



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers

Monday, May 6, 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: 2498 358 6822

Personnel and Finance Committee was held 5/1

Safety and Public Works Committee at 6:15 PM - Meeting Access Code: 2495 960 7543

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

1. **Call To Order**

2. **Roll Call**

___G. Johnson ___J. Czeczok ___M. O'Day ___K. Stunek ___K. Terry___T. Stenglein ___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. **Adopt Resolution- Approving MN Lawful Gambling Premise Permit Submitted by BPOE Elks #615 to Conduct Gambling at Last Turn Saloon 214 S 8th St**

E. **Adopt Resolution- Approving MN Lawful Gambling Premise Permit Submitted by American Legion Post #255 to Conduct Gambling at Sage on Laurel, 606 Laurel St**

F. **Approve MN Lawful Gambling Application to Conduct Off-Site Gambling Submitted by The Brainerd American Legion Post #255 for an Event to be held on July 26 & 27 at the Mills Parking Lot**

G. **Approve Temporary On-Sale License Submitted by the Brainerd Jaycees for an Event to be held on July 26 & 27 at the Mills Parking Lot**

H. **Authorize Hiring 2024 Summer Temporary Employees**

6. **Council Committee Reports**

A. **Personnel & Finance Committee**

1. Authorize the Fire Department to Apply for Sourcewell Community Match Funds.
2. Consider MOA with IBEW Administrative Support Union for Zoning Specialist/Permit Tech Position

B. **Safety & Public Works Committee**

1. Event/Parking Lot Closure Application - Tour of Lakes
2. Event/Street Closure Application - Memorial Day Parade
3. Event/Alley Closure Application - Shep's Elbow Convention
4. Event/Parking Lot Closure Application - DANGIE 5K
5. Event/Street Closure Application - Corpus Christi Processional
6. Event/Street Closure Application - First Lutheran Church Summer Picnic
7. Event/Parking Lot Closure Application - GnarBQ
8. Review Classification of Non-Conservation Tax Forfeit Parcel
9. Award Bid - Contract Towing
10. Authorize Grant Application - TH 210/Lum Park Pedestrian Bridge
11. Discuss RRFB's at 371B/Willow Street Roundabout
12. Discussion on 2003 Riverside Drive Infrastructure Project and Annexation Requirements
13. Discuss 15106 Riverside Drive Connection Charge
14. Review Proposed Tree Ordinance and Policy
15. Discuss Buffalo Hills Park Land Swap Proposal
16. Direction on Active Code Enforcement Cases

7. **Unfinished Business**

A. **Call for Applicants**

Mayor Recommended: (terms to expire on 12/31 of said year)

Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)

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)

8. **New Business**

A. **Consider Conditional Use Permit and Variance Request for a Multi-Family Apartment Building at 1111 Oak Street**

B. **Consider Variance Request for a Street Loaded Driveway at 1101 Pine Street**

C. **Consider Entering into a Brokerage Agreement for Sale or Lease of the Annex Building**

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 with the Brainerd Public Utilities Commission pursuant to MN Statutes, 13D.03, Subd 1(b) to prepare for Negotiations with the IBEW Local No. 31 (Public Utility) Union and IUOE Local No. 49 (Park Maintenance) 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 05/06/2024 - 05/06/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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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						

Vendor 3572 - AAA EQUIPMENT CENTER:

111450							
82529	AAA EQUIPMENT CENTER	04/16/2024	05/08/2024	171.35	171.35	Open	N
	MOWER REPAIRS	pziemer					05/08/2024
230-5200-42220	REPAIR & MAINT			171.35			
	Total for vendor 3572 - AAA EQUIPMENT CENTER:			171.35	171.35		

Vendor 0011 - ACE HARDWARE:

323343/1							
82473	ACE HARDWARE	04/17/2024	05/08/2024	26.99	26.99	Open	N
	CHAINSAW CHAIN	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			26.99			
323495/1							
82528	ACE HARDWARE	04/24/2024	05/08/2024	0.62	0.62	Open	N
	SPLIT RING FOR SURVEY EQUIPMENT	pziemer					05/08/2024
401-9030-43430	MISCELLANEOUS			0.62			
323537/1							
82536	ACE HARDWARE	04/25/2024	05/08/2024	80.99	80.99	Open	N
	GRASS SEED	pziemer					05/08/2024
235-3125-42220	REPAIR & MAINT			80.99			
323277/1							
82545	ACE HARDWARE	04/15/2024	05/08/2024	22.44	22.44	Open	N
	FITTINGS/GASKET	pziemer					05/08/2024
230-5200-42220	REPAIR & MAINT			22.44			
323380/1							
82546	ACE HARDWARE	04/19/2024	05/08/2024	15.99	15.99	Open	N
	BATTERIES FOR TOILETS	pziemer					05/08/2024
230-5200-42220	REPAIR & MAINT			15.99			
323690/1							
82734	ACE HARDWARE	05/02/2024	05/08/2024	44.99	44.99	Open	N
	HOSE REEL	pziemer					05/08/2024
225-2120-42210	OPERATING SUPPLIES			44.99			
	Total for vendor 0011 - ACE HARDWARE:			192.02	192.02		

Vendor 2902 - ADVANCE AUTO PARTS:

6574411528934							
82519	ADVANCE AUTO PARTS	04/24/2024	05/08/2024	19.66	19.66	Open	N
	SIGN TRAILER BEARING INSERT & GREASE	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			19.66			
6574411383956							
82526	ADVANCE AUTO PARTS	04/22/2024	05/08/2024	12.98	12.98	Open	N
	TRUCK 107 BUNGEE CORDS	pziemer					05/08/2024
237-3190-42220	REPAIR & MAINT			12.98			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 2902 - ADVANCE AUTO PARTS:				32.64	32.64		
Vendor 0039 - ARAMARK UNIFORM SERVICES:							
2530261148							
82421	ARAMARK UNIFORM SERVICES	04/11/2024	05/08/2024	83.75	83.75	Open	N
	RUGS AND OVERALLS	pziemer					05/08/2024
235-3100-43430	MISCELLANEOUS			83.75			
2530263692							
82483	ARAMARK UNIFORM SERVICES	04/18/2024	05/08/2024	59.47	59.47	Open	N
	RUGS AND OVERALLS	pziemer					05/08/2024
235-3100-43430	MISCELLANEOUS			59.47			
Total for vendor 0039 - ARAMARK UNIFORM SERVICES:				143.22	143.22		
Vendor 3859 - ASL INTERPRETING SERVICES INC:							
24.04449							
82558	ASL INTERPRETING SERVICES INC	04/01/2024	05/08/2024	20.00	20.00	Open	N
	INTERPRETING SERVICES	pziemer					05/08/2024
225-2120-43300	PROFESSIONAL SERVICES			20.00			
Total for vendor 3859 - ASL INTERPRETING SERVICES INC:				20.00	20.00		
Vendor 2740 - AT&T MOBILITY:							
X05032024/FIRE DEPT							
82673	AT&T MOBILITY	04/25/2024	05/08/2024	344.07	344.07	Open	N
	ACCT 287312856222 FIRE DEPT	pziemer					05/08/2024
225-2220-43321	TELEPHONE			344.07			
X05032024/TRNST							
82674	AT&T MOBILITY	04/25/2024	05/08/2024	49.74	49.74	Open	N
	ACCT 287292136423 TRANSIT PHONE	pziemer					05/08/2024
203-9000-43321	TELEPHONE			49.74			
X05032024/HR							
82675	AT&T MOBILITY	04/25/2024	05/08/2024	49.74	49.74	Open	N
	ACCT 287292136423 HR PHONE	pziemer					05/08/2024
101-1400-43321	TELEPHONE			49.74			
X05032024/ADM							
82676	AT&T MOBILITY	04/25/2024	05/08/2024	99.48	99.48	Open	N
	ACCT 287292136423 ADMIN PHONES	pziemer					05/08/2024
101-1400-43321	TELEPHONE			99.48			
X05032024/IT							
82677	AT&T MOBILITY	04/25/2024	05/08/2024	159.28	159.28	Open	N
	IT PHONES ACCT 287292136423 3/26/24-4	pziemer					05/08/2024
101-1800-43321	TELEPHONE			159.28			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
X05032024/CDD							
82678	AT&T MOBILITY	04/25/2024	05/08/2024	149.22	149.22	Open	N
	ACCT 287292136423 COM DEV PHONES	pziemer					05/08/2024
101-2400-43321	TELEPHONE			149.22			
X05032024/ENG							
82679	AT&T MOBILITY	04/25/2024	05/08/2024	275.42	275.42	Open	N
	ACCT 287292136423 ENG PHONES	pziemer					05/08/2024
101-1700-43321	TELEPHONE			275.42			
X05032024/PARKS							
82680	AT&T MOBILITY	04/25/2024	05/08/2024	210.47	210.47	Open	N
	ACCT 287292136423 PARKS PHONES	pziemer					05/08/2024
230-5200-43321	TELEPHONE			210.47			
X05032024/STRTS							
82681	AT&T MOBILITY	04/25/2024	05/08/2024	209.14	209.14	Open	N
	ACCT 287292136423 STREET DEPT PHONES	pziemer					05/08/2024
235-3100-43321	TELEPHONE			87.97			
237-3190-43321	TELEPHONE			121.17			
X05032024/PD							
82696	AT&T MOBILITY	04/25/2024	05/08/2024	2,133.99	2,133.99	Open	N
	ACCT 287287520356 POLICE DEPT	pziemer					05/08/2024
225-2120-43309	COMPUTER TECHNICAL SUPPORT			802.83			
225-2120-43321	TELEPHONE			1,331.16			
	Total for vendor 2740 - AT&T MOBILITY:			3,680.55	3,680.55		

Vendor 2068 - BAXTER POLICE DEPARTMENT:

2ND QTR 24 TZD

82552	BAXTER POLICE DEPARTMENT	04/26/2024	05/08/2024	677.98	677.98	Open	N
	REMIT 2ND QTR TZD	pziemer					05/08/2024
225-0000-20800	DUE TO OTHER GOVT UNITS			677.98			
	Total for vendor 2068 - BAXTER POLICE DEPARTMENT:			677.98	677.98		

Vendor 3201 - BAYCOM INC:

EQUIPINV_049241

82723	BAYCOM INC	04/30/2024	05/08/2024	10,806.00	10,806.00	Open	N
	413, 414 & 415 NEW SQUAD BUILD	pziemer					05/08/2024
400-9050-45530	CAPITAL - OTHER			10,806.00			
	Total for vendor 3201 - BAYCOM INC:			10,806.00	10,806.00		

Vendor 0748 - BJERGA FEED STORES:

1446881

82482	BJERGA FEED STORES	04/18/2024	05/08/2024	19.70	19.70	Open	N
	INSECT REPELLANT	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			19.70			
	Total for vendor 0748 - BJERGA FEED STORES:			19.70	19.70		

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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 4291 - BLANK, HALEY:							
4/12/24 82491	BLANK, HALEY NETWORKING - MILEAGE	04/18/2024 pziemer	05/08/2024	241.20	241.20	Open	N 05/08/2024
230-5200-43330	PROFESSIONAL DEVELOPMENT			241.20			
	Total for vendor 4291 - BLANK, HALEY:			241.20	241.20		
Vendor 3966 - BLUE SKY TRANSIT:							
033124 82495	BLUE SKY TRANSIT MAR 24 THIRD PARTY SERVICES	04/01/2024 pziemer	05/08/2024	96,965.55	96,965.55	Open	N 05/08/2024
203-9000-43401	VEHICLE REPAIRS			11,389.48			
203-9000-43440	TRANSIT SERVICE CONTRACT PY			85,576.07			
	Total for vendor 3966 - BLUE SKY TRANSIT:			96,965.55	96,965.55		
Vendor 0206 - BRAINERD HOUSING AUTHORITY:							
1ST QTR 24 82728	BRAINERD HOUSING AUTHORITY SCDP SE BRD 1ST QTR 24 ADMIN	05/01/2024 pziemer	05/08/2024	1,115.67	1,115.67	Open	N 05/08/2024
202-6323-43300	SE BRD - ADMINISTRATIVE EXPENSE			1,115.67			
	Total for vendor 0206 - BRAINERD HOUSING AUTHORITY:			1,115.67	1,115.67		
Vendor 0078 - BRAINERD LAKES AREA DEV C:							
APRIL 2024 82440	BRAINERD LAKES AREA DEV C APR 24 ECONOMIC DEVELOPMENT CONSULTING	04/15/2024 pziemer	05/08/2024	3,000.00	3,000.00	Open	N 05/08/2024
295-6510-43300	PROFESSIONAL SERVICES			3,000.00			
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:			3,000.00	3,000.00		
Vendor 0081 - BRAINERD MEDICAL SUPPLY:							
86,424 82433	BRAINERD MEDICAL SUPPLY FIRST AID & SAFETY SUPPLIES	04/12/2024 pziemer	05/08/2024	50.30	50.30	Open	N 05/08/2024
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			50.30			
	Total for vendor 0081 - BRAINERD MEDICAL SUPPLY:			50.30	50.30		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
APR 24 COBRA 82496	BRAINERD PUBLIC UTILITIES REMIT APR 24 COBRA	04/22/2024 pziemer	05/08/2024	75.55	75.55	Open	N 05/08/2024
101-0000-20850	DUE TO COMPONENT UNIT			75.55			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution	GRANT					
INV22333							
82727	BRAINERD PUBLIC UTILITIES	04/30/2024	05/08/2024	45.97	45.97	Open	N
	BIOMETRIC SCREENING SUPPLIES - WELLNE	pziemer					05/08/2024
278-6515-43430	MISCELLANEOUS			45.97			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			121.52	121.52		

Vendor MISC - BRAYDON BORG:

68554508							
82690	BRAYDON BORG	04/30/2024	05/08/2024	215.75	215.75	Open	N
	REFUND EARLY BIRD TOURNAMENT	pziemer					05/08/2024
230-5216-34750	TOURNAMENT REVENUE - TAXABLE			200.00			
101-0000-20810	STATE TAX PAYABLE			13.75			
101-0000-20811	COUNTY SALES TAX			1.00			
101-0000-20812	CITY TAX PAYABLE			1.00			
	Total for vendor MISC - BRAYDON BORG:			215.75	215.75		

Vendor 2072 - BREEZY POINT POLICE DEPARTMENT:

2ND QTR 24 TZD							
82553	BREEZY POINT POLICE DEPARTMENT	04/26/2024	05/08/2024	1,558.55	1,558.55	Open	N
	REMIT 2ND QTR 2024 TZD	pziemer					05/08/2024
225-0000-20800	DUE TO OTHER GOVT UNITS			1,558.55			
	Total for vendor 2072 - BREEZY POINT POLICE DEPARTMENT:			1,558.55	1,558.55		

Vendor MISC - BRETT DEAN:

68549249							
82689	BRETT DEAN	04/30/2024	05/08/2024	215.75	215.75	Open	N
	REFUND EARLY BIRD TOURNAMENT	pziemer					05/08/2024
230-5216-34750	TOURNAMENT REVENUE - TAXABLE			200.00			
101-0000-20810	STATE TAX PAYABLE			13.75			
101-0000-20811	COUNTY SALES TAX			1.00			
101-0000-20812	CITY TAX PAYABLE			1.00			
	Total for vendor MISC - BRETT DEAN:			215.75	215.75		

Vendor 3598 - BS&A SOFTWARE:

152907							
82499	BS&A SOFTWARE	04/22/2024	05/08/2024	126.00	126.00	Open	N
	BSA ONLINE PERMIT FEE 1/11/24-4/9/24	pziemer					05/08/2024
101-1800-43309	COMPUTER SUPPORT			126.00			
	Total for vendor 3598 - BS&A SOFTWARE:			126.00	126.00		

Vendor 2106 - BSN SPORTS, LLC:

925575795							
82699	BSN SPORTS, LLC	04/24/2024	05/08/2024	909.46	909.46	Open	N
	4 WAY PITCHER, BASES - BANE AND JCP	pziemer					05/08/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
230-5215-42210	OPERATING SUPPLIES			909.46			
	Total for vendor 2106 - BSN SPORTS, LLC:			909.46	909.46		

Vendor 0102 - CANON FINANCIAL SERVICE:

32458568							
82510	CANON FINANCIAL SERVICE	04/23/2024	05/08/2024	80.69	80.69	Open	N
	5/1/24-5/31/24 FD COPIER CONTRACT	pziemer					05/08/2024
225-2220-43331	LEASED PAYMENTS			80.69			
32458088							
82612	CANON FINANCIAL SERVICE	04/23/2024	05/08/2024	77.97	77.97	Open	N
	5/1/24-5/31/24 LIBRARY COPIER CONTRA	pziemer					05/08/2024
211-5505-43430	MISC - COPY MACHINE PYMTS			77.97			
32455723							
82613	CANON FINANCIAL SERVICE	04/22/2024	05/08/2024	19.73	19.73	Open	N
	5/1/24-5/31/24 LIBRARY COPIER CONTRA	pziemer					05/08/2024
211-5505-43430	MISC - COPY MACHINE PYMTS			19.73			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			178.39	178.39		

Vendor 0447 - CDW GOVERNMENT, INC:

QP01268							
82493	CDW GOVERNMENT, INC	04/05/2024	05/08/2024	68.97	68.97	Open	N
	GARMIN GPS SENSOR	pziemer					05/08/2024
235-3100-42210	OPERATING SUPPLIES			68.97			
QR38352							
82501	CDW GOVERNMENT, INC	04/12/2024	05/08/2024	1,182.09	1,182.09	Open	N
	CRADLEPOINT 1Y NETCLOUD	pziemer					05/08/2024
101-1800-43309	COMPUTER SUPPORT			1,182.09			
	Total for vendor 0447 - CDW GOVERNMENT, INC:			1,251.06	1,251.06		

Vendor 0307 - CENTERPOINT ENERGY:

92166-0/APR24/ENG							
82616	CENTERPOINT ENERGY	04/23/2024	05/08/2024	680.36	680.36	Open	N
	3/16/24-4/15/24 CITY HALL/ANNEX UTILI	pziemer					05/08/2024
101-1940-43380	UTILITIES			433.23			
101-1940-43380	UTILITIES			247.13			
92166-0/APR24/STRTS							
82617	CENTERPOINT ENERGY	04/23/2024	05/08/2024	432.97	432.97	Open	N
	3/16/24-4/15/24 STREETS UTILITIES	pziemer					05/08/2024
235-3100-43380	UTILITIES			432.97			
92166-0/APR24/PARKS							
82618	CENTERPOINT ENERGY	04/23/2024	05/08/2024	432.96	432.96	Open	N
	3/16/24-4/15/24 PARKS GARAGE UTILITI	pziemer					05/08/2024
230-5200-43380	UTILITIES			432.96			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
92166-0/APR24/FD							
82619	CENTERPOINT ENERGY	04/23/2024	05/08/2024	432.32	432.32	Open	N
	3/16/24-4/15/24 FIRE DEPT UTILITIES	pziemer					05/08/2024
225-2220-43380	UTILITIES			247.85			
225-2220-43380	UTILITIES			184.47			
92166-0/APR24/PD							
82620	CENTERPOINT ENERGY	04/23/2024	05/08/2024	37.57	37.57	Open	N
	3/16/24-4/15/24 POLICE DEPT UTILITIES	pziemer					05/08/2024
225-2120-43380	UTILITIES			37.57			
92166-0/APR24/LIB							
82621	CENTERPOINT ENERGY	04/23/2024	05/08/2024	652.12	652.12	Open	N
	3/16/24-4/15/24 LIBRARY UTILITIES	pziemer					05/08/2024
211-5500-43380	UTILITIES			652.12			
Total for vendor 0307 - CENTERPOINT ENERGY:				2,668.30	2,668.30		

Vendor MISC - CENTRAL LAKES AREA STORAGE LLC:

B23-0001							
82500	CENTRAL LAKES AREA STORAGE LLC	04/23/2024	04/23/2024	500.00	500.00	Open	N
	BD Bond Refund	pziemer					05/08/2024
101-0000-20701	B23-0001			500.00			
Total for vendor MISC - CENTRAL LAKES AREA STORAGE LLC:				500.00	500.00		

Vendor 1333 - CHAMBERLAIN OIL COMPANY:

469753-00							
82423	CHAMBERLAIN OIL COMPANY	04/11/2024	05/08/2024	854.67	854.67	Open	N
	DEF TRANSFER PUMP	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			854.67			
469955-00							
82477	CHAMBERLAIN OIL COMPANY	04/17/2024	05/08/2024	172.70	172.70	Open	N
	QTY 1 DEF DRUM	pziemer					05/08/2024
225-2220-42210	OPERATING SUPPLIES			172.70			
470493-00							
82527	CHAMBERLAIN OIL COMPANY	04/24/2024	05/08/2024	460.00	460.00	Open	N
	USED OIL TOTE	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			460.00			
Total for vendor 1333 - CHAMBERLAIN OIL COMPANY:				1,487.37	1,487.37		

Vendor 1343 - CHARTER COMMUNICATIONS:

175587701042124							
82633	CHARTER COMMUNICATIONS	04/21/2024	05/08/2024	32.84	32.84	Open	N
	4/30/24-5/29/24 BUSINESS TV	pziemer					05/08/2024
225-2120-43380	UTILITIES			32.84			
Total for vendor 1343 - CHARTER COMMUNICATIONS:				32.84	32.84		

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Vendor 0086 - CITY OF BRAINERD:							
P24-0228 82701	CITY OF BRAINERD PERMIT FOR BUSTER PAVILLION	04/29/2024 pziemer	05/08/2024	15.00	15.00	Open	N 05/08/2024
400-9050-45530	CAPITAL - OTHER			15.00			
Total for vendor 0086 - CITY OF BRAINERD:				15.00	15.00		
Vendor 2905 - CLEAN PLUS INC:							
2405042 82724	CLEAN PLUS INC NITRILE GLOVES	05/01/2024 pziemer	05/08/2024	539.76	539.76	Open	N 05/08/2024
225-2120-42209	SAFETY EQUIPMENT SUPPLIES			539.76			
Total for vendor 2905 - CLEAN PLUS INC:				539.76	539.76		
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0028 82514	COLUMN SOFTWARE NOH: ANNUAL STORMWATER MTG 2024	04/16/2024 pziemer	05/08/2024	20.48	20.48	Open	N 05/08/2024
238-3160-43350	PRINTING/LEGAL PUBLICATIONS			20.48			
425BB603-0024 82515	COLUMN SOFTWARE RFB: ARPA PROJECTS -JAYCEES, LUM PARK	04/03/2024 pziemer	05/08/2024	215.00	215.00	Open	N 05/08/2024
229-0000-43350	LEGAL PUBLICATIONS			215.00			
425BB603-0025 82516	COLUMN SOFTWARE NOH: CUP 1111 OAK STREET	04/04/2024 pziemer	05/08/2024	69.93	69.93	Open	N 05/08/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			69.93			
425BB603-0026 82517	COLUMN SOFTWARE NOH: CUP 805 OAK STREET	04/04/2024 pziemer	05/08/2024	97.08	97.08	Open	N 05/08/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			97.08			
425BB603-0027 82518	COLUMN SOFTWARE NOH: VARIANCE REQ 1101 PINE ST	04/04/2024 pziemer	05/08/2024	44.00	44.00	Open	N 05/08/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			44.00			
425BB603-0030 82710	COLUMN SOFTWARE NOTICE: TREE DISEASE	04/24/2024 pziemer	05/08/2024	72.36	72.36	Open	N 05/08/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			72.36			
Total for vendor 4269 - COLUMN SOFTWARE:				518.85	518.85		
Vendor 2069 - CROSBY POLICE DEPARTMENT:							

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
2ND QTR 24 TZD							
82554	CROSBY POLICE DEPARTMENT	04/26/2024	05/08/2024	558.17	558.17	Open	N
	REMIT 2ND QTR 2024 TZD	pziemer					05/08/2024
225-0000-20800	DUE TO OTHER GOVT UNITS			558.17			
	Total for vendor 2069 - CROSBY POLICE DEPARTMENT:			558.17	558.17		

Vendor 2075 - CROSSLAKE POLICE DEPARTMENT:

2ND QTR 24 TZD							
82555	CROSSLAKE POLICE DEPARTMENT	04/26/2024	05/08/2024	408.19	408.19	Open	N
	REMIT 2ND QTR 24 TZD	pziemer					05/08/2024
225-0000-20800	DUE TO OTHER GOVT UNITS			408.19			
	Total for vendor 2075 - CROSSLAKE POLICE DEPARTMENT:			408.19	408.19		

Vendor 1688 - CUSTOM FIRE APPARATUS INC:

0023237-IN							
82479	CUSTOM FIRE APPARATUS INC	04/18/2024	05/08/2024	29.71	29.71	Open	N
	ENGINE 23 MAGNET	pziemer					05/08/2024
225-2220-42220	REPAIR & MAINT			29.71			
	Total for vendor 1688 - CUSTOM FIRE APPARATUS INC:			29.71	29.71		

Vendor 1919 - CWC LAND DEPARTMENT:

2024 PROP TAX							
82476	CWC LAND DEPARTMENT	04/18/2024	05/08/2024	200.00	200.00	Open	N
	CITY OF BRAINERD 2024 PROPERTY TAX	pziemer					05/08/2024
101-1940-43430	MISCELLANEOUS			25.00			
211-5500-43430	MISCELLANEOUS			25.00			
225-2120-43430	MISCELLANEOUS			25.00			
225-2220-43430	MISCELLANEOUS			25.00			
225-2220-43430	MISCELLANEOUS			25.00			
230-5200-43430	MISCELLANEOUS			25.00			
230-5200-43430	MISCELLANEOUS			25.00			
235-3100-43430	MISCELLANEOUS			25.00			
	Total for vendor 1919 - CWC LAND DEPARTMENT:			200.00	200.00		

Vendor 0133 - CWC RECORDER:

24-2836							
82420	CWC RECORDER	04/09/2024	05/08/2024	46.00	46.00	Open	N
	DOC#995366 SHORT TERM IUP 714 7TH ST	pziemer					05/08/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
24-3289							
82534	CWC RECORDER	04/23/2024	05/08/2024	194.00	194.00	Open	N
	COUNTRY MANOR X4 RECORDING FEES	pziemer					05/08/2024
295-6510-43350	PRINTING/LEGAL PUBLICATION			194.00			
	Total for vendor 0133 - CWC RECORDER:			240.00	240.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 1156 - CWC SHERIFF:							
7025							
82419	CWC SHERIFF	04/09/2024	05/08/2024	17,225.00	17,225.00	Open	N
	LETG BASE FEE & QTY 17 MOBILES	pziemer					05/08/2024
225-2120-43309	COMPUTER TECHNICAL SUPPORT			17,225.00			
2ND QTR 24 TZD							
82556	CWC SHERIFF	04/26/2024	05/08/2024	226.95	226.95	Open	N
	REMIT 2ND QTR 24 TZD	pziemer					05/08/2024
225-0000-20800	DUE TO OTHER GOVT UNITS			226.95			
	Total for vendor 1156 - CWC SHERIFF:			17,451.95	17,451.95		
Vendor 0135 - CWC TREASURER:							
7015							
82426	CWC TREASURER	04/04/2024	05/08/2024	5,000.00	5,000.00	Open	N
	ESRI SOFTWARE THRU CWC 2024	pziemer					05/08/2024
101-1800-43309	COMPUTER SUPPORT			5,000.00			
7041/CH							
82456	CWC TREASURER	04/15/2024	05/08/2024	1,773.92	1,773.92	Open	N
	1ST QTR 24 CITY HALL EXPENSES	pziemer					05/08/2024
101-1940-42220	REPAIR & MAINT			1,773.92			
7041/LIB							
82457	CWC TREASURER	04/15/2024	05/08/2024	973.53	973.53	Open	N
	1ST QTR 24 LIBRARY EXPENSES	pziemer					05/08/2024
211-5500-42220	REPAIR & MAINT			973.53			
7041/FD							
82458	CWC TREASURER	04/15/2024	05/08/2024	1,903.93	1,903.93	Open	N
	1ST QTR 24 FIRE DEPT EXPENSES	pziemer					05/08/2024
225-2220-42221	R&M BUILDING			1,903.93			
7041/PD							
82459	CWC TREASURER	04/15/2024	05/08/2024	755.02	755.02	Open	N
	1ST QTR 24 POLICE DEPT EXPENSES	pziemer					05/08/2024
225-2120-42220	REPAIR & MAINT			755.02			
7062							
82695	CWC TREASURER	04/30/2024	05/08/2024	600.00	600.00	Open	N
	2024 TIF CERTIFICATIONS	pziemer					05/08/2024
293-6512-43430	MISCELLANEOUS			100.00			
292-6503-43430	MISCELLANEOUS			100.00			
283-6506-43430	MISCELLANEOUS			100.00			
277-6517-43430	MISCELLANEOUS			100.00			
281-6514-43430	MISCELLANEOUS			100.00			
274-6505-43430	MISCELLANEOUS			100.00			
	Total for vendor 0135 - CWC TREASURER:			11,006.40	11,006.40		
Vendor 3438 - DAHLHEIMER BEVERAGE:							

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	GL Distribution GRANT						
2159484							
82454	DAHLHEIMER BEVERAGE	04/12/2024	05/08/2024	82.10	82.10	Open	N
	JANITORIAL SUPPLIES - LIBRARY	pziemer					05/08/2024
	211-5500-42220 REPAIR & MAINT			82.10			
2170406							
82614	DAHLHEIMER BEVERAGE	04/26/2024	05/08/2024	75.60	75.60	Open	N
	JANITORIAL SUPPLIES	pziemer					05/08/2024
	211-5500-42220 REPAIR & MAINT			75.60			
2171505							
82704	DAHLHEIMER BEVERAGE	04/29/2024	05/08/2024	440.30	440.30	Open	N
	PARKS JANITORIAL SUPPLIES	pziemer					05/08/2024
	230-5200-42220 REPAIR & MAINT			440.30			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			598.00	598.00		

Vendor 3954 - DALLMAN SIGNS & GRAPHICS:

795							
82725	DALLMAN SIGNS & GRAPHICS	05/01/2024	05/08/2024	270.00	270.00	Open	N
	SQD DECALS REPLACED X6 SQUADS	pziemer					05/08/2024
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			270.00			
	Total for vendor 3954 - DALLMAN SIGNS & GRAPHICS:			270.00	270.00		

Vendor 1381 - DECHANTAL EXCAVATING LLC:

4791							
82407	DECHANTAL EXCAVATING LLC	04/15/2024	05/08/2024	4,197.33	4,197.33	Open	N
	SAN SWR REPAIR 13TH SE/14TH ST QUINCE	pziemer					05/08/2024
	237-3190-42220 REPAIR & MAINT			4,197.33			
22:08 PAY REQ 1							
82713	DECHANTAL EXCAVATING LLC	04/26/2024	05/08/2024	872,779.66	872,779.66	Open	N
	22:08 SOUTH BRD RECONSTRUCTION PAY R	pziemer					05/08/2024
	401-9030-45530-22:08 CAPITAL-PYMTS TO CONTRACTS			872,779.66			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			876,976.99	876,976.99		

Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:

APRIL 2024							
82439	DESTINATION DOWNTOWN BRAINERD COALI	04/15/2024	05/08/2024	833.34	833.34	Open	N
	APR 24 ECONOMIC DEVELOPMENT CONSULTI	pziemer					05/08/2024
	295-6510-43300 PROFESSIONAL SERVICES			833.34			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:			833.34	833.34		

Vendor 2804 - DH ATHLETICS LLC:

#D32							
82430	DH ATHLETICS LLC	04/10/2024	05/08/2024	4,750.00	4,750.00	Open	N
	QTY 2 PICKLEBALL SYSTEMS	pziemer					05/08/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
230-5200-42220	REPAIR & MAINT			4,750.00			
#D29							
82431	DH ATHLETICS LLC	04/10/2024	05/08/2024	1,530.00	1,530.00	Open	N
	QTY 2 FIELD MARKING CHALK PALLETS	pziemer					05/08/2024
230-5215-42220	REPAIR & MAINT			1,530.00			
	Total for vendor 2804 - DH ATHLETICS LLC:			6,280.00	6,280.00		

Vendor 4288 - DUST BUSTERS FURNACE & DUCT CLEAN:

2159							
82455	DUST BUSTERS FURNACE & DUCT CLEAN	04/16/2024	05/08/2024	4,495.00	4,495.00	Open	N
	DUCT CLEANING - LIBRARY	pziemer					05/08/2024
211-5500-45500	CAPITAL OUTLAY			4,495.00			
	Total for vendor 4288 - DUST BUSTERS FURNACE & DUCT CLEAN:			4,495.00	4,495.00		

Vendor 0177 - FIRST IMPRESSION PRINTING:

90733							
82474	FIRST IMPRESSION PRINTING	04/12/2024	05/08/2024	629.60	629.60	Open	N
	SEWER DOORHANGERS	pziemer					05/08/2024
237-3190-42220	REPAIR & MAINT			629.60			
	Total for vendor 0177 - FIRST IMPRESSION PRINTING:			629.60	629.60		

Vendor 3402 - FLEETPRIDE:

116035862							
82408	FLEETPRIDE	04/12/2024	05/08/2024	31.26	31.26	Open	N
	TRUCK 109 BRAKE SERVICE CHAMBER	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			31.26			
115992768							
82422	FLEETPRIDE	04/11/2024	05/08/2024	132.51	132.51	Open	N
	TRUCK 109 SLACK ADJUSTER AND SERVICE	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			132.51			
	Total for vendor 3402 - FLEETPRIDE:			163.77	163.77		

Vendor 1967 - FRONTIER PRECISION INC:

296223							
82409	FRONTIER PRECISION INC	04/09/2024	05/08/2024	169.91	169.91	Open	N
	CONSTRUCTION TAPE	pziemer					05/08/2024
401-9030-43430	MISCELLANEOUS			169.91			
	Total for vendor 1967 - FRONTIER PRECISION INC:			169.91	169.91		

Vendor 3181 - HARBO MULCH INC:

24035							
82524	HARBO MULCH INC	04/19/2024	05/08/2024	7,140.00	7,140.00	Open	N
	MULCH -ROUNDABOUTS/DOWNTOWN/PARKS	pziemer					05/08/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
235-3100-42220	REPAIR & MAINT			5,950.00			
230-5200-42220	REPAIR & MAINT			595.00			
401-1003-43430	MISCELLANEOUS			595.00			
Total for vendor 3181 - HARBO MULCH INC:				7,140.00	7,140.00		

Vendor 0200 - HEARTLAND ANIMAL RESCUE:

APRIL 2024							
82711	HEARTLAND ANIMAL RESCUE	04/30/2024	05/08/2024	4,945.33	4,945.33	Open	N
	APR 24 ADMIN/BOARDING	pziemer					05/08/2024
225-2700-43430	MISCELLANEOUS			3,026.00			
225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:				4,945.33	4,945.33		

Vendor 0201 - HEARTLAND TIRE SERVICE INC:

15026169							
82448	HEARTLAND TIRE SERVICE INC	04/16/2024	05/08/2024	65.24	65.24	Open	N
	TRUCK 107 TIRE REPAIR	pziemer					05/08/2024
237-3190-42220	REPAIR & MAINT			65.24			
15026190							
82481	HEARTLAND TIRE SERVICE INC	04/18/2024	05/08/2024	2,068.64	2,068.64	Open	N
	TRUCK 105 TIRE REPLACEMENT	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			2,068.64			
15026313							
82693	HEARTLAND TIRE SERVICE INC	04/30/2024	05/08/2024	615.76	615.76	Open	N
	SWEEPER 118 TIRE REPLACEMENT	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			615.76			
Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:				2,749.64	2,749.64		

Vendor 0356 - HIRSHFIELD'S DECORATING:

09327556							
82702	HIRSHFIELD'S DECORATING	04/29/2024	05/08/2024	201.94	201.94	Open	N
	MILLS FIELD REPAIR - PAINT	pziemer					05/08/2024
230-5200-42221	R&M- MILLS FIELD			201.94			
09327306							
82703	HIRSHFIELD'S DECORATING	04/29/2024	05/08/2024	151.28	151.28	Open	N
	GREGORY FOUNTAIN MAINTENANCE	pziemer					05/08/2024
230-5200-42220	REPAIR & MAINT			151.28			
Total for vendor 0356 - HIRSHFIELD'S DECORATING:				353.22	353.22		

Vendor 0203 - HOLDEN ELECTRIC:

75802							
82700	HOLDEN ELECTRIC	04/30/2024	05/08/2024	1,784.40	1,784.40	Open	N
	LOCATES AND MOVE PANELS - MILLS FIELD	pziemer					05/08/2024
400-9050-45530	CAPITAL - OTHER			1,784.40			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 0203 - HOLDEN ELECTRIC:				1,784.40	1,784.40		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							
43779							
82735	INDEPENDENT TESTING TECHNOLOGIES	04/30/2024	05/08/2024	675.00	675.00	Open	N
	21:15 TESTING/ANALYSIS	pziemer					05/08/2024
401-9030-43300-21:15	PROFESSIONAL SERVICES			675.00			
43796							
82736	INDEPENDENT TESTING TECHNOLOGIES	04/30/2024	05/08/2024	530.00	530.00	Open	N
	22:08 CONCRETE TESTING	pziemer					05/08/2024
401-9030-43300-22:08	PROFESSIONAL SERVICES			530.00			
Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:				1,205.00	1,205.00		
Vendor 4294 - INNOVA DISC GOLF:							
747686							
82557	INNOVA DISC GOLF	04/26/2024	05/08/2024	5,611.49	5,611.49	Open	N
	DISC GOLF COURSE SUPPLIES	pziemer					05/08/2024
400-9050-45530	CAPITAL - OTHER			5,611.49			
Total for vendor 4294 - INNOVA DISC GOLF:				5,611.49	5,611.49		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4523883							
82559	INNOVATIVE OFFICE SOLUTIONS LLC	04/25/2024	05/08/2024	232.92	232.92	Open	N
	COPY PAPER/TONER	pziemer					05/08/2024
225-2120-42200	OFFICE SUPPLIES			232.92			
Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:				232.92	232.92		
Vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:							
SUM#24-2							
82509	ISD #181 BRAINERD PUBLIC SCHOOLS	04/23/2024	05/08/2024	450.00	450.00	Open	N
	LIBRARY FULL PAGE AD - COMMUNITY ED	pziemer					05/08/2024
211-5501-43430	MISC - SPECIFIED DONATION USE			450.00			
Total for vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:				450.00	450.00		
Vendor MISC - JOCELYN TANNER:							
ICR 24001923							
82726	JOCELYN TANNER	05/02/2024	05/08/2024	25.00	25.00	Open	N
	REFUND OVERPAYMENT PARKING TICKET P0	pziemer					05/08/2024
225-2120-35102	PARKING FINES			25.00			
Total for vendor MISC - JOCELYN TANNER:				25.00	25.00		
Vendor MISC - KEVIN PEREZ:							

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
68549394							
82688	KEVIN PEREZ	04/30/2024	05/08/2024	215.75	215.75	Open	N
	REFUND EARLY BIRD TOURNAMENT	pziemer					05/08/2024
	230-5216-34750	TOURNAMENT REVENUE - TAXABLE		200.00			
	101-0000-20810	STATE TAX PAYABLE		13.75			
	101-0000-20811	COUNTY SALES TAX		1.00			
	101-0000-20812	CITY TAX PAYABLE		1.00			
	Total for vendor MISC - KEVIN PEREZ:			215.75	215.75		

Vendor 1512 - KIRVIDA FIRE INC:

12285							
82449	KIRVIDA FIRE INC	04/10/2024	05/08/2024	159.48	159.48	Open	N
	2021 SUTPHEN - REPLACE DISCHARGE GA	pziemer					05/08/2024
	225-2220-42220	REPAIR & MAINT		159.48			
12286							
82450	KIRVIDA FIRE INC	04/10/2024	05/08/2024	440.28	440.28	Open	N
	TENDER 1 - REPAIRS SHORELINE COMPRES	pziemer					05/08/2024
	225-2220-42220	REPAIR & MAINT		440.28			
12287							
82451	KIRVIDA FIRE INC	04/10/2024	05/08/2024	416.06	416.06	Open	N
	ENGINE 23 - REPAIR SIREN	pziemer					05/08/2024
	225-2220-42220	REPAIR & MAINT		416.06			
	Total for vendor 1512 - KIRVIDA FIRE INC:			1,015.82	1,015.82		

Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:

4/6/24							
82535	KITCHIGAMI REGIONAL LIBRARY - CC	04/06/2024	05/08/2024	187.10	187.10	Open	N
	REMIT LIB CC CHARGES THROUGH 4/6/24	pziemer					05/08/2024
	211-0000-20800	DUE TO OTHER GOVT UNITS		187.10			
	Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:			187.10	187.10		

Vendor 0223 - L & M STEEL:

040433							
82445	L & M STEEL	04/16/2024	05/08/2024	10.78	10.78	Open	N
	TRUCK 103 SCRAPER ROD PIN	pziemer					05/08/2024
	235-3125-42220	REPAIR & MAINT		10.78			
040522							
82547	L & M STEEL	04/26/2024	05/08/2024	16.32	16.32	Open	N
	MISC STEEL - TOOL FABRICATION	pziemer					05/08/2024
	235-3100-42220	REPAIR & MAINT		16.32			
040472							
82548	L & M STEEL	04/19/2024	05/08/2024	149.00	149.00	Open	N
	TRUCK 109 WING REPAIR	pziemer					05/08/2024
	235-3125-42220	REPAIR & MAINT		149.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 0223 - L & M STEEL:				176.10	176.10		
Vendor 3469 - LAKES AREA MAT SERVICE INC:							
20240409 #520							
82504	LAKES AREA MAT SERVICE INC	04/09/2024	05/08/2024	42.92	42.92	Open	N
	POLICE DEPT FLOOR MATS	pziemer					05/08/2024
225-2120-43300	PROFESSIONAL SERVICES			42.92			
20240423 #520							
82505	LAKES AREA MAT SERVICE INC	04/23/2024	05/08/2024	44.40	44.40	Open	N
	POLICE DEPT FLOOR MATS	pziemer					05/08/2024
225-2120-43300	PROFESSIONAL SERVICES			44.40			
20240409 #522							
82506	LAKES AREA MAT SERVICE INC	04/09/2024	05/08/2024	44.08	44.08	Open	N
	CITY HALL FLOOR MATS	pziemer					05/08/2024
101-1940-43410	RENTAL EXPENSE			44.08			
20240423 #522							
82507	LAKES AREA MAT SERVICE INC	04/23/2024	05/08/2024	45.60	45.60	Open	N
	CITY HALL FLOOR MATS	pziemer					05/08/2024
101-1940-43410	RENTAL EXPENSE			45.60			
Total for vendor 3469 - LAKES AREA MAT SERVICE INC:				177.00	177.00		
Vendor 3627 - LAKES AREA WILDLIFE CONTROL:							
APRIL 2024							
82435	LAKES AREA WILDLIFE CONTROL	04/15/2024	05/08/2024	3,168.00	3,168.00	Open	N
	APR 24 ANIMAL CONTROL CONTRACT	pziemer					05/08/2024
225-2700-43300	PROFESSIONAL SERVICES			3,168.00			
Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:				3,168.00	3,168.00		
Vendor 4292 - LAKES SUPERIOR COLLEGE:							
1206911							
82525	LAKES SUPERIOR COLLEGE	04/01/2024	05/08/2024	55.00	55.00	Open	N
	MNDOT SPEC BOOK 2024	pziemer					05/08/2024
101-1700-43330	PROFESSIONAL DEVELOPMENT			55.00			
Total for vendor 4292 - LAKES SUPERIOR COLLEGE:				55.00	55.00		
Vendor 0237 - LOCATORS - SUPPLIES INC:							
0313452-IN							
82486	LOCATORS - SUPPLIES INC	04/18/2024	05/08/2024	171.35	171.35	Open	N
	SAFETY GLASSES	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			171.35			
0313496-IN							
82494	LOCATORS - SUPPLIES INC	04/08/2024	05/08/2024	529.55	529.55	Open	N
	HI-VIS SHIRTS	pziemer					05/08/2024

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
235-3170-42210	OPERATING SUPPLIES			529.55			
	Total for vendor 0237 - LOCATORS - SUPPLIES INC:			700.90	700.90		
Vendor 2141 - M&M EXPRESS SALES & SERVICE:							
494390							
82530	M&M EXPRESS SALES & SERVICE	04/05/2024	05/08/2024	193.88	193.88	Open	N
	MOWER MAINTENANCE	pziemer					05/08/2024
230-5200-42220	REPAIR & MAINT			193.88			
	Total for vendor 2141 - M&M EXPRESS SALES & SERVICE:			193.88	193.88		
Vendor 0239 - MACQUEEN EQUIPMENT INC:							
P57284							
82511	MACQUEEN EQUIPMENT INC	04/23/2024	05/08/2024	254.94	254.94	Open	N
	SEWER CAMERA VALVE KIT	pziemer					05/08/2024
237-3190-42220	REPAIR & MAINT			254.94			
P57348							
82537	MACQUEEN EQUIPMENT INC	04/25/2024	05/08/2024	533.53	533.53	Open	N
	SWEEPER 118 BRAKE PAD/CALIPER	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			533.53			
P57355							
82538	MACQUEEN EQUIPMENT INC	04/25/2024	05/08/2024	170.23	170.23	Open	N
	SWEEPER 118 WHEEL SEAL KIT AND O-RING	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			170.23			
P57397							
82585	MACQUEEN EQUIPMENT INC	04/26/2024	05/08/2024	842.48	842.48	Open	N
	SWEEPER 118 BRAKE PAD KIT	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			842.48			
P57392							
82586	MACQUEEN EQUIPMENT INC	04/26/2024	05/08/2024	73.43	73.43	Open	N
	SWEEPER 118 WHEEL SEAL KIT	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			73.43			
P57430							
82694	MACQUEEN EQUIPMENT INC	04/30/2024	05/08/2024	1,004.49	1,004.49	Open	N
	SWEEPER 118 BRAKE ROTOR	pziemer					05/08/2024
235-3100-42220	REPAIR & MAINT			1,004.49			
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:			2,879.10	2,879.10		
Vendor 1753 - MARCO:							
INV12417190							
82497	MARCO	04/19/2024	05/08/2024	1,218.36	1,218.36	Open	N
	UNIFY IT 4/19/24-5/18/24	pziemer					05/08/2024
101-1800-43309	COMPUTER SUPPORT			1,111.82			
260-9020-43309	COMPUTER SUPPORT			106.54			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
INV12300455							
82498	MARCO	04/01/2024	05/08/2024	1,218.36	1,218.36	Open	N
	UNIFY IT 3/19/24-4/18/24	pziemer					05/08/2024
101-1800-43309	COMPUTER SUPPORT			1,111.82			
260-9020-43309	COMPUTER SUPPORT			106.54			
INV12424798							
82502	MARCO	04/22/2024	05/08/2024	2,575.50	2,575.50	Open	N
	MICROSOFT 365 3/16/24-4/15/24	pziemer					05/08/2024
101-1800-43309	COMPUTER SUPPORT			2,351.50			
260-9020-43309	COMPUTER SUPPORT			224.00			
Total for vendor 1753 - MARCO:				5,012.22	5,012.22		
Vendor 2392 - MENARDS:							
20095							
82729	MENARDS	05/01/2024	05/08/2024	89.99	89.99	Open	N
	TREE - PW FACILITY	pziemer					05/08/2024
235-3100-43430	MISCELLANEOUS			89.99			
Total for vendor 2392 - MENARDS:				89.99	89.99		
Vendor 0889 - MENARDS - BAXTER:							
18582							
82490	MENARDS - BAXTER	04/09/2024	05/08/2024	14.66	14.66	Open	N
	COUPLERS/WASHERS	pziemer					05/08/2024
230-5200-42220	REPAIR & MAINT			14.66			
19986							
82705	MENARDS - BAXTER	04/29/2024	05/08/2024	59.59	59.59	Open	N
	CAMPGROUND DUMP STATION REPAIRS	pziemer					05/08/2024
230-5280-42220	REPAIR & MAINT			59.59			
19772							
82732	MENARDS - BAXTER	04/26/2024	05/08/2024	218.00	218.00	Open	N
	MISC PARKS REPAIR PROJECTS	pziemer					05/08/2024
230-5200-42220	REPAIR & MAINT			218.00			
Total for vendor 0889 - MENARDS - BAXTER:				292.25	292.25		
Vendor 3394 - MIDWEST MACHINERY CO:							
9935360							
82708*	MIDWEST MACHINERY CO	04/01/2024	05/08/2024	4,643.18	4,643.18	Open	N
	2023 BILLY GOAT MOWER	pziemer					05/08/2024
400-9050-45530	CAPITAL - OTHER			5,843.18			
230-0000-39101	SALE OF ASSETS			(1,200.00)			
Total for vendor 3394 - MIDWEST MACHINERY CO:				4,643.18	4,643.18		

Vendor 4293 - MIKES MILLERS ROOFING AND SIDING:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
12963							
82532	MIKES MILLERS ROOFING AND SIDING	04/22/2024	05/08/2024	5,750.00	5,750.00	Open	N
	BANE PARK - GARAGE ROOF REPAIRS	pziemer					05/08/2024
	400-9050-45530 CAPITAL - OTHER			5,750.00			
	Total for vendor 4293 - MIKES MILLERS ROOFING AND SIDING:			5,750.00	5,750.00		

Vendor 0147 - MINNESOTA SOFTBALL:

7737							
82531	MINNESOTA SOFTBALL	04/24/2024	05/08/2024	4,467.00	4,467.00	Open	N
	SOFTBALLS AND UMP REG. FEES	pziemer					05/08/2024
	230-5215-42210 OPERATING SUPPLIES			4,092.00			
	230-5215-42210 OPERATING SUPPLIES			375.00			
	Total for vendor 0147 - MINNESOTA SOFTBALL:			4,467.00	4,467.00		

Vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:

12439							
82453	MN FIRE SERVICE CERTIFICATION BOARD	04/10/2024	05/08/2024	252.00	252.00	Open	N
	QTY 2 FF II CERTIFICATION EXAM: L.AN	pziemer					05/08/2024
	225-2220-43330 PROFESSIONAL DEVELOPMENT			252.00			
	Total for vendor 0445 - MN FIRE SERVICE CERTIFICATION BOARD:			252.00	252.00		

Vendor 3524 - MN STATE FIRE CHIEFS ASSOCIATION:

7585							
82452	MN STATE FIRE CHIEFS ASSOCIATION	04/16/2024	05/08/2024	100.00	100.00	Open	N
	MSFCA KITCHEN FIRE LIVE DEMO UNIT	pziemer					05/08/2024
	225-2220-43330 PROFESSIONAL DEVELOPMENT			100.00			
	Total for vendor 3524 - MN STATE FIRE CHIEFS ASSOCIATION:			100.00	100.00		

Vendor 1021 - MOTOROLA:

8281870424							
82461	MOTOROLA	04/13/2024	05/08/2024	230.00	230.00	Open	N
	SQUAD VIDEO TRANSMITTER	pziemer					05/08/2024
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			230.00			
8281865008							
82480	MOTOROLA	04/08/2024	05/08/2024	1,625.00	1,625.00	Open	N
	RADIO BATTERIES	pziemer					05/08/2024
	225-2220-42220 REPAIR & MAINT			1,625.00			
	Total for vendor 1021 - MOTOROLA:			1,855.00	1,855.00		

Vendor 3168 - MOTORS-N-MORE:

30499							
82462	MOTORS-N-MORE	04/15/2024	05/08/2024	23.00	23.00	Open	N
	SQD 411 OIL CHANGE	pziemer					05/08/2024

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
30500							
82472	MOTORS-N-MORE	04/15/2024	05/08/2024	23.00	23.00	Open	N
	SQD 435 OIL CHANGE	pziemer					05/08/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
30531							
82671	MOTORS-N-MORE	04/29/2024	05/08/2024	23.00	23.00	Open	N
	SQD 436 OIL CHANGE	pziemer					05/08/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
30532							
82672	MOTORS-N-MORE	04/29/2024	05/08/2024	23.00	23.00	Open	N
	SQD 410 OIL CHANGE	pziemer					05/08/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
30534							
82697	MOTORS-N-MORE	04/30/2024	05/08/2024	23.00	23.00	Open	N
	SQD 444 OIL CHANGE	pziemer					05/08/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			115.00	115.00		

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

223706							
82615	M-R SIGN CO., INC.	04/23/2024	05/08/2024	46.68	46.68	Open	N
	BLUE SIGN	pziemer					05/08/2024
235-3170-42210	OPERATING SUPPLIES			46.68			
	Total for vendor 1449 - M-R SIGN CO., INC.:			46.68	46.68		

Vendor 4287 - MR TUBBS:

345							
82432	MR TUBBS	04/01/2024	05/08/2024	41.25	41.25	Open	N
	POND HOCKEY JERSEY CLEANING	pziemer					05/08/2024
230-5209-42210	OPERATING SUPPLIES			41.25			
	Total for vendor 4287 - MR TUBBS:			41.25	41.25		

Vendor 0272 - MTI DISTRIBUTING CO:

1424643-00							
82698	MTI DISTRIBUTING CO	04/19/2024	05/08/2024	1,404.66	1,404.66	Open	N
	SCARIFIER TEETH/GL650 YELLOW REPL	pziemer					05/08/2024
230-5200-42220	REPAIR & MAINT			1,404.66			
	Total for vendor 0272 - MTI DISTRIBUTING CO:			1,404.66	1,404.66		

Vendor 0273 - NAPA AUTO PARTS:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
696179							
82427	NAPA AUTO PARTS	04/15/2024	05/08/2024	17.86	17.86	Open	N
	TRUCK 109 OIL FILTER	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			17.86			
696189							
82428	NAPA AUTO PARTS	04/15/2024	05/08/2024	17.86	17.86	Open	N
	TRUCK 109 STOCK OIL FILTER	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			17.86			
696718							
82446	NAPA AUTO PARTS	04/16/2024	05/08/2024	53.76	53.76	Open	N
	TRUCK 103 OIL FILTERS	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			53.76			
698552							
82503	NAPA AUTO PARTS	04/23/2024	05/08/2024	55.68	55.68	Open	N
	HYDRAULIC FLUID	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			55.68			
699340							
82549	NAPA AUTO PARTS	04/25/2024	05/08/2024	62.08	62.08	Open	N
	SPECIALIZED SOCKET FOR SWEEPER REPAIR	pziemer					05/08/2024
	235-3100-42240 SMALL TOOLS			62.08			
700130							
82589	NAPA AUTO PARTS	04/29/2024	05/08/2024	418.19	418.19	Open	N
	HYDRAULIC FLUID AND GEAR OIL	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			418.19			
	Total for vendor 0273 - NAPA AUTO PARTS:			625.43	625.43		

Vendor 2839 - NATIONWIDE:

878307289/2024

82492	NATIONWIDE	04/12/2024	05/08/2024	200.00	200.00	Open	N
	2024 RENEWAL RESTORATION BOND	pziemer					05/08/2024
	235-3100-43430 MISCELLANEOUS			200.00			
	Total for vendor 2839 - NATIONWIDE:			200.00	200.00		

Vendor 0282 - OBERG MFG & FENCING:

4994

82447	OBERG MFG & FENCING	04/16/2024	05/08/2024	44,698.00	44,698.00	Open	N
	MILLS FIELD - BALLFIELD FENCE REPLACEMENT	pziemer					05/08/2024
	400-9050-45530 CAPITAL - OTHER			44,698.00			
	Total for vendor 0282 - OBERG MFG & FENCING:			44,698.00	44,698.00		

Vendor 0284 - OFFICE SHOP:

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	GL Distribution GRANT						
1140624-1							
82424	OFFICE SHOP	04/12/2024	05/08/2024	19.99	19.99	Open	N
	CLOROX WIPES FOR CLEANING	pziemer					05/08/2024
101-1940-42200	OFFICE SUPPLIES			19.99			
1140624-0							
82425	OFFICE SHOP	04/11/2024	05/08/2024	51.85	51.85	Open	N
	POST ITS, CLIPS, PAPER TO BE RETURNED	pziemer					05/08/2024
101-1940-42200	OFFICE SUPPLIES			51.85			
1140670-0							
82434	OFFICE SHOP	04/12/2024	05/08/2024	210.00	210.00	Open	N
	COPY PAPER	pziemer					05/08/2024
101-1940-42200	OFFICE SUPPLIES			210.00			
C1140624-0							
82444	OFFICE SHOP	04/15/2024	05/08/2024	(42.84)	(42.84)	Open	N
	CREDIT FOR WRONG PAPER	pziemer					05/08/2024
101-1940-42200	OFFICE SUPPLIES			(42.84)			
1140762-0							
82475	OFFICE SHOP	04/16/2024	05/08/2024	106.17	106.17	Open	N
	COPY PAPER CH	pziemer					05/08/2024
101-1940-42200	OFFICE SUPPLIES			106.17			
1141201-0							
82691	OFFICE SHOP	04/29/2024	05/08/2024	91.90	91.90	Open	N
	BINDERS AND TABS	pziemer					05/08/2024
101-1940-42200	OFFICE SUPPLIES			91.90			
331384-0							
82733	OFFICE SHOP	04/29/2024	05/08/2024	131.46	131.46	Open	N
	LIBRARY COPIER CONTRACT	pziemer					05/08/2024
211-5505-43430	MISC - COPY MACHINE PYMTS			131.46			
	Total for vendor 0284 - OFFICE SHOP:			568.53	568.53		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-265484							
82463	O'REILLY AUTOMOTIVE STORES INC.	04/15/2024	05/08/2024	22.47	22.47	Open	N
	MOTOR OIL	pziemer					05/08/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			22.47			
1647-266363							
82508	O'REILLY AUTOMOTIVE STORES INC.	04/19/2024	05/08/2024	22.47	22.47	Open	N
	MOTOR OIL	pziemer					05/08/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			22.47			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			44.94	44.94		

Vendor 4246 - OVERHAUL MOBILE SANDBLASTING:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
1062							
82707	OVERHAUL MOBILE SANDBLASTING	05/01/2024	05/08/2024	300.00	300.00	Open	N
	SANDBLAST GRAFFITI LUM PARK RESTROOM	pziemer					05/08/2024
	230-5200-42220 REPAIR & MAINT			300.00			
	Total for vendor 4246 - OVERHAUL MOBILE SANDBLASTING:			300.00	300.00		

Vendor 3260 - PERSONIUS, JAY:

4/23/24							
82520	PERSONIUS, JAY	04/23/2024	05/08/2024	26.00	26.00	Open	N
	REIMB MEALS FOR SOTA CONFERENCE	pziemer					05/08/2024
	225-2120-43330 PROFESSIONAL DEVELOPMENT			26.00			
	Total for vendor 3260 - PERSONIUS, JAY:			26.00	26.00		

Vendor 3640 - PULSEPOINT FOUNDATION:

12588							
82522	PULSEPOINT FOUNDATION	04/01/2024	05/08/2024	8,000.00	8,000.00	Open	N
	4/14/24-4/13/25 PULSEPOINT RESPOND	pziemer					05/08/2024
	404-9055-43430 MISCELLANEOUS			8,000.00			
	Total for vendor 3640 - PULSEPOINT FOUNDATION:			8,000.00	8,000.00		

Vendor 3413 - RATWIK, ROSZAK AND MALONEY:

MARCH 2024							
82706	RATWIK, ROSZAK AND MALONEY	04/01/2024	05/08/2024	6,528.19	6,528.19	Open	N
	MAR 24 RETAINER/SPECIAL SERVICES	pziemer					05/08/2024
	101-1610-43301 CITY ATTORNEY			4,202.19			
	101-0000-14100 DUE FROM COMPONENT UNIT			926.50			
	101-1610-43301 CITY ATTORNEY			51.00			
	101-0000-14100 DUE FROM COMPONENT UNIT			583.50			
	101-2400-43405 NUISANCES			765.00			
76340							
82731	RATWIK, ROSZAK AND MALONEY	04/01/2024	05/08/2024	1,054.00	1,054.00	Open	N
	CITY ATTORNEY AS OF 4/1/24	pziemer					05/08/2024
	101-1610-43301 CITY ATTORNEY			1,054.00			
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:			7,582.19	7,582.19		

Vendor MISC - RESTORATION CONSTRUCTION SERVICES:

00046097							
82712	RESTORATION CONSTRUCTION SERVICES	05/01/2024	05/08/2024	3,188.13	3,188.13	Open	N
	BD Payment Refund	pziemer					05/08/2024
	101-2400-32210 Commercial Bldg Plan Review Fee			3,188.13			
	Total for vendor MISC - RESTORATION CONSTRUCTION SERVICES:			3,188.13	3,188.13		

Vendor 3076 - RUFFRIDGE JOHNSON EQUIPMENT CO INC:

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	GL Distribution GRANT						
IA27042							
82533	RUFFRIDGE JOHNSON EQUIPMENT CO INC	04/23/2024	05/08/2024	270.99	270.99	Open	N
	RAKES FOR FIELDS	pziemer					05/08/2024
	230-5200-42221 R&M- MILLS FIELD			270.99			
	Total for vendor 3076 - RUFFRIDGE JOHNSON EQUIPMENT CO INC:			270.99	270.99		
Vendor 3261 - SATHER CONCRETE PRODUCTS INC:							
18440							
82692	SATHER CONCRETE PRODUCTS INC	04/23/2024	05/08/2024	2,150.00	2,150.00	Open	N
	CONCRETE SLABS FOR MEMORIAL PARK BEN(pziemer						05/08/2024
	400-9050-45530 CAPITAL - OTHER			2,150.00			
	Total for vendor 3261 - SATHER CONCRETE PRODUCTS INC:			2,150.00	2,150.00		
Vendor 1636 - SCR - NORTHERN BAXTER:							
W49074							
82460	SCR - NORTHERN BAXTER	04/12/2024	05/08/2024	999.50	999.50	Open	N
	HVAC MAINTENANCE	pziemer					05/08/2024
	211-5500-42220 REPAIR & MAINT			999.50			
	Total for vendor 1636 - SCR - NORTHERN BAXTER:			999.50	999.50		
Vendor 3612 - SEVERSON PORTER LAW:							
APRIL 2024							
82436	SEVERSON PORTER LAW	04/15/2024	05/08/2024	18,883.33	18,883.33	Open	N
	APR 24 PROSECUTION AGREEMENT	pziemer					05/08/2024
	225-2127-43310 MISDEMEANOR PROSECUTOR			18,883.33			
	Total for vendor 3612 - SEVERSON PORTER LAW:			18,883.33	18,883.33		
Vendor 0314 - SHANNON'S AUTO BODY:							
40162							
82560	SHANNON'S AUTO BODY	04/19/2024	05/08/2024	4,178.54	4,178.54	Open	N
	SQD 411 REPAIRS	pziemer					05/08/2024
	225-2120-42221 SQUAD CAR REPAIR SUPPLIES			4,178.54			
	Total for vendor 0314 - SHANNON'S AUTO BODY:			4,178.54	4,178.54		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1693485							
82464	STREICHERS PROF EQUIP	04/11/2024	05/08/2024	222.98	222.98	Open	N
	729 UNIFORM BOOTS	pziemer					05/08/2024
	225-2120-41113 UNIFORM ALLOWANCE			222.98			
I1694826							
82521	STREICHERS PROF EQUIP	04/18/2024	05/08/2024	51.99	51.99	Open	N
	723 UNIFORM GLOVES	pziemer					05/08/2024
	225-2120-41113 UNIFORM ALLOWANCE			51.99			

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GL Distribution	GRANT						
I1681309 - CREDIT							
82730	STREICHERS PROF EQUIP	04/01/2024	05/08/2024	(129.18)	(129.18)	Open	N
	CREDIT FOR PAYMENT MADE BY CC & K	pziemer					05/08/2024
225-2120-41113	UNIFORM ALLOWANCE			(129.18)			
	Total for vendor 0322 - STREICHERS PROF EQUIP:			145.79	145.79		
Vendor 3838 - SWANSON HASKAMP CONSULTING:							
APRIL 2024							
82438	SWANSON HASKAMP CONSULTING	04/15/2024	05/08/2024	2,916.67	2,916.67	Open	N
	APR 24 ECONOMIC DEVELOPMENT CONSULTING	pziemer					05/08/2024
295-6510-43300	PROFESSIONAL SERVICES			2,916.67			
	Total for vendor 3838 - SWANSON HASKAMP CONSULTING:			2,916.67	2,916.67		
Vendor 3967 - TIMMONS, ALLYSON:							
4/29/24							
82634	TIMMONS, ALLYSON	04/25/2024	05/08/2024	26.00	26.00	Open	N
	REIMB. MEAL - BCA MNJIS OP. TRNG	pziemer					05/08/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			26.00			
	Total for vendor 3967 - TIMMONS, ALLYSON:			26.00	26.00		
Vendor 0329 - TOMS BACKHOE SERVICE INC:							
21:15 PAY REQ 4							
82709	TOMS BACKHOE SERVICE INC	04/26/2024	05/08/2024	125,223.39	125,223.39	Open	N
	IMP 21:15 BUFFALO HILLS GULLY PAY REQ	pziemer					05/08/2024
401-9030-45530-21:15	CAPITAL-PYMTS TO CONTRACTS			125,223.39			
	Total for vendor 0329 - TOMS BACKHOE SERVICE INC:			125,223.39	125,223.39		
Vendor 3907 - TWM ARCHITECTURE:							
2024086							
82489	TWM ARCHITECTURE	04/16/2024	05/08/2024	6,000.00	6,000.00	Open	N
	LUM PARK PAVILIONS DESIGN	pziemer					05/08/2024
400-9050-45530	CAPITAL - OTHER			6,000.00			
	Total for vendor 3907 - TWM ARCHITECTURE:			6,000.00	6,000.00		
Vendor 0087 - VISIT BRAINERD:							
APRIL 2024							
82437	VISIT BRAINERD	04/15/2024	05/08/2024	3,333.34	3,333.34	Open	N
	APR 24 ECONOMIC DEVELOPMENT CONSULTING	pziemer					05/08/2024
295-6510-43300	PROFESSIONAL SERVICES			3,333.34			
JAN 24 ADDTL'							
82512	VISIT BRAINERD	04/24/2024	05/08/2024	39.99	39.99	Open	N
	REMIT ADDTL JAN 24 LODGING	pziemer					05/08/2024
101-9200-43340	LODGING TAX REMIT/PR			39.99			

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GL Distribution	GRANT						
FEB 24 LODGING							
82513	VISIT BRAINERD	04/24/2024	05/08/2024	2,445.90	2,445.90	Open	N
	REMIT FEB 24 LODGING TAX	pziemer					05/08/2024
101-9200-43340	LODGING TAX REMIT/PR			2,445.90			
	Total for vendor 0087 - VISIT BRAINERD:			5,819.23	5,819.23		

Vendor 0344 - WASTE PARTNERS INC:

44X01068							
82715	WASTE PARTNERS INC	04/30/2024	05/08/2024	64.35	64.35	Open	N
	APR 24 WASTE OIL REMOVAL	pziemer					05/08/2024
227-3230-43428	USED OIL RECYCLING EXPENSE			64.35			
44X01069							
82716	WASTE PARTNERS INC	04/30/2024	05/08/2024	462.15	462.15	Open	N
	APR 24 PARKS WASTE REMOVAL	pziemer					05/08/2024
230-5200-43380	UTILITIES			462.15			
44X01065							
82717	WASTE PARTNERS INC	04/30/2024	05/08/2024	157.20	157.20	Open	N
	APR 24 CITY HALL WASTE REMOVAL	pziemer					05/08/2024
101-1940-43380	UTILITIES			157.20			
44X01066							
82718	WASTE PARTNERS INC	04/30/2024	05/08/2024	232.25	232.25	Open	N
	APR 24 DWNTWN WASTE REMOVAL	pziemer					05/08/2024
401-1003-43300	PROFESSIONAL SERVICES			232.25			
44X01064							
82719	WASTE PARTNERS INC	04/30/2024	05/08/2024	117.00	117.00	Open	N
	APR 24 FIRE DEPT WASTE REMOVAL	pziemer					05/08/2024
225-2220-43380	UTILITIES			117.00			
44X01062							
82720	WASTE PARTNERS INC	04/30/2024	05/08/2024	34.13	34.13	Open	N
	APR 24 LUM PARK CAMPGROUND	pziemer					05/08/2024
230-5200-43380	UTILITIES			34.13			
44X01067							
82721	WASTE PARTNERS INC	04/30/2024	05/08/2024	146.00	146.00	Open	N
	APR 24 POLICE DEPT WASTE REMOVAL	pziemer					05/08/2024
225-2120-43380	UTILITIES			146.00			
44X01063							
82722	WASTE PARTNERS INC	04/30/2024	05/08/2024	117.00	117.00	Open	N
	APR 24 PW GARAGE WASTE REMOVAL	pziemer					05/08/2024
235-3100-43380	UTILITIES			58.50			
230-5200-43380	UTILITIES			58.50			
	Total for vendor 0344 - WASTE PARTNERS INC:			1,330.08	1,330.08		

Vendor 0888 - WEST BRAINERD AUTO SERVICE:

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	GL Distribution GRANT						
051222							
82465	WEST BRAINERD AUTO SERVICE	04/17/2024	05/08/2024	65.00	65.00	Open	N
	TOW - REMOVE VEHICLE FROM CONSTRUCTION	pziemer					05/08/2024
	401-9030-43430-23:16 MISCELLANEOUS			65.00			
	Total for vendor 0888 - WEST BRAINERD AUTO SERVICE:			65.00	65.00		

Vendor 1712 - WSB & ASSOCIATES:

R-022575-000-12

82714	WSB & ASSOCIATES	04/30/2024	05/08/2024	660.00	660.00	Open	N
	MAR 2024 - MSP RIVERBANK RESTORATION	pziemer					05/08/2024
	401-9030-43300-21:16 PROFESSIONAL SERVICES			660.00			
	Total for vendor 1712 - WSB & ASSOCIATES:			660.00	660.00		

Vendor 0354 - ZIEGLER, INC:

IN001446033

82484	ZIEGLER, INC	04/18/2024	05/08/2024	211.73	211.73	Open	N
	GRADER 112 DRAW PIN	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			211.73			
IN001446908							
82485	ZIEGLER, INC	04/18/2024	05/08/2024	10.46	10.46	Open	N
	LOADER HALOGEN LAMP	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			10.46			
IN001454267							
82523	ZIEGLER, INC	04/24/2024	05/08/2024	111.62	111.62	Open	N
	SKID STEER ALTERNATOR WIRING	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			111.62			
IN001455961							
82550	ZIEGLER, INC	04/25/2024	05/08/2024	10.40	10.40	Open	N
	VAC TRUCK O-RINGS	pziemer					05/08/2024
	235-3170-42220 REPAIR & MAINT			10.40			
IN001455712							
82551	ZIEGLER, INC	04/25/2024	05/08/2024	539.22	539.22	Open	N
	SKID STEER ALTERNATOR	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			539.22			
IN001457576							
82587	ZIEGLER, INC	04/26/2024	05/08/2024	22.65	22.65	Open	N
	SKID STEER 123 VBELT FOR ALTERNATOR	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			22.65			
IN001457470							
82588	ZIEGLER, INC	04/26/2024	05/08/2024	92.70	92.70	Open	N
	SWEEPER 118 HYDRAULIC CAP KIT	pziemer					05/08/2024
	235-3100-42220 REPAIR & MAINT			92.70			
	Total for vendor 0354 - ZIEGLER, INC:			998.78	998.78		

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Vendor 3698 - AMAZON:

4/3/24							
82628	AMAZON	04/03/2024	05/08/2024	350.19	350.19	Open	N
	AWS MARCH 2024	pziemer					05/08/2024
101-1800-43309	COMPUTER SUPPORT			350.19			
	Total for vendor 3698 - AMAZON:			350.19	350.19		

Vendor 3489 - APWA-MN CHAPTER:

3/29/24							
82629	APWA-MN CHAPTER	04/01/2024	05/08/2024	620.99	620.99	Open	N
	2024 APWA SPRING CONF. - J.DEHN	pziemer					05/08/2024
101-1700-43330	PROFESSIONAL DEVELOPMENT			620.99			
	Total for vendor 3489 - APWA-MN CHAPTER:			620.99	620.99		

Vendor 3718 - AVTECH SOFTWARE INC:

4/22/24							
82627	AVTECH SOFTWARE INC	04/22/2024	05/08/2024	149.95	149.95	Open	N
	ROOM ALERT ACCOUNT 4/20/24-4/19/25	pziemer					05/08/2024
101-1800-43309	COMPUTER SUPPORT			149.95			
	Total for vendor 3718 - AVTECH SOFTWARE INC:			149.95	149.95		

Vendor 0133 - CWC RECORDER:

4/23/24							
82624	CWC RECORDER	04/23/2024	05/08/2024	10.00	10.00	Open	N
	PROPERTY RECORDS ACCESS	pziemer					05/08/2024
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
4/3/24							
82625	CWC RECORDER	04/03/2024	05/08/2024	10.00	10.00	Open	N
	PROPERTY RECORDS ACCESS	pziemer					05/08/2024
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
	Total for vendor 0133 - CWC RECORDER:			20.00	20.00		

Vendor 2058 - LAKES AREA HUMAN RESOURCE ASSN:

4/1/24							
82630	LAKES AREA HUMAN RESOURCE ASSN	04/01/2024	05/08/2024	150.00	150.00	Open	N
	2024 MEMBERSHIP B.BOSER	pziemer					05/08/2024
101-1400-43433	DUES & SUBSCRIPTIONS			150.00			
	Total for vendor 2058 - LAKES AREA HUMAN RESOURCE ASSN:			150.00	150.00		

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:

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4/18/24							
82626	ZOOM VIDEO COMMUNICATIONS	04/18/2024	05/08/2024	31.98	31.98	Open	N
	ZOOM 4/18/24-5/17/24	pziemer					05/08/2024
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				1,323.11	1,323.11		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
PCard: 2257 U.S. BANK Card Holder: FIRE							
Vendor 3698 - AMAZON:							
4/2/24							
82635	AMAZON	04/02/2024	05/08/2024	151.26	151.26	Open	N
	BOLT CUTTER, CHAINSAW CHAIN	pziemer					05/08/2024
225-2220-42210	OPERATING SUPPLIES			151.26			
	Total for vendor 3698 - AMAZON:			151.26	151.26		
Vendor 4247 - ROGUE FITNESS:							
4/10/24							
82636	ROGUE FITNESS	04/10/2024	05/08/2024	206.49	206.49	Open	N
	RESISTANCE BANDS	pziemer					05/08/2024
225-0000-45580	CK UP NK CAPITAL - OTHER EQUIPMENT			206.49			
	Total for vendor 4247 - ROGUE FITNESS:			206.49	206.49		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				357.75	357.75		

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	GL Distribution GRANT						

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Vendor 0160 - DEMCO INC:

4/18/24							
82685	DEMCO INC	04/18/2024	05/08/2024	1,111.94	1,111.94	Open	N
	BOOK TRUCKS	pziemer					05/08/2024
	211-5503-43430	MISC - USE OF HOLDEN TRUST		1,111.94			
4/9/24							
82687	DEMCO INC	04/09/2024	05/08/2024	110.45	110.45	Open	N
	BOOK REPAIR, READING INCENTIVES	pziemer					05/08/2024
	211-5501-43430	MISC - SPECIFIED DONATION USE		110.45			
		Total for vendor 0160 - DEMCO INC:		1,222.39	1,222.39		

Vendor MISC - MAILCHIMP:

4/4/24							
82684	MAILCHIMP	04/04/2024	05/08/2024	45.00	45.00	Open	N
	EMAIL SUBSCRIPTION SERVICE	pziemer					05/08/2024
	211-5503-43430	MISC - USE OF HOLDEN TRUST		45.00			
		Total for vendor MISC - MAILCHIMP:		45.00	45.00		

Vendor 2392 - MENARDS:

3/28/24							
82682	MENARDS	04/01/2024	05/08/2024	57.54	57.54	Open	N
	CAULK, GLOVES, WINDOW WASHING SUPPLIES	pziemer					05/08/2024
	211-5500-42220	REPAIR & MAINT		57.54			
		Total for vendor 2392 - MENARDS:		57.54	57.54		

Vendor 3943 - PLUNKETT'S PEST CONTROL:

4/9/24							
82686	PLUNKETT'S PEST CONTROL	04/09/2024	05/08/2024	73.03	73.03	Open	N
	PEST CONTROL	pziemer					05/08/2024
	211-5500-42220	REPAIR & MAINT		73.03			
		Total for vendor 3943 - PLUNKETT'S PEST CONTROL:		73.03	73.03		

Vendor 0006 - WALMART COMMUNITY/GECRB:

4/4/24							
82683	WALMART COMMUNITY/GECRB	04/04/2024	05/08/2024	31.33	31.33	Open	N
	LABELS - PROGRAMMING SUPPLIES	pziemer					05/08/2024
	211-5501-43430	MISC - SPECIFIED DONATION USE		31.33			
		Total for vendor 0006 - WALMART COMMUNITY/GECRB:		31.33	31.33		

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1,429.29

1,429.29

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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: PARKS

Vendor 0268 - MN RECREATION & PARK ASSN:

3/27/24							
82637	MN RECREATION & PARK ASSN	04/01/2024	05/08/2024	25.00	25.00	Open	N
	2024 MRPF -MEMBERSHIP DUES	pziemer					05/08/2024
230-5200-43433	DUES & SUBSCRIPTIONS			25.00			
	Total for vendor 0268 - MN RECREATION & PARK ASSN:			25.00	25.00		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				25.00	25.00		

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	GL Distribution GRANT						

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

Vendor 3698 - AMAZON:

3/26/24							
82640	AMAZON	04/01/2024	05/08/2024	107.95	107.95	Open	N
	708 FLASHLIGHT	pziemer					05/08/2024
	225-2120-41113	UNIFORM ALLOWANCE		107.95			
4/18/24							
82661	AMAZON	04/18/2024	05/08/2024	71.91	71.91	Open	N
	FLASH DRIVES	pziemer					05/08/2024
	225-2120-42210	OPERATING SUPPLIES		71.91			
		Total for vendor 3698 - AMAZON:		179.86	179.86		

Vendor 2838 - AXON ENTERPRISE, INC.:

4/1/24							
82642	AXON ENTERPRISE, INC.	04/01/2024	05/08/2024	125.20	125.20	Open	N
	BWC BELT CLIPS X4	pziemer					05/08/2024
	225-2120-41113	UNIFORM ALLOWANCE		125.20			
		Total for vendor 2838 - AXON ENTERPRISE, INC.:		125.20	125.20		

Vendor 3420 - BCA :

4/8/24							
82647	BCA	04/08/2024	05/08/2024	25.00	25.00	Open	N
	BCA TAC WORKSHOP A.TIMMONS	pziemer					05/08/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT		25.00			
4/8/24 -2							
82648	BCA	04/08/2024	05/08/2024	50.00	50.00	Open	N
	BCA MNJIS OPERATOR TRNG - A.KORTE	pziemer					05/08/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT		50.00			
4/8/24 - 3							
82649	BCA	04/08/2024	05/08/2024	50.00	50.00	Open	N
	BCA MNJIS OPERATOR TRNG M.MENDOZA	pziemer					05/08/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT		50.00			
4/8/24 - 4							
82650	BCA	04/08/2024	05/08/2024	375.00	375.00	Open	N
	725 DMT CERT TRAINING	pziemer					05/08/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT		375.00			
4/10/24							
82653	BCA	04/10/2024	05/08/2024	225.00	225.00	Open	N
	BCA MSANI CANAM CONFERENCE	pziemer					05/08/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT		225.00			

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	GL Distribution GRANT						

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

4/10/24 - 2

82654	BCA	04/10/2024	05/08/2024	375.00	375.00	Open	N
	723 DMT CERT TRAINING	pziemer					05/08/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			375.00			

4/11/24

82658	BCA	04/11/2024	05/08/2024	250.00	250.00	Open	N
	710 BCA ETHICS AND INTEGRITY	pziemer					05/08/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			250.00			
Total for vendor 3420 - BCA :				1,350.00	1,350.00		

Vendor 3930 - BEST WESTERN PLUS:

4/15/24

82660	BEST WESTERN PLUS	04/15/2024	05/08/2024	360.00	360.00	Open	N
	701 CHIEF CONFERENCE HOTEL	pziemer					05/08/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			360.00			
Total for vendor 3930 - BEST WESTERN PLUS:				360.00	360.00		

Vendor MISC - BRAINERD EAGLES 287 AUX:

3/27/24

82641	BRAINERD EAGLES 287 AUX	04/01/2024	05/08/2024	402.75	402.75	Open	N
	MARCH 24 LNL MEAL	pziemer					05/08/2024
278-6515-43430	MISCELLANEOUS			402.75			
Total for vendor MISC - BRAINERD EAGLES 287 AUX:				402.75	402.75		

Vendor 4156 - CALIBRE PRESS:

4/19/24

82663	CALIBRE PRESS	04/19/2024	05/08/2024	159.00	159.00	Open	N
	717 LEGAL STRATEGIES TRAINING	pziemer					05/08/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			159.00			
Total for vendor 4156 - CALIBRE PRESS:				159.00	159.00		

Vendor 0186 - GALLS LLC:

3/22/24

82638	GALLS LLC	04/01/2024	05/08/2024	113.98	113.98	Open	N
	SPIT HOODS	pziemer					05/08/2024
225-2120-42210	OPERATING SUPPLIES			113.98			
Total for vendor 0186 - GALLS LLC:				113.98	113.98		

Vendor 3999 - GRANDSTAY HOTEL:

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GL Distribution	GRANT						

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

4/23/24							
82664	GRANDSTAY HOTEL	04/23/2024	05/08/2024	228.64	228.64	Open	N
	709 SOTA CONFERENCE -HOTEL	pziemer					05/08/2024
225-2131-43330	PROFESSIONAL DEVELOPMENT			228.64			
4/23/24 - 2							
82665	GRANDSTAY HOTEL	04/23/2024	05/08/2024	313.12	313.12	Open	N
	715 SOTA CONFERENCE - HOTEL	pziemer					05/08/2024
225-2131-43330	PROFESSIONAL DEVELOPMENT			313.12			
4/23/24 - 3							
82666	GRANDSTAY HOTEL	04/23/2024	05/08/2024	(84.48)	(84.48)	Open	N
	CREDIT - 715 SOTA CONFERENCE -HOTEL	pziemer					05/08/2024
225-2131-43330	PROFESSIONAL DEVELOPMENT			(84.48)			
	Total for vendor 3999 - GRANDSTAY HOTEL:			457.28	457.28		

Vendor 0664 - MN POST BOARD:

4/9/24							
82652	MN POST BOARD	04/09/2024	05/08/2024	90.00	90.00	Open	N
	703 POST LICENSE RENEWAL	pziemer					05/08/2024
225-2120-43433	DUES & SUBSCRIPTIONS			90.00			
	Total for vendor 0664 - MN POST BOARD:			90.00	90.00		

Vendor 4198 - SOTA MIDWEST:

3/29/24							
82670	SOTA MIDWEST	04/01/2024	05/08/2024	(365.00)	(365.00)	Open	N
	CREDIT: 721 SOTA CONF. CANCELLED	pziemer					05/08/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			(365.00)			
	Total for vendor 4198 - SOTA MIDWEST:			(365.00)	(365.00)		

Vendor 3703 - TRANSUNION RISK:

4/2/24							
82645	TRANSUNION RISK	04/02/2024	05/08/2024	75.00	75.00	Open	N
	INVESTIGATIONS & PARKING TKT COLLECT	pziemer					05/08/2024
225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		

Vendor 4283 - UNDER ARMOUR:

3/30/24							
82643	UNDER ARMOUR	04/01/2024	05/08/2024	(108.75)	(108.75)	Open	N
	CREDIT: 723 UNIFORM BOOTS RETURNED	pziemer					05/08/2024
225-2120-41113	UNIFORM ALLOWANCE			(108.75)			
	Total for vendor 4283 - UNDER ARMOUR:			(108.75)	(108.75)		

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GL Distribution GRANT

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

Vendor 3697 - USPS:

3/25/24

82639	USPS	04/01/2024	05/08/2024	12.39	12.39	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			12.39			

4/1/24

82644	USPS	04/01/2024	05/08/2024	13.20	13.20	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			13.20			

4/3/24

82646	USPS	04/03/2024	05/08/2024	24.19	24.19	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			24.19			

4/8/24

82651	USPS	04/08/2024	05/08/2024	5.10	5.10	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			5.10			

4/10/24

82655	USPS	04/10/2024	05/08/2024	1.63	1.63	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			1.63			

4/10/24 - 2

82656	USPS	04/10/2024	05/08/2024	5.80	5.80	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			5.80			

4/11/24

82659	USPS	04/11/2024	05/08/2024	3.02	3.02	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			3.02			

4/18/24

82662	USPS	04/18/2024	05/08/2024	28.95	28.95	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			28.95			

4/23/24

82667	USPS	04/23/2024	05/08/2024	9.21	9.21	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			9.21			

4/24/24

82668	USPS	04/24/2024	05/08/2024	9.50	9.50	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			9.50			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution	GRANT					
PCard: 2257 U.S. BANK Card Holder: POLICE							
4/24/24 - 2							
82669	USPS	04/24/2024	05/08/2024	5.80	5.80	Open	N
	POSTAGE	pziemer					05/08/2024
225-2120-43322	POSTAGE			5.80			
Total for vendor 3697 - USPS:				118.79	118.79		
Vendor 0006 - WALMART COMMUNITY/GECRB:							
4/10/24							
82657	WALMART COMMUNITY/GECRB	04/10/2024	05/08/2024	6.48	6.48	Open	N
	BOOT POLISH	pziemer					05/08/2024
225-2120-41113	UNIFORM ALLOWANCE			6.48			
Total for vendor 0006 - WALMART COMMUNITY/GECRB:				6.48	6.48		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				2,964.59	2,964.59		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
PCard: 2257 U.S. BANK Card Holder: STREETS							
Vendor MISC - LOGO SPORTSWEAR:							
4/25/24							
82623	LOGO SPORTSWEAR	04/25/2024	05/08/2024	449.82	449.82	Open	N
	HI-VIS HATS -STREETS CREW	pziemer					05/08/2024
235-3170-42210	OPERATING SUPPLIES			449.82			
	Total for vendor MISC - LOGO SPORTSWEAR:			449.82	449.82		
Vendor 3767 - SEALMASTER OF MINNESOTA:							
4/16/24							
82622	SEALMASTER OF MINNESOTA	04/16/2024	05/08/2024	2,702.98	2,702.98	Open	N
	FIRE MELTER, BILL GOAT GRAZER	pziemer					05/08/2024
400-9050-45530	CAPITAL - OTHER			2,702.98			
	Total for vendor 3767 - SEALMASTER OF MINNESOTA:			2,702.98	2,702.98		
Total PCard: 2257 U.S. BANK Card Holder: STREETS				3,152.80	3,152.80		
# of Invoices:	249	# Due:	249	Totals:	1,349,984.00	1,349,984.00	
# of Credit Memos:	5	# Due:	5	Totals:	(730.25)	(730.25)	
Net of Invoices and Credit Memos:					1,349,253.75	1,349,253.75	
* 1 Net Invoices have Credits Totalling:					(1,200.00)		
--- TOTALS BY GL DISTRIBUTION ---							
101-0000-14100	DUE FROM COMPONENT UNIT			1,510.00			
101-0000-20701	B23-0001			500.00			
101-0000-20810	STATE TAX PAYABLE			41.25			
101-0000-20811	COUNTY SALES TAX			3.00			
101-0000-20812	CITY TAX PAYABLE			3.00			
101-0000-20850	DUE TO COMPONENT UNIT			75.55			
101-1400-43321	TELEPHONE			149.22			
101-1400-43433	DUES & SUBSCRIPTIONS			150.00			
101-1610-43301	CITY ATTORNEY			5,307.19			
101-1700-43321	TELEPHONE			275.42			
101-1700-43330	PROFESSIONAL DEVELOPMENT			675.99			
101-1800-43309	COMPUTER SUPPORT			11,415.35			
101-1800-43321	TELEPHONE			159.28			
101-1940-42200	OFFICE SUPPLIES			437.07			
101-1940-42220	REPAIR & MAINT			1,773.92			
101-1940-43380	UTILITIES			837.56			
101-1940-43410	RENTAL EXPENSE			89.68			
101-1940-43430	MISCELLANEOUS			25.00			
101-2400-32210	Commercial Bldg Plan Review Fee			3,188.13			
101-2400-43321	TELEPHONE			149.22			
101-2400-43350	PRINTING/LEGAL PUBLICATION			329.37			
101-2400-43405	NUISANCES			765.00			
101-2400-43433	DUES & SUBSCRIPTIONS			20.00			

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GL Distribution	GRANT						
	101-9200-43340	LODGING TAX REMIT/PR		2,485.89			
	202-6323-43300	ADMINISTRATIVE EXPENSE		1,115.67			
	203-9000-43321	TELEPHONE		49.74			
	203-9000-43401	VEHICLE REPAIRS		11,389.48			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		85,576.07			
	211-0000-20800	DUE TO OTHER GOVT UNITS		187.10			
	211-5500-42220	REPAIR & MAINT		2,261.30			
	211-5500-43380	UTILITIES		652.12			
	211-5500-43430	MISCELLANEOUS		25.00			
	211-5500-45500	CAPITAL OUTLAY		4,495.00			
	211-5501-43430	MISC - SPECIFIED DONATION USE		591.78			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		1,156.94			
	211-5505-43430	MISC - COPY MACHINE PYMTS		229.16			
	225-0000-20800	DUE TO OTHER GOVT UNITS		3,429.84			
	225-0000-45580	CAPITAL - OTHER EQUIPMENT		206.49			
	225-2120-35102	PARKING FINES		25.00			
	225-2120-41113	UNIFORM ALLOWANCE		276.67			
	225-2120-42200	OFFICE SUPPLIES		232.92			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		590.06			
	225-2120-42210	OPERATING SUPPLIES		305.88			
	225-2120-42220	REPAIR & MAINT		755.02			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		4,838.48			
	225-2120-43300	PROFESSIONAL SERVICES		107.32			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		18,027.83			
	225-2120-43321	TELEPHONE		1,331.16			
	225-2120-43322	POSTAGE		118.79			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		1,556.00			
	225-2120-43380	UTILITIES		216.41			
	225-2120-43430	MISCELLANEOUS		25.00			
	225-2120-43433	DUES & SUBSCRIPTIONS		90.00			
	225-2127-43310	MISDEMEANOR PROSECUTOR		18,883.33			
	225-2131-43330	PROFESSIONAL DEVELOPMENT		457.28			
	225-2220-42210	OPERATING SUPPLIES		323.96			
	225-2220-42220	REPAIR & MAINT		2,670.53			
	225-2220-42221	R&M BUILDING		1,903.93			
	225-2220-43321	TELEPHONE		344.07			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		352.00			
	225-2220-43331	LEASED PAYMENTS		80.69			
	225-2220-43380	UTILITIES		549.32			
	225-2220-43430	MISCELLANEOUS		50.00			
	225-2700-43300	PROFESSIONAL SERVICES		5,087.33			
	225-2700-43430	MISCELLANEOUS		3,026.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		64.35			
	229-0000-43350	LEGAL PUBLICATIONS		215.00			
	230-0000-39101	SALE OF ASSETS		(1,200.00)			
	230-5200-42220	REPAIR & MAINT		8,277.56			
	230-5200-42221	R&M- MILLS FIELD		472.93			
	230-5200-43321	TELEPHONE		210.47			
	230-5200-43330	PROFESSIONAL DEVELOPMENT		241.20			
	230-5200-43380	UTILITIES		987.74			
	230-5200-43430	MISCELLANEOUS		50.00			
	230-5200-43433	DUES & SUBSCRIPTIONS		25.00			
	230-5209-42210	OPERATING SUPPLIES		41.25			
	230-5215-42210	OPERATING SUPPLIES		5,376.46			
	230-5215-42220	REPAIR & MAINT		1,530.00			
	230-5216-34750	TOURNAMENT REVENUE - TAXABLE		600.00			
	230-5280-42220	REPAIR & MAINT		59.59			

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GL Distribution	GRANT						
	235-3100-42210	OPERATING SUPPLIES		68.97			
	235-3100-42220	REPAIR & MAINT		14,542.75			
	235-3100-42240	SMALL TOOLS		62.08			
	235-3100-43321	TELEPHONE		87.97			
	235-3100-43380	UTILITIES		491.47			
	235-3100-43430	MISCELLANEOUS		458.21			
	235-3125-42220	REPAIR & MAINT		240.77			
	235-3170-42210	OPERATING SUPPLIES		1,026.05			
	235-3170-42220	REPAIR & MAINT		10.40			
	237-3190-42220	REPAIR & MAINT		5,160.09			
	237-3190-43321	TELEPHONE		121.17			
	238-3160-43350	PRINTING/LEGAL PUBLICATIONS		20.48			
	260-9020-43309	COMPUTER SUPPORT		437.08			
	274-6505-43430	MISCELLANEOUS		100.00			
	277-6517-43430	MISCELLANEOUS		100.00			
	278-6515-43430	MISCELLANEOUS		448.72			
	281-6514-43430	MISCELLANEOUS		100.00			
	283-6506-43430	MISCELLANEOUS		100.00			
	292-6503-43430	MISCELLANEOUS		100.00			
	293-6512-43430	MISCELLANEOUS		100.00			
	295-6510-43300	PROFESSIONAL SERVICES		10,083.35			
	295-6510-43350	PRINTING/LEGAL PUBLICATION		194.00			
	400-9050-45530	CAPITAL - OTHER		85,361.05			
	401-1003-43300	PROFESSIONAL SERVICES		232.25			
	401-1003-43430	MISCELLANEOUS		595.00			
	401-9030-43300-21:15	PROFESSIONAL SERVICES		675.00			
	401-9030-43300-21:16	PROFESSIONAL SERVICES		660.00			
	401-9030-43300-22:08	PROFESSIONAL SERVICES		530.00			
	401-9030-43430	MISCELLANEOUS		170.53			
	401-9030-43430-23:16	MISCELLANEOUS		65.00			
	401-9030-45530-21:15	CAPITAL-PYMTS TO CONTRACTS		125,223.39			
	401-9030-45530-22:08	CAPITAL-PYMTS TO CONTRACTS		872,779.66			
	404-9055-43430	MISCELLANEOUS		8,000.00			

05/02/2024 01:21 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/06/2024 - 05/06/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 41/42

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 FUND ---							
101 -	GENERAL FUND			30,366.09	30,366.09		
202 -	SCDP GRANTS			1,115.67	1,115.67		
203 -	TRANSIT FUND			97,015.29	97,015.29		
211 -	LIBRARY FUND			9,598.40	9,598.40		
225 -	PUBLIC SAFETY FUND			65,861.31	65,861.31		
227 -	RECYCLING FUND			64.35	64.35		
229 -	PANDEMIC GRANTS			215.00	215.00		
230 -	PARK & RECREATION FUND			16,672.20	16,672.20		
235 -	STREET & SEWER FUND			16,988.67	16,988.67		
237 -	SANITARY SEWER FUND			5,281.26	5,281.26		
238 -	STORM SEWER FUND			20.48	20.48		
260 -	AIRPORT FUND			437.08	437.08		
274 -	ROYAL TIRE TIF			100.00	100.00		
277 -	ARTSPACE TIF FUND			100.00	100.00		
278 -	HEALTHY EMPLOYE INITIATIVE			448.72	448.72		
281 -	JIMMY JOHN'S TIF			100.00	100.00		
283 -	TACO JOHN'S TIF FUND			100.00	100.00		
292 -	TIMBERLAND TWNHMS TIF			100.00	100.00		
293 -	BRAINERD MALL TIF FUND			100.00	100.00		
295 -	EDA FUND			10,277.35	10,277.35		
400 -	CAPITAL PROJECTS FUND			85,361.05	85,361.05		
401 -	CONSTRUCTION FUND			1,000,930.83	1,000,930.83		
404 -	FIRE DEPARTMENT CAPITAL			8,000.00	8,000.00		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				4,971.23	4,971.23		
1003 -	10:03 DWNTWN MAIN CNTRACT			827.25	827.25		
1400 -	ADMINISTRATION			299.22	299.22		
1610 -	LEGAL-CIVIL ATTORNEY			5,307.19	5,307.19		
1700 -	ENGINEERING			951.41	951.41		
1800 -	IT/GIS			11,574.63	11,574.63		
1940 -	CITY HALL			3,163.23	3,163.23		
2120 -	POLICE DEPARTMENT			28,496.54	28,496.54		
2127 -	MISDEMEANOR PROSECUTOR			18,883.33	18,883.33		
2131 -	TACTICAL TEAM			457.28	457.28		
2220 -	FIRE DEPARTMENT			6,274.50	6,274.50		
2400 -	COMMUNITY DEVL/INSPECTION			4,451.72	4,451.72		
2700 -	ANIMAL CONTROL			8,113.33	8,113.33		
3100 -	S & S MAINTENANCE			15,711.45	15,711.45		
3125 -	SNOW REMOVAL			240.77	240.77		
3160 -	STORM SEWER EXPENSE			20.48	20.48		
3170 -	TRAFFIC CONTROL			1,036.45	1,036.45		

05/02/2024 01:21 PM

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 05/06/2024 - 05/06/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 42/42

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
--- TOTALS BY DEPT/ACTIVITY ---							
	3190 - SANITARY SEWER EXPENSE			5,281.26	5,281.26		
	3230 - RECYCLING EXPENSE			64.35	64.35		
	5200 - PARK MAIN/ADMINISTRATION			10,264.90	10,264.90		
	5209 - POND HOCKEY PROGRAM			41.25	41.25		
	5215 - ADULT SOFTBALL			6,906.46	6,906.46		
	5216 - TOURNAMENTS PROGRAM			600.00	600.00		
	5280 - CAMPGROUND			59.59	59.59		
	5500 - LIBRARY-BUDGETED			7,433.42	7,433.42		
	5501 - SPECIFIED DONATION USE			591.78	591.78		
	5503 - HOLDEN TRUST DONATION USE			1,156.94	1,156.94		
	5505 - TAXABLE FEES			229.16	229.16		
	6323 - SE BRAINERD SCDP GRANT			1,115.67	1,115.67		
	6503 - TIMBERLAND TWNHMS TIF			100.00	100.00		
	6505 - ROYAL TIRE TIF			100.00	100.00		
	6506 - TACO JOHN'S TIF			100.00	100.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			10,277.35	10,277.35		
	6512 - BRAINERD MALL TIF			100.00	100.00		
	6514 - JIMMY JOHN'S TIF			100.00	100.00		
	6515 - HEALTHY EMPLOYE INITIATIVE			448.72	448.72		
	6517 - ARTSPACE TIF FUND			100.00	100.00		
	9000 - TRANSIT FUND			97,015.29	97,015.29		
	9020 - AIRPORT M & O			437.08	437.08		
	9030 - CONSTRUCTION PROJ-MISC			1,000,103.58	1,000,103.58		
	9050 - CAPITAL PROJECTS-MISC			85,361.05	85,361.05		
	9055 - FIRE DEPARTMENT CAPITAL			8,000.00	8,000.00		
	9200 - CITY-WIDE			2,485.89	2,485.89		

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 absent.

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

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

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

- A. Approval of Bills
- B. Approval of Minutes
- C. Department Activity Report
- 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. Approve 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. Approve 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

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.

Council Committee Reports

Safety and Public Works Committee

Approve Widseth Proposal - Police Department Exterior Repairs

Committee Chair O'Day stated that the proposal includes engineering and project management for the project. Construction will be a separate cost.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE PROPOSAL FROM WIDSETH FOR THE POLICE DEPARTMENT EXTERIOR REPAIRS PROJECT IN THE TOTAL AMOUNT OF \$25,000.

Approve BIC Restoration Plan

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE BIC RESTORATION PLAN AS PRESENTED.

Approve 2024 Pavement Markings Bid

Committee Chair O'Day stated that the bids the County received came in 16% over the estimate. The City's share is only 2% higher.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE PAVEMENT MARKING BIDS IN THE TOTAL AMOUNT OF \$28,885.

Discuss Connection Charges for 15106 Riverside Drive

Member Czczok stated that at committee he made a motion to charge the full amount of the assessment to connect. It is absurd to suggest changing the amount as everyone else who has previously connected has paid the full assessment amount.

Committee Chair O'Day stated that there was a lot of discussion at committee. He stated that if the County allows owners to put in a new septic system it is \$10,000 cheaper than if they were to hook up to City water. The City did not think the County would allow this property to get new septic systems as it is so close to the river, but it seems they would. There are many questions for the County to answer. This decision will set a precedent for the future. This decision could also possibly spur more development if the charge were changed.

Chair Bevans stated he was on the Council when this decision was made. He agrees with Member Czczok. This property is outside of the City of Brainerd currently but would need to be annexed if they stayed connected. If the petitioner were to annex in it is a one-time charge and could have been completed when the project was done a number of years ago. There have been a number of people who hooked up at the time of the project and since that could produce much fervor from them if discounts started.

Member Johnson stated that he would vote in favor of the motion, it doesn't hurt to get more information. He does not think all of the information is provided.

Member Czczok stated that the contractor did not go through the proper process and there is speculation that staff could have been more informative. This could have been caught prior to the connection if the contractor had done his due diligence in securing the permit.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO DELAY THE DECISION UNTIL THE NEXT MEETING IN ORDER FOR STAFF TO GATHER MORE INFORMATION TO MAKE A MORE INFORMED DECISION AS THIS DECISION WILL SET A PRECEDENT.

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

Award Contract - Improvement 24-01 - 2024 Chip Seal Project

Committee Chair O'Day stated that the City budgets \$150,000 annually, this bid was the only bid below the budget.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AWARD THE CONTRACT FOR IMPROVEMENT 24-01 TO ASPHALT SURFACE TECHNOLOGIES CORP. IN THE TOTAL BID AMOUNT OF \$148,920.

Award Contract - Improvements 23-15 & 23-27 - Evergreen Ave and Bluff Ave Rehabilitation

Member Czczok reminded everyone that this projects was originally slated as a rehabilitation, it is now a mill and overlay which is essentially a deluxe patch project.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AWARD THE CONTRACT FOR IMPROVEMENTS 23-15 AND 23-27 TO ANDERSON BROTHERS CONSTRUCTION IN THE TOTAL BID AMOUNT OF \$131,170.

Direction on Active Code Enforcement Cases

Committee Chair O'Day stated that the property has been a construction site for the last decade.

Member Johnson supports the abatement, he gets regular complaints about this property. He also stated that the property was to be fined \$100 per day about a decade ago, so he would be interested to know what the assessment amount is at this time.

Member O'Day reminded Member Johnson that a limit on citations was a sticking point for him on the recent ordinance approved by the City Council. The property was fined up to the limit.

Chair Bevans asked about the expiration of the building permits.

Community Development Director Kramvik stated that if progress is being made, and the property owner is communicating with the building official, the permit is valid. The current permit is for the foundation only.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO OBTAIN AN ADMINISTRATIVE SEARCH WARRANT TO ABATE THE JUNK AND DEBRIS AT 1420 QUINCE STREET.

Personnel and Finance Committee

Reclassify Tyler Heinlen to CSO Position

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO RECLASSIFY TYLER HEINLEN TO A COMMUNITY SERVICE OFFICER EFFECTIVE MARCH 22, 2024.

Approval of Memorandums of Agreement (MOA) regarding new Earned Sick and Safe Time (ESST) Law

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO APPROVE THE ESST MOAS WITH IUOE, LOCAL NO. 49, REPRESENTING THE STREET AND PARK MAINTENANCE DIVISION EMPLOYEES.

Discussion Regarding Assistant Planner Position

Committee Chair Johnson stated that with the trouble hiring an Assistant Planner this is the solution. Staff also requested hiring a part time employee, Council will delay that portion until this position has been filled.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO REESTABLISH THE ZONING SPECIALIST/PERMIT TECHNICIAN POSITION WITH THE ATTACHED UPDATED JOB DESCRIPTION; APPROVE THE ZONING SPECIALIST/PERMIT TECHNICIAN JOB CLASSIFICATION POINTS AT 351; AUTHORIZE STAFF TO NEGOTIATE THE WAGE FOR THE ZONING SPECIALIST/PERMIT TECHNICIAN POSITION WITH THE IBEW ADMINISTRATIVE SUPPORT UNION.

Unfinished Business

Call for Applicants – Informational:

Mayor Recommended: (terms to expire on 12/31 of said year)

Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)

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)

Approve Compromise Agreement with the City of Baxter Regarding Assessment Appeal

Attorney Langel stated that the agreement is consistent with the direction provided by the City Council. This is a one-time payment with no interest and has already been approved by the Baxter City Council.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK, DULY CARRIED, TO AUTHORIZE EXECUTION OF THE SETTLEMENT WITH THE CITY OF BAXTER.

New Business

Set Public Hearing and Presentation of Municipal Storm Sewer Systems (MS4) Permit

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND TERRY, DULY CARRIED, TO SET THE PUBLIC HEARING FOR THE CITY'S MS4 PERMIT FOR MAY 20, 2024, AT THE REGULARY SCHEDULED CITY COUNCIL MEETING.

Adoption a Resolution Governing Write-in Vote Counting

Finance Director Hillman stated that the legislation has changed for municipalities regarding how to count municipal write-in votes. Staff recommends option 1 which is similar to County, State, and Federal races.

Member Czeczok asked whether the County would follow the process for counting write in votes if directed to do so.

Finance Director Hillman stated that write-in votes are counted at the precincts. At the end of the night, our election judges are counting the write-ins regardless of whether it is a real person or not which takes extra time.

Chair Bevans asked whether a third option would be to continue as the City has previously done without passing a resolution. Mayor Badeaux called him and stated that

allowing for all write-in votes continue to be counted would be the “American way” and what he would support.

Council Member O’Day stated that the United States has been counting write-ins in elections for 250 some years, why would the City stop now. He understands that it’s extra work, but he feels like every vote should count even if it’s silly.

Finance Director Hillman explained the process for counting write-in votes.

Generally, all Council Members agreed with Member O’Day.

Member Stenglein stated that she doesn’t feel strongly, but she does believe that this resolution would make things easier.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND CZECZOK TO ADOPT RESOLUTION GOVERNING WRITE IN VOTING TO ONLY COUNT WRITE-IN VOTES WHEN A WRITTEN REQUEST IS MADE WITH THE CHIEF ELECTION OFFICIAL NO LATER THAN SEVEN DAYS BEFORE THE ELECTION.

RESOLUTION 23:24

Upon roll call, Council Member Stenglein voted “aye”. Members Johnson, Czczok, O’Day, Stunek, Terry, and Bevans voted “nay”. The Chair declared the motion failed.

Public Forum

The Chair opened the public forum at 7:58 p.m.

No one came forward.

The Chair closed the public forum at 7:59 p.m.

Staff Reports

City Engineer/Public Works Director Dehn stated that the Park Board meeting will include a developer for the Buffalo Hills Park area that could include a land swap. South Brainerd construction has begun they are working on removals.

Community Development Director Kramvik stated that the EDA will be visiting Giovanni’s on Tuesday. The EDA also recommended that the City Council consider an agreement with Kamp Real Estate for the sale or lease of the Annex Building owned by the City, this will come before the Council at the next meeting. The Planning Commission will be discussing Short Term Rentals, cannabis dispensaries, the 805 Laurel project, and Outlot F of Brainerd Oaks. The Special Meeting is being held on April 22nd which will discuss the 805 Laurel project and Outlot F for the Minnesota Workforce Housing Grant. Finally, he stated that Dunkin’ Donuts has begun construction on their Washington Street location.

Council Member Reports

Member Johnson thanked park staff for prepping Bane fields. Baseball season has started and the fields look great.

Member Czczok stated that previously homeowners would have been responsible for replacing sidewalk that needed repair, the policy was changed shortly after an improvement and

homeowners were upset that they were responsible for their sidewalk but future homeowners on improvements would not be. He stated that this should be a reminder as the Council considers the connection costs on Riverside.

Member Stenglein stated that at the landlord's meeting Lieutenant Kulzer gave a great presentation on what landlords can and cannot restrict with the new cannabis law.

Member O'Day stated that he will be attending the Giovanni's tour, which he is looking forward to.

Member Czczok asked if the EDA tour was publicly noticed.

Community Development Director Kramvik stated that the EDA tour was noticed.

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

Member Czczok asked whether adjourning to the Council Special Meeting will be in place of publicly noticing the special meeting.

Chair Bevans stated that adjourning to the Special Meeting is not in place of publicly noticing the special meeting.

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.

The Chair adjourned the meeting after a five-minute break at 8:06 p.m.

The Chair reconvened the meeting at 9:14 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO ADJOURN THE MEETING TO THE SPECIAL MEETING ON APRIL 22, 2024, AT 6:00 P.M. IN THE COUNCIL CHAMBERS TO APPROVE LAND USE PERMITS AND CITY APPLICATIONS FOR WORKFORCE HOUSING GRANT.

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

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

Staff present were Administrator Broyles, HR Director Schubert, HRA Director Charpentier, Community Development Director Kramvik, Interim Public Utilities Director Wussow, Finance Director Hillman, and Rehab Coordinator Schommer.

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

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

New Business

Consider Wage Adjustment for the Public Utilities Director Position

Mr. Wheldon, GMP Consulting, gave an overview of the work done by GMP thusfar for the Public Utilities Director Position. One challenge for the position is the ability to compete in the market for salary. The other challenge is that current contract for IBEW is unresolved, which is something that the new occupant of the position will need to address. He is asking that the Council consider the previously proposed salary for the position.

Member Czczok asked about the "committee" that made the decision to set the current salary range that has been advertised.

HR Director Schubert stated that the Public Utilities Director Workgroup originally proposed the amount Mr. Wheldon is proposing. At the Personnel and Finance Committee level, the current salary was proposed.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND CZECZOK, DULY CARRIED, TO ADJUST THE 2024 WAGE GRID FOR THE PUBLIC UTILITIES DIRECTOR POSITION AS RECOMMENDED BY MR. WHELDON.

Consider Creation of a Strike Contingency Plan Work Group

Administrator Broyles stated that the Public Utility Union have been in mediation for 45 days, if it so chose, the union could strike. He stated that the work group is consistent with the League of Minnesota Cities guidance. The primary role would be to coordinate the strike plans, provide strategic planning, serve as a resource, and provide a central communications post.

Member Czczok asked who would would take the lead in the group.

Administrator Broyles stated that would be decided later, though he does not see a formal leader being needed.

Member O'Day stated that he would like to ensure that the rest of the Council is being communicated with effectively.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO ESTABLISH A STRIKE CONTINGENCY PLAN WORK GROUP CONSISTING OF THE CITY ADMINISTRATOR, HR DIRECTOR, APPLICABLE DEPARTMENT HEADS, TWO CITY COUNCIL MEMBERS, AND TWO CITY OF BRAINERD PUBLIC UTILITIES COMMISSIONERS THAT WILL BE APPOINTED BY COMMISSION PRESIDENT MATTEN.

Members Terry, Stenglein, and Czczok volunteered to be on the committee.

Member Czczok stated that himself and Member Stenglein are on the same committee which may be an issue for open meeting law as SPW is a standing committee. The information from the League of Minnesota Cities also suggests that the Liaison to the Council should also sit on the strike committee.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND O'DAY, DULY CARRIED, TO HAVE COUNCIL MEMBERS CZECZOK AND TERRY BE THE CITY COUNCIL REPRESENTATIVES.

Consider Conditional Use Permit and Variance Request for a Mixed-Use Building at 805 Laurel Street

Community Development Director Kramvik gave an overview of the project. There were concerns from a business at the Planning Commission meeting about parking. The applicant is proposing 65 underground spaces with 25 surface spaces which is over the minimum required.

Member Czczok asked whether the ground around the shrubs going to have area for animals to relieve themselves. The BN Credit union have put a lot of effort into their boulevard and he is concerned that animal owners would let their pets utilize this boulevard. He wondered if the developer considered no pets or limiting the size of pets.

Andrew Duchesneau, DW Jones Management, 7539 Front St, Walker, as the developer they have thought about the pet issue. They are considering a space to put the pet area.

MOVED BY COUNCIL MEMBER CZECZOK TO AMEND THE CUP TO INCLUDE APPROXIMATELY A 2 PARKING LOT SPACE FOR ANIMAL RELIEF AND ANIMAL SIZE LIMIT OF 25 POUNDS WITH ATTORNEY APPROVAL.

The Chair declared the amendment dies for lack of a second.

Member Czczok stated that this is the City Council's last shot to make requests. It is frustrating to see a motion made and no one wants to talk about it. You do not have to vote for something if you second the motion.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND JOHNSON TO APPROVE THE CUP REQUESTS FOR THE CONSTRUCTION OF A MIXED-USE BUILDING WITH 5+ RESIDENTIAL UNITS, TO EXCEED THE HEIGHT IN THE TOWN CENTER (TC) DISTRICT, AND TO ALLOW FOR RESIDENTIAL USE ON THE GROUND FLOOR WITH THE CONDITION THAT AN ADDITIONAL SIX SHRUBS BE PLACED ON THE EAST SIDE PARKING LOT PLANTING BED FOR ADDITIONAL SCREENING.

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

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY TO APPROVE THE VARIANCE REQUEST FROM THE LANDSCAPE REQUIREMENTS FOR TREES AND SHRUBS.

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

Consider Resolution Authorizing the City of Brainerd to Act as Legal Sponsor for the Eight05 Laurel MN Workforce Housing Development Grant

Community Development Director Kramvik gave an overview of the grant program.

Member Czczok asked whether the City Council must unanimously approve the application to the program as the resolution suggests.

Andrew Duchesneau, DW Jones Management, stated that it does not have to be unanimous. This language is a part of the template.

Member Czczok asked about a number of errors in the application. He requested that DW Jones make necessary changes to the application before asking City staff to submit this application on their behalf. He asked about the contribution ratio.

Mr. Duchesneau stated that the ratio is a municipal contribution of 1:2 from the State. The Redevelopment TIF, the Crow Wing County Trust, DEED Mainstreet Grant, waiver of SAC/WAC, and energy rebates will attribute to the municipal contribution.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY TO ADOPT RESOLUTION AUTHORIZING THE CITY OF BRAINERD TO ACT AS LEGAL SPONSOR FOR THE EIGHT05 LAUREL WORKFORCE HOUSING PROJECT WITH THE SUGGESTED CORRECTIONS.

RESOLUTION 22:24

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

Consider Authorizing the City of Brainerd to Act as the Applicant for Brainerd Oaks Outlot F for the MN Workforce Housing Development Grant

Community Development Director Kramvik gave an overview of the project.

HRA Director Charpentier gave an overview of the history of the parcel. Originally the greenspace was proposed as a park. The HRA Board believes duplex units are the best utilization of the lot.

Member Czczok asked about the effectiveness of Level Contracting since taking over the properties from the HRA.

HRA Director Charpentier stated that Level Contracting is advancing quicker than the agreements proposed.

Member Johnson stated he will vote yes, as the Liaison to the HRA Board, the HRA has been trying to divest themselves of this lot for an in fill development project to have Level

Contracting take on the project is exciting. The work Level has done over the last few years has been transformational.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO AUTHORIZE THE CITY OF BRAINERD TO ACT AS THE APPLICANT FOR BRAINERD OAKS OUTLOT F FOR THE MN WORKFORCE HOUSING DEVELOPMENT GRANT.

Adjourn

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

The Chair adjourned the meeting at 6:48 p.m.

Nicholas W. Broyles
City Administrator



Brainerd Fire Department Monthly Report

April 2024

ACTIVITIES

Throughout April, the Brainerd Fire Department remained vigilant due to warm weather conditions and low precipitation, heightening the risk of wildfires. By the end of the month, with cooler temperatures and precipitation, the wildfire danger decreased significantly.

In April we had a significant emphasis on recruiting new firefighters for the Brainerd Fire Department. Our application process remained open throughout the month, welcoming potential candidates to join the department. We participated in the inaugural Women's Fire Service Expo in our area aimed to encourage and attract women to pursue careers in the fire service. The expo was held at the Crosslake Fire Department and was a very successful event.



Firefighter Lee Anderson and Firefighter Jackson Holmes completed their initial firefighter training and received their "Black" helmets.



TRAINING

Firefighter training sessions in April covered essential areas including:

EMS with a focus on patient assessment to ensure effective medical response.

Firefighter wellness sessions aimed at promoting the physical and mental well-being of personnel.

Apparatus pumping and aerial operations training to enhance operational readiness and proficiency.



Technical Rescue skills and scenarios and

familiarization with specialty equipment.

The Brainerd Fire Department actively engaged with the community through several fire safety talks conducted in schools and daycares. These talks aimed to educate and raise awareness about fire safety practices among students and caregivers, contributing to overall community safety.

April marked a dynamic month for the Brainerd Fire Department, encompassing preparedness, recruitment, training, and community outreach efforts to ensure the safety and well-being of residents.



LEARN CPR. GET THE APP.
SAVE A LIFE.

Learn more at pulsepoint.org - Download PulsePoint Respond

PulsePoint



Brainerd Fire Department Monthly Report

April 2024

INSPECTIONS	
Fire Alarm	43
Hood Suppression	20
Commercial Kitchen Exhaust	22
Fire Pump	3
5 Year Sprinkler	2
Sprinkler System	34

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	9
Rescue & Emergency Medical Service	7
Hazardous Condition	5
Service Calls	4
Good Intent Call	17
Alarm Activation	7
TOTAL	49
Type of NFIRS Incident (National Fire Incident Reporting System)	City of Brainerd Total Incidents
Fire	3
Rescue & Emergency Medical Service	5
Hazardous Condition	3
Service Call	4
Good Intent Call	12
Alarm Activation	7
TOTAL	34

HR DIRECTOR REPORT



In this report:

- Pay Equity Report
- Union Negotiations
- Job Descriptions
- Performance Evaluation Work Group
- Public Utilities Director
- Personnel
- Wellness Committee
- City-Wide IT Department

Pay Equity Update

Our Pay Equity Report was submitted to the State on 1/26/24 and we received our official compliance notification from the State on April 16, 2024.

Union Negotiations

A tentative agreement has been reached with the IUOE Local No. 49 Park Maintenance Division Union. The City's negotiating team will discuss the details of the tentative agreement with the Council in closed session on May 6th.

Our fourth Mediation session with the IBEW Local No. 31 Public Utility Union is scheduled for May 8th. Since we have met the minimum timing when the union could file for a strike, a Strike Contingency Work Group has been formed and begun meeting.

Job Descriptions

After ratification of the 2024-2026 IBEW Local No. 31 Administrative Support Union contract, HR Staff began updating applicable job descriptions. As part of this process, Department Heads were asked to review the job descriptions for their staff to redline any updates they felt were necessary. Employees were then provided the redlined version of their job description to review and provide feedback. HR Staff are now reviewing all redlined versions and creating final job descriptions to present to the City Council in the near future.

Performance Evaluation Work Group

Following the completion of the 2023 performance evaluation process, City Administrator Broyles asked Department Heads for their input on our current Performance Evaluation process. At a recent Department Head meeting, Broyles assigned City Engineer/Public Works Director Dehn, the Public Utilities Director, Police Chief Davis, HR Director Schubert and HR Assistant Boser to a Performance Evaluation Work Group to review the current process and forms used to ensure this process is as smooth and efficient as possible.

Public Utilities Director

On April 16th, Jeff Weldon from GMP Consultants spent the day at City Hall meeting with different stakeholders to discuss the Director position as well as the future for the Utility Department. GMP Consultants worked with HR staff to complete the Utilities Director Profile. As of April 26th, the Profile went live on their website. We are hoping to complete interviews mid July!

Personnel

New Hires/Promotions for City/BPU/HRA:
Shane Owen - PT Airport Custodian (4/8)

Farewell to:
Todd Wicklund - Public Utilities Director (5/3)

Current Job Opportunities:

Paid on-call Firefighter - Posting closed May 3rd and application will now be reviewed.

Part-Time/Internships/Seasonal Positions:

Community Service Officer - Accepting applications until filled.

Engineering Intern - Accepting applications until filled.

Parks & Recreation Intern - Accepting applications until filled.

Parks Weekend Custodial Worker - Accepting applications until filled.

Street Division Seasonal Laborer - Accepting applications until filled.

Umpire Adult Softball - Accepting applications until filled.

Concession Worker - Accepting applications until filled.

There are currently 7 City/HRA/Airport employees with Family & Medical Leave Act (FMLA) issues. 6 of those cases are for intermittent leave when needed.

Wellness Committee

On April 18th the City of Brainerd's Wellness Committee hosted our annual Biometric Screening. This screening took place in the BPU Commission meeting room. We had a total of 31 slots available for the City of Brainerd with a total completion of 31 screenings! Our May Wellness Event will be a "Walk in the Park" on May 29 at Kiwanis Park.

City-Wide IT Department

During the July 31, 2023, Joint City Council and City of Brainerd Public Utilities Commission meeting, Council member Johnson requested that a conversation be had between the City and the Public Utilities to find potential efficiencies in having one IT Department city wide like our HR Department. Staff will begin exploring this option in the near future.



Recreation Report

Special Events

Easter Egg hunt Event Summary

Event Title: 2024 Easter Egg Hunt

Date of Event: March 30th, 2024

Location: Gregory Park



Organizer(s): City of Brainerd Parks and Recreation and Brainerd Rotary Club

Summary: The Gregory Park Easter Egg Hunt in Brainerd, MN, is an annual community event designed to bring families together for a fun-filled Easter celebration. Its primary objective is to create a memorable experience for children and adults alike, fostering a sense of community spirit and togetherness.

Key highlights:

1. Meeting the Easter Bunny: Children and families have the opportunity to meet and take photos with the Easter Bunny, adding an extra element of excitement and joy to the event. This cherished tradition allows children to interact with a beloved character and create special memories.
2. Easter Egg Hunt: The main attraction of the event is the traditional Easter egg hunt, where children eagerly search for colorful eggs hidden throughout Gregory Park. This activity promotes excitement and camaraderie among participants.
3. Community Engagement: The event serves as a platform for neighbors and friends to come together, socialize, and strengthen community bonds. It encourages interaction and collaboration among residents, fostering a sense of belonging and unity within the Brainerd community.
4. Refreshments: Attendees were delighted with a special treat courtesy of Team Ascension Martial Arts, who generously provided steaming cups of hot chocolate.

Attendees:

Although an exact count wasn't obtained, it's estimated that approximately 200 children took part in the Easter egg hunt. Approximately 20 volunteers generously contributed their time to assist with setup, event-specific tasks, and cleanup. These dedicated volunteers were provided by the Brainerd Rotary.

Agenda:

8:00 am – Fill Candy Bags and Hide eggs.

9:15 am - Easter Bunny Arrives

9:15am -9:55am – Bunny photos

9:55 am- Instructions and acknowledgements

10:00 am – Easter Egg Hunt Starts

10:30 am: Clean Up

Challenges Faced:

1. Early arrivals due to misleading advertising language. This issue will be resolved next year through refined wording in our advertising campaigns.
2. Slippery sidewalk conditions without adequate salt. Rotary members took proactive measures by supplying salt from a local floral shop. To prevent this in the future, a stock of salt will be kept in the warming house for potential ice or snow situations.
3. Borrowed speaker and microphone equipment from Community Action. The objective is to equip the city of Brainerd with its own speaker and microphone for future events.
4. Concerns over candy shortage led Rotary to purchase an additional \$200-\$300 worth of candy on the event morning. To mitigate this, a larger quantity of candy will be pre-ordered. Recreation specialists will apply for a bigger grant to help cover candy expenses.
5. We encountered a shortage of tables to accommodate candy bag filling, prompting Rotary to supply additional tables. To address this, next year we will ensure that six tables are readily available in the warming house, preemptively resolving this issue.
6. Last-minute placement of stickers on bags during the event morning. Moving forward, Rotary aims to receive bags and stickers from the recreation specialist beforehand, allowing them to affix the stickers to the bags in advance and bring them on the day of the event.

Recommendations/ Ideas for Future Events:

1. Provide coffee and snacks for volunteers.
2. Adding additional games to the event. This would work best if it was after the initial easter egg hunt.
 - a. Egg Relay Race: Divide participants into teams and have them race while balancing an egg on a spoon. The team to finish the relay without dropping their egg wins.
 - b. Bunny Hop Sack Race: Organize a traditional sack race but with a twist - participants wear bunny ears and hop like bunnies!
 - c. Egg Decorating Station: Set up a table with boiled eggs and various decorating supplies like markers, stickers, and paint. Let participants unleash their creativity and decorate eggs to take home.
 - d. Pin the Tail on the Easter Bunny: Create a large picture of an Easter bunny without its tail and blindfolded participants take turns trying to pin the tail closest to the correct spot.
 - e. Easter Bunny Freeze Dance: Play some music and have participants dance like bunnies. When the music stops, they must freeze in place. Anyone caught moving is out until the next round.
3. Incorporate Themed Eggs or “Golden Eggs”: Consider using themed eggs or special eggs that contain prizes or treats to add an extra element of excitement to the hunt.
4. Include Non-Candy Options: Offer a mix of candy and non-candy treats inside the eggs to accommodate children with dietary restrictions or preferences.
5. Feedback and Surveys: Gather feedback from attendees after the event to understand what they enjoyed and areas for improvement. This will help you plan future events and make them even more successful.

Additional Notes:

1. Candy purchased- 10,468 pieces of candy for \$680.
2. Bags purchased- 576 bags for \$100.
3. This year we had a lot of extra bags and candy after the event. This candy was delivered to PORT homes, nursing homes, the Brainerd Fire Station, hospitals, and others.
4. Attendance varies by the weather.
5. Need additional Rotary Stickers

Easter Ball Hunt - March 30th, 1 pm-2 pm

Event Title: Easter Ball Hunt

Date of Event: March 30th, 2024

Location: Buster Dog Park and Buffalo Hills Trail

Organizer: City of Brainerd Parks and Recreation

Sponsor: Brainerd High School Tennis

Summary:

The Annual Easter Ball Hunt at Buster Park on March 30, 2023, was a resounding success, bringing together dog lovers for an event of excitement and fun. Participants enjoyed a thrilling tennis ball hunt along the Buffalo Hills scenic trails, thanks to the generosity of the BHS Tennis Teams who donated old tennis balls. It was a dog's dream come true as they eagerly

collected treasures, creating lasting memories of tail-wagging fun.

Key Highlights/ Outcomes:

1. Community Engagement: Bringing together dog owners and enthusiasts from the community to celebrate the holiday in a fun and inclusive environment.
2. Promotion of Physical Activity: Encouraging dogs to engage in physical activity such as running and walking, which promotes their overall health and well-being.
3. Socialization for Dogs: Allowing dogs to interact with other dogs in a controlled and supervised setting, which can help improve their social skills and reduce anxiety.

Attendees:

Approximately 40-50 people, accompanied by 15 to 25 delightful dogs, attended the 2024 Easter Ball Hunt

Agenda:

1:00 pm- Scatter Easter Balls around Boom Lake

2:00 pm- Event starts- Hand out Map.

3:00 pm- Clean Up

Challenges Faced: One of the primary challenges we faced was a handful of individuals collecting as many as 25 tennis balls, resulting in a limited supply of other participants. To ensure a fairer experience for everyone next year, we're implementing a cap on the number of Easter balls each dog can retrieve.

Recommendations/ ideas for Future Events:

1. Limit the number of balls each person can find.
2. Add additional trails for dogs to find the "Easter Balls."
3. Photography Opportunities: Set up a photo booth with Easter props where owners can take pictures with their dogs to capture the memories of the day.
4. Educational Workshops: Offer workshops or demonstrations on topics such as dog training, pet first aid, or nutrition to educate owners and enhance their bond with their furry companions.
5. Feedback and Surveys: Gather feedback from attendees after the event to understand what they enjoyed and areas for improvement. This will help you plan future events and make them even more successful.
6. Treat Sampling Booths: Partner with local pet bakeries or treat manufacturers to set up sampling booths where dogs can taste-test different treats. This gives owners the opportunity to discover new products and brands while their dogs enjoy delicious snacks.
7. Golden Egg Treats: Hide a few special "golden eggs" filled with high value treats or toys throughout the hunting area. Dogs who find these eggs can receive extra-special rewards.
8. Goodie Bags: As a parting gift, provide attendees with goodie bags filled with samples of dog treats, coupons from pet stores, and informational pamphlets on pet nutrition and wellness.

Adult Sports

Softball - Registration Update as of 04/15/2024

- MS1: 8 out of 12 Teams – Meet and greet 4/16/24
- MS2: 11 out of 12 Teams – Meet and greet 4/16/24
- Women's: 11 out of 12 Teams
- Upper Coed: 4 out of 6 Teams
- Lower Coed: 6 out of 6 Teams

Pickleball - Registration Update as of 04/15/2024

- Tuesday Competitive League: 7 out of 10 Teams
- Tuesday Just for Fun League: 10 out of 10 Teams
- Thursday Competitive League: 8 out of 10 Teams
- Thursday Just for Fun League: 4 out of 10 Teams

Men's Early Bird Tournament - Registration Update as of 04/15/2024

- 10 out of 10 Teams
- Food and Beverages will be provided by Brainerd's Eagle Club and Sabrina Andrew
- Struggling to find umpires to cover

Donations/ Grants

Applied for the MRPF Initiative grant.

Surplus Equipment

- Two days of Cleaning to organize the Surplus equipment.
- We received two applications. The YMCA and Community Education.

Banner Program

The Banner Program was dispatched on April 11th. This year, the program retains its structure, offering \$150 for a single banner provided by participants. Expect potential updates to the program for the 2025 cycle.

Total of \$575 collected as of 4/18/24

Fishing Clinic

- Date June 8th

Rent.Fun (Kayak and Paddle Board rental at Lum Park)

End-of-April installation. Exact Date TBD

Miscellaneous

- Umpire Training 4/16/24
- Staffing:
 - Umpires -2 fully Hired, 4 in the paperwork stage.
 - Still need more umpires
 - Pay Comparison Based on Indeed Data

Job Title	Location	Pay
Adult Softball Umpire	City of Minnetonka and Hopkins	\$28 an hour
Softball Umpire- Seasonal	City of New Hop	\$26-32 an hour
Adult League Official – Softball umpire	City of Eden Prairie	\$26-28 an hour
Softball Official	City of Plymouth	\$27.84-32.56
Softball official	City of St. Louis Park	\$27-28
Softball Umpire	City of Elk River	\$42 to a contracted group. Umpires get \$37 of the \$42
Softball Umpire	Others	\$28, \$29-30, \$33, \$29-31, \$24-26, \$28, \$33, \$30, \$23, \$26-30, \$28- 32 \$40, \$30, \$27, \$26

- Concession stand Workers -2

Parks Maintenance Report

- Plowing and blowing trails
- Prepping for Easter Egg hunt
- In shop tire repair on truck
- Mopped shop
- Assembled Easter eggs
- Ordered 2 pickleball nets
- Changed out X-750 to summer implements
- Removed plow and winter equipment change over
- Swept and blew all trails
- Mounted bottle filler at Gregory Park

- Fixing plumbing leaks and charging restrooms
- Removed and stored rink broom
- Finished fence project at Mills Field
- Cleaned warning track of construction debris
- Putting out more tables and garbage cans
- Replaced vandalized tables at Lyman
- Safety training
- Removed old batting cage
- Put up backstop net at Mills Field
- Put in other basketball stanchion at Memorial Park
- Turning on water as weather permits
- Prepping fields for early start
- Getting bench concrete slabs pre-made
- Acquired paint and chalk for field maintenance
- Ordered aggregate for fields
- Prepped all bracket boards at fields
- Moved and rewired electrical box for garage
- Spread chips at Buster Park
- Fixed flagpole rope downtown
- Filled Mutt Mitt dispensers downtown
- Cleaned up old brewery site
- Cleaned up old cold storage building for equipment donation
- Garbage runs and restroom cleaning

Projects Report

Parks ARPA Projects

The plans are currently advertising for bids. Bids are scheduled to be opened on May 1st. Staff is requesting a special meeting to award the contract. It is expected that work will take place through summer and fall 2024.

Buster Park Pavilion

Staff has received the pavilion. Once the weather allows, foundations will be poured and staff will assemble the pavilion. Staff will be waiting until spring for installation.

Memorial Park Disc Golf Course

The disc golf group has completed staking out locations for tees and baskets. Staff has ordered the signs and baskets for the course. Staff will also be requesting quotes for the concrete tee boxes.

Building Demolitions

Lum Park Building Demo has been completed. Staff will be completing topsoil and seeding when weather permits. Staff has removed the shed at Gustafson. The demo at Jaycees needs to be quoted yet.

Self-Service Kayak Rental

Staff is coordinating with Rent.Fun on installation during the spring of 2024. This is planned to be in place for the 2024 summer season.

Bane Park Garage Roof

Staff has requested quotes from vendors for this work.

Gregory Park Warming House/Pavilion Gutter Replacement

Staff has requested quotes from vendors for this work.

Buffalo Hills Park Playground Replacement

Staff has began discussions with the Lions Club regarding the playground replacement details. Further meetings are planned to refine details. A final plan will be presented to the Park Board prior to ordering.

Mills Field Fencing Relocation and Replacement

The new fence has been installed including all new gates.

Memorial Park Rink Lights Automatic Timer

Staff has received the timer. We are working with Holden for installation.

Lum Park Pavilion Rehabilitations

TWM Architecture has been prepared a scope of work for rehabilitation for the pavilions and drawings associated. Included in the scope of work is an estimate of costs. These costs do not fall within the current budgeted amount for the two pavilions. Further discussion is needed with Park Board on how to proceed.

Streets Maintenance Report

Maintenance Tasks Completed Month Prior

- Sewer inspection on various streets
- Continued cleanup and snow removal from large snowfall event
- Continued cleaning and clearing of trouble grease lines, typically from restaurants
- Marking utility locates
- Continued in-house DOT inspections and certifications of maintenance equipment
- Continued street sweeping on various streets while weather was permitting
- Patching on streets using remaining cold patch material while waiting for hot mix plant
- Removed right-of-way tree in NE Brainerd
- Continued grading in gravel alleys as moisture allows
- Performed repairs from plow damage to turf and sod
- Received updated pricing for 2025 skid steer capital replacement
- Placed flyers and switched signs for weekly downtown street sweeping
- Inventoried radios for CWC Emergency Management
- Received red mulch for roundabouts
- Reviewed sewer impacts for 210 Mill and Overlay project
- Addressed grading concerns in North Brainerd
- Built ramp and dump station for Parks satellite lifter
- Assisted with installation of dock at Lum Park boat launch
- Ordered signs for replacement of knockdowns adjacent to Harrison Elementary
- Discussed adjustments for signs adjacent to E. River Road by high school parking
- Provided traffic control materials for CLC 5K event

Engineering Report

North Brainerd Reconstruction Project

Most of the construction on the project is completed. The contractor has placed final seeding Phase 3 and other places as needed throughout. Staff will follow up with any remaining punch list items before close out.

South Brainerd Reconstruction Project

Progress continues quickly on this project. All gas main relocation and replacement by Centerpoint has been completed. Watermain and sanitary sewer main replacement continues along S. 7th Street north towards Pine Street. This will be followed by water and sewer service lines then storm sewer. New curb and gravel base has already been placed on Rosewood, Sycamore and Vine Streets. Once utility work has been completed, remaining curb work will be completed and road building will continue. It is anticipated that Phase 1 (north portion) should be complete and reopened to the public towards the end of June.

S. 6th/Willow Roundabout Project

Staff will likely begin the right-of-way discussions with property owners and SEH shortly. Formal design of the project continues based on the approved layout from the Council and MnDOT.

SW 4th Street Storm Outfall Project

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

Buffalo Hills Gully Remediation Project

Much of the pipe has been installed at the time of this packet being issued. It is anticipated that the pipe installation will be completed by the beginning of the week of the Council meeting. The end treatment will be installed following the pipe work. The Contractor will continue with buttressing identified trouble slopes with backfill, followed by topsoiling, seeding/blanket, tree planting and live stakes (for slope stabilization). It is anticipated that completion will occur by the end of May 2024, provided that conditions merit for seed establishment.

Other Activities

- Continued discussion with utilities regarding the South Brainerd reconstruction
- Site visit and walk through with the Contractor for Buffalo Hills Gully Remediation project
- Participated in weekly check-in meetings for TH 371B/Willow Street Roundabout Project
- Advertised Parks ARPA project plans
- Issued an addendum for Parks ARPA to clarify plan questions
- Participated in a site visit in Lum Park to assist with proposer questions for Parks ARPA projects
- Opened and reviewed bids for Evergreen/Bluff Rehabilitation project and Chip Seal project
- Reviewed upcoming event applications
- Participated in MnMUTCD re-write committees
- Provided utility standard plans and specifications to developer
- Met with MnDOT to discuss RRFB's on roundabout at Willow Street/S. 6th Street
- Discussed project detail questions with property owners adjacent to roundabout at Willow/6th Street
- Reviewed CRP grant program details and requirements
- Reviewed billing and snowfall amounts for DTSS from Tom's Backhoe
- Met with CWC staff to discuss Transit
- Reviewed final I&I report from SEH for sanitary sewer

- Followed up with snow in right-of-way complaint
- Reviewed Brainerd Oaks Outlot F layout
- Prepared and sent flyer to South Brainerd reconstruction residents
- Attended high school student capstone presentation on guardrail condition
- Collected information from recent downtown reconstruction about business coordination for EDA
- Gathered information regarding Riverside Drive utility project
- Reviewed draft MDR report for Willow/S. 6th Roundabout project
- Discussed necessary security clearances for PD building with contractors for HVAC project
- Addressed erosion control items on development projects throughout the city
- Developed strike contingency plans for construction project
- Sent 10-Year CIP and reconstruction information to Breezy Point
- Reviewed draft Well Head Protection Plan (WHPP)
- Completed 2023 operating and 2022 capital bus reconciliations for Transit
- Addressed restoration concerns with Centerpoint from replacement work in 2023
- Participated in Joint Wastewater Management Board meeting
- Sent out alerts for weekly downtown street sweeping
- Met with mall property manager about block of private street between B and C Street NE
- Discussed 10-Year CIP plan with Engineering and BPU staffs
- Participated in final walkthrough of BPU River Forcemain Crossing project
- Attended Region 5 TAC meeting

Transit Report

Activities

- RFP solicitation has closed. Received one proposal from Blue Sky.
- Ordered new set of tokens
- Sent Vehicle Amendment 1 to MnDOT
- Coordination with Finance to reconcile RouteMatch invoices that don't correspond with quoted prices
- 3PC on-site manager was released in March. Issues continue to occur with operations management for Blue Sky. Have filled in the gap with temporary/interim managers from out of town with results lacking.
- Coleman (Streets Mechanic) assisted with repair of one of the buses. He's ordered DOT inspection stickers and is willing to assist with annual DOT inspections to save costs.
- Maintenance issues continue to occur, lack of follow up without a consistent on-site manager.
- Ridership Reporting for February 2024
 - Year To Date
 - 2023 = 9,567
 - 2024 = 6,000 (-3,567, -37.3%)
 - Brainerd Only
 - 2023 = 6,540
 - 2024 = 4,479 (-2,061, -31.5%)
 - Baxter Only
 - 2023 = 928
 - 2024 = 996 (+68, +7.3%)

- Crow Wing County Only
 - 2023 = 1,811
 - 2024 = 326 (-1,485, -82.0%)
- February 2024 vs. January 2024
 - January 2024 = 3,070 (22 operating days)
 - Brainerd-origin = 2,382
 - Baxter-origin = 525
 - CWC = 163
 - February 2024 = 2,930 (-140) (21 operating days)
 - Brainerd-origin = 2,296 (-86)
 - Baxter-origin = 471 (-54)
 - CWC = 163 (0)
 - 21 New Customers in February

R E S O L U T I O N

Xx:24

**RESOLUTION APPROVING MINNESOTA LAWFUL
GAMBLING PREMISE PERMIT**

WHEREAS, the BPOE Elks #615 Brainerd has applied for State of Minnesota Gambling Control Board Premises Permit Application for lawful gambling to be conducted at Last Turn Saloon, 214 S 8th St, Brainerd.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Brainerd that the premise permit as requested by the BPOE Elks #615 is hereby approved.

Adopted this ___ day of May 2024

KELLY BEVANS
President of the Council

Approved this ___ day of May 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

R E S O L U T I O N

Xx:24

**RESOLUTION APPROVING MINNESOTA LAWFUL
GAMBLING PREMISE PERMIT**

WHEREAS, the American Legion Post #255 Brainerd has applied for State of Minnesota Gambling Control Board Premises Permit Application for lawful gambling to be conducted at Sage on Laurel, 606 Laurel St, Brainerd.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Brainerd that the premise permit as requested by the American Legion Post #255 is hereby approved.

Adopted this ___ day of May 2024

KELLY BEVANS
President of the Council

Approved this ___ day of May 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

R E S O L U T I O N

xx:24

RESOLUTION TO CONDUCT OFF-SITE GAMBLING

WHEREAS, the Brainerd American Legion Post #255 has completed a Minnesota Lawful Gambling Application to Conduct Off-Site Gambling at the Mills Parking Lot on July 26 & 27, 2024

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Brainerd that lawful gambling as requested by the Brainerd American Legion Post #255 is hereby approved.

Adopted this ____ day of May 2024

KELLY BEVANS
President of the Council

Approved this ____ day of May 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: May 6, 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	Evan Petron	BPU Water/Wastewater Intern	\$20.00	\$18.00 - \$20.00
2	Joshua Soukkala	IT/GIS Intern	\$17.00	\$17.00
3	Koral Tepley-King	Police Intern	\$20.09	\$20.09
4	Lydia Ziemer *	Streets Seasonal Laborer	\$16.00	\$14.00 - \$16.00
5	Donovan Jensen *	Umpire	\$32.00/Game	\$32.00/Game
6	Mary Waytashek *	Umpire	\$32.00/Game	\$32.00/Game
7	Larry Eckel *	Umpire	\$32.00/Game	\$32.00/Game
8	Edward Strachan	Umpire	\$32.00/Game	\$32.00/Game

Submitted for Consideration for the May 6, 2024 Council Meeting

* Returning Employee



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Authorize the Fire Department to Apply for Sourcewell Community Match Funds.

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Tim Holmes, Fire Chief

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE: The fire department is seeking authorization to apply for Sourcewell Community Match Funds to purchase essential personal protective equipment (PPE) for our firefighters. The total project budget is \$19,500 with \$9750 from match funds and \$9750 from the fire department budget.

The allocation of resources will ensure that some firefighters receive structural turnout gear, which will include bunker coat and pants. Additionally, others will be equipped with lightweight wildland fire gear. By providing specialized gear tailored to their specific roles, we enhance the safety and effectiveness of our firefighting personnel during both urban and wildland operations. This initiative underscores our commitment to safeguarding the well-being of our firefighters.

This match funding will allow the fire department to leverage existing budget funds for personal protective equipment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As the effects of body heat and fatigue become more evident on the health and wellness of our firefighters, the Brainerd Fire Dept. is seeking funding to purchase some lightweight personal protective equipment to improve the overall well-being of our firefighters in situations where heavy structural personal protection equipment is not needed. This equipment would be used in situations like technical rescue, wildland fire incidents, and some vehicle rescue situations.

RECOMMENDED ACTION/MOTION: Motion to approve the fire department to apply for Sourcewell Community Match Funding and to authorize appropriate signatures.

FINANCIAL IMPACT: The match amount (\$9750) for this funding is in the current fire department Personal Protective Gear budget.

Community Match Funds for Local Governments

2023-2024

Community Match Funds are awarded on a first-come, first-served basis while funds exist. A city, county, township, or other government unit as defined in Minn. Stat. § 471.59 Subd. 1(B) may apply for one Match award up to \$10,000 per fiscal year. Award recipients may pool their awards to fund joint projects¹. Entities are eligible for either one Community Match Funds award or one Community Boost Funds² award per fiscal year.

Eligibility requirements

- The applicant organization must:
 - Be a Sourcewell participating agency. Register at sourcewell-mn.gov/register
 - Be a city, county, township, or other government association located in Cass, Crow Wing, Morrison, Todd, or Wadena county.
 - Apply for no more than one Community Match Funds or one Community Boost Funds award per entity per fiscal year (July 1-June 15); entities cannot apply for additional Community Match or Boost Funding until their previous project is complete, and the final report is submitted.
 - Be willing and able to financially match the award amount (in-kind support does not constitute a financial match).
- The proposed project must:
 - Relate to programs or services authorized under Sourcewell's enabling statute, Minnesota Statutes § 123A.21, subdivision 7, and serve a public purpose.
 - Be completed within one year of the Effective Date of applicant's Community Match Funding Agreement with Sourcewell.
 - For projects where equipment is delayed due to supply chain issues, funding must still be expended within one year. Funding may be applied toward down payments or partial payments, and a copy of the payment receipt along with the anticipated equipment delivery date must be included with the final report. Sourcewell will follow-up one week after the anticipated delivery date to ensure the project has been completed.
- The proposed project must not involve:
 - Payment for land acquisition or building purchases.
 - Costs for transportation infrastructure construction or maintenance (i.e., roads and/or bridges).
 - Expenses incurred prior to receipt of the award.
 - Loans or reimbursement to individuals or businesses.
- A Community Match Fund application must:
 - Include all required information and attachments, including:
 - Proof of the organization's willingness and ability to match the amount awarded.
 - With county applicants, a signed resolution in support of the project from their county board.
 - Request no more than \$10,000.

¹ Each organization must submit a separate application; comply with the organization, project, and application requirements; and notify Sourcewell of their intent to pool funding.

² Community Boost Funds do not require a match; however, entities can only apply for \$1,000.

Funding process

Step 1: Sourcewell staff will review each application to ensure the criteria outlined above have been met. Applications that do not meet the criteria will not be eligible for Community Match Funds.

Step 2: Entities that pass the initial review process will be awarded funds on a first-come, first-served basis while funds remain available.

Step 3: Sourcewell staff will notify award recipients and provide further instructions.

Contact information

Completed applications can be submitted by email to: community@sourcewell-mn.gov or by U.S. Mail to:

Sourcewell
Community Solutions
202 12th Street NE
P.O. Box 219
Staples, MN 56479

Community Match Funds Application

2023-2024

Organization information

Entity name:

Physical address:

Mailing address:

Project point of contact name:

Email:

Telephone:

Authorized signer of legal agreement name:

Email:

Project information

Please provide the following information specific to the proposed project:

1. Project title:
2. Amount of Community Match Funding requested:
3. Provide a description of the proposed project and the desired outcomes (400-word maximum).

4. How does the proposed project promote and align with Sourcewell's statutory purpose of providing programs and services as identified in question 7.

5. Describe how the proposed project primarily benefits your community within Region 5. Projects cannot primarily benefit any individuals, businesses, or nonprofit entities.

6. Do you plan to pool your award to fund a joint project with another Community Match Funds applicant?

☐ No

☐ Yes: provide the name and contact information for the other applicant.

7. The proposed project must relate to Sourcewell's government purpose as defined in Minn. Stat. § 123A.21, Subdivision 7. Please identify all program or service areas to which the proposed project will relate.

- | | |
|---|--|
| ☐ administrative services | ☐ employee personnel services |
| ☐ curriculum development | ☐ vocational rehabilitation |
| ☐ data processing | ☐ health, diagnostic, and child development services and centers |
| ☐ distance learning and other telecommunication services | ☐ leadership or direction in early childhood and family education |
| ☐ evaluation and research | ☐ community services |
| ☐ staff development | ☐ shared time programs |
| ☐ media and technology centers | ☐ fiscal services and risk management programs, including health insurance programs providing reinsurance or stop loss coverage |
| ☐ publication and dissemination of materials | ☐ technology planning, training, and support services |
| ☐ pupil personnel services | ☐ health and safety services |
| ☐ planning | ☐ student academic challenges |
| ☐ secondary, postsecondary, community, adult, and adult vocational education | ☐ cooperative purchasing services |
| ☐ teaching and learning services, including services for students with special talents and special needs | |

Budget information

8. Complete the table below to identify the source of funds for your project. Remember there is a **dollar-for-dollar required match**.

Revenue sources (not including in-kind)	Amount
1. Sourcewell	\$
2.	
3.	
Total	\$

9. Complete the table below to explain, in detail, the itemized costs related to the project. Sourcewell staff may contact you for additional information regarding your budget if more detail is required.

Expenditures/ direct costs	Sourcewell Dollars	Other Sources
1.		
2.		
3.		
4.		
Total	\$	\$
Total Project Budget		\$

10. **For non-equipment purchases**, describe specifically how awarded funds would be used to support the project.

Certification

I certify that the information contained in this application and in any related attachments is true and correct to the best of my knowledge and belief, and that I have the authority to apply for Community Match Funds in the amount requested.

Finally, I certify that no funds awarded as a result of this application will be used to pay costs incurred prior to receipt of the award, or loans or reimbursement to individuals or businesses, payment for land acquisition or building purchases, or costs for transportation infrastructure construction or maintenance.

Signature

Printed Name

Title

Entity

Date



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Consider MOA with IBEW Administrative Support Union for Zoning Specialist/Permit Tech Position

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

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

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: On April 15th, the Council re-established the Zoning Specialist/Permit Technician position and authorized Staff to negotiate a Memorandum of Agreement (MOA) with the IBEW Local No. 31 Administrative Support Union to set the 2024-2026 wage for said position. Attached is a signed MOA from the Union for Council's consideration and approval.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: With this MOA, Staff requests authorization to conduct an internal only job posting to fill the Zoning Specialist/Permit Technician position. Please note that our Employee Policy Manual requires that all vacancies be posted for at least three days.

RECOMMENDED ACTION/MOTION: Motion to approve the MOA with the IBEW Local No. 31 Administrative Support Union as presented setting the 2024-2026 wage for the Zoning Specialist/Permit Technician position; further, to authorize an internal only job posting to fill the Zoning Specialist/Permit Technician position.

FINANCIAL IMPACT: Finance Director Hillman has estimated that the 2024 budgetary savings is approximately \$75,000-\$80,000 assuming the City does not backfill the Assistant Planner position, promotes an Administrative Specialist to the Zoning Specialist/Permit Tech position effective 5/1/24, and if a part-time employee is hired to fill in when needed.

Memorandum of Agreement

This Memorandum of Agreement (hereinafter, "MOA") is entered into between the City of Brainerd (hereinafter, "City") and the International Brotherhood of Electrical Workers, Local No. 31 (hereinafter, "Union"), on behalf of the Administrative Support bargaining unit. The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and Union are parties to a collective bargaining agreement in effect from January 1, 2024, to December 31, 2026 (hereinafter, "CBA"); and

WHEREAS, Article 9 of the CBA stipulates pay schedules for positions within the unit represented by the Union; and

WHEREAS, after the CBA went into effect, the City reinstated the Zoning Specialist/Permit Technician position that was previously included in the unit represented by the Union; and

WHEREAS, the parties agree to reinstate the position of Zoning Specialist/Permit Technician is within the Administrative Support bargaining unit represented by the Union, but the terms and conditions of employment for that position are not currently included within the CBA; and

WHEREAS, the City and Union wish to address the terms and conditions of employment for the Zoning Specialist/Permit Technician position by mutual agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. The position of Zoning Specialist/Permit Technician shall be included as a position within the Administrative Support bargaining unit represented by the Union, as defined in the CBA, effective as of the date of this MOA. The City reserves the right to modify the duties of this position and discontinue this position at any time. The City further reserves all other managerial rights, including, but not necessarily limited to, those identified in Article 1 – General Conditions, Section 2 of the CBA.
2. The Zoning Specialist/Permit Technician shall be compensated in accordance with the following wage grid, which shall be incorporated into Article 12 – Wages, Section 1, of the 2024 CBA:

Zoning Specialist/Permit Technician								
1/1/2024	28.34	29.42	30.50	31.58	32.66	33.74	36.44	37.79
7/1/2024	28.98	30.08	31.19	32.29	33.39	34.50	37.26	38.64
1/1/2025	30.07	31.21	32.36	33.50	34.64	35.79	38.66	40.09
7/1/2025	30.90	32.07	33.25	34.42	35.59	36.77	39.72	41.19
1/1/2026	31.83	33.03	34.25	35.45	36.66	37.87	40.91	42.43

3. This MOA will be in effect until the successor CBA has been ratified by the Union and the City. It is the parties' intent to incorporate the terms of this MOA into the successor CBA between the parties.
4. The parties agree that the Zoning Specialist/Permit Technician will, in all other respects, be governed by the CBA, unless otherwise stated in this MOA.

5. The City and the Union agree that this MOA will not result in the payment of back pay to any employee.
6. The City and the Union acknowledge that this MOA shall not be deemed to constitute a precedent or create a past practice which would be applicable to any other member of the bargaining unit or classification identified in the CBA or be admissible in any arbitration proceeding or other proceeding involving a dispute between the parties as evidence of a precedent or past practice. This MOA may not be used as evidence—whether in negotiations, arbitration, or other proceeding, other than for purposes of enforcing this MOA—or otherwise be used in any manner to interpret the CBA, or to seek similar benefits for any City employee(s) other than the employee(s) hired for the Zoning Specialist/Permit Technician, either through arbitration, negotiation, or other means.
7. The City and the Union agree that this MOA constitutes the entire agreement between the parties with respect to the Zoning Specialist/Permit Technician position. 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.
8. This MOA shall be construed to have been drafted equally by the parties.

By signing below, each party specifically acknowledges that it has read this Memorandum of Agreement and that it understands and agrees it is legally bound by all terms of the Memorandum of Agreement.

IN WITNESS whereof the parties have entered into this MOA on the dates shown below.

FOR THE CITY OF BRAINERD

FOR INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS, LOCAL
NO. 31

Nick W. Broyles, City Administrator

Will Keyes

Will Keyes, Business Manager

Date

4/30/2024

Date



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Event/Parking Lot Closure Application - Tour of Lakes

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request is the event application for the 2024 Tour of Lakes Cyclist Event on Saturday, June 1st, 2024 in the Laurel Street Parking Lot.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The event begins in the Laurel Street Parking Lot and consists of a bike ride around the Brainerd lakes area. The applicant is requesting closure of the Laurel Street Parking lot for the event. The closure would likely need to occur on Friday, May 31st, to ensure that parking does not occur in the lot the night before. In previous years, Police have assisted with vehicle traffic at the beginning of the event. The event concludes at 4 p.m. on Saturday in the parking lot. The applicant has indicated that power, garbage, and other needs would be supplied.

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

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: 04/04/24

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

Type of event: ☒ Event – City Parking Lot ☐ Event – City Park
☐ Event with Street Closure ☐ Other _____

Name of event: Tour Of Lakes

Organizer Information

Organizer's Name: Paul Bunyan Cyclists

Organizer's Address: _____

Event Contact Person: Ed Shaw

Event Contact Daytime Phone: 218-825-7030

Event Contact E-mail Address: lawyer@edshawlaw.com

Contact Name/Number Day of Event: 218-839-7945

For Profit/Nonprofit Status (type): Non-Profit

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
06/01/2024	5:30 a.m.	4:00 p.m.	Laurel Street Parking Lot

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

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

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

Description of Activities

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

Start and finish of bike tour.

Site Information

Electrical usage

☐

Yes

☐

No

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

Speaker /

Amplified Sound

☐

Yes

☐

No

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

Speaker from Sage on Laurel Power.

Restrooms provided

☒

Yes

☐

No

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

Company contracted for restrooms: Fyles

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

Signs, banners, and/or posters/flyers

☐

Yes

☒

No

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

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: Nisswa Sanitation

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

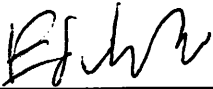
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

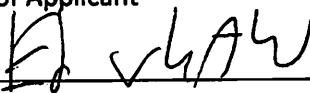
- Minimum of \$1,000,000 in commercial general liability insurance.
- Applicant's insurance shall be primary.
- Insurance shall cover liability for injury death and property damage including coverage for alcohol related claims if alcohol will be served.
- The insurance policy must be issued by an insurance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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	<u>No comments</u>
City Administration	_____	<u>No comments</u>
Engineering Department	_____	<u>See conditions below</u>
Fire Department	_____	<u>No comments</u>
Fire Support/EMS	_____	<u>No comments</u>
Parks Department	_____	<u>No comments</u>
Planning Department	_____	<u>No comments</u>
Police Department	_____	<u>No comments</u>

Event Application Approval

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

City Administrator

Date

Approval Conditions

Applicant to request traffic control materials one week prior to event. An insurance certificate is provided to the City prior to event. Any requests for police assistance at the start of the cycling event is coordinated with Police Department staff.

Certification of Street Closure Approval

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



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Event/Street Closure Application - Memorial Day Parade

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Attached to this request is the event/street closure application for the annual Memorial Day Ceremonies and Parade, to take place on Monday, Memorial Day, May 27th, 2024. The event will begin at 9 a.m. at the Laurel Street bridge (ceremony), continuing to the All Veterans Memorial (ceremony) at 9:45 a.m., concluding with the parade beginning at 10:30 a.m. starting at B Street/3rd Avenue NE and concluding at Evergreen Cemetery (parade route).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The day's ceremonies will start at 9:00 a.m. with a ceremony honoring those lost at sea. Then, the event will proceed to the All Veterans Memorial and will honor military men and women whom have died in service to their country. The festivities will then move to B Street and 3rd Avenue NE where the parade will move to Evergreen Cemetery, where a short ceremony will also take place. For the events, there will be amps with microphones, and some slight amplification of sound. There will be no restrooms provided. No parking signs will be placed along the route for the parade. The applicant is requesting closure of the Laurel Street bridge beginning at 8:45 a.m. until 9:30 a.m. There will be rifle salutes at the bridge around 9:15 a.m., at All Veterans Memorial at about 9:50 a.m., and at Evergreen Cemetery at about 11:00 a.m. Attached is the map of the parade route.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the event/street closure application for the Memorial Day Parade under the conditions listed in the attached application.

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: _____

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

Type of event: Event – City Parking Lot Event – City Park
 Event with Street Closure Other _____

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Site Information

Electrical usage	Yes	No

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

Amplified Sound	Yes	No
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Describe any recording and sound amplification equipment to be used in your event along with the times:

Restrooms provided	Yes	No

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

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

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

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

Trash Receptacle Disposal	Yes	No
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Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Event Application Approval

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

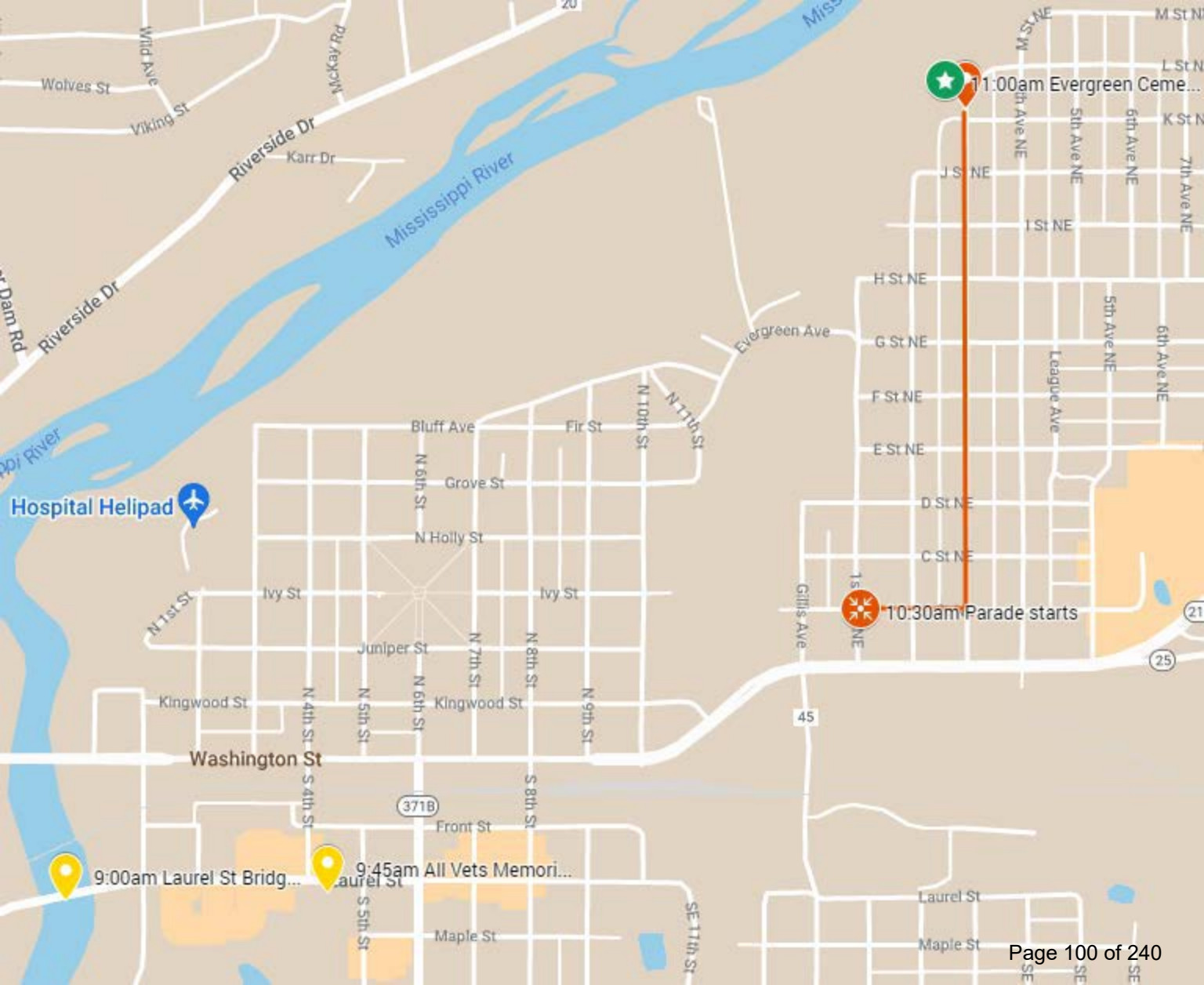
City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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





City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Event/Alley Closure Application - Shep's Elbow Convention

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request is the event/alley closure application for the Shep's on 6th Elbow Convention to take place on Friday and Saturday, August 23rd and 24th, 2024 in the alley adjacent to Shep's.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The alley will be blocked from 11 a.m. on Friday, August 23rd until 3 a.m. on Sunday, August 25th. Music and bands will be playing during the event. Power will be supplied by Shep's via their building. The applicant is planning to provide 6 restrooms for the event. Trash receptacles will be provided by Waste Partners. The closure area does not impede sidewalk on S. 6th Street or the parking area in the Laurel Street lot. The alley will be closed between Shep's and the VFW will be closed, requiring traffic to exit via Laurel Street or S. 7th Street.

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

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: _____

Event applications that do not include a street closure must be submitted to the Parks & Recreation Department at 1619 Washington Street NE, Brainerd, MN 56401 or parks@ci.brainerd.mn.us at least 14 calendar days prior to the event. Applications that include a street closure must be submitted to the Engineering Department at 501 Laurel Street, Brainerd, MN 56401 or engineer@ci.brainerd.mn.us at least 30 calendar days prior to the event and will require City Council approval.

Type of event: ☐ Event – City Parking Lot ☐ Event – City Park
☒ Event with Street Closure ☐ Other _____

Alley Between VW - SHEPS

Name of event: ANNUAL ELBOW CONVENTION

Organizer Information

Organizer's Name: SHEPS ON 6TH
Organizer's Address: 315 S 6TH ST
Event Contact Person: STEVEN SHEPHERD
Event Contact Daytime Phone: 218-839-5837
Event Contact E-mail Address: MIXN14U@GMAIL.COM
Contact Name/Number Day of Event: SAME
For Profit/Nonprofit Status (type): —

Applicant information (if different from the event organizer):

Applicant Name: NA
Applicant Address: NA
Applicant Phone: NA
Applicant E-mail Address: NA

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
4 AUGUST 23- AUGUST 24	NOON ON THU 23rd	24TH AT 1 AM	315 S 6TH Street

☒ Recurring event (requires only one application submittal per year.) Indicate all event dates and times above.

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

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

Description of Activities

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

STREET DANCE in Alley Between VFW AND
SHEAS ON 6TH BEGINNING FRIDAY - 8-23-24 AT
NOON (For Setup) THRU 8-24-24 BAR CLOSE 1AM
Alley will be Reopened By 3AM 8-25-24



Site Information

Electrical usage



Yes



No

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

POWER BAND ON WHEELS HOOKED UP
TO WHERS ON G+H

Amplified Sound



Yes



No

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

STAGING & LIGHT & SOUND BY CHRIS DOBSON
SILENT PARTNER PRODUCTIONS

Restrooms provided



Yes



No

If yes, how many 6 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms:

NELSONS

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

Signs, banners, and/or posters/flyers



Yes



No

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

6' BANNER INSIDE STREET DANCE AREA
W/ PRODUCTS NAMES OF ITEMS BEING SOLD

Trash Receptacle Disposal



Yes



No

Company contracted for trash receptacle disposal:

WASTE PARTNERS

Additional Event Information

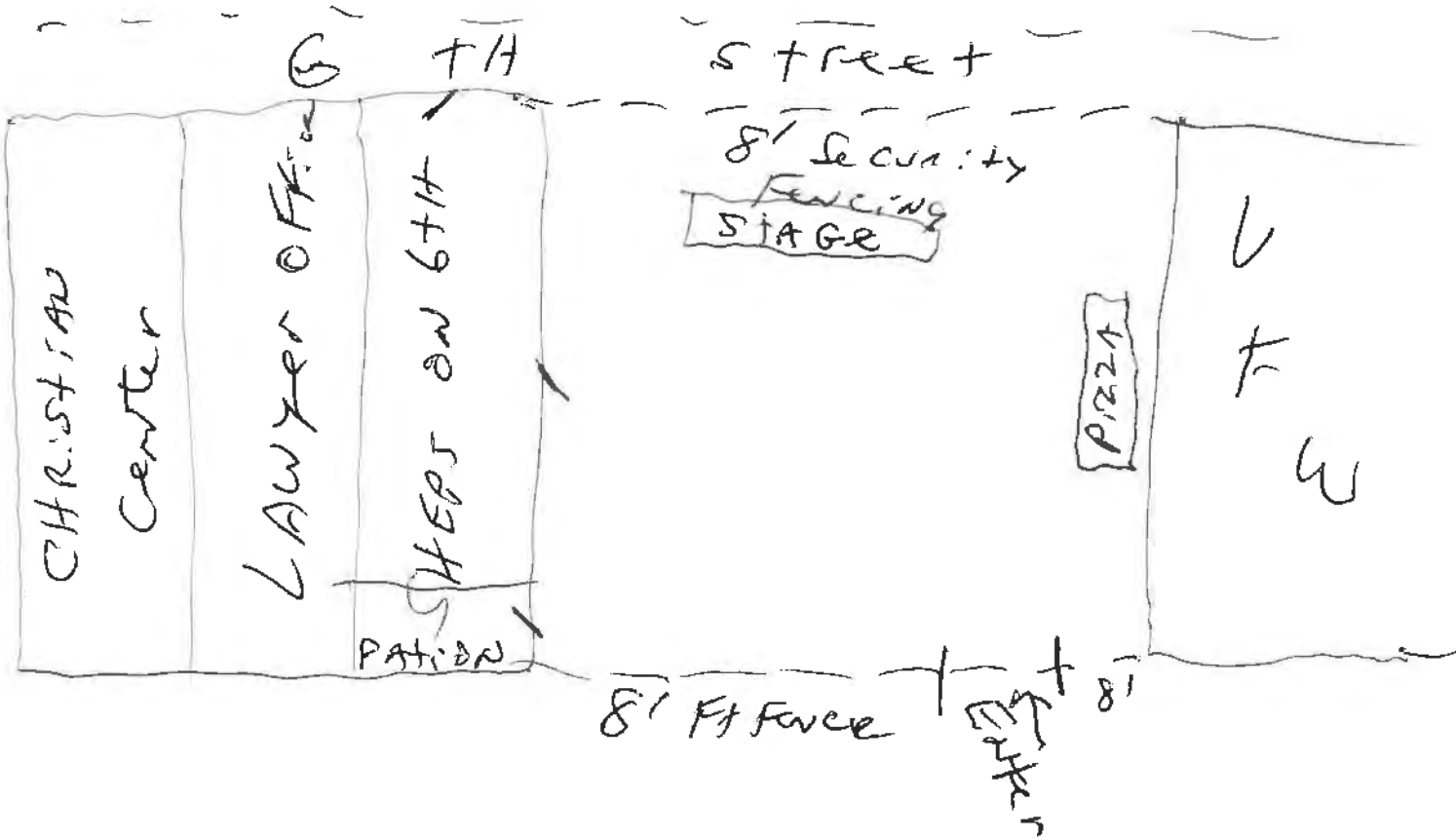
20 GARBAGE CONTAINERS
1 EXD DUMPSTER

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

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

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

MAPLE Street



Street Closure Request Information

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

Alley Between SHEPS ON 6TH & UFW
NOON - ON 8-23-24 - TIL 3AM 8-25-24

Date and time for beginning of street closures: 8-23-24 ALLEY ONLY

Date and time for reopening of streets: 8-25-24 3AM

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

SideWALK Not Affected JUST Partial
Alley (See D. AGNATION)

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

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

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

Hold Harmless Agreement and Insurance Information

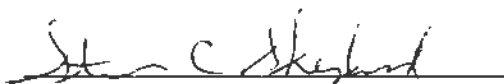
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

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

Signature of Event Applicant

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



Signature of Applicant

STEVEN C SHEPHERD

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	<u>No comments</u>
City Administration	_____	<u>No comments</u>
Engineering Department	<u>4/29 JD</u>	<u>See conditions below</u>
Fire Department	_____	<u>No comments</u>
Fire Support/EMS	_____	<u>No comments</u>
Parks Department	_____	<u>No comments</u>
Planning Department	_____	<u>No comments</u>
Police Department	_____	<u>No comments</u>

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

1. Applicant contact Public Works one week prior to the event to request traffic control at 218-513-4412.
2. Applicant provide a Certificate of Insurance to City Hall prior to the event.

Certification of Street Closure Approval

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



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Event/Parking Lot Closure Application - DANGIE 5K

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this item is an application for the DANGIE 5K event to be held on Saturday, June 22nd, 2024.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The event will take place from 8 a.m. - noon, beginning in Kiwanis Park. The 5K begins in the parking lot and progresses along the Boom Lake Trail. This is a walking or running 5K event of approximately 60 people. There will be a banner, flags to mark the route/trail, and stereo with microphone. The applicant will be using power in pavilion 1 for the stereo and to show the race time. This will go in front of the Park Board on May 28th for final approval for Park use.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached application under the condition the applicant remove any banners/signs/etc. immediately after event conclusion.

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: 3/28/2024

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

Type of event:

☒
☐

Event – City Parking Lot
Event with Street Closure

☐
☐

Event – City Park
Other _____

Name of event:

DANGIE 5K

Organizer Information

Organizer's Name:

DANGIE 5K

Organizer's Address:

10916 E. Bull Lake Dr. Brainerd, MN

Event Contact Person:

Hailee Gudejohn

Event Contact Daytime Phone:

218-821-4591

Event Contact E-mail Address:

kgudejohn1993@gmail.com

Contact Name/Number Day of Event:

218-821-4591

For Profit/Nonprofit Status (type):

Non-profit - American Cancer Society

Applicant information (if different from the event organizer):

Applicant Name:

Hailee Gudejohn

Applicant Address:

10916 E. Bull Lake Dr. Brainerd, MN

Applicant Phone:

218-821-4591

Applicant E-mail Address:

kgudejohn1993@gmail.com

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6/22/24	8am	12pm	Kiwanis park

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

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

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

Description of Activities

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

5k walk Starting in Kiwanis parking lot.
trail goes up the trail, turning around
boom lake. No street closures needed
participants previously have walked at about
40 people

Site Information

Electrical usage

☒ Yes☐ No

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

Use of pavillion one for electricity for
Stereo and timing system for race

Amplified Sound

☒ Yes☐ No

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

Standard Stereo with microphone

Restrooms provided

☒ Yes☐ No

If yes, how many 2 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: _____

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

Signs, banners, and/or posters/flyers

☒ Yes☐ No

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

blow up banner at entrance and flags
to mark route / trail

Trash Receptacle Disposal

☐ Yes☒ No

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

No closures are needed for this
event.

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

Hold Harmless Agreement and Insurance Information

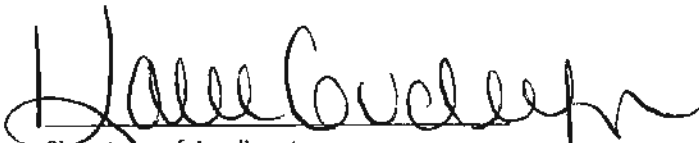
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

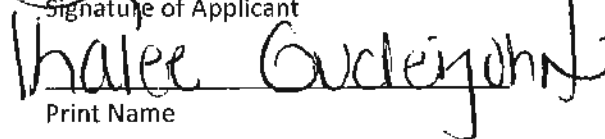
The City, at its discretion, may require the Applicant to obtain liability insurance for any event. If liability insurance is required, the following requirements apply:

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

Signature of Event Applicant

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


Signature of Applicant


Print Name



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Event/Street Closure Application - Corpus Christi Processional

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request is an event application for the annual Corpus Christ Procession, to take place on Sunday, June 2, 2024 from 3 p.m. to 3:30 p.m. The procession consists of a procession of people praying, and utilizing the streets between St. Francis and St. Andrews churches, the streets being Juniper Street, 8th Street, and Willow Street.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This event is an annual event that has utilized the same route, so City staff is familiar with the needs of the applicant. There is low amplified sound that is provided from a back of a vehicle during the procession. There are short stops of the procession at N 8th Street and Juniper Street, 214 S. 8th Street and 1205 S. 9th Street. The applicant is requesting assistance with crossing some of the busy intersections at Washington Street and through the downtown area. The Police Department has typically assisted with this event in previous years and is prepared for the event this year as well. Fliers will be handed out to property owners prior to the event so that they are aware of the procession.

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

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: _____

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

Type of event: Event – City Parking Lot Event – City Park
 Event with Street Closure Other _____

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Site Information

Electrical usage	Yes	No

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

Amplified Sound	Yes	No
-----------------	-----	----

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

Restrooms provided	Yes	No
--------------------	-----	----

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

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

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

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

Trash Receptacle Disposal	Yes	No
---------------------------	-----	----

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Event/Street Closure Application - First Lutheran Church Summer Picnic

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this item is an application for the First Lutheran Church Summer Picnic to be held on Sunday, June 2nd, 2024. The event will take place from 11 a.m. until 1 p.m. The applicant is requesting closure of Norwood Street from N. 7th Street to N. 8th Street beginning at 8 a.m. and continuing until 2 p.m. Sidewalks and adjacent streets would remain open to prevent disruption to the residents.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The event consists of a hot dog feed and games. The church will provide electrical for the hot dog warmers, restrooms, and trash receptacles. Flyers will be handed out to the neighborhood the week of the event. The organizer will also be placing signs in the boulevard adjacent to the street the weekend of the event.

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

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: 4-24-2024

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

Type of event: ☒ Event – City Parking Lot
☒ Event with Street Closure ☐ Event – City Park
☐ Other _____

RECEIVED

APR 24 2024

Name of event: Summer Picnic

CITY OF BRAINERD
ADMINISTRATION

Organizer Information

Organizer's Name: First Lutheran Church
Organizer's Address: 424 South 8th Street
Event Contact Person: Kelly Bevens
Event Contact Daytime Phone: (218) 821-9035
Event Contact E-mail Address: kellybevens1@gmail.com
Contact Name/Number Day of Event: Same
For Profit/Nonprofit Status (type): Non Profit

Applicant information (if different from the event organizer):

Applicant Name: First Lutheran Church
Applicant Address: 424 S 8th St
Applicant Phone: (218) 829-9552
Applicant E-mail Address: office@flcbrainerd.com

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
6-2-2024	11:00 AM	1:00 PM	Norwood St. (7th-8th)

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

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

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

Description of Activities

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

Hotdog feed, games

Site Information

Electrical usage



Yes



No

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

Hot Dog Warmers (from Church)

Amplified Sound



Yes



No

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

Restrooms provided



Yes



No

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

Company contracted for restrooms:

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

Signs, banners, and/or posters/flyers



Yes



No

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

Flyers handed out in neighborhood - week of,
Blvd signs at church - weekend of

Trash Receptacle Disposal



Yes



No

Company contracted for trash receptacle disposal:

First Lutheran

Additional Event Information

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

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

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

Street Closure Request Information

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

Norwood St @ 7th to 8th
we'd like a couple of barricades

Date and time for beginning of street closures: June 2nd 2024 8:00 AM

Date and time for reopening of streets: 2:00 PM June 2nd

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

Sidewalks adjacent streets, no residential disruption

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

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

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

Hold Harmless Agreement and Insurance Information

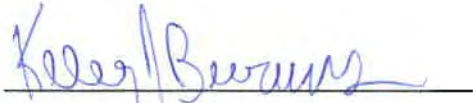
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and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

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

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

Signature of Event Applicant

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



Signature of Applicant



Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

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Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	<u>No comments</u>
City Administration	_____	<u>No comments</u>
Engineering Department	<u>4/29 JD</u>	<u>See conditions below</u>
Fire Department	_____	<u>No comments</u>
Fire Support/EMS	_____	<u>No comments</u>
Parks Department	_____	<u>No comments</u>
Planning Department	_____	<u>No comments</u>
Police Department	_____	<u>No comments</u>

Event Application Approval

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

City Administrator

Date

Approval Conditions

1. Applicant contact Public Works one week prior to the event to request traffic control at 218-513-4412.
2. Applicant provide a Certificate of Insurance to City Hall prior to the event.
3. Applicant to remove any signs from the boulevard after the event concludes.

Certification of Street Closure Approval

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



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Event/Parking Lot Closure Application - GnarBQ

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Attached to this request is the event and parking lot closure application for the GnarBQ event, to be held on Saturday, July 13th, 2024 from 12 p.m. to 4 p.m. The event consists of a pop-up skate park, barbeque, and live music.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This event by the Lakes Area Skatepark Association will utilize the City Hall parking lot. They are proposing to utilize the power available by the corner of the parking lot. They are planning for a PA system and live music. The applicant has indicated that they will provide one restroom. They are requesting that City staff provide trash receptacles and park benches for the event, similarly to last year.

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

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: _____

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

Type of event: Event – City Parking Lot Event – City Park
 Event with Street Closure Other _____

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Site Information

Electrical usage	Yes	No

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

Amplified Sound	Yes	No
-----------------	-----	----

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

Restrooms provided	Yes	No
--------------------	-----	----

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

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

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

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

Trash Receptacle Disposal	Yes	No
---------------------------	-----	----

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	_____
City Administration	_____	_____
Engineering Department	_____	_____
Fire Department	_____	_____
Fire Support/EMS	_____	_____
Parks Department	_____	_____
Planning Department	_____	_____
Police Department	_____	_____

Event Application Approval

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

City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Review Classification of Non-Conservation Tax Forfeit Parcel

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 is a notice the city received from Crow Wing County related to a parcel that the County has deemed "non-conservation" and is intended for private sale to the Brainerd Housing & Redevelopment Authority (HRA) if the City has no objections to the classification.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The parcel is number 41290605 and is described as Outlot E in the Brainerd Oaks development. Sale of this parcel to the HRA will allow for more efficient development of Outlot F of Brainerd Oaks, which the Council recently approved an application for a state housing development grant. A developer is looking to develop Outlot F with 9 twin homes. The purpose of Outlot E would be for access via a new street to the new development in Outlot F.

Staff has reviewed this parcel and would agree with the "non-conservation" status of the parcel so that it is able to be sold to the HRA. Staff does not see any future public purpose for the parcel listed, and the parcel would be better served sold to the HRA for purposes of serving access to the new proposed development in Outlot F.

RECOMMENDED ACTION/MOTION: Staff recommends concurring with the non-conservation status of the parcel as described so that it may be sold to the HRA.

FINANCIAL IMPACT: N/A



Land Services Department
218-824-1010

322 Laurel Street
Brainerd Minnesota 56401

April 11, 2024

Nick Broyles
City of Brainerd
501 Laurel St
Brainerd, MN 56401

RECEIVED

APR 15 2024

**CITY OF BRAINERD
ADMINISTRATION**

Re: Classification to "Non-Conservation" and Future Direct Sale of a Tax Forfeited Tract

Dear Mr. Broyles:

In the near future, the Crow Wing County Board of Commissioners will classify the tax forfeited tract(s), attached, as "Non-Conservation" which is required prior to sale pursuant to MS 282.01

RE Code Legal Description

Acres Forfeiture Date

41290605 OUTLOT E, BRAINERD OAKS

0.31 9/16/2008

Before, however, Crow Wing County can proceed with its plans to offer this tract for sale, the city or township wherein these tracts lie **"must first approve the classification and intended sale"** by the County Board. The city or township **"is considered to have approved the classification and sale if the county board is not notified of the disapproval...within 60 days of the date"** of this letter.

If you respond within 60 days and do not support the County Board's action, **"the County Board must follow the procedures in paragraphs (c) and (d), with regard to the parcel, and must additionally cause to be published in a newspaper a notice of the date, time, location, and purpose of the required meeting."**

According to MS 282.01, Subdivision 1, If the town or city **"fails to submit an application and a resolution of the board or governing body to acquire the property within the six month withholding period, the county may offer the property for sale upon expiration of the withholding period."** Whenever tax forfeited land is proposed to be sold, a generic form letter containing the language above is mailed to the township or city wherein the tax forfeited land lies. The language, above, stipulates the Statutes which apply and does reference a PUBLIC SALE which is the typical sale method. **IN THIS CASE, HOWEVER, CROW WING COUNTY PLANS TO PURSUE A POSSIBLE ALTERNATE SALE PROCEDURE PURSUANT TO MS 282.01, SUBD 7A.**

Please review the tax forfeited tract, attached, and inform this Department of your approval or disapproval of the County Board's future action to classify said tract to a "non-conservation" status with intentions to sell directly to the Brainerd Housing & Redevelopment Authority.

If you have further questions, please give me a call.

Sincerely,

Amy Stoneking & Erik Hidalgo
Environmental Services Coordinators

Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.



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.

41290605

Date: 4/11/2024 Time: 1:05 PM

PARID 41290605
NBHD 09_SERES
TAX FORFEITED

JUR 018
ROLL RP

Owner Details For

Assessment Year: 2023
Pay Year: 2024
Owner Number: 1
Name: TAX FORFEITED

In Care Of:
Owner Address: CROW WING COUNTY LAND SERVICES 322 LAUREL ST STE 15 BRAINERD, MN 56401-3590
City State Zip:
% Owned: 100%
Owner Type Code 1: FEE – FEE OWNER

Alternate Owner

Type	Alternate Owner 1	Alternate Owner 2	Alternate Owner Address
OWN	TAX FORFEITED		

Parcel

Assessment Year: 2023
Pay Year: 2024
Property Address:
City:
State: MN
Zip:
Multiple Addresses: No
Legacy Parcel ID: 0927100090E0009
Market NBHD: 09_SERES - BRAINERD-SE RESIDENTIAL
Appraiser NBHD:
Class: 960 – 5E TAX FORFEITURE NOT REPORTED
Property Use Code: -
Lake
Deeded Acres: .31
Deeded Sq. Ft.
Plat: 09271-BRAINERD OAKS
Lot: E
Block
Section-Twp-Range: 29 - 045 - 030
Tax District: 41100 - 41 - CITY OF BRAINERD
Town/City: 010200 – CITY OF BRAINERD
School District: 020181 – BRAINERD
Fire District:
Rural Service:

Watershed:	
Sewer District:	
Hospital:	
HRA:	080110 - BRAINERD HRA
Commissioner District:	3
TIF Project #:	-

Values

Tax Market Value:	0
Estimated Market Value:	14,200
Ref Market Value:	
TIF Tax Capacity:	0
Tax Capacity:	0
State Tax Capacity:	0
Old House Market Value:	0
New Construction Value:	0

Parcel Status

In Forfeiture:	No
COJ:	No-
In Bankruptcy	
Escrow Company	
ACH	No
MH Court Agreement	
Cash Only	
Delinquent	No
Homestead	N - Non-Homestead
Relative	

Legal

OUTLOT E

Property Description

Plat/Park #:	09-271
Plat/Park Name:	BRAINERD OAKS
Lot Block:	OUTLOT E
Property Address:	
Description:	
Building/Unit #:	
Deeded Acres:	0
Deeded Sq Ft:	
Municipality:	010200 - CITY OF BRAINERD

Tax Description

BRAINERD OAKS

Legal

OUTLOT E

Property Tax by Jurisdiction

Pay Year:	2024
County Tax:	\$.00
City / Town Tax:	\$.00
State Tax:	\$.00
School District Voter Levies:	\$.00
School District Other Levies:	\$.00
Special Taxing Districts-NTC:	\$.00
Special Tax-TIF:	\$.00
Special Tax-Fiscal Disp.:	\$.00
Total Tax before Spec Asmts:	\$.00
Special Assessments:	\$.00
Total Tax Incuding Specials:	\$.00
Half Payment:	\$.00

Property Tax and Credits

Gross Tax Before Credits:	\$.00
Taconite Credit:	\$.00
Power Line Credit:	\$.00
AG Credit	\$.00
Disater Credit	\$.00
School Bond Credit	\$.00
Net Tax After Credits:	\$.00

Miscellaneous Statement Information

Qualifying Tax Amount:	\$.00
Veterans Exclusion:	\$ 0
Senior Deferral:	N
Exempt:	Y
Tax Change:	N
MSA Int:	N
Coap #:	
Escrow Code:	
Homestead:	N – Non-Homestead
Parcel Grouping:	N

Tax District:

BRAINERD CITY - ISD 181

Rates

Total TCAP Rate %:	97.0610
Total Market Rate %:	0.0796
State Gen Tax Commercial Rate %:	29.2940
State Gen Tax Seasonal Rec Rate %:	10.6400

Sales

Sale Date	Sale Price	Instr. Type	CRV #	Grantor/Seller	Grantee/Buyer
09/29/2008		OTH			TAX FORFEITED
11/26/2003		OTH	0311754		BRAINERD HOUSING & REDEVELOPMENT
11/24/2003		OTH	0311462		BRAINERD HOUSING & REDEVELOPMENT

Sale Details

1 of 3

Instrument Type:	OTHER TYPE OF TRANSFER
Grantor/Seller:	
Grantee/Buyer:	TAX FORFEITED
Instrument/Sale Date:	09/29/2008
Transfer Date:	09/29/2008
Recorded Date:	09/29/2008
Auditor/Accept Date	
Improved/Vacant:	-
State Validity Code:	-
Sale Property Use:	-
CRV #:	
Old Document Number	
Total Sale Price:	
# of Pcls:	
Adjusted Sale Price:	
Instrument#	
Filing Office	-
COT#	

Land Summary

Line	Class	Rec #	Code	Land Description	Square Feet	Acres	Land Type	Value
1		1	HGHOPN	HIGH OPEN/MEADOW/PASTURE	13,504	.31	A - ACREAGE	14,200
Total:						.31		14,200

Land

Line:	1
Class:	
Rec #	1

Land Type:	A – ACREAGE
Land Code:	HGHOPN
Square Feet:	13,504
Acres:	.31
Land Value:	14,200
Frontage:	
Depth:	
Influence 1	
Influence 2	
Influence 3	
Influence 4	
Notes:	

Green Acres/Rural Preserve

Land Program	
Total Land Program EMV	0
Tillable Land EMV	0
Land Program Tillable EMV	0
Acres	.00
Tillable Acres	.00
Land Program Tillable Acres	.00

Values

Reason Code:	
Review Date:	
Review Code:	1 – COST APPROACH
Review Reason:	
Appraiser ID:	
Exempt %:	%
Exempt Building:	0
Spec Proc Flag:	
Appraised Land:	14,200
Appraised Building:	0
Appraised Total:	14,200
Cost Land Value:	14,200
Cost Building Value:	0
Cost Total Value:	14,200
Market Value:	
Income Value:	0
GRM Value:	0
Total Residential Living Area:	
Total Commercial Living Area:	
Converted Land:	12800
Note 1:	
Note 2:	



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Award Bid - Contract Towing

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Attached to this item are the bids received for the City's biannual contract towing services.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The two bids that were received were from Collins Brothers Towing of Brainerd and West Brainerd Auto. The bid forms attached include the proposed pricing for each item per the specifications. In reviewing the two bids, you can see variances throughout the proposals. For example, West Brainerd is less in items #2, #3, #4, #7, #10, #12, and #14. Collins Brothers is less in items #11, #13, #15, #16, and #17. In addition, Collins Brothers is the only proposer that offers semi-wrecker towing.

It is difficult to discern which proposal would result in lower costs over the next two years as we would have to predict which events would occur more frequently. For example, this last winter, we had a significantly lower amount of snow removal towing as we only had one declared snow emergency. Items in both proposals do affect residents directly, whether that be from the direct towing cost, impound storage, or no keys/drop fees. In general, the City requires almost no towing of City vehicles now that most of the fleet has been moved to leased vehicles. We have also encountered a couple instances per year where the vehicle was moved but not impounded to allow for construction. This is a cost to the City rather than the resident. In reviewing the costs, they are generally close but overall, the cost for residents would likely be slightly less under the Collins Brothers contract.

In discussions with Chief Davis, it is the Police Department's observations that both vendors would be capable of performing to the terms and specifications laid out in the contract. In working with both vendors over the years, it appears that Collins Brothers have been more efficient in their operations. They would be acceptable to either vendor.

RECOMMENDED ACTION/MOTION: With consideration of the bids and discussion with PD, staff recommends award of the contract towing services for the 2024-2026 period to Collins Brothers Towing of Brainerd.

FINANCIAL IMPACT: Unknown at this time.

**CITY OF BRAINERD
TOWING SERVICES
MAY 15, 2024 – MAY 14, 2026**

FORM OF PROPOSAL

SCHEDULE OF TOWING COSTS

ITEM NO.	ITEM	UNIT PRICE
1.	TOWING WITHOUT IMPOUND	<u>45⁰⁰</u> PER TOW
2.	TOWING CITY VEHICLES	<u>25⁰⁰</u> PER TOW
3.	STREET SWEEPING TOWING	<u>10⁰⁰</u> PER TOW
4.	SNOW REMOVAL TOWING	<u>10⁰⁰</u> PER TOW
5.	DISABLED VEHICLE TOWING	<u>45⁰⁰</u> PER TOW
6.	MISCELLANEOUS TOWING	<u>45⁰⁰</u> PER TOW
7.	MOTORCYCLE	<u>55⁰⁰</u> PER TOW
8.	SEMI-WRECKER TOWING	<u>NA</u> PER TOW
9.	SEMI-WRECKER WINCHING	<u>NA</u> PER _____
10.	REGULAR WRECKER WINCHING	<u>37⁵⁰</u> PER <u>1/2 hr</u>

SCHEDULE OF STORAGE COSTS

ITEM NO.	ITEM	UNIT PRICE
11.	IMPOUND STORAGE	<u>30⁰⁰</u> PER 24 HR

MISCELLANEOUS COSTS

12.	AFTER HOURS RELEASE (see Section 3)	<u>25⁰⁰</u>
13.	DOLLIES	<u>30⁰⁰</u> PER TOW
14.	CRASH RELATED CLEANUP (5 MINUTE MINIMUM)	<u>30⁰⁰</u> PER 30 MINS
15.	STAND BY AND MISC. TIME	<u>37⁵⁰</u> PER <u>1/2 hr</u>
16.	NO KEYS FEE	<u>30⁰⁰</u> PER TOW
17.	DROP FEE	<u>40⁰⁰</u> PER TOW

4/02/24
DATE

West Brainerd Auto
BUSINESS NAME

721 W. Washington St.
ADDRESS

2183302628
PHONE NO.

 operations manager
SIGNATURE AND TITLE

**CITY OF BRAINERD
TOWING SERVICES
MAY 15, 2024 – MAY 14, 2026**

FORM OF PROPOSAL

SCHEDULE OF TOWING COSTS

ITEM NO.	ITEM	UNIT PRICE
1.	TOWING WITHOUT IMPOUND	<u>\$ 45</u> PER TOW
2.	TOWING CITY VEHICLES	<u>\$ 35</u> PER TOW
3.	STREET SWEEPING TOWING	<u>\$ 20</u> PER TOW
4.	SNOW REMOVAL TOWING	<u>\$ 20</u> PER TOW
5.	DISABLED VEHICLE TOWING	<u>\$ 45</u> PER TOW
6.	MISCELLANEOUS TOWING	<u>\$ 45</u> PER TOW
7.	MOTORCYCLE	<u>\$ 100</u> PER TOW
8.	SEMI-WRECKER TOWING	<u>\$ 205 starting</u> PER TOW
9.	SEMI-WRECKER WINCHING	<u>\$ 300</u> PER <u>HR</u>
10.	REGULAR WRECKER WINCHING	<u>\$ 45</u> PER <u>1/2 HR</u>

SCHEDULE OF STORAGE COSTS

ITEM NO.	ITEM	UNIT PRICE
11.	IMPOUND STORAGE	<u>\$ 25</u> PER 24 HR

MISCELLANEOUS COSTS

12.	AFTER HOURS RELEASE (see Section 3)	<u>\$ 30</u>
13.	DOLLIES	<u>\$ 25</u> PER TOW
14.	CRASH RELATED CLEANUP (5 MINUTE MINIMUM)	<u>\$ 35</u> PER 30 MINS
15.	STAND BY AND MISC. TIME	<u>\$ 25</u> PER <u>1/2 HR</u>
16.	NO KEYS FEE	<u>\$ 20</u> PER TOW
17.	DROP FEE	<u>\$ 25</u> PER TOW

4/9/24
DATE

320-717-1240
PHONE NO.

Collins Brothers Tring of Brainerd
BUSINESS NAME

1609 NW 371 Brainerd, MN 56401
ADDRESS

[Signature] CEO
SIGNATURE AND TITLE



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Authorize Grant Application - TH 210/Lum Park Pedestrian Bridge

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Attached to this item is the memo and application form for the Carbon Reduction Program grant solicitation. The program was designed from the IJA federal infrastructure bill to fund projects that reduce carbon emissions from vehicles. Staff is requesting authorization to apply for the grant program for the TH 210/Lum Park Pedestrian Bridge project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff is prepared to prepare the application including the necessary attachments for the submission package in house. As the Central Minnesota region (ATP-3) has slightly over \$2M available for years 2025 and 2026 each, staff would recommend limiting the request to no more than \$1.5 million, as the funds are competitive between Regions 5, 7W, East Central and the St. Cloud MPO.

RECOMMENDED ACTION/MOTION: Staff recommends authorization to apply for the CRP grant program for the TH 210/Lum Park Pedestrian Bridge project.

FINANCIAL IMPACT: N/A

Memo

TO: Interested Stakeholders

FROM: Steve Voss
District Planning Director

DATE: April 2, 2024

RE: FY 2025 and FY 2026 Carbon Reduction Program Project Solicitation

The Central Minnesota Area Transportation Partnership (ATP), representing the 12-county Central Minnesota region, is officially soliciting eligible candidate projects seeking federal Carbon Reduction Program (CRP) funding for fiscal years (FYs) 2025 and 2026.

The 2021 federal Infrastructure Investment and Jobs Act (IIJA) established the CRP to provide funding for projects designed to reduce carbon dioxide emissions from surface transportation. This legislation required each State to develop a Carbon Reduction Strategy (CRS) to identify projects and strategies to support the reduction of transportation emissions. The Minnesota Department of Transportation (MnDOT) completed our State's CRS in November 2023. This document is now being used to inform and guide the CRP project solicitation and selection process.

Minnesota expects to receive approximately \$21 million in CRP funding annually over the five-year period of the IIJA. In the Central Minnesota region, a total of \$2.19 million is available for FY 2025 and \$2.23 million is available for FY 2026.

Note, since CRP funds are distributed based on population groupings, communities within the urbanized area of the St. Cloud metropolitan area and that part of Region 7W in Wright and Sherburne Counties within the extended Twin Cities urbanized area are targeted separate CRP funding allocations. If your project is within one of these areas, please be advised to submit your project proposals using the solicitation format/procedures for that area. (These solicitations are occurring concurrently with this one.) If your project is outside one of these urbanized areas and within the Central Minnesota region, you should apply using the solicitation information and materials provided herein.

There are many project types that address the goals of the CRP by reducing carbon emissions from transportation sources. Minnesota's CRS prioritizes projects into three broad strategy categories: electrification, travel options, and low carbon infrastructure and system management. An abbreviated listing of eligible project types is shown below with more detailed eligibility information and exceptions provided in the attachments.

Electrification:

- Install electric vehicles (EVs) or zero emission vehicles (ZEV) charging infrastructure.
- Purchase or leasing EVs or ZEVs.
- Support EV and ZEV adoption through outreach and education.

Travel Options:

- Install and maintain infrastructure network improvements for walking, rolling and biking.
- Plan, design, and engineer infrastructure network improvements for walking rolling and biking.
- Implement context sensitive design for travel options.
- Add high-capacity transit options.
- Add intercity and regional public transit options.
- Implement travel demand management.

Low Carbon Infrastructure and System Management:

- Optimize transportation systems management and operations.
- Utilize low carbon methods for construction and maintenance of transportation infrastructure.
- Support renewable energy generation.

Since CRP funding is federal, a minimum 20 percent local or state match is required. While efforts are made to fund successful projects at the 80 percent federal level, funding is limited so applicants may be asked to accept a lesser federal amount that will increase their local share. Applicants will also be required to cover any activities ineligible for federal participation and any costs exceeding their original award amount that may be necessary to complete the project as proposed in their application.

To apply during this CRP solicitation, interested agencies/stakeholders will need to complete both the ATP-3 Carbon Reduction Program Application (**Attachment 1**) and the Carbon Emissions Tool (CET) (**Attachment 2**). The CET is used to estimate the carbon emission reductions associated with the proposed transportation project. Note, a single project may benefit multiple categories. Instructions and tips for using the CET can be found at **Attachment 3**. We invite applicants to schedule a virtual meeting with our staff who can assist in calculating the estimated carbon emission benefits for the proposed project using the CET.

More information on the CRP including program information, project eligibility, solicitation schedule, and evaluation criteria is provided at **Attachment 4**. Additional information on the CRP is available on [MnDOT's website: https://www.dot.state.mn.us/carbon-reduction-program/](https://www.dot.state.mn.us/carbon-reduction-program/) or by contacting MnDOT Carbon Reduction Coordinator Anna Pierce at 651-366-3793 or anna.m.pierce@state.mn.us. For information on the ATP's current CRP solicitation, please contact District 3 Program Coordinator Jeff Lenz at 218-828-5808 or jeff.lenz@state.mn.us.

Applications must be submitted no later than **5 p.m., Friday, May 10, 2024**, by mail at the address below or by e-mail to jeff.lenz@state.mn.us.

Jeff Lenz, District 3 Program Coordinator
MN Department of Transportation
7694 Industrial Park Road
Baxter, MN 56425

Please share this announcement with others who you feel may have interest in the CRP and applying.

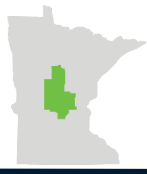
FY 2024 Carbon Reduction Program Project Solicitation

Eligible projects

Projects that support the reduction of transportation emissions, including, but not limited to:

- a project described in [23 U.S.C. 149\(b\)\(4\)](#) to establish or operate a traffic monitoring, management, and control facility or program, including advanced truck stop electrification systems
- a public transportation project eligible under [23 U.S.C. 142](#)
- a transportation alternative (as defined under the Moving Ahead for Progress under the 21st Century Act [[23 U.S.C. 101\(a\)\(29\)](#), as in effect on July 5, 2012]), including, but not limited to, the construction, planning, and design of on-road and off-road trail facilities for pedestrians, bicyclists, and other nonmotorized forms of transportation
- a project described in [23 U.S.C. 503\(c\)\(4\)\(E\)](#) for advanced transportation and congestion management technologies, these include:
 - advanced traveler information systems;
 - advanced transportation management technologies;
 - advanced transportation technologies to improve emergency evacuation and response by Federal, State, and local authorities;
 - infrastructure maintenance, monitoring, and condition assessment;
 - advanced public transportation systems;
 - transportation system performance data collection, analysis, and dissemination systems;
 - advanced safety systems, including vehicle-to-vehicle and vehicle-to-infrastructure communications, technologies associated with autonomous vehicles, and other collision avoidance technologies, including systems using cellular technology;
 - integration of intelligent transportation systems with the Smart Grid and other energy distribution and charging systems;
 - integrated corridor management systems;
 - advanced parking reservation or variable pricing systems;
 - electronic pricing, toll collection, and payment systems;
 - technology that enhances high occupancy vehicle toll lanes, cordon pricing, or congestion pricing;
 - integration of transportation service payment systems;
 - advanced mobility, access, and on-demand transportation service technologies, such as dynamic ridesharing and other shared-use mobility applications and information systems to support human services for elderly and disabled individuals;
 - retrofitting dedicated short-range communications (DSRC) technology deployed as part of an existing pilot program to cellular vehicle-to-everything (C-V2X) technology,

- subject to the condition that the retrofitted technology operates only within the existing spectrum allocations for connected vehicle systems; or
 - advanced transportation technologies, in accordance with the research areas described in section 6503 of title 49.
- deployment of infrastructure-based intelligent transportation systems capital improvements and the installation of vehicle-to-infrastructure communications equipment;
- a project to replace street lighting and traffic control devices with energy-efficient alternatives
- development of a carbon reduction strategy developed by a State per requirements in [23 U.S.C. 175\(d\)](#);
- a project or strategy designed to support congestion pricing, shifting transportation demand to nonpeak hours or other transportation modes, increasing vehicle occupancy rates, or otherwise reducing demand for roads, including electronic toll collection, and travel demand management strategies and programs
- efforts to reduce the environmental and community impacts of freight movement
- a project that supports deployment of alternative fuel vehicles, including—
 - acquisition, installation, or operation of publicly accessible electric vehicle charging infrastructure or hydrogen, natural gas, or propane vehicle fueling infrastructure; and
 - purchase or lease of zero-emission construction equipment and vehicles, including the acquisition, construction, or leasing of required supporting facilities
- a project described in [23 U.S.C. 149\(b\)\(8\)](#) for a diesel engine retrofit
- certain types of projects to improve traffic flow that are eligible under the CMAQ program, and that do not involve construction of new capacity [[§ 11403](#); [23 U.S.C. 149\(b\)\(5\)](#); and [175\(c\)\(1\)\(L\)](#)]
- a project that reduces transportation emissions at port facilities, including through the advancement of port electrification
- any other STBG-eligible project, if the Secretary certifies that the State has demonstrated a reduction in transportation emissions, as estimated on a per capita and per unit of economic output basis. [[§ 11403](#); [23 U.S.C. 133\(b\)](#) and [175\(c\)\(2\)](#)]
 - Note: FHWA will issue guidance on how the Secretary will make such certifications.
 - Per [23 U.S.C. 175\(c\)\(2\)](#) Flexibility, in addition to the eligible projects under paragraph (1), a State may use funds apportioned under section 104(b)(7) for a project eligible under section 133(b) if the Secretary certifies that the State has demonstrated a reduction in transportation emissions-(A) as estimated on a per capita basis; and (B) as estimated on a per unit of economic output basis.



Carbon Reduction Program

ATP-3 Application and Scoring Form

APPLICANT INFORMATION	
APPLICANT:	Agency name
APPLICANT CONTACT:	Name, position, address, phone #
APPLICATION SPONSOR: (If applicable)	Sponsor agency
SPONSOR CONTACT:	Name, position, address, phone # here
COST AND FUNDING INFORMATION	
TOTAL PROJECT COST:	
CRP FUNDS REQUESTED: (Maximum 80% total project cost)	
LOCAL FUNDS COMMITTED: (Minimum 20% total project cost)	
OTHER FUNDS COMMITTED: (If multiple sources, please specify the amount for each source.)	Enter source name/amount here
PROJECT IN STIP?	Click to choose.
PROJECT NUMBER IN STIP:	
PROJECT INFORMATION	
DESCRIPTION AND ELIGIBILITY: Please provide an overview of the proposed project including the project location, description of work, planned improvements, and anticipated project benefits. See CRP Eligible Projects for what's eligible. Then specify overall project category and subcategory for which CRP funds are being sought. Some projects may have components in more than one category. List all that apply. Attach maps and diagrams to the application to support your request. Include any relevant planning and, or engineering studies. Proposers should indicate if they would accept partial funding (i.e., a portion of the requested amount).	
Enter description here	
PROJECT CATEGORY:	Click to choose.
PROJECT SUBCATEGORY:	Enter subcategory name from CRS Toolkit
PROJECT READINESS: Describe actions that have been taken to prepare for the project. List relevant planning or engineering studies, right-of-way acquisitions, public engagement, land purchases, city or county resolutions of support, and financial commitments, and discuss the timeline and milestones to demonstrate that the project can be delivered in the year selected.	
Enter description here (box will resize as needed)	

APPLICANTS: Please contact MnDOT Planning staff to schedule a virtual meeting for assistance in calculating the value for the cost-effectiveness of carbon reduction for the project using the **MnDOT Carbon Emissions Tool (CET)**.

CARBON COST EFFECTIVENESS CATEGORY (POSSIBLE POINTS)	SCORE For Official Use Only
COST EFFECTIVENESS OF CARBON REDUCTION (max. 20 points) <i>(Note: Score to be calculated on Scoring Spreadsheet.)</i> Score is calculated using Please list the value for cost effectiveness below in the units of Dollars/Metric Ton CO_{2e} reduced. Applicant enters text here.	

APPLICANTS: Please refer to the **CRP Scoring Criteria** for guidance on describing how the project connects to each co-benefit category. The Carbon & Resilience Committee will score each section based on the Table of Score Descriptions.

CO-BENEFITS CATEGORY (POSSIBLE POINTS)	SCORE For Official Use Only
EQUITY (max. 5 points) Describe how the project benefits disadvantaged communities. These communities can be defined through the Justice40 framework or alternative framework for assessing disadvantaged populations, including households without a motor vehicle and people with disability (see Appendix A). Applicants enter text here.	
SAFETY (max. 5 points) Describe how the project will improve real or perceived safety concerns in the community. These can be identified in a safety study or plan. If the safety concerns are not identified in a plan, they may be identified with an alternative approach, such as providing an aerial photo of the safety concern. Describe whether the project occurs in an area with high rates of motor vehicle serious injury or fatal crashes and/or areas with high rates of non-motorized serious injury or fatal crashes and whether the project has a safety component that addresses these challenges (See Appendix B). Applicants enter text here.	
ACCESS (max. 5 points) Describe how the project improves non-motorized access and transit or shared mobility access to key destinations. This can include improvements that encourage these modes through both infrastructure and land use. Describe how the project improves travel efficiency (via driving, carpool or other methods) to key destinations and how the project improved traveler comfort. Applicants enter text here.	
HEALTH (max. 5 points) Describe how the project improves localized air quality, especially in communities with high rates of asthma (see Appendix C). Also describe how this project supports active transportation. Applicants enter text here.	
TOTAL CO-BENEFIT POINTS	
*TOTAL SCORE (From CRP Scoring Tool spreadsheet – to be provided at meeting.)	

TABLE OF SCORE DESCRIPTIONS

Score	Description
0	This project demonstrates no connection to the co-benefit.
1	This project shows minimal connection to the co-benefit with little to no documentation in datasets, plans or narrative. Narrative text describes a weak connection to a co-benefit with no supporting datasets or plans provided.
2	This project shows a moderate connection to the co-benefit with some documentation in datasets, plans or narrative. Narrative text makes the case that there is a connection to the co-benefit, based on the applicant's understanding, but there are no further datasets or plans provided.
3	This project shows good connection to the co-benefit somewhat documented with datasets, plans or narrative. There are plans or maps with data that shows a connection to the co-benefit Narrative text makes a connection between the data provided and the co-benefit.
4	This project shows well-defined connection to the co-benefit with well documented datasets, plans or narrative. There are plans or maps with data that shows a connection to the co-benefit. Narrative text provides thorough detail on how the project will benefit area communities using the data provided.
5	This project shows outstanding connection to the co-benefit through thoroughly documented datasets, plans or narrative. There are comprehensive planning, engineering or equity focused studies carried out prior to or as part of the project development process that provide detailed and specific connections to the co-benefit.



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Discuss RRFB's at 371B/Willow Street Roundabout

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

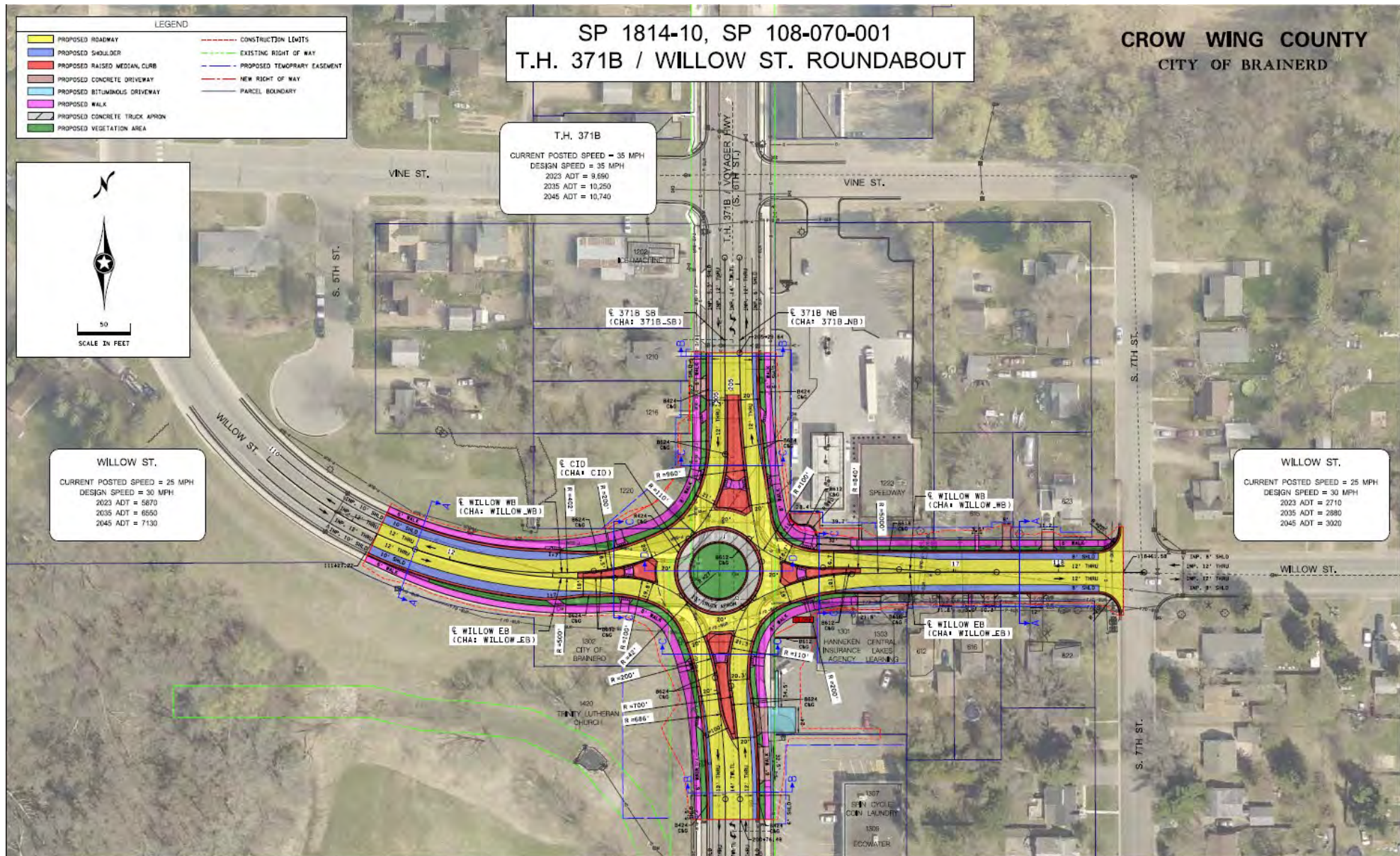
PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 5 Minutes

SUMMARY OF ISSUE: As staff and MnDOT continue development of the roundabout project at the intersection of S. 6th Street and Willow Street, staff is requesting direction from the City Council on rectangular rapid flashing beacon (RRFB) signage at the roundabout. As a reminder, RRFB's are pedestrian crossing enhancements that attract driver attention to crossers. Some have recently been installed adjacent to Harrison Elementary as part of the Safe Routes to School project. Currently, there is no guidance on whether or not RRFB's should be installed at single lane roundabouts. However, with the significant amount of pedestrian traffic around this intersection, staff recommends that they be strongly considered for this project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In discussing this with MnDOT, we are in agreement that MnDOT would share in the cost of construction of the RRFB installation at 50%. Using the installation at Harrison Elementary, staff would estimate the total cost of the signage at this intersection to be \$120,000 (\$30,000 per leg), which would be \$60,000 City responsibility. Following construction, the signage would become ownership and maintenance responsibility of the City throughout the life of the installation. These items would also be considered State Aid eligible expenses and could be funded using state aid dollars.

RECOMMENDED ACTION/MOTION: Staff recommends approval of installation of RRFB's at the proposed roundabout at S. 6th Street and Willow Street and to develop and agreement with MnDOT for the construction and maintenance of the installations.

FINANCIAL IMPACT: Estimated at \$60,000





City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Discussion on 2003 Riverside Drive Infrastructure Project and Annexation Requirements

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: James Kramvik, Community Development Director, Jessie Dehn, Public Works Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director, Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE: The City Council requested that staff provide additional information regarding Riverside Drive utilities at their April 15th meeting. Attached is a memo with a summary of the information collected by staff.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: See attached memo. If Council requests additional information, staff can source that information as directed.

RECOMMENDED ACTION/MOTION:

1. Per the attached memo, staff is recommending discussing potential orderly annexation with Crow Wing County staff and begin by initially drawing a proposed municipal boundary.
2. Council consider adjustment of the Connection Charge for Riverside Drive to the original amount of \$11,300.

FINANCIAL IMPACT: N/A

MEMO



TO: Brainerd City Council

FROM: James Kramvik, Community Development Director
Jessie Dehn, City Engineer/Public Works Director

DATE: May 6th, 2024

RE: Discussion on Riverside Drive Utilities

INTRODUCTION

In 2003, the City constructed a utility extension project along Riverside Drive. The project included extension of the watermain and sanitary sewer system from Jackson Street to east of Ashmun Road. Included with the construction was installation of water and sanitary sewer service lines to the right-of-way at parcels along Riverside Drive. It was the intention that this project would allow existing properties to connect to the City utility infrastructure and no longer use wells and septic systems for their water and sewer.

As part of the funding for the project, the City paid for nearly 2/3 of the expense. The Council resolved that approximately 1/3 would be assessed to property owners adjacent to the project. For those that connected to the system, they were annexed into the city and the costs were assessed accordingly. Some of those properties have a Deferred Assessment that has collected interest over 10 years (life of the bond used to pay for the project). For those parcels outside the city limits, the City is unable to assess those properties. The City Council considered an Assessment/ Connection Policy at their June 2nd, 2003 meeting regarding properties outside its corporate boundaries that have the ability to connect to City water and sewer services. The policy was reviewed by City Attorney Fitzpatrick and was approved by a 6-1 majority vote. After the policy was enacted, MN State Statute changed regulations on how municipalities are allowed to force annexation. The following requirements of the policy are no longer enforceable:

1. The City will require property owners to connect to the utility systems within three (3) years of availability of service provided that the property owner can show proof that the existing private septic system satisfactorily passes a Certificate of Compliance Inspection.
2. In the event the existing private system is, at the time of initial or subsequent inspection a failing system or becomes an imminent threat to the public health or safety, shall serve upon such owner or occupant ten days' notice in writing specifying the time when such municipal sewer connection or connections must be made and completed.
3. No repairs or improvements may be made to existing wells and/or individual septic systems on property having access to municipal utility systems.

The City of Brainerd has no statutory authority to force municipal utility connection to properties outside its City limits. However, the City can require a property owner to petition for annexation in order to connect to municipal utilities as stated in the last line of the policy:

1. A property owner who receives municipal utilities must sign an agreement that a petition for annexation into the City for the property will be submitted as soon as practicable, pursuant to the appropriate statute, or risk disconnection of service.

Community Development staff researched all annexation by ordinance and orderly annexation agreements for Riverside Drive between the City of Brainerd and Crow Wing County on the MN Office of Administrative Hearings website. The search result did not produce any agreements for annexation of multiple properties. However, there were several individual property owners that petitioned to annex into the City limits, with most annexations occurring between 2003 and 2005. The petitions were most likely the result of property owners asking to connect municipal utility services.

CURRENT STATUS

As of today, approximately 2/3 of the parcels adjacent to Riverside Drive are within city limits with the rest outside city limits (First Assessment District). As referenced, several were annexed shortly after the project, some as a result of organized development, and others. Of the 41 assessments that were originally certified, approximately 3/4 have been paid, while roughly 1/4 remain deferred. This does not include outstanding connection charges for parcels not within city limits. It appears that there are over 30 parcels remaining along Riverside Drive that have connection charges pending.

From what staff can gather, the last assessments or connection charges that have been paid or certified was in 2010. Using the approximate number of parcels remaining, there is approximately \$140,000 in outstanding deferred assessments and over \$500,000 in outstanding connection charges.

STAFF RECOMMENDATION

After conducting this research, the Community Development Department recommends discussing potential orderly annexation with Crow Wing County staff and begin by initially drawing a proposed municipal boundary. Staff would likely look at parcels able to be served by municipal utilities as guidance towards development of the proposed municipal boundary in the Riverside Drive area. If this area is annexed, the City of Brainerd can require all properties with failing or non-compliant septic systems be forced to connect to City water and sewer. Staff has collected information on properties in this area and annexation of these properties would likely result in generating roughly \$100,000 in tax revenue. This doesn't bring more funds to the City, just lowers the taxes for the city overall. Also, all properties can be assessed for future road improvement projects and eliminate the need for extra connection charges. In addition, staff would recommend that the Connection Charge be adjusted to the original amount of \$11,300. This amount would bring the total including SAC/WAC closer in line with the approximate cost of replacement of a septic system.

From: [Jeff Czeczok](#)
To: [Jessie Dehn](#)
Cc: [Nick Broyles](#); [James Kramvik](#)
Subject: FW: Municipal water and sewer
Date: Thursday, May 2, 2024 2:45:05 PM

Greetings, Jessie,
Please include the email exchange below in the S&PW packet.

Thanks much, Jeff

From: Tim Houle <Tim.Houle@crowwing.gov>
Sent: Thursday, April 25, 2024 9:50 AM
To: Chris Pence <Chris.Pence@crowwing.gov>; Jeff Czeczok <jczeczok@ci.brainerd.mn.us>
Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; Gary Griffin <Gary.Griffin@crowwing.gov>
Subject: RE: Municipal water and sewer

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

Councilor Czeczok,

I agree with Chris' assessment and, from a staff perspective, we do try to promote orderly development and we do think of municipal sewer and water services as superior to an Individual Sewage Treatment System (ISTS), more commonly known as a septic system. We partnered quite nicely, for example, with the City of Baxter when Dondelinger Automotive built their dealership on the north side of CSAH 77 off Highway 371. Dondelinger wanted a septic system as he did not want to be annexed presumably to avoid higher tax rates and sewer and water fees. We did not allow it. When he was immediately adjacent to a municipal system, we required him to connect to the system. The City of Baxter required him to be in the city limits in order to connect him. There was an orderly annexation agreement between the City of Baxter and the First Assessment District (through the County, of course) that annexed the property into the City and then the sewer and water connection was automatic.

That one was really very clean as the stub was literally just across CSAH 77. I think it may be difficult to come up with a one-size-fits-all approach as I think each situation will need to be evaluated on how far away is the nearest sewer and water connection. What I would hope is that both of our staffs work closely together to evaluate each circumstance like that to try to give the best advice to the Council and County Board about whether or to what extent we need to better coordinate efforts on these rather isolated cases.

If there is an additional dialogue that you would like to have with us, let me know. I would also appreciate understanding any concerns you have so we can try to accommodate them as long as our policymakers are OK with it, too. I think both the city staff and the county staff stand ready to assist you in facilitating that conversation should you wish to advance it.

Thank you for reaching out for more discussion. Let me know how I can help advance the

discussion.

Thanks,

Tim

Dr. Timothy J. Houle, MPA, DPA

County Administrator
326 Laurel Street, Suite 13
Brainerd, MN 56401
phone (218) 824-1067
fax (218) 824-1054

www.crowwing.us



Our Vision: Being Minnesota's favorite place.

Our Mission: Serve well. Deliver value. Drive results.

Our Values: Be responsible. Treat people right. Build a better future.

From: Chris Pence <Chris.Pence@crowwing.gov>

Sent: Thursday, April 25, 2024 9:29 AM

To: Jeff Czczok <jzczok@ci.brainerd.mn.us>

Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; Tim Houle <Tim.Houle@crowwing.gov>; Gary Griffin <Gary.Griffin@crowwing.gov>

Subject: RE: Municipal water and sewer

Hi Jeff – from a staff perspective it makes sense to require a property to connect to a municipal sewer system if it is available and the municipality will allow the connection. This is just a staff perspective and would need the support of the County Board to amend our Septic System ordinance. Thanks Chris Pence

From: Jeff Czczok <jzczok@ci.brainerd.mn.us>

Sent: Wednesday, April 24, 2024 4:33 PM

To: Chris Pence <Chris.Pence@crowwing.gov>

Cc: Nick Broyles <nbroyles@ci.brainerd.mn.us>; Tim Houle <Tim.Houle@crowwing.gov>

Subject: Municipal water and sewer

This message was sent from outside your organization. Please proceed with caution.

Greetings, Chris,

Per our phone conversation this past Monday, and my requesting of you to reply to all in this email related to the possibility of the county implementing an ordinance related to septic system permitting where municipal water and sewer is accessible for county property owners to connect, I was hoping you could follow up here to provide information to the City of Brainerd similar to what you and I discussed.

Specifically, this item is related to the area in the City of Brainerd and adjacent to CWC property owners along Riverside Drive where municipal water and sewer is available.

Thank you very much.

Sincerely, Jeff
218-828-8476



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Discuss 15106 Riverside Drive Connection Charge

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 bringing this item back for discussion for the Council from the April 15th meeting. Attached is a memo regarding information on the issue regarding 15106 Riverside Drive specifically. The Council requested additional information from staff regarding Riverside Drive utilities as a whole that was presented in a separate item in this agenda.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Below are the four alternatives that staff presented at the April 15th meeting, originally recommending Option 2.

1. Require payment of the full Connection Charge and SAC/WAC fees, totaling \$20,587.87. Staff would recommend application of the fees over 10 years in the form of an assessment on the property. Assessment is only available once 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. 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. 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.

As the Council is considering a potential future policy for Riverside Drive, staff could take direction from that policy on how to address this specific connection.

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Council on the Connection Charge for 15106 Riverside Drive.

FINANCIAL IMPACT: Dependent on Council direction.

MEMO



TO: BRAINERD CITY COUNCIL

FROM: CITY ENGINEER/PUBLIC WORKS DIRECTOR JESSIE DEHN

DATE: MAY 6, 2024

SUBJECT: 15106 RIVERSIDE DRIVE CONNECTION

The property at 15106 Riverside Drive encountered a failing septic system. The County notified the property owner that they were no longer able to discharge from the septic. This required the property owner to have the tanks pumped out every few days by a service company. The Contractor reached out to City staff regarding the septic system and inquired about the possibility of connecting to the City's utilities. Staff looked to see if there were any deferred assessments on the property. There were none as the parcel was outside the city limits, thus assessments couldn't have been levied on the property. The Contractor was informed that SAC and WAC charges would apply (\$3,300 total). Staff was unaware of the connection charges that applied to parcels outside of the city limits at the time.

In discussing this with the County, it was implied that the County would likely not want to permit replacement of the septic system due to its 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. At the time, Engineering staff was not in the office until the following week. When returning, staff had informed the contractor over the phone that nothing further would be needed for the permit but had expressed that SAC and WAC would need to be paid prior to connection. No permit had been issued. Staff shortly thereafter found that there was a Connection Charge that was applied to parcels not within City limits that would need to be paid at the time of connection. This charge was \$17,287.87. BPU staff had visited the site as the contractor requested approval. BPU staff instructed the contractor that the service needed to be reconnected to the well system as the connection fee had not been paid. They also instructed the contractor that they would need City Engineering staff to inspect the sewer service line. By the time the Connection Charge was conveyed to the owner and contractor, the connection had already been completed. The contractor did not have an approved permit nor was the connection field inspected by City or BPU staff before it was buried. The SAC and WAC fees had not been paid by the property owner prior to the connection, which is required per City Code.

At this time currently, the property is connected to the City utilities and being billed at a double rate, as has been done for other properties outside the city limits connected to city utilities (i.e. airport). No connection charges or SAC/WAC fees have been paid at this time. While the conditions in the 2003 policy that force annexation or connection may not be enforceable, the policy does state that any property that makes connection must sign an agreement that a petition for annexation into the City for the property will be submitted as soon as practicable, pursuant to the appropriate statute, or risk disconnection of service. This provision can still be enforced. It is intended

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

that any property that makes connection to the City infrastructure must annex into the city and pay the appropriate connection, assessment, and/or SAC/WAC fees.

The City Council reviewed this property at their meeting on April 15th and the issue regarding the miscommunication from staff to the contractor regarding the appropriate fees for connection. The Council requested staff bring additional information to the May 6th Council meeting for review before a decision can be made regarding what they would order as connection charges to the property at 15106 Riverside Drive. That information and discussion was brought as a separate item during the same meeting for potential guidance for the Council on how to address the Connection Charges at this property specifically.

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

Septic Install	
Item	Cost
Contractor 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: May 6, 2024

TITLE OF ITEM: Review Proposed Tree Ordinance and Policy

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): 10 min

SUMMARY OF ISSUE:

Emerald Ash Borer was recently discovered along 13th Street SE in Brainerd as part of a routine inspection by the Minnesota Department of Agriculture. Detection of EAB was also discovered recently in both Cass and Morrison counties. The insect larvae kills ash trees by tunneling under the bark and feeding on the part of the tree that moves nutrients up and down the trunk. EAB affects all varieties of native Ash trees and typically kills a tree in about four years. All untreated Ash trees in Brainerd are expected to die within 7 to 10 years.

Ash trees can be fully protected from EAB by using a trunk injection of Emamectin Benzoate by a licensed arborist. The average cost of treatment is approximately \$11.00 per trunk inch. A single tree typically costs between \$150 to \$250 and the injection is guaranteed for 2 years but could potentially be extended to a 3-year injection cycle.

Kiwanis Park will be the most affected park in Brainerd from EAB as most trees providing shade in the park's maintained areas are Ash trees. The park has approximately 20 Ash trees for consideration for removal or injection.

Ash tree species affected by EAB:

- *White ash (Fraxinus americana)*
- *Black ash (Fraxinus nigra)*
- *Green ash (Fraxinus pennsylvanica)*

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Park Board considered staff's policy recommendations for Ash trees in Brainerd's parks at the April 23rd Park Board meeting. The Park Board discussed the injection costs as a budgetary item and directed staff to include it in the \$25,000 tree budget for new plantings. Staff is recommending that Kiwanis, Jaycees, and Bane park be reviewed for injections this year based on the EAB injection policy. The remaining parks will be reviewed in 2025. After discussion, the Park Board unanimously recommended approval of staff's Emerald Ash Borer tree policy for Brainerd's parks.

In addition to the EAB policy, staff is recommending planting 5 to 10 new deciduous trees in Kiwanis Park in 2025 in areas that will not compete with existing trees, as well as the consideration of future removal of Ash trees as the planted trees mature (10 to 20 years).

RECOMMENDED ACTION/MOTION:

Review the proposed Tree Ordinance and Policy, direct staff to make any changes, and direct staff to bring the Ordinance back to the next City Council meeting to conduct the first reading.

FINANCIAL IMPACT:

There will be no impact on the 2024 budget. The Park Board may request additional funds in 2025 for injections. Injections are expected to total \$6,000 every two years.

The Public Works Department may request additional funds for the removal and replacement of boulevard Ash trees in 2025 and beyond. Staff will continue to seek and apply for grants to manage EAB.

**ORDINANCE
NO. 15xx**

**AN ORDINANCE AMENDING SECTION 1400 – TREE DISEASE CONTROL - OF THE CITY
CODE**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 1400.03 is hereby amended as indicated, with deleted language struck out and new language underlined:

CHAPTER XIV

VEGETATION AND GREEN SPACE

Section 1400 – Tree Disease Control

1400.01 Declaration of Policy. The City Council has determined that the health of the shade trees within the Municipal Limits are threatened by shade tree diseases. It has further determined that the loss of shade trees, growing upon public and private property, would impair the safety, good order, general welfare, and convenience of the public. It is the intention of the Council to control and prevent the spread of these diseases. This Section is enacted for that purpose and to conform to the policies and procedures embodied in Minnesota Statutes, Sections 18.023 and rules promulgated thereunder.

1400.03 Definitions. Subdivision 1. For purposes of this Section, the terms defined in this Subsection have the meaning given them.

Subd. 2. "Shade Trees" means oak, elm, and all other deciduous trees in the City.

Subd. 3. "Tree Disease" means Dutch elm disease caused by *Ceratocystis ulmi* or oak with oak wilt disease caused by *Ceratocystis fagacearum*, and any biotic (caused by living organisms) and abiotic (caused or induced by non-living agents) disorders on other deciduous trees.

Subd. 4. "Tree Insects" means infestation of insects deemed to be harmful to immediate trees and surrounding trees which require removal.

Subd. 5. "Conifer Insect and Diseases" means infestations of insects that are injurious to the life of conifer trees.

Subd. 6. "Commissioner" means the Commissioner of the ~~State Department of Agriculture~~ Minnesota Department of Natural Resources.

Subd. 7. "Tree Committee" means the seven-member committee appointed by the Mayor.

Subd. 8. "Tree Inspector" or "Inspector" means a person having the necessary qualifications to conduct a shade tree program and who is certified by the Commissioner.

Subd. 9. "Disease Control Area" means the entire City except those areas annually designated by the Tree Inspector as "no control zones" pursuant to State law.

Subd. 10. "Tree Control Program" or "Program" means a program developed by the City to combat tree diseases in accordance with rules promulgated by the Commissioner.

1400.05 Tree Inspector. Subdivision 1. Position Created. The powers and duties of the City Tree Inspector as set forth in this Section are hereby conferred upon the Director of the Community Development Department. The Director may designate a member of the staff to perform the duties of the Tree Inspector.

(Amended Ord. 1514 – 2021)

Subd. 2. Duties of Tree Inspector. It is the duty of the Tree Inspector to coordinate, under the direction and control of the Council, all activities of the municipality relating to the control and prevention of tree diseases.

1400.07 Tree Disease Program. It is the intention of the City Council of the City to conduct a program of tree control pursuant to the authority granted by the Minnesota Statute 18.023, as amended. This program is directed specifically at the control and elimination of tree diseases and is undertaken at the recommendation of the Commissioner, and in conformance with rules promulgated by the Commissioner. The Tree Inspector shall act as coordinator between the Commissioner ~~of Agriculture~~ and the Council in the conduct of this program.

1400.09 Tree Disease and Nuisances. Subdivision 1. Nuisances Declared. The following things are public nuisances whenever they may be found within the City:

a) Any living or standing elm tree or part thereof infected to any degree with the Dutch elm disease fungus *Ceratocystus Ulmi* (Buisman) Moreau or which harbors any of the elm bark beetles *Scolytus Multistriatus* (Eichh) or *Hylurgopinus Rufipes* (March).

b) Any dead elm tree or part thereof, including limbs, branches, stumps, firewood, or other elm materials from which the bark has not been removed or burned or sprayed with an effective elm bark beetle insecticide.

c) Any living or standing northern red oak, northern pine oak, black oak, scarlet oak, or part thereof, infected to any degree with oak wilt disease.

d) Any living or standing Green Ash, White Ash, or Black Ash, or part thereof, infected to any degree with (EAB) Emerald Ash Borer that has not been chemically treated by a licensed arborist.

e) Cotton bearing trees now growing and under 12 inches in trunk diameter shall, in the City Tree Inspector's opinion constitute a public nuisance, the Tree Inspector shall notify, in writing, the owner of the premises where such nuisance is located.

~~d)~~ f) Any tree or shrub which, in the opinion of the Tree Inspector or such other person as designated by him/her has become or threatens to become a hazard because of weakened conditions due to insects, diseases, or other detrimental conditions so as to adversely affect the public safety, whether such tree or

shrub shall be on public or private property.

Subd. 2. Abatement. It is unlawful for any person to permit any public nuisance as defined in Subdivision 1 to remain on any premises owned or controlled by him within the City. Such nuisances may be abated in the manner prescribed by this Section.

1400.11 Inspection and Investigation. Subdivision 1. Annual Inspection. The Tree Inspector shall inspect all premises and places within the controlled area as often as practicable to determine whether any condition described in Section 1400.09, exists thereon. The Inspector shall investigate all reported incidents of infestation by Dutch elm fungus, elm bark beetles, emerald ash borer, oak wilt disease, and any other insect or conifer disease.

Subd. 2. Entry on Private Premises. The Tree Inspector or his/her duly authorized agents may enter upon private premises at any reasonable time for the purpose of carrying out any of the duties assigned him under this Section. Such inspections shall be preceded by a legal notice published once annually in the City's legal newspaper informing all property owners within the City to destroy and dispose of tree materials declared a nuisance by Subsection 1400.09.

Subd. 3. Diagnosis. The Tree Inspector shall identify diseased trees according to generally accepted field diagnostic procedures. There are various field symptoms that can be detected by observation. ~~Confirmation of field diagnosis, when ordered by the Tree Inspector, shall be completed by a tree disease laboratory approved by the Commissioner at no cost to the property owner.~~

1400.13 Abatement of Tree Disease Nuisances. In abating the nuisances defined in this Section, the Tree Inspector shall cause the infected tree or wood to be removed, burned, or otherwise effectively treated so as to destroy and prevent as fully as possible the spread of disease. Such abatement procedures shall be carried out in accordance with current technical and expert opinions and procedures established by the Commissioner.

1400.15 Procedure for Removal of Infected Trees and Wood. Subdivision 1. Findings. When the Tree Inspector finds it necessary to order the removal of a tree(s) or shrubs upon private property as authorized in Section 1400.13 herein, he shall serve a written order to correct the dangerous condition upon the owner, occupant, or other person responsible for its existence.

a) Method of Service. The order required herein shall be served in one of the following ways:

- 1) By making personal delivery of the order to the person responsible;
- 2) By sending certified mail the order to the property owner subject to a 20-day time limit for removal from the date of the letter;
- 3) By leaving the order with some person of suitable age and discretion upon the premise;
- 4) By affixing a copy of the order to the door at the entrance of the premises in violation;
- 5) By publishing a copy of the order in a local paper once a week for two successive weeks.

b) After the expiration of the time limit by the notice, the City may abate the nuisance and the costs will be assessed against the property as provided in Subdivision 3.

c) Trees in paragraphs (a) and (b) above shall be considered "high risks trees" as defined in the Minnesota Department of ~~Agriculture~~ Natural Resources Rules and Regulations, ~~effective 8/14/78.~~

d) Any tree or shrub determined to be a public nuisance may be ordered removed and disposed of, and if on private property, the City may enter upon such property to remove and dispose of such tree (s) or shrub(s) and assess the costs thereof against such property as a special assessment as provided in Subdivision 3.

Subd. 2. Records. The Tree Inspector shall keep a record of the costs of abatements ordered under the Subsection and shall report annually to the City Council and certify the description of the land, lots, parcels involved, and the amount chargeable to each.

Subd. 3. Notice; Hearing. The City Council shall publish notice of its intention to meet to consider the adoption of a special assessment roll in accordance with the report provided by the Tree Inspector. The notice shall be mailed to affected property owners and published once no less than one week prior to such meeting. The notice shall state the time and place of the meeting, the properties affected, action proposed, the estimated cost of the abatement and the proposed basis of assessment, if any, of costs. At such hearing or adjournment thereof, the Council shall hear property owners with reference to the proposed assessments. The Council shall thereafter adopt a resolution confirming the original resolution with such modification as it considers for the levy of special assessments.

Subd. 4. Assessment. Following the public hearing provided for in Subdivision 3 the Council may spread the charges or any portion thereof against the property involved as a special assessment under Minnesota Statutes, Section 429.101 and other pertinent statutes for certification to the County Auditor and collection the following year along with current taxes.

1400.17 Tree Inspector Program. The Tree Inspector shall conduct the tree disease control program in accordance with the rules and regulations of the commissioner adopted herein.

1400.19 Transporting ~~Elm-Hardwood~~ Wood-~~Prohibited~~. It is unlawful for any person to transport ~~elm~~ hardwood firewood out of Minnesota quarantined counties unless it is MDA certified firewood. It is illegal to move uncertified elm, oak, or ash with wood with bark intact into or within the City disease control area unless going to a designated legal sanitation or utilization site.

1400.21 Interference Prohibited. It is unlawful for any person to prevent, delay, or interfere with the Inspector or his agents while they are engaged in the performance of duties imposed by this Section.

1400.23 Special Rules. Notwithstanding the provisions of this Section, the stockpiling of bark bearing elm wood or ash wood within the City limits shall be permitted during the period from September 15 through April 1 of any given year. Any such wood not utilized by April 1 of any year must then be removed and disposed of as provided by this Section and the regulations adopted by reference herein.

(Added Ord. 950 – 1993)

SECTION TWO: Section 1405.09 is hereby amended as indicated, with deleted language struck out and new language underlined:

1405.09 Varieties. No tree shall be planted within the limits of any right-of-way except for trees purchased from a licensed nursery. Right-of-way tree planting shall include a variety of tree species. ~~the following species: Mancana Ash (Fraxinus mandshurica), Korean Mountain Ash (Sorbus alnifolia), Kentucky Coffeetree (Gymnocladus dioica — male only), Accolade Elm (Ulmus x Accolade), Cathedral Elm (Ulmus x Cathedral), Discovery Elm (Ulmus davidiana var. japonica), Jacan Elm (Ulmus davidiana var. japonica Jacan), Princeton Elm (Ulmus americana Princeton), Butternut Hickory (Carya cordiformis), Red Maple (Acer rubrum), Sugar Maple (Acer saccharum), Hackberry (Celtis occidentalis), Thornless Honeylocust (Gleditsia triacanthos var. inermis — male only), Iron Wood (Ostrya virginiana), American Linden (Tilia Americana), Little Leaf Linden (Tilia cordata), Redmond Linden (Tilia x euchlora Redmond), Glenleven Linden (Tilia cordata Glenleven), Glenleven Linden (Tilia x flavenscens Glenleven), River Birch (Betula nigra), Bicolor Oak (Quercus bicolor), Bur Oak (Quercus macrocarpa), White Oak (Quercus alba), Northern Pin Oak (Quercus ellipsoidalis), Northern Red Oak (Quercus Rubra) — must be resistant oak varieties, Ohio Buckeye (Aesculus glabra), Greenspire Linden (Tilia cordata Greenspire).~~

The following tree species are allowed: Lindens, Maple, Elm, Hackberry, Honeylocust, Buckeye, Japanese Tree Lilac, Kentucky Coffeetree, Mountain Ash, Ironwood, Black Walnut, Bur and White Oak, Gingko Biloba, Northern Catalpa, Birch, Crabapple, Serviceberry.

Species not listed above shall be considered if the City of Brainerd determines that the planting would enhance the beauty of the area in question or would be appropriate under the circumstances.

SECTION TWO: Section 1405.11 is hereby amended as indicated, with deleted language struck out and new language underlined:

Subd. 3. Spacing. Trees in the right-of-way shall have the following planting distances: ~~There shall be a distance of not less than thirty (30) feet between trees without prior approval of the City of Brainerd.~~

a) There shall be a distance of not less than thirty (30) feet between trees without prior approval of the City of Brainerd.

b) There shall be a minimum of ten (10) feet from a driveway, thirty (30) feet from an intersection, and twenty-five (25) feet from a street sign.

c) There shall be a minimum of twenty (20) feet from light poles.

d) There shall be a minimum of ten (10) feet from a fire hydrant.

Subd. 6. Trimming. The City Tree Inspector shall have the authority to require trees ~~within a street right-of-way or~~ overhanging any street or right-of-way to be pruned so that the branches shall not obstruct the light from any street lamp, traffic sign, or traffic control device, interfere with any utility line or obstruct the view of any street intersection and so that there shall be a clear space of ten (10) feet above the surface of the sidewalk or fourteen (14) feet above the surface

of the street. ~~All tree pruning shall be done in a manner consistent with approved practices; specifically branches should be cut flush to the stem or point of intersection with another branch with the stub being left. Severe tree topping which destroys the normal shape of the tree shall not be practiced except in instances where required such as emergency cleanup following a storm or when utility or other obstruction prevents normal pruning practice.~~ The City Tree Inspector may require the trimming of such trees within the City of Brainerd and may cause the abutting property owner to pay the expense of such work.

The City of Brainerd shall have the authority to direct and require the trimming of such trees and may cause the same to be trimmed by employees of the City of Brainerd without cost to the abutting property owner.

SECTION TWO: Section 1405.13 is hereby amended as indicated, with deleted language struck out:

~~1405.13 — Diseased Trees. The City Tree Inspector shall have the authority to require the destruction or cause to be destroyed any tree or trees within the limits of City of Brainerd right-of-way or private real property that have been found to be infected by disease or infected by injurious insects when destruction is necessary for the protection of other trees. No action to remove diseased or infested trees shall be taken until positive diagnosis of the disease has been made and the notification procedure identified in Section 1400.15 is followed.~~

SECTION THREE: Section 1410 – Cotton Bearing Trees - is hereby removed in its entirety:

SECTION FOUR: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2024

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____

City of Brainerd, Minnesota

2024 Tree Policy

1. **Introduction**

The city of Brainerd, Minnesota finds that it is in the best interest of the residents to adopt a tree policy in which outlines roles and responsibilities for basic tree maintenance such as trimming, pruning, and removal of dead or diseased trees. Trees are part of the natural life support system that supports native species, sustains air and water resources, and contributes to health and quality of life. Trees bring natural elements and wildlife habitats into urban surroundings that increase the quality of life for Brainerd residents. Trees also have direct and indirect economic value by lowering home air-conditioning costs, reduced heating costs due to windbreaks, and increased property values. For these reasons, the city of Brainerd finds it necessary to provide guidelines in which the City and constituents shall follow to protect the City's natural resources.

2. **Planting of Trees on Private Property or City Right-of-Way**

Property owners have the right and discretion to plant trees upon their private property. Varieties of trees allowed to be planted can be found in Section 1405.09 of the Brainerd City Code. However, species not listed will be considered if the City determines that the planting would enhance the beauty of the area in question or would be appropriate under the circumstances. Planting of trees within City right-of-way is also allowed at the abutting property owners discretion, upon notice by the abutting property owner to the City Engineering Department and Tree Inspector unless the planting violates one of the following criteria:

- 1) The planting is in the right-of-way between the curb and the sidewalk and the distance between the curb and the sidewalk is less than six (6) feet.
- 2) The tree is less than six (6) feet in height above the ground.
- 3) The spacing between other adjacent trees is less than 30 feet.
- 4) The street right-of-way is less than 60 feet.

The same varieties as are allowed by City Code pertain to plantings within the right-of-way.

The City reserves the right to remove any improvement of the property owner who has planted any tree within the right-of-way if it interferes with public works improvements or maintenance activities. If trees are planted between the curb and sidewalk, the property owner shall ensure the tree is centered within the space. If a tree is planted where no sidewalk exists, the property owner shall ensure that the tree is planted as so to accommodate any future street or sidewalk improvement, as deemed appropriate by the City Engineering Department.

3. **Replacement of Trees after Public Improvement Projects**

The City will replace trees within the right-of-way at a ratio of one-to-one (1:1) after the completion of a public works project in which trees were removed as part of the project.

Typically, the City requests the property owner to choose between three to four varieties of trees that are readily available for the Contractor to install. This cost is included as part of the contract to complete the public improvement.

4. **Trimming or Pruning of Trees**

The City Tree Inspector has the authority to require trees [or branches](#) within a street right-of-way to be pruned or trimmed so that the branches do not obstruct street lights, traffic signs or devices, street intersection site lines or utility lines. The expense of such work ~~shall~~[may](#) be the responsibility of the abutting property owner.

The City of Brainerd has the authority to trim trees within the street right-of-way at its discretion. Generally, trimming practices follow the diagram attached to this policy, except in special circumstances the pruning and trimming may need to be more or less than what is identified in the diagram at the discretion of Street Department staff. Trimming of trees is necessary to provide for protection of public works equipment. Tree trimming and pruning work within the right-of-way will be done at the City's expense.

~~The City will post notice to the abutting property owners of the trees to be trimmed one (1) day in advance by use of a door hangar.~~ Trimming of trees within the street right-of-way typically occurs in the spring and fall and is dependent on weather conditions.

5. **Disease and Pests**

The City of Brainerd has elected to adopt and enforce an ordinance to control and prevent the spread of plant pests and diseases and may, at its discretion, pass a specific levy to fund the program. The specific ordinance of reference can be found in Section 1400 – Tree Disease Control of the Brainerd City Code. The City Tree Inspector is the person having the necessary qualifications to conduct and enforce the diseased shade tree program on private property and the right-of-way.

6. **Dead Trees**

The City of Brainerd has elected to adopt an ordinance to control and prevent the presence of dead trees. The specific ordinance of reference can be found in Section 1400 – Tree Disease Control and Section 1405 – Trees, Turf Grass, Weeds, Ornamental Grass, Evergreens, Shrubs, Native or Non-Native Plants and Natural Areas in the Right-Of-Way. The City Tree Inspector is the person having the necessary qualifications to conduct and enforce a program to ensure the removal of dead trees from private property and the right-of-way.

7. **Cotton Bearing Trees**

The City of Brainerd has elected to adopt an ordinance to control and prevent the presence of cotton bearing trees within the City. The specific ordinance of reference can be found in Section 1410 – Cotton Bearing Trees. The City Tree Inspector is the person having the necessary qualifications to conduct and enforce a program to ensure the removal of cotton bearing trees from private property and the right-of-way.

8. Ash Trees – Emerald Ash Borer

The Minnesota Department of Agriculture confirmed emerald ash borer in Crow Wing County after larvae were found in the City of Brainerd, samples were collected and federal identification confirmed the samples as emerald ash borer. All varieties of Ash trees will be affected in the City and as a result the following policy has been adopted:

1) Public Improvement Projects

- a) All Ash trees within the right-of-way of a public improvement project shall be removed as part of the project. The City will replace the trees at a ratio of one-to-one (1:1) after completion of a public works project.

2) Boulevard Ash Trees

- a) The City will begin to remove up to 10% of public Ash trees each year beginning with poor and fair quality trees and trees near known infestations. The removal shall include the complete removal of the tree, stump and ground restoration. All costs will be borne by the City of Brainerd.
- b) The City will remove any boulevard Ash tree, at citizen request, that is in a state of decline.
- c) Trees removed from the boulevard will be replaced if requested by a resident on a first come first served basis as funds allow. New tree plantings will be done with species diversity in mind.

3) City Park Ash Trees

- a) Remove all Ash trees under a 10” diameter.
- b) Remove all Ash trees that are competing with other trees, buildings, or infrastructure.
- c) Remove all Ash trees that show more than 30% canopy decline.
- d) All other Ash trees with high shade value shall be considered for pesticide trunk injections at a two (2) year interval.
- e) Ash trees in wooded areas will be left alone – unless by a bike path or structure and may cause harm if it falls. If it is an early EAB infestation we will be removing infested trees as needed to slow the spread to the community.
- f) In maintained areas, Ash trees will be replaced with a new tree species.

4) Kiwanis Park Ash Trees

- a) Remove all Ash trees that meet the removal criteria listed in the above City park Ash tree removal policy.
- b) Provide pesticide trunk injections at a two (2) year interval for all remaining Ash trees in maintained areas of the park.

8.9. Diseased/Dead/Cotton Bearing Trees – Responsibility of the Tree Inspector

The City Tree Inspector has the responsibility to enforce the ordinances and this policy by entering onto the premises, investigating and inspecting, diagnosing, and ordering abatement of the diseased, dead, or nuisance trees in accordance with current technical procedures established by the Commissioner of Agriculture.

When the City Tree Inspector finds it necessary to order removal of a tree because of disease, death, or nuisance, on private property ~~or within the right-of-way~~, a written order

to correct the dangerous condition will be served upon the owner, occupant, or other person responsible for its existence. The order served will be in one of the following ways:

- 1) Making a personal delivery of the order to the person responsible, or;
- 2) Sending certified mail the order to the property owner subject to a 20 day time limit for the removal from the date of the letter, or;
- 3) By leaving the order with some person of suitable age and discretion upon the premise, or;
- 4) By affixing a copy of the order to the door at the entrance of the premises in violation, or;
- 5) By publishing a copy of the order in a local newspaper once a week for two successive weeks.

Upon receiving of the order, the person responsible for the nuisance will have a 20-day time limit to remove the diseased, dead, or nuisance tree from the date of the original order. However, discretion by the Tree Inspector will be used if time limit extensions are requested or required by the responsible person.

9.10. Diseased/Dead/Cotton Bearing Trees – Responsibility of the Property Owner

Upon order to remove a diseased, dead, or cotton bearing tree by the Tree Inspector, the responsible party has 20 days to remove the nuisance tree from private property ~~or the public right-of-way~~. Discretion of the Tree Inspector will be used in cases where the property owner has requested a time extension for removal and the tree does not pose a threat to human life, health, or safety.

~~Upon expiration of the 20-day time, the City may abate the nuisance tree if it lies within the right-of-way, with the costs of such removal being assessed to the abutting property owner.~~

If the nuisance tree lies upon private property and the 20-day time limit expires, the City will ask for permission to enter upon the private property to abate the nuisance tree. If permission is not granted, the City will seek an administrative warrant to enter upon the property to abate the nuisance tree, with the costs of such removal being assessed to the property owner.

11. Diseased/Dead/Cotton Bearing Trees – Responsibility of the City

The City will conduct routine inspections for diseased, dead, or cotton bearing trees within the right of way. When the City Tree Inspector finds it necessary to order removal of a tree because of disease, death, or nuisance, within the right-of-way, a notice will be sent to the Public Works Department to schedule removal of the tree. Removal of a tree within the right-of-way will be done at the City's expense.

10.12. Life, Health, and Safety Issues on Private Property or within the Public Right-of-Way

If ~~a tree or its tree~~ limbs are a danger to the life, health, and safety of the public, the Tree Inspector shall order the tree be pruned, ~~or~~ trimmed, ~~or removed~~ immediately. If the public safety issue is not abated immediately, the City will act to abate the nuisance

condition, with the costs of such being assessed to the abutting property owner [for private property trees](#).

If a danger to the life, health, and safety of the public exists on private property, as deemed by the Tree Inspector, the Tree Inspector will serve notice upon responsible party to abate the hazardous condition within the 20-day time limit. If such condition is not abated, the City will ask for permission to enter upon the private property to abate the nuisance tree. If permission is not granted, the City will seek an administrative warrant to enter upon the property to abate the hazardous condition, with the costs of such removal being assessed to the property owner.

~~11.~~13. Storm and Natural Disaster Clean-Up

The City finds it necessary to provide for clean-up of debris, limbs, and trees after storm events, and thus has adopted this policy as it relates to clean-up of debris after a naturally occurring storm or disaster.

Upon the conclusion of the storm event, City forces will be deployed to remove any debris from the streets within the City. This work consists of the cutting of the tree off at the curb line, removal of branches and debris from the street, and street sweeping of any miscellaneous debris. The City is responsible for removal of all trees and debris from the street surface, and the adjoining property owner is responsible for the remainder of the tree lying within the street boulevard. This policy is adopted to ensure that all streets are opened and clear of debris in the shortest time frame possible to ensure emergency vehicles can access all areas of the City effectively.



City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Discuss Buffalo Hills Park Land Swap Proposal

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Jessie Dehn, Public Works Director, **DEPARTMENT:** Public Works
James Kramvik, Community Development Director

PRESENTER: Jessie Dehn, Public Works Director, **ESTIMATED TIME (MIN):** 5 Minutes
James Kramvik, Community Development Director

SUMMARY OF ISSUE:

A potential housing developer has reached out to staff regarding a land swap proposal for the parcels including Buffalo Hills Park and the parcel owned by ISD 181 to the north. Attached is a letter from the potential developer about the proposed swap of property as well as an exhibit showing the proposed development including a combination of senior housing and affordable family housing.

The proposal involves the City selling 5 acres of property on the eastern portion of Buffalo Hills Park. In turn, the potential developer would return approximately 7.95 acres of property to the north of Buffalo Hills Park in exchange. No payment would be exchanged for the transaction. The Master Plan (attached) shows a nature trail that will meander through this area.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Park Board considered this request at their April 23rd meeting and provided the following comments:

- 1) Board member Shipe stated that we need more housing and the park will actually get bigger and there would be more people close to the park to take advantage of the amenities we have planned.
- 2) Board member Miller thought it was great, and to Shipe's point, people being there on site to potentially use the park amenities would be awesome and the City needs housing. Miller is in favor of the potential swap.
- 3) Most of the existing trails are located in the section that would be swapped, which would be a benefit to the park.

The Park Board stated that they have general support for the proposed land swap and would like the City Council to consider the developer's request.

RECOMMENDED ACTION/MOTION:

Direct Staff to work with the developer and ISD 181 for the conveyance of the property and proposed land swap of Buffalo Hills Park.

Note: Staff recommends that final approval of the land swap should coincide with the required land use permits.

FINANCIAL IMPACT: N/A

MEMO TO: James Kramvik & Brainerd Park Board

FROM: Tim Trimble – Tapestry Companies

DATE: April 5, 2024

RE: Buffalo Hills Parcel

James,

In the past few weeks, we have had conversations about working together to build much needed affordable housing for seniors and families in Brainerd. The City confirmed the need for residents with incomes that are at or below 50% of the Area Median Income “AMI”. Our projects are specifically for these seniors and families. There is also a need for work-force housing.

You pointed out the land behind Buffalo Hills Park that is owned by the School District. The City/Park Board also owns the extra land adjacent to the park that fronts Buffalo Hills Ln E. We believe the Park Board site is ideal due to its proximity to services, the park of course, and the integration to the neighborhood. Most importantly, it does not require any road/utility extensions that will add significant costs to the project.

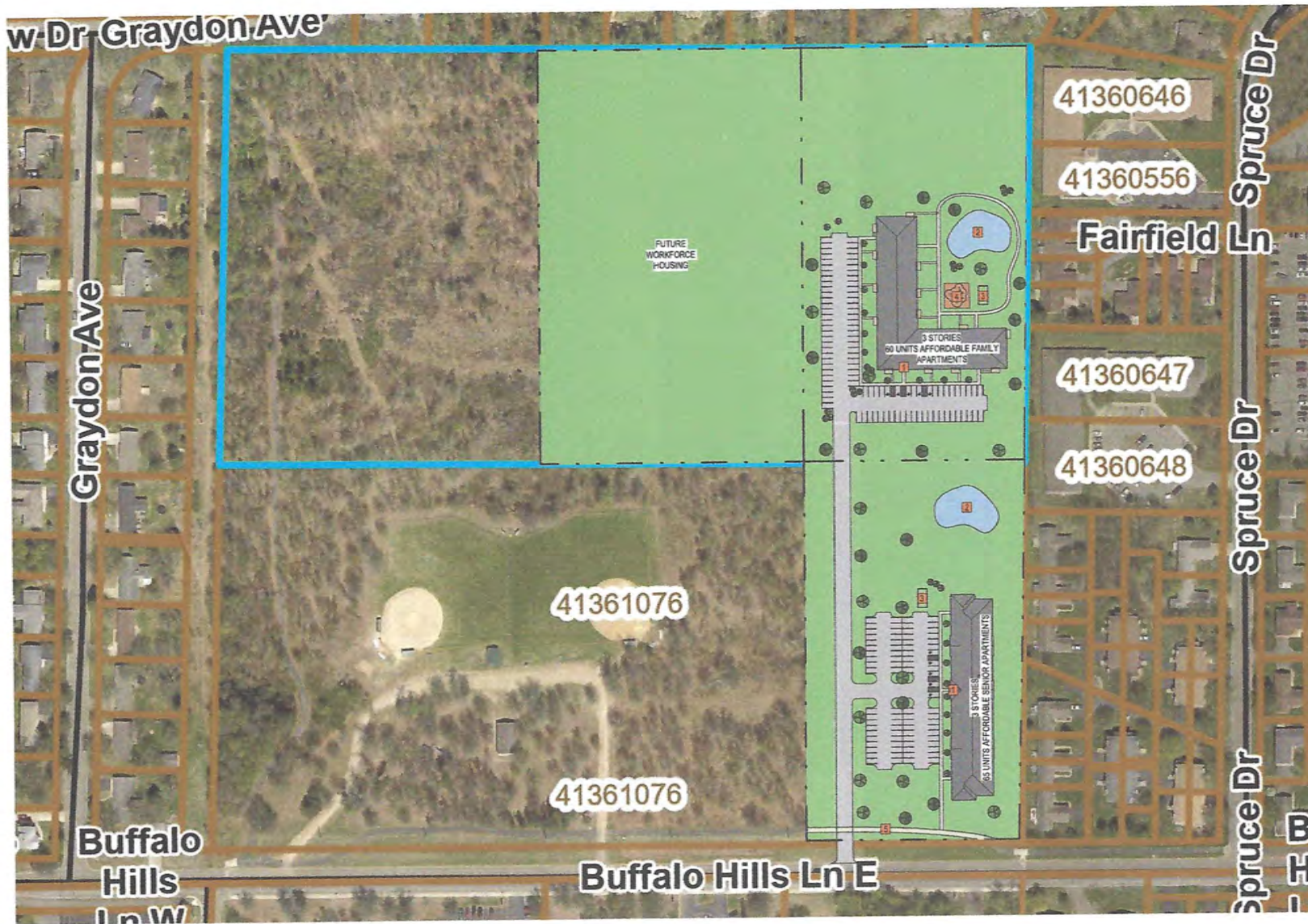
We are currently discussing the possibility of purchasing the property from the School District. We believe an exchange of property may be in the best interests of all parties.

Our proposal is that we contract for the School District land. We will retain a portion for future affordable and work force housing, and then exchange the balance for the Park Board’s site.

We estimate the parcel being contributed to the Park Board to be 7.95 Acres +/- . The parcel we need from the City/Park Board is 5.0 Acres. In this arrangement the City will see development of 3 needed housing projects and the Park Board will have its future park land increased from 5.0 Acres to 7.95 Acres +/- .

Attached is a site plan that gives a simple concept for the projects and parcels.

James, please explore this idea with the Park Board, and let me know if this arrangement will work for them.



SITE PLAN KEY

- 1 BUILDING ENTRANCE
- 2 STORMWATER RETENTION
- 3 DOG RUN
- 4 TOT LOT
- 5 RECREATIONAL TRAIL

LOT SIZES

PARK DEPARTMENT PARCEL (41361076):
810,000 SF (18.6 ACRES)

SCHOOL DISTRICT PARCEL (41361077):
882,000 SF (20.25 ACRES)

FAMILY AFFORDABLE:
246,000 SF (5.65 ACRES)

SENIOR AFFORDABLE:
217,600 SF (5.00 ACRES)

FUTURE WORKFORCE HOUSING:
289,700 SF (6.65 ACRES)

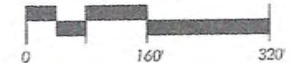
PARKING

Type	Count
Affordable Family	99
Affordable Senior	83

182



Scale: 1 inch = 160 feet





Park Amenities :

Summer activity spaces

- 2-Tennis/pickleball courts
- 1- Basketball court
- 2- Youth Softball fields
- 2-Soccer use outfield spaces
- 4- tournament size horseshoe pits
- Walking trail

Structures

- ADA playground area
- Park entrance sign
- Lit flag pole
- Concession/ restroom building
- 40 car parking lot

Winter activity spaces

- Groomed ski trail



PROPOSED MASTER PLAN BUFFALO PARK

NOT TO SET SCALE.
CONCEPTUAL IMAGE.





City Council Agenda Request

MEETING DATE: May 6, 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 two (2) properties before the Committee for review. Staff is looking for direction from the Council as to how to proceed with the cases.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached are the case files for:

1119 13th St SE

1424 8th St S (repeat nuisance)

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

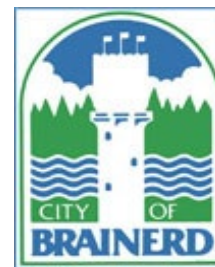
- 1) Continued administrative citations for an amount determined by the City Council
- 2) Abatement of the offense (depending on the type of offense)
- 3) Legal action (at the recommendation of the City Attorney depending on the type of the offense)
- 4) Cease corrective action

RECOMMENDED ACTION/MOTION:

Staff recommends issuing a 10-day order to correct letter and obtaining a search warrant to abate the nuisances at 1119 13th St SE and 1424 8th St S.

FINANCIAL IMPACT: N/A

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: May 6, 2024

RE: Recommendations for Active Code Enforcement Cases

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

- **1119 13th St SE**
 - Received one (1) Notice of Violation Letter (02/27/24) and three (3) Citations for Unlicensed/Inoperable Vehicles
 - First citation 03/21/24 – Third citation 04/11/24
 - \$600 in open citations

Staff recommends issuing a 10-day order to correct letter and obtaining a search warrant to abate the nuisance.

- **1424 8th St S (repeat offense-property was abated 12/29/23)**
 - Received one (1) Instant \$300 citation (04/30/24)
 - \$300 in open citations

Staff recommends issuing a 10-day order to correct letter and obtaining a search warrant to abate the nuisance.

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. Summons and Complaint was served on the homeowner on 4/30/2024.

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.

1420 Quince St – Requested administrative warrant to abate junk/debris 4/29/2024.

February 07, 2024

BLUME, GREGORY R
12655 344TH ST
LINDSTROM, MN 55045

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: 1119 13TH ST SE
Real Estate Code: 41250960

Violation: Unlicensed/Inoperable Vehicle
IPMC302.8

Description: Except as provided for in other regulations, inoperative or unlicensed motor vehicles shall not be parked, kept or stored on any premises, and vehicles shall not at any time be in a state of major disassembly, disrepair, or in the process of being stripped or dismantled. Painting of vehicles is prohibited unless conducted inside an approved spray booth.

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 02/21/2024

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

EN24-0045

Date of Violation: 04/11/2024

Parcel ID: 41250960

Violator(s): BLUME, GREGORY R
12655 344TH ST
LINDSTROM, MN 55045

Location/Address of Violation: **1119 13TH ST SE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.8	Unlicensed/Inoperable Vehicle	\$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: 04/21/2024

**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: 04/11/2024

Representative's Signature: 

(served via first class mail)





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

EN24-0138

Date of Violation: 04/30/2024

Parcel ID: 41360827

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

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

VIOLATION

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

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 05/10/2024

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: 04/30/2024

Representative's Signature:

(served via first class mail)







City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Consider Conditional Use Permit and Variance Request for a Multi-Family Apartment Building at 1111 Oak Street

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Ray Giles, 16085 McKay Rd., Brainerd on behalf of Rage Holdings LLC has submitted a request for a Conditional Use Permit to convert the main floor of a commercial building into two (2) studio apartments and a shared laundry room at 1111 Oak Street. There are currently three (3) 420 SQFT efficiency apartments located on the second floor of the property. One commercial space would remain on the west side of the building. The applicant has also requested a Variance from the landscape requirements for trees and shrubs.

If approved, the proposed lot would include 5-units on a 7,500 SQFT property which equates to 29 dwelling units per acre. This number is within range of the density requirements of the TN-2 District with the approval of a CUP for 20+ DU/AC.

The property is fully constructed and the building is placed on the front property line. The applicant is proposing no changes to the site. However, based on the lot width and number of units, the property would be required to have/plant 20 shrubs and 2 trees.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this request at their April 17th meeting and provided no comments. The Planning Commission considered the Findings of Facts and unanimously recommended approval of the variance request.

Commissioner Gorham asked if the applicant had stated any hardship in filling the existing commercial space. The applicant told staff that his residential units are in much more demand than his commercial spaces, especially in this location.

Commissioner Francis asked if it was possible to cut some holes in the concrete to place shrubs. Staff stated that there is no precedent along Oak Street for shrubs, but Harrison Elementary placed trees in the right-of-way.

Commissioner Gorham states this continues the erosion of what used to be a vibrant commercial corridor, and this is nothing new; it's been happening for a number of years. He can see the market forces behind it, but the esthetics are awful. His personal feeling is he is not in favor of the Variance or CUP.

Commissioner Stenglein did not disagree with Commissioner Gorham's statements but understands we are desperately in need of housing.

Commissioner Duval talked about the TN-2 concept of the complete neighborhood and how this location could be the place you go for a pack of cigarettes now that the gas station no longer exists on Oak. Duval stated that he believes that the TN-2 District is dynamic and not a fixed thing and what may be residential now could still be a lawyers' office or professional setting in the future, and we would welcome them in. He echoed Tiffany's idea on the need for housing.

The Planning Commission motioned to recommend approval, by a 5-1 vote, of the Conditional Use Permits and Variance requests with the following conditions:

- 1) Removal of commercial signage.
- 2) The planting of two trees on the boulevard.

Note: The Public Works Director reviewed the added condition by the Planning Commission to require two trees on the boulevard. The boulevard area along this section of Oak Street has approximately 40" of planting area while Harrison Elementary has either 60" or 72" of planting space. Based on snow removal and planting space, Public Works Director Dehn does not recommend the planting of two trees.

RECOMMENDED ACTION/MOTION:

Recommend approval of the Conditional Use Permits and Variance request at 1111 Oak Street with the following conditions applied to the CUP:

- 1) Removal of commercial signage.
- 2) The planting of two trees in the boulevard.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: April 17th, 2024

RE: Consider Conditional Use Permit and Variance Request for a Multi-Family Apartment Building at 1111 Oak Street.

REQUEST

PUBLIC HEARING. Conditional Use Permit to construct a 5+ unit apartment and exceed 20+ DU/AC in the TN-2 District. **Variance** request from the landscape requirements for trees and shrubs.

Ray Giles, 16085 McKay Rd., Brainerd on behalf of Rage Holdings LLC has submitted a request for a Conditional Use Permit to convert the main floor of a commercial building into two (2) studio apartments and a shared laundry room at 1111 Oak Street. There are currently three (3) 420 SQFT efficiency apartments located on the second floor of the property.

CONTEXT

Parcel Number: 41301072

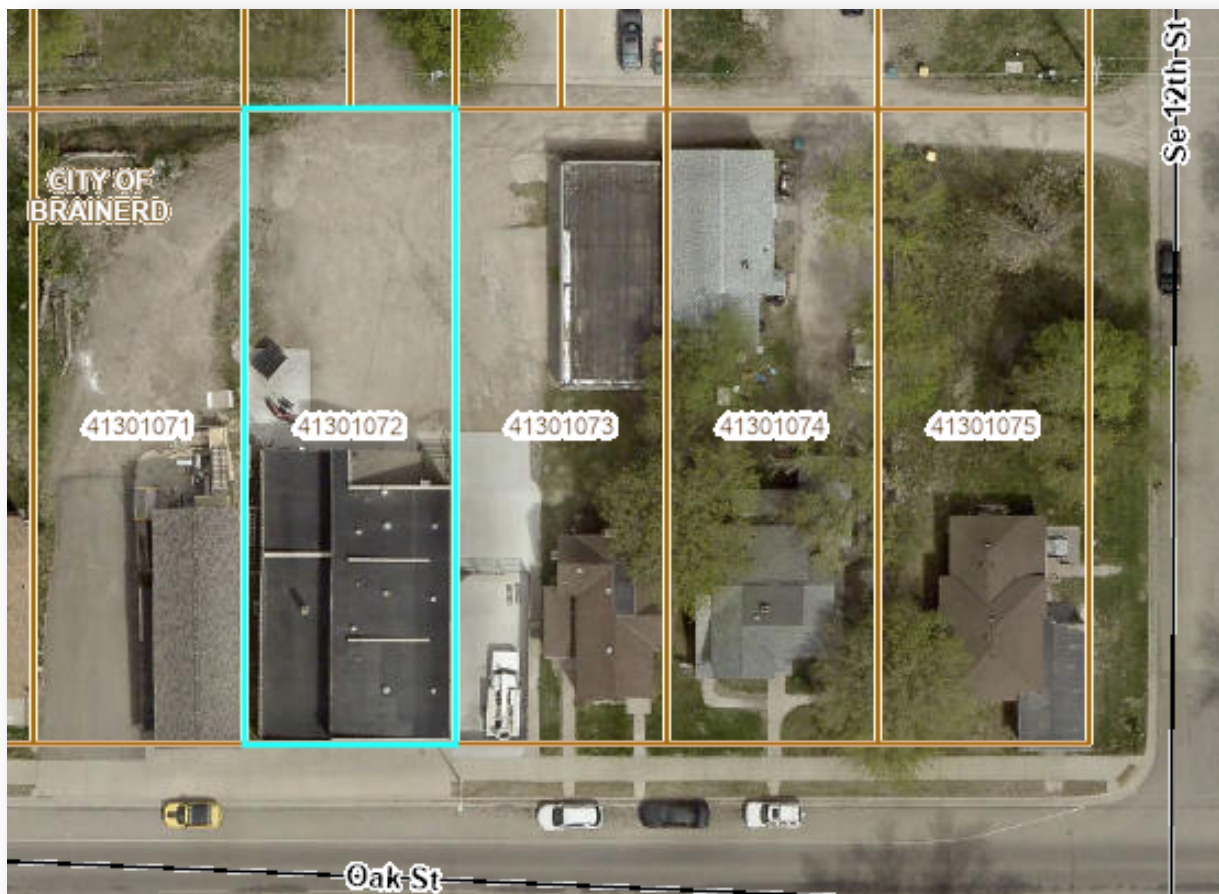
Zoning District: Traditional Neighborhood 2 (TN-2) District

Property Area: Approximately 7,500 SQFT

Adjacent Uses: North: Single family and three-unit Residential
East: Residential Duplex
South: Residential Duplex
West: Future rental property-under renovation

Adjacent Zoning: North: TN-1 (Traditional Neighborhood 1) District
East: TN-2 (Traditional Neighborhood 2) District
South: TN-2 (Traditional Neighborhood 2) District
West: TN-2 (Traditional Neighborhood 2) District

AERIAL MAP



FINDINGS OF FACT – CONDITIONAL USE PERMIT

1. The property at 1111 Oak Street Brainerd, MN 56401 is in a TN-2 (Traditional Neighborhood 2) District. Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) allows for multi-family attached dwelling units (5+ Units) as a Conditional Use in the TN-2 District.
2. According to Table 515-2-9.1 the Density (range) for TN-2 District properties allow for 20+ Dwelling Units per Acre with a Conditional Use Permit.
 - a. *The applicant proposes the conversion of a main floor commercial space into two (2) 552 SQFT apartments and a small, shared laundry room located at the front of the building.*
 - b. *The property currently has three (3) second floor 420 SQFT efficiency apartments above the commercial space.*
 - c. *The laundry and entry room along with Rage Holdings office maintain the 0' setback minimum for Commercial Uses in the TN-2 District.*
 - d. *The property, if granted a Conditional Use Permit, will equate to 29 DU/AC.*

3. According to [Section 515-6-2.C.8 Definitions of Use, Standards and Terms](#) the definition of a Multi-family Dwelling is a building designed with five (5) or more dwelling units exclusively for occupancy by five (5) or more families living independently of each other. Such buildings may have common hallways and main entrances or have private entrances. Multi-family buildings may include, but not be limited to, efficiency units, one-bedroom, two bedroom, and three-bedroom units.
 - a. According to [Section 515-4-2.C.1](#) Multiple family dwelling units shall have the following minimum floor area per unit:
 - i. Efficiency Units 400 square feet
 - ii. Two Bedroom Units 700 square feet
 - iii. More than Two Bedroom Units (An additional 100 square feet per bedroom)
 1. *The applicant is proposing two (2) 552 SQFT efficiency units. Both units meet the size requirements of the zoning code.*
4. [Table 515-2-9.1. TN-2 Dimensional Standards – Density, Lot Size, Coverage and Height Standards](#)
 - a. Lot Size (minimum) – 4,000 SQFT
 - b. Density (range) - 9 – 20 DU/AC (20+ DU/AC requires CUP)
 - c. Front Yard Setback (range) – 0’ – 20’ if Commercial
 - d. Side Yard Setback – 5’/10’ corner
 - e. Rear Yard Setback – 10’
 - i. *The proposed structure meets the rear and side yard setback requirements of the TN-2 District.*
 - ii. *The proposed lot includes 5-units on a 7,500 SQFT property which is 29 dwelling units per acre. This number is within range of the density requirements of the TN-2 District and this CUP request satisfies the requirement for 20+ DU/AC.*
5. [Table 515-4-12.3 Parking Space Minimum](#)
 - a. Attached Single-Family Dwellings, Accessory Dwelling Units, Multi-Family and Manufactured Homes within Manufactured Home Parks: Studios = one (1) space per dwelling unit and two (2) bedrooms = two (2) spaces per dwelling unit.
 - i. *The applicant is proposing adding two (2) studio apartments to an existing building that has three (3) efficiency apartments which require 5 parking spaces. The proposed site plan includes 7 parking spaces with one handicap space which meets the zoning code requirement and building code requirement. ADA accessibility and parking has been reviewed and approved by the Building Official.*
 - ii. *The applicant proposes to use the existing rear parking lot.*
6. [Criteria for Granting Conditional Use Permits.](#) In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.
 - a. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.

- i. *Multi-family apartments are a conditional use in the TN-2 District. The TN-2 Zoning District is intended to provide for compact, pedestrian-oriented mix of residential and neighborhood-serving commercial uses.*
 - ii. *The proposed residential addition adds housing density along Oak Street and is within walking distance of downtown.*
- b. The proposed use meets the regulations and standards established in this Ordinance.
 - i. *There are no special standards associated with this use.*
- c. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - i. *The structure will not be dangerous, injurious, or noxious to the surrounding properties.*
- d. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - 1. *The applicant has applied for a variance from the required landscaping requirements.*
 - 2. *The building is existing, and the applicant does not propose any major exterior improvements. The existing building is orientated towards Oak Street which is consistent with surrounding properties.*
- e. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. *The proposed use is consistent with the environment and the neighborhood as there are other multi-family residential structures in the neighborhood.*
 - ii. As required by [Section 515-4-2.C.2](#) Exterior Building Materials. Multi-family dwelling units shall be designed to create visual interest through a variety of materials, colors, textures, installation direction or other characteristics that create articulation either between units or floors.
 - 1. *The existing building meets these requirements as the first floor has a brick exterior and large windows while the second-floor exterior is a different color and is made of stucco.*
 - 2. *While the building will continue to look like a mixed-use building, which may not be the most aesthetically pleasing design, other structures along Oak Street have made similar transformations.*
- f. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *As indicated in the parking calculation section, this site will have the necessary parking spaces and there should not be an increase in traffic congestion within the neighborhood streets.*
- g. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.
 - i. **Economic Development Goal 1:** Support infill and redevelopment throughout Brainerd as a strategic component of growth.

1. **Policy 1:** Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.
- ii. **Housing Goal 1:** Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.
 1. Expand home ownership and rental opportunities through rehabilitation and new construction.
 2. *The expansion of residential units in the proposed building adds additional rental units to Brainerd. However, it does lead to the continued decline of commercial properties along Oak Street.*
7. Conditions. In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses.
 - a. *Staff recommends the commercial signage be removed.*

FINDINGS OF FACT – VARIANCE REQUEST

8. The applicant has submitted a variance request from the shrub and tree requirements for TN-2 multi-family properties.
 1. [Section 515-4-10.2.a General Landscaping Improvement Standards](#) states that four (4) shrubs shall be planted per dwelling unit. Two (2) perennials can be substituted for (1) shrub. Shrubs used as required screening as identified in (b) shall not be counted in meeting these requirements.
 2. Section 515-4-10C.5 states in all Contemporary Neighborhood and Traditional Neighborhood Base Zoning Districts new lots or development shall include landscape plantings as identified in Table [515-4-10.2]. A minimum of one deciduous tree shall be planted in the front yard within 10-feet of the front property line, or right-of-way line.
 - a. *Based on the lot width and number of units, the property would be required to have/plant 20 shrubs and 2 trees.*
 - b. *The property does not currently meet the requirements and the applicant is proposing not to add any additional landscaping to the property.*
 3. [Section 515-5-4.B.3](#), General Provisions and Evaluation Criteria. – Variances shall only be permitted:
 - a. When they are in harmony with the general purposes and intent of the ordinance and:
 - i. The TN-2 Zoning District is intended to provide for compact, pedestrian-oriented mix of residential and neighborhood-serving commercial uses.
 1. *This property is proposed to be used as a 5-unit multi-family building which is a conditional use in the TN-2 District.*
 2. *The zero-foot front yard setback and lack of front yard landscaping is consistent with other development along Oak Street.*

- b. When the variances are consistent with the Comprehensive Plan.
 - i. **Economic Development: Goal 1:** “Support infill and redevelopment throughout Brainerd as a strategic component of growth.” Policy 1: “Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.”
 - 1. *Commercial properties continue to convert to residential units along Oak Street as the demand for commercial space lessens. The applicant believes there is a much higher demand in the neighborhood for residential units. The property is within walking distance of downtown and Harrison Elementary School.*
 - c. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.
- 4. [Section 515-5-4.B.4](#), Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.;
 - a. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
 - i. *The building has existed on the property for a number of years and the zero-foot setback is not conducive to landscaping enhancements.*
 - b. The variance, if granted, will not alter the essential character of the locality.
 - i. *This variance, if granted, will not substantially alter the character of the locality as the building is existing and the fact that other properties along Oak Street with small front yard setbacks also lack landscaping enhancements.*
 - c. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
 - i. *In this case, the practical difficulties are not an economic consideration.*
- 5. [Section 515-5-4. B.5](#), The Commission may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
 - a. *Staff recommends no additional conditions.*

As of this writing, no one has contacted the Community Development Department for more information on the Conditional Use Permit and Variance application for the proposed 5-unit apartment.

STAFF RECOMMENDATIONS

The Community Development Department recommends approval of the Conditional Use Permits and Variance requests for 1111 Oak Street Brainerd with the following conditions:

- 1) Removal of the commercial signage.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Ray Giles on behalf of Rage Holdings LLC, 16085 McKay Rd., Brainerd has submitted a request for a Conditional Use Permit to convert an existing first floor commercial space into two (2) apartments for a total five (5) apartment units in the building at 1111 Oak St. Brainerd, MN 56401. In addition to the Conditional Use Permit, the applicant is requesting a variance from the landscape requirements for trees and shrubs. The property included in this application is described as:

*Cheney & Moshers Subdivision of Block 2
Lot 4 Block 21
Parcel #: 41301072
Section 030, Township 045, Range 030*

The property is located in a TN-2 District (Traditional Neighborhood 2) and Zoning Ordinance Section 513-3 Appendix A Table of Uses allows Multi-family attached dwelling units (5+ Units) as a Conditional Use. Section 515-4-10 General Landscaping Improvement Standards require all TN-2 lots to have 1 tree per each 20' of lot width with a minimum of one deciduous tree be planted in the front yard within 10-feet of the front property line, or right-of-way line. Section 515-4-10 also requires four (4) shrubs be planted per dwelling unit. The applicant is proposing no additional plantings to the property.

A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, April 17, 2024, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 3rd day of April, 2024



James L. Kramvik
Community Development Director

Publication Date: April 6th, 2024



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

CONDITIONAL USE PERMIT



(\$350.00)

REZONING



(\$350.00)

VARIANCE



(\$350.00)

ZONING TEXT AMENDMENT



(\$250.00)

COMMERCIAL



(\$500.00 + \$500.00 escrow deposit)



(\$500.00)



(\$500.00 + \$500.00 escrow deposit)



(\$400.00)

PROPERTY ADDRESS: 1111 OAK STREET BRAINERD MN 56401

LEGAL DESCRIPTION: Lot(s): 4 Block: 21 Addition: CHENEY + MOSHERS SUBDIVISION OF
(attach description if lengthy)

BLOCK 2 LOT 4 BLOCK 21

Property Owner Name: RAGE HOLDINGS LLC

Street Address: 16085 MCKAY RD City: BRAINERD State: MN Zip Code 56401

Phone Number: 218 820 5948 Fax: _____ E-mail: RAGEHOLDINGS@CHARTER.NET

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: CONVERT EXISTING COMMERCIAL SPACE INTO
(2) 552 SQ FT APARTMENTS AND (1) SMALL SHARED LAUNDRY
IN FRONT OF BUILDING. BUILDING CURRENTLY HAS (3) 420
SQ FT EFFICIENCY APARTMENTS ABOVE COMMERCIAL SPACE
BEING CONVERTED. THIS WOULD MAKE BUILDING HAVE (5)
TOTAL APARTMENTS. VARIANCE FROM LANDSCAPE REQUIREMENTS

[Signature] FOR RAGE HOLDINGS LLC
Property Owner Signature

3/20/24
Date

RAYMOND GILES
(Please print name)

[Signature] FOR RAGE HOLDINGS LLC
Applicant Signature

3/20/24
Date

RAYMOND GILES
(Please print name)

(OVER)

04/24/2024

This letter is in reference to my request at 1111 Oak Street in Brainerd for a conditional use permit and variance from landscaping requirements on conditional use. I have watched the planning commission video from 04/17/2024 and I am under the assumption that 2 trees are being suggested in the boulevard. The matching grass boulevard directly to the east and west properties are only 40 inches and I believe not a large enough area for tree placement. I also feel that 2 small trees would hamper snow removal efforts. I do snow removal for the entire 1100 block of oak street because all snow needs to be pushed to the vacated alley that was once Johns Tavern because there is no snow storage along the buildings. We use large equipment to push the snow with all of the westbound oak street snow being placed on the sidewalk directly in front of 1111 Oak from passing MnDOT and city plow trucks. A normal 4 inch snow fall will accumulate over 12 inches of hard packed snow from MnDot and city trucks directly in front of our property. I believe it would be irresponsible of me to place trees on the boulevard.

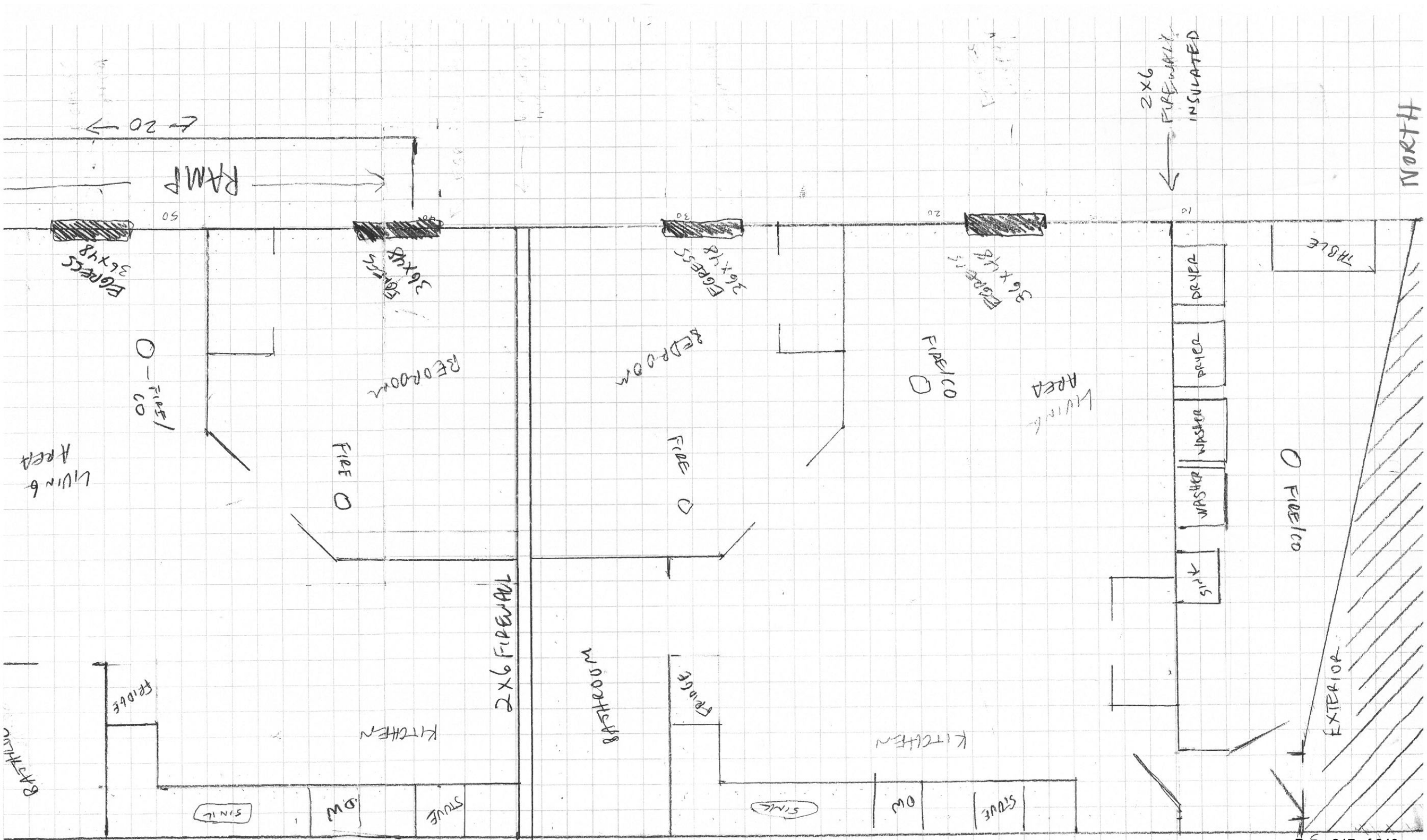
If I thought I could fiscally rent this commercial space I would be happy to do so. I never raised the rent on the previous tenant as long as I owned this building for fear that it would take him out of business and I would be unable to re rent the old upholstery shop. Now that he has passed I want to take this space and turn it into more affordable housing and respectfully asking for a variance from landscaping requirements and a conditional use permit to add 2 more apartments and a shared laundry for my current and future tenants.

Thank you for your consideration

Ray Giles

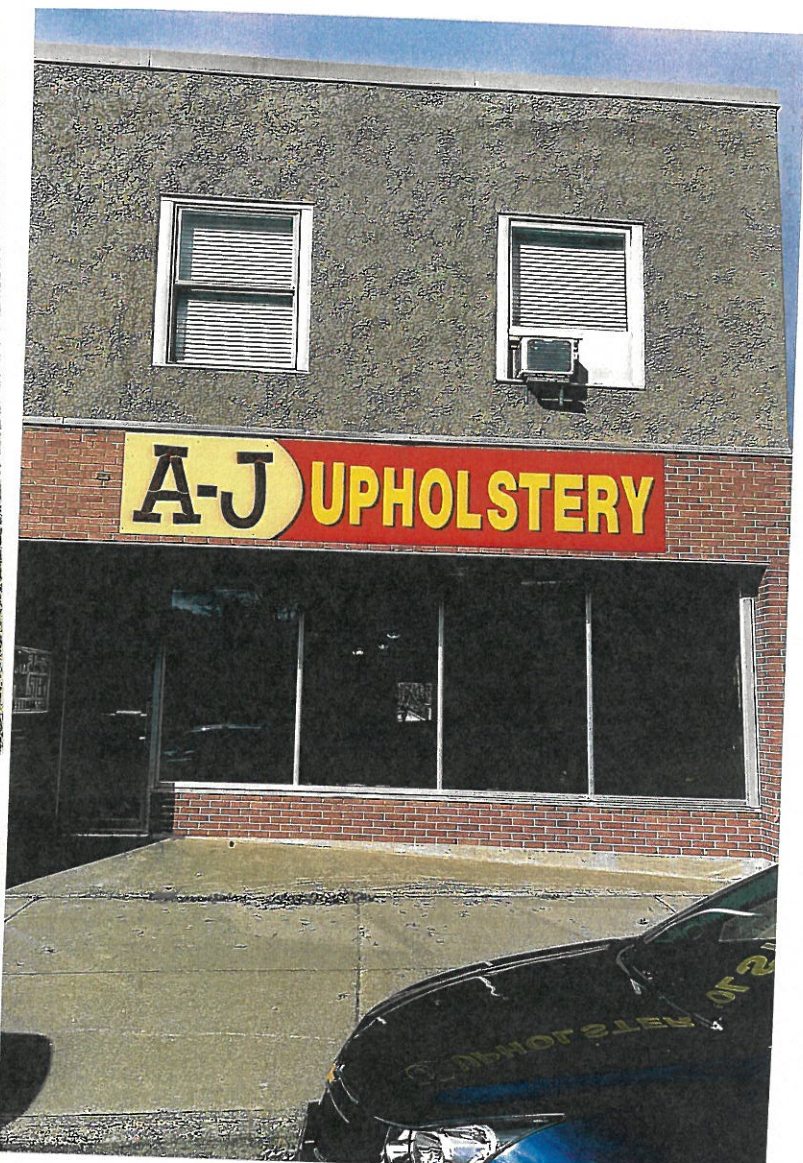
Rage Holdings LLC







PARKING SPOTS X 7





City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Consider Variance Request for a Street Loaded Driveway at 1101 Pine Street

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Vernona Adams, 1101 Pine Street, Brainerd has submitted a variance request to construct a 12' wide concrete driveway off Pine Street that leads to an existing accessory structure rather than the required alley loaded driveway.

Table 515-2-8.1 TN-1 Dimensional Standards states that all accessory structures be accessed from the alley if present.

According to Section 515-4-12.F each property is entitled to one curb cut and may have an additional curb cut with additional distance or approval from the City Engineer. The City Engineer has no issues with the proposed placement of the second driveway.

The property currently has two accessory structures located approximately 12' and 14' from the alley right-of-way, which makes it difficult to park along the alley. A typical minimum length of a driveway should be 20' to accommodate a vehicle.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered this request at their April 17th meeting and provided no comments. The Planning Commission considered the Findings of Facts and unanimously recommended approval of the variance request.

RECOMMENDED ACTION/MOTION: Recommend approval of the variance request to construct a 12' wide concrete driveway off Pine Street in the proposed location.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik Community Development Director

DATE: April 17th, 2024

RE: Variance Request for a Street Loaded Driveway at 1101 Pine Street

REQUEST

PUBLIC HEARING. Variance at 1101 Pine Street for a street loaded driveway to an existing accessory structure rather than an alley loaded driveway in the TN-1 District.

Vernona Adams, 1101 Pine Street, Brainerd has submitted the variance request to construct a 12' wide concrete driveway off Pine Street that leads to an existing accessory structure.

CONTEXT

Parcel Number(s): 41250770

Zoning District: TN-1 (Traditional Neighborhood One) District

Property Area: 14,000 SQFT

Adjacent Uses: North: Residential
East: Residential
South: Residential
West: Residential

Adjacent Zoning: North: TN-2 (Traditional Neighborhood 2) District
East: TN-1 (Traditional Neighborhood 1) District
South: TN-1 (Traditional Neighborhood 1) District
West: TN-1 (Traditional Neighborhood 1) District

AERIAL MAP



FINDINGS OF FACT

1. **1101 Pine St** is located in a TN-1 (Traditional Neighborhood 1) District.
2. [Table 515-2-8.1 TN-1 Dimensional Standards](#) states that all accessory structures be accessed from the alley if present.
 - a. *The applicant is proposing a 12' wide concrete driveway off Pine Street.*
 - i. According to [Section 515-4-12.F](#) each property is entitled to one curb cut and may have an additional curb cut with additional distance or approval from the City Engineer. The City Engineer has no issues with the proposed placement of the second driveway.
 - ii. A driveway cannot exceed 18' at the road right of way and must be an improved surface such as concrete, asphalt, or pavers. The proposed driveway meets the width and material requirements.
 - b. *The property currently has two accessory structures placed approximately 12' and 14' from the alley right of way.*
 - c. *The garage closest to the house has an asphalt driveway that has access to SE 11th Street with an approximate 13' distance from the side (corner) yard property line.*

3. [Section 515-5-4.B.3](#), General Provisions and Evaluation Criteria. – Variances shall only be permitted:
- a. When they are in harmony with the general purposes and intent of the ordinance and:
 - i. The TN-1 Zoning District is intended to provide a compact, pedestrian-oriented mix of residential uses. This district reinforces the existing pattern of small, connected lots, blocks and streets and supports future development or redevelopment that is consistent with this pattern.
 - 1. *This property is a residential single-family home which is a permitted use in the TN-1 District. The lot width is larger along Pine Street than most properties in the neighborhood with a 100' lot width.*
 - 2. *Pine Street predominantly has alley loaded garages; however, some houses do have front loaded driveways/garages as indicated on the aerial map.*
 - b. When the variances are consistent with the Comprehensive Plan.
 - i. Economic Development: Goal 1: "Support infill and redevelopment throughout Brainerd as a strategic component of growth." Policy 1: "Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists."
 - 1. *An improved driveway off Pine Street would add value to this property and its ability to legally park vehicles and trailers, therefore reducing the potential for blight or zoning violations in the future.*
 - c. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.
4. [Section 515-5-4.B.4](#), Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.;
- a. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
 - i. *There are other properties in Brainerd that have difficulty with storing trailers and campers in rear yards as historic garage placement can make it difficult. Corner lots are particularly challenging due to the increased setbacks from both street rights-of-way.*
 - ii. *This property has two garages that have been constructed within 14' of the alley right-of-way which does not provide enough parking space for a typical vehicle or trailer. A typical minimum length of a driveway should be 20'.*
 - iii. *The garage and driveway adjacent to SE 11th Street has an approximate 13' setback which makes it a violation to park in the driveway as vehicles cannot be legally parked in the right-of-way. Original placement of the house and garage are a result of increased corner lot setbacks.*
 - b. The variance, if granted, will not alter the essential character of the locality.
 - i. *This variance, if granted, will not substantially alter the character of the locality as there are other front-loaded driveways along Pine Street. The City Engineer agreed with this assessment.*

- c. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
 - i. *In this case, the practical difficulties are not an economic consideration alone. If the property owner had access to install an alley loaded driveway it could be constructed with Class 5 rather than an improved surface.*
- 5. [Section 515-5-4. B.5](#), The Commission may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
 - a. *Staff recommends that the sidewalk be repaired on Pine Street and approved by the City Engineer.*

At the time of this writing, no party had contacted the Community Development Department with questions regarding the proposed variance.

STAFF RECOMMENDATION

The Community Development Department recommends approval of the Variance Request as proposed by the applicant with the condition that the sidewalk be repaired on Pine Street and approved by the City Engineer.

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Vernona Adams has submitted a variance request at 1101 Pine Street, Brainerd, MN 56401. This property is located in a TN-1 (Traditional Neighborhood One) Zoning District. The purpose of this request is to propose a driveway off Pine Street to a detached garage rather than the required alley loaded driveway.

The property included in this application is described as:

*LOTS 9 THRU 12 BLOCK 7
SECOND ADDITION TO THE CITY OF BRAINERD
P.I.N. 41250770
Section 25, Township 45, Range 31*

A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, April 17, 2024 in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the variance request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 3rd day of April 2024



James Kramvik
Community Development Director

Publication Date: April 6th, 2024



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

CONDITIONAL USE PERMIT

☐

(\$350.00)

REZONING

☐

(\$350.00)

VARIANCE

☒

(\$350.00)

ZONING TEXT AMENDMENT

☐

(\$250.00)

COMMERCIAL

☐

(\$500.00 + \$500.00 escrow deposit)

☐

(\$500.00)

☐

(\$500.00 + \$500.00 escrow deposit)

☐

(\$400.00)

PROPERTY ADDRESS: 1101 Pine St. Brainerd, Mn. 56401

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: Vernona Adams

Street Address: 1101 Pine St. City: Brainerd State: Mn. Zip Code 56401

Phone Number: 218 330 6000 Fax: _____ E-mail: htraclassic97@brainerd.mn

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: would like to put entrance on Property coming in on Pine St. To Garage. Propose a concrete Driveway

Vernona Adams Vernona Adams
Property Owner Signature

3/25/24
Date

Vernona Adams
(Please print name)

Applicant Signature

Date

(Please print name)





City Council Agenda Request

MEETING DATE: May 6, 2024

TITLE OF ITEM: Consider Entering into a Brokerage Agreement for Sale or Lease of the Annex Building

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

After the execution of the Listing Agreement at the February EDA meeting, Staff contacted Kamp to discuss the potential of listing the Annex building to the City Hall in addition to the properties identified in the master contract. Kamp has prepared a draft Addendum for consideration to include the Annex as part of the master listing agreement. The Annex building is currently platted and constructed on the same lot and PID as City Hall. To sell the building, a subdivision or CIC plat, or some other division will be required so that the fee title to the building and land can be sold.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The EDA considered staff's request at the April 4th meeting. Council member Bevans stated that the City Council must approve the listing of the Annex prior to acceptance of the brokerage agreement as the Annex has never been approved for sale by City Council. The Annex was previously leased as office space and in 2022 Region 5 considered a long term lease agreement for improvements to the building.

The EDA recommended approval to enter into a brokerage agreement with Kamp for sale or lease of the Annex building. Kamp has revised the agreement for a leasing option. The contract has been reviewed by the City Attorney.

Staff researched typical brokerage fees for leased space and determined that on average the agent receives 10% to 15% of the first year's rent. The first three years of the brokerage agreement with Kamp, for a potential lease, equates to 15% of the total rent. Based on the need for interior improvements to the Annex building and deferring the brokerage fees over three years, staff believe the contract is consistent with the market. Kamp is also proposing a 3% fee of the total net rent to be collected each year thereafter for the lease term up to 5 years.

RECOMMENDED ACTION/MOTION: Approve the EDA to enter into a brokerage agreement for sale or lease of the Annex building with Kamp Real Estate and Development.

FINANCIAL IMPACT: N/A



MEMO

To: Members of Brainerd EDA

CC: James Kramvik, Community Development Director

From: Jennifer Haskamp, AICP, Kamp

Date: March 28, 2024

RE: Addendum No. 1 to Listing Agreement, et. Al

Addendum No. 1 – Summary and Background

After the execution of the Listing Agreement at the February EDA meeting, Staff contacted Kamp to discuss the potential of listing the Annex building to the City Hall in addition to the properties identified in the master contract. Kamp has prepared a draft Addendum for consideration to include the Annex as part of the master listing agreement. A couple items to note regarding the Addendum:

- The Annex building is currently platted and constructed on the same lot and PID as City Hall. To sell the building a subdivision or CIC plat, or some other division will be required so that the fee title to the building and land can be sold. The Addendum contemplates this and establishes that any Purchase Agreement must be contingent on an acceptable process and outcome so that the property can be transferred. The Addendum does not establish that the City, EDA, SHC or Kamp will be responsible for the division and places that responsibility on the potential purchaser. It is likely that the City/EDA and Kamp/SHC will assist with this process and the specifics of that agreement can be established once a buyer is identified.
- The sales price will be listed as “Negotiable” until a market study can be completed. Kamp will prepare a market analysis with recommended pricing to be presented at the June meeting.
- Kamp will work with staff to work through necessary disclosures and/or documentation regarding building condition, etc., to determine the appropriate listing type (as-is, etc.)

Property Marketing Updates

A summary of the following activities is provided for reference:

- The Listings are active and marketed on Kamp’s website and will be placed on the EDA website once the EDA website is live.
- The QR Code on the signage is live and links to Kamp’s current listings. This can be adjusted in the future if/and when the EDA website is live.
- A master list of brokers and developers using MNCAR database is in draft form. Marketing “flyers” for the properties will be sent in the next two weeks.



- Kamp is working with MNCAR on the public listing on the MNCAR Exchange which is the industry public portal for commercial/industrial property listings. The listings will (hopefully) be live by 4/5.
- Kamp has begun initial conversations with a few industrial brokers that are targeting “outstate” markets and will continue to solicit potential buyers/user.
- The sign package is ready to print. We are working with staff to get signs printed locally and to install the signs as soon as weather conditions permit.

Miscellaneous

- SHC/Kamp attended a meeting with the City and School District representatives on 3/13 to discuss the approximately 20-acre property north of Buffalo Hills Park. At the meeting we discussed in general terms the potential to collaborate on how to best position and sell the property. The ISD 181 representative planned to go back to their committee to discuss next steps.

ADDENDUM NO. 1 TO EXCLUSIVE RIGHT TO SELL AGREEMENT

This Addendum No. 1 is made to the Exclusive Right to Sell Agreement (Agreement) entered into between the Brainerd Economic Development Authority and Kamp Real Estate and Development LLC on February 8, 2024. All terms and conditions as established in the Agreement remain in effect unless explicitly identified within this Addendum.

1. Exhibit A of the Agreement shall be modified to ADD the following Property:

City	Address (Legal Description)	Property Identification Number
Brainerd	213 S 5 th Street (Lots 19 thru 45 Inclusive Block 45, First Addition to Brainerd)	41241431

2. The Subject Property is improved with a building that is known as the Annex to the Brainerd City Hall. Both the City Hall and the Annex are constructed on one lot with one Property Identification Number.
3. Any Purchase Agreement must be contingent upon the successful subdivision or re-plat of the parcel to divide that portion of the parcel containing the Annex so that fee title ownership may be transferred.
4. The Exclusive Right to Sell Agreement shall be modified for the Annex Building as described below, and such agreement shall be amended to include the Sale and/or Lease provisions as detailed within this Addendum.
5. A market study will be completed by Kamp to establish the listing price and/or potential lease rates. The study and price recommendation will be presented to the Owner for approval.
6. Exhibit B Schedule of Sale Commissions shall be amended to include the following schedule for lease commissions for the Annex building:

LEASES

Rates: Broker will be compensated for a successful lease transaction per the following schedule:

DIRECT TRANSACTION (NO THIRD PARTY INVOLVED):

Should Kamp lease space without the assistance of a Third Party Broker, Kamp will be paid a commission equal to:

- 6% of the total net rent to be collected in Year 1
- 5% of the total net rent to be collected in Year 2
- 4% of the total net rent to be collected in Year 3
- 3% of the total net rent to be collected in Year 4 & 5.

CO-BROKER TRANSACTION:

In the event a cooperating broker (including other brokers affiliated with Broker but not a member of the Listing Team) is involved in securing a lease, the commission to Listing Broker shall be 175% of the above schedule. Such fee shall be shared with the cooperating broker as the market dictates. In the event the cooperating broker is seeking a fee higher than fifty percent (50%) of the Co-Broker fee, the Owner will review, approve or decline such additional fee at its sole discretion but in no case shall the listing Broker receive less than fifty percent (50%) of the Co-Brokered Fee Structure.

Cancellation Clauses: Kamp will be paid a commission based upon the entire lease term notwithstanding any right of Owner to cancel the lease. If a tenant has a right to cancel the lease after the term has commenced (and for reasons unrelated to casualty, condemnation, default and the like), the commission will initially be based upon the noncancellable portion of the lease term plus the amount of any cancellation payment payable by tenant; if such right is not thereafter exercised, Owner will promptly pay Kamp the balance of the commission. A lease will be deemed canceled only if tenant vacates the premises. If a lease is terminated or amended and tenant remains under a new or different arrangement, Kamp shall be paid the balance of its commission. If a cancellation payment includes the unamortized commission, then Kamp will be paid a full commission as if no right of cancellation existed.

Computation of Commissions: If a rental concession is made by Owner allowing a tenant not to pay rent for the initial months of the lease term, then the commission shall be calculated on the entire term with the first year being deemed to commence on the first day of the lease term whether or not rent is payable. If rental concessions are granted in lieu of Owner performing construction or alteration work and with respect to any other allowances or concessions granted to a tenant whether in the form of a credit against rent, construction, decoration or otherwise, there shall be no deduction from the commission calculation above unless otherwise negotiated with the Broker.

Time of Payment: Commissions on leases shall be earned quarterly upon payment of rent unless otherwise negotiated and approved by the Brainerd EDA.

Sale by Owner: In the event of a sale, conveyance or other disposition of all or any portion of Owner's interest in the Property at which the lease is made, Owner shall remain responsible to pay Kamp the commissions due and/or which may become due hereunder, unless Owner shall obtain from the grantee of its interest and deliver to Kamp an agreement whereby the grantee assumes Owner's commission obligations hereunder.

This Addendum is entered into on the Effective Date.

**Owner: Brainerd EDA on Behalf of City of
Brainerd**

Kamp Real Estate and Development, LLC

Name: Kevin Yeager
Its: President
Date: April 15, 2024
Address: 501 Laurel Street
Address 2:
City, State, ZIP: Brainerd, MN 56401

Name: Jennifer Haskamp
Its: Managing Broker and CEO
Date: April 4, 2024
Address: 246 S. Albert Street
Address 2: Suite 2A
City, State, ZIP: Saint Paul, MN 55105

EXCLUSIVE RIGHT TO SELL AGREEMENT

This **EXCLUSIVE RIGHT TO SELL AGREEMENT** (the “**Agreement**”) is entered into on **February __, 2024** (the “**Effective Date**”), by and between Kamp Real Estate and Development, LLC (“**Kamp**”) and the **City of Brainerd Economic Development Authority** (“**Brainerd EDA**”). Whereas, the Brainerd EDA is the owner of the Properties (as hereinafter defined), and Brainerd EDA wishes to hire Kamp as its sole and exclusive agent with the exclusive right to procure the sale of all or any portion of the Property, and Kamp wishes to accept such engagement. Now therefore, in consideration of the mutual promises herein set forth, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **Kamp as Exclusive Selling Agent.** Brainerd EDA hereby appoints Kamp as the **sole and exclusive agent** with the exclusive right to procure the sale of the real properties legally described on Exhibit A, attached hereto and made a part hereof, with all improvements now or hereafter made on or to the real properties (collectively, the “**Property**”). Brainerd EDA agrees to promptly disclose to Kamp any personal property to be included in the sale or lease. Brainerd EDA hereby authorizes Kamp to insert or correct the legal description over Brainerd EDA’s signature.
2. **Term of the Agreement.** The term of this Agreement shall commence as of the Effective Date and shall continue until the date on which either party terminates this Agreement upon thirty (30) days’ prior written notice to the other party; provided, however, that in the event that neither party terminates this Agreement, this Agreement will expire automatically on the date which is twelve (12) months after the Effective Date. The date that this Agreement shall either expire or earlier terminate shall hereinafter be referred to as the “**Termination Date**.”
3. **Terms of Sale.** The offering price of the Property shall be **Negotiable**, or any such other offering price as approved by Brainerd EDA, in Brainerd EDA’s sole and absolute discretion, which shall be payable, at the option of the purchaser, either in cash or in a combination of cash and the assumption of any existing assumable loan. Brainerd EDA and Kamp acknowledge and agree that Brainerd EDA may agree to accept any other price in Brainerd EDA’s sole and absolute discretion. Any offer to purchase the Property may contain normal and customary contingencies such as the purchaser’s approval of a preliminary title report, survey, soils test, feasibility study and existing leases.
4. **Negotiations and Cooperation.** All inquiries and offers which Brainerd EDA receives shall be promptly referred to Kamp and all negotiations shall be conducted solely by Kamp or under its direction. Brainerd EDA shall cooperate fully with Kamp and shall provide Kamp access to the Property at all reasonable times. The terms of all contracts of sale shall be subject to Brainerd EDA’s sole and absolute approval.
5. **Advertising.** Kamp is authorized to publish this listing or otherwise advertise on the Property and promote the sales of such property by signs, circulars and mailings, and by engaging in other appropriate forms of advertising, all of which shall be subject to the mutual agreement of Brainerd EDA and Agent as to its extent, form and content, and as to the sharing of the cost of such advertising. Brainerd EDA understands and agrees that the information contained in this Agreement or otherwise published for marketing purposes is not confidential, and will be available to third parties, including prospective purchasers, other members of Kamp who do not represent Brainerd EDA and who may represent prospective purchasers, and other parties granted access to Brainerd EDA’s listing information. Kamp may advertise that it sold the Property after the closing of a sale of the Property, as applicable, in which Kamp was involved.
6. **Cooperation With Other Brokers.** Brainerd EDA understands and agrees that Kamp may, when appropriate, cooperate with other licensed real estate brokers representing any potential purchaser (each, an “**Outside Broker**”). For the purposes of this Agreement, and in particular Section 7 hereof, the term “**Outside Broker**” shall also include other brokers or salespersons employed by or associated with Kamp who are not the Listing Agent(s) (as hereinafter defined).

7. Commissions.

NOTICE: THE COMPENSATION FOR THE SALE OR MANAGEMENT OF REAL PROPERTY SHALL BE DETERMINED BETWEEN EACH INDIVIDUAL BROKER AND THE BROKER'S CLIENT.

- a. With respect to a sale, Brainerd EDA shall cause the Purchaser to pay and Kamp shall earn and hereby agrees to accept a commission or commissions calculated in accordance with the rates and terms set forth on Exhibit B, attached hereto and made a part hereof, and payable pursuant to the provisions set forth in Section 8 of this Agreement.
- b. With regard to a sale, Brainerd EDA shall cause the Purchaser to pay a commission to Kamp upon the occurrence of one of the following events:
 - i. During the Term (A) Kamp, Brainerd EDA, or any other person or entity, including, but not limited to an Outside Broker, procures a purchaser who is ready, willing and able to purchase all or any portion of the Property on the terms set forth in Section 3 hereof, or on other terms acceptable to Brainerd EDA; or (B) Brainerd EDA, through any person or entity other than Kamp, enters into any other contract to transfer or exchange the all or any portion of the Property or any interest therein or grants an option to purchase all or any portion of the Property to any person or entity;
 - ii. Within one hundred eighty (180) days after Termination Date (the "**Protected Period**"), Brainerd EDA sells or contracts to sell or exchange, or grants an option to purchase the Property to any potential purchaser who made an offer on, was introduced to, visited, received information on, inquired about, or otherwise learned of the Property prior to the Termination Date (each, a "**Prospective Purchaser**"). For purposes of this Agreement, the term "Prospective Purchaser" includes the person or entity listed on the Protected List (as hereinafter defined) as well as any assignee, designee, successor, affiliate, subsidiary or related entity, including, but not limited to all members of the potential purchaser's immediate family, any legal entity in which potential purchaser or any member of potential purchaser's immediate family owns or controls, directly or indirectly, more than ten percent (10%) of the shares or interests therein, and any third party who is acting under the direction or control of any of the foregoing. Kamp shall submit a list of such Prospective Purchasers (collectively, the "**Protected List**") within seventy-two (72) hours after the Termination Date; or
 - iii. During the term of this Agreement, Brainerd EDA receives notice that an entity having the power of condemnation has condemned or intends to condemn all or a substantial portion of the Property; provided, all or a substantial portion of the Property is thereafter conveyed to or condemned by such entity either during or after the term of this Agreement.

8. **Agency/Dual Agency.** Brainerd EDA hereby authorizes Kamp (a) to appoint **Jennifer Haskamp** to act as Brainerd EDA's Listing Agent(s) (the "**Listing Agent(s)**"), and (b) at Kamp's discretion, to appoint other salespersons affiliated with Kamp as subagents to act on Brainerd EDA's behalf as and when needed (each, a "**Subagent**"). It is understood and agreed that this Agreement only creates an agency relationship between Brainerd EDA, Kamp, the Listing Agent(s) and any Subagent(s), and not with any other salespersons of Kamp. Any broker or salesperson other than Listing Agent(s) and any Subagent(s) will not be representing Brainerd EDA and may represent a potential purchaser.

Brainerd EDA agrees that if all or any portion of the Property is sold to a purchaser represented by one of Kamp' salespersons other than Listing Agent or Subagents appointed by Kamp, then Brainerd EDA consents to Kamp acting as a dual agent. Brainerd EDA understands and agrees that different salespersons affiliated with Kamp may represent different sellers/landlords in competing transactions involving the same purchaser/tenant. Brainerd EDA hereby consents to such representation and agrees that it shall not be considered action by Kamp that is adverse or detrimental to the interests of either seller, nor shall it be considered a conflict of interest on the part of Kamp. If Kamp acts as a dual agent, then Kamp shall be entitled to the entire commission payable under this Agreement plus any additional compensation Kamp may have negotiated with the purchaser. Acceptance of referral fees between salespersons affiliated with Kamp will not be considered action that is adverse or detrimental on the

part of the salespersons or Kamp, nor shall it be considered a conflict of interest by the salespersons or Kamp.

9. **Responsibility for Maintenance.** Kamp shall not be responsible for maintenance of the Property or for damages of any kind to the Property or its contents, including, but not limited to, vandalism and theft, unless Kamp caused such damage by its gross negligence. Brainerd EDA hereby releases and waives all rights, claims and causes of action against Kamp, except claims based on its negligence, for damages to the Property or its contents.
10. **Limitation of Liability.** Kamp is not responsible or liable in any manner for personal injury to any person or for loss or damage to any person's real or personal property resulting from any act or omission not caused by Kamp, including but not limited to injuries or losses caused by (a) other brokers, inspectors, appraisers, lenders, contractors, surveyors, engineers, and other persons who are authorized to access the Property, (b) acts of third parties, such as vandalism or theft, (c) freezing or broken water pipes, (d) a dangerous condition on the Property, and (e) the Property's non-compliance with any law or ordinance. Neither party shall be liable to the other party for any consequential, special, indirect, punitive, incidental, or exemplary damages in connection with this Agreement, even if a party has knowledge of the possibility of such damages.
11. **Indemnification.** To the extent allowed by law, Brainerd EDA shall indemnify, defend and hold harmless Kamp, its shareholders, affiliates, subsidiaries, officers, directors, employees, agents and licensors from any claims, lawsuits, damages, costs, losses, attorneys' fees, costs and related expenses (collectively, "**Liabilities**") arising from or incurred as a result of (a) Brainerd EDA's failure to disclose material information about the Property; (b) Brainerd EDA providing incorrect information to Kamp, Outside Brokers or potential purchasers; (c) the use of, or access to, the Property by any person pursuant to this Agreement, (d) any breach of, or failure to perform, any provision of this Agreement by Brainerd EDA, and/or (e) other conduct by Brainerd EDA, its employees and agents, or Brainerd EDA's fraud, negligence or willful misconduct. Brainerd EDA shall not be responsible for indemnification for Liabilities to the extent caused by Kamp's fraud, negligence or willful misconduct in performing its obligations under this Agreement.
12. **Disclosure; Hazardous Substances.** Brainerd EDA agrees to promptly disclose to Kamp and any prospective purchaser all known material defects, if any, affecting the Property, including any structures on the Property, and any knowledge Brainerd EDA has or may hereafter acquire regarding the production, disposal, storage or release of any hazardous wastes or other toxic or hazardous substances in or on the Property. Kamp is authorized to disclose all pertinent information regarding the Property to prospective purchasers, and Brainerd EDA shall, to the extent allowed by law, indemnify and hold Kamp and any cooperating brokers harmless to the same extent as set forth in Section 11 of this Agreement in the event that Brainerd EDA fails to make any required disclosure or makes any misrepresentation about the Property or its condition.
13. **No Discrimination.** Brainerd EDA hereby acknowledges that it is illegal to refuse to display, sell or lease the Property to any person because of race, color, religion, national origin, sex, marital status or physical disability.
14. **Representations & Warranties.** Brainerd EDA represents and warrants that (a) Brainerd EDA has full authority to execute this Agreement and to sell, or exchange the Property, (b) Brainerd EDA is not bound by a listing agreement with another broker for the sale, lease, or exchange of the Property that is or will be in effect during the term of this Agreement, (c) no person or entity has any right to purchase or acquire the Property by an option, right of refusal, or other agreement, (d) there is no pending foreclosure of the Property that has not been disclosed in writing to Kamp, (e) Brainerd EDA owns sufficient intellectual property rights in any materials which Brainerd EDA provides to Kamp related to the Property (such as brochures, photographs, drawings or articles) to permit Broker to reproduce and distribute such materials for the purpose of marketing the Property or other purposes consistent with this Agreement, and (f) that all information concerning the Property provided to Kamp by Brainerd EDA is accurate. The person(s) executing this Agreement on behalf of Brainerd EDA represent(s) that such person(s) have full authority to do so and in so doing are binding Brainerd EDA.

Brainerd EDA confirms that following closing of the Property, the amount of the purchase price and any other terms of the sale of the Property shall not be deemed confidential information and Brainerd EDA authorizes disclosure of the same.

15. **Attorneys' Fees; Waiver of Jury Trial.** In the event of a dispute between the parties to enforce a right or rights provided by or arising out of this Agreement, the non-prevailing party shall pay to the prevailing party reasonable attorneys' fees and other costs and expenses of enforcement proceedings. The "prevailing party" shall be the party receiving a net affirmative award or judgment. TO THE EXTENT ALLOWED BY LAW, THE PARTIES HEREBY WAIVE ANY TRIAL BY JURY. Delinquent amounts payable to Kamp under this Agreement shall earn interest in the amount of one percent (1%) per month from the date due until paid.
16. **Construction and Authority; Successors.** This Agreement and each of the terms and provisions hereof have been negotiated between the parties, and the language in all parts of this Agreement shall, in all cases, be construed according to its fair meaning and not strictly for or against either party. The person(s) executing this Agreement on behalf of Brainerd EDA warrant that such person(s) have full authority to do so and in so doing to bind Brainerd EDA. This Agreement shall inure to the benefit of and be binding upon the respective heirs, personal representatives, successors and assigns of the parties.
17. **Professional Advice.** Kamp recommends that Brainerd EDA obtain legal, regulatory, architectural, engineering, environmental, tax and other professional and technical advice relating to this Agreement and the Property as well as the condition of the Property, including without limitation, the Property's improvements, equipment, soil, tenancies, environmental aspects and compliance with the Americans with Disabilities Act. Kamp will have no obligation to investigate any such matters and Kamp shall have no responsibility or liability for any work that is or should be done by such experts or professionals.
18. **Governing Law.** This Agreement is entered into and shall be governed and construed in accordance with the laws of the State of Minnesota.
19. **Entire Agreement; Counterparts.** This Agreement sets forth the entirety of the agreement between the parties regarding the Property, and supersedes all previous communications, representations, and understandings regarding the same. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and together shall constitute one and the same instrument, and counterparts which are executed and delivered in electronic format (e.g. email, PDF, TIF, etc.) shall be deemed valid original signatures for the purposes of this Agreement.
20. **Copy of Agreement.** Brainerd EDA hereby acknowledges receipt of a fully executed copy of this Agreement.



This Agreement is entered into on the Effective Date.

Owner: Brainerd EDA on Behalf of City of Brainerd

Kamp Real Estate and Development, LLC

Name:
Its: President
Date: February 8, 2024
Address: 501 Laurel St
Address 2:
City, State, ZIP: Brainerd, MN 56401

Name: Jennifer Haskamp
Its: Managing Broker and CEO
Date: February 8, 2024
Address: 246 S. Albert Street
Address 2: Suite 2A
City, State, ZIP: Saint Paul, MN 55105

DRAFT

EXHIBIT A

Brainerd Industrial Park First Addition

City	Address (Legal Description)	Property Identification Number
Brainerd	1427 Thiesse Drive (Lot 1 Block 1)	41060513
Brainerd	1729 Thiesse Drive (Lot 7 Block 1)	41060511
Brainerd	1817 Thiesse Drive (Lot 8 Block 1)	41060510
Brainerd	XXXX Thiesse Drive (Lot 1 Block 4)	41060507
Brainerd	1624 Thiesse Drive (Lot 2 Block 4)	41060506
Brainerd	1724 Thiesse Drive (Lot 3 Block 4)	41060505
Brainerd	1812 Thiesse Drive (Lot 4 Block 4)	41060504
Brainerd	1410 Thiesse Drive (Lot 1 Block 5)	41060503
Brainerd	1424 Thiesse Drive (Lot 2 Block 5)	41060502
Brainerd	1516 Thiesse Drive (Lot 3 Block 5)	41060501
Brainerd	XXXX Thiesse Drive (Lot 4 Block 5)	41060500

Property Generally Referred to as: Wright Street Extension

City	Legal Description	Property Identification Number
Brainerd	SE1/4 OF NW1/4 EXC N 1160 FT OF W 560 FT THEREOF. & ALSO INCL S 159.6 FT OF N 1160 FT OF E 330 FT OF W 560 FT OF SENW. & ALSO EXC	41310501
Brainerd	N1/2 OF NE1/4 OF SW1/4 EXC PT OF NE1/4 OF SW1/4 WHICH LIES W'LY OF S'LY EXT OF E LINE OF W 230 FT OF SENW SD SEC 31 & WHICH LIES	41310500

Property Generally Referred to as: Parking Lot Infill Redevelopment

City	Address (Legal Description)	Property Identification Number
Brainerd	XXX Laurel Street (Lots 2 thru 6 Inclusive Block 45, First Addition to Brainerd)	41241434

EXHIBIT B

SCHEDULE OF SALE COMMISSIONS

SALES

Rate: Broker will be compensated for a successful sale transaction per the following schedule:

DIRECT TRANSACTION (NO THIRD PARTY INVOLVED):

Should a member of the Listing Team (Jennifer Haskamp) secure a buyer without the assistance of a cooperating broker, for sale of the Properties; Broker will be paid a commission of six point five percent (6.5%) of the total purchase price at the time of closing.

If the purchase price of the property is \$1/acre or similar, the commission due shall be calculated based on the appraised current value. Under such transaction, the Buyer shall be responsible for paying the Broker Commission.

CO-BROKER TRANSACTION:

In the event a cooperating broker (including other brokers affiliated with Broker but not a member of the Listing Team) is involved in securing a buyer to purchase a Property, commissions payable for the transaction will be eight percent (8%) of the total purchase price. The total commission shall be split between Co-Broker and Broker at the discretion of the Listing Team. The commission shall be paid at the time of closing.

If the purchase price of the property is \$1/acre or similar, the commission due shall be calculated based on the appraised current value of the Property. Under such transaction, the Buyer shall be responsible for paying the Broker Commission.