



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, April 15, 2024 @ 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: 2492 087 7522

**Personnel and Finance Committee was held the Wednesday Prior to Council
Safety and Public Works Committee at 6:45 PM** - Meeting Access Code: 2487 980 4663

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

1. **Call To Order**

2. **Roll Call**

___ T. Stenglein ___ G. Johnson ___ J. Czczok ___ M. O'Day ___ K. Stunek ___ K. Terry ___ 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. **Department Activity Reports**

D. **Approve MN Lawful Gambling Application Submitted by the Brainerd Jaycees for an Event to be held at 702 S 5th St on May 25, 2024**

E. **Temporary On-Sale Liquor Application Submitted by Jackpine Brewery for an Event to be held at 1481 Northern Pacific Rd on May 28, 2024- Contingent upon Approvals**

F. **MN Lawful Gambling Application Submitted by Lakes Area Restorative Justice Project for an Event to be held on September 28, 2024 at 2011 S 6th St**

G. **Adopt Resolution Accepting 1st Quarter Donations**

H. Authorize Hiring 2024 Summer Temporary Employees

6. **Council Committee Reports**

A. **Safety & Public Works Committee**

1. Approve Widseth Proposal - Police Department Exterior Repairs
2. Approve BIC Restoration Plan
3. Approve 2024 Pavement Markings Bid
4. Discuss Connection Charges for 15106 Riverside Drive
5. Award Contract - Improvement 24-01 - 2024 Chip Seal Project
6. Award Contract - Improvements 23-15 & 23-27 - Evergreen Ave and Bluff Ave Rehabilitation
7. Direction on Active Code Enforcement Cases

B. **Personnel & Finance Committee**

1. Reclassify Tyler Heinlen to CSO Position
2. Approval of Memorandums of Agreement regarding new Earned Sick and Safe Time Law
3. Discussion Regarding Assistant Planner Position

7. **Unfinished Business**

A. **Call for Applicants**

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)
Transportation Advisory Committee- 2 terms (Expire 2026)
Mayor Recommended: (terms to expire on 9/7 of said year)
Economic Development Authority- 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. **Approve Compromise Agreement with the City of Baxter Regarding Assessment Appeal**

8. **New Business**

- A. **Set Public Hearing and Presentation of Municipal Storm Sewer Systems (MS4) Permit**
- B. **Adoption a Resolution Governing Write-in Vote Counting**

9. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Council -
Time limits may be imposed
10. **Staff Reports**
(Verbal: Any Updates since Packet)
11. **Mayor's Report**
12. **Council Member Reports**
13. **Adjourn**
 - A. **Adjourn to Closed Labor Negotiation Strategy Session pursuant to MN Statutes, 13D.03, Subd 1(b) to prepare for Negotiations with the IBEW Brainerd Public Utilities Union**

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 03/01/2024 - 03/31/2024

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	Jrnalized Post Date
Vendor 2266 - Amanda Pepper:							
3/5 PNP - 1 81963	Amanda Pepper 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81964	Amanda Pepper 2024 PNP 15 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	300.00 300.00	0.00	Paid	Y 03/15/2024
Total for vendor 2266 - Amanda Pepper:				320.00	0.00		
Vendor 4127 - Andrew Shipe:							
3/5 PNP - 1 81984	Andrew Shipe 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81985	Andrew Shipe 2024 PNP 1.5 HRS PUBLIC TESTING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	30.00 30.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 3 81986	Andrew Shipe 2024 PNP 1 HR SUPPLY PICKUP 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 4 81987	Andrew Shipe 2024 PNP 15.75 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	315.00 315.00	0.00	Paid	Y 03/15/2024
Total for vendor 4127 - Andrew Shipe:				385.00	0.00		
Vendor 2554 - Anne Pritschet:							
3/5 PNP - 1 81973	Anne Pritschet 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81974	Anne Pritschet 2024 PNP 1.5 HRS PUBLIC TESTING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	30.00 30.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 3 81975	Anne Pritschet 2024 PNP 9 HRS ELECTION DAY	03/05/2024 pziemer	03/15/2024	180.00	0.00	Paid	Y 03/15/2024

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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						
	101-1410-41104	TEMPORARY		180.00			
	Total for vendor 2554 - Anne Pritschet:			230.00	0.00		

Vendor 2740 - AT&T MOBILITY:

X03032024/FIRE

81795	AT&T MOBILITY	02/25/2024	03/13/2024	346.39	0.00	Paid	Y
	ACCT 287312856222 FIRE DEPT PHONES	pziemer					03/13/2024
	225-2220-43321	TELEPHONE		346.39			

X03032024/PD

81804	AT&T MOBILITY	02/25/2024	03/13/2024	2,124.70	0.00	Paid	Y
	ACCT 287287520356 POLICE DEPT PHONES	pziemer					03/13/2024
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		802.83			
	225-2120-43321	TELEPHONE		1,321.87			

X03032024/ADM

81840	AT&T MOBILITY	02/25/2024	03/13/2024	99.56	0.00	Paid	Y
	ACCT 287292136423 ADMIN 1/26-2/25	pziemer					03/13/2024
	101-1400-43321	TELEPHONE		99.56			

X03032024/CD

81841	AT&T MOBILITY	02/25/2024	03/13/2024	149.34	0.00	Paid	Y
	ACCT 287292136423 COM DEV 1/26-2/25	pziemer					03/13/2024
	101-2400-43321	TELEPHONE		149.34			

X03032024/ENG

81842	AT&T MOBILITY	02/25/2024	03/13/2024	275.58	0.00	Paid	Y
	ACCT 287292136423 ENG 1/26-2/25	pziemer					03/13/2024
	101-1700-43321	TELEPHONE		275.58			

X03032024/HR

81843	AT&T MOBILITY	02/25/2024	03/13/2024	49.78	0.00	Paid	Y
	ACCT 287292136423 HR 1/26-2/25	pziemer					03/13/2024
	101-1400-43321	TELEPHONE		49.78			

X03032024/IT

81844	AT&T MOBILITY	02/25/2024	03/13/2024	119.56	0.00	Paid	Y
	AT&T IT DEPT ACCT 287292136423 1/26/	pziemer					03/13/2024
	101-1800-43321	TELEPHONE		119.56			

X03032024/PARKS

81845	AT&T MOBILITY	02/25/2024	03/13/2024	183.99	0.00	Paid	Y
	ACCT 287292136423 PARKS 1/26-2/25	pziemer					03/13/2024
	230-5200-43321	TELEPHONE		183.99			

X03032024/STRTS

81846	AT&T MOBILITY	02/25/2024	03/13/2024	209.22	0.00	Paid	Y
	ACCT 287292136423 STREETS 1/26-2/25	pziemer					03/13/2024
	235-3100-43321	TELEPHONE		88.01			
	237-3190-43321	TELEPHONE		121.21			

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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
X03032024/TRNST							
81847	AT&T MOBILITY	02/25/2024	03/13/2024	49.78	0.00	Paid	Y
	ACCT 287292136423 TRANSIT 1/26-2/25	pziemer					03/13/2024
	203-9000-43321 TELEPHONE			49.78			
	Total for vendor 2740 - AT&T MOBILITY:			3,607.90	0.00		
Vendor 2817 - Bev Jensen:							
3/5 PNP - 1							
81949	Bev Jensen	03/05/2024	03/15/2024	15.00	0.00	Paid	Y
	2024 PNP 1HR JUDGE TRAINING	pziemer					03/15/2024
	101-1410-41104 TEMPORARY			15.00			
3/5 PNP - 2							
81950	Bev Jensen	03/05/2024	03/15/2024	240.00	0.00	Paid	Y
	2024 PNP 16 HRS ELECTION DAY	pziemer					03/15/2024
	101-1410-41104 TEMPORARY			240.00			
	Total for vendor 2817 - Bev Jensen:			255.00	0.00		
Vendor 3442 - Bill (Wayne) Bailey:							
3/5 PNP - 1							
81914	Bill (Wayne) Bailey	03/05/2024	03/15/2024	15.00	0.00	Paid	Y
	2024 PNP 1HR JUDGE TRAINING	pziemer					03/15/2024
	101-1410-41104 TEMPORARY			15.00			
3/5 PNP - 2							
81915	Bill (Wayne) Bailey	03/05/2024	03/15/2024	26.25	0.00	Paid	Y
	2024 PNP 1.75 HRS PUBLIC TESTING	pziemer					03/15/2024
	101-1410-41104 TEMPORARY			26.25			
3/5 PNP - 3							
81916	Bill (Wayne) Bailey	03/05/2024	03/15/2024	105.00	0.00	Paid	Y
	2024 PNP 7 HRS ELECTION DAY	pziemer					03/15/2024
	101-1410-41104 TEMPORARY			105.00			
	Total for vendor 3442 - Bill (Wayne) Bailey:			146.25	0.00		
Vendor 3684 - Carolyn White:							
3/5 PNP - 1							
81999	Carolyn White	03/05/2024	03/15/2024	20.00	0.00	Paid	Y
	2024 PNP 1HR JUDGE TRAINING	pziemer					03/15/2024
	101-1410-41104 TEMPORARY			20.00			
3/5 PNP - 2							
82000	Carolyn White	03/05/2024	03/15/2024	30.00	0.00	Paid	Y
	2024 PNP 1.5 HRS PUBLIC TESTING	pziemer					03/15/2024
	101-1410-41104 TEMPORARY			30.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
3/5 PNP - 3 82001	Carolyn White 2024 PNP 1 HR SUPPLY PICKUP 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 4 82002	Carolyn White 2024 PNP 17 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	340.00 340.00	0.00	Paid	Y 03/15/2024
Total for vendor 3684 - Carolyn White:				410.00	0.00		
Vendor 1343 - CHARTER COMMUNICATIONS:							
0280094031224 82041	CHARTER COMMUNICATIONS REDUNDANT INTERNET 3/12/24-4/11/24 101-1800-43321	03/12/2024 pziemer TELEPHONE	03/22/2024	123.93 123.93	0.00	Paid	Y 03/22/2024
Total for vendor 1343 - CHARTER COMMUNICATIONS:				123.93	0.00		
Vendor 3443 - Cheryl Bailey:							
3/5 PNP - 1 81917	Cheryl Bailey 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81918	Cheryl Bailey 2024 PNP 1.5 HRS PUBLIC TESTING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	22.50 22.50	0.00	Paid	Y 03/15/2024
3/5 PNP - 3 81919	Cheryl Bailey 2024 PNP 16 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	240.00 240.00	0.00	Paid	Y 03/15/2024
Total for vendor 3443 - Cheryl Bailey:				277.50	0.00		
Vendor 3797 - Cheryl Plouffe:							
3/5 PNP - 1 81969	Cheryl Plouffe 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81970	Cheryl Plouffe 2024 PNP 15.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	310.00 310.00	0.00	Paid	Y 03/15/2024
Total for vendor 3797 - Cheryl Plouffe:				330.00	0.00		

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Vendor 1653 - CIVICPLUS:							
288616 82036	CIVICPLUS	03/01/2024	03/22/2024	4,891.92	0.00	Paid	Y 03/22/2024
	CIVIC CLERK 3/29/24-3/28-25	pziemer					
	101-1800-43309	COMPUTER SUPPORT		3,668.94			
	101-0000-15510	PREPAID OTHER		1,222.98			
	Total for vendor 1653 - CIVICPLUS:			4,891.92	0.00		
Vendor 3852 - Colleen Popp:							
3/5 PNP - 1 81971	Colleen Popp	03/05/2024	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	2024 PNP 1HR JUDGE TRAINING	pziemer					
	101-1410-41104	TEMPORARY		15.00			
3/5 PNP - 2 81972	Colleen Popp	03/05/2024	03/15/2024	105.00	0.00	Paid	Y 03/15/2024
	2024 PNP 7 HRS ELECTION DAY	pziemer					
	101-1410-41104	TEMPORARY		105.00			
	Total for vendor 3852 - Colleen Popp:			120.00	0.00		
Vendor 3536 - Connie Pierzinski :							
3/5 PNP - 1 81965	Connie Pierzinski	03/05/2024	03/15/2024	20.00	0.00	Paid	Y 03/15/2024
	2024 PNP 1HR JUDGE TRAINING	pziemer					
	101-1410-41104	TEMPORARY		20.00			
3/5 PNP - 2 81966	Connie Pierzinski	03/05/2024	03/15/2024	30.00	0.00	Paid	Y 03/15/2024
	2024 PNP 1.5 HRS PUBLIC TESTING	pziemer					
	101-1410-41104	TEMPORARY		30.00			
3/5 PNP - 3 81967	Connie Pierzinski	03/05/2024	03/15/2024	40.00	0.00	Paid	Y 03/15/2024
	2024 PNP 2 HRS HEALTH CARE JUDGE	pziemer					
	101-1410-41104	TEMPORARY		40.00			
3/5 PNP - 4 81968	Connie Pierzinski	03/05/2024	03/15/2024	300.00	0.00	Paid	Y 03/15/2024
	2024 PNP 15 HRS ELECTION DAY	pziemer					
	101-1410-41104	TEMPORARY		300.00			
	Total for vendor 3536 - Connie Pierzinski :			390.00	0.00		
Vendor 2562 - David Riedel:							
3/5 PNP - 1 81976	David Riedel	03/05/2024	03/15/2024	20.00	0.00	Paid	Y 03/15/2024
	2024 PNP 1HR JUDGE TRAINING	pziemer					

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	101-1410-41104	TEMPORARY		20.00			
3/5 PNP - 2 81977	David Riedel 2024 PNP 1.5 HRS PUBLIC TESTING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	30.00 30.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 3 81978	David Riedel 2024 PNP 1 HR SUPPLY PICKUP 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 4 81979	David Riedel 2024 PNP 17.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	350.00 350.00	0.00	Paid	Y 03/15/2024
Total for vendor 2562 - David Riedel:				420.00	0.00		

Vendor 2809 - Eileen Dwyer:

3/5 PNP - 1 81931	Eileen Dwyer 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81932	Eileen Dwyer 2024 PNP 15 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	225.00 225.00	0.00	Paid	Y 03/15/2024
Total for vendor 2809 - Eileen Dwyer:				240.00	0.00		

Vendor 1859 - ENTERPRISE FM TRUST:

FBN4936210/CD 81884	ENTERPRISE FM TRUST JAN 24 COM DEV VEHICLE LEASES 101-2400-43331	01/05/2024 pziemer LEASE EXPENSE	03/13/2024	357.61 357.61	0.00	Paid	Y 03/13/2024
FBN4936210/ENG 81885	ENTERPRISE FM TRUST JAN 24 ENG VEHICLE LEASES 101-1700-43331	01/05/2024 pziemer LEASE PAYMENTS	03/13/2024	931.28 931.28	0.00	Paid	Y 03/13/2024
FBN4936210/FD 81886	ENTERPRISE FM TRUST JAN 24 FIRE DEPT VEHICLE LEASES 225-2220-43331 225-2220-43331	01/05/2024 pziemer LEASED PAYMENTS LEASED PAYMENTS	03/13/2024	1,390.48 1,349.58 40.90	0.00	Paid	Y 03/13/2024

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FBN4936210/PARKS							
81887*	ENTERPRISE FM TRUST	01/05/2024	03/13/2024	2,105.34	0.00	Paid	Y
	JAN 24 PARKS DEPT VEHICLE LEASES	pziemer					03/13/2024
	230-5200-43331	LEASE PAYMENTS		2,301.83			
	230-5200-43331	LEASE PAYMENTS		(196.49)			
FBN4936210/PD							
81888	ENTERPRISE FM TRUST	01/05/2024	03/13/2024	11,719.21	0.00	Paid	Y
	JAN 24 POLICE DEPT VEHICLE LEASES	pziemer					03/13/2024
	225-2120-43331	LEASED PAYMENTS		11,651.44			
	225-2120-43331	LEASED PAYMENTS		67.77			
FBN4936210/STRTS							
81889*	ENTERPRISE FM TRUST	01/05/2024	03/13/2024	4,316.77	0.00	Paid	Y
	JAN 24 STREET DEPT VEHICLE LEASES	pziemer					03/13/2024
	235-3100-43331	LEASE PAYMENTS		3,697.20			
	237-3190-43331	LEASE PAYMENTS		626.01			
	235-3100-43331	LEASE PAYMENTS		(6.44)			
FBN4958367/ENG							
81890	ENTERPRISE FM TRUST	02/04/2024	03/13/2024	931.28	0.00	Paid	Y
	FEB 24 ENG VEHICLE LEASES	pziemer					03/13/2024
	101-1700-43331	LEASE PAYMENTS		931.28			
FBN4958367/CD							
81891	ENTERPRISE FM TRUST	02/04/2024	03/13/2024	357.61	0.00	Paid	Y
	FEB 24 COM DEV VEHICLE LEASE	pziemer					03/13/2024
	101-2400-43331	LEASE EXPENSE		357.61			
FBN4958367/PD							
81892	ENTERPRISE FM TRUST	02/04/2024	03/13/2024	10,819.57	0.00	Paid	Y
	FEB 24 POLICE DEPT VEHICLE LEASES	pziemer					03/13/2024
	225-2120-43331	LEASED PAYMENTS		10,819.57			
FBN4958367/FD							
81893	ENTERPRISE FM TRUST	02/04/2024	03/13/2024	2,007.85	0.00	Paid	Y
	FEB 24 FIRE DEPT VEHICLE LEASES & REPAIR	pziemer					03/13/2024
	225-2220-43331	LEASED PAYMENTS		1,349.58			
	225-2220-42220	REPAIR & MAINT		658.27			
FBN4958367/STRTS							
81894	ENTERPRISE FM TRUST	02/04/2024	03/13/2024	4,323.21	0.00	Paid	Y
	FEB 24 STREETS VEHICLE LEASES	pziemer					03/13/2024
	235-3100-43331	LEASE PAYMENTS		3,697.20			
	237-3190-43331	LEASE PAYMENTS		626.01			
FBN4958367/PARKS							
81895	ENTERPRISE FM TRUST	02/04/2024	03/13/2024	2,074.39	0.00	Paid	Y
	FEB 24 PARKS DEPT VEHICLE LEASES	pziemer					03/13/2024
	230-5200-43331	LEASE PAYMENTS		2,074.39			

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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
FBN4986216/CD 81896	ENTERPRISE FM TRUST MAR 24 COM DEV VEHICLE LEASES 101-2400-43331	03/05/2024 pziemer	03/13/2024	357.61 357.61	0.00	Paid	Y 03/13/2024
FBN4986216/ENG 81897	ENTERPRISE FM TRUST MAR 24 ENG VEHICLE LEASES 101-1700-43331	03/05/2024 pziemer	03/13/2024	931.28 931.28	0.00	Paid	Y 03/13/2024
FBN4986216/FD 81898	ENTERPRISE FM TRUST MAR 24 FIRE DEPT VEHICLE LEASES 225-2220-43331	03/05/2024 pziemer	03/13/2024	1,349.58 1,349.58	0.00	Paid	Y 03/13/2024
FBN4986216/PARKS 81899	ENTERPRISE FM TRUST MAR 24 PARKS VEHICLE LEASES 230-5200-43331	03/05/2024 pziemer	03/13/2024	2,069.38 2,069.38	0.00	Paid	Y 03/13/2024
FBN4986216/PD 81900	ENTERPRISE FM TRUST MAR 24 POLICE DEPT VEHICLE LEASES 225-2120-43331	03/05/2024 pziemer	03/13/2024	10,819.57 10,819.57	0.00	Paid	Y 03/13/2024
FBN4986216/STRTS 81901	ENTERPRISE FM TRUST MAR 24 STREETS VEHICLE LEASES 235-3100-43331 237-3190-43331	03/05/2024 pziemer	03/13/2024	4,323.21 3,697.20 626.01	0.00	Paid	Y 03/13/2024
Total for vendor 1859 - ENTERPRISE FM TRUST:				61,185.23	0.00		

Vendor 0071 - FORUM COMMUNICATIONS COMPANY:

I2024.00013446

81837	FORUM COMMUNICATIONS COMPANY RFB: RUNWAY 5-23 PAVEMENT REHAB 450-9010-43350-24:51	02/29/2024 pziemer	03/13/2024	122.08 122.08	0.00	Paid	Y 03/13/2024
Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:				122.08	0.00		

Vendor 2810 - James Dwyer:

3/5 PNP - 1

81929	James Dwyer 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
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3/5 PNP - 2

81930	James Dwyer 2024 PNP 15 HRS ELECTION DAY	03/05/2024 pziemer	03/15/2024	225.00	0.00	Paid	Y 03/15/2024
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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
	101-1410-41104	TEMPORARY		225.00			
	Total for vendor 2810 - James Dwyer:			240.00	0.00		
Vendor 4135 - Janice Wielenberg:							
3/5 PNP - 1 82003	Janice Wielenberg	03/05/2024	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	2024 PNP 1HR JUDGE TRAINING	pziemer					
	101-1410-41104	TEMPORARY		15.00			
	Total for vendor 4135 - Janice Wielenberg:			15.00	0.00		
Vendor 3292 - Jerry Lyscio:							
3/5 PNP - 1 81959	Jerry Lyscio	03/05/2024	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	2024 PNP 1HR JUDGE TRAINING	pziemer					
	101-1410-41104	TEMPORARY		15.00			
3/5 PNP - 2 81960	Jerry Lyscio	03/05/2024	03/15/2024	232.50	0.00	Paid	Y 03/15/2024
	2024 PNP 15.5 HRS ELECTION DAY	pziemer					
	101-1410-41104	TEMPORARY		232.50			
	Total for vendor 3292 - Jerry Lyscio:			247.50	0.00		
Vendor 4123 - John Mickelson:							
3/5 PNP - 1 81961	John Mickelson	03/05/2024	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	2024 PNP 1HR JUDGE TRAINING	pziemer					
	101-1410-41104	TEMPORARY		15.00			
3/5 PNP - 2 81962	John Mickelson	03/05/2024	03/15/2024	120.00	0.00	Paid	Y 03/15/2024
	2024 PNP 8 HRS ELECTION DAY	pziemer					
	101-1410-41104	TEMPORARY		120.00			
	Total for vendor 4123 - John Mickelson:			135.00	0.00		
Vendor 4160 - Judy Hauglie:							
3/5 PNP - 1 81937	Judy Hauglie	03/05/2024	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	2024 PNP 1HR JUDGE TRAINING	pziemer					
	101-1410-41104	TEMPORARY		15.00			
3/5 PNP - 2 81938	Judy Hauglie	03/05/2024	03/15/2024	26.25	0.00	Paid	Y 03/15/2024
	2024 PNP 1.75 HRS PUBLIC TESTING	pziemer					
	101-1410-41104	TEMPORARY		26.25			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
3/5 PNP - 3 81939	Judy Hauglie 2024 PNP 15 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	225.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			225.00			
	Total for vendor 4160 - Judy Hauglie:			266.25	0.00		
Vendor 4130 - Judy Sorenson:							
3/5 PNP - 1 81990	Judy Sorenson 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			15.00			
3/5 PNP - 2 81991	Judy Sorenson 2024 PNP 8 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	120.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			120.00			
	Total for vendor 4130 - Judy Sorenson:			135.00	0.00		
Vendor 3813 - Julie Kletscher:							
3/5 PNP - 1 81951	Julie Kletscher 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			15.00			
3/5 PNP - 2 81952	Julie Kletscher 2024 PNP 1.5 HRS PUBLIC TESTING 101-1410-41104	03/05/2024 pziemer	03/15/2024	22.50	0.00	Paid	Y 03/15/2024
	TEMPORARY			22.50			
3/5 PNP - 3 81953	Julie Kletscher 2024 PNP 15 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	225.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			225.00			
	Total for vendor 3813 - Julie Kletscher:			262.50	0.00		
Vendor 4115 - Lee Humphrey:							
3/5 PNP - 1 81947	Lee Humphrey 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			15.00			
3/5 PNP - 2 81948	Lee Humphrey 2024 PNP 6.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	97.50	0.00	Paid	Y 03/15/2024
	TEMPORARY			97.50			
	Total for vendor 4115 - Lee Humphrey:			112.50	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 4113 - Lori Hermanson:							
3/5 PNP - 1 81942	Lori Hermanson 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81943	Lori Hermanson 2024 PNP 1.5 HRS PUBLIC TESTING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	22.50 22.50	0.00	Paid	Y 03/15/2024
3/5 PNP - 3 81944	Lori Hermanson 2024 PNP 15.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	232.50 232.50	0.00	Paid	Y 03/15/2024
Total for vendor 4113 - Lori Hermanson:				270.00	0.00		
Vendor 2823 - Margie Thesing:							
3/5 PNP - 1 81996	Margie Thesing 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81997	Margie Thesing 2024 PNP 1 HR SUPPLY PICKUP 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 3 81998	Margie Thesing 2024 PNP 15.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	310.00 310.00	0.00	Paid	Y 03/15/2024
Total for vendor 2823 - Margie Thesing:				350.00	0.00		
Vendor 3851 - Martha Rustad:							
3/5 PNP - 1 81980	Martha Rustad 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81981	Martha Rustad 2024 PNP 15 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	225.00 225.00	0.00	Paid	Y 03/15/2024
Total for vendor 3851 - Martha Rustad:				240.00	0.00		

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3/5 PNP - 1 82004	MaryBeth Wroolie 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 82005	MaryBeth Wroolie 2024 PNP 1.5 HRS PUBLIC TESTING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	30.00 30.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 3 82006	MaryBeth Wroolie 2024 PNP 1 HR SUPPLY PICKUP 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 4 82007	MaryBeth Wroolie 2024 PNP 2HRS HEALTH CARE JUDGE 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	40.00 40.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 5 82008	MaryBeth Wroolie 2024 PNP 16 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	320.00 320.00	0.00	Paid	Y 03/15/2024
Total for vendor 2646 - MaryBeth Wroolie:				430.00	0.00		

Vendor 4111 - Michael Duval:

3/5 PNP - 1 81926	Michael Duval 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81927	Michael Duval 2024 PNP 1.5 HRS PUBLIC TESTING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	22.50 22.50	0.00	Paid	Y 03/15/2024
3/5 PNP - 3 81928	Michael Duval 2024 PNP 15.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	232.50 232.50	0.00	Paid	Y 03/15/2024
Total for vendor 4111 - Michael Duval:				270.00	0.00		

Vendor 4110 - Nicole Converse:

3/5 PNP - 1 81924	Nicole Converse 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
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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
3/5 PNP - 2 81925	Nicole Converse 2024 PNP 17 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	255.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			255.00			
	Total for vendor 4110 - Nicole Converse:			270.00	0.00		
Vendor 4276 - Norma Hudson:							
3/5 PNP - 1 81945	Norma Hudson 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			15.00			
3/5 PNP - 2 81946	Norma Hudson 2024 PNP 15 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	225.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			225.00			
	Total for vendor 4276 - Norma Hudson:			240.00	0.00		
Vendor 1669 - Patrick Borden:							
3/5 PNP - 1 81920	Patrick Borden 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			15.00			
3/5 PNP - 2 81921	Patrick Borden 2024 PNP 15 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	225.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			225.00			
	Total for vendor 1669 - Patrick Borden:			240.00	0.00		
Vendor 4126 - Rebecca Shaffer:							
3/5 PNP - 1 81982	Rebecca Shaffer 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	15.00	0.00	Paid	Y 03/15/2024
	TEMPORARY			15.00			
3/5 PNP - 2 81983	Rebecca Shaffer 2024 PNP 15.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	232.50	0.00	Paid	Y 03/15/2024
	TEMPORARY			232.50			
	Total for vendor 4126 - Rebecca Shaffer:			247.50	0.00		
Vendor 3289 - Roseanne Caughey:							

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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
3/5 PNP - 1 81922	Roseanne Caughey 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81923	Roseanne Caughey 2024 PNP 15.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	232.50 232.50	0.00	Paid	Y 03/15/2024
Total for vendor 3289 - Roseanne Caughey:				247.50	0.00		
Vendor 3534 - Sandra Foust :							
3/5 PNP - 1 81935	Sandra Foust 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81936	Sandra Foust 2024 PNP 15.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	232.50 232.50	0.00	Paid	Y 03/15/2024
Total for vendor 3534 - Sandra Foust :				247.50	0.00		
Vendor 4119 - Sharon Lemke:							
3/5 PNP - 1 81957	Sharon Lemke 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81958	Sharon Lemke 2024 PNP 7.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer	03/15/2024	112.50 112.50	0.00	Paid	Y 03/15/2024
Total for vendor 4119 - Sharon Lemke:				127.50	0.00		
Vendor 2591 - Shawn Strong:							
3/5 PNP - 1 81992	Shawn Strong 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81993	Shawn Strong 2024 PNP 1.5 HRS PUBLIC TESTING 101-1410-41104	03/05/2024 pziemer	03/15/2024	30.00 30.00	0.00	Paid	Y 03/15/2024

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3/5 PNP - 3 81994	Shawn Strong 2024 PNP 1 HR SUPPLY PICKUP 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 4 81995	Shawn Strong 2024 PNP 16.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	330.00 330.00	0.00	Paid	Y 03/15/2024
Total for vendor 2591 - Shawn Strong:				400.00	0.00		
Vendor 4114 - Staci Headley:							
3/5 PNP - 1 81940	Staci Headley 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81941	Staci Headley 2024 PNP 15 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	225.00 225.00	0.00	Paid	Y 03/15/2024
Total for vendor 4114 - Staci Headley:				240.00	0.00		
Vendor 3680 - Tina Elder:							
3/5 PNP - 1 81933	Tina Elder 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81934	Tina Elder 2024 PNP 15.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	310.00 310.00	0.00	Paid	Y 03/15/2024
Total for vendor 3680 - Tina Elder:				330.00	0.00		
Vendor 4277 - Toni Gage:							
3/5 PNP - 1 82009	Toni Gage 2024 PNP 1 HR SUPPLY PICKUP 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	20.00 20.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 82010	Toni Gage 2024 PNP 15.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	310.00 310.00	0.00	Paid	Y 03/15/2024
Total for vendor 4277 - Toni Gage:				330.00	0.00		

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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 4129 - Vernon Smith:							
3/5 PNP - 1 81988	Vernon Smith 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81989	Vernon Smith 2024 PNP 8 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	120.00 120.00	0.00	Paid	Y 03/15/2024
Total for vendor 4129 - Vernon Smith:				135.00	0.00		
Vendor 4118 - Virginia Kopp:							
3/5 PNP - 1 81954	Virginia Kopp 2024 PNP 1HR JUDGE TRAINING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	15.00 15.00	0.00	Paid	Y 03/15/2024
3/5 PNP - 2 81955	Virginia Kopp 2024 PNP 1.5 HRS PUBLIC TESTING 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	22.50 22.50	0.00	Paid	Y 03/15/2024
3/5 PNP - 3 81956	Virginia Kopp 2024 PNP 17.5 HRS ELECTION DAY 101-1410-41104	03/05/2024 pziemer TEMPORARY	03/15/2024	262.50 262.50	0.00	Paid	Y 03/15/2024
Total for vendor 4118 - Virginia Kopp:				300.00	0.00		
Vendor 1712 - WSB & ASSOCIATES:							
R-022575-000-9 82037	WSB & ASSOCIATES 21:16 MSP RIVERBANK RESTORATION DECEM 401-9030-43300-21:16	01/31/2024 pziemer PROFESSIONAL SERVICES	03/22/2024	11,937.75 11,937.75	0.00	Paid	Y 12/31/2023
Total for vendor 1712 - WSB & ASSOCIATES:				11,937.75	0.00		

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

# of Invoices:	129	# Due:	0	Totals:	91,721.31	0.00
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00
Net of Invoices and Credit Memos:					91,721.31	0.00

* 2 Net Invoices have Credits Totalling: (202.93)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-15510	PREPAID OTHER	1,222.98
101-1400-43321	TELEPHONE	149.34
101-1410-41104	TEMPORARY	9,852.50
101-1700-43321	TELEPHONE	275.58
101-1700-43331	LEASE PAYMENTS	2,793.84
101-1800-43309	COMPUTER SUPPORT	3,668.94
101-1800-43321	TELEPHONE	243.49
101-2400-43321	TELEPHONE	149.34
101-2400-43331	LEASE EXPENSE	1,072.83
203-9000-43321	TELEPHONE	49.78
225-2120-43309	COMPUTER TECHNICAL SUPPORT	802.83
225-2120-43321	TELEPHONE	1,321.87
225-2120-43331	LEASED PAYMENTS	33,358.35
225-2220-42220	REPAIR & MAINT	658.27
225-2220-43321	TELEPHONE	346.39
225-2220-43331	LEASED PAYMENTS	4,089.64
230-5200-43321	TELEPHONE	183.99
230-5200-43331	LEASE PAYMENTS	6,249.11
235-3100-43321	TELEPHONE	88.01
235-3100-43331	LEASE PAYMENTS	11,085.16
237-3190-43321	TELEPHONE	121.21
237-3190-43331	LEASE PAYMENTS	1,878.03
401-9030-43300-21:16	PROFESSIONAL SERVICES	11,937.75
450-9010-43350-24:51	LEGAL PUBLICATIONS	122.08

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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							
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			19,428.84	0.00		
	203 - TRANSIT FUND			49.78	0.00		
	225 - PUBLIC SAFETY FUND			40,577.35	0.00		
	230 - PARK & RECREATION FUND			6,433.10	0.00		
	235 - STREET & SEWER FUND			11,173.17	0.00		
	237 - SANITARY SEWER FUND			1,999.24	0.00		
	401 - CONSTRUCTION FUND			11,937.75	0.00		
	450 - AIRPORT CIP FUND			122.08	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			1,222.98	0.00		
	1400 - ADMINISTRATION			149.34	0.00		
	1410 - ELECTIONS			9,852.50	0.00		
	1700 - ENGINEERING			3,069.42	0.00		
	1800 - IT/GIS			3,912.43	0.00		
	2120 - POLICE DEPARTMENT			35,483.05	0.00		
	2220 - FIRE DEPARTMENT			5,094.30	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			1,222.17	0.00		
	3100 - S & S MAINTENANCE			11,173.17	0.00		
	3190 - SANITARY SEWER EXPENSE			1,999.24	0.00		
	5200 - PARK MAIN/ADMINISTRATION			6,433.10	0.00		
	9000 - TRANSIT FUND			49.78	0.00		
	9010 - AIRPORT CIP PROJ-MISC			122.08	0.00		
	9030 - CONSTRUCTION PROJ-MISC			11,937.75	0.00		

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Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3572 - AAA EQUIPMENT CENTER:							
110912 82381	AAA EQUIPMENT CENTER TRANSMISSION REPAIR - EXMARK MOWER	03/27/2024 pziemer	04/17/2024	549.85	549.85	Open	N 04/17/2024
230-5200-42220	REPAIR & MAINT			549.85			
Total for vendor 3572 - AAA EQUIPMENT CENTER:				549.85	549.85		
Vendor 0011 - ACE HARDWARE:							
323082/1 82337	ACE HARDWARE HOUSING/MECHANICAL INSPECTION SUPPLIES	04/05/2024 pziemer	04/17/2024	23.56	23.56	Open	N 04/17/2024
101-2400-42210	OPERATING SUPPLIES			23.56			
323104/1 82352	ACE HARDWARE PITCHFORK - CLEANING STORM DRAINS	04/08/2024 pziemer	04/17/2024	80.98	80.98	Open	N 04/17/2024
238-3160-42220	REPAIR & MAINT			80.98			
Total for vendor 0011 - ACE HARDWARE:				104.54	104.54		
Vendor 2902 - ADVANCE AUTO PARTS:							
6574410128380 82387	ADVANCE AUTO PARTS TIRE GAUGE AND ZIP TIES	04/10/2024 pziemer	04/17/2024	24.13	24.13	Open	N 04/17/2024
235-3100-42220	REPAIR & MAINT			24.13			
Total for vendor 2902 - ADVANCE AUTO PARTS:				24.13	24.13		
Vendor 2846 - AMERICAN WELDING-GAS INC:							
0010020048 82277	AMERICAN WELDING-GAS INC WELDING GAS CYLINDER RENTAL	03/31/2024 pziemer	04/17/2024	84.85	84.85	Open	N 04/17/2024
235-3100-43410	RENTAL EXPENSE			84.85			
Total for vendor 2846 - AMERICAN WELDING-GAS INC:				84.85	84.85		
Vendor 0039 - ARAMARK UNIFORM SERVICES:							
2530256070 82263	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS	03/28/2024 pziemer	04/17/2024	83.75	83.75	Open	N 04/17/2024
235-3100-43430	MISCELLANEOUS			83.75			
2530258608 82327	ARAMARK UNIFORM SERVICES RUGS AND OVERALLS	04/04/2024 pziemer	04/17/2024	59.47	59.47	Open	N 04/17/2024
235-3100-43430	MISCELLANEOUS			59.47			
Total for vendor 0039 - ARAMARK UNIFORM SERVICES:				143.22	143.22		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 2683 - ASCAP:							
500821295/CPI 82287	ASCAP	03/20/2024	04/17/2024	11.00	11.00	Open	N
	2023 & 2024 CPI ADJUSTMENT DUE	pziemer					04/17/2024
230-5200-43430	MISCELLANEOUS			11.00			
	Total for vendor 2683 - ASCAP:			11.00	11.00		
Vendor 0944 - ASPEN MILLS:							
330705 82386	ASPEN MILLS	04/01/2024	04/17/2024	136.66	136.66	Open	N
	JACKET - K.YUTRZENKA	pziemer					04/17/2024
225-2220-41113	UNIFORM ALLOWANCE			136.66			
	Total for vendor 0944 - ASPEN MILLS:			136.66	136.66		
Vendor 4285 - BAIRD ENVIROMENTAL SOLUTIONS:							
202404 82328	BAIRD ENVIROMENTAL SOLUTIONS	04/05/2024	04/17/2024	850.00	850.00	Open	N
	MS4 TRAININGS	pziemer					04/17/2024
238-3160-43300	PROFESSIONAL SERVICES			850.00			
	Total for vendor 4285 - BAIRD ENVIROMENTAL SOLUTIONS:			850.00	850.00		
Vendor 0745 - BATTERIES PLUS:							
P71529806 82271	BATTERIES PLUS	03/29/2024	04/17/2024	8.99	8.99	Open	N
	BATTERIES	pziemer					04/17/2024
225-2120-42210	OPERATING SUPPLIES			8.99			
	Total for vendor 0745 - BATTERIES PLUS:			8.99	8.99		
Vendor 2948 - BILL'S GUN SHOP & RANGE:							
S4-879723 82272	BILL'S GUN SHOP & RANGE	03/28/2024	04/17/2024	583.90	583.90	Open	N
	A TEAM FIREARMS QUALIFICATION	pziemer					04/17/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			583.90			
	Total for vendor 2948 - BILL'S GUN SHOP & RANGE:			583.90	583.90		
Vendor 3120 - BOLTON & MENK:							
0333256 82374	BOLTON & MENK	04/01/2024	04/17/2024	6,741.00	6,741.00	Open	N
	LAUREL ST BRIDGE REHAB	pziemer					04/17/2024
401-9030-43300-24:06	PROFESSIONAL SERVICES			6,741.00			
	Total for vendor 3120 - BOLTON & MENK:			6,741.00	6,741.00		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 0074 - BRAINERD GENERAL RENTAL:							
171253							
82396	BRAINERD GENERAL RENTAL	04/10/2024	04/17/2024	250.00	250.00	Open	N
	RENTED LIFT FOR MILLS FIELD	pziemer					04/17/2024
230-5200-42221	R&M- MILLS FIELD			250.00			
	Total for vendor 0074 - BRAINERD GENERAL RENTAL:			250.00	250.00		
Vendor MISC - BRAINERD LAND LLC:							
04/11/2024							
82401	BRAINERD LAND LLC	04/11/2024	04/17/2024	250.50	250.50	Open	N
	OVERPAYMENT PARCEL 41300712	pziemer					04/17/2024
401-0000-20300	DUE TO TAX PAYER (ASSMENTTS)			250.50			
	Total for vendor MISC - BRAINERD LAND LLC:			250.50	250.50		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
INV22319							
82289	BRAINERD PUBLIC UTILITIES	03/29/2024	04/17/2024	217.90	217.90	Open	N
	WELLNESS FRUIT BASKETS	pziemer					04/17/2024
278-6515-43430	MISCELLANEOUS			217.90			
INV22318							
82388	BRAINERD PUBLIC UTILITIES	03/13/2024	04/17/2024	2,804.50	2,804.50	Open	N
	LUM PARK DEMO	pziemer					04/17/2024
400-9050-45530	CAPITAL - OTHER			2,804.50			
4/10/24							
82399	BRAINERD PUBLIC UTILITIES	04/11/2024	04/17/2024	98,765.23	98,765.23	Open	N
	REMIT LOST THRU 4/10/24	pziemer					04/17/2024
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			98,765.23			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			101,787.63	101,787.63		
Vendor 4209 - CALLTOWER:							
201891161							
82325	CALLTOWER	04/01/2024	04/17/2024	360.57	360.57	Open	N
	CALLTOWER 4/1/24-4/30/24	pziemer					04/17/2024
101-1800-43321	TELEPHONE			360.57			
	Total for vendor 4209 - CALLTOWER:			360.57	360.57		
Vendor 0102 - CANON FINANCIAL SERVICE:							
32290176							
82264	CANON FINANCIAL SERVICE	03/23/2024	04/17/2024	77.97	77.97	Open	N
	4/1/24-4/30/24 LIBRARY COPIER CONTRA	pziemer					04/17/2024
211-5505-43430	MISC - COPY MACHINE PYMTS			77.97			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
32290004							
82265	CANON FINANCIAL SERVICE	03/22/2024	04/17/2024	19.73	19.73	Open	N
	4/1/24-4/30/24 LIBRARY COPIER CONTRA	pziemer					04/17/2024
211-5505-43430	MISC - COPY MACHINE PYMTS			19.73			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			97.70	97.70		

Vendor 1653 - CIVICPLUS:

292719							
82254	CIVICPLUS	04/03/2024	04/17/2024	6,615.00	6,615.00	Open	N
	CIVIC REC ANNUAL FEE & MAINT/SUPPORT	pziemer					04/17/2024
230-5200-43309	COMPUTER TECHNICAL SUPPORT			4,410.00			
230-0000-15510	PREPAID OTHER			2,205.00			
	Total for vendor 1653 - CIVICPLUS:			6,615.00	6,615.00		

Vendor 4269 - COLUMN SOFTWARE:

425BB603-0020							
82344	COLUMN SOFTWARE	03/21/2024	04/17/2024	148.59	148.59	Open	N
	ORD 1565 ADMIN SUBD 3/23/24	pziemer					04/17/2024
101-9200-43350	LEGAL PUBLICATIONS			148.59			
425BB603-0021							
82345	COLUMN SOFTWARE	03/21/2024	04/17/2024	210.40	210.40	Open	N
	23:15 RFB BLUFF/EVERGREEN	pziemer					04/17/2024
401-9030-43350-23:15	LEGAL PUBLICATIONS			210.40			
425BB603-0022							
82346	COLUMN SOFTWARE	03/21/2024	04/17/2024	196.10	196.10	Open	N
	RFB 2024 CHIP SEAL	pziemer					04/17/2024
401-9030-45530-24:02	CAPITAL-PYMTS TO CONTRACTS			196.10			
425BB603-0023							
82347	COLUMN SOFTWARE	03/29/2024	04/17/2024	42.90	42.90	Open	N
	RFB - TOWING BIDS	pziemer					04/17/2024
401-9030-43350	LEGAL PUBLICATIONS			42.90			
	Total for vendor 4269 - COLUMN SOFTWARE:			597.99	597.99		

Vendor 0122 - COMMUNITY ACTION:

APRIL 2024							
82341	COMMUNITY ACTION	04/04/2024	04/17/2024	8,054.38	8,054.38	Open	N
	APR 24 LEVY PAYMENT	pziemer					04/17/2024
101-9200-43460	REMIT COMMUNITY ACTION LEVY			8,054.38			
	Total for vendor 0122 - COMMUNITY ACTION:			8,054.38	8,054.38		

Vendor 1156 - CWC SHERIFF:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
6997							
82286	CWC SHERIFF	03/29/2024	04/17/2024	1,750.00	1,750.00	Open	N
	INTERVIEW & INTERROGATION X5	pziemer					04/17/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			1,750.00			
	Total for vendor 1156 - CWC SHERIFF:			1,750.00	1,750.00		

Vendor 0135 - CWC TREASURER:

6995/LIB							
82282	CWC TREASURER	04/01/2024	04/17/2024	675.00	675.00	Open	N
	APR 24 SHARED SERVICES - LIBRARY	pziemer					04/17/2024
211-5500-43300	PROFESSIONAL SERVICES			675.00			
6995/CH							
82283	CWC TREASURER	04/01/2024	04/17/2024	7,975.00	7,975.00	Open	N
	APR 24 SHARED SERVICES - CITY HALL	pziemer					04/17/2024
101-9200-43300	PROFESSIONAL SERVICES			7,975.00			
	Total for vendor 0135 - CWC TREASURER:			8,650.00	8,650.00		

Vendor 3438 - DAHLHEIMER BEVERAGE:

2148517							
82266	DAHLHEIMER BEVERAGE	03/29/2024	04/17/2024	71.70	71.70	Open	N
	JANITORIAL SUPPLIES	pziemer					04/17/2024
211-5500-42220	REPAIR & MAINT			71.70			
2155191							
82336	DAHLHEIMER BEVERAGE	04/05/2024	04/17/2024	88.50	88.50	Open	N
	LAUNDRY DETERGENT, FORM CLEANER, SHO	pziemer					04/17/2024
235-3170-42220	REPAIR & MAINT			88.50			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			160.20	160.20		

Vendor 1381 - DECHANTAL EXCAVATING LLC:

4790							
82331	DECHANTAL EXCAVATING LLC	04/03/2024	04/17/2024	11,736.00	11,736.00	Open	N
	DEMO AND REMOVAL PARKS BUILDING-LUM	pziemer					04/17/2024
400-9050-45530	CAPITAL - OTHER			11,736.00			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			11,736.00	11,736.00		

Vendor 2898 - DIGITAL HORIZONS:

3213							
82350	DIGITAL HORIZONS	04/08/2024	04/17/2024	223.79	223.79	Open	N
	LIB A/V REPAIRS	pziemer					04/17/2024
211-5503-43430	MISC - USE OF HOLDEN TRUST			223.79			
	Total for vendor 2898 - DIGITAL HORIZONS:			223.79	223.79		

Vendor 3353 - DTM FLEET SERVICE:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
1918							
82353	DTM FLEET SERVICE	04/04/2024	04/17/2024	302.06	302.06	Open	N
	SQD 410 WHELEN CENCOM REPAIRS	pziemer					04/17/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			302.06			
	Total for vendor 3353 - DTM FLEET SERVICE:			302.06	302.06		

Vendor 1286 - EAST SIDE OIL COMPANY:

R110537							
82326	EAST SIDE OIL COMPANY	04/03/2024	04/17/2024	100.00	100.00	Open	N
	FILTERS/ANTIFREEZE	pziemer					04/17/2024
227-3230-43428	USED OIL RECYCLING EXPENSE			100.00			
	Total for vendor 1286 - EAST SIDE OIL COMPANY:			100.00	100.00		

Vendor 1815 - F.I.R.E. CROSSLAKE:

6802							
82390	F.I.R.E. CROSSLAKE	04/08/2024	04/17/2024	750.00	750.00	Open	N
	FIRE APPARATUS OFFICER TRNG K.GRIMSB\pziemer						04/17/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			750.00			
	Total for vendor 1815 - F.I.R.E. CROSSLAKE:			750.00	750.00		

Vendor 0008 - GENERATOR POWER SYSTEMS:

34							
82273	GENERATOR POWER SYSTEMS	03/29/2024	04/17/2024	1,160.00	1,160.00	Open	N
	GENERATOR MAINTENANCE	pziemer					04/17/2024
225-2120-42220	REPAIR & MAINT			1,160.00			
	Total for vendor 0008 - GENERATOR POWER SYSTEMS:			1,160.00	1,160.00		

Vendor 4286 - GROENWOLD, CHRIS:

4/1/24							
82335	GROENWOLD, CHRIS	04/01/2024	04/17/2024	25.00	25.00	Open	N
	REIMBURSE: NREMT RECERTIFICATION	pziemer					04/17/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			25.00			
	Total for vendor 4286 - GROENWOLD, CHRIS:			25.00	25.00		

Vendor 0200 - HEARTLAND ANIMAL RESCUE:

MAR 2024							
82288	HEARTLAND ANIMAL RESCUE	03/30/2024	04/17/2024	2,798.33	2,798.33	Open	N
	MAR 24 ADMIN/BOARDING	pziemer					04/17/2024
225-2700-43430	MISCELLANEOUS			879.00			
225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
	Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:			2,798.33	2,798.33		

Vendor 0201 - HEARTLAND TIRE SERVICE INC:

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
15026087							
82377	HEARTLAND TIRE SERVICE INC	04/09/2024	04/17/2024	1,495.50	1,495.50	Open	N
	TRUCK 108 DRIVER & STEERING TIRES	pziemer					04/17/2024
235-3100-42220	REPAIR & MAINT			1,495.50			
	Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:			1,495.50	1,495.50		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4502730							
82274	INNOVATIVE OFFICE SOLUTIONS LLC	04/02/2024	04/17/2024	37.46	37.46	Open	N
	MOBILE PRINTER PAPER	pziemer					04/17/2024
225-2120-42200	OFFICE SUPPLIES			37.46			
IN4508297							
82384	INNOVATIVE OFFICE SOLUTIONS LLC	04/08/2024	04/17/2024	55.14	55.14	Open	N
	STICKY NOTES, WHITE OUT, DVDS	pziemer					04/17/2024
225-2120-42200	OFFICE SUPPLIES			18.34			
225-2120-42210	OPERATING SUPPLIES			36.80			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			92.60	92.60		
Vendor 3180 - JACOBSON EXCAVATING & LANDSCAPING L:							
3868							
82268	JACOBSON EXCAVATING & LANDSCAPING L	03/13/2024	04/17/2024	225.00	225.00	Open	N
	STRAW FOR LIVE BURN	pziemer					04/17/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			225.00			
	Total for vendor 3180 - JACOBSON EXCAVATING & LANDSCAPING L:			225.00	225.00		
Vendor 0220 - KENNEDY & GRAVEN:							
180557							
82389	KENNEDY & GRAVEN	03/25/2024	04/17/2024	271.00	271.00	Open	N
	SALE OF INDUSTRIAL PARK LOTS - P&D	pziemer					04/17/2024
295-0000-20600	DEPOSITS PAYABLE			271.00			
	Total for vendor 0220 - KENNEDY & GRAVEN:			271.00	271.00		
Vendor 0223 - L & M STEEL:							
040343							
82330	L & M STEEL	04/04/2024	04/17/2024	21.39	21.39	Open	N
	ANGLE IRON AND TUBE STEEP SHOP RESUPPLY	pziemer					04/17/2024
235-3100-42220	REPAIR & MAINT			21.39			
	Total for vendor 0223 - L & M STEEL:			21.39	21.39		
Vendor 0313 - LAKES AREA SENIOR CENTER:							
APRIL 2024							
82342	LAKES AREA SENIOR CENTER	04/04/2024	04/17/2024	8,054.38	8,054.38	Open	N
	APR 24 LEVY PAYMENT	pziemer					04/17/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-9200-43461	REMIT SENIOR CITIZEN LEVY			8,054.38			
	Total for vendor 0313 - LAKES AREA SENIOR CENTER:			8,054.38	8,054.38		
Vendor 0239 - MACQUEEN EQUIPMENT INC:							
P28087							
82332	MACQUEEN EQUIPMENT INC	04/05/2024	04/17/2024	3,635.00	3,635.00	Open	N
	QTY 34 SCBA TESTS	pziemer					04/17/2024
225-2220-43300	PROFESSIONAL SERVICES			3,635.00			
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:			3,635.00	3,635.00		
Vendor 1753 - MARCO:							
INV12343227							
82270	MARCO	03/30/2024	04/17/2024	735.00	735.00	Open	N
	WEBEX MEETINGS QTY 3 3/28/24-3/27/25	pziemer					04/17/2024
101-1800-43309	COMPUTER SUPPORT			735.00			
	Total for vendor 1753 - MARCO:			735.00	735.00		
Vendor 0243 - MARCO FINANCING:							
526524889							
82392	MARCO FINANCING	04/10/2024	04/17/2024	796.96	796.96	Open	N
	3/1/24-4/1/24 PD COPIER LEASE	pziemer					04/17/2024
225-2120-43331	LEASED PAYMENTS			796.96			
526525126							
82393	MARCO FINANCING	04/10/2024	04/17/2024	1,294.17	1,294.17	Open	N
	COPIER 3RD FL CH 5/1/24-8/1/24	pziemer					04/17/2024
101-1800-43331	LEASE PAYMENTS			1,294.17			
	Total for vendor 0243 - MARCO FINANCING:			2,091.13	2,091.13		
Vendor 0889 - MENARDS - BAXTER:							
17730							
82339	MENARDS - BAXTER	03/28/2024	04/17/2024	69.99	69.99	Open	N
	MICROWAVE REPLACEMENT - CH	pziemer					04/17/2024
101-1940-42220	REPAIR & MAINT			69.99			
	Total for vendor 0889 - MENARDS - BAXTER:			69.99	69.99		
Vendor 1592 - MINNESOTA REVENUE:							
L0352895072							
82398	MINNESOTA REVENUE	03/01/2024	04/17/2024	2,372.41	2,372.41	Open	N
	TRANSIT FUEL AUDIT FINDING AUG 2020-	pziemer					04/17/2024
203-9000-42212	MOTOR FUELS			2,052.29			
203-9000-44432	UNREIMURSEABLE EXPENSE			102.47			
203-9000-44432	UNREIMURSEABLE EXPENSE			217.65			
	Total for vendor 1592 - MINNESOTA REVENUE:			2,372.41	2,372.41		

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Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:							
8108546 82373	MN DEPARTMENT OF NATURAL RESOURCES LOON 12X12 SIGN	04/08/2024 pziemer	04/17/2024	27.21	27.21	Open	N 04/17/2024
401-9030-43430-21:16	MISCELLANEOUS			27.21			
Total for vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:				27.21	27.21		
Vendor 0264 - MN DEPT LABOR & INDUSTRY:							
ABR0327299X 82333	MN DEPT LABOR & INDUSTRY 1287754 PRESSURE VESSEL - FD LAUREL	03/30/2024 pziemer	04/17/2024	10.00	10.00	Open	N 04/17/2024
225-2220-42210	OPERATING SUPPLIES			10.00			
ABR0327116X 82338	MN DEPT LABOR & INDUSTRY UM PRESSURE VESSEL - POLICE DEPT	03/30/2024 pziemer	04/17/2024	10.00	10.00	Open	N 04/17/2024
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			10.00			
Total for vendor 0264 - MN DEPT LABOR & INDUSTRY:				20.00	20.00		
Vendor 0270 - MN DEPT LABOR & INDUSTRY:							
1ST QTR 2024 82324	MN DEPT LABOR & INDUSTRY "MARCH0350152024" 1ST QTR 2024	03/31/2024 pziemer	04/17/2024	1,359.36	1,359.36	Open	N 04/17/2024
101-0000-21800	SURCHARGE PAYABLE TO STATE			1,359.36			
Total for vendor 0270 - MN DEPT LABOR & INDUSTRY:				1,359.36	1,359.36		
Vendor 1903 - MN DEPT OF PUBLIC SAFETY:							
4/8/24 82372	MN DEPT OF PUBLIC SAFETY 2024 DECALS QTY 24	04/08/2024 pziemer	04/17/2024	48.00	48.00	Open	N 04/17/2024
235-3100-42220	REPAIR & MAINT			48.00			
Total for vendor 1903 - MN DEPT OF PUBLIC SAFETY:				48.00	48.00		
Vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:							
12349 82267	MN FIRE SERVICE CERTIFICATION BOARD FIRE OFFICER 1 EXAM - K.GRIMSBY	03/19/2024 pziemer	04/17/2024	126.00	126.00	Open	N 04/17/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			126.00			
12139 82334	MN FIRE SERVICE CERTIFICATION BOARD QTY 2 FF 1 CERT EXAM: L.ANDERSON & J.	03/01/2024 pziemer	04/17/2024	252.00	252.00	Open	N 04/17/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			252.00			
Total for vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:				378.00	378.00		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 1021 - MOTOROLA:							
8281822308 82275	MOTOROLA SQUAD MIC BELT CLIP X8	03/16/2024 pziemer	04/17/2024	76.00	76.00	Open	N 04/17/2024
225-2120-41113	UNIFORM ALLOWANCE			76.00			
8281855730 82276	MOTOROLA REMOTE SPEAKER MIC X6	03/29/2024 pziemer	04/17/2024	624.42	624.42	Open	N 04/17/2024
225-2120-41113	UNIFORM ALLOWANCE			624.42			
1411072103 82354	MOTOROLA 10/1/23-9/30/24 EVIDENCE LIBRARY STOF	03/08/2024 pziemer	04/17/2024	10,425.00	10,425.00	Open	N 04/17/2024
225-2120-43309	COMPUTER TECHNICAL SUPPORT			10,425.00			
Total for vendor 1021 - MOTOROLA:				11,125.42	11,125.42		
Vendor 0272 - MTI DISTRIBUTING CO:							
1421469-02 82278	MTI DISTRIBUTING CO MOWER BLADES/OIL	03/28/2024 pziemer	04/17/2024	165.51	165.51	Open	N 04/17/2024
230-5200-42220	REPAIR & MAINT			165.51			
Total for vendor 0272 - MTI DISTRIBUTING CO:				165.51	165.51		
Vendor 0273 - NAPA AUTO PARTS:							
690479 82253	NAPA AUTO PARTS AIR COMPRESSOR REPLACEMENT	03/22/2024 pziemer	04/17/2024	1,695.00	1,695.00	Open	N 04/17/2024
235-3100-42220	REPAIR & MAINT			1,695.00			
Total for vendor 0273 - NAPA AUTO PARTS:				1,695.00	1,695.00		
Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:							
MAR 24/PD 82364	NORTH COUNTRY JANITORIAL & SUPPLY I MARCH 24 POLICE DEPT JANITORIAL	04/05/2024 pziemer	04/17/2024	1,000.00	1,000.00	Open	N 04/17/2024
225-2120-43300	PROFESSIONAL SERVICES			1,000.00			
MAR 24/CH 82365	NORTH COUNTRY JANITORIAL & SUPPLY I MAR 24 CITY HALL JANITORIAL	04/05/2024 pziemer	04/17/2024	985.00	985.00	Open	N 04/17/2024
101-1940-43300	PROFESSIONAL SERVICES			985.00			
MAR 24/FD 82366	NORTH COUNTRY JANITORIAL & SUPPLY I MARCH 24 FIRE DEPT JANITORIAL	04/05/2024 pziemer	04/17/2024	350.00	350.00	Open	N 04/17/2024
225-2220-43300	PROFESSIONAL SERVICES			350.00			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
MAR 24/PW GARAGE							
82367	NORTH COUNTRY JANITORIAL & SUPPLY I	04/05/2024	04/17/2024	350.00	350.00	Open	N
	MARCH 24 GARAGE JANITORIAL	pziemer					04/17/2024
	235-3100-43300	PROFESSIONAL SERVICES		175.00			
	230-5200-43300	PROFESSIONAL SERVICES		175.00			
	Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:			2,685.00	2,685.00		

Vendor 3725 - NORTH RISK PARTNERS:

6550020							
82281	NORTH RISK PARTNERS	04/02/2024	04/17/2024	12,500.00	12,500.00	Open	N
	1ST INSTALLMENT 11/1/23-11/1/24	pziemer					04/17/2024
	101-1400-43300	PROFESSIONAL SERVICES		5,250.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		5,250.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		1,750.00			
	260-9020-43300	PROFESSIONAL SERVICES		250.00			
	Total for vendor 3725 - NORTH RISK PARTNERS:			12,500.00	12,500.00		

Vendor 3137 - NORTHERN PINES MENTAL HEALTH CENTER:

CITY OF BRD 2023							
82391	NORTHERN PINES MENTAL HEALTH CENTER	04/08/2024	04/17/2024	34,000.00	34,000.00	Open	N
	FIRE AND POLICE WELLNESS VISITS 2023	pziemer					04/17/2024
	225-0000-45580	CK UP NK CAPITAL - OTHER EQUIPMENT		34,000.00			
	Total for vendor 3137 - NORTHERN PINES MENTAL HEALTH CENTER:			34,000.00	34,000.00		

Vendor 1153 - NORTHLAND ARBORETUM:

APRIL 2024							
82343	NORTHLAND ARBORETUM	04/04/2024	04/17/2024	8,054.38	8,054.38	Open	N
	APR 24 LEVY PAYMENT	pziemer					04/17/2024
	101-9200-43462	REMIT ARBORETUM LEVY		8,054.38			
	Total for vendor 1153 - NORTHLAND ARBORETUM:			8,054.38	8,054.38		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-263038							
82382	O'REILLY AUTOMOTIVE STORES INC.	04/04/2024	04/17/2024	56.93	56.93	Open	N
	TORO GROOMER BATTERY	pziemer					04/17/2024
	230-5200-42220	REPAIR & MAINT		56.93			
1647-260961							
82383	O'REILLY AUTOMOTIVE STORES INC.	03/22/2024	04/17/2024	6.99	6.99	Open	N
	GREASE FOR SKIDSTEER TRAILER	pziemer					04/17/2024
	230-5200-42220	REPAIR & MAINT		6.99			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			63.92	63.92		

Vendor 0561 - PEOPLES SECURITY:

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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 GRANT						
247549							
82351	PEOPLES SECURITY	03/29/2024	04/17/2024	23.99	23.99	Open	N
	CUST#05098 - SECURITY MONITORING	pziemer					04/17/2024
	211-5500-42220			23.99			
	REPAIR & MAINT						
	Total for vendor 0561 - PEOPLES SECURITY:			23.99	23.99		

Vendor 2539 - PIONEER MANUFACTURING COMPANY:

INV920710							
82279	PIONEER MANUFACTURING COMPANY	03/28/2024	04/17/2024	2,403.60	2,403.60	Open	N
	BR0202: FIELD PAINT	pziemer					04/17/2024
	230-5200-42221			2,403.60			
	R&M- MILLS FIELD						
	Total for vendor 2539 - PIONEER MANUFACTURING COMPANY:			2,403.60	2,403.60		

Vendor 3413 - RATWIK, ROSZAK AND MALONEY:

FEB 2024							
82400	RATWIK, ROSZAK AND MALONEY	03/01/2024	04/17/2024	6,950.99	6,950.99	Open	N
	FEB 2024 RETAINER/SPECIAL SERVICES	pziemer					04/17/2024
	101-1610-43301			4,159.99			
	CITY ATTORNEY						
	101-0000-14100			569.50			
	DUE FROM COMPONENT UNIT						
	101-0000-14100			51.00			
	DUE FROM COMPONENT UNIT						
	295-6510-43300			170.00			
	PROFESSIONAL SERVICES						
	101-1610-43301			280.50			
	CITY ATTORNEY						
	101-0000-14100			870.00			
	DUE FROM COMPONENT UNIT						
	101-2400-43405			850.00			
	NUISANCES						
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:			6,950.99	6,950.99		

Vendor 3410 - ROUTE MATCH SOFTWARE LLC:

RMSMA00002057							
82059	ROUTE MATCH SOFTWARE LLC	03/01/2024	04/17/2024	7,478.19	7,478.19	Open	N
	2/1/24-1/31/25 HOSTING FEE -SCHEDULING	pziemer					04/17/2024
	203-9000-43309			6,855.01			
	COMPUTER TECHINCAL SUPPORT						
	203-0000-15510			623.18			
	PREPAID OTHER						
	Total for vendor 3410 - ROUTE MATCH SOFTWARE LLC:			7,478.19	7,478.19		

Vendor 0317 - SHORT ELLIOTT HENDRICKSON:

463929							
82269	SHORT ELLIOTT HENDRICKSON	03/19/2024	04/17/2024	14,486.42	14,486.42	Open	N
	23:13 BRDMN WILLOW/6TH ROUNDABOUT	pziemer					04/17/2024
	401-9030-43330-23:13			14,486.42			
	PROFESSIONAL DEVELOPMENT						
464214							
82376	SHORT ELLIOTT HENDRICKSON	04/08/2024	04/17/2024	20,289.19	20,289.19	Open	N
	23:13 WILLOW/6TH ROUNDABOUT PROF. SV	pziemer					04/17/2024
	401-9030-43300-23:13			20,289.19			
	PROFESSIONAL SERVICES						

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
464625							
82395	SHORT ELLIOTT HENDRICKSON	04/09/2024	04/17/2024	473.50	473.50	Open	N
	21:15 BUFFALO HILLS GULLY	pziemer					04/17/2024
	401-9030-43300-21:15	PROFESSIONAL SERVICES		473.50			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:			35,249.11	35,249.11		

Vendor 4185 - SRF CONSULTING GROUP:

16359.00-13							
82329	SRF CONSULTING GROUP	03/31/2024	04/17/2024	3,545.35	3,545.35	Open	N
	TH210/LUM PARK PEDESTRIAN BRIDGE STUI	pziemer					04/17/2024
	229-9030-43300-23:06	PROFESSIONAL SERVICES		3,545.35			
16811.00-8							
82397	SRF CONSULTING GROUP	03/31/2024	04/17/2024	6,276.13	6,276.13	Open	N
	TH210 WATERMAIN/SANSWR RELOCATION	pziemer					04/17/2024
	401-9030-43300-23:05	PROFESSIONAL SERVICES		6,276.13			
	Total for vendor 4185 - SRF CONSULTING GROUP:			9,821.48	9,821.48		

Vendor 2589 - STAPLES ADVANTAGE:

3562599602							
82368	STAPLES ADVANTAGE	03/21/2024	04/17/2024	74.62	74.62	Open	N
	PAPER/ENVELOPES/STAMP	pziemer					04/17/2024
	225-2120-42200	OFFICE SUPPLIES		74.62			
3562599603							
82369	STAPLES ADVANTAGE	03/21/2024	04/17/2024	89.01	89.01	Open	N
	701-LABEL PRINTER	pziemer					04/17/2024
	225-2120-42200	OFFICE SUPPLIES		89.01			
	Total for vendor 2589 - STAPLES ADVANTAGE:			163.63	163.63		

Vendor 0325 - THELEN HTG & RFG CO:

36103							
82394	THELEN HTG & RFG CO	04/04/2024	04/17/2024	20.00	20.00	Open	N
	PATCH TRAILER FUEL FILTER	pziemer					04/17/2024
	235-3100-42220	REPAIR & MAINT		20.00			
	Total for vendor 0325 - THELEN HTG & RFG CO:			20.00	20.00		

Vendor 0329 - TOMS BACKHOE SERVICE INC:

21:15 PAY REQ 3							
82375	TOMS BACKHOE SERVICE INC	04/05/2024	04/17/2024	6,194.00	6,194.00	Open	N
	21:15 BUFFALO HILLS GULLY PAY REQ 3	pziemer					04/17/2024
	401-9030-45530-21:15	CAPITAL-PYMTS TO CONTRACTS		6,194.00			
7479							
82385	TOMS BACKHOE SERVICE INC	03/29/2024	04/17/2024	36,864.70	36,864.70	Open	N
	3/26 BASE PLUS 13 INCHES DOWNTOWN SN	pziemer					04/17/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
235-3125-43402	DOWNTOWN SNOW REMOVAL			36,864.70			
Total for vendor 0329 - TOMS BACKHOE SERVICE INC:				43,058.70	43,058.70		
Vendor 1612 - US BANK:							
7263790							
82340	US BANK	03/25/2024	04/17/2024	550.00	550.00	Open	N
	MN GO BONDS 2018A	pziemer					04/17/2024
302-7700-46620	PAYING AGENT FEES			550.00			
Total for vendor 1612 - US BANK:				550.00	550.00		
Vendor 0344 - WASTE PARTNERS INC:							
43X54107							
82255	WASTE PARTNERS INC	03/31/2024	04/17/2024	117.00	117.00	Open	N
	MAR 24 WASTE REMOVAL PW GARAGE	pziemer					04/17/2024
235-3100-43380	UTILITIES			58.50			
230-5200-43380	UTILITIES			58.50			
43X54108							
82256	WASTE PARTNERS INC	03/31/2024	04/17/2024	117.00	117.00	Open	N
	MAR 24 FIRE DEPT WASTE REMOVAL	pziemer					04/17/2024
225-2220-43380	UTILITIES			117.00			
43X54109							
82257	WASTE PARTNERS INC	03/31/2024	04/17/2024	316.76	316.76	Open	N
	FEB & MAR 24 CITY HALL WASTE REMOVAL	pziemer					04/17/2024
101-1940-43380	UTILITIES			316.76			
43X54110							
82258	WASTE PARTNERS INC	03/31/2024	04/17/2024	204.75	204.75	Open	N
	MAR 24 DWNTN WASTE REMOVAL	pziemer					04/17/2024
401-1003-43300	PROFESSIONAL SERVICES			204.75			
43X54111							
82259	WASTE PARTNERS INC	03/31/2024	04/17/2024	146.00	146.00	Open	N
	MAR 24 POLICE DEPT WASTE REMOVAL	pziemer					04/17/2024
225-2120-43380	UTILITIES			146.00			
43X54112							
82260	WASTE PARTNERS INC	03/31/2024	04/17/2024	64.35	64.35	Open	N
	MAR 24 WASTE OIL REMOVAL	pziemer					04/17/2024
227-3230-43428	USED OIL RECYCLING EXPENSE			64.35			
43X54113							
82261	WASTE PARTNERS INC	03/31/2024	04/17/2024	462.15	462.15	Open	N
	MAR 24 PARKS WASTE REMOVAL	pziemer					04/17/2024
230-5200-43380	UTILITIES			462.15			
43X53177							
82348	WASTE PARTNERS INC	03/31/2024	04/17/2024	116.83	116.83	Open	N
	MAR 24 LIBRARY WASTE REMOVAL	pziemer					04/17/2024
211-5500-43380	UTILITIES			116.83			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 0344 - WASTE PARTNERS INC:				1,544.84	1,544.84		
Vendor 3199 - WEX BANK:							
96068821/REBATE							
82355	WEX BANK	03/31/2024	04/17/2024	(55.93)	(55.93)	Open	N
	MAR 24 WEX EDGE REBATE	pziemer					04/17/2024
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)			(55.93)			
96068821/TRANSIT							
82356*	WEX BANK	03/31/2024	04/17/2024	5,828.29	5,828.29	Open	N
	MAR 24 TRANSIT FUEL	pziemer					04/17/2024
203-9000-42212	MOTOR FUELS			5,847.64			
203-9000-42212	MOTOR FUELS			(19.35)			
96068821/ADMIN							
82357	WEX BANK	03/31/2024	04/17/2024	25.01	25.01	Open	N
	MAR 24 ADMIN FUEL	pziemer					04/17/2024
101-1940-42212	MOTOR FUELS			25.01			
960688201/CDD							
82358	WEX BANK	03/31/2024	04/17/2024	81.85	81.85	Open	N
	MAR 24 COM DEV FUEL & CAR WASH	pziemer					04/17/2024
101-2400-42212	MOTOR FUELS			68.90			
101-2400-42220	REPAIR & MAINT			12.95			
96068821/CONST							
82359*	WEX BANK	03/31/2024	04/17/2024	102.48	102.48	Open	N
	MAR 24 ENG FUEL	pziemer					04/17/2024
401-9030-42212	MOTOR FUELS			104.15			
401-9030-42212	MOTOR FUELS			(1.67)			
96068821/FIRE							
82360	WEX BANK	03/31/2024	04/17/2024	1,769.89	1,769.89	Open	N
	MAR 24 FIRE DEPT FUEL	pziemer					04/17/2024
225-2220-42212	MOTOR FUELS			1,769.89			
96068821/PARKS							
82361	WEX BANK	03/31/2024	04/17/2024	1,318.25	1,318.25	Open	N
	MAR 24 PARKS FUEL	pziemer					04/17/2024
230-5200-42212	MOTOR FUELS			1,318.25			
96068821/PD							
82362*	WEX BANK	03/31/2024	04/17/2024	4,933.96	4,933.96	Open	N
	MAR 24 POLICE DEPT FUEL	pziemer					04/17/2024
225-2120-42212	MOTOR FUELS			5,008.41			
225-2120-42212	MOTOR FUELS			(74.45)			
96068821/STRTS							
82363	WEX BANK	03/31/2024	04/17/2024	7,546.14	7,546.14	Open	N
	MAR 24 STREET DEPT FUEL	pziemer					04/17/2024
235-3100-42212	MOTOR FUELS			7,359.73			
237-3190-42212	MOTOR FUELS			186.41			
Total for vendor 3199 - WEX BANK:				21,549.94	21,549.94		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						

Vendor 3899 - WEX HEALTH INC:

0001935868-IN

82349

WEX HEALTH INC
MARCH 2024 COBRA03/31/2024
pziemer

04/17/2024

42.50

42.50

Open

N
04/17/2024

101-9200-43300

PROFESSIONAL SERVICES

42.50

Total for vendor 3899 - WEX HEALTH INC:

42.50

42.50

Vendor 0346 - WIDSETH SMITH NOLTING:

229781

82284

WIDSETH SMITH NOLTING
23:09 JAYCEES PARK THRU 3/8/2403/25/2024
pziemer

04/17/2024

2,885.00

2,885.00

Open

N
04/17/2024

229-0000-43300-23:09

PROFESSIONAL SERVICES

2,885.00

229782

82285

WIDSETH SMITH NOLTING
23:10 LUM PARK THRU 3/8/2403/25/2024
pziemer

04/17/2024

679.49

679.49

Open

N
04/17/2024

229-0000-43300-23:10

PROFESSIONAL SERVICES

679.49

Total for vendor 0346 - WIDSETH SMITH NOLTING:

3,564.49

3,564.49

Vendor 1712 - WSB & ASSOCIATES:

R-022575-000-11

82280

WSB & ASSOCIATES
21:16 MSP RIVERBANK RESTORATION03/29/2024
pziemer

04/17/2024

110.00

110.00

Open

N
04/17/2024

401-9030-43300-21:16

PROFESSIONAL SERVICES

110.00

Total for vendor 1712 - WSB & ASSOCIATES:

110.00

110.00

Vendor 0354 - ZIEGLER, INC:

IN001420360

82262*

ZIEGLER, INC
NEW CAT GRADER 112 : EB30099003/28/2024
pziemer

04/17/2024

346,040.00

346,040.00

Open

N
04/17/2024

400-9050-45530

CAPITAL - OTHER

430,040.00

400-0000-39101

SALE OF ASSETS

(84,000.00)

Total for vendor 0354 - ZIEGLER, INC:

346,040.00

346,040.00

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3698 - AMAZON:

3/3/24

82294

AMAZON
FEB 24 AMAZON WEB SERVICES FEB 24
COMPUTER SUPPORT03/03/2024
pziemer

04/17/2024

348.91

348.91

Open

N
04/17/2024

101-1800-43309

348.91

2/29/24

82306

AMAZON
PENS - CITY HALL03/01/2024
pziemer

04/17/2024

15.95

15.95

Open

N
04/17/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
101-1940-42220	REPAIR & MAINT			15.95			
3/12/24							
82307	AMAZON	03/12/2024	04/17/2024	34.98	34.98	Open	N
	LIGHT FILTER COVERS	pziemer					04/17/2024
101-1940-42200	OFFICE SUPPLIES			34.98			
3/7/24							
82308	AMAZON	03/07/2024	04/17/2024	34.98	34.98	Open	N
	LIGHT FILTER COVERS	pziemer					04/17/2024
101-1940-42200	OFFICE SUPPLIES			34.98			
	Total for vendor 3698 - AMAZON:			434.82	434.82		

Vendor 0079 - BRAINERD LICENSE OFFICE:

3/21/24							
82301	BRAINERD LICENSE OFFICE	03/21/2024	04/17/2024	23.49	23.49	Open	N
	REPLACEMENT TRANSIT PLATES VIN9235	pziemer					04/17/2024
203-9000-43430	MISCELLANEOUS			23.49			
	Total for vendor 0079 - BRAINERD LICENSE OFFICE:			23.49	23.49		

Vendor 0229 - CLIFTONLARSONALLEN LLP:

2/27/24							
82293	CLIFTONLARSONALLEN LLP	03/01/2024	04/17/2024	140.00	140.00	Open	N
	2024 MN GOVT TRAINING ACADEMY C.HILL	pziemer					04/17/2024
101-1400-43300	PROFESSIONAL SERVICES			140.00			
	Total for vendor 0229 - CLIFTONLARSONALLEN LLP:			140.00	140.00		

Vendor 3982 - HOLIDAY INN:

2/28/24							
82305	HOLIDAY INN	03/01/2024	04/17/2024	103.85	103.85	Open	N
	HOTEL FOR TRAINING - J.REED	pziemer					04/17/2024
101-1700-43300	PROFESSIONAL SERVICES			103.85			
	Total for vendor 3982 - HOLIDAY INN:			103.85	103.85		

Vendor 1518 - ICMA MEMBERSHIP RENEWALS:

3/11/24							
82297	ICMA MEMBERSHIP RENEWALS	03/11/2024	04/17/2024	981.00	981.00	Open	N
	ANNUAL MEMBERSHIP N.BROYLES	pziemer					04/17/2024
101-1400-43433	DUES & SUBSCRIPTIONS			981.00			
	Total for vendor 1518 - ICMA MEMBERSHIP RENEWALS:			981.00	981.00		

Vendor 0519 - MN GFOA:

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PCard: 2257 U.S. BANK Card Holder: CITY HALL

3/4/24

82296

MN GFOA

03/04/2024

04/17/2024

70.00

70.00

Open

N

C.HILLMAN MEMBERSHIP THRU 3/1/25

pziemer

04/17/2024

101-1400-43433

DUES & SUBSCRIPTIONS

70.00

Total for vendor 0519 - MN GFOA:

70.00

70.00

Vendor 0267 - MN POLLUTION CONTROL AGENCY:

3/14/24

82302

MN POLLUTION CONTROL AGENCY

03/14/2024

04/17/2024

408.60

408.60

Open

N

23:16 PROFESSIONAL SERVICES

pziemer

04/17/2024

401-9030-43330-23:16

PROFESSIONAL DEVELOPMENT

408.60

Total for vendor 0267 - MN POLLUTION CONTROL AGENCY:

408.60

408.60

Vendor 3716 - MNCPA:

3/4/24

82295

MNCPA

03/04/2024

04/17/2024

365.00

365.00

Open

N

2024 MEMBERSHIP C.HILLMAN

pziemer

04/17/2024

101-1400-43433

DUES & SUBSCRIPTIONS

365.00

Total for vendor 3716 - MNCPA:

365.00

365.00

Vendor 2053 - NATIONAL FIRE PROTECTION ASSOCIATIO:

3/4/24

82298

NATIONAL FIRE PROTECTION ASSOCIATIO

03/04/2024

04/17/2024

313.00

313.00

Open

N

SPRINKLER SYSTEMS TRNG - D.DESETH

pziemer

04/17/2024

101-2400-43330

PROFESSIONAL DEVELOPMENT

313.00

3/4/24 - 2

82299

NATIONAL FIRE PROTECTION ASSOCIATIO

03/04/2024

04/17/2024

313.00

313.00

Open

N

SIGNALING CODE TRNG - D.DESETH

pziemer

04/17/2024

101-2400-43330

PROFESSIONAL DEVELOPMENT

313.00

3/5/24

82300

NATIONAL FIRE PROTECTION ASSOCIATIO

03/05/2024

04/17/2024

313.00

313.00

Open

N

LIFE SAFETY CODE TRNG - D.DESETH

pziemer

04/17/2024

101-2400-43330

PROFESSIONAL DEVELOPMENT

313.00

Total for vendor 2053 - NATIONAL FIRE PROTECTION ASSOCIATIO:

939.00

939.00

Vendor 3710 - SRFAX:

3/18/24

82292

SRFAX

03/18/2024

04/17/2024

95.40

95.40

Open

N

SRFAX EMAIL TO FAX SERVICE 3/19/24-3/pziemer

04/17/2024

101-1800-43321

TELEPHONE

95.40

Total for vendor 3710 - SRFAX:

95.40

95.40

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GL Distribution GRANT

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Vendor 2848 - TEAMVIEWER GMBH:							
3/15/24							
82309	TEAMVIEWER GMBH	03/15/2024	04/17/2024	1,844.97	1,844.97	Open	N
	TEAMVIEWER LIC QTY2 3/12/24-3/11/25	pziemer					04/17/2024
101-1800-43309	COMPUTER SUPPORT			1,383.73			
101-0000-15510	PREPAID OTHER			461.24			
Total for vendor 2848 - TEAMVIEWER GMBH:				1,844.97	1,844.97		

Vendor 3697 - USPS:							
3/8/24 - 2							
82304	USPS	03/08/2024	04/17/2024	10.40	10.40	Open	N
	SHIPPING FOR TRANSIT TICKETS	pziemer					04/17/2024
203-9000-43322	POSTAGE			10.40			
Total for vendor 3697 - USPS:				10.40	10.40		

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:							
3/18/24							
82291	ZOOM VIDEO COMMUNICATIONS	03/18/2024	04/17/2024	31.98	31.98	Open	N
	ZOOM 3/18/24-4/17/24	pziemer					04/17/2024
101-1800-43309	COMPUTER SUPPORT			31.98			
Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:				31.98	31.98		

Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				5,448.51	5,448.51		
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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						

PCard: 2257 U.S. BANK Card Holder: FIRE

Vendor 2895 - FIRESTORE ONLINE INC.:

2/28/24

82323	FIRESTORE ONLINE INC.	03/01/2024	04/17/2024	206.64	206.64	Open	N
	QTY 3 HELMET FRONTS	pziemer					04/17/2024
225-2220-42250	PERSONAL PROTECTIVE GEAR			206.64			
	Total for vendor 2895 - FIRESTORE ONLINE INC.:			206.64	206.64		

Vendor 2989 - HOME DEPOT:

3/18/24

82321	HOME DEPOT	03/18/2024	04/17/2024	39.92	39.92	Open	N
	BROOM HANDLES AND SHOWER HEAD	pziemer					04/17/2024
225-2220-42210	OPERATING SUPPLIES			19.94			
225-2220-42221	R&M BUILDING			19.98			
	Total for vendor 2989 - HOME DEPOT:			39.92	39.92		

Vendor 4003 - JP CUSTOMS:

2/27/24

82316	JP CUSTOMS	03/01/2024	04/17/2024	239.40	239.40	Open	N
	CUSTOM CHIN STRAPS - 2024 ROSTER	pziemer					04/17/2024
225-2220-41113	UNIFORM ALLOWANCE			239.40			
	Total for vendor 4003 - JP CUSTOMS:			239.40	239.40		

Vendor 4027 - NORTHLAND FOOLS AERIAL OPS SCHOOL:

2/27/24

82322	NORTHLAND FOOLS AERIAL OPS SCHOOL	03/01/2024	04/17/2024	63.75	63.75	Open	N
	REGISTRATION FOR CORLEY MOORE TRAINING	pziemer					04/17/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			63.75			
	Total for vendor 4027 - NORTHLAND FOOLS AERIAL OPS SCHOOL:			63.75	63.75		

Vendor 3985 - THE INN ON LAKE SUPERIOR:

3/17/24

82318	THE INN ON LAKE SUPERIOR	03/17/2024	04/17/2024	434.60	434.60	Open	N
	FF OFFICER SCHOOL - HOTEL FOR READ	pziemer					04/17/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			434.60			
3/17/24 - 2							
82319	THE INN ON LAKE SUPERIOR	03/17/2024	04/17/2024	434.60	434.60	Open	N
	FF OFFICER SCHOOL - HOTEL FOR ROSIER	pziemer					04/17/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			434.60			
3/17/24 - 3							
82320	THE INN ON LAKE SUPERIOR	03/15/2024	04/17/2024	434.60	434.60	Open	N
	FF OFFICER SCHOOL - HOTEL FOR ENGE	pziemer					04/17/2024

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225-2220-43330	PROFESSIONAL DEVELOPMENT	434.60	
Total for vendor 3985 - THE INN ON LAKE SUPERIOR:		1,303.80	1,303.80

Vendor 3885 - THE UPS STORE:

3/18/24							
82317	THE UPS STORE	03/18/2024	04/17/2024	16.27	16.27	Open	N
	SHIPPING FOR ENGINE 23 RADIO	pziemer					04/17/2024
225-2220-42220	REPAIR & MAINT			16.27			
Total for vendor 3885 - THE UPS STORE:				16.27	16.27		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				1,869.78	1,869.78		

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		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	GRANT						
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Vendor 3698 - AMAZON:							
2/26/24							
82312	AMAZON	03/01/2024	04/17/2024	38.94	38.94	Open	N
	WINDOW WASHING SUPPLIES	pziemer					04/17/2024
211-5500-42220	REPAIR & MAINT			38.94			
3/1/24							
82314	AMAZON	03/01/2024	04/17/2024	49.44	49.44	Open	N
	NOTEBOOKS, FOLDERS, ORGANIZERS	pziemer					04/17/2024
211-5500-42200	OFFICE SUPPLIES			49.44			
Total for vendor 3698 - AMAZON:				88.38	88.38		
Vendor MISC - MAILCHIMP:							
3/4/24							
82313	MAILCHIMP	03/04/2024	04/17/2024	45.00	45.00	Open	N
	EMAIL SUBSCRIPTION SERVICE	pziemer					04/17/2024
211-5503-43430	MISC - USE OF HOLDEN TRUST			45.00			
Total for vendor MISC - MAILCHIMP:				45.00	45.00		
Vendor 2392 - MENARDS:							
3/7/24							
82315	MENARDS	03/07/2024	04/17/2024	34.48	34.48	Open	N
	SOIL MOISTURE METER, WIPES	pziemer					04/17/2024
211-5500-42220	REPAIR & MAINT			34.48			
Total for vendor 2392 - MENARDS:				34.48	34.48		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				167.86	167.86		

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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	GRANT						
PCard: 2257 U.S. BANK Card Holder: PARKS							
Vendor 3879 - HARBOR FREIGHT TOOLS:							
3/6/24							
82303	HARBOR FREIGHT TOOLS	03/06/2024	04/17/2024	60.46	60.46	Open	N
	PAINTBRUSHES/MAGNETIC SWEEPER	pziemer					04/17/2024
230-5200-42220	REPAIR & MAINT			60.46			
	Total for vendor 3879 - HARBOR FREIGHT TOOLS:			60.46	60.46		
Vendor MISC - NATIONAL RESTAURANT ASSOC. SOLUTION:							
3/14/24							
82379	NATIONAL RESTAURANT ASSOC. SOLUTION	03/14/2024	04/17/2024	161.10	161.10	Open	N
	SERVSAFE MANAGER TRAINING - H.BLANK	pziemer					04/17/2024
230-5200-43330	PROFESSIONAL DEVELOPMENT			161.10			
	Total for vendor MISC - NATIONAL RESTAURANT ASSOC. SOLUTION:			161.10	161.10		
Vendor 0932 - ORIENTAL TRADING CO., INC:							
3/13/24							
82380	ORIENTAL TRADING CO., INC	03/13/2024	04/17/2024	734.87	734.87	Open	N
	EASTER EGG HUNT SUPPLIES	pziemer					04/17/2024
230-5211-42210	OPERATING SUPPLIES			734.87			
	Total for vendor 0932 - ORIENTAL TRADING CO., INC:			734.87	734.87		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				956.43	956.43		

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GL Distribution	GRANT						

PCard: 2257 U.S. BANK Card Holder: POLICE

Vendor 0533 - ALLEGRA:

3/22/24

82232	ALLEGRA	03/22/2024	04/17/2024	25.86	25.86	Open	N
	23010502 SEARCH WARRANT MAILED	pziemer					04/17/2024
	225-2120-42210	OPERATING SUPPLIES		25.86			
		Total for vendor 0533 - ALLEGRA:		25.86	25.86		

Vendor 3698 - AMAZON:

2/27/24

82206	AMAZON	03/01/2024	04/17/2024	50.59	50.59	Open	N
	FLASH DRIVES, BLINDS GAP, HIGHLIGHTERS	pziemer					04/17/2024
	225-2120-42210	OPERATING SUPPLIES		42.87			
	225-2120-42200	OFFICE SUPPLIES		7.72			

2/27/24 - 2

82207	AMAZON	03/01/2024	04/17/2024	104.46	104.46	Open	N
	SD CARDS	pziemer					04/17/2024
	225-2120-42210	OPERATING SUPPLIES		104.46			

2/28/24

82208	AMAZON	03/01/2024	04/17/2024	105.28	105.28	Open	N
	701 MOUSE	pziemer					04/17/2024
	225-2120-42200	OFFICE SUPPLIES		105.28			

3/22/24

82233	AMAZON	03/22/2024	04/17/2024	59.31	59.31	Open	N
	FLASH DRIVES & UV FLASHLIGHT	pziemer					04/17/2024
	225-2120-42210	OPERATING SUPPLIES		59.31			
		Total for vendor 3698 - AMAZON:		319.64	319.64		

Vendor 3706 - BEST BUY:

2/29/24

82209	BEST BUY	03/01/2024	04/17/2024	79.00	79.00	Open	N
	EVIDENCE SUPPLY	pziemer					04/17/2024
	225-2120-42210	OPERATING SUPPLIES		79.00			
		Total for vendor 3706 - BEST BUY:		79.00	79.00		

Vendor MISC - CRAGUNS:

3/15/24

82224	CRAGUNS	03/15/2024	04/17/2024	32.48	32.48	Open	N
	LEAP CONFERENCE M.HALVERSON	pziemer					04/17/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT		32.48			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

PCard: 2257 U.S. BANK Card Holder: POLICE

3/19/24							
82228	CRAGUNS	03/18/2024	04/17/2024	32.48	32.48	Open	N
	LEAP CONFERENCE A.TIMMONS	pziemer					04/17/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			32.48			
	Total for vendor MISC - CRAGUNS:			64.96	64.96		

Vendor 4012 - DEFENSE TECHNOLOGY:

3/13/24							
82222	DEFENSE TECHNOLOGY	03/13/2024	04/17/2024	225.00	225.00	Open	N
	718 OC INSTRUCTOR COURSE	pziemer					04/17/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			225.00			
	Total for vendor 4012 - DEFENSE TECHNOLOGY:			225.00	225.00		

Vendor 0186 - GALLS LLC:

2/2/24							
82205	GALLS LLC	03/01/2024	04/17/2024	129.97	129.97	Open	N
	SPIT HOODS	pziemer					04/17/2024
225-2120-42210	OPERATING SUPPLIES			129.97			
	Total for vendor 0186 - GALLS LLC:			129.97	129.97		

Vendor 4192 - MARRIOTT:

3/13/24							
82223	MARRIOTT	03/13/2024	04/17/2024	235.66	235.66	Open	N
	NIBRS TRNG - HOTEL A.KORTE	pziemer					04/17/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			235.66			
	Total for vendor 4192 - MARRIOTT:			235.66	235.66		

Vendor 3234 - MID-STATES ORGANIZED CRIME INFO:

3/1/24							
82212	MID-STATES ORGANIZED CRIME INFO	03/01/2024	04/17/2024	150.00	150.00	Open	N
	2024 MEMBERSHIP MOCIC	pziemer					04/17/2024
225-2120-43433	DUES & SUBSCRIPTIONS			150.00			
	Total for vendor 3234 - MID-STATES ORGANIZED CRIME INFO:			150.00	150.00		

Vendor 2734 - MINNESOTA SHERIFF'S ASSOCIATION:

2/29/24							
82210	MINNESOTA SHERIFF'S ASSOCIATION	03/01/2024	04/17/2024	90.00	90.00	Open	N
	703 - EXTREME RISK PROTECTION ORDERS	pziemer					04/17/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			90.00			
	Total for vendor 2734 - MINNESOTA SHERIFF'S ASSOCIATION:			90.00	90.00		

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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	GRANT						
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 0664 - MN POST BOARD:							
3/18/24							
82229	MN POST BOARD	03/18/2024	04/17/2024	810.00	810.00	Open	N
	POST LICENSE RENEWALS: 714-725-716-72	pziemer					04/17/2024
225-2120-43433	DUES & SUBSCRIPTIONS			810.00			
	Total for vendor 0664 - MN POST BOARD:			810.00	810.00		
Vendor 2908 - MN-LEAP:							
3/15/24							
82225	MN-LEAP	03/15/2024	04/17/2024	155.00	155.00	Open	N
	LEAP CONFERENCE - A.TIMMONS	pziemer					04/17/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			155.00			
3/15/24 - 2							
82226	MN-LEAP	03/15/2024	04/17/2024	155.00	155.00	Open	N
	LEAP CONFERENCE M.HALVERSON	pziemer					04/17/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			155.00			
	Total for vendor 2908 - MN-LEAP:			310.00	310.00		
Vendor 4284 - PSI SERVICES LLC:							
3/11/24							
82251	PSI SERVICES LLC	03/11/2024	04/17/2024	175.00	175.00	Open	N
	727 DRONE TRAINING	pziemer					04/17/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			175.00			
3/11/24 - 2							
82252	PSI SERVICES LLC	03/11/2024	04/17/2024	175.00	175.00	Open	N
	726 DRONE TRAINING	pziemer					04/17/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			175.00			
	Total for vendor 4284 - PSI SERVICES LLC:			350.00	350.00		
Vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :							
3/6/24							
82218	SIRCHIE FINGER PRINT LABORATORIES,	03/06/2024	04/17/2024	12.63	12.63	Open	N
	EVIDENCE SUPPLIES	pziemer					04/17/2024
225-2120-42210	OPERATING SUPPLIES			12.63			
	Total for vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :			12.63	12.63		
Vendor 3703 - TRANSUNION RISK:							
3/4/24							
82214	TRANSUNION RISK	03/04/2024	04/17/2024	75.00	75.00	Open	N
	INVESTIGATIONS & PARKING TKT COLLECTI	pziemer					04/17/2024
225-2120-42210	OPERATING SUPPLIES			75.00			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

PCard: 2257 U.S. BANK Card Holder: POLICE

Total for vendor 3703 - TRANSUNION RISK:

75.00

75.00

Vendor 4283 - UNDER ARMOUR:

3/24/24

82234

UNDER ARMOUR

03/22/2024

04/17/2024

108.75

108.75

Open

N

723 UNIFORM BOOTS

pziemer

04/17/2024

225-2120-41113

UNIFORM ALLOWANCE

108.75

Total for vendor 4283 - UNDER ARMOUR:

108.75

108.75

Vendor 3697 - USPS:

2/29/24

82211

USPS

03/01/2024

04/17/2024

11.60

11.60

Open

N

POSTAGE

pziemer

04/17/2024

225-2120-43322

POSTAGE

11.60

3/1/24

82213

USPS

03/01/2024

04/17/2024

5.10

5.10

Open

N

POSTAGE

pziemer

04/17/2024

225-2120-43322

POSTAGE

5.10

3/4/24

82215

USPS

03/04/2024

04/17/2024

1.87

1.87

Open

N

POSTAGE

pziemer

04/17/2024

225-2120-43322

POSTAGE

1.87

3/5/24

82216

USPS

03/05/2024

04/17/2024

5.80

5.80

Open

N

POSTAGE

pziemer

04/17/2024

225-2120-43322

POSTAGE

5.80

3/8/24

82219

USPS

03/08/2024

04/17/2024

5.10

5.10

Open

N

POSTAGE

pziemer

04/17/2024

225-2120-43322

POSTAGE

5.10

3/11/24

82220

USPS

03/11/2024

04/17/2024

5.10

5.10

Open

N

POSTAGE

pziemer

04/17/2024

225-2120-43322

POSTAGE

5.10

3/15/24

82227

USPS

03/15/2024

04/17/2024

18.40

18.40

Open

N

POSTAGE

pziemer

04/17/2024

225-2120-43322

POSTAGE

18.40

3/20/24

82230

USPS

03/20/2024

04/17/2024

1.39

1.39

Open

N

POSTAGE

pziemer

04/17/2024

225-2120-43322

POSTAGE

1.39

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution	GRANT					
PCard: 2257 U.S. BANK Card Holder: POLICE							
3/21/24							
82231	USPS	03/21/2024	04/17/2024	5.80	5.80	Open	N
	POSTAGE	pziemer					04/17/2024
225-2120-43322	POSTAGE			5.80			
Total for vendor 3697 - USPS:				60.16	60.16		
Vendor 3924 - VISTA PRINT:							
3/6/24							
82217	VISTA PRINT	03/06/2024	04/17/2024	54.77	54.77	Open	N
	719 & 728 BUSINESS CARDS	pziemer					04/17/2024
225-2120-42210	OPERATING SUPPLIES			54.77			
Total for vendor 3924 - VISTA PRINT:				54.77	54.77		
Vendor 0006 - WALMART COMMUNITY/GECRB:							
3/12/24							
82221	WALMART COMMUNITY/GECRB	03/12/2024	04/17/2024	4.52	4.52	Open	N
	WALL CLOCK	pziemer					04/17/2024
225-2120-42210	OPERATING SUPPLIES			4.52			
Total for vendor 0006 - WALMART COMMUNITY/GECRB:				4.52	4.52		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				3,105.92	3,105.92		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution GRANT							
PCard: 2257 U.S. BANK Card Holder: STREETS							
Vendor MISC - CITY OF ST. CLOUD:							
3/7/24							
82311	CITY OF ST. CLOUD	03/07/2024	04/17/2024	26.00	26.00	Open	N
	PARKING -MN RURAL WATER CONFERENCE	pziemer					04/17/2024
235-3100-43330	PROFESSIONAL DEVELOPMENT			26.00			
Total for vendor MISC - CITY OF ST. CLOUD:				26.00	26.00		
Vendor 4199 - MN RURAL WATER ASSOC.:							
3/5/24							
82290	MN RURAL WATER ASSOC.	03/05/2024	04/17/2024	600.00	600.00	Open	N
	MRWA CONFERENCE REG. C.LARDY	pziemer					04/17/2024
235-3100-43330	PROFESSIONAL DEVELOPMENT			600.00			
Total for vendor 4199 - MN RURAL WATER ASSOC.:				600.00	600.00		
Vendor 1342 - UNIVERSITY OF MINNESOTA:							
3/20/24							
82310	UNIVERSITY OF MINNESOTA	03/20/2024	04/17/2024	100.00	100.00	Open	N
	TREE INSPECTOR WORKSHOP S.MIDDAGH	pziemer					04/17/2024
235-3100-43330	PROFESSIONAL DEVELOPMENT			100.00			
Total for vendor 1342 - UNIVERSITY OF MINNESOTA:				100.00	100.00		
Total PCard: 2257 U.S. BANK Card Holder: STREETS				726.00	726.00		
# of Invoices:	178	# Due:	178	Totals:	736,994.38	736,994.38	
# of Credit Memos:	1	# Due:	1	Totals:	(55.93)	(55.93)	
Net of Invoices and Credit Memos:				736,938.45	736,938.45		
* 4 Net Invoices have Credits Totalling:				(84,095.47)			
--- TOTALS BY GL DISTRIBUTION ---							
101-0000-14100	DUE FROM COMPONENT UNIT			8,490.50			
101-0000-15510	PREPAID OTHER			461.24			
101-0000-21800	SURCHARGE PAYABLE TO STATE			1,359.36			
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)			(55.93)			
101-1400-43300	PROFESSIONAL SERVICES			5,390.00			
101-1400-43433	DUES & SUBSCRIPTIONS			1,416.00			
101-1610-43301	CITY ATTORNEY			4,440.49			
101-1700-43300	PROFESSIONAL SERVICES			103.85			
101-1800-43309	COMPUTER SUPPORT			2,499.62			
101-1800-43321	TELEPHONE			455.97			
101-1800-43331	LEASE PAYMENTS			1,294.17			
101-1940-42200	OFFICE SUPPLIES			69.96			
101-1940-42212	MOTOR FUELS			25.01			
101-1940-42220	REPAIR & MAINT			85.94			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	101-1940-43300	PROFESSIONAL SERVICES		985.00			
	101-1940-43380	UTILITIES		316.76			
	101-2400-42210	OPERATING SUPPLIES		23.56			
	101-2400-42212	MOTOR FUELS		68.90			
	101-2400-42220	REPAIR & MAINT		12.95			
	101-2400-43330	PROFESSIONAL DEVELOPMENT		939.00			
	101-2400-43405	NUISANCES		850.00			
	101-9200-43300	PROFESSIONAL SERVICES		8,017.50			
	101-9200-43350	LEGAL PUBLICATIONS		148.59			
	101-9200-43460	REMIT COMMUNITY ACTION LEVY		8,054.38			
	101-9200-43461	REMIT SENIOR CITIZEN LEVY		8,054.38			
	101-9200-43462	REMIT ARBORETUM LEVY		8,054.38			
	203-0000-15510	PREPAID OTHER		623.18			
	203-9000-42212	MOTOR FUELS		7,880.58			
	203-9000-43309	COMPUTER TECHINCAL SUPPORT		6,855.01			
	203-9000-43322	POSTAGE		10.40			
	203-9000-43430	MISCELLANEOUS		23.49			
	203-9000-44432	UNREIMURSEABLE EXPENSE		320.12			
	211-5500-42200	OFFICE SUPPLIES		49.44			
	211-5500-42220	REPAIR & MAINT		169.11			
	211-5500-43300	PROFESSIONAL SERVICES		675.00			
	211-5500-43380	UTILITIES		116.83			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		268.79			
	211-5505-43430	MISC - COPY MACHINE PYMTS		97.70			
	225-0000-45580	CAPITAL - OTHER EQUIPMENT		34,000.00			
	225-2120-41113	UNIFORM ALLOWANCE		809.17			
	225-2120-42200	OFFICE SUPPLIES		332.43			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		10.00			
	225-2120-42210	OPERATING SUPPLIES		634.18			
	225-2120-42212	MOTOR FUELS		4,933.96			
	225-2120-42220	REPAIR & MAINT		1,160.00			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		302.06			
	225-2120-43300	PROFESSIONAL SERVICES		1,000.00			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		10,425.00			
	225-2120-43322	POSTAGE		60.16			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		3,609.52			
	225-2120-43331	LEASED PAYMENTS		796.96			
	225-2120-43380	UTILITIES		146.00			
	225-2120-43433	DUES & SUBSCRIPTIONS		960.00			
	225-2220-41113	UNIFORM ALLOWANCE		376.06			
	225-2220-42210	OPERATING SUPPLIES		29.94			
	225-2220-42212	MOTOR FUELS		1,769.89			
	225-2220-42220	REPAIR & MAINT		16.27			
	225-2220-42221	R&M BUILDING		19.98			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		206.64			
	225-2220-43300	PROFESSIONAL SERVICES		3,985.00			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		2,745.55			
	225-2220-43380	UTILITIES		117.00			
	225-2700-43300	PROFESSIONAL SERVICES		1,919.33			
	225-2700-43430	MISCELLANEOUS		879.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		164.35			
	229-0000-43300-23:09	PROFESSIONAL SERVICES		2,885.00			
	229-0000-43300-23:10	PROFESSIONAL SERVICES		679.49			
	229-9030-43300-23:06	PROFESSIONAL SERVICES		3,545.35			
	230-0000-15510	PREPAID OTHER		2,205.00			
	230-5200-42212	MOTOR FUELS		1,318.25			
	230-5200-42220	REPAIR & MAINT		839.74			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	230-5200-42221	R&M- MILLS FIELD		2,653.60			
	230-5200-43300	PROFESSIONAL SERVICES		175.00			
	230-5200-43309	COMPUTER TECHNICAL SUPPORT		4,410.00			
	230-5200-43330	PROFESSIONAL DEVELOPMENT		161.10			
	230-5200-43380	UTILITIES		520.65			
	230-5200-43430	MISCELLANEOUS		11.00			
	230-5211-42210	OPERATING SUPPLIES		734.87			
	235-3100-42212	MOTOR FUELS		7,359.73			
	235-3100-42220	REPAIR & MAINT		3,304.02			
	235-3100-43300	PROFESSIONAL SERVICES		175.00			
	235-3100-43330	PROFESSIONAL DEVELOPMENT		726.00			
	235-3100-43380	UTILITIES		58.50			
	235-3100-43410	RENTAL EXPENSE		84.85			
	235-3100-43430	MISCELLANEOUS		143.22			
	235-3125-43402	DOWNTOWN SNOW REMOVAL		36,864.70			
	235-3170-42220	REPAIR & MAINT		88.50			
	237-3190-42212	MOTOR FUELS		186.41			
	238-3160-42220	REPAIR & MAINT		80.98			
	238-3160-43300	PROFESSIONAL SERVICES		850.00			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		98,765.23			
	260-9020-43300	PROFESSIONAL SERVICES		250.00			
	278-6515-43430	MISCELLANEOUS		217.90			
	295-0000-20600	DEPOSITS PAYABLE		271.00			
	295-6510-43300	PROFESSIONAL SERVICES		170.00			
	302-7700-46620	PAYING AGENT FEES		550.00			
	400-0000-39101	SALE OF ASSETS		(84,000.00)			
	400-9050-45530	CAPITAL - OTHER		444,580.50			
	401-0000-20300	DUE TO TAX PAYER (ASSMENTTS)		250.50			
	401-1003-43300	PROFESSIONAL SERVICES		204.75			
	401-9030-42212	MOTOR FUELS		102.48			
	401-9030-43300-21:15	PROFESSIONAL SERVICES		473.50			
	401-9030-43300-21:16	PROFESSIONAL SERVICES		110.00			
	401-9030-43300-23:05	PROFESSIONAL SERVICES		6,276.13			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		20,289.19			
	401-9030-43300-24:06	PROFESSIONAL SERVICES		6,741.00			
	401-9030-43330-23:13	PROFESSIONAL DEVELOPMENT		14,486.42			
	401-9030-43330-23:16	PROFESSIONAL DEVELOPMENT		408.60			
	401-9030-43350	LEGAL PUBLICATIONS		42.90			
	401-9030-43350-23:15	LEGAL PUBLICATIONS		210.40			
	401-9030-43430-21:16	MISCELLANEOUS		27.21			
	401-9030-45530-21:15	CAPITAL-PYMTS TO CONTRACTS		6,194.00			
	401-9030-45530-24:02	CAPITAL-PYMTS TO CONTRACTS		196.10			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
--- TOTALS BY FUND ---							
101	- GENERAL FUND			61,561.58	61,561.58		
203	- TRANSIT FUND			15,712.78	15,712.78		
211	- LIBRARY FUND			1,376.87	1,376.87		
225	- PUBLIC SAFETY FUND			71,244.10	71,244.10		
227	- RECYCLING FUND			164.35	164.35		
229	- PANDEMIC GRANTS			7,109.84	7,109.84		
230	- PARK & RECREATION FUND			13,029.21	13,029.21		
235	- STREET & SEWER FUND			48,804.52	48,804.52		
237	- SANITARY SEWER FUND			186.41	186.41		
238	- STORM SEWER FUND			930.98	930.98		
251	- LOCAL OPTION SALES TAX			98,765.23	98,765.23		
260	- AIRPORT FUND			250.00	250.00		
278	- HEALTHY EMPLOYE INITIATIVE			217.90	217.90		
295	- EDA FUND			441.00	441.00		
302	- SINKING 302 18A GO			550.00	550.00		
400	- CAPITAL PROJECTS FUND			360,580.50	360,580.50		
401	- CONSTRUCTION FUND			56,013.18	56,013.18		
--- TOTALS BY DEPT/ACTIVITY ---							
0000	-			(32,830.66)	(32,830.66)		
1003	- 10:03 DWNTWN MAIN CNTRACT			204.75	204.75		
1400	- ADMINISTRATION			6,806.00	6,806.00		
1610	- LEGAL-CIVIL ATTORNEY			4,440.49	4,440.49		
1700	- ENGINEERING			103.85	103.85		
1800	- IT/GIS			4,249.76	4,249.76		
1940	- CITY HALL			1,482.67	1,482.67		
2120	- POLICE DEPARTMENT			25,179.44	25,179.44		
2220	- FIRE DEPARTMENT			9,266.33	9,266.33		
2400	- COMMUNITY DEVL/INSPECTION			1,894.41	1,894.41		
2700	- ANIMAL CONTROL			2,798.33	2,798.33		
3100	- S & S MAINTENANCE			11,851.32	11,851.32		
3125	- SNOW REMOVAL			36,864.70	36,864.70		
3160	- STORM SEWER EXPENSE			930.98	930.98		
3170	- TRAFFIC CONTROL			88.50	88.50		
3190	- SANITARY SEWER EXPENSE			186.41	186.41		
3230	- RECYCLING EXPENSE			164.35	164.35		
5200	- PARK MAIN/ADMINISTRATION			10,089.34	10,089.34		
5211	- SPECIAL EVENTS PROGRAM			734.87	734.87		
5500	- LIBRARY-BUDGETED			1,010.38	1,010.38		
5503	- HOLDEN TRUST DONATION USE			268.79	268.79		
5505	- TAXABLE FEES			97.70	97.70		
6510	- ECONOMIC DEVELOPMENT AUTH			170.00	170.00		

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution GRANT							
--- TOTALS BY DEPT/ACTIVITY ---							
	6515 - HEALTHY EMPLYE INITIATIVE			217.90	217.90		
	7700 - SINKING 302 GO 18A			550.00	550.00		
	9000 - TRANSIT FUND			15,089.60	15,089.60		
	9020 - AIRPORT M & O			250.00	250.00		
	9030 - CONSTRUCTION PROJ-MISC			59,103.28	59,103.28		
	9050 - CAPITAL PROJECTS-MISC			444,580.50	444,580.50		
	9200 - CITY-WIDE			32,329.23	32,329.23		
	9360 - LOCAL OPTION SALES TAX			98,765.23	98,765.23		

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

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

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

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

- A. Approval of Bills
- B. Approval of Minutes
- C. Department Activity Report
- D. Approve Temporary Beer License Application Submitted by Eagles Club #287 for an Event to be held on April 27 at Memorial Park, 1700 Mill Ave- Contingent upon Inspections
- E. Adopt Resolution MN Charitable Gambling Application to Conduct Off-Site Gambling Submitted by Brainerd Elks #615 for an Event to be held on May 8th, 2024, at the Brainerd Armory 1115 Wright St.
- F. Approve Temporary Liquor License Application Submitted by the Brainerd Elks #615 for an Event to be held on May 8th at The Brainerd Armory, 1115 Wright St- Contingent upon Approvals
- G. Approve Revised Public Utilities Department Operations Manager, Water/Wastewater Manager and Maintenance Mechanic Job Descriptions as presented.

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

Presentations

Presentation by Tammy Ebertowski Special Gratitude and Armed Forces Tribute Event

Tammy Ebertowski, Neela Gorron, & Rosie Jensen presented a special award of gratitude to the Brainerd Fire Department & recognized First Responders. She also mentioned the Armed Forces Tribute that will take place for the 3rd year.

Camp Ripley Annual Presentation

Colonel Troy Fink, Camp Ripley, gave the annual Camp Ripley update. The City of Brainerd is a vital partner to Camp Ripley. He spoke about the many State and Federal partners that Camp partners with to serve local communities.

Member Czczok asked about the cost of ammunition and the size of ammunition that is used on Camp Ripley.

Colonel Fink stated that the price has gone up compared to other ammunition. The largest caliber of ammunition used is 150 caliber, but rockets are also considered ammunition.

Member Johnson asked about Commander Kruse. Colonel Fink did a great job, but he is missed.

Colonel Fink stated that Commander Kruse retired. He left surveys to be completed by Council Members.

The council thanked Colonel Fink for his presentation and service.

Council Committee Reports

Safety and Public Works Committee

Discuss Change Order Requests - Imp 21-15 Buffalo Hills Gully Remediation

Committee Chair O'Day stated that change order 1 was for a discrepancy on price per foot of pipe, change order 2 was for extra debris removal, change order 3 was for riprap, and change order 4 was denied until the contractor uses most of the original amount of fill that was bid.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE CHANGE ORDERS 1,2, & 3 AND DENY CHANGE ORDER 4.

Approve Testing Proposals for Imp 22-08 - South Brainerd Reconstruction Project

Committee Chair O'Day stated that testing of materials is required on large projects. This was the low bid.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE QUOTE WITH ITT IN THE TOTAL ESTIMATED AMOUNT OF \$11,100.

Approve Sexual Assault Services Placement of Awareness Ribbons Downtown

Committee Chair O'Day stated that this is done annually during Sexual Assault Awareness month. The signs will go on the decorative lighting downtown.

Member Johnson stated that based on his understanding of the First Amendment of the United States Constitution and how it relates to the right of way, as a City, we can allow speech in the right of way or not. The City does not have the authority to pick and choose which speech is allowed. He has nothing against sexual assault services or their campaign, but he does not believe the City should be allowing speech in the right of way.

Committee Chair O'Day stated that the request is more about placing signs on public property and less about speech on the material.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK TO APPROVE SEXUAL ASSAULT SERVICES, INC. TO PLACE AWARENESS RIBBONS ON LIGHT POLES IN THE DOWNTOWN BRAINERD AREA.

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

Discuss Private Road Access between B Street NE and C Street NE

Committee Chair O'Day stated that this is at 6th Avenue where the roundabout is proposed. The process of reclaiming right of way is to ensure that the flow of traffic is smooth and the street is maintained.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO BEGIN THE PROCESS OF TURNING THE BLOCK OF VACATED 6TH AVENUE NE BETWEEN B STREET NE AND C STREET NE BACK TO PUBLIC RIGHT-OF-WAY AND BEGINNING DISCUSSIONS WITH THE MALL PROPERTY OWNER TO THIS EFFECT.

Personnel and Finance Committee

Approval of Memorandums of Agreement Regarding New Earned Sick and Safe Time Law

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE ATTACHED ESST MOAS WITH THE TEAMSTERS UNION REPRESENTING POLICE SERGEANTS AND LIEUTENANT, IBEW REPRESENTING THE ADMINISTRATIVE SUPPORT UNION, AND THE UNITED STEEL WORKERS REPRESENTING THE HYDRO EMPLOYEES.

Approve Wage Adjustment for Community Service Officers (CSO)

Committee Chair Johnson stated that the CSO program is good for the community and has been a pipeline for officer hirings. The \$20.09 comes from the Flaherty and Hood study.

Member Czczok clarified who developed the proposal. The amount is about a 25% increase, which does not seem appropriate. However, he understands the rationale and will vote yes.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO INCREASE THE COMMUNITY SERVICE OFFICER (CSO) WAGE TO \$20.09 PER HOUR EFFECTIVE APRIL 2, 2024; FURTHER, THAT SAID WAGE SCALE BE INDEXED ANNUALLY BY THE ABI APPROVED FOR OTHER NON-UNION EMPLOYEES.

Approve Wage Step Increase for Assistant City Engineer Fladung

Committee Chair Johnson stated that Assistant City Engineer Fladung has acquired his Professional Engineer license. Staff felt obtaining this license warranted a step increase. The financial impact is about \$3,000, was not included in the budget. However, the Council did levy 1.5% more to implement the wage study and this impact will come out of those funds.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE A WAGE STEP INCREASE FOR ASSISTANT CITY ENGINEER FLADUNG FROM STEP 2 TO STEP 3 OF THE CURRENT WAGE GRID, EFFECTIVE APRIL 1ST, 2024.

Consider Wage Adjustment for Finance Manager

Committee Chair Johnson stated that Mr. Loch received an unsolicited offer from the private sector. He wants to work for the City, but the amount he could make elsewhere was a substantial difference.

Member Czczok stated that this is an important move, in order to get good people and keep them, the City needs to be willing to pay them.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO APPROVE THE WAGE/STEP PLACEMENT ADJUSTMENT FOR FINANCE MANAGER DANIEL LOCH TO STEP 6 (\$56.52 PER HOUR) EFFECTIVE APRIL 2, 2024.

Committee Chair Johnson stated that a step increase for Finance Director Hillman was recommended by staff to keep the pay separation between Finance Manager and Finance Director. Financial impact is about \$3,400, to be paid from the levy funds.

Member Czczok asked if the increase plays a role in equity pay.

Committee Chair Johnson stated that the City reports what the max pay is and base salary. By advancing an employee's step, it does not affect pay equity.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO APPROVE THE WAGE/STEP PLACEMENT ADJUSTMENT FOR FINANCE DIRECTOR HILLMAN TO STEP 6 (\$58.50 PER HOUR) EFFECTIVE APRIL 2, 2024.

Approve 2024-2026 Contract Terms and Wage Resolution with IBEW Local No. 31 (Administrative Support) Union

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE 2024-2026 TENTATIVE AGREEMENT SUMMARY BETWEEN THE CITY AND IBEW LOCAL NO. 31 UNION REPRESENTING THE ADMINISTRATIVE SUPPORT EMPLOYEES.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ADOPT RESOLUTION SETTING THE 2024-2026 WAGES FOR THE IBEW LOCAL NO 31 UNION (ADMINISTRATIVE SUPPORT) EMPLOYEES.

RESOLUTION 20:24

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

Update on Assistant Planner Hiring Process

Committee Chair Johnson stated that the position has been posted twice. Staff is reviewing options on how to move forward.

Member Czczok asked about the applicant and interview process.

Community Development Director Kramvik stated that there were two offers given, both declined. He does not believe it was based on pay.

Unfinished Business

Committee Appointments

Mayor Badeaux recommended Mary Koep to the Transportation Advisory Committee and Paul Sandy to the Parks & Recreation Board.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO APPOINT MARY KOEP TO THE TRANSPORTATION ADVISORY COMMITTEE AND PAUL SANDY TO THE PARKS & RECREATION BOARD.

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)

Transportation Advisory Committee- 2 terms (Expire 2025)

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

Economic Development Authority- 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)

New Business

Consider Special Council Meeting for the 805 Laurel Street Project

Community Development Director Kramvik gave an overview of the process for the Workforce Housing grant application. The grant application requires that the City apply for the grant on behalf of the project.

Member Czczok asked whether the Planning Commission could hold their meeting on April 10th, and the Council hear the matter at its regular meeting on April 15th.

Community Development Director Kramvik stated that due to the public hearing being required at the Planning Commission and the amount of time required for notice of the hearing, the Planning Commission could not have their meeting early.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO APPROVE A SPECIAL CITY COUNCIL MEETING ON APRIL 22ND AT 6:00 PM TO REVIEW THE 805 LAUREL STREET PROJECT.

Consider Conditional Use Permit for a 12-plex Apartment at PID 41040889

Community Development Director Kramvik gave an overview of the permit submitted by the My Neighbor to Love Coalition.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY TO APPROVE THE CUP FOR THE CONSTRUCTION OF A 12-UNIT MULTI-FAMILY APARTMENT AT PID 41040889 WITH THE CONDITION THAT ANY ADDITIONAL LIGHTING CONFORMS TO THE OUTDOOR LIGHTING ORDINANCE.

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

Consider Conditional Use Permit Amendment for a Boarding House at PID 41040888

Community Development Director Kramvik gave an overview of the boarding house permit amendment submitted to My Neighbor to Love Coalition.

Member Johnson asked if this meets the housing density in a TN-2 neighborhood.

Community Development Director Kramvik stated that boarding houses are found in commercial use in the zoning code, you cannot look at dwelling units per acre because the boarding house does not technically have a dwelling unit.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT AMENDMENT FOR THE OPERATION OF A BOARDING HOUSE AT PID 41040888 WITH THE CONDITION THAT ANY ADDITIONAL LIGHTING CONFORMS TO THE OUTDOOR LIGHTING ORDINANCE.

Consider Interim Use Permit for a Short-Term Rental at 714 S 7th Street

Community Development Director Kramvik gave an overview of the short-term rental. The owner has been cooperative and meets all requirements.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO APPROVE THE INTERIM USE PERMIT FOR ONE SHORT-TERM RENTAL UNIT AT 714 7TH ST S BRAINERD, MN 56401 WITH THE FOLLOWING CONDITIONS: SUBMISSION OF THE LODGING TAX FORM TO THE FINANCE DEPARTMENT, A LOCAL MANAGEMENT AGENT MUST BE PROVIDED FOR STAFF, THE INTERIM USE PERMIT SHALL TERMINATE ONE YEAR AFTER ISSUANCE, AND THE BUILDING OFFICIAL SHALL REVIEW THE NUMBER OF LEGAL BEDROOMS ON THE PROPERTY.

Approve Letter of Opposition to the Minnesota Senate Housing and Homeless Prevention Committee's Bill to Bypass Local Government Zoning Regulations

Community Development Director Kramvik gave an overview of the concerns that the Planning Commission and staff have for the "Missing Middle Bill" that is currently making its way through State committees.

Mayor Badeaux would like to have the letter dated as of April 2nd.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO DIRECT STAFF TO MAKE ANY NECESSARY CHANGES, DATE THE LETTER AS OF APRIL 2ND, AND APPROVE THE LETTER.

Consider Revising the Employee Policy Manual

Member Czeczok stated that it would be a goodwill gesture to amend the policy manual. There is a lot of turbulence going on in the Public Utilities department. People want to be able to go to work and enjoy where they work. When the discussion on who the hiring committee would be for the Public Utilities Director took place there was not enough discussion and the committee that reviewed the job descriptions was re-established to hire for the position. He brought this item forward to encourage more discussion.

MOVED BY COUNCIL MEMBER CZECZOK TO AMEND THE EMPLOYEE POLICY MANUAL TO ASSIGN A QUORUM OR MORE OF THE PUBLIC UTILITIES COMMISSION AND THE CITY ADMINISTRATOR TO THE HIRING GROUP FOR THE PUBLIC UTILITIES DIRECTOR POSITION.

The Chair declared the motion failed for lack of a second.

Public Forum

The Chair opened the public forum at 8:30 p.m.

No one came forward.

The Chair closed the public forum at 8:31 p.m.

Staff Reports

City Engineer/Public Works Director Dehn stated that Street Maintenance staff will be transitioning back to street sweeping as snow melt allows.

Community Development Director Kramvik gave an overview of the upcoming items for the EDA and Planning Commission meetings.

Mayor's Report

Mayor Badeaux wished everyone a Happy Easter. He thanked Rotary and the Parks and Recreation Department for their work on the Easter Egg Hunt. The Park Board is already starting work on their capital budget. Finally, Friday, April 5th, Joey Halvorson will be receiving recognition as Citizen of the Year. The Council is invited to the event, he requests that the Council adjourn to the event.

Council Member Reports

Chair Bevans reminded Council to fill out the surveys for Camp Ripley.

Member Stenglein thanked all those who tune in at home. She spoke with someone recently who watches the re-runs on cable. She thanked IT/GIS Director Strong for all of his work to bring meetings back to cable.

Member Czezczok stated that the Colonel referred to the Council as a team, he would like to think that as well.

Adjourn

Adjourn to Closed Labor Negotiation Strategy Session pursuant to MN Statutes, 13D.03, Subd 1(b) to prepare for Negotiations with the IBEW Brainerd Public Utilities Union, IUOE Park Division Union, USW Hydro Union, LELS Police Officers Union, and Teamsters Police Sergeants and Lieutenant Union.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO ADJOURN TO CLOSED SESSION PURSUANT TO MN STATUTES, 13D.03, SUBD 1(B) TO PREPARE FOR NEGOTIATIONS WITH THE IBEW BRAINERD PUBLIC UTILITIES UNION, IUOE PARK DIVISION UNION, USW HYDRO UNION, LELS POLICE OFFICERS UNION, AND TEAMSTERS POLICE SERGEANTS AND LIEUTENANT UNION.

The Chair adjourned the meeting after a five-minute break at 8:38 p.m.

The Chair reconvened the meeting at 9:06 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN,
DULY CARRIED, TO ADJOURN THE MEETING TO THE COMMUNITY MEMBER OF THE
YEAR CELEBRATION ON FRIDAY, APRIL 5TH, AT 602 S 5TH ST.

Nicholas W. Broyles
City Administrator



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD



This month's Booyah winner is Officer Travis Kostreba.

Chief Davis received a letter of appreciation from Sergeant Halverson of the Baxter Police Department recognizing Travis' assistance with an investigation. Sergeant Halverson was trying to identify a suspect that had fled from Baxter Officers in a motor vehicle. Sergeant Halverson learned of the suspect's nickname and shared this with Travis who had prior knowledge of the suspect and was able to identify the suspect for Sergeant Halverson. Several days later Travis was off duty at Target when he observed the suspect at the store. Travis notified the Baxter Police Department and kept the suspect under surveillance until Baxter Officers arrived and took the male into custody.

Travis' extensive knowledge of community demographics, along with his collaborative approach to investigating crimes helped lead to this felony arrest.

TRAINING & STAFF DEVELOPMENT

Crime Reporting – NIBRS

Records Technician Alex Korte attended a two-day NIBRS Crime Reporting training session. The course explained the purpose, intent, and operating procedures of state and federal crime reporting. Through lectures, quizzes and practical exercises, participants learned how to classify and report crimes in accordance with the standards established by the FBI Uniform Crime Reporting (UCR) Program. Training included the use of computers to access user manuals and online resources.

Department Training

This month's department training included use of force and firearms training.

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
24002667	03/01/24	Conduct on Premises	406 South 9 th Street Apt 2
24002748	03/02/24	Conduct on Premises	726 4 th Avenue NE

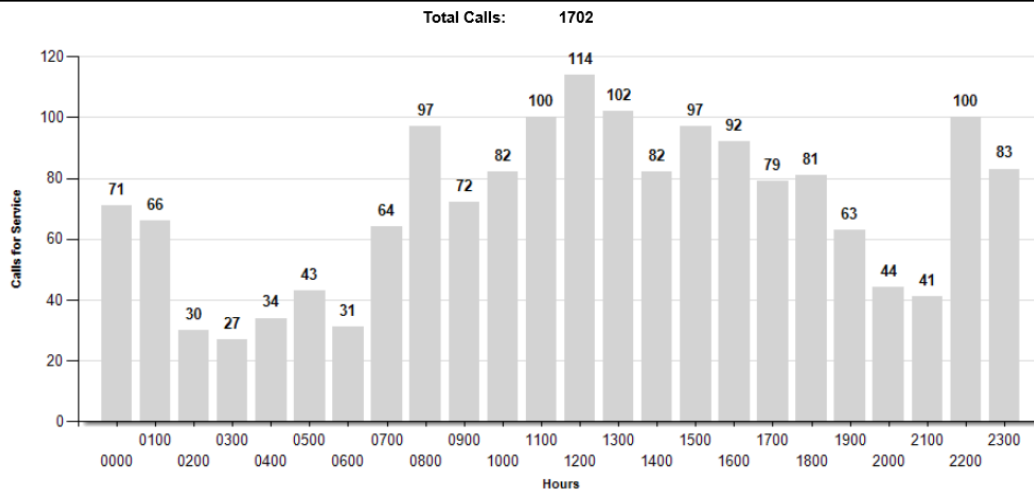
OVERALL CALLS FOR SERVICE

March	2024	2023
Number of Calls for Service	1,695	1,330



Calls for Service Hourly

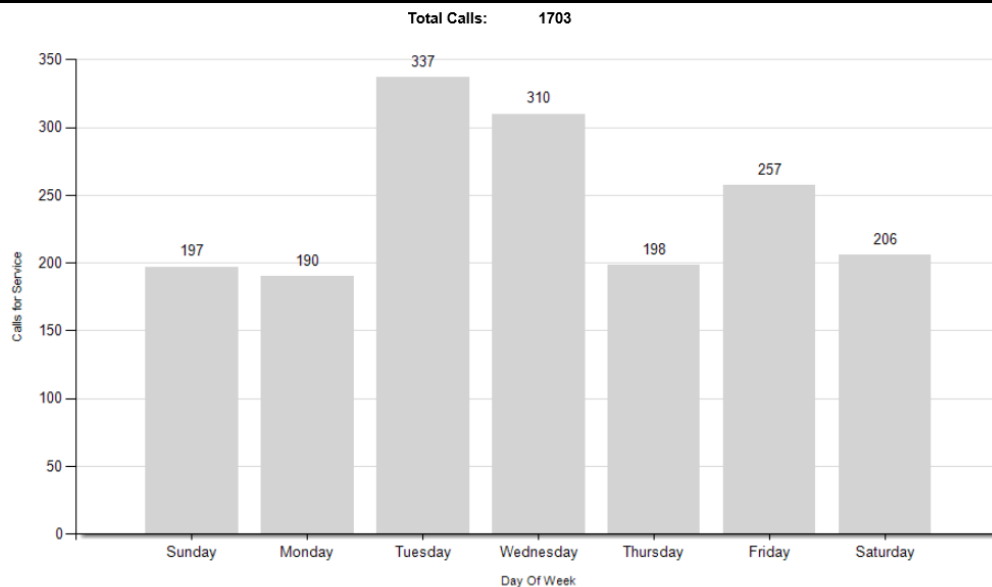
3/1/2024 to 3/31/2024



Calls for Service Day Of Week

Start Date: 3/1/2024

End Date: 3/31/2024



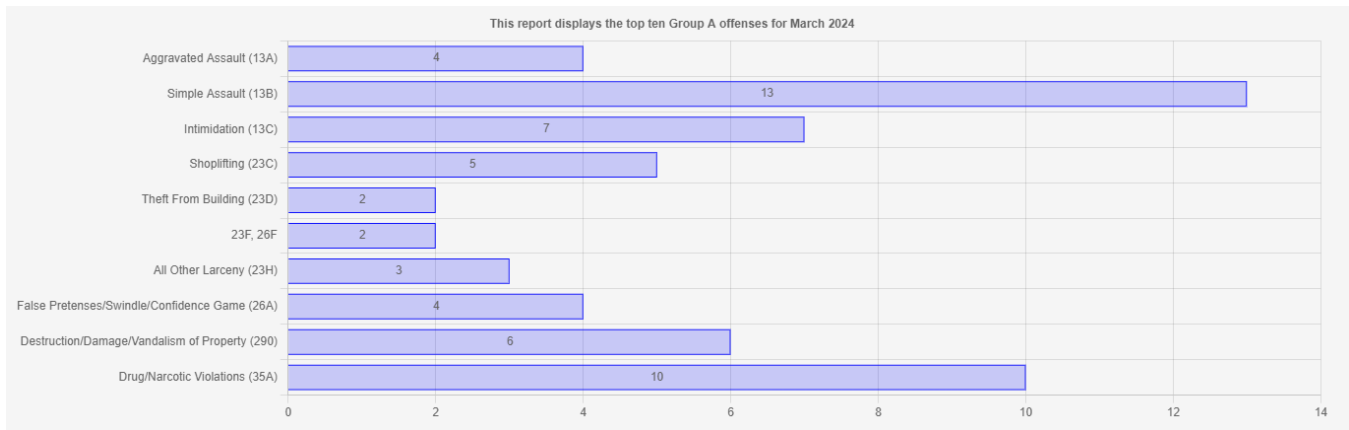
CRIME STATISTICS

Year to Date through Month	2024	2023
Group A Offenses Known or Reported to Police	185	331
Group A and B Arrests	168	198

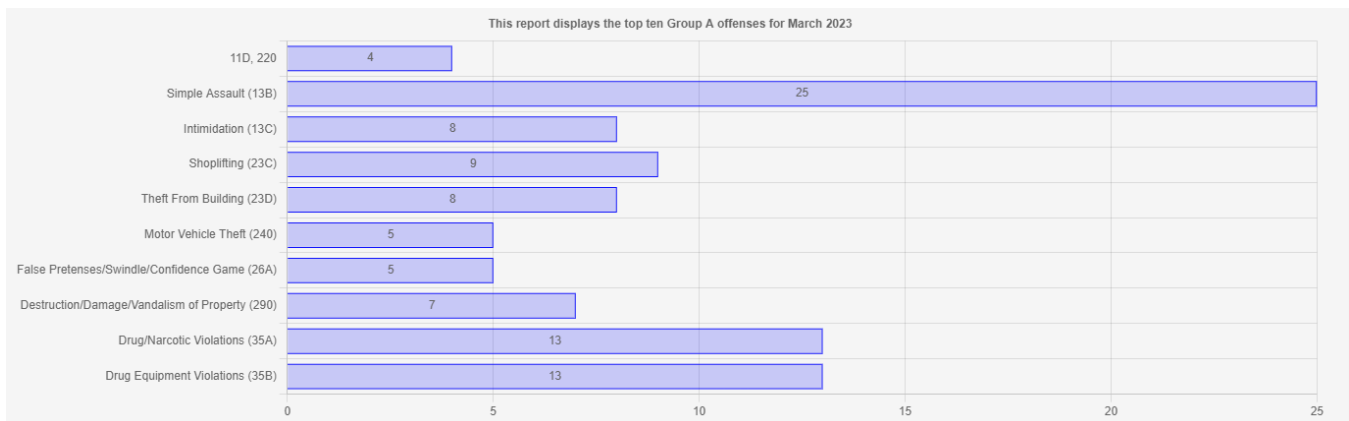
**** Note: 2024 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

March 2024

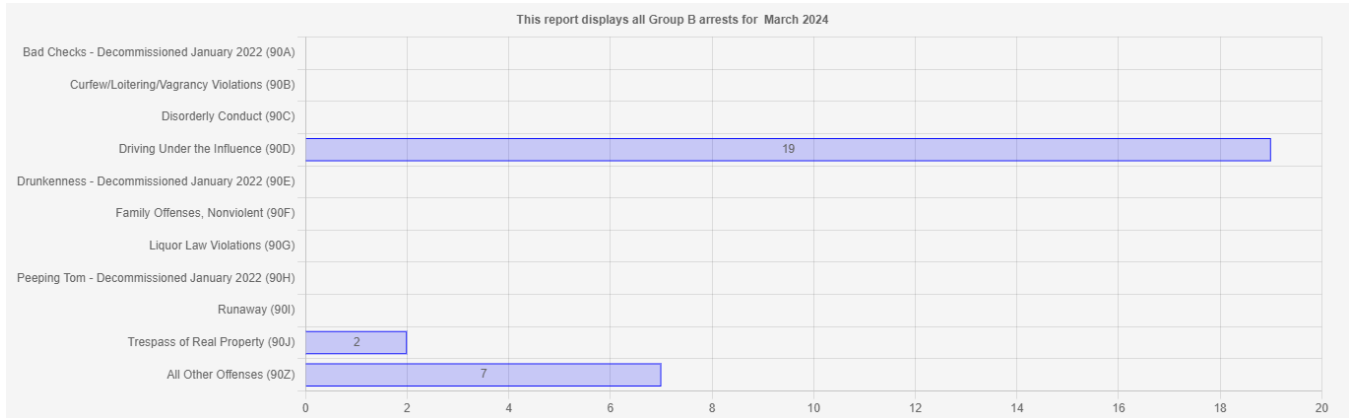


March 2023

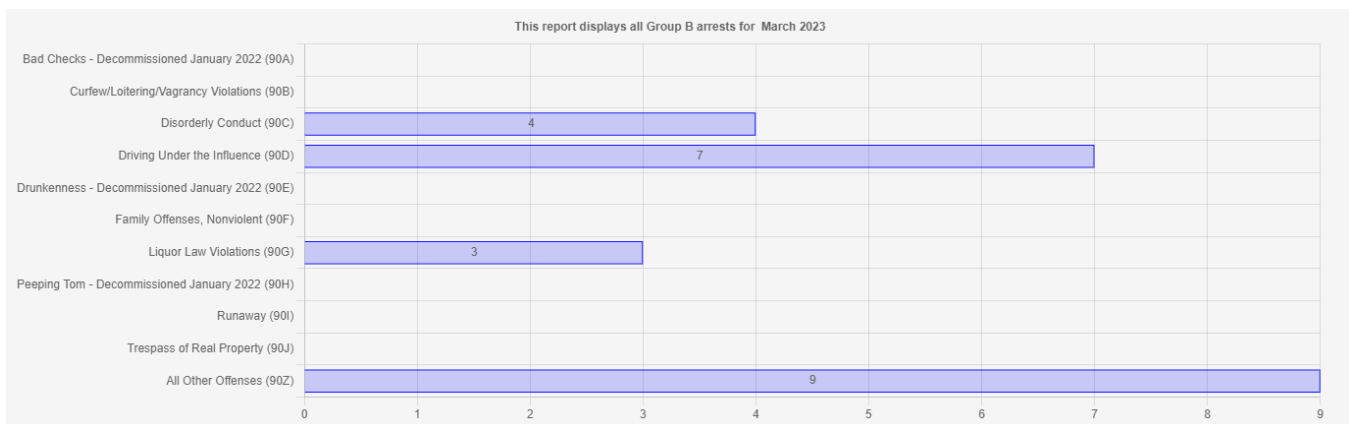


GROUP B ARREST DATA

March 2024



March 2023



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

March	2024	2023
Citations (Inc. Parking Tickets & Written Warnings)	369	211

246 parking tickets were issued in the month of March, with the following dispositions.

5	Dismissed
122	Paid in Full
2	Partial Payments Received
117	No Payment Received

Revenue Recapture Receipts:

2023 Total:	\$ 8,046.99
2024 To Date:	\$3,740.78

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
March	1,713	317	553	330	11.10 Minutes	55



COMMUNITY OUTREACH

Skate with a Cop

Brainerd officers had a great time participating in the 3rd Annual Skate with a Cop event hosted by the Crow Wing County Sheriff's Office on Sunday, March 3rd, at the Essentia Health Sports Center in Brainerd. McGruff and Safety Pup also made an appearance at this fun, multi-jurisdictional event.



St. Patrick's Day Parade

Brainerd Officers assisted with road closures for the St. Patrick's Day Parade in downtown Brainerd.

**Bridges Career Exploration Day**

The Police Department was an exhibitor at the Bridges Career Exploration Day held at Central Lakes College. Officer Boggs and Community Service Officer Heinlen interacted with students as they learn about local careers, work environment, necessary skill sets, earning potential, and the training needed to become employed.

Special Olympics Polar Plunge

School Resource Officer Drew Selvestra made a splash while he made the jump at this year's Polar Plunge.

Easter Fun

Officers were able to facilitate a mini egg hunt for the kids sledding at Trinity Lutheran, Big Jay's Pizza in downtown Brainerd, and deliver the rest to residence throughout the city. Thank you, Northern Pacific Center who showed up earlier in the day with several eggs filled with treats for the officers to hand out.



Officers had a fun morning checking out the Easter Egg hunt at Gregory Park.





COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

March 2024



BUILDING PERMITS

The Community Development Department issued 67 building permits with a total project valuation of \$506,955 in the month of March. Within the River-to-Rail Corridor, eight (8) permits were issued. These improvements resulted in \$1,825 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 March 2024		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Remodel	2	\$53,000
Commercial – Building – Roofing	1	\$20,000
Commercial – Building – Windows/Doors	1	\$2,500
Commercial – Mechanical – Roof Top Unit	2	N/A
Commercial – Plumbing – Remodel	4	\$123,000
Engineering – Curb Cut	1	N/A
Engineering - Excavation	5	N/A
Fence	2	N/A
Residential – Building – Accessory Structure	1	\$1,500
Residential – Building – Demolition	2	N/A
Residential – Building – New/Addition	1	\$250,000
Residential – Building – Roofing	3	N/A
Residential – Building – Roofing+Garage	1	N/A
Residential – Building – Remodel	5	\$56,655
Residential – Building – Windows/Doors	7	N/A
Residential – Engineering – Sewer/Water Repair	1	N/A
Residential – Mechanical – Air Conditioner	1	N/A
Residential - Mechanical - Furnace/Boiler	5	N/A

Residential – Mechanical – Furnace+AC	1	N/A
Residential – Mechanical – New/Addition	4	N/A
Residential – Plumbing – New/Addition	3	N/A
Residential – Plumbing – Remodel	2	N/A
Residential - Plumbing – Water Heater	8	N/A
Residential – Plumbing – Water Softener	1	N/A
Sign	2	\$300

There was one (1) single-family home building permit in the month of March.

BUILDING INSPECTIONS

The Community Development Department conducted 101 building inspections in March.

CODE ENFORCEMENT

The Community Development Department conducted 40 code enforcement inspections in March resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Junk and Debris	17
Unlicensed/Inoperable Vehicles	6
Zoning Code Violation	9
Outdoor Storage	1
Accessory Structure Material	1
Exterior Structure	4
Garbage	1
Fence Repair	1
Total = 40	

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

Direction on Active Code Enforcement Cases

Staff executed two (2) administrative search warrant for abatement of properties in the month of March as directed by City Council for 804 19th St SE and 1017 10th Ave NE

Staff continue to send citations to the following properties as directed by City Council.

- 1) **823 Willow St** – Unlicensed Rental - Issuing \$300 citation monthly for non-licensed rental. Requested legal action from City Attorney 9/6/23.
- 2) **303 J St NE** – Fence - Issuing a \$300 citation each month until the non-permitted fence is corrected.
- 3) **1812 Oak St** – Unlicensed Rental – Issuing a \$300 citation each month for non-licensed rental. Requested legal action from City Attorney 12/4/23.

- 4) **15284 Beaver Dam Rd** – Illegal discharge of sewage from pole building - Issuing a \$100 citation each day for non-compliant septic. Requested legal action from City Attorney 9/18/23. The property manager applied for and received a rental license on 12/5/23 for the 5-bedroom house that a family was already living in.
- 5) **319 N 9th St** – Property Maintenance/ Roof – Issuing a \$300 citation each month until roof is corrected.

RENTAL INSPECTIONS

The Community Development Department issued three (3) rental licenses in the month of March.

The Housing Inspector completed 53 rental property inspections in March.

CONTRACTOR REGISTRATION

The Community Development Department issued 10 contractor registrations in March.

PLANNING AND ZONING

Adult Use Cannabis

The Planning Commission discussed a proposed Cannabis Ordinance at the March 20th meeting.

At the meeting, staff recommended that cannabis dispensaries should not be allowed in the TN-2 District as they are transitional zoning districts between commercial and residential uses. In addition, cannabis dispensaries are unlikely to invest \$500,000 to \$1,000,000 in start-up costs on a low traffic road. A potential cannabis dispensary business would most likely attempt to find a location along Washington Street or Business 371. Staff recommends cannabis dispensaries should only be allowed in the General Commercial (GC), Commercial Corridor (CC), Mainstreet (ME), Town Center (TC), Makers and Employment (ME), and the General Industrial (GI) Districts. In addition, dispensaries cannot be within 100 feet of a school, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field. Approved dispensaries within 300 feet of a school, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field requires a conditional use permit. Staff also recommended that cannabis manufacturing and growing should be a conditional use in the General Industrial (GI) District and regulated by the rules and administration of CUP's.



April Planning Commission Meeting Agenda Items

- 1) Consider Variance Request for a Street Loaded Driveway at 1101 Pine Street
- 2) Consider Conditional Use Permit and Variance Request for a Mixed-Use Building at 805 Laurel Street
- 3) Consider and Provide Comments for Proposed Brainerd Oaks Outlot F Development and Grant Application
- 4) Consider Conditional Use Permit and Variance Request for a Multi-Family Apartment Building at 1111 Oak Street
- 5) Discussion on Short-Term Rental Ordinance
- 6) Discussion on Cannabis Dispensary Ordinance
- 7) Planning Commission Itinerary Update

ECONOMIC DEVELOPMENT

Buffalo Hills Park – ISD 181 Property

Staff continue to meet and discuss options for the ISD 181 property that is located north of Buffalo Hills Park. There are approximately 20 acres of property available for development. Tapestry Companies, a development firm, approached ISD 181 for potential development of the property, which would include a 65-unit affordable senior housing project and a 60-unit affordable family housing apartment. The developer will present access options to the property at the next Park Board meeting on April 23rd.

Exterior Improvement Grant

At the April 4th meeting, staff recommended an EDA exterior improvement grant and provided guidelines for the proposed grant. The proposed program provides a 50% matching grant for actual construction costs up to \$5,000 per property on a pay- for-performance basis. Eligible projects include permanent exterior building and landscape improvements visible from a public right-of-way. Staff proposed the EDA allocate up to \$20,000 per calendar year to fund eligible projects in the River to Rail District and main corridors. The EDA did discuss and came to a consensus that the grant should be available to all Brainerd businesses. After discussion, the EDA liked the general parameters of the grant and authorized staff to begin working with BLAEDC on a contract to administer the grant program.

River to Rails

At the April 4th EDA meeting, staff presented a plan to expand the River to Rail Incentive District for all of the Commercial Corridor District properties along Washington St. The Community Development Director, Public Works Director, and Public Utilities Director discussed the River to Rail expansion and the potential for mixed-use development in the CC District. Upon discussion, the Washington Street reconstruction project will increase utility capacity in the CC District and future residential development will not have an impact on the new infrastructure. The Public Works Director and Public Utilities Director did not see any issue with extending the River to Rail District or to allow future residential development in this area as the River to Rail District forgives all SAC and WAC permit charges. The EDA board agreed with the expansion but would like to see it utilized in other areas of the City as well and would like a cost estimate for the expansion. Staff will revise the incentive policy and bring it back to the next EDA meeting.

EDA Website

The EDA website is now live with the email address of brainerdeda.com.

The website provides information on the community, careers, and the role of the EDA. In addition, the website also highlights potential business and development incentives and City of Brainerd properties that are available for purchase and development.

PLANNING AND ZONING PROCESSES – CURRENT 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: 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: PID 41040887 620 3rd St NW

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 41040888 610 3rd St NW

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 of the facility but has begun site grading.

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 construction for the 4-plex has been completed and issued a certificate of occupancy.

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 Nor-Son has been selected for the project. Demo and building permits have been issued and construction will start this week.

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 is nearing completion.

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 City 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. The project was completed and closed 12/15/23.

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 is nearing completion.

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: 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.

Address: 701 4th St SW

PZE Process: Interim Use Permit **Date Issued:** Denied

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

Project Progress: The IUP application was denied at the January 2nd City Council meeting. The applicant has been approved for a rental license upon proof of a property manager residing within 50 miles of the property.

Address: 100 Washington St.

PZE Process: Conditional Use Permit **Date Issued:** 1/2/2024

Project Description: The utilization of the property as an auto repair shop.

Project Progress: The applicant has applied for a sign permit. The Fire Marshal is working with the property owner and business to bring the building up to fire code.

Address: 524 N 8th St

PZE Process: Interim Use Permit **Date Issued:** 1/2/2024

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

Project Progress: The applicant has obtained a rental license and is now allowed to operate a short-term rental at the subject property.

Address: 418 8th Ave NE

PZE Process: Conditional Use Permit **Date Issued:** 3/4/2024

Project Description: The utilization of the property as a commercial childcare facility with two Early Head Start Classrooms and a total enrollment of 16 children.

Project Progress: The Conditional Use Permit was approved by the City Council at the April 1st, 2024 meeting. A fence permit was applied for and issued.

Address: PID 41040887 620 3rd St NW

PZE Process: Conditional Use Permit Amendment **Amendment Approved:** 3/4/24

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

Project Progress: The applicant has not begun construction. The applicant was approved for a Conditional Use Permit Amendment at the March 4th, 2024, City Council meeting.

Address: PID 41040888 610 3rd St NW

PZE Process: Conditional Use Permit Amendment **Amendment Approved:** 4/1/24

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

Project Progress: The applicant has not begun construction of the facility but has begun site grading. The applicant was approved for a Conditional Use Permit amendment at the April 1st, 2024 City Council meeting.

Address: PID 41040889 580 3rd St NW

PZE Process: Conditional Use Permit

Date Issued: 3/4/2024

Project Description: The construction of a residential 12-unit multifamily apartment building consisting of two 2-bedroom units and ten studio apartment units.

Project Progress: The Conditional Use Permit was approved by the City Council at the April 1st, 2024 meeting.

Address: 714 7th St S

PZE Process: Interim Use Permit for a Short-Term Rental

Date Issued: 4/1/24

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

Project Progress: The applicant has obtained a rental license but will need to confirm a local agent/contact prior to the issuance of the IUP.



City of Brainerd
IT/GIS Department Monthly Report
March 2024

Projects

- Created new virtual server to host various connectors to cloud platforms
- Researching and demoing security cameras platforms for remote locations
- Initial stages of establishing a system to inventory off-network websites and resources used by staff
- BCA security audit – continued work on final tasks including VPN and VLAN changes
- Planning for networking and security projects to be completed in 2024 – vendor selection, scope, etc

Software

- VPN (remote access) configuration changes, security improvements
- Security certificate renewals and implementations
- Webinar and planning for Cisco SecureX end-of-life on July 31
- Airport ARFF lighting system – access to management interface
- Demoed online GIS software primarily for Streets and Sewer editing in the field
- Continued implementation of IT asset tracking software and ticketing system, enabled single sign on.

Hardware

- Various police squad support – replacements, video, printing, connectivity, etc
- Researched options for recording notification at the beginning and end of meetings
- Troubleshooting talk radio audio that is occasionally heard in background of meetings

Other

- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc
- Staff added: none
- Staff departed: none

Statistics

Website: total views 19,746↑ (15,660) users 7,293↑ (5,252)

Top 5 pages: parks, employment, agendas, snow emergencies, transit

YouTube: City channel views 1,291↑ (1250), hours watched 160.5↓ (219.9), subscribers +3

Facebook (city) : followers 3.3k, reach 93.2k↓ (109.4K), interactions 1.4k↑ (552), posts 13

Email: sent 7,726↑ or 249/day (7,634), received 30,806↑ or 994/day (30,573)

Cisco Secure Endpoint: files scanned 8.29M↑ (7.51M) IPs scanned 849K↑ (825K)

Telephone: total calls 8,096↑ (7,815)

Police 3,101 (38%), City Hall 2,741 (34%), Transit 1,935 (24%), Fire 273 (3%), Public Works 46 (0.5%)

RESOLUTION
xx:24

RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
JANUARY 1, 2024 THROUGH MARCH 31, 2024

WHEREAS, the City of Brainerd is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Sections 465.03 for the benefit of its citizens and is specifically authorized to accept gifts and bequests for the benefit of recreational service pursuant to Minnesota Statutes Section 471:17; and

WHEREAS, the following persons and entities have offered to contribute the gifts and cash sums set forth below to the City:

<u>Name of Donor</u>	<u>Amount</u>	<u>Requested Use of Donation or Contribution</u>
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SEE ATTACHED LIST OF DONORS

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA that all donations and/or contributions described above are hereby graciously accepted by the City of Brainerd and shall be used as requested by the donors or grant requirements.

BE IT FURTHER RESOLVED, that the City Council expresses its gratitude to the donors of the gifts.

Adopted this 15th day of April 2024

KELLY BEVANS
President of the Council

Approved this 16th day of April 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

MEMO

TO: Connie Hillman, Finance Director
FROM: Jessie Dehn, Public Works Director
DATE: 4/11/24
RE: 1st Quarter 2024 Donations

The Brainerd Parks Department received the following donations from January to March 2024:

- See attached listing

If you have any questions, please don't hesitate to contact me.

\pz

Brainerd Parks and Recreation

Contributions and Donations January-March 2024

Received From	Receipt Date	Type of Donation	Amount Received
Super One	01/26/24	2024 Events Sponsor- Giftcard	100.00
Brainerd Rotary Foundation	03/06/24	Easter Egg Hunt Sponsor - Check	600.00
Oriental Trading Company	01/31/24	Easter Egg Hunt Sponsor - Instore Credit	25.00
Dahlheimer(D&D) Beverage	02/24/24	2024 Events Sponsor- Check	200.00
Mid Minnesota Federal Credit Union - Brainerd	03/01/24	2024 Events Sponsor- Check	250.00
Costco Wholesale	03/01/24	2024 Events Sponsor - Giftcard	100.00
Fleet Farm	02/15/24	2024 Events Sponsor - giftcard	200.00
Cub Brainerd	02/07/24	Easter Egg Hunt- Giftcard	150.00
Dough Bros Woodfire Kitchen	02/08/24	\$25 Giftcard \$25- In Kind	In Kind
Big Jays Pizza Arcade	02/08/24	6 \$10 Play Cards - \$60-In Kind	In Kind
Pampered Pets	02/12/24	12 bandanas for Smooch a Pooch \$36 - In Kind	In Kind
Tadych Photography	02/13/24	Photography for Smooch a Pooch -\$150 In Kind	In Kind
Goody's Gourmet Treats	02/06/24	\$69.80 in Small toys/ trinkets \$69 - In Kind	In Kind
Brainerd High School	03/07/24	100 Tennis Balls \$60 - In Kind	In Kind
TOTAL			\$1,625.00



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Authorize Hiring 2024 Summer Temporary Employees

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): n/a

SUMMARY OF ISSUE: Attached is a listing of 2024 temporary employees that have currently received a conditional job offer and have successfully completed their background checks.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Pursuant to MN Statute, seasonal assignments are limited to 67 working days per calendar year or 100 working days per calendar year if the employees are under the age of 22, are full-time students enrolled in a nonprofit or public educational institution prior to being hired by the employer, and have indicated, either in an application for employment or by being enrolled at an educational institution for the next academic year or term, an intention to continue as students riding or after their temporary employment.

RECOMMENDED ACTION/MOTION: Motion to authorize the hiring of the 2024 temporary employees as presented on the attached listing.

FINANCIAL IMPACT: The positions are included in the 2024 budget.

2024 Summer Temporary Employees

	<u>Name</u>	<u>Job Title</u>	<u>Hourly Rate</u>	<u>Budgeted Wage</u>
1	Ashton Koering *	Parks Seasonal Maintenance	\$16.00	\$14.00 - \$16.00
2	Mackenzie Stockinger *	Parks Seasonal Maintenance	\$16.00	\$14.00 - \$16.00
3	Gregory Roberts *	Parks Seasonal Maintenance	\$16.00	\$14.00 - \$16.00
4	Jon Hegre *	Parks Seasonal Maintenance	\$16.00	\$14.00 - \$16.00
5	Logan Goltz *	Parks Seasonal Maintenance	\$16.00	\$14.00 - \$16.00
6	Rex Block *	BPU Seasonal Laborer	\$17.50	\$17.00 - \$20.00
7	Kaden Imdieke *	BPU Seasonal Laborer	\$17.50	\$17.00 - \$20.00
8	Charles Smith *	Concession Stand Worker	\$16.00	\$14.00 - \$16.00
9	Glen Miller *	Concession Stand Worker	\$16.00	\$14.00 - \$16.00
10	Brad Eisenbeis *	Umpire	\$32.00/Game	\$32.00/Game
11	Jeremy Werhan *	Umpire	\$32.00/Game	\$32.00/Game

Submitted for Consideration for the April 15, 2024 Council Meeting

* Returning Employee



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Approve Widseth Proposal - Police Department Exterior Repairs

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: Staff requested a proposal from Widseth for providing design, bidding, and construction admin services for the exterior repairs at the Police Department. There is \$582,000 included in the Capital budget towards this work. The work includes the following:

- EPDM Re-Roof (approximately 16,500 SF)
- Exterior EFIS Repair
- Exterior Window Replacement
- Exterior Perimeter Caulking
- Exterior Door Replacement

These items were identified in the 2018 facility study for the exterior priorities for the Police Department building.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Widseth proposal includes the following costs and services:

- Construction Documents (Design) = \$16,900
- Bidding = \$4,200
- Construction Administration = \$3,900
- Total = \$25,000

As a reminder, Widseth is also the consulting firm that is assisting with the Police Department HVAC replacement project. Currently planned for May 2024.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the proposal from Widseth for the Police Department Exterior Repairs project in the total amount of \$25,000.

FINANCIAL IMPACT: \$25,000

April 2, 2024



Jessie Dehn, City Engineer & Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Brainerd/Baxter
7804 Industrial Park Road
PO Box 2720
Baxter MN 56425-2720

Re: Brainerd Police Department Exterior Renovation Project

218.829.5117
Baxter@Widseth.com
Widseth.com

Dear Mr. Dehn:

Thank you for the opportunity to provide professional services for the Brainerd Police Department Exterior Renovation project. Based on the original email and a follow up site visit on February 26th 2024, Widseth understands that the project will be to provide drawings and specifications for the following items:

- EPDM Re-Roof (approximately 16,500 SF)
- Exterior EFIS Repair
- Exterior Window Replacement
- Exterior Perimeter Caulking
- Exterior Door Replacement

Items not in the current scope:

- During the site visit it was discussed that the snow melt system would not be part of the scope of this project.
- Widseth recommends that a current review of present conditions related to the ADA accessibility of the sidewalk be completed as modifications may have been made since the report in 2018. This service is not part of the current scope but could be added.
- During the site visit it was identified that the construction of the enclosed vestibule had been previously completed.

Widseth proposes to provide architectural services as follows, noting that the fee may fluctuate depending on the scope of the project:

Construction Document Phase (\$16,900.00)

- *Construction Documents* - Widseth will prepare construction documents that can be submitted to the governing agencies for plan review and permitting, competitive bidding as well as for construction. Construction drawings and specifications shall be signed by a licensed architect.
 - Architectural
 - Site Plan
 - Identify building location and potential laydown areas for roofing contractor.
 - Roof Plan
 - Existing conditions and replacement of the fully adhered EPDM roof system and equipment.
 - Widseth will also note the additional RTU location scheduled for fall 2024
 - New Roof plan showing building section locations and detail callouts
 - Floor Plans
 - Demolition and proposed plan of exterior windows and doors that are to be replaced
 - Note locations of EFIS repair and caulking

- Exterior Elevations
 - Demolition and proposed plan of exterior windows and doors that are to be replaced
 - Note locations of EFIS repair and caulking
- Building Sections
 - As related to the Re-roof
- Details
 - As related to the Re-roof
- Schedules
 - Door and window schedules

Bidding Coordination (\$4,200.00)

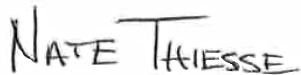
- Widseth will coordinate the bid process to include posting an Advertisement for Bid, responding to bidder questions, issuing addenda, attending the bid opening, providing recommendations for award of the project, and development of AIA construction contracts.

Construction Administration (\$3,900.00)

- *Construction Administration* - Throughout construction, Widseth will answer contractor questions and make site visits, at intervals appropriate to the stage of construction to observe construction work and verify it is in conformance with the contract documents. Shop drawings will also be submitted to Widseth for review to ensure all materials are in compliance with specified products.

We are excited for the opportunity to work with you again, and if you have any questions regarding the information above please let me know. Thanks!

Sincerely,

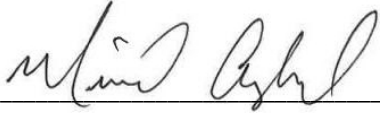


Nate Thiesse
Project Manager
Widseth

Cc: Mike Angland

Attachments: Widseth Fee Schedule, Widseth General Conditions

Proposed by Widseth Smith Nolting & Assoc., Inc.



Michael Angland, AIA, LEED AP

Vice President

Widseth Smith Nolting

Accepted by The City of Brainerd

The above proposal is satisfactory and Widseth is authorized to do the work as specified.

Date

2024 FEE SCHEDULE

CLASSIFICATION	RATE
Engineer/Architect/Surveyor/Scientist/Wetland Specialist/Geographer/Project Manager	
Level I	\$135 / Hour
Level II	\$160 / Hour
Level III	\$185 / Hour
Level IV	\$195 / Hour
Level V	\$205 / Hour
Technician	
Level I	\$ 90 / Hour
Level II	\$115 / Hour
Level III	\$135 / Hour
Level IV	\$150 / Hour
Level V	\$165 / Hour
Computer Systems Specialist	\$175 / Hour
Senior Funding Specialist	\$140 / Hour
Marketing Specialist	\$123 / Hour
Funding Specialist	\$110 / Hour
Administrative Assistant	\$ 82 / Hour

OTHER EXPENSES	RATE
Mileage (Federal Standard Rate) <i>subject to IRS Guidelines</i>	
Meals/Lodging	Cost
Stakes & Expendable Materials	Cost
ATV 4-Wheeler Rental	\$100 / Day
ATV Side by Side Rental	\$200 / Day
Waste Water Sampler	\$40 / Day
ISCO Flow Recorder	\$60 / Day
Photoionization Detection Meter	\$100 / Day
Explosimeter	\$50 / Day
Product Recovery Equipment	\$35 / Day
Survey-Grade GPS (Global Positioning System)	\$75 / Hour
Mapping GPS (Global Positioning System)	\$150 / Day
Lath & Hubs	\$150 / Day
Soil Drilling Rig	\$35 / Hour
Groundwater Sampling Equipment	\$125 / Day
Hydrographic Survey System	\$500 / Day
Subcontractors	Cost plus 10%

REPRODUCTION COSTS	
Black & White Copies: 8-1/2" x 11"	\$0.10 Each
Black & White Copies: 11" x 17"	\$0.50 Each
Black & White Copies: 24" x 36"	\$3 Each
Color Copies: 8-1/2" x 11"	\$2 Each
Color Copies: 11" x 17"	\$4 Each
Color Copies: 24" x 36"	\$12 Each
Color Plots: 42" x 48"	\$22 Each

These rates are effective for only the year indicated and are subject to yearly adjustments which reflect equitable changes in the various components.

General Provisions of Professional Services Agreement

These General Provisions are intended to be used in conjunction with a letter-type Agreement or a Request for Services between Widseth Smith Nolting & Assoc., Inc., a Minnesota Corporation, hereinafter referred to as WIDSETH, and a CLIENT, wherein the CLIENT engages WIDSETH to provide certain Architectural, and/or Engineering services on a Project.

As used herein, the term "this Agreement" refers to (1) the WIDSETH Proposal Letter which becomes the Letter Agreement upon its acceptance by the Client, (2) these General Provisions and (3) any attached Exhibits, as if they were part of one and the same document. With respect to the order of precedence, any attached Exhibits shall govern over these General Provisions, and the Letter Agreement shall govern over any attached Exhibits and these General Provisions. These documents supersede all prior communications and constitute the entire Agreement between the parties. Amendments to this Agreement must be in writing and signed by both CLIENT and WIDSETH.

ARTICLE 1. PERIOD OF SERVICE

The term of this Agreement for the performance of services hereunder shall be as set forth in the Letter Agreement. In this regard, any lump sum or estimated maximum payment amounts set forth in the Letter Agreement have been established in anticipation of an orderly and continuous progress of the Project in accordance with the schedule set forth in the Letter Agreement or any Exhibits attached thereto. WIDSETH shall be entitled to an equitable adjustment to its fee should there be an interruption of services, or amendment to the schedule.

ARTICLE 2. SCOPE OF SERVICES

The scope of services covered by this Agreement shall be as set forth in the Letter Agreement or a Request for Services. Such scope of services shall be adequately described in order that both the CLIENT and WIDSETH have an understanding of the expected work to be performed.

If WIDSETH is of the opinion that any work they have been directed to perform is beyond the Scope of this Agreement, or that the level of effort required significantly exceeds that estimated due to changed conditions and thereby constitutes extra work, they shall notify the CLIENT of that fact. Extra work, additional compensation for same, and extension of time for completion shall be covered by a revision to the Letter Agreement or Request for Services and entered into by both parties.

ARTICLE 3. COMPENSATION TO WIDSETH

A. Compensation to WIDSETH for services described in this Agreement shall be on a Lump Sum basis, Percentage of Construction, and/or Hourly Rate basis as designated in the Letter Agreement and as hereinafter described.

1. A Lump Sum method of payment for WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks can be readily defined and/or where the level of effort required to accomplish such tasks can be estimated with a reasonable degree of accuracy. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on an estimated percentage of completion of WIDSETH's services.
2. A Percentage of Construction or an Hourly Rate method of payment of WIDSETH's services shall apply to all or parts of a work scope where WIDSETH's tasks cannot be readily defined and/or where the level of effort required to accomplish such tasks cannot be estimated with any reasonable degree of accuracy. Under an Hourly Rate method of payment, WIDSETH shall be paid for the actual hours worked on the Project by WIDSETH technical personnel times an hourly billing rate established for each employee. Hourly billing rates shall include compensation for all salary costs, payroll burden, general, and administrative overhead and professional fee. In a Percentage of Construction method of payment, final compensation will be based on actual bids if the project is bid and WIDSETH's estimate to the CLIENT if the project is not bid. A rate schedule shall be furnished by WIDSETH to CLIENT upon which to base periodic payments to WIDSETH.
3. In addition to the foregoing, WIDSETH shall be reimbursed for items and services as set forth in the Letter Agreement or Fee Schedule and the following Direct Expenses when incurred in the performance of the work:
 - (a) Travel and subsistence.
 - (b) Specialized computer services or programs.
 - (c) Outside professional and technical services with cost defined as the amount billed WIDSETH.
 - (d) Identifiable reproduction and reprographic costs.
 - (e) Other expenses for items such as permit application fees, license fees, or other additional items and services whether or not specifically identified in the Letter Agreement or Fee Schedule.
4. The CLIENT shall make monthly payments to WIDSETH within 30 days of date of invoice based on computations made in accordance with the above charges for services provided and expenses incurred to date, accompanied by supporting evidence as available.

B. The CLIENT will pay the balance stated on the invoice unless CLIENT notifies WIDSETH in writing of the particular item that is alleged to be incorrect within 15 days from the date of invoice, in which case, only the disputed item will remain undue until resolved by the parties. All accounts unpaid after 30 days from the date of original invoice shall be subject to a service charge of 1 % per month, or the maximum amount authorized by law, whichever is less. WIDSETH shall be entitled to recover all reasonable costs and disbursements, including reasonable attorneys fees, incurred in connection with collecting amount owed by CLIENT. In addition, WIDSETH may, after giving seven days written notice to the CLIENT, suspend services and withhold deliverables under this Agreement until WIDSETH has been paid in full for all amounts then due for services, expenses and charges. CLIENT agrees that WIDSETH shall not be responsible for any claim for delay or other consequential damages arising from suspension of services hereunder. Upon payment in full by Client and WIDSETH's resumption of services, the time for performance of WIDSETH's services shall be equitably adjusted to account for the period of suspension and other reasonable time necessary to resume performance.

ARTICLE 4. ABANDONMENT, CHANGE OF PLAN AND TERMINATION

Either Party has the right to terminate this Agreement upon seven days written notice. In addition, the CLIENT may at any time, reduce the scope of this Agreement. Such reduction in scope shall be set forth in a written notice from the CLIENT to WIDSETH. In the event of unresolved dispute over change in scope or changed conditions, this Agreement may also be terminated upon seven days written notice as provided above.

In the event of termination, and upon payment in full for all work performed and expenses incurred to the date of termination, documents that are identified as deliverables under the Letter Agreement whether finished or unfinished shall be made available by WIDSETH to the CLIENT pursuant to Article 5, and there shall be no further payment obligation of the CLIENT to WIDSETH under this Agreement except for payment of an amount for WIDSETH's anticipated profit on the value of the services not performed by WIDSETH and computed in accordance with the provisions of Article 3 and the Letter Agreement.

In the event of a reduction in scope of the Project work, WIDSETH shall be paid for the work performed and expenses incurred on the Project work thus reduced and for any completed and abandoned work, for which payment has not been made, computed in accordance with the provisions of Article 3 and the Letter Agreement.

ARTICLE 5. DISPOSITION OF PLANS, REPORTS AND OTHER DATA

All reports, plans, specifications, field data and notes and other documents, including all documents on electronic media, prepared by WIDSETH or its consultants are Instruments of Service and shall remain the property of WIDSETH or its consultants, respectively. WIDSETH and its subconsultants retain all common law, statutory and other reserved rights, including, without limitation, copyright. WIDSETH and its subconsultants maintain the right to determine if production will be made, and allowable format for production, of any electronic media or data to CLIENT or any third-party. Upon payment in full of monies due pursuant to the Agreement, WIDSETH shall make hard copies available to the CLIENT, of all documents that are identified as deliverables under the Letter Agreement. If the documents have not been finished (including, but not limited to, completion of final quality control), then WIDSETH shall have no liability for any claims expenses or damages that may arise out of items that could have been corrected during completion/quality control. Any Instruments of Service provided are not intended or represented to be suitable for reuse by the CLIENT or others on extensions of the Project or any other project. Any modification or reuse without written verification or adaptation by WIDSETH for the specific purpose intended will be at CLIENT's sole risk and without liability or legal exposure to WIDSETH. CLIENT shall indemnify, defend and hold harmless WIDSETH from any and all suits or claims of third parties arising out of use of unfinished documents, or modification or reuse of finished documents, which is not specifically verified, adapted, or authorized in writing by WIDSETH. This indemnity shall survive the termination of this Agreement.

Should WIDSETH choose to deliver to CLIENT documents in electronic form, CLIENT acknowledges that differences may exist between any electronic files delivered and the printed hard-copy. Copies of documents that may be relied upon by CLIENT are limited to the printed hard-copies that are signed and/or sealed by WIDSETH. Files in electronic form are only for convenience of CLIENT. Any conclusion or information obtained or derived from such electronic documents will be at user's sole risk. CLIENT acknowledges that the useful life of some forms of electronic media may be limited because of deterioration of the media or obsolescence of the computer hardware and/or software systems. Therefore, WIDSETH makes no representation that such media will be fully usable beyond 30 days from date of delivery to CLIENT.

ARTICLE 6. CLIENT'S ACCEPTANCE BY PURCHASE ORDER OR OTHER MEANS

In lieu of or in addition to signing the acceptance blank on the Letter Agreement, the CLIENT may accept this Agreement by permitting WIDSETH to commence work on the project or by issuing a purchase order signed by a duly authorized representative. Such purchase order shall incorporate by reference the terms and conditions of this Agreement. In the event of a conflict between the terms and conditions of this Agreement and those contained in the CLIENT's purchase order, the terms and conditions of this Agreement shall govern. Notwithstanding any purchase order provisions to the contrary, no warranties, express or implied, are made by WIDSETH.

WIDSETH

ARCHITECTS ■ ENGINEERS
SCIENTISTS ■ SURVEYORS

ARTICLE 7. CLIENT'S RESPONSIBILITIES

A. To permit WIDSETH to perform the services required hereunder, the CLIENT shall supply, in proper time and sequence, the following at no expense to WIDSETH:

1. Provide all program, budget, or other necessary information regarding its requirements as necessary for orderly progress of the work.
2. Designate in writing, a person to act as CLIENT's representative with respect to the services to be rendered under this Agreement. Such person shall have authority to transmit instructions, receive instructions, receive information, interpret and define CLIENT's policies with respect to WIDSETH's services.
3. Furnish, as required for performance of WIDSETH's services (except to the extent provided otherwise in the Letter Agreement or any Exhibits attached hereto), data prepared by or services of others, including without limitation, core borings, probes and subsurface explorations, hydrographic and geohydrologic surveys, laboratory tests and inspections of samples, materials and equipment; appropriate professional interpretations of all of the foregoing; environmental assessment and impact statements; property, boundary easement, right-of-way, topographic and utility surveys; property descriptions; zoning, deed and other land use restriction; and other special data not covered in the Letter Agreement or any Exhibits attached hereto.
4. Provide access to, and make all provisions for WIDSETH to enter upon publicly or privately owned property as required to perform the work.
5. Act as liaison with other agencies or involved parties to carry out necessary coordination and negotiations; furnish approvals and permits from all governmental authorities having jurisdiction over the Project and such approvals and consents from others as may be necessary for completion of the Project.
6. Examine all reports, sketches, drawings, specifications and other documents prepared and presented by WIDSETH, obtain advice of an attorney, insurance counselor or others as CLIENT deems necessary for such examination and render in writing, decisions pertaining thereto within a reasonable time so as not to delay the services of WIDSETH.
7. Give prompt written notice to WIDSETH whenever CLIENT observes or otherwise becomes aware of any development that affects the scope of timing of WIDSETH's services or any defect in the work of Construction Contractor(s), Consultants or WIDSETH.
8. Initiate action, where appropriate, to identify and investigate the nature and extent of asbestos and/or pollution in the Project and to abate and/or remove the same as may be required by federal, state or local statute, ordinance, code, rule, or regulation now existing or hereinafter enacted or amended. For purposes of this Agreement, "pollution" and "pollutant" shall mean any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, alkalis, chemicals and hazardous or toxic waste. Hazardous or toxic waste means any substance, waste pollutant or contaminant now or hereafter included within such terms under any federal, state or local statute, ordinance, code, rule or regulation now existing or hereinafter enacted or amended. Waste further includes materials to be recycled, reconditioned or reclaimed.

If WIDSETH encounters, or reasonably suspects that it has encountered, asbestos or pollution in the Project, WIDSETH shall cease activity on the Project and promptly notify the CLIENT, who shall proceed as set forth above. Unless otherwise specifically provided in the Letter Agreement, the services to be provided by WIDSETH do not include identification of asbestos or pollution, and WIDSETH has no duty to identify or attempt to identify the same within the area of the Project.

With respect to the foregoing, CLIENT acknowledges and agrees that WIDSETH is not a user, handler, generator, operator, treater, storer, transporter or disposer of asbestos or pollution which may be encountered by WIDSETH on the Project. It is further understood and agreed that services WIDSETH will undertake for CLIENT may be uninsurable obligations involving the presence or potential presence of asbestos or pollution. Therefore, CLIENT agrees, except (1) such liability as may arise out of WIDSETH's sole negligence in the performance of services under this Agreement or (2) to the extent of insurance coverage available for the claim, to hold harmless, indemnify and defend WIDSETH and WIDSETH's officers, subcontractor(s), employees and agents from and against any and all claims, lawsuits, damages, liability and costs, including, but not limited to, costs of defense, arising out of or in any way connected with the presence, discharge, release, or escape of asbestos or pollution. This indemnification is intended to apply only to existing conditions and not to conditions caused or created by WIDSETH. This indemnification shall survive the termination of this Agreement.

9. Provide such accounting, independent cost estimating and insurance counseling services as may be required for the Project, such legal services as CLIENT may require or WIDSETH may reasonably request with regard to legal issues pertaining to the Project including any that may be raised by Contractor(s), such auditing service as CLIENT may require to ascertain how or for what purpose any Contractor has used the moneys paid under the construction contract, and such inspection services as CLIENT may require to ascertain that Contractor(s) are complying with any law, rule, regulation, ordinance, code or order applicable to their furnishing and performing the work.

10. Provide "record" drawings and specifications for all existing physical features, structures, equipment, utilities, or facilities which are pertinent to the Project, to the extent available.
11. Provide other services, materials, or data as may be set forth in the Letter Agreement or any Exhibits attached hereto.

B. WIDSETH may use any CLIENT provided information in performing its services. WIDSETH shall be entitled to rely on the accuracy and completeness of information furnished by the CLIENT. If WIDSETH finds that any information furnished by the CLIENT is in error or is inadequate for its purpose, WIDSETH shall endeavor to notify the CLIENT. However, WIDSETH shall not be held responsible for any errors or omissions that may arise as a result of erroneous or incomplete information provided by CLIENT.

ARTICLE 8. OPINIONS OF COST

Opinions of probable project cost, construction cost, financial evaluations, feasibility studies, economic analyses of alternate solutions and utilitarian considerations of operations and maintenance costs provided for in the Letter Agreement or any Exhibits attached hereto are to be made on the basis of WIDSETH's experience and qualifications and represent WIDSETH's judgment as an experienced design professional. It is recognized, however, that WIDSETH does not have control over the cost of labor, material, equipment or services furnished by others or over market conditions or contractors' methods of determining their prices, and that any evaluation of any facility to be constructed, or acquired, or work to be performed on the basis of WIDSETH's cost opinions must, of necessity, be speculative until completion of construction or acquisition. Accordingly, WIDSETH does not guarantee that proposals, bids or actual costs will not substantially vary from opinions, evaluations or studies submitted by WIDSETH to CLIENT hereunder.

ARTICLE 9. CONSTRUCTION PHASE SERVICES

CLIENT acknowledges that it is customary for the architect or engineer who is responsible for the preparation and furnishing of Drawings and Specifications and other construction-related documents to be employed to provide professional services during the Bidding and Construction Phases of the Project, (1) to interpret and clarify the documentation so furnished and to modify the same as circumstances revealed during bidding and construction may dictate, (2) in connection with acceptance of substitute or equal items of materials and equipment proposed by bidders and Contractor(s), (3) in connection with approval of shop drawings and sample submittals, and (4) as a result of and in response to WIDSETH's detecting in advance of performance of affected work inconsistencies or irregularities in such documentation. CLIENT agrees that if WIDSETH is not employed to provide such professional services during the Bidding (if the work is put out for bids) and the Construction Phases of the Project, WIDSETH will not be responsible for, and CLIENT shall indemnify and hold WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents harmless from, all claims, damages, losses and expenses including attorneys' fees arising out of, or resulting from, any interpretation, clarification, substitution acceptance, shop drawing or sample approval or modification of such documentation issued or carried out by CLIENT or others. Nothing contained in this paragraph shall be construed to release WIDSETH, its officers, consultant(s), subcontractor(s), employees and agents from liability for failure to perform in accordance with professional standards any duty or responsibility which WIDSETH has undertaken or assumed under this Agreement.

ARTICLE 10. REVIEW OF SHOP DRAWINGS AND SUBMITTALS

WIDSETH may review and approve or take other appropriate action on the contractor's submittals or shop drawings for the limited purpose of checking for general conformance with information given and design concept expressed in the Contract Documents. Review and/or approval of submittals is not conducted for the purpose of determining accuracy and completeness of other details or for substantiating instructions for installation or performance of equipment or systems, all of which remain the exclusive responsibility of the contractor. WIDSETH's review and/or approval shall not constitute approval of safety precautions, or any construction means, methods, techniques, sequences or procedures. WIDSETH's approval of a specific item shall not indicate approval of an assembly of which the item is a component. WIDSETH's review and/or approval shall not relieve contractor for any deviations from the requirements of the contract documents nor from the responsibility for errors or omissions on items such as sizes, dimensions, quantities, colors, or locations. Contractor shall remain solely responsible for compliance with any manufacturer requirements and recommendations.

ARTICLE 11. REVIEW OF PAY APPLICATIONS

If included in the scope of services, any review or certification of any pay applications, or certificates of completion shall be based upon WIDSETH's observation of the Work and on the data comprising the contractor's application for payment, and shall indicate that to the best of WIDSETH's knowledge, information and belief, the quantity and quality of the Work is in general conformance with the Contract Documents. The issuance of a certificate for payment or substantial completion is not a representation that WIDSETH has made exhaustive or continuous inspections, reviewed construction means and methods, verified any back-up data provided by the contractor, or ascertained how or for what purpose the contractor has used money previously paid by CLIENT.

ARTICLE 12. REQUESTS FOR INFORMATION (RFI)

If included in the scope of services, WIDSETH will provide, with reasonable promptness, written responses to requests from any contractor for clarification, interpretation or information on the requirements of the Contract Documents. If Contractor's RFI's are, in WIDSETH's professional opinion, for information readily apparent from reasonable observation of field conditions or review of the Contract Documents, or are reasonably inferable therefrom, WIDSETH shall be entitled to compensation for Additional Services for WIDSETH's time in responding to such requests. CLIENT may wish to make the Contractor responsible to the CLIENT for all such charges for additional services as described in this article.

ARTICLE 13. CONSTRUCTION OBSERVATION

If included in the scope of services, WIDSETH will make site visits as specified in the scope of services in order to observe the progress of the Work completed. Such site visits and observations are not intended to be an exhaustive check or detailed inspection, but rather are to allow WIDSETH to become generally familiar with the Work. WIDSETH shall keep CLIENT informed about the progress of the Work and shall advise the CLIENT about observed deficiencies in the Work. WIDSETH shall not supervise, direct or have control over any Contractor's work, nor have any responsibility for the construction means, methods, techniques, sequences or procedures selected by the Contractor nor for the Contractor's safety precautions or programs in connection with the Work. These rights and responsibilities are solely those of the Contractor. WIDSETH shall not be responsible for any acts or omissions of any Contractor and shall not be responsible for any Contractor's failure to perform the Work in accordance with the Contract Documents or any applicable laws, codes, regulations, or industry standards.

If construction observation services are not included in the scope of services, CLIENT assumes all responsibility for interpretation of the Contract Documents and for construction observation, and the CLIENT waives any claims against WIDSETH that are connected with the performance of such services.

ARTICLE 14. BETTERMENT

If, due to WIDSETH's negligence, a required item or component of the Project is omitted from the construction documents, WIDSETH shall not be responsible for paying the cost required to add such item or component to the extent that such item or component would have been required and included in the original construction documents. In no event, will WIDSETH be responsible for any cost or expense that provides betterment or upgrades or enhances the value of the Project.

ARTICLE 15. CERTIFICATIONS, GUARANTEES AND WARRANTIES

WIDSETH shall not be required to sign any documents, no matter by who requested, that would result in WIDSETH having to certify, guarantee or warrant the existence of conditions whose existence WIDSETH cannot ascertain. CLIENT agrees not to make resolution of any dispute with WIDSETH or payment of any amount due to WIDSETH in any way contingent upon WIDSETH signing such certification.

ARTICLE 16. CONTINGENCY FUND

CLIENT and WIDSETH agree that certain increased costs and changes may be required because of possible omissions, ambiguities or inconsistencies in the plans and specifications prepared by WIDSETH, and therefore, that the final construction cost of the Project may exceed the bids, contract amount or estimated construction cost. CLIENT agrees to set aside a reserve in the amount of 5% of the Project construct costs as a contingency to be used, as required, to pay for any such increased costs and changes. CLIENT further agrees to make no claim by way of direct or third-party action against WIDSETH with respect to any increased costs within the contingency because of such changes or because of any claims made by any Contractor relating to such changes.

ARTICLE 17. INSURANCE

WIDSETH shall procure and maintain insurance for protection from claims against it under workers' compensation acts, claims for damages because of bodily injury including personal injury, sickness or disease or death of any and all employees or of any person other than such employees, and from claims against it for damages because of injury to or destruction of property including loss of use resulting therefrom.

Also, WIDSETH shall procure and maintain professional liability insurance for protection from claims arising out of performance of professional services caused by any negligent act, error, or omission for which WIDSETH is legally liable.

Certificates of insurance will be provided to the CLIENT upon request.

ARTICLE 18. ASSIGNMENT

Neither Party to this Agreement shall transfer, sublet or assign any rights or duties under or interest in this Agreement, including but not limited to monies that are due or monies that may be due, without the prior written consent of the other party. Subcontracting to subconsultants, normally contemplated by WIDSETH as a generally accepted business practice, shall not be considered an assignment for purposes of this Agreement.

ARTICLE 19. NO THIRD-PARTY BENEFICIARIES

Nothing contained in this Agreement shall create a contractual relationship or a cause of action by a third-party against either WIDSETH or CLIENT. WIDSETH's services pursuant to this Agreement are being performed solely for the CLIENT's benefit, and no other party or entity shall have any claim against WIDSETH because of this Agreement.

ARTICLE 20. CORPORATE PROTECTION

It is intended by the parties to this Agreement that WIDSETH's services in connection with the Project shall not subject WIDSETH's individual employees, officers or directors to any personal legal exposure for the risks associated with this Project. Therefore, and notwithstanding anything to the contrary, CLIENT agrees that as the CLIENT's sole and exclusive remedy, any claim, demand or suit shall be directed and/or asserted only against WIDSETH, a Minnesota corporation, and not against any of WIDSETH's individual employees, officers or directors.

ARTICLE 21. CONTROLLING LAW

This Agreement is to be governed by the laws of the State of Minnesota.

ARTICLE 22. ASSIGNMENT OF RISK

In recognition of the relative risks and benefits of the project to both the CLIENT and WIDSETH, the risks have been allocated such that the CLIENT agrees, to the fullest extent permitted by law, to limit the liability of WIDSETH, employees of WIDSETH and sub-consultants, to the CLIENT and to all construction contractors, subcontractors, agents and assigns on the project for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, so that total aggregate liability of WIDSETH, employees of WIDSETH and sub-consultants, to all those named shall not exceed WIDSETH's total fee received for services rendered on this project. Such claims and causes include, but are not limited to negligence, professional errors or omissions, strict liability, breach of contract or warranty.

ARTICLE 23. NON-DISCRIMINATION

WIDSETH will comply with the provisions of applicable federal, state and local statutes, ordinances and regulations pertaining to human rights and non-discrimination.

ARTICLE 24. SEVERABILITY

Any provision or portion thereof in this Agreement which is held to be void or unenforceable under any law shall be deemed stricken and all remaining provisions shall continue to be valid and binding between CLIENT and WIDSETH. All limits of liability and indemnities contained in the Agreement shall survive the completion or termination of the Agreement.

ARTICLE 25. PRE-LIEN NOTICE

PURSUANT TO THE AGREEMENT WIDSETH WILL BE PERFORMING SERVICES IN CONNECTION WITH IMPROVEMENTS OF REAL PROPERTY AND MAY CONTRACT WITH SUBCONSULTANTS OR SUBCONTRACTORS AS APPROPRIATE TO FURNISH LABOR, SKILL AND/OR MATERIALS IN THE PERFORMANCE OF THE WORK. ACCORDINGLY, CLIENT IS ENTITLED UNDER MINNESOTA LAW TO THE FOLLOWING NOTICE:

- (a) ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIALS FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN AGAINST YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR ITS CONTRIBUTIONS.**
- (b) UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE, OR WITHHOLD THE AMOUNTS DUE FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU A LIEN WAIVER SIGNED BY PERSONS WHO SUPPLIED ANY LABOR OR MATERIALS FOR THE IMPROVEMENT AND WHO GAVE YOU TIMELY NOTICE.**



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Approve BIC Restoration Plan

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

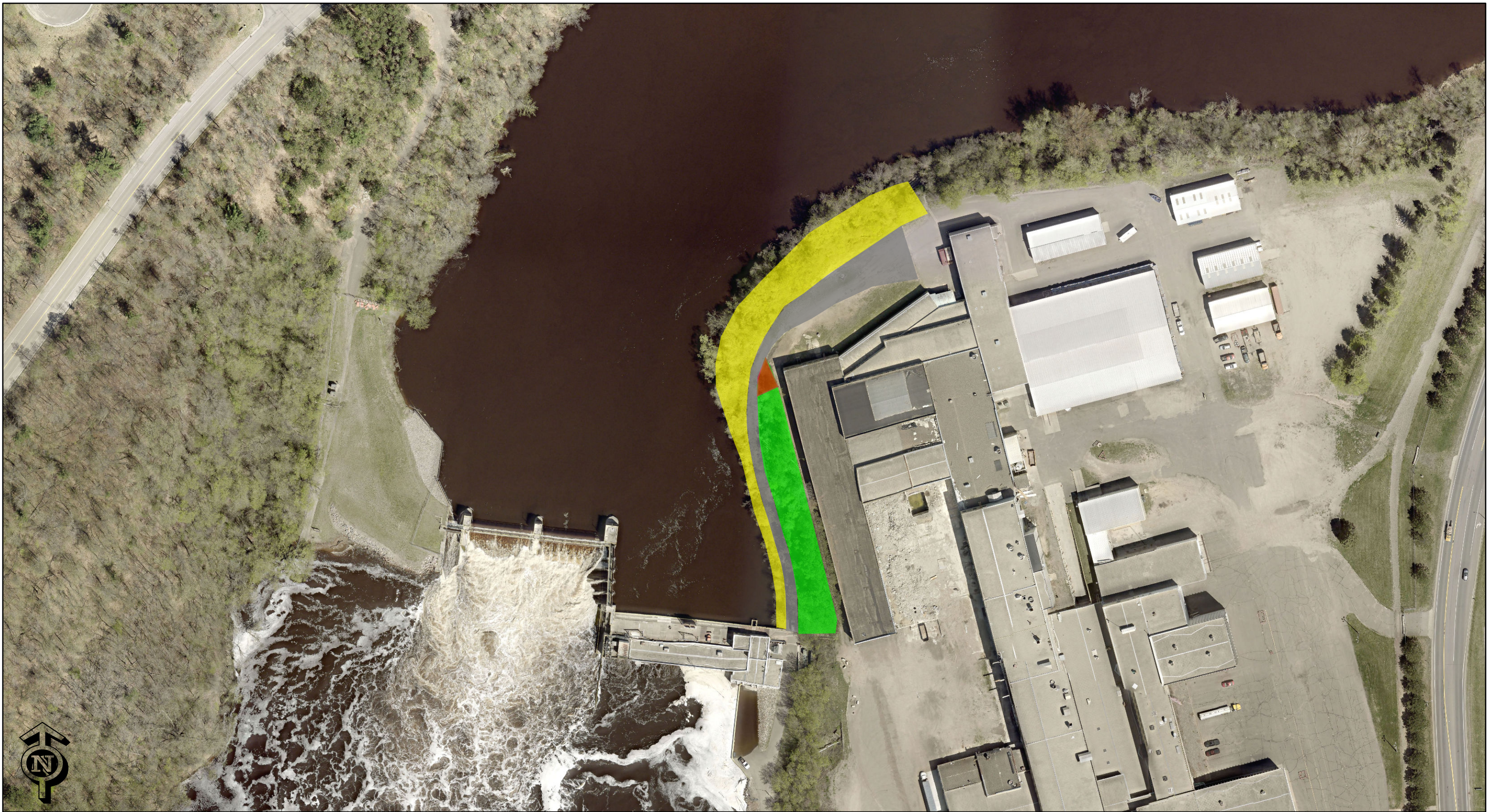
PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 2 Minutes

SUMMARY OF ISSUE: Staff has met with BIC, BPU, and SWCD to discuss the restorative work along the shoreline adjacent to the BIC property, immediately upstream of the BPU Hydro Dam. Attached to this item is the plan and specifications that City staff and SWCD have put together. Staff also sent the plan to MnDNR for their review. They have no additional comments to add regarding the plan, provided that "intense" maintenance is not performed or limited and that failed seeding areas are repaired.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: If the plan as presented is approved by the Council, staff will coordinate with BIC for implementation followed by follow-up that facets of the plan are fully established.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the BIC restoration plan as presented.

FINANCIAL IMPACT: N/A



These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

BIC Restoration

Jessie Dehn

Date: 3/1/2024 Time: 1:44 PM

- = Mesic Prairie Seed Mix 35-241
- = Dry Prairie Seed Mix 35-221
- = Erosion Control Blanket



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Approve 2024 Pavement Markings Bid

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: On March 18th, Council approved an agreement with Crow Wing County for administration of the 2024 pavement markings project. At that time, it was estimated that the City's share of the costs would be \$28,259.95, which includes the 3% contract administrative fee. Bids were received for the pavement marking project and the overall contract was 16% over the estimate. However, this increase was not felt as significantly for Brainerd's portion. The total bid for Brainerd's portion is \$28,884.09, a 2% increase over the estimate or \$624.14. This cost includes the 3% contract administrative fee.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As a reminder, \$25,000 was allocated in the capital improvement plan and funds for this project are planned to come from Construction Fund 401. An alternative would be to reduce the quantity of pavement markings until the overall project cost is at or under the \$25,000 budget amount. Staff would not recommend this option as we removed the pavement markings work for 2023 due to significant rising costs and lack of available budgeted dollars.

RECOMMENDED ACTION/MOTION: Staff would recommend approval of the pavement marking bids in the total amount \$28,884.09.

FINANCIAL IMPACT: \$28,884.09

Exhibit A

2024 PAVEMENT MARKING ESTIMATE				
BRAINERD QUANTITIES - COUNTY PROJECT 18-200-143				
Description	Unit	Price	Quantity	Amount
24" SOLID LINE PAINT	L F	\$2.25	1046	\$2,353.50
PAVEMENT MESSAGE PAINT	S F	\$2.70	5494	\$14,833.80
4" SOLID LINE PAINT	L F	\$0.07	80,056	\$5,603.92
4" BROKEN LINE PAINT	L F	\$0.07	12,810	\$896.70
4" DOUBLE SOLID LINE PAINT	L F	\$0.14	26,778	\$3,748.92
				\$27,436.84

Estimated Construction Cost	\$ 27,436.84
Estimated Contract Admin. (3%)	\$ 823.11
Total Estimated Cost	\$ 28,259.95

Bid	Amount
\$2.20	\$ 2,301.20
\$2.50	\$ 13,735.00
0.082	\$ 6,564.59
0.082	\$ 1,050.42
0.164	\$ 4,391.59
	\$ 28,042.80

\$ 28,042.80
\$ 841.28
\$ 28,884.09



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Discuss Connection Charges for 15106 Riverside Drive

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): 10 Minutes

SUMMARY OF ISSUE: Staff is requesting direction from the Council how to direct charges for water and sewer connection for 15106 Riverside Drive, not within city limits. When the contractor originally reached out to staff, he was informed that SAC and WAC charges would apply (\$3,300 total). In discussing this with the County, it was implied that the County would not permit replacement of the septic system, which was failed at this time, due to it's proximity to the shoreline of the Mississippi River. At that time, staff did not hear back from either contractor or owner until a connection permit was applied for and paid. Staff found that there was a Connection Charge that was applied to parcels not within City limits that would be needed to be paid at the time of connection. This charge was \$17,287.87. By the time this was conveyed to the owner and contractor, the work had already been completed. The contractor did not have an approved permit nor was the installation inspected by City or BPU staff before it was buried. Staff has concerns regarding the installation of the service lines as they are too close together, leading to the potential for cross-contamination. The SAC and WAC fees also had not been paid prior to the connection, which is typically required.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Due to the miscommunication from City staff, staff is recommending a compromise on the Connection Charges that should be levied upon the property owner. As the contractor did not perform the work in compliance with requirements or have paid the SAC/WAC fees prior to the work occurring, staff feels that some of the responsibility falls with the contractor performing the work. Staff has prepared 4 options for the Council to consider as follows:

1. Require payment of the full Connection Charge and SAC/WAC fees, totaling \$20,587.87. The owner would be required to annex into the City limits and staff would recommend application of the fees over 10 years in the form of an assessment on the property. Assessment is only available if the property is within City limits. The interest rate that would be used for the assessment would be similar to what will be used for Improvement 22-08 - South Brainerd Reconstruction.
2. Compromise a waiver of \$5,231.43 of the Connection Charge, totaling \$15,356.43 including SAC/WAC fees. The owner would be required to annex into the City limits and staff would recommend application of the fees over 10 years in the form of an assessment on the property.
3. Compromise a waiver of \$10,462.87 of the Connection Charge, totaling \$10,125 including SAC/WAC fees. This amount, including the cost for the contractor, would equal the amount that

would have been paid to replace the septic system. The owner would be required to annex into the City limits and staff would recommend application of the fees over 10 years in the form of an assessment on the property.

4. Waiver of the entire Connection Charge, only require payment of the \$3,300 for SAC/WAC fees. Staff would not recommend this option considering the precedent that this would create for other properties that have a potential Connection Charge if they connect to water/sewer in the future.

Staff will be reviewing the policies developed for the Riverside Drive Utility Project. Some facets of those policies include requirements that are not and might not be enforceable by law. City staff is also concerned about the possibility the significant charges may be hindering future potential housing development along Riverside Drive.

RECOMMENDED ACTION/MOTION: Staff is recommending Option 2 as described. Compromise a waiver of \$5,231.43 of the Connection Charge, totaling \$15,356.43 including SAC/WAC fees. The owner would be required to annex into the City limits and staff would recommend application of the fees over 10 years in the form of an assessment on the property.

FINANCIAL IMPACT:

City Water/Sewer	
Item	Cost
Kohls Concept Invoice	\$6,050
SAC Charges	\$1,900
WAC Charges	\$1,400
Connection Charge	\$17,287.87
Total	\$26,637.87

Septic Install	
Item	Cost
Kohls Concept Quote	\$15,475
Septic Design	\$450
CWC Permit/Inspection Fee	\$250
Total	\$16,175

To whom it may concern,

My name is Bruce Coonfield. My family and I own a home at 15106 Riverside Dr. in Brainerd, MN.

A little about myself: My wife, Elizabeth, and I are both long time community members of Brainerd, and both graduated from BHS. We were both involved in the communities many athletic programs. We have five children together, who happily participate within the school district's athletic programs as well.

While away from home working on January, 23, 2023, Elizabeth received a public health nuisance abatement letter from Crow Wing County land service and public health. The letter read we shall have our septic pumped and have the system capped/inspected by January 24, 2024.

The letter provided 24 hours to find a contractor, which was short notice, but we complied and had the work completed. My wife and I expedited in searching for options, which were immediate and financially reasonable. It's to note our residence is located within unorganized territory and Crow Wing County approved having a new septic system installed.

I have been serving as a licensed police officer for 14 years and reached out to Lakes Area Hero's for assistance in the matter. I was fortunate enough to meet John Ryan and Isiah Moengen, who became crucial in maintaining a point of contact and providing assistance.

Mitchell Hinnenkamp, of Crow Wing County land services mentioned his supervisor, Chris Pence, had spoken with the City of Brainerd. The costs to install city water/sewer would be \$3,300 with additional contractor expenses.

On January 29, 2024, I received a new septic design while receiving estimates to have it replaced. I received estimates from three contractors to install the new septic. I also received an estimate to hook up to city water and sewer.

My wife and I quickly weighed our options as we were living in our home without a septic system. Having five children and two adults uses a consistent amount of water. I'm genuinely thankful for family allowing us to use their laundry machines and showers.

After deliberation of what was the most financially reasonable, we decided to hook-up to city water and sewer, with the assumption only fees associated would be for the contractor. This decision saved us about \$5,000 versus installing a new septic. We hired Kohl's Concepts to do the work, he again verified to me that city fees were \$3,300. Kohl's started the project on February 7, 2024.

My family and I were 14 days without a septic system at this point.

Kohl's advised me that on February 8, 2024 our septic and water were usable. My family was over joyed with relief. Let the showers and laundry at home begin!

A significant issue moving forward, was an additional set of fees to hook up to city water/sewer. The approximate number provided was \$17,000 from the City of Brainerd. This cost was provided after my septic/water was already installed, which causes much concern for my family's financial stability.

My questions are how did these fees come to fruition? Why was Isiah Moengen or Chris Pence not notified of these significant fees when they called on my behalf?

With my family's size, our water and septic usage is over \$200 per month, which is paid to Brainerd Public Utilities.

I hope this letter compels you with information, which demonstrates the lack of communication and understanding with the hook-up of City water and sewer on my property. I do agree to pay the \$3,300 for the sewer and water hookup fees as required. Although, I'm asking for a pardon \$17,000 in fees which were later discovered.

I feel this pertinent information should have been known and available to my family.

Thank you for your consideration and time in this matter.

Bruce Coonfield



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Award Contract - Improvement 24-01 - 2024 Chip Seal Project

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this item are the bids received for Improvement 24-01 - 2024 Chip Seal Project. The City received two bids, the lowest bidder being Asphalt Surface Technologies Corp. (ASTECH) in the total amount of \$148,920.05. The Engineer's Estimate for the project was \$147,721.20. The City identified \$150,000 in the Capital Improvements Plan for this project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The two bids received were as follows:

- Asphalt Surface Technologies Corp. = \$148,920.05
- Allied Blacktop Company = \$159,878.90

RECOMMENDED ACTION/MOTION: Staff recommends award of the contract for Improvement 24-01 to Asphalt Surface Technologies Corp. in the total bid amount of \$148,920.05

FINANCIAL IMPACT: \$148,920.05

Bid Abstract
Report Date
4/10/2024 24-01

2024 SEAL COAT PROJECT

					Asphalt Surface Technologies Corp.		Allied Blacktop Company	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LS	1	\$20,000.00	\$20,000.00	\$15,000.00	\$15,000.00
2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	4,823	\$3.50	\$16,880.50	\$1.40	\$6,752.20
3	2356.504	BITUMINOUS SEAL COAT	S Y	40,190	\$0.80	\$32,152.00	\$1.73	\$69,528.70
4	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	14,065	\$3.23	\$45,429.95	\$2.50	\$35,162.50
5	2563.601	TRAFFIC CONTROL	LS	1	\$15,000.00	\$15,000.00	\$15,000.00	\$15,000.00
6	2582.503	4" SOLID LINE MULTI COMP	L F	120	\$2.40	\$288.00	\$2.25	\$270.00
7	2582.503	4" BROKEN LINE MULTI COMP	L F	1,182	\$2.40	\$2,836.80	\$2.25	\$2,659.50
8	2582.503	4" DBLE SOLID LINE MULTI COMP	L F	260	\$4.80	\$1,248.00	\$4.50	\$1,170.00
9	2582.518	PAVEMENT MESSAGE MULTI-COMPONENT	S F	112	\$11.00	\$1,232.00	\$11.00	\$1,232.00
10	2582.518	CROSSWALK MULTI COMP	S F	1,872	\$7.40	\$13,852.80	\$7.00	\$13,104.00
TOTAL						\$148,920.05		\$159,878.90

Imp. 24-01 2024 Chip Seal Project - Segment Quantities											
Segment	From	To	Area (Sq. Yds)	Bituminous Material for Fog Seal (Gal)	Bituminous Seal Coat (Sq Yd)	Bituminous Material for Seal Coat (Gal)	4" Solid Line Multi Comp (Lin Ft)	4" Broken Line Multi Comp (Lin Ft)	4" Dble Solid Line Multi Comp (Lin Ft)	Pavement Message Multi Comp (Sq Ft)	Crosswalk Multi Comp (Sq Ft)
B Street	Gillis Avenue	End of ROW	8430	1012	8430	2951		400			1062
NE 5th Avenue	Washington Street	D Street	3989	479	3989	1396		200	260	30	180
H Street	Mill Avenue	NE 13th Avenue	7004	840	7004	2451	120	582		82	630
NE 11th Avenue	H Street	J Street	3643	437	3643	1275					
J Street	Mill Avenue	NE 10th Avenue	3492	419	3492	1222					
J Street	NE 11th Avenue	NE 13th Avenue	2524	303	2524	883					
P Street	Mill Avenue	NE 10th Avenue	3904	468	3904	1366					
O Street	NE 9th Avenue	NE 12th Avenue	3605	433	3605	1262					
NE 10th Avenue	N Street	O Street	1301	156	1301	455					
NE 10th Avenue	P Street	Q Street	1301	156	1301	455					
L Street	Mill Avenue	NE 8th Avenue	997	120	997	349					
Totals =				4823	40190	14065	120	1182	260	112	1872



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Award Contract - Improvements 23-15 & 23-27 - Evergreen Ave and Bluff Ave Rehabilitation

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: Staff received two bids for Improvements 23-15 (Bluff Ave) and 23-27 (Evergreen Ave) Rehabilitation projects. The City received two bids, the lowest bidder being Anderson Brothers Construction Company for the total amount of \$131,169.35. The Engineer's Estimate for the total of both projects was \$156,896.60.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached to this item is the Bid Abstract showing the breakdown of the costs attributed to each project. The Bluff Avenue portion would be funded using Construction Fund 401. The Evergreen Avenue portion is state-aid eligible and would be funded using state-aid funds.

RECOMMENDED ACTION/MOTION: Staff recommends award of the contract for Improvements 23-15 and 23-27 to Anderson Brothers Construction in the total bid amount of \$131,169.35.

FINANCIAL IMPACT: \$131,169.35 (\$18,915.25 from Construction Fund 401, \$131,169.35 from Municipal State-Aid)

Bid Abstract
Report Date
4/10/2024 SAP 108-116-003

EVERGREEN AVENUE AND BLUFF AVENUE RESURFACING

23-15 Bluff Avenue Resurfacing Project

					Anderson Brothers Construction Company of Brainerd LLC		KNIFE RIVER	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total
1	2021.5	MOBILIZATION	LS	0.12	\$45,000.00	\$5,400.00	\$17,000.00	\$2,040.00
2	2101.5	CLEARING	EACH	1	\$1,175.90	\$1,175.90	\$910.00	\$910.00
3	2101.5	GRUBBING	EACH	1	\$1,175.90	\$1,175.90	\$910.00	\$910.00
4	2104.5	REMOVE CONCRETE CURB & GUTTER	L F	110	\$6.10	\$671.00	\$8.30	\$913.00
5	2104.5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	120	\$3.55	\$426.00	\$3.25	\$390.00
6	2104.5	REMOVE BITUMINOUS PAVEMENT	S Y	49	\$14.15	\$693.35	\$9.30	\$455.70
7	2355.51	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	180	\$4.00	\$720.00	\$1.30	\$234.00
8	2356.5	BITUMINOUS SEAL COAT	S Y	1,493	\$0.80	\$1,194.40	\$3.80	\$5,673.40
9	2356.51	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	523	\$3.20	\$1,673.60	\$2.55	\$1,333.65
10	2360.51	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	7	\$125.00	\$875.00	\$168.00	\$1,176.00
11	2531.5	CONCRETE CURB & GUTTER DESIGN B618	L F	110	\$42.25	\$4,647.50	\$37.00	\$4,070.00
12	2563.6	TRAFFIC CONTROL	LS	0.12	\$2,188.33	\$262.60	\$10,000.00	\$1,200.00
					\$18,915.25		\$19,305.75	

23-27 Evergreen Avenue Resurfacing Project

					Anderson Brothers Construction Company of Brainerd LLC		KNIFE RIVER	
Line	Number	Description	Unit	Quantity	Price	Total	Price	Total
1	2021.5	MOBILIZATION	LS	0.88	\$24,126.76	\$21,231.55	\$16,000.00	\$14,080.00
2	2104.5	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	385	\$3.55	\$1,366.75	\$3.50	\$1,347.50
3	2104.5	REMOVE BITUMINOUS PAVEMENT	S Y	3,050	\$4.00	\$12,200.00	\$3.70	\$11,285.00
4	2355.51	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	915	\$4.00	\$3,660.00	\$1.30	\$1,189.50
5	2356.5	BITUMINOUS SEAL COAT	S Y	7,615	\$0.80	\$6,092.00	\$3.80	\$28,937.00
6	2356.51	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	2,665	\$3.20	\$8,528.00	\$2.55	\$6,795.75
7	2360.51	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	620	\$90.00	\$55,800.00	\$92.00	\$57,040.00
8	2563.6	TRAFFIC CONTROL	LS	0.88	\$1,677.05	\$1,475.80	\$4,000.00	\$3,520.00
9	2582.5	4" SOLID LINE MULTI COMP	L F	300	\$1.90	\$570.00	\$1.80	\$540.00
10	2582.5	4" BROKEN LINE MULTI COMP	L F	320	\$1.90	\$608.00	\$1.80	\$576.00
11	2582.5	4" DBLE SOLID LINE MULTI COMP	L F	190	\$3.80	\$722.00	\$3.60	\$684.00
					\$112,254.10		\$125,994.75	
TOTAL CONTRACT					\$131,169.35		\$145,300.50	

ENGINEER'S ESTIMATE - SAP 108-116-003 EVERGREEN AVENUE PAVEMENT REHABILITATION

Item No.	Spec. No.	Description	Unit	Total Estimated Quantity	Unit Price	Total Estimated Cost	EVERGREEN AVENUE S.A.P. 108-116-003 (CITY IMP. 23-27)		BLUFF AVENUE CITY IMP. 23-15	
							Quantity	Cost	Quantity	Cost
1	2021.501	MOBILIZATION	LUMP SUM	1	\$ 15,000.00	\$ 15,000.00	0.88	13200.00	0.12	\$ 1,800.00
2	2101.502	CLEARING	EACH	1	\$ 2,000.00	\$ 2,000.00			1	\$ 2,000.00
3	2101.502	GRUBBING	EACH	1	\$ 2,000.00	\$ 2,000.00			1	\$ 2,000.00
4	2104.503	REMOVE CONCRETE CURB & GUTTER	LIN FT	110	\$ 10.00	\$ 1,100.00			110	\$ 1,100.00
5	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	505	\$ 7.00	\$ 3,535.00	385	2695.00	120	\$ 840.00
6	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	3099	\$ 8.00	\$ 24,792.00	3050	24400.00	49	\$ 392.00
7	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	1095	\$ 2.20	\$ 2,409.00	915	2013.00	180	\$ 396.00
8	2356.504	BITUMINOUS SEAL COAT	SQ YD	9108	\$ 2.75	\$ 25,047.00	7615	20941.25	1493	\$ 4,105.75
9	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	3188	\$ 2.20	\$ 7,013.60	2665	5863.00	523	\$ 1,150.60
10	2360.509	TYPE SP 9.5 WEARING COURSE MIXTURE (2,C)	TON	627	\$ 100.00	\$ 62,700.00	620	62000.00	7	\$ 700.00
11	2531.503	CONCRETE CURB & GUTTER DESIGN B618	LIN FT	110	\$ 30.00	\$ 3,300.00			110	\$ 3,300.00
12	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$ 5,000.00	\$ 5,000.00	0.88	4400.00	0.12	\$ 600.00
13	2582.503	4" SOLID LINE MULTI COMP	LIN FT	300	\$ 3.00	\$ 900.00	300	900.00		
14	2582.503	4" BROKEN LINE MULTI COMP	LIN FT	320	\$ 3.00	\$ 960.00	320	960.00		
15	2582.503	4" DBLE SOLID LINE MULTI COMP	LIN FT	190	\$ 6.00	\$ 1,140.00	190	1140.00		

TOTAL ESTIMATED COSTS =	\$ 156,896.60	\$ 138,512.25	\$ 18,384.35
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City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Direction on Active Code Enforcement Cases

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Section 320 of the City Code dictates that violations of the City Code shall, after receiving a notice of violation, be issued up to three administration citations for non-compliance. Once three citations have been issued, the violation shall be brought before the Safety & Public Works Committee for review. The Committee shall then make a recommendation to the City Council as to how to proceed with enforcement of the violation. Staff is bringing 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:
1420 Quince Street

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

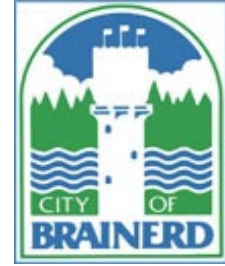
- 1) Continued administrative citations for an amount determined by the City Council
- 2) Abatement of the offense (depending on the type of offense)
- 3) Legal action (at the recommendation of the City Attorney depending on the type of the offense)
- 4) Cease corrective action

RECOMMENDED ACTION/MOTION:

Staff recommends obtaining an administrative search warrant to abate the junk and debris at 1420 Quince Street.

FINANCIAL IMPACT: N/A

MEMO



TO: Mayor and City Council
FROM: James Kramvik, Community Development Director
DATE: April 15, 2024
RE: Recommendations for Active Code Enforcement Cases

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

- **1420 Quince St**
 - Received one (1) Notice of Violation Letter (03/01/24) and three (3) Citations for Junk/Debris/Blight
 - First citation 03/18/24 – Third citation 04/01/24
 - \$600 in open citations
 - Various construction debris across the entire yard.

Staff recommends obtaining an administrative search warrant to abate the junk and debris at 1420 Quince Street.

Now that the ground has fully thawed, staff has begun the enforcement process for Section 420.07 Time Limits. All excavations shall be filled to the existing grade level within 30 days from the date the excavation came into existence, with the exception of those excavations where reconstruction shall be commenced within 180 days from the date the excavation came into existence.

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 – Issuing \$300 citations for non-licensed rental. Have been working with the tenants who signed a lease with the property owner. Property manager applied for and received a Rental License on 12/5/23.

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.

1306 Oak St – Repeat garbage issue. Obtained warrant 02/06/24 to abate the garbage.

804 19th St SE – Obtained administrative warrant and abated junk/debris 3/21/2024.

1017 10th Ave NE – Obtained administrative warrant and abated junk/debris 3/22/2024.

March 01, 2024

KINDER, TERRY D
17037 GREGORY WAY APT 1
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: 1420 QUINCE ST
Real Estate Code: 41250666

Violation: Junk/Debris/Blight
IPMC308.1

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

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

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

Action should be taken on or before 03/15/2024

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

EN24-0068

Date of Violation: 04/01/2024

Parcel ID: 41250666

Violator(s): KINDER, TERRY D
17037 GREGORY WAY APT 1
BRainerd, MN 56401

Location/Address of Violation: **1420 QUINCE ST**

VIOLATION

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

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 04/11/2024

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: 04/01/2024

Representative's Signature: 

(served via first class mail)







City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Reclassify Tyler Heinlen to CSO Position

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Tyler Heinlen's employment with the City started in September 2023 as a Police Intern. That designation qualified the City to receive funding assistance with Sourcewell's Internship Reimbursement Program. Pursuant to MN Statute, Mr. Heinlen's temporary internship was limited to 67 working days. As of March 22, 2024, Mr. Heinlen met that internship limit.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Mr. Heinlen's wage will remain at \$20.09 per hour for this reclassification.

RECOMMENDED ACTION/MOTION: Motion to reclassify Tyler Heinlen to a Community Service Officer effective March 22, 2024.

FINANCIAL IMPACT: n/a - Our budget includes utilizing numerous Community Service Officers throughout the year. By hiring Mr. Heinlen as an Intern initially, we were able to utilize Sourcewell's Intern Reimbursement Program for a cost savings.



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Approval of Memorandums of Agreement regarding new Earned Sick and Safe Time Law

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: As discussed earlier this year, the new Earned Sick and Safe Time (ESST) Law was enacted during the 2023 MN Legislative Session and went into effect on January 1, 2024. Per State of MN guidance, all employers are required to have a policy in place regarding this new benefit which also required an update to our seven union contracts. Staff contacted our seven unions requesting a Memorandum of Agreement (MOA) regarding the new ESST Law. The MOA is required as ESST is a benefit and a term and condition of employment covered in each union's collective bargaining agreement.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: We still have one outstanding MOA and it will be presented for Council approval when signed by the IBEW Public Utility Union.

RECOMMENDED ACTION/MOTION: Motion to approve the attached ESST MOAs with IUOE, Local No. 49, representing the Street and Park Maintenance Division employees.

FINANCIAL IMPACT: N/A - We utilized existing sick leave accruals to satisfy the new ESST requirements.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into by and between the City of Brainerd (“Employer”) and the International Union of Operating Engineers, Local No. 49 (“Union”). The Employer and the Union are hereinafter referred to collectively as the “Parties,” and individually as a “Party.”

Whereas, the Employer and Union are parties to a 1/1/2023 – 12/31/25 collective bargaining agreement (“CBA”), which governs the terms and conditions of employment of the Employer’s Park Maintenance employees in the Public Works Department; and

Whereas, it is the intent of the Parties to modify the terms of the CBA to comply with and address the requirements of the newly enacted Earn Sick and Safe Time (“ESST”) law, upon its effective date of January 1, 2024, in accordance with Minnesota Statutes, sections 181.9445 to 181.9448 (as amended); and

Whereas, the Parties agree that the modified language satisfies the Employer’s obligation to comply with the newly enacted ESST law, including, but not necessarily limited to, Minnesota Statutes, sections 181.9445 to 181.9448 (as amended) and that no separate ESST will be provided to employees whose employment is subject to the terms of the CBA.

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements contained in this MOA and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. **Updated CBA Language.** Effective January 1, 2024, Article IV, Section 1 of the CBA shall be amended as follows:

Section 1. All full-time employees shall be credited with eight (8) hours of sick leave each month. Included in this sick accrual shall be Earned Sick and Safe Time (ESST) hours to equal at least one (1) hour of ESST leave for each thirty (30) hours worked, beginning on the commencement of employment and up to a maximum of 48 hours per year. Sick leave may be used for absences due to an illness of or injury to the employee, employee's child, adult child, spouse, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. Unused sick leave may accumulate up to nine hundred sixty (960) hours maximum. A physician's certificate may be required, if in the opinion of the department head, it is deemed necessary. Eligibility for sick leave shall be credited from the original date of hire without a break in service.

- A. Earned Sick and Safe Time.** Subject to the limitations on accrual and carryover of ESST Leave set forth in Article IV, Section 1(B), effective January 1, 2024, during any year, as defined in the City's Personnel Policies, each employee may use sick leave as Earned Sick and Safe Time ("ESST"), as defined in Minnesota Statutes, section 181.9445, subdivision 4 (as amended). If the need for use of ESST is foreseeable, employees must provide seven (7) days' advance notice of the employee's intent to use ESST. If the need for ESST is unforeseeable, employees must provide notice of the need for ESST as soon as practicable, as provided in the City's Personnel Policies. The City reserves the right to require reasonable documentation regarding the need for ESST, as permitted by applicable law, including Minnesota Statutes, section 181.9447, subdivision 3 (as amended). The use of sick leave designated as ESST is otherwise subject to applicable law, including, but not limited to Minnesota Statutes, section 181.9447, subdivision 1 (as amended) and applicable City policy, and other applicable provisions of this Agreement, including the accrual and carryover limits set forth in Article IV, Section 1(B) of this Agreement.
- B. Accrual and Carry Over of ESST.** Effective January 1, 2024, during any year each employee may accrue forty-eight (48) hours of sick leave as ESST. Employees may carry over their ability to use sick leave as ESST to the following year, up to a total of eighty (80) hours, as may be available.
- C. Relationship Between Sick Leave and ESST.** It is the Parties' intention that the City satisfy the requirements of Minnesota laws governing ESST by allowing employees to use existing sick leave for the purposes of, and subject to, the laws governing ESST. The Parties agree that the City does not provide ESST in addition to paid sick leave. All accrued and unused sick leave hours, whether considered unused ESST or not, shall be paid upon separation in accordance with the terms of Article VII of the collective bargaining agreement.

Section 2. Any sick leave accrued over 960 hours can, on a calendar year basis, be paid into a deferred compensation plan by the Employer provided that the amount is matched dollar for dollar by the Employee and calculated as follows:

NOTE: All sections numbers in this Article will need to be updated.

- 2. **Duration.** This MOA shall remain in effect until the successor collective bargaining agreement has been ratified by the Parties.

Memorandum of Agreement

3. **No Past Precedent.** Nothing in this MOA shall be deemed to establish a precedent or practice, or to alter any established past practice or precedent arising out of or relating to the CBA. Except with regard to the interpretation and application of this MOA, no Party may introduce this MOA in any proceeding as evidence of any practice or precedent.
4. **Equal Drafting.** This MOA shall be construed to have been drafted equally by the Parties.
5. **Entire Agreement.** This MOA constitutes the entire agreement between the Parties relating to the subject matter herein. No Party has relied upon any oral statements or promises that are not set forth in this document. The terms of this MOA are contractual and supersede any and all prior agreements between the Parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all Parties.

Employer:
City Administrator

Nicholas W. Broyles

Date: _____

For the Exclusive Representative:
Union Representative



Todd Djonne

Date: 4/9/24

Memorandum of Agreement

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into by and between the City of Brainerd (“Employer”) and the International Union of Operating Engineers, Local No. 49 (“Union”). The Employer and the Union are hereinafter referred to collectively as the “Parties,” and individually as a “Party.”

Whereas, the Employer and Union are parties to a 1/1/2024 – 12/31/2026 collective bargaining agreement (“CBA”), which governs the terms and conditions of employment of the Employer’s Street Division employees in the Public Works Department; and

Whereas, it is the intent of the Parties to modify the terms of the CBA to comply with and address the requirements of the newly enacted Earn Sick and Safe Time (“ESST”) law, upon its effective date of January 1, 2024, in accordance with Minnesota Statutes, sections 181.9445 to 181.9448 (as amended); and

Whereas, the Parties agree that the modified language satisfies the Employer’s obligation to comply with the newly enacted ESST law, including, but not necessarily limited to, Minnesota Statutes, sections 181.9445 to 181.9448 (as amended) and that no separate ESST will be provided to employees whose employment is subject to the terms of the CBA.

NOW, THEREFORE, IN CONSIDERATION OF the mutual covenants and agreements contained in this MOA and other good and valuable consideration, the sufficiency and receipt of which are hereby acknowledged, the Parties agree as follows:

1. **Updated CBA Language.** Effective January 1, 2024, Article IV, Section 1 of the CBA shall be amended as follows:

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- A. Earned Sick and Safe Time.** Subject to the limitations on accrual and carryover of ESST Leave set forth in Article IV, Section 1(B), effective January 1, 2024, during any year, as defined in the City's Personnel Policies, each employee may use sick leave as Earned Sick and Safe Time ("ESST"), as defined in Minnesota Statutes, section 181.9445, subdivision 4 (as amended). If the need for use of ESST is foreseeable, employees must provide seven (7) days' advance notice of the employee's intent to use ESST. If the need for ESST is unforeseeable, employees must provide notice of the need for ESST as soon as practicable, as provided in the City's Personnel Policies. The City reserves the right to require reasonable documentation regarding the need for ESST, as permitted by applicable law, including Minnesota Statutes, section 181.9447, subdivision 3 (as amended). The use of sick leave designated as ESST is otherwise subject to applicable law, including, but not limited to Minnesota Statutes, section 181.9447, subdivision 1 (as amended) and applicable City policy, and other applicable provisions of this Agreement, including the accrual and carryover limits set forth in Article IV, Section 1(B) of this Agreement.
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- C. Relationship Between Sick Leave and ESST.** It is the Parties' intention that the City satisfy the requirements of Minnesota laws governing ESST by allowing employees to use existing sick leave for the purposes of, and subject to, the laws governing ESST. The Parties agree that the City does not provide ESST in addition to paid sick leave. All accrued and unused sick leave hours, whether considered unused ESST or not, shall be paid upon separation in accordance with the terms of Article VII of the collective bargaining agreement.

Section 2. Any sick leave accrued over 960 hours can, on a calendar year basis, be paid into a deferred compensation plan by the Employer subject to applicable law and calculated as follows:

NOTE: All sections numbers in this Article will need to be updated.

2. **Duration.** This MOA shall remain in effect until the successor collective bargaining agreement has been ratified by the Parties.
3. **No Past Precedent.** Nothing in this MOA shall be deemed to establish a precedent or practice, or to alter any established past practice or precedent arising out of or relating to the CBA. Except with regard to the interpretation and

application of this MOA, no Party may introduce this MOA in any proceeding as evidence of any practice or precedent.

4. **Equal Drafting.** This MOA shall be construed to have been drafted equally by the Parties.
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Employer:
City Administrator

Nicholas W. Broyles

Date: _____

For the Exclusive Representative:
Union Representative



Todd Djonne

Date: 4-9-24



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Discussion Regarding Assistant Planner Position

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

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

DEPARTMENT: HR

PRESENTER: James Kramvik, Community Development Director, Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Assistant Planner Dylan Edwards resigned in December and since that time, Staff has conducted two unsuccessful searches for the Assistant Planner position. The qualified applicants have primarily been recent out-of-state graduates that are most likely applying across the country. The lack of potential career advancement in the area may be a contributing factor in the number of applicants from Minnesota. As discussed at the last Council meeting, Staff has discussed this issue and is recommending that the City hire a Zoning Specialist/Permit Technician instead. Please note that Community Development Director Kramvik was originally hired as a Zoning Specialist/Permit Tech position. Attached is a draft job description for this position.

Please note that since the Zoning Specialist/Permit Technician classification was not an active position when we completed our Classification and Compensation Study, we did not assign points or negotiate a wage with the IBEW Union for this position. Because of this, staff is also requesting authorization to negotiate a Memorandum of Agreement with the IBEW Administrative Support Union setting the wage for the Zoning Specialist/Permit Technician position to be based on the wage grid as recommended by Flaherty & Hood.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Given the challenges we have had filling the Assistant Planner position, we are hoping that an internal candidate would be given an opportunity to advance to the Zoning Specialist/ Permit Technician position. In addition, staff recommends hiring a part-time administrative support position to serve as the primary point of contact for the Community Development Department when the Zoning Specialist/ Permit Technician has a scheduled day off, especially during the summer construction season, and this person may also float to other departments as needed. This part-time person will not be eligible for benefits except as required by law and will not work more than 67 working days per calendar year as that is the threshold for union representation. The primary reason for creating this part-time position is because the Assistant Planner position was serving as the primary backup to the Community Development Department's Administrative Specialist and we are losing that backup if we are only filling one position.

Current staff have the ability to process zoning permits, but the Assistant Planner position may be needed in the future if development increases. This past year the Department has processed 1 Planned Unit Development and Tax Abatement, 1 Plat, 7 Ordinance Amendments, 6 Variances, 10 Conditional Use Permits, and 6 Interim Use Permits. These numbers do not include all administrative permits and approvals.

RECOMMENDED ACTION/MOTION:

Motion to:

1. Reestablish the Zoning Specialist/Permit Technician position with the attached updated job description;
2. Approve the Zoning Specialist/Permit Technician job classification points at 351;
3. Authorize Staff to negotiate the wage for the Zoning Specialist/Permit Technician position with the IBEW Administrative Support Union; and
4. Authorize Staff to hire a part-time administrative support employee to help cover vacations and as needed up to 67 working days per year; further that the pay for this position be based on the Administrative Specialist-Community Development, Finance, Public Works wage grid.

FINANCIAL IMPACT: Financial Impact information will be presented at the Council meeting.



Zoning Specialist/Permit Technician

Department: Community Development

FLSA Status: Non-Exempt

General Definition of Work

Performs a variety of technically specialized administrative planning & zoning and permitting work 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 initial point of contact for public during regular business hours; provides general information and direction; handles inquiries and complaints from the public; directs public to the appropriate personnel when needed; processes incoming calls, email, and mail.
- Provides information to the public regarding City and Building Codes and Ordinances, department-issued permits and the application process and procedures.
- Assists public in completing applications and other forms; reviews applications for completeness; accepts construction plans and plan documents for permit processing.
- Takes inquiries and responds to questions regarding Planning & Zoning matters as directed by the Community Development Director or designee.
- Issues building permits which require inter-departmental review or services of Building Inspectors or the Community Development Director upon completion of permitting process and in accordance with Department procedures; processes and issues building, plumbing, mechanical, demolition and other related permits in accordance with Department procedures. Calculates fees based on established fee schedule and monitors approval of plans by other regulatory agencies.
- Provides zoning review and approval for fence, accessory structure, and deck permits as directed by the Community Development Director.
- Assists the Community Development Department in collecting, reviewing, issuing applications for Rezoning, Conditional Use Permits, Variances, Preliminary Plat and Final Plat, and Planned Unit Developments and prepares Staff Reports for review by Community Development Director. Reviews such applications for building elements that may require further review by the Building Official or other Department staff.
- Drafts and assembles Economic, Building, and Planning & Zoning related staff reports for City Council, Planning Commission, EDA, and Parking Commission meetings as well as attends meetings when directed by the Community Development Director.
- Assembles and publishes Planning Commission packets and all other packets when directed by the Community Development Director.
- Maintains meeting minutes for Planning Commission and Parking Commission.
- Prepares and processes contractor licensing services including adherence to City Code and insurance and bonding requirements. Reviews state license compliance of building contractors, remodelers, roofers and all special skill contractors as required by the MN Department of Labor & Industry and as required by the Community Development Director or designee.
- Assists in the implementation of the City's rental housing program including but not limited to the review of license applications for zoning and code compliance, processing rental housing licenses, prepares mailings and maintains records related to rental housing licenses.
- Maintains written departmental procedures, policies, and reference information.

- 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.
- As directed by the Community Development Director or designee drafts, issues, and tracks notices of zoning ordinance violations.
- Assists the Community Development Director in shoreland management and floodplain management related duties.
- Has the primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required documents in compliance with the City's Records Retention Policy.
- Performs payment reconciliation and transaction processing; receipts and prepares deposits for department revenues.
- Maintains office supply inventory and orders as needed.
- Performs various other tasks and duties as assigned.

Knowledge, Skills and Abilities

- General knowledge with the ability to interpret and apply department-specialized programs, policies, procedures, statutes, regulations, and records relating to the office. Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints.
- Ability to read maps, blueprints, building plans, and to interpret utility location drawings and legal descriptions of real estate.
- 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.
- 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 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; Provides friendly, courteous responses to coworkers, the public external agencies, associates, and vendors. Remains calm and professional under difficult, sensitive, stressful/hostile situations; or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, and documents by typing and entering data accurately and at a reasonable rate of speed; accurately manages department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.

Education, Experience and Special Requirements

- Bachelor's degree with coursework in urban design and planning. Other degrees and coursework in building inspection, construction management, GIS, or a related field will be considered.
- At least 4 years of experience in the above areas or a closely related field may be considered as a substitute for the bachelor's degree requirement.
- Permit Technician Certification or ability to obtain within one year of employment.
- Experience performing planning & zoning administration, permit reviews, and/or inspections is desirable.
- Experience using geographical information systems (GIS).

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.



Zoning Specialist/Permit Technician

Department: Community Development

FLSA Status: Non-Exempt

General Definition of Work

Performs a variety of technically specialized administrative planning & zoning and permitting work 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 initial point of contact for public during regular business hours; provides general information and direction; handles inquiries and complaints from the public; directs public to the appropriate personnel when needed; processes incoming calls, email, and mail.
- Provides information to the public regarding City and Building Codes and Ordinances, department-issued permits and the application process and procedures.
- Assists public in completing applications and other forms; reviews applications for completeness; accepts construction plans and plan documents for permit processing.
- Takes inquiries and responds to questions regarding Planning & Zoning matters as directed by the Community Development Director or designee.
- Issues building permits which require inter-departmental review or services of Building Inspectors or the Community Development Director upon completion of permitting process and in accordance with Department procedures; processes and issues building, plumbing, mechanical, demolition and other related permits in accordance with Department procedures. Calculates fees based on established fee schedule and monitors approval of plans by other regulatory agencies.
- Provides zoning review and approval for fence, accessory structure, and deck permits as directed by the Community Development Director.
- Assists the Community Development Department in collecting, reviewing, issuing applications for Rezoning, Conditional Use Permits, Variances, Preliminary Plat and Final Plat, and Planned Unit Developments and prepares Staff Reports for review by Community Development Director. Reviews such applications for building elements that may require further review by the Building Official or other Department staff.
- Drafts and assembles Economic, Building, and Planning & Zoning related staff reports for City Council, Planning Commission, EDA, and Parking Commission meetings as well as attends meetings when directed by the Community Development Director.
- Assembles and publishes Planning Commission packets and all other packets when directed by the Community Development Director.
- Maintains meeting minutes for Planning Commission and Parking Commission.
- Prepares and processes contractor licensing services including adherence to City Code and insurance and bonding requirements. Reviews state license compliance of building contractors, remodelers, roofers and all special skill contractors as required by the MN Department of Labor & Industry and as required by the Community Development Director or designee.
- Assists in the implementation of the City's rental housing program including but not limited to the review of license applications for zoning and code compliance, processing rental housing licenses, prepares mailings and maintains records related to rental housing licenses.
- Maintains written departmental procedures, policies, and reference information.

- ~~Attends City Council and Planning Commission meetings as needed and directed by the Community Development Director.~~
- ~~Department's initial point of contact for public during regular business hours; provides general information and direction; handles inquiries and complaints from the public; directs public to the appropriate personnel when needed; processes incoming calls, email, and mail.~~
- ~~Performs various other tasks and duties as assigned.~~

Planning & Zoning

- 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.
- ~~Assists the Community Development Department in collecting and reviewing applications for Rezoning, Conditional Use Permits, Variances, Preliminary Plat and Final Plat, and Fence Permits, and prepares Staff Reports for review by Community Development Director. Reviews such applications for building elements that may require further review by the Building Official or other Department staff.~~
- ~~Takes inquiries and responds to questions regarding Planning & Zoning matters as directed by the Community Development Director or designee.~~
- As directed by the Community Development Director or designee drafts, issues, and tracks notices of zoning ordinance violations.
- ~~Drafts and assembles supporting documents for Planning Commission and City Council.~~
- ~~Assists the Community Development Director in shoreland management and floodplain management related duties.~~
- ~~Has the primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required documents in compliance with the City's Records Retention Policy.~~
- ~~Performs payment reconciliation and transaction processing; receipts and prepares deposits for department revenues.~~
- ~~Maintains office supply inventory and orders as needed.~~
- ~~Performs various other tasks and duties as assigned.~~

Permitting

- ~~Issues permits which require inter-departmental review or services of Building Inspectors or the Community Development Director upon completion of permitting process and in accordance with Department procedures; processes and issues building, plumbing, mechanical, demolition and other related permits in accordance with Department procedures. Calculates fees based on established fee schedule and monitors approval of plans by other regulatory agencies. Reviews permits for planning & zoning elements that may require further review by the Community Development Director or other Department staff.~~
- ~~Assists with contractor licensing services including adherence to City Code and insurance and bonding requirements. Reviews state license compliance of building contractors, remodelers, roofers and all special skill contractors as required by the MN Department of Labor & Industry and as required by the Community Development Director or designee. Prepares and processes contractor licenses.~~
- ~~Assists in the implementation of the City's rental housing program including but not limited to the review of license applications for zoning and code compliance, processing rental housing licenses, prepares mailings and maintains records related to rental housing licenses.~~
- ~~Assists public in completing applications and other forms; reviews applications for completeness; accepts construction plans and plan documents for permit processing.~~

Knowledge, Skills and Abilities

- General knowledge with the ability to interpret and apply department-specialized programs, policies, procedures, statutes, regulations, and records relating to the office. Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints.
- Ability to read maps, blueprints, building plans, and to interpret utility location drawings and legal descriptions of real estate.
- 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.
- 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 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; Provides friendly, courteous responses to coworkers, the public external agencies, associates, and vendors. Remains calm and professional under difficult, sensitive, stressful/hostile situations; or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, and documents by typing and entering data accurately and at a reasonable rate of speed; accurately manages department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.

Education, Experience and Special Requirements

- Bachelor's degree with coursework in urban design and planning. Other degrees and coursework in building inspection, construction management, GIS, or a related field will be considered. ~~Experience performing planning & zoning administration, permit reviews, and/or inspections is desirable.~~
- ~~A combination of education and a~~ At least 2 4 years of experience in the above areas or a closely related field may be considered as a substitute for the bachelor's degree requirement.
- Permit Technician Certification or ability to obtain within one year of employment.
- Experience performing planning & zoning administration, permit reviews, and/or inspections is desirable.
- Experience using geographical information systems (GIS).

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: ~~August 1, 2019~~ April 15, 2024



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Approve Compromise Agreement with the City of Baxter Regarding Assessment Appeal

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Administration

PRESENTER: Joe Langel

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The cities of Brainerd and Baxter have reached a settlement agreement regarding the road assessment resulting from the reconstruction and roundabout construction on Highland Scenic Road and Cypress Drive as part of the City of Baxter's 2023 Cypress Drive and Douglas Fir Drive Improvement Project.

The City of Brainerd is to pay the City of Baxter \$13,000 in a lump sum within thirty (30 days) following execution of the agreement or May 15, 2024, whichever comes first as final and total payment for the assessment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The dollar amount of the settlement is the amount directed by City Council.

RECOMMENDED ACTION/MOTION:

Authorize execution of the attached agreement.

FINANCIAL IMPACT:

The \$13,000 will be paid from the BPU department.

**COMPROMISE AGREEMENT
PURSUANT TO MINNESOTA RULES OF EVIDENCE, RULE 408,
FOR THE DISMISSAL OF ASSESSMENT APPEAL**

THIS COMPROMISE AGREEMENT (“Agreement”) is entered into and effective as of the 2nd day of April, 2024 (“Agreement Date”), by and between the City of Baxter, a Minnesota municipal corporation (the “City”), and the City of Brainerd, a Minnesota municipal corporation (the “Property Owner”).

WITNESSETH:

WHEREAS, the Property Owner owns two parcels of real property in the City, identified on the attached Exhibit A (individually and collectively the “Property”); and

WHEREAS, the City authorized and performed roadway reconstruction and roundabout construction on Highland Scenic Road and Cypress Drive as part of the City’s 2023 Cypress Drive and Douglas Fir Drive Improvements Project, City Project No. 4087 (the “Project”); and

WHEREAS, on March 21, 2023, the City held a public assessment hearing, determined that the Property received special benefits from the Project, approved Resolution No. 2023-024 and levied a special assessment against the Property pursuant to Minnesota Statutes Chapter 429; and

WHEREAS, the special assessment amount levied against the Property is \$58,071.10 for parcel identification number 40170621 and \$4,038.89 for parcel identification number 40080712, identified as the Assessment Levy Amount; and

WHEREAS, the Property Owner appealed the City’s special assessment levied against the Property for the Project improvements by filing the present special assessment appeal action in Crow Wing County District Court, Court File No. 18-CV-23-1473 (“Appeal”); and

WHEREAS, this Agreement is intended to resolve the dispute between the parties arising from the Project and the Property Owner’s Appeal; and

WHEREAS, the Property Owner represents and agrees that the filing of the Appeal are the only claims the Property Owner has related to the Project.

NOW, THEREFORE, in consideration of the mutual promises and covenants of each to the other contained in this Agreement and other good and valuable consideration, receipt of which is hereby acknowledged, the parties hereto do covenant and agree as follows:

ARTICLE 1

THE AGREEMENT

Section 1.01 Purpose. The purpose of this Agreement is to memorialize the covenants and agreements between the City and Property Owner with regard to the dispute between the parties arising from the Project and the Property Owner's Appeal.

Section 1.02 Cooperation. The City and Property Owner will cooperate and use their best efforts to ensure the most expeditious implementation of the various terms of this Agreement.

Section 1.03 Term. The term of this Agreement will start on the Agreement Date and will survive the dismissal of the Appeal.

Section 1.04 Recitals. The above recitals are true as of the Agreement Date and constitute a part of this Agreement.

ARTICLE 2

DEFINITIONS

Section 2.01 Definitions. The following are terms used in this Agreement. Their meanings in this Agreement will be expressly indicated below, unless the context of this Agreement requires otherwise:

- a) Agreement. This Agreement is to memorialize the covenants and agreements between the City and Property Owner regarding the dispute between the parties arising from the Project and the Property Owner's Appeal.
- b) Agreement Date. The date written in the first paragraph of the Agreement.
- c) Assessment Levy Amount. The amount of the City's original assessment levy against the Property for the Project improvements as identified in the Recitals as the Assessment Levy Amount.
- d) City. The City of Baxter, a Minnesota municipal corporation.
- e) City Attorney. Greta L. Bjerkness of LeVander, Gillen & Miller, P.A., 1305 Corporate Center Drive, Suite 300, Eagan, MN 55121.
- f) Project. The City's 2023 Cypress Drive and Douglas Fir Drive Improvements Project, City Project No. 4087.
- g) Property. Two parcels of real property in the City of Baxter identified on the attached Exhibit A.
- h) Property Owner. The City of Brainerd, a Minnesota municipal corporation, owner of the two parcels of real property identified on the attached Exhibit A.

- i) Property Owner's Attorney. Joseph L. Langel of Ratwik, Roszak & Maloney, P.A., 444 Cedar Street, Suite 2100, St. Paul, MN 55101.
- j) Settlement Stipulation. The Settlement Stipulation, Order and Judgment providing for the dismissal of Crow Wing County District Court File No. 18-CV-23-1473 with prejudice and without costs or attorneys' fees to either party.

ARTICLE 3

COVENANTS AND AGREEMENTS

Section 3.01 Covenants and Agreements of the City. The City covenants and agrees with the Property Owner that:

- a) City Execution of This Agreement. In consideration of this Agreement, the City agrees to execute this Agreement and implement its terms as they relate to the Property.
- b) City Reduction of Property Assessment Principal Balance. On March 21, 2023, the City passed Resolution No. 2023-024 which approved the Assessment Levy Amount against the Property for the Project improvements. The City agrees that the City shall reduce the Assessment Levy Amount against the Property to a total amount of \$13,000.00. This assessment principal reduction shall be made by the City certifying removal of the special assessments to Crow Wing County upon receipt of payment in the amount of \$13,000 from Property Owner to City. Said certification shall be effectuated by the City within thirty (30) days following full execution of this Agreement and receipt of payment in the amount of \$13,000 from Property Owner.
- c) Settlement Stipulation. The City agrees that the City Attorney will execute a copy of the Settlement Stipulation, Order and Judgment attached hereto as Exhibit B. The parties hereto agree that said Settlement Stipulation, Order and Judgment shall be executed contemporaneously with this Agreement, and the City Attorney shall proceed with the filing of the executed Settlement Stipulation, Order and Judgment with the Crow Wing County District Court.

Section 3.02 Covenants and Agreements of the Property Owner. Property Owner agrees with the City that:

- a) Title and Agreement Execution and Processing. Property Owner warrants that Property Owner has good right, title and interest to enter into this Agreement and Property Owner agrees to execute this Agreement and deliver said executed copy to the City Attorney for the City's processing thereof pursuant to Section 3.01 above.
- b) Property Owner Execution of Settlement Stipulation, Order and Judgment Pleading. In consideration of this Agreement, the Property Owner hereby agrees

that the Property Owner's Attorney will execute the Settlement Stipulation, Order and Judgment, attached hereto as Exhibit B, contemporaneously with this Agreement and deliver the executed copy to the City Attorney for the City's processing thereof pursuant to Section 3.01 above.

- c) Property Owner Payment of Assessment Principal Reduction Amount. Property Owner hereby agrees to pay the Reduction of Property Assessment Levy Amount of \$13,000 for the Property to the City pursuant to this Agreement within thirty (30) days following full execution of this Agreement or May 15, 2024, whichever occurs first. City Resolution No. 2023-024 approved the Assessment Levy Amount against the Property with interest accruing from March 21, 2023, at a rate of 5.55%. Property Owner acknowledges and agrees that upon receipt of the payment of \$13,000 for the Assessment Principal Reduction Amount, the City shall instruct Crow Wing County to revise the Property's 2024 property tax statements for taxes payable 2024 to remove the special assessments related to the Project.
- d) Assessment Waiver. Property Owner hereby waives all rights to assessment notices, hearings and appeals, and all other rights pursuant to Minn. Stat. § 429.061, §429.071 and § 429.081 for the special assessment against the Property up to the Reduction of Property Assessment Levy Amount of \$13,000.00 as certified by the City pursuant to this Agreement. The Property Owner also hereby waives any and all procedural and substantive objections to the City's special assessment of the Property for Project improvements pursuant to City Resolution No. 2023-024, including, but not limited to, notice and hearing requirements and any claim that any or all of the Reduction of Property Assessment Levy Amount of \$13,000.00 as certified by the City exceeds the benefit to the Property for the Project.

ARTICLE 4 **GENERAL PROVISIONS**

Section 4.01 Non-Assignability. Neither party hereto shall assign any interest in this Agreement nor shall either party transfer any interest in the same without the prior written consent of the other party.

Section 4.02 Binding Effect. This Agreement and the terms, conditions and covenants contained herein and the transaction contemplated hereunder shall be binding upon and inure to the benefit of the parties hereto and their respective successors, heirs, personal representatives, and permitted assigns. This Agreement shall further be binding on subsequent purchasers of the Property and shall run with the Property herein described.

Section 4.03 Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

Section 4.04 Amendments and Modifications. This Agreement may be amended or any of its terms modified or changed only by a written amendment authorized and executed by the

parties hereto.

Section 4.05 Counterparts. This Agreement may be simultaneously executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 4.06 Entire Agreement. This Agreement shall constitute the entire agreement between the parties and shall supersede all prior oral or written negotiations.

Section 4.07 Applicable Law. This Agreement will be governed by and construed under the laws of the State of Minnesota.

Section 4.08 Captions. The captions and the headings in this Agreement are for convenience only and do not define, limit, or describe the scope or intent of any provision or section of this Agreement.

Section 4.09 Governmental Immunity. Nothing contained herein shall be deemed a waiver by the City of any governmental immunity defenses, statutory or otherwise. Further, any and all claims brought by Property Owner, its successors or assigns, shall be subject to any governmental immunity defenses of the City and the maximum liability limits provided in Minnesota Statutes, Chapter 466.

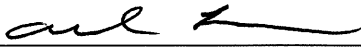
Section 4.10 Release. The City and the Property Owner, their representatives, officers, directors, employees, agents, partners, principals, successors, subrogees, and assigns, completely and irrevocably release each other from all claims, known or unknown, that they asserted or could have asserted in Crow Wing County District Court File No. 18-CV-23-1473 or related to the Project.

Section 4.11 Legal Representation. The City and the Property Owner acknowledge that each has been represented in this appeal and in negotiations for this Agreement by counsel of their choice, that each has read this Agreement and had it explained by counsel, that each understands that it is aware of the contents and legal effect, and that each is voluntarily entering into this Agreement.

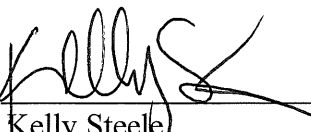
Section 4.12 Compromise Agreement. The City and the Property Owner agree that this Agreement is a compromise agreement under Minnesota Rules of Evidence Rule 408. Evidence of conduct or statements made during the compromise negotiations is not admissible evidence. The execution of this Agreement will not be deemed or construed as an admission of liability or fault by the City or the Property Owner. This Agreement is entered by The City and the Property Owner to avoid further litigation, expense, disruption, and delay.

IN WITNESS WHEREOF, the City and the Property Owner have executed this Agreement by its duly authorized representatives.

CITY OF BAXTER

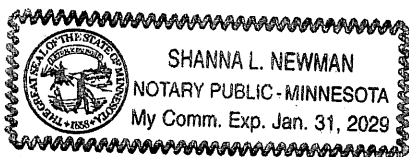
By: 
Darrel Olson
Mayor

ATTEST:

By: 
Kelly Steele
Assistant City Administrator/City Clerk

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

On this 2nd day of April, 2024, before me a Notary Public within and for said County, personally appeared Darrel Olson and Kelly Steele to me personally known, who being each by me duly sworn, each did say that they are respectively the Mayor and the Assistant City Administrator/City Clerk of the City of Baxter, the Minnesota municipal corporation named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed in behalf of said municipal corporation by authority of its City Council and said Mayor and Assistant City Administrator/City Clerk acknowledged said instrument to be the free act and deed of said municipal corporation.




Notary Public

CITY OF BRAINERD

Kelly Bevans
President of the Council

Dave Badeaux
Mayor

ATTEST:

Nick Broyles, City Administrator

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

On this ____ day of _____, 2024, before me a Notary Public within and for said County, personally appeared Kelly Bevans, Dave Badeaux, and Nick Broyles to me personally known, who being each by me duly sworn, each did say that they are respectively the President of the Council, Mayor and the City Administrator of the City of Brainerd, the Property Owner, the Minnesota municipal corporation named in the foregoing instrument, and that the seal affixed to said instrument was signed and sealed in behalf of said municipal corporation by authority of its City Council and said President of the Council, Mayor and City Administrator acknowledged said instrument to be the free act and deed of said municipal corporation.

Notary Public

EXHIBIT A

The City of Brainerd owns real property in the City of Baxter, parcel identification numbers 40170621 and 40080712, individually and collectively referred to as the “Property” and legally described as follows:

PID: 40170621

Lot 1, Block 1, Brainerd Public Utilities

PID: 40080712

Outlot A, Norway Hills.

EXHIBIT B

STATE OF MINNESOTA
COUNTY OF CROW WING

DISTRICT COURT
NINTH JUDICIAL DISTRICT
COURT FILE NO. 18-CV-23-1473
Case Type: Assessment Appeal
Judicial Officer: Kristine R. DeMay

City of Brainerd,

Appellant,

**SETTLEMENT STIPULATION,
ORDER AND JUDGMENT**

v.

City of Baxter,

Respondent.

WHEREAS, Appellant and Respondent have resolved this special assessment dispute pursuant to a separate agreement.

WHEREAS, Appellant and Respondent desire to have the above-entitled action dismissed with prejudice and without an award of any litigation costs, expenses and/or attorneys' fees to any party.

NOW, THEREFORE, IT IS HEREBY STIPULATED AND AGREED:

1. That Appellant and Respondent agree the above-entitled action shall be dismissed with prejudice and without an award of any litigation costs, expenses and/or attorneys' fees to any party.
2. That it is further agreed that Respondent shall cause judgment of dismissal with prejudice and on the merits to be entered herein.

ATTORNEY FOR APPELLANT

Dated: _____

By: _____

Joseph J. Langel, No. 0249403
Ratwik, Roszak & Maloney, P.A.
444 Cedar Street South, Suite 2100
St. Paul, MN 55101
(612) 339-0060
jjl@ratwiklaw.com

ATTORNEYS FOR RESPONDENT

Dated: _____

By: _____

Greta L. Bjerkness, No. 0390575
David L. Sienko, No. 0391910
LeVander, Gillen & Miller, P.A.
1305 Corporate Center Drive, Suite 300
Eagan, MN 55121
(651) 451-1831
gberkness@levander.com
dsienko@levander.com

ORDER

Pursuant to the foregoing Stipulation, the above-entitled action is hereby dismissed with prejudice and without an award of any litigation costs, expenses and/or attorneys' fees to any party.

LET JUDGMENT BE ENTERED ACCORDINGLY.

Dated: _____, 2024.

BY THE COURT:

Judge Kristine R. DeMay
Judge of District Court

JUDGMENT

I hereby certify that the above Order constitutes a judgment of the Court.

Dated: _____, 2024.

COURT ADMINISTRATOR:

By: _____

Its: _____



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Set Public Hearing and Presentation of Municipal Storm Sewer Systems (MS4) Permit

AGENDA: Main

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: One of the requirements of the City's Municipal Separate Storm Sewer System (MS4) Permit includes holding an annual public hearing for public input and questions regarding the City's Storm Water Pollution Prevention Plan (SWPPP). Staff is proposing to hold a short presentation and an opportunity for the public to comment on the City's MS4 permit at the recommended Council meeting date.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff would like to set the MS4 public hearing for May 20, 2024 at 7:30 p.m.

RECOMMENDED ACTION/MOTION: Staff recommends setting the public hearing for the City's MS4 permit for May 20, 2024 at the regularly scheduled City Council meeting.

FINANCIAL IMPACT: N/A



City Council Agenda Request

MEETING DATE: April 15, 2024

TITLE OF ITEM: Adoption a Resolution Governing Write-in Vote Counting

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: During the last legislative session, law was adopted allowing cities to adopt a resolution governing the counting of write-in votes. Prior to the legislation, all write-in votes had to be counted for a municipal race. Counting all of the write-in votes at the end of the evening can take some time and more times than not, the write-in names are fictitious, and/or the write-in votes do not impact the results of the election.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Municipalities have two options regarding when write-in votes will be counted:

Option 1. Only count write-in votes when a written request is made with the Chief Election Official no later than seven days before the election. This is similar to how federal, state, and county all handle counting write-ins. For example, if there are 15 write-in votes for a race and no one filed with the election official, no write-ins would be counted. However, if Jane Doe filed with the election official, the election judges find all 15 of the ballots with the write-in for that race, and only count if the write-in is for Jane Doe.

Option 2. Only if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate for that office. For example, let's say there are 2 people running for a municipal race and candidate A has 30 votes, candidate B has 10 votes, and there are 15 write-ins. All of the write-ins would need to be counted even if the write-ins are Mickey Mouse and Santa Clause. If there are only 5 write-in votes, no write-ins would be counted.

Staff would recommend option 1 as this process is consistent with how write-ins are currently handled for federal, state and county races.

There are two resolutions attached, one for each option.

RECOMMENDED ACTION/MOTION: Adopt resolution governing write-in vote counting.

FINANCIAL IMPACT:

RESOLUTION
Xx:24

A RESOLUTION GOVERNING WRITE-IN VOTE COUNTING.

WHEREAS, Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes;

WHEREAS, a city that adopts a resolution must do so before the first day of filing for office;

WHEREAS, city election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous; and

WHEREAS, in order to save city time and resources, it is in the best interest of the City of Brainerd, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

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

Any candidate wishing to have their write-in votes individually recorded must file a written request with the Chief Election Official no later than the seventh day before any municipal election.

BE IT FURTHER RESOLVED, that pursuant to Minnesota Statute § 204B.09, subd. 3, this resolution shall remain in effect until a subsequent resolution on the same subject is adopted by the City of Brainerd.

Adopted this 4th day of March 2024

KELLY BEVANS
President of the Council

Approved this 5th day of March 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

RESOLUTION
Xx:24

A RESOLUTION GOVERNING WRITE-IN VOTE COUNTING.

WHEREAS, Minnesota Statute § 204B.09, subd. 3 authorizes a city to adopt a resolution governing the counting of write-in votes;

WHEREAS, a city that adopts a resolution must do so before the first day of filing for office;

WHEREAS, city election officials spend considerable time and resources to count and individually record write-in votes cast, many of which are frivolous; and

WHEREAS, in order to save city time and resources, it is in the best interest of the City of Brainerd, to enforce restrictions on the counting of write-in votes consistent with the provisions of Minnesota Statute § 204B.09, subd. 3.

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

Votes for write-in candidates will only be individually recorded if the total number of write-in votes for an office is equal to or greater than the fewest number of non-write-in votes for a ballot candidate for that office.

BE IT FURTHER RESOLVED, that pursuant to Minnesota Statute § 204B.09, subd. 3, this resolution shall remain in effect until a subsequent resolution on the same subject is adopted by the City of Brainerd.

Adopted this 4th day of March 2024

KELLY BEVANS
President of the Council

Approved this 5th day of March 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator