



CITY COUNCIL AGENDA

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

The public is invited to attend these meetings in person

Attend by phone: 1-844-992-4726

City Council - Meeting Access Code: 2487 247 4420

Personnel and Finance Committee at 7:15 PM - Meeting Access Code: 2481 095 7234

Safety and Public Works Committee at 7:15 PM - Meeting Access Code: 2481 322 1929

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

The Public Hearing for Improvement 22-08 – South Brainerd Reconstruction, originally set for Monday, December 18th at 7:30 p.m. is cancelled. The Public Hearing will be re-scheduled at a future date.

1. **Call To Order**

2. **Roll Call**

___K. Stunek ___K. Terry ___T. Stenglein ___G. Johnson ___J. Czczok ___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. **Approve Tobacco License for Northern Tier Retail LLC, DBA Speedway 4076, 1223 S 6th Street**

- F. **Approve Secondhand Auto License- East Side Auto, 413 Washington St NE**
- G. **Approve Temporary Liquor License Submitted by The Brainerd Jaycees for an Event to be held at 602 S 5th St on February 2nd, 2024 Contingent on Approvals**
- H. **Approve Engagement Letter Between Baker Tilly and City of Brainerd**
- 6. **Presentations**
 - A. **Community Member of the Month**
 - B. **Brainerd Community Action Annual Presentation**
- 7. **Council Committee Reports**
 - A. **Personnel & Finance Committee**
 - 1. Approve Shared Services Agreement with the Brainerd EDA
 - 2. Accept Resignation of Assistant Planner Dylan Edwards
 - 3. **Consider Using Local Program Income Funds for Demolition of Structure at 426 B Street**
 - 4. Discussion on Joint Powers Agreement for Lakes Area Drug Investigative Division
 - 5. Update regarding New Earned Safe and Sick Time Law/Policy
 - 6. Consider Approval of the Social Media Policy
 - 7. Adopt Resolution Authorizing Housing Trust Fund Levy to Crow Wing County
 - B. **Safety & Public Works Committee**
 - 1. Final Pay Request - Improvement 22-10 Graydon Outfall
 - 2. Approve Construction Testing Proposal for Buffalo Hills Gully Remediation Project
 - 3. Award Street Scanning Proposal
 - 4. Direction on Active Code Enforcement
 - 5. Informational- Regarding \$25 Million Grant for Highway 210/Washington Street Reconstruction Project
- 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)
HRA 1 term (Expire 2029)

Library Board- 1 term (Expire 2025) 2 terms (Expire 2030)
Parks & Rec- 1 term (Expire 2029)
Planning- 2 terms (Expire 2027)
Public Utilities- 1 term (Expire 2026) 1 term (Expire 2029)
TAC- 3 terms (Expire 2027)
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) 1 term (Expire 2028)

B. Final Reading - Proposed Ordinance 1562 - Revised Fee Schedule

9. **New Business**

- A. Adopt Resolution Calling a Public Hearing On a Property Tax Abatement for Certain Property in the City of Brainerd
- B. Adopt Resolution - Approving Plans and Specifications, Authorizing Advertisement for Bids, and Call for Public Hearing - Improvement 22-08 - South Brainerd Reconstruction Project
- C. First Reading- Proposed Ordinance 1563- Amending Salaries for Elected and Appointed Officials
- D. Discussion of City Administrator Salary
- E. Adopt Resolution Setting the 2024 Levy for the City and Brainerd HRA
- F. Adoption of 2024 Budgets

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**

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"

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/01/2023 - 11/30/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 2740 - AT&T MOBILITY:							
X11032023/FD 80117	AT&T MOBILITY ACCT 287312856222 FIRE DEPT PHONES 225-2220-43321	10/25/2023 pziemer	11/09/2023	344.07 344.07	0.00	Paid	Y 11/09/2023
X11032023/ADM 80118	AT&T MOBILITY ACCT 287292136423 ADMIN DEPT PHONES 101-1400-43321	10/25/2023 pziemer	11/09/2023	99.54 99.54	0.00	Paid	Y 11/09/2023
X11032023/COM 80119	DEV AT&T MOBILITY ACCT 287292136423 COM DEV PHONES 101-2400-43321	10/25/2023 pziemer	11/09/2023	149.31 149.31	0.00	Paid	Y 11/09/2023
X11032023/ENG 80120	AT&T MOBILITY ACCT 287292136423 ENG DEPT PHONES 101-1700-43321	10/25/2023 pziemer	11/09/2023	275.54 275.54	0.00	Paid	Y 11/09/2023
X11032023/HR 80121	AT&T MOBILITY ACCT 287292136423 HR PHONE 101-1400-43321	10/25/2023 pziemer	11/09/2023	49.77 49.77	0.00	Paid	Y 11/09/2023
X11032023/IT 80122	AT&T MOBILITY IT DEPT PHONES ACCT 287292136423 9/2 101-1800-43321	10/25/2023 pziemer	11/09/2023	141.20 141.20	0.00	Paid	Y 11/09/2023
X11032023/PARKS 80123	AT&T MOBILITY ACCT 287292136423 PARKS PHONES/CAMER 230-5200-43321	10/25/2023 pziemer	11/09/2023	216.61 216.61	0.00	Paid	Y 11/09/2023
X11032023/STRTS 80124	AT&T MOBILITY ACCT 287292136423 STRT DEPT PHONES 235-3100-43321 237-3190-43321	10/25/2023 pziemer	11/09/2023	209.19 88.00 121.19	0.00	Paid	Y 11/09/2023
X11032023/TRANSIT 80125	AT&T MOBILITY ACCT 287292136423 TRANSIT PHONE 203-9000-43321	10/25/2023 pziemer	11/09/2023	49.77 49.77	0.00	Paid	Y 11/09/2023
X11032023/PD 80129	AT&T MOBILITY ACCT 287287520356 PD PHONES/SUPPORT 225-2120-43309	10/25/2023 pziemer	11/09/2023	2,047.90 726.37	0.00	Paid	Y 11/09/2023

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	225-2120-43321	TELEPHONE		1,321.53			
X11032023/AIRPORT							
80130	AT&T MOBILITY	10/25/2023	11/09/2023	235.88	0.00	Paid	Y
	ACCT 287291178494	AIRPORT CRASH PHONpziemer					11/09/2023
	260-9020-43321	TELEPHONE		235.88			
	Total for vendor 2740 - AT&T MOBILITY:			3,818.78	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
AIRPORT/OCT 23							
80126	BRAINERD PUBLIC UTILITIES	10/17/2023	11/09/2023	10,894.22	0.00	Paid	Y
	9/17/23-10/17/23 AIRPORT UTILITIES	pziemer					11/09/2023
	260-9020-43380	UTILITIES		10,894.22			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			10,894.22	0.00		
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
22:06 - FINAL							
80175	DECHANTAL EXCAVATING LLC	10/31/2023	11/15/2023	4,913.33	0.00	Paid	Y
	22:06 HARRISON SRTS - FINAL	pziemer					11/15/2023
	401-9030-45530-22:06	CAPITAL-PYMTS TO CONTRACTS		4,913.33			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			4,913.33	0.00		
Vendor 2886 - MID MINNESOTA FEDERAL CREDIT UNION:							
HSA CONTRIBUTIONS							
80116	MID MINNESOTA FEDERAL CREDIT UNION	11/02/2023	11/02/2023	2,117.32	0.00	Paid	Y
	HSA - ELAINE M. KRAEMER	pziemer					11/02/2023
	101-0000-21706	MEDICAL INSURANCE		214.00			
	101-0000-21706	MEDICAL INSURANCE		208.33			
	101-0000-21706	MEDICAL INSURANCE		214.00			
	101-0000-21706	MEDICAL INSURANCE		208.33			
	101-0000-21706	MEDICAL INSURANCE		214.00			
	101-0000-21706	MEDICAL INSURANCE		214.00			
	101-0000-21706	MEDICAL INSURANCE		208.33			
	101-0000-21706	MEDICAL INSURANCE		214.00			
	101-0000-21706	MEDICAL INSURANCE		214.00			
	101-0000-21706	MEDICAL INSURANCE		208.33			
	Total for vendor 2886 - MID MINNESOTA FEDERAL CREDIT UNION:			2,117.32	0.00		
Vendor 0344 - WASTE PARTNERS INC:							
3AX28803							
80127	WASTE PARTNERS INC	10/31/2023	11/09/2023	523.37	0.00	Paid	Y
	OCT 23 AIRPORT WASTE REMOVAL	pziemer					11/09/2023
	260-9020-43300	PROFESSIONAL SERVICES		523.37			

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3AX28804 80128	WASTE PARTNERS INC OCT 23 AIRPORT ARFF/SRE WASTE REMOVAL 260-9020-43300	10/31/2023 pziemer	11/09/2023	125.71	0.00	Paid	Y 11/09/2023
	PROFESSIONAL SERVICES			125.71			
	Total for vendor 0344 - WASTE PARTNERS INC:			649.08	0.00		
# of Invoices:	16	# Due:	0	Totals:	22,392.73	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				22,392.73	0.00		

--- TOTALS BY GL DISTRIBUTION ---

101-0000-21706	MEDICAL INSURANCE	2,117.32
101-1400-43321	TELEPHONE	149.31
101-1700-43321	TELEPHONE	275.54
101-1800-43321	TELEPHONE	141.20
101-2400-43321	TELEPHONE	149.31
203-9000-43321	TELEPHONE	49.77
225-2120-43309	COMPUTER TECHNICAL SUPPORT	726.37
225-2120-43321	TELEPHONE	1,321.53
225-2220-43321	TELEPHONE	344.07
230-5200-43321	TELEPHONE	216.61
235-3100-43321	TELEPHONE	88.00
237-3190-43321	TELEPHONE	121.19
260-9020-43300	PROFESSIONAL SERVICES	649.08
260-9020-43321	TELEPHONE	235.88
260-9020-43380	UTILITIES	10,894.22
401-9030-45530-22:06	CAPITAL-PYMTS TO CONTRACTS	4,913.33

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Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			2,832.68	0.00		
	203 - TRANSIT FUND			49.77	0.00		
	225 - PUBLIC SAFETY FUND			2,391.97	0.00		
	230 - PARK & RECREATION FUND			216.61	0.00		
	235 - STREET & SEWER FUND			88.00	0.00		
	237 - SANITARY SEWER FUND			121.19	0.00		
	260 - AIRPORT FUND			11,779.18	0.00		
	401 - CONSTRUCTION FUND			4,913.33	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			2,117.32	0.00		
	1400 - ADMINISTRATION			149.31	0.00		
	1700 - ENGINEERING			275.54	0.00		
	1800 - IT/GIS			141.20	0.00		
	2120 - POLICE DEPARTMENT			2,047.90	0.00		
	2220 - FIRE DEPARTMENT			344.07	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			149.31	0.00		
	3100 - S & S MAINTENANCE			88.00	0.00		
	3190 - SANITARY SEWER EXPENSE			121.19	0.00		
	5200 - PARK MAIN/ADMINISTRATION			216.61	0.00		
	9000 - TRANSIT FUND			49.77	0.00		
	9020 - AIRPORT M & O			11,779.18	0.00		
	9030 - CONSTRUCTION PROJ-MISC			4,913.33	0.00		

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Vendor 0011 - ACE HARDWARE:							
320332/1 80485	ACE HARDWARE MAIL BOX REPAIR: 1021 IVY 235-3125-42220	12/01/2023 pziemer	12/20/2023	45.12	45.12	Open	N 12/20/2023
	REPAIR & MAINT			45.12			
320363/1 80499	ACE HARDWARE TRUCK 107 - WINDOW HINGE FOR TOOL RA 237-3190-42220	12/04/2023 pziemer	12/20/2023	2.69	2.69	Open	N 12/20/2023
	REPAIR & MAINT			2.69			
320438/1 80527	ACE HARDWARE PARKS REPAIRS & MAINT 230-5200-42220	12/06/2023 pziemer	12/20/2023	44.08	44.08	Open	N 12/20/2023
	REPAIR & MAINT			44.08			
320456/1 80543	ACE HARDWARE GARBAGE BAGS/CLOCKS 225-2220-42210	12/06/2023 pziemer	12/20/2023	33.28	33.28	Open	N 12/20/2023
	OPERATING SUPPLIES			33.28			
320470/1 80547	ACE HARDWARE OIL 230-5200-42220	12/07/2023 pziemer	12/20/2023	6.29	6.29	Open	N 12/20/2023
	REPAIR & MAINT			6.29			
320241/1 80548	ACE HARDWARE FASTENERS 230-5200-42220	11/28/2023 pziemer	12/20/2023	2.59	2.59	Open	N 12/20/2023
	REPAIR & MAINT			2.59			
320499/1 80571	ACE HARDWARE ACE DETECTOR LEAK - INSPECTION SUPPL 101-2400-42210	12/03/2023 pziemer	12/20/2023	17.98	17.98	Open	N 12/20/2023
	OPERATING SUPPLIES			17.98			
320641/1 80636	ACE HARDWARE CHAINSAW FILE GUIDE 235-3100-42220	12/13/2023 pziemer	12/20/2023	45.99	45.99	Open	N 12/20/2023
	REPAIR & MAINT			45.99			
320658/1 80638	ACE HARDWARE CAMERA TRAILER SIMPLE GREEN 237-3190-42220	12/14/2023 pziemer	12/20/2023	11.69	11.69	Open	N 12/20/2023
	REPAIR & MAINT			11.69			
Total for vendor 0011 - ACE HARDWARE:				209.71	209.71		

Vendor 2902 - ADVANCE AUTO PARTS:

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6574333480114 80484	ADVANCE AUTO PARTS COMBO PINTLE HOOK 237-3190-42220	11/30/2023 pziemer	12/20/2023	115.89 115.89	115.89	Open	N 12/20/2023
	REPAIR & MAINT			115.89			
6574333480115 80529	ADVANCE AUTO PARTS PINTLE MOUNT AND RECIEVER PIN 237-3190-42220	11/30/2023 pziemer	12/20/2023	76.93 76.93	76.93	Open	N 12/20/2023
	REPAIR & MAINT			76.93			
	Total for vendor 2902 - ADVANCE AUTO PARTS:			192.82	192.82		
Vendor 4251 - ALLSTAR CONSTRUCTION :							
S-INV043976 80622	ALLSTAR CONSTRUCTION JAYCEE'S PARK REPAIRS - STORM REPAIRS 230-5200-42220	11/01/2023 pziemer	12/20/2023	22,898.54 22,898.54	22,898.54	Open	N 12/20/2023
	REPAIR & MAINT			22,898.54			
	Total for vendor 4251 - ALLSTAR CONSTRUCTION :			22,898.54	22,898.54		
Vendor 2846 - AMERICAN WELDING-GAS INC:							
09760930 80500	AMERICAN WELDING-GAS INC WELDING CYLINDER RENTAL 235-3100-43410	11/30/2023 pziemer	12/20/2023	82.70 82.70	82.70	Open	N 12/20/2023
	RENTAL EXPENSE			82.70			
	Total for vendor 2846 - AMERICAN WELDING-GAS INC:			82.70	82.70		
Vendor 0039 - ARAMARK UNIFORM SERVICES:							
2530213077 80494	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	11/30/2023 pziemer	12/20/2023	51.65 51.65	51.65	Open	N 12/20/2023
	MISCELLANEOUS			51.65			
2530215576 80576	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS 235-3100-43430	12/07/2023 pziemer	12/20/2023	74.94 74.94	74.94	Open	N 12/20/2023
	MISCELLANEOUS			74.94			
	Total for vendor 0039 - ARAMARK UNIFORM SERVICES:			126.59	126.59		
Vendor 0944 - ASPEN MILLS:							
324625 80629	ASPEN MILLS UNIFORM SHIRT 225-2220-41113	12/12/2023 pziemer	12/20/2023	79.47 79.47	79.47	Open	N 12/20/2023
	UNIFORM ALLOWANCE			79.47			
	Total for vendor 0944 - ASPEN MILLS:			79.47	79.47		

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Vendor 0047 - ASTECH INC.:							
23-01 - FINAL 80498	ASTECH INC.	11/01/2023	12/20/2023	135,046.65	135,046.65	Open	N 12/20/2023
	2023 CHIP SEAL PROJECT - FINAL	pziemer					
	401-9030-45530-23:01	CAPITAL-PYMTS TO CONTRACTS		135,046.65			
	Total for vendor 0047 - ASTECH INC.:			135,046.65	135,046.65		
Vendor 0745 - BATTERIES PLUS:							
P68496003 80617	BATTERIES PLUS	12/11/2023	12/20/2023	16.99	16.99	Open	N 12/20/2023
	BATTERY - SKIDSTEER TRAILER MAINT.	pziemer					
	230-5200-42220	REPAIR & MAINT		16.99			
	Total for vendor 0745 - BATTERIES PLUS:			16.99	16.99		
Vendor 3120 - BOLTON & MENK:							
0325527 80575	BOLTON & MENK	11/30/2023	12/20/2023	15,878.20	15,878.20	Open	N 12/20/2023
	4TH ST SW STORMWATER OUTFALL	pziemer					
	401-9030-43300-23:12	PROFESSIONAL SERVICES		15,878.20			
	Total for vendor 3120 - BOLTON & MENK:			15,878.20	15,878.20		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
NOV 23 COBRA 80531	BRAINERD PUBLIC UTILITIES	12/01/2023	12/20/2023	75.55	75.55	Open	N 12/20/2023
	REMIT NOV 2023 COBRA	pziemer					
	101-0000-14100	DUE FROM COMPONENT UNIT		75.55			
INV22289 80616	BRAINERD PUBLIC UTILITIES	12/12/2023	12/20/2023	37.39	37.39	Open	N 12/20/2023
	NOV 23 LNL REIMBURSE CHILI COOKOFF ST	pziemer					
	278-6515-43430	MISCELLANEOUS		37.39			
12/12/23 80624	BRAINERD PUBLIC UTILITIES	12/13/2023	12/20/2023	122,442.96	122,442.96	Open	N 12/20/2023
	REMIT LOCAL SALES TAX THRU 12/12/23	pziemer					
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		122,442.96			
2023 DIVIDEND 80634	BRAINERD PUBLIC UTILITIES	12/13/2023	12/20/2023	7,267.00	7,267.00	Open	N 12/20/2023
	2023 LMCIT PROPERTY/CASUALTY INSURAN	pziemer					
	101-0000-20850	DUE TO COMPONENT UNIT		7,267.00			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			129,822.90	129,822.90		
Vendor 4209 - CALLTOWER:							

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201734116 80526	CALLTOWER CALLTOWER 12/1/23-12/31/23 101-1800-43321	12/02/2023 pziemer	12/20/2023	355.49 355.49	355.49	Open	N 12/20/2023
Total for vendor 4209 - CALLTOWER:				355.49	355.49		
Vendor 0102 - CANON FINANCIAL SERVICE:							
31620820 80501	CANON FINANCIAL SERVICE 12/1/23-12/31/23 LIB COPIER CONTRACT 211-5505-43430	11/23/2023 pziemer	12/20/2023	77.97 77.97	77.97	Open	N 12/20/2023
MISC - COPY MACHINE PYMTS				77.97			
31619686 80502	CANON FINANCIAL SERVICE 12/1/23-12/31/23 LIB COPIER CHARGE 211-5505-43430	11/22/2023 pziemer	12/20/2023	19.73 19.73	19.73	Open	N 12/20/2023
MISC - COPY MACHINE PYMTS				19.73			
Total for vendor 0102 - CANON FINANCIAL SERVICE:				97.70	97.70		
Vendor 3393 - CAUGHEY, DARIN:							
2023 BOOTS 80620	CAUGHEY, DARIN 2023 BOOT REIMBURSEMENT 235-3100-42220	12/11/2023 pziemer	12/20/2023	114.00 114.00	114.00	Open	N 12/20/2023
REPAIR & MAINT				114.00			
Total for vendor 3393 - CAUGHEY, DARIN:				114.00	114.00		
Vendor 0122 - COMMUNITY ACTION:							
DEC 2023 80588	COMMUNITY ACTION DEC 23 LEVY PAYMENT 101-9200-43460	12/11/2023 pziemer	12/20/2023	7,819.75 7,819.75	7,819.75	Open	N 12/20/2023
REMIT COMMUNITY ACTION LEVY				7,819.75			
Total for vendor 0122 - COMMUNITY ACTION:				7,819.75	7,819.75		
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX 016323 - ADMIN 80572	CUB FOODS - BRAINERD COFFEE FOR EDA MTGS 295-6510-43430	12/06/2023 pziemer	12/20/2023	6.99 6.99	6.99	Open	N 12/20/2023
MISCELLANEOUS				6.99			
Total for vendor 0900 - CUB FOODS - BRAINERD:				6.99	6.99		
Vendor 0132 - CWC HIGHWAY DEPT:							
6566 80598	CWC HIGHWAY DEPT NOV 2023 TRANSIT FUEL	12/01/2023 pziemer	12/20/2023	2,201.06	2,201.06	Open	N 12/20/2023

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	203-9000-42212	MOTOR FUELS		2,000.96			
	203-9000-42212	MOTOR FUELS		200.10			
	Total for vendor 0132 - CWC HIGHWAY DEPT:			2,201.06	2,201.06		
Vendor 0133 - CWC RECORDER:							
23-10835 80518	CWC RECORDER	11/27/2023	12/20/2023	46.00	46.00	Open	N
	DOC 991301: BUFFALO HILLS GULLY EASE	pziemer					12/20/2023
	401-9030-43350-21:15	LEGAL PUBLICATIONS		46.00			
23-10840 80519	CWC RECORDER	11/28/2023	12/20/2023	46.00	46.00	Open	N
	DOC: 991309 - BUFFALO HILLS GULLY	pziemer					12/20/2023
	401-9030-43350-21:15	LEGAL PUBLICATIONS		46.00			
23-10841 80520	CWC RECORDER	11/28/2023	12/20/2023	46.00	46.00	Open	N
	DOC: 991310 BUFFALO HILLS GULLY EASE	pziemer					12/20/2023
	401-9030-43350-21:15	LEGAL PUBLICATIONS		46.00			
23-10892 80521	CWC RECORDER	11/28/2023	12/20/2023	46.00	46.00	Open	N
	DOC: 991351 - BUFFALO HILLS GULLY E	pziemer					12/20/2023
	401-9030-43350-21:15	LEGAL PUBLICATIONS		46.00			
23-10864 80522	CWC RECORDER	11/28/2023	12/20/2023	46.00	46.00	Open	N
	DOC: 991334 - BUFFALO HILLS GULLY EA	pziemer					12/20/2023
	401-9030-43350-21:15	LEGAL PUBLICATIONS		46.00			
23-10844 80523	CWC RECORDER	11/28/2023	12/20/2023	46.00	46.00	Open	N
	DOC: 991314 - BUFFALO HILLS GULLY EA	pziemer					12/20/2023
	401-9030-43350-21:15	LEGAL PUBLICATIONS		46.00			
23-10842 80524	CWC RECORDER	11/28/2023	12/20/2023	46.00	46.00	Open	N
	DOC: 991311 - BUFFALO HILLS GULLY EA	pziemer					12/20/2023
	401-9030-43350-21:15	LEGAL PUBLICATIONS		46.00			
23-10832 80525	CWC RECORDER	11/27/2023	12/20/2023	46.00	46.00	Open	N
	DOC 991296 - BUFFALO HILLS GULLY	pziemer					12/20/2023
	401-9030-43350-21:15	LEGAL PUBLICATIONS		46.00			
23-11277 80600	CWC RECORDER	12/08/2023	12/20/2023	92.00	92.00	Open	N
	DOC 991774 & DOC 991775 VARIANCE & C	pziemer					12/20/2023
	101-2400-43350	PRINTING/LEGAL PUBLICATION		46.00			
	101-2400-43350	PRINTING/LEGAL PUBLICATION		46.00			
	Total for vendor 0133 - CWC RECORDER:			460.00	460.00		

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Vendor 0135 - CWC TREASURER:							
6548/CH 80495	CWC TREASURER DEC 23 SHARED SERVICES - CITY HALL 101-9200-43300	11/30/2023 pziemer PROFESSIONAL SERVICES	12/20/2023	7,975.00 7,975.00	7,975.00	Open	N 12/20/2023
6548/LIB 80496	CWC TREASURER DEC 23 SHARED SERVICES - LIBRARY 211-5500-43300	12/01/2023 pziemer PROFESSIONAL SERVICES	12/20/2023	675.00 675.00	675.00	Open	N 12/20/2023
Total for vendor 0135 - CWC TREASURER:				8,650.00	8,650.00		
Vendor 4012 - DEFENSE TECHNOLOGY:							
SO-0021383 80534	DEFENSE TECHNOLOGY TRAINING AMMO-LLIM 225-2120-43330	12/07/2023 pziemer PROFESSIONAL DEVELOPMENT	12/20/2023	1,396.67 1,396.67	1,396.67	Open	N 12/20/2023
Total for vendor 4012 - DEFENSE TECHNOLOGY:				1,396.67	1,396.67		
Vendor 3353 - DTM FLEET SERVICE:							
1825 80579	DTM FLEET SERVICE SQD 411,401,405,436 REPAIRS 225-2120-42221	12/08/2023 pziemer SQUAD CAR REPAIR SUPPLIES	12/20/2023	614.34 614.34	614.34	Open	N 12/20/2023
Total for vendor 3353 - DTM FLEET SERVICE:				614.34	614.34		
Vendor 1286 - EAST SIDE OIL COMPANY:							
R108826 80637	EAST SIDE OIL COMPANY SFIL FILTERS 227-3230-43428	12/13/2023 pziemer USED OIL RECYCLING EXPENSE	12/20/2023	100.00 100.00	100.00	Open	N 12/20/2023
Total for vendor 1286 - EAST SIDE OIL COMPANY:				100.00	100.00		
Vendor 0486 - FERGUSON ENTERPRISES INC:							
0252023 80621	FERGUSON ENTERPRISES INC DYE TABLETS 237-3190-42220	12/08/2023 pziemer REPAIR & MAINT	12/20/2023	442.90 442.90	442.90	Open	N 12/20/2023
Total for vendor 0486 - FERGUSON ENTERPRISES INC:				442.90	442.90		
Vendor 4154 - FLAHERTY & HOOD, P.A.:							

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20394 80569	FLAHERTY & HOOD, P.A. LABOR/CONSULT SVCS 2023-2024 101-9200-43300	12/06/2023 pziemer	12/20/2023	187.50 187.50	187.50	Open	N 12/20/2023
	PROFESSIONAL SERVICES			187.50			
	Total for vendor 4154 - FLAHERTY & HOOD, P.A.:			187.50	187.50		

Vendor 0071 - FORUM COMMUNICATIONS COMPANY:

278104-1 80581	FORUM COMMUNICATIONS COMPANY NOH: AMEND LICENSING FEES 101-9200-43350	11/17/2023 pziemer	12/20/2023	56.56 56.56	56.56	Open	N 12/20/2023
	LEGAL PUBLICATIONS			56.56			
277843-1 80582	FORUM COMMUNICATIONS COMPANY NOH: IMP 22:08 SOUTH BRAINERD 401-9030-43350-22:08	11/16/2023 pziemer	12/20/2023	131.96 131.96	131.96	Open	N 12/20/2023
	LEGAL PUBLICATIONS			131.96			
274032-1 80583	FORUM COMMUNICATIONS COMPANY NOH: VARIANCE REQ. T SUTTON 101-2400-43350	11/01/2023 pziemer	12/20/2023	63.63 63.63	63.63	Open	N 12/20/2023
	PRINTING/LEGAL PUBLICATION			63.63			
274034-1 80584	FORUM COMMUNICATIONS COMPANY NOH: PROP. ORD. AMEND SHORT TERM RENT 101-2400-43350	11/01/2023 pziemer	12/20/2023	45.96 45.96	45.96	Open	N 12/20/2023
	PRINTING/LEGAL PUBLICATION			45.96			
271142-1 80585	FORUM COMMUNICATIONS COMPANY RFB: BUFFALO HILLS GULLY - STORM SEW 401-9030-43350-21:15	11/01/2023 pziemer	12/20/2023	195.59 195.59	195.59	Open	N 12/20/2023
	LEGAL PUBLICATIONS			195.59			
276223/1 80586	FORUM COMMUNICATIONS COMPANY RFB: PD BTU REPLACEMENT 229-0000-45530-23:26	11/22/2023 pziemer	12/20/2023	356.18 356.18	356.18	Open	N 12/20/2023
	PYMTS TO CONTRACTORS			356.18			
	Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:			849.88	849.88		

Vendor 2377 - GRANITE ELECTRONICS:

2236018 80595	GRANITE ELECTRONICS SQD 404, 410, 411, 412 NEW SQUAD RAD 400-9050-45530	12/05/2023 pziemer	12/20/2023	300.00 300.00	300.00	Open	N 12/20/2023
	CAPITAL - OTHER			300.00			
2236007 80603	GRANITE ELECTRONICS PAGER BATTERIES 225-2220-42210	12/05/2023 pziemer	12/20/2023	210.00 210.00	210.00	Open	N 12/20/2023
	OPERATING SUPPLIES			210.00			

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Total for vendor 2377 - GRANITE ELECTRONICS:				510.00	510.00		
Vendor 3011 - GUARDIAN PEST CONTROL INC:							
2525436 80544	GUARDIAN PEST CONTROL INC PEST CONTROL 225-2220-43300	11/03/2023 pziemer	12/20/2023	62.00	62.00	Open	N 12/20/2023
Total for vendor 3011 - GUARDIAN PEST CONTROL INC:				62.00	62.00		
Vendor 0200 - HEARTLAND ANIMAL RESCUE:							
NOV 2023 80511	HEARTLAND ANIMAL RESCUE NOV 23 BOARDING/ADMIN 225-2700-43430	11/30/2023 pziemer	12/20/2023	3,401.33	3,401.33	Open	N 12/20/2023
Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:				3,401.33	3,401.33		
Vendor 0203 - HOLDEN ELECTRIC:							
74090 80530	HOLDEN ELECTRIC MMP LIGHTS - REPLACE PANEL IN CONCESpziemer 400-9050-45530	11/30/2023 pziemer	12/20/2023	5,420.00	5,420.00	Open	N 12/20/2023
Total for vendor 0203 - HOLDEN ELECTRIC:				5,420.00	5,420.00		
Vendor 0716 - HOLST, GLEN:							
11/27/23 80302	HOLST, GLEN COLD WEATHER GEAR REIMB - 2023 235-3100-43430	11/27/2023 pziemer	12/20/2023	199.99	199.99	Open	N 12/20/2023
Total for vendor 0716 - HOLST, GLEN:				199.99	199.99		
Vendor 3964 - HOULE, BRADY:							
12/7/2023 80596	HOULE, BRADY REIMB. MEALS FOR ADVANCED NARCOTICS 225-2120-43330	12/07/2023 pziemer	12/20/2023	94.45	94.45	Open	N 12/20/2023
Total for vendor 3964 - HOULE, BRADY:				94.45	94.45		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4401445 80535	INNOVATIVE OFFICE SOLUTIONS LLC DESK CALENDARS	12/06/2023 pziemer	12/20/2023	24.29	24.29	Open	N 12/20/2023

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	GL Distribution						
	225-2120-42200	OFFICE SUPPLIES		24.29			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			24.29	24.29		
Vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:							
BRD 2023-4							
80619	ISD #181 BRAINERD PUBLIC SCHOOLS	12/12/2023	12/20/2023	3,250.00	3,250.00	Open	N
	4TH QTR RECREATION PROGRAMMING	pziemer					12/20/2023
	230-5200-43300	PROFESSIONAL SERVICES		3,250.00			
	Total for vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:			3,250.00	3,250.00		
Vendor 3488 - JEFFERSON FIRE & SAFETY:							
IN309374							
80604	JEFFERSON FIRE & SAFETY	12/05/2023	12/20/2023	6,849.78	6,849.78	Open	N
	SUPERVAC DEWALT FLEX VOLT	pziemer					12/20/2023
	225-2220-42210	OPERATING SUPPLIES		6,849.78			
	Total for vendor 3488 - JEFFERSON FIRE & SAFETY:			6,849.78	6,849.78		
Vendor 1512 - KIRVIDA FIRE INC:							
11815							
80611	KIRVIDA FIRE INC	11/01/2023	12/20/2023	233.26	233.26	Open	N
	T20 SCENE LIGHTS	pziemer					12/20/2023
	225-2220-42220	REPAIR & MAINT		233.26			
11816							
80612	KIRVIDA FIRE INC	11/01/2023	12/20/2023	2,045.79	2,045.79	Open	N
	T1 COMPRESSOR, MONITOR	pziemer					12/20/2023
	225-2220-42220	REPAIR & MAINT		2,045.79			
11817							
80630	KIRVIDA FIRE INC	11/01/2023	12/20/2023	1,237.97	1,237.97	Open	N
	E3 ACTUATOR REPAIRS	pziemer					12/20/2023
	225-2220-42220	REPAIR & MAINT		1,237.97			
	Total for vendor 1512 - KIRVIDA FIRE INC:			3,517.02	3,517.02		
Vendor 0221 - KITCHIGAMI REG LIBRARY:							
BR2023-2							
80510	KITCHIGAMI REG LIBRARY	12/01/2023	12/20/2023	39,750.00	39,750.00	Open	N
	2ND HALF 2023 LEVY	pziemer					12/20/2023
	211-5500-43450	KITCHIGAMI REGIONAL LIBR PYMT		39,750.00			
	Total for vendor 0221 - KITCHIGAMI REG LIBRARY:			39,750.00	39,750.00		
Vendor 0313 - LAKES AREA SENIOR CENTER:							

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DEC 2023							
80589	LAKES AREA SENIOR CENTER DEC 23 LEVY PAYMENT 101-9200-43461	12/11/2023 pziemer	12/20/2023	7,819.75	7,819.75	Open	N 12/20/2023
	REMIT SENIOR CITIZEN LEVY			7,819.75			
	Total for vendor 0313 - LAKES AREA SENIOR CENTER:			7,819.75	7,819.75		
Vendor 0227 - LAKES PRINTING:							
00219074							
80640	LAKES PRINTING SNOW REMOVAL MAILING/POSTAGE/PROCESS 235-3125-43430	12/01/2023 pziemer	12/20/2023	4,004.81	4,004.81	Open	N 12/20/2023
	MISCELLANEOUS			4,004.81			
	Total for vendor 0227 - LAKES PRINTING:			4,004.81	4,004.81		
Vendor 0619 - LEAGUE OF MN CITIES:							
388700							
80574	LEAGUE OF MN CITIES 2023-2024 MEMBERSHIP DUES 101-9200-43430	12/07/2023 pziemer	12/20/2023	14,963.00	14,963.00	Open	N 12/20/2023
	MISCELLANEOUS			14,963.00			
	Total for vendor 0619 - LEAGUE OF MN CITIES:			14,963.00	14,963.00		
Vendor 0889 - MENARDS - BAXTER:							
10328							
80568	MENARDS - BAXTER LUMBER/GLOVES 230-5200-42220	12/04/2023 pziemer	12/20/2023	28.51	28.51	Open	N 12/20/2023
	REPAIR & MAINT			28.51			
	Total for vendor 0889 - MENARDS - BAXTER:			28.51	28.51		
Vendor 3394 - MIDWEST MACHINERY CO:							
9882712							
80632	MIDWEST MACHINERY CO STORM POND MOWER BLADES/FASTENERS 238-3160-42220	12/13/2023 pziemer	12/20/2023	1,326.50	1,326.50	Open	N 12/20/2023
	REPAIR & MAINT			1,326.50			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			1,326.50	1,326.50		
Vendor 3175 - MIDWEST SECURITY AND FIRE INC:							
25099							
80626	MIDWEST SECURITY AND FIRE INC INSTALL HARDWARE/WIRING FOR DOOR ACCF 400-9050-45530	12/12/2023 pziemer	12/20/2023	5,705.32	5,705.32	Open	N 12/20/2023
	CAPITAL - OTHER			5,705.32			
	Total for vendor 3175 - MIDWEST SECURITY AND FIRE INC:			5,705.32	5,705.32		
Vendor 4250 - MILLER, KRISTIN:							

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11/30/23 80580	MILLER, KRISTIN REIMBURSE DEC 23 LNL SUPPLIES 278-6515-43430	11/30/2023 pziemer	12/20/2023	26.71	26.71	Open	N 12/20/2023
	MISCELLANEOUS			26.71			
	Total for vendor 4250 - MILLER, KRISTIN:			26.71	26.71		

Vendor 0264 - MN DEPT LABOR & INDUSTRY:

ABR0319409X 80508	MN DEPT LABOR & INDUSTRY STREETS GARAGE PRESSURE VESSEL 235-3100-42220	11/25/2023 pziemer	12/20/2023	10.00	10.00	Open	N 12/20/2023
	REPAIR & MAINT			10.00			
ABR0319546X 80509	MN DEPT LABOR & INDUSTRY CITY HALL BOILER 101-1940-42220	11/25/2023 pziemer	12/20/2023	20.00	20.00	Open	N 12/20/2023
	REPAIR & MAINT			20.00			
ABR0318746X 80532	MN DEPT LABOR & INDUSTRY 210886 PRESSURE VESSEL PARKS 230-5200-42220	11/25/2023 pziemer	12/20/2023	10.00	10.00	Open	N 12/20/2023
	REPAIR & MAINT			10.00			
	Total for vendor 0264 - MN DEPT LABOR & INDUSTRY:			40.00	40.00		

Vendor 3168 - MOTORS-N-MORE:

30252 80536	MOTORS-N-MORE SQD 428 WINDSHIELD WASHER PUMP 225-2120-42221	12/06/2023 pziemer	12/20/2023	401.91	401.91	Open	N 12/20/2023
	SQUAD CAR REPAIR SUPPLIES			401.91			
30266 80537	MOTORS-N-MORE SQD 411 - OIL CHANGE 225-2120-42221	12/01/2023 pziemer	12/20/2023	23.00	23.00	Open	N 12/20/2023
	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			424.91	424.91		

Vendor 1449 - M-R SIGN CO., INC.:

222587 80613	M-R SIGN CO., INC. STREET SIGNS COLLEGE DR/2ND AVE 235-3170-42210	12/07/2023 pziemer	12/20/2023	697.02	697.02	Open	N 12/20/2023
	OPERATING SUPPLIES			697.02			
	Total for vendor 1449 - M-R SIGN CO., INC.:			697.02	697.02		

Vendor 0273 - NAPA AUTO PARTS:

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664058 80639	NAPA AUTO PARTS HYDRAULIC FITTINGS 235-3125-42220	12/07/2023 pziemer	12/20/2023	116.04	116.04	Open	N 12/20/2023
	REPAIR & MAINT			116.04			
	Total for vendor 0273 - NAPA AUTO PARTS:			116.04	116.04		

Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:

NOV 2023/PD

80590	NORTH COUNTRY JANITORIAL & SUPPLY I	12/06/2023	12/20/2023	1,411.42	1,411.42	Open	N 12/20/2023
	NOV 23 PD JANITORIAL AND SUPPLIES	pziemer					
	225-2120-43300	PROFESSIONAL SERVICES		1,000.00			
	225-2120-42220	REPAIR & MAINT		411.42			

NOV 2023/CH

80591	NORTH COUNTRY JANITORIAL & SUPPLY I	12/06/2023	12/20/2023	1,390.26	1,390.26	Open	N 12/20/2023
	NOV 23 CITY HALL JANITORIAL AND SUPPLIES	pziemer					
	101-1940-43300	PROFESSIONAL SERVICES		985.00			
	101-1940-42220	REPAIR & MAINT		405.26			

NOV 2023/FD

80592	NORTH COUNTRY JANITORIAL & SUPPLY I	12/06/2023	12/20/2023	494.00	494.00	Open	N 12/20/2023
	NOV 23 FIRE DEPT JANITORIAL/SUPPLIES	pziemer					
	225-2220-43300	PROFESSIONAL SERVICES		350.00			
	225-2220-42220	REPAIR & MAINT		144.00			

NOV 23/STREETS

80593	NORTH COUNTRY JANITORIAL & SUPPLY I	12/06/2023	12/20/2023	247.00	247.00	Open	N 12/20/2023
	NOV 2023 STREET DEPT JANITORIAL/SUPPLIES	pziemer					
	235-3100-43300	PROFESSIONAL SERVICES		175.00			
	235-3100-42220	REPAIR & MAINT		72.00			

NOV 2023/PARKS

80594	NORTH COUNTRY JANITORIAL & SUPPLY I	12/06/2023	12/20/2023	247.00	247.00	Open	N 12/20/2023
	NOV 23 PARKS JANITORIAL/SUPPLIES	pziemer					
	230-5200-43300	PROFESSIONAL SERVICES		175.00			
	230-5200-42220	REPAIR & MAINT		72.00			

Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:

3,789.68 3,789.68

Vendor 1153 - NORTHLAND ARBORETUM:

DEC 2023

80587	NORTHLAND ARBORETUM	12/11/2023	12/20/2023	7,819.75	7,819.75	Open	N 12/20/2023
	DEC 23 LEVY PAYMENT	pziemer					
	101-9200-43462	REMIT ARBORETUM LEVY		7,819.75			
	Total for vendor 1153 - NORTHLAND ARBORETUM:			7,819.75	7,819.75		

Vendor 0736 - NORTHLAND FIRE PROTECTION:

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
56330 80528	NORTHLAND FIRE PROTECTION CITY HALL ANNUAL FIRE ALARM INSPECTI 101-1940-42220	11/30/2023 pziemer	12/20/2023	870.00 870.00	870.00	Open	N 12/20/2023
56287 80545	NORTHLAND FIRE PROTECTION ANNUAL FIRE ALARM MONITORING 225-2220-43300	12/01/2023 pziemer	12/20/2023	360.00 360.00	360.00	Open	N 12/20/2023
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:			1,230.00	1,230.00		
Vendor 0284 - OFFICE SHOP:							
1135533-0 80573	OFFICE SHOP CALENDARS 2024 101-1940-42200	12/06/2023 pziemer	12/20/2023	44.73 44.73	44.73	Open	N 12/20/2023
1135699-0 80618	OFFICE SHOP CH/ADMIN LICENSE PAPER 101-1940-42200	12/11/2023 pziemer	12/20/2023	62.42 62.42	62.42	Open	N 12/20/2023
	Total for vendor 0284 - OFFICE SHOP:			107.15	107.15		
Vendor 0501 - PAUL BAERTSCHI:							
12/01/23 80538	PAUL BAERTSCHI MN POLICE BRIEFS SUBSCRIPTIONS 225-2120-43433	12/01/2023 pziemer	12/20/2023	180.00 180.00	180.00	Open	N 12/20/2023
	Total for vendor 0501 - PAUL BAERTSCHI:			180.00	180.00		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
86011 80599	PIKE PLUMBING AND HEATING INSTALL 3/4 RPZ -LUM PARK 230-5200-42220	12/07/2023 pziemer	12/20/2023	1,438.00 1,438.00	1,438.00	Open	N 12/20/2023
	Total for vendor 0291 - PIKE PLUMBING AND HEATING:			1,438.00	1,438.00		
Vendor 0521 - PITNEY BOWES INC:							
3106417438 80615	PITNEY BOWES INC 10/30/23-1/29/24 POSTAGE MACHINE 101-1940-43331	12/11/2023 pziemer	12/20/2023	398.82 265.88	398.82	Open	N 12/20/2023
	101-0000-15510 Total for vendor 0521 - PITNEY BOWES INC:	PREPAID OTHER		132.94 398.82			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0100 - PRINT SHOP INK:							
3639 80623	PRINT SHOP INK	11/27/2023	12/20/2023	322.76	322.76	Open	N 12/20/2023
	2023 TAX FORMS - W-2, 1099, ENVELOPE	pziemer					
	101-1400-42210	OPERATING SUPPLIES		322.76			
	Total for vendor 0100 - PRINT SHOP INK:			322.76	322.76		
Vendor 3413 - RATWIK, ROSZAK AND MALONEY:							
OCT 2023 80625	RATWIK, ROSZAK AND MALONEY	11/01/2023	12/20/2023	5,433.46	5,433.46	Open	N 12/20/2023
	OCT 23 RETAINER/SPECIAL SERVICES	pziemer					
	101-1610-43301	CITY ATTORNEY		4,861.53			
	101-0000-14100	DUE FROM COMPONENT UNIT		99.00			
	203-9000-43300	PROFESSIONAL SERVICES		132.00			
	101-1610-43301	CITY ATTORNEY		166.50			
	101-0000-14100	DUE FROM COMPONENT UNIT		174.43			
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:			5,433.46	5,433.46		
Vendor 4000 - SCHELLIN, JEFF:							
2023 80631	SCHELLIN, JEFF	12/12/2023	12/20/2023	61.57	61.57	Open	N 12/20/2023
	2023 MILEAGE REIMB - BATTALION CHIEF	pziemer					
	225-2500-43430	MISCELLANEOUS		61.57			
	Total for vendor 4000 - SCHELLIN, JEFF:			61.57	61.57		
Vendor 1066 - SCHUBERT, KRIS:							
11/29/23 80601	SCHUBERT, KRIS	11/29/2023	12/20/2023	36.68	36.68	Open	N 12/20/2023
	MILEAGE REIMB - REGION 5 NETWORKING	pziemer					
	101-1400-43330	PROFESSIONAL DEVELOPMENT		36.68			
	Total for vendor 1066 - SCHUBERT, KRIS:			36.68	36.68		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:							
457890 80627	SHORT ELLIOTT HENDRICKSON	12/12/2023	12/20/2023	15,974.36	15,974.36	Open	N 12/20/2023
	23:13 WILLOW/6TH ROUNDAABOUT	pziemer					
	401-9030-43300-23:13	PROFESSIONAL SERVICES		15,974.36			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:			15,974.36	15,974.36		
Vendor 3915 - SPECIALTY VEHICLES INTERNATIONAL :							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
S5656 80605	SPECIALTY VEHICLES INTERNATIONAL BELT DRIVE 225-2220-42220 REPAIR & MAINT	12/08/2023 pziemer	12/20/2023	159.99 159.99	159.99	Open	N 12/20/2023
	Total for vendor 3915 - SPECIALTY VEHICLES INTERNATIONAL :			159.99	159.99		
Vendor 4185 - SRF CONSULTING GROUP:							
16359.00-9 80560	SRF CONSULTING GROUP 23:06 TH 210/LUM PARK PEDESTRIAN BRIIpziemer 229-9030-43300-23:06 PROFESSIONAL SERVICES	11/30/2023 pziemer	12/20/2023	1,005.60 1,005.60	1,005.60	Open	N 12/20/2023
16811.00-4 80614	SRF CONSULTING GROUP TH 210 WATERMAIN/SAN SWR RELOCATION pziemer 401-9030-43300-23:05 PROFESSIONAL SERVICES	11/30/2023 pziemer	12/20/2023	3,046.88 3,046.88	3,046.88	Open	N 12/20/2023
	Total for vendor 4185 - SRF CONSULTING GROUP:			4,052.48	4,052.48		
Vendor 2589 - STAPLES ADVANTAGE:							
8072350081 80539	STAPLES ADVANTAGE COPY PAPER 225-2120-42200 OFFICE SUPPLIES	11/18/2023 pziemer	12/20/2023	147.30 147.30	147.30	Open	N 12/20/2023
	Total for vendor 2589 - STAPLES ADVANTAGE:			147.30	147.30		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1668926 80540	STREICHERS PROF EQUIP HOLSTERS & WEAPON LIGHT 225-2120-41113 UNIFORM ALLOWANCE	12/04/2023 pziemer	12/20/2023	4,342.99 4,342.99	4,342.99	Open	N 12/20/2023
I1668928 80541	STREICHERS PROF EQUIP 701 UNIFORM BOOTS, PANTS, AND NAMEPLpziemer 225-2120-41113 UNIFORM ALLOWANCE	12/04/2023 pziemer	12/20/2023	418.95 418.95	418.95	Open	N 12/20/2023
I1668951 80542	STREICHERS PROF EQUIP 774JU - CSO INITIAL ISSUE 225-2121-41113 UNIFORM ALLOWANCE	12/04/2023 pziemer	12/20/2023	548.93 548.93	548.93	Open	N 12/20/2023
I1669088 80597	STREICHERS PROF EQUIP 713JB INITIAL ISSUE 225-2120-41113 UNIFORM ALLOWANCE	12/05/2023 pziemer	12/20/2023	257.99 257.99	257.99	Open	N 12/20/2023
	Total for vendor 0322 - STREICHERS PROF EQUIP:			5,568.86	5,568.86		

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Vendor 4252 - THE GREEN LANTERN:							
12/13/23 80635	THE GREEN LANTERN DEC 2023 LNL MEAL 278-6515-43430	12/13/2023 pziemer	12/20/2023	1,331.12	1,331.12	Open	N 12/20/2023
	MISCELLANEOUS			1,331.12			
	Total for vendor 4252 - THE GREEN LANTERN:			1,331.12	1,331.12		
Vendor MISC - TYSDALE, ANGELA:							
12/06/2023 80483	TYSDALE, ANGELA REFUND PARKING 101-0000-22801	12/06/2023 pziemer	12/20/2023	26.96	26.96	Open	N 12/20/2023
	Refund: MR Unapplied Payments			26.96			
	Total for vendor MISC - TYSDALE, ANGELA:			26.96	26.96		
Vendor 1095 - VIKING ELECTRIC SUPPLY:							
S007389051.001 80578	VIKING ELECTRIC SUPPLY BLDG 21 FANS 260-9020-42220	11/01/2023 pziemer	12/20/2023	258.56	258.56	Open	N 12/20/2023
	REPAIR & MAINT			258.56			
	Total for vendor 1095 - VIKING ELECTRIC SUPPLY:			258.56	258.56		
Vendor 0344 - WASTE PARTNERS INC:							
3BX01852 80486	WASTE PARTNERS INC NOV 23 CITY HALL WASTE REMOVAL 101-1940-43380	11/30/2023 pziemer	12/20/2023	144.35	144.35	Open	N 12/20/2023
	UTILITIES			144.35			
3BX01853 80487	WASTE PARTNERS INC NOV 23 DOWNTOWN WASTE REMOVAL 401-1003-43300	11/30/2023 pziemer	12/20/2023	189.54	189.54	Open	N 12/20/2023
	PROFESSIONAL SERVICES			189.54			
3BX01851 80488	WASTE PARTNERS INC NOV 23 FIRE DEPT WASTE REMOVAL 225-2220-43380	11/30/2023 pziemer	12/20/2023	111.15	111.15	Open	N 12/20/2023
	UTILITIES			111.15			
3BX01850/PARKS 80489	WASTE PARTNERS INC NOV 23 PARKS 1/2 PW GARAGE WASTE REMOVAL 230-5200-43380	11/30/2023 pziemer	12/20/2023	55.58	55.58	Open	N 12/20/2023
	UTILITIES			55.58			
3BX01856 80490	WASTE PARTNERS INC NOV 23 PARKS WASTE REMOVAL 230-5200-43380	11/30/2023 pziemer	12/20/2023	456.30	456.30	Open	N 12/20/2023
	UTILITIES			456.30			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
3BX01854 80491	WASTE PARTNERS INC NOV 23 POLICE DEPT WASTE REMOVAL 225-2120-43380	11/30/2023 pziemer	12/20/2023	136.15 136.15	136.15	Open	N 12/20/2023
3BX01850 80492	WASTE PARTNERS INC NOV 23 STREETS 1/2 PW GARAGE WASTE RE 235-3100-43380	11/30/2023 pziemer	12/20/2023	55.57 55.57	55.57	Open	N 12/20/2023
3BX01855 80493	WASTE PARTNERS INC NOV 23 WASTE OIL REMOVAL 227-3230-43428	11/30/2023 pziemer	12/20/2023	64.35 64.35	64.35	Open	N 12/20/2023
3BX00297 80503	WASTE PARTNERS INC NOV 23 LIBRARY WASTE REMOVAL 211-5500-43380	11/30/2023 pziemer	12/20/2023	100.14 100.14	100.14	Open	N 12/20/2023
Total for vendor 0344 - WASTE PARTNERS INC:				1,313.13	1,313.13		

Vendor 3199 - WEX BANK:

93472629/COMDEV 80561	WEX BANK NOV 23 COM DEV FUEL 101-2400-42212	11/30/2023 pziemer	12/20/2023	73.94 73.94	73.94	Open	N 12/20/2023
93472629/ENG 80562*	WEX BANK NOV 23 ENG DEPT FUEL 401-9030-42212 401-9030-42212	11/30/2023 pziemer	12/20/2023	29.14 29.61 (0.47)	29.14	Open	N 12/20/2023
93472629/FD 80563	WEX BANK NOV 23 FIRE DEPT FUEL 225-2220-42212	11/30/2023 pziemer	12/20/2023	1,363.42 1,363.42	1,363.42	Open	N 12/20/2023
93472629/PARKS 80564*	WEX BANK NOV 23 PARKS DEPT FUEL 230-5200-42212 230-5200-42212	11/30/2023 pziemer	12/20/2023	717.51 718.49 (0.98)	717.51	Open	N 12/20/2023
93472629/POLICE 80565	WEX BANK NOV 23 POLICE DEPT FUEL 225-2120-42212	11/30/2023 pziemer	12/20/2023	4,073.31 4,073.31	4,073.31	Open	N 12/20/2023

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93472629/STRTS							
80566	WEX BANK	11/30/2023	12/20/2023	5,031.88	5,031.88	Open	N
	NOV 23 STREET DEPT FUEL	pziemer					12/20/2023
	235-3100-42212	MOTOR FUELS		4,792.50			
	237-3190-42212	MOTOR FUELS		239.38			
93472629/ADMIN							
80567	WEX BANK	11/30/2023	12/20/2023	(29.35)	(29.35)	Open	N
	NOV 23 WEX EDGE REBATE	pziemer					12/20/2023
	101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)		(29.35)			
	Total for vendor 3199 - WEX BANK:			11,259.85	11,259.85		
Vendor 3899 - WEX HEALTH INC:							
0001864180-IN							
80577	WEX HEALTH INC	11/30/2023	12/20/2023	41.00	41.00	Open	N
	NOV 2023 COBRA	pziemer					12/20/2023
	101-9200-43300	PROFESSIONAL SERVICES		41.00			
	Total for vendor 3899 - WEX HEALTH INC:			41.00	41.00		
Vendor 0346 - WIDSETH SMITH NOLTING:							
225717							
80497	WIDSETH SMITH NOLTING	11/01/2023	12/18/2023	1,550.50	1,550.50	Open	N
	21:17 LUM PARK RD/BOAT LAUNCH	pziemer					12/20/2023
	401-9030-43300-21:17	PROFESSIONAL SERVICES		1,550.50			
227421							
80504	WIDSETH SMITH NOLTING	11/24/2023	12/20/2023	1,072.50	1,072.50	Open	N
	23:08 LUM PARK BEACH THRU 11/10/23	pziemer					12/20/2023
	229-0000-43300-23:08	PROFESSIONAL SERVICES		1,072.50			
227422							
80505	WIDSETH SMITH NOLTING	11/24/2023	12/20/2023	697.50	697.50	Open	N
	23:10 LUM PARK CAMPGROUND THRU 11/10/23	pziemer					12/20/2023
	229-0000-43300-23:10	PROFESSIONAL SERVICES		697.50			
227061							
80506	WIDSETH SMITH NOLTING	11/17/2023	12/20/2023	7,140.00	7,140.00	Open	N
	21:17 LUM PARK ROAD/BOAT LAUNCH	pziemer					12/20/2023
	401-9030-43300-21:17	PROFESSIONAL SERVICES		7,140.00			
227115							
80507	WIDSETH SMITH NOLTING	11/17/2023	12/20/2023	2,250.00	2,250.00	Open	N
	23:26 BRD PD - RTU REPLACEMENT	pziemer					12/20/2023
	229-0000-43300-23:26	PROFESSIONAL SERVICES		2,250.00			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			12,710.50	12,710.50		

Vendor 1159 - WINNERS TROPHY:

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13037 80546	WINNERS TROPHY FIREFIGHTER OF THE YEAR PLAQUE 225-2220-43430	12/04/2023 pziemer	12/20/2023	103.90	103.90	Open	N 12/20/2023
	MISCELLANEOUS			103.90			
	Total for vendor 1159 - WINNERS TROPHY:			103.90	103.90		

Vendor 1712 - WSB & ASSOCIATES:

R-022575-000-7

80570	WSB & ASSOCIATES MSP RIVERBANK RESTORATION OCT 2023 401-9030-43300-21:16	11/30/2023 pziemer	12/20/2023	11,516.50	11,516.50	Open	N 12/20/2023
	PROFESSIONAL SERVICES			11,516.50			
	Total for vendor 1712 - WSB & ASSOCIATES:			11,516.50	11,516.50		

Vendor 0354 - ZIEGLER, INC:

IN001287240

80628	ZIEGLER, INC LOADER 115 DEF DOOR HINGE 235-3125-42220	12/13/2023 pziemer	12/20/2023	35.09	35.09	Open	N 12/20/2023
	REPAIR & MAINT			35.09			
	Total for vendor 0354 - ZIEGLER, INC:			35.09	35.09		

# of Invoices:	133	# Due:	133	Totals:	511,229.10	511,229.10
# of Credit Memos:	1	# Due:	1	Totals:	(29.35)	(29.35)
Net of Invoices and Credit Memos:					511,199.75	511,199.75

* 2 Net Invoices have Credits Totalling:	(1.45)
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--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	348.98
101-0000-15510	PREPAID OTHER	132.94
101-0000-20850	DUE TO COMPONENT UNIT	7,267.00
101-0000-22801	Refund: MR Unapplied Payments	26.96
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)	(29.35)
101-1400-42210	OPERATING SUPPLIES	322.76
101-1400-43330	PROFESSIONAL DEVELOPMENT	36.68
101-1610-43301	CITY ATTORNEY	5,028.03
101-1800-43321	TELEPHONE	355.49
101-1940-42200	OFFICE SUPPLIES	107.15
101-1940-42220	REPAIR & MAINT	1,295.26
101-1940-43300	PROFESSIONAL SERVICES	985.00
101-1940-43331	LEASE PAYMENTS	265.88
101-1940-43380	UTILITIES	144.35
101-2400-42210	OPERATING SUPPLIES	17.98
101-2400-42212	MOTOR FUELS	73.94
101-2400-43350	PRINTING/LEGAL PUBLICATION	201.59
101-9200-43300	PROFESSIONAL SERVICES	8,203.50
101-9200-43350	LEGAL PUBLICATIONS	56.56
101-9200-43430	MISCELLANEOUS	14,963.00

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-9200-43460	REMIT COMMUNITY ACTION LEVY		7,819.75			
	101-9200-43461	REMIT SENIOR CITIZEN LEVY		7,819.75			
	101-9200-43462	REMIT ARBORETUM LEVY		7,819.75			
	203-9000-42212	MOTOR FUELS		2,201.06			
	203-9000-43300	PROFESSIONAL SERVICES		132.00			
	211-5500-43300	PROFESSIONAL SERVICES		675.00			
	211-5500-43380	UTILITIES		100.14			
	211-5500-43450	KITCHIGAMI REGIONAL LIBR PYMT		39,750.00			
	211-5505-43430	MISC - COPY MACHINE PYMTS		97.70			
	225-2120-41113	UNIFORM ALLOWANCE		5,019.93			
	225-2120-42200	OFFICE SUPPLIES		171.59			
	225-2120-42212	MOTOR FUELS		4,073.31			
	225-2120-42220	REPAIR & MAINT		411.42			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		1,039.25			
	225-2120-43300	PROFESSIONAL SERVICES		1,000.00			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		1,491.12			
	225-2120-43380	UTILITIES		136.15			
	225-2120-43433	DUES & SUBSCRIPTIONS		180.00			
	225-2121-41113	UNIFORM ALLOWANCE		548.93			
	225-2220-41113	UNIFORM ALLOWANCE		79.47			
	225-2220-42210	OPERATING SUPPLIES		7,093.06			
	225-2220-42212	MOTOR FUELS		1,363.42			
	225-2220-42220	REPAIR & MAINT		3,821.01			
	225-2220-43300	PROFESSIONAL SERVICES		772.00			
	225-2220-43380	UTILITIES		111.15			
	225-2220-43430	MISCELLANEOUS		103.90			
	225-2500-43430	MISCELLANEOUS		61.57			
	225-2700-43300	PROFESSIONAL SERVICES		1,919.33			
	225-2700-43430	MISCELLANEOUS		1,482.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		164.35			
	229-0000-43300-23:08	PROFESSIONAL SERVICES		1,072.50			
	229-0000-43300-23:10	PROFESSIONAL SERVICES		697.50			
	229-0000-43300-23:26	PROFESSIONAL SERVICES		2,250.00			
	229-0000-45530-23:26	PYMTS TO CONTRACTORS		356.18			
	229-9030-43300-23:06	PROFESSIONAL SERVICES		1,005.60			
	230-5200-42212	MOTOR FUELS		717.51			
	230-5200-42220	REPAIR & MAINT		24,517.00			
	230-5200-43300	PROFESSIONAL SERVICES		3,425.00			
	230-5200-43380	UTILITIES		511.88			
	235-3100-42212	MOTOR FUELS		4,792.50			
	235-3100-42220	REPAIR & MAINT		241.99			
	235-3100-43300	PROFESSIONAL SERVICES		175.00			
	235-3100-43380	UTILITIES		55.57			
	235-3100-43410	RENTAL EXPENSE		82.70			
	235-3100-43430	MISCELLANEOUS		326.58			
	235-3125-42220	REPAIR & MAINT		196.25			
	235-3125-43430	MISCELLANEOUS		4,004.81			
	235-3170-42210	OPERATING SUPPLIES		697.02			
	237-3190-42212	MOTOR FUELS		239.38			
	237-3190-42220	REPAIR & MAINT		650.10			
	238-3160-42220	REPAIR & MAINT		1,326.50			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		122,442.96			
	260-9020-42220	REPAIR & MAINT		258.56			
	278-6515-43430	MISCELLANEOUS		1,395.22			
	295-6510-43430	MISCELLANEOUS		6.99			
	400-9050-45530	CAPITAL - OTHER		11,425.32			
	401-1003-43300	PROFESSIONAL SERVICES		189.54			

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User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 12/18/2023 - 12/18/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
401-9030-42212	MOTOR FUELS			29.14			
401-9030-43300-21:16	PROFESSIONAL SERVICES			11,516.50			
401-9030-43300-21:17	PROFESSIONAL SERVICES			8,690.50			
401-9030-43300-23:05	PROFESSIONAL SERVICES			3,046.88			
401-9030-43300-23:12	PROFESSIONAL SERVICES			15,878.20			
401-9030-43300-23:13	PROFESSIONAL SERVICES			15,974.36			
401-9030-43350-21:15	LEGAL PUBLICATIONS			563.59			
401-9030-43350-22:08	LEGAL PUBLICATIONS			131.96			
401-9030-45530-23:01	CAPITAL-PYMTS TO CONTRACTS			135,046.65			

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 12/18/2023 - 12/18/2023

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 22/23

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			63,262.95	63,262.95		
203 -	TRANSIT FUND			2,333.06	2,333.06		
211 -	LIBRARY FUND			40,622.84	40,622.84		
225 -	PUBLIC SAFETY FUND			30,878.61	30,878.61		
227 -	RECYCLING FUND			164.35	164.35		
229 -	PANDEMIC GRANTS			5,381.78	5,381.78		
230 -	PARK & RECREATION FUND			29,171.39	29,171.39		
235 -	STREET & SEWER FUND			10,572.42	10,572.42		
237 -	SANITARY SEWER FUND			889.48	889.48		
238 -	STORM SEWER FUND			1,326.50	1,326.50		
251 -	LOCAL OPTION SALES TAX			122,442.96	122,442.96		
260 -	AIRPORT FUND			258.56	258.56		
278 -	HEALTHY EMPLOYE INITIATIVE			1,395.22	1,395.22		
295 -	EDA FUND			6.99	6.99		
400 -	CAPITAL PROJECTS FUND			11,425.32	11,425.32		
401 -	CONSTRUCTION FUND			191,067.32	191,067.32		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				12,122.71	12,122.71		
1003 -	10:03 DWNTWN MAIN CNTRACT			189.54	189.54		
1400 -	ADMINISTRATION			359.44	359.44		
1610 -	LEGAL-CIVIL ATTORNEY			5,028.03	5,028.03		
1800 -	IT/GIS			355.49	355.49		
1940 -	CITY HALL			2,797.64	2,797.64		
2120 -	POLICE DEPARTMENT			13,522.77	13,522.77		
2121 -	COMMUNITY SERVICE			548.93	548.93		
2220 -	FIRE DEPARTMENT			13,344.01	13,344.01		
2400 -	COMMUNITY DEVL/INSPECTION			293.51	293.51		
2500 -	CIVIL DEFENSE			61.57	61.57		
2700 -	ANIMAL CONTROL			3,401.33	3,401.33		
3100 -	S & S MAINTENANCE			5,674.34	5,674.34		
3125 -	SNOW REMOVAL			4,201.06	4,201.06		
3160 -	STORM SEWER EXPENSE			1,326.50	1,326.50		
3170 -	TRAFFIC CONTROL			697.02	697.02		
3190 -	SANITARY SEWER EXPENSE			889.48	889.48		
3230 -	RECYCLING EXPENSE			164.35	164.35		
5200 -	PARK MAIN/ADMINISTRATION			29,171.39	29,171.39		
5500 -	LIBRARY-BUDGETED			40,525.14	40,525.14		
5505 -	TAXABLE FEES			97.70	97.70		
6510 -	ECONOMIC DEVELOPMENT AUTH			6.99	6.99		
6515 -	HEALTHY EMPLOYE INITIATIVE			1,395.22	1,395.22		
9000 -	TRANSIT FUND			2,333.06	2,333.06		

12/14/2023 01:41 PM
User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 12/18/2023 - 12/18/2023
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY DEPT/ACTIVITY ---							
	9020 - AIRPORT M & O			258.56	258.56		
	9030 - CONSTRUCTION PROJ-MISC			191,883.38	191,883.38		
	9050 - CAPITAL PROJECTS-MISC			11,425.32	11,425.32		
	9200 - CITY-WIDE			46,682.31	46,682.31		
	9360 - LOCAL OPTION SALES TAX			122,442.96	122,442.96		

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: Stunek, Stenglein, Johnson, Czeczok, O'Day, and Bevans. Mayor Badeaux was noted as present. Member Terry was noted as absent.

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN, DULY CARRIED, TO APPROVE THE AGENDA.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY TO APPROVE THE CONSENT CALENDAR.

- A. Approval of Bills
- B. Approval of Minutes
 - a. Regular City Council Minutes November 20th, 2023
- C. Approval of Licenses
- D. Department Activity Report
- E. Approve Transfers of Funds
- F. Approve Letter of Support to Region Five Development Commission for Local Entergy Action Plan Technical Assistance for BPU

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

Presentation

The Center Annual Presentation

Kathy Touse, 14075 Firewood Dr, gave an overview of the programs that she participates in and other programs that are available to all members and non-members of The Center. She is grateful to have somewhere to go and do things with others.

DeAnn Berry, Executive Director, The Center, gave an overview of the volunteer opportunities at The Center. To date, in 2023 volunteers have given 19,282 hours. She also gave a scenario on how those with limited income can come to The Center and enjoy many of the inexpensive or free programs The Center offers.

Brainerd Public Utilities Operating and Capital Budget Presentation

BPU Finance Manager Loch gave an overview of the Operating and Capital budgets that were approved by the BPU Commission. He stated that in 2024 the Capital Improvement total is \$13.1 million. Funding for these projects will be \$4.2 million through bonds, \$2.5 million through grants, and \$6.3 million through operations.

Member Johnson asked if the reclamation/backwash system is being paid for with the State Bonding money awarded last session. He also asked if the cost per turbine was \$1.5 million or if that amount is for both.

BPU Finance Manager Loch stated that yes, the reclamation project will use the bonding money. Each turbine is \$1.5 million over the next four years.

Member Johnson asked about the Operating budget and the changes with the Charter. The City Administrator and City Engineer are putting considerably more time into the public utilities. He would like to see a portion of each of their salaries accounted for in the BPU operating budget.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECHOK AND STUNEK TO APPROVE THE BRAINERD PUBLIC UTILITIES CAPITAL AND OPERATING BUDGETS AS PRESENTED.

Member Johnson stated that he would vote no on the approval because he would really like to have a portions of the City Administrator and Public Works Director salaries accounted for in the BPU Budget.

Interim Administrator Wussow stated that the Council could request a specific amount from BPU at the meeting and adopt the budget. The Commission could also come back with an amended budget at the next meeting.

Member Johnson would like an exact calculation of time spent on Public Utilities for the City Administrator and Public Works Director like the HR Department does with their time at BPU. He stated that he would vote no to the motion because it does not require the Public Utilities to come back and present the updated budget.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECHOK AND O'DAY TO AMEND THE MOTION TO INCLUDE THE EXCEPTION OF ACCOUNTING FOR STAFF TIME SPENT BY THE CITY ADMINISTRATOR AND ENGINEER WITH PUBLIC UTILITIES.

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

MOVED AND SECONDED BY COUNCIL MEMBERS CZECHOK AND STUNEK TO ACCEPT THE BRAINERD PUBLIC UTILITIES CAPITAL AND OPERATING BUDGETS WITH THE EXCEPTION OF ACCOUNTING FOR STAFF TIME SPENT BY THE CITY ADMINISTRATOR AND ENGINEER WITH PUBLIC UTILITIES.

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

Council Committee Reports

Personnel and Finance Committee

Award Contract for Police Department HVAC Replacement Project and Amend APRA Budget

Committee Chair Johnson stated that with the amendment to the ARPA budget, the ARPA funds will be completely designated. The balance for the HVAC system will come from the Capital budget.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AWARD OF THE POLICE DEPARTMENT HVAC REPLACEMENT PROJECT

TO THELEN HEATING & ROOFING IN THE AMOUNT OF \$348,000; FURTHER TO AMEND THE ARPA BUDGET TO REFLECT \$204,397 TOWARDS THE PROJECT, AN ADDITIONAL \$64,397.

Ratify the Hiring of Kathryn Johansen as Administrative Specialist - Public Works Department

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO RATIFY THE HIRING OF KATHRYN JOHANSEN EFFECTIVE DECEMBER 20, 2023; FURTHER, SHE BE PLACED ON STEP 1 OF THE ADMINISTRATIVE SPECIALIST WAGE GRID (\$21.85 PER HOUR).

Ratify the Hiring of Community Service Officer John Unger

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO RATIFY THE HIRING OF JOHN UNGER EFFECTIVE DECEMBER 4, 2023, AT \$16 AN HOUR.

Discussion of the Statewide Affordable Housing Aid

Committee Chair Johnson stated that the City of Brainerd will receive \$96,000 in December, and a total of \$96,000 in two payments in 2024. There is information on how the program works provided on their website. He is looking for ideas on how to utilize the money.

Discussion of 2024 Non-Working Funds Budgets

Committee Chair Johnson stated that Finance Director Hillman put together good information on the non-working funds which include transit, library, recycling, permanent improvement, mayor's contingency, and sanitary and storm sewer funds. The transit fund is projected to have ridership fees exceed the budgeted share of the City's expenditures. At this time it looks like the fare increase will fund the transit system.

Discussion of 2024 Operating Budget and 2024 Levy

Committee Chair Johnson stated that Finance Director put together great information for the changes made to the budget since the preliminary levy was set in September. The preliminary levy was set at a 10.53% increase. With the changes made over the last couple of months, the levy proposed is 6.24% increase. The Committee agreed that it is a very good start. The 6.24% levy increase is a fair number to use for the budget public hearing on December 11th. There is still more work to be done.

Member Czczok asked what the amount difference would be for a 6% increase instead of a 6.24% increase.

Finance Director Hillman stated that a 6% increase would be a difference of about \$30,000.

Safety and Public Works Committee

Adopt Resolution of Support - Lowell SRTS Grant

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK TO ADOPT RESOLUTION SUPPORTING APPLICATION FOR SRTS GRANT FUNDING FOR ADJACENT TO LOWELL ELEMENTARY.

RESOLUTION 53:23

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

Approve Sale of Backhoe to Oak Lawn Township

Committee Chair O'Day stated that the Street Department is scheduled to get a new backhoe in 2024. The backhoe that we have has a trade in value from Ziegler CAT of \$26,000. The sale would be finalized once the City receives its new backhoe.

Member Johnson stated that he supports the sale of lightly used equipment to neighboring townships. However, the City has a fiduciary responsibility to the taxpayers to get a fair price. He would request that in the future the City get a written trade in proposal to be included in the packet rather than just saying this is the trade-in value per Ziegler.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE SALE OF THE EXISTING BACKHOE TO OAK LAWN TOWNSHIP IN THE AMOUNT OF \$26,000.

Consider Denial of Tobacco License for Risky Business

Committee Chair O'Day stated that there were tax violations by the business and fraudulent entries on the application. Based on the information provided by Chief Davis and Attorney Langel the Committee decided to move forward with the denial.

Member Johnson asked who would be responsible for holding the appeal.

Attorney Langel stated that he needs to review the City Code for this. Since it is already at Council level, it may have to go to District Court.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO DENY LICENSE RENEWAL FOR TOBACCO, TOBACCO PRODUCTS, AND TOBACCO RELATED PRODUCTS SUBMITTED BY SUZANNE MILTON ON BEHALF OF LIMOS ETC., DBA RISKY BUSINESS AND TO REQUEST THE CITY ATTORNEY PROVIDE THE APPLICANT WITH A NOTICE OF DENIAL AND THEIR RIGHT TO A HEARING.

Direction on Active Code Enforcement Cases

Committee Chair O'Day stated that three out of four of the properties are pretty standard. The Beaver Dam Rd property has been a problem property for a couple of years. The recommendation for this property is \$100 per day until they communicate with staff.

Mayor Badeaux asked who would follow up on this property. He would like a report on the progress of the property as it progresses in order to ensure that the problem is being taken care of.

Member Johnson stated that there is a property in southeast Brainerd that was on the \$100 per day fine schedule and he does not believe it was ever taken care of.

Member Czczok referenced the updates that staff gives to Council on all properties it is dealing with in the Community Development Report. He believes this should be sufficient.

Community Development Director Kramvik stated that a ten-day warning letter will go out previous to the increased fines. The department will keep the Council informed. He will research the property in southeast Brainerd for when and why the fines stopped.

Member Johnson asked about the sewage, whether the City abate the property sooner than the ten-days.

Community Development Director Kramvik stated that he does not believe it is being disposed of in the same way anymore and wouldn't require immediate action.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE RECOMMENDATION BY STAFF FOR THE PROPERTIES 1424 8TH ST S, 823 WILLOW ST, 1812 OAK ST, AND 15284 BEAVER DAM RD.

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)

Public Utilities- 1 term (Expire 2026)

TAC—1 term (Expires 2023)

Mayor Recommended: (terms to expire on 9/7 of said year)

EDA—1 term (Expires 2026)

Council President Recommended: (terms to expire 12/31 of said year)

Parking Commission—1 term (Expire 2026)

Discussion Regarding Mayor and Council Compensation

Interim Administrator Wussow stated that the information was provided by Flaherty and Hood, the same comparable cities were used as the rest of the study. The City of Brainerd is the only City that pays for health insurance. The BPU Commission salaries should also be addressed formally.

Chair Bevans asked what change would need to be made to the Council annual wage to cover the discrepancy for health insurance.

HR Director Schubert stated that each Council Member is on a different plan and some Members opt out. The wages and benefits for all eight Council Members in 2023 was \$155,647.

Member O'Day stated that he has no problem with establishing current practices as the permanent practice going forward. He doesn't care what other cities are paying their Council.

Member Johnson stated that he agrees with Council Member O'Day. There is discrepancy between our current practice and what the employee policy manual states in regards to what Council Members and BPU Commissioner pay for the health insurance coverage.

Member O'Day asked what the monetary difference is between the current pay and the employee policy manual policy.

Member Johnson stated that the City incurred about \$3,900 of burden from to Council Members and \$1,800 of burden from PUC Members.

HR Director Schubert stated that the staff is looking for direction on the employee policy manual.

Chair Bevans stated that he understands the motion to change the employee policy manual policy back to reflect the current practice.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO FOLLOW THE CURRENT PRACTICE WHEN DETERMINING SALARY AND BENEFITS FOR THE MAYOR AND COUNCIL MEMBERS AND AMEND THE POLICY TO REFLECT THIS PRACTICE.

New Business

First Reading - Proposed Ordinance 1561 - Short Term Rentals

Community Development Director Kramvik gave an overview of the ordinance. The proposed total number of short-term rentals in the City is twenty with each owner only being allowed one short-term rental.

Member Czeczok asked about grandfathering all of the short-term rentals that are currently in the City. He asked whether these would need to be renewed. He believes that those who have been running a short-term rentals in good faith should be able to continue to do so.

Community Development Director Kramvik stated that yes, the properties could be grandfathered in.

Member O'Day questioned the limit of one short-term rental per owner. He stated that apartments buildings downtown could be used as short-term rentals which would not be very different from having a hotel downtown. He doesn't want to miss out on an opportunity for downtown to expand their ability to rent short-term. There isn't a hotel downtown, and this could be a great opportunity. He does believe that short-term rentals do need to be limited in the neighborhoods.

Community Development Director Kramvik stated that there could be exemptions for the downtown district. One concern was that there are large companies having potential of buying multiple houses.

Mayor Badeaux asked for process clarification. He also asked for the thought process behind limiting owners to one unit. It doesn't reward someone for doing a good job with the units when someone who isn't a good operator is also able to have the same number of units.

Community Development Director Kramvik stated that investment companies were a concern for the Planning Commission. There was also concern about one person owning ten units when the limit is twenty.

Member Stenglein stated that the professionalization of running short-term rentals as opposed to renting out a property until it sells was also a concern of the Commission.

Member Johnson stated that he agrees with Commissioner Yeager's comments included in the packet from the Planning Commission. He stated that an LLC is easy to create, this could lead to one owner having multiple LLCs and properties. The City wants to get rid of bad operators, limiting it to one may be a bad move.

Chair Bevans stated that he hopes the properties grandfathered in have their licenses in good standing. He also hopes that the fee for the short-term rentals is such that the City can monitor the good renters and deter the bad ones. It sounds like there is a lot of work left to do on the ordinance.

Mayor Badeaux stated that he does support some kind of limit in the number of short-term units and units per owner. A few with a few is better than twenty with one.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND STUNEK, DULY CARRIED, TO REFER THE SHORT-TERM RENTAL MATTER BACK TO THE PLANNING COMMISSION.

First Reading - Proposed Ordinance 1562 - Revised Fee Schedule and Hold Public Hearing

Community Development Director Kramvik gave an overview of the ordinance.

Member Czczok asked about the items that would go towards other entities.

Community Development Director Kramvik stated that SAC/WAC and Park dedication funds would go to the Public Utilities and Park Board respectively to be assigned.

The Chair opened the public hearing at 8:36 p.m.

Shanna Davis, 6697 Maryland Rd, Brainerd Rental Owners and Managers, the landlords are asking for a reconsideration of the increase in rental license fees from \$32 to \$50. The group also wonders how the fees are utilized. She stated that the group submitted a letter.

Chair Bevans apologized to Ms. Davis stating that the public hearing is not a time for question and answer. He directed her to speak with staff or Council members any time by calling.

The Chair closed the public hearing at 8:38 p.m.

Member O'Day stated that when fees aren't raised for a number of years, it does make an impact. He stated that you could talk to the unions at any government level, the fees have to match the salaries that continue to increase of the people administering the permits. He sees no other way.

Member Czczok stated that he would appreciate anyone who submits comments would include their name and contact information.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1562 AND DISPENSE WITH THE ACTUAL READING.

Public Forum

The Chair opened the public forum at 8:41 p.m.

Mike Duval, 468 Tyrol Dr, apologized for not understanding how to participate in the fee schedule discussion. He asked whether he would be able to comment.

Chair Bevans stated that Council received and noted his comments on the fee schedule.

The Chair closed the public forum at 8:43 p.m.

Staff Reports

City Engineer/Public Works Director Dehn stated there will be a public open house on December 13th at 6:00 p.m. to discuss a roundabout at S 6th and Willow.

Community Development Director Kramvik stated that at the next Planning Commission meeting, Country Manor has submitted permits for a physical therapy clinic for consideration. He gave an update on the itinerary for the Planning Commission.

Interim City Administrator Wussow stated he provided a proposed schedule for the round-robin City Administrator search.

Mayor's Report

Mayor Badeaux told Public Works Director Dehn to expect his Willow Street comments. He thanked Parks Maintenance staff for their work on the tree lighting. He would like to make it even bigger and better next year. The Holiday Hayrides on December 15th at Buffalo Hills Park at 6:00 p.m. will have hot chocolate.

Council Member Reports

Member O'Day stated that the Holiday Hayrides will be free and a fun event for families.

Member Johnson stated that the EDA will be meeting on Thursday. The tree lights look fantastic. At the window walk downtown his favorite part was letters to Santa at Visit Brainerd and the Mayor refilling their hot chocolate with his cart.

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

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

The Chair adjourned the meeting to the closed session at 8:51 p.m.

The Council took a ten minute break.

The Chair reconvened the meeting at 9:56 p.m.

Adjourn to Budget Public Hearing on Monday, December 11th at 6:00 p.m. in City Council Chambers

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO ADJOURN THE MEETING TO THE BUDGET PUBLIC HEARING ON MONDAY, DECEMBER 11TH AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS.

**Brainerd, MN
December 11, 2023**

Pursuant to due call and notice thereof, the Brainerd City Council Special Meeting for the Budget Public Hearing was called to order at 6:00 P.M. by Council President Bevans.

Members Stunek, Terry, Stenglein, Johnson, Czczok, O'Day, and Bevans were noted as present. Mayor Badeaux was noted as present. Also noted present were Interim City Administrator Wussow, Finance Director Hillman, HR Director Schubert, and IT/GIS Director Strong.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA.

2024 Budget and Levy Presentation

Finance Director Hillman stated the purpose of the meeting is to discuss the City of Brainerd's 2024 budget and levy and allow for public input. She gave an overview of how tax capacity and property taxes are determined. The City's tax capacity for 2024 is \$12,971,998 and increase of \$1,888,334 over 2023. Ms. Hillman gave an overview of the 2024 levy and capital budget. The total budgeted expenditures for 2024 are \$16,025,618, and the total estimated non-property tax revenues are \$9,019,826. The estimated levy needed for 2024 is \$6,845,792, a 6.24% increase. The preliminary levy was set at 10.53%, the final levy can be less than the preliminary but not higher. Finally, she gave an overview of the estimated impact of the preliminary and final levy would have on residential and commercial properties.

Member Czczok asked if market value and valuation are the same thing.

Finance Director Hillman stated that for the purpose of the presentation market value and valuation are the same.

Public Comment Period

The Chair opened the public hearing at 6:28 p.m.

No one came forward.

The Chair closed the public hearing at 6:29 p.m.

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 Unions and IUOE Local No. 49 Union

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO ADJOURN THE MEETING 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 UNIONS AND IUOE LOCAL NO. 49 UNION.

The Chair adjourned the Special Meeting at 6:50 p.m.

A-1 ENTERPRISES

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
43716 CONIFER ST	General Commercial	Active			2024-0008	12/31/2024

ALL ELEMENTS INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
301 CHELSEA RD	General Commercial	Active			2024-0001	12/31/2024

ALL SEASON HEATING & AC OF BRAI

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
11502 THIESSE RD	Mechanical	Active	MB004765	10/08/2024	2024-0001	12/31/2024

ALTERNATIVE ENERGY SYSTEMS LL

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
19113 NATURE RD	Mechanical	Active	MB779739	04/08/2025	2024-0002	12/31/2024

APE HEATING AND AIR CONDITIONI

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
13209 SMART RD	Mechanical	Active	MB45205	10/01/2024	2024-0003	12/31/2024

BARATTO BROTHERS CONSTRUCTIO

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
13872 SHAFER RD	General Commerical	Active			2024-0003	12/31/2024

BRAINERD GLASS, INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
302 5TH AVE NE STE 4	Glass/glazing	Active		12/31/2024	2024-0001	12/31/2024

CLIMATE MAKERS INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
1700 FREEWAY BLVD S	Plumbing Contractor	Active	PC648912	12/31/2025	2024-0002	12/31/2024
1700 FREEWAY BLVD S	Mechanical	Active	MB004290	12/12/2024	2024-0004	12/31/2024

CROSSLAKE SHEET METAL LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
PO BOX 191	Mechanical	Active	MB801333	11/18/2024	2024-0005	12/31/2024

DAUERS HEATING COOLING

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
8090 STATE 64	Mechanical	Active	MB782888	06/22/2025	2024-0006	12/31/2024
8090 STATE 64	Mechanical	Active		12/04/2024		

DECHANTAL EXCAVATING LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
12209 STATE HWY 18 P	Excavator	Active		12/31/2024	2024-0001	12/31/2024
12209 STATE HWY 18 P	Subs-sewage Treatment Sy	Active	L-2267	02/10/2024	2024-0001	12/31/2024

DIVERSIFIED CONSTRUCTION OF TH

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
1107 6TH ST S	General Commerical	Active			2024-0004	12/31/2024

DOW ACOUSTICS, INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
PO BOX 477	Acoustical Ceilings	Active		12/31/2024	2024-0001	12/31/2024

DRSC CONCRETE INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
13464 5TH AVE NE	Masonry	Active		12/31/2024	2024-0001	12/31/2024

EAST SIDE GLASS COMPANY

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
305 FRANKLIN AVE NE	Glass/glazing	Active			2024-0003	12/31/2024

EL JAY PLUMBING & HEATING INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
520 APOLLO AVE NE	Plumbing Contractor	Active	PC642629	12/31/2025	2024-0008	12/31/2024
520 APOLLO AVE NE	Mechanical	Active	MB003227	09/30/2024	2024-0017	12/31/2024

EQUIX INTEGRITY INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
46 S ROLLING MEADO	Utilities Construction	Active			2024-0002	12/31/2024

FIRE WORKS FIREPLACE INSTALLATI

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
3030 4TH ST S	Mechanical	Active	MB003629	10/22/2024	2024-0008	12/31/2024

G & J AWNING & CANVAS, INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
1802 13TH AVE NE	Awnings	Active	SB696877	07/10/2025	2024-0001	12/31/2024

GRANITE CITY ROOFING, INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
PO BOX 1482	Commercial Roofing	Active		12/31/2024	2024-0001	12/31/2024

GRAVELLE PLUMBING & HEATING, I

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
223 1ST AVE NW	Plumbing Contractor	Active	PC645381	12/31/2025	2024-0004	12/31/2024
223 1ST AVE NW	Technology Systems Contr	Active	TS001809	07/31/2024	2024-0001	12/31/2024
223 1ST AVE NW	Mechanical	Active	MB003759	10/15/2024	2024-0009	12/31/2024

GULL LAKE GLASS INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
18441 STATE HIGHWAY	Glass/glazing	Active			2024-0004	12/31/2024

HEARTLAND GLASS COMPANY, LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
401 SUNDIAL DR	Glass/glazing	Active			2024-0002	12/31/2024

HY-TEC CONSTRUCTION OF BRAINE

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
11360 BUSINESS 371 PO	General Commerical	Active			2024-0001	12/31/2024

INDIGO SIGNWORKS INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
4133 IOWA ST STE 100	Sign Erector	Active	SB683135	05/21/2024	2024-0001	12/31/2024

IRONFIRE, INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
5353 LEGEND LN	Steel Erector	Active			2024-0001	12/31/2024

JIBEC HEATING & COOLING INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
12847 ALFALFA LN SW	Mechanical	Active	MB005584	11/21/2024	2024-0010	12/31/2024

K JOHNSON CONSTRUCTION INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
6870 HWY 10 NW	Masonry	Active			2024-0002	12/31/2024

KENKO DRYWALL INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
14181 242ND AVE	Drywall	Active			2024-0001	12/31/2024

KRAUS-ANDERSON CONSTRUCTION

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
501 S 8TH ST	General Commercial	Active			2024-0009	12/31/2024

KUEPERS CONSTRUCTION INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
17018 COMMERCIAL PA	General Commercial	Active			2024-0002	12/31/2024

LANGE TRENCHING INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
32906 CO RD 50	Excavator	Active			2024-0002	12/31/2024
32906 CO RD 50	Subs-sewage Treatment Sy	Active	L688	03/31/2024	2024-0002	12/31/2024

MASONRY BY HINES, LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
19151 LOVE LAKE RD	Masonry	Active			2024-0005	12/31/2024

MASTER PLUMBING & HEATING OF

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
17131 MOGENSEN RD	Mechanical	Active	MB005013	05/10/2024	2024-0011	12/31/2024
17131 MOGENSEN RD	Plumbing Contractor	Active	PC644493	12/31/2025	2024-0005	12/31/2024

MAVERICK'S HEATING & AIR

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
31246 COUNTY RD 3	Mechanical	Active	MB800697	10/31/2024	2024-0012	12/31/2024

MICHELS CONSTRUCTION INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
817 MAIN ST	Excavator	Active			2024-0007	12/31/2024

MICHELS POWER, INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
817 MAIN ST	Utilities Construction	Active			2024-0003	12/31/2024

MICHELS UTILITY SERVICES, INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
817 MAIN ST	Excavator	Active			2024-0008	12/31/2024

MIKE'S MILLER'S ROOFING & SIDING

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
601 NW 5TH ST STE 2	Commercial Roofing	Active			2024-0002	12/31/2024

MINNESOTA HOME IMPROVEMENTS

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
PO BOX 248	General Commercial	Active		12/12/2024	2024-0010	12/31/2024

NC PLUMBING & HEATING INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
13688 KIMBERLY RD	Plumbing Contractor	Active	PC721186	12/31/2025	2024-0009	12/31/2024

NOR-SON CONSTRUCTION LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
7900 HASTINGS RD	General Commerical	Active			2024-0002	12/31/2024

NORTHSTAR METALWORKS, INC. DB

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
10131 INDUSTRIAL RD	Welding Fabrication	Active			2024-0001	12/31/2024

PETERSON SHEET METAL INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
3728 BEMIDJI AVE N SU	Mechanical	Active	MB003352	08/13/2024	2024-0013	12/31/2024
3728 BEMIDJI AVE N SU	Plumbing Contractor	Active	PC642684	12/31/2025	2024-0006	12/31/2024

PIKE PLUMBING & HEATING OF BRA

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
830 BROOK ST	Mechanical	Active	MB003963	10/09/2024	2024-0014	12/31/2024
830 BROOK ST	Plumbing Contractor	Active	PC645518	12/31/2025	2024-0007	12/31/2024

POWERHOUSE RETAIL SERVICES LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
812 S CROWLEY RD ST	General Commercial	Active			2024-0003	12/31/2024

PRATT'S AFFORDABLE EXCAVATING

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
23069 SWAN LN	Excavator	Active			2024-0003	12/31/2024
23069 SWAN LN	Subs-sewage Treatment Sy	Active	L1341	07/11/2024	2024-0003	12/31/2024

Q3 CONTRACTING INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
53 SOUTH OWASSO BL	Excavator	Active			2024-0004	12/31/2024

R & H DRYWALL, INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
26023 HWY 27 PO BOX 4	Drywall	Active			2024-0002	12/31/2024

RASINSKI EXCAVATING INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
10775 PINEWOOD DR S	Excavator	Active			2024-0005	12/31/2024
10775 PINEWOOD DR S	Subs-sewage Treatment Sy	Active	L133	10/07/2024	2024-0004	12/31/2024

RHL, INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
25113 21ST AVE	Sign Erector	Active	SB683780	07/01/2024	2024-0002	12/31/2024

RYAN COMPANIES US, INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
533 S 3RD ST STE 100	General Commercial	Active			2024-0004	12/31/2024

SCHMIDT ROOFING INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
3509 W HIGHWAY 13	Commercial Roofing	Active			2024-0004	12/31/2024

SHO CON OF PIERZ INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
25238 213TH ST	General Commercial	Active			2024-0005	12/31/2024
25238 213TH ST	Masonry	Active			2024-0003	12/31/2024
25238 213TH ST	Mechanical	Active	MB005179	05/20/2024	2024-0015	12/31/2024

SIGN SPOT, THE

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
5186 SUSANVILLE DR N	Sign Erector	Active			2024-0003	12/31/2024

ST CLOUD OVERHEAD DOOR COMP

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
10727 BRENT DR	Overhead Doors	Active			2024-0001	12/31/2024

ST. CLOUD ACOUSTICS, INC.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
30762 PEARL DRIVE PO	Acoustical Ceilings	Active			2024-0002	12/31/2024

TELCOM CONSTRUCTION, LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
2218 E 200TH STREET P	Utilities Construction	Active			2024-0001	12/31/2024

THE DOOR DOCTOR

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
18231 WOODROW ROA	Overhead Doors	Active			2024-0002	12/31/2024

THE TRADESMEN CONSTRUCTION I

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
4015 MINNESOTA ST	General Commercial	Active			2024-0006	12/31/2024

TIM BORDERS MASONRY LLC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
13787 13TH AVE SW	Masonry	Active			2024-0004	12/31/2024

TOMS BACKHOE SERVICE INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
323 WOODLAND HILLS	Subs-sewage Treatment Sy	Active	L408	03/31/2024	2024-0005	12/31/2024
323 WOODLAND HILLS	Pipelayer Bond	Active	PB643233	12/31/2025	2024-0001	12/31/2024
323 WOODLAND HILLS	Excavator	Active			2024-0006	12/31/2024

TRANSFORM SR HOME IMPROVEME

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
1024 FLORIDA CENTRA	General Commercial	Active		12/11/2024	2024-0007	12/31/2024

T-RAY CONSTRUCTION COMPANY IN

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
8651 NAPLES ST NE ST	Underground Cable	Active			2024-0001	12/31/2024

VEIT & COMPANY INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
14000 VEIT PLACE	General Commerical	Active			2024-0005	12/31/2024

W GOHMAN CONSTRUCTION CO.

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
815 E COUNTY ROAD 7	General Commercial	Active			2024-0013	12/31/2024

W L HALL CO

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
530 15TH AVE S	General Commercial	Active			2024-0012	12/31/2024

WESTERN PRODUCTS INC

Address	Licensee Type	Status	State License	License Expire Date	Local License	License Expire Date
474 45TH ST S	General Commercial	Active			2024-0014	12/31/2024

Total Licensees						68
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Population: All Records
Licensee.DateRegistered Between 12/1/2023 12:00:00 AM AND 12/12/2023 12:00:00 AM



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD



Officer Travis Gleason is this month's Booyah Winner. Officers received information on a male party with out of county felony warrants inside a residence. Officers later learned the male party was in violation of an Order for Protection and committed felony domestic assault over the weekend that had not been reported. Officer Gleason met with the other party involved and investigated the incident confirming the other party had stabbed the male in the arm with a kitchen knife during the incident. Officer Gleason gained consent to enter the residence, provided information on the layout of the home, and took an active part in arresting the male inside. For this incident, Officer Gleason was able to charge the male party on felony OFP violation, felony domestic assault, and the related warrants. The female party was also long formed for felony 2nd degree assault. Great investigative and information gathering work! Booyah!

STAFFING & ASSIGNMENTS

Promotion

Allyson Timmons was promoted to Records Lead effective on November 21, 2023. Allyson started with the Brainerd Police Department in 2020 as a records technician.

TRAINING & STAFF DEVELOPMENT

FBI- LEEDA Executive Leadership Institute

Police Chief Davis was in Stillwater for a week attending executive leadership training through the FBI-Law Enforcement Executive Development Association (LEEDA). Over the last couple of years, Chief Davis has been working towards completing all the FBI-LEEDA programs and he has now received the Trilogy Award for completion of all the Supervisory, Command Staff, and Executive Leadership training programs.

**BCA ICAC & Human Trafficking Conference**

Investigator Palcher attended the BCA's first Internet Crimes Against Children (ICAC) and Human Trafficking conference for Minnesota law enforcement. This unique conference presents a range of topics, case studies, and trending issues on child exploitation and human trafficking.

Property and Evidence Management for Law Enforcement Agencies

Records Lead Allyson Timmons attended the Property and Evidence Management training. This course provided a framework of legal and ethical requirements required in the operation of a law enforcement property and evidence units, acquainting individuals with the technicalities and responsibilities involved in the daily function of a property unit and providing a positive learning environment for property and evidence professionals to exchange ideas and concepts.

Geofence Investigations

Investigator Personius attended the Geofence Investigations course. In this course, law enforcement officers learned how to utilize geofencing technology to investigate crimes that have occurred in a specific geographic area. They were introduced to the fundamental principles of geofencing technology, including how to create geofences, how to analyze geofence data, and how to interpret and visualize geofence information. They also learned how to use geofencing technology in combination with other investigative tools and techniques to solve complex criminal cases.

Basic Financial Crimes Investigations

Investigator Personius attended the Basic Financial Criminal Investigations training. This course aided law enforcement officers investigating financial crimes. The emphasis of this course was to demonstrate the fundamentals of addressing contemporary financial crimes scams. Attendees learned to build a criminal case involving common financial crimes such as fraudulent checks, cloned credit cards, gas pump skimmers, and a variety of online frauds. They also learned how banking institutions can assist in these investigations.

Towards Zero Deaths Conference

Deputy Chief Runde attended the 2023 Towards Zero Deaths Conference. This conference provided a forum for sharing information on best practices in engineering, enforcement, education, and emergency medical/health services and for identifying new approaches to reducing the number of traffic fatalities and life-changing injuries on Minnesota roads.

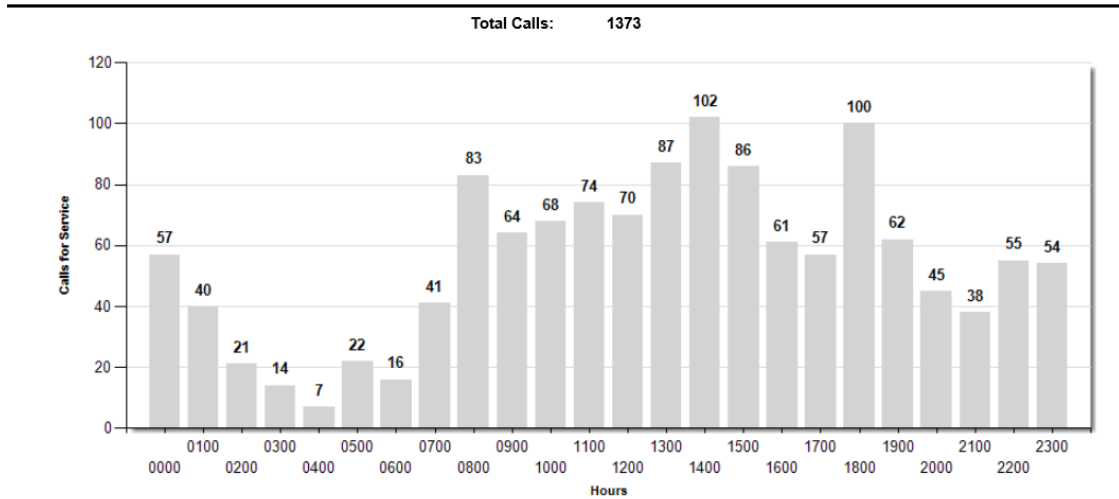
OVERALL CALLS FOR SERVICE

Month	2023	2022
Number of Calls for Service	1324	1290



Calls for Service Hourly

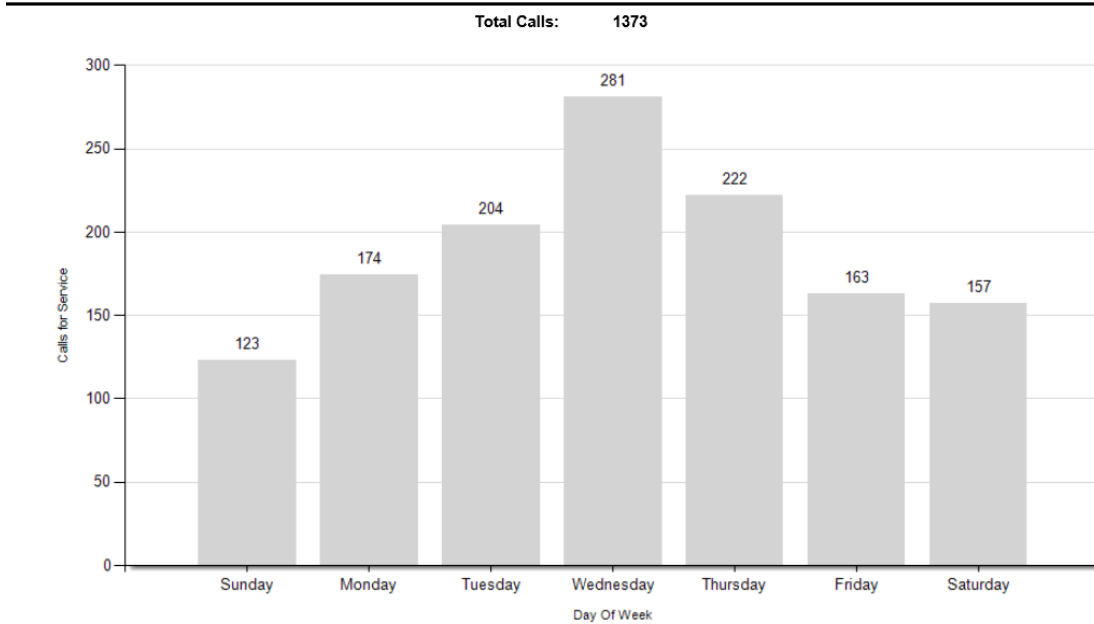
11/1/2023 to 11/30/2023



Calls for Service Day Of Week

Start Date: 11/1/2023

End Date: 11/30/2023



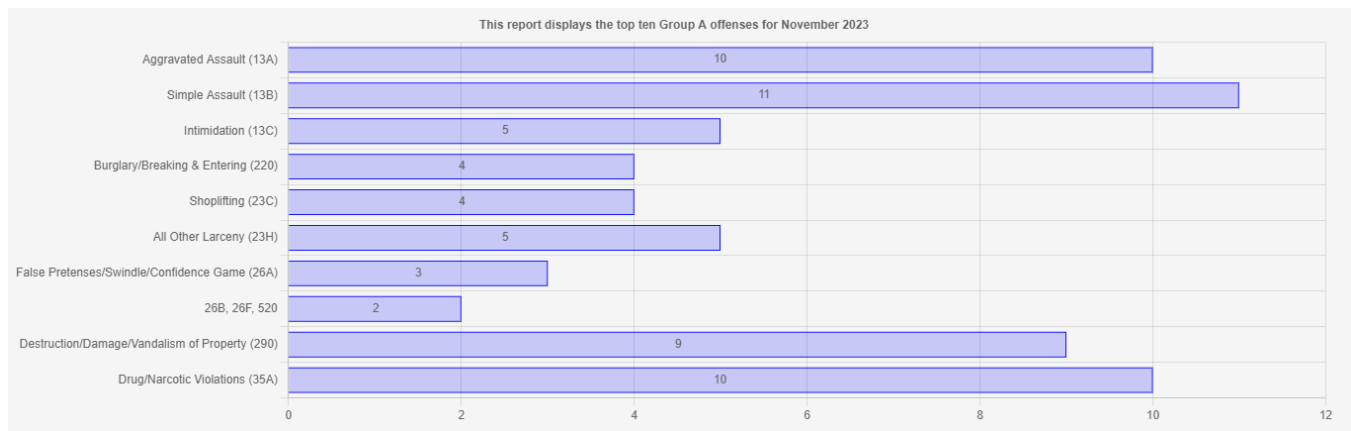
CRIME STATISTICS

Year to Date through Month	2023	2022
Group A Offenses Known or Reported to Police	1067	1381
Group A and B Arrests	707	773

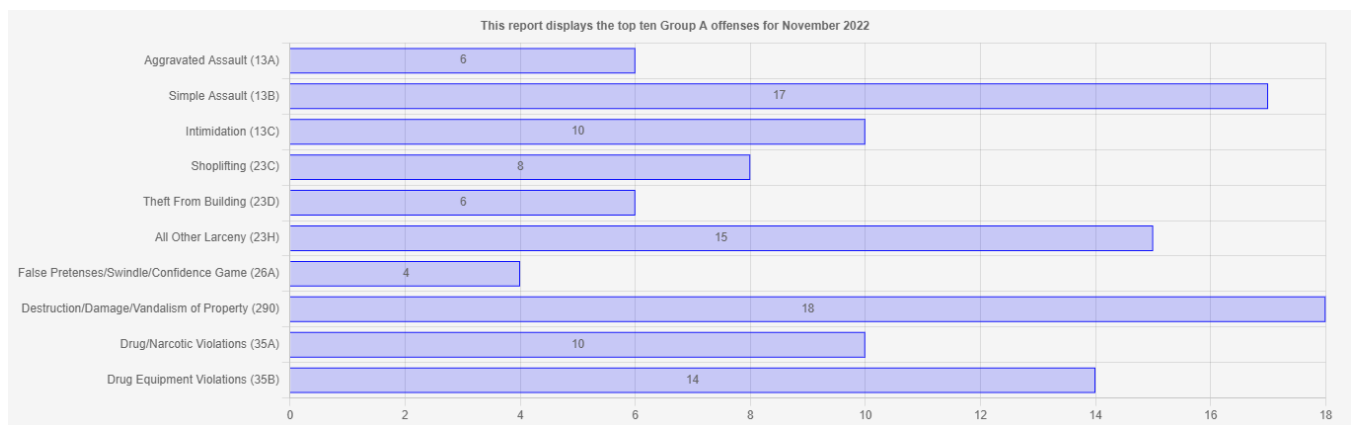
**** Note: 2023 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

November 2023



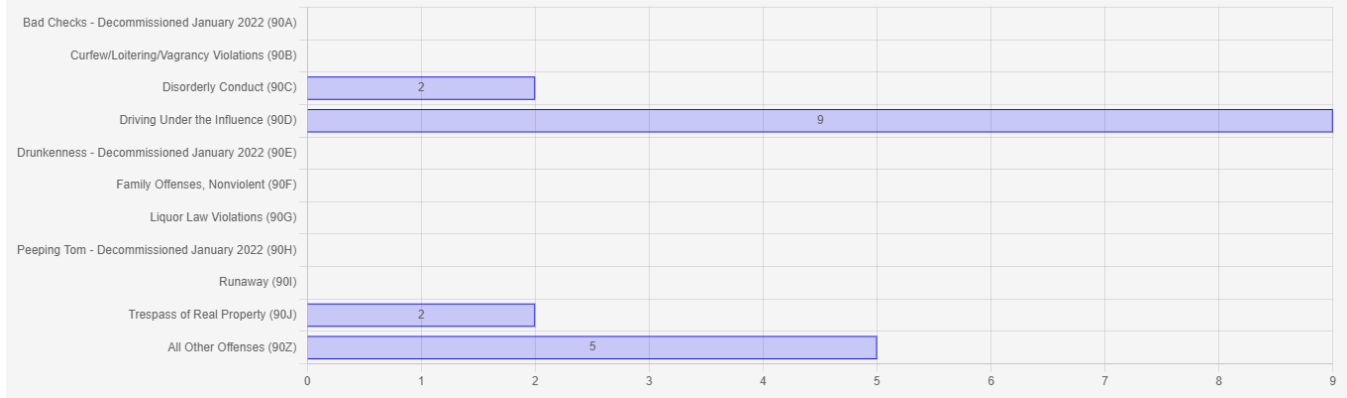
November 2022



GROUP B ARREST DATA

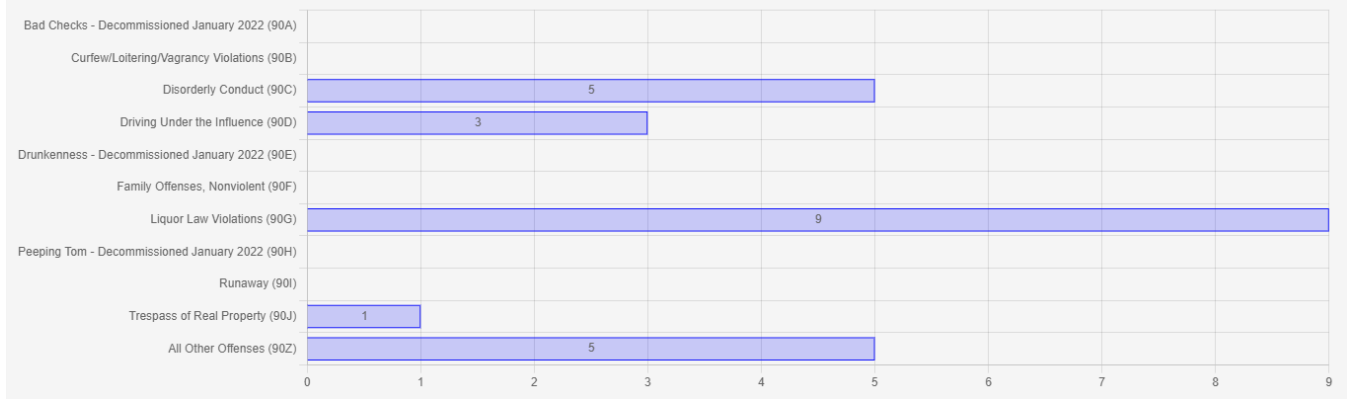
November 2023

This report displays all Group B arrests for November 2023



November 2022

This report displays all Group B arrests for November 2022



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

Month	2023	2022
Citations (Inc. Parking Tickets & Written Warnings)	133	119

23 parking tickets were issued in the month of November, with the following dispositions.

5	Dismissed
8	Paid in Full
0	Partial Payments Received
10	No Payment Received

Revenue Recapture Receipts:

2022 Total:	\$ 5,688.23
2023 To Date:	\$7,996.99

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
23015191	11/13/23	Conduct on Premises	612 Norwood Street Apartment 3
23015255	11/15/23	Conduct on Premises	1310 Oak Street

BODY WORN CAMERA DATA REPORT

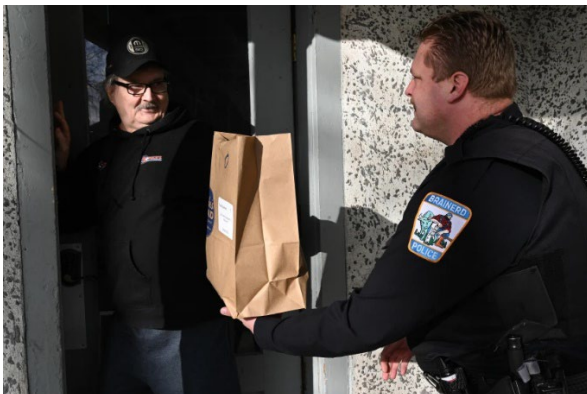
Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
Month	1588	342	598	386	12.93 Minutes	53



COMMUNITY OUTREACH

Safety Assessment

Sgt. Joel Reed met with the Relationship Safety Alliance conducted a safety assessment at the Louise Selisker Shelter and Alex and Brandon Safety Center. The assessment involves evaluating the physical security of the buildings and the internal procedures taken when a threat is identified. This is a service the police department offers to build relationships within the community and ensure the safety of our citizens.

**Thanksgiving Meals**

Brainerd Police assisted in coordinating road closures and delivering Thanksgiving meals. 1,400 Thanksgiving meals were delivered to Crow Wing County residents by several volunteers. The Brainerd Community Thanksgiving dinner is coordinated by four service organizations, the Brainerd American Legion, the Brainerd Veterans of Foreign Wars, Brainerd Eagles and Elks clubs.



City of Brainerd
IT/GIS Department Monthly Report
November 2023

Projects

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

Software

- City website redesign went live Tuesday Nov 7
- Exploring options for tracking information requests – in house solution vs commercial software, other?
- Continued implementation of IT asset tracking software and ticketing system

Hardware

- Public works cameras and software configured – wiring began Nov 30th to be complete in Dec
- Airport access control (doors) - beginning installation and configuration
- Airport security cameras – configuration and added to City Avigilon site
- Continued migration of virtual servers to newer physical host, gradually eliminating dated hardware
- Various police squad issues – video, printing, connectivity, etc.

Other

- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc.
- Staff added: Interim City Administrator Wussow, Ally Timmons moved to Records Lead
- Staff departed: City Administrator Bergman

Statistics – October 2023

Email: sent 7,871 or 262/day (down from 8,328), received 32,676 or 1,089/day (up from 37,463)

Cisco Secure Endpoint: 7.72M files scanned (down from 8.44M), 721K IPs scanned (down from 783K)

YouTube – City channel views 972 (down from 1,569), 97.6 hours watched (down from 189.5)



COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

November 2023



BUILDING PERMITS

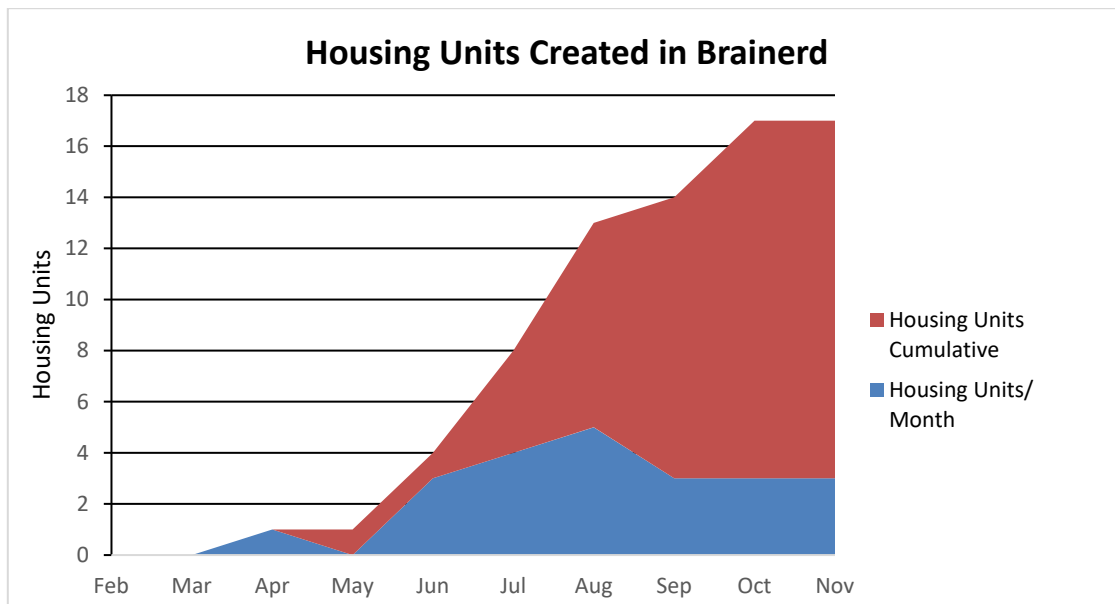
The Community Development Department issued 63 building permits with a total project valuation of \$1,114,847 in the month of November. Within the River-to-Rail Corridor, six (6) permits were issued. These improvements resulted in \$1,953.25 being waived in permit fees.

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

Issued Permits for November 2023		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Remodel	1	\$962,600
Commercial – Mechanical – Furnace/Boiler	4	\$18,477
Commercial – Mechanical – Remodel	1	\$3,000
Commercial – Plumbing – Remodel	2	\$19,800
Commercial – Plumbing – Water Heater	2	\$18,600
Engineering – Curb Cut	3	N/A
Engineering - Excavation	4	N/A
Fence	5	N/A
Residential – Building – Deck	1	\$3,500
Residential – Building – Demolition	1	N/A
Residential – Building – Remodel	2	\$5,700
Residential – Building – Roofing	3	N/A
Residential – Building – Roofing+Garage	2	N/A
Residential – Building – Doors/windows	11	\$75,020
Residential – ENG – Sewer/Water Repair	2	N/A
Residential - Mechanical - Furnace/Boiler	2	N/A
Residential – Mechanical – Furnace + AC	2	N/A
Residential - Mechanical - New/Addition	1	N/A

Residential - Plumbing – New/Addition	1	N/A
Residential - Plumbing – Water Heater	10	N/A
Sign	2	\$8,150
Temporary Sign	1	N/A

There were zero (0) single-family home building permits in the month of November thus the total units of housing constructed in the City in the 2023 calendar year to seventeen (17).



BUILDING INSPECTIONS

The Community Development Department conducted 227 building inspections in November which brings the total to 1,871 for 2023.

CODE ENFORCEMENT

The Community Development Department conducted 127 code enforcement inspections in November resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Accessory Structure Material	2
City Code Violation	3
Exterior Structure	8
Garbage	6
Grass & Weeds	9
Junk and Debris	30
Unlicensed/Inoperable Vehicles	17
Tree Diseased Dead Hazardous	2
Zoning Code Violation	48
Total = 127	

The additional 127 inspections performed in November brings the total code enforcement inspections performed in 2023 to 1,371.

**Note: With the adoption of Ordinance No. 1524 on April 4th, 2022, Community Development staff have moved to complaint driven enforcement only.*

Update on 1420 Quince St

Property issues for 1420 Quince St. regarding construction materials and debris began in August of 2012 shortly after the building permit was issued. The issue persisted through 2013 as he was required to finish the exterior within one year. The building department continued to try and work with Mr. Kinder to complete the project. In the spring of 2014, the property owner was sent a letter to complete the work by June 2nd or incur a \$100.00 per day fine. Based upon the \$100 per day fine beginning on June 21st, the \$2,000 maximum was reached on July 10, 2014. No additional letters were sent to Mr. Kinder after July 15th after the case file was noted as closed and complied. Since 2014, the property has received multiple violations for long grass, trailers, unlicensed/inoperable vehicles, junk and debris, and illicit storm water discharge. This past year, staff discovered that Mr. Kinder was excavating his foundation without a permit. The City Building Official inspected the site and issued a building permit to the property owner. During construction, staff sent letters and citations for no fencing around the excavation pit, improper sediment control, long grass, and an open trailer door. The police department was also notified anytime equipment was parked on the sidewalk. The foundation repair that the property owner was working on has been inspected and backfilled. Staff will ensure that construction debris is removed in the spring of 2024.

RENTAL INSPECTIONS

The Community Development Department issued two (2) rental licenses in the month of November which brings the total number of rental units issued for the 2023-2024 renewal period to 2,582.

The Housing Inspector has completed 391 rental property inspections in 896 individual units in 2023.

CONTRACTOR LICENSING

The City approved one (1) contractor license in November which brings the total number to 245 for 2023. We are currently in the process of registering contractors for 2024.

PLANNING AND ZONING

Short-Term Rentals

The Planning Commission will review the proposed short-term rental ordinance, as City Council directed further review from the Commission at their December 4th meeting. Specific review items include potential to grandfather existing short-term rental properties, allow more than one short-term rental per owner, and to exempt the Main Street District from number requirements. Staff will ask for direction from the Commission and make changes to the proposed ordinance for the January 17th meeting which will most likely include a public hearing.

December Meeting Agenda Items

- 1) Final PUD for the Country Manor Development
- 2) Conditional Use Permit for proposed outpatient physical therapy office at Country Manor
- 3) Conditional Use Permit for an auto repair shop at 100 Washington St.
- 4) Interim Use Permit for a short-term rental at 524 8th St N
- 5) Interim Use Permit for a short-term rental at 701 4th St SW
- 6) Discussion on garage requirement for single-family homes



ECONOMIC DEVELOPMENT

The EDA consultants presented their 2023 accomplishments at the December 7th meeting. The primary objectives of 2023 were the creation of a website, creating a logo and brand, creating available property pages, and concept planning for City owned industrial lots. The website and content are scheduled to go fully online at the beginning of 2024. The EDA also approved the consultant contracts for 2024 which focus on additional content creation, management of the website, and marketing the new EDA website. In addition to the consultant contracts, the EDA authorized staff to work with Kamp Realty on a brokerage contract to list available Brainerd owned properties. The contract for brokerage services will be reviewed at the February 2024 EDA meeting.

Staff met with ISD 181 representative Reid Thiesse regarding the approximate 20 acres of property owned by the School District North of Buffalo Hills Park. The property is surrounded primarily by residential single-family housing with some multi-family structures to the east. The existing lot is heavily forested but relatively level. The property could be accessed from Graydon Ave to the north and potentially along the east side of Buffalo Hills Park. Staff recently attended ISD 181's Long Range Planning Committee to present options for development of the property.

Options presented include:

OPTION 1: The School District conveys the property to the City. The City then conveys the property to the EDA to allow the EDA to market and enter into a contract with a developer. The contract could have similar language to the development contract that the HRA has for Brainerd Oaks in which the developer is required to complete a certain number of homes per year or meet required deadlines.

OPTION 2: The School District enters into an agreement with a real estate broker to list the property at market rate. The EDA lists the property on the EDA website and staff would direct interested developers on the potential use for the property. This option does not include a contract with required deadlines for development.

PLANNING AND ZONING PROCESSES – PROGRESS UPDATE

Address: 1202 6th St S

PZE Process: Conditional Use Permit **Date Issued:** 8/2/22

Project Description: Demolish restaurant and install a self-serve ice machine. A conditional use permit was needed for a building under 1,000 SQFT.

The applicant has completed the following steps:

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

Address: 2501 Greenwood St

PZE Process: Conditional Use Permit **Date Issued:** 8/2/22

Project Description: The purchase of Evangelical Lutheran Good Samaritan's parcel 41010613 to operate a residential addiction recovery facility with outpatient services.

Project Progress: The remodel project has been completed and passed all inspections.

Address: 804 Oak St.

PZE Process: Variance **Date Issued:** 9/9/22

Project Description: A variance from the rear yard setback requirement was submitted to facilitate:

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

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

Address: 1918 & 1911 Thiesse Dr.

PZE Process: Interim Use Permit **Date Issued:** 9/07/22

Project Description: The operation of a cryptocurrency mining facility, specifically for outdoor storage as a principal use.

Project Progress: No construction has begun at the property and building plans have not been submitted. VCV submitted alternate plans for the construction of a building and was approved by the EDA for the proposed design alteration. VCV will no longer make use of the Interim Use Permit unless a change of scope is approved by the EDA.

Address: 515 9th St S

PZE Process: Variance **Date Issued:** 9/07/22

Project Description: Requests a lot line setback adjustment from 5' to 2'6" to facilitate the construction of a duplex.

Project Progress: The proposed structure was constructed and passed all inspections.

Address: 324 Woodland Hills Ln

PZE Process: Variance **Date Issued:** 9/08/22

Project Description: Requested the variance to allow the:

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

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

Address: 3231 Oak St

PZE Process: Variance **Date Issued:** 9/07/22

Project Description: Boundary line adjustment with recorded easement to access the rear property. Eliminated the flag lot and created an easement.

Project Progress: The boundary line adjustment has been recorded with the County.

Address: PID 41040504

PZE Process: Conditional Use Permit **Date Issued:** 10/5/22

Project Description: The applicant proposed the construction of a 12-unit apartment complex.

Project Progress: The applicant has not begun construction.

Address: PID 41040501

PZE Process: Conditional Use Permit **Date Issued:** 10/5/22

Project Description: The construction of a health club and boarding house.

Project Progress: The applicant has not begun construction.

Address: 1005 6th St S

PZE Process: Interim use Permit **Date Issued:** 12/5/22

Project Description: Applicant requested permission for one short-term rental.

Project Progress: This property currently operates as a short-term rental in the City.

Address: 15770 Dellwood Dr

PZE Process: Conditional Use Permit **Date Issued:** 1/9/23

Project Description: Application to allow for the construction of mini-storage units on the premises.

Project Progress: The applicant has applied for a building permit, but the permit has not yet been issued. The applicant may be exploring other options for the property.

Address: PID 41160504

PZE Process: Rezoning **Date Issued:** 1/11/23

Project Description: The purpose of this rezoning was to prepare this section of Parcel 41160504 for a consolidation with the contiguous parcel 41170515 which is also zoned Rural Living One (RL1) Zoning District.

Project Progress: The consolidation was completed and recorded with the County.

Address: PID 41040504

PZE Process: Final Plat **Date Issued:** 1/12/23

Project Description: The consolidation of 11 parcels to accommodate the space needed for the 12-unit apartment complex described in the Conditional Use Permit PZ22-0032

Project Progress: The plat has been recorded with Crow Wing County.

Address: 2307 Crestview Ln

PZE Process: Conditional Use Permit **Date Issued:** 3/1/23

Project Description: The applicant proposed a 5-unit apartment complex which received considerable opposition from the neighborhood.

Project Progress: Upon denial of the conditional use permit by the City Council, the applicant redesigned the site plan and submitted a 4-unit complex as a permitted use on the parcel. The permit for this project was issued on 8/08/23 and is currently under construction.

Address: 1021 Madison St

PZE Process: Conditional Use Permit **Date Issued:** 3/30/23

Project Description: The operation of a recycling facility in the General Industrial District.

Project Progress: The property continues to operate as a recycling facility and is working with the fire department on the conditions added to the permit.

Address: 2424 Business 371

PZE Process: Variance **Date Issued:** 5/18/23

Project Description: The variance requested was to exceed the 12' height limit on signs in the PSP zoning district by 3'.

Project Progress: Upon passage, a permit was filed and issued. The sign has been installed and passed all inspections.

Address: 3 Washington St NE

PZE Process: Variance **Date Issued:** 6/2/23

Project Description: Construction of a new Dunkin Donuts:

The first variance request is to allow their main entrance to face the rear yard of the property.

Section 515-2-14.C requires the principal façade to front onto an avenue/street for properties in the CC District. The second variance request is to allow a 27'1" principal building front yard setback, a 24' side yard corner setback, and a 66'7" rear yard setback.

Project Progress: The applicant has applied for permits and we are awaiting contractor assignment in order to issue.

Address: 431 B St NE

PZE Process: Variance **Date Issued:** 5/3/22

Project Description: Requested a 7' corner yard setback for an accessory structure addition.

Project Progress: The applicant has not yet applied for a permit.

Address: 703 Oak St

PZE Process: Conditional Use Permit **Date Issued:** 6/8/23

Project Description: The operation of a Commercial Day Care Facility.

Project Progress: On August 22nd, 2023, Brainerd Family YMCA submitted a Commercial Building New/Addition permit for a \$701,000 renovation in accordance with the conditions set in the Conditional Use Permit. This property is in the River-to-Rail area and qualified for a \$150,000 reduction in the assessed valuation. The permit has been issued and the project is underway.

Address: 515 9th St. S

PZE Process: Interim Use Permit **Date Issued:** 6/22/23

Project Description: The operation of a short-term rental in one unit of the duplex at 515 9th St S.

Project Progress: This permit was denied by the Council in August and currently no alternative uses other than long-term housing has been proposed by the applicant.

Address: 219 W Laurel St

PZE Process: Variance **Date Issued:** 7/03/23

Project Description: A variance to allow a second accessory structure and to exceed the accessory structure square footage limit of 500 Sq Ft for the construction of a new 24' x 24' garage.

Project Progress: Upon passage of this variance the applicant submitted a permit to construct this accessory structure at the premises on September 1st, 2023. A permit has been issued and the project is currently under construction.

Address: 203 Hawkins Dr

PZE Process: Interim Use Permit **Date Issued:** 7/20/23

Project Description: The utilization of the property as a short-term rental.

Project Progress: The IUP was approved by the Council on August 21st, the applicants have resumed operation of the short-term rental at the premises.

Address: 11617 Andrew St.

PZE Process: Variance **Date Issued:** 7/31/23

Project Description: A variance to allow the construction of a 6000 SQFT accessory structure, which exceeds the allowed 500 SQFT in the General Commercial Zoning District. The structure will serve as the classroom facility for the American Institute of Nondestructive Testing.

Project Progress: The commercial building permit was issued on 8/31/2023 and has begun construction.

Address: 502 Juniper St

PZE Process: Interim Use Permit **Date Issued:** 10/2/23

Project Description: The utilization of the property as a short-term rental.

Project Progress: The IUP was approved by the Council on October 2nd, the applicants have resumed operation of the short-term rental at the premises.

Address 701 4th St SW

PZE Process: Interim Use Permit **Date Issued:** 10/4/23

Project Description: The utilization of the property as a short-term rental.

Project Progress: The IUP application was received and has not been heard before the planning commission yet due to numerous submittal delays. This topic is on the December 20th Planning Commission agenda.

Address: 1202 6th St S

PZE Process: Variance **Date Issued:** 11/03/23

Project Description: Allowing the existing Ice producing machine at the premises to be 100% metal sided.

Project Progress: The City Council approved this at their 11/20/23 meeting. Staff will work with the applicant in the winter to produce a final landscape plan as required by the variance.



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Approve Engagement Letter Between Baker Tilly and City of Brainerd

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER:

ESTIMATED TIME (MIN): N/A

SUMMARY OF ISSUE: The City of Brainerd uses Baker Tilly as our municipal advisor for services including debt issuance, arbitrage, and continuing disclosure. The last Master Service Agreement with Baker Tilly was signed in June of 2015. With the long lap and current inflationary pressures, Baker Tilly has asked us to update the Master Services agreement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: An email from Ms. Chris Hogan summarizing the updates is attached.

RECOMMENDED ACTION/MOTION: Authorize signatures on the updated Master Service Agreement with Baker Tilly.

FINANCIAL IMPACT:

From: [Hogan, Chris](#)
To: [Connie Hillman](#)
Subject: New Master Service Agreement
Date: Tuesday, December 12, 2023 8:51:55 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[MSA&ArbScope_Brainerd Dec 2023.pdf](#)

*** **Warning:** External sender, use extreme caution with attachments and links ***

Hi Connie –

Hope all is going well with you and at the City!

We've been rolling out new Master Service Agreements in 2023 with our new fees related to bond work and arbitrage. The City entered into a contract June 2015 for municipal advisory services including debt issuance, arbitrage and continuing disclosure. With that long lag and current inflationary pressures, we felt that this was the appropriate time to update our contract fees. We worked hard to make our bond pricing transparent and easy to understand. Our increased fees are still competitive, and in most cases will be slightly lower than our primary competitors in the market.

What follows is a general overview of the primary changes in this contract related to debt issuance:

- Price increases for bond issuances vs current contract
 - Avg 20% increase for Par of \$2MM-\$10MM on single purpose
 - Avg 15% increase for Par of \$2MM-\$10MM on two purposes
 - Avg 10% increase for Par of \$2MM-\$10MM on three purposes
- Eliminates recalculation of MA fee when Par is reduced on sale day due to premium
- Increased pricing transparency
- Non ad valorem and advance refunding goes from 1.25X fee to 1.35X fee
- Referenda debt changed from 1.10X fee to 1.25X fee
- New Arbitrage fees
- Added 30-day notice in advance of fee changes (current contract didn't allow us to change fees without modified contract)
- Hourly rates increased as per the Standard Hourly Rates table below – compared to your current rates

NEW HOURLY RATES
<u>Staff level - title</u>

Principal	\$330
Director	\$300
Manager	\$260
Consultant	\$200
Support, municipal disclosure specialist	\$150
Intern	\$110

CURRENT HOURLY RATES	
<u>Staff level - title</u>	
Principal	\$320
Director/Senior Manager	\$260
Manager/Senior Staff	\$215
Staff	\$160
Associates	\$75

The arbitrage fees compared to prior fees based on the City's contract for calculations to be done every 5-years; under the old contract a five-year calculation would be \$3,100 the new fee is \$4,500.

We've made no changes to our fees for continuing disclosure work.

The contract Engagement Letter (pages 1-5) is the overarching governing document. The Scope Appendix (pages 8-17) is the part of the contract that describes the current services being provided. Signature lines are on page 5 and 17.

If you have questions, please feel free to reach out.

I can call to discuss later today or tomorrow if you would like.

Thanks, Chris

Christine Hogan
Director



Baker Tilly Municipal Advisors, LLC
Wells Fargo Place
30 East 7th Street, Suite 3025
St. Paul, MN 55101
T: +1 (651) 223-3034
chris.hogan@bakertilly.com



Baker Tilly Municipal Advisors, LLP is a registered municipal advisor and controlled subsidiary of Baker Tilly US, LLP, an accounting firm. Baker Tilly US, LLP trading as Baker Tilly is a member of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities.

November 16, 2023

City of Brainerd
Attn: Mr. Patrick Wussow, Interim City Administrator
501 Laurel Street
Brainerd, MN 56401

RE: Engagement Letter Agreement Related to Services

This letter agreement (the "Engagement Letter") is to confirm our understanding of the basis upon which Baker Tilly Municipal Advisors, LLC ("Baker Tilly") and its affiliates are being engaged by the City of Brainerd, Minnesota (the "Client") to assist the Client with advisory services.

Scope, Objectives and Approach

It is anticipated that projects undertaken in accordance with this Engagement Letter will be at the request of the Client. The scope of services, additional terms and associated fee for individual engagements will be contained in a Scope Appendix or Appendices to this Engagement Letter. Authorization to provide services will commence upon execution and return of this Engagement Letter and one or more Appendices.

Management's Responsibilities

It is understood that Baker Tilly will serve in an advisory capacity with the Client. The Client is responsible for management decisions and functions, and for designating an individual with suitable skill, knowledge or experience to oversee the services we provide. The Client is responsible for evaluating the adequacy and results of the services performed and accepting responsibility for such services. The Client is responsible for establishing and maintaining internal controls, including monitoring ongoing activities.

The procedures we perform in our engagement will be heavily influenced by the representations that we receive from Client personnel. Accordingly, false or misleading representations could cause material errors to go undetected. The Client, therefore, agrees that Baker Tilly will have no liability in connection with claims based upon our failure to detect material errors resulting from false or misleading representations made to us by any Client personnel and our failure to provide an acceptable level of service due to those false or misleading representations.

The ability to provide service according to timelines established and at fees indicated will rely in part on receiving timely responses from the Client. The Client will provide information and responses to deliverables within the timeframes established in a Scope Appendix unless subsequently agreed otherwise in writing.

The responsibility for auditing the records of the Client rests with the Client's separately retained auditor and the work performed by Baker Tilly shall not include an audit or review of the records or the expression of an opinion on financial data.

Ownership of Intellectual Property

Unless otherwise stated in a specific Scope Appendix, subject to Baker Tilly's rights in Baker Tilly's Knowledge (as defined below), Client shall own all intellectual property rights in the deliverables developed under the applicable Scope Appendix or Appendices ("Deliverables"). Notwithstanding the foregoing, Baker Tilly will maintain all ownership right, title and interest to all Baker Tilly's Knowledge. For purposes of this Agreement "Baker Tilly's Knowledge" means Baker Tilly's and its affiliates ("Baker Tilly Parties") proprietary programs, modules, products, inventions, designs, data, or other information, including all copyright, patent, trademark and other intellectual property rights related thereto, that are (1) owned or developed by the Baker Tilly Parties prior to the Effective Date of this Agreement or the applicable Scope Appendix or Appendices ("Baker Tilly's Preexisting Knowledge") (2) developed or obtained by the Baker Tilly Parties after the Effective Date, that are reusable from client to client and project to project, where Client has not paid for such development; and (3) extensions, enhancements, or modifications of Baker Tilly's Preexisting Knowledge which do not include or incorporate the Client's confidential information. To the extent that any Baker Tilly Knowledge is incorporated into the Deliverables, Baker Tilly grants to Client a non-exclusive, paid up, perpetual royalty-free worldwide license to use such Baker Tilly Knowledge in connection with the Deliverables, and for no other purpose without the prior written consent of Baker Tilly. Additionally, Baker Tilly may maintain copies of its work papers for a period of time and for use in a manner sufficient to satisfy any applicable legal or regulatory requirements.

The supporting documentation for this engagement, including, but not limited to work papers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation or professional standards to make certain documentation available to required third parties, the Client hereby authorizes us to do so.

Timing and Fees

Specific services will commence upon execution and return of a Scope Appendix to this Engagement Letter and our professional fees will be based on the rates outlined in such Scope Appendix.

Payment of professional fees is not contingent upon project completion by Client nor material timing changes in project completion. Professional fees provided according to the Scope Appendix are due within 30 days of being invoiced, regardless of project status. If necessary, monthly payment plan arrangements may be negotiated upon request.

Unless otherwise stated, in addition to the fees described in a Scope Appendix the Client will pay all of Baker Tilly's reasonable out-of-pocket expenses incurred in connection with the engagement. All out of pocket costs will be passed through at cost and will be in addition to the professional fee.

Dispute Resolution

Except for disputes related to confidentiality or intellectual property rights, all disputes and controversies between the parties hereto of every kind and nature arising out of or in connection with this Engagement Letter or the applicable Scope Appendix or Appendices as to the existence, construction, validity, interpretation or meaning, performance, nonperformance, enforcement, operation, breach, continuation, or termination of this Agreement or the applicable Scope Appendix or Appendices as shall be resolved as set forth in this section using the following procedure: In the unlikely event that differences concerning the services or fees provided by Baker Tilly should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by engaging in mediation administered by the American Arbitration Association under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute resolution procedure. Each party shall bear their own expenses from mediation and the fees and expenses of the mediator shall be shared equally by the parties. If the dispute is not

resolved by mediation, then the parties agree to expressly waive trial by jury in any judicial proceeding involving directly or indirectly, any matter (whether sounding in tort, contract, or otherwise) in any way arising out of, related to, or connected with this Agreement or the applicable Scope Appendix or Appendices as or the relationship of the parties established hereunder.

Because a breach of any the provisions of this Engagement Letter or the applicable Scope Appendix or Appendices as concerning confidentiality or intellectual property rights will irreparably harm the non-breaching party, Client and Baker Tilly agree that if a party breaches any of its obligations thereunder, the non-breaching party shall, without limiting its other rights or remedies, be entitled to seek equitable relief (including, but not limited to, injunctive relief) to enforce its rights thereunder, including without limitation protection of its proprietary rights. The parties agree that the parties need not invoke the mediation procedures set forth in this section in order to seek injunctive or declaratory relief.

Limitation on Damages

To the extent allowed under applicable law, the aggregate liability (including attorney's fees and all other costs) of either party and its present or former partners, principals, agents or employees to the other party related to the services performed under an applicable Scope Appendix or Appendices shall not exceed the fees paid to Baker Tilly under the applicable Scope Appendix or Appendices to which the claim relates, except to the extent finally determined to have resulted from the gross negligence, willful misconduct or fraudulent behavior of the at-fault party. Additionally, in no event shall either party be liable for any lost profits, lost business opportunity, lost data, consequential, special, incidental, exemplary or punitive damages, delays or interruptions arising out of or related to this Engagement Letter or the applicable Scope Appendix or Appendices as even if the other party has been advised of the possibility of such damages.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

You accept and acknowledge that any legal proceedings arising from or in conjunction with the services provided under this Engagement Letter must be commenced within twelve (12) months after the performance of the services for which the action is brought, without consideration as to the time of discovery of any claim.

Other Matters

E-Verify Program

Baker Tilly participates in the E-Verify program. For the purpose of this paragraph, the E-Verify program means the electronic verification of the work authorization program of the Illegal Immigration Reform and Immigration Responsibility Act of 1996 (P.L. 104-208), Division C, Title IV, s.401(a), as amended, operated by the United States Department of Homeland Security or a successor work authorization program designated by the United States Department of Homeland Security or other federal agency authorized to verify the work authorization status of newly hired employees under the Immigration Reform and Control Act of 1986 (P.L. 99-603). Baker Tilly does not employ any "unauthorized aliens" as that term is defined in 8 U.S.C. 1324a(h)(3).

Investments

Baker Tilly certifies that pursuant to I.C. 5-22-16.5 et seq. Baker Tilly is not now engaged in investment activities in Iran. Baker Tilly understands that providing a false certification could result in the fines, penalties, and civil action listed in I.C. 5-22-16.5-14.

Non-Discrimination

Pursuant to I.C. §22-9-1-10, Baker Tilly and its subcontractors, if any, shall not discriminate against any employee or applicant for employment to be employed in the performance of this Engagement Letter, with respect to hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, because of race, religion, color, sex, disability, national origin, ancestry, or veteran status. Breach of this covenant may be regarded as a material breach of this Engagement Letter.

Baker Tilly certifies that, except for de minimis and non-systematic violations, it has not violated the terms of I.C. 24-4.7, I.C. 24-5-12, or I.C. 24-5-14 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law, and that Baker Tilly will not violate the terms of I.C. 24-4.7 for the duration of the Engagement Letter, even if I.C. 24-4.7 is preempted by federal law. Baker Tilly further certifies that any affiliate or principal of Baker Tilly and any agent acting on behalf of Baker Tilly or on behalf of any affiliate or principal of Baker Tilly, except for de minimis and non-systematic violations, has not violated the terms of I.C. 24-4.7 in the previous three hundred sixty-five (365) days, even if I.C. 24-4.7 is preempted by federal law, and will not violate the terms of I.C. 24-4.7 for the duration of the Engagement Letter, even if I.C. 24-4.7 is preempted by federal law.

In the event Baker Tilly is requested by the Client; or required by government regulation, subpoena, or other legal process to produce our engagement working papers or its personnel as witnesses with respect to its Services rendered for the Client, so long as Baker Tilly is not a party to the proceeding in which the information is sought, Client will reimburse Baker Tilly for its professional time and expenses, as well as the fees and legal expenses incurred in responding to such a request.

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the 'written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

In the event that any provision of this Engagement Letter or statement of work contained in a Scope Appendix hereto is held by a court of competent jurisdiction to be unenforceable because it is invalid or in conflict with any law of any relevant jurisdiction, the validity of the remaining provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Engagement Letter or statement of work did not contain the particular provisions held to be unenforceable. The unenforceable provisions shall be replaced by mutually acceptable provisions which, being valid, legal and enforceable, come closest to the intention of the parties underlying the invalid or unenforceable provision. If the Services should become subject to the independence rules of the U.S. Securities and Exchange Commission with respect to Client, such that any provision of this Engagement Letter would impair Baker Tilly's independence under its rules, such provision(s) shall be of no effect.

Termination

Both the Client and Baker Tilly have the right to terminate this Engagement Letter or any work being done under an individual Scope Appendix at any time after reasonable advance written notice. On termination, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise

agreed to by the Client and Baker Tilly, the scope of services provided in a Scope Appendix will terminate 60 days after completion of the services in such Appendix.

Important Disclosures

Incorporated as Attachment A and part of this Engagement Letter are important disclosures. These include disclosures that apply generally and those that are applicable in the event Baker Tilly is engaged to provide municipal advisory services.

This Engagement Letter, including the attached Disclosures as updated from time to time, comprises the complete and exclusive statement of the agreement between the parties, superseding all proposals, oral or written, and all other communications between the parties. Both parties acknowledge that work performed pursuant to the Engagement Letter will be done through Scope Appendices executed and made a part of this document.

Any rights and duties of the parties that by their nature extend beyond the expiration or termination of this Engagement Letter shall survive the expiration or termination of this Engagement Letter or any statement of work contained in a Scope Appendix hereto.

If this Engagement Letter is acceptable, please sign below and return one copy to us for our files.

Sincerely,



Christina L. Cromer, Director

Signature Section:

The terms as set forth in this Engagement Letter are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

Attachment A

Important Disclosures

Non-Exclusive Services

Client acknowledges and agrees that Baker Tilly and its affiliates, including but not limited to Baker Tilly US, LLP, Baker Tilly Municipal Advisors, LLC, Baker Tilly Capital, LLC, and Baker Tilly Wealth Management, LLC, is free to render municipal advisory and other services to the Client or others and that Baker Tilly does not make its services available exclusively to the Client.

Affiliated Entities

Baker Tilly US, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly US, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly US, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

Baker Tilly Wealth Management, LLC ("BTWM"), a U.S. Securities and Exchange Commission ("SEC") registered investment adviser, may provide services to the Client in connection with the investment of proceeds from an issuance of securities. In such instances, services will be provided under a separate engagement, for an additional fee. Notwithstanding the foregoing, Baker Tilly may act as solicitor for and recommend the use of BTWM, but the Client shall be under no obligation to retain BTWM or to otherwise utilize BTWM relative to Client's investments. The fees paid with respect to investment services are typically based in part on the size of the issuance proceeds and Baker Tilly may have incentive to recommend larger financings than would be in the Client's best interest. Baker Tilly will manage and mitigate this potential conflict of interest by this disclosure of the affiliated entity's relationship, a Solicitation Disclosure Statement when Client retains BTWM's services.

Baker Tilly Capital, LLC ("BTC") is a limited service broker-dealer specializing in merger and acquisition, capital sourcing, project finance and corporate finance advisory services. BTC does not participate in any municipal offerings advised on by its affiliate Baker Tilly Municipal Advisors. Any services provided to Client by BTC would be done so under a separate engagement for an additional fee.

Baker Tilly Municipal Advisors ("BTMA") is registered as a "municipal advisor" pursuant to Section 15B of the Securities Exchange Act and rules and regulations adopted by the SEC and the Municipal Securities Rulemaking Board ("MSRB"). As such, BTMA may provide certain specific municipal advisory services to the Client. BTMA is neither a placement agent to the Client nor a broker/dealer. The offer and sale of any bonds is made by the Client, in the sole discretion of the Client, and under its control and supervision. The Client acknowledges that BTMA does not undertake to sell or attempt to sell bonds or other debt obligations and will not take part in the offer or sale thereof.

Baker Tilly, may provide services to the Client in connection with human resources consulting, including, but not limited to, executive recruitment, talent management and community survey services. In such instances, services will be provided under a separate scope of work for an additional fee. Certain executives of the Client may have been hired after the services of Baker Tilly were utilized and may make decisions about whether to engage other services of Baker Tilly or its affiliates. Notwithstanding the foregoing, Baker Tilly may recommend the use of Baker Tilly or a subsidiary, but the Client shall be under no obligation to retain Baker Tilly or an affiliate or to otherwise utilize either relative to the Client's activities.

Conflict Disclosure Applicable to Municipal Advisory Services Provided by BTMA

Legal or Disciplinary Disclosure. BTMA is required to disclose to the SEC information regarding criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations and civil litigation involving BTMA. Pursuant to MSRB Rule G-42, BTMA is required to disclose any legal or disciplinary event that is material to the Client's evaluation of BTMA or the integrity of its management or advisory personnel.

There are no criminal actions, regulatory actions, investigations, terminations, judgments, liens, civil judicial actions, customer complaints, arbitrations or civil litigation involving BTMA. Copies of BTMA filings with the SEC can currently be found by accessing the SEC's EDGAR system Company Search Page which is currently available at <https://www.sec.gov/edgar/searchedgar/companysearch.html> and searching for either Baker Tilly Municipal Advisors, LLC or for our CIK number which is 0001616995. The MSRB has made available on its website (www.msrb.org) a municipal advisory client brochure that describes the protections that may be provided by MSRB rules and how to file a complaint with the appropriate regulatory authority.

Contingent Fee. The fees to be paid by the Client to BTMA are or may be based on the size of the transaction and partially contingent on the successful closing of the transaction. Although this form of compensation may be customary in the municipal securities market, it presents a conflict because BTMA may have an incentive to recommend unnecessary financings, larger financings or financings that are disadvantageous to the Client. For example, when facts or circumstances arise that could cause a financing or other transaction to be delayed or fail to close, BTMA may have an incentive to discourage a full consideration of such facts and circumstances, or to discourage consideration of alternatives that may result in the cancellation of the financing or other transaction.

Hourly Fee Arrangements. Under an hourly fee form of compensation, BTMA will be paid an amount equal to the number of hours worked multiplied by an agreed upon billing rate. This form of compensation presents a potential conflict of interest if BTMA and the Client do not agree on a maximum fee under the applicable Appendix to this Engagement Letter because BTMA will not have a financial incentive to recommend alternatives that would result in fewer hours worked. In addition, hourly fees are typically payable by the Client whether or not the financing transaction closes.

Fixed Fee Arrangements. The fees to be paid by the Client to BTMA may be in a fixed amount established at the outset of the service. The amount is usually based upon an analysis by the Client and BTMA of, among other things, the expected duration and complexity of the transaction and the work documented in the Scope Appendix to be performed by Baker Tilly. This form of compensation presents a potential conflict of interest because, if the transaction requires more work than originally contemplated, Baker Tilly may suffer a loss. Thus, Baker Tilly may recommend less time-consuming alternatives, or fail to do a thorough analysis of alternatives.

BTMA manages and mitigates conflicts related to fees and/or other services provided primarily through clarity in the fee to be charged and scope of work to be undertaken and by adherence to MSRB Rules including, but not limited to, the fiduciary duty which it owes to the Client requiring BTMA to put the interests of the Client ahead of its own and BTMA's duty to deal fairly with all persons in its municipal advisory activities.

To the extent any additional material conflicts of interest have been identified specific to a scope of work the conflict will be identified in the respective Scope Appendix. Material conflicts of interest that arise after the date of a Scope Appendix will be provide to the Client in writing at that time.

RE: Arbitrage Monitoring Services

DATE: November 16, 2023

This Scope Appendix is attached by reference to the above-named engagement letter (the "Engagement Letter") between the City of Brainerd, Minnesota (the "Client") and Baker Tilly Municipal Advisors, LLC and relates to services to be provided by Baker Tilly Municipal Advisors, LLC.

SCOPE OF WORK

Baker Tilly Municipal Advisors, LLC ("BTMA") will perform the following services:

A. Arbitrage Monitoring Services

BTMA shall, based on information supplied by Client, make arbitrage calculations (to include for purposes of this document, rebate and yield reduction calculations) required by Section 148 of the Internal Revenue Service ("IRS") Code and related U.S. Treasury regulations with respect to specified Debt Obligations for the reporting period designated for any such Debt Obligation. Annually, BTMA will provide the Client with a listing of the specified Debt Obligations and the reporting period designated for any such Debt Obligation (an "Authorization Listing") to confirm the scope of the ongoing arbitrage monitoring services. Exhibit A reflects the Authorization Listing as of the date of this Scope Appendix.

In carrying out its duties, BTMA shall periodically, for each specified Debt Obligation:

1. Determine the arbitrage yield limit on the applicable Debt Obligation;
2. Determine the amount of any arbitrage payment due the IRS while taking into consideration applicable exceptions;
3. Notify Client and/or its designee of any liability amount;
4. Prepare for submission by Client the form(s) with which to submit any payment amount due to the IRS at the appropriate intervals throughout the term of the engagement relative to each specified Debt Obligation.

Client agrees to timely provide BTMA with accurate information concerning cash and investment activity within all funds relative to the subject Debt Obligations. The information to be provided shall include:

1. Deposits and withdrawals of proceeds or money from other sources within any funds subject to the IRS arbitrage rules;
2. Payments of principal and interest on the Debt Obligations; and
3. All investment activity including:
 - a) Date of purchase or acquisition;
 - b) Purchase price of investments including any accrued interest;
 - c) Face amount and maturity date;
 - d) Stated rate of interest;
 - e) Interest payment dates;
 - f) Date of sale, transfer, or other disposition;
 - g) Sale or disposition price; and
 - h) Accrued interest due on the date of sale or disposition.
4. The Client will provide copies of Debt Obligation offering or legal documents, including, but not limited to, the official statement, the information return filed upon issuance (Form 8038 or 8038-G), the arbitrage certificate, verification report and the bond ordinance/trust indenture.

SCOPE APPENDIX to
Engagement Letter dated: November 16, 2023
Between City of Brainerd, MN and
Baker Tilly Municipal Advisors, LLC

5. Any other information necessary for BTMA to make the calculations required for the specified Debt Obligation.

The Client is responsible for annually confirming the Authorization Listing and for notifying BTMA of any of the following:

- additional or subsequent Debt Obligations that would require arbitrage monitoring services;
- redemptions/refundings of Debt Obligations that would affect the reporting period designated in the most recent Authorization Listing.

Our engagement will not include verifying that: proceeds were used for purpose expenditures; investments were purchased at market price; no amounts were paid to any party in order to reduce the yield on any investment; the Debt Obligation was appropriately structured or qualified as a tax-exempt offering; or information provided to us is complete and accurate.

During the performance of these procedures, it may become necessary for us to consult with your bond counsel and/or obtain information from them concerning interpretations of the above information as affected by applicable sections of the Internal Revenue Code. We will consult with you before any such action is initiated.

Subsequent changes in official interpretations of the tax law may require or permit revision of calculations by requiring or permitting a different methodology for the calculation of arbitrage rebate and yield reduction. We will be under no obligation to update our report for any events occurring, or data or information coming to our attention, subsequent to the issuance of our report.

Calculation and payment of any arbitrage rebate liability and yield reduction payment due is the responsibility of the Client. As such, management has the primary responsibility for the arbitrage rebate and/or yield reduction payment return which the Client may be required to file. You should review the report and calculations carefully upon receipt.

COMPENSATION AND INVOICING

Fees for services set forth in the Scope Appendix will be applied as follows per determination for each Debt Obligation:

1. Initial determination for a Debt Obligation: \$2,500 for the first year, plus \$500 for each additional year up to a five-year period when such determinations are made for periods in excess of one year.
2. Subsequent determination for a Debt Obligation: \$1,750 for one year, plus \$500 for each additional year when such determinations are made for periods in excess of one year.
3. Preparation of Form 8038-T: \$500
4. If BTMA is required to perform allocations of investments among funds and/or Debt Obligations, additional compensation will be charged at the standard hourly rates in place at the time services are provided.

Standard Hourly Rates by Job Classification
2023

Principal	\$330
Director	\$300
Manager	\$260
Consultant	\$200
Support, municipal bond disclosure specialist	\$150
Intern	\$110

Billing rates are subject to change periodically due to changing requirements and economic conditions. Baker Tilly will notify Client thirty (30) days in advance of any change to fees. If Client does not dispute such change in fees

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within that thirty (30) day period, Client will be deemed to have accepted such change. The fees billed will be the fees in place at the time services are provided. Actual fees will be based upon experience of the staff assigned and the complexity of the engagement.

The above fees shall include all expenses incurred by BTMA with the exception of expenses incurred for mileage which will be billed on a separate line item. No such expenses will be incurred without the prior authorization of the Client. The fees do not include the charges of other entities such as rating agencies, bond and official statement printers, couriers, newspapers, bond insurance companies, bond counsel and local counsel, and electronic bidding services, including Parity®. Coordination of the printing and distribution of Official Statements or any other Offering Document are to be reimbursed by the Client based upon the time and expense for such services.

Nonattest Services

As part of this engagement, we will perform certain nonattest services. For purposes of the Engagement Letter and this Scope Appendix, nonattest services include services that the *Government Auditing Standards* refers to as nonaudit services.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

Conflicts of Interest

Attachment A to the Engagement Letter contains important disclosure information that is applicable to this Scope Appendix.

We are unaware of any additional conflicts of interest related to this Scope Appendix that exist at this time.

Termination

Notwithstanding termination provisions contained in the Engagement Letter, this Scope Appendix is intended to be ongoing and applicable individually to specific services including financings, arbitrage computations, and/or continuing disclosure engagement, ("Sub-engagements") as if they are the sole subject of the Scope Appendix. As such, termination may occur for a specific Sub-engagement without terminating the Scope Appendix itself. On termination of a Sub-engagement or the Scope Appendix, all fees and charges incurred prior to termination shall be paid promptly. Unless otherwise agreed to by the Client and Baker Tilly, the scope of services provided in a Sub-engagement performed under this Scope Appendix will terminate 60 days after completion of the services for such Sub-engagement.

**SCOPE APPENDIX to
Engagement Letter dated: November 16, 2023
Between City of Brainerd, MN and
Baker Tilly Municipal Advisors, LLC**

If this Scope Appendix is acceptable, please sign below and return one copy to us for our files. We look forward to working with you on this important project.

Sincerely,

Christina L. Cromer

Christina L. Cromer, Director

Signature Section:

The services and terms as set forth in this Scope Appendix are agreed to on behalf of the Client by:

Name: _____

Title: _____

Date: _____

SCOPE APPENDIX to
Engagement Letter dated: November 16, 2023
Between the City of Brainerd and
Baker Tilly US, LLP

Exhibit A

Arbitrage Monitoring Services

Authorization to Engage Services ("Authorization Listing")

This Authorization Listing is pursuant to the Arbitrage Monitoring Services Scope Appendix ("Scope Appendix") dated November 16, 2023 by and between the City of Brainerd, MN ("Client") and Baker Tilly Municipal Advisors ("BTMA"). BTMA will provide the services outlined in the Scope Appendix with respect to the following Debt Obligation(s) unless written notification is provided to BTMA that the Client will not require these services within 30 days of receipt of this Authorization Listing:

City of Brainerd, MN

Bond Issue	Closing Date	Frequency
\$1,240,000 General Obligation Bonds, Series 2013A	12/30/2013	5th Year
\$2,425,000 General Obligation Improvement and Water Revenue Bonds, Series 2015A	1/22/2015	5th Year
\$880,000 General Obligation Improvement and Capital Improvement Plan Bonds, Series 2015B	8/20/2015	5th Year
\$9,690,000 General Obligation Utility Revenue Bonds, Series 2016A	7/20/2016	5th Year
\$5,295,000 General Obligation Bonds, Series 2018A	3/22/2018	5th Year
\$3,595,000 General Obligation Bonds, Series 2020A	8/6/2020	5th Year
\$6,905,000 General Obligation Bonds, Series 2021A	10/21/2021	5th Year
\$5,110,000 General Obligation Bonds, Series 2023A	11/16/2023	5th Year

Brainerd Public Utilities, MN

Bond Issue	Closing Date	Frequency
\$6,070,000 Electric Utility Revenue Bonds, Series 2014A	10/9/2014	5th Year
\$6,035,000 Electric Utility Revenue and Refunding Bonds, Series 2017A	10/18/2017	5th Year



COMMUNITY MEMBER OF THE MONTH

THE BRAINERD CITY COUNCIL AWARDS

Janelle Sanderson

For going above and beyond in connection with the
Community Thanksgiving Dinner

Dave Badeaux
Mayor

Keving Stunek
Council Member



December 14th, 2023

Dear Brainerd City Council, City Administrator, and advisors,

As we approach the end of another transformative year, Brainerd Community Action is grateful for the continued opportunity to share updates on our operations and plans for the upcoming year. Enclosed, you will find a summary of our achievements in 2023 and a comprehensive operating budget proposal for 2024.

2023 has been marked by significant strides in expanding our presence within the community and fostering meaningful connections, and we are pleased to report a year of positive growth and community engagement. The Community Empowerment Fund, a cornerstone initiative, continued to make a substantial impact. By supporting a range of projects, from new local events to facilitating access to essential services, we have strengthened our commitment to empowering the community.

Through these efforts we have refocused our community events to be centered on local families. With the exception of the 4th of July, which remains the largest and most coveted in the area, our goal has become creating memories and opportunities for the residents of Brainerd from which they can build roots just outside their front door. From the Flapjack Festival and St. Patrick's Day to the tree lighting ceremony and beyond, we have set our sights on partnering with those who share a similar desire to give back locally.

One noteworthy accomplishment has been the full establishment of a new neighborhood association, one focused on both Gregory and Triangle Parks. This association will act as a complement to the well-established North Brainerd group but with a focus on the parks specifically. This brings our total Neighborhood associations to four including the East Bank Neighborhood Association and the Southeast Brainerd Association. Our goal for 2024 will be to continue to expand this program into either West Brainerd or Northeast Brainerd depending on interested parties. In 2023, each association accomplished their goal and held strategizing meetings on effectiveness and sustainability while striving for improved communication and enhancing the quality of life for all residents of Brainerd.

The efforts of these groups include formulation of mailing lists for residents of the neighborhood to help keep people informed, special events held directly in the neighborhoods themselves, and volunteering opportunities for clean up and assistance in those neighborhoods as well. We feel that a strong foundation has been built in this area and look forward to further expanding this in the years to come.

In closing, we express our deep appreciation for your continued support in our shared mission of building community, empowering individuals, and promoting self-sufficiency. We look forward to another year of collaboration and positive impact in the City of Brainerd.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Badeaux", is written over a light blue circular stamp.

Dave Badeaux

Executive Director

On behalf of the Board of Directors

	2023 Budget	2024 Budget
Total 41000 · Government Contracts	\$ 99,799.05	\$ 96,000.00
Total OPERATIONS COSTS		
Staff	\$ 60,000.00	\$ 60,000.00
Payroll Taxes	\$ 5,000.00	\$ 5,500.00
Bookkeeping		
Bookkeeping - Accounting Fees	\$ 4,200.00	\$ 4,200.00
Bookkeeping - Payroll Processing	\$ 900.00	\$ 1,000.00
Bookkeeping - QuickBooks Subscription	\$ 1,469.60	\$ 1,469.60
Tax Preparation	\$ 825.00	\$ 825.00
Bremer Bank Rent	\$ 2,400.00	\$ 2,400.00
Community Partner Networking (mileage, meals)	\$ 250.00	
Insurance	\$ 4,000.00	\$ 4,000.00
Phone/Internet	\$ 1,250.00	\$ 1,500.00
Technology Upgrades	\$ 1,200.00	\$ 1,200.00
Website Domain / MS Office	\$ 200.00	\$ 200.00
Adobe Subscriptions / Images and Editing		
Printing Costs - Internal	\$ 750.00	\$ 850.00
Letterhead and Envelopes	\$ 350.00	\$ 350.00
Supplies - Office	\$ 500.00	\$ 500.00
Membership Dues	\$ 189.00	\$ 210.00
Advertising Marketing		\$ 2,500.00
Misc		
Volunteer Contributions	\$ 28.95	
Operations Total:	\$ 83,512.55	\$ 86,704.60
REMAINING:	\$ 16,286.50	\$ 9,295.40

44000 · Fourth of July Fundraising Efforts		
44010 · Service Clubs	\$ 15,000.00	\$ 15,000.00
44020 · Corporate Donations	\$ 15,000.00	\$ 15,000.00
44030 · City Donations	\$ 16,000.00	\$ 16,000.00
Fundraisers		
44040 · Individual Donations		
44050 · Parade Entry Fees	\$ 1,000.00	\$ 1,000.00
44060 · Organization/Business Donations		
44070 · Vendor's fees	\$ 3,000.00	\$ 3,000.00
44150 Arts In The Park Fundraiser	\$ 10,000.00	\$ 10,000.00
44000 · TOTAL 4th of JULY FUNDRAISING EFFORTS	\$ 60,000.00	\$ 60,000.00

64000 · 4th of July Expenses		
64010 · Parade	\$ 3,000.00	\$ 3,000.00
64011 · Community/Volunteer Expenses	\$ 1,750.00	\$ 1,750.00
64012 · Advertising	\$ 10,000.00	\$ 8,031.47
64013 · Entertainment (Arts in the Park Bands)	\$ 2,000.00	\$ 2,000.00
64014 · Fireworks	\$ 22,000.00	\$ 25,000.00
Insurance	\$ 2,000.00	\$ 2,000.00

64015 · Trash	\$ 2,000.00	\$ 2,000.00
Bug Spray	\$ 1,000.00	\$ 1,000.00
64016 · Stationary	\$ 200.00	\$ 200.00
64017 · Mailings	\$ 500.00	\$ 250.00
64018 · Sound		\$ 700.00
64020 · electric expense	\$ 2,600.00	\$ 2,600.00
64021 · School District		
64022 · Supplies	\$ 3,000.00	\$ 4,000.00
64023 · Misc.	\$ 300.00	\$ 300.00
64026 · Restrooms	\$ 2,800.00	\$ 2,800.00
64027 · In Kind		
64028 · Arts in the Park awards	\$ 1,500.00	\$ 1,500.00
Total 64000 · 4th of July Expenses	\$ 54,650.00	\$ 57,131.47
REMAINING 4th of July Balance	\$ 5,350.00	\$ 2,868.53
TOTAL REMAINING Balance	\$ 21,636.50	\$ 12,163.93



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Approve Shared Services Agreement with the Brainerd EDA

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 2 min

SUMMARY OF ISSUE: At the December 7th EDA meeting, the Board authorized fully funding the shared services agreement with the City of Brainerd for 2024 in the amount of \$17,000.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

City Staff completes the following services for the EDA:

- a. Oversee the overall financial management of the EDA by working closely with the EDA Board of Commissioners; and
- b. Prepare an annual budget for approval by the EDA Board; and
- c. Operate per the approved budget, oversee accounts payable, and prepare checks on behalf of the EDA Board; and
- d. Oversee the EDA's Strategic Plan and complete goals and objectives; report results quarterly to the EDA; and,
- e. Communicate potential problems to the EDA Board and offer viable solutions; and
- f. Schedule EDA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings; and
- g. Maintain all records of the EDA per laws and regulations; and
- h. Manage agreements between the EDA and hired consultants; and
- i. Represent the EDA in the River to Rail Initiative meetings; and,
- j. Coordinate quarterly roundtable discussions with all consultants providing services to the EDA; and
- k. Other projects as directed by the EDA Board.

RECOMMENDED ACTION/MOTION: Approve the 2024 shared services agreement with the EDA in the amount of \$17,000.

FINANCIAL IMPACT:

SHARED SERVICES AGREEMENT

This agreement is entered into this ____ day of _____, 2023; between the City of Brainerd, a municipal corporation, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA needs administrative and support staff services to fulfill its statutory duties; and

WHEREAS, City has the professional and administrative capacity to support the EDA; and

WHEREAS, the City historically provided these services to the EDA; and

WHEREAS, the parties desire to enter into an agreement memorializing the existing arrangement between them.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

On behalf of the EDA, the City will provide the following services, consistent with State law and the directives of the EDA:

- a. Oversee the overall financial management of the EDA by working closely with the EDA Board of Commissioners; and
- b. Prepare an annual budget for approval by the EDA Board; and
- c. Operate per the approved budget, oversee accounts payable, and prepare checks on behalf of the EDA Board; and
- d. Oversee the EDA's Strategic Plan and complete goals and objectives; report results quarterly to the EDA; and,
- e. Communicate potential problems to the EDA Board and offer viable solutions; and
- f. Schedule EDA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings; and
- g. Maintain all records of the EDA per laws and regulations; and
- h. Manage agreements between the EDA and hired consultants; and
- i. Represent the EDA in the River to Rail Initiative meetings; and,
- j. Coordinate quarterly roundtable discussions with all consultants providing services to the EDA; and
- k. Other projects as directed by the EDA Board.

II. Compensation

In consideration for the services rendered by the City, the EDA shall compensate the City \$17,000 annually, to be paid in two installments in July and December.

III. Term

The term of this agreement shall be for a period of one year commencing on the 1st day of January 2024 and terminating on the 31st day of December 2024. Either party may terminate this agreement for any reason upon 30-days' advance written notice. In the event either party terminates this agreement

before its expiration any fees owed to the City of Brainerd will be prorated through the last day of the 30-day termination period.

IV. Indemnification

To the fullest extent permitted by law, the City agrees to defend, indemnify and hold harmless the EDA, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the City's negligence or the City's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The EDA and City shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or hereafter adopted, pertaining to this Agreement or the subject matter of this Agreement. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Crow Wing, State of Minnesota

VI. Independent Contractor Status

The City is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and City employees. The City shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The City also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the City and that it is the City's sole obligation to comply with applicable provisions of all Federal and State tax laws.

VII. Authorized Representative

Notification required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement or in a modification of this Agreement.

City of Brainerd

Interim City Administrator
Patrick Wussow
501 Laurel Street
Brainerd, MN 56401

Brainerd EDA

Chair
Kevin Yeager
501 Laurel Street
Brainerd, MN 56401

VIII. Severability

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable such rendering shall not affect the validity and enforceability of the remain der of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IX. Modifications

The EDA and the City hereby acknowledge that they have read this Agreement and affirmatively states and represents that they understand its contents. Further, that the above constitutes the entire agreement by and between the EDA and the City and is binding upon themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the EDA and the City

Approved this the ____ day of _____ 2023.

Brainerd Economic Development Authority

City of Brainerd

By: _____

KEVIN YEAGER, CHAIR

By: _____

KELLY BEVANS
BRAINERD CITY COUNCIL PRESIDENT



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Accept Resignation of Assistant Planner Dylan Edwards

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, James Kramvik, Community Development
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Dylan Edwards, Assistant Planner in the Community Development Department, recently submitted his resignation with his last working day being December 15, 2023. Staff recommends that the Council accept Mr. Edwards resignation and authorize Staff to begin the hiring process to backfill the position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff reviewed and updated the current Assistant Planner job description. Attached are both the red-lined and final versions of the updated job description.

RECOMMENDED ACTION/MOTION: Motion to accept Mr. Dylan Edwards resignation effective December 15, 2023; further, to approve the updated job description and authorize Staff to begin the hiring process to backfill the Assistant Planner position.

FINANCIAL IMPACT: This position is included in the 2024 budget.

MEMO



TO: James Kramvik, Community Development Director
FROM: Dylan Edwards, Assistant Planner
DATE: November 30, 2023
RE: Resignation

Dear Mr. Kramvik,

I am writing to inform you that as of today, November 30th, 2023, I have accepted a position as a Planner near my home in St. Cloud, MN. It has been an honor and privilege to work with you and the Community Development Department on behalf of the City of Brainerd for the last year. In many ways, working for you has inspired me to be a better servant of the public and person as you handle each situation with a firm adherence to rules and a compassionate understanding of our role's capacity to help others. I've grown to love this city, my coworkers, and the planning profession which makes this decision personally gut wrenching. However, when I was approached by a firm for an opportunity in St. Cloud, I had to give it the due consideration it deserved.

This opportunity new will allow me to utilize the skills specific to my degrees and further grow in the planning profession with larger projects for a wider variety of clients. Most importantly it will give me an extra two hours a day (3 hours in the winter) that I will not be commuting to and from St. Cloud to Brainerd. With my parents' and my own recent health struggles, I've realized the most valuable thing of all is time. We philosophically ask ourselves what we would do for an extra hour a day, in this case the answer is simple. I will always consider you and my colleagues the standard for how we should approach serving the needs of our constituents. Let it be known the City of Brainerd has an excellent, hardworking, and compassionate staff and leadership dedicated to making this city an exceptional place to live, work, and grow.

In closing, let this letter serve as notice of my resignation from the role of Assistant Planner effective Friday, December 15th, 2023. The opportunity you and this city extended to me gave me a new sense of purpose as I found my niche in planning. I will flourish in my next role and hope one day in the future our paths in this field will cross again. Until that time, I cannot thank you enough for your mentorship and example.

Sincerely,

Dylan Edwards, MPA – Assistant Planner, City of Brainerd



Assistant Planner

Department: Community Development

FLSA Status: Non-Exempt

General Definition of Work

Performs a variety of technically specialized administrative planning & zoning while supporting the general operations of the Community Development Department. Work is performed under the supervision of the Community Development Director.

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, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Department's point of contact for public regarding Planning & Zoning related issues.
- Guides applicants through the planning and zoning application process; review and evaluate planning and zoning applications for compliance with the zoning ordinance, city code and comprehensive plan; review, evaluate, and approve building development plans for compliance with conditions of approval and ordinance requirements.
- Maintains a working understanding of the City's Comprehensive Plan, Zoning and Subdivision ordinances and other City codes and assists the Community Development Department in the implementation and enforcement thereof as required by the Community Development Director.
- Collects and reviews applications for Rezoning, Conditional Use Permits, Variances, Preliminary Plat and Final Plat, Food Truck Licensing, and Fence Permits, and prepares Staff Reports for review by the Community Development Director. Reviews such applications for building elements that may require further review by the Building Official or other Department staff.
- Advises builders, developers, architects, engineers, surveyors and property owners on ordinance requirements and provides s technical assistance when needed.
- Oversees shoreland management and floodplain management related duties.
- Investigates complaints and makes routine inspections to determine compliance with Property Maintenance Codes, Zoning Code, and other applicable laws and ordinances; and assists in the prosecution of violators of regulations.
- Serves as the City Tree Inspector.
- Attends ~~City Council and~~ Planning Commission and Parking Commission meetings, ~~as needed and directed by the Community Development Director.~~
- Drafts and assembles supporting documents for Planning Commission, ~~and~~ City Council, Parking Commission, and EDA.
- Drafts and assembles Planning & Zoning related reports and presents at Planning Commission meetings.
- Performs various other tasks and duties as assigned.

Knowledge, Skills, and Abilities

- Understanding of zoning and subdivision laws, ordinance requirements, policies and procedures pertaining to the land use application approval process.
- Knowledge of state and federal laws relating to planning and community development.
- Knowledge of comprehensive planning, zoning, subdivision ordinance administration, landscaping practices, and real estate development including laws governing the acquisition thereof.
- Logical thinker with ability to solve practical and complex problems, applying common sense, industry best practices, and organizational policies to interpret and independently carry out tasks with varying levels of direction.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Maintains effective working relationships with coworkers, the general public, local, State and Federal agencies, private businesses and developers, elected officials, committee members, and property owners. Remains calm and professional under difficult, sensitive, stressful/hostile situations; or when dealing with diverse individuals.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency
- Ability to read maps, blueprints, building plans, and to interpret utility location drawings and legal descriptions of real estate.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Familiarity with applications and software/hardware packages including but not limited to Word, Excel, PowerPoint, GIS systems, and permitting software such as BS&A.

Education, Experience and Special Requirements

- Bachelor's degree with coursework in urban design and planning. Other degrees and coursework in public administration, landscape architecture, GIS, or a related field will be considered; or
- Four or more years of experience performing planning & zoning administration, permit reviews, and/or inspections.
- Experience using geographical information systems (GIS).
- Ability to obtain a Minnesota Certified Tree Inspector certification within six (6) months of employment.
- Must possess a valid driver's license or have the ability to obtain one prior to employment.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; 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 20~~December 14, 2023



Assistant Planner

Department: Community Development

FLSA Status: Non-Exempt

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Last Revised: December 14, 2023



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Consider Using Local Program Income Funds for Demolition of Structure at 426 B Street

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community
Development Director, Connie Hillman, Finance
Director

DEPARTMENT: Finance

PRESENTER: James Kramvik, Community
Development Director, Connie Hillman, Finance
Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The Brainerd HRA has purchased the property at 426 B St in Brainerd. This property and the home that is currently on site is blighted due to a fire that occurred in early 2023. The HRA intends to demolish the burned structure and bring the property back to a buildable grade for resale to Lakes Area Habitat for Humanity for a new single-family home to be built as a replacement. There was no insurance on the home at the time of the fire.

The Brainerd HRA requested authorization from the EDA to utilize local income dollars up to 50% of the hard costs for asbestos abatement and demolition of the house structure, with a cap of \$15,000. The HRA is currently getting bids for these services and do not believe the costs will go above \$30,000 in total.

At the December 7, 2023 EDA meeting, the EDA Board made the recommendation to use Local Program Income Funds for 50% of the hard costs for asbestos abatement and demolition of the structure at 426 B Street, not to exceed \$15,000.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Local Program Income is generated when the amount of repayments from SCDP programs are less than \$35,000 in a fiscal year. The Local Program Income is not reported to DEED but is still required to be used on an eligible project. Staff believes this would be a good use of the Local Program Income because it eliminates slum and blight. The current balance in the Local Program Income fund is approximately \$102,000.

Information (memo, map and pictures) provided to the EDA are attached.

RECOMMENDED ACTION/MOTION: Authorize the use of Local Program Income Funds to be used for 50% of the asbestos abatement and demolition of the structure at 426 B Street, not to exceed \$15,000.

FINANCIAL IMPACT:

MEMO



TO: EDA Board of Commissioners

FROM: James Kramvik, Community Development Director

DATE: December 7th, 2023

RE: Consider Funds for Demolition of 426 B St.

INTRODUCTION

The Brainerd HRA is purchasing the property at 426 B St in Brainerd. This property and the home that is currently on site is blighted due to a fire that occurred in early 2023. The HRA intends to demolish the burned structure and bring the property back to a buildable grade for resale to Lakes Area Habitat for Humanity for a new single-family home to be built as a replacement. The HRA is interested in partnering with the EDA to utilize some of the local income dollars that the EDA has available to help offset up to 50% of the cost of asbestos remediation and demolition of the structure. The HRA believes that this project serves the greater needs of both the city and the HRA in cleaning up blight while also providing an opportunity for a new single-family dwelling to be constructed as an infill project. The HRA is planning on having the demolition completed as soon as possible as the structure does pose a public risk and nuisance as can be seen in the attached photographs.

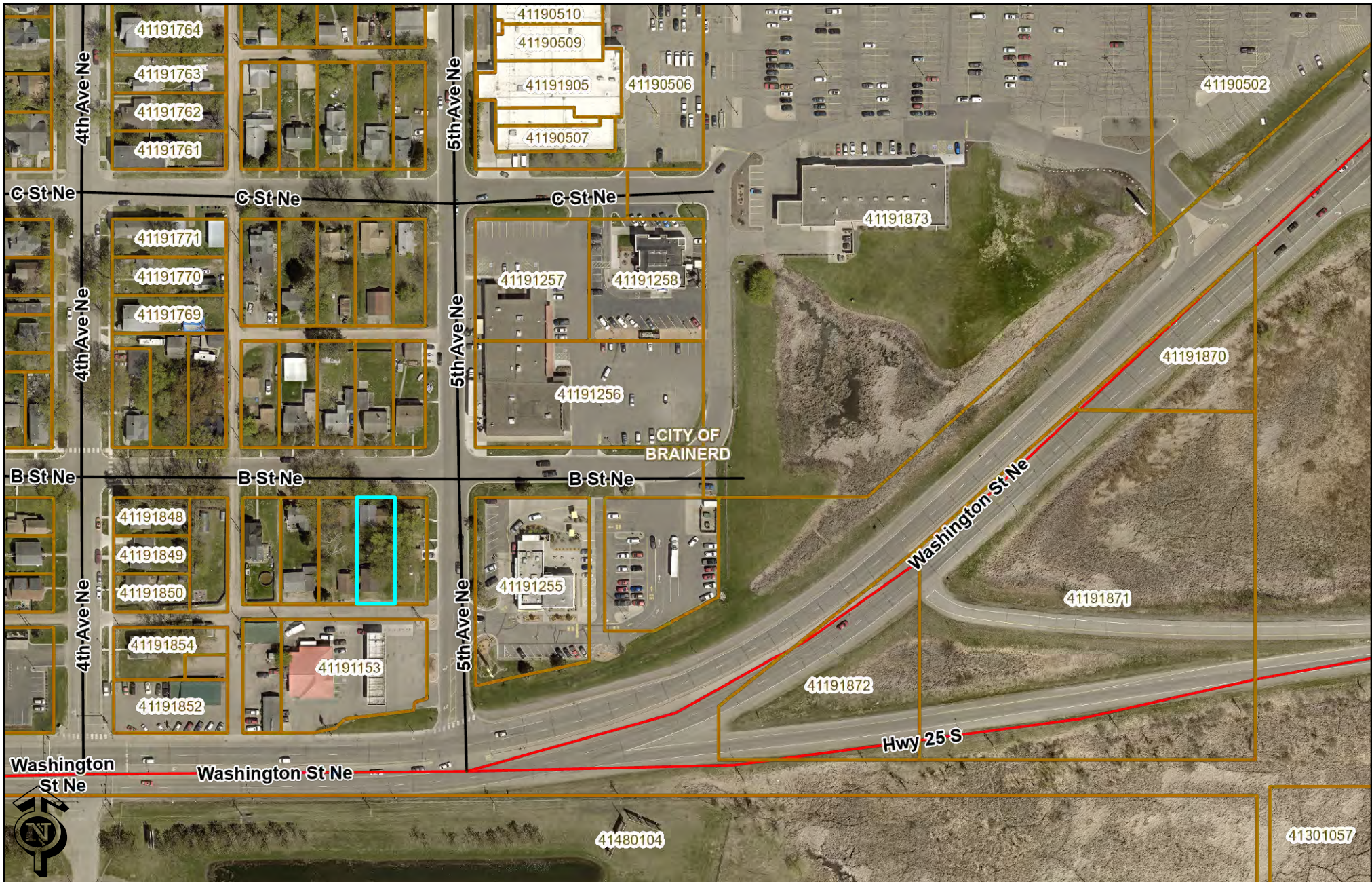
We are asking for authorization from the EDA to utilize local income dollars up to 50% of the hard costs for asbestos abatement and demolition of the house structure with a cap of \$15,000. The HRA is currently getting bids for these services and do not believe the costs will go above \$30,000 in total.

AVAILABLE FUNDS

The City could use Local Program Income Funds to partner with the HRA on this project. Local program income is generated when the amount of repayments from SCDP programs are less than \$35,000 in a fiscal year. Local program income is not reported to DEED but it is required to be used on an eligible project. Staff believes this project would be a good use of the local program income because it eliminates slum and blight and would qualify as an eligible project. The balance as of 10/31/23 in the local program income fund is \$78,905, but this does not include the local income that was generated in the 10/1/22-9/30/23 fiscal year which was \$23,525 for a total current balance of \$102,430. Staff would like the EDA to provide a recommendation to the City Council regarding the use of Local Program Income Funds for the proposed demolition of 426 B St.

RECOMMENDATION

Recommend approval of Local Program Income Funds to be used for 50% of the hard costs, not to exceed \$15,000, for the demolition and asbestos abatement at 426 B St.



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.

426 B St NE

Date: 10/19/2023 Time: 10:52 AM







City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Discussion on Joint Powers Agreement for Lakes Area Drug Investigative Division

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: John Davis, Police Chief

DEPARTMENT: Police

PRESENTER: Patrick Wussow, Interim City
Administrator

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: The Lakes Area Drug Investigation Division's (LADID) Joint Powers Agreement was signed by the Cities of Brainerd, Baxter, and Crow Wing County in April 2022. The agreement was to continue until December 21, 2023, and "shall be automatically extended for successive two-year terms upon the same terms, conditions, and covenants unless the Task Force is dissolved before the expiration of the initial or subsequent term". This agenda item is intended to let the council know this agreement will automatically be extended for another two years.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: No recommended action or motion, discussion item only.

FINANCIAL IMPACT: None

LAKES AREA DRUG INVESTIGATION DIVISION JOINT POWERS AGREEMENT

The parties to this Agreement are government units responsible for enforcing controlled substances and violent crime within their respective jurisdictions. The parties desire to work cooperatively to enforce controlled substance and violent crimes and, for that purpose, are hereby forming the Lakes Area Drug Investigation Division as a joint powers entity. This Agreement is made pursuant to the authority conferred upon the parties by Minnesota Statutes, § 471.59.

The undersigned Governmental Units, in the joint and mutual exercise of their powers, agree as follows:

1. **Name.** The name of the joint powers entity shall be the Lakes Area Drug Investigation Division (LADID).
2. **Definitions:**
 - a. Investigator– means a peace officer employed by a member assigned to the Task Force.
 - b. Board – means the governing Board of the Task Force.
 - c. Fiscal agent – means a governmental unit that is a member of the Task Force and is responsible for administering financial and accounting functions for the Task Force.
 - d. Member – means a governmental unit that is a signatory to this Agreement.
 - e. Task Force – means the Lakes Area Drug Investigation Division.
 - f. Team Leader – Individual in charge of LADID operations on day to day basis.
3. **Members.** The initial members of the Task Force are the following Governmental Units:
 - County of Crow Wing
 - City of Baxter
 - City of Brainerd

- 3.1 The members shall cooperate and use their best efforts to ensure that the various provisions of the Agreement are fulfilled. The members agree to act in good faith to resolve disputes, if any, in an equitable and timely manner and in accordance with the provisions of this Agreement.

4. **Term.**

- 4.1 The term of this Agreement shall commence upon the full execution of this agreement by all the signatories and continue through December 21, 2023, unless terminated earlier pursuant to section 5.7(d) of this Agreement. This Agreement shall be automatically extended for successive two-year terms upon the same terms, conditions, and covenants unless the Task Force is dissolved before the expiration of the initial or subsequent term.
- 4.2 Upon dissolution of the Task Force, the Board shall provide for the distribution of all Task Force funds and assets in the following manner: (1) The Board may determine to sell and liquidate non-monetary assets prior to distribution; (2) Only governmental units that have been members of the Task Force continuously for the 24 months immediately preceding dissolution, or since commencement of this Agreement, whichever is shorter, shall be entitled to share in the distribution; and (3) Assets and funds shall be distributed in proportion to the full-time staffing contributions of each member to the Task Force during the 24 months immediately preceding dissolution, determined by the full-time equivalent contributions of each member for each of the 24 months immediately preceding dissolution. Property owned by members shall be returned to the members upon dissolution. A member whose membership terminates before the dissolution of the Task Force is entitled to the return of its property but is not entitled to any share or portion of Task Force funds or assets.

5. **Governing Board.**

- 5.1 A governing board shall govern the Task Force. Members of this Board will be known as "Directors." The Chief Law Enforcement Officer (CLEO) from each member, or their designee, shall serve as a Director. There shall be one Director representing the Crow Wing County Attorney's Office, and there shall also be one Director representing the Crow Wing County Chiefs of Police. This Director shall be a non-member police chief and shall serve a

one-year term which cannot be consecutive to a previous term. This designee shall be selected and appointed by the Board each December. Interested parties shall make it known to the Board before the December meeting.

- 5.2 Directors shall not be deemed employees of nor compensated by the Task Force.
- 5.3 The Board will elect a chair. The Chair will be elected annually. The Chair shall have no more power than any other Director except that the Chair shall: give notice of meetings when scheduled or otherwise called; call meetings to order and provide for their orderly and efficient conduct; provide for the preparation of minutes; and, when authorized by the passage of a motion by Board, execute contracts, agreements, reports, filings, and other documents on behalf of the Task Force.
- 5.4 The Board will delegate operational control over activities to a Task Force Commander.
- 5.5 The Board will delegate financial and administrative oversight to the Task Force Commander, who shall be an employee of the member serving as the fiscal agent for the Task Force.
- 5.6 The Board shall meet quarterly or more frequently as needed. A meeting may be called by any Director or the Task Force Commander with at least 72 hours notice.
- 5.7 It shall require the affirmative vote of at least 75% of the Board to:
 - (a) Approve or amend the budget, subject to the normal budget processes of the signatories;
 - (b) Approve addition of governmental unit to Task Force;
 - (c) Approve the expenditure or distribution of Task Force funds; or to
 - (d) Abolish or dissolve the Task Force.

In all other matters, the Board may act based on the vote of a simple majority. A quorum shall exist, and votes may be taken if a majority of the Directors or their designees are present.

- 5.8 The Board may apply for and receive grants and enter into contracts, including agreements for the purchase and rental of real property, incur expenses and make expenditures necessary and incidental to the effectuation of its purposes and consistent with its powers.
- 5.9 The Board may recommend changes in this Agreement to its members.
- 5.10 The Board may receive real or personal property by grant, devise, or bequest for the use of the Task Force.

- 5.11 The Governing Board shall arrange for an annual audit of confidential funds. The Governing Board is also encouraged to conduct regular audits of the informant files, confidential funds, and seizure paperwork to ensure all task force policies are being followed. The Task Force Commander or designee should conduct frequent internal audits of these same items.

6. Powers and Duties of the Task Force.

- 6.1 To accomplish the objectives herein, all Task Force members shall assign at least one peace officer licensed pursuant to Minnesota Statutes, § 626.84, subd.1, to the Task Force.
- 6.2 A typical assignment to the Task Force should be for a minimum period of three years. However, assignments shall be at the pleasure of both the Task Force Board and the investigator's employing agency and may be terminated at any time.
- 6.3 The Task Force Commander will direct investigative activities based on intelligence provided by the Task Force members, prioritizing mid to upper-level drug dealers and case investigations that directly impact the members' communities.
- 6.4 The Board will appoint a Team Leader.
- 6.5 While assigned to the Task Force, all personnel shall be under the direct supervision and control of the Task Force Commander and/or Team Leader. The Task Force Commander's duties shall include, but not be limited to:
- (a) Guiding and directing the activities of personnel assigned to the Task Force;
 - (b) Establishing goals, priorities, and work assignments;
 - (c) Reviewing and approving reports;
 - (d) Assist in preparing a quarterly financial report;
 - (e) Scheduling assigned personnel;
 - (f) Conduct annual evaluations of all investigators and provide the evaluations and/or input for employee evaluations, if requested to the employing agencies;
 - (g) Allocating overtime work, if necessary;
 - (h) Maintenance of confidential funds in accordance with all applicable laws, policies, and procedures;
 - (i) Proper disbursements and deposits;
 - (j) Bookkeeping and internal audits;

- (k) Maintaining a file(s) containing copies of relevant fund transaction documents.
- 6.6 With Board Member approval, the Task Force Commander may delegate duties outlined in Section 6.5 to the Task Force Team Leader.
- 6.7 The Task Force Commander shall cooperate with other federal, state, and local law enforcement agencies to accomplish the purpose for which the Task Force is organized.
- 6.8 The Governmental Unit serving as the Fiscal Agent shall cause to be made an annual audit of the books and accounts of the Task Force, as well as a yearly audit of internal systems and, shall make and file a report to its members which includes the following information:
 - (a) The financial condition of the Task Force;
 - (b) The status of all Task Force projects;
 - (c) The business transacted by the Task Force;
 - (d) Quarterly financial report;
 - (e) The status and condition of other related systems of the Task Force;
 - (f) Other matters which affect the interests of the Task Force.
- 6.9 The Task Force's books, reports, and records shall be open to inspection by its members at all reasonable times.
- 6.10 The Task Force members may not incur obligations or approve contracts that extend beyond the term of this Agreement or require the expenditure of funds in excess of funds available.
- 6.11 Nothing herein is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting one of the members as the agent, representative, or employee of another member for any purpose or in any manner whatsoever. Personnel assigned to the Task Force by one of the members shall not be considered temporary or permanent employees of any other member for any purpose whatsoever or be entitled to tenure rights or any rights or benefits by way of workers compensation, re-employment insurance, medical and hospital care, sick and vacation leave, severance pay, PERA or any other right or benefit of another member.
- 6.12 The members acknowledge that it is their sole responsibility to provide all salary compensation and fringe benefits to their employees. Benefits may include but are not limited to health care, disability insurance, life insurance, re-employment insurance, FICA, Medicare, and PERA.

7. Insurance and Indemnification.

- 7.1 The Task Force will maintain liability coverage with the League of Minnesota Cities Insurance Trust with a limit of at least \$2,000,000 per occurrence, under standard LMCIT liability coverage forms. The costs of this coverage shall be by funds identified by the Board, including local, state, or federal grants or drug forfeiture funds. Alternatively, the Task Force may maintain equivalent private liability insurance coverage. Such coverage may be provided through separate policies for commercial general liability and law enforcement liability. Such private liability insurance policies must comply with the following requirements:
- Each policy shall have a limit of at least \$2,000,000 per occurrence. If the policy contains a general aggregate limit, the general aggregate limit shall not be less than \$2,000,000.
 - The CGL insurance shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury, and advertising injury, and contractually assumed liability.
 - Each member, and each member's investigators, employees, and volunteers shall be named as additional covered parties on each policy for all claims arising from Task Force activities or operations.
- 7.2 The Task Force may, in its discretion, procure coverage for auto liability and damage to or loss of property. If the Task Force at any time hires employees, it will immediately acquire and maintain workers' compensation coverage.
- 7.3 The Task Force agrees to defend and indemnify its members for any liability claims arising from Task Force activities or operations and decisions of the Task Force Board to the extent said claims are covered by insurance procured under Section 7. Nothing in this Agreement shall constitute a waiver of the statutory limits on liability set forth in Minnesota Statutes Chapter 466 or a waiver of any available immunities or defenses. The limitations of liability under Minnesota Statutes Chapter 466 for some or all parties may not be added together to determine the maximum liability for any party.
- 7.4 Nothing herein shall be construed to provide insurance coverage or indemnification to an investigator, employee, or volunteer of any member for any act or omission for which the

officer, employee, or volunteer is guilty of malfeasance in office, willful neglect of duty, or bad faith.

- 7.5 Any excess or uninsured liability shall be borne equally by all the members, but this does not include the liability of any individual investigators, employee, or volunteer which arises from their malfeasance, willful neglect of duty, or bad faith.
- 7.6 Each member shall be responsible for injuries to or death of its personnel. Each member will maintain workers' compensation insurance or self-insurance coverage, covering its personnel while they are assigned to the Task Force or are otherwise participating in or assisting with Task Force operations or activities. Each member waives the right to, and agrees that it will not, bring any claim or suit against the Task Force or any other member for any workers' compensation benefits paid to its employee or dependents that arise out of participation in or assistance with Task Force operations or activities, even if the injuries were caused wholly or partially by the negligence of any other member or its investigators, employees, or volunteers.
- 7.7 Each member shall be responsible for damages to or loss of its own equipment. Each member waives the right to, and agrees that it will not, bring any claim or suit against the Task Force or any other member for damages to or loss of its equipment arising out of participation in or assistance with Task Force operations or activities, even if the damages or losses were caused wholly or partially by the negligence of any other members or its investigators, employees, or volunteers.
- 7.8 All insurance policies and certificates required under this Agreement shall be open to inspection by any member, and copies of the policies or certificates shall be submitted to a member upon written request.

8. **Finances.**

- 8.1 Task Force operations will be financed from grant funds, drug forfeitures, and any funds voluntarily contributed by any member and will be determined by the Board Members, subject to the normal budget processes of the signatories. Members will provide officers to be assigned to the Task Force but will not otherwise be required to provide funds without

the prior amendment of this Agreement. Board members should also consider other possible funding sources, such as per capita models or funding from other agencies.

- 8.2 The County shall serve as the fiscal agent. The Fiscal Agent shall serve as the sole administrator of all funds contributed by Task Force members or otherwise received by the Task Force, and in such capacity is authorized to receive all funds for deposit and make disbursements therefrom in accordance with generally accepted accounting principles. In conjunction therewith, the Fiscal Agent shall maintain current and accurate records of all obligations and expenditures of Task Force funds in accordance with generally accepted accounting principles. It shall also produce quarterly financial and statistical reports, disseminated to all Directors and the Task Force Commander. The Task Force shall maintain all such reports and related records for a period of six (6) years after the dissolution of the Task Force.
 - 8.3 The Board shall approve an annual operating budget for the Task Force, and the Board may amend the budget as necessary, subject to the normal budget processes of the signatories.
 - 8.4 The Board may expend the Task Force's funds in accordance with this Agreement in a manner determined by the Board. In no event shall there be an expenditure of Task Force funds in excess of \$1,500 except in accordance with the approved budget. The Task Force Commander will have the authority to, in urgent circumstances, spend up to \$1,500 without Board approval. All such urgent expenditures must be reported to the Board at the next scheduled meeting.
 - 8.5 The Board may, in its discretion, make partial reimbursements to members for wages the members have actually paid to their personnel for service to the Task Force. In making such reimbursement, the Board shall determine a gross amount to be paid. The reimbursement shall be distributed in proportion to the full-time staffing contributions of each member to the Task Force during the 12 months immediately preceding the Board's decision to make reimbursements, determined by the full-time equivalent contributions of each member for each of the 12 months immediately preceding the Board's decision to make reimbursements.
 - 8.6 The Board may not incur debts (i.e.: take out loans, issue bonds/indentures).
9. **Investigators.**

- 9.1 Each member shall recommend licensed peace officers to serve on the Task Force as investigators, subject to Section 9.2.2. Assignments for the year 2022 are as follows:

County of Crow Wing	3 FTE
City of Baxter	1 FTE
City of Brainerd	1 FTE

For each subsequent year, each member will advise the Board, before October 31, of the number of employees that the member will provide in the subsequent calendar year.

9.2 Investigator Selection:

- 9.2.1 Employment Status: Investigators assigned to the Task Force Shall be licensed peace officers employed full-time by one of the member agencies. The investigator's employment status shall be in good standing, and s/he shall have successfully completed a probationary period with his/her home agency before being assigned as a Task Force member. 9.2.2

Selection: The Board shall promulgate an investigator selection process. The process shall consist of a recommendation by the CLEO of a member agency of a person from within their organization. Once nominated to the Task Force, the nominated individual must meet other conditions as determined by the Board.

- 9.3 All investigators assigned to the Task Force shall comply with the policies and rules adopted by the Task Force Board. In areas where the Task Force Board has not adopted a policy or rule, personnel assigned to the Task Force shall comply with the policies and rules promulgated by their employing agency. The Task Force Commander, or their designee, shall refer disciplinary matters or other instances of misconduct involving an Investigator to the Investigator's CLEO for investigation, referral, or disposition. However, nothing herein shall be construed to prevent the Task Force Commander from reporting suspected criminal conduct directly to an outside agency for investigation.
- 9.4 Investigators will be responsible for drug investigations, including intelligence management, case development, confidential informant file creation and upkeep, expense reports, and case charging. Investigators may also assist other Investigators in surveillance and

undercover operations. Task Force Investigators will work cooperatively with assisting agencies. Investigators acting under this Agreement in the jurisdiction of another member are acting in the line of duty and in the course of employment and are authorized to exercise the powers of a peace officer therein.

10. **Forfeiture, Seizures, and Fines.** All proceeds generated by Task Force operations shall be returned to the Task Force. When the Task Force seizes property or funds in cooperation with other law enforcement agencies, the Task Force Commander will negotiate the distribution of the forfeited funds with those agencies in consultation with the Board of Directors.
11. **Additional Members and Change in Membership.**
 - 11.1 A governmental unit may join the Task Force and become a member upon a 75% approval vote by the Board of Directors and execution of a copy of this Agreement by its governing body.
 - 11.2 The Board of Directors may involuntarily terminate a member if that member has failed to provide a minimum of one officer to staff the Task Force for more than 12 consecutive months.
 - 11.3 In any case in which a city identified in paragraph 3 joins the Task Force after the effective date of this Agreement or any other governmental unit joins the Task Force pursuant to paragraph 11.1, contributions by and reimbursement to such members shall be equitably determined and adjusted by the Board to reflect the participation by that member for less than one full year. The decision of the Board shall be final.
 - 11.4 A member may withdraw and cancel its participation in this Agreement upon ninety (90) days written notice to all other members.
12. **Counterparts.** This Agreement may be executed in several counterparts, each of which shall be an original, all of which constitute the same instrument.
13. **Entire Agreement.** It is understood and agreed that this agreement is the final expression of the agreement of the parties and is the complete and exclusive statement of the terms agreed upon; and, shall supersede all prior negotiations, understandings, past practices or

agreements of the parties. There are no representations, warranties or stipulations, either oral or written, not herein contained. This agreement cannot be altered or amended except in writing signed by all Members.

IN WITNESS WHEREOF, the undersigned Governmental Units, by the action of their governing bodies, caused this Agreement to be executed in accordance with the authority of Minnesota Statutes, § 471.59.

LAKES AREA DRUG INVESTIGATION DIVISION JOINT POWERS AGREEMENT

CITY OF BAXTER

The Baxter City Council duly approved this Agreement on the _____ day of 4/22/2022,
2022.

City of Baxter

Approved as to form
and legality:

DocuSigned by:

Brad Person

CDEFB3A65DEE414
Baxter City Attorney

DocuSigned by:

By: Darrel Olson

3B3B5A3DE76C4D3...
Its Mayor

DocuSigned by:

And: Bradley Chapulis

06172F6F41344BB...
Its City Administrator

(Signatures continued on the following page)

LAKE AREA DRUG INVESTIGATION DIVISION JOINT POWERS AGREEMENT

CITY OF BRAINERD

The Brainerd City Council duly approved this Agreement on the _____ day of
4/15/2022
_____, 2022.

City of Brainerd

Approved as to form
and legality:

DocuSigned by:

BBDE6D18E02B472...
Brainerd City Attorney

DocuSigned by:
By: 
5053B354544045C...
Its Council President

DocuSigned by:
And: 
F39B70204B1E41A...
Its City Administrator

(Signatures continued on the following page)

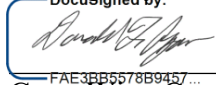
LAKES AREA DRUG INVESTIGATION DIVISION JOINT POWERS AGREEMENT

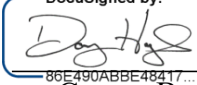
COUNTY OF CROW WING

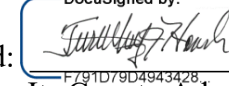
The Crow Wing Count Board duly approved this Agreement on the _____ day of
4/13/2022, 2022.

County of Crow Wing

Approved as to form
and legality:

DocuSigned by:

F4E3BB5576B9457/...
Crow Wing County Attorney

DocuSigned by:

By: 86E490ABBE48417/...
County Board Chair

DocuSigned by:

And: F791D79D4943428/...
Its County Administrator



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Update regarding New Earned Safe and Sick Time Law/Policy

AGENDA: P&F Committee

ACTION REQUESTED: Information Only

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 Minute

SUMMARY OF ISSUE: The new Earned Sick and Safe Time (ESST) law was approved during the 2023 MN Legislative Session and goes into effect on January 1, 2024. Since that time, the MN Department of Labor and Industry as well as employers have been scrambling to determine how this complex law should be implemented. Staff is trying to determine the best way to implement the law with our payroll software while still complying with union contracts. Staff plans to provide an ESST Policy for Council consideration at your January 2, 2024 meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Below are the accrual and front loading options for the new ESST Law:

Option 1. Accrual and carryover:

- employees begin accruing ESST from their first day of employment;
- ESST accrues at a rate of at least one hour for every 30 hours worked;
- employees are permitted to accrue a minimum of up to 48 hours of ESST in a year (more if the employer agrees to a higher amount); and
- employees can carry over unused ESST into the next year. However, at no time can an employee's accrued ESST exceed 80 hours (unless the employer agrees to a higher amount).

Option 2. Front loading with pay out and no carryover:

- A minimum of 48 hours of ESST is provided to an employee and made available for immediate use at the start of each year; and
- unused ESST hours are paid out at the end of the accrual year at the employee's hourly rate.

Option 3. Front loading with no pay out and no carryover:

- A minimum of 80 hours of ESST is provided to an employee and made available for immediate use at the start of each year; and
- the ESST hours the employee did not use are not paid out at the end of the accrual year.

At this time, Staff is trying to implement Option 1 unless the Council feels a different option should be utilized.

RECOMMENDED ACTION/MOTION: No action is needed unless the Council feels a different option should be utilized.

FINANCIAL IMPACT: n/a



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Consider Approval of the Social Media Policy

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: Attached is a Social Media Policy for Council consideration that addresses city-sponsored social media accounts. This policy has been reviewed by all Department Heads and City Attorney Langel. This is a stand alone policy noted in the Employee Policy Manual. This allows the policy to be modified as needed without needing a full Employee Policy Manual amendment in the future.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to approve the attached Social Media Policy as presented.

FINANCIAL IMPACT: n/a

City of Brainerd, Minnesota

Social Media Policy

Purpose

Social networking in government serves two primary functions: to communicate and deliver messages directly to citizens and to encourage citizen involvement, interaction, and feedback. Information distributed via social networking must be accurate, consistent, and timely and meet the information needs of the City's intended audience. Social media is used for social networking, and this policy seeks to ensure proper administration of the City of Brainerd's social media sites by its representatives.

The City has limited control of social media accounts with third parties (e.g., Facebook, Twitter, etc.). At the same time, there is a general expectation by the public that this City have a social media presence by which to share information about current city projects and city business. For municipal purposes, the City's social media accounts will be used for incidental, non-vital communication and general information only. It is not the purpose of the city's social media accounts to be a medium for transactions of city business. The one exception is in the case of a natural or man-made disaster, if it is determined by the City that the best means of communicating with the public is through the social media account(s).

The City of Brainerd wishes to establish a positive and informative social media presence. City representatives have the responsibility to use the City's social media resources in an efficient, effective, ethical, and lawful manner pursuant to all existing City policies.

Policy

The City of Brainerd will determine, at its discretion, how its web-based social media resources will be designed, implemented, and managed as part of its overall communication and information sharing strategy.

City of Brainerd social media accounts are considered a City asset and administrator access to these accounts will be securely administered in accordance with the City's Policy regarding Conduct as an Employee, specifically Section 5.02C2d – Personal Communications and Use of Social Media Section. The City reserves the right to shut down any of its social media sites or accounts for any reason without notice.

All social media websites created and utilized during the course and scope of an employee's performance of his/her job duties will be identified as belonging to the City of Brainerd, including a link to the City's official website. The City of Brainerd does not create or maintain social media accounts for its elected officials.

Scope

This policy applies to any existing or proposed social media websites sponsored, established, registered, or authorized by the City of Brainerd.

The City does not create, collect, disseminate, or regulate use of any other social media accounts, including the personal accounts of its elected officials and staff. Questions regarding the scope of this policy should be directed to the Brainerd City Administrator.

Definition

Social media are internet and mobile-based applications, websites, and functions, other than email, that are designed and used for sharing and discussing information, where users can post photos, video, comments, and links to other information to create content on any imaginable topic. This may be referred to as “user-generated content” or “consumer-generated media.”

Social media includes, but is not limited to:

- Social networking sites and apps such as Facebook, LinkedIn, Twitter, and Nextdoor
- Blogs
- Social news sites such as Reddit and BuzzFeed
- Video and photo sharing sites and apps such as YouTube, Instagram, SnapChat, and Flickr
- Wikis, or shared encyclopedias, such as Wikipedia
- An ever-emerging list of new web-based platforms generally regarded as social media or having many of the same functions as those listed above

As used in this policy, “employees and agents” means all City representatives, including its employees and other agents of the city, such as independent contractors or councilmembers.

“Social media manager” means any city employee or agent with administrator access who, when posting or responding to a post, appears to be the City social media account owner.

Rules of Use

City social media managers shall be designated by the City Administrator and are responsible for managing City social media accounts or websites. It is the responsibility of the social media managers to ensure that the information they post is accurate and factual.

Facilities or departments wishing to have a new social media presence must initially submit the Social Media Site Authorization Form request to the City Administrator and/or designee to ensure social media accounts are kept to a sustainable number and policies are followed. All approved sites will be clearly marked as the City of Brainerd’s site and will be linked with the official City website (www.ci.brainerd.mn.us). No one may establish social media accounts or websites on behalf of the City unless authorized in accordance with this policy.

The City’s social media page must conspicuously display or link to a public notice that informs the public of the purpose of the social media presence and the terms one agrees to in accessing, using, or posting to the City’s social media page.

Administration of all City social media websites will comply with applicable laws, regulations, and policies as well as proper business etiquette.

City social media accounts covered by this policy will not be used by social media managers for private or personal purposes or for the purpose of expressing private or personal views on personal, political, or policy issues or to express personal views or concerns pertaining to City employment relations matters.

No City social media account may be used by the City or any social media manager to disclose private or confidential information. No social media website should be used to disclose sensitive information; if there is any question as to whether information is private, confidential, or sensitive, contact the Human Resources Director.

Outside of situations of disaster, no City social media account will be used for transactions of city business. In the event a user initiates a request, application, or question through social media that affects city business or requires another city policy or process to be followed, the social media managers will direct the request, application, or question to the appropriate City staff for follow up with that user by phone, email, or other channels. If comments are allowed, in the event of a question of general interest, a response may be given in comments, the initial post may be edited, or a subsequent post may be created to include the information.

City of Brainerd's social media managers will not edit any posted comments. However, comments posted by members of the public may be removed if they fall into at least one of the following categories:

- Posts and comments that contain obscene, indecent or profane language or pornographic images or links to obscene or pornographic content
- Direct threats to persons or property
- Prejudiced or harmful comments that encourage discrimination or discriminate on the basis of race, creed, color, sex, age, religion, gender identity, ethnicity, marital status, national origin, physical or mental disability, or sexual orientation
- Posts and comments that advocate illegal activity
- Material that appears to violate the intellectual property rights of the City or of another person or entity under federal or state law
- Political statements that endorse or oppose political campaigns or candidates
- Comments that are not directly related to the topic of the Facebook, Instagram or Twitter discussion to which the comment is responding
- Private, personal information about a person published without his/her consent
- Information that could compromise one or more a public safety security systems
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Hyperlinks to material that falls into one of the foregoing categories

A member of the public whose comment is removed may appeal the removal of the comment and seek reconsideration of its removal by contacting the City in writing and explaining how the comment does not fall into one of the categories for removal. A written response should be provided as soon as reasonably possible.

A member of the public who disputes the legality of any portion of this policy may dispute the particular portion in writing. The City should acknowledge the claim promptly and, upon consultation of the city attorney, respond to the claim concerning legality of the policy portion as soon as reasonably possible under the circumstances.

Data Ownership and Retention

All communications or messages within social media accounts covered by this policy composed, sent, or received on city or personal equipment are the property of the City and will be subject to the Minnesota Government Data Practices Act. This law classifies certain information as available to the public upon request. To the extent that any content on social media is government data, such data are transitory communications and will not necessarily be retained.

PUBLIC NOTICE

The purpose of the City of Brainerd's social media presence is to provide members of the community with information in more places and more ways than were traditionally available. All content of this site is public and is subject to disclosure pursuant to the Minnesota Government Data Practices Act. Please be aware that anything you post may survive deletion, whether by you or others. Do not post sensitive or personally identifiable information, such as social security numbers.

Following or "friending" persons or organizations is not an endorsement by the City and is only intended as a means of broadening communication. The City is not responsible for content found at links to third parties, nor the views or opinions expressed by third-party comments.

Please be advised that comments falling into the following category or categories may be removed:

- Posts and comments that contain obscene, indecent or profane language or pornographic images or links to obscene or pornographic content
- Direct threats to persons or property
- Prejudiced or harmful comments that encourage discrimination or discriminate on the basis of race, creed, color, sex, age, religion, gender identity, ethnicity, marital status, national origin, physical or mental disability, or sexual orientation
- Posts and comments that advocate illegal activity
- Material that appears to violate the intellectual property rights of the City or of another person or entity under federal or state law
- Political statements that endorse or oppose political campaigns or candidates
- Comments that are not directly related to the topic of the Facebook, Instagram or Twitter discussion to which the comment is responding
- Private, personal information about a person published without his/her consent
- Information that could compromise one or more a public safety security systems
- Statutorily private, confidential, or nonpublic data
- Commercial promotions or spam
- Hyperlinks to material that falls into one of the foregoing categories

Should your comment be removed by the City and you believe it does not fall into one of the above categories, contact the City Administrator in writing to explain how the comment does not fall into one of these categories.

Should you wish to challenge the legality of any portion of this notice or the City's social media policy, you may contact the City Administrator in writing and explain the basis for the challenge in detail.

If you have any other questions about the City of Brainerd's social media page, contact the City Administrator at (218) 828-2307.

By accessing, using, or posting to this City of Brainerd social media page, you acknowledge you have been advised of the foregoing.

SOCIAL MEDIA SITE AUTHORIZATION FORM

Employees of the **City of Brainerd** who wish to create and maintain a City presence on any social media site must have a copy of this completed form on file in the applicable Department Head's office and the IT Department with a copy submitted to the HR Director, prior to a social media site's activation.

Note: Once authorized by City Administrator, the social media site administrator and their supervisor are fully responsible for regular monitoring of the site, appropriate online conduct and adhering to the City's official Social Media Policy.

Date _____

Department: _____

Employee Name: _____

Employee Title: _____

Nature of request (Please only select one):

☐ Blog/Wiki ☐ Facebook ☐ Twitter ☐ Google+ ☐ MySpace ☐ Other: _____

Purpose of presence on social media site: _____

SITE ACCOUNT INFORMATION:

E-mail address associated with site: _____

User name: _____ Password: _____

AUTHORIZATION BY DEPARTMENT HEAD:

Name: _____ Signature: _____

Title: _____ Date: _____

AUTHORIZATION BY CITY ADMINISTRATOR:

Name: _____ Signature: _____

Title: _____ Date: _____

AUTHORIZATION BY IT DEPARTMENT:

Name: _____ Signature: _____

Title: _____ Date: _____

New Facebook sites must be created as a "Business" or "Place" – "Personal" sites are not acceptable for official City use. As a requirement, the City's IT Department must be named as a site administrator by granting administrator access to: ssstrong@ci.brainerd.mn.us, only for the purpose of emergency access. The social media site's administrator and Department Head are 100% responsible for monitoring the site and adhering to the City's official Social Media Policy.

C: HR Director



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Adopt Resolution Authorizing Housing Trust Fund Levy to Crow Wing County

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Patrick Wussow, Interim City
Adminstrator

DEPARTMENT: Administration

PRESENTER: Patrick Wussow, Interim City
Adminstrator

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE: Approving will allow Crow Wing County to Levy for the Housing Trust Fund in the City of Brainerd

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Without the levy approval, the County is not able to levy for Housing Trust fund dollars in the City of Brainerd. The County started levying for the Housing Trust Fund County wide several years ago. The funds are specifically used by the County's HRA to improve housing in the County. Three cities (Brainerd, Crosby, and Pequot Lakes) have a HRA in their respective communities. If the County is going to use Housing Trust Fund dollars in our City we need to approve the resolution.

RECOMMENDED ACTION/MOTION: Approve Resolution

FINANCIAL IMPACT: The County's levy in the City of Brainerd will increase .194%. The City of Brainerds' levy will not change by adopting the resolution.

RESOLUTION

Xx:23

GRANTING MUNICIPAL CONSENT FOR HOUSING TRUST FUND

WHEREAS, The City of Brainerd has a Housing and Redevelopment Authority (City HRA), which assists and/or manages affordable housing options within our community; and,

WHEREAS, Crow Wing County also has a Housing and Redevelopment Authority (County HRA) , which assists and/or manages affordable housing options outside of our community in the areas of the county without a city HRA; and,

WHEREAS, MN Statutes provide that if a city has established its own HRA, then a county HRA's levy shall not be extended within the city limits, which makes good sense for the operating expenses of an HRA so no citizen is taxed twice for those operations; and,

WHEREAS, The County HRA has established a Housing Trust Fund to be used to facilitate and fund owner-occupied rehab and new workforce housing options in communities throughout the County; and,

WHEREAS, The County's Housing Trust Fund levy cannot be extended into a municipality with an HRA without that municipalities consent. Conversely, a municipality cannot participate in funding opportunities within the Housing Trust Fund if its taxpayers are not paying into it; and,

WHEREAS, It is understood that priorities change so this agreement is good for the years 2024, 2025, and 2026 at which time it may be continued for additional years; and,

WHEREAS, Both the city and the County desire for the city to be able to use these funds for future projects in and around the city;

THEREFORE, BE IT RESOLVED The City of Brainerd hereby grants Crow Wing County and/or the County HRA municipal consent to levy within the city limits at a tax rate consistent with that applied to other areas of the county but only for purposes of the Housing Trust Fund.

Adopted this ____ day of December 2023

KELLY BEVANS
President of the Council

Approved this ____ day of December 2023

DAVE BADEAUX
Mayor

ATTEST: _____
PATRICK WUSSOW
Interim City Administrator



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Final Pay Request - Improvement 22-10 Graydon Outfall

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 22-10 Graydon Outfall Replacement Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The final amount for the Graydon Outfall Replacement Project is \$56,816.00. The original contract amount was \$51,971.00. \$50,000 was budgeted in the Capital Improvement Plan using Storm Sewer Utility fund. Engineering staff determined that additional riprap and fabric was needed at the end of the storm sewer pipe due to the steep grades and velocities. The final amount is \$4,845 over the original contract amount.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the final pay request for Improvement 22-10 - Graydon Outfall in the amount of \$56,816.00.

FINANCIAL IMPACT: \$56,816.00

Contract Number: 23-03
 Final Pay Request Number: 3

Project Number	Project Description
22-10	Graydon Avenue Storm Sewer Outfall Replacement

Contractor: DeChantal Excavating LLC P O Box 315 Brainerd, MN 56401	Vendor Number: N/A Up To Date: 12/14/2023
--	--

Contract Amount**Funds Encumbered**

Original Contract	\$51,971.00	Original	\$51,971.00
Contract Changes	\$0.00	Additional	N/A
Revised Contract	\$51,971.00	Total	\$51,971.00

Work Certified To Date

Base Bid Items	\$56,816.00
Contract Changes	\$0.00
Material On Hand	\$0.00
Total	\$56,816.00

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$2,325.00	\$56,816.00	\$0.00	\$54,491.00	\$2,325.00	\$56,816.00
Percent: Retained: 0%			Percent Complete: 109.32%		

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
 County/City/Project Engineer
12/14/2023
 Date

Approved By DeChantal Excavating LLC

[2#first_name#3] [2#last_name#4]

Contractor

[2#obtained#5]

Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2023-10-09	\$54,491.00	\$2,724.55	\$51,766.45
2	2023-11-29	\$0.00	(\$2,724.55)	\$2,724.55
3	2023-12-14	\$2,325.00	\$0.00	\$2,325.00

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
Graydon Avenue Storm Sewer Outfall		\$56,816.00	\$0.00	\$54,491.00	\$2,325.00	\$56,816.00

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
City of Brainerd	Local-City of Brainerd	\$2,325.00	\$51,971.00	\$51,971.00	\$56,816.00

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	\$2,500.00	1	0	\$0.00	1	\$2,500.00
Base Bid	2	2101.505	CLEARING	ACRE	\$7,500.00	0.06	0	\$0.00	0.06	\$450.00
Base Bid	3	2101.505	GRUBBING	ACRE	\$7,500.00	0.06	0	\$0.00	0.06	\$450.00
Base Bid	4	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	\$525.00	1	0	\$0.00	1	\$525.00
Base Bid	5	2104.503	REMOVE SEWER PIPE (STORM)	L F	\$10.50	182	0	\$0.00	182	\$1,911.00
Base Bid	6	2501.502	24" RC PIPE APRON	EACH	\$1,666.00	1	0	\$0.00	1	\$1,666.00
Base Bid	7	2503.503	24" RC PIPE SEWER DESIGN 3006 CLASS III	L F	\$99.00	207	0	\$0.00	207	\$20,493.00
Base Bid	8	2501.602	PRECAST HEADWALLS	EACH	\$2,480.00	1	0	\$0.00	1	\$2,480.00
Base Bid	9	2506.502	CONST DRAINAGE STRUCTURE DES 72-4020	EACH	\$9,721.00	1	0	\$0.00	1	\$9,721.00
Base Bid	10	2506.602	CONNECT INTO EXISTING STORM SEWER	EACH	\$875.00	3	0	\$0.00	3	\$2,625.00
Base Bid	11	2511.504	GEOTEXTILE FILTER TYPE 7	S Y	\$21.00	20	0	\$0.00	58	\$1,218.00
Base Bid	12	2511.507	RANDOM RIPRAP CLASS III	C Y	\$118.00	10	0	\$0.00	25	\$2,950.00
Base Bid	13	2573.503	SILT FENCE, TYPE HI	L F	\$5.50	80	0	\$0.00	84	\$462.00

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	14	2574.507	COMMON TOPSOIL BORROW	C Y	\$41.00	60	0	\$0.00	115	\$4,715.00
Base Bid	15	2575.501	TURF ESTABLISHMENT	LS	\$4,650.00	1	0.5	\$2,325.00	1	\$4,650.00
Base Bid Totals:								\$2,325.00		\$56,816.00

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
22-10		\$2,325.00	\$56,816.00

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				\$56,816.00
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City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Approve Construction Testing Proposal for Buffalo Hills Gully Remediation 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 request is a proposal from Braun Intertec and ITT for testing services on Improvement 21-15 - Buffalo Hills Gully Remediation Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The two amounts for the proposals are \$1,880 and \$2,930 for ITT and Braun Intertec, respectively. Testing services can vary quite a bit dependent on contractor's operations and the types of funding being utilized. However, there is a standard for the types of tests, method, and frequency. The proposals are based on that standard and the scope of work shown in the plans.

RECOMMENDED ACTION/MOTION: Staff recommends authorizing the quote with ITT in the total amount of \$1,880.

FINANCIAL IMPACT: \$1,880



December 12, 2023

Mr. James J. Fladung
Assistant City Engineer
501 Laurel Street
Brainerd, MN 56401

E-Mail: jfladung@ci.brainerd.mn.us

RE: **ITT Proposal #12-11**
Buffalo Hills Gully
Brainerd, Minnesota

Dear Mr. Fladung,

We are pleased to submit this proposal to provide the construction materials testing for the above referenced project in Brainerd, Minnesota. We will provide, on an on-call basis, certified and experienced field and laboratory consultants to conduct the necessary testing services for the project as detailed on the attached cost estimate.

Based on our estimated quantities and scope of service, the cost for testing services will be **\$1,880.00**. Please note that if all the tests we have estimated are not conducted, you will only be billed for the tests performed.

Mr. Fladung, we would be pleased to work with you on this project. If you have any questions about our company or the scope of services we offer, please feel free to contact me. I look forward to hearing from you.

Sincerely,

Tyler T. Burkes, EIT
Construction Materials Division Manager / Estimator

Independent Testing Technologies, Inc.
337 31st Avenue South
Waite Park, MN 56387
Phone: 320-253-4338

December 12, 2023
Proposal #12-11

Client: **City of Brainerd – James J. Fladung**

Project: **Buffalo Hills Gully**
Brainerd, Minnesota

Cost Estimate:

<u>Description</u>		<u>Qty.</u>	<u>Unit Rate</u>	<u>Extension</u>
	<u>Project Scope</u>			
Project Management, hourly		1	\$ 100.00	\$ 100.00
On-Site Technician Time, hourly		2	\$ 100.00	\$ 200.00
Laboratory Proctor Tests (Standard Method), each		2	\$ 200.00	\$ 400.00
Nuclear Density Tests, each		8	\$ 35.00	\$ 280.00
Trip Charges (Travel Time & Mileage), each		4	\$ 225.00	\$ 900.00
TOTAL:				\$ 1,880.00

Submitted By:
Tyler T. Burkes, EIT
tylerb@ittmn.com

Project Proposal

QTB188687

Imp. 21-15 - Buffalo Hills Gully Storm Sewer

Client:

City of Brainerd
James Fladung
501 Laurel St
Brainerd, MN 56401
218.826.2307

Work Site Address:

Buffalo Hills Lane West
Brainerd, MN

Service Description:

Construction Materials Testing

	Description	Quantity	Units	Unit Price	Extension
Phase 1	MnDOT Testing				
Activity 1.1	Soil Testing				\$2,439.00
207	Compaction Testing - Nuclear	10.50	Hour	90.00	\$945.00
	<i>Work Activity Detail</i>	<i>Qty</i>	<i>Units</i>	<i>Hrs/Unit</i>	<i>Extension</i>
	Storm Sewer Trench Backfill	3.00	Trips	3.50	10.50
1308	Nuclear moisture-density meter charge, per hour	10.50	Each	26.00	\$273.00
1162	Sieve Analysis with 200 wash, per sample	2.00	Each	150.00	\$300.00
1318	Moisture Density Relationship (Proctor)	3.00	Each	192.00	\$576.00
1861	CMT Trip Charge	3.00	Each	115.00	\$345.00
Activity 1.2	Project Management				\$491.00
226	Project Manager	2.00	Hour	178.00	\$356.00
238	Project Assistant	1.50	Hour	90.00	\$135.00
Phase 1 Total:					\$2,930.00

Proposal Total:	\$2,930.00
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City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Award Street Scanning Proposal

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

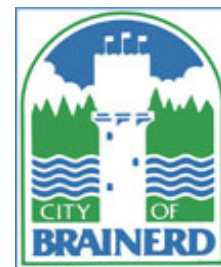
ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Staff sent out a Request for Proposals for street scanning and several other possible tasks to be completed. A copy of the request is included with this item. Staff received 5 proposals from vendors with pricing for the 5 tasks listed in the request as well as other add-on value items. A breakdown of the cost proposals as well as the cost proposal sheets from each vendor are also included in this item.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: See attached memo. As a reminder, \$35,000 from Construction Fund 401 was included in the Capital Improvement Plan for this work.

RECOMMENDED ACTION/MOTION: Staff recommends Option 2 in the memo. Award of the street scanning contract to GoodPointe for Tasks 1, 2, and 3.

FINANCIAL IMPACT: \$54,860 + \$4,780 = \$59,640 from Construction Fund 401



MEMO

TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: DECEMBER 18, 2023

SUBJECT: STREET SCANNING PROPOSALS

Staff sent out a Request for Proposals for street scanning and several other possible tasks to be completed. Staff received 5 proposals from vendors with pricing for the 5 tasks listed in the request as well as other add-on value items. Staff reviewed the 5 proposals. After review, staff has prepared some options for the Council to consider including facets to consider with each option.

Option 1: Award Contract to StreetScan for Tasks 1, 2, and 3

- Cost would be \$63,395 in 2024 plus \$9,750 to set up the software with an annual software license of \$5,750
- Their proposal for Tasks 2 and 3 include inventory of the sidewalks and signs, similar to the other proposals. However, they would also include sidewalk condition ratings, similar to the street pavement, identifying cracks, heaves, and other distresses. They would also rate the condition of the signage as part of the inventory.

Option 2: Award Contract to GoodPointe for Tasks 1, 2, and 3

- Cost would be \$54,860 in 2024 plus \$4,780 to set up the software with an annual software license of \$3,270
- GoodPointe's proposal is more cost-efficient than StreetScan in both the collection and software. However, the additional condition ratings for sidewalks and signs are not included. Only inventories.

Option 3: Award Contract to GoodPointe for Task 1 – Pavement Evaluation only.

- Cost would be \$19,340 in 2024 plus \$4,780 to set up the software with an annual software license of \$3,270
- Staff would work on having summer temporary employees assist with completing the sidewalk inventory and ADA ramp evaluation as well as the signage inventory. Will be much less efficient than the other two services.

Option 4: Do not award contract

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

Street Scanning Proposal Cost Comparison

Vendor	Task 1 - Pavement Evaluation	Task 2 - Sidewalk Inventory/ADA Ramp Eval	Task 3 - Signage Inventory	Task 4 - Manhole/Catch Basin Mapping	Task 5 - Pavement Marking Evaluation	Total
GoodPointe	\$19,340	\$18,720	\$16,800	\$6,400	\$10,800	\$72,060
Honey Badger Analytics	\$63,432	\$42,288	\$21,144	\$46,517	\$38,059	\$211,440
Kimley-Horn	\$33,255	\$26,200	\$6,000	\$1,760	\$4,000	\$71,215
StreetScan	\$19,225	\$33,670	\$10,500	\$8,100	\$5,265	\$76,760
WSB	\$47,400	\$33,224	\$4,927	\$4,927	\$4,927	\$95,406

Initial Software Set Up	Annual License
\$4,780	\$3,270
Unknown	
\$5,000	\$1,000
\$9,750	\$5,750
\$4,298	\$4,298

CITY OF BRAINERD
REQUEST FOR PROPOSALS
STREET PAVEMENT EVALUATION AND
MAPPING

Proposals due Friday, December 8th, 2023, at 4:30 p.m.

The City of Brainerd is seeking proposals from qualified vendors to provide street pavement condition scanning and asset mapping services in 2024. The City of Brainerd owns and maintains just over 80 miles of streets, not including state- and county-owned highways. The street network is mapped using ESRI ArcGIS software and maintained with City staff.

PROJECT OVERVIEW

The City is requesting proposals from qualified vendors to perform data collection on the City-owned street network, evaluating pavement condition as well as collection of other asset inventories to be mapped on the City's GIS software. The pavement condition results will be used by staff to develop 10-Year Capital Improvement Plans that address infrastructure needs within the City.

GENERAL SCOPE OF SERVICES

The vendor's Scope of Services shall be divided into several tasks, described as follows:

1. Street Pavement Evaluation, Data Collection, and Mapping

The Vendor shall provide pavement condition evaluation using automated means and methods. Means shall include a vehicle mounted with camera or scanning technology that can collect and measure quantity and severity of pavement distresses including, but not limited to, cracking, bumps, patches, potholes, ruts, and raveling. The vehicle shall also be outfitted with cameras that allow for high-resolution imagery and/or video capture of each route. The Vendor will take the collected data after collection, disseminate the data, and provide a Pavement Condition Index (PCI) value or equivalent rating system.

Once the data is disseminated, the Vendor will prepare a map showing PCI values using variable colors or other visual means. The map data will also be compatible with ESRI ArcGIS. The map and data will be available and accessible to City staff when needed. Added value points will be awarded to Vendors that can provide PCI projections based on FHWA and/or MnDOT pavement degradation curves.

2. Sidewalk Inventory, ADA Ramp Compliance Evaluation and Mapping

The Vendor shall provide sidewalk inventory collection on all City streets. The inventory shall include presence of sidewalk, type of sidewalk (concrete sidewalk versus bituminous trail), and location. The

sidewalk inventory shall be made available through mapping, either a separate layer in the Street PCI Condition (described in Task 1) or as a separate map entirely. Added value points will be awarded to Vendors that can provide specific sidewalk characteristics including width, condition, faults, etc.

The Vendor shall provide Ramp Compliance Evaluation services to assess sidewalk ramps throughout the City to determine ADA compliance compared with current PROWAG standards. Included in the ADA compliance evaluation, the Vendor shall identify which criteria are specifically within or outside of compliance. The sidewalk ramp inventory shall be made available through mapping, either a separate layer in the Street PCI Condition (described in Task 1) or as a separate map entirely. ADA compliance shall be indicated using variable colors or other visual means (i.e. red = non-compliant, green = compliant).

3. Signage Inventory and Mapping

The Vendor shall provide signage inventory collection on all City streets. The inventory shall include sign location, type (i.e. regulatory, warning, etc.), MMUTCD designation, and condition. The sign inventory shall be made available through mapping, either a separate layer in the Street PCI Condition (described in Task 1) or as a separate map entirely. Added value points will be awarded to Vendors that can provide additional details, such as post type, post number, and other details.

4. Sewer Manhole and Catch Basin Mapping

The Vendor shall provide sewer manhole and catch basin inventory collection on all City streets. The inventory shall include casting type (i.e. manhole, catch basin) and location. The sewer manhole and catch basin inventory shall be made available through mapping, either a separate layer in the Street PCI Condition (described in Task 1) or as a separate map entirely. Added value points will be awarded to Vendors that can provide additional details, such as grate type and other details.

5. Pavement Marking Evaluation and Mapping

The Vendor shall provide pavement marking inventory collection on all City streets. The inventory shall include marking type (i.e. centerline, right arrow, etc.), color, and location. The pavement marking inventory shall be made available through mapping, either a separate layer in the Street PCI Condition

(described in Task 1) or as a separate map entirely. Added value points will be awarded to Vendors that can provide additional details, such as condition and other details. This intersection currently operates as a minor-leg stop controlled intersection with the Trunk Highway uncontrolled. Along the Trunk Highway, there are no signals between Buffalo Hills Lane (Crow Wing 117) and Quince Street, nearly 1.4 miles, and thus no requirements for traffic to stop along this stretch. With the lack of traffic controls along this stretch, there are no opportunities to slow traffic through this segment of corridor.

DELIVERABLES

The Vendor as part of the Scope of Services shall provide the following items to the City as part of the cost of services:

- Mapping data, including shape files, compatible with ESRI ArcGIS
- Raw data collection compatible with Microsoft Excel or other database software
- Details of any software and licensing requirements including cost per user(s)
- Training and user manuals for operation of software to view mapping data

SCHEDULE

- Request for Proposals Issued – Friday, October 27th, 2023
- Questions on RFP Due – Friday, November 17th, 2023
- Proposals Due – Friday, December 8th, 2023, 4:30 p.m. local time
- Proposals Awarded – Monday, December 18th, 2023
- Notice to Proceed – Tuesday, January 2nd, 2024
- Kick-off Meeting with City Staff – January/February 2024
- Pavement and Asset Evaluation and Inventory – Spring/Summer 2024
- Software Training with City Staff – August 2024
- Deliverables due to City – October 2024

PROPOSAL REQUIREMENTS

Vendors shall include the following in their proposal:

1. A narrative of the proposer's understanding and approach to the Tasks listed in the General Scope of Services.

2. A description of the proposer's qualifications and previous experience in the work in the proposal.
3. Identification of the team members that will be working on the Tasks, their role and their experience including any training and/or qualifications.
4. A proposed schedule for completion of the General Scope of Services.
5. A copy of the estimated fees for the Tasks included in the General Scope of Services. Estimated fees shall be described as follows:
 - a. A separate estimated fee for each individual Task.
 - b. A-la-carte pricing for any value-added services.
 - c. Fees for any applicable annual software licensing, including user license cost (if separate)

VENDOR SELECTION CRITERIA

City staff will review proposals and score each proposal based on several factors. Those factors and weighting are as follows:

Item	Percent
Ability to provide services as described in the RFP	25%
Experience and Qualifications of vendor	10%
Timeline for Deliverables	10%
Estimated Cost of Services	40%
Added value points	15%
Total	100%

The City may elect to award all or some of the Tasks included in the General Scope of Services. The City reserves the right to reject any and all proposals if deemed to be in the City's best interest.

This Request for Proposal does not commit the City to award a contract or pay costs incurred in the preparation of the proposal, or to procure a contract for services or supplies.

Proposals, including estimated fees, will be made public at the City Council as part of the review and award process.

QUESTIONS AND CONTACT INFORMATION

Contact Public Works Director Jessie Dehn at jdehn@ci.brainerd.mn.us or 218-454-3411. Answers will be issued in the form of an addendum. No answers will be issued after Friday, November 17th, 2023. If the City deems it necessary to revise any part of this RFP before the proposal due date, the City will issue an addendum. Addendums will be issued via website updates and e-mail notification.

PROPOSAL DUE

If you are interested in submitting a proposal to perform these services, please submit digital copies of the proposal and estimated fees to the office of the City Engineer no later than 4:30 p.m. on Friday, December 8th, 2023. Digital proposals can be e-mailed to JDehn@ci.brainerd.mn.us.

A proposal recommendation will be presented to the City Council at 7:30 p.m. on Monday, December 18th, 2023, at Brainerd City Hall.

5. ESTIMATED FEES FOR TASKS:

Cost Schedule

December 8, 2023

City of Brainerd, Street Pavement Evaluation and Mapping

GoodPointe Technology, Exhibit A.1

Task / Description	Units	Quantity	Rate	Optional	Total
Notice to Proceed / Kick-Off Meeting					
Project Manager	Hours	8	\$145		\$ 1,160
Program Manager	Hours	4	\$165		\$ 660
			Subtotal:		\$ 1,820
1. Street Pavement Evaluation, Data Collection, and Mapping					
Street Pavement Evaluation, Data Collection	Centerline Miles	80	\$200		\$ 16,000
Prepare a map showing PCI values using variable colors or other visual means	Hours	2	\$90		\$ 180
Provide map data compatible with ESRI ArcGIS	Hours	2	\$90		\$ 180
Provide PCI projections based on pavement degradation curves	Hours	8	\$145		\$ 1,160
			Subtotal:		\$ 17,520
2. Sidewalk Inventory, ADA Ramp Compliance Evaluation and Mapping					
Sidewalk Inventory, ADA Ramp locations	Lane Miles	160	\$50		\$ 8,000
Mapping the Sidewalk Inventory	Lane Miles	160	\$2		\$ 320
Provide specific sidewalk characteristics related to inventory data including width, general condition value, etc. entered into Database	Lane Miles	160	\$5		\$ 800
Provide specific sidewalk characteristics including specific condition data with Distress and SCI into Database	Sidewalk Miles*	40	\$220	\$8,800	
Ramp Compliance Evaluation services to determine ADA compliance compared with current PROWAG standards	Lane Miles	160	\$60		\$ 9,600
* Final cost of the sidewalk survey will be based on the total sidewalk miles determined by the extraction survey					
			Subtotal:	\$8,800	\$ 18,720
3. Signage Inventory and Mapping					
Signage Inventory and Mapping	Lane Miles	160	\$95		\$ 15,200
Provide sign inventory location and metadata available through mapping	Lane Miles	160	\$5		\$ 800
Provide sign inventory data and additional details, such as post type, post number, etc. entered into Database	Lane Miles	160	\$5		\$ 800
			Subtotal:		\$ 16,800
4. Sewer Manhole and Catch Basin Mapping					
Sewer Manhole and Catch Basin Location/Inventory data	Lane Miles	80	\$75		\$ 6,000
Sewer manhole and catch basin inventory mapping with metadata	Lane Miles	80	\$1		\$ 80
Provide additional details, such as grate type, etc. entered into Database	Lane Miles	80	\$4		\$ 320
			Subtotal:		\$ 6,400
5. Pavement Marking Evaluation and Mapping					
Pavement Marking Evaluation and Mapping	Lane Miles	80	\$115		\$ 9,200
GoodPointe provided additional details, such as condition, etc.	Lane Miles	80	\$5		\$ 400
Pavement marking inventory and location data on map	Lane Miles	80	\$15		\$ 1,200
			Subtotal:		\$ 10,800
6. Microsoft Excel or other database software - Details of any software and licensing requirements including cost per user(s)					
Shapelle, Excel and Database Set Up					
Senior Technician	Hours	16	\$90		\$ 1,440
Project Manager	Hours	6	\$145		\$ 870
Program Manager	Hours	2	\$165		\$ 330
			Subtotal:		\$ 2,640
6. Training and user manuals for operation of software to view mapping data					
Project Manager	Hours	10	\$145		\$ 1,450
Program Manager	Hours	8	\$165		\$ 1,320
			Subtotal:		\$ 2,770
7a. Online Software Set Up					
Senior Technician	Hours	20	\$90	\$1,800	
Project Manager	Hours	16	\$145	\$2,320	
Program Manager	Hours	4	\$165	\$660	
			Subtotal:		\$4,780
7b. Online Software License (Annual Subscription, Five (5) Users)					
ICON SaaS Pavement Module	5 CALS	1	\$1,995	\$1,995	
ICON SaaS Sign Module	5 CALS	1	\$1,275	\$1,275	
			Subtotal:		\$3,270
Final Deliverable of all Data, Maps, Reports, Database, Systems. Presentations					
Project Manager	Hours	8	\$145		\$ 1,160
Program Manager	Hours	8	\$165		\$ 1,320
			Subtotal:	\$0	\$ 2,480
Total Estimated Project Budget (not-to-exceed):					\$16,850 \$ 79,950



HONEY BADGER ANALYTICS LLC.

Geospatial & Geomatics Consultants | Services | Trainers

Pricing

Deliverable at Submeter Accuracy

1. Street Pavement Evaluation, Data Collection, and Mapping - \$63,432.00
2. Sidewalk Inventory, ADA Ramp Compliance Evaluation and Mapping - \$42,288.00
3. Signage Inventory and Mapping - \$21,144.00
4. Sewer Manhole and Catch Basin Mapping - \$46,516.80
5. Pavement Marking Evaluation and Mapping - \$38,059.20

RFP Total: \$211,440.00

Add GPR for buried assets and lines: \$52,132.20

Grand Total: \$263,572.20

Additional Services

- Ground Penetrating Radar (GPR) Add-on: \$52,132.20
- Drone Orthoimagery: \$1,200 per mile
- Point Cloud(s) Raw Data - \$2643.00 per mile
- HBA Roadside Service (Ongoing) - \$350 monthly + \$21 per mile
 - Emergency Imagery separate rate

Pavement Evaluation and Mapping

5. Estimated Fees

Below is an estimate of the fee required to fulfill the tasks laid out in our work plan. We welcome further conversations with the City to develop a final work plan, fee, and schedule.

	<i>Data Collection Fee</i>	<i>Data Analysis Fee</i>	<i>Total Fee</i>
TASK 1: Roadway Pavement	\$20,455	\$8,300	\$28,755
DRIVE™ SUBSCRIPTION (Includes Training for Staff)		\$5,000*	\$5,000
TASK 2A: Inventorying Sidewalk Data	\$4,800		\$4,800
TASK 2B: ADA Ramp Assessment	\$2,400	\$19,000	\$21,400
TASK 3: Inventorying Sign Data	\$6,000		\$6,000
TASK 4: Inventorying Sewer Manhole Data	\$1,760		\$1,760
TASK 5: Inventorying Pavement Marking Data	\$4,000		\$4,000
Reimbursable Expenses	\$4,500		\$4,500
TOTAL FOR BASE SCOPE OF WORK: \$76,215			
OPTIONAL 1: Analysis of Results and CIP Report		\$8,500	\$8,500
OPTIONAL 2: Enhanced Sidewalk Condition Survey	\$26,975	\$3,000	\$29,975

* Start-up fee, subscription cost is \$1,000 per year that follows

6. PRICING OVERVIEW

6.1 DATA COLLECTION (STREETSCAN)

PAVEMENT MANAGEMENT and RIGHT OF WAY ASSETS				
	SERVICES INCLUDED	CENTERLINE MILES	\$/CL	TOTAL
StreetScan 	ScanCar Data Collection	81 mi	\$180	\$14,580
	Data Processing			
	Pavement Project Management		\$20	\$1,620
	Traffic Signs	1,750	\$6	\$10,500
	Manholes	2,430	\$2	\$4,860
	Catch Basins	1,620	\$2	\$3,240
	Pavement Markings	81	\$6	\$5,265
	360 – Streetview Imagery	81	\$25	\$2,025
	GIS Coordination Fee	Fixed		\$1,000
Mobilization and Setup Cost				\$6,000
TOTAL				\$49,090

SIDEWALK MANAGEMENT				
	SERVICES INCLUDED	SIDEWALKS MILES	\$/MI	TOTAL
	E-Scooter Data Collection	*40 mi	\$238	\$9,520
	Data Processing (Videos & Results)			
	Sidewalk Project Management		\$20	\$800
	Sidewalk Width (Avg. Width – 2 Measurements)		\$40	\$1,600
Mobilization and Setup Cost				\$6,950
TOTAL				\$18,870

*City of Brainerd provided estimated number of sidewalk miles

ADA RAMP MANAGEMENT				
	SERVICES INCLUDED	RAMPS	\$/RAMP	TOTAL
	ADA Ramp Data Collection	600	\$18	\$10,800
Mobilization and Setup Cost (if collected with Sidewalk project)				\$4,000
TOTAL				\$14,800

6.2 SOFTWARE (STREETLOGIX)

STREETLOGIX SOFTWARE MODULE PRICING					
 MODULES	POPULATION	ANNUAL LICENSE	ANNUAL DATA	IMPLEMENTATION FEE	TOTALS
ASSET MANAGEMENT	14,580	\$5,000	\$750	\$4,000	\$9,750

Streetlogix comes with an unlimited user license. One license covers the entire enterprise.

6.3 OPTIONAL SERVICES, SOFTWARE, AND ASSETS

One of our unique advantages is the ability for our clients to extract, assess and obtain actionable data from other Municipal assets utilizing the same data collected for the Pavement Management Survey. Below is a list of additional assets we can process from the collected data. This is set up as an a-la-carte menu so you can pick and choose the assets to meet your asset management needs. The Streetlogix software platform also has additional modules for Work Order Management and Citizen Engagement. These software solutions reside within the Streetlogix Asset Management portal, and provide very easy access from one interface.

Proposed Project Cost



TASK DESCRIPTION		PRINCIPAL SHANNON MCGRATH	SR. PROJECT MANAGER PAUL SANDY	PAVEMENT/ MATERIALS SPECIALIST MATT INDIHAR	PAVEMENT INSPEC. GRAD. ENGINEER MATT HENDERSON	ADA SPECIALIST LOGAN NELSON	FIELD REP./GRAD ENGINEER ISAIAH ESCOBEDO/ ERIK DESMITH	MAPPING/GIS LEAD STEVE GAZDIK	MAPPING/GIS SUPPORT JUSTIN FUCHS	TOTAL HOURS	TOTAL FEE
1 DETAILED PAVEMENT EVALUATION, DATA COLLECTION, AND MAPPING											
1.1	PROJECT MANAGEMENT	4	6	12						22	\$4,518
1.2	CYV AI DEPLOYMENT/DATA COLLECTION/INVENTORY						36			36	\$4,320
1.3	DATA PROCESSING			4	4		4	8	24	44	\$5,768
1.6	PAVER ANALYSIS			8	16					24	\$3,728
1.7	MAPPING							8	24	32	\$3,968
1.8	PAVEMENT REPORT			6	24						\$4,428
1.9	QA/QC	2	4	8	6						\$3,670
TASK 1 TOTAL ESTIMATED HOURS AND FEE		6	10	38	50		40	16	48	158	\$30,400
2 SIDEWALK INVENTORY, ADA RAMP COMPLIANCE EVALUATION, AND MAPPING											
3.1	PROJECT MANAGEMENT	4	8							12	\$2,604
3.2	FIELD WALK, INVENTORY, ADA INFRASTRUCTURE ASSESSMENT					16	120			136	\$16,720
3.3	DATA PROCESSING					4	28			32	\$3,940
3.4	MAPPING							12	12	24	\$3,216
3.5	FINAL DOCUMENT PRODUCTION					4	12			16	\$2,020
3.6	QA / QC	4	8			8	8			28	\$4,724
TASK 2 TOTAL ESTIMATED HOURS AND FEE		8	16			32	168	12	12	248	\$33,224
3 SIGN, SEWER MANHOLE/CATCH BASIN, AND STRIPING INVENTORY											
3.1	PROJECT MANAGEMENT	2	2							4	\$888
3.2	FIELD VISIT/ASSET REVIEW (UTILIZING IMAGERY)		8				40			48	\$6,456
3.3	MAPPING							16	40		\$7,024
3.4	QA/QC		2							2	\$414
TASK 3 TOTAL ESTIMATED HOURS AND FEE		2	12				40	16	40	54	\$14,782
4 ADDITIONAL ALA-CARTE SERVICES											
4.1	DETAILED SIDEWALK ACCESSIBILITY SURVEY AND INVENTORY					32	300	8	8	348	\$42,784
4.2	DETAILED COST ANALYSIS FOR PEDESTRIAN RAMP AND SIDEWALK COMPLIANCE SURVEYS					8	40			48	\$5,960
4.3	ADDITIONAL SIGN INVENTORY CHARACTERISTICS						10	4	8	22	\$2,728
4.4	ADDITIONAL SEWER MANHOLE AND CATCH BASIN CASTING CHARACTERISTICS						10	4	8	22	\$2,728
4.5	ADDITIONAL PAVEMENT MARKING DETAILS						4	2	2	8	\$1,016
4.6	YEARLY DATA MANAGEMENT		2	8	8		4	2	4	28	\$4,298
TASK 4 TOTAL ESTIMATED HOURS AND FEE			2	8	8	40	368	20	30	476	\$59,514
TOTAL ESTIMATED HOURS		16	40	46	58	72	616	64	130	1042	\$137,920
AVERAGE HOURLY BILLING RATE		\$237	\$207	\$194	\$136	\$145	\$120	\$154	\$114		
TOTAL FEE BY LABOR CLASSIFICATION		\$3,792	\$8,280	\$8,924	\$7,888	\$10,440	\$73,920	\$9,856	\$14,820		137,920
LUMP SUM SERVICES											
CYVL.AI (SUBCONSULTANT) PROCESSING FEE										LS	\$17,000
TOTAL FEE FOR LUMP SUM SERVICES										LS	\$17,000
TOTAL PROJECT FEE (BASIC SERVICES, TASKS 1-3 + LUMP SUM SERVICES)											\$95,406
TOTAL PROJECT FEE (BASIC SERVICES + ADDITIONAL ALA CARTE SERVICES)											\$154,920



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Direction on Active Code Enforcement

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Administration

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 2 min

SUMMARY OF ISSUE:

Section 320 of the City Code dictates that violations of the City Code shall, after receiving a notice of violation, be issued up to three administration citations for non-compliance. Once three citations have been issued, the violation shall be brought before the Safety & Public Works Committee for review. The Committee shall then make a recommendation to the City Council as to how to proceed with enforcement of the violation. Staff are bringing one (1) property before the Committee for review. Staff is looking for direction from the Council as to how to proceed with the case.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached is the case file for:
319 9th St N

Section 320, action that could be taken against these properties include:

- 1) Continued administrative citations for an amount determined by the City Council
- 2) Abatement of the offense (depending on the type of offense)
- 3) Legal action (at the recommendation of the City Attorney depending on the type of the offense)
- 4) Cease corrective action

RECOMMENDED ACTION/MOTION:

Staff recommends a \$300 citation every month until property maintenance issues have been corrected.

FINANCIAL IMPACT:

MEMO



TO: Mayor and City Council
FROM: James Kramvik, Community Development Director
DATE: December 18, 2023
RE: Recommendations for Active Code Enforcement Cases

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

- **319 9th St N**
 - Received one (1) Notice of Violation Letter (10/5/23) and three (3) Citations for Exterior Structure
 - First citation 11/8/23 – Third citation 11/30/23
 - \$600 in open citations

Staff recommends a \$300 citation every month until property maintenance issues have been corrected.

Note: Citations from winter months will be waived if repairs are made in the Spring of 2024.

Running Summary of Actions Taken

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

915 Laurel Street – Administrative warrant received 5/30/23. Abated 6/9/23 - \$1,925 in open fines to be assessed.

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

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

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

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

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

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

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

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

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

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

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

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

609 11th Ave NE – Sent final 10-day letter to correct 8/22/23. Will obtain an administrative search warrant to abate after the deadline if no action. Requested warrant 9/12/23. Abated 10/2/23.

PID 41191502 – exterior structure - Issuing \$300 citation each month thru 12/1/2023. \$1,800 open citations. Recheck in May 2024.

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

1623 Emma St – Requested administrative search warrant to abate 9/6/23. Resident resolved-no abatement needed.

1005 3rd Ave NE– Requested administrative search warrant to abate 9/6/23. Abated 9/29/23.

915 Laurel St– Requested administrative search warrant to abate 9/6/23. Abated 9/26/23.

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

701 4th St SW– Issuing \$300 citation monthly for non-licensed rental. Requested legal action from City Attorney 9/6/23. The property owner has submitted an application for a short-term rental to be heard at Planning Commission 12/20/23.

1424 8th St S – Requested administrative search warrant to abate 9/19/23. Property owners complied-no abatement needed.

15284 Beaver Dam Rd – Issue a \$100 citation every day for a non-licensed rental and illegal sewage discharge from pole barn. Have been working with the tenants who signed a lease with the property owner. The property manager applied for and received a Rental License on 12/5/23. The rental house is compliant with all requirements of the rental code.

The property will be cited \$100 per day for illegal sewage discharge from the shed and the City will continue to seek legal action as it is still non-compliant. This property has been flagged by the City

and County and cannot be sold or split until the shed is compliant. A rental license will not be renewed on 6/1/2024 without corrective measures.

303 J St NE – Issuing a \$300 citation each month until the fence is corrected.

1306 Oak St – Repeat garbage issue. Obtained warrant 11/16/23 to abate the garbage.

1113 Rosewood St. – Repeat garbage issue. Obtained warrant 11/22/23 to abate the garbage.

319 9th St N. – Sent 10-day letter of abatement 11/21/23. Warrant was received due to non-compliance on 12/8/23. The vehicle was towed 12/11/23.

October 05, 2023

WEISS, RICHARD A
319 9TH ST N
BRainerd, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 319 9TH ST N
Real Estate Code: 41241208

Violation: Exterior Structure
IPMC 304.7, 304.1.1(8)

Description: The roof and flashing shall be sound, tight, and not have defects that admit rain. Roof drainage shall be adequate to prevent dampness or deterioration in the walls or interior portion of the structure. Roof drains, gutters and downspouts shall be maintained in good repair and free from obstructions. Roof water shall not be discharged in a manner that creates a public nuisance.

The following conditions shall be determined unsafe and shall be repaired or replaced to comply with the International Building Code: Roofing or roofing components that have defects that admit rain, roof surfaces with inadequate drainage, or any portion of the roof framing that is not in good repair with signs of deterioration, fatigue, or without proper anchorage and incapable of supporting all nominal loads and resisting all load effects.

Corrective action is required; thirty (30) days are allowed from the date of this letter.

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

Action should be taken on or before 11/04/2023

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

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

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

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

Respectfully,
By Order of:
THE CITY OF BRAINERD





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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN23-0542

Date of Violation: 11/30/2023

Parcel ID: 41241208

Violator(s): WEISS, RICHARD A
319 9TH ST N
BRainerd, MN 56401

Location/Address of Violation: **319 9TH ST N**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.7,304.1.1(8)	Exterior Structure	\$300.00

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 12/10/2023

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so.

An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429.

Unpaid fines, including an administrative charge of \$25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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

Representative: Jason Stockinger, Building Inspector

Date: 11/30/2023

Representative's Signature: 

(served via first class mail)





City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Informational- Regarding \$25 Million Grant for Highway 210/Washington Street Reconstruction Project

AGENDA: SPW Committee

ACTION REQUESTED: Information Only

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** Informational Only

SUMMARY OF ISSUE: This last fall, MnDOT had applied for \$25 Million in funding from the Rural Surface Transportation Grant under the Multimodal Project Discretionary Grant (MPDG) program for the Highway 210/Washington Street Reconstruction Project. The program is funded through the recently passed Bipartisan Infrastructure Law (BIL). The program is aimed to support projects that increase mobility, improve safety, and generate regional economic growth in rural areas. The City Council authorized a Letter of Support from the City of Brainerd for that application. It was the City's understanding that if the grant was awarded, the funding would cover a significant portion of the City's costs for the project.

On Tuesday, December 12th, it was announced that MnDOT was awarded the full request of \$25 Million towards the reconstruction project. MnDOT will now have discussions with the FHWA to formalize the agreements necessary for MnDOT to access the funding. At a future date, City staff will be meeting with MnDOT to discuss the project budget and how the grant funding would be applied towards the City's share.

According to the preliminary cost estimate shared during Municipal Consent, it was estimated that the City's share of the project would be approximately \$7 Million. Those costs include the City's share of intersection improvements, share of sidewalks/trails, share of street lighting, watermain, sanitary sewer, and aesthetics. It is intended that the City would fund it's share of costs for the project using a combination Municipal State Aid funding, BPU water funds, and Sanitary Sewer Utility funds. There may be items that the City is responsible for funding that may not be federal-aid eligible. Thus, the awarded grant would not be applicable towards those items.

The project is currently in the early stages of design. It is expected that the design will continue into 2025. The project is planned for construction during 2026 and 2027.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Information Only.

RECOMMENDED ACTION/MOTION: Information Only.

FINANCIAL IMPACT: N/A



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Final Reading - Proposed Ordinance 1562 - Revised Fee Schedule

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

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 were directed by City Council to review surrounding municipalities and update permit and licensing fees in Brainerd. Staff presented a proposed ordinance to the P&F Committee at the last City Council meeting which reorganized fees into one location as an appendix. The appendix will make it easier for the public and staff to review permit and licensing fees required by the City. Staff recommended holding a public hearing at the first reading as multiple individuals were interested in providing input to City Council earlier in the process, specifically regarding rental license fees.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

City Council held a public hearing and conducted the first reading of Proposed Ordinance 1562 at the December 4th meeting. City Council did not recommend changes to the proposed ordinance prior to the first reading.

The following are proposed changes to the fee schedule:

- 1) Rental license fee increases from \$32 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 permit increase from \$35 to \$50.
- 5) Administrative zoning permit from \$0 to \$35.
- 6) Solar panels and window replacement changes from a valuation fee to a set fee of \$80.
- 7) Commercial mechanical fees for furnaces, boilers, and A/C units change from a valuation fee to \$75.
- 8) A certificate of occupancy commercial inspection is added in the amount of \$75.
- 9) Food truck permits have an optional \$50 per day fee.
- 10) The Fire Department will include boxing and wrestling matches in their existing event permit.

- 11) All event and entertainment fees have been removed.
- 12) Chicken and bee permits have a higher initial cost of \$60 and then are reduced to \$20 for annual renewals.
- 13) SAC, WAC, and Park Dedication Fees will be reviewed at a later time and will be presented to the Park Board and BPU Commission.

RECOMMENDED ACTION/MOTION:

1) Motion to conduct the final reading of Proposed Ordinance 1562 and to dispense with the actual reading.

* Note: a vote to dispense with the actual reading of the ordinance must be unanimous.

2) Motion to approve Proposed Ordinance 1562.

FINANCIAL IMPACT: The proposed rental fee increase will increase the rental fees collected from \$82,000 to \$118,000. The building permit fees collected will be reduced by approximately \$3,000 as a result of changing to set fees for some permit types.

**ORDINANCE
NO. 1562**

AN ORDINANCE AMENDING SECTIONS 1010 LICENSING FEES, 1015 PERMIT PROCEDURES AND FEES, 702 SANITARY SEWER COLLECTION SYSTEM CHARGES, 703 SEWER AVAILABILITY CHARGE, 706 WATER AVAILABILITY CHARGE, 715 STORM SEWER UTILITY AND STORMWATER MANAGEMENT, 425 RENTAL HOUSING CODE, 1100 AMUSEMENTS, 1105 PUBLIC WESTLING, BOXING MATCHES, AND PUBLIC DANCES, 1130 BUILDING AND RELATED TRADES, AND 1000 GENERAL PROVISIONS

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Licensing Fees – Section 1010.01 Fees Set of the City Code is hereby removed in its entirety and replaced with the following new language underlined:

1010.01 Fees Set. The fees for the various licenses required by this code are set forth in Section 1000 Appendix A: Fee Schedule.

SECTION TWO: Permit Procedures and Fees - Section 1015.09 Permit Fees of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

1015.09 Permit Fees. The fees and charges for the various permits required by this Code ~~are set forth in this Subsection~~ are set forth in Section 1000 Appendix A: Fee Schedule.

SECTION THREE: Permit Procedures and Fees - Section 1015.11 Building Permits is hereby removed in its entirety and replaced by the following new language underlined:

1015.11 Building Permit, Miscellaneous Permit, and Plumbing Permit Fees. Subdivision 1. Building Permit Fees, Miscellaneous Permit Fees, Plumbing Permit Fees. Building Permits, Miscellaneous Permits, and Plumbing Permit Fees are set forth in Section 1000 Appendix A: Fee Schedule.

Subdivision 2. Building Permit Fees and Plan Review Fees set forth in this Ordinance that require fee calculations based on total valuation of construction costs shall be set forth in Appendix B: Valuation Fee Schedule:

SECTION FOUR: Permit Procedures and Fees - Section 1015.13 Miscellaneous Permit Fees and 1015.17 Plumbing Fees of the City Code is hereby removed in its entirety.

SECTION FIVE: Permit Procedures and Fees – Section 1015.15 Zoning and Subdivision Fees is hereby removed in its entirety and replaced by the following new language underlined:

1015.15 Zoning and Subdivision Fees: Special Provisions.

Subdivision 1. Scope and Application. This Subsection applies to applications for the platting or replatting of land, variances from platting regulations and park dedication fees made pursuant to Sections 500 of this Code, and to applications for Zoning District changes, Zoning Code text amendments, conditional use permits, and variances, made pursuant to the Zoning Code (Appendix 1 of this Code).

Subdivision 2. Zoning and Subdivision Fees are set forth in Section 1000 Appendix A: Fee Schedule.

Subdivision 3. Park Dedication Fees. If any of the fees set forth herein above are determined by any Court to be invalid for any reason whatsoever, the park dedication fee shall be the fair market value of the land to be subdivided. For the purposes of this section, "fair market value" means a price that a willing buyer would pay and a willing seller would accept for the property at the time of acceptance of the final plat including but not limited to zoning, public and subdivider improvements or other factors as determined by the County Assessor but excluding any buildings or structures located thereon

SECTION SIX: Sanitary Sewer Collection System Charges - Section 702.01 of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

702.01 That a sanitary sewer charge is hereby imposed for each lot, parcel, building, or premise that is connected to the sanitary sewer collection system based on metered water consumption of water per month. Any change in the sanitary sewer charge as hereinafter set forth shall be by ~~Council resolution~~ ordinance amendment of Section 1000 Appendix A: Fee Schedule.

SECTION SEVEN: Sewer Availability Charge (SAC) - Section 703.02 Subd.1.c of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

c) ~~Change by Resolution: Any change in the City sewer availability charge as hereinafter set forth shall be by Council resolution.~~ Sewer Availability Charge shall be set forth in Section 1000 Appendix A: Fee Schedule.

SECTION EIGHT: Water Availability Charge (WAC) - Section 706.02 Subd.1.c of the City Code is hereby amended as indicated, with deleted language struck out and new language underlined:

c) ~~Change by Resolution: Any change in the City water availability charge as hereinafter set forth shall be by Council Resolution.~~ Water Availability Charge shall be set forth in Section 1000 Appendix A: Fee Schedule.

SECTION NINE: Storm Sewer Utility and Storm Water Management - Section 715.01 Subd. 3 and Section 715.03 Subd.2.a of the City Code are hereby amended as indicated, with deleted language struck out and new language underlined:

715.01 Definitions. The following definitions shall apply in the interpretation and enforcement of this ordinance:

Subd. 3. "Single Family Residential Rate" is the rate at which a single family home is charged. This rate is used for parcels that have single family homes on only. This rate is set ~~by council resolution~~ forth in Section 1000 Appendix A: Fee Schedule.

715.03 Storm Water Utility Fees.

Subd. 2. Storm Water Drainage Fees.

a) All single family residential properties will be charged a flat rate regardless of size of parcel. This rate shall be the Single Family Residential Fee which is set ~~by Council resolution~~ forth in Section 1000 Appendix A: Fee Schedule.

SECTION TEN: Rental Housing Code – Sections 425.3001, Section 425.3009, and Section 425.3010 of the City Code are hereby amended as indicated, with deleted language struck out and new language underlined:

425.3001 License Required. No person shall allow to be occupied, or let to another for occupancy, any dwelling unit unless the owner has first obtained a license under the terms of this article. Unlicensed rental dwellings or dwelling unit(s) will be fined per ~~City Council Resolution~~ Section 1000 Appendix A: Fee Schedule.

425.3009 License Fees. (a) An annual license fee shall be assessed on all rental dwelling units. The license fee shall be included with the initial application or renewal statement. Such fee shall be set ~~by resolution of the City Council~~ forth in Section 1000 Appendix A: Fee Schedule. There shall be no fee for a change in ownership. An increase in the number of licensed dwelling units during the license year shall require an amended license application and the payment of an additional license fee to cover the additional units.

425.3010 Reinspection Fee. (a) There shall be no fee charged for an initial inspection and for the re-inspection. If a third inspection is needed for compliance an additional fee will be charged according to ~~City Council resolution~~ Section 1000 Appendix A: Fee Schedule.

SECTION ELEVEN: Section 1100 Amusements of the City Code is hereby removed in its entirety:

SECTION TWELVE: Section 1005 Public Wrestling, Boxing Matches, and Public Dances of the City Code is hereby removed in its entirety:

SECTION THIRTEEN: Section 1130 Building and Related Trades is hereby amended as indicated, with deleted language struck out and new language underlined:

1130.01 Purpose. It is deemed in the interest of the public and the residents of the City that any person who engages in the business of building construction or related work as defined in this Section shall first secure a ~~license~~ contractor registration therefore.

1130.03 General Rule. ~~Licenses~~ Contractor registration shall be obtained by every person engaged in the following businesses or work in accordance with the applicable ordinances of the City:

- a) general contractors, including those involved in erection, alteration, or repair of building;
- b) masonry, cement work, cement block work, block laying, or brick work;
- c) heating and ventilating;
- d) roofing;
- e) plastering, stucco work, and sheet rock taping;
- f) excavations, including excavation for footings, basements, and grading of lots;
- g) wrecking of buildings; (Amended Ord. 833 – 1985)
- h) plumbers; (Added Ord. 855 – 1986)
- i) sign hangers; (Added Ord. 855 – 1986) SEE EXCEPTION IN SECTION 1130.07 (Added Ord. 1274 – 2006)

Nothing herein shall be construed as preventing any such qualified ~~licensee~~ contractor from performing the work by an employee under his supervision and control, or a property owner from performing his own work, providing all provisions of this Code.

1130.05-~~License Contractor Registration~~. Subdivision 1. Applications. Applications for a ~~license contractor registration~~ shall be made to the City Clerk-Treasurer and such ~~license-qualified contractor~~ shall be granted upon proof of the applicant's qualification therefore and ~~upon filing a bond in the amount of \$5,000-conditioned~~ upon compliance with the provisions of this Code and the filing of certificates evidencing the holding of public liability insurance in the limits of \$100,000 per person, \$300,000 per accident or bodily injury, and \$50,000 for property damages and certificates of worker's compensation insurance as required by law.

Subd. 2. Fee. The ~~license-contractor registration~~ fee is set by ~~Chapter X~~ Section 1000 Appendix A: Fee Schedule.

Subd. 3. Scope of ~~License Contractor Registration~~. A ~~license-contractor registration certificate~~ granted to a general contractor shall include the right to perform all of the work included in his general contract. The ~~license-contractor registration certificate~~ shall include any or all persons performing the work which is classified and listed in this Section, provided that each person performing such work is in the regular employ of such general contractor and qualified under state law and the provisions of this code to perform such work. In these cases, the general contractor shall be responsible for all of the work so performed. Subcontractors on any work shall be required to comply with the Sections of this Code pertaining to ~~licenses~~ registration, ~~bonds~~, qualifications, and similar matters, for his particular type of work.

1130.07 Exceptions. Subdivision 1. Public Service Corporations. Public service corporations shall not be required to obtain ~~licenses-contractor registration~~ for work upon or in connection with their own property, except as may be otherwise provided by this Code.

Subd. 2. Manufacturers. Manufacturers shall not be required to obtain ~~licenses-a contractor registration certificate~~ for work incorporated within equipment as a part of manufacturing, except as may be provided by other provisions of this Code.

Subd. 3. Non-Residential Property Owners. A sign installer ~~license-contractor registration certificate~~ is not required upon written notification that the sign will be installed by the property owner or that the property owner authorizes an employee, lessee, or tenant to install the sign.

SECTION FOURTEEN: Section 1000 General Provisions is hereby amended by adding Exhibit A: Section 1000 Appendix A: Fee Schedule in its entirety.

SECTION FIFTEEN: Section 1000 General Provisions is hereby amended by adding Exhibit B: Section 1000 Appendix B: Valuation Fee Schedule in its entirety.

SECTION SIXTEEN: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2023

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2023

DAVE BADEAUX
Mayor

ATTEST: _____
PATRICK WUSSOW
Interim City Administrator

Published: One Time – _____

1000 GENERAL PROVISIONS APPENDIX A: FEE SCHEDULE

EXHIBIT A

Building Dept	Residential	Commercial
Building Permit Fee	Valuation (refer to Appendix B)	Valuation (refer to Appendix B)
Plan Review Fee	65% of Building Permit Fee	65% of Building Permit Fee
Decks	Valuation (refer to Appendix B)	N/A
Accessory Structure	Valuation (refer to Appendix B)	Valuation (refer to Appendix B)
Re-Roofing per structure	\$70 + State Surcharge	Valuation (refer to Appendix B)
Re-Siding per structure	\$70 + State Surcharge	Valuation (refer to Appendix B)
Solar PV Panels	\$80 + State Surcharge	Valuation (refer to Appendix B)
Weatherization	Valuation (refer to Appendix B)	Valuation (refer to Appendix B)
Windows/Doors Replacement	\$80 + State Surcharge	Valuation (refer to Appendix B)
Manufactured (HUD) Installation	\$250 + State Surcharge	N/A
Modular/Manufactured Home Foundation	Valuation (refer to Appendix B)	N/A
Mechanical-New	\$120 + State Surcharge	Valuation (refer to Appendix B)
Mechanical-Remodel	\$80 + State Surcharge	Valuation (refer to Appendix B)
Furnace/Boiler/AC/Fireplace	\$40 + State Surcharge	\$75 + State Surcharge
Garage Heater	\$40 + State Surcharge	\$75 + State Surcharge
Roof Top Unit	N/A	\$150 + State Surcharge
Plumbing-New	\$120 + State Surcharge	Valuation (refer to Appendix B)
Plumbing-Remodel	\$80 + State Surcharge	Valuation (refer to Appendix B)
Water Heater Replacement	\$40 + State Surcharge	\$75 + State Surcharge
Water Softener	\$40 + State Surcharge	N/A
Contractor Registration	\$50 (exempt for State Licensed BC)	\$50
SAC Fee (Sewer Access Charge)	\$1,900 / New Home	\$1,900 / E.R.C.
WAC Fee (Water Access Charge)	\$1,400 / New Home	\$1,400 / E.R.C.
Re-Inspection Fee	\$70 per inspection	\$70 per inspection
E911 Addressing Fee	\$75	N/A
Certificate of Occupancy Inspection	N/A	\$75 per inspection
Demolition	\$50	Valuation (refer to Appendix B)
Planning & Zoning Dept	Residential	Commercial
Fence	\$50	\$50
Sign – Permanent	N/A	Valuation (refer to Appendix B) \$35 minimum
Sign – Temporary(portable)	N/A	\$35/3 months
Conditional Use Permit	\$350	\$500 + \$500 Escrow
Interim Use Permit	\$350	\$500 + \$500 Escrow
Variance Permit	\$350	\$500 + \$500 Escrow
Rezoning Permit	\$350	\$500
Administrative Subdivision (property split, consolidation, or boundary line adjustment)	\$100	\$100
Administrative Zoning Permit	\$35	\$35
Bee Keeping Permit	\$60 initially/\$20 annual renewal	N/A
Chicken/Duck Permit	\$60 initially/\$20 annual renewal	N/A
Food Truck Permit	N/A	\$300 annually + \$50 Parks or \$50 day
Preliminary Plat/Final Plat	\$500 + \$30 per lot + \$1,000 Escrow	\$600 + \$50 per lot + \$1,000 Escrow
Planned Unit Development (PUD)	\$350 + \$1,000 Escrow	\$500 + \$1,000 Escrow
Temporary Seasonal Sales	N/A	\$25/short term or \$150/long term
Zoning Compliance Letter	\$40	\$40
Zoning Text Amendment	\$250	\$400

1000 GENERAL PROVISIONS APPENDIX A: FEE SCHEDULE

EXHIBIT A

Planning & Zoning Dept (cont'd)	Residential		Commercial	
Park Dedication	\$500/single dwelling per buildable lot \$500/double or multi dwelling per unit		\$1,000 per acre or 5% of the fair market value of the subdivision as set forth by valuation fee schedule, whichever is greater.	
Public Right-of-Way Entranceway Sign	\$500		N/A	
Special Meeting	\$200		\$400	
Comprehensive Plan & Zoning Appeals	\$100		N/A	
Rental Housing	Annual Fee June 1 st – May 31 st			
Per Unit Annually	\$50 per unit			
1-5 Units Annually	\$50 per unit			
6-12 Units	\$45 per unit			
13+ Units	\$40 per unit			
Registration Late Fee (July 1-31) (August 1 st - property placarded as non-licensed rental)	Double the per unit fee			
Operating without a Designated Agent in 50-mile radius	\$100 per unit per month			
Operating without Valid Rental License	\$250 per unit per month			
Tenant Complaint based inspection	\$100 each complaint			
Engineering Dept	Residential		Commercial	
Sewer Tap Fee	\$40		\$70	
Excavation Fee	\$45		\$70	
Curb Cut	\$35		\$35	
Billboards	N/A		\$75	
Street Vacation	\$150		\$150	
Sanitary Sewer				
Consumption-Based Monthly Charge	2024	2025	2024	2025
	\$1.37 / 1,000 gal	\$1.34 / 1,000 gal	\$1.37 / 1,000 gal	\$1.34 / 1,000 gal
Fixed Monthly Sewer Charges	2024 Meter Size		2024 Fixed Monthly Customer Charge	
	¾"		\$6.55	
	1"		\$14.00	
	1½"		\$19.85	
	2"		\$36.25	
	3"		\$56.25	
	4"		\$105.00	
	6"		\$140.00	
	2025 Meter Size		2025 Fixed Monthly Customer Charge	
	¾"		\$7.05	
	1"		\$15.00	
	1½"		\$21.10	
Fixed Monthly Sewer Charges	2024 Meter Size		2024 Fixed Monthly Customer Charge	
	2"		\$37.50	
	3"		\$57.50	
	4"		\$105.00	
	6"		\$140.00	
Storm Sewer	2024	2025		
	\$4.60	\$5.30		

1000 GENERAL PROVISIONS APPENDIX A: FEE SCHEDULE

EXHIBIT A

Fire Dept	
Sprinkler System Installation	\$100 + \$1.00 per head up to 25 heads
Fire Sprinkler Testing Permit	\$225
Business Licensing	Annual Fees Unless Indicated Otherwise
Adult Establishment	\$3,000 + investigative fee
Filling Station & Bulk Plant	\$100 per dispensing location or per bulk plant
Pawnbroker	\$150
Peddler, Solicitor, or Transient Merchant	\$200
Secondhand Automobile	\$50 per lot
Secondhand Goods Dealer	\$500 Class A / \$300 Class B
Liquor/Tobacco	Annual Fees Unless Indicated Otherwise July 1 st – June 30 th
Brewery, Taproom	\$500 + initial investigative fee (if applicable)
Growler	\$300 (must be State licensed Brewery or Taproom)
Investigative Fee – New Applicants	\$100
Club On-Sale & Sunday Liquor	\$300 / 200 or less members + investigative fee + Sunday (if applicable) \$500 / 201 or more members + investigative fee + Sunday (if applicable)
Distillery – Cocktail Room	\$300 Off Sale Distillery Spirits + investigative fee + Sunday (if applicable) \$500 Cocktail Room + investigative fee + Sunday (if applicable)
Off-Sale Beer	\$25 + investigative fee (if applicable)
Off-Sale Liquor	\$200 + investigative fee (if applicable)
On-Sale Beer/Wine	\$200 Beer License \$200 Wine License + investigative fee + Sunday (if applicable)
On-Sale & Sunday Liquor	\$3,300 Class 1 Bar \$2,700 Class 2 Restaurant \$3,000 Class 3 Bowling Center/Hotel + investigative fee + Sunday (if applicable)
On-Sale Liquor – Sunday	\$150
Temporary On-Sale Beer	\$20 per day
Temporary On-Sale Liquor	\$135 per day
Tobacco	\$75
Transportation	Annual Fees Unless Indicated Otherwise
Garbage Hauler	\$50 per unit & \$25 per scooter
Taxicab	\$40 per unit
Junk Dealers	\$50
Vending Vehicles	\$75
Auto Salvage	\$25
Miscellaneous	Annual Fees Unless Indicated Otherwise
Dog License/Annual	\$20 \$15/spayed or neutered
Replacement of Dog Tag	\$2.50
Impound Fees for Dogs or Cats	\$25 + additional sum equal to the cost to the City for feeding/housing in a kennel
Kennel License	\$35
Assessment Search Fee	\$10
NSF (non-sufficient funds) Check Fee	\$20

1000 GENERAL PROVISIONS APPENDIX B: VALUATION FEE SCHEDULE

EXHIBIT B

COMMERCIAL BUILDING PERMIT (Includes multifamily dwellings)	
Total Valuation	Fee
\$1.00 to \$500.00	\$40.00
\$501.00 to \$2,000.00	\$40.00 for first \$500.00 plus \$3.25 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$88.75 for first \$2,000.00 plus \$14.75 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$428.00 for first \$25,000.00 plus \$10.75 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$696.75 for first \$50,000.00 plus \$7.50 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$1,071.75 for first \$100,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof, to and including \$500,000.00
\$500,001.00 to \$1,000,000.00	\$3,471.75 for first \$500,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00
\$1,000,000.00 and up	\$5,971.75 for first \$1,000,000.00 plus \$4.00 for each additional \$1,000.00 or fraction thereof

RESIDENTIAL BUILDING PERMIT	
Total Valuation	Fee
\$1.00 to \$500.00	\$30.00
\$501.00 to \$2,000.00	\$30.00 for first \$500.00 plus \$2.00 for each additional \$100.00 or fraction thereof, to and including \$2,000.00
\$2,001.00 to \$25,000.00	\$60.00 for first \$2,000.00 plus \$9.50 for each additional \$1,000.00 or fraction thereof, to and including \$25,000.00
\$25,001.00 to \$50,000.00	\$278.50 for first \$25,000.00 plus \$6.50 for each additional \$1,000.00 or fraction thereof, to and including \$50,000.00
\$50,001.00 to \$100,000.00	\$441.00 for first \$50,000.00 plus \$5.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.00
\$100,001.00 to \$500,000.00	\$691.00 for first \$100,000.00 plus \$4.50 for each additional \$1,000.00 or fraction thereof

EXHIBIT B

PLAN REVIEW FEES	
Plan Review	Fee
All Building Permits	65% of the building permit fee as calculated in Appendix B
Review Fees for Similar Plans	25% of the building permit fee as calculated in Appendix B

NOTICE OF HEARING

The City of Brainerd City Council will be conducting a public hearing to consider a proposed ordinance amendment to amend Sections 1010 Licensing Fees, 1015 Permit Procedures and Fees, 703 Sewer Availability Charge, 706 Water Availability Charge, 425 Rental Housing Code, 1100 Amusements, 1105 Public Wrestling, Boxing Matches, and Public Dances, 1130 Building and Related Trades, and 1000 General Provisions. The City of Brainerd currently lists fees in both ordinances and resolutions. The proposed ordinance amendment will create an appendix fee schedule to list fees in one location. In addition to a reorganization of fees, staff researched surrounding municipalities and their fee schedules to determine if Brainerd was overcharging or undercharging for license and permit fees. Staff has made recommendations in the proposed ordinance for fee adjustments based on the research performed. Such recommendations include increases to rental license fees, zoning process fees, fence permits, administrative zoning permits, and initial chicken permits.

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, December 4th, 2023, in the City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding the proposed ordinance. Any individual needing special accommodations please call (218) 828-2307.

Dated this 17th day of November 2023

Publication Date: November 22nd, 2023



James L. Kramvik
Community Development Director

1000 GENERAL PROVISIONS APPENDIX A: FEE SCHEDULE

Exhibit A

Building Dept	Residential	Commercial
Building Permit Fee	Valuation (refer to Appendix B)	Valuation (refer to Appendix B)
State Surcharge	.0005 x Valuation/ \$.50 minimum	Refer to Appendix B
Decks	Valuation (refer to Appendix B)	N/A
Accessory Structure	Valuation (refer to Appendix B)	Valuation (refer to Appendix B)
Re-Roofing per structure	\$70 + \$1 State Surcharge	Valuation (refer to Appendix B)
Re-Siding per structure	\$70 + \$1 State Surcharge	Valuation (refer to Appendix B)
Solar PV Panels	\$80 + \$1 State Surcharge	Valuation (refer to Appendix B)
Weatherization	Valuation (refer to Appendix B)	Valuation (refer to Appendix B)
Windows/Doors Replacement	Valuation (refer to Appendix B) \$80 + \$1 State Surcharge	Valuation (refer to Appendix B)
Manufactured (HUD) Installation	\$250 + \$1 State Surcharge	N/A
Modular/Manufactured Home Foundation	Valuation (refer to Appendix B)	N/A
Mechanical-New	\$120 + \$1 State Surcharge	Valuation (refer to Appendix B)
Mechanical-Remodel	\$120 + \$1 State Surcharge \$80 + \$1 State Surcharge	Valuation (refer to Appendix B)
Furnace/Boiler/AC/Fireplace	\$40 + \$1 State Surcharge	\$75 + \$1 State Surcharge
Garage Heater	\$40 + \$1 State Surcharge	\$75 + \$1 State Surcharge
Roof Top Unit	N/A	\$150 + \$1 State Surcharge
Plumbing-New	\$120 + \$1 State Surcharge	Valuation (refer to Appendix B)
Plumbing-Remodel	\$120 + \$1 State Surcharge \$80 + \$1 State Surcharge	Valuation (refer to Appendix B)
Water Heater Replacement	\$40 + \$1 State Surcharge	\$75 + \$1 State Surcharge
Water Softener	\$40 + \$1 State Surcharge	N/A
Contractor License Registration	\$50 (exempt for State Licensed BC)	\$50
SAC Fee (Sewer Access Charge)	\$1,900 / New Home	\$1,900 / E.R.C.
WAC Fee (Water Access Charge)	\$1,400 / New Home	\$1,400 / E.R.C.
Re-Inspection Fee	\$70 per inspection	\$70 per inspection
E911 Addressing Fee	\$75	N/A
Certificate of Occupancy Inspection	N/A	\$75 per inspection
Demolition	\$35 \$50	Valuation (refer to Appendix B)
Planning & Zoning Dept	Residential	Commercial
Fence	\$35 \$50	\$35 \$50
Sign – Permanent	N/A	Valuation (refer to Appendix B) \$35 minimum
Sign – Temporary(portable)	N/A	\$50/month \$35/3 months
Conditional Use Permit	\$250 \$350	\$400 \$500 + \$500 Escrow
Interim Use Permit	\$250 \$350	\$500 + \$500 Escrow
Variance Permit	\$250 \$350	\$400 \$500 + \$500 Escrow
Rezoning Permit	\$300 \$350	\$500
Administrative Subdivision (property split, consolidation, or boundary line adjustment)	\$100	\$100
Minor Subdivision	\$200 + \$30/lot	\$350 + \$50/lot
Administrative Zoning Permit	\$0 \$35	\$0 \$35
Bee Keeping Permit	\$40 \$60 initially/\$20 annual renewal	N/A
Chicken/Duck Permit	\$40 \$60 initially/\$20 annual renewal	N/A
Food Truck Permit	N/A	\$300 annually + \$50 Parks or \$50 day
Preliminary Plat/Final Plat	\$500 + \$30 per lot + \$1,000 Escrow	\$600 + \$50 per lot + \$1,000 Escrow
Planned Unit Development (PUD)	\$250 \$350 + \$1,000 Escrow	\$400 \$500 + \$1,000 Escrow

1000 GENERAL PROVISIONS APPENDIX A: FEE SCHEDULE

Exhibit A

Planning & Zoning Dept (cont'd)	Residential		Commercial	
Temporary Seasonal Sales	N/A		\$25/short term or \$150/long term	
Zoning Compliance Letter	\$40		\$40	
Zoning Text Amendment	\$250		\$400	
Park Dedication	\$500/single dwelling per buildable lot \$500/double or multi dwelling per unit		\$1,000 per acre or 5% of the fair market value of the subdivision as set forth by valuation fee schedule, whichever is greater.	
Public Right-of-Way Entranceway Sign	\$500		N/A	
Special Meeting	\$200		\$400	
Comprehensive Plan & Zoning Appeals	\$100		N/A	
Rental Housing	Annual Fee June 1 st – May 31 st			
Per Unit Annually	\$32 \$50			
1-5 Units Annually	\$50 per unit			
6-12 Units	\$45 per unit			
13+ Units	\$40 per unit			
Registration Late Fee (July 1-31) (August 1 st - property placarded as non-licensed rental)	\$25 per unit Double the per unit fee			
Operating without a Designated Agent in 50-mile radius	\$100 per unit per month			
Operating without Valid Rental License	\$250 per unit per month			
Tenant Complaint based inspection	\$100 each complaint			
Engineering Dept	Residential		Commercial	
Sewer Tap Fee	\$40		\$70	
Excavation Fee	\$45		\$70	
Curb Cut	\$35		\$35	
Billboards	N/A		\$75	
Street Vacation	\$150		\$150	
Septic Permit	\$35			
Sanitary Sewer				
Consumption-Based Monthly Charge	2024	2025	2024	2025
	\$1.37 / 1,000 gal	\$1.34 / 1,000 gal	\$1.37 / 1,000 gal	\$1.34 / 1,000 gal
Fixed Monthly Sewer Charges	2024 Meter Size		2024 Fixed Monthly Customer Charge	
	¾"		\$6.55	
	1"		\$14.00	
	1½"		\$19.85	
	2"		\$36.25	
	3"		\$56.25	
	4"		\$105.00	
	6"		\$140.00	
	2025 Meter Size		2025 Fixed Monthly Customer Charge	
	¾"		\$7.05	
	1"		\$15.00	
	1½"		\$21.10	
	2"		\$37.50	
	3"		\$57.50	

1000 GENERAL PROVISIONS APPENDIX A: FEE SCHEDULE

Exhibit A

Engineering Dept (cont'd)	Residential		Commercial
	4"		\$105.00
	6"		\$140.00
Storm Sewer	2024	2025	
	\$4.60	\$5.30	
Fire Dept			
Sprinkler System Installation	\$100 + \$1.00 per head up to 25 heads		
Fire Sprinkler Testing Permit	\$225		
Business Licensing	Annual Fees Unless Indicated Otherwise		
Adult Establishment	\$3,000 + investigative fee		
Filling Station & Bulk Plant	\$100 per dispensing location or per bulk plant		
Pawnbroker	\$150		
Peddler, Solicitor, or Transient Merchant	\$200		
Secondhand Automobile	\$50 per lot		
Secondhand Goods Dealer	\$500 Class A / \$300 Class B		
Liquor/Tobacco	Annual Fees Unless Indicated Otherwise July 1 st – June 30 th		
Brewery, Taproom	\$500 + initial investigative fee (if applicable)		
Growler	\$300 (must be State licensed Brewery or Taproom)		
Investigative Fee – New Applicants	\$100		
Club On-Sale & Sunday Liquor	\$300 / 200 or less members + investigative fee + Sunday (if applicable) \$500 / 201 or more members + investigative fee + Sunday (if applicable)		
Distillery – Cocktail Room	\$300 Off Sale Distillery Spirits + investigative fee + Sunday (if applicable) \$500 Cocktail Room + investigative fee + Sunday (if applicable)		
Off-Sale Beer	\$25 + investigative fee (if applicable)		
Off-Sale Liquor	\$200 + investigative fee (if applicable)		
On-Sale Beer/Wine	\$200 Beer License \$200 Wine License + investigative fee + Sunday (if applicable)		
On-Sale & Sunday Liquor	\$3,300 Class 1 Bar \$2,700 Class 2 Restaurant \$3,000 Class 3 Bowling Center/Hotel + investigative fee + Sunday (if applicable)		
On-Sale Liquor – Sunday	\$150		
Temporary On-Sale Beer	\$20 per day		
Temporary On-Sale Liquor	\$135 per day		
Tobacco	\$75		
Transportation	Annual Fees Unless Indicated Otherwise		
Garbage Hauler	\$50 per unit & \$25 per scooter		
Taxicab	\$40 per unit		
Junk Dealers	\$50		
Vending Vehicles	\$75		
Auto Salvage	\$25		

1000 GENERAL PROVISIONS APPENDIX A: FEE SCHEDULE

Exhibit A

Events/Entertainment	Annual Fees Unless Indicated Otherwise
Amusement Device	\$15 per device + \$15 per location
Music (Mechanical Amusement Devices)	\$15 per machine + \$15 per location
Boxing or Public Wrestling	\$25
Circus	\$25
Dance (Public)	\$20 per event or \$200 year
Roller Skating Rink	\$25
Theater	\$25
Miscellaneous	Annual Fees Unless Indicated Otherwise
Dog License/Annual	\$20 \$15/spayed or neutered
Replacement of Dog Tag	\$2.50
Impound Fees for Dogs or Cats	\$25 + additional sum equal to the cost to the City for feeding/housing in a kennel
Kennel License	\$35
Assessment Search Fee	\$10
NSF (non-sufficient funds) Check Fee	\$20

Red indicates changes or additions

November 15, 2023

Subject: Request to Reconsider Rental Registration Fee Increase

Dear Council Member's,

We are writing to express our concerns regarding the proposed increase in rental registration fees within our city. As a responsible and engaged member of our city, I understand the importance of adequate funding for essential services and infrastructure development. However, I believe that the proposed increase in rental registration fees may have unintended consequences that could negatively impact both landlords and tenants alike.

Firstly, an abrupt increase in rental registration fees could place an undue financial burden on landlords, especially those with smaller properties or those who are already struggling to maintain affordable housing options. Many landlords operate on thin profit margins, and an increase in fees may lead to an increase in rental prices, thereby affecting the affordability of housing for our residents.

Additionally, the proposed fee hike may discourage property owners from maintaining or investing in their rental properties. This could result in a decline in the overall quality of rental housing in our community, affecting the livability and attractiveness of our city. It is crucial to strike a balance between generating revenue for the city and ensuring that property owners are incentivized to provide safe and well-maintained housing for our residents.

Perhaps we could explore more gradual and phased approach to any fee increases. It would be beneficial to engage in a dialogue with landlords and other stakeholders to find solutions that are fair and sustainable for all parties involved.

In conclusion, we urge you to reconsider the proposed increase in rental registration fees. We believe that a more collaborative and thoughtful approach can help us achieve our shared goals of a vibrant and thriving city without placing undue financial strain on landlords and tenants.

Thank you for your time and consideration of this matter. We look forward to hearing about the decisions made by the City Council and appreciate your dedication to the well-being of our community.

Sincerely,

The Brainerd Rental Property Owner's and Manager's Group

Additional comments, concerns, and questions:

"I understand a bump but that is a large percentage at one time. They are not hurting the landlords as much as the tenants. My two cents :) " – City of Brainerd Rental Property Owner

City of Brainerd Rental Property Owner:

"I am sure the Handbook on the League of Minnesota Cities was consulted regarding licensing fees. But to review best practices, I cite from their handbook, chapter 10 on Licensing.

The shortcut version is:

1. Fee increases should be made by ordinance change, not by resolution Ch 10, p. 10
2. "Cities should not view municipal licensing as a significant source of revenue" Ch 10, p. 12
3. Fees should cover administrative costs: issuing license, inspection & other directly related cost for enforcement (excess is considered unauthorized taxation) Ch 10, p.12

I'll attach the chapter and highlight the sections that seem to have application to the current licensing matter.

I started to paste the supporting passages below, only to realize that attaching the document itself is more helpful. I left them, but they need not be included in any packet info, since they come from the Handbook itself."

From *Handbook for Minnesota Cities* from the League of Minnesota Cities, Chapter 10, page 10-13 on City Licensing:

Section A on Constitutionality and Reasonableness of Licensing Fees:

The terms and conditions set forth in licensing ordinances, like other regulatory ordinances, must be reasonable in their terms and conditions and cannot place unnecessary, unreasonable, or oppressive restrictions that conflict with the state or federal constitution. This represents a question of fact in every case.

From *Handbook for Minnesota Cities* from the League of Minnesota Cities, Chapter 10, page 22 on City Licensing:

Cities have an important interest in ensuring that rental housing does not endanger the health or safety of tenants and the community as a whole. Cities may adopt an ordinance requiring landlords to obtain licenses for rental properties. Some of the goals of a rental housing licensing program include:

- Addressing life, safety, general welfare, and health issues.
- Providing minimum standards for safe housing conditions related to safe living conditions such as cooking,

- heating, light, and ventilation. • Providing minimum standards for building maintenance.
- Preventing blight due to dilapidated or substandard rental housing stock.

Inspections of rental housing represent a common, but often controversial, condition for issuing or renewing rental licenses. If the owner or tenant refuses to consent to the inspection, then a city can pursue an administrative warrant based on reasonableness and a balancing of "the need to search against the invasion which the search entails." The Minnesota Supreme Court has found that, to obtain these warrants, a city need not prove individualized suspicion of a code violation where the warrant issued by a district court satisfies an ordinance containing reasonable standards. Cities should work closely with a city attorney to ensure the reasonableness of all components of a particular rental ordinance.

"I think keeping it at 32 is perfect that's just my
Opinion we are much smaller than a lot of places in the cities figured I'd mention thanks!
" – City of Brainerd Rental Property Owner

- If other cities fees were lower would we have lowered our fees? – City of Brainerd Rental Property Owner

- What is the city using these \$118k in funds for?– City of Brainerd Rental Property Owner

- penalize the bad landlords instead of all landlords. – City of Brainerd Rental Property Owner

- how will you calculate an owner that owns four 4 plexus or someone that has a 4 plex, 8 plex, six plex, etc.– City of Brainerd Rental Property Owner

Piper Property Managers, LLC

468 Tyrol Drive, Brainerd MN 56401

218.820.7769

piperpropertymgrs@gmail.com

December 14, 2023

RE: PUBLIC COMMENT ON PROPOSED ORDINANCE 1562 – REVISED FEE SCHEDULE

James Kramvik, Community Development Director
City of Brainerd
501 Laurel St
Brainerd, MN 56401

Director Kramvik,

Please accept the following comments regarding the Proposed Ordinance 1562 public hearing at the upcoming December 18, 2023 Brainerd City Council meeting.

I am a rental property owner in the City of Brainerd currently operating 3 licensed rental units within city limits. Rental license fees are among those to be revised under the proposed ordinance before Council.

I specifically oppose the proposed tiered fee structure for license fees on the basis that it disproportionately and without reasonable justification impacts those landlords who operate single-family residences and effectively subsidizes those landlords who operate multi-family housing units.

The tiered fees, as proposed, charge \$50 per unit for single-family residences, \$45 per unit for 6-12 unit multi-family residences, and \$40 per unit for >12 unit multi-family residences.

I recognize that permit fees rarely cover the cost to fully administer the corresponding program and that many operating costs (mainly personnel) have gone up considerably since the last fee increase occurred. A fee increase seems appropriate to continue to reimburse the city for staff time such as Jason Stockinger conducting rental housing inspections and outreach/education of landlords, and Stephanie Bestul answering phones, conducting data management, organizing mailings, and addressing rental housing issues at the front desk.

The tiered fee structure is not supported by practical realities of delivering the rental housing program. The same general tasks are associated with every permit application and approval:

- Applications are generated and mailed out.
- Completed applications are received and entered into database.
- Permits are reviewed and processed by staff.
- Properties may be inspected for compliance with rental ordinance and property maintenance code.

- Permit certificates are printed and mailed.

One might argue that inspection of multi-family housing units is more efficient because they are clustered and thus involve less staff time. However:

- City Hall is within a couple miles and a few minutes at most to any point within city limits making staff time and fleet costs negligible to get to rental properties for inspection.
- Interior inspection of rental housing includes the same checklist of items regardless of how many conjoined units are involved.
- Furthermore, exterior inspection is naturally more complete on detached or smaller attached housing units where a perimeter walk around can detect maintenance issues and defects in need of attention.
 - A similar walk around a multi-story, multi-family housing structure will not reveal the true condition of siding, roofing, exterior balconies/decks, etc. .
 - Council would likely agree that having staff climbing ladders to inspect multi-story buildings is not a preferred strategy, therefore, by nature inspection time for larger multi-family housing units takes less time but is also inherently less thorough.

The inequitable effect of the fee structure on single-family rental units is clear in this example:

A landlord who owns 13 single-family or small multi-plex rental housing units in combination under the proposed fee structure of \$50 per unit pays \$650 in accumulated fees.

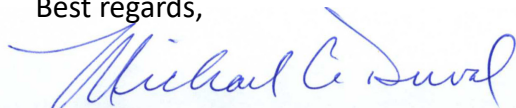
A landlord who owns a 6 unit and a 7 unit (13 units total) multi-family rental property under the proposed fee structure of \$45 per unit pays \$585, or effectively gets **1.3 units licensed for free** if they were single-family rental homes and with no demonstrated difference in administrative costs.

A landlord who owns a 13 unit multi-family rental property under the proposed fee structure of \$40 per unit pays \$520, or effectively gets **2.6 units licensed for free** if they were single-family rental homes and, again, with no demonstrated difference in administrative costs.

I recommend that Council **approve a flat fee rate for rental licenses** similar to the current fee structure and that used by a number of peer municipalities surveyed by your staff. **This approach is fair and reasonable** unless Council chooses to use a fee structure based on actual costs, which in my opinion, would make the current proposed fees the bargain that they are.

Thank you for your consideration of these comments.

Best regards,



Michael Duval
Owner/Manager



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Adopt Resolution Calling a Public Hearing On a Property Tax Abatement for Certain Property in the City of Brainerd

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: James Kramvik, Community Development Director, Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: James Kramvik, Community Development Director, Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

The City received an application for public financing for tax abatement from the Foundation for Health Care Continuums for the Country Manor senior living facility comprised of 92 apartments and 18 memory care units, a childcare facility for 8 infants, 14 toddlers, 40 preschoolers and 30 school aged children, and for rehabilitation services for residents and the public.

Country Manor has submitted the required land use applications to complete the planning and zoning processes, submitted the building plans to the State of Minnesota for plan review, and is working with BPU and the Public Works Department to finalize the development agreement. Country Manor is ready to initiate the statutory process for tax abatement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: See Memo

RECOMMENDED ACTION/MOTION: Approve resolution calling for a public hearing on a property tax abatement for certain property in the City of Brainerd, Minnesota.

FINANCIAL IMPACT:

Memo - Draft

To: Connie Hillman, James Kramvik, City of Brainerd

From: Mikaela Huot, Director, BTMA

CC: Sofia Lykke, Kennedy & Graven

Date: December 14, 2023

Subject: Updated Revenue Projections for Country Manor Tax Abatement Project and Request for Public Assistance

Background

The City of Brainerd received an application for financial assistance through tax abatement from Foundation for Health Care Continuums (the “developer”) related to the proposed construction of a 112-unit senior living campus with attached childcare facility. The developer has requested tax abatement assistance to offset a portion of the extraordinary costs associated with construction of the project. The request to the City in the application is for \$853,158 over 15 years based on the City’s share of taxes. The developer had initially proposed the project with \$1.75M of tax abatement assistance over 15 years in January of 2022. The City and Baker Tilly reviewed the request for assistance and prepared preliminary tax abatement projections. The request for tax abatement assistance had been reviewed by the EDA in February 2022 and a recommendation was made to City Council to consider providing up to 45% of projected City share of annual tax abatement revenues over a 10 year period. Following the initial review and recommendation, the anticipated structure of the tax abatement assistance is anticipated to be based on similar terms. The purpose of this memo is to provide a summary of the updated projected tax abatement revenues generated by the City based on the materials submitted in the application with an outline of the assumptions used to prepare the estimates provided below.

Tax Abatement Analysis

The following assumptions were used to estimate the amount of projected tax abatement revenues based on the City’s share only:

- Total project area (3 parcels)
 - Parcel ID: 41330745
 - Parcel ID: 41330755
 - Parcel ID: 41330744
- Total estimated base value of \$113,000
- Estimated total taxable value upon completion
 - \$21,224,132 residential rental
 - \$703,868 commercial-industrial (Daycare)
- Maximum term of tax abatement
 - Up to 20 years with one or two participating taxing entities
 - Up to 15 years with all three taxing entities
- Anticipated term of tax abatement based on initial review
 - Up to 10 years with 45% pledged

- Construction commences in 2024 and completes in 2025
 - 100% assessed in January of 2026 for taxes payable in 2027
- Tax rates, class rates and future market values remain constant
 - Tax rates
 - City share: 58.664%
 - Class rates
 - 1.25% residential rental senior units
 - 1.5% first \$150,000 value and 2% value above \$150,000 for commercial-industrial (daycare)
 - 0% annual market value inflator

Tax Abatement Estimates

Based on the assumptions outlined above, the projected tax abatement revenues that could be generated from the City's share of property taxes of the project only are shown in the chart below.

Tax Abatement Revenue Projections	
Total Estimated Taxable Value	\$21,928,000
Total estimated annual abatement City share (year 1)	\$162,626
Estimated total net revenues for 10 years @ 45%	\$731,818
Abatement request	\$853,158

The developer has requested financial assistance of \$853,158 over 15 years. Based on the project assumptions, we are projecting that the recommended 10 years of assistance assuming 45% City participation of the new property tax abatement revenues from the project would not be sufficient to meet the request. This is also assuming no participation from the School District or County. We are unsure if the applicant intends to request participation from the School District and County, which, subject to participation, may result in a reduction in the annual and/or total projected abatement amounts for the City.

There is a statutory limit on the total amount of property taxes that may be abated by a political subdivision. The City's annual property tax abatement may not exceed (1) ten percent of the net tax capacity of the political subdivision for the taxes payable year to which the abatement applies, or (2) \$200,000, whichever is greater. We estimate the total City share of tax abatement from this project to be approximately \$73,000 (assuming 45%). We recommend consideration for both existing abatements and potential future abatements as it relates to the City's maximum participation level on an ongoing basis. The abatement under consideration would account for approximately 6.5% of the total capacity. The City's 2023 adjusted taxable net tax capacity is \$11,083,664 allowing for the City's total tax abatement capacity of approximately \$1,108,366.

Thank you for the opportunity to be of assistance to the City of Brainerd. Please contact me at 651-223-3036 or mikaela.huot@bakertilly.com with any questions or to discuss.

Projected Tax Abatement Report

City of Brainerd, Minnesota

Proposed Tax Abatement Assistance

Country Manor Abatement

Draft Abatement Revenues: \$21.9M new taxable value

Annual Period Ending	Total Market Value ⁽¹⁾	Total Net Tax Capacity ⁽²⁾	Less: Non- Abated Net Tax Capacity ⁽³⁾	Retained Captured Net Tax Capacity	Times: Tax Capacity Rate ⁽⁴⁾	Estimated Annual Property Taxes	Maximum Tax Abatement City * 58.66%	Maximum Tax Abatement County * 0.00%	Maximum Tax Abatement School *	Estimated Project Abatement
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)
12/31/25										
12/31/26	0	0	0	0	58.664%	0	0	0	0	0
12/31/27	21,928,000	278,629	1,413	277,217	58.664%	162,626	45% 73,182	0% 0	0% 0	73,182
12/31/28	21,928,000	278,629	1,413	277,217	58.664%	162,626	45% 73,182	0% 0	0% 0	73,182
12/31/29	21,928,000	278,629	1,413	277,217	58.664%	162,626	45% 73,182	0% 0	0% 0	73,182
12/31/30	21,928,000	278,629	1,413	277,217	58.664%	162,626	45% 73,182	0% 0	0% 0	73,182
12/31/31	21,928,000	278,629	1,413	277,217	58.664%	162,626	45% 73,182	0% 0	0% 0	73,182
12/31/32	21,928,000	278,629	1,413	277,217	58.664%	162,626	45% 73,182	0% 0	0% 0	73,182
12/31/33	21,928,000	278,629	1,413	277,217	58.664%	162,626	45% 73,182	0% 0	0% 0	73,182
12/31/34	21,928,000	278,629	1,413	277,217	58.664%	162,626	45% 73,182	0% 0	0% 0	73,182
12/31/35	21,928,000	278,629	1,413	277,217	58.664%	162,626	45% 73,182	0% 0	0% 0	73,182
12/31/36	21,928,000	278,629	1,413	277,217	58.664%	162,626	45% 73,182	0% 0	0% 0	73,182
						\$1,626,260	\$731,818	\$0	\$0	\$731,818

⁽¹⁾ Total estimated market value based on preliminary value estimate following review by County Assessor

very preliminary and subject to further review. Includes 0% annual market value inflator

⁽²⁾ Total net tax capacity based on residential rental class rate of 1.25% and commercial-industrial class rate of 1.5% first \$150,000 value and 2% value above \$150,000

⁽³⁾ Original net tax capacity based on existing land value

⁽⁴⁾ Local tax capacity rate for the City of Brainerd for taxes payable 2023

* subject to individual Board approvals. Maximum 20 year term requires denial of participation from other taxing entity (or 90 days passing from original request)

RESOLUTION
XX:23

**RESOLUTION CALLING A PUBLIC HEARING ON A PROPERTY TAX
ABATEMENT FOR CERTAIN PROPERTY IN THE CITY OF
BRainerd, MINNESOTA**

WHEREAS, The Foundation For Health Care Continuums, a Tennessee nonprofit corporation, or an affiliate thereof or entity related thereto (the "Developer"), owns certain property (the "Property") located in the City of Brainerd, Minnesota (the "City") and proposes to construct and equip thereon a mixed-use development consisting of an approximately 112-unit senior living campus and attached daycare facility (the "Project"); and

WHEREAS, the City is considering granting a property tax abatement of all or a portion of the City's share of property taxes generated by improvements on the Property in a maximum amount of \$853,158 in order to facilitate the Project (the "Abatement"), all pursuant to Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the "Abatement Act"); and

WHEREAS, before the City may grant the Abatement under the Abatement Act, the City must conduct a duly noticed public hearing thereon; and

NOW, THEREFORE, BE IT RESOLVED by the City Council (the "City Council") of the City of Brainerd, Minnesota that:

1. The Interim City Administrator is authorized and directed to publish a notice in a newspaper of general circulation in the City setting a public hearing before the City Council on Tuesday, January 16, 2024, at or after 7:30 p.m. at City Hall on the Abatement. The notice, attached as EXHIBIT A, shall be published in the newspaper at least once more than ten (10) but not more than thirty (30) days prior to the public hearing, and shall be in substantially the form attached hereto.

2. The Interim City Administrator is authorized and directed to take all other actions necessary to bring the Abatement before the City Council at the time of the public hearing.

Adopted this ____ day of December 2023

KELLY BEVANS
President of the Council

Approved this ____ day of December 2023

BADEAUX DAVE
Mayor

ATTEST: _____
PATRICK WUSSOW
Interim City Administrator

EXHIBIT A

NOTICE OF PUBLIC HEARING

TAX ABATEMENT CITY OF BRAINERD, MINNESOTA

NOTICE IS HEREBY GIVEN that the City Council (the "City Council") of the City of Brainerd, Minnesota (the "City") will meet at or after 7:30 p.m. on Tuesday, January 16, 2024, in the City Council Chambers of City Hall, located at 501 Laurel Street in the City, to conduct a public hearing to consider granting a property tax abatement under Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the "Abatement Act"), for all or a portion of the City's share of property taxes for certain property located in the City (the "Property") to be developed by The Foundation For Health Care Continuums, a Tennessee nonprofit corporation, or an affiliate thereof or entity related thereto (the "Developer"). The Developer owns the Property and proposes to construct and equip thereon a mixed-use development consisting of an approximately 112-unit senior living campus and attached daycare facility (the "Project").

The Property consists of an approximately 54-acre site in the City, including the land described as property identification numbers 41.330.745, 41.330.755, and 41.330.744. Following the public hearing, the City Council will consider a resolution granting an abatement of all or a portion of the City's share of property taxes on the Property for a period of up to ten (10) years. The City estimates that the total amount of the abatements over 10 years will be approximately \$853,158.

At the time and place fixed for the public hearing, the City Council will give all persons who appear at the hearing an opportunity to express their views with respect to the Project and the proposed abatements. In addition, interested persons may direct any questions or file written comments regarding the Project and the proposed abatements with the Interim City Administrator at or prior to said public hearing.

Dated: January 3, 2024

BY ORDER OF THE CITY COUNCIL OF THE
CITY OF BRAINERD, MINNESOTA

/s/ Patrick Wussow
Interim City Administrator
City of Brainerd, Minnesota



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Adopt Resolution - Approving Plans and Specifications, Authorizing Advertisement for Bids, and Call for Public Hearing - Improvement 22-08 - South Brainerd Reconstruction Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Jessie Dehn, Public Works Director **DEPARTMENT:** Public Works

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 10 Minutes

SUMMARY OF ISSUE: Attached to this request is a resolution that approves the plans and specifications and authorizes advertisement for bids for Improvement 22-08 - South Brainerd Reconstruction. Meeting notices for the December 18th meeting were published in the paper but were not mailed to property owners in enough time ahead of the meeting. Thus, staff is also recommending to call for a public hearing on the improvement at the January 16th Council meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Improvement 22-08 is a reconstruction project in South Brainerd on South 7th Street, Rosewood Street, Sycamore Street, Tamarac Street, Vine Street, Todd Street, Paul Street, Paul Circle, South 8th Street, and Madison Street. Staff is available to answer any questions the Council may have about the project.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution approving plans and specifications, and ordering advertisement for bids to be opened on January 10, 2024 at 10:00 a.m., and setting the public hearing for Improvement 22-08 on January 16th, 2024 at 7:30 p.m.

FINANCIAL IMPACT: N/A

Mayor Badeaux
and Brainerd City Council Members

RE: City Improvement 22-08 – South Brainerd Reconstruction Project

South 7th Street – Tamarac Street to Pine Street
Tamarac Street – S 6th Street to S 7th Street
Sycamore Street – S 6th Street to S 7th Street
Rosewood Street – S 6th Street to S 7th Street
Vine Street – S 6th Street to S 7th Street
Todd Street – S 7th Street to Dead End
Paul Street – S 6th Street to S 8th Street
Paul Circle – S 8th to Cul-de-Sac
S 7th Street – Wright Street to Paul Street
S 8th Street – Wright Street to Paul Street
Madison Street – East Frontage Road (S 6th Street) to S 7th Street
S 7th Street – Madison Street to Wright Street

Dear Mayor Badeaux and City Council Members,

We are pleased to present this report for improvements as listed above. Generally, the improvements consist of approximately 18 blocks of full reconstruction of street surfaces, storm sewer replacement, sanitary sewer replacement, watermain replacement and upgrades, removal of existing concrete and bituminous surfacing, curb and gutter replacements, sidewalk and pedestrian ramp upgrades, restoration, and other miscellaneous incidental items.

Project Description and Existing Conditions

This project is a large-scale reconstruction project located in south Brainerd on streets that have fallen into general disrepair and have conditions that may not be acceptable for public use. There are also sanitary sewers along with watermains that have fallen into disrepair that need replacement. When streets and utilities come to this point, the

City has an obligation to repair or make repairs to these streets to make them safe and passable for the travelling public, along with ensuring the streets have proper drainage systems installed.

The City utilizes a pavement management system which scores pavement and curb conditions based on current deficiencies within the pavements. The equation utilizes measurements of different cracking, potholing, and other surface and subgrade deficiencies that lead to a street falling into dis-repair or an unacceptable condition. The score is from 0-4, zero means the road is completely impassable and a 4 means that a street is brand new or newly constructed. Below is a list of the streets planned for work this summer and their respective pavement and curb scores based on 2021 data. This data also has the last year a resurfacing was completed. Please note the scores read pavement score/curb score:

Street	Pavement and Curb Scores
South 7th Street (Tamarac to Rosewood)	Pavement 1.66/4.00, Curb 0.5/4.00 – Last Resurfaced in 1974 – Originally Constructed in 1951
South 7th Street (Rosewood to Pine)	Pavement 1.66/4.00, Curb 0.5/4.00 – Last Resurfaced in 1974 – Originally Constructed in 1924
Tamarac Street	Pavement 1.89/4.00, Curb 2.00/4.00 – Last Resurfaced in 1977 – Originally Constructed in 1967.
Sycamore Street	Pavement 1.76/4.00, Curb 2.50/4.00 – Last Resurfaced in 1968 – Originally Constructed in 1959.
Rosewood Street	Pavement 2.06/4.00, Curb 3.00/4.00 – Last Resurfaced in 1970, Originally Constructed in 1970
Vine Street	Pavement 3.52/4.00, Curb 3.00/4.00 – Last Resurfaced in 1998, Originally Constructed in 1970
Todd Street	Pavement 1.85/4.00, Curb 1.50/4.00 – Last Resurfaced in 1968, Originally Constructed in 1959
Paul Street	Pavement 2.00/4.00, Curb 3.00/4.00 – Last Resurfaced in 1980, Originally Constructed in 1969
Paul Circle	Pavement 1.95/4.00, Curb 3.00/4.00 – Last Resurfaced in 1987, Originally constructed in 1980
South 7th Street (Wright to Paul)	Pavement 1.98/4.00, Curb 2.50/4.00 – Last Resurfaced in 1980, Originally Constructed in 1970
South 8th Street	Pavement 2.39/4.00, Curb 3.00/4.00 – Last Resurfaced in 1987, Originally Constructed in 1969
Madison Street	Pavement 2.65/4.00, Curb 2.00/4.00 – Last Resurfaced in 1986, Originally Constructed in 1974
South 7th Street (Madison to Wright)	Pavement 2.65/4.00, Curb 2.00/4.00 – Last Resurfaced in 1980, Originally Constructed in 1970

During pavement evaluation processes, we look at specific types of pavement deficiencies to score the pavements and enter equations. We typically look at a localized 100-foot segment for scoring pavements that is most representative of the street. This does not mean that other areas of the street may be in worse or better condition during scoring. Staff looks at the entire street when identifying project limits and does not focus solely on scores.

There are also other needs when considering project limits such as underlying utility needs and needs for sidewalk inclusion that staff looks at when evaluating project termini.

All the streets listed above are at or have exceeded their planned life expectancy. All streets are seeing weathered surfaces, transverse and longitudinal cracking, alligator cracking, potholing, and other distresses that indicate the pavement needs reconstruction. Curb and gutter condition is deteriorating in locations. Underlying watermain needs were also taken into consideration with the help of Brainerd Public Utilities in identifying project limits based on location of watermains under the street surface. Storm sewers within the project limits have also deteriorated and have lost functionality with localized flooding during events occurring in areas, according to the city's H & H Report.

All the streets proposed for reconstruction are functionally classified as local streets. The future use and designation of these streets is not proposed or anticipated to change in future years and serve as local streets that bring traffic to collector or arterial streets through South Brainerd.

With the exceptions of the Madison Street and South 7th Street (Madison to Wright) segments, which generally sees higher amounts of traffic due to businesses and higher density residential properties in the area, all street segments generate local residential traffic. Higher traffic generation are due to businesses such as the Good Samaritan Society – Bethany Care Center and Brainerd South Apartments.

Proposed Project and Work Types

The intent of this section of the report is to give a broad overview of construction types for the project along with outlining the feasibility of the project.

Street reconstruction of this nature is highly intrusive. The underlying utility needs and current surface and curb and gutter ratings are driving most of the improvements.

Right-of-Way – The project is not anticipated to need any right-of-way acquisition. Most of the current rights-of-way on the project are 80-feet or more in width, in which allows the full reconstruction of the street, replacement of old utilities, concrete sidewalk replacement, and restoration without the need for additional temporary easements or permanent right-of-way.

Removals – Some of the streets in the project area have underlying concrete surfacing under them. This was the preferred construction when the roadways were originally constructed. This is being proposed to all be removed to

access underlying utilities. All curb and gutter are proposed for removal in the project limits, as all was part of the original construction. Sidewalks, driveways, alley crossings, and other pavements outside of the street are all being proposed for removal with the project, as street grades and utility re-alignments, along with the condition of these elements, make it necessary.

Proposed Typical Sections – The city is proposing to use its standard typical section. That is a 35-foot-wide street (32' bituminous surface with 3-feet of curb and gutter drivable surface). This section allows for two lanes of traffic (10 ½-feet wide) and two parking lanes (7-feet wide). The city is proposing its 7-ton residential design standard. With an assumed subgrade R-Value of 70, this equates to a typical section depth of 4 inches of aggregate base and 2 inches of bituminous asphalt.

Utilities – Full replacement and additions of existing watermain infrastructure within the project limits are proposed. Storm sewer main along with sanitary sewer main and service connections will be redone in northern limits of the proposed project. Sanitary castings are proposed to be replaced in all project areas. Water services to residences and businesses are proposed to be replaced with the project where watermain is being added or replaced.

Restoration – Boulevards will be restored with black dirt and seed in any disturbed area. Boulevard trees removed with construction will be replaced on a 1:1 basis. Existing landscaping, retaining walls, and other elements placed by property owners will be individually addressed with the project by city staff and the property owner. Sprinklers will need to be removed by the resident or business prior to construction and replaced once restoration has occurred.

Environmental Considerations and Erosion Control – Standard erosion control BMP's will be placed during construction. Storm sewer will be offline for most of the project, and the contractor will be responsible to ensure the sites are accessible to both vehicles and pedestrians throughout construction. Impervious surface areas are likely to remain equal to current impervious areas with the project construction. No protected or endangered species are anticipated to be affected by the proposed construction.

Project Estimated Costs

Below is a breakdown of estimated project costs for the project. Cost breakdowns of each specific roadway will be made available upon request. The totals outlined below reflect an estimated cost with 10% engineering costs included. The costs reflected in bids from contractors may vary from these costs based on workload, project site conditions, or other factors out of the city's control. The costs are based on historical values for each item of work and vary due to market conditions. Costs are broken down to roadway (street, curb and gutter, restoration, etc.),

storm sewer, sanitary sewer, watermain, assessable (based on a residential roadway design), and staff took the liberty to break out sub-cut costs and sidewalk costs to give an idea of the cost of those additional items that are necessary for the street construction:

North Brainerd Reconstruction Project	
Roadway	\$2,168,471
Storm Sewer	\$391,688
Sanitary Sewer	\$551,704
BPU (Watermain)	\$1,412,798
Sidewalk	\$223,082
Assessable Costs (not included in total)	\$1,025,990
Total Construction and Engineering	\$4,747,743

The intended uses of these streets and this infrastructure is not anticipated to change over the life of these improvements. Feasibility analysis is completed during the survey, preliminary design, public meetings, and final design of the proposed improvements. Through this analysis, city staff have completed most of the plans and specifications that are explained and contained in this report. The streets proposed for reconstruction have exceeded their life expectancy. The City has an obligation to maintain these traffic corridors for pedestrians and vehicles. Underlying utilities proposed for replacement are undersized and in critical need of replacement. No right of way or expansion of existing streets is proposed, and environmental considerations have been addressed through design. The proposed project is feasible, cost effective, and necessary due to the elements outlined in this report and submitted to the Council as necessary according to Minnesota Statute 429.

Respectfully Submitted,



Jessie Dehn, P.E.

City Engineer/ Public Works Director

City of Brainerd

CITY OF BRAINERD, MINNESOTA
DEPARTMENT OF ENGINEERING
CONSTRUCTION PLANS FOR:
IMPROVEMENT PROJECT 22-08
SOUTH BRAINERD RECONSTRUCTION

GRADING, AGGREGATE BASE, BITUMINOUS SURFACING,
SANITARY SEWER, STORM SEWER, WATERMAIN, CONCRETE
CURB & GUTTER, SIDEWALK AND ADA IMPROVEMENTS.

PROJECT LOCATION AREAS FOR 22-08

- 1: S. 7TH ST. - (From Tamarac St. to Pine St. / STA: 10+00.00 - 26+38.58)
2: TAMARAC ST. - (From S. 6th St. to S. 7th St. / STA: 10+00.00 - 14+61.09)
3: SYCAMORE ST. - (From S. 6TH St. to S. 7th St. / STA: 10+00.00 - 14+61.09)
4: ROSEWOOD ST. - (From S. 6th St. to S. 7th St. / STA: 10+00.00 - 14+61.09)
5: VINE ST. - (From S. 6th St. to S. 7th St. / STA: 9+50.00 - 14+50.00)
6: TODD ST. - (From S. 7th St. east 1100.00' to end of Todd St. / STA: 10+00.00 - 21+00.00)
7: PAUL ST. - (From S. 6th St. to S. 8th St. / STA: 9+50.00 - 16+00.06)
8: PAUL CIRCLE - (From S. 8th St. east 350.06' to end of cul-de-sac / STA: 9+50.00 - 13+00.06)
9: S. 7TH ST. - (From Wright St. to Paul St. / STA: 9+50.00 - 16+25.00)
10: S. 8TH ST. - (From Wright St. to Paul St. / STA: 9+50.00 - 16+25.00)
11: MADISON ST. - (From East Frontage Road to S. 7th St. / STA: 10+0.00 - 14+00.00)
12: S. 7TH ST. - (From Madison St. to Wright St. / STA: 9+50.00 to 22+00.01)

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2-8	ESTIMATED QUANTITIES
9-12	TYPICAL SECTIONS
13-18	PEDESTRIAN CURB RAMP DETAILS
19-22	DRIVEWAY AND SIDEWALK DETAILS
23-25	STANDARD DETAILS
26-27	TEMPORARY SEDIMENT CONTROL DETAILS
28-30	SWPPP
31-46	EROSION CONTROL
47-49	TRAFFIC CONTROL
50-65	PLAN AND REMOVAL
66-80	PLAN AND PROFILE
81-85	SANITARY SEWER
86-97	WATERMAIN
98-104	STORM SEWER
105-107	STORM SEWER SCHEDULE

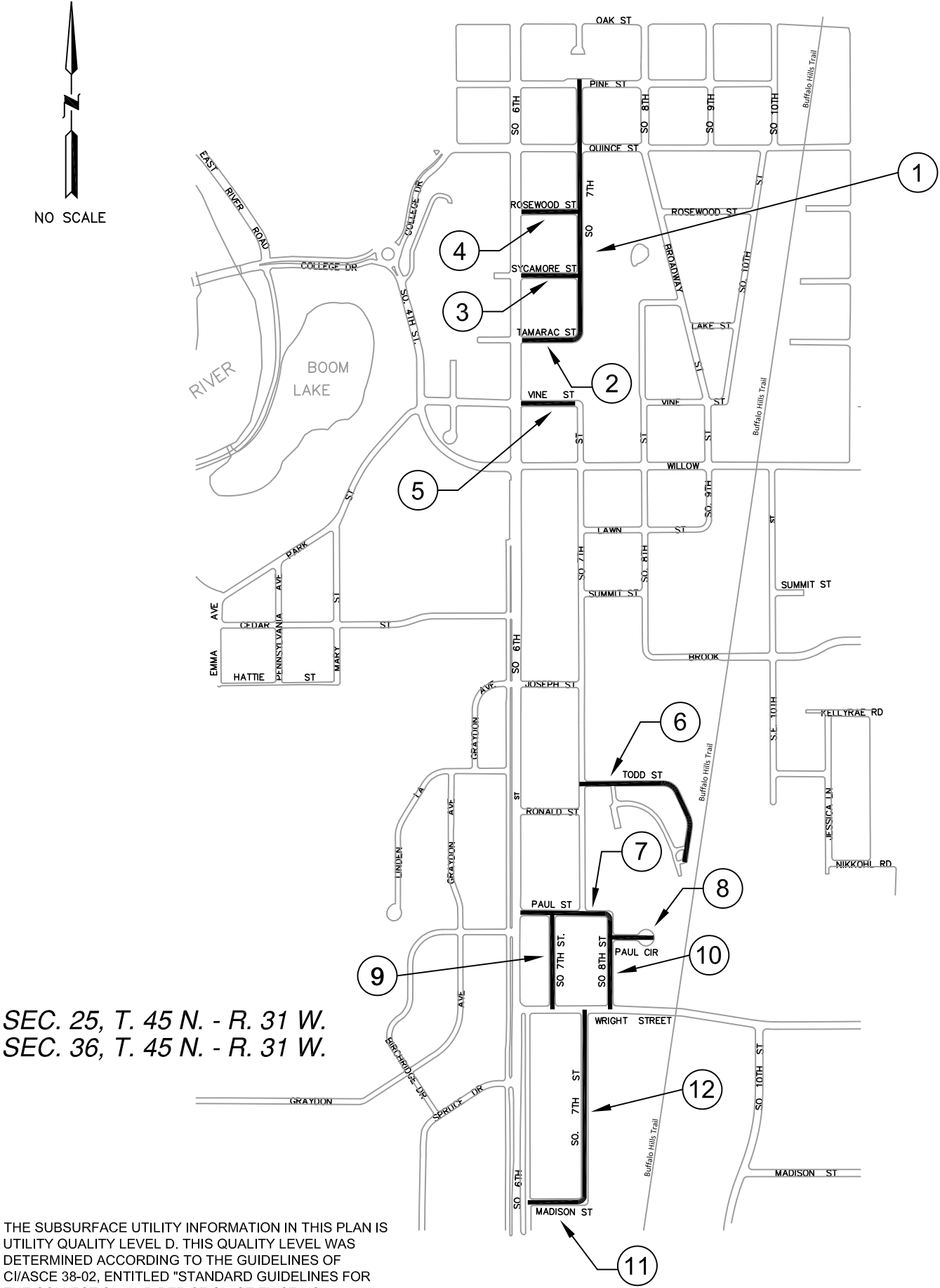
GOVERNING SPECIFICATIONS

THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
"STANDARD SPECIFICATIONS FOR CONSTRUCTION" AND THE 2013 EDITION OF THE
CITY ENGINEERS ASSOCIATION OF MINNESOTA "STANDARD UTILITIES
SPECIFICATIONS" SHALL GOVERN.

ALL APPLICABLE FEDERAL, STATE AND LOCAL LAWS AND ORDINANCES WILL BE
COMPLIED WITH IN THE CONSTRUCTION OF THIS PROJECT

I hereby certify that this plan, specification, or report was
prepared by me or under my direct supervision and that I
am a duly licensed professional engineer under the laws of the
state of Minnesota.

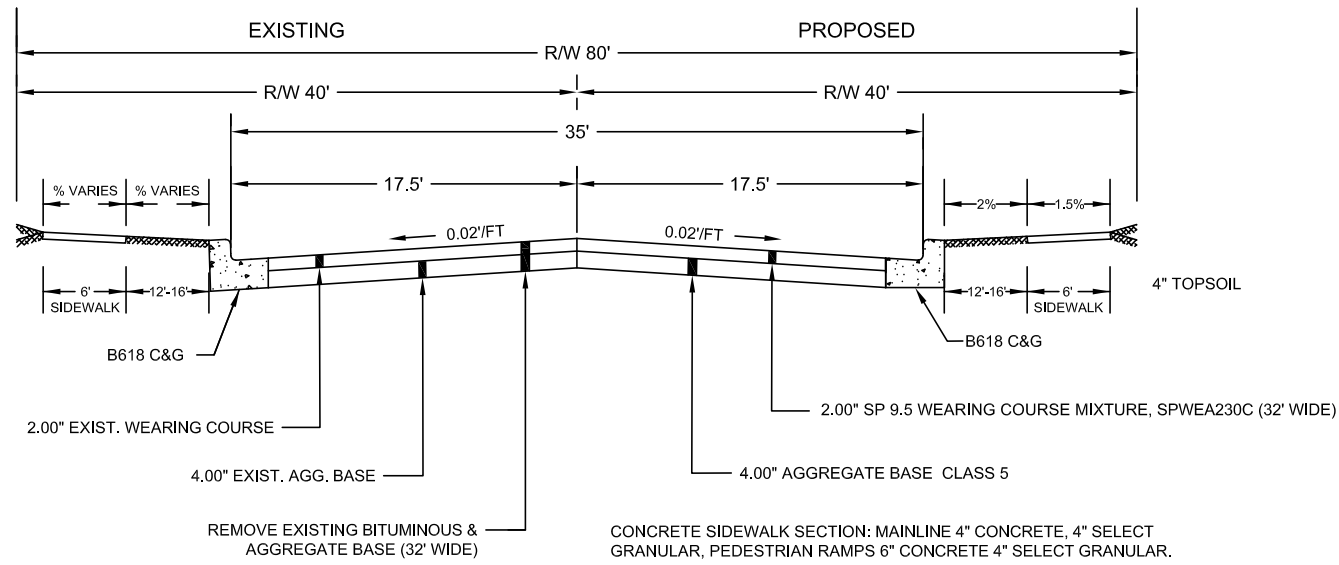
Jessie Dehn
JESSIE DEHN, P.E.
Date 11/17/23
License No. 57747



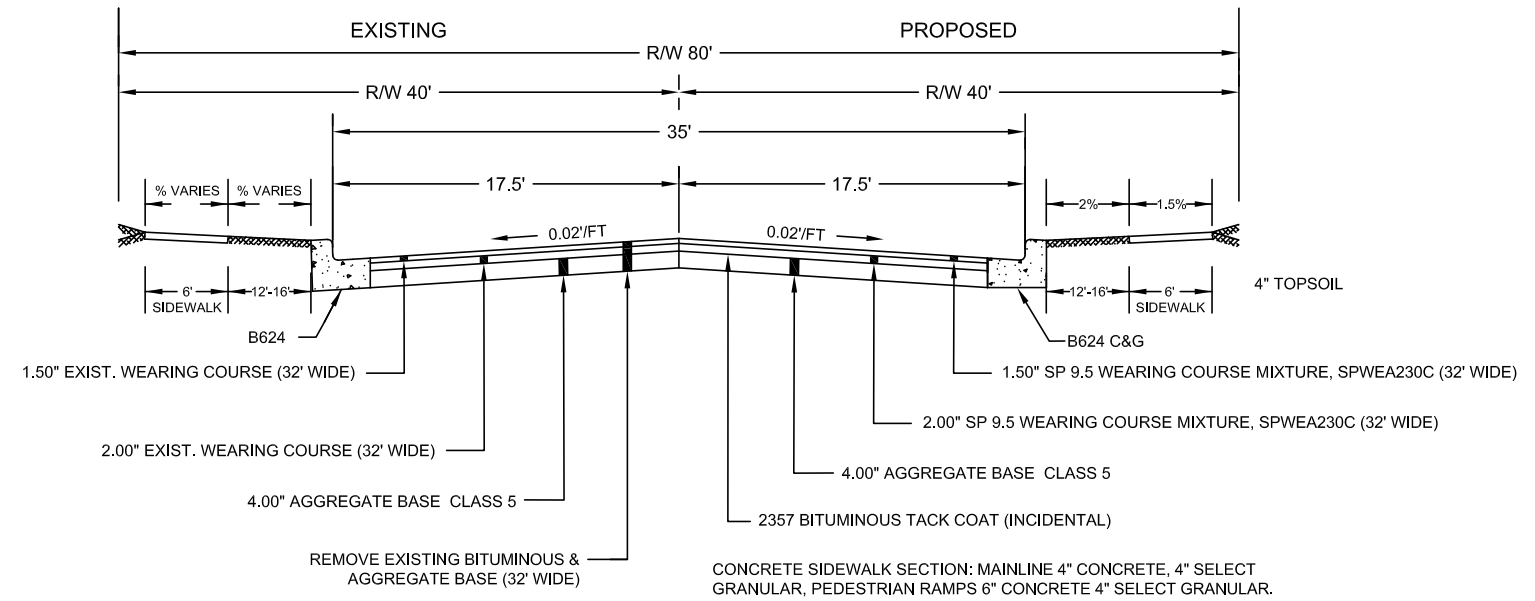
THE SUBSURFACE UTILITY INFORMATION IN THIS PLAN IS
UTILITY QUALITY LEVEL D. THIS QUALITY LEVEL WAS
DETERMINED ACCORDING TO THE GUIDELINES OF
C/ASCE 38-02, ENTITLED "STANDARD GUIDELINES FOR
THE COLLECTION AND DEPICTION OF EXISTING
SUBSURFACE UTILITY DATA.

7TH ST. TAMARAC ST. TO PINE ST. AND TAMARAC ST.

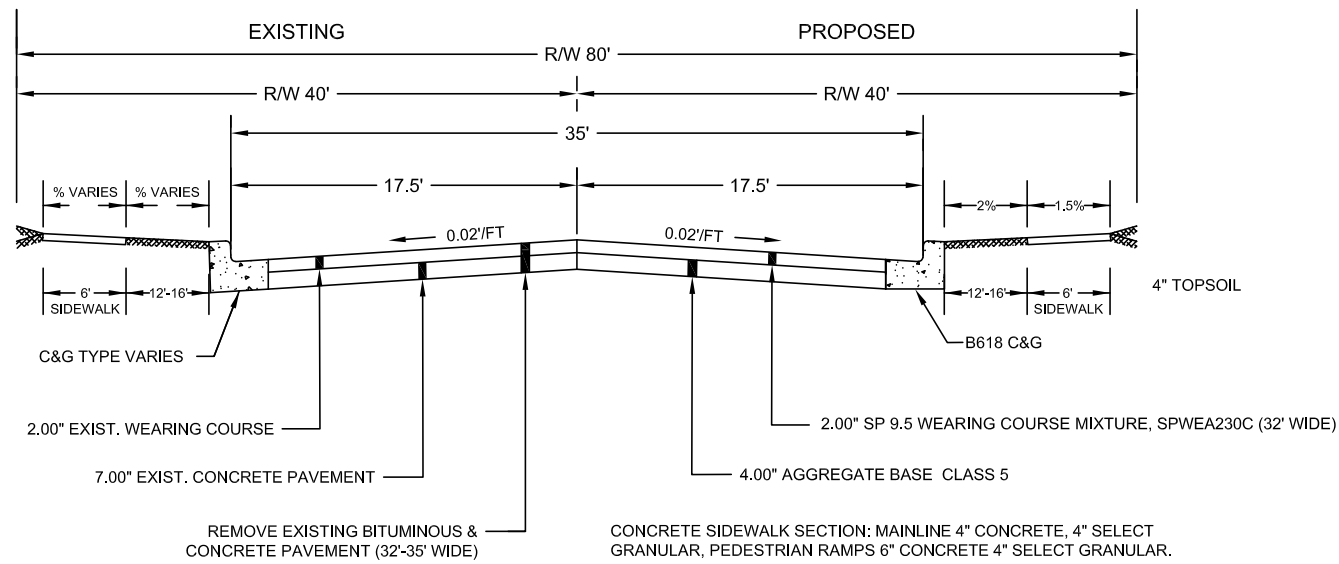
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STA. 10+38 - 26+09



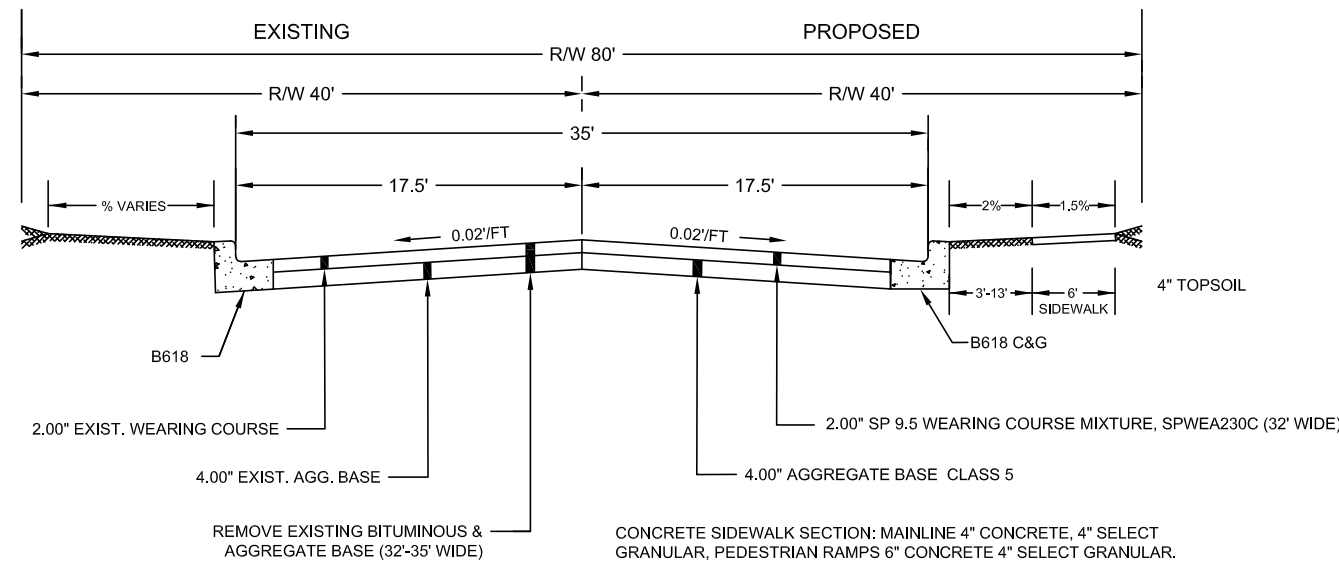
7TH ST. FROM TAMARAC ST. TO PINE ST.
EXCEPTIONS:
QUINCE ST. INTERSECTION STA. 21+61 - 22+38



7TH ST. FROM TAMARAC ST. TO PINE ST.
EXCEPTIONS:
ROSEWOOD ST. TO QUINCE ST. STA. 18+53 - 21+61
QUINCE ST. TO PINE ST. STA. 22+38 - 25+37



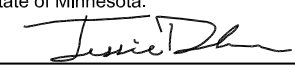
TAMARAC ST. FROM 6TH ST. TO 7TH ST.
STA. 10+51 - 14+21



REV. #	DATE	REVISION



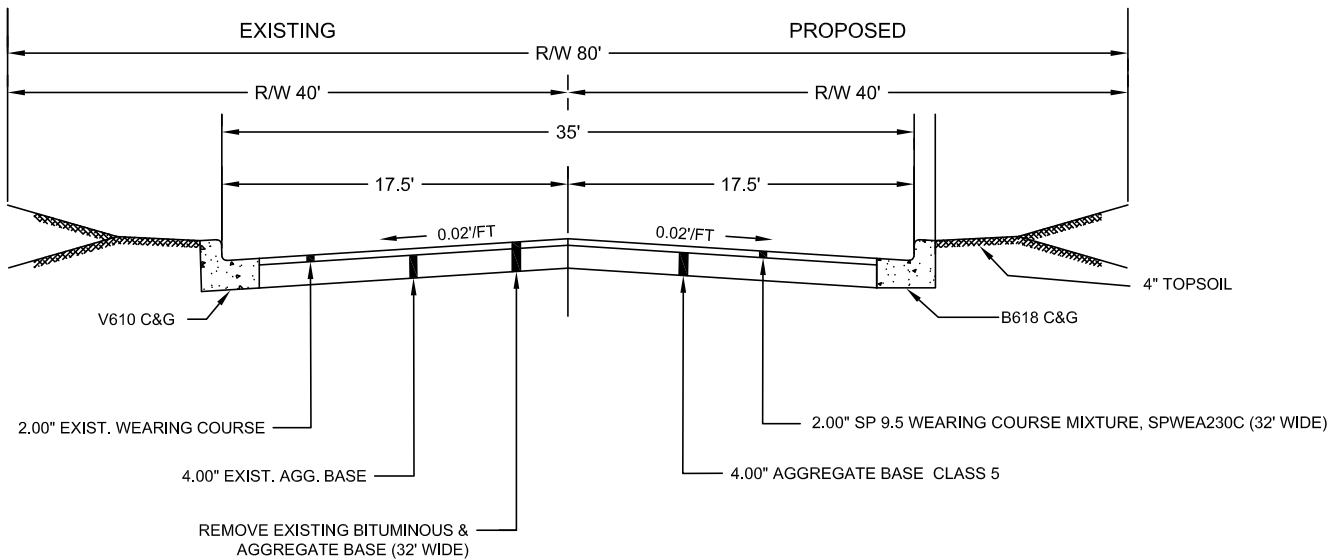
CITY OF BRAINERD
ENGINEERING DEPARTMENT
501 LAUREL STREET
BRAINERD, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

Date 03/31/21
JESSIE DEHN, P.E. License No. 57747

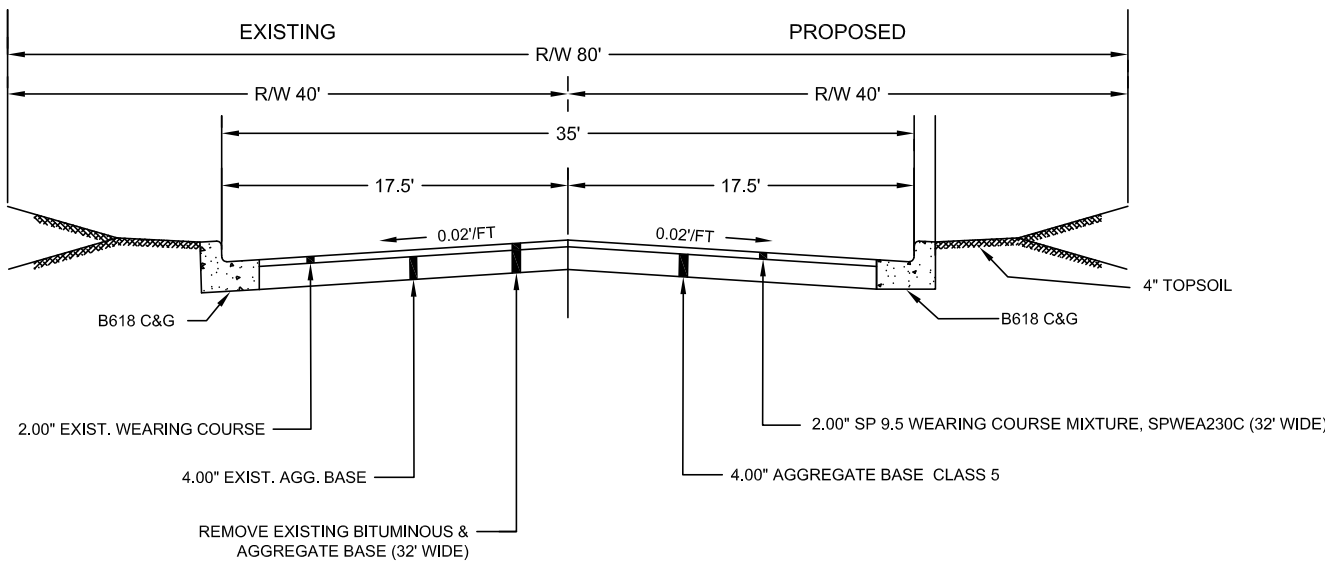
SOUTH BRAINERD RECONSTRUCTION
IMPROVEMENT NUMBER 22-08
TYPICAL SECTIONS
SHEET 09 OF 107

SYCAMORE ST., ROSEWOOD ST., VINE ST. AND TODD ST.

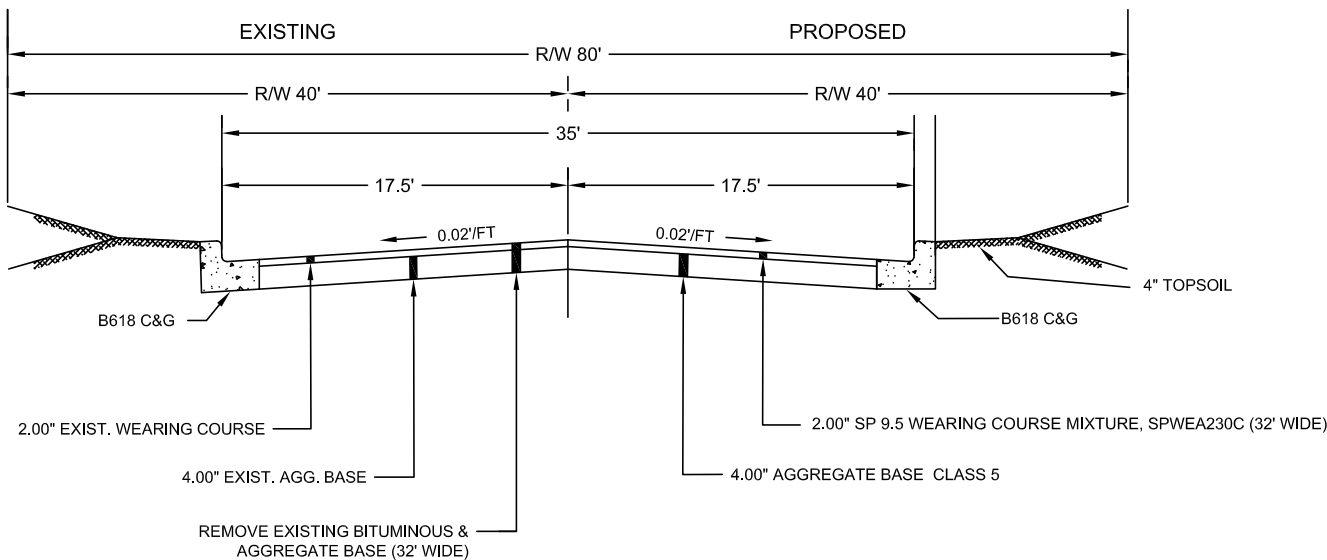
SYCAMORE ST. FROM 6TH ST. TO 7TH ST.
STA. 10+49 - 14+03



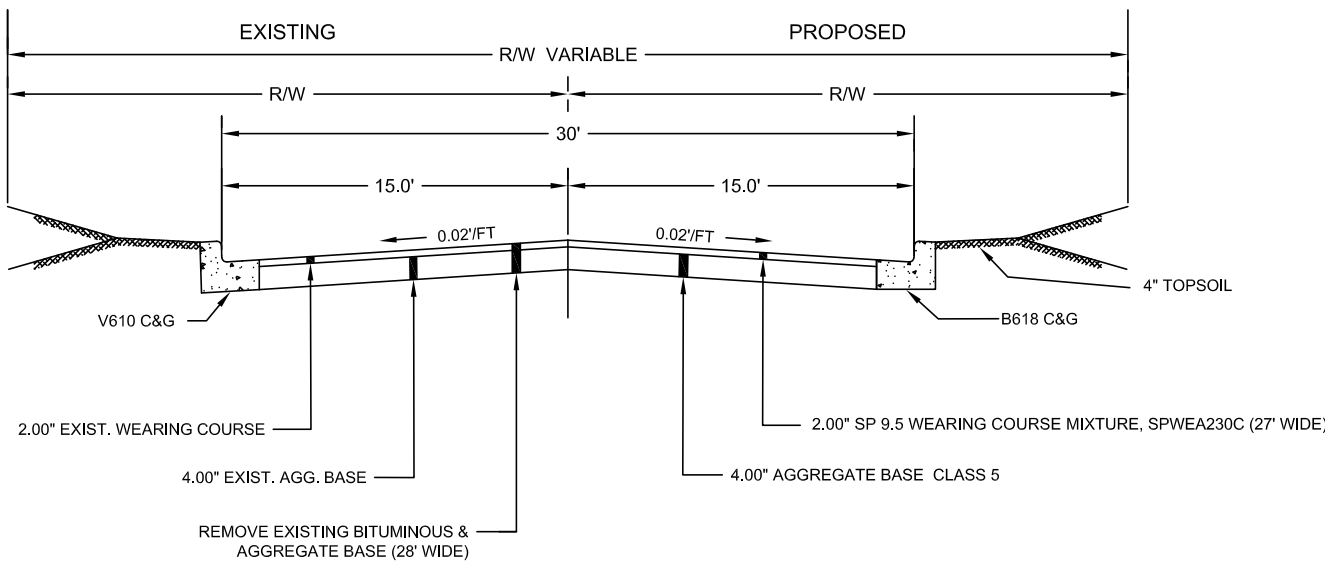
VINE ST. FROM 6TH ST. TO 7TH ST.
STA. 10+28 - 13+51



ROSEWOOD ST. FROM 6TH ST. TO 7TH ST.
STA. 10+49 - 14+03



TODD ST. FROM 7TH ST. TO DEAD END
STA. 10+00 - 20+18



REV. #	DATE	REVISION



CITY OF BRAINERD
ENGINEERING DEPARTMENT
501 LAUREL STREET
BRAINERD, MN 56401

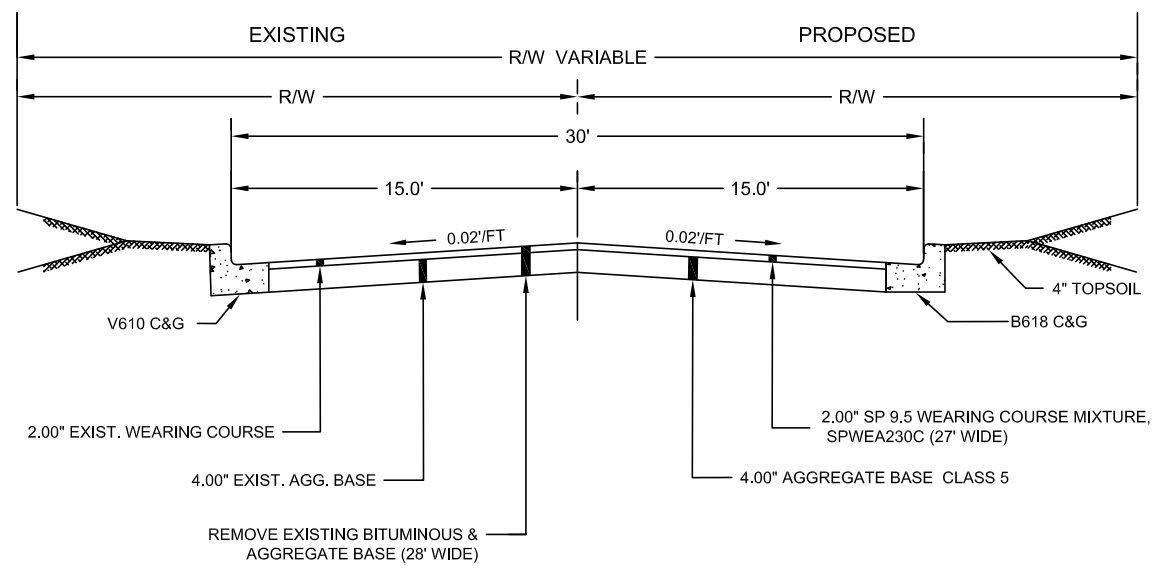
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JESSIE DEHN, P.E. Date 03/31/21
License No. 57747

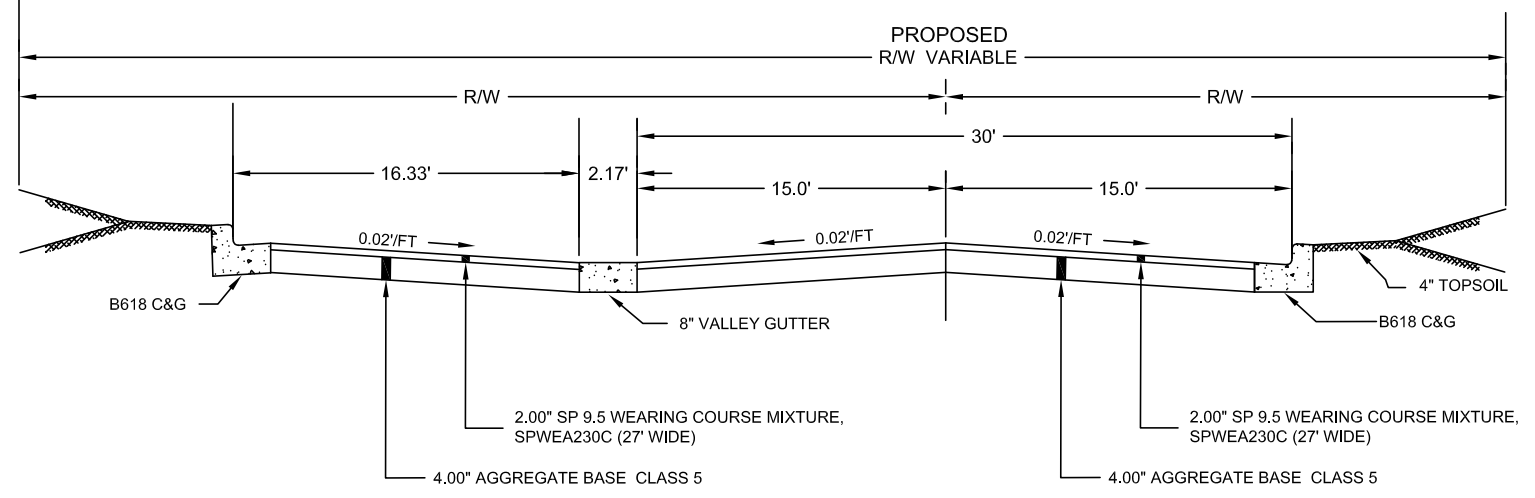
SOUTH BRAINERD RECONSTRUCTION
IMPROVEMENT NUMBER 22-08
TYPICAL SECTIONS
SHEET 10 OF 107

TODD ST. 7TH ST. TO DEAD END, PAUL ST. AND PAUL CIRCLE

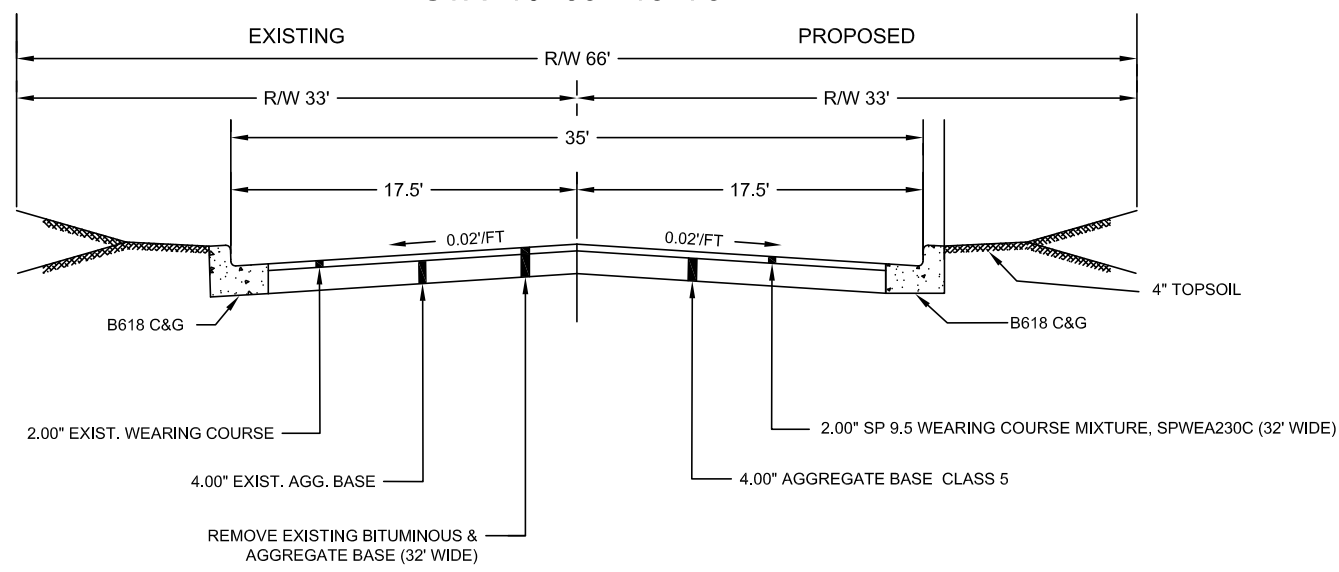
TODD ST. FROM 7TH ST. TO DEAD END
STA. 10+00 - 20+18



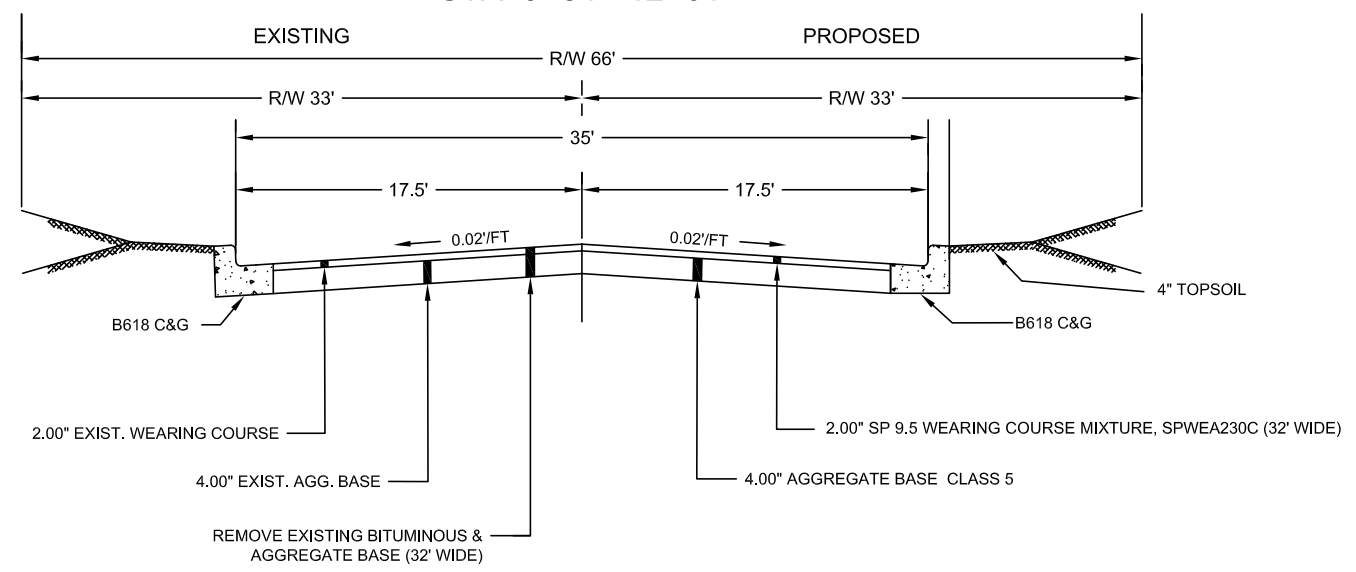
TODD ST. PARKING AREA RIGHT SIDE
STA. 16+07 - 18+72



PAUL ST. FROM 6TH ST. TO 8TH ST.
STA. 10+39 - 15+75



PAUL CIRCLE FROM 8TH ST. TO END CUL-DE-SAC
STA. 9+84 - 12+61



REV. #	DATE	REVISION



CITY OF BRAINERD
ENGINEERING DEPARTMENT
501 LAUREL STREET
BRAINERD, MN 56401

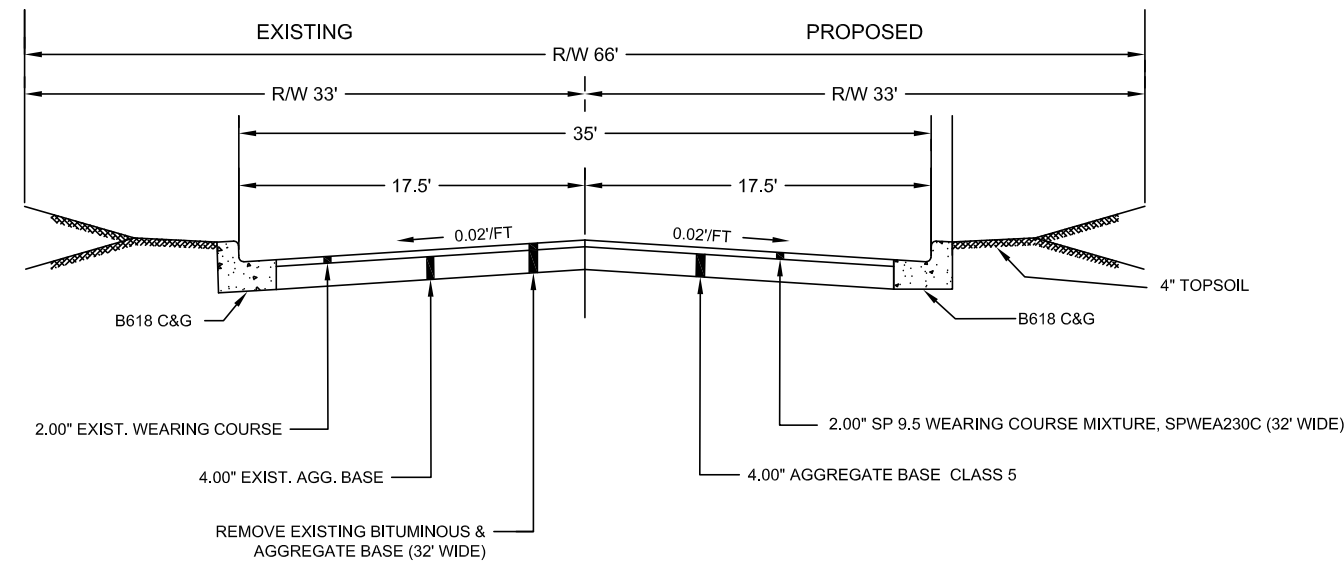
I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

Jessie Dehn Date 03/31/21
JESSIE DEHN, P.E. License No. 57747

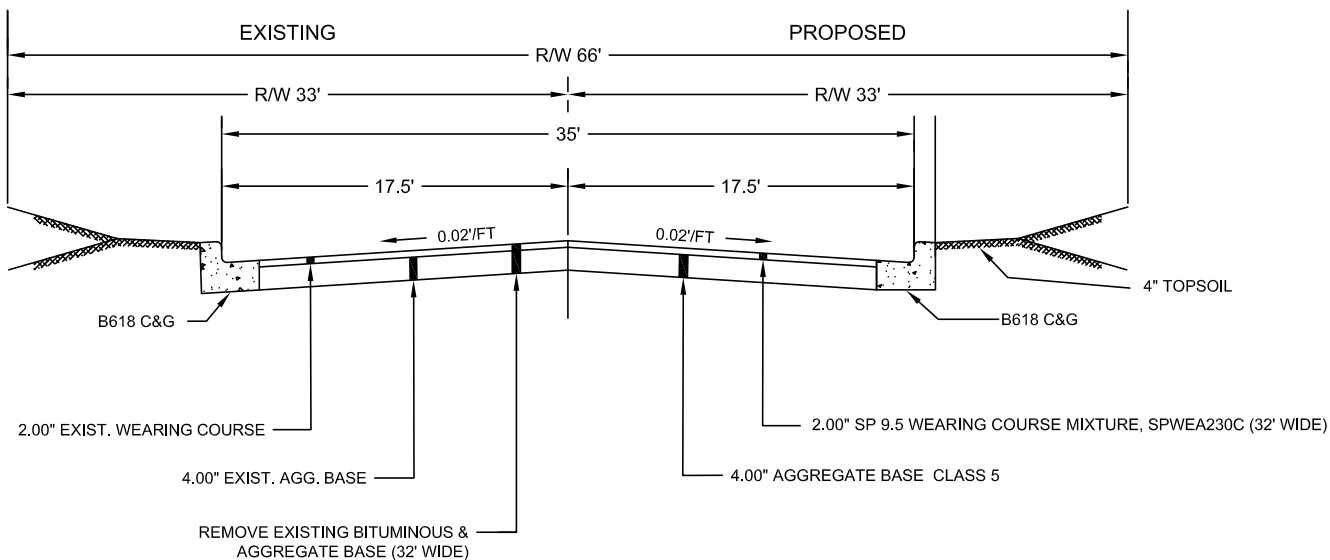
SOUTH BRAINERD RECONSTRUCTION
IMPROVEMENT NUMBER 22-08
TYPICAL SECTIONS
SHEET 11 OF 107

7TH AND 8TH ST. WRIGHT ST. TO PAUL ST., MADISON ST. AND 7TH ST. MADISON ST. TO WRIGHT ST.

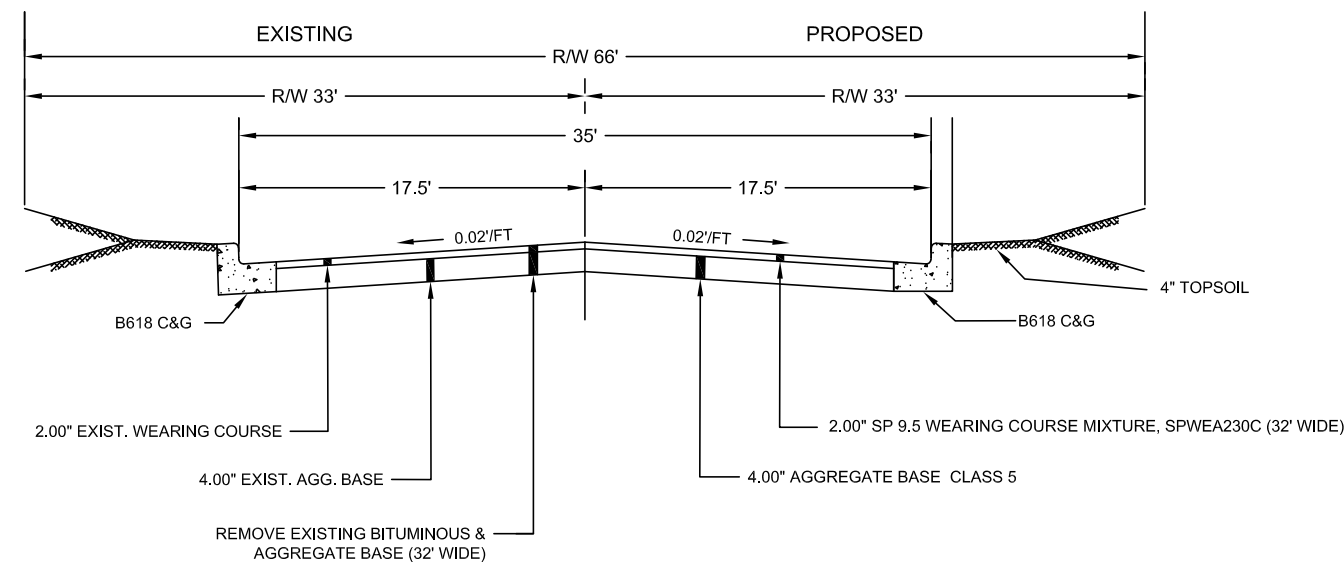
7TH ST. WRIGHT ST. TO PAUL ST.
STA. 10+17 - 15+76



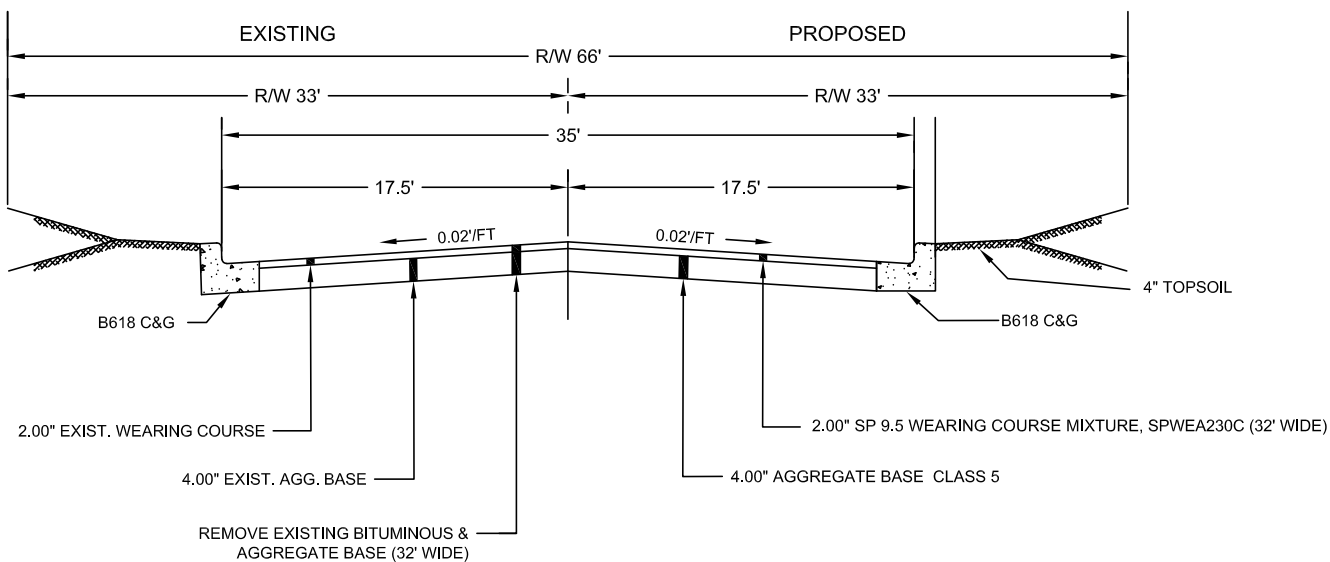
MADISON ST. FRONTAGE ROAD TO 7TH ST.
STA. 10+00 - 13+55



8TH ST. WRIGHT ST. TO PAUL ST.
STA. 10+16 - 15+71



7TH ST. MADISON ST. TO WRIGHT ST.
STA. 9+81 - 21+40



REV. #	DATE	REVISION



CITY OF BRAINERD
ENGINEERING DEPARTMENT
501 LAUREL STREET
BRAINERD, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

Jessie Dehn Date 03/31/21
JESSIE DEHN, P.E. License No. 57747

SOUTH BRAINERD RECONSTRUCTION
IMPROVEMENT NUMBER 22-08
TYPICAL SECTIONS
SHEET 12 OF 107

NOTICE OF HEARING ON IMPROVEMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on January 16, 2024, to consider making the improvement as described below pursuant to Minnesota Statute Sections 429.011 to 429.111:

IMPROVEMENT 22-08

Street Reconstruction— Grading, Aggregate Base, Bituminous, Concrete Curb and Gutter, Storm Sewer, Watermain, and Incidentals

South 7th Street – Tamarac Street to Pine Street
South 7th Street – Madison Street to Wright Street
South 7th Street – Wright Street to Paul Street
South 8th Street – Wright Street to Paul Street
Tamarac Street – South 6th Street to South 7th Street
Sycamore Street – South 6th Street to South 7th Street
Rosewood Street – South 6th Street to South 7th Street
Vine Street – South 6th Street to South 7th Street
Todd Street – South 7th Street to Dead End
Paul Street – South 6th Street to South 8th Street
Paul Circle – South 8th Street to Cul-de-Sac
Madison Street – East Frontage Road (South 6th Street) to South 7th Street

The area proposed to be assessed is the property abutting said streets and alleys.

The estimated cost of such improvements is \$4,747,743.

Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting.

Any individual needing special accommodations please call 828-2307.

Dated: December 18, 2023



Jessie Dehn, P.E.

City Engineer/Public Works Director

Publish Brainerd Dispatch December 23, 2023, and December 30, 2023

RESOLUTION
NO. _____

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS,
ORDERING ADVERTISEMENT FOR BIDS, CALLING HEARING ON IMPROVEMENT**

WHEREAS, the City Engineer has prepared plans and specifications for the improvement of the following described project:

IMPROVEMENT 22-08

Street Reconstruction

South 7th Street – Tamarac Street to Pine Street
Tamarac Street – S 6th Street to S 7th Street
Sycamore Street – S 6th Street to S 7th Street
Rosewood Street – S 6th Street to S 7th Street
Vine Street – S 6th Street to S 7th Street
Todd Street – S 7th Street to Dead End
Paul Street – S 6th Street to S 8th Street
Paul Circle – S 8th to Cul-de-Sac
S 7th Street – Wright Street to Paul Street
S 8th Street – Wright Street to Paul Street
Madison Street – East Frontage Road (S 6th Street) to S 7th Street
S 7th Street – Madison Street to Wright Street

WHEREAS, such plans and specifications have been presented to the Council for approval;

WHEREAS, the statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels (the "Impact of Assessments") has been made available at the hearing, all in accordance with law; and

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

1. Such plans and specifications, a copy of which is on file at the offices of the City Administrator and the City Engineer, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published, shall specify the work to be done, shall state that bids will be received by the City Administrator until 10:00 a.m. on January 10th, 2024, at which time they will be publicly opened in the Council Chambers of the City Hall by the City Administrator and City Engineer, will then be tabulated, and will be considered by the Council at 7:30 p.m. on January 16, 2024, in the Council Chambers of the City Hall, Brainerd, Minnesota. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for five (5) percent of the amount of such bid.
3. A public hearing shall be held on such proposed improvement on the 16th day of January 2024, in the Council Chambers of the Brainerd City Hall at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this ____ day of _____, 2023

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2023

DAVE BADEAUX
Mayor

ATTEST: _____
PATRICK WUSSOW
Interim City Administrator



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: First Reading- Proposed Ordinance 1563- Amending Salaries for Elected and Appointed Officials

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: Administration

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): At the December 4th, Council meeting, the Council decided to retain its current wage and benefit structure. In reviewing our information, we could not find a Council motion approving the wage for the Brainerd Public Utilities Commission members. Attached is an ordinance to officially approve the BPU Commission wage and to clean up the Council wage language as well.

SUMMARY OF ISSUE:

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to hold the First Reading of Proposed Ordinance No. 1563 - An Ordinance amending the salaries for elected and appointment officials and dispense with the actual reading.

FINANCIAL IMPACT: n/a - This ordinance is not changing the current wages, just clarifying it.

**ORDINANCE
NO. 1563**

AN ORDINANCE AMENDING SECTION 200.05 & 305.17
OF THE BRAINERD CITY CODE RELATING TO
SALARIES FOR ELECTED AND APPOINTED OFFICIALS

THE COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE. That Section 200.05, Subd. 1 of the Brainerd City Code be amended as indicated, with deleted language struck out and new language underlined:

"Subd. 1. Aldermen-Elected Officials. The salary of an Alderman-Council Members is Five Hundred Fifty and no/100 Dollars (\$550.00) per month effective January 1, 2003. ~~For the period from May 1, 2010 through December 31, 2010, the salary of an Alderman is Five Hundred Twenty Two and 50/100 Dollars (\$522.50) per month."~~

"Subd. 2. Mayor. The salary of the Mayor is Six Hundred Fifty and no/100 Dollars (\$650.00) per month effective January 1, 2003. ~~For the period from May 1, 2010 through December 31, 2010, the salary of the Mayor is Five Hundred Seventeen and 50/100 Dollars (\$517.50) per month."~~

"Subd. 3. Additional Salaries. The President of the Council, the Chair of the Personnel and Finance Committee, and the Chair of the Safety and Public Works Committee, respectively, receive a salary of \$50 per month in addition to their salary as Alderman Council Members. ~~For the period from May 1, 2010 through December 31, 2010, the salary of the President of the Council, the Chair of the Personnel and Finance Committee, and the Chair of the Safety and Public Works Committee, respectively, is Forty Seven and 50/100 Dollars (\$47.50) per month."~~

SECTION TWO. That Section 305.17 of the Brainerd City Code be deleted in its entirety and replaced with the following:

305.17 Public Utilities Commission. Subdivision 1. Purpose. The Public Utilities Commission controls, operates, and manages public utilities. Specific duties and powers of the Public Utilities Commission are outlined in the Brainerd City Charter.

Subdivision 2. Membership. The Commissioners are residents of the City of Brainerd or have an ownership interest in a business or other property within the city limits. A non-voting Council liaison will serve for a period of two years.

Commissioners are compensated for serving as determined by the Commission and approved by the City Council. The salary of a Public Utilities Commission Member is \$175 per month effective January 1, 2024. The Chair of the Public Utilities Commission earns \$25 per month in addition to their salary as a Commissioner.

Subdivision 3. Meetings. The Public Utilities Commission shall meet monthly, at the call of the Chair, or at the request of any two members. Special meetings may be called, if desired by a majority of the Board Members. A secretary shall keep a full record of all proceedings of said board. The Commission may create and fill such other offices as it may determine.

SECTION THREE. That this ordinance shall take effect and be in force one week after its publication.

Adopted this ____ day of _____ 2024.

KELLY BEVANS
President of the Council

Approved this ____ day of _____ 2024.

DAVE BADEAUX
Mayor

ATTEST: _____
PATRICK WUSSOW
Interim City Administrator

Published: One Time:



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Discussion of City Administrator Salary

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Patrick Wussow, Interim City
Adminstrator

DEPARTMENT: Administration

PRESENTER: Patrick Wussow, Interim City
Adminstrator

ESTIMATED TIME (MIN): Ten minutes

SUMMARY OF ISSUE: Discuss proposed salary range for City Administrator

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The consultant hired to assist the City with hiring a new City Administrator has raised concerns as identified in the attached email. I have for your convenience added the ad that included the published salaries as adopted by the City of Brainerds' policies.

RECOMMENDED ACTION/MOTION: Review attached information and make changes the City Council feels are necessary.

FINANCIAL IMPACT:

From: [Patrick Wussow](#)
To: [Toni Gage](#)
Subject: FW: Concern regarding starting salary for CA position
Date: Thursday, December 14, 2023 3:51:20 PM

Please make this and attachment as you can do it faster than me.

From: Jeff Weldon <Jweldon@gmphr.com>
Sent: Thursday, December 14, 2023 1:55 PM
To: Patrick Wussow <pwussow@ci.brainerd.mn.us>
Cc: Kris Schubert <kschubert@ci.brainerd.mn.us>
Subject: Concern regarding starting salary for CA position

Patrick:

As I reported to you the other day, we had four applicants. Today that number increased by one. We still have some time before our deadline of December 31 but I remain concerned that our starting maximum salary of \$138,132 is insufficient to attract the quality and quantity of candidates Brainerd deserves. You will recall I raised this concern early in the process.

I reached out to a number of other individuals, and have fielded a number of calls, all concerned about the starting range and inquiring if there was any flexibility in this amount. I have stated the City's position and their consistent response has been to decline to submit an application for this reason. We have already lost several applicants to Faribault, for example, which is offering a top-end salary \$196,000. The bottom of Faribault's starting range is \$142,000. We certainly don't need to match that but we need to be closer than where we are.

Since our firm was hired by the mayor and council, I believe I have an ethical obligation to inform them of this situation and raise this concern directly with them before we get to the closing date. We are simply below the hiring market where there are fewer applicants and a surplus of options for candidates. I do not want to be in a situation where the mayor and council are disappointed in the quality or quantity of finalists only to realize it could have been avoided for another \$10-15,000 on a starting salary.

As a result, I would like to send them an email describing my concern and strongly recommend they consider flexibility for a higher starting salary. There simply has to be some goodwill negotiations with the finalist on salary issues; instead of a 'take-it-or-leave-it' approach.

Because of professional courtesy, I would not circumvent you on this matter. Hence, the reason for this email. But would appreciate your reaction and counsel. I look forward to hearing from you.

Jeff Weldon
Senior Consultant
GMP Consultants

CITY ADMINISTRATOR

CITY OF BRAINERD, MINNESOTA



WHY NOT WORK WHERE YOU PLAY?

A city for all seasons, Brainerd, Minnesota offers an opportunity for an entrepreneurial and innovative city administrator to lead a team of exceptional and talented staff in one of Minnesota's most desirable outdoor recreational and tourism meccas. Working with an established and forward-thinking City Council, the City Administrator will lead an exceptional organization in this full-service city known for an exceptional quality of life with diverse amenities in the heart of northern Minnesota's lake country. The City has a strong and stable financial condition with a diverse economy and an ambitious vision for the future. The next City Administrator will have the opportunity to build upon previous strengths and succeed through collaborative partnerships to take this community to the next level.



Welcome to **BRAINERD**

Located roughly 60 miles north of St. Cloud and 120 miles north of the Twin Cities, Brainerd is a vibrant community nestled in the heart of Minnesota's lake country. With 14,679 residents, Brainerd is one of the largest cities in Crow Wing County and serves as the county seat and regional hub.

Situated in the center of Minnesota's year-round recreational wonderland, residents and visitors of the Brainerd lakes area enjoy boundless boating, fishing, golfing, hiking, biking, skiing, camping, snowmobiling, hunting, and even scuba diving. In the summer, tourism nearly doubles the population in the surrounding area. In the winter, the Brainerd Lakes Area hosts the Brainerd Jaycees Ice Fishing Extravaganza, the largest ice fishing contest in the world.

Brainerd's thriving downtown features charming historic buildings and numerous specialty shops and eateries. The town gathers to celebrate its community spirit at annual events like the 4th of July Celebration, Great Pumpkin Festival, Easter Egg Hunt, and the annual Skating Party at Gregory Park.

The city supports a growing and active commercial base with major employers like Crow Wing County, Brainerd School District, BNSF Railroad, Essentia Health, and Ascensus Financial Services. Brainerd is also home to Central Lakes College, a comprehensive community and technical college serving approximately 5,500 students and providing a wide range of continuing education, performing arts, and athletic events for the community.

The Brainerd Lakes Regional Airport (BRD) serves the region with daily service to Minneapolis-St. Paul provided by Delta Air Lines. Racing fans can enjoy auto racing at the North Central Speedway or the Brainerd International Raceway, the largest speedway in the northern Midwest. At Safari North Wildlife Park, visitors can feed the giraffes, ride camels, and view more than 150 species of animals from around the world.



THE CITY OF BRAINERD

Incorporated in 1881, the City of Brainerd is governed by a Mayor and a seven-member City Council elected to four-year terms. One Council member is elected from each of four wards, and the mayor and three Council members are elected at-large. The City has an operating budget of \$11.9 million. In addition, the Public Utilities Department's operating budget is \$36.3 million. The City's 2022 Operating Revenue for all funds was \$53.1 million. Staffing includes a team of 125 FTEs and 40 paid on-call positions for the Fire Department. The City has seven collective bargaining units and an S&P credit rating of AA-.

The Administration office includes the City Administrator's office and the office of the Mayor. The Mayor is the chief executive officer for the City of Brainerd. The daily affairs of the City of Brainerd are administered through the City Administrator as the chief administrative officer of the City.

Departments include Finance, Public Works, Human Resources, IT/GIS, Community Development, Fire, Police, and Public Utilities. Advisory boards and commissions include Public Utilities, Planning, Airport, Parks, Transit, Economic Development Authority, and Housing & Redevelopment. The City enjoys a strong partnership with the Brainerd Lakes Economic Development Corporation to aggressively promote and develop all aspects of economic development.



**FULL-TIME
EMPLOYEES**
125

2023 BUDGET
\$48.2 million

AREA
12.82 square
miles

POPULATION
14,679

THE CITY ADMINISTRATOR

The City Administrator serves as the chief administrative officer for the City and is appointed by the City Council to administer the day-to-day business of the City and to implement policies and procedures established by the Council. The Administrator is responsible for directing and coordinating the work of all City departments.

Reporting to the City Council, the Administrator is also responsible for leading short and long-range planning efforts in coordination with the Council, developing and recommending policies to the Council, preparing and submitting a recommended budget, oversight and management of the annual budget, providing leadership in economic development, ensuring that all laws and ordinances are enforced, and that the provisions of all franchises, leases, contracts, permits and privileges granted by the City are observed.

**View job
description
[here](#)**





THE IDEAL CANDIDATE

- Has strong leadership abilities and effective communication skills.
- Lives by the values of honesty, integrity, professionalism, transparency, accountability, and ethical behavior.
- Utilizes staff to research assignments to make sound recommendations and implement Council's decisions to completion. Accepts direction and assignments from Council.
- A visionary leader that can anticipate situations and react accordingly; helps Council and staff identify, define, and shape a vision for improvements.
- Keeps Council thoroughly informed on critical issues, programs, and activities.
- Makes decisions that are thoughtful, pragmatic, thorough, decisive, and defensible.
- Effectively delegates responsibility to staff without micromanaging. Supports staff needing assistance and encourages staff to take charge of, and responsibility for, their work while ensuring accountability.
- Supervises staff in teamwork/collaborative fashion emphasizing high performance government to ensure service delivery is effective, efficient, and professional. Challenges staff to be entrepreneurial, innovative, and creative. Leads by example, trusts staff and supports them in the face of criticism.
- Focuses on organizational performance and achieving results by effectively navigating the organization. Promotes community-based partnerships to achieve results.
- Helps the council by facilitating information management and policy development to resolve issues through comprehensive, pragmatic, and data-driven recommendations.

EDUCATION & EXPERIENCE

Bachelor's degree in public, business administration, or a related field (master's preferred); 5 years of management and supervisory experience in a governmental agency; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to successfully perform the job.

Desired qualifications include demonstrated experience with strategic planning and previous experience as administrator/manager in another local government jurisdiction.

OPPORTUNITIES & CHALLENGES

Brainerd's north-central Minnesota location provides unlimited opportunities to further leverage year-round outdoor recreational opportunities. In addition to tourism, this can generate further economic development opportunities. The State of Minnesota will re-construct Highway 210 within two years, a major commercial corridor which will have a significant impact on traffic management and businesses. However, this re-construction provides substantial opportunities for revitalized business and economic development along the corridor. Already having a strong commercial/industrial base, several areas exist ready to host even more job-producing development opportunities.

Housing remains a significant challenge as Brainerd experiences a shortfall of rental and owner-occupied, workforce housing options. Brainerd is responding with more mixed-use style development. While the Housing & Redevelopment Authority has been successful with housing initiatives, additional strategies will be necessary to further address housing needs.

Brainerd has an aggressive and forward-thinking plan for infrastructure maintenance and improvements but financing them has been a challenge. Creative financing will be needed to implement this plan for improvements to streets, utilities, and parks.

RESOURCES

[City Organizational Chart](#)

[2023 Annual City Budget](#)

[2022 Annual Comprehensive Financial Report](#)

[2021 Comprehensive Plan](#)

[Explore Brainerd Lakes](#)

[Visit Brainerd](#)



COMPENSATION & BENEFITS

The City of Brainerd is offering an annual hiring salary range of \$120,120 to \$138,132 for 2023 depending upon experience and qualifications. The full salary range is \$120,120 to \$150,155. In addition, the City offers a Performance based pay opportunity up to \$162,157 based on merit. The City also provides a comprehensive and competitive [benefits](#) package.



TO APPLY

Apply Online: gmphr.com

First Review: **December 31, 2023**

More Info: Jeff Weldon, GMP Consultants
jweldon@gmphr.com / (320) 557-8006





City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Adopt Resolution Setting the 2024 Levy for the City and Brainerd HRA

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Patrick Wussow, Interim City
Adminstrator, Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Patrick Wussow, Interim City
Adminstrator, Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: The final levy for the City and HRA needs to be certified to the County by December 28, 2023. The final levy can be lower, but not higher than the preliminary levy.

The preliminary levy was set in September at \$7,121,720, a little over a 10.53% increase for the City, and \$173,960 approximately an 11.53% increase for the HRA. The \$173,960 is less than the state maximum allowed by statute.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Since September, Staff has updated the budget based on actual revenues received throughout the rest of the year and direction from Council. The current attached recap shows a levy amount of \$6,845,792, a little over a 6.24% increase.

At Its December 7, 2023 meeting, the EDA set their budget to be approved by the City Council, with the tax levy being the maximum allowed by state statue at \$186,812. The 2024 EDA Fund budget currently has revenue exceeding expenditures by \$43,000. If the EDA levy was lowered, say by \$20,000, the 2024 levy could be \$6,825,792, just over a 5.93% increase.

Attached is a draft resolution for the Council to adopt. The amount of the City's levy is blank, and the amount listed for the HRA is the dollar amount set at the preliminary levy. The chart below shows various levy amounts and the estimated proposed tax rates.

	Levy Amount	Estimated Tax Rate
2023	\$6,443,500	58.664%
10.53% Increase	7,121,720	55.388%
8% Increase	6,958,980	54.121%
7% Increase	6,894,545	53.620%

6.24% Increase	6,845,792	53.240%
6% Increase	6,830,110	53.118%
5.93% Increase	6,825,792	53.084%
5% Increase	6,765,675	52.616%
4% Increase	6,701,240	52.115%

RECOMMENDED ACTION/MOTION: Adopt a resolution setting the City and HRA Levies for pay year 2024.

FINANCIAL IMPACT:

2024 Levy Overview

As of 12/13/23

	Actual 2022	Adopted Budget 2023	Current 2024 Budget	Difference in Budgets	% Difference Current vs 2023 Budget
TOTAL OPERATING EXPENDITURES					
Personnel Services	\$ 7,462,948	\$ 7,930,206	\$ 8,597,966	\$ 667,760	8.42%
Supplies	686,921	615,400	646,200	30,800	5.00%
Services	4,720,176	2,834,414	2,960,943	126,529	4.46%
Transfers Out	435,524	437,932	428,142	(9,790)	-2.24%
Total Expenditures	\$ 13,305,569	\$ 11,817,952	\$ 12,633,251	\$ 815,299	6.90%
TOTAL CAPITAL	\$ 1,255,927	\$ 1,255,927	\$ 1,255,927	\$ -	0.00%
TOTAL DEBT LEVY	\$ 800,615	\$ 920,000	\$ 977,193	\$ 57,193	6.22%
OTHER LEVIES					
Perm Improvement	\$ 403,532	\$ 375,350	\$ 386,610	\$ 11,260	3.00%
Sr Activity/Green Space/Comm Fest.	287,055	281,511	289,958	8,447	3.00%
Library	146,851	149,788	149,788	-	0.00%
EDA	145,036	152,861	186,812	33,951	22.21%
Airport	155,500	155,500	146,080	(9,420)	-6.06%
Total Other Levies	\$ 1,137,974	\$ 1,115,010	\$ 1,159,248	\$ 44,238	3.97%
TOTAL ESTIMATED EXPENDITURES	\$ 16,500,085	\$ 15,108,889	\$ 16,025,618	\$ 916,729	6.07%
TOTAL REVENUE - NON-PROPERTY TAX					
Other Taxes	\$ (328,385)	\$ (274,000)	\$ (213,000)	\$ (61,000)	-22.26%
Licenses & Permits	(507,460)	(440,990)	(462,500)	21,510	4.88%
Grants & Aids	(5,117,098)	(5,197,468)	(5,814,872)	617,404	11.88%
Revenue from Other Gov'ts	(329,076)	(324,512)	(347,564)	23,052	7.10%
Charges for Services	(963,279)	(968,036)	(980,390)	12,354	1.28%
Fines & Forfeitures	(119,837)	(127,000)	(129,000)	2,000	1.57%
Other Revenues	(419,419)	(1,032,632)	(944,500)	(88,132)	-8.53%
Transfers In	(366,419)	(315,751)	(128,000)	(187,751)	-59.46%
Total Revenues	\$ (8,150,973)	\$ (8,680,389)	\$ (9,019,826)	\$ 339,437	3.91%
(USE)/ADDITION TO FUND BALANCE					
Election		\$ 15,000	\$ (15,000)	\$ 30,000	
Public Safety Aid			\$ (145,000)	\$ 145,000	
Estimated Levy	\$ 8,349,112	\$ 6,443,500	\$ 6,845,792	\$ 402,292	6.24%
Actual Levy / <i>Proposed</i>	\$ 6,255,826	\$ 6,443,500	\$ 6,845,792		
% Increase		3.00%	6.24%		
\$ Increase		187,674	402,292		

RESOLUTION
XX:23

WHEREAS, the Brainerd City Council is required to set a Final Levy by December 28, 2023; and

WHEREAS, the Brainerd City Council held its first Budget Workshop on September 11, 2023 and the budget was discussed during council meetings on October 16, 2023, November 6, 2023, November 20, 2023, December 4, 2023, and at a Special Meeting on December 11, 2023; and

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

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

\$ plus \$173,960 for the HRA.

Adopted this ____ day of December 2023

KELLY BEVANS
President of the Council

Approved this ____ day of December 2023

DAVE BADEAUX
Mayor

ATTEST: _____
PATRICK WUSSOW
Interim City Administrator



City Council Agenda Request

MEETING DATE: December 18, 2023

TITLE OF ITEM: Adoption of 2024 Budgets

AGENDA: Main

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: At the December 4, 2023 council meeting, the Council reviewed the budgets for Transit, Library, Recycling, Parking Lot, Permanent Improvement, Mayor's Contingency, Sanitary and Storm Sewer Funds. No changes have been made.

The EDA Fund budget is attached. The EDA Board met on December 7th and have submitted the attached budget for Council approval. The levy amount is the maximum allowed by state statute and revenues exceed expenditures for 2024 by approximately \$43,000.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Working Fund budget (General, Public Safety, Parks and Streets) is presented with a 6.24% increase to the levy. If the levy is set at a different amount, the budget will need to be updated or amended. A budget for the General Fund has to be set by December 31st. The Capital Fund budget is as presented at the November 11, 2023 council meeting and the public hearing.

At least the working fund budget (General Fund) needs to be adopted by the end of the year.

RECOMMENDED ACTION/MOTION: Approve budgets as presented or with adjustments.

FINANCIAL IMPACT:

WORKING FUNDS

(General, Public Safety, Parks, & Streets)

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Revenues			
Property Taxes	3,433,985	3,589,574	3,889,462
Other Taxes	328,385	274,000	213,000
Intergovernmental	5,446,174	5,521,980	6,162,435
Charges for Services	963,279	968,036	980,390
Licenses & Permits	507,460	440,990	462,500
Fines & Forfeits	119,837	127,000	129,000
Special Assessments	75,578	70,000	65,000
Interest	44,538	40,000	45,000
Market Adj. for Investments	(519,241)	-	-
Other Revenue	818,334	885,632	799,500
Total Revenues	11,218,329	11,917,212	12,746,287
Expenditures			
General Government	4,830,178	3,040,701	3,214,892
Police	4,235,237	4,577,330	5,024,377
Fire	1,169,516	1,193,503	1,264,886
Misdemeanor Prosecutor	198,205	220,000	226,600
Animal Control	74,700	79,944	81,048
Parks - all programs	1,174,061	1,180,921	1,218,763
Streets	1,475,203	1,369,132	1,464,499
Total Expenditures	13,157,100	11,661,531	12,495,065
Other Sources (Uses)			
Transfer In (Out)	(224,606)	(277,681)	(446,222)
Other Sources (Uses)	-	-	-
Sale of Assets	210	37,000	35,000
Total Other Sources (Uses)	(224,396)	(240,681)	(411,222)
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	(2,163,167)	15,000	(160,000)
Fund Balance - Jan 1st	4,577,399	2,414,232	2,429,232
Fund Balance - Dec 31st	2,414,232	2,429,232	2,269,232

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Expenditures			
Personnel Services	7,462,948	7,930,206	8,597,966
Supplies	686,921	615,400	646,200
Services	4,485,753	2,600,414	2,692,940
Other	521,478	515,511	557,959
Total Expenditures	13,157,100	11,661,531	12,495,065

CAPITAL EQUIPMENT & FACILITIES

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Revenues			
Property Taxes	1,238,164	1,255,927	1,255,927
Other Taxes	21,710	-	-
Intergovernmental	48,620	10,000	-
Special Assessments	57,939	-	-
Interest	16,618	419	18,000
Other Revenue	1,000	-	-
Total Revenues	<u>1,384,051</u>	<u>1,266,346</u>	<u>1,273,927</u>
Expenditures			
Capital	2,270,742	688,100	1,760,203
Total Expenditures	<u>2,270,742</u>	<u>688,100</u>	<u>1,760,203</u>
Other Sources (Uses)			
Bond Proceeds	-	-	-
Bond Issuance Costs	-	-	-
Transfer In (Out)	366,601	252,080	383,349
Other Sources (Uses)	64,625	98,600	21,350
Total Other Sources (Uses)	<u>431,226</u>	<u>350,680</u>	<u>404,699</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>(455,465)</u>	<u>928,926</u>	<u>(81,577)</u>
Fund Balance - Jan 1st	2,590,186	2,134,721	3,063,647
Fund Balance - Dec 31st	2,134,721	3,063,647	2,982,070

CAPITAL EQUIPMENT & FACILITIES EXPENDITURE DETAIL

2024 Proposed Capital			
			Subtotals
Facilities			
Street Garage- Sign	\$	5,000	\$ 846,203
Street Garage - Water/Sewer New Addition		20,000	
Street Garage- Entrance - add'l funding		10,000	
Police Station - Exterior Improvements (Study)		582,000	
Police Station - HVAC		413,600	
Police Station - HVAC - ARPA		(204,397)	
Fire Facility Study Update		20,000	
City Hall - General			
Office Furniture		10,000	\$ 10,000
Generator		-	
Administration			
Scanner		2,000	\$ 2,000
IT/GIS			
Server Replacement		15,000	\$ 95,000
Firewall/Router		20,000	
Network Switches		30,000	
Software - Document Imaging - to Cloud		30,000	
Police			
Leased Squad Car Build Ups		96,500	\$ 180,000
Officer Furniture		3,500	
Squad Room Reconfiguration		80,000	
Fire			
Radios and Pagers		20,000	\$ 20,000
Civil Defense			\$ -
Community Development			\$ -
Public Works - Streets			
Tree Replacement		25,000	\$ 208,500
Loader/Backhoe Tractor		135,000	
1 Ton Pickup Lease Buildup		11,000	
Pressure Washer		20,000	
Crack Filling Equipment		5,000	
Roundabout Wood Chips		12,500	

CAPITAL EQUIPMENT & FACILITIES EXPENDITURE DETAIL (continued)

2024 Proposed Capital			Subtotals
Public Works - Parks			
Lease - 1/2 ton Extended Cab Truck	x		\$ 398,500
Lease - 1 ton Regular Cab Truck	x		
Satellite Lifter	30,000		
Tree Replacement	25,000		
Picnic Table/Grilling Station/Trash Can Replacement	15,000		
Park Weed and Feed Program	25,000		
Bench Installation Program	5,000		
Park ADA Upgrades	25,000		
Park Sign Replacement	5,000		
Security Cameras	6,500		
Demo of Lum Park Offices	15,000		
Jaycees Park North Pavilion/Playground Demo	5,000		
Gustafson - Shed Demo	3,000		
Memorial - Shed Demo	3,000		
Bane Park - Garage Roof Replacement	10,000		
Buffalo Hills - Playground Replacement	90,000		
Gregory Park - Warming House/Pavilion Gutter Replacement	5,000		
Memorial Park - Mills Field Fencing Relocate and Replace	50,000		
Memorial Park - Automatic Light Timer on Rink Lights	3,000		
Lum Park - Pavilions	60,000		
Lum Park - Self Service Kayak Rental	18,000		
Public Works - Engineering			
Street Scan Implementation - Construction Fund			\$ -
Total Cash to be Spent	\$ 1,760,203		
<i>Park Board Long-term Capital Asset Maintenance Request</i>	<i>349,000</i>		
Total Capital Planned 2024	\$ 2,109,203		

TRANSIT FUND

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Revenues			
Property Taxes	-	-	-
Grants & Aids	1,303,256	1,451,095	1,488,270
Intergovernmental	-	-	-
Charges for Services	137,214	153,930	192,848
Other Revenue	3,493	5,000	5,000
Total Revenues	<u>1,443,963</u>	<u>1,610,025</u>	<u>1,686,118</u>
Expenditures			
Personnel Services	195,231	120,288	142,453
Supplies	124,309	146,106	114,479
Services	1,241,174	1,294,788	1,255,064
Capital	90,581	117,555	114,904
Total Expenditures	<u>1,651,295</u>	<u>1,678,737</u>	<u>1,626,900</u>
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	-	5,000
Total Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>5,000</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>(207,332)</u>	<u>(68,712)</u>	<u>64,218</u>
Fund Balance - Jan 1st	531,220	323,888	255,176
Fund Balance - Dec 31st	323,888	255,176	319,394

LIBRARY FUND

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Revenues			
Property Taxes	144,800	149,788	149,788
Other Taxes	2,256	-	-
Interest	2,273	-	-
Contributions & Donations	17,689	-	-
Other Revenue	2,895	-	-
Total Revenues	<u>169,913</u>	<u>149,788</u>	<u>149,788</u>
Expenditures			
Supplies	50,409	8,300	10,300
Services	129,088	141,488	139,488
Capital	-	-	-
Total Expenditures	<u>179,497</u>	<u>149,788</u>	<u>149,788</u>
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>(9,584)</u>	<u>-</u>	<u>-</u>
Fund Balance - Jan 1st	362,080	352,496	352,496
Fund Balance - Dec 31st	352,496	352,496	352,496

RECYCLING FUND

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Revenues			
Property Taxes	-	-	-
Intergovernmental	-	-	-
Used Oil Revenue	498	500	500
Other Revenue	4	-	-
Total Revenues	<u>502</u>	<u>500</u>	<u>500</u>
Expenditures			
Services	-	-	-
Used Oil Expenditures	1,646	1,972	1,972
Total Expenditures	<u>1,646</u>	<u>1,972</u>	<u>1,972</u>
Other Sources (Uses)			
Transfer In (Out)	1,500	1,500	1,500
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>1,500</u>	<u>1,500</u>	<u>1,500</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>356</u>	<u>28</u>	<u>28</u>
Fund Balance - Jan 1st	3	360	387
Fund Balance - Dec 31st	360	387	415

PARKING LOT FUND

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Revenues			
Property Taxes	-	-	-
Charges for Services	53,345	58,000	51,000
Other Revenue	-	-	-
Total Revenues	<u>53,345</u>	<u>58,000</u>	<u>51,000</u>
Expenditures			
Personnel Services	-	-	-
Supplies	83	200	100
Services	16,420	17,358	17,674
Capital	-	-	-
Total Expenditures	<u>16,503</u>	<u>17,558</u>	<u>17,774</u>
Other Sources (Uses)			
Transfer In (Out)	(36,664)	(29,200)	(30,200)
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>(36,664)</u>	<u>(29,200)</u>	<u>(30,200)</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>178</u>	<u>11,242</u>	<u>3,026</u>
Fund Balance - Jan 1st	(27,435)	(27,256)	(16,014)
Fund Balance - Dec 31st	(27,256)	(16,014)	(12,988)

PERMANENT IMPROVEMENT FUND

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Revenues			
Property Taxes	419,281	375,350	386,610
Other Taxes	5,678	-	-
Total Revenues	<u>424,959</u>	<u>375,350</u>	<u>386,610</u>
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	-	-	-
Capital	-	-	-
Total Expenditures	<u>-</u>	<u>-</u>	<u>-</u>
Other Sources (Uses)			
Transfer In (Out)	(424,759)	(375,350)	(386,610)
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	<u>(424,759)</u>	<u>(375,350)</u>	<u>(386,610)</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>200</u>	<u>-</u>	<u>-</u>
Fund Balance - Jan 1st	6,441	6,641	6,641
Fund Balance - Dec 31st	6,641	6,641	6,641

MAYOR'S CONTINGENCY FUND

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Revenues			
Property Taxes	-	-	-
Other Taxes	-	-	-
Total Revenues	<u>-</u>	<u>-</u>	<u>-</u>
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	369	2,500	2,500
Capital	-	-	-
Total Expenditures	<u>369</u>	<u>2,500</u>	<u>2,500</u>
Other Sources (Uses)			
Transfer In (Out)	2,500	2,500	2,500
Other Sources (Uses)	(2,131)	-	-
Total Other Sources (Uses)	<u>369</u>	<u>2,500</u>	<u>2,500</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Fund Balance - Jan 1st	-	-	-
Fund Balance - Dec 31st	-	-	-

EDA FUND

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Revenues			
Property Taxes	142,973	152,861	186,812
Other Taxes	1,954	-	-
Interest	651	460	550
Other Revenues	-	-	-
Total Revenues	145,578	153,321	187,362
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	145,070	153,321	143,492
Total Expenditures	145,070	153,321	143,492
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	-	-
Total Other Sources (Uses)	-	-	-
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	508	-	43,870
Fund Balance - Jan 1st	68,772	69,280	69,280
Fund Balance - Dec 31st	69,280	69,280	113,150

SANITARY SEWER ENTERPRISE FUND

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Operating Revenues			
Charges for Services	845,075	849,250	887,616
Total Revenues	<u>845,075</u>	<u>849,250</u>	<u>887,616</u>
Operating Expenditures			
Salaries and Benefits	173,268	175,741	178,925
Professional Services	667	6,200	1,300
Repairs and Maintenance	29,105	60,000	20,000
Insurance	5,395	5,649	5,965
Lease Payments	7,395	7,512	7,512
Depreciation	480,611	490,000	490,000
Materials and Supplies	12,211	10,500	10,500
Miscellaneous	1,701	1,800	2,752
Total Operating Expenses	<u>710,352</u>	<u>757,402</u>	<u>716,954</u>
Operating Income (Loss)	<u>134,723</u>	<u>91,848</u>	<u>170,662</u>
Nonoperating Revenues (Expenses)			
Intergovernmental	246,081	230,000	250,000
Gain (Loss) on Disposal of Asset	-	-	-
Interest Income	6,763	-	-
Interest Expense and Fiscal Charges	14,599	(73,545)	(38,696)
Contributed Capital	-	-	-
Total Nonoperating Revenue (Exp.)	<u>267,443</u>	<u>156,455</u>	<u>211,304</u>
Change in Net Position Before Transfers	<u>402,166</u>	<u>248,303</u>	<u>381,966</u>
Transfers In (Out)	-	-	-
Change in Net Position	<u>402,166</u>	<u>248,303</u>	<u>381,966</u>
Net Position- Beginning of Year	8,409,776	8,811,941	9,060,244
Net Position - End of Year	8,811,941	9,060,244	9,442,210

STORM SEWER ENTERPRISE FUND

	<u>2022 Actual</u>	<u>2023 Budget</u>	<u>2024 Budget</u>
Operating Revenues			
Charges for Services	474,414	497,676	552,594
Total Revenues	474,414	497,676	552,594
Operating Expenditures			
Salaries and Benefits	42,645	45,251	126,019
Professional Services	112,931	55,900	2,500
Repairs and Maintenance	14,432	70,000	50,000
Insurance	2,698	2,825	2,984
Depreciation	275,460	280,000	280,000
Materials and Supplies	-	-	-
Miscellaneous	3,545	3,500	7,600
Total Operating Expenses	451,711	457,476	469,103
Operating Income (Loss)	22,703	40,200	83,491
Nonoperating Revenues (Expenses)			
Intergovernmental	-	731,000	945,941
Interest Income	2,160	-	-
Interest Expense and Fiscal Charges	798	(200)	-
Total Nonoperating Revenue (Exp.)	2,958	730,800	945,941
Change in Net Position Before Transfers	25,661	771,000	1,029,432
Transfers In (Out)	(1,500)	(1,500)	(1,500)
Change in Net Position	24,161	769,500	1,027,932
Net Position- Beginning of Year	7,014,899	7,039,060	7,808,560
Net Position - End of Year	7,039,060	7,808,560	8,836,492