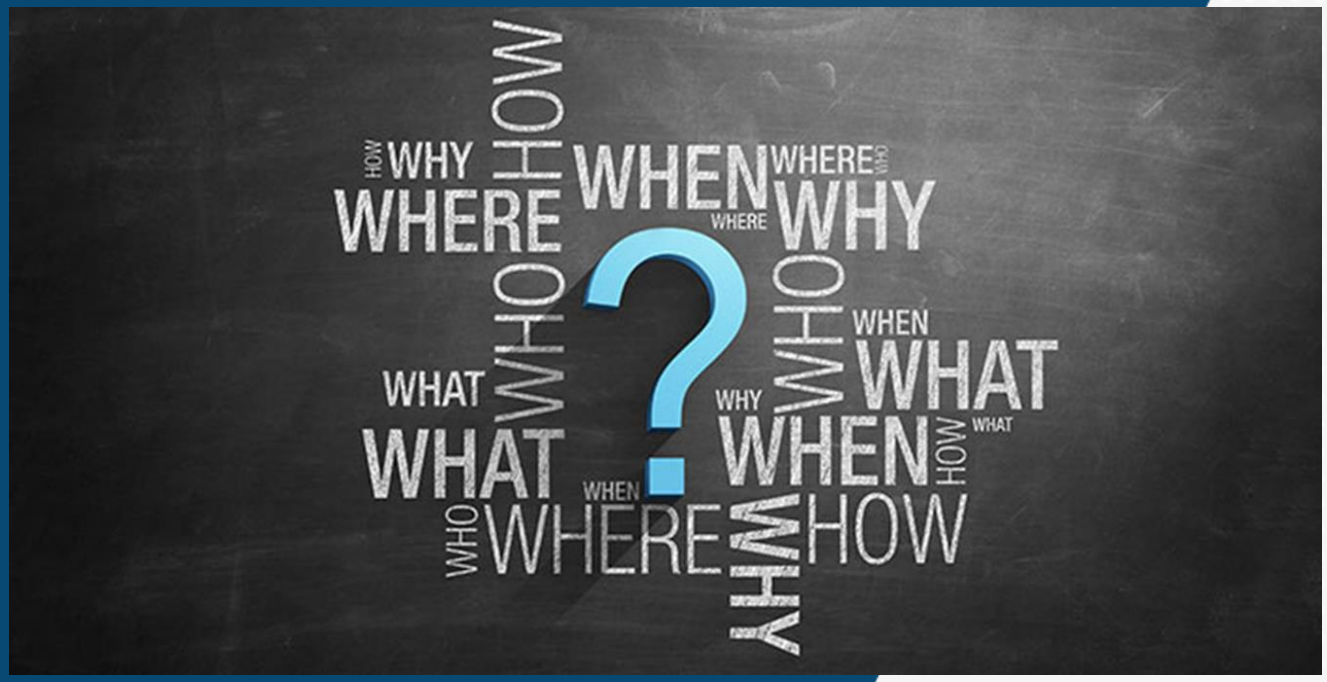
Potential to add a policy that restricts CIP dollars for projects that result in other department street projects?

EXAMPLE RATE DESIGN

Customer Meter Size	Current Monthly Charge	Example Year 1	Example Year 2	Example Year 3	Example Year 4	Example Year 5
Single Family	$ 4.00	**$ 4.60**	**$ 5.30**	**$ 5.55**	**$ 5.85**	**$ 6.15**
Duplex Family	2.00	**2.30**	**2.65**	**2.78**	**2.93**	**3.08**
Commercial	4.00	**4.60**	**5.30**	**5.55**	**5.85**	**6.15**
Total	**$ 480,516**	**$ 552,594**	**$ 636,684**	**$ 666,716**	**$ 702,755**	**$ 738,794**
Change (%)		**15%**	**15%**	**5%**	**5%**	**5%**
Single Family avg. $ change		**$ 0.60**	**$ 0.70**	**$ 0.25**	**$ 0.30**	**$ 0.30**

Questions?

UTILITY FINANCIAL SOLUTIONS, LLC



City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Plans and Authorize Bidding - PD HVAC Replacement

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Police

PRESENTER: Jessie Dehn, Public Works Director, John Davis, Police Chief

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Attached to this item are the plans for the HVAC unit replacement at the Police Department. This project includes replacement of the existing HVAC unit with a new gas-fed unit and the addition of a secondary unit for redundancy. To accommodate the second unit, some additional structural, electrical, duct, and plumbing work will be needed to accommodate the new units. Bid opening is planned for November 29th, 2023 at 2 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In Fall 2022, staff received a budgetary estimate from Thelen for $330,000. Due to the amount, Council hired Widseth to prepare plans for the replacement project to be bid. At the November 7th, 2022 meeting, Council authorized $140,000 of ARPA funding towards this project. The other $190,000 would be funded through 2024 Capital funding.

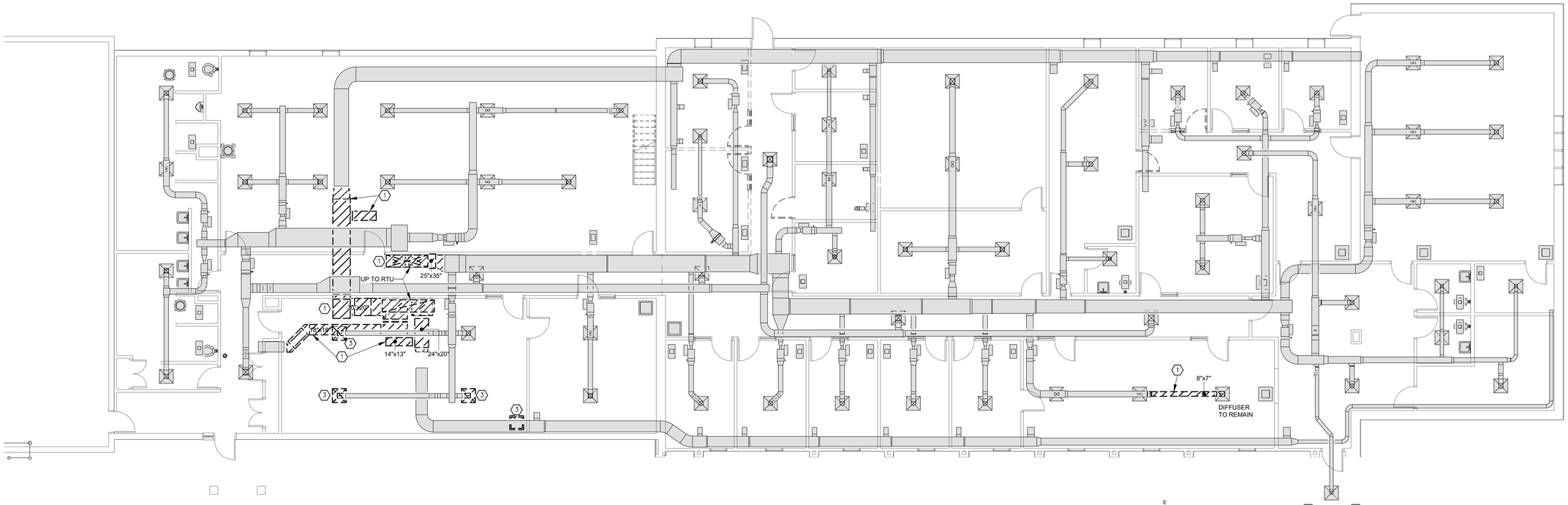
After preparation of the plans, Widseth is estimating the project to cost approximately $350,000. For cost savings, the City would have to hire a building controls vendor to program the building with the new units. Staff has requested an estimate from NAC, who is familiar with City facilities but have not received a response yet. Staff is estimating the cost could be roughly $25,000. Including the $38,600 from Widseth, this would total the project to be $406,600. Options that the Council could consider for the difference in estimate versus budget, $84,600, include:

- $64,397 in available unencumbered ARPA funds and $20,203 in additional 2024 Capital funds
- Additional 2024 Capital funds only, $84,600 in total

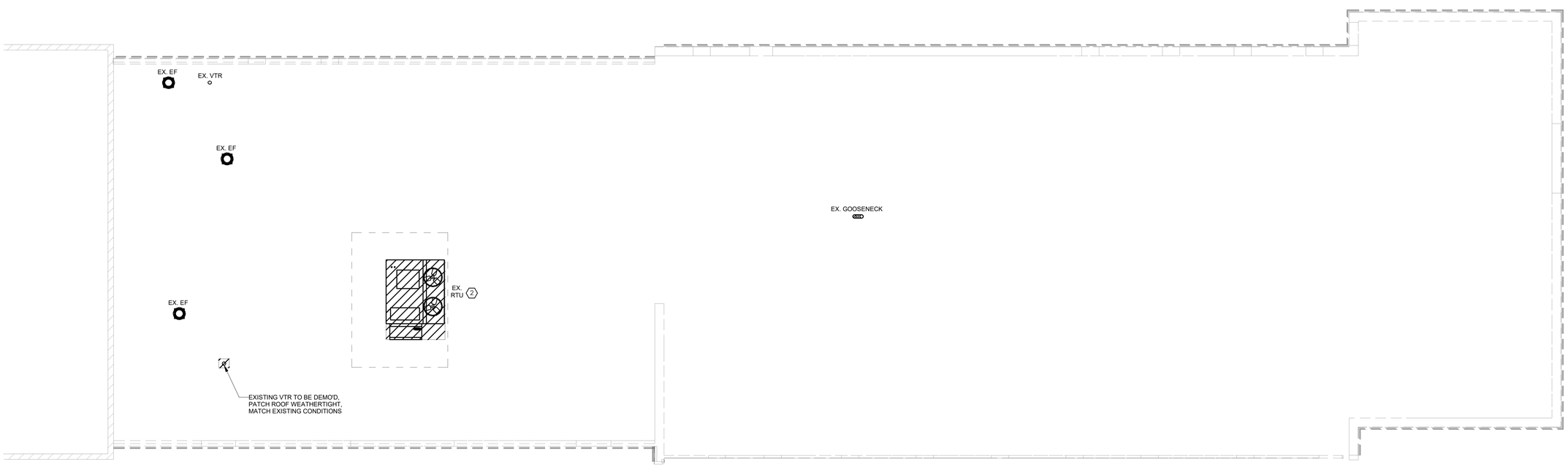
Staff would present bids at the December 4th Council meeting. Staff would request direction from the Council on the funding for the project once bid numbers are known.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the plans and authorizing bidding for the Police Department HVAC Replacement project.

FINANCIAL IMPACT: N/A



1 MAIN LEVEL DEMO PLAN
1/8" = 1'-0"



2 ROOF DEMO PLAN
1/8" = 1'-0"

DEMO NOTES:

1. DEMO DUCTWORK, HANGERS, FITTINGS AND ACCESSORIES
2. DEMO RTU, CURB, AND DUCT DROPS
3. DIFFUSER TO BE RELOCATED

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Adam Siemers

ADAM M SIEMERS 10-11-2023 LIC# 52730

DATE	REV#	REVISIONS/DESCRIPTION	BY

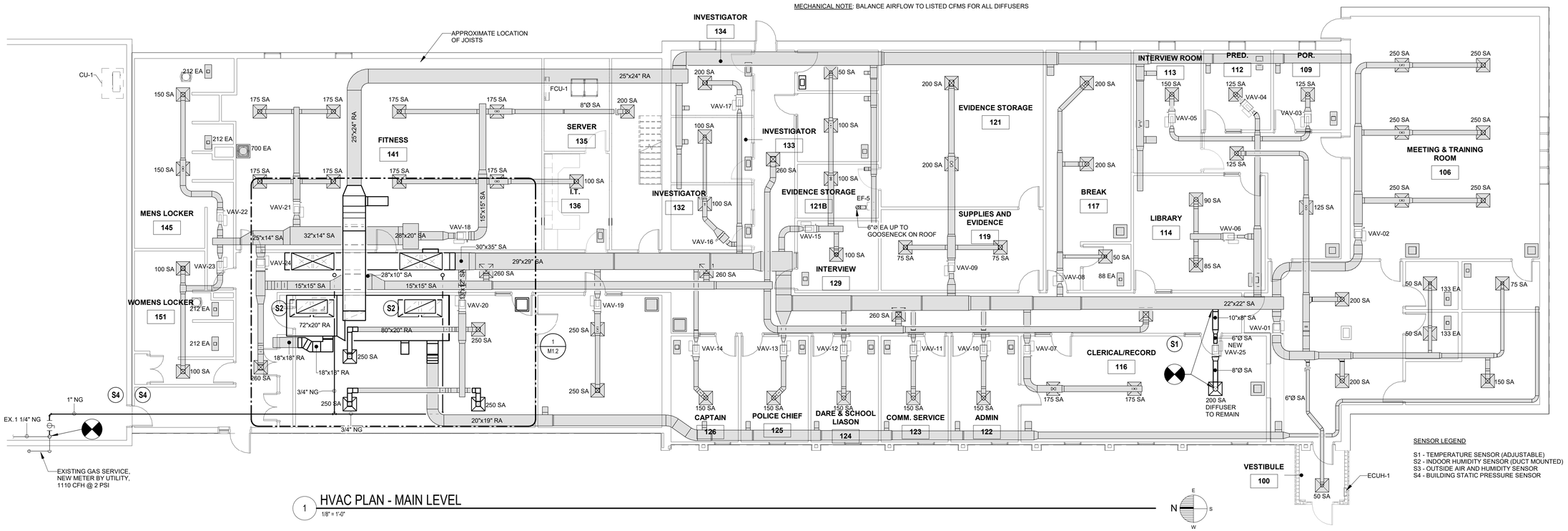
DATE: OCTOBER 2023
SCALE: AS NOTED
DRAWN BY: JDO
CHECKED BY: AMS
JOB NUMBER: 2023-11005

BRAINERD POLICE DEPARTMENT RTU REPLACEMENT
CITY OF BRAINERD
225 EAST RIVER ROAD, BRAINERD, MN 56401

MECHANICAL DEMO PLANS

SHEET NO.
MD1.0

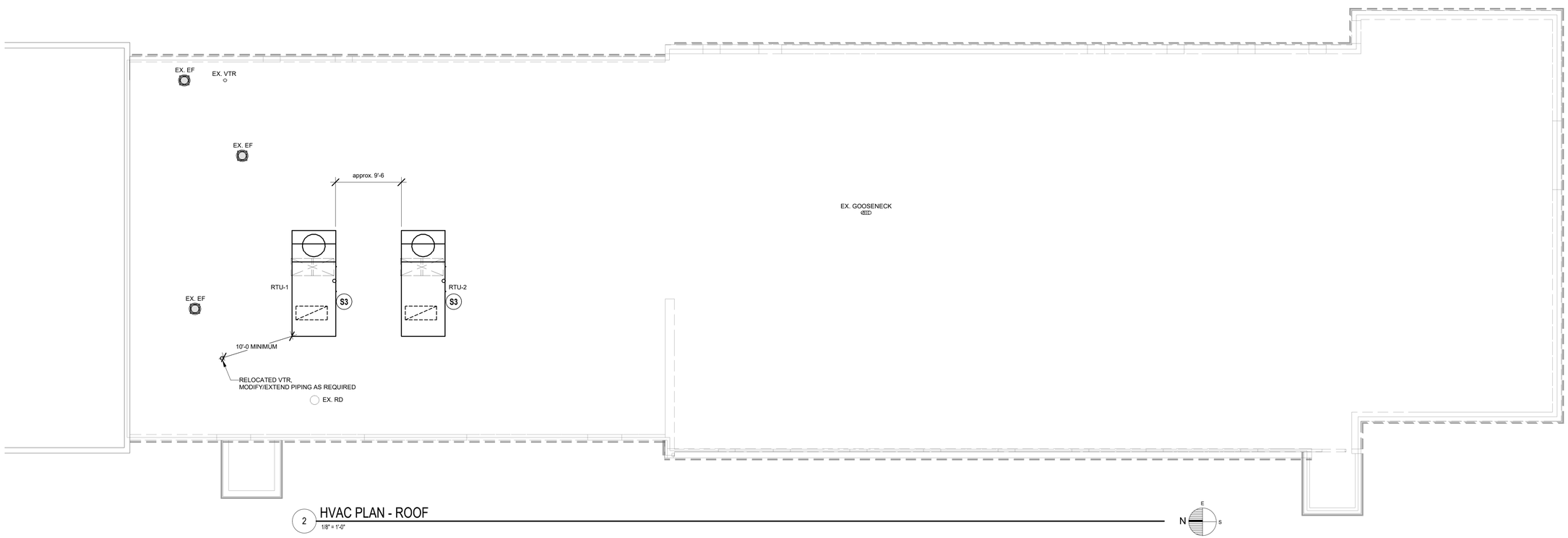
MECHANICAL NOTE: BALANCE AIRFLOW TO LISTED CFMS FOR ALL DIFFUSERS



1 HVAC PLAN - MAIN LEVEL
1/8" = 1'-0"

SENSOR LEGEND

S1 - TEMPERATURE SENSOR (ADJUSTABLE)
S2 - INDOOR HUMIDITY SENSOR (DUCT MOUNTED)
S3 - OUTSIDE AIR AND HUMIDITY SENSOR
S4 - BUILDING STATIC PRESSURE SENSOR



2 HVAC PLAN - ROOF
1/8" = 1'-0"

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ADAM M SIEMERS

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BRAINERD POLICE DEPARTMENT RTU REPLACEMENT
CITY OF BRAINERD
225 EAST RIVER ROAD, BRAINERD, MN 56401

HVAC PLANS

SHEET NO.
M1.1

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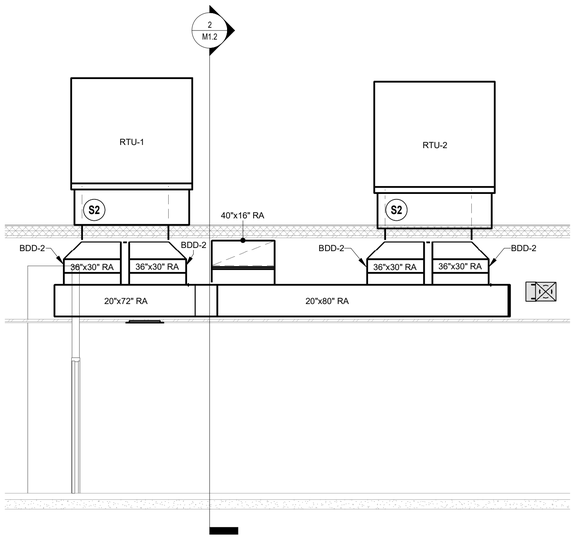
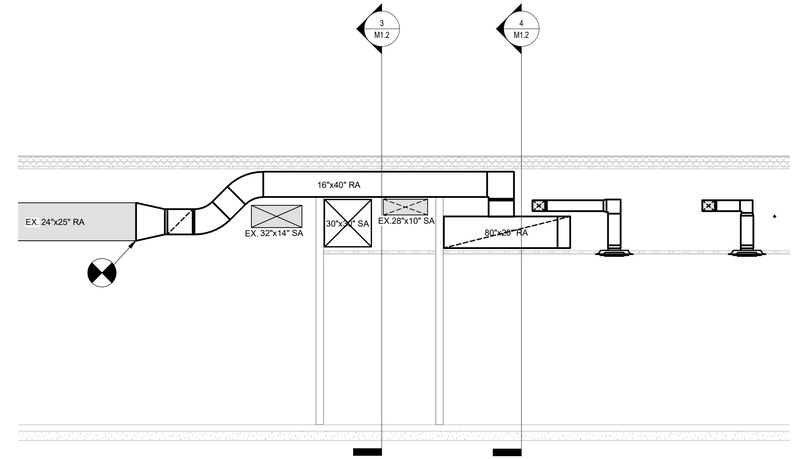
SENSOR LEGEND

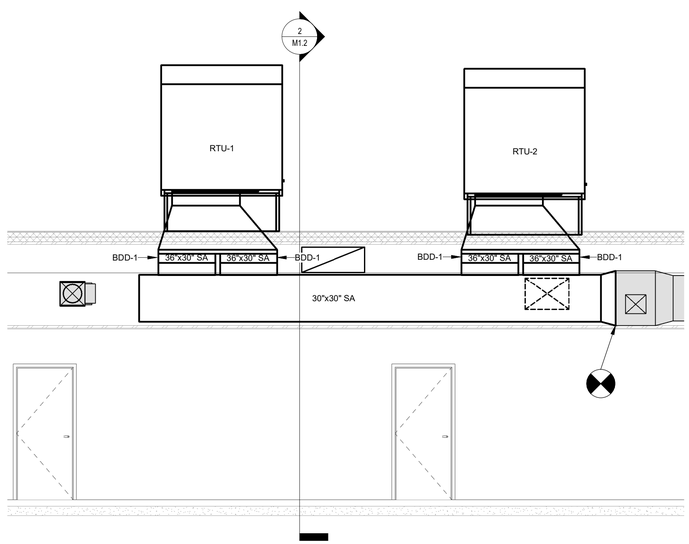
S1 - TEMPERATURE SENSOR (ADJUSTABLE)
S2 - INDOOR HUMIDITY SENSOR (DUCT MOUNTED)
S3 - OUTSIDE AIR AND HUMIDITY SENSOR
S4 - BUILDING STATIC PRESSURE SENSOR



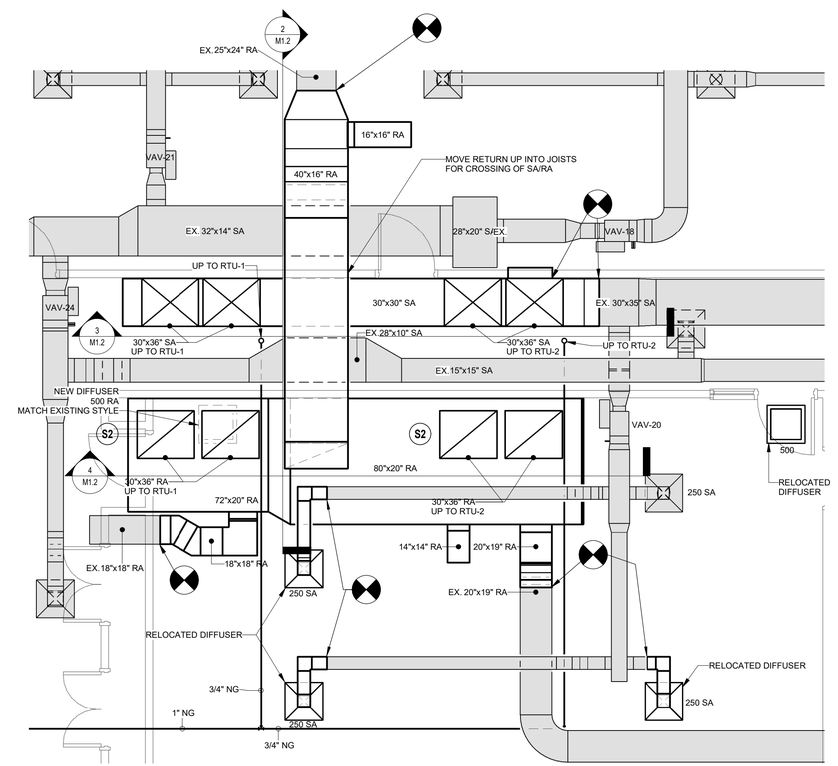
4 SECTION VIEW 3
1/4" = 1'-0"



2 SECTION VIEW 1
1/4" = 1'-0"



3 SECTION VIEW 2
1/4" = 1'-0"



1 HVAC PLAN - MAIN LEVEL - ENLARGED PLAN
1/4" = 1'-0"

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10-11-2023 LIC# 52730
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BRAINERD POLICE DEPARTMENT RTU REPLACEMENT
CITY OF BRAINERD
225 EAST RIVER ROAD, BRAINERD, MN 56401

DETAILS/ SECTIONS/ ENLARGED PLANS

SHEET NO.
M1.2

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ROOF TOP UNIT SCHEDULE

GENERAL | MECHANICAL

MARK	LOCATION	APPLICATION	SUPPLY FAN CFM	SUPPLY FAN OA CFM (MIN)	SUPPLY FAN ESP (IN W.C.)	SUPPLY FAN FAN RPM	SUPPLY FAN MOTOR HP	SUPPLY FAN DRIVE	EXHAUST/RETURN FAN CFM	EXHAUST/RETURN FAN EA CFM (MIN)	EXHAUST/RETURN FAN EXT SP (IN)	EXHAUST/RETURN FAN FAN RPM	EXHAUST/RETURN FAN MOTOR HP	EXHAUST/RETURN FAN DRIVE	FILTER DESCRIPTION	HEATING COIL DATA AIR DATA EAT (°F)	HEATING COIL DATA AIR DATA LAT (°F)	HEATING COIL DATA GAS HTG (MBH) 1ST STAGE INPUT	HEATING COIL DATA GAS HTG (MBH) 1ST STAGE OUTPUT	DX COOLING DATA TOTAL MBH	DX COOLING DATA SENS. MBH	DX COOLING DATA AIR DATA ENTERING AIR DB (°F)	DX COOLING DATA AIR DATA ENTERING AIR WB (°F)	DX COOLING DATA AIR DATA LEAVING AIR DB (°F)	DX COOLING DATA AIR DATA LEAVING AIR WB (°F)	DX COOLING DATA FACE VEL (FPM)	HOT GAS REHEAT Total Capacity (MBH)	HOT GAS REHEAT LEAVING AIR DB (°F)	HOT GAS REHEAT LEAVING AIR WB (°F)	MANUFACTURER	MODEL NO.	NOTES
RTU-1	ROOF	OFFICE VAV, LEAD/LAG, V	10850	2750	1.8	1817	15	DIRECT	10400	2750	0.5	3288	8	DIRECT	Combo 2 in./4 in. rack with 2 in. MERV 8 in. and 4 in. MERV 14	50	71	300	240	345	281	77.8	64.4	53.8	53.6	500	246	75	61	DAIKIN APPLIED	DPSO28	1,2,3,4
RTU-2	ROOF	OFFICE VAV, LEAD/LAG, V	10850	2750	1.8	1817	15	DIRECT	10400	2750	0.5	3288	8	DIRECT	Combo 2 in./4 in. rack with 2 in. MERV 8 in. and 4 in. MERV 14	50	71	300	240	345	281	77.8	64.4	53.8	53.6	500	246	75	61	DAIKIN APPLIED	DPSO28	1,2,3,4

NOTES:
1. MODULATING, 12:1 TURNDOWN.
2. HOT GAS REHEAT CONTROLLED BY HUMIDITY SENSOR LOCATED IN RA DUCT.
3. ECONOMIZER SHALL BY ENTHALPY CONTROLLED.
4. PROVIDE AND INSTALL BDD-1(QTY 4) ON SUPPLY DROPS AND BDD-2(QTY 4) ON RETURN DROPS. SEE GRAVITY BACKDRAFT DAMPER SCHEDULE.

ROOF TOP UNIT SCHEDULE (ELECTRICAL PORTION)

ELECTRICAL

MARK	VOLTAGE/PHASE	TOTAL ELEC. LOAD	CONTROL TYPE	CONTROL BY	STARTER TYPE/SIZE	STARTER BY	STARTER LOCATION	DISCONNECT TYPE/SIZE	DISCONNECT BY	FEEDER SIZE	POWER SOURCE	OVERCURRENT DEVICE	120V CONVENIENCE OUTLET POWER SOURCE	120V CONVENIENCE OUTLET OVERCURRENT DEVICE	NOTES
RTU-1	480/3	61.354 KW	-	DIV. 23	W/ UNIT	DIV. 23	ON UNIT	W/ UNIT	DIV. 23	1-1/4"C., 4#3 + 1#8G.	MAIN SWITCHBOARD	100A FUSES	LP1 LEFT	20A, 1P, CB	1
RTU-2	480/3	61.354 KW	-	DIV. 23	W/ UNIT	DIV. 23	ON UNIT	W/ UNIT	DIV. 23	1-1/4"C., 4#3 + 1#8G.	MAIN SWITCHBOARD	100A FUSES	LP1 LEFT	20A, 1P, CB	2

NOTES:
1. PROVIDE 100A FUSES IN EXISTING 200A RATED FUSIBLE SWITCH FRAME. SEE SHEET E3.10 FOR FURTHER INFORMATION.
2. PROVIDE 100A FUSES IN EXISTING 100A RATED FUSIBLE SWITCH FRAME. SEE SHEET E3.10 FOR FURTHER INFORMATION.

VARIABLE AIR VOLUME DUCT TERMINAL SCHEDULE

GENERAL | MECHANICAL

MARK	LOCATION	SIZE UNIT	SIZE OUTLET	STATIC PRESSURE INLET	STATIC PRESSURE DOWN	STATIC PRESSURE MIN	ELECTRIC HEAT COIL CFM	ELECTRIC HEAT COIL KW	ELECTRIC HEAT COIL VOLTS/PH.	ELECTRIC HEAT COIL STEPS	ELECTRIC HEAT COIL EAT (°F)	ELECTRIC HEAT COIL LAT (°F)	MANUFACTURER	MODEL NO.	NOTES
NEW VAV-25	CLERICAL/RECORD - 116	04	12 X 8	1.0	0.10	0.06	200	3	480/3	SCR	55	99	Titus	DESV	

GRAVITY BACKDRAFT DAMPER SCHEDULE

GENERAL | MECHANCIAL

MARK	AIRFLOW DIRECTION	SIZE (IN)	AIRFLOW (CFM)	VELOCITY (FPM)	RTU ESP (IN. W.C.)	OPENING STATIC (IN. W.C.)	MANUFACTURER	MODEL NO.	NOTES
BDD-1	VERTICAL DOWN	36x30	5425	800	1.8	0.15	UNITED ENERTECH	CB-601	
BDD-2	VERTICAL UP	36x30	5425	800	1.8	0.15	UNITED ENERTECH	CB-601	

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Adam Siemers

10-11-2023 LIC# 52730

ADAM M SIEMERS

DATE	REV#	REVISIONS DESCRIPTION	BY

DATE: OCTOBER 2023
SCALE: AS NOTED
DRAWN BY: JDO
CHECKED BY: AMS
JOB NUMBER: 2023-11005

BRAINERD POLICE DEPARTMENT RTU REPLACEMENT
CITY OF BRAINERD
225 EAST RIVER ROAD, BRAINERD, MN 56401

MECHANICAL AND ELECTRICAL SCHEDULES

SHEET NO.
ME1.3

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Discuss Amending Sections 1010 Licensing Fees, 1015 Permit Procedures and Fees, 1130 Building Related Trades, and Rental License Fees.

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:
City Council reviewed and amended City Code Sections 1010 Licensing Fees and 1015 Permit Procedures and Fees in 2019 as part of Ordinance 1492. Rental license fees were last reviewed and changed in 2010 as part of Resolution No. 45:10 which increased the rental license fee to $32 per rental dwelling unit. Staff thoroughly reviewed neighboring municipalities' fee schedules and processes and made the following determinations for Brainerd:

1) Rental license fees are significantly lower.
2) Zoning and subdivision fees are significantly lower.
3) Building permits for single inspections such as windows, solar panels, and commercial furnaces are higher.
4) Park dedication and SAC and WAC are significantly lower.
5) Brainerd should no longer license amusement machines, circuses, dances, musical machines, roller rinks, theatres, and wrestling and boxing matches. A permit should be created for the fire department to inspect properties holding large events.
6) Food trucks should have both a daily and yearly payment option.
7) Contractor licenses should be changed to contractor registration, no longer require City Council approval, and no longer require a $5,000 surety bond.
8) Bee and chicken permits should have a higher initial fee and a lower renewal fee.
9) Business licensing fees are in line with surrounding municipalities.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
City staff reviewed the process in which neighboring municipalities update their fee schedules and determined that many cities adopt their fee schedule through resolution rather than providing it in their City Code. A link to a printable pdf is then put on their city website for the public to review, download, or print. The fee schedule should be reviewed yearly by city staff and passed by City Council resolution. The updated fee schedule would immediately take effect by resolution after City Council approval rather than through the ordinance amendment process.

Staff recommends the following fee schedule changes: (only the most impactful changes are listed below)

1) Rental license fee increases from $32.00 per unit to $50 per unit (1-5 unit structure) $45 per unit (6-12 unit structure) $40 per unit (12+ unit structure)
2) Residential CUP, IUP, variance, and rezoning increase from $250 to $350.
3) Commercial CUP, IUP, variance, and rezoning increase from $400 to $500.
4) Fence Permits increase from $35 to $50
5) Administrative zoning permit from $0 to $35
6) BPU and Public Works will review and make recommendations for SAC and WAC and Park Dedication fees.

RECOMMENDED ACTION/MOTION: Recommend staff to draft an ordinance and resolution for P&F to review at the November 20th City Council meeting.

FINANCIAL IMPACT: Community Department revenue would increase based on the findings provided by staff. An estimate will be provided at the next P&F Committee meeting.

Service	Date fee established City of Brainerd	Brainerd - Residential	Brainerd - Commercial	Baxter - Residential	Baxter - Commercial	Crow Wing County	Alexandria-Residential	Alexandria-Commercial	Fergus Falls-Residential	Fergus Falls-Commercial	Bemidji-Residential	Bemidji-Commercial
BUILDING												
Building Permit Fee-**Total Valuation $1-$500**	3/16/2015	$30	$40	$23			$23.50		N/A		$23.50	
Building Permit Fee-**Total Valuation $1-$1,000**	3/16/2015	$1-$500 see above; $501-$2,000 see below		N/A			N/A		$34		N/A	
Building Permit Fee-**Total Valuation $501-$2,000**	3/16/2015	$30 for first $500 + $2 for each addt'l $100 or fraction thereof, to and including $2,000	$40 for first $500 + $3.25 for each addt'l $100 or fraction thereof, to and including $2,000	$23.50 for first $500 + $3.05 for each addt'l $100 or fraction thereof, to and including $2,000			$23.50 for first $500 + $3.05 for each addt'l $100 or fraction thereof, to and including $2,000		N/A		$23.50 for first $500 + $3.05 for each addt'l $100 or fraction thereof, to and including $2,000	
Building Permit Fee-**Total Valuation $1,000-$25,000**	3/16/2015	$1,000-$2,000 see above; $2,001-$25,000 see below		N/A			N/A		$34 for first $1,000 + $8.25 for each addt'l $1,000 or fraction thereof, to and		N/A	
Building Permit Fee-**Total Valuation $2,001-$25,000**	3/16/2015	$60 for first $2,000 + $9.50 for each addt'l $1,000 or fraction thereof, to and including $25,000	$88.75 for first $2,000 + $14.75 for each addt'l $1,000 or fraction thereof, to and including $25,000	$69.25 for first $2,000 + $14 for each addt'l $1,000 or fraction thereof, to and including $25,000			$69.25 for first $2,000 + $14 for each addt'l $1,000 or fraction thereof, to and including $25,000		N/A		$69.25 for first $2,000 + $14 for each addt'l $1,000 or fraction thereof, to and including $25,000	
Building Permit Fee-**Total Valuation $25,001-$50,000**	3/16/2015	$278.50 for first $25,000 + $6.50 for each addt'l $1,000 or fraction thereof, to and including $50,000	$428 for first $25,000 + $10.75 for each addt'l $1,000 or fraction thereof, to and including $50,000	$391.75 for first $25,000 + $10.10 for each addt'l $1,000 or fraction thereof, to and including $50,000			$391.75 for first $25,000 + $10.10 for each addt'l $1,000 or fraction thereof, to and including $50,000		$232 for first $25,000 + $6.50 for each addt'l $1,000 or fraction thereof, to and including $50,000		$391.75 for first $25,000 + $10.10 for each addt'l $1,000 or fraction thereof, to and including $50,000	
Building Permit Fee-**Total Valuation $50,001-$100,000**	3/16/2015	$441 for first $50,000 + $5 for each addt'l $1,000 or fraction thereof, to and including $100,000	$696.75 for first $50,000 + $7.50 for each addt'l $1,000 or fraction thereof, to and including $100,000	$643.75 for first $50,000 + $7 for each addt'l $1,000 or fraction thereof, to and including $100,000			$643.75 for first $50,000 + $7 for each addt'l $1,000 or fraction thereof, to and including $100,000		$397 for first $50,000 + $4.40 for each addt'l $1,000 or fraction thereof, to and including $100,000		$643.75 for first $50,000 + $7 for each addt'l $1,000 or fraction thereof, to and including $100,000	
Building Permit Fee-**Total Valuation $100,000 and up**	3/16/2015	$691 for first $100,000 + $4.50 for each addt'l $1,000 or fraction thereof	See below	See below			See below		$617 for first $100,000 plus $3.85 each addt'l $1,000 or fraction thereof		See below	
Building Permit Fee-**Total Valuation $100,000 - $500,000**	3/16/2015	End of schedule	$1,071.75 for first $100,000 + $6 for each addt'l $1,000 or fraction thereof, to and including $500,000	$993.75 for first $100,000 + $5.60 for each addt'l $1,000 or fraction thereof, to and including $500,000			$993.75 for first $100,000 + $5.60 for each addt'l $1,000 or fraction thereof, to and including $500,000		See above		$993.75 for first $100,000 + $5.60 for each addt'l $1,000 or fraction thereof, to and including $500,000	

Building Permit Fee-**Total Valuation $500,001 - $1,000,000**	3/16/2015	See above	$3,471.75 for first $500,000 + $5 for each addt'l $1,000 or fraction thereof, to and including $1,000,000	$3,233.75 for first $500,000 + $4.75 for each addt'l $1,000 or fraction thereof, to and including $1,000,000		$3,233.75 for first $500,000 + $4.75 for each addt'l $1,000 or fraction thereof, to and including $1,000,000		See above		$3,233.75 for first $500,000 + $4.75 for each addt'l $1,000 or fraction thereof, to and including $1,000,000	
Building Permit Fee-**Total Valuation $1,000,000 and up**	3/16/2015	See above	$5,971.75 for first $1,000,000 + $4 for each addt'l $1,000 or fraction thereof	$5,608.75 for first $1,000,000 + $3.15 for each addt'l $1,000 or fraction thereof		$5,608.75 for first $1,000,000 + $3.15 for each addt'l $1,000 or fraction thereof		See above		$5,608.75 for first $1,000,000 + $3.15 for each addt'l $1,000 or fraction thereof	
Plan Review Fee	3/16/2015	65% of Building Permit Fee	65% of Building Permit Fee	65% of Building Permit Fee	65% of Building Permit Fee	50% of the Building Permit Fee/1 to 2 family dwellings	65% of Building Permit Fee	65% of Building Permit Fee	Equal to 25% of the attributable building permit fee	65% of Building Permit Fee	32.5% of applicable building permit fee (minimum $150)
State Surcharge	3/16/2015	$1,000,000 or less .0005 x Valuation - $.50 minimum	$1,000,000 or less=.0005 x Valuation - $0.50 minimum: $1,000,000 or $2,000,000=$500 + .0004 X (valuation - $1,000,000): $2,000,000 to $3,000,000=$900 +.0003 x (valuation - $2,000,000) :$3,000,000 to $4,000,000= $1,200 + .0002 x (valuation - $3,000,000): $4,000,000 to $5,000,000=$1,400 + .0001 x (valuation - $4,000,000) :Greater than $5,000,000=$1,500 + .00005 x (valuation - $5,000,000)	$1,000,000 or less=.0005 x Valuation: $1,000,000 or $2,000,000=$500 + .0004 X (valuation between $1M-$2M): $2,000,000 to $3,000,000=$900 + .0003 x (valuation between $2M-$3M):$3,000,000 to $4,000,000= $1,200 + .0002 x (valuation between $3M-$4M): $4,000,000 to $5,000,000=$1,400 + .0001 x (valuation between $4M-$5M):Greater than $5,000,000=$1,500 + .00005 x (valuation exceeding $5M)		Valuation x .0005		Valuation x .0005		Valuation < $1 Mil. = 1/2 mil or .0005 x project amount	
Mechanical Permit Fee	3/16/2015	$120/$1 (individual element (i.e. furnace, A/C, Ductwork) - $40/$1 ea. Or a maximum of $120/$1	Valuation and/or $120/$1 (individual element (i.e. furnace, A/C, Ductwork) - $40/$1 ea. Or a maximum of $120/$1	$120 + $1 state surcharge for New Single Family home. $80 plus $1 state surcharge for alteration or repair	1.5% of contracted price + state surcharge. Minimum $150		$24/per unit	$0-$2,000=$40 $2,001-$3,000=$45 $3,001-$4,000=$55 $4,001-$5,000=$65 $5,001-$6,000=$75 $6,001-$7,000=$85 $7,001-$8,000=$95 $8,001-$9,000=$105 $9,001-$10,000=$115 $10,001-$11,000=$125 $11,001-$12,000=$135 $12,001-$13,000=$145 $13,001-$14,000=$155 $14,001-$15,000=$165 $15,001-$16,000=$175 $16,001-$100,000;add $10 per $1,000 Over $100,000=add $5 per $1,000	$1-$500=$15 $501-$1,000=$35: $1,001-$10,000=$35 for the first $1,000 plus $6.50 for each additional $1,000 or fraction thereof, up to and including $10,000:$10,001-$50,000 $93.50 for the first $10,000 plus $4 for each addt'l $1,000 or fraction thereof, up to and including $50,000:$50,001-$100,000=$253.50 for the first $50,000 plus $2.50 for each addt'l $1,000 or fraction thereof up to and including $100,000:$100,000 and up=$378.50 for the first $100,000 plus $1.35 for each addt'l $1,000 or fraction thereof		Same as Building Permits	
Fireplace Replacement	3/16/2015	$40 + $1 State Surcharge	Valuation and/or $120/$1 (individual element (i.e. furnace, A/C, Ductwork) - $40/$1 ea. Or a maximum of $120/$1	$40	Valuation-see 1997 UBC				N/A		N/A	
Furnace Replacement or Air Conditioning Unit		See Mechanical Permit Fee		$40 plus $1 state surcharge	N/A							
Garage Heater		See Mechanical Permit Fee		$40 plus $1 state surcharge	N/A							
Roof Top Units		See Mechanical Permit Fee			$150/unit							
Door and/or Window	3/16/2015	Based on Valuation		$8.50 per $1,000 valuation ($40 minimum)			See Building Permit		See building permit		See building permit	
Decks	3/16/2015	Based on Valuation	N/A	$8.50 per $1,000 valuation			See Building Permit		See building permit		See building permit	

Retaining Wall				Over 4' - $8.50 per $1,000 valuation								
Plumbing Permit Fee	3/16/2015	$120/$1 (based on a three-count permit (underground/ DWV/final) - $40/$1 ea. Or a maximum of $120/$1	Valuation and/or $120/$1 (based on a three-count permit (underground/DWV/final) - $40/$1 ea. Or a maximum of $120/$1	$11 + $8 per fixture/$40 minimum			$0-$2,000=$40 $2,001-$3,000=$45 $3,001-$4,000=$55 $4,001-$5,000=$65 $5,001-$6,000=$75 $6,001-$7,000=$85 $7,001-$8,000=$95 $8,001-$9,000=$105 $9,001-$10,000=$115 $10,001-$11,000=$125 $11,001-$12,000=$135 $12,001-$13,000=$145 $13,001-$14,000=$155 $14,001-$15,000=$165 $15,001-$16,000=$175 $16,001-$100,000;add $10 per $1,000 Over $100,000=add $5 per $1,000		Base Inspection $65 First 4 fixtures $31.50 Each addt'l $4.60		See Building Permit Fees	
Water Heater Replacement	3/16/2015	$40 + $1 State Surcharge	Based on Valuation/$40 Minimum	$40	$75		$24	See Plumbing Permit Fees	$65			
SAC Fee (Sewer Access Charge)	Fee established 12/19/2005; last reviewed and approved 3/16/2015	$1,900.00 / New Home	$1,900.00 / E.R.C.	$3,000/ new	$3,400 /per equivalent unit							
WAC (Water Access Charge)	Fee established 12/19/2005; last reviewed and approved 3/16/2015	$1,400.00 / New Home	$1,400.00 / E.R.C.	$2,800/new home	$3,100 / per equivalent unit							
Sewer Tap Fee	3/16/2015	$40	$70	$40	hourly rate + $40				$40			
Excavation Fee	3/16/2015	$45	$70	$45	hourly rate + $45				$70 plus restoration deposit			
Mobile Home Installation	4/1/2019	$250		N/A					N/A			
Modular/Manufactured Home Foundation	3/16/2015	Based on Valuation	N/A	N/A					N/A			
Re-Inspection Fee	3/16/2015	$70 per Inspection		$75	$75				$65			
Re-Roof only	3/16/2015	$70 + $1 State Surcharge	Based on Valuation	$70.00	Based on valuation-see building permit fees	$75	$39/residential	See Building Permit Fees	$95			
Siding Permit	3/16/2015	$70 + $1 State Surcharge	Based on Valuation	$75	Based on valuation-see building permit fees	N/A	$39/residential	See Building Permit Fees	See Building Permit Fees			
Fence (under 6 feet)	3/16/2015	$35	$35	$35	N/A	N/A	N/A					
Demolition Fee	3/16/2015	$35	Based on Valuation	$40	$150	N/A	$39		$50	$100	$50	$100
Sign Permit	3/16/2015	Valuation/$35 Minimum		$40	Based on valuation-see building permit fees	N/A	N/A		$50/review fee + size fee: 0-25 sq.ft.= $15:26-50 sq.ft.=$20:51-100 sq.ft.=$25: 101+sq.ft.=$25 plus $.20 per sq.ft.			
Curb Cut	3/16/2015	$35		N/A		N/A	N/A					

Pipe Diameter inches	Flow gpm at minimum slope	AWWA Meter Size With Comparable Flow	AWWA Rated Capacity (GPM)	Proposed Sewer Connection Fee
4 inch (Minimum allowed)	78		N/A	$ 1,830
6 inch	176	2.0 inch	160	$ 10,350
8 inch	313	3.0 inch	320	$ 14,640
10 inch	490	4.0 inch	500	$ 18,300
12 inch	705			$ 21,960
15 inch and larger	1,102	6.0 inch	1,000	$ 25,880

Meter Size	AWWA Rated Capacity (GPM)	HE Ratio	Connection Fee (lesser of 2 x sq root ratio or HE Ratio)
5/8 x 3/4 inch S	20	1.00	$845
3/4 inch Full	30	1.50	$1,268
1 inch	50	2.50	$2,113
1.5 inch	100	5.00	$3,780
2.0 inch	160	8.00	$4,780
3.0 inch	320	16.00	$6,760
4.0 inch	500	25.00	$8,450
6.0 inch & Larger	1,000	50.00	$11,950

Contractor License Fee	3/16/2015	No Fee - must be State of MN licensed	$50 - must provide bond	No fee listed but contractor MUST register with the City of Baxter		N/A	N/A				
Mechanical License Fee (Heating, A/C, Ventilation)	3/16/2015	$50 - must have Bond				N/A	N/A		Class A: $125 Class B: $40		
Plumber License Fee	3/16/2015	$50 - must have Bond				N/A	N/A			$95	
PLANNING											
Conditional Use Permit	3/16/2015	$250	$400 + $500 Escrow	$450	$600 + $500 Escrow OR For Planned Unit Development $450 + $1,000 escrow	$500	$250		$350	$650	$500 + $500 Escrow
Administrative SubDivision		$100		$200+$30 /additional lot + $500 Min Escrow	$350+$50 /additional lot +$1,000 min escrow		NA	NA	NA	NA	$400 + $25/lot	$400 + $25/lot
Park Dedication Fee				10% land or $1,800 per unit	5% land or cash (total sq ft x 5% x $5/sq ft						$20,000 per acre - Single Family = $800 per lot (creation of up to 3 lots)	$50,000 per acre
Fence (over 6 feet)	3/16/2015	$35	$35	(6' or less) $35 (Over 7') $8.50 per $1,000 valuation	$8.50 per $1,000 valuation	N/A	$25				$25	$25
Food Trucks	4/1/2019	$300		$300/mobile vending		(Transient Merchant) $150			N/A			
Chicken Permit	4/17/2017	$40		$60 initially / $30 annual		N/A	N/A		$20/two years		$50.00 Animal permit	
Beekeeping Permit	4/17/2017	$40		N/A		N/A	N/A		N/A			
Interim Use Permit				$450	$600 + $500 Escrow				$350.00	$350.00	$500 +$500 Escrow	
Sign - Permanent	3/16/2015	Valuation/$35 Minimum		$8.50 per $1,000 valuation	$8.50 per $1,000 valuation	N/A	$75 + (0-25 sq.ft. $15: 25-50 sq.ft.$20: 51-100 sq.ft. $25: 101+ sq.ft. $25 + .20 sq.ft)		$100		$200 - $300	
Sign - Temporary	3/16/2015	$50 per month		$45		N/A	$20		$50 + (0-25 sq.ft. $15: 25-50 sq.ft.$20: 51-100 sq.ft. $25: 101+ sq.ft. $25 + .20 sq.ft)			
Street and Alley Vacation	4/1/2019	$150 (Recording fee is $46 + 2 hours of staff time)		$150 + $500 Escrow		N/A	$100					
Variance	3/16/2015	$250	$400 + $500 Escrow	$350	$600 + $500 Escrow	$500	$250		$350	$650	$500 + $500 Escrow	
Zone Change	3/16/2015	$300	$500	$400	$600	N/A	$250		$700			
Zoning Text Amendment	3/16/2015	$250	$400	$400	$600 + $500 Escrow	N/A	$250		$700		$550	
Zoning Letter		$40		$40		N/A	N/A		$50.00		$25	

Preliminary Plat Filing Fee	3/16/2015	$500 + $30 per lot + $1,000 Escrow	$600 + $50 per lot + $1,000 Escrow	(3 lots or less)$300 + $30 per lot + $1,000 Escrow (Over 4 lots)$500 + $30 per lot + $1,000 Escrow	$600 + $50 per lot + $1,000 Escrow	$500 + $25 per parcel	$350 + $10/per lot	$500 + $30/per lot	$600 + $50/per lot	less than 20 acres =$1200 + $25/lot, greater than 20 acres = $1800 + $25/lot
Final Plat	3/16/2015	Included with Preliminary Plat		Included with Preliminary Plat		$500 + $25 per parcel + $100 Surveyor Review Fee	Included with Preliminary Plat			Included with Preliminary Plat
Swimming Pools	?	$50/pools over 24" deep or over 5,000 gallons		$35		N/A	N/A	N/A		N/A
E911 Addressing Fee	4/1/2019	$75: Sign $25 + 1 hr.staff time		$75/address		$75	N/A	N/A		$50
RENTALS										
First Time Rental Registration Fee		N/A		N/A		N/A	N/A			$500
Failure to License Rental		See Unlicensed Dwelling Fee						See Unlicensed Dwelling Ree		$500
Failure to Transfer Rental		N/A						N/A		$100
Rental Appeal		N/A								$200 ea
Complaint Based Inspection								$50 per unit		$100 ea
Rental License Fee	3/16/2015	$32 per unit plus late fee per schedule		$50 ($40 unit single family/townhouse) $12 per unit for apartments + $20 common area fee)		N/A	$20/unit seven or less-$15/unit eight or more	$120/single family home-$140/duplex-Apartments 3-9 units $200 + $20 per unit: 10-20 units $250 + $20 per unit: 21+ units $300 + $20 per unit		$100/ one unit:$125/two unit: Apartments 3-12 units $150: 13-24 units $200: 25 + units $300
Unlicensed Dwelling Fee	4/17/2022	PER UNIT $25 - June 2 - July 1. Property will be placarded after July 1st as a nonlicensed rental		N/A		N/A		Citable Offense		$100
Late Rental Registration		See Unlicensed Dwelling Fee					After Jan. 1st, triple the per year fee	$50 per unit		
Rental Re-Inspection Fee	9/21/2010	$25 per license		N/A		N/A		$50 per unit		
Change of Ownership (rental) fee	4/17/2022	No fee		N/A		N/A		N/A		
Rental License Re-Instatement Fee	4/1/2019	$32 per unit		N/A		N/A		$250 per unit		

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Promotion of Electric Distribution Supervisor Mitch Lachelt at Step 6 effective November 7, 2023, as Recommended by the Public Utilities Commission

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director, Todd Wicklund, Public Utilities Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): n/a - consent

SUMMARY OF ISSUE: On October 2nd, the Council authorized filling the vacant Electric Distribution Supervisor position as recommended by the BPU Commission. The position was posted internally with one applicant, Lineworker Mitch Lachelt, applying for the position. Per our Employee Policy Manual, "Promoted and/or reclassified employees will generally start at the lowest step that is at least 3% more than the employee received in his or her previous position with the City..." In following this policy, Staff provided Mr. Lachelt a job offer for Step 5 ($53.28 per hour) as that is the lowest step with at least a 3% increase of his current hourly wage of $50.40 per hour. In discussing this offer, it was noted that in addition to Mr. Lachelt's base hourly wage, he is also required by union contract to participate and is scheduled approximately every six weeks to receive standby pay that currently averages around $6,000 per year. Staff does not feel that overtime should be taken into consideration as it is unpredictable; however, scheduled work hours and pay should. Taking into consideration his required standby pay and since he will no longer be eligible for that pay as an exempt supervisor with this promotion, Staff recommended to the BPU Commission that Mr. Lachelt's initial step placement for the Electric Distribution Supervisor position be Step 6 which is $55.41 per hour. Mr. Lachelt has stated he would accept the position at the Step 6 wage.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This issue was discussed by the Public Utilities Commission at its October 31, 2023 meeting. The Commission agreed with Staff's recommendation that Standby Pay should be taken into consideration for initial step placement for promotions to exempt supervisory positions; to promote Mitch Lachelt to the Electric Distribution Supervisor position effective November 7th at Step 6; and requested authority to begin the hiring process to backfill Mr. Lachelt's position.

RECOMMENDED ACTION/MOTION: Motion to recommend to the City Council:

1. To include scheduled standby pay as required by the union contract into consideration for initial step placements for promoted employees to exempt supervisory positions;
2. To approve a conditional job offer to Mitch Lachelt for the Electric Distribution Supervisor position at

Step 6 ($55.41 per hour) with his promotion being effective November 7, 2023; and
3. To authorize Staff to begin the hiring process to backfill the Lineworker position.

FINANCIAL IMPACT: The approximate impact of salary and benefits for 2023 is $2,000.

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Accept Retirement of Administrative Specialist II Elaine Kraemer

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director, Tim Holmes, Fire Chief

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Elaine Kraemer, Administrative Specialist II in the Fire Department, recently submitted her retirement notice with her last working day being December 15, 2023. Staff recommends that the Council accept Ms. Kraemer's retirement and authorize Staff to begin the hiring process to backfill the position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff reviewed the Administrative Specialist II job description and felt that no changes were needed at this time. This approval will also authorize Ms. Kraemer's severance pay per city policy and the IBEW Administrative Support Union Contract.

RECOMMENDED ACTION/MOTION: Motion to accept with regret the retirement of Administrative Specialist II Elaine Kraemer effective December 15, 2023,and to authorize Ms. Kraemer's severance pay per city policy and the IBEW Administrative Support Union Contract; further, to authorize Staff to begin the hiring process to backfill the Administrative Specialist II - Fire position.

FINANCIAL IMPACT: The position is included in the 2023 budget.

www.ci.brainerd.mn.us

October 23, 2023

Brainerd Fire Chief Holmes,

I am submitting my formal notice of my retirement from my position as Brainerd Fire Department Administrative Specialist II, effective December 15, 2023. This will be my last day at work.

I am honored and grateful to have served the residents of the City of Brainerd and our fire coverage area for 22 years, and am proud to have worked with a dedicated team of firefighters during my career.

I wish Brainerd Fire Department and the City of Brainerd continued growth and success in the future.

Respectfully,

Elaine M. Kraemer

Elaine M. Kraemer
Brainerd Fire Department Administrative Specialist II

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Recreation Specialist Hiring Process as Recommended by the Park Board

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director, Jessie Dehn, Public Works Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Recreation Coordinator Katie Kaufman resigned effective October 13, 2023. On October 16th, the City Council officially accepted Ms. Kaufman's resignation and asked the Park Board to review the Recreation Coordinator job description and provide recommendations for consideration at the next Council meeting. The Park Board met on October 24th and recommended hiring a Recreation Specialist instead of a Recreation Coordinator. The primary difference between the two positions is the education requirement as the Coordinator position requires a bachelor's degree. A degree is a preferred qualification, but not required, for the Specialist position. The Park Board was also asked to provide feedback to update the Recreation Specialist job description. A redlined version of the Recreation Specialist job description is attached. Below is the 2023 Recreation Specialist wage grid:

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
$29.10	$30.56	$32.01	$33.46	$34.92	$36.38	$37.83	$39.29

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Park Board also discussed options for overseeing recreational programs and winter season temporary staff. City Engineer/Public Works Director Dehn is currently discussing the possibility of the YMCA or Community Education assisting with these items this winter; however, more information is needed from those entities to determine the feasibility of those options.

RECOMMENDED ACTION/MOTION: Motion to approve the updated Recreation Specialist job description and to authorize Staff to begin the hiring process for a Recreation Specialist as recommended by the Park Board.

FINANCIAL IMPACT: The Recreation Coordinator position was included in the 2023 budget. In addition, the Recreation Coordinator wage grid is approximately $3 more per hour per step than the Recreation Specialist position.

Recreation Specialist

Department: ~~Parks and Recreation~~ Public Works FLSA Status: Exempt

General Definition of Work

Performs entry level administrative and supervisory responsibilities for planning, organizing, coordinating, implementing and supervising a variety of recreation programs such as: tournaments, youth sports, adult sports, concession stands, leisure activities, warming houses, special events and securing program staff and volunteers, preparing and maintaining appropriate records, and related work as apparent or assigned. ~~This position also includes performing the City Tree Inspector's duties.~~ Work is performed under the limited supervision of the ~~Parks and Recreation~~ Public Works Director. Continuous supervision is exercised over seasonal employees, program instructors and volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Functions

- Plans, organizes, publicizes, implements and manages a variety of community recreation programs, special events and activities for all age groups based on the interests of the community.
- Recruits, interviews and hires applicable program staff; conducts performance evaluations for future hiring consideration. Recruits and selects volunteers and business partners/service clubs for special events and programs.
- Supervises, trains, assigns, and schedules program staff and volunteers. Provides coaching and imposes disciplinary action up to and including dismissal for seasonal staff and volunteers.
- Resolves problems and disputes among participants; enforces rules and regulations; maintains order and discipline; ensures compliance with established policies and procedures.
- Designs promotional materials and advertises programs; Monitors/edits department social media/website platforms.
- Evaluates program effectiveness, activities and community needs; facilitates meetings; recommends and implements recreation program changes through polls, surveys and research.
- Collects and organizes data about participation and engagement with recreation programs, activities, and special events. Uses data to identify high level trends and share as appropriate.
- Maintains and orders concession stand supplies and equipment; ensures staff are following Minnesota Department of Health guidelines; maintains inventory and necessary records or reports.
- Observes facilities and grounds for cleanliness and hazardous conditions and provides information to appropriate staff; prepares and maintains department incident and accident reports and provides follow-up if necessary.
- May perform duties of ~~Parks~~ Public Works Department Administrative Specialist when needed or as directed including general office tasks such as assisting in processing registrations and facility rentals; receives and responds to inquiries and complaints; answering the telephone; and sending and receiving email correspondence.
- Plans for and schedules practices and games maximizing use of department and community resources and facilities via software and personal contact.
- Provides input for standard operating procedures, department policies, and emergency action plans.
- Organizes purchase of team uniforms, supplies, equipment and awards; solicits team sponsorships for corresponding teams and oversees proper billing procedures; Schedules and coordinates photographer for youth program team photos.
- Arranges and coordinates tournaments, exhibitions, fundraising, sponsorships, advertisements and special events for all activities to coincide with local or community wide programs.
- Serves as tournament ~~coordinator~~ liaison and split site director as needed on weekends and evenings.
- Monitors effective and efficient use of budgeted funds, personnel, materials, facilities, and time; Makes recommendations for future programming needs.

- ~~Performs hazardous/dead/diseased/nuisance tree inspections; oversees tree removal process; and assists and advises contractors and others regarding pertinent codes, state statutes, laws, rules and regulations.~~
- Assists ~~Parks and Recreation~~ Public Works Director as assigned.

Recreation Specialist

Page 2

- Represents the City's interests in developing and maintaining cooperative and ongoing relationships with the Parks and Recreation Board, parents, volunteers, local business community, local schools, mutual interest organizations and other agencies to support and enhance the Department.
- Oversees, supervises and manages playgrounds and athletic complexes.
- Assists in the preparation of grant applications and all other fundraising initiatives.
- Attends training sessions and conferences to keep informed of industry trends and practices.
- Perform related tasks as assigned or needed.

Knowledge, Skills and Abilities

- General knowledge of the principles and practices of the administration of parks and recreation facilities and programs ~~and forester duties~~.
- Ability to communicate effectively utilizing interpersonal communications skills, both orally and in writing, with a wide range of individuals.
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public.
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors, coworkers, supervisors, other city departments and the public.
- A team builder with the ability to coach, mentor, and develop staff and volunteers; maintain effective public relations and to speak before public groups.
- Internal/external customer-driven attitude.
- Possess working knowledge of computer hardware and software including Microsoft Office products, GIS, website/social media content maintenance and other applicable department required software programs.
- Supervise staff and delegate work.
- Leadership including problem solving and decision making.
- Ability to work outdoors and in a variety of weather conditions; Ability to work irregular hours.

Education, Experience and Special Requirements

- College courses with major studies in recreation and leisure, parks, sports management, or related field; minimum of three (3) years of experience in the recreation programming field; or equivalent combination of education and experience as determined by the ~~Park~~ Public Works Director.
- Valid driver's license.
- Possess the following certifications upon date of hire:
    - Department required concussion training.
    - CPR/AED/First Aid certification.
- Within six months of hire, possess the following licenses/certifications:
    - State of MN Food Handler's license
    - ~~MN Dept of Agriculture Tree Inspector Certification~~
    - ~~National Youth Sports Coaches Association (NYSCA) Certification~~
- Graduation from an accredited four-year college or university with major course work in recreation, leisure, physical education, sports management or related field is a highly desired qualification.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and

occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: ~~November 15, 2018~~ October 31, 2023

Recreation Specialist

Department: Public Works FLSA Status: Exempt

General Definition of Work

Performs entry level administrative and supervisory responsibilities for planning, organizing, coordinating, implementing and supervising a variety of recreation programs such as: tournaments, youth sports, adult sports, concession stands, leisure activities, warming houses, special events and securing program staff and volunteers, preparing and maintaining appropriate records, and related work as apparent or assigned. Work is performed under the limited supervision of the Public Works Director. Continuous supervision is exercised over seasonal employees, program instructors and volunteers.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Essential Functions

- Plans, organizes, publicizes, implements and manages a variety of community recreation programs, special events and activities for all age groups based on the interests of the community.
- Recruits, interviews and hires applicable program staff; conducts performance evaluations for future hiring consideration. Recruits and selects volunteers and business partners/service clubs for special events and programs.
- Supervises, trains, assigns, and schedules program staff and volunteers. Provides coaching and imposes disciplinary action up to and including dismissal for seasonal staff and volunteers.
- Resolves problems and disputes among participants; enforces rules and regulations; maintains order and discipline; ensures compliance with established policies and procedures.
- Designs promotional materials and advertises programs; Monitors/edits department social media/website platforms.
- Evaluates program effectiveness, activities and community needs; facilitates meetings; recommends and implements recreation program changes through polls, surveys and research.
- Collects and organizes data about participation and engagement with recreation programs, activities, and special events. Uses data to identify high level trends and share as appropriate.
- Maintains and orders concession stand supplies and equipment; ensures staff are following Minnesota Department of Health guidelines; maintains inventory and necessary records or reports.
- Observes facilities and grounds for cleanliness and hazardous conditions and provides information to appropriate staff; prepares and maintains department incident and accident reports and provides follow-up if necessary.
- May perform duties of Public Works Department Administrative Specialist when needed or as directed including general office tasks such as assisting in processing registrations and facility rentals; receives and responds to inquiries and complaints; answering the telephone; and sending and receiving email correspondence.
- Plans for and schedules practices and games maximizing use of department and community resources and facilities via software and personal contact.
- Provides input for standard operating procedures, department policies, and emergency action plans.
- Organizes purchase of team uniforms, supplies, equipment and awards; solicits team sponsorships for corresponding teams and oversees proper billing procedures; Schedules and coordinates photographer for youth program team photos.
- Arranges and coordinates tournaments, exhibitions, fundraising, sponsorships, advertisements and special events for all activities to coincide with local or community wide programs.
- Serves as tournament liaison and split site director as needed on weekends and evenings.
- Monitors effective and efficient use of budgeted funds, personnel, materials, facilities, and time; Makes recommendations for future programming needs.
- Assists Public Works Director as assigned.

Essential Functions Cont.

- Represents the City's interests in developing and maintaining cooperative and ongoing relationships with the Parks and Recreation Board, parents, volunteers, local business community, local schools, mutual interest organizations and other agencies to support and enhance the Department.
- Oversees, supervises and manages playgrounds and athletic complexes.
- Assists in the preparation of grant applications and all other fundraising initiatives.
- Attends training sessions and conferences to keep informed of industry trends and practices.
- Perform related tasks as assigned or needed.

Knowledge, Skills and Abilities

- General knowledge of the principles and practices of the administration of parks and recreation facilities and programs.
- Ability to communicate effectively utilizing interpersonal communications skills, both orally and in writing, with a wide range of individuals.
- Ability to exhibit sustained concentration and prolonged commitment to job tasks; ability to be tactful and maintain confidentiality as needed and the ability to deal with the public.
- Ability to establish and maintain effective working relationship with City officials, other public officials, associates, contractors, coworkers, supervisors, other city departments and the public.
- A team builder with the ability to coach, mentor, and develop staff and volunteers; maintain effective public relations and to speak before public groups.
- Internal/external customer-driven attitude.
- Possess working knowledge of computer hardware and software including Microsoft Office products, GIS, website/social media content maintenance and other applicable department required software programs.
- Supervise staff and delegate work.
- Leadership including problem solving and decision making.
- Ability to work outdoors and in a variety of weather conditions; Ability to work irregular hours.

Education, Experience and Special Requirements

- College courses with major studies in recreation and leisure, parks, sports management, or related field; minimum of three (3) years of experience in the recreation programming field; or equivalent combination of education and experience as determined by the Public Works Director.
- Valid driver's license.
- Possess the following certifications upon date of hire:
    - Department required concussion training.
    - CPR/AED/First Aid certification.
- Within six months of hire, possess the following licenses/certifications:
    - State of MN Food Handler's license
- Graduation from an accredited four-year college or university with major course work in recreation, leisure, physical education, sports management or related field is a highly desired qualification.

Physical Requirements

This work requires the occasional exertion of up to 50 pounds of force; work frequently sitting, speaking or hearing and using hands to finger, handle or feel and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions; work requires close vision, distance vision, ability to adjust focus, depth perception, color perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions and occasionally requires exposure to blood borne pathogens and may be required to wear specialized personal protective equipment; work is generally in a moderately noisy location (e.g. business office, light traffic).

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer, as the needs of the employer and requirements of the job change.

Last Revised: October 31, 2023

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Interim City Administrator Agreement for Patrick Wussow

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): 2 Minutes

SUMMARY OF ISSUE: On September 23rd, the Council accepted City Administrator Jennifer Bergman's resignation and directed Staff to begin negotiations with Patrick Wussow to serve as our Interim City Administrator during our Administrator hiring process. Attached is the Interim City Administrator Agreement negotiated with and approved by Mr. Wussow. As noted during the October 23rd meeting, the general terms for the Interim City Administrator Employment Agreement includes:

1. Mr. Wussow will be paid $60 per hour plus required Employer PERA contributions.
2. He will work 24-28 hours per week that includes evening/weekend meetings when needed.
3. He is not requesting holiday pay or any accruals.
4. Mr. Wussow needs time off needed for previous commitments on November 15 – 16, 2023 & January 17 – 28, 2024.

Note: Applicable payroll taxes and work comp premiums will also need to be paid.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Effective November 1st, Mr. Wussow resigned from the Brainerd Public Utilities Commission as required by our Charter in order to accept this Interim position.

RECOMMENDED ACTION/MOTION: Motion to approve an Interim City Administrator Employment Agreement with Patrick Wussow effective November 1, 2023 with the general terms as presented; further, to authorize Mayor Badeaux to sign the Agreement.

FINANCIAL IMPACT: The cost for this agreement will be offset by the vacant City Administrator position.

INTERIM CITY ADMINISTRATOR
EMPLOYMENT AGREEMENT

THIS AGREEMENT, made and entered into as October 23, 2023, by and between the **CITY OF BRAINERD, MINNESOTA**, a municipal corporation ("City") and Patrick Wussow ("Employee").

RECITALS

A. On October 17, 2023, City Administrator Jennifer Bergman tendered her resignation from the City Administrator position, effective at the close of business on November 15, 2023.

B. The City anticipates that it will take additional time beyond November 15, 2023, to secure the services of a new full-time City Administrator.

C. Employee agrees to serve as City Administrator for the City on a part-time, interim basis until a new City Administrator begins work, on the terms and subject to the benefits, inducements, and conditions agreed to by the Parties, which have been negotiated and agreed to by the Parties for their mutual benefit.

NOW, THEREFORE, in consideration of the mutual covenants and agreements set forth in this Agreement, the City and Employee agree as follows:

SECTION 1 - RECITALS

The Parties accept and acknowledge the recitals as part of this Agreement.

SECTION 2 - DUTIES

A. The City will employ Employee as Interim City Administrator of the City effective November 1, 2023, to perform the functions, duties and powers of the position as established under the Charter and Minnesota law and under the ordinances of the City, and to perform such other duties and responsibilities as shall from time to time be duly assigned by the City Council. Employee will faithfully and diligently perform all of the duties, responsibilities and powers so vested, delegated, or assigned, and shall obey all laws of the United States and of the State of Minnesota and all ordinances of the City. Except as provided herein, Employee will devote his work time to his duties and responsibilities to the City and will hold no other employment. Employee will not perform any services for any other entity or for any person, except a member of his family, and will not accept any remuneration therefor, without the prior approval of the City Council. Employee will not engage in any activities or conduct that is foreseeably likely to bring dishonor or disrepute to his position or to the City.

B. Employee will provide 24-28 hours of service to the City per work week. Employee shall be present during normal business hours as well as attend City Council and other evening meetings and weekend meetings as required by the City. Time spent attending evening and weekend meetings count towards the 24-28 hours per week requirement by this Agreement.

SECTION 3 - TERM OF AGREEMENT

A. Employee will serve as the Interim City Administrator until the earlier of: (1) the start of work of a City Administrator approved by the City Council; or (2) the close of business on February 28, 2024, at which time this Agreement will automatically expire unless the parties agree, in writing, to extend this Agreement. The parties agree that this Agreement cannot be extended, modified, or renewed by conduct or by any means other than a written agreement signed by both parties.

B. Due to previous commitments, the Employee will not be available on November 15 – 16, 2023, and January 17 – 28, 2024.

C. Employee's tenure, service, and authority as Interim City Administrator of the City shall be subject to termination at will by the City Council at any time.

D. Upon expiration or termination of this Agreement, neither Party will have any further claim against the other and the City's employment of Employee will automatically end, unless the Parties enter into a subsequent employment contract.

SECTION 4 – SALARY AND PENSION

A. During the term of this Agreement, the City will pay the Employee $60.00 per hour for said services as well as the required Public Employees Retirement Association (PERA) pension Employer contribution. In the event that this Agreement is terminated or expires during a pay period, the final salary payment to the Employee pursuant to this Agreement shall be prorated to reflect the number of hours during that period in which this Agreement was in effect.

B. Employee may choose to receive part of his salary in deferred compensation in accordance with applicable state and federal laws and applicable City policy.

C. Employee shall not be eligible for additional pay or benefits under the City's longevity program or other applicable City policies.

SECTION 5 – BENEFITS

A. The Interim City Administrator position is not eligible for overtime pay, vacation or sick leave accruals, holiday or floating holiday pay, and/or health, life and long-term disability insurance coverage or premium payments including Opt-Out Payments.

B. Employee shall not be entitled to any benefits contained in the City Personnel Policies, any previous contract, or any policy or practice generally applicable to other City employees that are not expressly identified herein.

SECTION 6 - OTHER TERMS OF EMPLOYMENT

A. Except as otherwise specifically provided in this Agreement, all provisions of the City ordinances and the City Personnel Policy generally applicable to supervisory/confidential City employees shall apply to Employee.

B. To the extent permitted by law, the City shall defend, indemnify, and hold harmless Employee against any and all civil claims, demands, suits, actions or proceedings of any kind or nature arising out of the performance by Employee of his duties and responsibilities as City Administrator, except those arising out of malfeasance, willful neglect of duty, or bad faith. This indemnification shall not apply to any criminal proceedings.

C. The City will reimburse Employee for miscellaneous job-related expenses that Employee incurs from time to time in accordance with the City's practice and policy for expense reimbursement for supervisory/confidential employees.

D. It is understood that the position of City Administrator requires attendance at evening meetings and occasionally at weekend meetings. It is further understood that the City Administrator may need to be available to other City employees outside of the Employee's regularly scheduled 24-28 hours of service per week. Employee understands that additional compensation or compensatory time shall not be allowed for such additional expenditures of time. Employee may absent himself from the office to a reasonable extent in consideration of extraordinary time expenditures for evening and weekend meetings or duties required to be performed in excess of 24 hours in a workweek.

E. Nothing in this Agreement prevents, limits or otherwise interferes with the right of the City to terminate the services of Employee at any time, for any reason, subject only to the provisions of this Agreement and statutory requirements. Furthermore, nothing in this Agreement prevents, limits or otherwise interferes with the right of Employee to resign at any time from his position with the City, subject only to the provisions of this Agreement.

SECTION 7 - GENERAL PROVISIONS

A. Whenever in this Agreement reference is made to any action of the City Council, such reference shall mean collective action in an official meeting, except insofar as such action is taken by ordinance or other form requiring the independent action of the Mayor, and unless the context clearly requires another meaning.

B. The City will make reasonable appropriations and will budget reasonable amounts, in accordance with law and with the City ordinances, for all benefits, payments and reimbursements to which Employee is entitled under this Agreement.

C. This Agreement shall constitute the entire agreement of Employee and the City, and shall supersede any prior agreements, understandings, or undertakings between them.

D. This Agreement shall be governed by and shall be construed in accordance with the laws of the State of Minnesota and Ordinances of the City.

E. This Agreement shall be binding upon and shall inure to the benefit of the heirs, executors, and administrators of Employee's estate.

F. If any section, provision, condition or term of this Agreement, or application thereof to any circumstance, shall be held to be invalid or unenforceable for any reason by any court of competent jurisdiction, the remaining portions or applications hereof as can be given effect without the invalid or unenforceable provision or application shall remain in full force and effect, and to this end the provisions of this Agreement are declared to be severable.

IN WITNESS WHEREOF, the City and Employee have approved and executed this Agreement in two (2) counterparts, this 1 day of November, 2023.

EMPLOYEE	**CITY OF BRAINERD**
PATRICK WUSSOW	By: **DAVE BADEAUX, MAYOR**

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve GMP Consultants to Conduct the City Administrator Executive Search

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 September 23rd, the City Council accepted City Administrator Jennifer Bergman's resignation and directed Staff to research and provide proposals from Executive Search Firms to conduct our City Administrator search. We received four proposals from: South Central Service Cooperative, GMP Consultants, GovHR USA, and Baker Tilly. Staff recommends accepting the proposal received from GMP Consultants for our City Administrator Executive Search in the amount of $16,500. This recommendation was based on overall cost and previous experience conducting similar searches including feedback from reference checks.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Sourcewell representatives have confirmed that the City is eligible for its Consultant Reimbursement Program and will reimburse the City for 50% of the study cost up to $10,000. Staff discussed this search opportunity with BLAEDC Staff. BLAEDC Staff felt they didn't have the time nor the current contacts to ensure a successful search at this time.

RECOMMENDED ACTION/MOTION: Motion to accept GMP Consultants City Administrator Executive Search proposal in the amount of $16,500.

FINANCIAL IMPACT: After the Sourcewell reimbursement, the City's cost is estimated to be $8,250. This cost will be offset by the vacant City Administrator position realizing it will probably take around 4 months before we have a new Administrator on board,

OCTOBER 2023

City Administrator Recruitment Proposal

FOR THE CITY OF BRAINERD, MN

PRESENTED BY

Greg M. Prothman
President, GMP Consultants

GMP CONSULTANTS
Greg@gmphr.com
(206) 714-9499
www.gmphr.com

GMP CONSULTANTS

October 27, 2023

Mr. David Badeaux
Mayor
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Dear Mayor Badeaux,

Thank you for the opportunity to provide a proposal to assist the City of Brainerd with the recruitment of its next City Administrator. We are well positioned to assist the City with this important recruitment as we are just completing the process for the City of Oak Park Heights city administrator as well as a finance director for the City of Blaine, MN. Additionally, GMP has either in process or recently completed 16 national city management recruitments in the last year.

Additionally, your lead consultant will be Mr. Jeff Weldon. Jeff brings 29 years of city management experience in both Minnesota and South Dakota. Additionally, he will be supported by Mr. Matt Fulton. Matt is also a tenured city management professional with over 30 years of Minnesota city management experience. Both are active in the Minnesota City Managers Association and the International City Managers Association resulting in exceptional city management contacts!

GMP consultants have collectively worked on over 600 executive searches including 150 city/county management recruitments and have earned a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe our proven process provides a best practices approach to attracting high quality candidates and ensuring a good fit for your organization.

If you have any questions or would like to discuss your specific needs, please do not hesitate to contact me at (206)714-9499 or Greg@gmphr.com. I look forward to hearing from you and hope to have the opportunity to work together soon.

Sincerely,

Greg M. Prothman
President,
GMP Consultants LLC

ABOUT GMP CONSULTANTS

GMP Consultants is a public sector executive search firm with a collective 180 years of local government leadership experience with both regional and national relationships. GMP Consultants offer our clients experienced subject matter experts with a solid understanding of local government coupled with decades of experience. We have served in a wide range of executive positions, from city and county management to public works, management information systems, and finance.

Our Qualifications

Founded and led by Greg M. Prothman, formerly the CEO of Prothman, GMP consultants have worked on over 600 executives searches including 150 city/county management searches. All our senior search consultants are active in both ICMA and local state level city management associations or in their respective professional associations.

Our Philosophy

Our business philosophy centers on the understanding that this is a "people" related industry. We have a reputation for providing superior service and building lasting relationships with both clients and candidates. We believe that attention to others' needs is the key to effective customer service.

Why Choose GMP?

What you get with GMP Consultants is personal service. You appreciate it when phone calls are returned, projects stay on schedule and your challenges are given thorough and creative thinking. While other companies may assign your business to lesser experienced staff, we offer exceptional service from senior-level consultants.

- **Service & Relationship** - Our consultants bring a reputation for providing outstanding service and building lasting relationships with both clients and candidates.

- **Customized Solutions** - We take the time to become familiar with your organization to ensure that we offer the best solution and not just a single service.

- **People First** - We work closely with you and your candidates through every stage of the recruitment process, creating a welcoming candidate experience and ensuring an effective recruitment outcome.

- **Team Approach** – With nine former city managers our consulting group works as a team to leverage their networks to assist with each assignment and give your challenges thorough and creative thinking.

- **Minnesota City Management Experience** - Our consultants are seasoned and successful Minnesota state city manager practitioners with long-term tenures and extensive experience in conducting national searches

PROJECT TEAM MEMBERS

Jeff Weldon - Lead Project Consultant
Jeff served 29 years in municipal management in Minnesota and South Dakota including city administrator for Redwood Falls, MN; and assistant city administrator for Apple Valley, MN as well as city manager for Brookings and Yankton, SD. Jeff was also an adjunct instructor at South Dakota State University in Public Administration and State and Local Government. Jeff currently serves local government managers in Minnesota and South Dakota with career and professional development as a Senior Advisor for the state associations. Jeff holds a Bachelor's Degree from Minnesota State University and a Master's Degree from Hamline University. He was active with the Coalition of Greater Minnesota Cities, Minnesota City/County Management Association, South Dakota Municipal League, and the International City Management Association (ICMA). Jeff is a strong advocate for community involvement and has been involved with his church, the United Way, Rotary and Lions clubs, and the Chamber of Commerce. Jeff and his wife, Tracie, have two grown children and five grandchildren. His hobbies and spare time activities include camping, boating, fishing, golf, travel, woodworking, pencil sketching and reading presidential biographies and Civil War history.

Matt Fulton –Project Consultant
Matt brings over 30 years of local government leadership experience serving as a city manager in small (7,000 pop.) and large organizations (65,000 pop.) in Minnesota and Wisconsin. He has worked in suburban and free standing full service environments as well as in fully developed and fast growing communities. During his career, Matt has had the opportunity to provide leadership at the local, state, national, and International levels, including serving as a Regional Vice President on the ICMA Executive Board of Directors, a member on the Minnesota League of Cities Board of Directors, and as President of the Minnesota City/County Management Association. He is recognized as an innovative and proactive professional, with a focus on strengthening civic engagement and assessing organizational and community performance. Over the past four years, he has served as Polco's VP for National Engagement, helping local governments build stronger engagement approaches and assessing performance, from the perspective of residents and community stakeholders. His continual engagement with community leaders across the country has helped him strengthen his already strong national network of talented local government professionals and organizational connections. Matt has a Master's degree in Public Administration from the University of Wisconsin and an undergraduate degree in urban planning from the University of Minnesota.

Kate Hansen – Recruitment Manager
Kate is a certified Project Management Professional (PMP) with a background in business, nonprofit, and fire administration. She has served as a Public Records Officer as well as a political campaign manager, and brings a distinguishing blend of attention to detail, creativity, and critical thinking. Kate holds a B.A. in Theatre from Chapman University with an emphasis on stage management.

Sarah Marsh – Content Designer
Sarah brings a background across nonprofit, business, government, and education sectors. She holds an M.B.A in Organizational Behavior & Development from the University of Vermont. She also publishes in the field of American History and is the author of two books honored by the National Council for the Social Studies.

Brenda Gabbitas - Candidate Manager
Brenda has over a decade of experience working with many communities around the globe in both public and private sectors. She leans on her experiences to build lasting relationships with everyone she works with while delivering unparalleled levels of service. Brenda holds a Bachelor's of Education in Early Childhood Development from Utah Valley University.

WORKPLAN & APPROACH

INFORMATION GATHERING & RECRUITMENT PROFILE DEVELOPMENT

Review and Finalize Search Process and Schedule
We meet with the City Council to review project needs, process, schedule, and identify the scope of the recruiting market. Our goal is to thoroughly understand your organization, current challenges, timeline, and preferred qualifications for this recruitment.

Develop, Review, and Approve a Detailed Recruitment Profile & Invitation
We create a custom recruitment profile highlighting the strengths of your job opportunity as well as your unique needs. Examples of prior recruitment profiles are included in this proposal and typically feature:

- Why Apply?
- Community Profile
- The Organization, Department, & Position
- The Ideal Candidate / Education & Experience
- Challenges & Opportunities
- Compensation & Benefits
- Resources
- Your Social Media (if applicable)

STRATEGIC MARKETING

Targeted Recruitments - Having 20 plus years of designing and implementing national recruitments, GMP Consultants will create and conduct a nationwide recruitment and candidate generation process, employing recruitment strategies designed to encourage competitive applicants from diverse backgrounds and experiences. We have been successful in identifying a candidate pool that is racially, ethnically, and gender diverse.

We will develop a national advertising strategy placing ads in websites, job boards, periodicals, and social media such as LinkedIn.

- Intl. City Managers Association (ICMA)
- League of Minnesota Cities
- Wisconsin League of Municipalities
- Iowa League of Cities
- Illinois Municipal League
- Michigan Municipal League
- League of Nebraska Municipalities
- Indiana Associations of Towns & Cities
- Minnesota City Managers Association
- Wisconsin City Managers Association
- Iowa City Managers Association
- Illinois City Managers Association
- Michigan City Managers Association
- Indiana City Managers Association
- Careers in Government
- Government Jobs

Development of Candidate Database for Direct Mail Invitations - We will mail approximately 500 to 700 letters of invitation to city managers/administrators in the mid-western United States. We will also email an invitation to apply to over 6000 city managers across the nation.

CANDIDATE SCREENING AND SHORTLIST PRESENTATION

Candidate Application Materials - Candidates are asked to submit a cover letter, application, resume, answers to supplemental questions (designed to measure writing and thinking skills) and professional references.

Selection & Interview of Semifinalists - We review all candidate application materials and identify 8 to 12 of the most promising semifinalists. We conduct a one-hour interview with each semifinalist and provide written observations.

Search Work Session – We meet with you to review semifinalists. Prior to the meeting we send you each applicant's cover letter, resume, essay questions, the consultant semifinal interview notes, and candidate summary sheet. The City Council selects the finalist candidates and designs the final interviews.

FINAL INTERVIEWS & SELECTION

Design and Preparation of Final Interviews - We help you decide on the structure and schedule of the interviews, including the panel participants and facilitators. We tailor the process to fit your needs and prepare all the candidate materials for the interviews.

Reference & Background Checks - We conduct professional reference checks on each candidate, requesting the names of supervisors, subordinates, and peers. Background checks include Education Verification, Criminal History, Driving Record, and Sex Offender Check.

Candidate Travel - We help you identify which candidate travel expenses your organization wishes to cover and then work with the candidates to coordinate the most cost-effective travel arrangements.

Final Interviews & Selection - The City Council (and advisory panels if used) interview finalists. We facilitate a debrief with all panel participants. After the debrief, we facilitate the evaluation process, help the decision makers come to consensus, discuss next steps, and organize any additional candidate referencing or research.

Candidate Appointment - We facilitate potential contract elements with the City Council. Once your top candidate has been selected, we will assist as needed with the job offer, contract negotiations, and employment agreement.

PROFESSIONAL REFERENCES

City of Blaine, MN *pop. 70,000*
Michelle Wolfe, City Manger
mwolfe@blainemn.gov
763 785 6121
Finance Director – just completed

Gunnison County, CO *pop. 17,000+*
Matthew Birnie, County Manager
MBirnie@gunnisoncounty.org
970-641-3061
County Manager
Chief Financial Officer
Asst. County Manager

City of Oak Park Heights, MN pop. 4,692
Mary McComber, Mayor
marymccomber@aol.com
(651) 351-7879
City Administrator - just completed

City of Belgrade, MT *pop. 11,075*
Neil Cardwell, City Manager
ncardwell@cityofbelgrade.net
406-388-3760
City Manager
Human Resource Director
Assistant City Manager – recently completed

RECRUITMENT SCHEDULE EXAMPLE

Recruitments take approximately 90 days to complete.

Kickoff Meeting	Week 1	**Client & GMP:** Meet to discuss timeline & search process
Profile Development	Week 1-2	**GMP:** Meet with key stakeholders & create position profile
Advertising	Weeks 3 - 7	**GMP:** Post online ads; send direct mailing
First Review	Week 8 -9	**GMP:** Conduct preliminary interviews with most promising candidates
Work Session	Week 10	**GMP & Client:** Meet to review semifinalists and choose finalist candidates
Final Interview Preparation	Week 11-12	**GMP:** Conduct background & reference checks, complete final Interviews schedule, coordinate travel with candidates
Final Interviews	Week 12	**Client:** Hosts finalist interviews **Client:** Makes hiring selection

PROFESSIONAL FEE

The fee for conducting a City Administrator recruitment is $16,500. The professional fee covers all consultant and staff time required to conduct the recruitment. Professional fees are billed in three equal installments: at the beginning, halfway, and upon completion of the final interviews. The City will be responsible for reimbursing expenses incurred on the City's behalf.

Expenses include:

- Websites, job boards and other advertising (est. $1,600 - 1,900)
- Direct mail announcements (est. $1,400 - 1,900)
- Consultant travel: Hotel, Mileage at IRS rate and $65 per hour
- Background checks (est. $225 per candidate)

The City has the right to cancel the search at any time. The City's only responsibility would be the fees and expenses incurred prior to cancellation.

GUARANTEE & WARRANTY

Should the selected candidate leave the employment of the City within the first 12 months of appointment, we will conduct one additional recruitment for the cost of expenses only, if requested to do so within six months of the employee's departure. If the major elements of the process are followed and a candidate is not chosen, we will repeat the recruitment once with no additional professional fee, the only cost to you would be the expenses.

CITY/COUNTY CAO SEARCHES MANAGED BY GMP CONSULTANTS

In progress Recruitments

City of Oak Park Heights, MN
City Administrator
City of Moab, UT
Assistant City Manager
Greys Harbor County, WA
County Administrator
City of Canby, OR
City Administrator
City of Cottage Grove, OR
City Manager
City of Shady Grove, OR
City Administrator

Recently Completed

City of Blaine, MN
Finance Director
City of Belgrade, MT
Assistant City Manager
Lewis County, WA
County Manager
City of Mountlake Terrace, WA
City Manager
City of Tumwater, WA
City Administrator
Woodinville Water & Sewer District
General Manager

Completed in the last 12 months

Gunnison County, CO
Assistant County Manager
City of Livingston, MT
City Manager
City of Lacey, WA
City Manager
City of Sammamish, WA
City Manager
City of Pasco, WA
City Manager
City of Astoria, OR
City Manager

All Management Recruitments

County of Los Alamos, NM
County Administrator
City of Spearfish, SD
City Administrator
City & Borough of Sitka, AK
Municipal Administrator
City & County of Broomfield, CO
Deputy City and County Manager
City of Astoria, OR
City Manager (2)
City of Arlington, WA
City Administrator
City of Polson, MT
City Manager
City of Bainbridge Island, WA
City Administrator
City of Bandon, OR
City Manager
City of Battle Ground, WA
City Manager (2)
City of Belgrade, MT
City Manager (2)
City of Louisville, CO
City Manager
City of Bothell, WA
Deputy City Manager
Assistant City Manager

City of Casper, WY
City Manager
Colorado Springs, CO
Assistant City Manager
Summit County, UT
County Manager
City of Chehalis, WA
City Manager (2)
City of Hailey, ID
City Administrator
City of Chelan, WA
City Administrator (3)
City of Rawlins, WY
City Manager
City of Clyde Hill, WA
City Administrator
City of Coburg, OR
City Administrator
City of College Place, WA
City Administrator
Town of West Yellowstone, MT
Town Manager (2)
City of Coquille, OR
City Manager
City of Covington, WA
City Manager
City of Damascus, OR
City Manager

City of Minot, ND
City Manager
City of Sheridan, WY
City Administrator
City of DuPont, WA
City Administrator
City of Whitefish, MT
City Manager
City of Duvall, WA
City Administrator
Gunnison County, CO
County Manager
Assistant County Manager
City of Edgewood, WA
City Manager (2)
City of Ellensburg, WA
City Manager
City of Emeryville, CA
City Manager
City & Borough of Wrangell, AK
Borough Manager
City of Fife, WA
City Manager
City of Riverton, WY
City Administrator
City of Thorne Bay, AK
City Administrator

City of Gillette, WY
City Administrator
Inyo County, CA
Assistant/Deputy County Administrator
County Administrative Office
City of Fircrest, WA
City Manager (2)
City of Connell, WA
City Administrator (2)
Town of Friday Harbor
City Administrator
City of Gig Harbor, WA
City Administrator
City of Gladstone, OR
City Administrator
City of Hermiston, OR
City Manager
City of Hood River, OR
City Manager
City of Issaquah, WA
City Administrator
Deputy City Administrator
City of Kelso, WA
City Manager
City of Carnation, WA
City Manager (2)
City of Kenmore, WA
City Manager (2)
City of Ketchum, ID
City Administrator
City of Lacey, WA
City Manager (2)
City of Lake Forest Park, WA
City Administrator (3)
City of Lake Oswego, OR
City Manager
City of Lake Stevens, WA
City Administrator
City of Lakewood, WA
City Manager
Assistant City Manager
City of Leavenworth, WA
City Administrator (2)
City of Lebanon, OR
City Manager
City of Lewiston, ID
City Manager

City of Livingston, MT
City Manager
City of Lincoln City, OR
City Manager
City of Longview, WA
City Manager
City of Lynden, WA
City Administrator
City of McMinnville, OR
City Manager
City of Mill Creek, WA
City Manager
City of Milwaukie, OR
City Manager
City of Newcastle, WA
City Manager (2)
City of McMinnville, OR
City Manager
City of Monroe, WA
City Administrator
City of Moses Lake, WA
City Manager (2)
City of Mountlake Terrace, WA
City Manager (3)
City of Mt. Angel, OR
City Manager
City of Mukilteo, WA
City Administrator
Management Services Director
City of Newcastle, WA
City Manager (2)
City of Normandy Park, WA
City Manager
City of Ontario, OR
City Manager
City of Othello, WA
City Administrator
City of Pasco, WA
City Manager (2)
Deputy City Manager
City of Port Angeles, WA
City Manager
City of Port Townsend, WA
City Manager
City of Post Falls, ID
City Administrator
City of Prosser, WA
City Administrator

City of South Lake Tahoe, CA
City Manager
City of Puyallup, WA
City Manager
City of Renton, WA
Chief Administrative Officer
City of Ridgefield, WA
City Manager
City of Bingen, WA
City Administrator
City of Sammamish, WA
City Manager (2)
City of Scappoose, OR
City Manager
City of Drain, OR
City Administrator
City of Canby, OR
City Administrator
City of Shelton, WA
City Administrator
Management Assistant
City of Shoreline, WA
City Manager (2)
Deputy City Manager
City of Spokane Valley, WA
City Manager
Deputy City Manager
City of Stanwood, WA
City Administrator
City of Stevenson, WA
City Administrator
City of Sultan, WA
City Administrator
City of Sun Valley, ID
City Administrator
City of Burns, OR
City Manager
City of Sunnyside, WA
City Manager
City of Toledo, OR
City Manager
City of Troutdale, OR
City Manager
City of Tumwater
City Administrator
City of Umatilla, OR
City Manager
Police Chief

City of Vancouver, WA
Assistant City Manager
City of Waldport, OR
City Manager
City of Walla Walla, WA
City Manager
City of West Linn, OR
City Manager
City of White Salmon, WA
City Administrator
City of Wood Village, OR
City Manager
City of Woodburn, OR
City Administrator
City of Woodinville, WA
City Manager
City of Woodland, WA
City Administrator
City of Yachats, OR
City Manager
City of Yakima, WA
City Manager
Assistant City Manager
City of Yelm, WA
City Administrator

Blaine County, ID
County Administrator
Clackamas County, OR
County Administrator
Clatsop County, OR
County Manager (2)
Curry County, OR
County Administrator
Deschutes County, OR
Fair & Expo Director
County Administrator
Eagle County, CO
County Manager
Franklin County, WA
County Administrator
Hood River County, OR
County Administrator
Island County, WA
County Administrator
Jefferson County, WA
Central Services Director
Lane County, OR
County Administrator
Lewis County, WA
County Manager

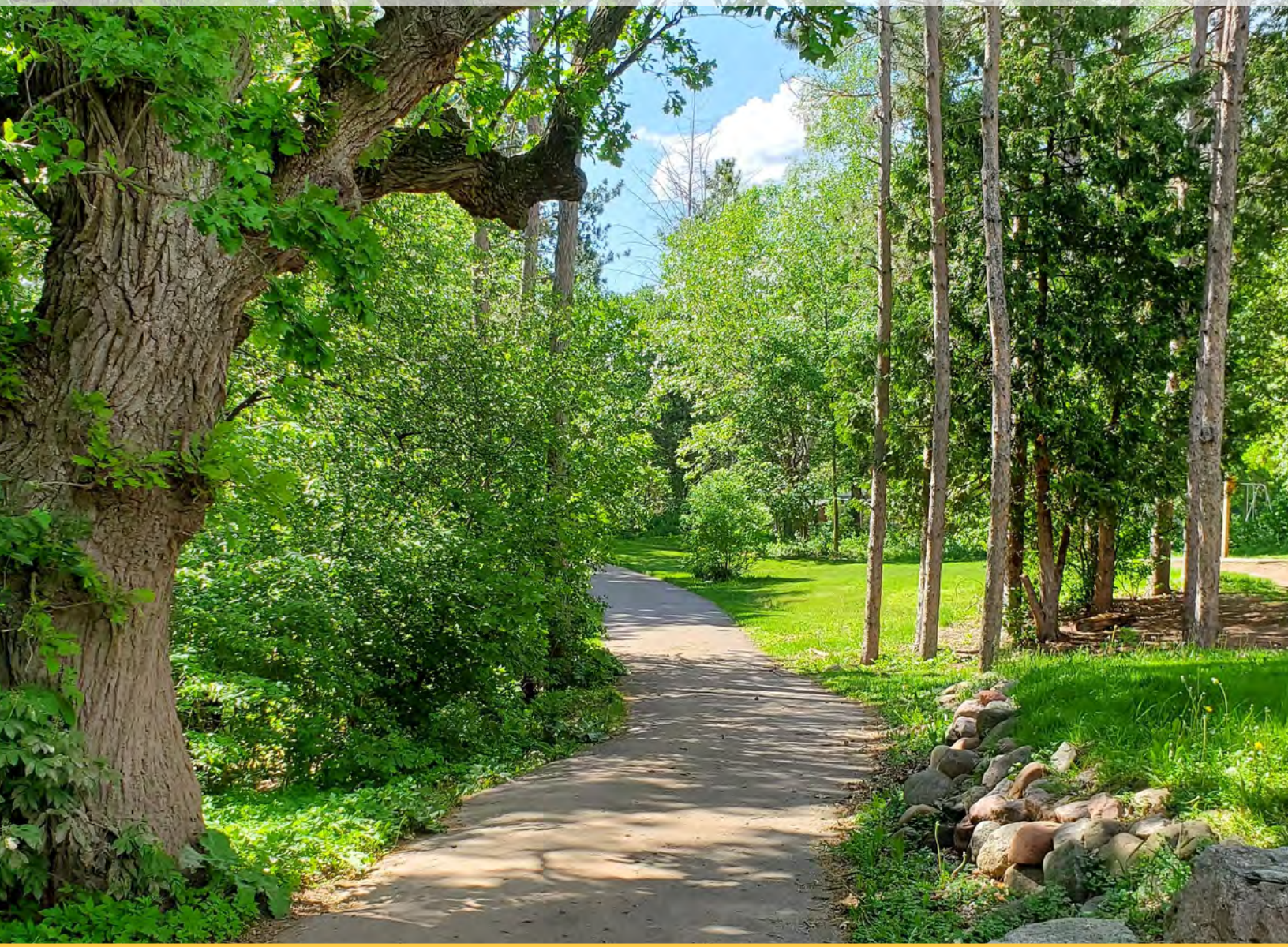
Mason County, WA
County Administrator
Mono County, CA
County Administrative Officer
Assistant County Administrative Officer
San Juan County, WA
County Manager
Snohomish County, WA
Executive Director (2)
Thurston County, WA
Assistant Chief Administrative Officer
Town of Friday Harbor, WA
Town Administrator

WORK SAMPLES: POSITION PROFILE AND INVITATION TO APPLY LETTER

(Attached). Additional samples available at gmphr.com.

CITY ADMINISTRATOR

CITY OF OAK PARK HEIGHTS, MN



Why Apply?

This is a great opportunity to join a well-tenured and established City Council and staff team in continuing to build a community recognized for its excellent quality of life and amenities. The position is available due to the retirement of its long-term City Administrator who is leaving a solid department head team, a positive and trusted organizational culture, very positive financial conditions, and strong City Council/Staff relations. Given its suburban environment, the next City Administrator will have great opportunities for continuing to build on the strength of the organization and to further develop and strengthen collaborative relationships with other community and governmental entities.

GMP CONSULTANTS

Welcome to OAK PARK HEIGHTS

Oak Park Heights, Minnesota is a vibrant community nestled alongside the scenic St. Croix River in Washington County, just east of the bustling Twin Cities metropolitan area. Residents appreciate the charming small-town atmosphere, convenient amenities, abundant opportunities for outdoor recreation, and easy access to the big city offerings of nearby Minneapolis and St. Paul.

This city of 4,750 residents increases to a daytime population of 20,000 as Oak Park Heights is home to large commercial areas that includes major retailers such as Wal-Mart, Menards, and Lowes. Over 2,000 students attend the highly rated local Stillwater Area High School. The State of Minnesota Correctional Facility is located in Oak Park Heights and houses over 460 prisoners.

The City takes pride in the park and recreational facilities available for residents and visitors. There are over 100 acres of designated park space comprised of five municipal park facilities, including ice rinks and warming houses, softball and baseball fields, picnic shelters, tennis courts, and playgrounds. For the past 36 years, the City has been awarded the "Tree City USA" award for its local commitment to community trees and forests.

Winding alongside the city is the St. Croix River—the state border between Minnesota and Wisconsin—and one of only eight waterways originally designated as a "National Wild and Scenic River" by the federal government in 1968. Widely considered one of the best canoeing rivers in the nation, the St. Croix offers ample opportunities for boating, kayaking, fishing, or enjoying a scenic paddleboat ride.

Oak Park Heights boasts a strong sense of community. The City hosts an annual "Party in the Park" that provides an opportunity for residents to get to know Councilmembers, City Staff, and local businesses. Councilmembers serve hot dogs and snow cones while community members enjoy bouncy houses, face painting, music, games, and prizes. In addition to this event, now in its 27th year, the City has hosted a popular Summer Park Program for over 15 years.

THE CITY OF OAK PARK HEIGHTS

The City of Oak Park Heights was incorporated as a village in 1938 and became a City by State Statute in 1972. The City operates under a "Plan A, Council-Administrator" form of government, consisting of a Mayor and a four-member Council. The Mayor and Council are elected at large on a non-partisan basis for four-year terms.

The Council is responsible for adopting policies affecting City affairs, approving the annual budget, enacting ordinances and resolutions, and providing policy direction for City departments and activities. The City Council currently serves as the Economic Development Authority. The City has a Planning Commission and a Parks Commission.

The City serves a population of 4,750 with a 2023 total General Fund budget of $6.8 million and a team of 22 FTEs. Departments include Administration, Police, Finance, and Public Works. The community is financially strong with an AA2 Bond rating and is two years away from being debt free. It has a very stable staff history and a combination of municipal and privately contracted public services.

THE CITY ADMINISTRATOR

Reporting to the City Council, the City Administrator performs top-level supervisory, administrative, and professional work to plan and direct the administration of City functions as established by the City Council to ensure efficient municipal services and development in line with the Council goals and objectives. This requires coordinating activities and functions, creating proper procedures and processes for exchanging information and reaching decisions, and flexibility in reacting to the needs and desires of others.

The City Administrator supervises the management and coordination of all departments and consultants including Administration, Police, Public Works, Finance, Legal, Fire Protection, and Planning and Engineering consultants. Direct reports are the Assistant City Administrator/Clerk, Finance Director, Police Chief, Public Works Director, Building Official, and Administrative Assistant. This position is also responsible for overseeing community development-related duties.

FULL-TIME EMPLOYEES
22

2023 BUDGET
$6.8 million

AREA
3.4 square miles

POPULATION
4,750

BOND RATING
AA2

THE IDEAL CANDIDATE

View job description here

- Demonstrated leadership skills.
- Integrity and honesty beyond reproach.
- A confident and self-assured demeanor that will engender trust with Council and staff.
- A good communicator who is responsive to councilmembers, the community, and the city staff; and who actively listens and follows up to resolve issues.
- Balances the responsibilities of managing day to day operations with representing the City's interests through engagement with external community, state, and national associations and organizations. ·
- A collaborative and proactive management style when addressing community and organizational issues and needs.
- Values and supports the overall needs of staff and the organization.
- A communication style and approach that demonstrates strong listening skills and an appreciation and respect for opposing viewpoints.
- Ensures regular communication throughout the organization in a way that keeps the Council and staff informed.
- Fiscally responsible with an understanding of financial management needs.
- Navigates the needs and dynamics of the City Council with a uniform approach, a positive attitude, and as a resource.
- Solutions-oriented and will respond to issues and inquiries in a positive way.
- Strong facilitation skills that support and enable opportunities to reach consensus, especially on difficult issues.
- Strong knowledge and experience with planning and zoning issues.

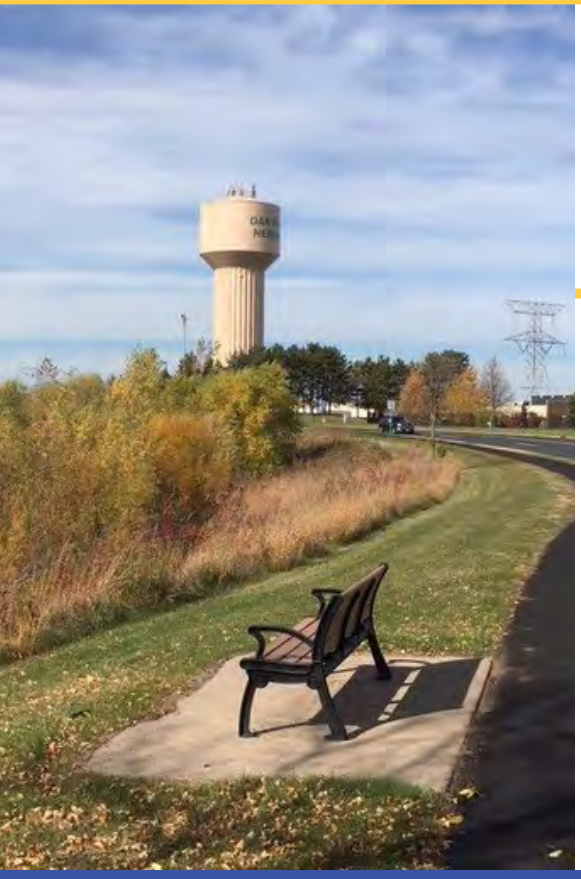
EDUCATION & EXPERIENCE

- Bachelor's degree in public administration or closely related field. (Master's preferred).
- Five years of experience in broad areas of managing public organizations that contributed to a knowledge base and an ability to employ management, budgeting, planning and program techniques in daily operation of a similarly complex entity.
- Ability to communicate effectively, orally and in written form.
- Ability to develop and maintain positive and effective working relationships with the city council, city commissions, city personnel, and the general public.

Or any equivalent combination of education and experience that provides the applicant with the knowledge, skills, and abilities to perform the job.

OPPORTUNITIES & CHALLENGES

- The Xcel Energy – Allen S. King Coal-Fired Power Plant is scheduled to close in 2028, which will significantly impact the community's tax revenues. This closure will require proactive planning with multiple jurisdictions to transition the 170-acre site into a new type of land use that meets community expectations.
- An implementation plan is needed for the use of $2.1 million in state bonding intended for extending city-owned water and sewer utilities to the Xcel Energy – Allen S. King Coal-Fired Power Plant site.
- The City is intending to construct a third municipal well in 2025. This project will include the need for filtration of PFAS.
- Washington County is leading a project related to the extension of 58th Street. This project requires an awareness of the long-term financial and development impacts for the community and strong leadership in guiding the negotiations.
- The City currently has a 10-year Joint Volunteer Fire Service agreement with the City of Bayport. There is an ongoing effort to reevaluate the contractual relationship and possible need for paid firefighters.
- The Finance Director will be retiring in the near future and will require a recruitment effort that reflects future departmental needs.
- The City Administrator will have the opportunity to consider the long-term staffing needs of the organization that will ensure its continued stability into the future.
- There is a desire to build stronger and more positive relationships with Washington County and adjacent communities in finding ways to collaborate around areas of common interest.



COMPENSATION & BENEFITS

The City of Oak Park Heights is offering an annual salary range of $135,000 to $155,000 for this position, dependent upon experience and qualifications, along with a comprehensive benefits package.

RESOURCES

City of Oak Park Heights

2023 City Budget

City Planning and Zoning Docs

2018 City Comprehensive Plan

Metropolitan Council – Community Data

Greater Stillwater Area Chamber of Commerce

Stillwater/Oak Park Heights Convention & Visitors Bureau (CVB)

TO APPLY

Apply Online: gmphr.com

First Review: August 7, 2023

More Info: Matt Fulton, GMP Consultants
mfulton@gmphr.com / (651) 242-2422

GMP CONSULTANTS

Dear Colleague,

GMP Consultants is assisting the **City of Blaine**, Minnesota in finding a **Finance Director**. Perhaps this is the right time in your career to consider this exciting opportunity. If not, would you please pass this on to others who may be interested?

Thank you for your consideration and assistance.

Greg M. Prothman, GMP Consultants
206-714-9499

BlaineMN.gov

GMP CONSULTANTS

WHY APPLY?

This is an exciting opportunity to help shape the future growth of the city of Blaine, one of Minnesota's fastest growing suburban cities. With a current population of 70,979, Blaine is projected to reach 85,000 by 2030. This is an inviting community and a destination for nearly 7 million visitors a year. The City is well-managed with a strong and experienced department head team and enjoys a AAA bond rating. Blaine has a history of supportive councils and a strong Council-Staff relationship. This is a great opportunity for a forward-thinking, solutions-oriented individual to join a growing community and participate in exciting and career-defining projects.

gmphr.com

THE CITY OF BLAINE

Blaine, MN (pop. 70,979), the 10th largest city in the state, is one of the fastest growing cities in Minnesota. Situated just 13 miles from both downtown Minneapolis and St. Paul, Blaine is one of the metro area's largest suburbs. The City of Blaine operates under the Council-Manager form of government with a 2023 total budget of $72.5 million, a General Fund budget of $41.6 million, and a staff of 230 FTEs.

The City has a positive organizational culture with strong support and respect from the City Council for the City Manager and staff. The current department head team is tenured, strong, and energized about the future of the community.

View position profile at gmphr.com

THE FINANCE DIRECTOR

Under the general supervision and direction of the City Manager, the Finance Director will oversee a multi-division department that is intended to provide and maintain dependable, cost effective, and high-quality finance and technology services to City customers. The Director provides leadership in the planning, coordinating, directing, communicating, and evaluating a comprehensive finance/technology program consistent with City Council policies, federal, state, and metropolitan regulations. The Director is also a valued member of a six-member department head team.

THE IDEAL CANDIDATE

- A strong advocate in supporting the Finance Department's ability to meet the needs of a rapidly growing community with increasing service delivery pressures and budgetary expectations.
- A strong understanding of economic development financing strategies and the ability to think creatively with staff and developers to find successful approaches for significant and complicated development projects.
- A solutions-focused and articulate leader with excellent presentation skills and the ability to communicate complicated financing concepts in a way easily understood by Council, Staff, and the general public.
- Capable of leading in a fast growth environment with attention to building staff capacity, ensuring long term financial integrity, and strengthening technology infrastructure to keep pace with long-range strategic goals and community expectations.
- An approachable leader with strong emotional intelligence who can be direct and compassionate with an existing strong departmental team.
- Understands the big picture and can translate it into a long-range plan with measurable outcomes that demonstrates progress.
- Supports collaboration and partnerships and can build trust in strengthening existing and new service delivery relationships.
- Strategically focused with the ability to prioritize issues and projects, and effectively communicate and delegate responsibilities.
- A seasoned professional who can hit the ground running and quickly align with the current departmental and organizational team.

LEARN MORE

Visit: **gmphr.com**

Salary Range: **$144,66 to $188,032** annually DOQ

First Review: **May 22, 2023**

More Information: Matt Fulton, GMP Consultants
mfulton@gmphr.com / (651) 242-2422

GMP CONSULTANTS

EXECUTIVE SEARCH SERVICES

CITY OF BRAINERD, MINNESOTA

Proposal By:

Mike Humpal, CEcD

SCSC South Central Service Cooperative

Quality Through Cooperation Since 1976

www.mnscsc.org

Proposal For:

Mayor
David Badeaux

BRAINERD MINNESOTA

A City for all Seasons

www.ci.brainerd.mn.us

South Central Service Cooperative (SCSC) appreciates the opportunity to present this proposal to the City of Brainerd for Executive Search Services. SCSC's highly skilled staff has many years of collective experience in all aspects of local government.

GENERAL BACKGROUND

Since 1976, South Central Service Cooperative has been facilitating programs and services between local governments and school districts across south central Minnesota. We work with these entities in the nine-county region on projects or contracted services that help promote cooperation by pooling human and financial resources. We believe services are most efficient and cost effective when implemented at a regional level rather than a "one size fits all approach," which may occur when mandates are managed at the state and federal levels. Facilitating services regionally creates economies of scale and maintains a consistency in the process that positively affects local governments and school districts.

EXPERIENCED LEADERSHIP

Mike Humpal, CEcD, Manager of Local Government Solutions, will serve as team leader for the City of Brainerd. Humpal has a bachelor's degree and master's degree in public administration, along with being a certified Economic Developer. Humpal has more than 30 years of local government experience, including 18 years as an Assistant City Administrator and City Administrator responsible for hiring senior management for the City of Fairmont. Humpal is assisted by SCSC team members: **Wendell Sande**, Director, Insurance Services Director, Advisory Services; **Hannah Keltgen**, Manager of Wellness and Marketing Communications; **Roberta Jensen**, Marketing Communications Specialist, **Crista Krosch**, Marketing Communications Support; **Jessica Maday**, Administrative Services Coordinator; and **Crystal Hanson**, Practitioner & Founder South Creek HR.

PROJECT SCOPE

- Meet with Brainerd city staff and council to provide an overview of the search process.
- Meet with mayor, city council, and staff to create a position profile for the new administrator, a job description, and set of goals.
- Create a search calendar and timeline.
- Recruit candidates for the position.
- Receive and process applications.
- Provide for the preliminary and final screening, make recommendations for interview of candidates.
- Assist the city council with the interview process.
- Meet with the city council to facilitate the decision on the new City Administrator and develop a contract for the position as needed.
- Provide mentoring to the new City Administrator.

SERVICES

- SCSC will provide the city council with an overall strategy and recruitment process for the City Administrator.
- SCSC will develop a job announcement, community profile, and advertisement for the position with professional organizations whose focus is local government. SCSC staff will also contact individuals in the field to make them aware of the open position and process.
- SCSC will promote the open position on select job placement sites (e.g., Association of Minnesota Counties, League of Minnesota Cities, Iowa and Wisconsin League of Cities, International City Managers Association, and National Association of Counties Recruitment Resources) and through social media (e.g., Facebook and LinkedIn).
- SCSC staff will complete a review of the applications, provide leadership management assessment and PXT assessment, complete reference checks, and criminal background histories.
- SCSC will provide five candidates to the city council with the goal of interviewing the top four candidates. The fifth candidate will be an alternate in case one drops out. Each member of the council will receive a profile folder with all the pertinent information about the top four candidates to review in advance of the interviews.
- SCSC will arrange and attend a public meet and greet of the candidates allowing the city council, staff, and community members the opportunity to meet the candidates before the interview process begins.
- At the direction of the city council and in cooperation with the Brainerd City Attorney, SCSC staff will present an employment agreement and negotiate with the chosen candidate.

PROPOSED TIME AND COST ALLOCATION

South Central Service Cooperative proposes to complete this executive search as outlined not to exceed $15,500.00*. This fee includes:

Executive Search Time / Cost Allocation:

- Conduct the initial meeting with council search committee
- Create an application packet and announcement documents
- Review and rank applications
- Contact references for top five candidates
- Call or hold virtual meetings with top five candidates to perform management/leadership assessments
- Prepare and summarize support documents and conduct background checks
- Organize and attend a community/candidates Meet and Greet event
- Participate in interview-related meetings with the city council
- Prepare an offer letter including bullet points for terms of contract as directed by the city council
- Negotiate the contract, including all discussions with the city attorney and candidate
- Administrative and Marketing Communications staff time

$11,500.00

Additional Cost Allocations

- Arrange for a leadership-management assessment and PXT assessment
- Staff time contingency
- Background checks
- Publication and advertising
- Printed materials for council binders
- Travel costs

$ 4,000.00

TOTAL (to be invoiced at conclusion of search) $15,500.00

*Two-year Timeframe: if another executive search is required within two years, SCSC will complete the search at no additional fee.

PREVIOUS SEARCHES/ REFERENCES

For a listing of completed searches, see pages 5 & 6. Please feel free to contact the following regarding their experience working with SCSC on their recent executive searches:

- Rob Mason, City Administrator (Retired), City of East Gull Lake, MN / 218-828-9279
- David Braun, Mayor, City of Wells, MN / 507-327-9840
- Dawn Kratzke, Mayor, City of Gaylord, MN / 507-237-2338
- Daryl Glassmaker, Mayor, City of Byron, MN / 507-273-1680
- Joe Martin, County Administrator, Le Sueur County, MN / 507-357-8220

I look forward to speaking with you regarding the Executive Search for the City of Brainerd. Please do not hesitate to contact me with questions or clarifications.

Respectfully,

Mike Humpal, CEcD
Manager, Local Government Solutions
South Central Service Cooperative

2075 Lookout Drive
North Mankato, MN 56003
Mobile: 507-236-7651
mhumpal@mnscsc.org

RECENT SEARCHES

Springfield MINNESOTA We have a lot to share!

GAYLORD

ST. CHARLES

Olivia

Hector, Minnesota

TRACY Minnesota (Multiple)

The City of ARLINGTON

LAKE CRYSTAL (Multiple)

TRUMAN

The City of Blooming Prairie Mn

Le Sueur COUNTY

DISCOVER waseca CITY OF WASECA

THE CITY OF BLUE EARTH (Multiple)

City of Madison Lake

WELLS MINNESOTA (Multiple)

BYRON Minnesota

City of Mountain Lake

City of Winnebago Small Town, Big Heart! (Multiple)

City of New Richland

Faribault County Economic Development Authority

City Of East Gull Lake

NEW ULM Public Works

FREEBORN COUNTY MINNESOTA

City of Preston

INTERIM ADMINISTRATOR/ MANAGEMENT PLACEMENTS

THE CITY OF BLUE EARTH

City of Madison Lake
(Multiple)

EAGLE LAKE

City of SHERBURN
Minnesota | Pride of the Fox

FAIRMONT
CITY OF FAIRMONT, MN

City of Winnebago
Small Town, Big Heart!

LAKE CRYSTAL

City of Mountain Lake

MEET OUR TEAM

Mike Humpal
Manager

Manager of Local Government Solutions at South Central Service Cooperative. As an organization, SCSC provides value added local government services and solutions to member cities and counties. Mike Humpal holds a bachelor's degree in public administration from Northern Arizona University, and a master's degree in public administration from the University of Nebraska, and also received his Certified Economic Developer (CEcD). Humpal has more than 30 years of local government experience and served as a Community Economic Development Specialist for the Omaha Metropolitan Area Planning Agency. In addition, he served as City Administrator/Community Development Director for the City of Fairmont.

Founder and HR Practitioner of South Creek HR, a consulting firm specializing in developing leaders and providing Human Resources expertise to small and mid-sized businesses of all industries. Crystal Hanson has over 18 years of experience and holds a master's degree in human resources and industrial relations from the Carlson School of Management at the University of Minnesota. While Hanson's HR background runs deep, her professional passions include coaching leaders, building cohesive teams, digging into the pulse of organizations, and helping managers solve their own unique leadership challenges.

Crystal Hanson
HR Practitioner

MEET OUR TEAM

Wendell Sande
Director

Advisory Services Director at the SCSC, Wendell Sande oversees the provision of services to local government within the SCSC service area. Sande has a bachelor's degree in accounting from Minnesota State University-Mankato. He has worked in public accounting, the private industry, and has 40 years of experience in local government finance, economic development, and administration. He is the current board member of Southeastern Minnesota 504 Development Incorporated. In addition, Sande has a Certificate of Achievement in Local Government Finance from the Government Finance Officer Association.

Manager of Wellness and Marketing Communication, Hannah Keltgen has a bachelor's degree from MSU, Mankato with over eight years of Human Resources experience working in the private sector and public-school systems. She is recognized as a results-oriented leader who strategically leverages her skills to drive motivation, retention, and talent acquisition initiatives. Keltgen is committed to empowering organizations to maximize the potential of their most valuable asset – their people. She is dedicated to helping individuals realize their full potential, encouraging them to bring their authentic selves to the workplace and contribute their best to the team.

Hannah Keltgen
Manager

Assisting in the project will be **Roberta Jensen**, SCSC Marketing Communications Specialist; **Crista Krosch**, SCSC Marketing Communications Support; and **Jessica Maday**, SCSC Administrative Services Coordinator.

City of Brainerd, Minnesota
Request for Proposal
City Administrator Recruitment & Selection

October 27, 2023

630 Dundee Road
Suite 225
Northbrook, IL 60062

Primary Contact Person:
Laurie Pederson
Senior Vice President
Operations & Client Services
847-380-3198
LPederson@GovHRusa.com

GovHR USA
GovTemps USA

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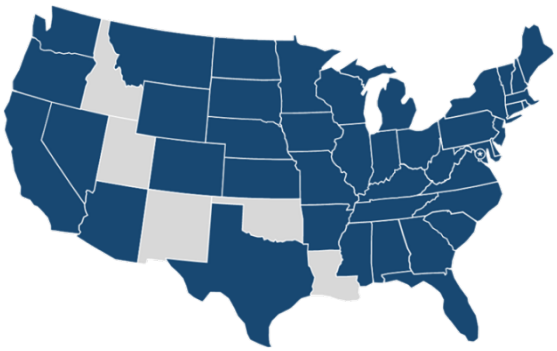
GovHR USA
GovTemps USA

Firm Profile

GovHR is a public management consulting firm serving local government clients and other public-sector entities across the country. The firm was originally formed as Voorhees Associates in 2009 and changed its name to GovHR USA in 2013. Our headquarters are in Northbrook, Illinois. We are a certified Female Business Enterprise in the State of Illinois and work exclusively in the public and non-profit sectors. GovHR offers customized executive recruitment services, management studies and consulting projects for local government and organizations who work with local government.



GovHR has 29 full-time and 12 permanent part-time employees including 12 full-time recruiters and more than 30 additional project consultants. Our employees and project consultants are located across the country, giving us a national presence. Additionally, GovTempsUSA, GovHR's subsidiary, provides interim staffing solutions to keep operations moving during the recruitment process.

Our consultants are experienced executive recruiters who have conducted over 1,250 recruitments, working with cities, counties, special districts, and other governmental entities of all sizes throughout the country. In addition, we have held leadership positions within local government, giving us an understanding of the complexities and challenges facing today's public sector leaders.

Our Leadership

Heidi Voorhees
President
847-380-3240
HVoorhees@GovHRusa.com

Ms. Voorhees has conducted more than 400 recruitments in her management consulting career, with many of her clients being repeat clients, attesting to the high quality of work performed for them. In addition to her 22 years of executive recruitment and management consulting experience, Ms. Voorhees has 19 years of local government leadership and management service, including ten years as Village Manager for the Village of Wilmette, Illinois.

Joellen Cademartori
Chief Executive Officer
847-380-3238
JCademartori@GovHRusa.com

Ms. Cademartori is a seasoned manager, with expertise in public sector human resources management. She has held positions from Human Resources Director and Administrative Services Director to Assistant Town Manager and Assistant County Manager. Ms. Cademartori has worked in forms of government ranging from Open Town Meeting to Council-Manager and has supervised all municipal and county departments ranging from Public Safety and Public Works to Mental Health and Social Services.

Why Choose GovHR?

Unparalleled Expertise and Level of Service: We are a leader in the field of local government recruitment and selection with experience in **44 states**, in communities ranging in population from 1,000 to 3,000,000. Since our establishment in 2009, more than 40% of our clients are repeat clients showing a high level of satisfaction with our work. We encourage you to call any of our previous clients. Surveys of our clients show that 94% rate their overall experience with our firm as ***Outstanding*** and indicate that they plan to use our services or highly recommend us in the future.

Delivering the Best: We conduct comprehensive **due diligence** on candidates. Our state-of-the-art process, includes extensive use of **social media** for candidate outreach and video interviews with potential finalist candidates, ensure a successful recruitment for your organization. Our high quality, thorough Recruitment Brochure reflects the knowledge we will have about your community and your organization and will provide important information to potential candidates. Additionally, before we recommend a candidate to you, we will have interviewed them via video, conducted reference calls, and news media and social media searches. Our knowledge of local government ensures that we can ask probing questions that will verify their expertise.

A Partner from Start to Finish: We are your partners in this important process. You are welcome to review all the resumes we receive, and we will share our honest assessment of the candidates. Our goal is your **complete satisfaction**. We can strategize with you on a variety of approaches for meeting your recruiting needs, including evaluation of internal candidates, identification of non-traditional candidates who meet your recruitment requirements, succession planning and mentoring options. We are committed to working with you until you find the candidate that is the best fit for your position.

Services for Any Budget and Any Search: We strive to meet the specific needs of our clients. We offer several options for recruitment services to meet your needs and your budget. Our services range from Full Executive Recruitments to Virtual Recruitments and even simply Professional Outreach for those who want to reach a broader network. In the following proposal, we have provided the scope we believe that best fits your needs. However, you may find all our services here on our website.

Our Team

GovHR employs a team of professionals with backgrounds in local government and the not-for-profit sector. With your staff needs in mind and due to the significance of this recruitment, we have assigned our highly knowledgeable and experienced Vice President Pam Dmytrenko and Executive Vice President of Recruitment Services, Charlene Stevens. They will act as your project managers and primary points of contact for this project. Their full biographies can be found as part of the Appendix and their client lists are available on our website.

Project Managers & Main Points of Contact

Pam Dmytrenko
Vice President
847-380-3240 x157
Pdmytrenko@GovHRusa.com

Charlene Stevens
Executive Vice President
Recruitment Services
320-262-0303
CStevens@GovHRusa.com

Proposal Inquiries

Laurie Pederson
Senior Vice President
Operations & Client Services
847-380-3198
LPederson@GovHRusa.com

References

We are a proven leader in public sector consulting. ***More than one-third of the organizations served by GovHR are repeat clients.*** Our team provides a growing pool of highly qualified candidates who are well-suited to handle the challenges and expectations of professional positions in local government and the not-for-profit sector.

The following references can speak to the quality of service provided by GovHR.

Becker, MN
(City Administrator, 2022)
Julie Blesi, City Clerk/HR Manager/Safety & Risk Manager
12060 Sherburne Avenue
Becker, MN 55308
763-200-4247
jblesi@ci.becker.mn.us

Minnetonka, MN
(City Manager, 2022)
14600 Minnetonka Blvd.
Minnetonka, MN 55345
Brad Wiersum, Mayor
612-723-3907
bweirsum@minnetonkamn.gov
Mike Funk, City Manager
952-939-8216
mfunk@minnetonkamn.gov

Waconia, MN
(City Administrator, 2021)
Jackie Schulze, Assistant City Administrator
201 South Vine Street
Waconia, MN 55387
952-442-3103
jschulze@waconia.org

Project Approach and Methodology

A typical recruitment and selection process takes approximately 175 hours to conduct. At least 50 hours of this time is administrative, including advertisement placement, reference interviews, and due diligence on candidates. We believe our experience and ability to professionally administer your recruitment will provide you with a diverse pool of highly qualified candidates for your position search. GovHR clients are informed of the progress of their recruitment throughout the entire process. We are always available by mobile phone or email should you have a question or need information about the recruitment.

Phase I: Position Assessment, Position Announcement & Brochure

GovHR treats each executive recruitment as a transparent partnership with our client. We believe in engaging with stakeholders early in each recruitment process to fully understand the challenges and opportunities inherent in the position. Understanding the organizational culture is critical to a successful recruitment. We gain this insight and information through meetings (one on one and small groups), surveys and a review of relevant information. This information is reflected in a polished marketing piece that showcases the organization and the area it serves.

Information Gathering:

- One-on-one or group interviews with stakeholders identified by the client.
- GovHR can establish a dedicated email address for feedback from stakeholders or the community.
- Community forums (In-person or via video) can be used to gather input and feedback.
- Surveys can be used for department personnel and/or the community to gather feedback.
- Conversations/interviews with department heads.

A combination of the above items can be used to fully understand community and organizational needs and expectations for the position (this proposal includes 12 hours of meetings – additional meetings can be added for a fee of $150/hour plus actual expenses if incurred. Dedicated email address and one organizational survey are included. Community Survey can be conducted for $2,500. Community Forums can be conducted as an optional service.

Development of a **Position Announcement** to be placed on websites and social media.

Development of a thorough **Recruitment Brochure** for client review and approval.

Agreement on a detailed **Recruitment Timetable** – a typical recruitment takes between 90 to 120 days from the time you sign the contract to appointment of the finalist candidate.

Phase II: Advertising, Candidate Recruitment & Outreach

We make extensive use of social media as well as traditional outreach methods to ensure a diverse and highly qualified pool of candidates. In addition, our website is well known in the local government industry – we typically have 17,000+ visits monthly to our website and career center. Additionally, our weekly jobs listings are sent to over 8,000 subscribers.

Phase II will include the following:

- GovHR consultants will personally identify and contact potential candidates.
- Develop a database of potential candidates from across the country unique to the position and to the Client, focusing on:

- Leadership and management skills
- Size of organization
- Experience in addressing challenges and opportunities also outlined in Phase I
- The database will range from several hundred to thousands of names and an email blast will be sent to each potential candidate.

- Placement of the Position Announcement:
  - Public sector online Career Centers
  - Social media: LinkedIn (posted on GovHR Executives LinkedIn news feeds to reach over 50,000 connections), Facebook and Instagram
  - GovHR will provide you with a list of advertising options for approval

Phase III: Candidate Evaluation & Screening

Phase III will include the following steps:

- Review and evaluation of candidates' credentials considering the criteria outlined in the Recruitment Brochure
- Candidates will be narrowed down to those candidates that meet the qualification criteria
- Candidate evaluation process:
  - Completion of a questionnaire explaining prior work experience
  - Live Video Interview (45 minutes to 1 hour) conducted by consultant with each finalist candidate
  - References provided by the candidate are contacted
  - Internet/Social Media search conducted on each finalist candidate

All résumés will be acknowledged and inquiries from candidates will be personally handled by GovHR, ensuring that the Client's process is professional and well regarded by all who participate.

Phase IV: Presentation of Recommended Candidates

Phase IV will include the following steps:

- GovHR will prepare a Recruitment Report presenting the credentials of those candidates most qualified for the position.
- GovHR will provide an electronic recruitment portfolio which contains the candidates' materials along with a "mini" résumé for each candidate so that each candidate's credentials are presented in a uniform way.
- Client will receive a log of all applicants and may review résumés if requested.
- Report will arrive in advance of the Recruitment Report Presentation.

GovHR will meet with the Client to review the recruitment report and provide additional information on the candidates.

Phase V: Interviewing Process & Background Screening

Phase V will include the following steps:

GovHR will:

- Develop the first and second round interview questions for your review and comment

- Coordinate candidate travel and accommodations
- Provide you with an electronic file that includes:
  - Candidates' credentials
  - Set of questions with room for interviewers to make notes
  - Evaluation sheets to assist interviewers in assessing the candidate's skills and abilities

Background screening will be conducted along with additional references contacted:

GovHR USA Background Screening	
✓ Social Security Trace & Verification ✓ U.S. Federal Criminal Search ✓ Enhanced Verified National Criminal - National Sex Offender Registry - Most Wanted Lists FBI, DEA, ATF, Interpol - OFAC Terrorist Database Search - OIG, GSA, SAM, FDA - All felonies and misdemeanors reported to the National Database	✓ County/Statewide Criminal ✓ Civil Search ✓ Bankruptcy, Leans and Judgements ✓ Motor Vehicle Record ✓ Education Verification – All Degrees Earned **Optional:** Credit Report – Transunion with score (based on position and state laws) **Optional**: Professional License Verification Drug Screen Employment Verification

GovHR will work with you to develop an interview schedule for the candidates, coordinating travel and accommodations. GovHR consultants will be present for all the interviews, serving as a resource and facilitator.

GovHR will coordinate a 2-Step Interview process. The first round interviews will include four to five candidates. The second round interviews will include two or three candidates. GovHR will supply interview questions and an evaluation form.

In addition to a structured interview, the schedule can incorporate:

- Tour of Client facilities
- Interviews with senior staff

Phase VI: Appointment of Candidate

- GovHR will assist you as much as you request with the salary and benefit negotiations and drafting of an employment agreement, if appropriate.
- GovHR will notify all applicants of the final appointment, providing professional background information on the successful candidate.

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Project Timeline

Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11	Week 12	Week 13	Week 14
Phase I		**Phase II**				**Phase III**			**Phase IV**	**Phase V**		**Phase VI**	

Weeks 1 & 2	Phase 1: Interviews & Brochure Development
Weeks 3 thru 6	Phase 2: Advertising, Candidate Recruitment & Outreach
Weeks 7 thru 9	Phase 3: Candidate Evaluation & Background Screening
Week 10	Phase 4: Presentation of Recommended Candidates
Week 11 & 12	Phase 5: Interview Process & Additional Background Screening
Weeks 13 & 14	Phase 6: Appointment of Candidate

Commitment to Diversity, Equity & Inclusion in Recruitments

GovHR has a long-standing commitment to Equity, Diversity and Inclusion. Since our firm's inception we have supported, with our time and financial resources, organizations that advance underrepresented populations in local government. These include the National Forum for Black Public Administrators, the Local Government Hispanic Network, The League of Women in Government and CivicPride.

GovHR Team Members have moderated and spoken on DEI topics at the International City and County Management Association conference and state conferences. Our employees and consultants have undergone Implicit Bias Training and we are frequent speakers on incorporating equity and inclusion into all levels of local government. Additionally, we provide a list of DEI resources on the homepage of our website at GovHRusa.com.

GovHR has formally partnered with the National Forum for Black Public Administrators' consulting arm, i4x, in several recruitment and selection processes throughout the country including Toledo, OH, Fort Collins, CO, Ann Arbor, MI, Oakland, MI and Arlington, TX. Our partnership reflects our mutual commitment to advancing DEI values and increasing the diversity of local government leaders at the highest levels of local government organizations.

Recruiting in Today's Candidate Market

The GovHR team is aware of the lasting impact that the Great Resignation has had on nearly all local government positions. Data shows annual quit rates have been at record highs the past two years. Additionally, there is a growing trend of public workers accelerating retirement plans, a drastic change from when workers were *postponing* retirement.

Our team of consultants work diligently to ensure the success of each recruitment and will be transparent upfront and throughout the process regarding any obstacles or delays they anticipate. Despite these challenging times, we have still seen a tremendous amount of success in our recruitments largely due to our consultants' outreach methods and our team's marketing strategies.

GovHR's Recommendations to Recruit and Retain Top Talent

Responsive: Roll out the Welcome Mat! Candidates may struggle with relocating for a new position as well as be concerned about the "fit" with a new team. It is important to include costs for your top candidate(s) to travel to your location for the final interview process. Our team will work with you to create a welcoming, informative experience for both you and the candidate(s).

Encouraging: Employee development is a must-have in today's market. Candidates appreciate their employer investing in them as much as they are investing themselves in the job. Consider "up and coming" candidates who may lack one or two preferred skills and assign a mentor or invest in a course to encourage their professional development. A mentor/training program will also help establish a peer-to-peer connection and make them feel more comfortable about the transition to a new job.

Competitive: Our team will guide you in offering a competitive market rate compensation and competitive benefits package attractive to today's candidates. Competitive employers must include relocation expenses and should consider signing bonuses and temporary housing.

Resourceful: Review your job description – do you need public sector experience? Are the years' experience you list essential, or can that be preferred? Consider a more resourceful approach when reviewing candidates' experience. Carefully consider requirements such as CPA, Professional Engineer and others that will limit your talent pool – consider using the word "ideally" or "preferably."

Understanding: These past few years have, without a doubt, changed the work environment. Competitive employers have recognized this and are offering flexible/hybrid/remote work options. Those positions that offer this type of flexibility consistently receive a better candidate response rate.

Innovative: Think about what is unique and attractive about your community and organization and highlight that in your recruitment efforts. Talk about organizational culture and what your values are with respect to your employees. GovHR will assist you in being as innovative as possible in your outreach.

Transparent: Some states now mandate listing salary ranges in any job advertisements or postings. More and more companies are now showing at least a salary range in their postings to promote pay transparency and equity. Post the salary range you will use for hiring – it is public information if we make it too difficult for candidates to find out the salary, they will move on to the next opportunity.

GovHR USA
GovTemps USA

Full Scope Recruitment – Price Proposal

Summary of Costs: Full Scope	Price
Recruitment Fee:	**$20,500**
Recruitment Expenses: (not to exceed) ➢ Expenses include candidate due diligence efforts	**$1,500**
Advertising: **Advertising costs over $2,500 will be placed only with client approval. If less than $2,500, Client is billed only for actual cost.*	**$2,500***
Total:	**$24,500****

**Consultant travel expenses are not included in the price proposal. If the consultant is requested to travel to the client, travel costs will be estimated at time of request. Only actual expenses will be billed to the client for reimbursement to GovHR.

Possible in-person meetings could include:

1. Recruitment brochure interview process
2. Presentation of recommended candidates
3. Interview Process

Any additional consultant visits requested by the Client (beyond the three visits listed above) will be billed at $150/hour. The additional visits may also result in an increase in the travel expenses and those expenses will be billed to the client.

This fee does not include travel and accommodations for candidates interviewed.

Payment for Fees & Services:

1st Invoice: Contract Award (40% of the Recruitment Fee)
2nd Invoice: Presentation of Candidates (40% of the Recruitment Fee & expenses incurred to date)
Final Invoice: Completion of Recruitment (20% of the Recruitment Fee plus all remaining expenses)

Payment of invoices is due within thirty (30) days of receipt.

The GovHR Guarantee – Full Scope Recruitment

GovHR is committed to assisting our clients until a candidate is appointed to the position. Therefore, no additional professional fee will be incurred if the client does not make a selection from the initial group of recommended candidates and requests additional candidates be developed for interview consideration. If additional advertising beyond the Phase I advertising is requested, client will be billed for actual advertising charges. Reimbursable expenses may be incurred should the recruitment process require consultant travel to the Client.

Upon appointment of a candidate, GovHR provides the following guarantee: should the selected and appointed candidate, at the request of the Client or the employee's own determination, leave the employ of the Client within the first 12 months of appointment, we will, if desired, conduct one additional recruitment for the cost of expenses and announcements only. This request must be made within 6 months of the employee's departure.

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Contract Signature Page

We believe we have provided you with a comprehensive proposal; however, if you would like a service that you do not see in our proposal, please let us know. We can most likely accommodate your request.

This proposal will remain in effect for a period of six months from the date of the proposal. We look forward to working with you on this recruitment and selection process!

City of Brainerd, Minnesota agrees to retain GovHR USA, LLC ("GovHR") to conduct a City Administrator Recruitment in accordance with its proposal dated October 27, 2023. The terms of the proposal are incorporated herein and shall become a part of this contract.

ACCEPTED:

City of Brainerd, Minnesota

By: _____

Title: _____

Date: _____

Billing Contact: _____

Billing Contact Email: _____

GovHR USA, LLC

By: _____

Title: _____

Date: _____

Optional Services

GovTemps USA

Need an Interim? GovTempsUSA, a subsidiary of GovHR USA, specializes in the temporary placement of positions in local government. The firm offers short-term assignments, in addition to long-term and outsourced arrangements. Our placement professionals at GovTempsUSA have typically enjoyed distinguished careers in local government and displayed a commitment to public service throughout their career.

Recorded One-Way Video Interview of Candidates

Candidates we recommend for your consideration can complete a one-way video interview with 3 to 5 questions that will be recorded and which you can review electronically at your convenience. This can occur prior to making your decision on which candidates to invite for an interview. Cost $100 per candidate.

Leadership/Personality Testing

GovHR has experience working with a wide variety of leadership and personality assessment tools, depending on the qualities and experiences the client is seeking in their candidates. These include but are not limited to Luminaspark, Caliper, DISC and others. Depending on the evaluation type selected fees can range between $100 to $500 per candidate.

360° Evaluation

As a service to the Client, we offer the option to provide you with a proposal for a 360° performance evaluation for the appointed position at six months into his or her employment. This evaluation will include seeking feedback from both elected officials and department directors, along with any other stakeholder the Client feels would be relevant and beneficial. This input will be obtained on a confidential basis with comments known only to the consultant. If you are interested in this option, GovHR will prepare a proposal for this service.

PAM DMYTRENKO

GovHR USA
GovTEMPS USA

Pam Dmytrenko has 22 years of local government management and leadership experience.

Pam Dmytrenko is a Vice President with GovHR USA. She spent her local government career with the City of Richfield MN, a first ring suburb of Minneapolis that shares a border with the Minneapolis/St. Paul International Airport (MSP). During her 22 years in Richfield, Pam progressed into higher -level management positions, most recently serving as the Assistant City Manager/Administrative Services Director where she oversaw the divisions of human resources, communications, information technologies, city clerk, deputy registrar and government buildings.

Pam brings a depth of experience in administration, operations and all aspects of human resources. She has a strong record of success in talent acquisition and retention, on-boarding, employee relations, labor relations, organizational development, policy development, process improvement, project management, strategic planning and community engagement.

During her tenure, Pam led many complex projects, including serving as project manager for the planning and construction of the city's $21 million municipal center. She served as the city's expert on airport matters, forging partnerships and building coalitions with the aviation community to reduce noise mitigation impacts on residents.

Pam is a transformational leader known for her ability to foster collaborative relationships by building trust and seeking all perspectives to reach consensus, creating and designing initiatives around recruitment, retention, and engagement, and working with teams to deliver meaningful and measurable results.

Pam is passionate about helping organizations identify and implement ways to improve and expand their processes and creating cultures of innovation, engagement and connectedness that are inspirational and aspirational for local government professionals and the communities they serve.

Pam lives in the Twin Cities metro area.

PROFESSIONAL EDUCATION

- Bachelor of Arts in Political Science, St. Olaf College MN

MEMBERSHIPS AND AFFILIATIONS

- International City/County Managers Association (ICMA)
- Minnesota City/County Managers Association (MCMA)
- Association of Public Management Professionals (APMP) Assistant Manager of the Year, recipient 2015
- International Public Management Association for Human Resources (IPMA-HR)
- National Public Employee Labor Relations Association (NPELRA)
- Noise Oversight Committee to the Minneapolis/St. Paul International Airport (MSP), board member
- Richfield Board of Education, elected member

PROFESSIONAL BACKGROUND

Over 22 Years of Local Government Experience

- City of Richfield, MN (1999- 2021)
  - Assistant City Manager/Administrative Services Director
  - Assistant City Manager/Human Resources Manager
  - Assistant to the City Manager/Human Resources Manager
  - Community Development Specialist

CHARLENE STEVENS

GovHR USA
GovTemps USA

Ms. Stevens has over twenty years of experience in municipal management. Ms. Stevens has worked in both county and city government and her career covers work in urban, suburban and rural communities. Her career has spanned three states: Minnesota, Kansas and Pennsylvania.

Ms. Stevens has expertise in community and civic engagement, having started her career in neighborhood services and led community wide visioning and strategic planning efforts for two different communities. Ms. Stevens' strength is her ability to develop strong partnerships with multiple and diverse stakeholders. Through those partnerships, Ms. Stevens helps communities develop consensus and achievable plans.

Ms. Stevens' results-oriented management has included projects that have expanded parks and preserved greenspace in rapidly developing communities, developed a workforce training center for a large urban county, led downtown development plans for two communities and created mentoring and training programs for city staff. Ms. Stevens has appreciated the opportunity to mentor many young professionals, including helping to establish women's mentoring groups in three different communities.

PROFESSIONAL EDUCATION

- Master of Public Administration, University of Kansas, Lawrence, Kansas
- Bachelor of Arts, International Relations, Pomona College, Claremont, California
- Leadership Wichita Graduate

PROFESSIONAL DEVELOPMENT AND SPEAKING ENGAGEMENTS

- Instructor, International City and County Management Association (ICMA), Emerging Leaders Development Program
- Instructor, ICMA Mid-Career Institute

MEMBERSHIPS AND AFFILIATIONS

- International City and County Management Association (ICMA) – Current Member
- ICMA Task Force on Welcoming New Members - Chair, 2009 - 2015
- ICMA Task Force on Women in the Profession - Member 2012-2014
- ICMA Regional Vice President - ICMA Executive Board Member, 2003 - 2006
- ICMA Committee of Professional Conduct - Chair, 2006
- ICMA Conference Host Committee - Co Chair, 2002
- ICMA Conference Planning Committee - Member, 2001 and 2002
- ICMA Task Force on Small Communities - Member, 1999-2001
- League of Minnesota Cities (LMC) - Board Member, 2013 - 2015
- Coalition of Greater Minnesota Cities (CGMC) - Board Member, 2011 - 2015
- Minnesota City and County Management Association (MCMA) - Current Member
- MCMA Task Force on Women in the Profession - Current Member
- YMCA of Woodbury Community Board - Current Member and Board Vice Chair
- KUCIMAT President - University of Kansas, 2013 - 2014
- Willmar Area Rotary, 2011 - 2015
- Kansas Association of City and County Managers (KACM) - Member, 2006 - 2011
- Association of Pennsylvania Municipal Managers (APMM) - Member, 1997 - 2006

PROFESSIONAL BACKGROUND

Over 20 Years of Local Government Leadership and Management Experience

- City Administrator, Cottage Grove, MN 2015-2018
- City Administrator, Willmar, MN 2011-2015
- Assistant County Manager, Sedgwick County, KS 2006-2011
- Assistant Township Manager, Lower Gwynedd, PA 1999-2006
- Assistant Township Manager, Buckingham, PA 1997-1999
- Neighborhood Assistant, City of Wichita, KS 1995-1996

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City Management Client List

State	Client	Position Title	Year	Population
Alaska	Bethel	City Manager	2019	6,500
	Bethel	City Manager	2023	6,500
	Homer	City Manager (Professional Outreach)	2019	5,300
	Seward	City Manager	2019	2,693
	Unalaska	City Manager	2017	4,768
Arizona	Buckeye	City Manager	2021	69,744
Colorado	Eagle	Town Manager	2017	6,739
	Englewood	City Manager	2019	34,957
Connecticut	Bloomfield	Town Manager	2023	21,301
	Cheshire	Town Manager	2017	29,261
	East Hampton	Town Manager	2019	13,000
	Enfield	Town Manager	2015	45,246
	Enfield	Town Manager	2018	45,246
	Enfield	Town Manager	2022	45,246
	Manchester	General Manager	2021	59,710
	Meriden	City Manager	2018	60,838
	Simsbury	Town Manager	2023	25,517
Delaware	Newark	City Manager	2018	33,398
Florida	Deerfield Beach	Assistant City Manager	2022	80,000
	Gainesville	Assistant City Manager	2021	133,997
	Lakeland	City Manager	2020	110,000
	Largo	Assistant City Manager	2018	82,244
	Ponce Inlet	Town Manager	2022	3,411
Georgia	Albany	City Manager	2021	77,434
	Decatur	Assistant City Manager	2018	25,000
	Decatur	City Manager	2018	25,000
Illinois	Algonquin	Village Manager	2012	30,947
	Arlington Heights	Village Manager	2014	75,500
	Barrington	Village Manager	2018	10,455
	Bensenville	Village Manager	2015	20,703
	Bloomington	City Manager	2018	78,005
	Buffalo Grove	Village Manager	2010	42,909
	Carbondale	City Manager	2011	25,092
	Cary	Village Administrator	2011	17,840
	Centralia	City Manager	2020	13,000
	Clarendon Hills	Village Administrator	2014	8,653
	Clarendon Hills	Village Manager	2010	8,653
	Crest Hill	City Administrator	2015	21,169
	Crest Hill	City Administrator	2021	21,169
	Decatur	City Manager	2014	76,178
	Decatur	City Manager	2018	76,178

	Decatur	Deputy City Manager	2019	76,178
	DeKalb	City Manager	2013	44,862
	DeKalb	City Manager	2018	43,849
	DeKalb Sanitary District	Assistant to the Manager/Finance	2012	42,579
	Dixon	City Manager	2015	18,601
	East Moline	City Administrator	2011	21,300
	East Moline	City Administrator	2016	21,300
	East Peoria	City Administrator	2016	23,503
	Effingham	City Administrator	2010	12,384
	Effingham	City Administrator	2018	12,577
	Elmhurst	City Manager	2010	46,387
	Forsyth	Village Administrator	2021	3,490
	Fox Lake	Village Administrator	2013	10,550
	Fox Lake	Village Administrator	2021	10,550
	Freeport	City Manager	2017	25,000
	Galesburg	City Manager	2010	33,706
	Galesburg	City Manager	2022	33,706
	Galesburg	City Manager	2023	33,706
	Geneseo	City Administrator (Virtual)	2019	6,500
	Glen Ellyn	Assistant Village Manager	2013	27,000
	Glen Ellyn	Village Manager	2010	27,000
	Glencoe	Assistant Village Manager	2015	8,900
	Glencoe	Village Manager	2013	8,900
	Greenville	City Manager	2021	7,000
	Hanover Park	Village Manager	2012	38,510
	Highland Park	City Manager	2011	31,365
	Hinsdale	Village Manager	2013	17,631
	Homer Glen	Village Manager	2011	24,220
	Homewood	Assistant Village Manager (Virtual)	2017	19,464
	Homewood	Assistant Village Manager (Virtual)	2021	19,464
	Inverness	Village Administrator	2013	7,400
	Joliet	City Manager	2013	147,500
	Joliet	City Manager	2017	147,500
	Kenilworth	Village Manager	2012	2,562
	La Grange	Assistant Village Manager (Virtual)	2017	15,610
	La Grange	Village Manager	2022	15,610
	La Grange	Village Manager	2017	15,610
	La Grange Park	Assistant Village Manager	2020	13,579
	Lake Barrington	Village Administrator	2022	4,879
	Lake Bluff	Assistant to the Village Administrator	2023	5,698
	Lake Bluff	Assistant to the Village Manager	2016	5,698
	Lake Forest	Assistant City Manager (Professional Outreach)	2022	19,375
	Lake Forest	City Manager	2018	19,375
	Lake Villa	Assistant to the Village Administrator	2023	8,774
	Lake Villa	Village Administrator	2013	8,774
	Lake Zurich	Village Manager	2015	19,631
	Libertyville	Village Manager	2016	20,431

	Lincoln	City Administrator	2014	14,500
	Lincolnshire	Assistant Village Manager/Community Development Director	2016	7,500
	Lincolnshire	Village Manager	2012	7,500
	Lindenhurst	Village Administrator	2017	14,468
	Lombard	Village Manager	2013	43,815
	Long Grove	Village Manager	2023	8,153
	Marengo	City Administrator	2011	7,614
	McHenry	City Administrator	2023	27,135
	Mettawa	Part-time Village Administrator	2010	500
	Mokena	Village Administrator	2015	19,042
	Moline	City Administrator	2017	43,100
	Monmouth	City Administrator	2014	9,444
	Morton Grove	Village Administrator	2011	23,500
	Mt. Prospect	Village Manager	2015	54,771
	Mundelein	Village Administrator	2020	31,385
	New Lenox	Village Administrator	2011	25,000
	Niles	Village Manager	2021	30,001
	Normal	City Manager	2017	54,264
	North Chicago	Chief of Staff	2021	30,020
	Northbrook	Village Manager	2021	35,000
	Oak Brook	Village Manager	2014	8,058
	Oak Brook	Village Manager	2021	8,058
	Oak Park	Assistant Village Manager/Human Resources Director	2019	52,000
	Oak Park	Village Manager	2021	52,000
	Oak Park Township	Township Manager	2023	51,774
	Orland Park	Village Manager	2016	60,000
	Orland Park	Village Manager	2019	60,000
	Palos Heights	City Administrator (Virtual)	2021	12,480
	Pekin	City Manager	2016	33,223
	Peoria	Assistant City Manager	2021	115,234
	Pingree Grove	Village Manager	2020	10,000
	Pingree Grove	Village Manager	2023	10,000
	Plainfield	Village Administrator	2021	41,734
	Princeton	City Manager	2011	7,700
	Princeton	City Manager	2019	7,700
	River Forest	Village Administrator	2010	11,635
	River Forest	Village Administrator	2021	11,635
	Rock Island	City Manager	2011	39,684
	Rock Island	City Manager	2021	39,684
	Savoy	Village Administrator (Virtual)	2020	8,607
	Schaumburg Township	Township Administrator (Virtual)	2021	140,000
	Schiller Park	Village Manager	2015	11,692
	Shorewood	Village Administrator	2018	17,495
	Skokie	Village Manager	2013	67,824
	Sycamore	City Manager (Professional Outreach)	2021	18,557
	Tinley Park	Village Manager	2013	56,831

	Vernon Hills	Village Manager	2021	25,911
	Villa Park	Assistant Village Manager (Virtual)	2021	22,038
	Villa Park	Village Manager	2022	22,038
	Volo	Village Administrator	2013	6,283
	Washington	City Administrator	2015	15,700
	Washington	City Administrator	2021	15,700
	Wauconda	Village Administrator	2013	14,125
	Wauconda	Village Administrator	2017	14,125
	Wauconda	Village Administrator	2021	14,125
	West Chicago	Assistant City Administrator	2022	27,221
	Willowbrook	Village Administrator	2019	8,967
	Winnetka	Assistant Village Manager	2019	12,417
	Woodridge	Village Administrator	2017	33,256
Indiana	Munster	Town Manager	2014	23,603
	St. John	Town Manager (Professional Outreach)	2020	18,047
Iowa	Ames	Assistant City Manager (Limited)	2023	66,498
	Bondurant	City Administrator	2017	5,493
	Burlington	City Manager	2011	25,663
	Indianola	City Manager	2022	15,833
	Knoxville	City Manager	2021	7,300
	Marion	Deputy City Manager	2022	30,000
	Muscatine	City Administrator	2020	23,819
	Newton	City Administrator	2016	15,000
	Washington	City Administrator	2011	7,266
	Webster City	City Manager	2016	8,000
	West Liberty	City Manager	2013	3,736
	Windsor Heights	City Administrator	2023	4,860
	Windsor Heights	City Administrator	2019	4,860
Kentucky	Paducah	City Manager	2021	24,850
	Paris	City Manager	2021	9,846
Maine	Bangor	City Manager	2021	33,039
Maryland	Greenbelt	City Manager	2016	23,753
	Hagerstown	City Administrator	2015	40,612
	Sykesville	Town Manager	2019	3,941
	Westminster	City Administrator	2021	18,522
Massachusetts	Brookline	Assistant Town Administrator - Finance (Virtual)	2022	58,732
	Cambridge	City Manager	2016	110,000
	Eastham	Town Administrator	2016	4,956
	Provincetown	Town Manager	2015	2,990
	Wayland	Town Manager	2022	13,882
	Williamstown	Town Manager	2015	8,400
	Williamstown	Town Manager	2021	8,400
Michigan	Adrian	City Administrator	2018	20,676
	Adrian	City Administrator	2020	20,676
	Albany	City Manager	2018	8,337
	Alpena	City Manager	2012	10,410
	Caro	City Manager	2012	4,208

	Charlotte	City Manager	2020	9,100
	Clawson	City Manager	2021	11,946
	Delta Charter Township	Township Manager	2014	32,400
	Eastpointe	City Manager	2019	32,673
	Ferndale	City Manager	2019	20,428
	Hamtramck	City Manager	2017	21,752
	Kalamazoo	City Manager	2013	75,000
	Lincoln Park	City Manager	2019	36,665
	Oakland Township	Township Manager	2013	16,779
	Oakland Township	Township Manager	2018	19,132
	Rochester	City Manager	2022	13,017
	Rochester	City Manager	2015	13,017
	Royal Oak	City Manager	2020	59,112
	St. Clair Shores	Assistant City Manager (Professional Outreach)	2021	59,984
	Troy	Assistant City Manager	2019	83,181
	Troy	City Manager	2018	83,181
Minnesota	Becker	City Administrator	2021	4,874
	Buffalo	Assistant City Administrator	2021	15,855
	Edina	Assistant City Manager (Limited)	2023	53,318
	Fairmont	City Administrator	2023	10,477
	Hibbing	City Administrator	2021	15,855
	Lindström	City Administrator	2023	4,888
	Minnetonka	City Manager	2022	53,953
	Scandia	City Administrator	2023	4,149
	St. Joseph	City Administrator	2022	7,342
	St. Louis Park	City Manager	2021	48,662
	Waconia	City Administrator	2021	13,500
	Woodbury	Assistant City Administrator	2017	68,820
Missouri	Ballwin	City Administrator	2020	30,181
	Cape Girardeau	City Manager	2020	38,000
	Ferguson	City Manager	2015	21,111
	Maryland Heights	City Administrator	2015	27,436
	Republic	City Administrator	2016	15,590
	South Lyon	City Manager	2018	11,327
	University City	Assistant City Manager	2020	35,172
	University City	Assistant to the City Manager/Communications Director	2018	35,172
	University City	Assistant to the City Manager/Director of Human Resources	2020	35,172
	University City	Assistant to the City Manager/Economic Development Director	2018	35,172
	University City	City Manager	2017	35,172
	Warrensburg	City Manager	2021	20,200
	Webster Groves	City Manager	2020	22,800
	Wildwood	City Administrator	2014	35,517
	Wildwood	City Manager	2019	35,524
Nebraska	Nebraska City	City Administrator	2022	7,200
Nevada	Boulder City	City Manager	2021	16,207

New Hampshire	Portsmouth	City Manager	2019	21,796
New Jersey	Waldwick	Borough Administrator	2015	9,800
New York	Long Beach	Deputy City Manager (Virtual)	2022	33,275
	Mamaroneck (Town)	Town Administrator	2021	29,156
	Mamaroneck (Village)	Village Manager	2018	19,426
	New Rochelle	City Manager	2022	79,067
	Scarsdale	Village Manager	2021	17,837
North Carolina	Albemarle	City Manager	2023	16,404
	Ayden	Town Manager	2023	5,000
	Fayetteville	Assistant City Manager	2012	210,000
	Fayetteville	Assistant City Manager	2017	210,000
	Fayetteville	Assistant City Manager	2018	210,000
	Fayetteville	Assistant City Manager	2022	210,000
North Dakota	Minot	Assistant City Manager	2023	45,700
	Minot	City Manager	2020	45,700
Ohio	Oberlin	City Manager	2016	8,390
Pennsylvania	Ferguson Township	Township Manager	2017	18,300
	Ferguson Township	Township Manager	2022	18,300
	Mt. Lebanon	Municipal Manager	2015	33,137
	Patton Township	Township Manager	2022	15,801
	South Fayette Township	Township Manager	2018	14,416
Rhode Island	North Kingstown	Town Manager	2015	26,326
Tennessee	Oak Ridge	City Manager	2023	31,402
Texas	Austin	Assistant City Manager	2021	885,000
	Burleson	City Manager	2011	36,990
	Burleson	City Manager	2018	43,960
	Garland	Assistant City Manager	2016	233,206
	McKinney	Assistant City Manager	2019	191,645
	Missouri City	Assistant City Manager	2019	74,139
	Missouri City	City Manager	2022	74,139
Vermont	Winooski	City Manager	2022	7,997
Virginia	Chesapeake	City Manager	2019	245,000
	Newport News	City Manager	2023	181,958
	Portsmouth	City Manager	2020	96,000
	Salem	City Manager	2019	25,643
	Virginia Beach	City Manager	2019	442,707
Washington	Burien	City Manager	2022	52,066
	Duvall	City Administrator (Professional Outreach)	2021	8,090
	Yakima	Assistant City Manager	2021	97,000
West Virginia	Bridgeport	City Manager	2019	8,582
	Bridgeport	City Manager	2021	8,582
	Morgantown	City Manager	2016	31,000
Wisconsin	Baraboo	City Administrator	2019	12,048
	Bayside	Assistant Village Manager	2019	4,400
	Beaver Dam	City Administrator	2021	16,291
	Bellevue	Village Administrator	2018	15,524
	Beloit (City)	City Manager	2015	36,966
	Beloit (Town)	Town Administrator	2016	7,083

	Beloit (Town)	Town Administrator	2020	7,083
	Brown Deer	Village Manager	2012	12,000
	Burlington	City Administrator	2014	10,511
	Cedarburg	Town Administrator	2015	11,475
	Fond du Lac	City Manager	2012	43,021
	Fort Atkinson	City Manager	2012	12,300
	Franklin	Director of Administration	2019	36,155
	Glendale	City Administrator	2016	12,920
	Harrison	Village Manager	2021	13,185
	Hartford	City Administrator	2015	14,251
	Hobart	Village Administrator	2016	8,500
	Janesville	City Manager	2013	63,480
	Lake Geneva	City Administrator	2015	7,710
	Lisbon	Town Administrator/Clerk	2014	2,521
	Monroe	City Administrator	2020	10,827
	Oak Creek	Assistant City Administrator/Comptroller	2020	35,243
	Oak Creek	City Administrator	2016	35,243
	Plymouth	City Administrator/Utilities Manager	2020	8,540
	Plymouth	Director of City Services	2010	8,540
	Port Washington	Assistant City Administrator/Human Resources Director	2022	11,250
	Prairie du Chien	City Administrator	2017	5,900
	Princeton	City Administrator	2010	1,504
	Rhinelander	City Administrator	2018	7,800
	Richfield	Village Administrator	2009	11,500
	Rome	Town Administrator	2016	2,720
	Sheboygan	City Administrator	2023	48,327
	Shorewood	Village Manager	2017	13,331
	Waukesha	City Administrator	2012	71,158
	Waukesha	City Administrator	2014	71,158
	Waukesha	City Administrator	2023	71,158
	West Bend	City Administrator	2016	31,000
	Whitewater	City Manager	2012	14,300
	Whitewater	City Manager	2022	14,300

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November 1, 2023

City of Brainerd, Minnesota

Proposal to provide a responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next City Administrator

November 1, 2023

Baker Tilly US, LLP
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City Council
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Delivered electronically

Dear City Council:

This proposal marks the beginning of a valuable relationship we plan to build with the City of Brainerd (the City). Based on what we have learned from you in our conversations, we are confident we are the right fit to serve you in selecting your next City Administrator with forward-thinking executive recruitment services so you can keep your focus where it belongs: serving your community. Our proposal describes our unique proposition to meet your key objectives.

We believe that our record of successfully placing qualified and accomplished professionals, along with our extensive experience providing executive recruitment services to cities, counties and other public-sector organizations nationwide, will be beneficial for your recruitment and will allow us to find the candidate who has the traits, skills, experience and overall competence you desire for your organization.

We know that you have options for selecting a recruitment firm. However, we believe that our unique approach, highly regarded customer service practices, and our record of identifying and recruiting top-level executives in similar roles set us apart. Additionally, we offer the following unique features:

The right firm	The right experience	The right team	The right value
Brainerd will benefit from the qualifications, technology tools and expansive resources of our top 10 accounting and advisory firm, delivered with personalized attention and responsive service.	We are structured around specialized practice groups, allowing us to provide focused training and continuing education to our team members. Our understanding of your organization, paired with targeted public sector executive recruitment experience, will help you thrive now and as you evolve.	Your handpicked team of Value Architects™ includes technical and industry-specialized team members who understand your organization's needs, challenges and opportunities. You will receive a tailored recruitment approach designed to meet your needs and exceed your expectations.	We provide high-quality service for a fair and reasonable fee. Our significant level of project team leader involvement translates into a responsive, efficient recruitment and the ability to deliver value throughout the engagement.

- **Customized profile development:** Working with the members of the City Council and designated staff, we develop a customized candidate profile based on the required, desired and preferred qualifications, traits and attributes you seek in the individual you interview or hire for your next City Administrator. We strive to understand how the City of Brainerd's current and anticipated needs and organizational priorities will shape your recruiting and selection requirements. We collaborate with you to develop a nationwide or regional marketing, recruiting and outreach campaign. This approach will effectively allow us to identify, attract and recruit highly qualified candidates for your review.
- **Management/leadership assessment:** Relying on exclusively licensed predictive analytics tools (using data to determine patterns and forecast future outcomes and trends), we administer assessments to

selected applicants to help us identify potential in each candidate we present to you. Results are "Real," "Impactful," and "Powerful." Furthermore, based on scientific data, these results can provide more profound insights into the candidate's management traits and leadership styles.

- **Recorded video interviews:** We ask selected candidates (semi-finalists) to complete a recorded, one-way video interview using questions developed from your "candidate profile," which gives your review team an additional tool to evaluate the semi-finalists before inviting them to a face-to-face interview.
- **Online application management:** We use NeoGov as our online application system. It provides for efficient management of applications and allows us to communicate in real time with applicants, engaging and informing them of each step in the search process. Within this system, we can access, review and evaluate prior applicants or individuals who have expressed interest in similar positions. Generally, these individuals may not be actively seeking a job but may be open to "the right opportunity." This is another benefit and advantage we provide our clients, enabling us to access more passive job seekers.

This proposal details our approach, expertise, references and pricing for this executive recruitment. Our team would consider it a professional privilege to provide these services to the City of Brainerd.

As your Value Architects™, we are determined to support you in achieving your mission to identify your next City Administrator. Thank you for the opportunity to serve you. Our team is excited to earn your trust, and, as always, we look forward to discussing your questions and feedback.

Very truly yours,

BAKER TILLY US, LLP

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> **Baker Tilly is responsive, interactive and produces the results they say they will. We are very pleased with the services they provide and consider Baker Tilly a leader among accounting and advisory firms.**

Controller

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Executive summary

What makes Baker Tilly different from other firms? Our solution truly begins by listening to what the City of Brainerd needs.

Understanding your needs to help achieve your objectives and mission

We understand the City of Brainerd is looking for a timely, effective, efficient, responsive, well-managed and thorough search process to recruit and identify highly qualified candidates for your next City Administrator.

Baker Tilly public sector executive recruiters will collaborate with you or your designated staff to understand the traits, attributes, capabilities and overall qualifications that are most important to your organization for this recruitment. The information we gather helps us customize colorful and informative marketing, recruitment and outreach strategies.

We recognize there is significant competition for experienced local government administrators , leaders and executives today. For this reason, we collaborate with you to develop recruitment strategies that include an aggressive marketing, recruiting and candidate outreach campaign. Successful recruitment often depends upon reaching successful executives who may not necessarily be searching for new employment opportunities or waiting for the right opportunity. Thus, we use our existing resources, successful methods and approaches to inform and encourage qualified professionals to consider and apply for opportunities such as those you may have in your organization. We believe these efforts are essential to ensuring that your City Council receives and can select from many qualified candidates.

Baker Tilly manages and tracks applicant information and provides regular communication, updating the applicants on the status of each recruitment. Our communications are always professional and respectful.

We take pride in our ability to provide your City Council with comprehensive details and information about each candidate we present, expanding beyond applications, cover letters, and resumes to understand better, compare and contrast individual professional experience, leadership traits and the management style they would bring to your organization. Furthermore, we explore and attempt to understand their motivation for pursuing each career opportunity. We also can provide you with a fully customized interview process to include suggested questions, interview day scheduling and planning as you deem necessary or appropriate. Additionally, the lead consultant is available to you or your designee before, during and after each interview session and can facilitate your deliberations, employment offer, and negotiations with the individual you select as a finalist.

Our highly regarded executive recruitment process

State and local government clients like the City of Brainerd are central to our executive recruitment practice, and we apply experience-based insight to help fill your recruitment needs. The following table details how we plan to address your needs in a valuable way.

TASKS	PROCESS
1. Recruitment brochure development and advertising	• We schedule and meet with the City of Brainerd's City Council, appointed management team members and/or key stakeholders, as instructed, to understand your leadership vision, strategic direction and candidate expectations, then use the information we gather to develop a candidate

TASKS	PROCESS
	profile, which will require your input and final approval. We consider the profile our search baseline.
2. Execution of recruitment strategy and identification of quality candidates	• Using your approved profile, we develop a colorful, informative and appealing brochure. Then, we embark on a national or regional targeted marketing, recruitment and outreach campaign to identify individuals who best match your desired profile. • Additionally, we simultaneously launch a direct applicant outreach campaign targeting eligible prospects we identify by building a detailed query into our searchable applicant database. • Using our applicant tracking system, we communicate with all applicants about the process, established timelines and the next steps.
3. Screening of applications, review of semi-finalists and selection of finalists	• Once we identify those applicants who most closely match your desired profile, we assign them several tasks, including our due diligence and candidate questionnaires, while the project team conducts a comprehensive web and social media scan to elicit information that could be relevant to employment and continuation in our process. • We also provide selected applicants with a link that will take them to our one-way video interview portal. The candidates complete a one-way video interview, answering questions designed to give us an additional perspective on each applicant's candidacy related to your desired profile. • Once we gather the responses from the items listed above, we prepare and provide an electronic (PDF) Semi-Finalists Report listing 10 to 12 applicants who best appear to meet your desired profile. This report includes a list of all applicants and copies of resumes, cover letters, due diligence and candidate questionnaire responses. • We then ask you to identify four or five, plus one alternate, as finalists. We then ask this group to complete our management and leadership style assessment, which provides additional information, including development needs, strengths, personality and behavior analysis. This tool provides information about each finalist, which we have found essential to the selection process.
4. Background report checks, reference checks, social media presence, academic verifications	• We secure authorization from each finalist to conduct a comprehensive background records check and reports. • We obtain a list of up to 10 current or former supervisors, peers or direct reports from each finalist to contact as references. • We provide a report summarizing all responses to our customized reference questionnaire. • We verify academic credentials and professional certifications. • We conduct an exhaustive review of social and electronic media sites and other publications to identify any information relevant to the hiring of the finalists you interview. • We provide a comprehensive reference check and report for each finalist.
5. Final interview process	• Once you identify your finalists, we collaborate with your designated staff to design, prepare and provide technical support to ensure a smooth, effective and efficient interview process, which may include the scheduling and support for virtual interviews. If requested, we work with the selected finalist and your designated staff to finalize an employment agreement.

THERE ARE NUMEROUS BENEFITS TO UTILIZING BAKER TILLY FOR YOUR RECRUITMENT NEEDS
We strive to distinguish ourselves from peer organizations.

Why Baker Tilly is ideally suited to serve Brainerd

Baker Tilly has distinguished itself from public sector executive recruitment peers in many ways. What makes Baker Tilly different from other firms? **Our executive recruitment solution truly begins with your needs**. The City of Brainerd deserves to collaborate with a provider that goes beyond checking your recruitment boxes through proactive, responsive insights, a tailored approach and communication. We encourage you to consider how the unique combination of our qualifications makes us the right fit to serve the City — today and for years to come.

WHAT WE UNDERSTAND THE CITY NEEDS	HOW WE WILL DELIVER
Carefully structured process supported by technology	• Comprehensive and seamless process refined by years of interaction with local government, not-for-profit employers, and prospective candidates. • Leverage the search process with technology tools, including a video interview system, management/leadership style assessment analysis and online application platform. • Efficient management of candidate information and providing the City Council with unique information about each candidate's leadership and management style and ability to respond extemporaneously to video questions.
Public sector recruiting specialization and experience	• Experienced executive recruitment professionals passionate about local government since all have spent a significant part of their professional careers in senior leadership positions for cities, counties and school districts. • Successfully recruited more than 1,700 executive-level positions within cities, counties, school districts and public and not-for-profit organizations since 2000.
Thorough candidate evaluation	• Active recruitment of qualified candidates, drawing from our extensive personal and professional connections with capable individuals, assuring the City of its access to established managers and rising stars. • Thorough evaluation of the final candidates, including detailed information from references and a careful review of background records to ensure sound professional and personal character.
Diversity in executive recruitment	• Committed to diversity in executive recruitment as a reflection of our broader social aspirations for a diverse workforce, equal opportunity and cross-cultural respect. • Ensure diversity is a focus of our recruitment strategy and candidate pools through involvement with the National Forum for Black Public Administrators (NFBPA) and their Corporate Advisory Council, the Local Government Hispanic Network and other organizations.
Delivering value for the City's budget	• Full-service engagement includes advertising, preparation of a recruitment brochure, background, reference and academic verification checks and up to three on-site visits. • Work closely to meet the City's needs and any unexpected circumstances that may arise during your recruitment to expedite the recruitment, but not at the expense of finding high-quality candidates.

WHAT WE UNDERSTAND THE CITY NEEDS	HOW WE WILL DELIVER
Triple Guarantee	• Focus on assisting with your executive recruitment until you make an appointment. • Guarantee your executive recruitment for 12 months against termination or resignation for any reason — or we will come back to fill your City Administrator position for no additional professional fee. • Commitment not to directly solicit any candidates selected under this contract for another position while employed with your organization.
Transparency and confidentiality	• No preconceived notions or expectations about the City and prospective candidates. • Work closely with the City to make sure the process is transparent. • Ensure applications are kept confidential, where permitted by state and local laws, to ensure candidates can express interest without jeopardizing current employment to maximize the number of qualified applicants.
Keeping the City involved and minimizing disruption	• Comprehensive process incorporates the active participation of the City Council or appointing authorities at key steps in the process. • Keep decision-makers fully advised and informed of all aspects of the process without requiring them to expend substantial time or put aside other pressing issues. • City staff can focus on their primary and assigned functions while Baker Tilly manages the search process.

BAKER TILLY DIFFERENTIATES ITSELF FROM OTHER EXECUTIVE RECRUITMENT FIRMS

Brainerd will benefit from our understanding of best practices within the executive recruitment space.

Meeting your needs with our resources

Our firm has the reputation, resources and reach to address the challenges you face as a public sector organization — both now and in the future.

Offering our resources: Baker Tilly at a glance

We dedicate ourselves to delivering efficiency, quality, creativity, innovation and forward-thinking solutions to public sector clients. Baker Tilly is passionate about enhancing and protecting our clients' impact, which is a collective effort by everyone across our firm. **Our public sector team maintains a separate practice group of approximately 350 team members devoted to serving clients like you**. The City of Brainerd will receive an exceptional executive recruitment experience. Below are some key facts about our firm.

410+
city admin recruitments

1,700+
recruitments since 2000

50+
office locations across the U.S.

250+
workplace and culture awards

COMPREHENSIVE EXPERIENCE TO SERVE YOU

Brainerd will receive support and guidance from a respected firm that continues to grow.

Celebrating more than 90 years serving our valued clients

As a future-looking firm, we celebrate more than 90 years in the marketplace by honoring our roots and continuing to shape our future. We embrace the fact that business can't stand still — and we won't stand still. As we help our clients identify new needs and opportunities, we innovate and change to work better.

Our roots took hold in 1931 in Waterloo, Wisconsin, where we began as a public accounting firm specializing in canning factory audits. Since that time, we have grown with more than 40 different business combinations, each with its own rich history, expanding our presence coast to coast and globally and expanding our scope across industries, services and areas of expertise. One thing has not changed over time: **our shared passion for enhancing and protecting our clients' value.**

As we reimagine our lasting impact, we remain grounded in our timeless core values. Through dedication, creativity and adaptability, Baker Tilly will become more connected to our clients, our people, our communities and our profession.

Project contacts and locations

AUTHORIZED REPRESENTATIVE	ENGAGEMENT TEAM LEADER
Anne Lewis, Managing Director 8219 Leesburg Pike, Suite 800 Tysons, VA 22182 +1 (703) 923 8214 | anne.lewis@bakertilly.com	Patricia Heminover, Director 30 E Seventh St, Suite 3025 St. Paul, MN 55101 +1 (651) 223 3058 | patty.heminover@bakertilly.com

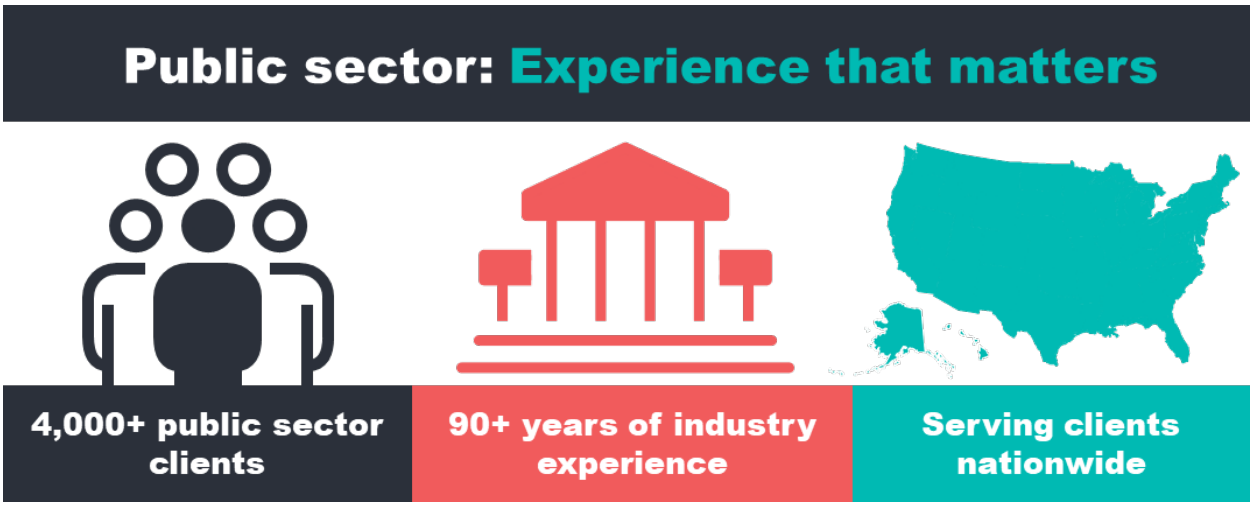
Public sector specialization

Baker Tilly has served local governments since our establishment more than 90 years ago. We are one of the few professional services firms with a state and local government practice dedicated entirely to serving governmental clients.

Unlike many of our contemporaries, Baker Tilly is organized by industry, not service line. What does this mean for Brainerd? It means you will be served by a carefully selected team that blends our government-focused professionals with experienced specialists in executive recruitment projects. The City will collaborate with knowledgeable professionals who understand your challenges and provide innovative solutions to help you overcome them.

State and local government is a complex, unique environment shaped by fiscal, regulatory and operational considerations not found in other industries. State and local governments were among Baker Tilly's first customers. Recognizing this complexity and eager to serve as a true **Value Architect™** to the industry, Baker Tilly formalized its dedicated public sector specialization more than **60** years ago.

More than 350 Baker Tilly professionals — including nearly 30 partners and principals — focus directly on serving state and local governments, providing hundreds of thousands of client service hours annually to the public sector. **Our practice serves nearly 4,000 state and local government entities nationwide**, including cities, counties, municipalities, school districts, public utilities and transit organizations. Your team is ready to help you find solutions to the obstacles that stand between you and your goals.



SUPPORTING STATE AND LOCAL GOVERNMENTS WITH SPECIALIZED EXPERTISE

Brainerd will benefit from the insight Baker Tilly has gained from serving thousands of public sector clients across the United States.

Sharing a culture of values with the City of Brainerd to serve as the foundation of our lasting relationship

Our core values infuse our culture and drive the way we plan to work with the City of Brainerd. They are what we believe in and what we expect from each other. They guide our decisions, inspire our actions and impact how we do business. They are shorthand for what we stand for — and what we stand against. Our core values are fundamental and timeless and come to life through our own experiences and personal expression. These core values are highlighted below.

BELONGING

We foster a deep level of mutual respect where each one of us feels seen, heard, valued and connected. We commit to a diverse and inclusive workplace upheld by fairness, compassion and equality.

COLLABORATION

We are at our best when we work together. We build on our collective strength to achieve more than we can as individuals.

INTEGRITY

We do the right thing, for the right reason, every day. Honesty, trust and keeping our promises are paramount to our success.

PASSION

We put forth our best effort every day for the benefit of our people, clients and firm. There is a sense of urgency and relentless energy in everything we do. We love our profession and take great pride in it.

STEWARDSHIP

We invest for the future with the intention of leaving everything better. We strive to make a positive difference and leave a proud legacy.

SHARED CULTURES, VALUES, PHILOSOPHIES AND GOALS

Brainerd and Baker Tilly have a strong cultural fit, and our commonalities will lay the foundation for trust, open communication, a seamless project approach and an enduring relationship.

Belonging is a core value at Baker Tilly. It is who we are rather than what we do. Each team member commits to upholding a diverse and inclusive workplace driven by fairness, compassion and equality. Inclusiveness and belonging empower us to achieve better business results. Please refer to **Appendix A** for more information on our firm's commitment to diversity, inclusion and belonging.

Celebrating our recent combination with Management Partners

In October 2022, Management Partners combined with Baker Tilly to create a premier public sector consulting practice. The fast pace of change in local government — from towns to cities to counties — is not slowing down. To continue serving and improving communities, local leaders need trusted consultants to help navigate change. This combination adds a unique and significant layer of experience to Baker Tilly's robust public sector practice. Our project team members are former local government leaders and managers stemming from all operational facets. They have nearly three decades of field-tested techniques and proven methodologies.

bakertilly × Management Partners

Organizational management and human capital services

OUR COMBINED SERVICES INCLUDE:	
• Executive recruitment	• Process improvement
• Executive coaching	• Strategic and business planning
• Executive performance assessment	• Service sharing and service consolidation
• Organization assessments	• Management services
• Organization development	• Financial planning, budgeting and analysis
• Performance management	

MEETING THE CITY OF BRAINERD'S HUMAN CAPITAL NEEDS

Baker Tilly provides a full array of organizational management and human capital services designed to meet the unique needs of state and local governments.

Serving the City of Brainerd effectively from anywhere

Baker Tilly goes to market by industry and service specialization, so we assign team members based on skill set and geographic location. Each team member selected to serve the City will bring individual strengths that directly benefit your engagement. Based on our understanding of your needs, we can provide the best service by managing our relationship with the City out of our St. Paul area office based on a similar experience serving organizations like Brainerd.

Your engagement team has the technology tools to support the City in meeting objectives from anywhere. None of this is new to our Baker Tilly professionals. We have led a borderless client service approach for many years and are adept at providing a seamless remote experience for all clients, whether they are down the street or on the other side of the country. Every Baker Tilly professional receives a laptop and remote access credentials to connect to our internal network resources from outside the office.

We leverage Microsoft Teams, our web conferencing software, to host remote meetings. It is almost as good as being in the same room and saves everyone time, cost and carbon footprint. This approach has been very successful for similar clients, and we will make sure it is successful for you.

The Baker Tilly executive recruitment team will work closely with the City's designated point of contact to develop methods to complete all aspects of our established search processes using existing technologies and ensure the overall safety of all involved, which may require virtual or telephonic meetings or interviews. Notwithstanding, we will creatively collaborate with your organization to gather and provide you with critical information essential to your hiring decisions.

Proactive, ongoing dialogue: Frequent informal conversations, regular status meetings and periodic phone calls as questions arise help us to stay current with your needs and avoid last-minute surprises. As the engagement progresses, we will share findings, ideas and suggestions..

Accessibility and responsiveness, with access to a local office: Responsiveness is at the heart of our relationship, and your team members are committed to responding to most engagement requests within one business day.

Leveraging technology: Baker Tilly invests in innovation and technology tools to support real-time communication – both internally among Baker Tilly team members and with you as our client. Collaboration software tools such as Microsoft Teams allow for remote check-ins and the ability to work together anywhere, anytime and on any device.

Providing executive recruitment services

Our relationship-driven approach is led by an engagement team that delivers a cost-effective, quality engagement for Brainerd. We will deliver executive recruitment solutions that address the City's underlying complexities and your unique opportunities.

The Baker Tilly executive recruitment process

Task 1: Kickoff, marketing, recruitment and outreach

Developing a comprehensive recruitment brochure that includes a profile of the ideal candidate is an essential first step in your recruitment process. This profile includes the required academic training, professional experience, leadership, management and personal characteristics related to the candidate's success in the City Administrator position. The recruitment brochure will also include a profile that captures the essence of the City of Brainerd as a highly attractive venue for the successful candidate to live and work.

Your recruitment will be national and inclusive in nature, as we pursue a candidate pool of diverse, experienced and talented individuals.

To prepare the recruitment brochure, the engagement team leader will meet with the City Council, City staff and other designated stakeholders to discuss the required background, professional experience, and management and leadership characteristics for your City Administrator. We meet individually (or collectively, depending upon your preference) with members of the City Council to broaden our understanding of the position's leadership and management requirements, current issues, your strategic priorities and expectations for the City Administrator.

Information from these meetings and our review of the job description and other City documents is used to prepare a position and candidate profile. The City will approve the completed profile before recruitment begins. The position and candidate profile will be central to our recruitment strategy and outreach to potential candidates. [See example of a recruitment brochure in **Appendix B**.]

The project team will also work with the City to develop an advertising and marketing strategy to notify potential candidates about the vacancy and conduct an open recruitment that encourages applications from a talented and diverse pool of candidates.

If required, our team will place ads in relevant professional publications, websites and local print media and coordinate with City staff to include information about the search on the City's social media platforms. Baker Tilly also has a high-traffic website with an exclusive location dedicated to encouraging potential candidates to upload their resumes. The aggressive advertising and marketing campaign for top talent will consist of national, state, regional and local elements determined during our initial meetings with the City's representatives. Our customized mailing list, selected from our extensive database and contacts collected at appropriate public-sector conferences, will be utilized to promote the City Administrator position further.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Position profile and recruitment brochure development	• Baker Tilly meets with the City to receive information regarding the City's budgets, organizational charts, images, logos, etc. • Develop draft documents (recruitment brochure, advertisement, marketing letter and timeline)	2 weeks
Approve brochure, begin advertising and distribute marketing letter	• Brochure sent to City for final approval • Begin advertising and distribution of recruitment brochure	2 weeks

Task 2: Execution of recruitment strategy and identification of quality candidates

Utilizing the information developed in Task 1, Baker Tilly will identify and reach out to individuals who will be outstanding candidates for the position of City Administrator. Often, well-qualified candidates are not actively seeking new employment and will not necessarily respond to an advertisement. However, potential candidates presented with the opportunity directly and in the proper manner may apply. We take pride in locating highly qualified candidates nationwide based on the professional contacts and relationships we have developed and maintained over many years.

These efforts will be supplemented by creating a customized database utilizing our extensive, interactive applicant database for the City Administrator position. This will allow the Baker Tilly team to customize applicant flow and tracking, communicate with applicants and conduct database inquiries for candidates based on characteristics important to the City, such as geographic location, particular experience, expertise and credentials.

While recruitment is underway, the engagement team will work with up to 10 subject matter specialists (SMS) who know what successful performance in the City Administrator position looks like to reach a consensus on the ideal candidate's desired leadership and management style. We ask the SMS to complete a 30-minute online questionnaire. When aggregated, these responses generate a benchmark that prioritizes the key competencies, work values and leadership and management style attributes for this position, creating a framework for assessing candidate fit with the City. Later in the process, finalists are asked to complete a companion questionnaire that allows us to match candidates' competencies, work values and leadership/management style to the benchmark. [See sample excerpt of TTI report in **Appendix C**.]

Each candidate submitting a resume is sent a timely acknowledgment by our team, including an approximate schedule for the recruitment. Throughout the recruitment process, communications are maintained with each candidate regarding information about the recruitment progress and their status in the process. We take pride in the many complimentary comments made by candidates regarding the level of communication and professionalism with which they are treated during our recruitments.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Execution of recruitment strategy and candidate outreach	• Online data collection and profile development • Development of an interactive, searchable applicant database for recruitment of your City Administrator • Baker Tilly performs direct outreach to prospective candidates identified in the recruitment strategy	4-5 weeks

	• Utilization of an extensive applicant database to identify applications and review the applicant pool for competencies/demographics	

Task 3: Screening of applicants and recommendation of semi-finalists

During Task 3, the project team screens each application and compares qualifications (education, experience, etc.) and responses to our customized supplemental questions to determine an overall match to your desired profile. We will then narrow the list to 10 to 15 semifinalists for your review and identification of four or five finalists (often including an alternate) or the number of individuals you would like to interview and consider. The finalists will be selected based on written questionnaires, early due diligence information, consultant phone interviews, and recorded and one-way video interviews.

Another unique aspect of our recruitment process is using a web-based one-way video interview. Each finalist has limited time to answer each question, which each applicant sees for the first time when the interview begins. We do not provide questions in advance. Each finalist then has 30 seconds to start responding and up to three minutes to respond to each of about three questions. This tool allows our team to understand better each candidate's ability to "think quickly." The one-way videos also allow us to evaluate the professional demeanor of each applicant. Our team will provide the City Council and the designated staff with a link to review.

You will have access to our Applicant List, which will provide pertinent data for each applicant.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Applicant screening and recommendation of semi-finalists	• Baker Tilly compares applications to the approved candidate profile developed in our searchable applicant database • Most promising applicants are asked to complete candidate questionnaires and provide due diligence information • Media, internet and social media scan for information pertinent to future employment • Top candidates identified as semi-finalists • Semi-finalist report is prepared, including the brochure, applicant list, cover letter and resume of candidates to be considered • Baker Tilly and the City Council review video interviews • Project team leader meets with the City Council to review recommended semi-finalists • City Council selects finalists for on-site interviews • Finalists complete candidate management style assessment, responses are reviewed, and interview questions are developed	2-3 weeks

Task 4: Conducting background checks, reference checks and academic verifications

Once the City Council has identified a list of "finalists," Baker Tilly begins conducting reference checks, background records checks and academic verifications. We then prepare a Confidential Reference Report to complete our research and understanding of each applicant's qualifications, management style, leadership traits or characteristics and professional work performance.

BACKGROUND CHECKS WILL INCLUDE INFORMATION FROM THE FOLLOWING AREAS:	
• Consumer credit	• Bankruptcy
• City/county – criminal	• State district Superior Court – criminal
• City/county – civil litigation	• State district Superior Court – civil litigation
• Judgment/tax lien	• Federal district - criminal
• Motor vehicle driving record	• Federal district – civil litigation
• Educational verification	• Sex offender registry

REFERENCE CHECKS, BACKGROUND RECORDS CHECKS AND ACADEMIC VERIFICATIONS
Brainerd will receive a report that thoroughly verifies each finalist's background.

To ensure the overall quality standards of our process, we require a minimum of 10-15 business days between the time you identify finalists for interviews and the time we can provide you with our Final Report.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Design final process with the City for on-site interviews with finalists	• Baker Tilly confirms interviews with candidates	1-2 days
Background checks, reference checks and academic verifications	• Baker Tilly completes background records checks, reference checks and academic verifications of finalists	2-3 weeks

Task 5: Final interview process

Upon completing Task 4, we will work with your City Council and designated staff to develop the final interview process. We customize the process according to your needs, desired outcomes, position functions, preferences and directives. This may include steps that are important to you, our client. As such, the final interview process may consist of meetings with the department heads and the opportunity for a meet and greet with community members and individual tours of the City. We work with your organization to adjust all aspects of our process as you deem necessary and appropriate.

Before the interviews, we provide documentation on each finalist, highlighting leadership and management profile (Gap Analysis) and a summary of our comprehensive/customized reference checks, background report checks and academic verifications. In addition, the Final Report will include guidelines for interviewing the candidates, suggested interview questions and a candidate assessment process for your interview panel(s).

The engagement team leader will be available during the final interview process to answer questions about the candidates and, if requested, assist with the final evaluation of the candidates. If asked, we will help the City Council develop a compensation package and related employment considerations and negotiate an employment agreement.

PROJECT MILESTONE	DELIVERABLES	TIMELINE
Final Report prepared and delivered to the City	• Final Report is prepared, including brochure, schedule, cover letter, resume, candidate questionnaire, suggested interview questions, candidate assessment form and management style probing questions	1 day

On-site interviews with finalists	• Interviews are scheduled • The recruitment project team leader attends client interviews and is available to participate during deliberations of candidates if requested	1-2 days
Offer made/accepted	• If requested, Baker Tilly participates in candidate employment agreement negotiations • Baker Tilly notifies candidates of the decision • Baker Tilly confirms the final process; close out items with the City of Brainerd	1-2 days

Providing optional post-placement activities

A successful executive search creates an opportunity to solidify the leadership bond between Brainerd's elected officials and the new City Administrator. We offer the following fee-based supplementary services to encourage growth and positive change.

SUPPLEMENTARY POST-PLACEMENT SERVICES	
Six-month check-in	A facilitated session allows the new City Administrator and the City Council to discuss progress, goals and vision. It is usually structured as a half-day session and can form the basis for future performance evaluations.
Executive coaching	Coaching can help improve communication, leadership, prioritization and other skills needed for peak performance. It also provides professional and personal counsel to a new manager.
Performance evaluation plan	An annual performance review process led by a third-party facilitator ensures valuable feedback, constructive dialogue and agreement on priorities. It can also strengthen the council/manager relationship.
Management system review	A structured review of the organization's management system identifies ways to increase efficiency and effectiveness. It is especially helpful for new City Administrators because it provides an objective agenda for improvement.

We are happy to discuss these services with you and prepare a proposal for any desired services.

Recruiting a diverse candidate pool for the City of Brainerd

Baker Tilly's recruiting strategy for Brainerd reflects our firm's core values and commitment to diversity, inclusion, belonging and societal impact. Our work begins long before we start collaborating with you to find the right candidate for your City Administrator position. We cultivate relationships with diverse networks of leaders who can bring new perspectives and experiences to the role.

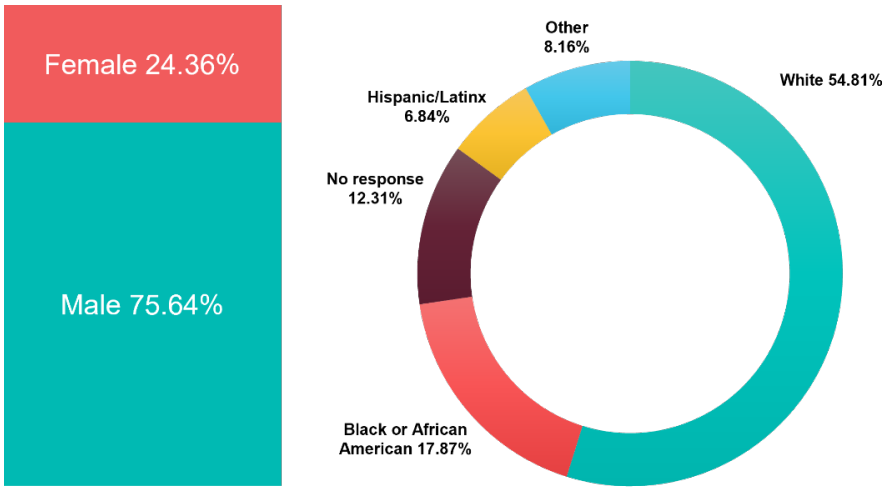
Our firm is a corporate member of the National Forum for Black Public Administrators (NFBPA) and the Local Government Hispanic Network. We serve on NFBPA's National Corporate Advisory Council and regularly participate in its membership events. As in every recruitment, we will call on our established networks to find candidates from a wide range of backgrounds, including those traditionally underrepresented in public sector hiring, and encourage them to consider Brainerd's opportunity. Based on our performance record, prospective candidates trust that the Baker Tilly executive recruitment team will fairly consider each application based on their qualifications and the established profile.

Baker Tilly is committed to ensuring equitable participation in our business and employment opportunities without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, sexual orientation or any other legally protected status. As a leader in the executive recruitment industry, we take positive actions to prevent and remedy any discriminatory effects of business and employment practices.

Recruiting for diversity requires intentional and proactive efforts. These include:

- Advertising job postings that are inclusive and free from bias, using gender-neutral language and avoiding language that could discourage some populations from applying
- Reaching out to a wide range of communities and organizations and using various recruiting channels to help expand the slate of candidates
- Providing a welcoming and inclusive workplace culture within your city to attract and retain diverse talent

This past year, 88% of our applicants provided their race, and 87% shared their gender during the recruiting process. We saw a 1.97% increase in the number of Hispanic/Latinx applicants we presented to clients and a 2.28% increase in female applicants over the same timeframe in 2021. The demographic breakdown of 704 candidates presented was as follows:



DIVERSITY IN RECRUITMENT

As evidenced by positive trends in our applicant diversity data, we are committed to broadening the candidate pool for your position by reaching out to a wide range of communities, organizations and prospective candidates.

Triple Guarantee

We define the success of a smooth, seamless, effective and responsive executive recruitment that culminates with hiring a highly qualified City Administrator who matches the profile we developed to this end. We further define success by identifying and presenting a sufficient number of well-qualified applicants for the City Council to interview.

While we believe in the overall success of our process, we also recognize that unusual circumstances will invariably emerge. This is why we offer a trifold, industry-leading triple guarantee.

1. First, we commit to conducting your recruitment until you have selected a finalist and made an appointment for the fees and tasks quoted in this proposal. If you cannot reach an employment agreement with one of the individuals presented as finalists, Baker Tilly will identify and present a second supplemental group of qualified applicants to consider until you select a finalist.

2. Second, we guarantee your executive recruitment for 12 months against separation (voluntary or involuntary), which means that if you end the employment relationship (with or without cause) or the finalist resigns (for any reason) we will repeat the executive search at no additional professional fee but will include project-related expenses. Please note that candidates appointed from within your organization do not qualify for this guarantee. Furthermore, this guarantee is subject to further limitations and restrictions of your state laws.
3. Baker Tilly will not directly solicit any candidate selected under this agreement for any other position while the candidate remains in your employment.

Co-developing a timeline to meet Brainerd's deadlines

A typical timeline is 100-120 days from project kickoff to extending an offer of employment. The Baker Tilly project team leader will discuss your anticipated or desired timeline during the initial kickoff meeting. We intend to conduct your recruitment expeditiously, but not at the expense of finding qualified applicants to present to you. For this proposal, target dates are to be determined. Once you approve, and based on mutual agreement, we will provide actual dates in our service agreement. The following is an example of a timeline for an executive recruitment process.

EXECUTIVE RECRUITMENT PROCESS BREAKDOWN

Project task	Month 1	Month 2	Month 3	Month 4
1. Profile development, advertising and candidate outreach				
2. Applicant screening and assessment and recommendation of semi-finalists				
3. Comprehensive background checks, academic verifications and reference checks completed for finalists				
4. On-site Interviews with finalists				
5. Employment offer made/accepted				

EXECUTIVE RECRUITMENT PROCESS TIMELINE

Project milestone	Deliverables
Profile development, advertising and candidate outreach	• Baker Tilly meets with City officials to develop candidate profile and recruitment brochure; City approves ad placement schedule and timeline • Baker Tilly sends draft recruitment brochure to the City • The City returns draft brochure (with edits) to Baker Tilly • Baker Tilly begins recruitment advertising and marketing • Online data collection and profile development
Applicant screening and assessment and recommendation of semi-finalists	• Baker Tilly commences formal review of applications, and the most promising candidates will be asked to complete questionnaires • Candidates complete recorded interviews online • Baker Tilly completes a formal review of applications and sends selected resumes to the City Council for review

EXECUTIVE RECRUITMENT PROCESS TIMELINE	
Project milestone	**Deliverables**
	• Candidates' recorded interviews are presented • Baker Tilly meets with the City Council and recommends semi-finalists; City Council selects finalists for on-site interviews • Finalists complete candidate management style assessment, responses are reviewed, and interview questions are developed
Comprehensive background checks, academic verifications and reference checks completed for finalists	• Baker Tilly completes reference checks/background checks/academic verification on finalists
On-site Interviews with finalists	• Baker Tilly sends documentation for finalists to the City Council • The City Council conducts on-site interviews with finalists
Employment offer made/accepted	• The City Council extends employment offer to the selected candidate

COMMITMENT TO SUCCESSFULLY DELIVER RECRUITMENT SERVICES TO MEET YOUR REQUIREMENTS

Brainerd's time is valuable. We will co-develop a timeline to provide the City's executive recruitment services on time.

Your Value Architects™

Brainerd will work with a consistent team of Value Architects™ who understand your organization and can add value from day one. The combination of your engagement team's executive recruitment experience and service knowledge translates into tangible results for the City.

Aligning key engagement team members with your goals

Within Baker Tilly, our executive recruitment team consists of ten recruitment consultants and project coordination staff available to meet your executive recruitment needs. Each consultant assigned to your recruitment has experience working with cities, counties, special districts, not-for-profit organizations and school districts, and the many disciplines comprising the City of Brainerd organization. Our consultants bring an experienced, participatory and energetic perspective to each engagement. As such, we reflect our unique approach and individualized touch in our internal standard and commitment to outstanding service that meets or exceeds your expectations. Since 2000, our combined consultant team has conducted more than 1,700 executive searches.

1,700+ recruitments

Your engagement team has conducted more than 1,700 successful recruitment projects since 2000.

The Baker Tilly engagement team will collaborate with the City Council and others designated as your technical advisor. As such, we conduct our recruitment process effectively, efficiently, transparently and professionally, consistent with "best practices" in the public sector executive recruitment space. Our agenda is clear; "our agenda is your agenda." Our objective is to generate a list of highly qualified candidates and assist you with the screening and evaluation of these candidates to identify your next City Administrator.

We have structured the Baker Tilly engagement team to draw upon our 90-plus years of collective service to the public sector and to leverage Baker Tilly's experience and capacity to find exceptional, qualified candidates.

Since its beginnings, our firm has emerged as a leader in human resource management consulting and executive recruitment. Our 45+ years of consulting experience, coupled with our unique approach and personal touch, drives our internal standard for delivering outstanding services and leading-edge results.

Your handpicked team of professionals offers a collaborative focus supported by the breadth and depth of our firm's national resources. We believe in strong personal relationships, which means a personal interest in the City of Brainerd from some of our most experienced team members.

Engagement team members are introduced on the following pages, and complete resumes are available in **Appendix D**.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR BRAINERD

Engagement leadership

Patricia Heminover — Director

30 East Seventh Street, Ste. 3025, St. Paul, MN 55101
+1 (651) 223 3058 | patty.heminover@bakertilly.com

Patty has been with the firm since 2010. She has more than 20 years of public education experience, most recently as superintendent of South St. Paul Schools in South St. Paul, Minnesota. She brings considerable experience developing budgets, leading organizational and process improvements, and successfully overseeing conflict resolution. Patty was South St. Paul Schools' director of human resources and finance before serving as its superintendent. She served for three years as the co-superintendent of schools for Cleveland Public Schools in Cleveland, Minnesota, after working as its director of human resources and business services for six years. Patty has received a School Finance Award and technology leadership awards and helped establish Minnesota's first K-12 International Baccalaureate School District. She earned a Master of Education Administration from Minnesota State University.

Art Davis — Director

5440 West 110th Street, Suite 300, Overland Park, KS 66211
+1 (816) 868 7042 | art.davis@bakertilly.com

Art is a director in Baker Tilly's executive recruitment practice. He is responsible for managing and conducting executive recruitment engagements for the firm to ensure their integrity, timeliness and adherence to budget parameters. He has more than 30 years of experience in local government, executive recruitment and organizational management. Art has served as a city administrator in Missouri and other local government positions in Kansas. He specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits. Art earned a Master of Public Administration from the University of Kansas and a Bachelor of Arts in political science and public administration from William Jewell College.

Yolanda Howze, MPA, IPMA-SCP, SPHR, SHRM-SCP — Director

205 North Michigan Avenue, 28th Floor, Chicago, IL 60601
+1 (312) 240.3401 | yolanda.howze@bakertilly.com

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience—primarily in municipal government. Yolanda was assistant to the city manager/director of human resources with the City of University City, Missouri and director of human resources with the City of Bellaire, Texas. Before joining Baker Tilly, Yolanda was a senior consultant II with Gallagher's Human Resources Compensation & Consulting practice. She was responsible for managing projects and providing consulting services to public sector and higher education clients in all aspects of classification and compensation systems and other areas of human resources. As a human resources leader, Yolanda's experience and competencies include full cycle recruiting and retention (including executive recruiting), total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development, and safety and risk management. Yolanda earned a dual Bachelor of Arts in psychology and organizational leadership from Maryville University in St. Louis and a Master of Arts in public administration and policy analysis from Southern Illinois University-Edwardsville. Yolanda is also a Senior Certified

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR BRAINERD

Human Resources Professional—SPHR, SHRM-SCP, IPMA-SCP. Her peers selected her as the 2015 Texas Municipal Human Resources Association (TMHRA) Human Resources Professional of the Year.

Anne Lewis — Managing director

8219 Leesburg Pike, Suite 800, Tysons, VA 22182
+1 (703) 923 8214 | anne.lewis@bakertilly.com

Anne leads Baker Tilly's public sector executive recruitment team. Before joining Baker Tilly, Anne was an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She was also responsible for parks, recreation and community services, information technology, animal services, general services and legislative programs. She specializes in providing executive recruitment services to local governments and nonprofits. Anne holds a Master of Science and a Bachelor of Science from Shenandoah University.

Edward G. Williams, Ph.D. — Director

2500 Dallas Parkway, Suite 300, Plano, TX 75093
+1 (214) 842 6478 | edward.williams@bakertilly.com

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and municipal government, community and educational institutions. His areas of expertise include human development, process improvement, workforce planning, executive recruiting, strategic planning, management and leadership development, classification, compensation, benefits administration, performance management, employee recognition, employee wellness and benefits administration. He has served as director of human resources and organizational development for the City of Missouri City, deputy personnel director for the State of Missouri and training and performance consultant for the Metropolitan Community Colleges Business and Technology Center in Kansas City, Missouri. Edward holds a Ph.D. in Educational Leadership and Policy Analysis from the University of Missouri, an Educational Specialist degree in Higher Educational Administration, a Master of Higher Education Administration, and a Bachelor's in Education from the University of Missouri. He is bilingual and proficient (reading, writing and speaking) in Spanish.

Supporting team

Karen Edwards, SHRM-CP — Senior recruitment analyst

+1 (813) 915-5616 | karen.edwards@bakertilly.com

Karen is a senior recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements. She has more than 30 years of experience in human resources, administrative positions and customer service. Karen earned a Bachelor of Science in business administration - human resource management from Western Governors University and is a Society for Human Resources certified professional.

INTENTIONALLY SELECTED ENGAGEMENT TEAM FOR BRAINERD

Michelle Lopez — Manager

+1 (651) 223 3061 | michelle.lopez@bakertilly.com

Michelle is a manager with Baker Tilly's executive recruitment practice group. Known for her attention to detail and organizational skills, Michelle is crucial in ensuring that recruitment projects are completed thoroughly and on time. She has more than ten years of experience as a critical support staff member. Her colleagues appreciate her customer service skills and determination to ensure clients and candidates remain informed and engaged throughout the recruitment process. Her responsibilities include organizing assignments and workflows, coordinating information and resources, and identifying, analyzing, and implementing solutions to ensure her team and clients always have the latest recruiting tools at their disposal. She is currently pursuing a Bachelor of Science degree in organizational leadership.

Diane Segulia — Recruitment analyst

+1 (651) 223 3094 | diane.segulia@bakertilly.com

Diane is a recruitment analyst with Baker Tilly's executive recruitment practice group. She is a team player who prides herself on delivering high-quality work. Diane joined Baker Tilly in 2015 as the receptionist. She joined the executive recruitment practice group as an administrative assistant in October 2019 and began her role as a recruitment analyst in June 2022. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources, and collaborating with candidates and clients through all phases of an executive recruitment.

Carrie Thompson — Recruitment analyst

+1 (703) 923 8040 | carrie.thompson@bakertilly.com

Carrie is a recruitment analyst with Baker Tilly's executive recruitment practice group. She has more than four years of experience in recruiting coordination, including interview scheduling and candidate communication. She facilitates smooth sailing during the recruitment process. Carrie runs reports, coordinates outreach and organizes essential documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success. Carrie earned a Bachelor of Arts in communication with a concentration in media production and criticism from George Mason University.

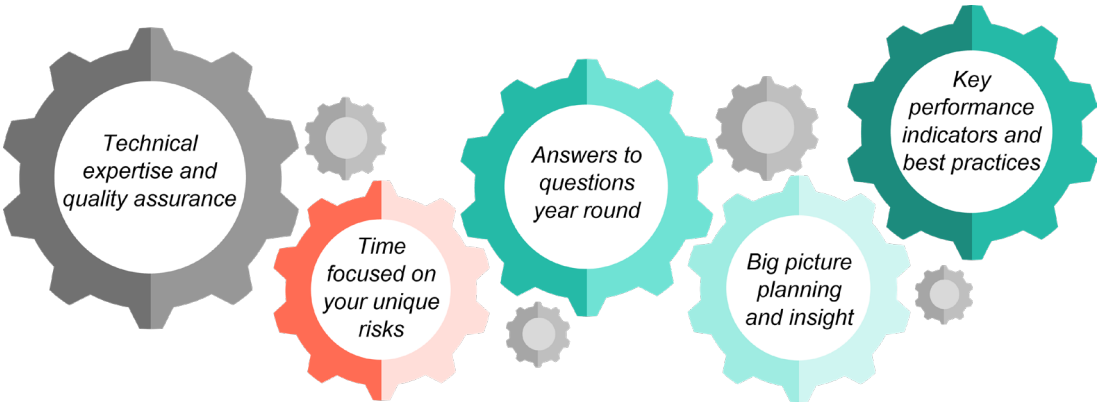
THE CITY OF BRAINERD WILL RECEIVE TANGIBLE RESULTS WITH BAKER TILLY

All engagement team members are committed to Brainerd's success. Their public sector experience and service expertise translates into tangible results for Brainerd.

Building trust and maximizing value with significant team member involvement

Your experienced engagement team members will be responsive to your needs, quickly resolve challenges and build trust. You can expect to receive technical insights and an approach customized to your unique structure, culture, timing and strategic goals.

We are ready to serve you when you need us, where you need us and for as long as you need us. Whether it is an early-morning phone call or late-night email, we are here to give you peace of mind when it comes to executive recruitment. The graphic below details how we will build trust and maximize value with the City of Brainerd.



COLLABORATING WITH YOU AS YOUR TRUSTED VALUE ARCHITECT™

Your engagement team will be deeply involved in the engagement to give them an in-depth working knowledge of the City of Brainerd and processes to deliver value throughout the year.

Cultivating an engaging culture to offer a consistent public sector team that will serve you for many years

We view our commitment to staff continuity as the cornerstone of building a lasting relationship with Brainerd. You can expect to see the same engagement team members for additional recruitment services in the future.

Exceptional professionals thrive at Baker Tilly because we foster an engaging culture through diversity and inclusion, work-life balance, continuous learning opportunities, career advancement and employee recognition. As evidence of our team member-focused culture, Baker Tilly proudly presents a variety of recognitions and awards.

EVIDENCE OF OUR TEAM MEMBER-FOCUSED CULTURE AND COMMITMENT TO EXCELLENCE

Baker Tilly was included in **People Magazine's 2022 Companies That Care list**, which recognizes companies who put their employees and communities first

Recognized as **one of America's Best Large Employers** in 2021 and 2022 by Forbes

Received 250+ culture awards and workplace recognitions firmwide

Ranked as a **top 10 accounting and advisory firm for workplace prestige and quality** on Vault Accounting's Accounting 50 list; **culture** is the number one reason that team members join our ranks and stay at our firm

Baker Tilly has again been certified as one of the **Best Workplaces in Consulting and Professional Services** – one of only 25 companies recognized on this list

CULTIVATING AN ENGAGING CULTURE

Our commitment to attracting and retaining a top-quality workforce benefits Brainerd through engaged team members and staff continuity.

Valuable perspectives

We are always happy to provide references because it is important for you to talk with the organizations we serve. Our similar client base equals experience-derived insights for Brainerd.

Demonstrating successful relationships with similar clients

Patricia Heminover is the designated project leader for your City Administrator executive search. We encourage you to connect with the clients below to learn more about the value of their relationship with Baker Tilly and to verify the quality of work we have consistently delivered to each client as part of these recently completed executive recruitment projects. Each client will offer a unique perspective as you consider your own needs.

CITY OF BEMIDJI, MN			
Name	Jorge Prince	**Title**	Mayor
Phone	1 (218) 407-7312	**Email**	Jorge.prince@ci.bemidji.mn.us
Services	City Manager search		

CLIENT NAMECITY OF WEST FARGO, ND			
Name	Sarah Gasevic	**Title**	HR Director
Phone	1 (701) 515-5363	**Email**	Sarah.gasevic@westfargond.gov
Services	City Administrator search		

CLIENT NAME CITY OF ROCK ISLAND, IL			
Name	KJ Whitley	**Title**	Board President
Phone	1 (309) 737-3544	**Email**	Richoh8@gmail.com
Services	Public Health Administrator search		

CLIENT NAMECITY OF WILLMAR, MN			
Name	Marv Calvin	**Title**	Retired Mayor
Phone	1 (320) 212-2171	**Email**	
Services	City Administrator and Assistant City Administrator searches		

PROVIDING VALUABLE PERSPECTIVES FROM CURRENT CLIENTS

At Baker Tilly, relationships matter. Our Value Architects™ have a record of successfully enhancing and protecting similar clients' value — resulting in experience-based insights for the City of Brainerd.

Providing similar services to clients

Below is a partial list of relevant public sector executive recruitments delivered by the Baker Tilly team since 2018.

LIST OF RELEVANT PROJECTS: 2018 — PRESENT				
Year	Client	State	Project	Pop.
Current	Bemidji	MN	City Manager	14,570
Current	Canfield	OH	City Manager	7,605
Current	Freeport	ME	Town Manager	8,737
Current	Huber Heights	OH	City Manager	43,439
Current	Lexington	VA	City Manager	7,400
Current	West Fargo	ND	City Administrator	38,626
2023	Belle Meade	TN	City Manager	2,912
2023	Beloit	WI	City Manager	36,657
2023	Carrboro	NC	Assistant Town Manager	21,230
2023	Fargo	ND	City Administrator	121,889
2023	Fernley	NV	City Manager	22,343
2023	Greenbelt	MD	City Manager	24,921
2023	Highland Park	TX	Town Administrator	8,993
2023	Midland	TX	City Manager	132,520
2023	Morehead City	NC	City Manager	9,556
2023	Perrysburg	OH	City Administrator	21,730
2023	Portland	ME	City Manager	66,595
2023	Spartanburg	SC	Assistant City Manager	38,732
2023	Warrenton	VA	Town Manager	10,057
2023	Wyoming	MI	City Manager	76,501
2022	Apex	NC	Assistant Town Manager	58,780
2022	Beaumont	TX	City Manager	118,428
2022	Belton	MO	City Manager	23,480
2022	Blue Springs	MO	City Administrator	54,850
2022	Branson	MO	City Administrator	10,000
2022	Brevard	NC	City Manager	7,900
2022	Buda	TX	City Manager	15,108
2022	Denton	TX	City Manager	136,195
2022	Evans	CO	City Manager	22,165
2022	Golden	CO	City Manager	20,399
2022	Harrisonburg	VA	City Manager	54,033
2022	Hastings	NE	City Administrator	25,152
2022	Hutchinson	KS	City Manager	40,006
2022	Joplin	MO	Assistant City Manager	50,386
2022	Kinston	NC	City Manager	20,083

LIST OF RELEVANT PROJECTS: 2018 — PRESENT				
Year	Client	State	Project	Pop.
2022	La Marque	TX	City Manager	16,627
2022	Minnetrista	MN	City Administrator	7,621
2022	Oak Hill	TN	City Manager	4,587
2022	Oakland	CA	Deputy City Administrators	440,646
2022	Overland Park	KS	City Manager	191,278
2022	Plain City	OH	Village Administrator	4,065
2022	Port Arthur	TX	Assistant City Manager	53,937
2022	Salisbury	NC	City Manager	33,727
2022	Shorewood	MN	City Administrator	7,974
2022	Spicer	MN	City Administrator	1,188
2022	Staunton	VA	City Manager	25,750
2022	Westminster	CO	City Manager	116,317
2022	Willmar	MN	Asst City Admin/City Operations Director	19,628
2021	Carrboro	NC	Town Manager	21,230
2021	Clearwater	FL	City Manager	115,159
2021	College Park	MD	City Administrator	32,196
2021	Corpus Christi	TX	Assistant City Manager	323,733
2021	Evansville	WI	City Administrator/Finance Director	5,378
2021	Grand Rapids	MI	Deputy City Manager (limited)	192,294
2021	Greeley	CO	City Manager	105,888
2021	Inver Grove Heights	MN	City Administrator	34,344
2021	Kimball	NE	City Administrator	2,578
2021	Long Grove	IL	Village Manager	7,956
2021	Louisville	CO	City Manager	20,860
2021	Moline	IL	City Administrator	41,902
2021	Riverside	OH	City Manager	25,093
2021	Rockville	MD	Deputy City Manager	66,940
2021	Shakopee	MN	Assistant City Administrator	40,731
2021	Sidney	OH	City Manager	20,590
2021	Stonecrest	GA	City Clerk	54,202
2021	Woodlawn	OH	Village Manager	3,365
2020	Clayton	OH	City Manager	13,269
2020	Fairmont	MN	City Administrator	10,126
2020	Front Royal	VA	Town Manager	15,239
2020	Herington	KS	City Manager	2,304
2020	Kansas City	MO	City Manager	488,943
2020	Lake Ozark	MO	Asst City Admin/Community Eco Dev Director	1,792
2020	Maple Plain	MN	City Administrator	1,807

LIST OF RELEVANT PROJECTS: 2018 — PRESENT				
Year	Client	State	Project	Pop.
2020	Matanuska-Susitna Borough	AK	Borough Manager	108,317
2020	Middletown	OH	City Manager	48,121
2020	Missouri City	TX	City Manager	74,705
2020	Moose Lake	MN	City Administrator	2,798
2020	Oakdale	MN	City Administrator	28,083
2020	Rochester	MN	City Administrator	114,011
2020	Scottsbluff	NE	City Manager	14,874
2020	Springdale	OH	Assistant City Administrator	11,223
2020	St. Joseph	MO	City Manager	74,959
2019	Beeville	TX	City Manager	12,937
2019	Cloquet	MN	City Administrator	11,938
2019	Forest Park	OH	City Manager	18,723
2019	Hobbs	NM	City Manager	37,764
2019	Lake Lotawana	MO	City Administrator	2,099
2019	Minerva	OH	Village Administrator	3,640
2019	Norman	OK	City Manager	122,843
2019	Paris	TX	City Manager	24,800
2019	Park City	KS	City Administrator	7,499
2019	Port Arthur	TX	City Manager	53,937
2019	Santa Fe	NM	City Manager	83,776
2019	Willmar	MN	City Administrator	19,628
2018	Addison	TX	City Manager	15,368
2018	Asheville	NC	City Manager	89,121
2018	Ashland	OR	City Administrator	21,636
2018	Avondale	AZ	City Manager	89,330
2018	Belle Plaine	MN	City Administrator	6,838
2018	Billings	MT	City Administrator	110,323
2018	Burnsville	MN	City Manager	61,434
2018	Christiansburg	VA	Town Manager	21,533
2018	Dallas	TX	City Secretary	1,258,000
2018	Grand Rapids	MI	City Manager	192,294
2018	Kingman	AZ	City Manager	29,029
2018	Maricopa	AZ	City Manager	46,903
2018	Middleburg	VA	Town Administrator	828
2018	Montgomery	OH	City Manager	10,440
2018	Mora	MN	City Administrator/Public Utilities GM	3,453
2018	Salina	KS	City Manager	46,994
2018	Shawnee	KS	City Manager	64,323

LIST OF RELEVANT PROJECTS: 2018 — PRESENT				
Year	Client	State	Project	Pop.
2018	Springdale	OH	City Administrator	11,223
2018	York	PA	Business Administrator	43,859

Value for fees

Value means more than simply checking boxes and meeting your requirements. Value means services that lead to meaningful insights, help improve efficiencies and direct more dollars and resources to achieving Brainerd's mission.

Delivering a professional fee estimate for the City of Brainerd

We are excited about the opportunity to work with Brainerd and have prepared the below fee estimate to meet the City's needs and objectives. Our fees allow for thorough and insightful advice from experienced professionals without unnecessary add-ons or startup charges.

The all-inclusive professional fee includes the cost of professional services by the engagement team leader, the project support staff and all project-related expenses such as advertising, preparation of the recruitment brochure, printing, candidate background, reference and academic verification checks and travel expenses for on-site visits. Baker Tilly is not responsible for candidates' travel expenses to client location for on-site interviews. Clients generally manage these matters directly with the finalists.

Baker Tilly will bill for this engagement in four installments: 30% upon execution of this agreement, 30% at Phase I, 30% at Phase II, and 10% upon acceptance of an employment offer by the finalist. The fee is not contingent. If you terminate this engagement before completion, Baker Tilly shall invoice the City for any unpaid portion of the fee.

Baker Tilly reviews rates annually to ensure alignment with industry and economic factors. Baker Tilly reserves the right to, once annually, revise its rates to the lower of 3% or the change in the Consumer Price Index (CPI) for the twelve-month period ending with the month preceding such annual anniversary date.

Feel free to direct all questions regarding the professional fee and project-related expenses to Patricia Heminover via email at patty.heminover@bakertilly.com or via phone at +1 (651) 223 3058.

PROPOSED SERVICES	
Phase I	
Task 1 — Candidate profile development/advertising/marketing	
Task 2 — Identify quality candidates	
Phase II	
Task 3 — Screening of applications and submission of recommended semi-finalists to the client	
Task 4 — Reference checks, background checks and academic verifications	
Phase III	
Task 5 — Final process/on-site interviews with finalists	
Conclusion	
Assistance and technical support for total rewards (salary and benefits), employment offer negotiation, offer and acceptance by finalist	
TOTAL ALL-INCLUSIVE FEE*	**$26,500**

*** BAKER TILLY MAY CONSIDER A PROFESSIONAL FEE REDUCTION OF 10%**
If Brainerd is provided additional recruitments during the subsequent 12-month period.

OPTIONAL SERVICES FOR CONSIDERATION	FEE
At your request, Baker Tilly can conduct a web-based community survey to help your organization identify critical issues or priorities that your organization may consider as you launch an executive search. Depending on your need, we administer the survey, which your residents, community leaders, employees or designated key stakeholders may complete. Please note that this type of survey may alter the overall project timeline.	**$1,650**
On rare occasions, a client desires the delivery of additional search-related services from the Baker Tilly executive search team. Services not included in the proposed scope of services include additional visits by the project team leader to your organization. Baker Tilly will bill Brainerd at an hourly rate of $300, plus expenses for additional work requested explicitly by your organization outside this project's scope or as described in the proposed scope. Before beginning these services, Baker Tilly will prepare and submit a written explanation of the additional services requested and the estimated number of hours required before commencing any additional services.	***$300* per hour plus expenses**

BAKER TILLY CAN PROVIDE OPTIONAL SERVICES
Brainerd may benefit from the additional services we offer. No additional services will be billed without the express consent and agreement with the City.

Negotiations

If selected, we will provide the City of Brainerd with our standard engagement terms. Should the City wish to provide alternate terms or proceed on the basis of its own format agreement, we would require the ability to negotiate mutually acceptable terms and conditions prior to executing a final contract.

Supporting Brainerd with our value-for-fees approach

We will provide the highest quality service for a fair and reasonable fee. Below is an overview of our value-for-fees approach and how it benefits you.

COMMITMENT TO VALUE FOR FEES
Brainerd can expect exceptional service paired with a fair, competitive fee arrangement that allows us to deliver continuous value throughout our relationship.

Appendix A: Prioritizing diversity, inclusion, belonging and societal impact (DIBS)

Prioritizing diversity, inclusion, belonging and societal impact (DIBS)

MEET SHANE LLOYD, DIBS STRATEGY LEADER

In his role as chief diversity officer at Baker Tilly, Shane oversees our company's DIBS initiatives and serves on influential national diversity and inclusion boards.

At Baker Tilly, DIBS is who we are rather than simply what we do. We celebrate and value the identities, perspectives and contributions of every person. As we empower our team members to grow and bring their talents to the table, we discover opportunities to achieve better results for Brainerd. We hire people who bring new perspectives and experiences, including our Chief Diversity Officer, Shane Lloyd, who joined Baker Tilly as DIBS strategy leader in 2021.

Baker Tilly's DIBS steering committee is designed to strengthen our firm's culture of diversity, inclusion and belonging. This cross-section of leaders across our firm oversees our strategy — from inclusion-related communications to accountability measures for our key diversity goals and coordination of our DIBS ecosystem.

Our new, ambitious goals center around our structural pillars of diversity, inclusion, belonging and societal impact — embedding this work ever more deeply into the day-to-day workings of our business. Our DIBS ecosystem includes an array of groups, initiatives and deep networks of committed team members. **Learn more here.**

DIBS communities and signature initiatives

Activate team member network

Activate

Our core value of belonging reflects our commitment to creating a diverse and inclusive workplace for everyone. Bolstering this core value is Activate, our newest team member network. Activate's mission is to unite and empower team members who are neurodiverse or have or have physical disabilities to reach their full potential and contribute to a more accessible workplace.

Growth and Retention of Women (GROW)

grow
growth & retention of women

Through our GROW initiative, Baker Tilly provides women valuable opportunities to network, acquire skills, strengthen professional relationships and advance in their careers. Our commitment to GROW increases the number of women in management positions and enhances the retention of women at all firm levels.

NexGen: Joining workforce generations

nexgen
joining workplace generations

With NexGen, we aim to empower the next generation of team members to collaboratively engage in our firm's progress while promoting an overall investment in our future.

PRIDE team member network

PRIDE

Our PRIDE team member network exists to support the LGBTQ+ community and their allies within Baker Tilly. We strive to create an open environment centered on LGBTQ+ issues and topics relevant to the workplace.

Supporting Opportunity, Advancement and Recognition (SOAR)

SOAR focuses on improving inclusion and increasing retention of team members of color to create a more inclusive, innovative and productive workforce. Within SOAR, our team team-member-led Black, Latinx and Asian American and Pacific Islander (AAPI) communities provide spaces for conversation, relationship-building and engagement.

Baker Tilly Foundation

As a firm, we have made our position clear: We stand against racism and discrimination in any form. Our Baker Tilly Foundation supports causes within key pillars, including human services organizations that advance well-being, equity and inclusion.

Appendix B: Sample brochure

Bemidji
First City On The Mississippi

CITY MANAGER

CITY OF BEMIDJI, MINNESOTA

First Review of Applications: August 17, 2023

bakertilly
PUBLIC SECTOR EXECUTIVE RECRUITMENT

THE COMMUNITY

Bemidji (est. pop. 15,575), located in northern Minnesota, is a captivating city that seamlessly blends natural beauty, cultural richness, and a warm community spirit. Bemidji, a regional center and the county seat for Beltrami County, services a nearby population of nearly 50,000 people. Nestled on the shores of Lake Bemidji, the City offers stunning views of pristine lakes, lush forests, and serene landscapes. It is famous for being the home of the iconic statues of Paul Bunyan and Babe the Blue Ox, which stand tall as symbols of the region's logging history. Bemidji offers an abundance of outdoor activities. Whether it's fishing in the crystal-clear waters of Lake Bemidji, exploring the numerous hiking trails in the nearby state parks, or enjoying a leisurely boat ride, nature lovers will find themselves in paradise. Bemidji also embraces a vibrant artisan community, where boundless creativity flourishes within galleries, along downtown streets, and during captivating showcase events held throughout the year. The City's downtown area is a charming mix of boutiques, art galleries, and restaurants, providing a vibrant cultural scene. Additionally, Bemidji is renowned for its deep-rooted Native American heritage and is centrally located amongst three of Minnesota's largest Anishinaabe nations: Leech Lake Band of Ojibwe, Red Lake Nation, and White Earth Nation.

Bemidji is home to a well-regarded school district and charter schools that provides quality education to its students. The Bemidji Area Schools (ISD 31) serves the City and surrounding areas and is committed to providing a nurturing and inclusive learning environment where students can thrive academically, socially, and emotionally. Bemidji schools offer a wide array of academic opportunities, including advanced placement (AP) courses, college readiness programs, and career and technical education options. Students can explore various interests and talents through extracurricular activities such as sports teams, clubs, music, arts, and theater programs. The district also emphasizes the importance of community involvement, encouraging students to participate in service-learning projects and community service initiatives. In addition to its exceptional K-12 education, Bemidji is proud to house the distinguished Bemidji State University, the sole university in Northwest Minnesota, and Northwest Technical College. These esteemed post-secondary institutions serve as foundational pillars for the city, offering valuable opportunities for higher education and career advancement.

Bemidji offers a warm and welcoming community, highlighting Minnesota's natural beauty and small-town charm. With a tight-knit community, friendly residents, and vibrant downtown area, it fosters a strong sense of belonging. Bemidji's supportive environment and celebration of its unique identity make it an appealing place to call home.

THE ORGANIZATION

The City of Bemidji is a Home Rule Charter City with a Council-Manager Plan. The City Council, elected by the residents, serves as the legislative body, establishing policies, ordinances, and approves budgets. The City Manager, appointed by the City Council, is the head of the administrative branch and is responsible for the administration of all City affairs.

The City employs a total of 129 full-time equivalent employees, of which approximately 100 are represented by labor unions. Additionally, there are approximately 150 part-time and seasonal employees. The City holds an A1 Moody's credit rating, and has a 2023 annual budget of $63 million.

Click **here** to view Bemidji's organizational chart.

THE POSITION

The City Manager, receiving direction from the City Council, acts as the chief administrative officer for the City; directs, manages and evaluates City operations, services and staff according to established ordinances, policies, and procedures of the Council, City Charter and Minnesota law; advises the City Council on sound public policy and staffing to ensure the effective and timely delivery of City services; and ensures laws, ordinances, and resolutions of the City are enforced.

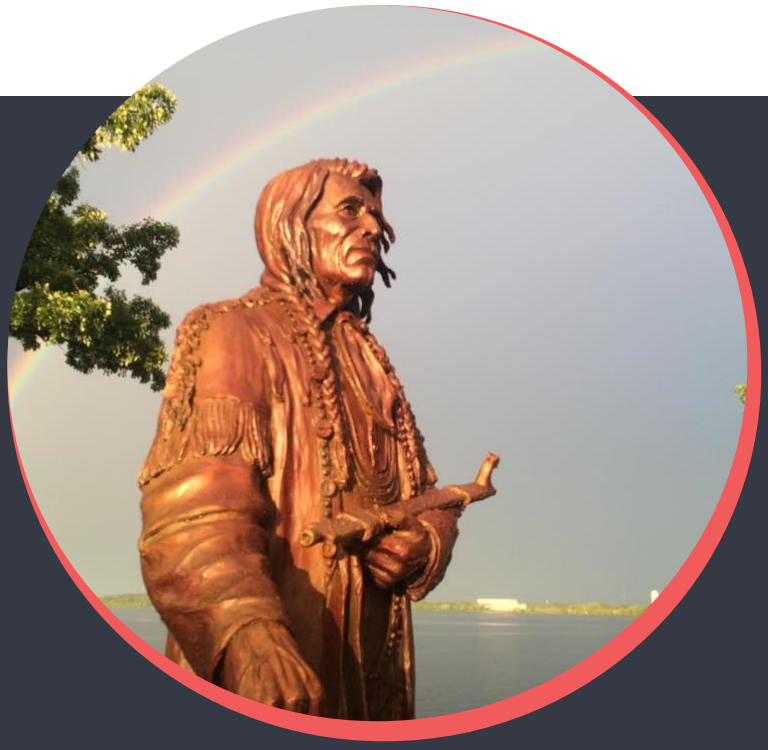
The successful City Manager candidate provides leadership and direction in the development of short and long range plans; gathers, interprets, and prepares data for studies, reports, and recommendations; and coordinates department activities with other departments and agencies as needed.

Responsibilities include:

- Manages and supervises all departments, agencies, and offices of the City to achieve goals within available resources; plans and organizes workloads and staff assignments; trains, motivates, and evaluates assigned staff; reviews progress and directs changes as needed.
- Continually evaluates results being achieved as the basis for counsel, guidance, and recommendations to the Council relative to level of services, projecting fiscal needs, bonding requirements, etc.; establishes organizational and planning priorities with the Council to achieve established objectives; manages the City for not only fiscal soundness, but also for long term economic and environmental impacts on the community.
- Assures that assigned areas of responsibility are performed within budget; performs cost control activities; monitors revenues and expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities, and time.
- Issues written and oral instructions; assigns duties and examines work for exactness, neatness, and conformance to policies and procedures.
- Approves all hiring, promotion, salary adjustments, changes to organizational structure, dismissals, promotions, demotions, performance evaluations and suspension of more than 30 days; oversees personnel actions taken by department heads; serves as final internal decision-maker on employee grievances.
- Negotiates all City union contracts and terms of employment for employees.
- Sees that all laws and ordinances are faithfully enforced.
- Oversees the planning, preparing, recommending and administering of the annual City budget.
- Attends meetings of the Council and fully informs and advises them on all significant matters and important activities and developments that they will need to know to perform effectively as City Council members, including but not limited to informing and advising them on policies, government affairs, financial conditions and needs of the City.
- Represents the City in contacts with persons, agencies, adjoining townships, local business groups, and businesses relative to various City matters, including development and provision of services, handling of resident concerns, etc.; delegates liaison responsibility for such matters to key personnel as appropriate; maintains good public relations with the citizens of the community; works collaboratively with other public agencies, cities, counties, tribes, school districts, etc., and participates in community associations and events.
- Responsible authority for all City contracts, formal disputes/lawsuit strategy evaluations, negotiating City property and facility transactions, policy decisions, leases, easements, and permits.
- Maintains personal integrity and ethical work practices that will set and maintain the standards of conduct for all City personnel.

DESIRED CAPABILITIES

The next City Manager must possess a unique blend of skills and qualities to effectively lead and govern the City. From conflict resolution and communication to visionary leadership and execution of plans, the desired capabilities are multifaceted. This individual must be a collaborative consensus builder, fostering cooperation among department directors and staff while promoting open communication and transparency. They should bring their analysis and judgment to the City Council, respectfully challenging the status quo and offering bold new ideas that align with the City's values. With experience in administering organizations of complexity, a keen understanding of community development, and a balanced approach to financial responsibility, the next City Manager will play a pivotal role in shaping Bemidji's future while respecting its past successes. The desired capabilities of the next City Manager are as follows:



Consensus building: The City Manager should be a consensus builder, capable of bringing together diverse perspectives and facilitating decision-making processes. This skill is important for maintaining a cohesive and productive work environment.

Communication and cooperation: The City Manager should excel in communication, developing relationships, and fostering open and transparent communication channels with all stakeholders at the local, state, tribal, and federal level. Collaboration, cooperation, and solid intergovernmental relationships with all stakeholders are essential for successful governance.

Experienced and open: The City Manager should have relevant experience in managing similar organizations, but they should also be open and willing to listen and learn from the existing staff and community.

Understanding of community development: The City Manager should understand land development and the ability to prioritize ideas based on timing, financial feasibility, and impact on the City. They should also build relationships with external agencies providing services to the City and stakeholders invested in the City's prosperity.

Financial responsibility: The City Manager shall be responsible for formulating and implementing comprehensive strategies aimed at fostering the expansion of the City's tax base, fostering job creation, and generating sustainable new revenue streams. Additionally, the City Manager will actively explore avenues to enhance the City's capacity to effectively address its capital improvement needs.

Visionary and innovative: The City Manager shall be a leader that models behavior appropriate for an increasingly diverse organization and population and is self-motivated to seek out and implement innovative programs and services that recognizes the importance of the arts, education, diversity and inclusion, culture, and recreation opportunities for all community demographics.

Building trust: The City Manager shall establish trust and credibility with the City Council, staff, and the community; listening, communicating information, and managing expectations will be important activities. Building trust will enable the City Manager to help everyone see the big picture and establish shared goals.

Promote equity, diversity, and inclusion: The City Manager will be dedicated to fostering a city that embraces equity, diversity, and inclusion in all aspects of governance and community life; addressing disparities and cultivating an environment where every citizen can thrive, knowing they are valued and respected.

EDUCATION AND EXPERIENCE

The successful candidate will hold a bachelor's degree from an accredited college or university in public administration, business administration, management, or related field, and have eight (8) years of progressive local government leadership experience, including at least five (5) years of which was at a management level. A master's degree and experience as a city manager/administrator or assistant city manager/administrator is preferred.

COMPENSATION AND BENEFITS

The starting salary for this position will be $141,000 to $179,000 depending on qualifications and experience. Additionally, the City of Bemidji offers a comprehensive benefit package.

APPLICATION PROCESS

We invite qualified professionals to submit a cover letter and resume by visiting our website at:

GovernmentJobs.com/Careers/Bakertilly

This position is open until filled; however, first review of resumes occurs on August 17, 2023.

Following the first review date, all applications will be evaluated against the posted qualifications, and invitations may be extended to submit additional information, including references, and a formal interview to a select few.

For more information, please contact:
Patty Heminover at **patty.heminover@bakertilly.com** or 651-968-7841.

For more information about Bemidji, visit: **www.ci.bemidji.mn.us** and **www.visitbemidji.com**.

The City of Bemidji is committed to the policy of affirmative action/equal employment opportunity in recruitment, hiring, career advancement and all other personnel practices. All information provided will be treated confidentially to the extent allowed by law and will be used only to determine your qualifications for the position.

bakertilly

Appendix C: Sample TTI report

TTI SUCCESS INSIGHTS®

TriMetrix® DNA

Talent

Candidate Name

Title

Organization

Date

Baker Tilly
Public Sector Executive Recruitment
2500 Dallas Parkway, Ste 300
Plano, TX 75093
(972) 481-1950
www.bakertilly.com

bakertilly

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Introduction

Research has proven that job-related talents are directly related to job satisfaction and personal performance. People are well positioned to achieve success when they are engaged in work suited to their inherent skills, behavioral style and unique values. Your TriMetrix® DNA Talent Report can be compared with specific job requirements outlined in the TriMetrix® DNA Job Report. When the talent required by the job is clearly defined and in turn matched to the individual, everyone wins!

The following is a highly-personalized portrait of your talent in three main sections:

Competencies Hierarchy (25 Areas)

This section presents 25 key competencies and ranks them from top to bottom, defining your major strengths. The skills at the top highlight well-developed capabilities and reveal where you are naturally most effective in focusing your time.

Driving Forces Clusters (12 Areas)

This section identifies what drives you. In order to be successful and energized on the job, it is important that your driving forces are in alignment with the rewards of your role.

Behavioral Hierarchy (12 Areas)

This section ranks the traits that most closely describe your natural behavior. When your job requires the use of your top behavioral traits, your potential for success increases, as do your levels of personal and professional satisfaction.

Summary of Top Competencies

This section provides detail on your top seven competencies. Apply your strongest competencies to your job as appropriate and develop further competencies as required.

Driving Forces Feedback

This section expands on your Primary Driving Forces Cluster. You will feel energized and successful at work when your job supports and satisfies these driving forces.

Behavioral Feedback

This section gives you insight into your top four behavioral traits to further identify your unique strengths.

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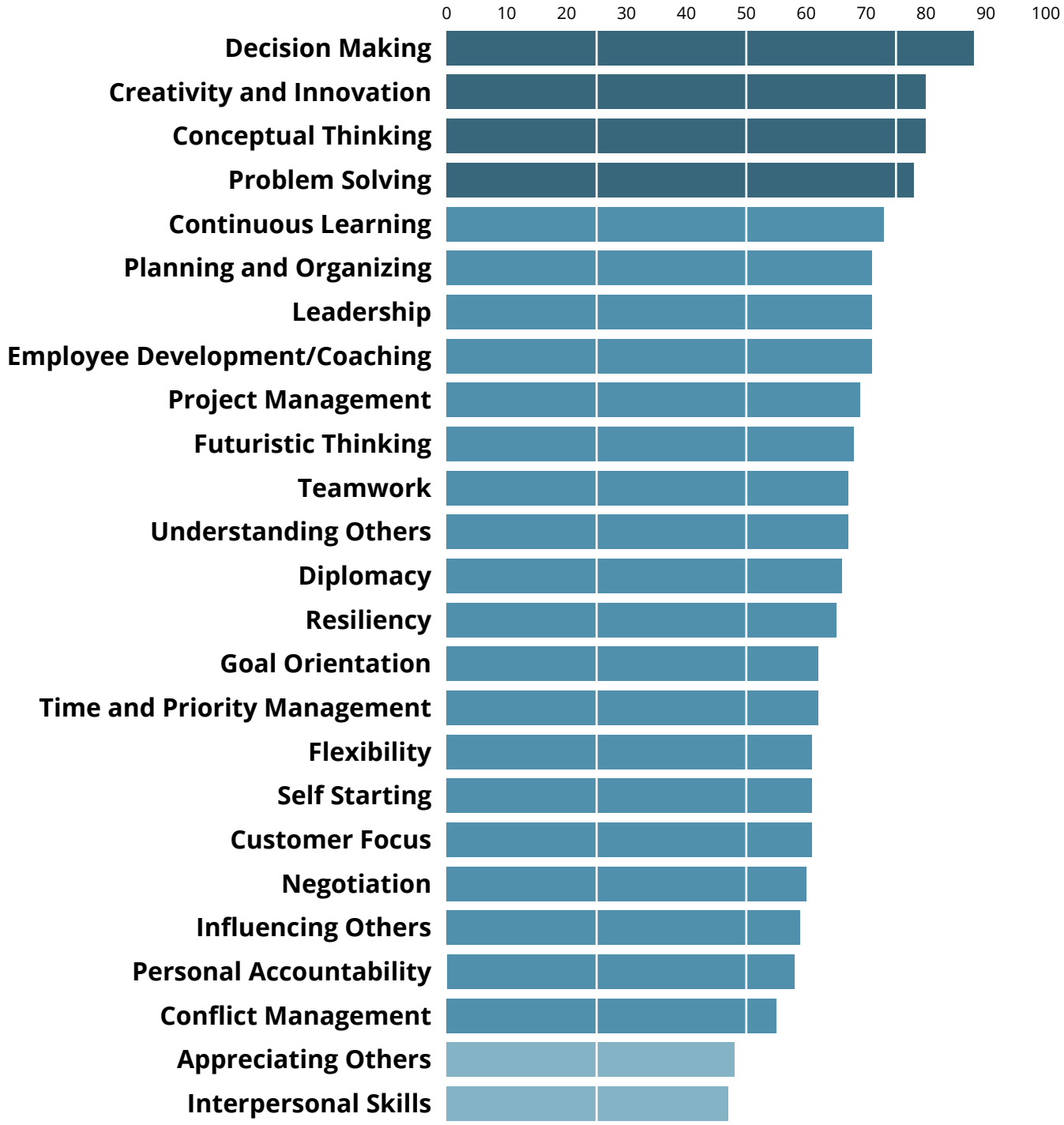
Development Indicator

Based on Scores

This section of your report shows your development level of 25 personal skills based on your responses to the questionnaire.



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Development Indicator

Based on Means

This section of your report shows your development level of 25 personal skills, based on your responses to the questionnaire. The 25 personal skills have been categorized into four levels, based on means and standard deviations.

Problem Solving	**+14**	Developed
Creativity and Innovation	**+12**	
Diplomacy	**+11**	
Conceptual Thinking	**+10**	
Decision Making	**+9**	
Teamwork	**+9**	
Goal Orientation	**+7**	
Futuristic Thinking	**+5**	
Project Management	**+4**	
Continuous Learning	**+3**	
Resiliency	**+3**	
Planning and Organizing	**+2**	
Leadership	**+1**	
Employee Development/Coaching	**-1**	Moderately Developed
Understanding Others	**-1**	
Time and Priority Management	**-3**	
Influencing Others	**-4**	
Flexibility	**-5**	
Conflict Management	**-6**	
Negotiation	**-7**	
Personal Accountability	**-8**	
Self Starting	**-8**	
Customer Focus	**-10**	
Appreciating Others	**-18**	Needs Development
Interpersonal Skills	**-21**	

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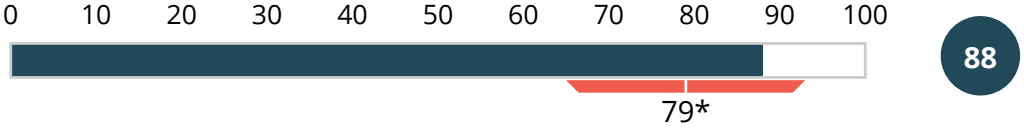
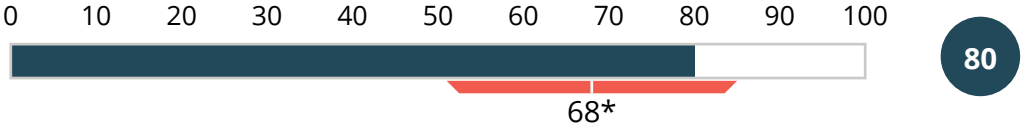
Competencies Hierarchy

Your unique hierarchy of competencies is key to your success. Knowing what they are is essential to reaching your goals. The graphs below rank your competencies from top to bottom.

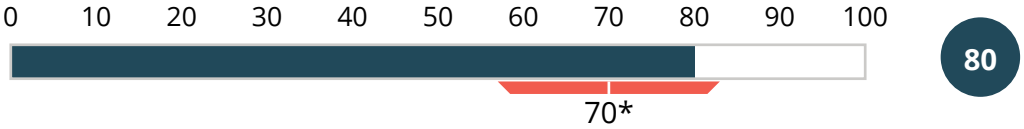
1. Decision Making - Analyzing all aspects of a situation to make consistently sound and timely decisions.



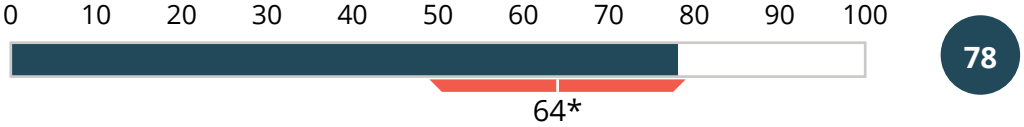
2. Creativity and Innovation - Creating new approaches, designs, processes, technologies and/or systems to achieve the desired result.



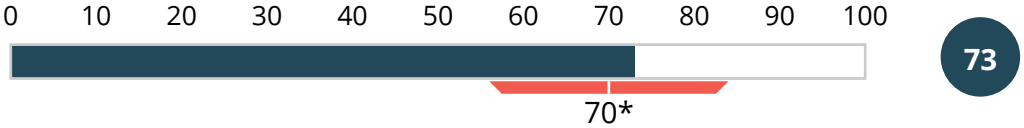
3. Conceptual Thinking - Analyzing hypothetical situations, patterns and/or abstract concepts to formulate connections and new insights.



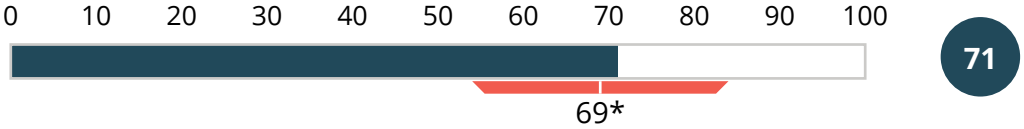
4. Problem Solving - Defining, analyzing and diagnosing key components of a problem to formulate a solution.



5. Continuous Learning - Taking initiative to regularly learn new concepts, technologies and/or methods.



6. Planning and Organizing - Establishing courses of action to ensure that work is completed effectively.



* 68% of the population falls within the shaded area.

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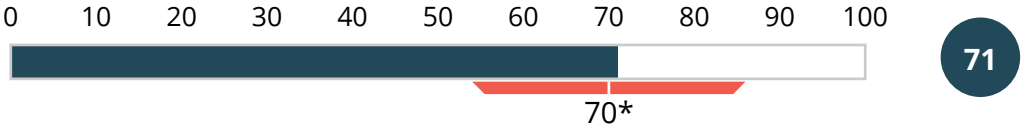
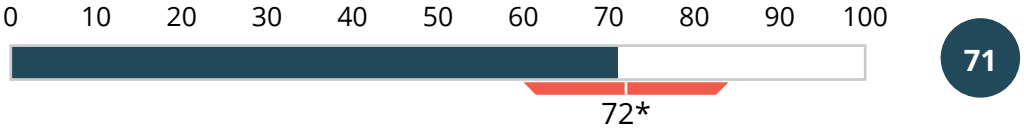
Competencies Hierarchy

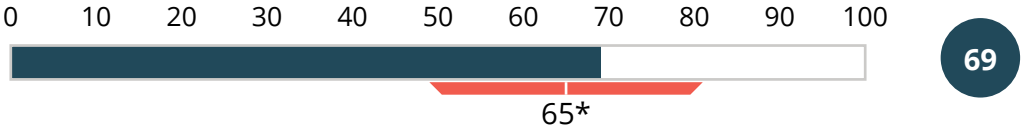
7. Leadership - Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.



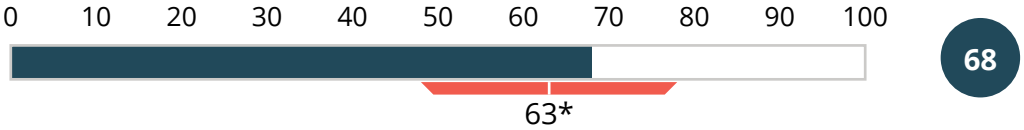
8. Employee Development/Coaching - Facilitating, supporting and contributing to the professional growth of others.



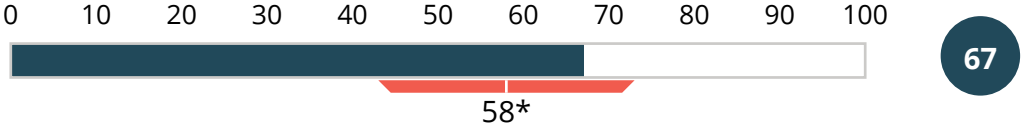
9. Project Management - Identifying and overseeing all resources, tasks, systems and people to obtain results.



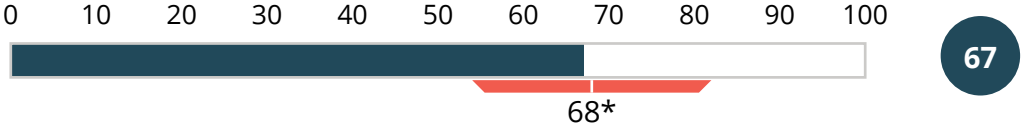
10. Futuristic Thinking - Imagining, envisioning, projecting and/or creating what has not yet been actualized.



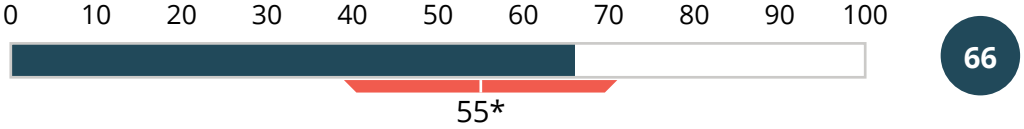
11. Teamwork - Cooperating with others to meet objectives.



12. Understanding Others - Understanding the uniqueness and contributions of others.



13. Diplomacy - Effectively and tactfully handling difficult or sensitive issues.



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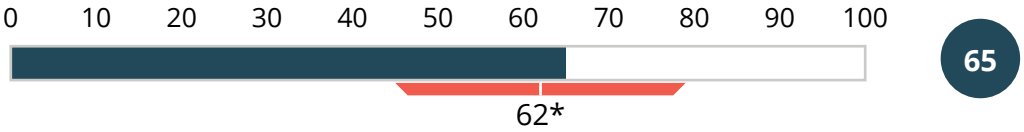
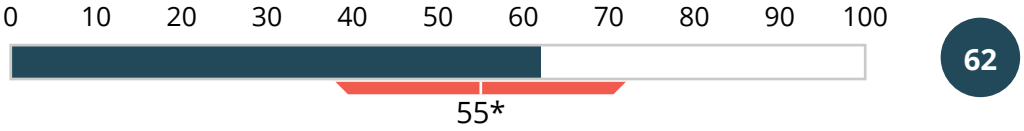
Competencies Hierarchy

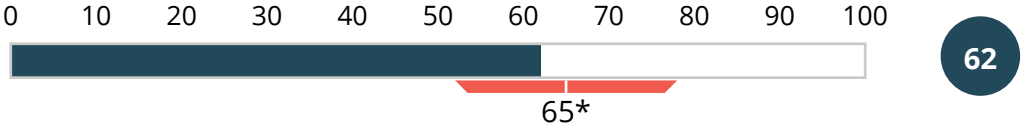
14. Resiliency - Quickly recovering from adversity.



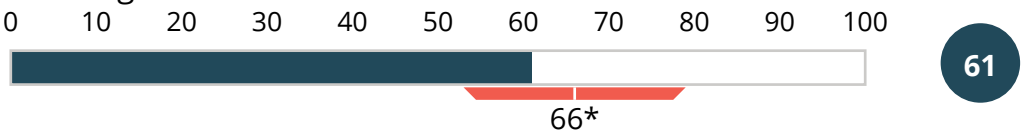
15. Goal Orientation - Setting, pursuing and attaining goals, regardless of obstacles or circumstances.



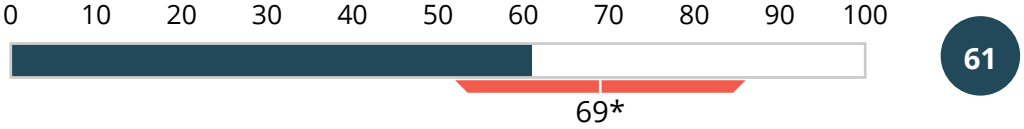
16. Time and Priority Management - Prioritizing and completing tasks in order to deliver desired outcomes within allotted time frames.



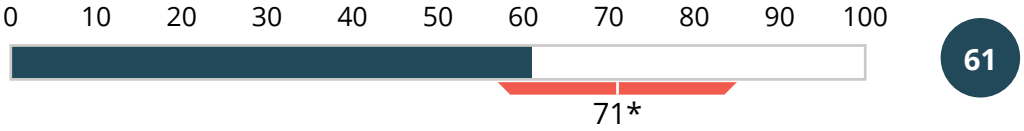
17. Flexibility - Readily modifying, responding and adapting to change with minimal resistance.



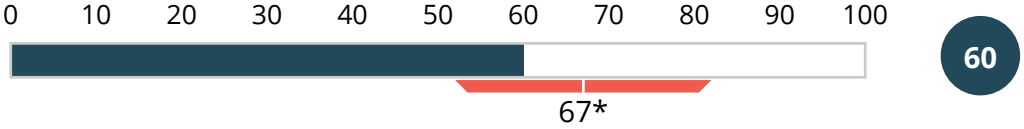
18. Self Starting - Demonstrating initiative and willingness to begin working.



19. Customer Focus - Anticipating, meeting and/or exceeding customer needs, wants and expectations.



20. Negotiation - Listening to many points of view and facilitating agreements between two or more parties.



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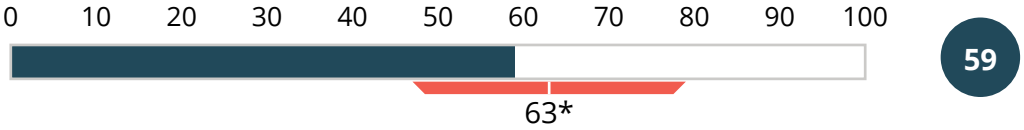
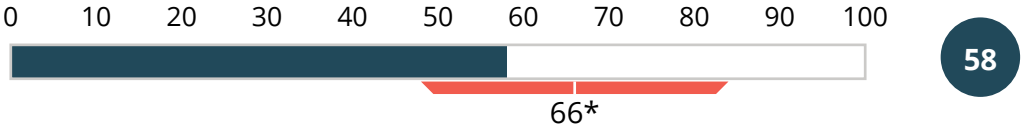
Competencies Hierarchy

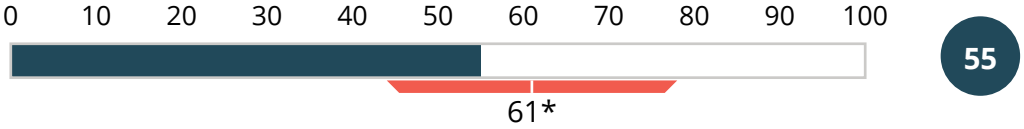
21. Influencing Others - Personally affecting others' actions, decisions, opinions or thinking.



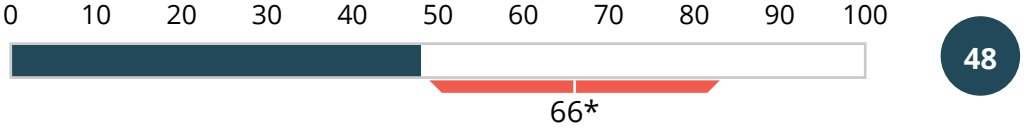
22. Personal Accountability - Being answerable for personal actions.



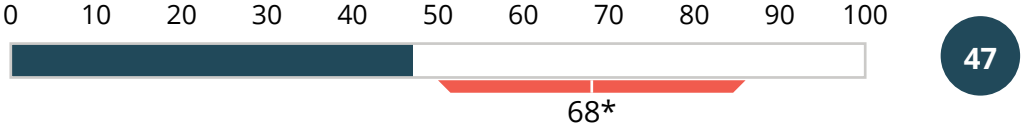
23. Conflict Management - Understanding, addressing and resolving conflict constructively.



24. Appreciating Others - Identifying with and caring about others.



25. Interpersonal Skills - Effectively communicating, building rapport and relating well to all kinds of people.



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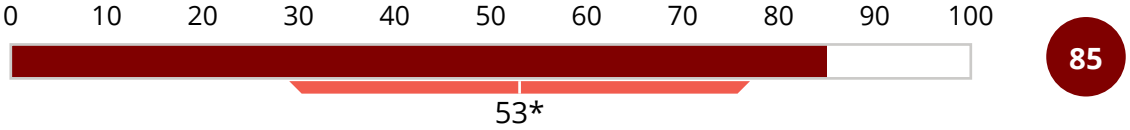
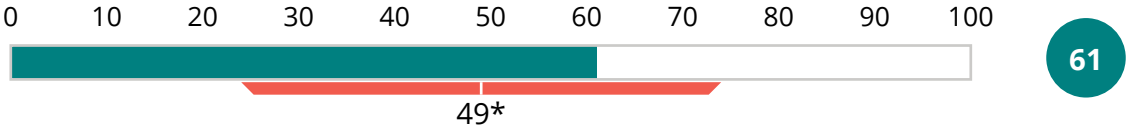
Primary Driving Forces Cluster

Your top driving forces create a cluster of drivers that move you to action. If you focus on the cluster rather than a single driver you can create combinations of factors that are very specific to you. The closer the scores are to each other the more you can pull from each driver. Think about the driver that you can relate to most and then see how your other primary drivers can support or complement to create your unique driving force.

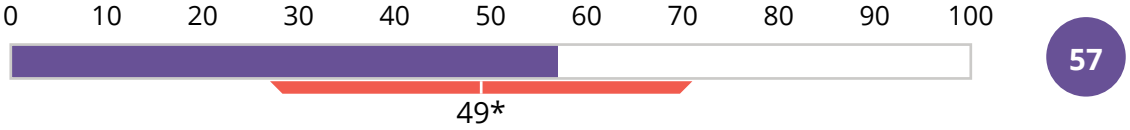
1. Intellectual - People who are driven by opportunities to learn, acquire knowledge and the discovery of truth.



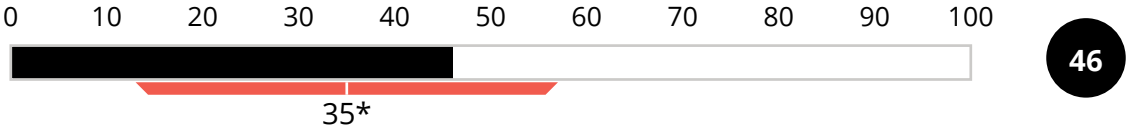
2. Intentional - People who are driven to assist others for a specific purpose, not just for the sake of being helpful or supportive.



3. Objective - People who are driven by the functionality and objectivity of their surroundings.



4. Collaborative - People who are driven by being in a supporting role and contributing with little need for individual recognition.



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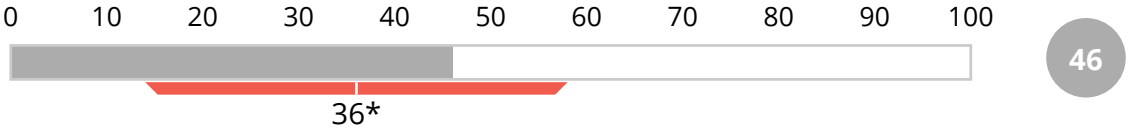
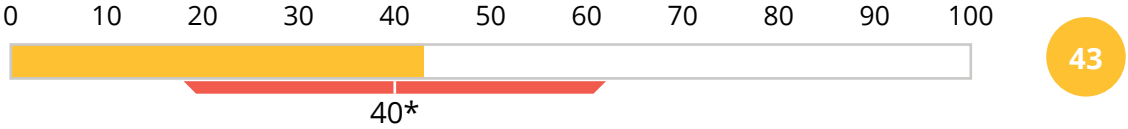
Situational Driving Forces Cluster

Your middle driving forces create a cluster of drivers that come in to play on a situational basis. While not as significant as your primary drivers, they can influence your actions in certain scenarios.

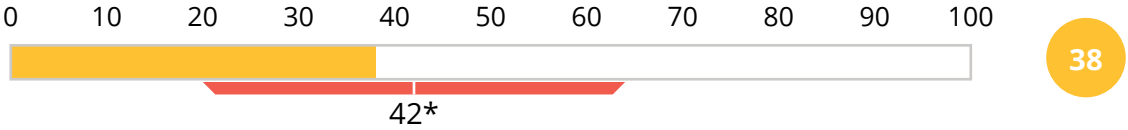
5. Structured - People who are driven by traditional approaches, proven methods and a defined system for living.



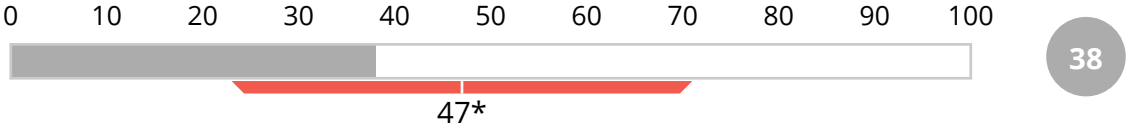
6. Selfless - People who are driven by completing tasks for the sake of completion, with little expectation of personal return.



7. Resourceful - People who are driven by practical results, maximizing both efficiency and returns for their investments of time, talent, energy and resources.



8. Receptive - People who are driven by new ideas, methods and opportunities that fall outside a defined system for living.



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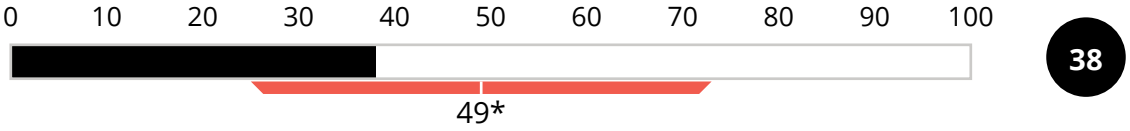
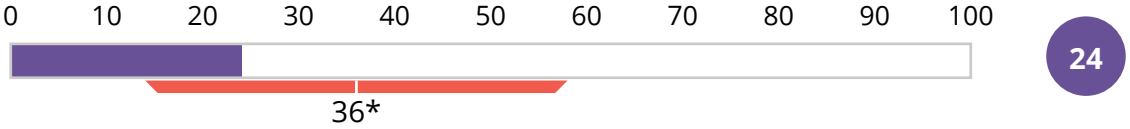
Indifferent Driving Forces Cluster

You may feel indifferent toward some or all of the drivers in this cluster. However, the remaining factors may cause an adverse reaction when interacting with people who have one or more of these as a primary driving force.

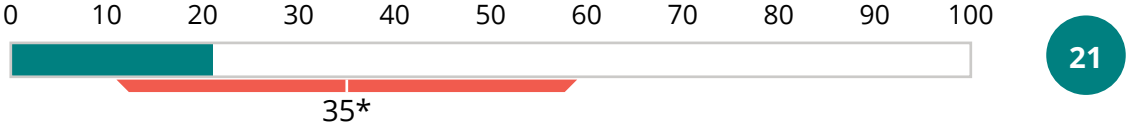
9. Commanding - People who are driven by status, recognition and control over personal freedom.



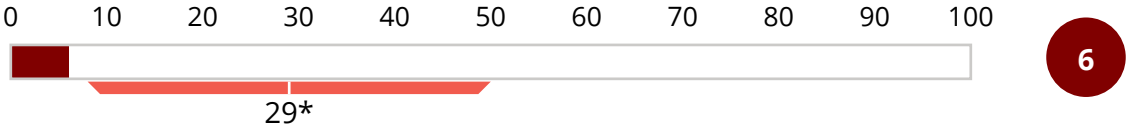
10. Harmonious - People who are driven by the experience, subjective viewpoints and balance in their surroundings.



11. Altruistic - People who are driven to assist others for the satisfaction of being helpful or supportive.



12. Instinctive - People who are driven by utilizing past experiences, intuition and seeking specific knowledge when necessary.



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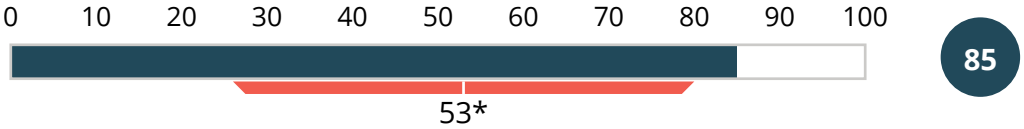
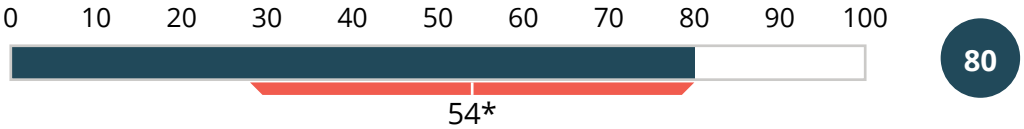
Behavioral Hierarchy

Your observable behavior and related emotions contribute to your success on the job. When matched to the job, they play a large role in enhancing your performance. The list below ranks your behavioral traits from the strongest to the weakest.

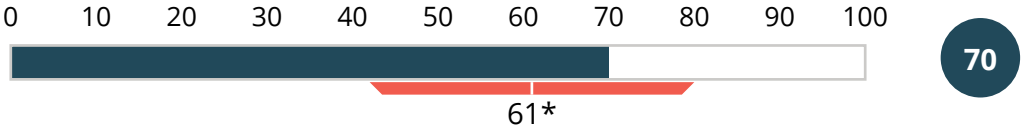
1. Organized Workplace - Establish and maintain specific order in daily activities.



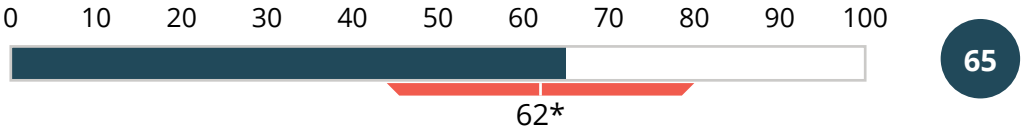
2. Analysis - Compile, confirm and organize information.



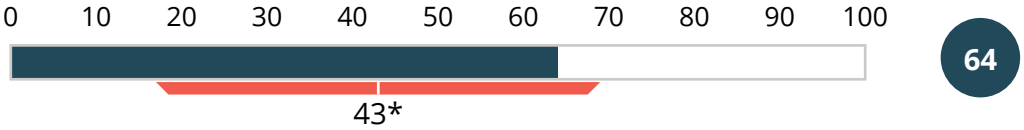
3. Following Policy - Adhere to rules, regulations, or existing methods.



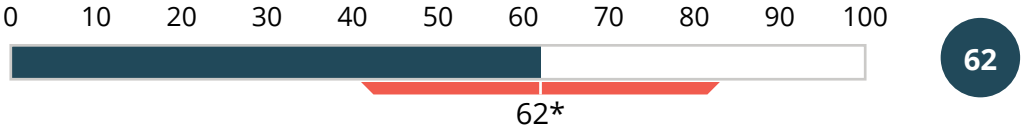
4. Persistence - Finish tasks despite challenges or resistance.

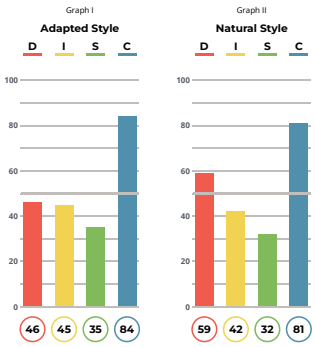


5. Urgency - Take immediate action.



6. Consistent - Perform predictably in repetitive situations.





* 68% of the population falls within the shaded area.

Candidate Name

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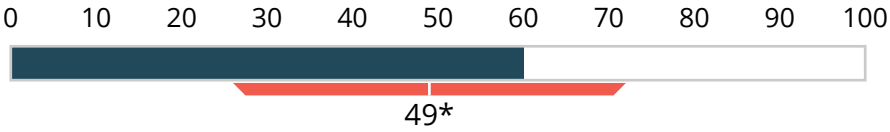
Behavioral Hierarchy

7. Competitive - Want to win or gain an advantage.



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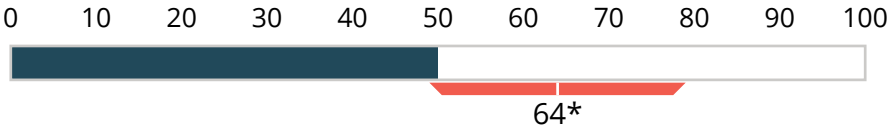
8. People-Oriented - Build rapport with a wide range of individuals.



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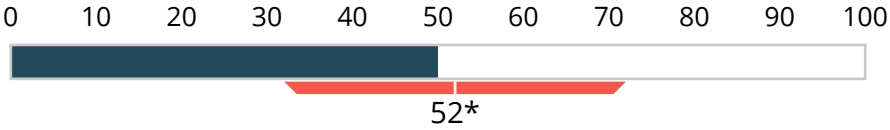
9. Frequent Change - Rapidly shift between tasks.



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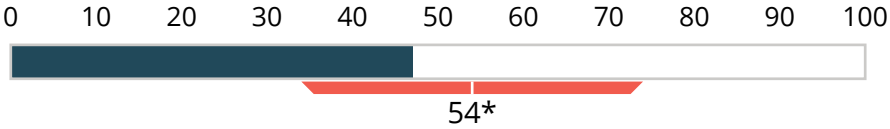
10. Versatile - Adapt to various situations with ease.



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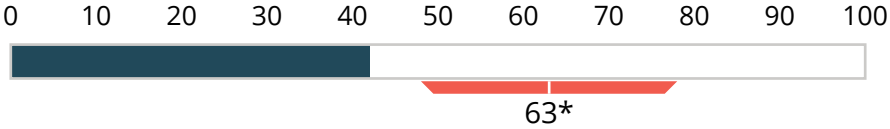
11. Customer-Oriented - Identify and fulfill customer expectations.



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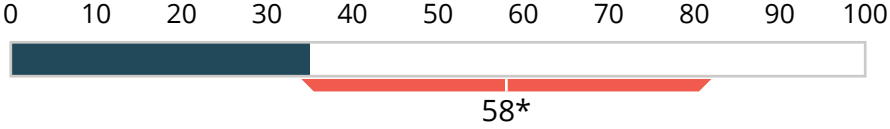
12. Interaction - Frequently engage and communicate with others.



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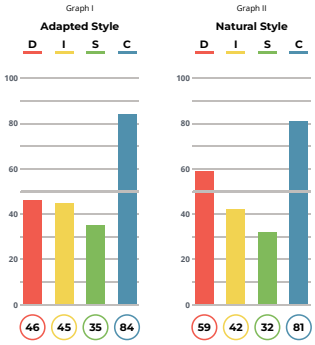

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* 68% of the population falls within the shaded area.

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Summary of Competencies

Your unique hierarchy of competencies is key to your success. Knowing what they are is essential to reaching your goals.

1. **Decision Making:** Analyzing all aspects of a situation to make consistently sound and timely decisions.

   - Demonstrates an ability to make thorough decisions in a timely manner.
   - Gathers relevant input and develops a rationale for making decisions.
   - Evaluates the impact or consequences of decisions before making them.
   - Acts decisively once all aspects have been analyzed.
   - Focuses on timely decisions after the situations have been completely diagnosed.
   - Willing to update decisions if more information becomes available.
   - Provides a rationale for decisions when necessary.
   - Systematically analyzes information before making a decision.
   - Looks at all aspects of a situation including historical components.
   - Asks the right questions rather than making assumptions to produce a timely decision.

2. **Creativity and Innovation:** Creating new approaches, designs, processes, technologies and/or systems to achieve the desired result.

   - Notices unique patterns, variables, processes, systems or relationships.
   - Expresses non-traditional perspectives and/or novel approaches.
   - Synthesizes data, ideas, models, processes or systems to create new insights.
   - Challenges established theories, methods and/or protocols.
   - Encourages and promotes creativity and innovation.
   - Modifies existing concepts, methods, models, designs, processes, technologies and systems.
   - Develops and tests new theories to explain or resolve complex issues.
   - Applies unorthodox theories and/or methods.
   - Imagines new or revolutionary concepts, methods, models, designs, processes, technology, systems, products, services or industries.
   - Combines knowledge, curiosity, imagination, and evaluation to achieve desired results.

3. **Conceptual Thinking:** Analyzing hypothetical situations, patterns and/or abstract concepts to formulate connections and new insights.

   - Demonstrates the ability to identify patterns, themes or connections not noticed by others.
   - Gathers hypothetical or abstract concepts to formulate new insights.
   - Evaluates many patterns to formulate connections.
   - Recognizes unique or unusual perspectives.
   - Envisions hypothetical situations to formulate new concepts.
   - Utilizes patterns to develop new ways to process information.
   - Observes and analyzes data to create new methods, techniques or processes.
   - Sees new possibilities by dissecting the situation and examining the parts.
   - Integrates issues and factors into a practical framework.
   - Understands a situation or problem by identifying patterns or connections, to address key underlying issues.

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Summary of Competencies

4. **Problem Solving:** Defining, analyzing and diagnosing key components of a problem to formulate a solution.

    - Anticipates, identifies and resolves problems or obstacles.
    - Utilizes logical processes to analyze and solve problems.
    - Defines the causes, effects, impact and scope of problems.
    - Identifies the multiple components of problems and their relationships.
    - Prioritizes steps to a solution.
    - Defines and develops criteria for optimum solutions.
    - Evaluates the potential impact of possible solutions.
    - Looks for specific goals, clearly defined solution paths, and/or clear expected solutions.
    - Allows for initial planning including some abstract thinking to come up with creative solutions.
    - Understands and defines the problem before jumping to a solution.

5. **Continuous Learning:** Taking initiative to regularly learn new concepts, technologies and/or methods.

    - Demonstrates curiosity and enthusiasm for learning.
    - Takes initiative in acquiring and mastering the skills and knowledge requirements of a position.
    - Keeps abreast of current or new information through reading and other learning methods.
    - Actively interested in new technologies, processes and methods.
    - Welcomes or seeks assignments requiring new skills and knowledge.
    - Expends considerable effort and/or time on learning.
    - Genuinely enjoys learning.
    - Identifies opportunities to gain knowledge.
    - May be considered a knowledgeable resource by others.
    - Enjoys new resources or methods for learning.

6. **Planning and Organizing:** Establishing courses of action to ensure that work is completed effectively.

    - Works effectively within established systems.
    - Utilizes logical, practical and efficient approaches.
    - Prioritizes tasks for optimum productivity.
    - Develops procedures, processes and systems for order, accuracy, efficiency and productivity.
    - Anticipates probable effects, outcomes and risks.
    - Develops contingency plans to minimize waste, error and risk.
    - Allocates, adjusts and manages resources according to priorities.
    - Monitors implementation of plans and makes adjustments as needed.
    - Establishes action plans to ensure desired results.
    - Allows for practical, systematic and organized conclusions.

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Summary of Competencies

7. **Leadership:** Organizing and influencing people to believe in a vision while creating a sense of purpose and direction.

    - Inspires others with compelling visions.
    - Takes risks for the sake of purpose, vision or mission.
    - Builds trust and demonstrates integrity with a noticeable congruence between words and actions.
    - Demonstrates optimism and positive expectations of others.
    - Delegates appropriate levels of responsibility and authority.
    - Involves people in decisions that affect them.
    - Addresses performance issues promptly, fairly and consistently.
    - Adapts methods and approaches to create an environment to allow others to be successful.
    - Makes decisions that are best for the organization and attempts to mitigate the negative consequences for people.
    - Demonstrates loyalty to constituents.

8. **Employee Development/Coaching:** Facilitating, supporting and contributing to the professional growth of others.

    - Inspires confidence in others' ability to grow professionally.
    - Identifies and facilitates developmental opportunities.
    - Encourages initiative and improvement.
    - Provides opportunities for enhancement.
    - Gives new and challenging work assignments.
    - Acknowledges and praises improvements.
    - Supports, coaches and mentors the development of others.
    - Views mistakes as opportunities for learning.
    - Promotes learning and professional growth.
    - Understands the uniqueness and current level of each participant.

9. **Project Management:** Identifying and overseeing all resources, tasks, systems and people to obtain results.

    - Identifies all required components to achieve goals, objectives or results.
    - Demonstrates the ability to utilize the right people to complete the project.
    - Establishes high performance standards.
    - Holds people accountable and is focused on goals and priorities.
    - Identifies barriers to objectives and removes them.
    - Delegates appropriate responsibilities and authority.
    - Ensures adequate resources are available to achieve objectives.
    - Makes decisions that benefit the outcome of the project.
    - Plans, organizes, motivates and controls resources, procedures and protocols to achieve specific goals.
    - Maintains the objectives while honoring designated constraints.

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10. **Futuristic Thinking:** Imagining, envisioning, projecting and/or creating what has not yet been actualized.

- Demonstrates an ability to connect the dots and see the big picture.
- Looks beyond the forces driving the current reality that may have long-term effects.
- Utilizes foresight and intuitive perception as well as factual events to draw inferences.
- Recognizes, supports and/or champions cutting-edge ideas.
- Anticipates future trends or events.
- Envisions possibilities others may not.
- Imagines and/or predicts changes in current reality based on deductive and conceptual reasoning.
- Creates an environment where forward thinking is the norm not the exception.
- Envisions ideas that may be seen as unobtainable by others.
- Mentally lives in the future and does not allow current technology to cloud their vision.

11. **Teamwork:** Cooperating with others to meet objectives.

- Respects team members and their individual perspectives.
- Makes team objectives a priority.
- Works toward consensus when team decisions are required.
- Meets agreed-upon deadlines on team assignments and commitments.
- Shares responsibility with team members for successes and failures.
- Keeps team members informed regarding projects.
- Supports team decisions.
- Recognizes and appreciates the contributions of team members.
- Behaves in a manner consistent with team values and mission.
- Provides constructive feedback to team members.
- Responds positively to feedback from team members.
- Raises and/or confronts issues limiting team effectiveness.

12. **Understanding Others:** Understanding the uniqueness and contributions of others.

- Demonstrates the ability to evaluate others.
- Strives to understand the unique qualities of all people.
- Evaluates many aspects of the people in his surroundings.
- Recognizes how other people can contribute.
- Accepts individuals' unique abilities and looks for ways for them to contribute.
- Utilizes feedback to identify strengths in other people.
- Seeks to understand how certain decisions can impact others.
- Sees the unique contributions of colleagues.
- Relates and connects with others.
- Understands the unique motivations, needs and aspirations of others.

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13. **Diplomacy:** Effectively and tactfully handling difficult or sensitive issues.

- Effectively utilizes tact and diplomacy in working with people across hierarchical, functional and/or cultural borders.
- Understands cultural, climate and organizational issues.
- Adapts conduct and communications to "politically correct" standards.
- Effectively leverages networks of influence to enable progress.
- Is sensitive to the needs of special interest groups within organizations.
- Builds relationships and networks with key people of influence.
- Provides advice, counsel and mentoring on organizational issues.
- Utilizes both formal and informal networks internally to obtain support and achieve results.
- Expresses the context of a situation in a non-confrontational or positive manner.

14. **Resiliency:** Quickly recovering from adversity.

- Demonstrates the ability to overcome setbacks.
- Strives to remain optimistic in light of adversity.
- Evaluates many aspects of the situations to create a positive outcome.
- Recognizes criticism is an opportunity to improve.
- Accepts setbacks and looks for ways to progress.
- Utilizes feedback to forge forward.
- Seeks to understand how certain obstacles can impact results.
- Sees the unique opportunities by overcoming challenges.
- Swiftly works through the emotions and effects of stressful events.
- Copes with the inevitable bumps in life.

15. **Goal Orientation:** Setting, pursuing and attaining goals, regardless of obstacles or circumstances.

- Acts instinctively to achieve objectives without supervision.
- Expends the necessary time and effort to achieve goals.
- Recognizes and acts on opportunities to advance progress to meet goals.
- Establishes and works toward ambitious and challenging goals.
- Develops and implements strategies to meet objectives.
- Measures effectiveness and performance to ensure results are attained.
- Acts with a determination to achieve goals.
- Demonstrates persistence in overcoming obstacles to meet objectives.
- Takes calculated risks to achieve results.
- Employs a strategy that affects how they approach tasks and future projects.

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Summary of Competencies

16. **Time and Priority Management:** Prioritizing and completing tasks in order to deliver desired outcomes within allotted time frames.

    - Effectively manages difficulties and delays to complete tasks on time.
    - Effectively manages time and priorities to meet deadlines.
    - Presents completed tasks on or before the deadline.
    - Demonstrates an ability to maintain deadlines in the midst of crisis.
    - Strives to improve prioritization.
    - Balances timelines and desired outcomes.
    - Takes initiative and prioritizes tasks to stay on schedule.
    - Accepts responsibility for deadlines and results.
    - Creates an environment conducive to effectiveness.
    - Reduces the amount of time spent on non-priorities.

17. **Flexibility:** Readily modifying, responding and adapting to change with minimal resistance.

    - Responds promptly to shifts in direction, priorities and schedules.
    - Demonstrates agility in accepting new ideas, approaches and/or methods.
    - Effective in shifting priorities and tasks.
    - Modifies methods or strategies to fit changing circumstances.
    - Adapts personal style to work with different people.
    - Maintains productivity during transitions.
    - Embraces and/or champions a shift in activity.
    - Strives to adapt to situational demands.
    - Capable of changing or adjusting to meet particular or varied needs.
    - Able to step outside their comfort zone and try something they haven't done before.

18. **Self Starting:** Demonstrating initiative and willingness to begin working.

    - Possesses a strong work ethic and belief in getting results.
    - Takes initiative and does whatever it takes to achieve objectives.
    - Projects self-assurance in getting the task started.
    - Starts quickly to avoid setbacks.
    - Asserts self in personal and professional life.
    - Willing to begin working regardless of circumstances.
    - Accepts personal responsibility for achieving personal and professional goals.
    - Functions effectively and achieves results regardless of circumstances.
    - Takes initiative and acts without waiting for direction.
    - Displays self-confidence, conscientiousness, assertiveness, persistence and is achievement-oriented.

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19. **Customer Focus:** Anticipating, meeting and/or exceeding customer needs, wants and expectations.

    - Strives to anticipate, identify and understand customers' wants, needs and concerns.
    - Responds to customers with a sense of urgency.
    - Follows through on customer requests.
    - Is patient and courteous with customers.
    - Resolves issues and complaints to the satisfaction of customers.
    - Expends extraordinary effort to satisfy customers.
    - Develops relationships with customers.
    - Partners with customers to assist them in achieving their objectives.
    - Acts as an advocate for customers' needs.
    - Takes professional risks for the sake of customers' needs.

20. **Negotiation:** Listening to many points of view and facilitating agreements between two or more parties.

    - Understands both parties must get something they want before agreement is feasible.
    - Listens to identify and understand what each party wants.
    - Determines what each party is willing to accept in an agreement.
    - Establishes a non-threatening environment conducive to open communication for discussing possible terms of agreement.
    - Develops the terms for an agreement.
    - Ensures each party understands the terms of agreement.
    - Binds agreements between parties with verbal and/or written contracts.
    - Listens to all sides involved and ensures all parties understand the issues.
    - Allows all parties to express their viewpoints.
    - Facilitates mutually beneficial outcomes to satisfy various interests.

21. **Influencing Others:** Personally affecting others' actions, decisions, opinions or thinking.

    - Utilizes the knowledge of others' needs, wants, beliefs, attitudes, and behavior to promote a concept, product or service.
    - Builds trust and credibility before attempting to promote concepts, products or services.
    - Understands and utilizes the behaviors of others to personally affect an outcome.
    - Uses logic and reason to develop rational arguments that challenge current assumptions.
    - Identifies and addresses the barriers that prevent people from seeing the benefits.
    - Adapts techniques to understand and meet the needs and wants of those being influenced.
    - Understands the role self-awareness plays in influencing others.
    - Leverages a person in an indirect but important way.
    - Produces effects on the actions, behavior and opinions of others.
    - Brings others to their way of thinking without force or coercion.

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22. Personal Accountability: Being answerable for personal actions.

- Demonstrates the ability to self evaluate.
- Strives to take responsibility for his actions.
- Evaluates many aspects of his personal actions.
- Recognizes when he has made a mistake.
- Accepts personal responsibility for outcomes.
- Utilizes feedback.
- Observes and analyzes data to learn from mistakes.
- Sees new possibilities by examining personal performance.
- Accepts responsibility for actions and results.
- Willing to take ownership of situations.

23. Conflict Management: Understanding, addressing and resolving conflict constructively.

- Readily identifies and addresses issues, concerns or conflicts.
- Recognizes opportunities for positive outcomes in conflict situations.
- Reads situations accurately to pinpoint critical issues.
- Listens to gain understanding of an issue from different perspectives.
- Diffuses tension and effectively handles emotional situations.
- Assists people in adversarial positions to identify common interests.
- Strives to settle differences equitably.
- Settles differences without damaging relationships.
- Strives to limit the negative aspects of conflict while increasing the positive.
- Focuses on enhancing learning and group outcomes, including effectiveness or performance.

24. Appreciating Others: Identifying with and caring about others.

- Demonstrates genuine concern for others.
- Respects and values people.
- Wants to ensure people experience positive emotions.
- Expends considerable effort to impact the needs, concerns and feelings of others.
- Advocates for the interests, needs and wants of others.
- Demonstrates sensitivity and understanding.
- Takes personal and/or professional risks for the sake of others.
- Recognizes and enjoys the good qualities of others.
- Provides support, appreciation and recognition.
- Displays kindness and concern for others.

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Summary of Competencies

25. Interpersonal Skills: Effectively communicating, building rapport and relating well to all kinds of people.

- Strives for self-awareness in a social setting.
- Demonstrates sincere interest in others.
- Treats all people with respect, courtesy and consideration.
- Respects differences in the attitudes and perspectives of others.
- Listens, observes and strives to gain understanding of others.
- Communicates effectively.
- Shows sensitivity to diversity issues.
- Develops and maintains relationships with many different kinds of people regardless of differences.
- Handles any situation gracefully by using non-verbal communication, in-depth questioning and listening skills.
- Recognizing other's perspectives, by actively listening, thus providing many views of a given situation.

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Driving Forces Feedback

Your motivation to succeed is, in part, determined by your underlying driving forces. You will feel energized and successful at work when your job supports and satisfies these driving forces. The following 4 factors make up your primary driving forces cluster.

1. **Intellectual**
   - You are driven by opportunities to learn, acquire knowledge and the discovery of truth.
2. **Intentional**
   - You are driven to assist others for a specific purpose, not just for the sake of being helpful or supportive.
3. **Objective**
   - You are driven by the functionality and objectivity of their surroundings.
4. **Collaborative**
   - You are driven by being in a supporting role and contributing with little need for individual recognition.

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Behavioral Feedback

Your observable behavior and related emotions contribute to your success on the job. When matched to the job, they play a large role in enhancing your performance. The following are your 3 highest ranked behavioral traits:

1. **Organized Workplace**

   - Your strength lies in accurate record keeping and planning. Your successful performance depends on established systems and procedures and is tied to careful organization of activities, tasks, and projects.

2. **Analysis**

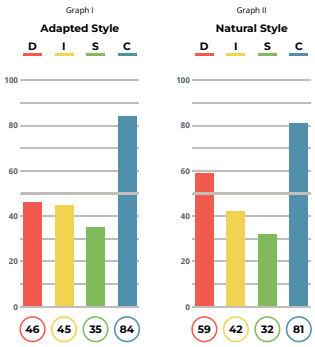
   - You are able to analyze and challenge a large number of details, data, and facts prior to making decisions.

3. **Following Policy**

   - You excel when it comes to compliance with a policy or existing procedures.

4. **Persistence**

   - You are focused on the task at hand and make sure it is complete despite challenges or resistance.



Candidate Name

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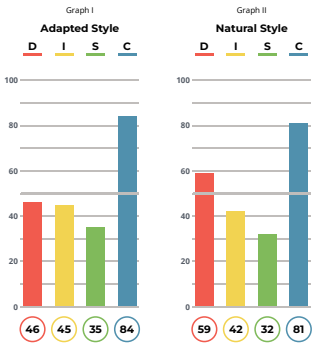
Behavioral Feedback

Candidate prefers that things be orderly, and he will approach work in a systematic manner. While he may not be a perfectionist with all things, he has certain activities that will always be done with the same high standards in mind. He judges others by the quality of their work. He has such high personal standards that he expects others to have the same dedication. His motto for work may well be the coined phrase, "quality is job number one." Getting the project or job done right is important to him. If forced to choose between producing quality work or quantities of work, quality will be the winner. Accuracy is important to him. Because Candidate has such high standards, sometimes he feels that only he can perform a particular task. The new and the unusual attract him if they also represent high quality. Becoming acquainted with him can be difficult since he tends to withhold his emotions. He may appear to be cool and distant.



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Appendix D: Engagement team member resumes

DIRECTOR

Patricia Heminover

Patty Heminover, a director with Baker Tilly, has more than 20 years of experience in local government.

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Suite 3025
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Education

Bachelor of Science, consumer science, business administration
Minnesota State University – Mankato

Mini MBA program, human resources management
University of Saint Thomas (Saint Paul, Minnesota)

Master of Education, administration
Minnesota State University – Mankato

Patty has been with the firm since 2010. Before joining Baker Tilly, she was a superintendent, assistant superintendent, director of human resources and director of finance. She brings considerable experience identifying management talent, leading organizational and process improvements, and developing and administering budgets.

Specific experience

- Executive Recruitment, employee development, benefits administration, strategic planning, performance management, market compensation studies, workforce planning, recognition programs and process improvement
- Experience identifying management talent, leading organization and process improvements, and developing and administering budgets
- Understanding of human resources and finance
- Experience working with governing boards
- Served as superintendent, co-superintendent of schools, director of human resources and finance, and director of human resources and business services for two Minnesota school districts
- Facilitated discussions with legislators at the state level regarding education funding, securing new funding for a Minnesota school district

Industry involvement

- Minnesota Association of School Administrators (MASA)
- American Association of School Administrators (AASA)
- Minnesota Association of School Business Officials (MASBO)
- River Heights Chamber of Commerce, member
- State Negotiators Association, Minnesota School Board Association
- Patty has received a School Finance Award, technology leadership awards and helped establish the first K-12 International Baccalaureate School District in Minnesota

Continuing professional education

- Human Resource Certificate, University of St. Thomas
- Superintendents Licensure, State of Minnesota

DIRECTOR

Art Davis

Art Davis, a director with Baker Tilly, has pursued his passion for improving local government and creating great communities for over 30 years.

Baker Tilly US, LLP

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Suite 300
Overland Park, KS 66211
United States

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art.davis@bakertilly.com

bakertilly.com

Education

Bachelor of Arts in political science and public administration
William Jewell College
(Liberty, Missouri)

Master of Public Administration
University of Kansas
(Lawrence, Kansas)

Art specializes in providing executive recruitment and organizational management consulting services for cities, counties and not-for-profits.

Specific experience

- Successfully launched and expanded his own local government consulting firm over the course of 10 years
- More than 18 years of experience in executive recruitment
- Community leadership program facilitation
- Leadership and management development
- Strategic goal setting and strategic planning facilitation
- Organizational assessment, design and development
- Organization and community facilitation
- Served more than six years as associate director for the Civic Council of Greater Kansas City, a nonprofit, 501c4 membership organization comprised of CEOs representing some of the largest companies in the region
- Coordinated and organized a strategic and master planning process (and an update of the plan after four years) focused on re-developing downtown Kansas City, involving hundreds of stakeholders
- Served nearly six years as city administrator for Lee's Summit, Missouri and in other local government positions in Kansas
- Served as assistant to the Mayor of Dallas, Texas
- Led and participated in a wide variety of community initiatives; served on a major hospital board for 13 years and on other not-for-profit boards
- Presented with the L.P. Cookingham Award by the Greater Kansas City Chapter of the American Society for Public Administration, recognizing his long-term and outstanding contributions in the field of public administration

Industry involvement

- International City/County Management (ICMA), member since 1984

DIRECTOR

Yolanda Howze, M.P.A., IPMA-SCP, SPHR, SHRM-SCP

Yolanda Howze, a director with Baker Tilly, brings more than 25 years of public sector experience, including 20 years as a multifaceted and competent human resources leader.

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28th Floor
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bakertilly.com

Education

Dual Bachelor of Arts in psychology and organizational leadership
Maryville University
(St. Louis, Missouri)

Master of Arts in public administration and policy analysis
Southern Illinois University Edwardsville (SIUE)

Yolanda is a well-regarded, award-winning human resources professional with more than 20 years of public sector human resources experience, primarily in municipal government.

Having worked in the public sector for more than 25 years, Yolanda is passionate about her craft and being of service to others, which, in addition to her employment experience, she has demonstrated through professional conference presentations/speaking events and serving on local and regional boards and committees including IPMA-HR, as well as other community involvement.

Specific experience

- Human capital professional and administrator executive
- Executive recruitment, total rewards and classification administration, performance management, project management, HRIS and process improvement, change management, labor relations, emergency management and disaster recovery, training and organizational development and safety and risk management

Industry involvement

- International Public Management Association - Human Resources (IPMA-HR)
- Society for Human Resource Management (SHRM)
- Texas Municipal Human Resources Association (TMHRA)
- IPMA-HR Texas Chapter, (former) Conference Program Committee
- IPMA-HR Central Region, (former) vice president ('10)
- IPMA-HR Central Region, (former) former Secretary-treasurer ('09-'10)
- IPMA-HR Greater St. Louis Chapter, (former) president

Continuing professional education

- International Public Management Association-Human Resources (IPMA-HR)
- IPMA-HR Greater St. Louis Chapter
- Human Resources Certification Institute (HRCI)
- Society for Human Resources (SHRM) certified professional

MANAGING DIRECTOR

Anne Lewis

Anne Lewis leads Baker Tilly's public sector executive recruitment team and brings nearly 20 years of local management experience.

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anne.lewis@bakertilly.com

bakertilly.com

Education

Bachelor of Science, business administration and management
Shenandoah University
(Winchester, Virginia)

Master of Science, organizational leadership and public administration
Shenandoah University
(Winchester, Virginia)

Before joining Baker Tilly, Anne was an assistant county administrator for a Virginia county, a deputy city manager and an assistant city manager for two Virginia cities. Over the last 17 years, her experience in local government has also included positions as an emergency management deputy director, public information officer, human resources manager, parking authority executive director, housing director, transit director and convention and visitor's bureau executive director. She also has had responsibility for parks, recreation and community services, information technology, animal services, general services and legislative programs.

Industry involvement

- International City/County Management Association, Credentialed Manager (ICMA)
  - Taskforce on recruitment guidelines handbook
  - Taskforce on women in the profession
  - Taskforce on internship guidelines
- Government Finance Officers Association (GFOA)
- Virginia Local Government Management Association (VLGMA), former member of the executive board
- Virginia Women Leading Government
- National Public Employer Labor Relations Association (NPELRA)

Community involvement

- Shenandoah University Alumni Association, executive committee
- Shenandoah Apple Blossom Festival©, board of directors

Continuing professional education

- Graduate Certificate in Public Management
- Senior Executive Institute and LEAD graduate, The Weldon Cooper Center, University of Virginia

DIRECTOR

Edward G. Williams, Ph.D.

Edward Williams brings character, competence and expertise to every project.

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Education

Bachelor of Arts, Education
University of Missouri
(Kansas City, Missouri)

Master of Higher Education Administration
University of Missouri
(Kansas City, Missouri)

Ph.D., Educational Leadership and Policy Analysis
University of Missouri
(Kansas City, Missouri)

Languages

English
Spanish

Edward has more than 20 years of collective experience in human resources and organizational development at various levels and across multiple disciplines, including state and local government, community and educational institutions.

Specific experience

- Human resources executive (municipal and state government)
- Executive recruitment, employee development, benefits administration, strategic planning, Performance management, market compensation studies, workforce planning, recognition programs and process improvement

Industry involvement

- Society for Human Resources (SHRM)
- Institute for Management Studies (IMS), advisory board
- Texas Municipal Human Resources Administration (TMHRA)

Community involvement

- Ft. Bend Habitat for Humanity, president, vice-president, secretary and member, board of (2014-2019)
- AAU basketball coach – middle school boys

Continuing professional education

- Institute for Management Studies - Houston
- International Personnel Management Association

SENIOR RECRUITMENT ANALYST

Karen Edwards, SHRM-CP

Karen Edwards, a senior recruitment analyst with Baker Tilly, has been with the firm since 2021.

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8626 N Himes Ave
Tampa, FL 33614
United States

T: +1 (813) 915-5616
karen.edwards@bakertilly.com

bakertilly.com

Education

Bachelor of Science in business administration - human resource management
Western Governors University

Karen is a senior recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include assisting in the coordination of executive recruitments. Karen manages outreach, generates reports, conducts detailed background checks and analyzes data to ensure the success of all engagements.

Specific experience

- More than 30 years of experience in human resources, administrative positions and customer service
- Proficient in analyzing data, creating and implementing standard operating procedures and preparing presentations and reports
- Adept at identifying inefficiencies to enhance organizational performance and streamlining office operations
- History of success adapting in dynamic environments to effectively manage multiple projects simultaneously

Continuing professional education

- Society for Human Resources (SHRM) certified professional

MANAGER

Michelle Lopez

Michelle Lopez, a manager at Baker Tilly, has been with the firm since 2017.

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michelle.lopez@bakertilly.com

bakertilly.com

Education

Associate in Arts, liberal arts
Minneapolis Community College
(Minneapolis, Minnesota)

Bachelor of Science, project management (in progress)
Colorado State University – Global Campus

Michelle assists in the organizational management of the executive recruitment process. Her primary focus is to ensure that the recruitment process runs smoothly from start to finish by collaborating closely with internal team members, clients and candidates. Michelle is responsible for coordinating the recruitment process workflow, establishing timelines and monitoring progress. She is also responsible for managing communication channels, ensuring that everyone involved is informed of critical developments and updates.

Specific experience

- More than ten years of administrative support experience for multiple departments, including human resources and marketing
- Four years of experience in information technology help desk and support
- Survey and data reporting
- Reference checks for potential candidates
- Interview coordination and scheduling
- Recruitment marketing research and organization

RECRUITMENT ANALYST

Diane Segulia

Diane Segulia, a recruitment analyst at Baker Tilly, has been with the firm since 2015.

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diane.segulia@bakertilly.com

bakertilly.com

Education

University of Minnesota – partial credits (Minneapolis, Minnesota)

Diane is a recruitment analyst with Baker Tilly's executive recruitment practice group. Her responsibilities include conducting research for the consultants, completing background checks, coordinating information and resources and collaborating with candidates and clients through all phases of an executive recruitment.

Specific experience

- More than ten years of administrative support experience in public sector and private sector organizations
- Compiling and organizing candidate materials
- Coordinating with candidates throughout the recruitment process
- Conducting reference checks for potential candidates
- Coordinating and scheduling interviews
- Recruitment marketing research and organization

RECRUITMENT ANALYST

Carrie Thompson

Carrie Thompson, a recruitment analyst with Baker Tilly, has been with the firm since 2021.

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carrie.thompson@bakertilly.com

bakertilly.com

Education

Bachelor of Arts in communication with a concentration in media production and criticism
George Mason University

Carrie facilitates smooth sailing during the recruitment process. She runs reports, coordinates outreach and organizes essential documents. Along with her work behind the scenes, she collaborates with clients and candidates to help them on their journey to success.

Specific experience

- More than 15 years of customer service experience for multiple industries
- More than four years of experience in recruiting coordination, including interview scheduling and candidate communication
- Expertise in marketing and position advertising via LinkedIn
- Reference and extensive background checks for potential candidates

Community involvement

- Mission trip volunteer with Herndon United Methodist Church

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Library Capital Projects and Request Funds from Kitchigami Regional Library (KRL) Reserve Fund

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): 2 Mintues

SUMMARY OF ISSUE: In 2022, the Kitchigami Regional Library System (KRLS) board developed a policy (attached) on how local library branches can request to use funds from the KRLS fund balance. The expenditure must be greater than $5,000, and be a fixed asset. The request must be approved by the KRLS Board of Trustees, and must be approved both by the local library board and the city council.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Brainerd Public Library (BPL) board has combined the following projects to make a request to the KRLS board of approximately $5,463:

- Part 1 - UPS Battery Backup - $1,585. The main entrance doors were replaced in 2022 using KRLS fund balance to automatic sliding doors. The doors are operated electronically, which leaves the library vulnerable to power outages. Installing a battery backup system would allow the library to lock and unlock the doors when the power is out.
- Part 2 - Audio System Updates - $3,218. This would allow the library to make announcements inside the main library as well as to conduct programming in the large meeting room that meets the needs of those with hearing loss in particular.
- Part 3 - Move the light for the American flag to the side of the building - $660. This will prevent the need to replace the light due to vandalism.

RECOMMENDED ACTION/MOTION: Authorize the approval of the Brainerd Public Library board projects, requesting $5,463 in funds from the Kichigami Regional Library reserve funds designated for the Brainerd Public Library.

FINANCIAL IMPACT:

Kitchigami Regional Library System

Capital Appropriation Policy and Directive

Introduction

This policy replaces and supersedes all earlier policies or sections thereof, relating to appropriation and use of monies from the KRLS Fund balance:

1. For purposes of capital improvements to KRLS Library buildings,
2. Building new or extending existing KRLS Library facilities,
3. Repairs or replacements of HVAC systems, roofs, plumbing fixtures, elevators and like facility items,
4. Other uses not herein defined that are pre-approved by the KRLS Board of Trustees.

No appropriation request will gain approval as a Capital Expenditure unless the following meet or exceed the minimum requirements to be considered a Capital Expenditure:

1. Total planned expenditure must be greater than $5,000
2. All equipment or replacement acquired herein must be of the nature of a fixed asset. Key to being eligible under this policy is that acquired assets be considered "non-consumable", e.g. a single use does not noticeably diminish the utility value of the asset

For equipment acquisitions, the total request can and should include subscription licensing, emergency maintenance expenditures, preventative maintenance expenditures for the useful life of the asset, but cannot include labor to operate, train or facilitate usage by patrons of the library. Capital appropriations are not to be considered a vehicle for payment of salaries and benefits to KRLS employees.

Process

1. Annually each Branch staff working with individual Library Boards and local city councils in the KRLS region should plan for needed capital projects, forwarding to the KRLS Administration to be placed as an agenda item for the Board of Trustees a written description of the planned acquisition, anticipated benefits, estimated costs and time frame for implementation and completion of the project. Multiple projects may be planned and executed in a fiscal year.
2. The local library board, city and county (as required) must approve said project(s). Upon approval the request, along with a letter of local support from the library board should be forwarded to the KRLS Administration to be placed as an agenda item for Board of Trustees approval. Once granted, the city/county is authorized to issue bids for project completion, pursuant to the relevant procurement policies and codes for the city/county involved.
3. Copies of the selected vendor, its submitted proposal/estimate, and expected completion dates should be forwarded to the city/county involved and to the KRLS Board of Trustees.
4. During construction/installation all local inspection processes must be observed and completed

5. Interim or “progress payments” are allowed, and should be identified in the project request and submitted with the selected vendor’s bid and defined in the contract issued by the city/country involved
6. Notify KRLS Administration, not less than 45 days prior to any needed progress payments.
7. Should at any time in the life of the project, the estimated cost at completion exceeds the original plan by more than 10%, immediate communications and resolution/actions to be taken surrounding the over-expenditure which must be forwarded to the city/county involved and the KRLS Administration.
8. Upon completion library staff and library Board with the city/council involved should complete the post project inspection (“punch list”), assuring required adjustments or do-overs are completed.
9. Post project reviews should be completed and filed with the city/county involved and forwarded to the KRLS Board of Trustees.
    a. At minimum, these reviews should show the benefits of the project now completed,
    b. Explain variances from anticipated benefits,
    c. Explain significant variances in time or expenditures necessary to complete the project. Include a summary valuation of the vendor, including recommendations about using said vendor for another related project or at another library in the KRLS region.
    d. Remaining funds (under expenditures) should be returned to KRLS Board of Trustees.
10. KRLS Administration will annotate the KRLS Fund balance with the project documentation file, fulfilling reporting requirements to KRLS Board of Trustees and appropriate county, state, or granting agencies at Board meetings.

Should an emergency need arise (e.g., roof damage) requiring immediate resolution that was not planned in the annual process described above, the basic precepts of this policy should still be attended to; with all parties executing their roles and functions with expediency.

Approved by KRLS Board of Trustees: 1.27.2022

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approval of Deferment of Assessments

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 received 4 applications for deferment for pay year 2024 from 3 different residents. Staff used Resolution 37:22 (attached) to determine eligibility. Staff also used the 2024 property valuations that were sent out in March of 2023 when looking up 4C in determining if a financial hardship exists.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff determined that all 3 residents meet all of the criteria of sections 4 and 5 of the resolution.

RECOMMENDED ACTION/MOTION: Approve the applications for deferment of assessments payable in 2024 for applicants at PID's 41191220, 41300682, and 41250875.

FINANCIAL IMPACT:

R E S O L U T I O N
NO. 37:22

RESOLUTION ESTABLISHING CRITERIA FOR DEFERMENT OF ASSESSMENTS

WHEREAS, Minnesota Statutes sections 435.193 through 435.195 authorize the City of Brainerd to defer the payment of special assessments imposed upon homestead property owned by qualified citizens; and

WHEREAS, said deferment of assessments may be permitted at the discretion of the City Council; and

WHEREAS, the City Council finds and determines that deferral of special assessments for certain citizens is in the public interest; and

WHEREAS, it is necessary and proper that the City Council set forth its general policies and guidelines for granting said deferrals of special assessments for property owners.

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

1. That the City Council endorses the principle of deferment of special assessments for citizens where the payment of said special assessments constitutes hardship.

2. The Council, in accordance therewith, may defer the payment of any special assessment on homestead property when payment of the assessment would create a hardship upon the property owner as defined herein.

3. The deferment may be granted upon an application by the owner on a form prescribed by the City Administrator to establish the qualifications of the owner for said deferment. All deferments shall be subject to renewal each following year upon the filing of a similar application not later than November 1. The Council shall either grant or deny the deferment, and if it grants the deferment, the deferred assessment shall bear interest at the rate established in the Resolution adopting the assessment. If the Council grants the deferment, the City Administrator shall notify the County Auditor who shall, in accordance with Minnesota Statute section 435.194, record a notice of the deferment with the County Recorder setting forth the amount of the assessment and the interest.

4. A hardship shall be deemed to exist when all of the following apply:

    A. The combined annual gross income of the applicant's household is not in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of application. All data necessary to confirm applicant's income shall be furnished to the City Administrator.

B. The special assessments to be deferred must be multi-year assessments and the original principal amount must exceed $300.00.

C. The Crow Wing County Assessor's estimated market value of the applicant's homestead is less than $173,800 (2022 assessment median homestead value per Crow Wing County).

5. The payment of an assessment may be deferred for any homestead property owner by:

   A. A person is 65 years of age or older for whom it would be a hardship to make the payments.

   B. A person retired by reason of permanent and total disability for whom it would be a hardship to make payments. A disability shall be deemed to exist when the applicant presents a signed letter by a licensed medical doctor attesting that the applicant is unable to be gainfully employed because of a permanent and total disability.

   C. A person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service as defined in Section 19.05, subdivision 5b or 5c, as stated in the person's military orders for whom it would be a hardship to make the payments.

   D. Veteran and received the market value exclusion for veterans with disability through Crow Wing County and for whom it would be hardship to make the payments with the exception of 4C.

Notwithstanding the foregoing provisions of this paragraph, the City Council may consider exceptional and unusual circumstances pertaining to an applicant not covered by the above standards; but any determination shall be made in a non-discriminatory manner and shall not give the applicant an unreasonable preference or advantage over the other applicants.

6. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any of the following events:

   A. The death of the owner when there is no spouse who is eligible for deferment;

   B. The sale, transfer, or subdivision of all or any part of the property;

   C. Loss of homestead status on the property;

D. Determination by the Council for any reason that there would be no hardship to require immediate or partial payment; or

E. Failure to file a renewal application with the time prescribed by Paragraph 3.

7. This Resolution supersedes Resolution No. 06:05 adopted on February 22, 2005, and Resolution No. 54:16 adopted on November 21, 2016.

Adopted this 17th day of October 2022

KELLY BEVANS
President of the Council

Approved this 18th day of October 2022

DAVE BADEAUX
Mayor

ATTEST:

JENNIFER BERGMAN
City Administrator

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME MARGARET O'ROURKE ADDRESS 928 10TH AVE NE BRAINERD MN 56401 IMP 13-19	I am (check one) X At least 65 years of age Retired by virtue of a total or permanent disability X Financial hardship exits
R.E. CODE OF PROPERTY: 41191220 LEGAL DESCRIPTION OF PROPERTY: SABIN'S ADDITION TO THE CITY OF BRAINERD LOT 2 BLOCK 1	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed $300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed $25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than $173,800.

That my interest in the ownership of the above property was acquired on DECEMBER 31, 2011, and is as follows (check one):

X Sole ownership
____ Joint tenancy, held with _____
____ Other (specify) _____

That on December 31, 2011 I owned and occupied the above property as my homestead and such occupancy began on January 1, 2012.

That the taxes for improvements on the special assessments adopted by Resolution No. 57:14 on OCT 20 2014, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2024. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed Margaret O'Rourke
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of O'ROURKE, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held _____, 20__, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal $ 329.00 and interest, which is based on the unpaid principal balance payable in the year 20__ should be so deferred with interest at the annual rate of 5 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 20__.

_____
City Administrator

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME MARGARET O'ROURKE ADDRESS 928 10TH AVE NE BRAINERD MN 56401 IMP 17-16	I am (check one) X At least 65 years of age ___ Retired by virtue of a total or permanent disability X Financial hardship exits
R.E. CODE OF PROPERTY: 41191220 LEGAL DESCRIPTION OF PROPERTY: SABIN'S ADDITION TO THE CITY OF BRAINERD LOT 2 BLOCK 1	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed $300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed $25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than $173,800.

That my interest in the ownership of the above property was acquired on 12/31, 2011, and is as follows (check one):

X Sole ownership
___ Joint tenancy, held with ___
___ Other (specify) ___

That on 12/31, 2011 I owned and occupied the above property as my homestead and such occupancy began on January 1, 2012.

That the taxes for improvements on the special assessments adopted by Resolution No. 51:19 on Oct 16, 2019 by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2024. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed Margaret O'Rourke
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of O'ROURKE, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held ___, 20__, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal $ 386.17 and interest, which is based on the unpaid principal balance payable in the year 20__ should be so deferred with interest at the annual rate of 5 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: ___ 20___.

___
City Administrator

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME GARRY SCHWARTZ & ALEX SCHWARTZ ADDRESS 1212 MAPLE STREET BRAINERD MN 56401	I am (check one) ✓ At least 65 years of age ✓ Retired by virtue of a total or permanent disability ✓ Financial hardship exits
R.E. CODE OF PROPERTY: 41300682 LEGAL DESCRIPTION OF PROPERTY: SLEEPERS ADDITION TO BRAINERD LOT 4 BLOCK 9	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed $300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed $25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than $173,800.

That my interest in the ownership of the above property was acquired on May 9, 1986, and is as follows (check one):

____ Sole ownership
✓ Joint tenancy, held with Alex Schwartz, (Deceased)
____ Other (specify) ____

That on Jan 1, 2023 I owned and occupied the above property as my homestead and such occupancy began on June 1st 1986

That the taxes for improvements on the special assessments adopted by Resolution No. 50:16 on OCT 17, 2016, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2024. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed X Garry Schwartz
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of SCHWARTZ, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held _____, 20__, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal $ 235.10 and interest, which is based on the unpaid principal balance payable in the year 20__ should be so deferred with interest at the annual rate of 4.25 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 20___.

_____
City Administrator

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Jennifer Bergman, City Administrator, City of Brainerd, Minnesota

NAME STEGORA, SYLVESTER & MARY SUE STEGORA ADDRESS 1310 ST. LOUIS AVE BRAINERD MN 56401	I am (check one) ✓ At least 65 years of age ✓ Retired by virtue of a total or permanent disability ✓ Financial hardship exits
R.E. CODE OF PROPERTY: 41250875 LEGAL DESCRIPTION OF PROPERTY: DAVIS ADDITION TO THE CITY OF BRAINERD LOTS 2 THRU 4 INCLUSIVE AND ALSO INCLUDING THAT PART OF THE ADJACENT VACATED ALLEY IN BLOCK 16	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of the application (see attached).

That the special assessments to be deferred exceed $300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed $25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than $173,800.

That my interest in the ownership of the above property was acquired on September 26, 1991, and is as follows (check one):

✓ Sole ownership
____ Joint tenancy, held with ____
____ Other (specify) ____

That on 12/31, 2021 I owned and occupied the above property as my homestead and such occupancy began on 9/26/91, ____.

That the taxes for improvements on the special assessments adopted by Resolution No. 55:21 on Sept 21, 2021, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2024 (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed Sylvester R. Stegora
Owner

I, Jennifer Bergman, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of STEGORA, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held ____, 20__, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal $ 307.06 and interest, which is based on the unpaid principal balance payable in the year 20__ should be so deferred with interest at the annual rate of 2.83 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: ____ 20__.

____
City Administrator

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Discussion of the 2024 Debt Levy

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The 2024 preliminary debt levy was discussed at the August 7, 2023 Council meeting. Staff shared a memo of the assumption and methodology used in calculating the proposed debt levy. The memo from that meeting is attached to this agenda item. Also attached is the updated 2024 proposed debt levy. The following updates have been made:

- Updated the cash balance as of 11/1/23. Excluding the 2023A bond line (discussed later), the cash balance at 7/31/23 was $1,194,844 and now is $1,206,916.
- 2023A Issue:
    - The 11/1/23 balance reflects the transfer that is on the 11/6/23 agenda. The City lowered the bond issue by the amount levied in 2022 and 2023 in anticipation of issuing the debt. Therefore, the cash balance and the December tax collections will be transferred/put into the construction fund to cover the City's construction costs.
    - To date, the City has received $88,653 in assessments (residents have 30 days to pay interest free before the assessment is certified to the tax rolls). This amount is therefore the projected 12/31/23 balance.
    - The 2/1/24, 8/1/24 and 2/1/25 payments have been updated to match the schedule.
    - The 2024 estimated special assessment principal and interest to be collected has also been reduced to take into account prepaids and the final assessment amounts.
    - The calculated 2024 levy for 2023A is now $238,986.
    - The projected cash balance at 2/1/24 was then taken by 98% and divided over the term of the bond (10 years). Therefore, the calculated 2024 levy was reduced by 8,688 to get to the proposed 2024 levy of $230,986 for the 2023A issue. In August it was $199,412.

The current 2024 proposed debt levy is now $1,002,476 and a $82,476 increase over the 2023 debt levy. The preliminary debt levy in August was $973,341 and a $53,341 levy increase over 2023.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As previously stated, the amount cash at 12/31/23 needs to be enough to make the 2/1/24 debt service payments. The projected 2/1/24 cash balance after the debt payment is estimated to be $822,778. As stated in the memo, and as illustrated above by calculating the 2023A proposed levy, 98% of the projected 2/1/24 cash balance is divided by

the remaining term of each issue, to reduce the calculated levy to get the proposed levy. This is a systematic way to try to keep the debt service levy more consistent/level over the years.

For example, looking at the 2023A debt issue. If the City used the entire projected cash balance rather than taking about 1/10th of it in calculating the 2024 devt levy, the proposed levy would be $150,333. Yes, it would keep the debt levy for 2024 about the same as the 2023 debt levy, but in 2025 the levy would need to be $232,895, an increase of $82,562 just for the one issue. If the City instead used 1/10th of the estimated cash balance, the calculated levy for 2025 for the 2023A issue would be a levy of $224,187, and a decrease for 2025 of about $6,000.

There are two debt issue that are paid off and have a cash balance of about $74,700 that was budgeted to be closed out into the Capital Fund in 2023. These funds also could be used to lower the 2024 debt issue - rather than transferring to capital. It would be Staff's recommendation if this was going to be done, to use those funds over time - i.e. 33% over the next 3 years or use 25% of it over the next 4 years. It would be gradual, like using the projected 2/1/24 cash balance rather than being a reduction for just one year.

The August 2nd memo addressed how our road projects are funded - through the permanent improvement levy, state aid municipal funds which barely cover the salary and wages allocated to the construction fund as well as the annual maintenance costs, and debt. Ideally, the debt levy could be set at a certain amount and when one debt issue is paid off, another debt issue of the same amount could be issued. The debt levy, baring changes in interest rate, the cost of construction and the size of each construction project each year, would remain the same.

There are a lot of moving parts and the debt levy is just a piece of the overall picture for the 2024 levy. Options for the Council:

- Use additional 2/1/24 projected cash balance to lower the 2024 debt levy, but there will be impacts on future debt levies.
- Use the two issues that are paid off over time - 33% over the next 3 years rather than transferring to the capital equipment fund. The 2024 proposed debt levy would then be $977,576, very close to what was discussed in August.
- For a long term solution, explore/discuss future infrastructure projects and funding sources of the projects, which is being proposed by Council Member Czeczok for January 2024.

RECOMMENDED ACTION/MOTION: Staff's recommendation is to have the 2024 proposed debt levy be $1,002,476.

FINANCIAL IMPACT:

MEMO

TO: Mayor and Council

FROM: Finance Director Connie Hillman

DATE: August 2, 2023

RE: 2024 Debt Levy

All of the City's bonds have been structured with a February 1st (principal and interest) and August 1st (interest only) debt payment, with the exception of the bonds issued for the airport extension project (April 1st and October 1st payment structure) and the Build American Bonds for the wastewater treatment plant (August 20th and March 20th).

The City has several different types of current outstanding bond issues. The bonds are General Obligation (GO) bonds which means if the designated source of revenue to pay the bonds is not available the City can levy for the payments. The table below shows summaries of the types of bonds and the revenue source to pay the debt service:

Bond Type	Use of Bond Funds	Source to pay Debt Service
Tax Abatement	Memorial Park	Taxes and Levy
Improvement or Assessment Bonds	Road Improvement Projects	Assessment and Levy
Build America Bonds	Wastewater treatment Plan	Charges for Services
Revenue Bonds	Water, Electric, Sanitary and Storm Sewer projects	Charges for Services
Equipment Certificates	Equipment	Levy

The Build America and revenue bonds are paid for by the enterprise funds (BPU, Sanitary and Storm Sewer funds). The rates paid for the services includes the repayment of debt. Since the City does not receive its primary source of revenue payments, LGA and property taxes, until July, the debt levy that is needed for 2024, is to pay for the August 2024 and the February 2025 debt service payments. The City needs to have enough cash on December 31st to pay the February bond payments.

Calculating the Debt Levy

Attached you will find the preliminary debt levy calculation.

- We started with the cash balance of the debt service funds as of July 31, 2023 for the issues that are repaid with levy dollars. This balance takes into account the interest payments due August 1st.

- Staff then estimated what would be received in December for the 2023 levy and assessments to arrive at the projected 12/31/2023 balance (yellow column) by assuming:

    - 100% of the 2023 levy would be collected. We are usually about 96-98% collections in the year of levy. Staff assumed 100% because any delinquent taxes collected would make up the 2-4% non-collection rate. The amount received for the 2023 levy in June/July was then subtracted to estimate the December collections.

    - 98% of the certified 2023 assessments would be collected in 2023. The amount of assessments collected in June/July was then subtracted to estimate the amount to be received in December.

    - There was no estimate for any pay offs of assessments received either by the County or the City.

    - For the 2023 debt levy calculation, Staff had assumed a 98% collection rate for the levy and 95% collection rate for assessments. The changes were made for the 2024 debt levy to try to get more accurate in the projected end of year cash balance.

- The 2023 debt levy was for the August 2023 and February 2024 debt payments. The white, boxed column is the scheduled February 2024 interest and principal payments.

- The green column is the projected cash balance after the February debt payment. It is estimated the City will have about $847,000.

- To calculate the 2024 debt levy we take the scheduled payments for August 2024 and February 2025 (peach columns). We then add 5% for any non-tax payments. From this amount we subtract any special assessment payments that we estimate to receive. Staff did use 100% collection rate on the assessment amount for collection in 2024, assuming that the 5% amount added to the scheduled debt payment would account for any non-payments or deferments. For the equipment certificates, we have reduced the amount of the levy needed by the amount that the City will collect from the entities the City provides fire protection services. All of this is represented in the grey column – “Calculated 2024 Levy.”

- The proposed levy is then further increased or decreased based on the projected cash balance as of February 1, 2024 (the green column). Staff took 98% of the projected cash balance as of February 1, 2024, and then divided it by the number of

remaining years of the issue to reduce the 2024 debt levy. The calculated levy was reduced by $123,200 to get to the “Proposed 2024 Levy” (the purple boxed column).

- The City will be issuing debt for the 2023 construction project this fall. Since the debt has not been issued yet, an interest rate as well as the scheduled debt payments are all estimates at this point. The total debt issue is going to be about $5.5 million. $3.0 million will be revenue bonds with the repayments being charges for services. $2.5 million will be improvement/assessment bonds, with $750,000 being paid for by special assessments. The difference is then the levy amount.

- The 2023 debt levy was $920,000. The proposed, preliminary 2024 debt levy is currently calculated at $973,341, an increase of $53,341. This can be lowered by using more of the projected February 1, 2024 cash balance.

Additional Information

The Council has lowered the debt levy significantly in the previous years. Below is a history of the debt levy over the past 20 years. The changes in the debt levy were due to new debt being issued and to make up for the assessments the City was not collecting from the developments of the Industrial Park, Brainerd Oaks, Riverside Drive etc. The bonds for those projects have since been paid off, resulting in the City to be able to lower the debt levy.

Pay Year	Levy Amount	% Change	Pay Year	Levy Amount	% Change
Prelim. 2024	$973,341	5.80%	2014	1,900,000	26.67
2023	920,000	14.91	2013	1,500,000	0.00
2022	800,615	-12.23	2012	1,499,661	11.11
2021	912,212	-27.86	2011	1,349,661	14.21
2020	1,264,451	0.00	2010	1,181,717	12.87
2019	1,264,850	-20.99	2009	1,046,959	5.75
2018	1,600,886	-22.92	2008	990,000	30.39
2017	2,076,916	0.00	2007	759,278	3.90
2016	2,076,916	14.63	2006	730,775	-1.34
2015	1,811,860	-4.64	2005	740,678	

The City, through the capital levy, is trying to be in a place where equipment and facility improvements can be done without having to issue debt. The last bonds for facilities and equipment were issued in 2020. Long-term capital planning really started in 2018 with the establishment of the 30-year capital plan. Consequently, the City would only need to issue improvement and revenue bonds.

The Permanent Improvement levy is transferred into the road improvement capital fund (401). The 2023 Permanent Improvement levy was $375,350, 6% of the previous years tax levy. Per the Charter, the City can levy up to 9%. During the 2023 levy discussions, it was

presented that the levy of 6%, in addition to the state aid annual municipal funds barely covered the salary and wages allocated to Fund 401 as well as the maintenance costs of street striping, crack sealing, street patching and seal coating. As a result, historically the City has issued debt annually for road improvement projects.

Ideally the debt levy could be set at a certain amount and when one debt issue is paid off, another debt issue of the same amount could be issued. The debt levy, baring changes in interest rate, the cost of construction, and the size of each construction project each year, would remain fairly the same.

As mentioned above, the improvement portion of the 2023 debt issue is approximately $2.5 million. This is currently calculating at an average annual levy of $215,500 over the next 10 years. The 2013A debt issue will be paid off after the February 1, 2024 payment is made. The 2023 debt levy for this issue was $33,579. However, the 2022 construction project was delayed to 2023 and the City had also levied $100,000 for pay year 2034 for the debt issue, resulting in the net increase in the new debt versus expiring debt of $81,921. 2024 and beyond construction projects have not been set by Council. However, looking into the future and making many assumptions, assuming a similar debt issue, with an average annual levy of $198,000, and the retired debt levy of $52,600, would result in a potential increase of $145,400 (14.9%) for 2025 debt levy. This amount can also be impacted by using more of the projected cash balance after the February 1st payments are made. The impact to the levy will need to be considered when establishing the future construction projects.

Next Steps

This item appears on the August 7, 2023 agenda for Council discussion and review of Staff's assumptions. Staff will update the debt levy when the 2023 debt is issued and when additional information becomes available.

2024 DEBT SERVICE LEVY CALCULATION - AS OF 11/1/23

		Project	Issue Maturity Date	11/1/2023 Cash Bal	Projected 12/31/2023 Balance	2/1/2024 Scheduled Prin & Int Payments	Projected 2/1/2024 Balance	8/1/2024 Scheduled Interest Payments	2/1/2025 Scheduled Prin & Int Payments	105% Over levy	2024 Estimated Special Assmts	Calculated 2024 Levy	Proposed 2024 Levy	2023 Debt Levy
Fund 310	Equip Certs			**$192,082**	$221,870	$114,050	$107,820	$8,000	$118,000	$132,300	$42,294	$90,006	$90,006	$66,154
	2020A	Ladder truck, street sweeper, and loader	*2030*			*$114,050*		*$8,000*	*$118,000*	*$132,300*	***$42,294***	*$90,006*	*$90,006*	*$66,154*
Fund 315	2015A Improvement Bonds	Willow, 10th Ave NE, NE Garfield Street Project, S 5th St Mill and Overlay	**2025**	**$80,875**	$108,825	$81,700	$27,125	$900	$80,900	$85,890	$6,723	$79,167	$52,584	$53,770
Fund 317	2013A Improvement Bonds	SW 4th, East River Road, N 8th St, 13th Ave NE: N to O, Ivy	**2024**	**$78,726**	$97,993	$86,275	$11,718	$0	$0	$0	$0	$0	$0	$33,579
Fund 320	2015B Improvement Bonds	28th Street	2026	**$70,358**	$80,109	$25,894	$54,215	$550	$20,500	$22,103	$14,161	$7,942	$0	$0
Fund 302	2018A Improvement Bonds	Jackson St, Buffalo Hills Land Resurf, S 6th St East Frontage Road, NW Brainerd Resfur	2028	**$152,766**	$186,928	$87,025	$99,903	$5,025	$85,025	$94,553	$11,432	$83,121	$58,644	$71,683
Fund 307	2020A Improvement Bonds	Northeast Brainerd: 11th Ave, J St, P St & 10th Ave, L St, O St & 10th Ave, B St NE, and 5th Ave Recon	2031	**$228,789**	$286,457	$131,000	$155,457	$9,800	$129,800	$146,580	$45,371	$101,209	$79,445	$89,671
Fund 303	2020A Tax Abatement Bonds	Memorial Park Project	2035	**$101,558**	$148,751	$86,150	$62,601	$10,400	$90,400	$105,840	$0	$105,840	$100,263	$104,817
Fund 305	2021A Improvement Bonds	Southeast Brainerd- 16th SE; 15th SE, Walnut, St. Louis Ave, NW 3rd and Jackson, Pine, Chicago, Portland, and Madison	2032	**$301,761**	$392,833	$177,548	$215,286	$28,923	$178,923	$218,237	$53,629	$164,608	$138,235	$150,326
Fund 306	2023A - NE Brainerd Proj	Oakridge Road, N 6th, 7th and 3rd, and Juniper	2034	**$0**	$88,653	$0	$88,653	$76,323	$218,875	$309,958	$70,972	$238,986	$230,298	$100,000
	Repayment of BPU Loan											$125,000	$125,000	$125,000
	Repayment of LMCIT Loan											$128,000	$128,000	$125,000
Totals				**$1,206,916**	**$1,612,419**	**$789,641**	**$822,778**	**$139,920**	**$922,423**	**$1,115,460**	**$244,582**	**$1,123,878**	**$1,002,476**	**$920,000**

$82,476

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Authorize Submission of State of Minnesota - Office of the Attorney General Nonprofit/Charity Complaint Form

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jennifer Bergman, City Adminstrator, Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Jennifer Bergman, City Adminstrator, Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: At the October 2, 2023, the Council motioned to direct staff to complete the State of MN - Office of the Attorney General Nonprofit/Charity Complaint Form regarding the Lakes Media Collaborative and to bring it back to P&F at the next council meeting for approval prior to submission. At the October 16, 2024 Council meeting this issue was held per the request of Lakes Media Collaborative's attorney's request, which is attached. Also attached is their attorney's comments regarding the misstatements that were in the draft report.

The Council did not pay Lakes Media the year after services were rendered. Payment was made to Lakes Media March/April for the year services were to be provided (i.e. paid March 2019 for 2019 services) based on the franchise fees that were collected in 2019 for 2018. The payment history that was attached to the October 2, 2023 packet is also included.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff completed the form. There is a limited amount space on the form; however, extra pages can be included. Staff is looking for direction on what (if any) additional information should be included in the submission. For example, should the agenda requests from previous meetings be included? Should the letters sent by Attorney Langel be included? It is Staff's recommendation that the agenda requests would provide additional information regarding the history. The Council is filing the complaint because it does not believe that the Lakes Media Collarative is carrying out its mission which is to provide public local access television programming.

The City is questioning/filing the complaint because it is concerned: (1) how the organization is carrying out its mission since 2019; (2) how the cash balance will be spent; and (3) being refunded for the 2019 payment at the very least.

RECOMMENDED ACTION/MOTION: Provide direction to Staff and/or authorize submission of the form.

FINANCIAL IMPACT:

From:	Jennifer Bergman
To:	Connie Hillman
Subject:	FW: Request to table city council item
Date:	Monday, October 16, 2023 6:58:40 PM
Attachments:	image1595c3.PNG imagefcbc94.PNG

From: Archer, David C. (LGPM) <david.archer@lathropgpm.com>
Sent: Monday, October 16, 2023 4:46 PM
To: jjl@ratwiklaw.com; Jennifer Bergman <jbergman@ci.brainerd.mn.us>
Subject: Request to table city council item

> You don't often get email from david.archer@lathropgpm.com. Learn why this is important

*** **Warning**: External sender, use extreme caution with attachments and links ***

Dear Joe:

As you know, Lathrop GPM represents the Lakes Area Media Collaborative. I understand that you represent the City of Brainerd and that you might be aware that the City Council is planning to take up—at tonight's meeting--an item concerning authorization of a submission to the Minnesota Attorney General's Office.

We are still reviewing the contents of the draft complaint but see that it contains misstatements of fact as currently drafted. To avoid any abuse of process on the City's part, we would like to request that the City table any motion for authorization to allow us an opportunity to provide comment.

Thanks,
David

David Archer
Associate

Lathrop GPM LLP
80 South 8th Street, 3100 IDS Center
Minneapolis, MN 55402-3796
Direct: 1.612.632.3304
david.archer@lathropgpm.com
lathropgpm.com

We've MOVED! Please note our new address:
80 South 8th Street, 3100 IDS Center
Minneapolis, MN 55402
Phone numbers remain the same.

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Lathrop GPM

Lathrop GPM LLP
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80 South 8th St.
3100 IDS Center
Minneapolis, MN 55402
Main: 612.632.3000

David C. Archer
Attorney
david.archer@lathropgpm.com
612.632.3304

October 30, 2023

VIA EMAIL – jjl@ratwiklaw.com

Joseph J. Langel
Ratwik, Roszak & Maloney, P.A.
730 Second Avenue S., Suite 300
Minneapolis, MN 55402

Re: Lakes Media Collaborative, Inc. – City of Brainerd

Dear Mr. Langel:

We submit this letter on behalf of Lakes Media Collaborative Inc. ("Lakes Media") to provide comment on the draft complaint ("Draft Complaint") to the Minnesota Attorney General that the Brainerd City Council ("City Council") recently proposed submitting at its October 16, 2023 meeting. As you know, the City Council has conceded that Lakes Media has not breached any contractual obligation to the City of Brainerd and that there is no independent legal ground for payment of any amount from Lakes Media to the City. Accordingly, we request that the City Council withdraw its Draft Complaint as improper, without legal foundation, and as potentially constituting an abuse of process, as more fully detailed herein.

First, the Draft Complaint states that the "City paid for services for all of 2019, services were not provided beyond May of 2019." Lakes Media provided services throughout 2019 until the parties reached an agreement later in the year that Lakes Media would no longer need to do so in anticipation of a scheduled renovation of City Hall. In addition, Lakes Media annually received payment the year *following* the year in which it provided services. Payment made by the City in 2019 to Lakes Media was for services rendered in 2018. The City made no payment to Lakes Media in 2020 for 2019 services—in other words, the City did not receive services in 2019 for which it did not pay because it never paid for 2019 services.

Second, the allegation that "service has been unreliable and intermittent for years leading up to the eventual separation" is vague, inaccurate, and untimely and does not, in any event, warrant investigation from the Attorney General. For 15 years, Lakes Media regularly placed broadcasting personnel at city meetings, including for City Council, committee, and park board meetings (among other special meetings at the City's request). When technical issues emerged, Lakes Media worked diligently and in good faith to address them. Over the years, Lakes Media paid for and installed replacement cameras that failed, replaced non-functioning equipment, and contracted and worked with area cable companies to solve related technical challenges. It also paid for the installation

of a fiber optic line and the related equipment into City Hall to improve the quality and reliability of the signal out to the cable companies for broadcast. Lakes Media also met, at least annually, with the City Administrator to discuss technical and programming concerns, if any. In short, Lakes Media provided broadcasting services that were, in fact, reliable and regular as archival records confirm.

Third, in light of the City's concession that Lakes Media has no contractual obligations to it, including to make any payment, the City's demand of the Attorney General that it be "refunded" is without a valid legal basis and could constitute abuse of process or other violations of the law. Indeed, for more than two years, the City Council has directed city resources to demand payment from Lakes Media to which—it has conceded—it is not legally entitled. For example, the City Attorney has sent multiple letters to Lakes Media, including with a demand for "refunds" without ever identifying a valid legal basis for payment to the City. More recently, a Councilmember stated publicly that the City Council proposed submitting a complaint to the Attorney General because it had "nothing to lose" and that it could get "$700,000 out of the deal." (*See* Brainerd Dispatch, October 9, 2023).[1] Directing governmental resources, including the staff of the City, to trigger an investigation into the activities of a nonprofit corporation for the purposes of extracting "$700,000 out of the deal" *after* conceding that it is not legally entitled to such funds raises serious questions about whether the Draft Complaint is being submitted with a proper motive and pursuant to the legal and ethical obligations of the City Council and its staff. We are, thus, concerned that the City Council's submission of a complaint to the Attorney General may, instead, constitute an abuse of process and an improper use of the City's powers and resources.

Finally, as we have previously mentioned, throughout the life of the organization, Lakes Media has dutifully carried out its mission, which has extended beyond service to the City Council. Consistent with its mission, it has worked with—in addition to the City—other nonprofits, local schools, and other stakeholders in the community to create a more locally informed and involved community with broadcasting and media services. A consideration of these efforts, along with recognition that Lakes Media fulfilled its legal commitments to the City, would, we hope, lead the City Council to reconsider its intentions and refrain from filing its Draft Complaint. Using City resources to single out nonprofits for investigation even where no legal wrongdoing has been identified would set a dangerous precedent that the City would be well-served to avoid.

Sincerely,

/s/ David C. Archer
David C. Archer

[1] Article available at: https://www.brainerddispatch.com/news/local/brainerd-to-file-state-complaint-against-lakes-media-collaborative

Lakes Media Collaborative Inc. Payment History

Year of Payment	Amount paid	
2005	$ 21,120	3/21/05 Meeting. At 4/5/05 meeting dedicated 3/5 of franchise fee to go to LAMC starting in 2006
2006	55,660	3/5th of fee collected for 2005, received in 2006
2007	52,023	3/5th of fee collected for 2006, received in 2007
2008	52,474	3/5th of fee collected for 2007, received in 2008
2009	54,281	3/2/09 motion to pay LAMC 50% of the fee. Paid 50% of the fees collected for 2008, received in 2009 ($108,561.70)
2010	56,941	50% of fee collected for 2009, received in 2010 ($113,882.86)
2011	59,494	50% of fee collected for 2010, received in 2011 ($118,987.24)
2012	59,326	50% of fee collected for 2011, received in 2012 ($118,651.60)
2013	59,399	50% of fee collected for 2012, received in 2013 ($118,797.77)
2014	62,062	50% of fee collected for 2013, received in 2014 ($124,124.55)
2015	62,959	50% of fee collected for 2014, received in 2015 ($125,917.07)
2016	64,325	50% of fee collected for 2015, received in 2016 ($128,649.61)
2017	66,721	50% of fee collected for 2016, received in 2017 ($133,441.08)
2018	65,990	50% of fee collected for 2017, received in 2018 ($131,979.07)
2019	66,318	50% of fee collected for 2018, received in 2019 ($132,635.14)
2020	-	
2021	-	
2022	-	
	$ 859,090	

State of Minnesota - Office of the Attorney General

Nonprofit/Charity Complaint Form

MAIL TO:
Minnesota Attorney General's Office
Charities Division
445 Minnesota Street, Suite 1200
St. Paul, MN 55101

Your Information	Nonprofit/Charity Information
City of Brainerd Name (Please Print)	Lakes Media Collaborative (LAKES) Name of Nonprofit / Charitable Organization
501 Laurel Street Street Address	21535 Rose Lake Lane Street Address
Brainerd, MN 56401 City, State, and Zip Code	Ironton, MN 56455 City, State, and Zip Code
218-828-2307 Phone Number	Phone Number
Affiliation (if any) with nonprofit/charity (e.g., board member, employee)	Dave Henschke, Principal Officer Contact Person's Name and Title
jbergman@ci.brainerd.mn.us Email	dave.henschke@gmail.com Email

The information you provide may be used in the efforts to resolve the problem, to communicate with you, and/or to enforce applicable laws. The information may be shared with the party complained against, law enforcement agencies and consumer assistance agencies. You are not legally required to provide this information, but failure to do so may hinder efforts to resolve your problem.

1. Have you contacted another agency? ☐ Yes ☒ No

   If yes, give name of agency: _____

2. Have you filed a lawsuit? ☐ Yes ☒ No

   Result: _____

3. What is the nature of your concern?

   The mission of the organization is to provide public local access television programming to keep the public informed about community programs and events, & to provide educational opportunities to local area youth. The City of Brainerd paid the organization for said services from 2005 through 2019. The connection to provide said services were terminated in May of 2019.

4. **Complete this question if your complaint is about a <u>charitable solicitation.</u>**

Date of Solicitation: _____

Method of Solicitation (e.g., telephone, mail, door-to-door): _____

Name of Organization and Person Making the Solicitation:

_____

Phone Number of Person Soliciting (if known): _____

Describe Complaint about Solicitation (attach additional pages if necessary):

_____

5. **Complete this question if your complaint is about <u>charitable asset management or governance issues.</u>**

Please describe in detail the actions by the board of directors or management of this organization that you believe violate the organization's mission and charitable purpose, articles and by-laws or show a misuse of charitable assets. Please include names of witnesses (and contact information) and relevant dates. Attach additional pages of needed.

The City is unaware of any said services that have been provided by LAKES since May 2019.The City has an interest in how the cash balance (2019 - $721,915) of LAKES will be spent to serve its mission since the City contributed a majority of the funding to the nonprofit. Further, the City paid for services for all of 2019, services were not provided beyond May of 2019, and service has been unreliable and intermittent for years leading up to the eventual separation. The City has contacted the LAKES to be refunded in which the LAKES has replied they have fulfilled their obligation, which is not the case.

The information I have given you is true and accurate to the best of my knowledge and maybe used as stated on this form.

_____
Signature

10/17/2023
Date

Please submit copies of any relevant documents with your complaint.

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Final Pay Request - Imp 22-06 Harrison Safe Routes to School

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 Final Pay Request for Improvement 22-06 Harrison Safe Routes to School Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Final Pay Request is for $4,913.33. The total amount for the project amounts to $491,333.48, including 5 change orders. The Safe Routes to School grant is eligible for up to $500,000.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the Final Pay Request for Imp 22-06 Harrison Safe Routes to School in the amount of $4,913.33.

FINANCIAL IMPACT: $4,913.33

Client: City of Brainerd 501 Laurel St Brainerd, MN 56401-3595	**Contractor:** DeChantal Excavating, LLC 12209 State Highway 18 Brainerd, MN 56401

WSB Project No.: 020548-000
Client Project No.: 22-06
State Project No.: SAP 108-113-008
Federal Project No.:

Contract Amount		**Funds Encumbered**	
Original Contract	$465,871.40	Original	$465,871.40
Contract Changes	$26,292.84	Additional	N/A
Revised Contract	$492,164.24	Total	$465,871.40

Work Certified To Date	
Base Bid Items	$419,017.90
Contract Changes	$72,315.58
Material On Hand	$0.00
Total	$491,333.48

Work Certified This Voucher	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
$0.00	$491,333.48	$0.00	$486,420.15	$4,913.33	$491,333.48
		Percent Retained: 0%			Percent Complete: 99.83%

FINAL PAY VOUCHER

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

Approved By WSB

Signature

October 23, 2023

Date

Approved By DeChantal Excavating, LLC

Signature

10-30-23

Date

Approved By City of Brainerd

Signature

Date

Payment Summary				
No.	Up Through Date	Work Certified Per Voucher	Amount Retained Per Voucher	Amount Paid Per Voucher
1	06/29/2023	$317,148.00	$15,857.40	$301,290.60
2	08/01/2023	$143,585.48	$7,179.27	$136,406.21
3	09/15/2023	$30,600.00	($18,123.34)	$48,723.34
4	10/23/2023	$0.00	($4,913.33)	$4,913.33

Funding Category Name	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Voucher	Total Amount Paid To Date
SAP 103-113-008	$491,333.48	$0.00	$486,420.15	$4,913.33	$491,333.48

Accounting Number	Funding Source	Amount Paid This Voucher	Revised Contract Amount	Funds Encumbered To Date	Paid Contractor To Date
SAP 103-113-008	State Aid	$4,913.33	$492,164.24	$465,871.40	$491,333.48

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
1	2021.501	MOBILIZATION	LS	$40,771.00	1	0	$0.00	1	$40,771.00
2	2101.502	CLEARING	EACH	$750.00	1	0	$0.00	1	$750.00
3	2101.502	GRUBBING	EACH	$250.00	1	0	$0.00	1	$250.00
4	2104.502	REMOVE CASTING	EACH	$115.00	7	0	$0.00	7	$805.00
5	2104.502	REMOVE DRAINAGE STRUCTURE	EACH	$425.00	3	0	$0.00	3	$1,275.00
6	2104.502	REMOVE SIGN	EACH	$50.00	10	0	$0.00	9	$450.00
7	2104.502	SALVAGE SIGN	EACH	$45.00	8	0	$0.00	4	$180.00
8	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	$3.25	2110	0	$0.00	1947	$6,327.75
9	2104.503	REMOVE SEWER PIPE (STORM)	L F	$18.00	8	0	$0.00	8	$144.00
10	2104.503	REMOVE CURB AND GUTTER	L F	$5.50	969	0	$0.00	969	$5,329.50
11	2104.503	REMOVE RETAINING WALL	L F	$37.00	8	0	$0.00	8	$296.00
12	2104.504	REMOVE BITUMINOUS PAVEMENT	S Y	$3.95	1110	0	$0.00	1110	$4,384.50
13	2104.518	REMOVE CONCRETE WALK	S F	$1.75	4887	0	$0.00	5360	$9,380.00
14	2106.507	EXCAVATION - COMMON (P)	C Y	$18.50	1300	0	$0.00	1300	$24,050.00
15	2106.507	EXCAVATION - SUBGRADE (P)	C Y	$17.00	525	0	$0.00	335	$5,695.00
16	2106.507	SELECT GRANULAR EMBANKMENT (CV) (P)	C Y	$25.50	525	0	$0.00	335	$8,542.50
17	2106.507	COMMON EMBANKMENT (CV) (P)	C Y	$8.50	600	0	$0.00	600	$5,100.00

Contract Item Status

Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
18	2211.507	AGGREGATE BASE (CV) CLASS 5	C Y	$41.00	254	0	$0.00	424	$17,384.00
19	2232.504	MILL BITUMINOUS SURFACE (2.0")	S Y	$5.75	1672	0	$0.00	2508	$14,421.00
20	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	$102.00	0	0	$0.00	0	$0.00
21	2360.509	TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)	TON	$124.00	0	0	$0.00	0	$0.00
22	2503.503	12" RC PIPE SEWER DESIGN 3006 CLASS V	L F	$70.10	32	0	$0.00	50	$3,505.00
23	2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS III	L F	$164.00	2	0	$0.00	0	$0.00
24	2503.602	CONNECT TO EXISTING STORM SEWER	EACH	$985.00	9	0	$0.00	7	$6,895.00
25	2503.602	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$1,755.00	1	0	$0.00	3	$5,265.00
26	2504.602	ADJUST GATE VALVE	EACH	$365.00	4	0	$0.00	4	$1,460.00
27	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN SPECIAL 1	EACH	$2,764.00	5	0	$0.00	5	$13,820.00
28	2506.502	CASTING ASSEMBLY	EACH	$1,465.00	12	0	$0.00	11	$16,115.00
29	2506.503	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	L F	$686.00	31	0	$0.00	23.5	$16,121.00
30	2521.518	4" CONCRETE WALK	S F	$6.80	2534	0	$0.00	3413	$23,208.40
31	2521.518	4" CONCRETE WALK SPECIAL	S F	$6.80	1430	0	$0.00	1370	$9,316.00
32	2521.518	6" CONCRETE WALK	S F	$15.00	1834	0	$0.00	1636	$24,540.00
33	2521.602	DRILL AND GROUT REINF BAR (EPOXY COATED)	EACH	$13.00	75	0	$0.00	110	$1,430.00
34	2531.503	CONCRETE CURB AND GUTTER DESIGN B612	L F	$25.00	892	0	$0.00	866	$21,650.00
35	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	L F	$31.00	134	0	$0.00	0	$0.00
36	2531.503	CONCRETE CURB AND GUTTER DESIGN B624	L F	$27.00	876	0	$0.00	1133	$30,591.00
37	2531.618	TRUNCATED DOMES	S F	$60.00	336	0	$0.00	308	$18,480.00
38	2563.601	TRAFFIC CONTROL	LS	$2,400.00	1	0	$0.00	1	$2,400.00
39	2564.602	INSTALL SIGN	EACH	$200.00	8	0	$0.00	4	$800.00
40	2564.602	DELINEATOR / MARKER PANEL	EACH	$85.00	4	0	$0.00	4	$340.00
41	2564.618	SIGN	S F	$68.00	95	0	$0.00	94.5	$6,426.00

Contract Item Status									
Line No.	Item	Description	Unit	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
42	2565.616	PEDESTRIAN CROSSWALK FLASHER SYSTEM	SYS	$25,500.00	2	0	$0.00	2	$51,000.00
43	2573.502	STORM DRAIN INLET PROTECTION	EACH	$200.00	10	0	$0.00	10	$2,000.00
44	2573.503	SEDIMENT CONTROL LOG TYPE WOOD FIBER	L F	$5.50	310	0	$0.00	75	$412.50
45	2574.508	FERTILIZER TYPE 3	LB	$1.25	35	0	$0.00	35	$43.75
46	2575.505	SEEDING	ACRE	$1,200.00	0.3	0	$0.00	0.15	$180.00
47	2575.508	SEED MIXTURE 25-151	LB	$5.00	21	0	$0.00	21	$105.00
48	2575.508	HYDRAULIC STABILIZED FIBER MATRIX	LB	$2.50	1523	0	$0.00	750	$1,875.00
49	2582.503	4" SOLID LINE MULTI-COMPONENT GROUND IN	L F	$2.50	1265	0	$0.00	1286	$3,215.00
50	2582.503	12" SOLID LINE MULTI-COMPONENT GROUND IN	L F	$21.00	17	0	$0.00	37	$777.00
51	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT GROUND IN	L F	$5.00	480	0	$0.00	488	$2,440.00
52	2582.518	CROSSWALK PREFORM THERMOPLASTIC GROUND IN	S F	$27.00	342	0	$0.00	336	$9,072.00
Bid Totals:							**$0.00**		**$419,017.90**

Project Category Totals		
Category	**Amount This Voucher**	**Amount To Date**
	$0.00	$419,017.90

Contract Change Item Status											
CC	CC No.	Line No.	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Voucher	Amount This Voucher	Quantity To Date	Amount To Date
CO	1	53	2104.504	REMOVE BITUMINOUS ROADWAY PAVEMENT	S Y	$8.68	1288	0	$0.00	1288	$11,179.84
CO	2	54	2104.501	REMOVE FLASHER SYSTEM	LS	$2,475.00	1	0	$0.00	1	$2,475.00
CO	3	55	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)	TON	$98.00	577	0	$0.00	576.13	$56,460.74
CO	5	56	2531.603	CONCRETE CURB DESIGN V	L F	$55.00	40	0	$0.00	40	$2,200.00
Contract Change Totals:									**$0.00**		**$72,315.58**

Contract Change Totals				
No.	Contract Change	Description	Amount This Voucher	Amount To Date
1	CO	Due to the differing site conditions encountered when the existing bituminous was milled it resulted in a variable profile. In order to maintain the cross slope between the median and outside curb as designed the existing milled bituminous surface needs to be adjusted. To do this the City has directed the contractor to remove the existing milled bituminous surface on Oak Street and add Class V aggregate to an elevation that a uniform 4" bituminous surface can be placed. The item "REMOVE BITUMINOUS ROADWAY PAVEMENT" will be payment in full for all removing the remain bituminous surfacing on Oak Street and grading Class V aggregate.	$0.00	$11,179.84
2	CO	The plan omitted the removal of the two cross walk flasher poles and bases. In order to remove this old system with the project "REMOVE FLASHER SYSTEM " was added to the contract to provide payment in full for the removal of the existing crosswalk flasher systems.	$0.00	$2,475.00
3	CO	This change order is to adjust the unit price for bituminous paving. The character of the work changed in a way that required more "TYPE SP 9.5 WEARING COURSE MIXTURE (3,C)" to be placed and use the paver to place all the mix. It also removed the need for hand placing "TYPE SP 12.5 NON WEARING COURSE MIXTURE (3,B)". Therefore, efficiencies were achieved and the Contractor agreed to provide a reduced contract price for TYPE SP 9.5 WEARING COURSE MIXTURE (3,C). All work will be perform in accordance with the applicable contract documents and as directed by the Engineer.	$0.00	$56,460.74
4	CO	The Engineer has determined that due to material delays for the RRFB flasher system the contract completion date in S-9 (1806) DETERMINATION AND EXTENSION OF CONTRACT TIME, S-9.2 will need to be placed with the following: Contractor must complete all Work to meet the requirements of 1516.2 (Project Acceptance) under this Contract before October 15th, 2023.	$0.00	$0.00
5	CO	Based on a visual inspection of the slope grading of topsoil behind the North sidewalk between Sta. 102+60 to Sta. 103+00 the Engineer determined that a V-curb was required to build a slope that would be maintainable. This work will be directed by the Engineer and performed according to the applicable standards and provisions in the plan. All labor, materials, and equipment required to perform this work will be included in the unit price for "CONCRETE CURB DESIGN V".	$0.00	$2,200.00

Material On Hand Additions					
Line No.	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line No.	Item	Description	Date	Added	Used	Remaining

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Final Pay Request - Imp 23-01 2023 Chip Sealing Project

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 item is the Final Pay Request for Improvement 23-01 2023 Chip Sealing Project. The project included chip sealing on College Drive and S. 4th Street.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The final amount for the 2023 Chip Sealing Project is $135,046.65. The original contract amount was $136,294.96. $150,000 was budgeted in the Capital Improvement Plan using Construction Fund 401. The project came in 9.1% below budget.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the Final Pay Request for Imp 23-01 2023 Chip Sealing Project in the amount of $135,046.65.

FINANCIAL IMPACT: $135,046.65

Contract Number: 23-02
Final Pay Request Number: 1

Project Number	Project Description
23-01	2023 Chip Seal Project

Contractor:	Asphalt Surface Technologies Corp. P.O. Box 1025 St. Cloud, MN 56302	**Vendor Number:**	N/A
		Up To Date:	10/27/2023

Contract Amount		**Funds Encumbered**	
Original Contract	$136,294.96	Original	$136,294.96
Contract Changes	$0.00	Additional	N/A
Revised Contract	$136,294.96	Total	$136,294.96

Work Certified To Date	
Base Bid Items	$135,046.65
Contract Changes	$0.00
Material On Hand	$0.00
Total	$135,046.65

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
$135,046.65	$135,046.65	$0.00	$0.00	$135,046.65	$135,046.65
		Percent: Retained: 0%			Percent Complete: 99.08%

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By
Jessie Dehn
City Engineer
10/27/2023
Date

Approved By Asphalt Surface Technologies Corp.
Dale Strandberg
Contractor
10/27/2023
Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2023-10-27	$135,046.65	$0.00	$135,046.65

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
2023 Chip Seal Project		$135,046.65	$0.00	$0.00	$135,046.65	$135,046.65

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
2023 Chip Seal Project	Local-City of Brainerd	$135,046.65	$136,294.96	$136,294.96	$135,046.65

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501	MOBILIZATION	LS	$18,000.00	1	1	$18,000.00	1	$18,000.00
Base Bid	2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	$3.00	4956	5300	$15,900.00	5300	$15,900.00
Base Bid	3	2356.504	BITUMINOUS SEAL COAT	S Y	$0.81	41300	41300	$33,453.00	41300	$33,453.00
Base Bid	4	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	$3.23	14455	14078	$45,471.94	14078	$45,471.94
Base Bid	5	2563.601	TRAFFIC CONTROL	LS	$10,000.00	1	1	$10,000.00	1	$10,000.00
Base Bid	6	2580.503	INTERIM PAVEMENT MARKING	L F	$0.15	4044	4044	$606.60	4044	$606.60
Base Bid	7	2580.503	INTERIM PAVEMENT MARKING	L F	$0.15	1788	1788	$268.20	1788	$268.20
Base Bid	8	2582.503	4" DOUBLE SOLID LINE MULTI-COMPONENT	L F	$1.21	6053	6053	$7,324.13	6053	$7,324.13
Base Bid	9	2582.503	4" BROKEN LINE MULTI COMP	L F	$0.60	1460	1460	$876.00	1460	$876.00
Base Bid	10	2582.503	4" BROKEN LINE MULTI COMP	L F	$0.60	130	130	$78.00	130	$78.00
Base Bid	11	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	$1.21	2078	2078	$2,514.38	2078	$2,514.38
Base Bid	12	2582.503	24" SOLID LINE MULTI COMP	L F	$8.58	140	0	$0.00	0	$0.00
Base Bid	13	2582.503	4" DOTTED LINE MULTI COMP	L F	$1.65	252	336	$554.40	336	$554.40
Base Bid Totals:								**$135,046.65**		**$135,046.65**

Project Category Totals			
Project	**Category**	**Amount This Request**	**Amount To Date**
23-01		$135,046.65	$135,046.65

Contract Change Item Status

Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:									**$0.00**		**$0.00**

Contract Change Totals			
Number	**Description**	**Effective Date**	**Amount**

Material On Hand Additions					
Line	**Item**	**Description**	**Date**	**Added**	**Comments**

Material On Hand Balance						
Line	**Item**	**Description**	**Date**	**Added**	**Used**	**Remaining**

Contract Total	**$135,046.65**

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Final Pay Request - Imp 23-03 Large Patching Project

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 item is the Final Pay Request for Improvement 23-03 Large Patching Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Final Pay Request for the project for $49,023. This was the awarded amount for the project. $50,000 was budgeted for this project from the Construction Fund 401. This project came in 2.0% under budget.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the Final Pay Request for Imp 23-03 Large Patching Project in the amount of $49,023.

FINANCIAL IMPACT: $49,023

Anderson Brothers Construction Company of Brainerd
11325 State Highway 210
Brainerd, MN 56401
(218) 829-1768

Invoice # 33502 401-9030-45530-23:03

Bill to: 07335	Job: 23504
CITY OF BRAINERD 501 LAUREL ST BRAINERD, MN 56401	CITY OF BRAINERD-23504 501 LAUREL ST BRAINERD, MN 56401

Invoice #: 33502 Date: 09/21/23	Customer P.O. #:
Payment Terms: Due in 10 Days	Salesperson:
Customer Code: 07335	

Remarks: BRAINERD STREET PATCHING

Quantity	Description	U/M	Unit Price	Extension
	COMPLETE AS PROPOSED			49,023.00
			Subtotal:	**49,023.00**
			Total:	**49,023.00**

RECEIVED
SEP 29 2023
CITY OF BRAINERD
ADMINISTRATION

Past Due Accounts are subject to a service charge of 1.5% per month (18% per annum)

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Change Order #1 and Partial Payment #1 - Lum Park SPRA

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 item is Change Order #1 and Partial Payment Request #1 for the Lum Park Road Project. The Change Order reflects a change in concrete thickness on the concrete pedestrian ramps to ensure ADA compliance. The plans originally included 4-inch thick concrete, however MnDOT standard plans indicate a 6-inch thickness for concrete on pedestrian ramps. Most of the project has been completed to date. The contract will be kept open until Spring 2024 to allow for turf establishment.

Staff is also requesting approval of the Partial Pay Request #1. The original contract amount for the project was $241,470.13. Including Change Order #1 (if approved), the total revised contract amount would be $244,547.65. Partial Pay Request #1 has a total amount of $262,973.11, minus retainage, requesting payment of $250,745.73. The total would be 7.5% over the revised contract amount. Generally, 5% is a typical acceptable amount for construction quantity variance. There were a couple issues found during construction that needed addressing during the project. One was a curb drainage issue by the water booster station that replaced additional curb and gutter beyond what was intended through the plan. Second, there was some soft spots encountered in the park where the trail was intended. To properly build this, additional grading and gravel was required to provide sufficient structure. Finally, additional bituminous was needed due to some "blow-outs" on the boat launch road.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The amount of funding needed to construct the 6-inch concrete is $14,322. However, there are savings by no longer needing the 4-inch concrete item, a savings of $11,244.48. In total, the additional cost for Change Order #1 is $3,077.52. In addition, staff is requesting authorization for a contract amount of $262,973.11 to address the overruns in quantities, paying $250,745.73 as part of Partial Payment Request #1.

RECOMMENDED ACTION/MOTION: Staff recommends approval of Change Order #1 in the amount of $3,077.52 and authorizing a total revised contract amount of $262,973.11.

FINANCIAL IMPACT: $262,973.11

CHANGE ORDER NO.: 1

Owner:	City of Brainerd	Owner's Project No.:	21-17
Engineer:	Widseth	Engineer's Project No.:	2022-11736
		S.A.P No.:	018-600-034
Contractor:	Anderson Brothers Construction Co.	Contractor's Project No.:	
Project:	Lum Park Road & Boat Ramp Roadway Update		
Contract Name:	Lum Park Road & Boat Ramp Roadway Update		
Date Issued:	August 10, 2023	Effective Date of Change Order:	Council Approval

The Contract is modified as follows upon execution of this Change Order:

Description:

See Attachments

Attachments:

Change Order Summary

Change in Contract Price	Change in Contract Times
Original Contract Price: $ 241,470.13	Original Contract Times: Substantial Completion: September 4, 2023 Ready for final payment: October 13,2023
Increase from previously approved Change Orders: $ 0	Increase from previously approved Change Orders Substantial Completion: 0 Ready for final payment: 0
Contract Price prior to this Change Order: $ 241,470.13	Contract Times prior to this Change Order: Substantial Completion: September 4, 2023 Ready for final payment: October 13, 2023
Increase this Change Order: $ 3,077.52	Increase this Change Order: Substantial Completion: 35 Ready for final payment: 231
Contract Price incorporating this Change Order: $ 245,18	Contract Times with all approved Change Orders: Substantial Completion: October 13,2023 Ready for final payment: May 31, 2023

Recommended by Engineer (if required)	Accepted by Contractor
By: Alex D Bitter	Scott G X
Title: Contracted Project Engineer	Division Manager
Date: 10-26-2023	10-26-23
Authorized by Owner	**Approved by Funding Agency (if applicable)**
By:	
Title:	
Date:	

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CONTRACT CHANGE ORDER SUMMARY

CONTRACT FOR: **LUM PARK ROAD & BOAT RAMP ROADWAY UPDATE** **CI: 21-17, S.A.P. 018-600-034**	ORDER NO. **1**
	DATE: **October 17, 2023**
OWNER: **CITY OF BRAINERD**	STATE: **MINNESOTA**
TO: **ANDERSON BROTHER CONTRUCTION COMPANY OF BRAINERD, LLC**	COUNTY: **CROW WING**

Description of Changes				DECREASE in Contract Price	INCREASE in Contract Price
Listing of Changes:					
	Quantity	Unit	Unit Cost		
1 REMOVE BID ITEM CONCRETE PAVEMENT 4"	136	SQ YD	($82.68)		**($11,244.48)**
2 CONCRETE PAVEMENT 6"	130.2	SQ YD	$110.00		**$14,322.00**
CHANGE ORDER TOTALS:				**$0.00**	**$3,077.52**

NET CHANGE IN CONTRACT PRICE: $3,077.52

JUSTIFICATION:

1. 4" CONCRETE PAVEMENT WAS NOT NEEDED FOR THIS PROJECT
2. 6" CONCRETE PAVEMENT HAS BEEN INCLUDED FOR THE CONRETE PED RAMPS.

The amount of the Contract will be decreased by the sum of:

Three Thousand Seventy Seven and 52/100 Dollars(**$3,077.52**).

The Contract Total including this and previous Change Orders will be:

Two Hundred Forty Four Thousand Five Hundred Forty Seven and 65/100 Dollars(**$244,547.65**).

PARTIAL PAYMENT ESTIMATE
NUMBER 1

Name of Contractor:	Anderson Brothers Construction Company of Brainerd, LLC 11325 State Highway 210 Brainerd, MN 56401	
Name of Owner:	City of Brainerd 501 Laurel Street Brainerd, MN 56401	
Date of Completion: **Original:** Friday, October 13, 2023 **Revised:** Friday, May 31, 2023	**Amount of Contract:** **Original:** $241,470.13 **Revised:** $244,547.65	**Dates of Estimate:** **From:** Start **To:** 10/17/23

Description of Project:

2023 LUM PARK IMPROVEMENTS S.A.P No. 018-600-034, CI No. 21-17

SPEC NO.	ITEM DESCRIPTION	CONTRACT ITEMS				THIS PERIOD		TOTAL TO DATE	
		QTY.	UNIT	UNIT PRICE	AMOUNT	QTY.	AMOUNT	QTY.	AMOUNT
2021.501	MOBILIZATION	1	LUMP SUM	$15,000.00	$15,000.00	1	$15,000.00	1	$15,000.00
2104.502	REMOVE PIPE APRON	2	EACH	$125.70	$251.40	2	$251.40	2	$251.40
2101.502	SALVAGE SIGN	2	EACH	$26.40	$52.80	2	$52.80	2	$52.80
2104.503	SAWING CONCRETE PAVEMENT (FULL DEPTH)	20	LIN FT	$5.85	$117.00	20	$117.00	20	$117.00
2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	283	LIN FT	$4.15	$1,174.45	282	$1,170.30	282	$1,170.30
2104.503	REMOVE PIPE CULVERT	17	LIN FT	$20.10	$341.70	17	$341.70	17	$341.70
2104.503	REMOVE CURB AND GUTTER	106	LIN FT	$3.65	$386.25	218	$795.70	218	$795.70
2104.503	REMOVE RETAINING WALL	105	LIN FT	$8.20	$861.00	105	$861.00	105	$861.00
2104.504	REMOVE BITUMINOUS PAVEMENT	1412	SQ YD	$2.35	$3,318.20	1412	$3,318.20	1412	$3,318.20
2106.507	EXCAVATION SPECIAL	350	CU YD	$17.75	$6,212.50	350	$6,212.50	350	$6,212.50
2123.51	COMMON LABORERS	8	HOUR	$114.00	$684.00	5.25	$598.50	5.25	$598.50
2123.610	SKID LOADER	6	HOUR	$146.85	$881.10	7	$1,027.95	7	$1,027.95
2123.610	STREET SWEEPER (WITH PICKUP BROOM AND WATER)	6	HOUR	$184.00	$1,104.00				
2211.507	AGGREGATE BASE CLASS 5 (CV)	124	CU YD	$60.35	$7,483.40	280.6	$16,934.21	280.6	$16,934.21
2215.504	FULL DEPTH RECLAMATION	4806	SQ YD	$1.75	$8,407.00	4746	$8,305.50	4746	$8,305.50
2232.504	MILL BITUMINOUS SURFACE (2.0")	1747	SQ YD	$3.75	$6,551.25	1747	$6,551.25	1747	$6,551.25
2301.504	CONCRETE PAVEMENT 4"	136	SQ YD	$82.68	$11,244.48				
2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,B)	1006	TON	$81.00	$81,648.00	1101.5	$89,221.50	1101.5	$89,221.50
2360.509	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	209	TON	$81.00	$16,929.00	212.25	$17,192.25	212.25	$17,192.25
2501.502	18" CS PIPE APRON	2	EACH	$645.55	$1,291.10	2	$1,291.10	2	$1,291.10
2501.503	18" CS PIPE CULVERT	26	LIN FT	$79.50	$2,067.00	26	$2,067.00	26	$2,067.00
2511.504	GEOTEXTILE FILTER TYPE 4	46	SQ YD	$27.90	$1,283.40				
2511.507	RANDOM RIPRAP CLASS II	10	CU YD	$144.65	$1,446.50				
2521.518	2" BITUMINOUS WALK	8801	SQ FT	$3.50	$30,803.50	9270	$32,445.00	9270	$32,445.00
2531.603	CONCRETE CURB AND GUTTER DESIGN B618	157	LIN FT	$40.30	$6,327.10	282	$11,364.60	282	$11,364.60
2531.618	TRUNCATED DOMES	120	SQ FT	$58.30	$6,996.00	120	$6,996.00	120	$6,996.00
2563.601	TRAFFIC CONTROL	1	LUMP SUM	$1,689.75	$1,689.75	1	$1,689.75	1	$1,689.75
2564.602	INSTALL SIGN	2	EACH	$126.75	$253.50	2	$253.50	2	$253.50
2573.501	STABILIZED CONSTRUCTION EXIT	1	LUMP SUM	$1,176.00	$1,176.00				
2573.502	STORM DRAIN INLET PROTECTION	7	EACH	$205.95	$1,441.65	7	$1,441.65	7	$1,441.65
2573.603	SEDIMENT CONTROL LOG TYPE WOOD FIBER	705	LIN FT	$5.30	$3,736.50	730	$3,869.00	730	$3,869.00
2573.603	SILT FENCE, TYPE MS	126	LIN FT	$5.30	$667.80	35	$185.50	35	$185.50
2574.507	COMMON TOPSOIL BORROW	201	CU YD	$39.00	$7,839.00	201	$7,839.00	201	$7,839.00
2574.508	FERTILIZER (22-5-10)	222	POUND	$1.00	$222.00	222	$222.00	222	$222.00
2575.505	SEEDING	0.38	ACRE	$1,050.80	$399.30	0.38	$399.30	0.38	$399.30
2575.508	SEED MIXTURE 22-111 (TEMPORARY SEEDING)	37	POUND	$4.55	$168.35				
2575.508	SEED MIXTURE 25-131	113	POUND	$4.25	$480.25	113	$480.25	113	$480.25
2575.508	SEED MIXTURE 25-141	2	POUND	$4.80	$9.60	2	$9.60	2	$9.60
2575.600	HYDRAULIC REINFORCED FIBER MATRIX	1570	POUND	$2.10	$3,297.00	1570	$3,297.00	1570	$3,297.00
2582.503	4" SOLID LINE PAINT	1130	LIN FT	$2.65	$2,994.50	1078	$2,856.70	1078	$2,856.70
2582.503	4" DOUBLE SOLID LINE PAINT	350	LIN FT	$5.30	$1,855.00	324	$1,717.20	324	$1,717.20
2582.503	4" BROKEN LINE PAINT	210	LIN FT	$2.65	$556.50	190	$503.50	190	$503.50
2582.503	8" SOLID LINE PAINT	198	LIN FT	$7.40	$1,465.40	197	$1,457.80	197	$1,457.80
2582.518	PAVEMENT MESSAGE	62	SQ FT	$8.45	$523.90	62	$523.90	62	$523.90
CHANGE ORDER 1									
1	REMOVE BID ITEM CONCRETE PAVEMENT 4"	136	SQ YD	($82.68)	($11,244.48)				
2	CONCRETE PAVEMENT 6"	130.2	SQ YD	$110.00	$14,322.00	130.2	$14,322.00	130.2	$14,322.00
TOTAL:					**$244,547.65**		**$262,973.11**		**$262,973.11**

	THIS PERIOD	TOTAL TO DATE
AMOUNT EARNED	$262,973.11	$262,973.11
AMOUNT RETAINED (5% OF REVISED CONTRACT VALUE)	$12,227.38	$12,227.38
PREVIOUS PAYMENTS		
AMOUNT DUE	$250,745.73	$250,745.73

Estimated Percentage Completed: 107.5%

CONTRACTOR'S CERTIFICATION:
The undersigned Contractor certifies that to the best of their knowledge, information and belief the work covered by this payment estimate has been completed in accordance with the contract documents, that all amounts have been paid by the Contractor for work for which previous payment estimates were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR : ANDERSON BROTHERS CONSTRUCTION CO. OF BRAINERD, LLC

BY: [signature]

Date: 11/1/2023

ENGINEER'S CERTIFICATION:
The undersigned endorses that to the best of their knowledge and belief, the quantities shown in this estimate are correct and the work has been performed in accordance with the contract documents.

ENGINEER: WIDSETH SMITH NOLTING

BY: Alex D Bitter
Alex D. Bitter, P.E.

Date: 11-1-2023

APPROVED BY CITY OF BRAINERD:

BY:

Date:

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Parking Change on S. 8th and S. 9th Streets

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

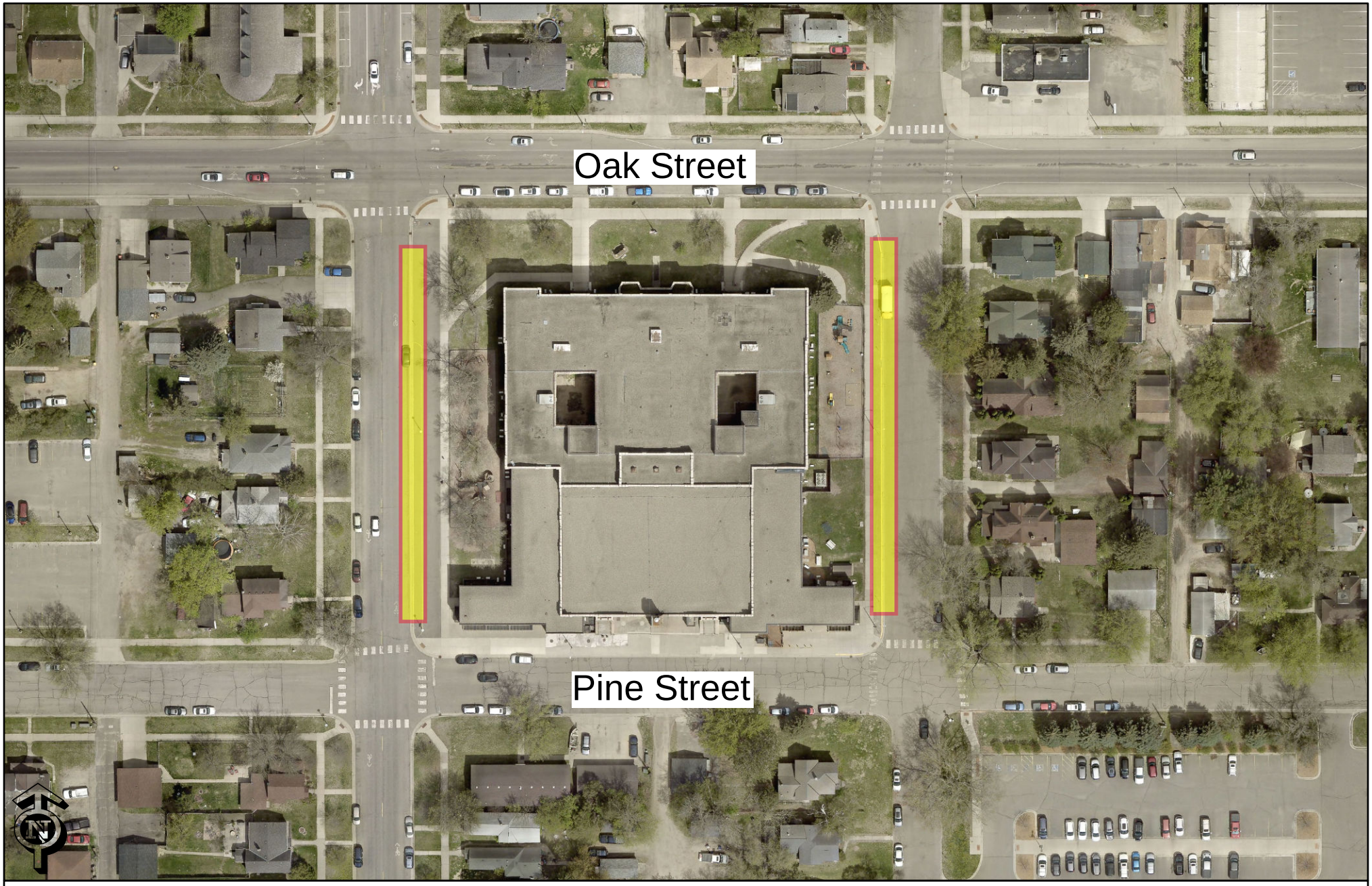
SUMMARY OF ISSUE: The blocks of South 8th Street and South 9th Street adjacent to the Washington Education Center, specifically between Pine Street and Oak Street, are currently signed as No Parking During School Days. This was to keep vehicles away from the school for student safety.

At this time, Washington is no longer used as a school for students. The building mainly houses the School District Administration. Thus, the parking restriction is no longer needed and can return to on-street parallel parking without restrictions. School District staff has also requested that the parking restrictions be lifted.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Should the Council approve the parking change to remove the restriction, Maintenance staff would coordinate with School District staff to remove the signs and paint over the yellow curb to indicate the removal of the restrictions.

RECOMMENDED ACTION/MOTION: Staff recommends approval of removing the parking restrictions on South 8th Street and South 9th Street between Pine Street and Oak Street, adjacent to the Washington Education Services Building.

FINANCIAL IMPACT: N/A



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Parking on S. 8th and S. 9th

Date: 11/1/2023 Time: 7:36 AM

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Authorize Application for Lowell Safe Routes to School Grant

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 is requesting Council authorization to apply for the Safe Routes to School (SRTS) grant program for Lowell Elementary. In the Safe Routes to School report in July 2021, several projects were recommended. Many projects have already received SRTS funding and have been constructed. One of the remaining projects in the report is along the north side of Lowell Elementary on H Street NE. The report recommends a combination of pedestrian crossing improvements including curb crossing bump outs, rectangular rapid flashing beacon (RRFB) signage, dynamic speed display (DSD) signs, and other improvements.

The City Council discussed this item at the October 16th meeting. The discussion at that meeting was whether or not to include curb bump outs as part of the scope of the grant application. The Council elected to table the item until the November 6th meeting for further discussion.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The SRTS grant program for 2023 has increased the maximum award amount to $1 Million, an increase from $500,000 in previous years. No local match is required for the funding. The grant will cover construction costs for the project. However, engineering expenses are not eligible. Staff has also spoken with the Principal of Lowell Elementary and she is supportive should the City Council authorize the application. Staff would return to the City Council with a proposed resolution of support that would be needed for the application.

Based on the discussion at the Council meeting on October 16th, below are some options for the Council to consider to include as part of the scope of the grant application:

1. Pedestrian Crossing Flashing and Radar Feedback Speed Signage Only, No Curb Bumpouts or Median = $145,000
2. Enhanced Signage, Curb Bumpouts, No Median (Shown in SRTS Study) = $450,000
3. Enhanced Signage, Curb Bumpouts, Median (Similar to Harrison Project) = $650,000

Staff would recommend applying for the grant using Option 3 as the intended scope under the understanding that if a median is not feasible or desired, it would be removed from the scope of the project during design. It would be easier to apply for all the potential features and reduce rather than

not have them in the intended scope and request additional funding. Sometimes the funding may not be available at request. Staff would intend to coordinate with School District staff during the preliminary and design process to ensure that the project works for vehicle traffic as well as school operations.

The deadline for applicants to submit a Letter of Intent is November 9th. Awards for the grant application are expected in spring 2024. The grant program is for projects to be constructed in 2024 or 2025. Should the project be awarded funding, it would be expected that the project be constructed in 2025 to allow for design of the project in 2024 following award of the funds.

RECOMMENDED ACTION/MOTION: Staff is requesting Council authorize application for the Safe Routes to School grant for Lowell Elementary under the general scope of Option 3 described.

FINANCIAL IMPACT: N/A

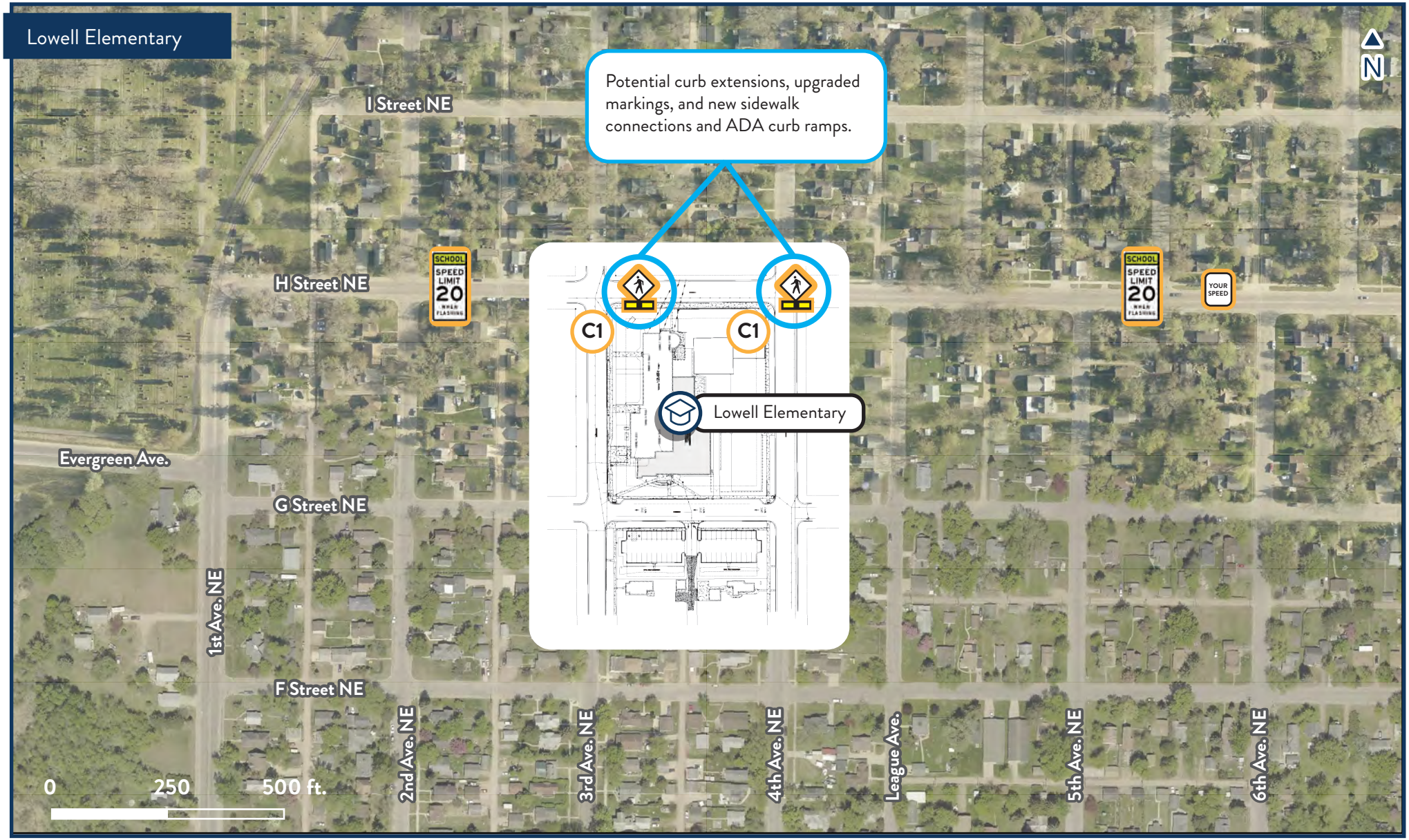
CHAPTER 5: PROPOSED PROJECTS

This chapter summarizes the proposed projects identified and described in Chapter 4 for each school (see Table 6 and Figure 30, Figure 31, and Figure 32). Each project and associated key elements are described in project sheets that are designed to be independently used external to this Study document for public outreach or grant applications. Pertinent information such as project location, type, description, and estimated cost are included.

Table 6. Proposed Projects

ID[1]	Location	Project Type	Description	Estimated Cost[2]
Harrison Elementary School				
C1	Oak Street – SE 15th Street and SE 16th Street	Intersection	Crossing improvements - includes curb extensions, upgraded crossing markings, and new sidewalk connections and ADA curb ramps. Includes potential median to assist with traffic calming and improving safety near the school.	$295,000 - $420,000
SE1	Oak Street	Sign Enhancements	Various signs/systems to enhance safety and visibility of infrastructure.	$5,000 - $95,000
Lowell Elementary School				
C1	H Street NE – 3rd Avenue NE and 4th Avenue NE	Intersection	Crossing improvements - includes curb extensions, upgraded crossing markings, and new sidewalk connections and ADA curb ramps.	$270,000
SE1	H Street NE	Sign Enhancements	Various signs/systems to enhance safety and visibility of infrastructure.	$5,000 - $95,000
Riverside Elementary School				
C1	Williams Street and NW 4th Street	Intersection	Crossing improvements - includes upgraded crossing markings, and new sidewalk connections and ADA curb ramps.	$25,000

[1] *Order does not denote priority.*
[2] *Cost estimates for crossing infrastructure were developed using the concept designs produced by SRF Consulting Group.*
Source: SRF Consulting Group, 2020



Lowell Elementary
Proposed Safe Routes to School Projects
Brainerd, MN

Figure 31

Focus School

School Speed Zone Sign

RRFB

Dynamic Speed Sign

Improvement ID

Signs shown on this map correspond to those in the SE1 Project

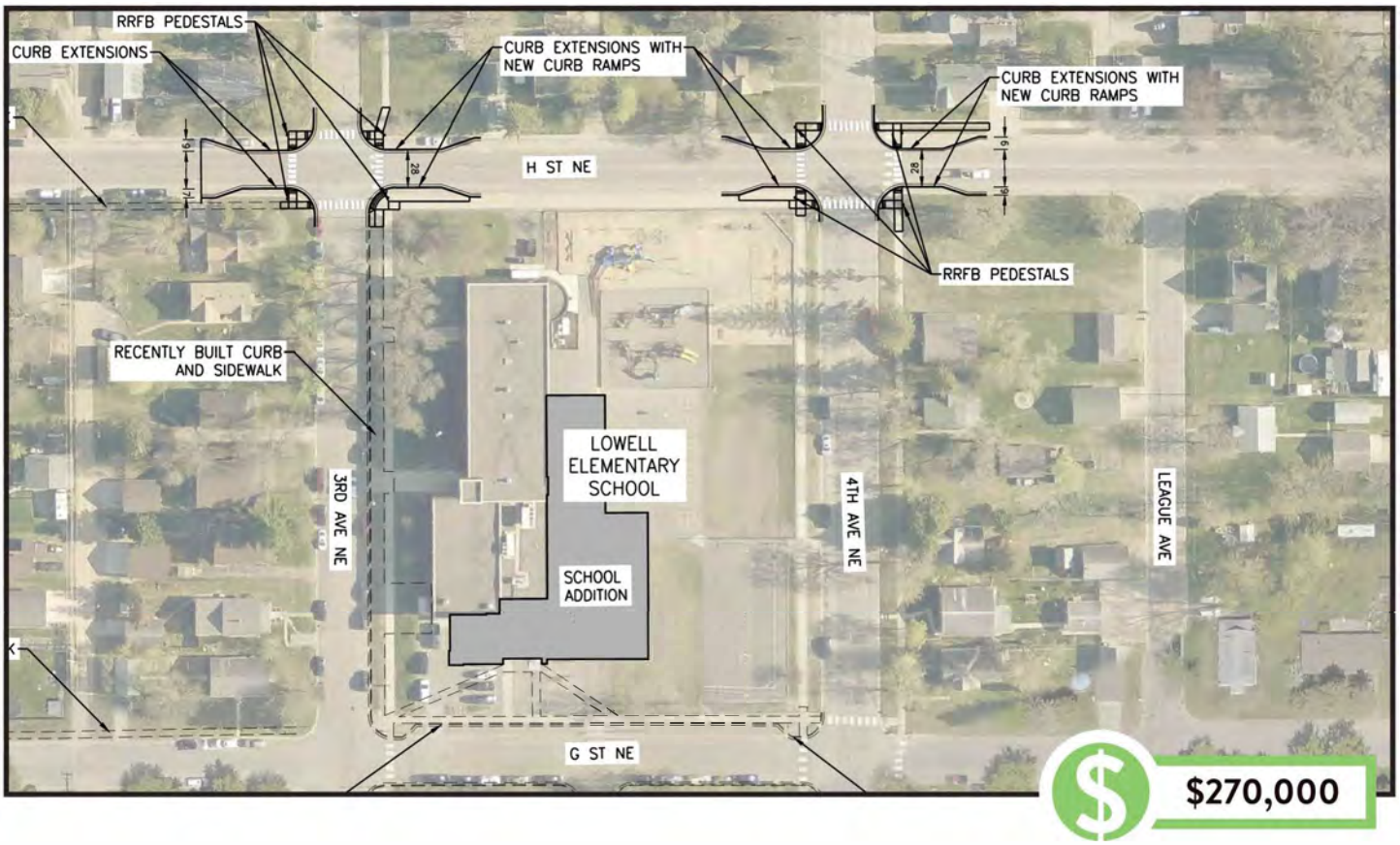
Note: The site layout for the Lowell school remodel is shown above.

SRF

MN DEPARTMENT OF TRANSPORTATION

MINNESOTA SAFE ROUTES TO SCHOOL

C1. LOWELL ELEMENTARY SCHOOL CROSSINGS



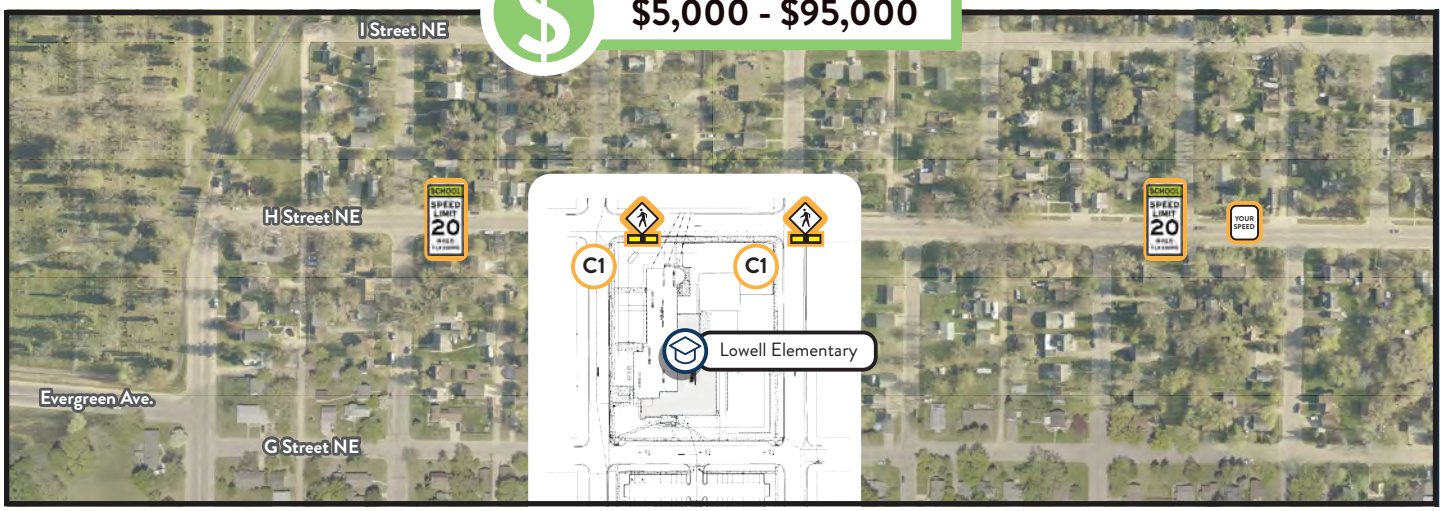
KEY PROJECT ITEMS

- Currently students must cross a wide cross-section of H Street NE at the 3rd Avenue NE and 4th Avenue NE intersections.

Infrastructure	Improvement Description and Benefit	Average Cost
Curb Extension	Shortens crossing distance and increases motorist vision of people crossing. Potential implementation for crossing H Street NE on the west and east approaches of 3rd Avenue NE and 4th Avenue NE.	$270,000
Pavement Markings and Detectable Warnings	Install to clearly delineate the crossing path of pedestrians.	

SE1. LOWELL ELEMENTARY SCHOOL SIGNING ENHANCEMENTS

$5,000 - $95,000



KEY PROJECT ITEMS

- Currently there are static speed limit and school zone speed limit signs east and west of Lowell Elementary School along H Street NE. Vehicular traffic along H Street NE is prone to driving faster than the posted speed limit.
- Minimal gaps in traffic while trying to cross H Street NE.
- Current signing does not indicate when/if the school zone speed limit is active.

Infrastructure	Improvement Description and Benefit	Average Cost
Rectangular Rapid Flashing Beacon (RRFB)	Install a RRFB system (4 pedestals) at the following locations: -East and west approaches of the H Street NE and 3rd Avenue NE intersection -East and west approaches of the H Street NE and 4th Avenue NE intersection in both the eastbound and westbound directions along H St between 3rd Avenue NE and 4th Avenue NE. Important at high-volume locations to enhance the safety and comfort to cross which could eliminate potential barrier to walking or bicycling. Yield compliance of 70 to 95 percent. Estimated Crash Modification Factor of 53 percent.	$80,000 ($40,000 per system)
Dynamic Speed Display (DSD) Signs	Displays current speed vehicles are traveling as the car approaches the sign. Encourages drivers to slow down by making them aware of their current speed as they are nearing the school zone east of Lowell Elementary School on H Street NE. Use DSD sign with a 30-mph speed limit sign.	$10,000
LED Flashing School Speed Zone Signs	Replace the two existing school zone speed limit signs currently installed along H Street NE with LED flashing signs. The sign would flash yellow and white LED lights surrounding the sign during school arrival and departure periods. The sign can be programmed for specific time of day, day of week, and month of year functionality to ensure it only flashes when necessary.	$5,000 ($2,500 per sign)

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Braun Intertec Agreement - Downtown Cable Load Testing

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: Braun Intertec has provided a proposal to perform load testing on the cables attached to buildings downtown that hold the holiday swags across Laurel Street and South 7th Street. Staff has sent letters to building owners with some responses requesting an informal approval to have the cables attached to the buildings. Staff will have a formal agreement prepared to provide to building owners to formalize the ability to attach the cables. In addition, Braun will provide a recommendation for attaching cables at two additional locations. A map of all the proposed locations of the cables is attached to this item.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The total proposal from Braun Intertec is for $7,911. Their intention is to complete the load testing this December, which can be done with the decorations hung. Funds for the testing would come from a combination of ARPA and Conservation Incentive Program funds (BPU).

RECOMMENDED ACTION/MOTION: Staff recommends approval of the Braun Intertect proposal to perform load testing on the downtown cables.

FINANCIAL IMPACT: $7,911

Braun Intertec Corporation
11001 Hampshire Avenue S
Minneapolis, MN 55438

Phone: 952.995.2000
Fax: 952.995.2020
Web: braunintertec.com

October 13, 2023 Proposal QTB186085

Mr. Jessie Dehn
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Re: Proposal for Load Testing
Downtown Holiday Decoration Cables
Intersection of 7th Street and Laurel Street
Brainerd, Minnesota

Dear Mr. Dehn:

Thank you for the opportunity to provide you with this proposal to perform the Load Testing Services for the Downtown Holiday Decoration Cables located in Brainerd, Minnesota.

Background

We understand that the City of Brainerd is planning to purchase new decorations and lights to be hung from existing steel cables & attachments. The steel cables are mounted to buildings and hung over the intersection of 7th Street and Laurel Street. Widseth contacted Braun Intertec on behalf of the City of Brainerd to provide load testing services.

Scope of Work

The following is the proposed scope of work for the holiday decoration cable load testing. This scope was developed through conversations between Braun Intertec and Jamie Bieser of Widseth.

- We will perform load testing on the cables spanning between buildings for decorations.
- Testing will be performed on the four existing cables and two new cables.
- We will load the cables to 1.5 times the weight of the decorations with loads applied as point loads at approximately 10-foot spacing. If the decorations are already in place, we will subtract the load of the decorations from our test load.
- We will provide a report summarizing the load testing and will provide recommendations for additional cable and new anchorages as necessary, based on the results of the load test.

AA/EOE

Assumptions

The following assumptions were made in preparation of this proposal:

- We will use a scissor lift for access and load application.
- Actual weights of the decorations will be provided by others prior to testing. We will load to 1.5 times the weight of the decorations unless directed otherwise.
- The road and sidewalk over the test area will need to be closed during testing for safety of our testing personnel as well as safety of cars and pedestrians in case of failure. We assume that others will provide traffic control or road closures as needed.

Cost Estimate

Braun Intertec Corporation proposes to provide the services noted above on a Time and Materials basis for an estimated fee of $7,911. Please see the attached cost estimate for further breakdown of the anticipated costs.

If the scope changes or additional tasks are requested from what is initially outlined above, we will notify you and coordinate on additional fees accordingly prior to proceeding with the work.

Schedule

We anticipate scheduling the load testing in December 2023 and anticipate completing a summary report within 2 weeks after completion of the site visit.

Safety

We expect a safe working environment for our staff will be found during our work. If conditions are encountered that we feel are not safe, we will contact you immediately and will not proceed with our services.

General Remarks

We will be happy to meet with you to discuss our proposed scope of services further and clarify the various scope components.

We appreciate the opportunity to present this proposal to you. ***Please sign and return a copy to us in its entirety.***

The proposed fee is based on the scope of services described and the assumptions that our services will be authorized within 30 days and that others will not delay us beyond our proposed schedule.

We include the Braun Intertec General Conditions, which provide additional terms and are a part of our agreement

To have questions answered or schedule a time to meet and discuss our approach to this project further, please contact Andy Aarons at 612.248.0530 (aaarons@braunintertec.com).

Sincerely,

BRAUN INTERTEC CORPORATION

Andrew P. Aarons, PE
Project Engineer

Kimberly Deibel, PE, FMPC
Structure Sciences Technical Manager, Senior Engineer

Attachments:
Cost Estimate
General Conditions (1/1/18)

The proposal is accepted, and you are authorized to proceed.

Authorizer's Firm

Authorizer's Signature

Authorizer's Name (please print or type)

Authorizer's Title

Date

Project Proposal

QTB186085

Brainerd Cable Testing

Client:	Work Site Address:	Service Description:
City of Brainerd Jessie Dehn 501 Laurel St Brainerd, MN 56401 (218) 828-2309	Downtown Brainerd Brainerd, MN 56401	Load Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1	**Load Testing**				
Activity 1.1	**Field Services**				**$4,502.00**
1797	**Load Testing Equipment**	1.00	Each	250.00	$250.00
256	**Load Testing, per hour**	8.00	Hour	244.00	$1,952.00
8640	**Mobilization**	1.00	Each	1,300.00	$1,300.00
FIELD&LAB_EQUIP	**Lift Rental**	1.00	Each	1,000.00	$1,000.00
Activity 1.2	**Project Management & Reporting**				**$3,409.00**
197	**Project Engineer/Architect/Scientist**	4.00	Hour	229.00	$916.00
198	**Senior Engineer/Architect/Scientist**	8.00	Hour	258.00	$2,064.00
125	**Project Control Specialist**	1.00	Hour	179.00	$179.00
138	**Project Assistant**	2.00	Hour	125.00	$250.00
				Phase 1 Total:	**$7,911.00**

Proposal Total:	**$7,911.00**

General Conditions

BRAUN INTERTEC

Section 1: Agreement

1.1 Our agreement with you consists of these General Conditions and the accompanying written proposal or authorization ("Agreement"). This Agreement is the entire agreement between you and us. It supersedes prior agreements. It may be modified only in a writing signed by us, making specific reference to the provision modified.

1.2 The words "you," "we," "us," and "our" include officers, employees, and subcontractors.

1.3 In the event you use a purchase order or other documentation to authorize our scope of work ("Services"), any conflicting or additional terms are not part of this Agreement. Directing us to start work prior to execution of this Agreement constitutes your acceptance. If, however, mutually acceptable terms cannot be established, we have the right to terminate this Agreement without liability to you or others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

Section 2: Our Responsibilities

2.1 We will provide Services specifically described in this Agreement. You agree that we are not responsible for services that are not expressly included in this Agreement. Unless otherwise agreed in writing, our findings, opinions, and recommendations will be provided to you in writing. You agree not to rely on oral findings, opinions, or recommendations without our written approval.

2.2 In performing our professional services, we will use that degree of care and skill ordinarily exercised under similar circumstances by reputable members of our profession practicing in the same locality. If you direct us to deviate from our recommended procedures, you agree to hold us harmless from claims, damages, and expenses arising out of your direction. If during the one year period following completion of Services it is determined that the above standards have not been met and you have promptly notified us in writing of such failure, we will perform, at our cost, such corrective services as may be necessary, within the original scope in this Agreement, to remedy such deficiency. Remedies set forth in this section constitute your sole and exclusive recourse with respect to the performance or quality of Services.

2.3 We will reference our field observations and sampling to available reference points, but we will not survey, set, or check the accuracy of those points unless we accept that duty in writing. Locations of field observations or sampling described in our report or shown on our sketches are based on information provided by others or estimates made by our personnel. You agree that such dimensions, depths, or elevations are approximations unless specifically stated otherwise in the report. You accept the inherent risk that samples or observations may not be representative of things not sampled or seen and further that site conditions may vary over distance or change over time.

2.4 Our duties do not include supervising or directing your representatives or contractors or commenting on, overseeing, or providing the means and methods of their services unless expressly set forth in this Agreement. We will not be responsible for the failure of your contractors, and the providing of Services will not relieve others of their responsibilities to you or to others.

2.5 We will provide a health and safety program for our employees, but we will not be responsible for contractor, owner, project, or site health or safety.

2.6 You will provide, at no cost to us, appropriate site safety measures as to work areas to be observed or inspected by us. Our employees are authorized by you to refuse to work under conditions that may be unsafe.

2.7 Unless a fixed fee is indicated, our price is an estimate of our project costs and expenses based on information available to us and our experience and knowledge. Such estimates are an exercise of our professional judgment and are not guaranteed or warranted. Actual costs may vary. You should allow a contingency in addition to estimated costs.

Section 3: Your Responsibilities

3.1 You will provide us with prior environmental, geotechnical and other reports, specifications, plans, and information to which you have access about the site. You agree to provide us with all plans, changes in plans, and new information as to site conditions until we have completed Services.

3.2 You will provide access to the site. In the performance of Services some site damage is normal even when due care is exercised. We will use reasonable care to minimize damage to the site. We have not included the cost of restoration of damage in the estimated charges.

3.3 You agree to provide us, in a timely manner, with information that you have regarding buried objects at the site. We will not be responsible for locating buried objects at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, losses, penalties and expenses (including attorney fees) involving buried objects that were not properly marked or identified or of which you had knowledge but did not timely call to our attention or correctly show on the plans you or others furnished to us*.

3.4 You will notify us of any knowledge or suspicion of the presence of hazardous or dangerous materials present on any work site or in a sample provided to us. You agree to provide us with information in your possession or control relating to such materials or samples. If we observe or suspect the presence of contaminants not anticipated in this Agreement, we may terminate Services without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

3.5 Neither this Agreement nor the providing of Services will operate to make us an owner, operator, generator, transporter, treater, storer, or a disposal facility within the meaning of the Resource Conservation Recovery Act, as amended, or within the meaning of any other law governing the handling, treatment, storage, or disposal of hazardous substances. *You agree to hold us harmless, defend, and indemnify us from any damages, claims, damages, penalties or losses resulting from the storage, removal, hauling or disposal of such substances*.

3.6 Monitoring wells are your property, and you are responsible for their permitting, maintenance, and abandonment unless expressly set forth otherwise in this Agreement.

3.7 You agree to make all disclosures required by law. In the event you do not own the project site, you acknowledge that it is your duty to inform the owner of the discovery or release of contaminants at the site. *You agree to hold us harmless, defend, and indemnify us from claims, damages, penalties, or losses and expenses, including attorney fees, related to failures to make disclosures, disclosures made by us that are required by law, and from claims related to the informing or failure to inform the site owner of the discovery of contaminants.*

Section 4: Reports and Records

4.1 Unless you request otherwise, we will provide our report in an electronic format.

4.2 Our reports, notes, calculations, and other documents and our computer software and data are instruments of our service to you, and they remain our property. We hereby grant you a license to use the reports and related information we provide only for the related project and for the purposes disclosed to us. You may not transfer our reports to others or use them for a purpose for which they were not prepared without our written approval. *You agree to indemnify, defend, and hold us harmless from claims, damages, losses, and expenses, including attorney fees, arising out of such a transfer or use.*

4.3 If you do not pay for Services in full as agreed, we may retain work not yet delivered to you and you agree to return to us all of our work that is in your possession or under your control.

4.4 Samples and field data remaining after tests are conducted and field and laboratory equipment that cannot be adequately cleansed of contaminants are and continue to be your property. They may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

4.5 Electronic data, reports, photographs, samples, and other materials provided by you or others may be discarded or returned to you, at our discretion, unless within 15 days of the report date you give us written direction to store or transfer the materials at your expense.

Section 5: Compensation

5.1 You will pay for Services as stated in this Agreement. If such payment references our Schedule of Charges, the invoicing will be based upon the most current schedule. An estimated amount is not a firm figure. You agree to pay all sales taxes and other taxes based on your payment of our compensation. Our performance is subject to credit approval and payment of any specified retainer.

5.2 You will notify us of billing disputes within 15 days. You will pay undisputed portions of invoices upon receipt. You agree to pay interest on unpaid balances beginning 30 days after invoice dates at the rate of 1.5% per month, or at the maximum rate allowed by law.

5.3 If you direct us to invoice a third party, we may do so, but you agree to be responsible for our compensation unless the third party is creditworthy (in our sole opinion) and provides written acceptance of all terms of this Agreement.

5.4 Your obligation to pay for Services under this Agreement is not contingent on your ability to obtain financing, governmental or regulatory agency approval, permits, final adjudication of any lawsuit, your successful completion of any project, receipt of payment from a third party, or any other event. No retainage will be withheld.

5.5 If you do not pay us in accordance with this Agreement, you agree to reimburse all costs and expenses for collection of the moneys invoiced, including but not limited to attorney fees and staff time.

5.6 You agree to compensate us in accordance with our Schedule of Charges if we are asked or required to respond to legal process arising out of a proceeding related to the project and as to which we are not a party.

5.7 If we are delayed by factors beyond our control, or if project conditions or the scope or amount of work changes, or if changed labor conditions result in increased costs, decreased efficiency, or delays, or if the standards or methods change, we will give you timely notice, the schedule will be extended for each day of delay, and we will be compensated for costs and expenses incurred in accordance with our Schedule of Charges.

5.8 If you fail to pay us in accordance with this Agreement, we may consider the default a total breach of this Agreement and, at our option, terminate our duties without liability to you or to others, and you will compensate us for fees earned and expenses incurred up to the time of termination.

5.9 In consideration of our providing insurance to cover claims made by you, you hereby waive any right to offset fees otherwise due us.

Section 6: Disputes, Damage, and Risk Allocation

6.1 Each of us will exercise good faith efforts to resolve disputes without litigation. Such efforts will include, but not be limited to, a meeting(s) attended by each party's representative(s) empowered to resolve the dispute. Before either of us commences an action against the other, disputes (except collections) will be submitted to mediation.

6.2 ***Notwithstanding anything to the contrary in this Agreement, neither party hereto shall be responsible or held liable to the other for punitive, indirect, incidental, or consequential damages, or liability for loss of use, loss of business opportunity, loss of profit or revenue, loss of product or output, or business interruption.***

6.3 You and we agree that any action in relation to an alleged breach of our standard of care or this Agreement shall be commenced within one year of the date of the breach or of the date of substantial completion of Services, whichever is earlier, without regard to the date the breach is discovered. Any action not brought within that one year time period shall be barred, without regard to any other limitations period set forth by law or statute. We will not be liable unless you have notified us within 30 days of the date of such breach and unless you have given us an opportunity to investigate and to recommend ways of mitigating damages. You agree not to make a claim against us unless you have provided us at least 30 days prior to the institution of any legal proceeding against us with a written certificate executed by an appropriately licensed professional specifying and certifying each and every act or omission that you contend constitutes a violation of the standard of care governing our professional services. Should you fail to meet the conditions above, you agree to fully release us from any liability for such allegation.

6.4 ***For you to obtain the benefit of a fee which includes a reasonable allowance for risks, you agree that our aggregate liability for all claims will not exceed the fee paid for Services or $50,000, whichever is greater. If you are unwilling to accept this allocation of risk, we will increase our aggregate liability to $100,000 provided that, within 10 days of the date of this Agreement, you provide payment in an amount that will increase our fees by 10%, but not less than $500, to compensate us for the greater risk undertaken.*** This increased fee is not the purchase of insurance.

6.5 ***You agree to indemnify us from all liability to others in excess of the risk allocation stated herein and to insure this obligation. In addition, all indemnities and limitations of liability set forth in this Agreement apply however the same may arise, whether in contract, tort, statute, equity or other theory of law, including, but not limited to, the breach of any legal duty or the fault, negligence, or strict liability of either party.***

6.6 This Agreement shall be governed, construed, and enforced in accordance with the laws of the state in which our servicing office is located, without regard to its conflict of laws rules. The laws of the state of our servicing office will govern all disputes, and all claims shall be heard in the state or federal courts for that state. Each of us waives trial by jury.

6.7 No officer or employee acting within the scope of employment shall have individual liability for his or her acts or omissions, and you agree not to make a claim against individual officers or employees.

Section 7: General Indemnification

7.1 *We will indemnify and hold you harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by our negligent acts or omissions or those negligent acts or omissions of persons for whom we are legally responsible. You will indemnify and hold us harmless from and against demands, damages, and expenses of others to the comparative extent they are caused by your negligent acts or omissions or those negligent acts or omissions of persons for whom you are legally responsible*.

7.2 To the extent it may be necessary to indemnify either of us under Section 7.1, you and we expressly waive, in favor of the other only, any immunity or exemption from liability that exists under any worker compensation law.

7.3 You agree to indemnify us against losses and costs arising out of claims of patent or copyright infringement as to any process or system that is specified or selected by you or by others on your behalf.

Section 8: Miscellaneous Provisions

8.1 We will provide a certificate of insurance to you upon request. Any claim as an Additional Insured shall be limited to losses caused by our negligence.

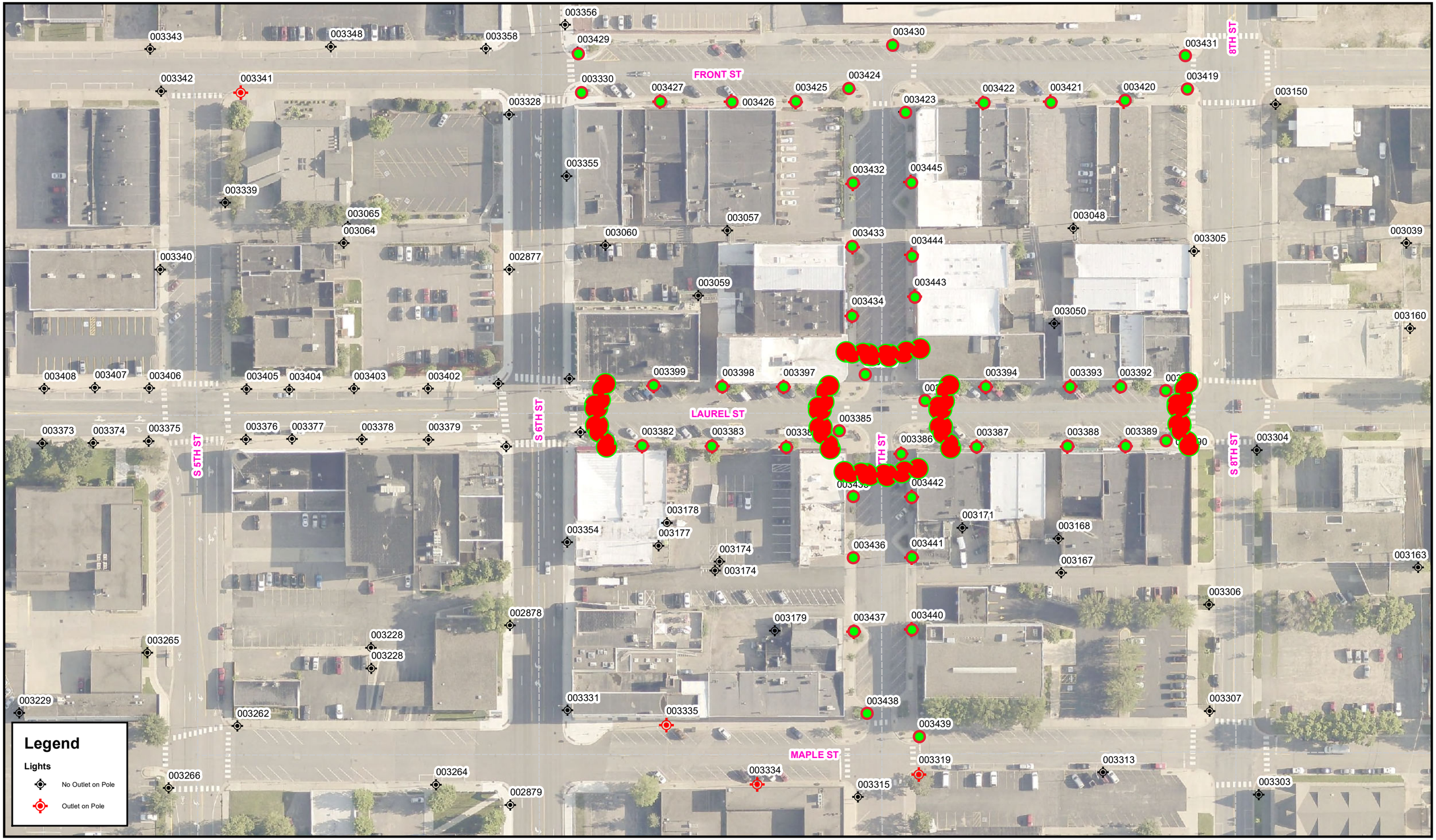
8.2 You and we, for ourselves and our insurers, waive all claims and rights of subrogation for losses arising out of causes of loss covered by our respective insurance policies.

8.3 Neither of us will assign or transfer any interest, any claim, any cause of action, or any right against the other. Neither of us will assign or otherwise transfer or encumber any proceeds or expected proceeds or compensation from the project or project claims to any third person, whether directly or as collateral or otherwise.

8.4 This Agreement may be terminated early only in writing. You will compensate us for fees earned for performance completed and expenses incurred up to the time of termination.

8.5 If any provision of this Agreement is held invalid or unenforceable, then such provision will be modified to reflect the parties' intention. All remaining provisions of this Agreement shall remain in full force and effect.

8.6 No waiver of any right or privilege of either party will occur upon such party's failure to insist on performance of any term, condition, or instruction, or failure to exercise any right or privilege or its waiver of any breach.



Legend

Lights

No Outlet on Pole

Outlet on Pole

= Wreath on Pole (45)

= Swag Location (6)

N
W E
S

BRAINERD PUBLIC UTILITIES
ELECTRIC MAP

This map is intended for reference purposes only and is not a legally recorded map nor survey. Brainerd Public Utilities shall not be liable for any damages or claims that arise due to accuracy, availability, use, or misuse of the information herein pursuant to MN Statutes 466.03 Subd 21.

0 30 60 120 Feet

Date: 1/19/2023

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Termination of Crow Wing County Fuel Sales Agreement

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: Transit has now operated under the Crow Wing County Fuel Sales Agreement for just over one year. Concerns were raised regarding the 10% Overhead Fee that was charged for County admin costs, maintenance, and testing fees. It was expected at that time that there was going to be roughly $0.25 per gallon savings versus commercially-available fuel.

After reviewing this further, the savings between the County sales and commercially-available fuel is roughly $0.10 per gallon. With the variability of commercially-available fuel, it is difficult to discern exact savings. Staff compares our costs versus AAA provided averages. Some difficulties that Transit continues to have with this program beyond costs, are location and reliability. While there are 3 County fueling stations, only one is convenient for the program. Staff has found that there have been times where those pumps are unavailable and buses need to fuel at commercial stations.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: After review of the costs and the other considerations, staff is recommending an alternative option for fuel for Transit buses. The City utilizes WEX cards for fueling vehicles, which can be used at any commercial gas station. WEX also provides slight rebates when fuel is purchased at certain locations. While the commercially-available fuel may be slightly higher in cost, the ability to fill at convenient locations rather than having to travel to the specific County location would lower some costs as well as the small rebates. If the Council would like to cancel the agreement, there is a termination clause that requires 30-day notice to the other party. The TAC Committee unanimously recommended termination of the agreement at their October 26, 2023 meeting.

RECOMMENDED ACTION/MOTION: Staff is recommending termination of the Crow Wing County Fuel Sales Agreement and moving Transit to using WEX cards for fueling.

FINANCIAL IMPACT: Unknown at this time.

Crow Wing County Customer Fuel Sales Agreement
Between CROW WING COUNTY and
Brainerd Transit

This Agreement is made and entered into this first day of **September 1, 2022**, by and between the County of Crow Wing, a political subdivision of the State of Minnesota, 326 Laurel Street, Brainerd, Minnesota 56401, hereinafter referred to as "County," and the **Brainerd Transit** hereinafter referred to as "Customer."

WHEREAS, the County Highway Department is the manager of the fuel system

WHEREAS, the County Highway Department is responsible for operating and maintaining the Crow Wing fuel system.

WHEREAS, Customer is desirous of purchasing fuel from County and County is desirous of selling fuel to customer.

NOW THEREFORE, in consideration of the mutual promises and agreements contained herein, County and Customer agree to the following:

1. **SCOPE**

   County shall be responsible for providing access to their fuel system, and managing the fuel account for the Customer, this will include set up of the Customer, including work order and general ledger accounts in the financial software and fuel system software. This setup will allow access to County fuel system and will provide initial fuel key set up for the Customer's assets and provide maintenance of the account for the term of this agreement for the Customer.

   This Agreement shall allow access to County's three fuel site locations which include Unleaded and Diesel products at each site:
   - Site 1-HWF (Highway Fuel) 16589 County Road 142, Brainerd MN 56401
   - Site 2-BRF (Laurel St.) 202 Laurel St., Brainerd MN 56401
   - Site 3-XLF (Crosslake) 13870 Whipple Dr., Crosslake MN 56442

2. **COSTS**

   Account set up fee: There shall be an initial one-time fee of $300.00 per account. This cost covers administration costs for setting up the Customer account, fuel chipkeys and chip key programming, fuel system walkthrough, and training on use of the system.

   Cost per gallon: County shall charge the Customer an average cost per gallon calculated by County's financial system. The Customer shall receive a monthly invoice generated by the financial system along with a monthly fuel consumption report of the Customer's fuel usage.

   Overhead fee: A 10% overhead fee shall be applied per gallon of fuel purchased by the Customer. This fee covers administrative costs, maintenance to the fuel system, and testing compliance fees incurred by the County.

3. **DAMAGES**

The Customer shall be responsible for any and all property damage incurred to the County fuel sites by the Customer's assets, (including but limited to vehicles, trailers, lawn mowers and/or other equipment) or their employees. The cost involved with the damages incurred shall be the responsibility of the Customer and charged accordingly through the billing process. The Fleet Manager may work with the Customer and their insurance company at his/her own discretion.

4. **EXCLUSIONS**

At no time shall the Customer be allowed to resell fuel purchased from the County.

5. **TERM**

This Agreement shall remain in effect from **September 1, 2022,** until **December 31, 2025**. The contract will be reviewed 60 days prior to expiration of the contact. At that time the terms of this Agreement will be reviewed and, if necessary, modified to suit the current conditions.

6. **TERMINATION**

Either party may terminate this Agreement, with or without cause, by providing a 30-day written notice to the other party.

7. **LATE PAYMENTS**

The Customer shall be responsible in keeping their account current. The Customer will be notified after 30 days of the delinquent status on their next billing statement. This contract may be terminated if the account remains delinquent for more than 90 days.

8. **NOTICE**

For purposes of delivery of any notices hereunder, the notice shall be effective if to the authorized representatives.

AUTHORIZED REPRESENTATIVE

Notification required to be provided pursuant to this Contract shall be provided to the following named persons and addresses unless otherwise stated in this contract or in a modification of this Contract.

CUSTOMER
Brainerd Transit
Andy Stone
501 Laurel St.
Brainerd MN, 56401
218/454/3413

COUNTY
Fleet Manager
16589 County Rd 142
Brainerd MN, 56401
218-824-1110

9. **SEVERABILITY**
The provisions of this Contract shall be deemed severable. If any part of this Contract is rendered void, invalid, or unenforceable, such rendering shall not affect the validity and enforceability of the remainder of this Contract unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Contract with respect to either party.

10. **INDEMNIFICATION**
To the extent allowed by law, County and Customer mutually agree to indemnify and hold each other harmless from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

11. **MISCELLANEOUS**
The Fleet Manager shall be notified by Telephone within 24 hours if a Fuel Chip Key is lost, stolen or damaged.

12. **ENTIRE AGREEMENT**
It is understood and agreed that the entire agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties.

COUNTY OF CROW WING

By: _____
Joe Luksik
Fleet Manager

Date: _____

APPROVED AS TO FORM AND EXECUTION:

By: _____
Stephanie Shook
Assistant Crow Wing County Attorney

Date: _____

CUSTOMER

By: _____
Brainerd Transit
Title

Date: _____

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Draft Transit Cooperative Agreements with Crow Wing County and Baxter

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: With the changes to the Transit program in 2023, it was necessary to review and revise the agreements between the City of Brainerd, City of Baxter, and Crow Wing County. Draft agreements are attached to this item for review. The City Attorney has reviewed these agreements and provided comments that are reflected in these agreements.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The agreements were crafted to run concurrent with the term length of the 3rd Party Contractor contract length. This provides the opportunity for the cooperative partners to receive information from staff regarding the results of the solicitation and make decisions on their service at that time before the next contract begins.

It was also necessary to review the cost share of the operating expenses between the remaining cooperative partners. With Pine River withdrawing from the service and the significant reduction to the County's service, staff reviewed the service moving forward. It is recommended that these agreements reflect a cost share based on projected fuel expenses. It is difficult to know exactly how the share of actual expenses will be spent without previous results to reference to. It is expected that the cost share percentages will continue to be reviewed at the end of the term of the agreement to determine if the share is appropriate based on actual expense splits.

The TAC Committee discussed these draft agreements at their October 26, 2023 meeting. A couple comments were received that the TAC would like to see staff review the assumptions after approximately a year to determine if the local share splits are generally in line with the observed fuel costs of service. The TAC unanimously recommended the draft agreements.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the agreements as presented.

FINANCIAL IMPACT: N/A

TRANSIT SERVICE AGREEMENT WITH
THE CITY OF BAXTER

TERMS OF AGREEMENT

1. TERM OF AGREEMENT - The agreement shall be effective upon execution and shall continue through June 30th, 2027.

2. SERVICE TIMES - The Brainerd & Crow Wing Public Transit System shall provide Dial-A-Ride transit service to the City of Baxter Monday through Friday, (excluding Holidays) from 6:00 a.m. to 6:00 p.m., subject to the system capacity restraints. The City of Baxter may request changes to the hours and days of operation by resolution, said changes being subject to the approval of the City of Brainerd.

3. SERVICE AREA - The Brainerd & Crow Wing Public Transit System shall provide service to any location within the corporate limits of the City of Baxter.

4. TRANSIT BUS - The Brainerd & Crow Wing Public Transit System shall provide the service with a passenger transit bus equipped with an ADA compliant wheelchair or standee lift, and wheelchair securement positions in the interior of the bus.

5. OPERATING POLICY - The City of Brainerd Transportation Advisory Committee and The City of Brainerd & Crow Wing County Transit Operating Policies shall govern the operations of the transit system when serving the City of Baxter.

6. FARES - The fare structure for the City of Baxter shall be set by the Council of the City of Baxter by resolution. Changes or adjustments to fares shall require 30 days' public notification.

7. REIMBURSEMENT – In the event that bus fares from the City of Baxter are less than that City's local share of transportation costs the City of Baxter agrees to reimburse the City of Brainerd for the unfunded portion of City of Baxter transit expenses. If the bus fares from the City of Baxter are more than that City's local share of transportation costs the City of Brainerd agrees to reimburse the City of Baxter the excess revenue.

8. LOCAL SHARE OF TRANSIT COSTS – The local share of transportation costs shall be based upon the percentage of overall anticipated fuel costs of the service area. The City of Baxter's local share shall be 18% of the Transit expenses during the term of this agreement.

9. REIMBURSEMENT OF ADDITIONAL COSTS – The City of Baxter agrees to reimburse the City of Brainerd for a portion of the local share of capital costs. Local share of capital costs are based upon the percentage of the local share of transportation costs in Paragraph No. 8, Local Share of Transit Costs.

10. REPORTING – The City of Brainerd & Crow Wing County Transit office will provide annual transit reports to the City of Baxter. Annual reports will include ridership information and information related to the costs of providing Dial-A-Ride services in the City of Baxter.

11. CONTINGENCIES - This agreement is contingent on the City of Brainerd's participation in the Minnesota Department of Transportations public transit grant program and the availability of State and Federal funds equal to or greater than 85% of the total operating costs for Transit services.

12. TERMINATION CLAUSE – This agreement may be terminated by either party with or without cause with 90 days' written notice to the other party.

City of Brainerd

_____ _____
Mayor - City of Brainerd Date

_____
City Administrator

City of Baxter

_____ _____
Mayor – City of Baxter Date

_____
City Administrator

TRANSIT SERVICE AGREEMENT WITH
Crow Wing County

TERMS OF AGREEMENT

1. TERM OF AGREEMENT - The agreement shall be effective upon execution and shall continue through June 30th, 2027.

2. SERVICE TIMES - The Brainerd & Crow Wing Public Transit System shall provide Dial-A-Ride transit service to Crow Wing County Monday through Friday, (excluding Holidays) from 6:30 a.m. to 4:30 p.m., subject to the system capacity restraints. Crow Wing County may request changes to the hours and days of operation by resolution, said changes being subject to the approval of the City of Brainerd.

3. SERVICE AREA - The Brainerd & Crow Wing Public Transit System shall provide service to pre-determined locations in Crow Wing County, within the cities of Pequot Lakes and Crosby.

4. TRANSIT BUS - The Brainerd & Crow Wing Public Transit System shall provide the service with a passenger transit bus equipped with an ADA compliant wheelchair or standee lift, and wheelchair securement positions in the interior of the bus.

5. OPERATING POLICY - The City of Brainerd Transportation Advisory Committee and The City of Brainerd & Crow Wing County Transit Operating Policies shall govern the operations of the transit system when serving Crow Wing County.

6. FARES - The fare structure for Crow Wing County shall be set by the Crow Wing County Board by resolution. Changes or adjustments to fares shall require 30 days' public notification.

7. REIMBURSEMENT – In the event that bus fares from Crow Wing County are less than that County's local share of transportation costs Crow Wing County agrees to reimburse the City of Brainerd for the unfunded portion of Crow Wing County transit expenses. If the bus fares from Crow Wing County are more than that County's local share of transportation costs the City of Brainerd agrees to reimburse Crow Wing County the excess revenue.

8. LOCAL SHARE OF TRANSIT COSTS – The local share of transportation costs shall be based upon the percentage of overall anticipated fuel costs of the service area. The Crow Wing County's local share shall be 17% of the Transit expenses during the term of this agreement.

9. REIMBURSEMENT OF ADDITIONAL COSTS – Crow Wing County agrees to reimburse the City of Brainerd for a portion of the local share of capital costs. Local share of capital costs are based upon the percentage of the local share of transportation costs in Paragraph No. 8, Local Share of Transit Costs.

10. REPORTING – The City of Brainerd & Crow Wing County Transit office will provide annual transit reports to Crow Wing County. Annual reports will include ridership information and information related to the costs of providing Dial-A-Ride services in Crow Wing County.

11. CONTINGENCIES - This agreement is contingent on the City of Brainerd's participation in the Minnesota Department of Transportations public transit grant program and the availability of State and Federal funds equal to or greater than 85% of the total operating costs for Transit services.

12. TERMINATION CLAUSE – This agreement may be terminated by either party with or without cause with 90 days' written notice to the other party.

City of Brainerd

_____ _____
Mayor - City of Brainerd Date

_____
City of Brainerd Administrator

Crow Wing County

_____ _____
Crow Wing County Board Chair Date

_____
Crow Wing County Administrator

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve 2024 Capital Bus Purchase

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: MnDOT has opened the solicitation for 2024 Transit Vehicle Replacement grant applications. Staff is requesting authorization to begin the application process for the grant program for a replacement bus intended to occur in 2024. While the intention of the grant program is targeting replacement vehicles in 2024, it is likely to arrive much later than expected. Staff is still waiting on two buses ordered in 2020 and 2021. One of which is expected to arrive in 2024. The other is likely going to come in 2025. Thus, the replacement vehicle that would be applied for under this grant solicitation would likely not arrive until 2026. Staff decided to not apply for or order a replacement vehicle in 2022 due to uncertainties with the delivery schedule and the financial ability to fund the local share needed. Applications are due to MnDOT on November 13th.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In performing the financial review of the Transit program in Spring 2023, staff included an estimated local share cost of replacing a bus each year of the 5-year projection. Due to the aging fleet and the delays of receiving buses, staff feels that continued replacement of older vehicles is necessary to reduce lost time due to repairs. Staff is estimating that the local share of the bus would be $13,000, paid at the time of delivery. The match requirements for projects under this capital vehicle replacement solicitation will be 10% Local share. The TAC Committee unanimously recommended the 2024 Capital Bus purchase.

RECOMMENDED ACTION/MOTION: Staff recommends authorization to apply for the MnDOT 2024 Capital bus vehicle replacement grant.

FINANCIAL IMPACT: Estimated to be $13,000.

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Approve Transit Operating Policy Updates

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: MnDOT completed a comprehensive review (audit) of the Transit program, including financials, policies, and operations. There were a number of recommendations from the review that staff is currently working on. There are two Transit policies that were recommended to be revised, the Advance Notice policy and Subscription Trips/ Standing Orders policy.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Per the comprehensive review results, the auditors found that transit policies 2.2.2 Advance Notice, and 2.2.8 Subscription Trips/ Standing Orders required updating for best practices.

2.2.2 Advance Notice: Dial-A-Ride trips can be scheduled ~~up to 45 days in advance~~ *in advance and can run until canceled by the rider*.
Comprehensive review results found that allowing trips to be scheduled only up to 45 days in advance was too restrictive and recommended for best practice to remove the restriction and replace it with a non-restrictive timeline for scheduling in advance. Staff recommends removing up to 45 days in advance and replacing with in advance and can run until canceled by the rider.

2.2.8 Subscription Trips / Standing Orders: Same time, same origin/destination trips are eligible for Subscription status. Subscription service is limited due to capacity constraints. Those passengers who register for subscription service may receive scheduling priority. Subscription service will be issued to passengers on a "first come, first served" basis. ~~Subscription service may be at a premium fare.~~
Comprehensive review results recommended removing subscription service may be at a premium fare as that is not equal for all riders.

The TAC Committee unanimously recommended the policy changes at the October 26, 2023 meeting.

RECOMMENDED ACTION/MOTION: Staff recommends authorization to update Advance Notice and Subscription Trip / Standing order transit operating policies.

FINANCIAL IMPACT: N/A

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Review Contested Nuisance Assessments

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE: City Council held a public hearing and adopted a resolution on October 16th approving the proposed abatement assessments for 2022-2023. Six property owners spoke at the hearing or wrote letters and asked the City Council to waive their proposed assessment. Staff recommended waiving the citation amount of $1,350 for 624 8th Ave NE as the property owner worked with staff to address the issue throughout the summer of 2023. All other property owners did not reach out to staff regarding their violation and all properties were in clear violation of the City Code. Staff recommended that City Council approve all remaining nuisance abatement assessments and provide staff with an opportunity to research each individual case and provide a recommendation at the next City Council meeting. After review by City Council, the assessments can remain or be removed by motion.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: See Memo

RECOMMENDED ACTION/MOTION: Staff recommends waiving the nuisance assessments for the following properties:
1) $675 for 1623 Emma Street - (PID 41360561)
2) $350 for 300 SE 27th St. - (PID 41301028)
3) $675 for 422 B Street NE – (PID 41191157)

Note: the above totals represent citations and late fees only as the recommended properties did not require abatement.

FINANCIAL IMPACT:
See memo for citation and abatement amounts for each property. Staff recommends removal of $1,700 in nuisance abatement assessments.

Note: abatements to properties have already been paid to private contractors using city funds.

MEMO

TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: November 6th, 2023

RE: Property Owner Request to Waive Nuisance Assessment for 915 Laurel Street

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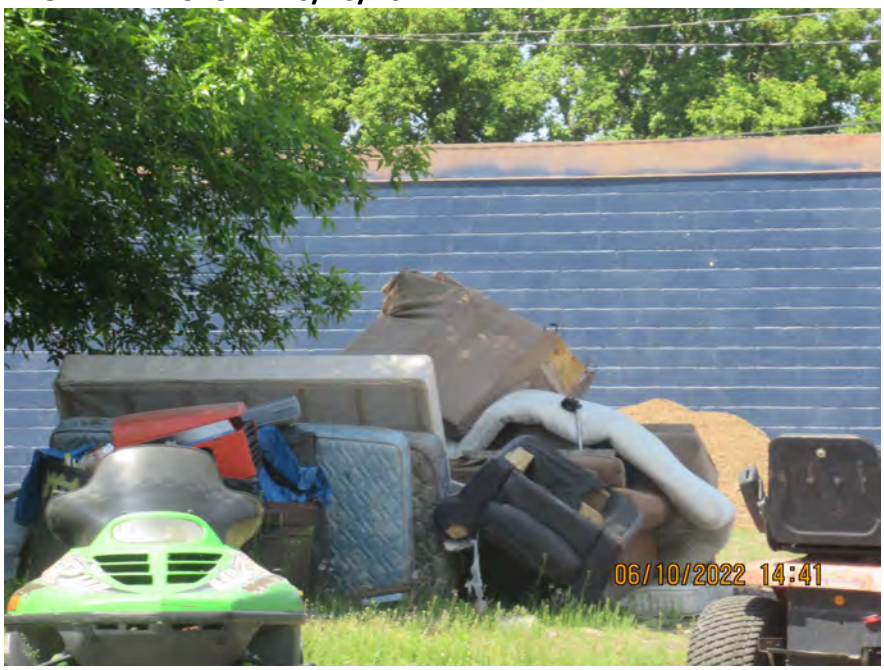
PROPERTY HISTORY – 915 Laurel St. (PID 41241526)

According to Crow Wing County GIS information, 915 Laurel St. was purchased by Richard Wetherell in 2009. After purchase, Mr. Wetherell allowed an individual to occupy the property and repair small engines. Since Mr. Wetherell purchased the property, there have been eight (8) junk and debris violations, two (2) property maintenance violations, eleven (11) unlicensed vehicle violations, and one (1) grass violation. Since the City began a more proactive approach in abating properties, 915 Laurel St. has been abated four times. Mr. Wetherell has been hospitalized and Presbyterian Family Foundation has taken over as emergency guardian and conservator. Jennifer Lien has submitted a letter asking that all citations and abatement fees be waived. Since taking control of the property, PFF has ensured that the property is maintained free of junk and debris and that no individuals trespass on the property.

PROPERTY PICTURE – 6/10/2022



PROPERTY ASSESSMENT
Administrative Citation Amount & Late Fees – $1,675
Administrative Abatement Amount & Administrative Fee – $2,550 for Junk and Debris

STAFF RECOMMENDATION
After reviewing the property history, staff does not recommend removal of the nuisance assessment as the property owner has been in violation of City Code in multiple instances since 2013.

901 Highway 71 NE | Willmar, MN 56201
office 320.235.5897 | toll free 888.560.5897 | fax 320.231.0633
pffwillmar.com

October 27, 2023

Brainerd Community Development
City of Brainerd
501 Laurel Street
Brainerd MN 56401

To Whom It May Concern: this letter pertains to the assessment and abatement of 915 Laurel Street.

Presbyterian Family Foundation (PFF), as Emergency Guardian and Conservator for Richard Wetherell made the City of Brainerd aware of our Emergency Guardian and Conservator appointment.

As Emergency Guardian and Conservator for Mr. Wetherell, PFF is aware of the situation at 915 Laurel Street.

Please know that:

1. PFF is in the process of working towards cleaning up this property and working towards getting this property sold.
2. Mr. Wetherell remains in the hospital in Rochester where he has been since July 20, 2023.
3. Mr. Wetherell is considered an incapacitated and vulnerable adult.
4. Mr. Wetherell has limited income and does not have the funds to pay the assessment and abatement fees.
5. In order to make this property more saleable and sell quicker, PFF requests that all citations be removed and all assessment and abatement fees be waived.

Thank you very much for your understanding, patience, and consideration.

Sincerely,

Jennifer Lien PFF

Jennifer Lien
Senior Conservator, PFF

MEMO

TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: November 6th, 2023

RE: Property Owner Request to Waive Nuisance Assessment for 1420 Quince St.

PROPERTY HISTORY – 1420 Quince St. (PID 41250666)
According to Crow Wing County GIS information, 1420 Quince St was purchased by Terry Kinder in 2012. Since Mr. Kinder purchased the property, there have been two (2) property maintenance violations, nine (9) grass & weeds violations, four (4) junk and debris violations, five (5) unlicensed/inoperable vehicle violations, two (2) premise ID/visibility & safety violations, and five (5) zoning code violations. Mr. Kinder indicated the projects are taking longer than expected and he is living on a limited income. The property received two citations before it was cut by Mr. Kinder. The grass violation and citations occurred before the work accident on the property.

PROPERTY PICTURES – 7/25/23, 10/3/23

PROPERTY ASSESSMENT
Administrative Citation Amount & Late Fees – $350 for Grass and Weeds

STAFF RECOMMENDATION
After reviewing the property history, staff recommend not waiving the $350 assessment as Mr. Kinder has been notified multiple times of the City Code requirements for grass and weeds.

CITY OF BRAINERD

ASSESSMENT DISPUTE REQUEST

Property Address & Parcel ID# (if known)	1420 Juniper
Property Owner Name	Terry Kinder
Property Owner Mailing Address	17037 Gregory Way
Property Owner Phone Number	
Hardship Deferral Request?	(Y) N (circle one) (separate application)

Reason for Contesting/Disputing Assessment

I understand it is taking me a little longer than norall. But the brick fell off the house when I was on scaffording and broke my back in 5 places, and slowed me down for 8 weeks. Still I work on it every day after I took 10 days to recover. I also after my 10 days have been working 10 to 12 hours a day 6 days a week.

I'm a disabled veteran living on less than 800.00 a month, with a $1300 house payment. Now with all the hospital bills. I don't feel this is fair at all, nor Justified

MEMO

TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: November 6th, 2023

RE: Property Owner Request to Waive Nuisance Assessment for 1623 Emma St.

PROPERTY HISTORY – 1623 Emma St. (PID 41360561)
According to Crow Wing County GIS information, 1623 Emma St was purchased by Luke Zontelli & Ellie Smude in 2020. Since the couple purchased the property, there has been one (1) junk and debris violation. Mr. Zontelli did not address why he did not respond to the violation letter or the three citation letters but did ask if there was an abatement to the property in addition to the fines. After the third citation letter was sent, the property was cleaned up and no abatement was necessary.

PROPERTY PICTURES – 8/24/23

PROPERTY ASSESSMENT
Administrative Citation Amount & Late Fees – $675 for Junk and Debris

STAFF RECOMMENDATION
After reviewing the property history, staff recommend removing the $675 in nuisance abatement assessments as this is the property owner's first offense and the property did not have to be abated.

CITY OF BRAINERD

ASSESSMENT DISPUTE REQUEST

Property Address & Parcel ID# (if known)	1623 Emma St
Property Owner Name	Luke Zontelli
Property Owner Mailing Address	1623 Emma St
Property Owner Phone Number	
Hardship Deferral Request?	Y / N (circle one) (separate application)

Reason for Contesting/Disputing Assessment

Junk/Debris
Violation letter 7/20/23
1st citation 8/4/23
2nd citation 8/14/23
3rd citation 8/24/23

MEMO

TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: November 6th, 2023

RE: Property Owner Request to Waive Nuisance Assessment for 300 SE 27th St.

PROPERTY HISTORY – 300 SE 27th St. – (PID 41301028)
According to Crow Wing County GIS information, 300 SE 27th St. was purchased by Felix Gangestad in 2019. Since Mr. Gangestad purchased the property, there has been one (1) grass & weeds violation. Mr. Gangestad reached out after receiving the public hearing notice for nuisance assessments. He indicated he does not live at the property but will try to keep it mowed going forward.

PROPERTY PICTURE – 8/18/23

PROPERTY ASSESSMENT
Administrative Citation Amount & Late Fees – $350 for Grass and Weeds

STAFF RECOMMENDATION
After reviewing the property history, staff recommend removing the $350 in nuisance abatement assessments as this is the property owner's first offense and the property did not have to be abated.

CITY OF BRAINERD

ASSESSMENT DISPUTE REQUEST

Property Address & Parcel ID# (if known)	Felix Gangestad
Property Owner Name	
Property Owner Mailing Address	5076 S Killian Rd
Property Owner Phone Number	
Hardship Deferral Request?	Y / N (circle one) (separate application)

Reason for Contesting/Disputing Assessment

300 SE 29th ST Brd

Grass / weeds
violation letter 7/31/23
1st citation 8/8/23
2nd citation 8/18/23

I do try to keep it mowed

MEMO

TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: November 6th, 2023

RE: Property Owner Request to Waive Nuisance Assessment for 422 B Street NE

PROPERTY HISTORY – 422 B Street NE – (PID 41191157)
According to Crow Wing County GIS information, 422 B St. NE was purchased by James Moon in 2022. Since Mr. Moon purchased the property, there has been one (1) junk and debris violation. Mr. Moon stated due to health problems and a brief hospital stay, he was unable to take care of the issues when the violations occurred. He did resolve the problems once he was able to.

PROPERTY PICTURE – 12/5/2022

PROPERTY ASSESSMENT
Administrative Citation Amount – $675 for Junk and Debris

STAFF RECOMMENDATION
After reviewing the property history, staff recommend removing the $675 in nuisance abatement assessments as this is the property owner's first offense and the property did not have to be abated.

CITY OF BRAINERD

ASSESSMENT DISPUTE REQUEST

Property Address & Parcel ID# (if known)	422B ST N.E Brainerd MN 41191152
Property Owner Name	James Moore
Property Owner Mailing Address	422B ST N.E.
Property Owner Phone Number	
Hardship Deferral Request?	Y / N (circle one) (separate application)

Reason for Contesting/Disputing Assessment

Assessment was For winter Months- During That Time I was Going Through severe Heart and Lung Issues and was unable To do much - was Hospitalized in Duluth - Briefly - as soon as I was able To I did what was Necessary To comply with Violations

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Request to Begin Eminent Domain Process

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Todd Wicklund, Public Utilities Director

DEPARTMENT: Public Utilities

PRESENTER: Patrick Wussow, Commission Member

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The BPU Commission is recommending the Brainerd City Council authorize City Attorney Langel to begin the eminent domain process related to the acquisition of gravel pit property owned by Roberts Sand & Gravel which is identified by parcel numbers 41361080 and 41361081. The purpose of the acquisition is for future City wellfield development and for wellhead protection. The cost related to this process is not known at this time but it will be the responsibility of the BPU Commission.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Authorize City Attorney Langel to begin the eminent domain process related to the acquisition of the PID 41361080 and 41361081 for the purpose of a future wellfield development and wellhead protection.

FINANCIAL IMPACT:

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Designate Interim City Administrator Wussow as Responsible Authority as a part of the Data Request Policy

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Administration

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Jennifer Bergman is the Responsible Authority for the City's Data Practices Policy. Designation of a Responsible Authority, as well as other appropriate individuals is needed to be in compliance with the Data Practices Act. With Jennifer's upcoming departure, the policy will need to be updated.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Update Exhibit A of the City of Brainerd's Data Practices Policy to name Patrick Wussow, Interim City Administrator as the Responsible Authority.

FINANCIAL IMPACT:

Exhibit A

City of Brainerd Data Practices Contacts

Responsible Authority

Name: ~~Jennifer Bergman, City Administrator~~ Patrick Wussow, Interim City Administrator

Address: 501 Laurel Street, Brainerd, MN 56401

Phone number: (218) 828-2307

Fax number: (218) 828-2316

Email address: pwussow ~~jbergman~~@ci.brainerd.mn.us

Data Practices Compliance Official

Name: Connie Hillman, Finance Director

Address: 501 Laurel Street, Brainerd, MN 56401

Phone number: (218) 828-2307

Fax number: (218) 828-2316

Email address: chillman@ci.brainerd.mn.us

Data Practices Designee – Law Enforcement

Name: John Davis, Police Chief

Address: 225 East River Road, Brainerd, MN 56401

Phone number: (218) 829-2805

Fax number: (218) 825-3489

Email address : john.davis@ci.brainerd.mn.us

Data Practices Designee – Non-Law Enforcement

Name: Kris Schubert, HR Director

Address: 501 Laurel Street, Brainerd, MN 56401

Phone number: (218) 828-2307

Fax number: (218) 828-2316

Email address: kschubert@ci.brainerd.mn.us

City Council
Agenda Request

MEETING DATE: November 6, 2023

TITLE OF ITEM: Request Workshop to Discuss Street and Public Utility Infrastructure for Upcoming Projects

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jennifer Bergman, City Adminstrator

DEPARTMENT: Administration

PRESENTER: Jeff Czeczok, Councilmember

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Council Member Czeczok has requested to hold a special workshop in December or January to discuss all associated issues surrounding future streets and public utilities projects. This would include both the City Council and the Public Utilities Commission members and pertinent staff.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Schedule Workshop for 6:00 p.m on Monday, January 8, 2024, or Monday, January 22, 2024.

FINANCIAL IMPACT:

From: Jeff V. Czeczok
To: Jennifer Bergman
Cc: Jeff Czeczok
Subject: Request for an Agenda Item
Date: Wednesday, November 1, 2023 9:16:40 AM

Hi Jennifer,

I am requesting to have an item related to streets and public utilities placed on the November 6, 2023 City Council agenda for a special workshop to be held sometime in December or January to discuss all associated issues surrounding all future projects.

This request is to simply schedule a meeting/workshop to include both the City Council and Public Utility Commission members and all pertinent staff from both the City and Public Utilities Department.

Thanks much, Jeff