CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, June 17, 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: 2491 439 7044
Personnel and Finance Committee was held 6/12
Safety and Public Works Committee at 7:00 PM - Meeting Access Code: 2492 038 5140

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. **Approve New On-Sale and Sunday Sale Liquor Application Submitted by Blue Oyster LLC, Blue Oyster, 612 Front St - Contingent upon approvals**

   E. **Approve Temporary On-Sale Liquor License Submitted by Brainerd Jaycees for an Event to be held at Lyman P. White Park on August 7, 2024**

   F. **Approve Event/Street Closure Application - 4th of July Parade**

6. **Council Committee Reports**

A. **Personnel & Finance Committee**

1. Consider Request from the Employee Wellness Committee for the Employee Appreciation Event
2. Authorize the Fire Department to Order a Fire Truck Chassis
3. Request Guidance on Requests for Sale of City-Owned Parcels
4. Authorize Hiring Brenda Hrtanek as Part-time Administrative Specialist
5. Approval of Memorandum of Agreement for Juneteenth
6. Consider Memorandum of Agreement with IBEW Administrative Support Union for the Transit Operations Specialist Position
7. Consider Approval of Separation Agreement
8. Discussion of Request from Habitat for Use of Statewide Affordable Housing Aid (SAHA)
9. Consider Setting Workshop for 2025 Capital Planning

B. **Safety & Public Works Committee**

1. Approve Change Order and Final Pay Request - Imp 21-12 North Brainerd Reconstruction
2. Award Bid - Imp 23-11 - O Street Outfall Repair
3. Adopt Resolution - 2025 Transit Operating and Capital Grant
4. 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)
Park Board - 1 term (Expire 2026)
Transportation Advisory Committee - 2 terms (Expire 2026)
Mayor Recommended: (terms to expire on 9/7 of said year)
Economic Development Authority- 1 term (Expire 2026)
Council President Recommended: (terms expire on 12/31 of said year)
Parking Commission-- 1 term (Expire 2026) 1 term (Expire 2028)

B. **Final Reading and Public Hearing - Proposed Ordinance 1566 Trees - and Consider Tree Policy**

C. **Final Reading and Conduct Public Hearing - Proposed Ordinances 1567 & 1568 - Cannabis and Off-Sale Liquor**

D. **Discuss Strike Contingency Plan Executive Summary**

E. **Direction Requested on 15106 Riverside Drive**

8. **New Business**

   A. First Reading - Proposed Ordinance 1569 - Vacant Building Registry Ordinance

   B. **Update on Orderly Annexation Discussions**

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**

    A. **Garden Club 100th Anniversary**

12. **Council Member Reports**

13. **Adjourn**

    A. **Adjourn to Closed Labor Negotiation Strategy Session pursuant to MN Statutes, 13D.03, Subd 1(b) to prepare for Negotiations with the IBEW 31 (Public Utilities), Teamsters, and LELS Unions**

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

MISSION

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

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 2948 - BILL'S GUN SHOP & RANGE:								
S4-952038								
82905	BILL'S GUN SHOP & RANGE		05/23/2024	05/23/2024	5,005.00	0.00	Paid	Y
	TRAINING AMMO		pziemer					05/23/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT			5,005.00			
	Total for vendor 2948 - BILL'S GUN SHOP & RANGE:				5,005.00	0.00		
Vendor 2684 - BRAINERD PARKS & RECREATION:								
5/6/24								
82763	BRAINERD PARKS & RECREATION		05/06/2024	05/10/2024	75.00	0.00	Paid	Y
	CHANGE FUND - CONCESSION STAND		pziemer					05/10/2024
	230-0000-10300	CHANGE FUND			75.00			
	Total for vendor 2684 - BRAINERD PARKS & RECREATION:				75.00	0.00		
Vendor 1859 - ENTERPRISE FM TRUST:								
FBN5028088/CDD								
82765	ENTERPRISE FM TRUST		05/03/2024	05/10/2024	1,285.26	0.00	Paid	Y
	COM DEV MAY 24 VEHICLE LEASES		pziemer					05/10/2024
	101-2400-43331	LEASE EXPENSE			1,285.26			
FBN5028088/ENG								
82766	ENTERPRISE FM TRUST		05/03/2024	05/10/2024	759.85	0.00	Paid	Y
	MAY 24 ENG VEHICLE LEASES		pziemer					05/10/2024
	101-1700-43331	LEASE PAYMENTS			759.85			
FBN5028088/FD								
82767	ENTERPRISE FM TRUST		05/03/2024	05/10/2024	1,272.57	0.00	Paid	Y
	MAY 24 FIRE DEPT VEHICLE LEASES		pziemer					05/10/2024
	225-2220-43331	LEASED PAYMENTS			1,272.57			
FBN5028088/PARKS								
82768	ENTERPRISE FM TRUST		05/03/2024	05/10/2024	2,069.38	0.00	Paid	Y
	MAY 24 PARKS VEHICLE LEASES		pziemer					05/10/2024
	230-5200-43331	LEASE PAYMENTS			2,069.38			
FBN5028088/PD								
82769	ENTERPRISE FM TRUST		05/03/2024	05/10/2024	10,032.30	0.00	Paid	Y
	MAY 24 POLICE DEPT VEHICLE LEASES		pziemer					05/10/2024
	225-2120-43331	LEASED PAYMENTS			10,032.30			
FBN5028088/PD 2								
82770	ENTERPRISE FM TRUST		05/03/2024	05/10/2024	(9,394.14)	0.00	Paid	Y
	MAY 24 SALE OF 2020 FORD		pziemer					05/10/2024
	225-0000-39101	SALE OF ASSETS			(9,394.14)			
FBN5028088/STRTS								
82771	ENTERPRISE FM TRUST		05/03/2024	05/10/2024	4,235.07	0.00	Paid	Y
	MAY 24 STREET DEPT VEHICLE LEASE		pziemer					05/10/2024

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	235-3100-43331	LEASE PAYMENTS			3,609.06			
	237-3190-43331	LEASE PAYMENTS			626.01			
	Total for vendor 1859 - ENTERPRISE FM TRUST:				10,260.29	0.00		
Vendor 1601 - MINNESOTA UI FUND:								
17063631								
82894	MINNESOTA UI FUND		05/22/2024	05/22/2024	258.22	0.00	Paid	Y
	07970122 ACCT# PARKS SEASONAL UI		pziemer					05/22/2024
	230-5200-41140	UNEMPLOYMENT			258.22			
	Total for vendor 1601 - MINNESOTA UI FUND:				258.22	0.00		
Vendor 0260 - MN BUREAU OF CRIM APPREHENSION:								
5/7/24								
82764	MN BUREAU OF CRIM APPREHENSION		05/07/2024	05/10/2024	15.00	0.00	Paid	Y
	QTY 1 BAKGROUND CHECKS - CONCESSIONS		pziemer					05/10/2024
	230-5204-42210	OPERATING SUPPLIES			15.00			
	Total for vendor 0260 - MN BUREAU OF CRIM APPREHENSION:				15.00	0.00		
Vendor 3612 - SEVERSON PORTER LAW:								
ICR 22801499								
82778	SEVERSON PORTER LAW		05/08/2024	05/10/2024	412.92	0.00	Paid	Y
	ICR 22801499 DUE TO SEVERSON		pziemer					05/10/2024
	223-0000-35210	FORFEITURES			412.92			
	Total for vendor 3612 - SEVERSON PORTER LAW:				412.92	0.00		

# of Invoices:	11	# Due: 0	Totals:	25,420.57	0.00
# of Credit Memos:	1	# Due: 0	Totals:	(9,394.14)	0.00
Net of Invoices and Credit Memos:				16,026.43	0.00

--- TOTALS BY GL DISTRIBUTION ---

101-1700-43331	LEASE PAYMENTS	759.85
101-2400-43331	LEASE EXPENSE	1,285.26
223-0000-35210	FORFEITURES	412.92
225-0000-39101	SALE OF ASSETS	(9,394.14)
225-2120-43330	PROFESSIONAL DEVELOPMENT	5,005.00
225-2120-43331	LEASED PAYMENTS	10,032.30
225-2220-43331	LEASED PAYMENTS	1,272.57
230-0000-10300	CHANGE FUND	75.00
230-5200-41140	UNEMPLOYMENT	258.22
230-5200-43331	LEASE PAYMENTS	2,069.38
230-5204-42210	OPERATING SUPPLIES	15.00
235-3100-43331	LEASE PAYMENTS	3,609.06
237-3190-43331	LEASE PAYMENTS	626.01

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			2,045.11	0.00		
	223 - DRUG FORFEITURE			412.92	0.00		
	225 - PUBLIC SAFETY FUND			6,915.73	0.00		
	230 - PARK & RECREATION FUND			2,417.60	0.00		
	235 - STREET & SEWER FUND			3,609.06	0.00		
	237 - SANITARY SEWER FUND			626.01	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			(8,906.22)	0.00		
	1700 - ENGINEERING			759.85	0.00		
	2120 - POLICE DEPARTMENT			15,037.30	0.00		
	2220 - FIRE DEPARTMENT			1,272.57	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			1,285.26	0.00		
	3100 - S & S MAINTENANCE			3,609.06	0.00		
	3190 - SANITARY SEWER EXPENSE			626.01	0.00		
	5200 - PARK MAIN/ADMINISTRATION			2,327.60	0.00		
	5204 - CONCESSIONS			15.00	0.00		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description	GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 0011 - ACE HARDWARE:								
324442/1								
83046	ACE HARDWARE		05/31/2024	06/19/2024	58.49	58.49	Open	N
	20LB PROPANE TANK - CRACK SEALING		pziemer					06/19/2024
235-3100-42220		REPAIR & MAINT			58.49			
324417/1								
83048	ACE HARDWARE		05/30/2024	06/19/2024	13.49	13.49	Open	N
	UTILITY GLOVES		pziemer					06/19/2024
235-3170-42220		REPAIR & MAINT			13.49			
324613/1								
83150	ACE HARDWARE		06/06/2024	06/19/2024	28.57	28.57	Open	N
	BATTERIES, SCRAPER		pziemer					06/19/2024
101-1940-42200		OFFICE SUPPLIES			28.57			
324615/1								
83165	ACE HARDWARE		06/06/2024	06/19/2024	34.19	34.19	Open	N
	LEATHER GLOVES		pziemer					06/19/2024
235-3100-42220		REPAIR & MAINT			34.19			
324630/1								
83184	ACE HARDWARE		06/07/2024	06/19/2024	4.83	4.83	Open	N
	TAPE/FASTENERS		pziemer					06/19/2024
401-9030-43430		MISCELLANEOUS			4.83			
324556/1								
83222	ACE HARDWARE		06/05/2024	06/19/2024	470.37	470.37	Open	N
	HEDGETRIMMER/BATTERIES		pziemer					06/19/2024
230-5200-42240		SMALL TOOLS			470.37			
324558/1								
83223	ACE HARDWARE		06/05/2024	06/19/2024	(470.37)	(470.37)	Open	N
	RETURN HEDGETRIMMER/BATTERIES		pziemer					06/19/2024
230-5200-42240		SMALL TOOLS			(470.37)			
324557/1								
83224	ACE HARDWARE		06/05/2024	06/19/2024	359.99	359.99	Open	N
	HEDGETRIMMER/BATTERIES		pziemer					06/19/2024
230-5200-42240		SMALL TOOLS			359.99			
324616/1								
83227	ACE HARDWARE		06/06/2024	06/19/2024	57.70	57.70	Open	N
	TRIM HEAD, KEY, BAIT, BOLT		pziemer					06/19/2024
230-5200-42220		REPAIR & MAINT			57.70			
324527/1								
83228	ACE HARDWARE		06/04/2024	06/19/2024	5.84	5.84	Open	N
	GREGORY FOUNTAINT MAINT		pziemer					06/19/2024
230-5200-42220		REPAIR & MAINT			5.84			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description	GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
324675/1								
83277	ACE HARDWARE		06/10/2024	06/19/2024	39.98	39.98	Open	N
	WEED KILLER, OWL ORNAMENT		pziemer					06/19/2024
225-2220-42210		OPERATING SUPPLIES			39.98			
	Total for vendor 0011 - ACE HARDWARE:				603.08	603.08		
Vendor 2902 - ADVANCE AUTO PARTS:								
6574415285104								
83047	ADVANCE AUTO PARTS		05/31/2024	06/19/2024	47.49	47.49	Open	N
	DROP HITCH		pziemer					06/19/2024
235-3170-42220		REPAIR & MAINT			47.49			
6574415820572								
83169	ADVANCE AUTO PARTS		06/06/2024	06/19/2024	(8.07)	(8.07)	Open	N
	CREDIT -TRUCK 102 HITCH BUSHING		pziemer					06/19/2024
235-3170-42210		OPERATING SUPPLIES			(8.07)			
6574416485374								
83254	ADVANCE AUTO PARTS		06/12/2024	06/19/2024	15.77	15.77	Open	N
	PATCH TRAILER REPLACEMENT WIRING HAR		pziemer					06/19/2024
235-3100-42220		REPAIR & MAINT			15.77			
6574416485402								
83264	ADVANCE AUTO PARTS		06/12/2024	06/19/2024	139.63	139.63	Open	N
	TRUCK 121 TRAILER BUSHING AND PINTLE		pziemer					06/19/2024
237-3190-42220		REPAIR & MAINT			139.63			
	Total for vendor 2902 - ADVANCE AUTO PARTS:				194.82	194.82		
Vendor 1453 - AMERICAN DOOR WORKS:								
03-015360								
83175	AMERICAN DOOR WORKS		06/07/2024	06/19/2024	162.78	162.78	Open	N
	GARAGE DOOR REPAIR		pziemer					06/19/2024
225-2120-42220		REPAIR & MAINT			162.78			
	Total for vendor 1453 - AMERICAN DOOR WORKS:				162.78	162.78		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:								
121142								
83265	AMERICAN STEEL SUPPLY INC		06/12/2024	06/19/2024	21.02	21.02	Open	N
	TRUCK 121 TOP STROBE MOUNTING PLATE		pziemer					06/19/2024
237-3190-42220		REPAIR & MAINT			21.02			
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:				21.02	21.02		
Vendor 2846 - AMERICAN WELDING-GAS INC:								
0010155504								
83096	AMERICAN WELDING-GAS INC		05/31/2024	06/19/2024	84.85	84.85	Open	N
	WELDING GAS CYLINDER RENTAL		pziemer					06/19/2024

Inv Num / Inv Ref#	Vendor / Description	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
GL Distribution	GRANT						
235-3100-43430	MISCELLANEOUS			84.85			
	Total for vendor 2846 - AMERICAN WELDING-GAS INC:			84.85	84.85		
Vendor 4217 - ANDERSON CLEANERS:							
52682							
83097	ANDERSON CLEANERS	05/24/2024	06/19/2024	35.32	35.32	Open	N
	729 VEST CARRIER ALTERATIONS	pziemer					06/19/2024
225-2120-41113	UNIFORM ALLOWANCE			35.32			
	Total for vendor 4217 - ANDERSON CLEANERS:			35.32	35.32		
Vendor 0745 - BATTERIES PLUS:							
P73359306							
83242	BATTERIES PLUS	06/07/2024	06/19/2024	23.98	23.98	Open	N
	BATTERIES	pziemer					06/19/2024
225-2120-42210	OPERATING SUPPLIES			23.98			
P73448864							
83280	BATTERIES PLUS	06/11/2024	06/19/2024	52.67	52.67	Open	N
	BATTERIES	pziemer					06/19/2024
225-2220-42210	OPERATING SUPPLIES			52.67			
P73509959							
83298	BATTERIES PLUS	06/13/2024	06/19/2024	559.96	559.96	Open	N
	MESSAGE TRAILER BATTERIES	pziemer					06/19/2024
225-2120-43430	B-LAKEZ T MISCELLANEOUS			559.96			
	Total for vendor 0745 - BATTERIES PLUS:			636.61	636.61		
Vendor 0077 - BRAINERD HYDRAULICS/AIR:							
31531							
83219	BRAINERD HYDRAULICS/AIR	05/01/2024	06/19/2024	14.48	14.48	Open	N
	SNOW REMOVAL FITTINGS	pziemer					06/19/2024
235-3125-42220	REPAIR & MAINT			14.48			
	Total for vendor 0077 - BRAINERD HYDRAULICS/AIR:			14.48	14.48		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
6/11/24							
83273	BRAINERD PUBLIC UTILITIES	06/12/2024	06/19/2024	110,674.52	110,674.52	Open	N
	REMIT LOCAL SALES TAX THRU 6/11/24	pziemer					06/19/2024
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			110,674.52			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			110,674.52	110,674.52		
Vendor 4209 - CALLTOWER:							
201985036							
83110	CALLTOWER	06/02/2024	06/19/2024	344.65	344.65	Open	N
	CALLTOWER 6/1/24-6/30/24	pziemer					06/19/2024

Inv Num / Inv Ref#	Vendor / Description	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
GL Distribution	GRANT						
101-1800-43321	TELEPHONE			344.65			
	Total for vendor 4209 - CALLTOWER:			344.65	344.65		
Vendor 0102 - CANON FINANCIAL SERVICE:							
32692604							
83285	CANON FINANCIAL SERVICE	05/23/2024	06/19/2024	77.97	77.97	Open	N
	6/1/24-6/30/24 LIBRARY COPIER CONTRA	pziemer					06/19/2024
211-5505-43430	MISC - COPY MACHINE PYMTS			77.97			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			77.97	77.97		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
135							
83201	CENTRAL LAKES FERTILIZING	06/05/2024	06/19/2024	6,040.00	6,040.00	Open	N
	WEED CONTROL: LMP, BANE, BHP, JCP, M	pziemer					06/19/2024
400-9050-45530	CAPITAL - OTHER			6,040.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			6,040.00	6,040.00		
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0031							
83042	COLUMN SOFTWARE	05/01/2024	06/19/2024	18.06	18.06	Open	N
	NOTICE: TAC MTG 5-9-24	pziemer					06/19/2024
203-9000-43350	PRINTING/LEGAL PUBLICATION			18.06			
425BB603-0032							
83043	COLUMN SOFTWARE	05/02/2024	06/19/2024	51.15	51.15	Open	N
	NOHL PROP. ORD - CANNABIS 5-2-24	pziemer					06/19/2024
101-9200-43350	LEGAL PUBLICATIONS			51.15			
425BB603-0033							
83044	COLUMN SOFTWARE	06/02/2024	06/19/2024	42.90	42.90	Open	N
	NOH: PROP ORD - SHORT TERM RENTAL 5-2	pziemer					06/19/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			42.90			
425BB603-0034							
83045	COLUMN SOFTWARE	05/02/2024	06/19/2024	48.72	48.72	Open	N
	NOH: IUP VCV DIGITAL 5-2-24	pziemer					06/19/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			48.72			
425BB603-0038							
83253	COLUMN SOFTWARE	06/04/2024	06/19/2024	478.50	478.50	Open	N
	ORD 1565 - SHORT TERM RENTALS	pziemer					06/19/2024
101-9200-43350	LEGAL PUBLICATIONS			478.50			
	Total for vendor 4269 - COLUMN SOFTWARE:			639.33	639.33		
Vendor MISC - COMMERCIAL PLUMBING AND HEATING INC:							

Inv Num / Inv Ref# / GL Distribution	Vendor / Description	GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
00045738								
83239	COMMERCIAL PLUMBING AND HEATING INC		06/11/2024	06/19/2024	1,905.59	1,905.59	Open	N
	BD Payment Refund		pziemer					06/19/2024
101-2400-32210		Commercial Bldg Plan Review Fee			666.84			
101-0000-21800		Commercial State Surcharge - Value			56.64			
101-0000-36300		Commercial State Surcharge - Value			2.36			
101-2400-32210		Commercial Bldg Permit Fee			1,179.75			
00045591								
83240	COMMERCIAL PLUMBING AND HEATING INC		06/11/2024	06/19/2024	841.75	841.75	Open	N
	BD Payment Refund		pziemer					06/19/2024
101-2400-32230		Commercial Bldg Permit Fee			809.25			
101-0000-21800		Commercial State Surcharge - Value			31.20			
101-0000-36300		Commercial State Surcharge - Value			1.30			
	Total for vendor MISC - COMMERCIAL PLUMBING AND HEATING INC:				2,747.34	2,747.34		
Vendor 0122 - COMMUNITY ACTION:								
JUNE 2024								
83208	COMMUNITY ACTION		06/10/2024	06/19/2024	8,054.38	8,054.38	Open	N
	JUNE 24 LEVY PAYMENT		pziemer					06/19/2024
101-9200-43460		REMIT COMMUNITY ACTION LEVY			8,054.38			
	Total for vendor 0122 - COMMUNITY ACTION:				8,054.38	8,054.38		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:								
21397865								
83291	CONSOLIDATED TELEPHONE CO		06/12/2024	06/19/2024	209.95	209.95	Open	N
	6/12/24-7/11/24 CAMPGROUND INTERNET		pziemer					06/19/2024
230-5280-43321		TELEPHONE			209.95			
21393878/IT								
83292	CONSOLIDATED TELEPHONE CO		06/12/2024	06/19/2024	541.00	541.00	Open	N
	6/12/24-7/1/24 IT DEPT PHONES/INTERNE		pziemer					06/19/2024
101-1800-43321		TELEPHONE			541.00			
21393878/CH								
83293	CONSOLIDATED TELEPHONE CO		06/13/2024	06/19/2024	53.94	53.94	Open	N
	6/12/24-7/11/24 CITY HALL PHONES INTE		pziemer					06/19/2024
101-1940-43321		TELEPHONE			53.94			
21393878/PD								
83294	CONSOLIDATED TELEPHONE CO		06/12/2024	06/19/2024	146.37	146.37	Open	N
	6/12/24-7/11/24 POLICE DEPT PHONES/IN		pziemer					06/19/2024
225-2120-43321		TELEPHONE			96.37			
225-2120-43309		COMPUTER TECHNICAL SUPPORT			50.00			
21393878/FD								
83295	CONSOLIDATED TELEPHONE CO		06/12/2024	06/19/2024	100.00	100.00	Open	N
	6/12/24-7/11/24 FIRE DEPT PHONES/INTE		pziemer					06/19/2024
225-2120-43321		TELEPHONE			100.00			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description	GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
21393878/STRTS								
83296	CONSOLIDATED TELEPHONE CO		06/12/2024	06/19/2024	115.37	115.37	Open	N
	6/12/24-7/11/24 STREET DEPT		pziemer					06/19/2024
235-3100-43321		TELEPHONE			115.37			
21393878/AIR								
83297	CONSOLIDATED TELEPHONE CO		06/12/2024	06/19/2024	141.63	141.63	Open	N
	6/12/24-7/11/24 AIRPORT CIRCUIT		pziemer					06/19/2024
260-9020-43321		TELEPHONE			141.63			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:				1,308.26	1,308.26		
Vendor 0900 - CUB FOODS - BRAINERD:								
TRX: 078278 PARKS								
83221	CUB FOODS - BRAINERD		06/08/2024	06/19/2024	25.53	25.53	Open	N
	CONCESSIONS - CHIPS/HOTDOGS/BUNS		pziemer					06/19/2024
230-5204-42210		OPERATING SUPPLIES			25.53			
TRX: 068659 PKS								
83251	CUB FOODS - BRAINERD		06/08/2024	06/19/2024	9.98	9.98	Open	N
	1ST AID/SAFETY ICE		pziemer					06/19/2024
230-5200-43430		MISCELLANEOUS			9.98			
	Total for vendor 0900 - CUB FOODS - BRAINERD:				35.51	35.51		
Vendor 0133 - CWC RECORDER:								
24-4598								
83151	CWC RECORDER		05/31/2024	06/19/2024	138.00	138.00	Open	N
	2 VARIANCE, 1 CUP - 1101 PINE & 1111		pziemer					06/19/2024
101-2400-43350		PRINTING/LEGAL PUBLICATION			138.00			
	Total for vendor 0133 - CWC RECORDER:				138.00	138.00		
Vendor 0135 - CWC TREASURER:								
7119/LIB								
83148	CWC TREASURER		06/01/2024	06/19/2024	675.00	675.00	Open	N
	JUN 24 SHARED SERVICES - LIBRARY		pziemer					06/19/2024
211-5500-43300		PROFESSIONAL SERVICES			675.00			
7119/CH								
83149	CWC TREASURER		06/01/2024	06/19/2024	7,975.00	7,975.00	Open	N
	JUN 24 SHARED SERVICES - CITY HALL		pziemer					06/19/2024
101-9200-43300		PROFESSIONAL SERVICES			7,975.00			
	Total for vendor 0135 - CWC TREASURER:				8,650.00	8,650.00		
Vendor 3502 - DAKOTA MAILING:								
73433								
83217	DAKOTA MAILING		06/03/2024	06/19/2024	165.46	165.46	Open	N
	POSTAGE RED INK		pziemer					06/19/2024

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GL Distribution	GRANT						
101-1940-42200	OFFICE SUPPLIES			165.46			
	Total for vendor 3502 - DAKOTA MAILING:			165.46	165.46		
Vendor 3954 - DALLMAN SIGNS & GRAPHICS:							
822							
83269	DALLMAN SIGNS & GRAPHICS	06/11/2024	06/19/2024	525.00	525.00	Open	N
	SQD 445 -DECALS NEW BUILD	pziemer					06/19/2024
400-9050-45530	CAPITAL - OTHER			525.00			
	Total for vendor 3954 - DALLMAN SIGNS & GRAPHICS:			525.00	525.00		
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
22:08 PAY REQ 2							
83070	DECHANTAL EXCAVATING LLC	05/24/2024	06/19/2024	565,166.84	565,166.84	Open	N
	22:08 SOUTH BRD THRU 5/24/24	pziemer					06/19/2024
401-9030-45530-22:08	CAPITAL-PYMTS TO CONTRACTS			565,166.84			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			565,166.84	565,166.84		
Vendor 1573 - DELL MARKETING LP:							
10753901399							
83284	DELL MARKETING LP	06/12/2024	06/19/2024	101.74	101.74	Open	N
	LAPTOP BATTERY	pziemer					06/19/2024
101-1800-42220	REPAIR & MAINT			101.74			
	Total for vendor 1573 - DELL MARKETING LP:			101.74	101.74		
Vendor 0162 - DIAMOND VOGEL PAINT:							
813168783							
83287	DIAMOND VOGEL PAINT	05/30/2024	06/19/2024	1,732.50	1,732.50	Open	N
	WHITE TRAFFIC PAINT	pziemer					06/19/2024
235-3170-42210	OPERATING SUPPLIES			1,732.50			
813168064							
83288	DIAMOND VOGEL PAINT	05/01/2024	06/19/2024	3,239.80	3,239.80	Open	N
	BRD BLUE STREET PAINT	pziemer					06/19/2024
235-3170-42210	OPERATING SUPPLIES			3,239.80			
4/23/24 AWARDS							
83289	DIAMOND VOGEL PAINT	05/01/2024	06/19/2024	(301.78)	(301.78)	Open	N
	STATEMENT CREDIT FOR REWARDS RCVD	pziemer					06/19/2024
235-3170-42210	OPERATING SUPPLIES			(301.78)			
	Total for vendor 0162 - DIAMOND VOGEL PAINT:			4,670.52	4,670.52		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN5055895/CDD							
83185	ENTERPRISE FM TRUST	06/05/2024	06/19/2024	890.66	890.66	Open	N
	JUNE 24 COM DEV VEHICLE LEASES	pziemer					06/19/2024

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GL Distribution	GRANT						
101-2400-43331	LEASE EXPENSE			890.66			
FBN5055895/FD							
83186	ENTERPRISE FM TRUST	06/05/2024	06/19/2024	1,272.57	1,272.57	Open	N
	JUNE 24 FIRE DEPT VEHICLE LEASES	pziemer					06/19/2024
225-2220-43331	LEASED PAYMENTS			1,272.57			
FBN5055895/PARKS							
83187	ENTERPRISE FM TRUST	06/05/2024	06/19/2024	2,069.38	2,069.38	Open	N
	JUNE 24 PARKS VEHICLE LEASES	pziemer					06/19/2024
230-5200-43331	LEASE PAYMENTS			2,069.38			
FBN5055895/PD							
83188	ENTERPRISE FM TRUST	06/05/2024	06/19/2024	10,032.30	10,032.30	Open	N
	JUNE 24 POLICE DEPT VEHICLES	pziemer					06/19/2024
225-2120-43331	LEASED PAYMENTS			10,032.30			
FBN5055895/STRTS							
83189	ENTERPRISE FM TRUST	06/05/2024	06/19/2024	5,419.30	5,419.30	Open	N
	JUNE 24 STREET DEPT VEHICLE LEASES	pziemer					06/19/2024
235-3100-43331	LEASE PAYMENTS			4,793.29			
237-3190-43331	LEASE PAYMENTS			626.01			
FBN5055895/ENG							
83191	ENTERPRISE FM TRUST	06/05/2024	06/19/2024	759.85	759.85	Open	N
	JUNE 24 ENG VEHICLE LEASES	pziemer					06/19/2024
101-1700-43331	LEASE PAYMENTS			759.85			
	Total for vendor 1859 - ENTERPRISE FM TRUST:			20,444.06	20,444.06		
Vendor 3544 - ERKENS WATER:							
000112							
83172	ERKENS WATER	06/06/2024	06/19/2024	40.80	40.80	Open	N
	SOLAR SALT	pziemer					06/19/2024
225-2220-42210	OPERATING SUPPLIES			40.80			
	Total for vendor 3544 - ERKENS WATER:			40.80	40.80		
Vendor 0177 - FIRST IMPRESSION PRINTING:							
91156							
83152	FIRST IMPRESSION PRINTING	05/30/2024	06/19/2024	135.00	135.00	Open	N
	NO PARKING SIGNS	pziemer					06/19/2024
235-3100-42210	NO PARKING SIGNS FOR PARADES/SNOW REMOVA			135.00			
91187							
83176	FIRST IMPRESSION PRINTING	06/04/2024	06/19/2024	94.20	94.20	Open	N
	CURFEW VIOLATION FORMS	pziemer					06/19/2024
225-2120-42200	OFFICE SUPPLIES			94.20			
	Total for vendor 0177 - FIRST IMPRESSION PRINTING:			229.20	229.20		
Vendor 3402 - FLEETPRIDE:							

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117519844								
83266	FLEETPRIDE		06/11/2024	06/19/2024	123.48	123.48	Open	N
	TRUCK 121 DIRECTIONAL LIGHTS - 2ND S		pziemer					06/19/2024
237-3190-42220		REPAIR & MAINT			123.48			
117502169								
83267	FLEETPRIDE		06/11/2024	06/19/2024	123.48	123.48	Open	N
	TRUCK 121 DIRECTIONAL LIGHTS - STRO		pziemer					06/19/2024
237-3190-42220		REPAIR & MAINT			123.48			
117532059								
83268	FLEETPRIDE		06/12/2024	06/19/2024	311.01	311.01	Open	N
	TRUCK 121 TOP STROBE BAR		pziemer					06/19/2024
237-3190-42220		REPAIR & MAINT			311.01			
		Total for vendor 3402 - FLEETPRIDE:			557.97	557.97		
Vendor 0186 - GALLS LLC:								
028098343								
83243	GALLS LLC		05/31/2024	06/19/2024	133.56	133.56	Open	N
	723 - BOOTS		pziemer					06/19/2024
225-2120-41113		UNIFORM ALLOWANCE			133.56			
028102114								
83244	GALLS LLC		05/31/2024	06/19/2024	53.41	53.41	Open	N
	723 UNIFORM GLOVES		pziemer					06/19/2024
225-2120-41113		UNIFORM ALLOWANCE			53.41			
		Total for vendor 0186 - GALLS LLC:			186.97	186.97		
Vendor 3011 - GUARDIAN PEST CONTROL INC:								
2569837								
83171	GUARDIAN PEST CONTROL INC		05/13/2024	06/19/2024	59.00	59.00	Open	N
	PEST CONTROL - FD		pziemer					06/19/2024
225-2220-42221		R&M BUILDING			59.00			
		Total for vendor 3011 - GUARDIAN PEST CONTROL INC:			59.00	59.00		
Vendor 1231 - GULL LAKE GLASS:								
9893745								
83299	GULL LAKE GLASS		06/07/2024	06/19/2024	250.00	250.00	Open	N
	WINDOW GLASS SEAL REPAIR		pziemer					06/19/2024
211-5500-42220		REPAIR & MAINT			250.00			
		Total for vendor 1231 - GULL LAKE GLASS:			250.00	250.00		
Vendor 0200 - HEARTLAND ANIMAL RESCUE:								
MAY 2024								
83211	HEARTLAND ANIMAL RESCUE		05/31/2024	06/19/2024	4,316.33	4,316.33	Open	N
	MAY 24 ADMIN/BOARDING		pziemer					06/19/2024

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GL Distribution	GRANT						
225-2700-43430	MISCELLANEOUS			2,397.00			
225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
	Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:			4,316.33	4,316.33		
Vendor 0209 - HEARTLAND TIRE INC.:							
3049627							
83245	HEARTLAND TIRE INC.	06/10/2024	06/19/2024	37.55	37.55	Open	N
	SQD 435 TIRE REPAIR	pziemer					06/19/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			37.55			
3049673							
83246	HEARTLAND TIRE INC.	06/11/2024	06/19/2024	795.96	795.96	Open	N
	SQD 442 TIRES	pziemer					06/19/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			795.96			
	Total for vendor 0209 - HEARTLAND TIRE INC.:			833.51	833.51		
Vendor 0203 - HOLDEN ELECTRIC:							
76268							
83207	HOLDEN ELECTRIC	06/07/2024	06/19/2024	120.75	120.75	Open	N
	REPAIR CAMPSITE BREAKER	pziemer					06/19/2024
230-5280-42220	REPAIR & MAINT			120.75			
	Total for vendor 0203 - HOLDEN ELECTRIC:			120.75	120.75		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4556900							
83166	INNOVATIVE OFFICE SOLUTIONS LLC	06/06/2024	06/19/2024	490.19	490.19	Open	N
	COPIER PAPER /FRONT DESK TONER	pziemer					06/19/2024
225-2120-42200	OFFICE SUPPLIES			490.19			
IN4561664							
83270	INNOVATIVE OFFICE SOLUTIONS LLC	06/12/2024	06/19/2024	12.97	12.97	Open	N
	PACKING TAPE, NOTEPADS	pziemer					06/19/2024
225-2120-42200	OFFICE SUPPLIES			12.97			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:			503.16	503.16		
Vendor 3712 - JAREDS LAWN CARE:							
11472							
83167	JAREDS LAWN CARE	05/30/2024	06/19/2024	191.00	191.00	Open	N
	LAWN CARE - PD	pziemer					06/19/2024
225-2120-43300	PROFESSIONAL SERVICES			191.00			
	Total for vendor 3712 - JAREDS LAWN CARE:			191.00	191.00		
Vendor 3488 - JEFFERSON FIRE & SAFETY:							

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IN315409								
83278	JEFFERSON FIRE & SAFETY		06/06/2024	06/19/2024	321.02	321.02	Open	N
	FIRE BOOTS		pziemer					06/19/2024
225-2220-42250		PERSONAL PROTECTIVE GEAR			321.02			
	Total for vendor 3488 - JEFFERSON FIRE & SAFETY:				321.02	321.02		
Vendor MISC - LAKES AREA HABITAT FOR HUMANITY:								
BFG24-0010								
83275	LAKES AREA HABITAT FOR HUMANITY		06/13/2024	06/19/2024	5,000.00	5,000.00	Open	N
	BD Bond Refund		pziemer					06/19/2024
101-0000-20600		BFG24-0010			5,000.00			
BFG24-0005								
83276	LAKES AREA HABITAT FOR HUMANITY		06/13/2024	06/19/2024	5,000.00	5,000.00	Open	N
	BD Bond Refund		pziemer					06/19/2024
101-0000-20600		BFG24-0005			5,000.00			
	Total for vendor MISC - LAKES AREA HABITAT FOR HUMANITY:				10,000.00	10,000.00		
Vendor 0313 - LAKES AREA SENIOR CENTER:								
06062024								
83182	LAKES AREA SENIOR CENTER		06/06/2024	06/19/2024	170.00	170.00	Open	N
	WELLNESS DAY DONUTS		pziemer					06/19/2024
278-6515-43430		MISCELLANEOUS			170.00			
JUNE 2024								
83209	LAKES AREA SENIOR CENTER		06/10/2024	06/19/2024	8,054.38	8,054.38	Open	N
	JUN 24 LEVY PAYMENT		pziemer					06/19/2024
101-9200-43461		REMIT SENIOR CITIZEN LEVY			8,054.38			
	Total for vendor 0313 - LAKES AREA SENIOR CENTER:				8,224.38	8,224.38		
Vendor 0227 - LAKES PRINTING:								
00221884								
83218	LAKES PRINTING		05/23/2024	06/19/2024	45.32	45.32	Open	N
	SAN/SWR RESTAURANT MAILING		pziemer					06/19/2024
237-3190-43300		PROFESSIONAL SERVICES			45.32			
	Total for vendor 0227 - LAKES PRINTING:				45.32	45.32		
Vendor 0232 - LEAGUE MN CITIES INS TRUS:								
10002612/3RD 2024								
83213*	LEAGUE MN CITIES INS TRUS		06/04/2024	06/19/2024	90,127.50	90,127.50	Open	N
	3RD QTR INSTALL & 2023 WORK COMP AUD		pziemer					06/19/2024
280-0000-41150		WORKERS COMP			72,212.25			
101-1110-41150		WORKERS COMP			10.75			
225-2225-41150		WORKERS COMP			14,127.50			
225-2225-41150		WORKERS COMP			(3,993.00)			
280-0000-20800		DUE TO OTHER GOVT UNITS			7,548.00			

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GL Distribution	GRANT						
225-2120-41150	WORKERS COMP			208.00			
101-1110-41150	WORKERS COMP			14.00			
	Total for vendor 0232 - LEAGUE MN CITIES INS TRUS:			90,127.50	90,127.50		
Vendor 1753 - MARCO:							
INV12568348							
83190	MARCO	05/31/2024	06/19/2024	1,300.00	1,300.00	Open	N
	CISCO FIREWALL VULNERABILITY PATCHIN	pziemer					06/19/2024
101-1800-43300	PROFESSIONAL SERVICES			1,300.00			
	Total for vendor 1753 - MARCO:			1,300.00	1,300.00		
Vendor 2392 - MENARDS:							
22364							
83082	MENARDS	06/05/2024	06/19/2024	4.99	4.99	Open	N
	PAINT BUCKET OPENER	pziemer					06/19/2024
235-3100-42210	OPERATING SUPPLIES			4.99			
	Total for vendor 2392 - MENARDS:			4.99	4.99		
Vendor 0889 - MENARDS - BAXTER:							
22034							
83080	MENARDS - BAXTER	05/31/2024	06/19/2024	47.04	47.04	Open	N
	MMP BASKETBALL COURT MAINT	pziemer					06/19/2024
230-5200-42220	REPAIR & MAINT			47.04			
	Total for vendor 0889 - MENARDS - BAXTER:			47.04	47.04		
Vendor 3394 - MIDWEST MACHINERY CO:							
10077720							
83229	MIDWEST MACHINERY CO	06/06/2024	06/19/2024	45.35	45.35	Open	N
	MOWER BELT	pziemer					06/19/2024
230-5200-42220	REPAIR & MAINT			45.35			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			45.35	45.35		
Vendor 3168 - MOTORS-N-MORE:							
30584							
83168	MOTORS-N-MORE	06/04/2024	06/19/2024	170.17	170.17	Open	N
	SQD 444 - REPLACE THERMOSTAT HOUSING	pziemer					06/19/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			170.17			
30585							
83177	MOTORS-N-MORE	06/04/2024	06/19/2024	255.66	255.66	Open	N
	SQD 428 - A/C, COOLANT, BATTERY, OIL	pziemer					06/19/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			255.66			

Inv Num / Inv Ref#	Vendor / Description	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
GL Distribution	GRANT						
30587							
83178	MOTORS-N-MORE	06/05/2024	06/19/2024	23.00	23.00	Open	N
	SQD 435 - OIL CHANGE	pziemer					06/19/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
30588							
83179	MOTORS-N-MORE	06/05/2024	06/19/2024	23.00	23.00	Open	N
	SQD 411 - OIL CHANGE	pziemer					06/19/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
30468							
83271	MOTORS-N-MORE	06/12/2024	06/19/2024	23.00	23.00	Open	N
	SQD 432 - OIL CHANGE	pziemer					06/19/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			494.83	494.83		
Vendor 1449 - M-R SIGN CO., INC.:							
224163							
83093	M-R SIGN CO., INC.	05/28/2024	06/19/2024	433.85	433.85	Open	N
	PW GARAGE SIGNAGE	pziemer					06/19/2024
235-3100-42210	OPERATING SUPPLIES			433.85			
224206							
83094	M-R SIGN CO., INC.	05/30/2024	06/19/2024	91.80	91.80	Open	N
	NO PARKING SIGNS	pziemer					06/19/2024
235-3170-42210	OPERATING SUPPLIES			91.80			
	Total for vendor 1449 - M-R SIGN CO., INC.:			525.65	525.65		
Vendor 3509 - MUTT MITT:							
712168							
83081	MUTT MITT	06/05/2024	06/19/2024	3,398.31	3,398.31	Open	N
	QTY 24 CASES MUTTMITTS	pziemer					06/19/2024
230-5200-42220	REPAIR & MAINT			3,398.31			
	Total for vendor 3509 - MUTT MITT:			3,398.31	3,398.31		
Vendor 0273 - NAPA AUTO PARTS:							
713402							
83255	NAPA AUTO PARTS	06/11/2024	06/19/2024	107.00	107.00	Open	N
	PATCH TRAILER ELECTRICAL CONNECTOR	pziemer					06/19/2024
235-3100-42220	REPAIR & MAINT			107.00			
713604							
83279	NAPA AUTO PARTS	06/12/2024	06/19/2024	34.02	34.02	Open	N
	PURPLE POWER, BUG CLEANER	pziemer					06/19/2024
225-2220-42210	OPERATING SUPPLIES			34.02			

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696719							
83290	NAPA AUTO PARTS	05/01/2024	06/19/2024	17.50	17.50	Open	N
	TRUCK 103 OIL FILTER	pziemer					06/19/2024
235-3125-42220	REPAIR & MAINT			17.50			
	Total for vendor 0273 - NAPA AUTO PARTS:			158.52	158.52		
Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:							
MAY 24/PD							
83161	NORTH COUNTRY JANITORIAL & SUPPLY I	06/05/2024	06/19/2024	1,000.00	1,000.00	Open	N
	MAY 24 POLICE DEPT JANITORIAL	pziemer					06/19/2024
225-2120-43300	PROFESSIONAL SERVICES			1,000.00			
MAY 24/CH							
83162	NORTH COUNTRY JANITORIAL & SUPPLY I	06/05/2024	06/19/2024	985.00	985.00	Open	N
	MAY 24 CITY HALL JANITORIAL	pziemer					06/19/2024
101-1940-43300	PROFESSIONAL SERVICES			985.00			
MAY 24/FD							
83163	NORTH COUNTRY JANITORIAL & SUPPLY I	06/05/2024	06/19/2024	350.00	350.00	Open	N
	MAY 24 FIRE DEPT JANITORIAL	pziemer					06/19/2024
225-2220-43300	PROFESSIONAL SERVICES			350.00			
MAY 24/PW							
83164	NORTH COUNTRY JANITORIAL & SUPPLY I	06/05/2024	06/19/2024	350.00	350.00	Open	N
	MAY 24 PW GARAGE JANITORIAL	pziemer					06/19/2024
235-3100-43300	PROFESSIONAL SERVICES			175.00			
230-5200-43300	PROFESSIONAL SERVICES			175.00			
	Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:			2,685.00	2,685.00		
Vendor 1153 - NORTHLAND ARBORETUM:							
JUNE 2024							
83210	NORTHLAND ARBORETUM	06/10/2024	06/19/2024	8,054.38	8,054.38	Open	N
	JUE 24 LEVY PAYMENT	pziemer					06/19/2024
101-9200-43462	REMIT ARBORETUM LEVY			8,054.38			
	Total for vendor 1153 - NORTHLAND ARBORETUM:			8,054.38	8,054.38		
Vendor 0736 - NORTHLAND FIRE PROTECTION:							
58518							
83212	NORTHLAND FIRE PROTECTION	06/07/2024	06/19/2024	207.85	207.85	Open	N
	CITY HALL SERVICE/CERTIFICATION EXTI	pziemer					06/19/2024
101-1940-42220	REPAIR & MAINT			207.85			
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:			207.85	207.85		
Vendor 0284 - OFFICE SHOP:							

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331721-0								
83145	OFFICE SHOP		05/28/2024	06/19/2024	24.72	24.72	Open	N
	FD COPIER CONTRACT		pziemer					06/19/2024
225-2220-43331		LEASED PAYMENTS			24.72			
1142539-1								
83146	OFFICE SHOP		06/04/2024	06/19/2024	1,430.00	1,430.00	Open	N
	OFFICE CHAIRS X4 : ADMIN/FINANCE		pziemer					06/19/2024
400-9050-45530		CAPITAL - OTHER			1,430.00			
1142539-0								
83147	OFFICE SHOP		06/04/2024	06/19/2024	226.50	226.50	Open	N
	COPY PAPER		pziemer					06/19/2024
101-1940-42200		OFFICE SUPPLIES			226.50			
	Total for vendor 0284 - OFFICE SHOP:				1,681.22	1,681.22		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:								
1647-273627								
83078	O'REILLY AUTOMOTIVE STORES INC.		05/21/2024	06/19/2024	114.64	114.64	Open	N
	SHOP SUPPLIES,EQUIPMENT GREASE		pziemer					06/19/2024
230-5200-42220		REPAIR & MAINT			114.64			
1647-278455								
83247	O'REILLY AUTOMOTIVE STORES INC.		06/11/2024	06/19/2024	18.59	18.59	Open	N
	SQD 430 HEADLIGHT		pziemer					06/19/2024
225-2120-42221		SQUAD CAR REPAIR SUPPLIES			18.59			
1647-278534								
83248	O'REILLY AUTOMOTIVE STORES INC.		06/11/2024	06/19/2024	18.59	18.59	Open	N
	SQD 430 HEADLIGHT		pziemer					06/19/2024
225-2120-42221		SQUAD CAR REPAIR SUPPLIES			18.59			
1647-278673								
83272	O'REILLY AUTOMOTIVE STORES INC.		06/11/2024	06/19/2024	3.93	3.93	Open	N
	SQD 436 - WIPER		pziemer					06/19/2024
225-2120-42221		SQUAD CAR REPAIR SUPPLIES			3.93			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				155.75	155.75		
Vendor 0561 - PEOPLES SECURITY:								
249703								
83286	PEOPLES SECURITY		05/31/2024	06/19/2024	23.99	23.99	Open	N
	CUST#05098 SECURITY MONITORING		pziemer					06/19/2024
211-5500-42220		REPAIR & MAINT			23.99			
	Total for vendor 0561 - PEOPLES SECURITY:				23.99	23.99		
Vendor 0521 - PITNEY BOWES INC:								

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3106695896								
83252	PITNEY BOWES INC		06/10/2024	06/19/2024	398.82	398.82	Open	N
	4/30/24-7/29/24 POSTAGE MACHINE		pziemer					06/19/2024
101-1940-43331		LEASE PAYMENTS			398.82			
	Total for vendor 0521 - PITNEY BOWES INC:				398.82	398.82		
Vendor 4227 - POPE DOUGLAS SOLID WASTE MNGMT:								
11395								
83180	POPE DOUGLAS SOLID WASTE MNGMT		05/31/2024	06/19/2024	263.25	263.25	Open	N
	EVIDENCE DESTRUCTION		pziemer					06/19/2024
225-2120-42210		OPERATING SUPPLIES			263.25			
	Total for vendor 4227 - POPE DOUGLAS SOLID WASTE MNGMT:				263.25	263.25		
Vendor 3413 - RATWIK, ROSZAK AND MALONEY:								
APR 2024								
83274	RATWIK, ROSZAK AND MALONEY		05/01/2024	06/19/2024	12,457.21	12,457.21	Open	N
	APR 24 RETAINER/SPECIAL SERVICES		pziemer					06/19/2024
101-1610-43301		CITY ATTORNEY			4,165.66			
101-0000-14100		DUE FROM COMPONENT UNIT			742.33			
260-9020-43304		LEGAL PROFESSIONAL SERVICES			42.50			
101-1610-43301		CITY ATTORNEY			6,422.22			
101-0000-14100		DUE FROM COMPONENT UNIT			285.50			
101-2400-43405		NUISANCES			799.00			
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:				12,457.21	12,457.21		
Vendor 3410 - ROUTE MATCH SOFTWARE LLC:								
RMSMA00002057								
82059	ROUTE MATCH SOFTWARE LLC		03/01/2024	06/19/2024	7,478.19	7,478.19	Open	N
	2/1/24-1/31/25 HOSTING FEE -SCHEDULIN		pziemer					06/19/2024
203-9000-43309		COMPUTER TECHINCAL SUPPORT			3,115.91			
203-0000-15510		PREPAID OTHER			4,362.28			
RMSMA00001122								
83030	ROUTE MATCH SOFTWARE LLC		05/31/2024	06/19/2024	3,696.00	3,696.00	Open	N
	ZVDP-101 1GB 12/1/22-11/30/23		pziemer					06/19/2024
203-9000-43309		COMPUTER TECHINCAL SUPPORT			3,696.00			
RMSMA00002384								
83031	ROUTE MATCH SOFTWARE LLC		05/31/2024	06/19/2024	4,092.00	4,092.00	Open	N
	ZVDP-101 1 GB 12/1/23-11/30/24: ZMDN		pziemer					06/19/2024
203-0000-15510		PREPAID OTHER			1,639.00			
203-9000-43309		COMPUTER TECHINCAL SUPPORT			2,453.00			
RMSMA00002385								
83032	ROUTE MATCH SOFTWARE LLC		05/31/2024	06/19/2024	1,221.90	1,221.90	Open	N
	ZUSL-100 & ZHOS-100 7/1/24-12/31/24:		pziemer					06/19/2024
203-0000-15510		PREPAID OTHER			1,221.90			

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RMSMA00002386								
83033	ROUTE MATCH SOFTWARE LLC		05/31/2024	06/19/2024	407.00	407.00	Open	N
	ZVDP-101 12/1/24-12/31/24: ZMDM-100		pziemer					06/19/2024
203-0000-15510		PREPAID OTHER			407.00			
RTN0000000088								
83034	ROUTE MATCH SOFTWARE LLC		05/31/2024	06/19/2024	(3,360.00)	(3,360.00)	Open	N
	ZVDP-050 3/1/23-2/29/24		pziemer					06/19/2024
203-9000-43309		COMPUTER TECHINCAL SUPPORT			(3,360.00)			
RTN0000000089								
83035	ROUTE MATCH SOFTWARE LLC		05/31/2024	06/19/2024	(615.00)	(615.00)	Open	N
	ZVDP-050 12/1/22--2/28/23: ZVDP-050		pziemer					06/19/2024
203-9000-43309		COMPUTER TECHINCAL SUPPORT			(615.00)			
RTN0000000317								
83036	ROUTE MATCH SOFTWARE LLC		05/31/2024	06/19/2024	(623.16)	(623.16)	Open	N
	ZHOS-100 1/1/25-1/31/25		pziemer					06/19/2024
203-0000-15510		PREPAID OTHER			(623.16)			
	Total for vendor 3410 - ROUTE MATCH SOFTWARE LLC:				12,296.93	12,296.93		
Vendor 4302 - SPACES LLC:								
92891FCB-0001								
83215	SPACES LLC		06/05/2024	06/19/2024	80.00	80.00	Open	N
	CONFERENCE ROOM RENTAL		pziemer					06/19/2024
225-2220-43330		PROFESSIONAL DEVELOPMENT			80.00			
AB45BB4F-0001								
83216	SPACES LLC		06/05/2024	06/19/2024	80.00	80.00	Open	N
	CONFERENCE ROOM 5/21, 5/29		pziemer					06/19/2024
225-2120-43330		PROFESSIONAL DEVELOPMENT			80.00			
	Total for vendor 4302 - SPACES LLC:				160.00	160.00		
Vendor 4185 - SRF CONSULTING GROUP:								
16811.00-10								
83192	SRF CONSULTING GROUP		05/31/2024	06/19/2024	5,295.57	5,295.57	Open	N
	TH 210 WATERMAIN/SANSWR RELOCATE THR		pziemer					06/19/2024
401-9030-43300-23:05		PROFESSIONAL SERVICES			5,295.57			
	Total for vendor 4185 - SRF CONSULTING GROUP:				5,295.57	5,295.57		
Vendor 0322 - STREICHERS PROF EQUIP:								
I1701636								
83100	STREICHERS PROF EQUIP		05/29/2024	06/19/2024	94.99	94.99	Open	N
	701 UNIFORM PANTS		pziemer					06/19/2024
225-2120-41113		UNIFORM ALLOWANCE			94.99			

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I1701897								
83101	STREICHERS PROF EQUIP		05/30/2024	06/19/2024	232.98	232.98	Open	N
	727 UNIFORM PANTS/BOOTS		pziemer					06/19/2024
225-2120-41113		UNIFORM ALLOWANCE			232.98			
I1702030								
83181	STREICHERS PROF EQUIP		05/31/2024	06/19/2024	54.99	54.99	Open	N
	776DB - INITITAL ISSUE		pziemer					06/19/2024
225-2121-41113		UNIFORM ALLOWANCE			54.99			
I1702586								
83249	STREICHERS PROF EQUIP		06/04/2024	06/19/2024	197.97	197.97	Open	N
	707 - UNIFORM PANTS X2		pziemer					06/19/2024
225-2120-41113		UNIFORM ALLOWANCE			197.97			
I1702931								
83250	STREICHERS PROF EQUIP		06/05/2024	06/19/2024	94.99	94.99	Open	N
	727 UNIFORM PANTS		pziemer					06/19/2024
225-2120-41113		UNIFORM ALLOWANCE			94.99			
	Total for vendor 0322 - STREICHERS PROF EQUIP:				675.92	675.92		
Vendor 0325 - THELEN HTG & RFG CO:								
36129								
83281	THELEN HTG & RFG CO		05/01/2024	06/19/2024	206.00	206.00	Open	N
	REPAIR ROOF LEAK		pziemer					06/19/2024
225-2220-42221		R&M BUILDING			206.00			
	Total for vendor 0325 - THELEN HTG & RFG CO:				206.00	206.00		
Vendor MISC - THOMAS ALLEN HOMES LLC:								
BFG24-0009								
83238	THOMAS ALLEN HOMES LLC		06/11/2024	06/19/2024	12,500.00	12,500.00	Open	N
	BD Bond Refund		pziemer					06/19/2024
101-0000-20600		BFG24-0009			12,500.00			
	Total for vendor MISC - THOMAS ALLEN HOMES LLC:				12,500.00	12,500.00		
Vendor 3428 - TURFCARE, INC.:								
805								
83173	TURFCARE, INC.		05/31/2024	06/19/2024	153.25	153.25	Open	N
	LAWN FERTILIZATION -FD		pziemer					06/19/2024
225-2220-43300		PROFESSIONAL SERVICES			153.25			
806								
83174	TURFCARE, INC.		05/31/2024	06/19/2024	237.25	237.25	Open	N
	LAWN FERTILIZATION -FD		pziemer					06/19/2024
225-2220-43300		PROFESSIONAL SERVICES			237.25			
	Total for vendor 3428 - TURFCARE, INC.:				390.50	390.50		

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Vendor 0039 - VESTIS:									
2530279006									
83049	VESTIS			05/30/2024	06/19/2024	59.47	59.47	Open	N
	RUGS AND OVERALLS			pziemer					06/19/2024
235-3100-43430		MISCELLANEOUS				59.47			
2530281475									
83170	VESTIS			06/06/2024	06/19/2024	83.75	83.75	Open	N
	RUGS AND OVERALLS			pziemer					06/19/2024
235-3100-43430		MISCELLANEOUS				83.75			
2530266245									
83220	VESTIS			05/01/2024	06/19/2024	83.75	83.75	Open	N
	RUGS AND OVERALLS			pziemer					06/19/2024
235-3100-43430		MISCELLANEOUS				83.75			
		Total for vendor 0039 - VESTIS:				226.97	226.97		
Vendor 2939 - VIKING COCA COLA BOTTLING CO:									
3398142									
83225	VIKING COCA COLA BOTTLING CO			05/29/2024	06/19/2024	426.75	426.75	Open	N
	CONCESSIONS - MMP BEVERAGES			pziemer					06/19/2024
230-5204-42210		OPERATING SUPPLIES				426.75			
3391795									
83226	VIKING COCA COLA BOTTLING CO			05/15/2024	06/19/2024	452.25	452.25	Open	N
	CONCESSIONS - MMP BEVERAGES			pziemer					06/19/2024
230-5204-42210		OPERATING SUPPLIES				452.25			
		Total for vendor 2939 - VIKING COCA COLA BOTTLING CO:				879.00	879.00		
Vendor 0087 - VISIT BRAINERD:									
MAR 24 LODGE									
83241	VISIT BRAINERD			06/11/2024	06/19/2024	2,571.05	2,571.05	Open	N
	REMIT MARCH 2024 LODGING TAX			pziemer					06/19/2024
101-9200-43340		LODGING TAX REMIT/PR				2,571.05			
		Total for vendor 0087 - VISIT BRAINERD:				2,571.05	2,571.05		
Vendor 0344 - WASTE PARTNERS INC:									
45X01226									
83102	WASTE PARTNERS INC			05/31/2024	06/19/2024	146.25	146.25	Open	N
	MAY 24 LUM PARK CAMPGROUND			pziemer					06/19/2024
230-5280-43380		UTILITIES				146.25			
45X01227									
83103	WASTE PARTNERS INC			05/31/2024	06/19/2024	117.00	117.00	Open	N
	MAY 24 PW GARAGE WASTE REMOVAL			pziemer					06/19/2024
235-3100-43380		UTILITIES				58.50			
230-5200-43380		UTILITIES				58.50			

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45X01228								
83104	WASTE PARTNERS INC		05/31/2024	06/19/2024	117.00	117.00	Open	N
	MAY 24 FIRE DEPT WASTE REMOVAL		pziemer					06/19/2024
225-2220-43380		UTILITIES			117.00			
45X01230								
83105	WASTE PARTNERS INC		05/31/2024	06/19/2024	259.74	259.74	Open	N
	MAY 24 DOWNTOWN WASTE REMOVAL		pziemer					06/19/2024
401-1003-43300		PROFESSIONAL SERVICES			259.74			
45X01231								
83106	WASTE PARTNERS INC		05/31/2024	06/19/2024	146.00	146.00	Open	N
	MAY 24 POLICE DEPT WASTE REMOVAL		pziemer					06/19/2024
225-2120-43380		UTILITIES			146.00			
45X01232								
83107	WASTE PARTNERS INC		05/31/2024	06/19/2024	64.35	64.35	Open	N
	MAY 24 WASTE OIL REMOVAL		pziemer					06/19/2024
227-3230-43428		USED OIL RECYCLING EXPENSE			64.35			
45X01233								
83108	WASTE PARTNERS INC		05/31/2024	06/19/2024	745.88	745.88	Open	N
	MAY 24 PARKS WASTE REMOVAL		pziemer					06/19/2024
230-5200-43380		UTILITIES			745.88			
45X01229								
83109	WASTE PARTNERS INC		05/31/2024	06/19/2024	157.20	157.20	Open	N
	MAY 24 CITY HALL WASTE REMOVAL		pziemer					06/19/2024
101-1940-43380		UTILITIES			157.20			
	Total for vendor 0344 - WASTE PARTNERS INC:				1,753.42	1,753.42		
Vendor 3652 - WENDEL:								
440502-1								
83112	WENDEL		05/29/2024	06/19/2024	3,159.23	3,159.23	Open	N
	FIRE DEPT FACILITY RESPONSE PLANNING		pziemer					06/19/2024
400-9050-45530		CAPITAL - OTHER			3,159.23			
	Total for vendor 3652 - WENDEL:				3,159.23	3,159.23		
Vendor 0888 - WEST BRAINERD AUTO SERVICE:								
038644								
83214	WEST BRAINERD AUTO SERVICE		06/07/2024	06/19/2024	45.00	45.00	Open	N
	TOW - PARKING COMPLAINT -24007717		pziemer					06/19/2024
225-2120-42210		OPERATING SUPPLIES			45.00			
	Total for vendor 0888 - WEST BRAINERD AUTO SERVICE:				45.00	45.00		
Vendor 3199 - WEX BANK:								

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97381236/ADM							
83193	WEX BANK	05/31/2024	06/19/2024	(44.83)	(44.83)	Open	N
	MAY 24 WEX EDGE REBATE	pziemer					06/19/2024
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)			(44.83)			
97381236/TRNST							
83194*	WEX BANK	05/31/2024	06/19/2024	6,570.56	6,570.56	Open	N
	MAY 24 TRANSIT FUEL	pziemer					06/19/2024
203-9000-42212	MOTOR FUELS			6,601.24			
203-9000-42212	MOTOR FUELS			(30.68)			
67381236/STRTS							
83195*	WEX BANK	05/31/2024	06/19/2024	4,048.97	4,048.97	Open	N
	MAY 24 STREET DEPT FUEL	pziemer					06/19/2024
237-3190-42212	MOTOR FUELS			647.86			
235-3100-42212	MOTOR FUELS			3,405.74			
235-3100-42212	MOTOR FUELS			(4.63)			
97381236/CDD							
83196	WEX BANK	05/31/2024	06/19/2024	113.96	113.96	Open	N
	MAY 24 COM DEV FUEL	pziemer					06/19/2024
101-2400-42212	MOTOR FUELS			113.96			
97381236/ENG							
83197*	WEX BANK	05/31/2024	06/19/2024	148.20	148.20	Open	N
	MAY 24 ENG FUEL	pziemer					06/19/2024
401-9030-42212	MOTOR FUELS			149.48			
401-9030-42212	MOTOR FUELS			(1.28)			
97381236/FIRE							
83198	WEX BANK	05/31/2024	06/19/2024	1,393.04	1,393.04	Open	N
	MAY 24 FIRE DEPT FUEL	pziemer					06/19/2024
225-2220-42212	MOTOR FUELS			1,393.04			
97381236/PD							
83199*	WEX BANK	05/31/2024	06/19/2024	5,419.02	5,419.02	Open	N
	MAY 24 POLICE DEPT FUEL	pziemer					06/19/2024
225-2120-42212	MOTOR FUELS			5,497.25			
225-2120-42212	MOTOR FUELS			(78.23)			
97381236/PARKS							
83200*	WEX BANK	05/31/2024	06/19/2024	2,140.58	2,140.58	Open	N
	MAY 24 PARKS DEPT FUEL	pziemer					06/19/2024
230-5200-42212	MOTOR FUELS			2,141.54			
230-5200-42212	MOTOR FUELS			(0.96)			
	Total for vendor 3199 - WEX BANK:			19,789.50	19,789.50		

Vendor 3899 - WEX HEALTH INC:

0001970933-IN							
83282	WEX HEALTH INC	05/31/2024	06/19/2024	42.50	42.50	Open	N
	MAY 2024 COBRA	pziemer					06/19/2024
101-9200-43300	PROFESSIONAL SERVICES			42.50			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 3899 - WEX HEALTH INC:			42.50	42.50		
Vendor 0346 - WIDSETH SMITH NOLTING:							
230857							
83144	WIDSETH SMITH NOLTING	05/23/2024	06/19/2024	1,359.51	1,359.51	Open	N
	23:09 JAYCEES PARK THRU 5/10/24	pziemer					06/19/2024
229-0000-43300-23:08	PROFESSIONAL SERVICES			1,359.51			
230907							
83153	WIDSETH SMITH NOLTING	05/24/2024	06/19/2024	4,225.00	4,225.00	Open	N
	POLICE DEPT. EXT. RENOVATION THRU 5/1	pziemer					06/19/2024
230829							
83183	WIDSETH SMITH NOLTING	05/23/2024	06/19/2024	277.50	277.50	Open	N
	BRD POLICE DEPT - RTU REPLACEMENT	pziemer					06/19/2024
229-0000-43300-23:26	PROFESSIONAL SERVICES			277.50			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			5,862.01	5,862.01		
Vendor 1159 - WINNERS TROPHY:							
13320							
83079	WINNERS TROPHY	06/03/2024	06/19/2024	40.00	40.00	Open	N
	MEMORIAL TREE PLAQUE - BUSHNELL	pziemer					06/19/2024
230-5200-42220	REPAIR & MAINT			40.00			
13321							
83091	WINNERS TROPHY	06/03/2024	06/19/2024	30.00	30.00	Open	N
	NAMEPLATE FOR CHAMBERS - T.GAGE	pziemer					06/19/2024
101-1400-42210	OPERATING SUPPLIES			30.00			
	Total for vendor 1159 - WINNERS TROPHY:			70.00	70.00		
Vendor 1712 - WSB & ASSOCIATES:							
R-022575-000-13							
83041	WSB & ASSOCIATES	05/31/2024	06/19/2024	854.00	854.00	Open	N
	21:16 MSP RIVERBANK RESTORATION	pziemer					06/19/2024
401-9030-43300-21:16	PROFESSIONAL SERVICES			854.00			
R-022575-000-14							
83283	WSB & ASSOCIATES	06/12/2024	06/19/2024	10,029.00	10,029.00	Open	N
	21:16 MSP RIVERBANK RESTORATION	pziemer					06/19/2024
401-9030-43300-21:16	PROFESSIONAL SERVICES			10,029.00			
	Total for vendor 1712 - WSB & ASSOCIATES:			10,883.00	10,883.00		

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

Vendor 3698 - AMAZON:

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
5/2/24							
83052	AMAZON	05/02/2024	06/19/2024	348.81	348.81	Open	N
	AWS APRIL 2024	pziemer					06/19/2024
101-1800-43309	COMPUTER SUPPORT			348.81			
5/10/24							
83065	AMAZON	05/10/2024	06/19/2024	61.57	61.57	Open	N
	CALCULATOR - AP/ADMIN	pziemer					06/19/2024
101-1940-42220	REPAIR & MAINT			61.57			
5/21/24							
83066	AMAZON	05/21/2024	06/19/2024	357.48	357.48	Open	N
	IRRIGATION COVERS	pziemer					06/19/2024
230-5200-42220	REPAIR & MAINT			357.48			
	Total for vendor 3698 - AMAZON:			767.86	767.86		
Vendor 0133 - CWC RECORDER:							
5/20/24							
83140	CWC RECORDER	05/20/2024	06/19/2024	10.00	10.00	Open	N
	SELF SERVICE WEB APPLICATION 1-DAY	pziemer					06/19/2024
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
	Total for vendor 0133 - CWC RECORDER:			10.00	10.00		
Vendor 3700 - DOLLAR TREE:							
5/25/24							
83064	DOLLAR TREE	05/25/2024	06/19/2024	10.79	10.79	Open	N
	MAY 24 LNL SUPPLIES	pziemer					06/19/2024
278-6515-43430	MISCELLANEOUS			10.79			
	Total for vendor 3700 - DOLLAR TREE:			10.79	10.79		
Vendor 4054 - FACEBOOK:							
5/2/24							
83095	FACEBOOK	05/20/2024	06/19/2024	1.90	1.90	Open	N
	ADVERTISING -PARKS & REC PAGE	pziemer					06/19/2024
230-5200-42210	OPERATING SUPPLIES			1.90			
	Total for vendor 4054 - FACEBOOK:			1.90	1.90		
Vendor 1289 - INT'L CODE COUNCIL:							
5/2/24							
83067	INT'L CODE COUNCIL	06/03/2024	06/19/2024	240.00	240.00	Open	N
	PROP. MAINT/INSPECTOR EXAM D.DESETH	pziemer					06/19/2024
101-2400-43330	PROFESSIONAL DEVELOPMENT			240.00			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
5/3/24							
83068	INT'L CODE COUNCIL	05/03/2024	06/19/2024	240.00	240.00	Open	N
	COMMERCIAL BLDG INSP. EXAM D.DESETH	pziemer					06/19/2024
101-2400-43330	PROFESSIONAL DEVELOPMENT			240.00			
5/9/24							
83069	INT'L CODE COUNCIL	05/09/2024	06/19/2024	240.00	240.00	Open	N
	COM. FIRE ALARM INSP. EXAM D.DESETH	pziemer					06/19/2024
101-2400-43330	PROFESSIONAL DEVELOPMENT			240.00			
	Total for vendor 1289 - INT'L CODE COUNCIL:			720.00	720.00		
Vendor 0519 - MN GFOA:							
5/3/24							
83053	MN GFOA	05/03/2024	06/19/2024	85.00	85.00	Open	N
	LMS VIRTUAL TRNG - C.HILLMAN	pziemer					06/19/2024
101-1400-43330	PROFESSIONAL DEVELOPMENT			85.00			
5/3/24							
83092	MN GFOA	05/03/2024	06/19/2024	35.00	35.00	Open	N
	TRAINING -CPE - C.HILLMAN	pziemer					06/19/2024
101-1400-43330	PROFESSIONAL DEVELOPMENT			35.00			
	Total for vendor 0519 - MN GFOA:			120.00	120.00		
Vendor 2610 - MN SOCIETY'S OF CPA'S:							
5/3/24							
83061	MN SOCIETY'S OF CPA'S	05/03/2024	06/19/2024	473.00	473.00	Open	N
	2024 CPE CLASSES - C.HILLMAN	pziemer					06/19/2024
101-1400-43330	PROFESSIONAL DEVELOPMENT			473.00			
	Total for vendor 2610 - MN SOCIETY'S OF CPA'S:			473.00	473.00		
Vendor 3697 - USPS:							
5/14/24							
83063	USPS	05/14/2024	06/19/2024	17.98	17.98	Open	N
	POSTAGE	pziemer					06/19/2024
225-2120-43322	POSTAGE			17.98			
	Total for vendor 3697 - USPS:			17.98	17.98		
Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:							
5/18/24							
83062	ZOOM VIDEO COMMUNICATIONS	05/18/2024	06/19/2024	31.98	31.98	Open	N
	ZOOM 5/18/24-6/17/24	pziemer					06/19/2024
101-1800-43309	COMPUTER SUPPORT			31.98			
	Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:			31.98	31.98		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				2,153.51	2,153.51		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: FIRE							
Vendor 3877 - ALL HANDS FIRE EQUIPMENT:							
05/13/24							
83261	ALL HANDS FIRE EQUIPMENT	05/13/2024	06/19/2024	1,769.66	1,769.66	Open	N
	SAFETY STRUCTURAL GLOVES QTY 18	pziemer					06/19/2024
225-2220-42250	PERSONAL PROTECTIVE GEAR			1,769.66			
	Total for vendor 3877 - ALL HANDS FIRE EQUIPMENT:			1,769.66	1,769.66		
Vendor 3698 - AMAZON:							
5/1/24							
83260	AMAZON	05/01/2024	06/19/2024	448.00	448.00	Open	N
	TV	pziemer					06/19/2024
225-2220-42210	OPERATING SUPPLIES			448.00			
5/1/24 - 2							
83263	AMAZON	05/01/2024	06/19/2024	137.89	137.89	Open	N
	TV MOUNT/TREADMILL LUBRICANT	pziemer					06/19/2024
225-2220-42210	OPERATING SUPPLIES			137.89			
	Total for vendor 3698 - AMAZON:			585.89	585.89		
Vendor 4054 - FACEBOOK:							
5/3/24							
83258	FACEBOOK	05/03/2024	06/19/2024	25.00	25.00	Open	N
	EMPLOYMENT ADVERTISING	pziemer					06/19/2024
225-2220-42210	OPERATING SUPPLIES			25.00			
5/3/24 - 2							
83259	FACEBOOK	05/03/2024	06/19/2024	25.35	25.35	Open	N
	EMPLOYMENT ADVERTISING	pziemer					06/19/2024
225-2220-42210	OPERATING SUPPLIES			25.35			
	Total for vendor 4054 - FACEBOOK:			50.35	50.35		
Vendor 2989 - HOME DEPOT:							
5/15/24							
83262	HOME DEPOT	05/15/2024	06/19/2024	78.90	78.90	Open	N
	PAPER TOWELS AND SWIVEL BRAKE CASTERS	pziemer					06/19/2024
225-2220-42210	OPERATING SUPPLIES			78.90			
	Total for vendor 2989 - HOME DEPOT:			78.90	78.90		
Total PCard: 2257 U.S. BANK Card Holder: FIRE				2,484.80	2,484.80		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Vendor MISC - MAILCHIMP:							
5/4/24							
83204	MAILCHIMP	05/04/2024	06/19/2024	45.00	45.00	Open	N
	EMAIL SUBSCRIPTION SERVICE	pziemer					06/19/2024
211-5503-43430	MISC - USE OF HOLDEN TRUST			45.00			
	Total for vendor MISC - MAILCHIMP:			45.00	45.00		
Vendor 2392 - MENARDS:							
4/25/24							
83202	MENARDS	05/01/2024	06/19/2024	28.80	28.80	Open	N
	DUSTER, SECURITY CABLE, SPONGES	pziemer					06/19/2024
211-5500-42220	REPAIR & MAINT			28.80			
5/13/24							
83205	MENARDS	05/13/2024	06/19/2024	40.25	40.25	Open	N
	TREE PLANTING SUPPLIES, WALL CLOCK	pziemer					06/19/2024
211-5500-42220	REPAIR & MAINT			40.25			
	Total for vendor 2392 - MENARDS:			69.05	69.05		
Vendor 0006 - WALMART COMMUNITY/GECRB:							
5/3/24							
83203	WALMART COMMUNITY/GECRB	05/03/2024	06/19/2024	22.22	22.22	Open	N
	DETERGENT, TAPES, WIPES	pziemer					06/19/2024
211-5500-42220	REPAIR & MAINT			22.22			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			22.22	22.22		
Vendor MISC - WORDPRESS:							
5/19/24							
83206	WORDPRESS	05/19/2024	06/19/2024	96.00	96.00	Open	N
	WEBSITE ANNUAL SUBSCRIPTION	pziemer					06/19/2024
211-5503-43430	MISC - USE OF HOLDEN TRUST			96.00			
	Total for vendor MISC - WORDPRESS:			96.00	96.00		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				232.27	232.27		

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

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

Vendor 3711 - COSTCO:

5/22/24							
83074	COSTCO	05/22/2024	06/19/2024	173.62	173.62	Open	N
	MMP CONCESSION SUPPLIES	pziemer					06/19/2024
230-5204-42210	OPERATING SUPPLIES			173.62			
6/14/24							
83077	COSTCO	05/14/2024	06/19/2024	65.10	65.10	Open	N
	CONCESSIONS - CHIPS/HOTDOGS/WATER	pziemer					06/19/2024
230-5204-42210	OPERATING SUPPLIES			65.10			
	Total for vendor 3711 - COSTCO:			238.72	238.72		

Vendor 0133 - CWC RECORDER:

5/22/24							
83076	CWC RECORDER	05/22/2024	06/19/2024	30.00	30.00	Open	N
	RECORDING FEES 23:13	pziemer					06/19/2024
401-9030-43300-23:13	PROFESSIONAL SERVICES			30.00			
	Total for vendor 0133 - CWC RECORDER:			30.00	30.00		

Vendor 0921 - DONDELINGER'S:

5/14/24							
83256	DONDELINGER'S	05/14/2024	06/19/2024	38.93	38.93	Open	N
	PARKS CC RECEIPT	pziemer					06/19/2024
230-5200-42220	REPAIR & MAINT			38.93			
	Total for vendor 0921 - DONDELINGER'S:			38.93	38.93		

Vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:

5/3/24							
83257	LANDSBURG LANDSCAPE NURSERY INC	05/03/2024	06/19/2024	919.94	919.94	Open	N
	REPLACEMENT TREES	pziemer					06/19/2024
230-5200-42220	REPAIR & MAINT			919.94			
	Total for vendor 1956 - LANDSBURG LANDSCAPE NURSERY INC:			919.94	919.94		

Vendor 0006 - WALMART COMMUNITY/GECRB:

5/22/24							
83073	WALMART COMMUNITY/GECRB	05/22/2024	06/19/2024	32.98	32.98	Open	N
	LOCKBOX - CONCESSIONS	pziemer					06/19/2024
230-5204-42210	OPERATING SUPPLIES			32.98			
5/7/24							
83075	WALMART COMMUNITY/GECRB	05/07/2024	06/19/2024	10.72	10.72	Open	N
	DISHSOAP - CONCESSIONS	pziemer					06/19/2024
230-5204-42210	OPERATING SUPPLIES			10.72			

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
GL Distribution	GRANT						
PCard: 2257 U.S. BANK Card Holder: PARKS							
5-21-24							
83237	WALMART COMMUNITY/GECRB VACUUM - SHOP MAINT	05/21/2024 pziemer	06/19/2024	144.00	144.00	Open	N 06/19/2024
230-5200-42220	REPAIR & MAINT			144.00			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			187.70	187.70		
Total PCard: 2257 U.S. BANK Card Holder: PARKS				1,415.29	1,415.29		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3698 - AMAZON:							
5/6/24							
83122	AMAZON	05/06/2024	06/19/2024	16.99	16.99	Open	N
	NOTARY ACKNOWLEDGEMENT STAMP	pziemer					06/19/2024
225-2120-42210	OPERATING SUPPLIES			16.99			
5/6/24 - 2							
83123	AMAZON	05/06/2024	06/19/2024	71.27	71.27	Open	N
	FLASH DRIVES & PAD-FOLIO	pziemer					06/19/2024
225-2120-42210	OPERATING SUPPLIES			71.27			
5/24/24							
83138	AMAZON	05/24/2024	06/19/2024	51.92	51.92	Open	N
	FLASH DRIVES	pziemer					06/19/2024
225-2120-42210	OPERATING SUPPLIES			51.92			
	Total for vendor 3698 - AMAZON:			140.18	140.18		
Vendor 4026 - AMERICINN - WYNDHAM:							
4/24/24							
83113	AMERICINN - WYNDHAM	05/01/2024	06/19/2024	118.65	118.65	Open	N
	BCA OPERATOR TRNG HOTEL -A.TIMMONS	pziemer					06/19/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			118.65			
	Total for vendor 4026 - AMERICINN - WYNDHAM:			118.65	118.65		
Vendor 0186 - GALLS LLC:							
5/6/24							
83124	GALLS LLC	05/10/2024	06/19/2024	109.99	109.99	Open	N
	CSO 776KT INITIAL ISSUE	pziemer					06/19/2024
225-2121-41113	UNIFORM ALLOWANCE			109.99			
5/6/24 - 2							
83125	GALLS LLC	05/06/2024	06/19/2024	131.20	131.20	Open	N
	CSO 776KT INITIAL ISSUE	pziemer					06/19/2024
225-2121-41113	UNIFORM ALLOWANCE			131.20			
5/7/24							
83127	GALLS LLC	05/07/2024	06/19/2024	46.40	46.40	Open	N
	725 UNIFORM PANTS	pziemer					06/19/2024
225-2120-41113	UNIFORM ALLOWANCE			46.40			
5/14/24							
83131	GALLS LLC	05/14/2024	06/19/2024	175.55	175.55	Open	N
	CSO 776DB INITIAL ISSUE	pziemer					06/19/2024
225-2121-41113	UNIFORM ALLOWANCE			175.55			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description	GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE								
5/14/24 - 2								
83132	GALLS LLC		05/14/2024	06/19/2024	219.20	219.20	Open	N
	CSO 772JG INITIAL ISSUES		pziemer					06/19/2024
225-2121-41113		UNIFORM ALLOWANCE			219.20			
5/17/24								
83135	GALLS LLC		05/17/2024	06/19/2024	(131.20)	(131.20)	Open	N
	CREDIT - RETURN CSO 776KT INITIAL ISS		pziemer					06/19/2024
225-2121-41113		UNIFORM ALLOWANCE			(131.20)			
5/20/24								
83137	GALLS LLC		05/20/2024	06/19/2024	(109.99)	(109.99)	Open	N
	CREDIT - RETURN CSO 776KT INITITIAL I		pziemer					06/19/2024
225-2121-41113		UNIFORM ALLOWANCE			(109.99)			
		Total for vendor 0186 - GALLS LLC:			441.15	441.15		
Vendor 4192 - MARRIOTT:								
5/16/24								
83142	MARRIOTT		05/16/2024	06/19/2024	237.28	237.28	Open	N
	710 ETHICS & INTEGRITY TRNG - HOTEL		pziemer					06/19/2024
225-2120-43330		PROFESSIONAL DEVELOPMENT			237.28			
		Total for vendor 4192 - MARRIOTT:			237.28	237.28		
Vendor 0260 - MN BUREAU OF CRIM APPREHENSION:								
4/29/24								
83115	MN BUREAU OF CRIM APPREHENSION		05/01/2024	06/19/2024	300.00	300.00	Open	N
	BCA USER CONFERENCE - A.TIMMONS		pziemer					06/19/2024
225-2120-43330		PROFESSIONAL DEVELOPMENT			300.00			
4/29/24 - 2								
83116	MN BUREAU OF CRIM APPREHENSION		05/01/2024	06/19/2024	300.00	300.00	Open	N
	BCA USER CONFERENCE - M.HALVERSON		pziemer					06/19/2024
225-2120-43330		PROFESSIONAL DEVELOPMENT			300.00			
		Total for vendor 0260 - MN BUREAU OF CRIM APPREHENSION:			600.00	600.00		
Vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :								
5/6/24								
83141	SIRCHIE FINGER PRINT LABORATORIES,		05/06/2024	06/19/2024	143.31	143.31	Open	N
	EVIDENCE SUPPLIES		pziemer					06/19/2024
225-2120-42210		OPERATING SUPPLIES			143.31			
5/6/24 - 2								
83143	SIRCHIE FINGER PRINT LABORATORIES,		05/06/2024	06/19/2024	74.58	74.58	Open	N
	EVIDENCE SUPPLIES		pziemer					06/19/2024
225-2120-42210		OPERATING SUPPLIES			74.58			
		Total for vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :			217.89	217.89		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
Vendor 3703 - TRANSUNION RISK:							
5/3/24							
83120	TRANSUNION RISK	05/03/2024	06/19/2024	75.00	75.00	Open	N
	INVESTIGATIONS & PARKING TKT COLLECT	pziemer					06/19/2024
225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		
Vendor 3697 - USPS:							
4/25/24							
83114	USPS	05/01/2024	06/19/2024	5.10	5.10	Open	N
	POSTAGE	pziemer					06/19/2024
225-2120-43322	POSTAGE			5.10			
4/29/24							
83117	USPS	05/01/2024	06/19/2024	18.40	18.40	Open	N
	POSTAGE	pziemer					06/19/2024
225-2120-43322	POSTAGE			18.40			
4/30/24							
83118	USPS	05/01/2024	06/19/2024	136.00	136.00	Open	N
	POSTAGE	pziemer					06/19/2024
225-2120-43322	POSTAGE			136.00			
5/1/24							
83119	USPS	05/01/2024	06/19/2024	1.63	1.63	Open	N
	POSTAGE	pziemer					06/19/2024
225-2120-43322	POSTAGE			1.63			
5/22/24							
83121	USPS	05/22/2024	06/19/2024	6.73	6.73	Open	N
	POSTAGE	pziemer					06/19/2024
225-2120-43322	POSTAGE			6.73			
5/6/24							
83126	USPS	05/06/2024	06/19/2024	6.60	6.60	Open	N
	POSTAGE	pziemer					06/19/2024
225-2120-43322	POSTAGE			6.60			
5/10/24							
83128	USPS	05/10/2024	06/19/2024	1.63	1.63	Open	N
	POSTAGE	pziemer					06/19/2024
225-2120-43322	POSTAGE			1.63			
5/14/24 - 2							
83129	USPS	05/14/2024	06/19/2024	3.26	3.26	Open	N
	POSTAGE	pziemer					06/19/2024
225-2120-43322	POSTAGE			3.26			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description	GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE								
5/24/24 - 2								
83130	USPS		05/24/2024	06/19/2024	18.40	18.40	Open	N
	POSTAGE		pziemer					06/19/2024
225-2120-43322		POSTAGE			18.40			
5/15/24								
83133	USPS		05/15/2024	06/19/2024	1.87	1.87	Open	N
	POSTAGE		pziemer					06/19/2024
225-2120-43322		POSTAGE			1.87			
5/16/24								
83134	USPS		05/16/2024	06/19/2024	19.98	19.98	Open	N
	POSTAGE		pziemer					06/19/2024
225-2120-43322		POSTAGE			19.98			
5/17/24								
83136	USPS		05/17/2024	06/19/2024	1.63	1.63	Open	N
	POSTAGE		pziemer					06/19/2024
225-2120-43322		POSTAGE			1.63			
5/24/24								
83139	USPS		05/24/2024	06/19/2024	3.50	3.50	Open	N
	POSTAGE		pziemer					06/19/2024
225-2120-43322		POSTAGE			3.50			
			Total for vendor 3697 - USPS:		224.73	224.73		
Total PCard: 2257 U.S. BANK Card Holder: POLICE					2,054.88	2,054.88		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
PCard: 2257 U.S. BANK Card Holder: STREETS							
Vendor 4282 - BRAINERD TOOLS AND MORE:							
5/8/24							
83050	BRAINERD TOOLS AND MORE	05/08/2024	06/19/2024	96.00	96.00	Open	N
	PATCH TRAILER EQUALIZERS, BUSHINGS, S	pziemer					06/19/2024
235-3100-42220	REPAIR & MAINT			96.00			
	Total for vendor 4282 - BRAINERD TOOLS AND MORE:			96.00	96.00		
Vendor 3719 - FLEET FARM:							
5/16/24							
83051	FLEET FARM	05/16/2024	06/19/2024	106.65	106.65	Open	N
	PATCH TRAILER KEROSENE	pziemer					06/19/2024
235-3100-42220	REPAIR & MAINT			106.65			
	Total for vendor 3719 - FLEET FARM:			106.65	106.65		
Total PCard: 2257 U.S. BANK Card Holder: STREETS				202.65	202.65		

# of Invoices:	224	# Due: 224	Totals:	970,460.01	970,460.01
# of Credit Memos:	9	# Due: 9	Totals:	(5,664.40)	(5,664.40)
Net of Invoices and Credit Memos:				964,795.61	964,795.61

* 6 Net Invoices have Credits Totalling: (4,108.78)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	1,027.83
101-0000-20600	BFG24-0009	22,500.00
101-0000-21800	Commercial State Surcharge - Value	87.84
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)	(44.83)
101-0000-36300	Commercial State Surcharge - Value	3.66
101-1110-41150	WORKERS COMP	24.75
101-1400-42210	OPERATING SUPPLIES	30.00
101-1400-43330	PROFESSIONAL DEVELOPMENT	593.00
101-1610-43301	CITY ATTORNEY	10,587.88
101-1700-43331	LEASE PAYMENTS	759.85
101-1800-42220	REPAIR & MAINT	101.74
101-1800-43300	PROFESSIONAL SERVICES	1,300.00
101-1800-43309	COMPUTER SUPPORT	380.79
101-1800-43321	TELEPHONE	885.65
101-1940-42200	OFFICE SUPPLIES	420.53
101-1940-42220	REPAIR & MAINT	269.42
101-1940-43300	PROFESSIONAL SERVICES	985.00
101-1940-43321	TELEPHONE	53.94
101-1940-43331	LEASE PAYMENTS	398.82
101-1940-43380	UTILITIES	157.20
101-2400-32210	Commercial Bldg Plan Review Fee	1,846.59
101-2400-32230	Commercial Bldg Permit Fee	809.25
101-2400-42212	MOTOR FUELS	113.96

Inv Num / Inv Ref# / GL Distribution	Vendor / Description	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	GRANT						
101-2400-43330		PROFESSIONAL DEVELOPMENT		720.00			
101-2400-43331		LEASE EXPENSE		890.66			
101-2400-43350		PRINTING/LEGAL PUBLICATION		229.62			
101-2400-43405		NUISANCES		799.00			
101-2400-43433		DUES & SUBSCRIPTIONS		10.00			
101-9200-43300		PROFESSIONAL SERVICES		8,017.50			
101-9200-43340		LODGING TAX REMIT/PR		2,571.05			
101-9200-43350		LEGAL PUBLICATIONS		529.65			
101-9200-43460		REMIT COMMUNITY ACTION LEVY		8,054.38			
101-9200-43461		REMIT SENIOR CITIZEN LEVY		8,054.38			
101-9200-43462		REMIT ARBORETUM LEVY		8,054.38			
203-0000-15510		PREPAID OTHER		7,007.02			
203-9000-42212		MOTOR FUELS		6,570.56			
203-9000-43309		COMPUTER TECHINCAL SUPPORT		5,289.91			
203-9000-43350		PRINTING/LEGAL PUBLICATION		18.06			
211-5500-42220		REPAIR & MAINT		365.26			
211-5500-43300		PROFESSIONAL SERVICES		675.00			
211-5503-43430		MISC - USE OF HOLDEN TRUST		141.00			
211-5505-43430		MISC - COPY MACHINE PYMTS		77.97			
225-2120-41113		UNIFORM ALLOWANCE		889.62			
225-2120-41150		WORKERS COMP		208.00			
225-2120-42200		OFFICE SUPPLIES		597.36			
225-2120-42210		OPERATING SUPPLIES		765.30			
225-2120-42212		MOTOR FUELS		5,419.02			
225-2120-42220		REPAIR & MAINT		162.78			
225-2120-42221		SQUAD CAR REPAIR SUPPLIES		1,369.45			
225-2120-43300		PROFESSIONAL SERVICES		1,191.00			
225-2120-43309		COMPUTER TECHNICAL SUPPORT		50.00			
225-2120-43321		TELEPHONE		196.37			
225-2120-43322		POSTAGE		242.71			
225-2120-43330		PROFESSIONAL DEVELOPMENT		1,035.93			
225-2120-43331		LEASED PAYMENTS		10,032.30			
225-2120-43380		UTILITIES		146.00			
225-2120-43430		MISCELLANEOUS		559.96			
225-2121-41113		UNIFORM ALLOWANCE		449.74			
225-2220-42210		OPERATING SUPPLIES		882.61			
225-2220-42212		MOTOR FUELS		1,393.04			
225-2220-42221		R&M BUILDING		265.00			
225-2220-42250		PERSONAL PROTECTIVE GEAR		2,090.68			
225-2220-43300		PROFESSIONAL SERVICES		740.50			
225-2220-43330		PROFESSIONAL DEVELOPMENT		80.00			
225-2220-43331		LEASED PAYMENTS		1,297.29			
225-2220-43380		UTILITIES		117.00			
225-2225-41150		WORKERS COMP		10,134.50			
225-2700-43300		PROFESSIONAL SERVICES		1,919.33			
225-2700-43430		MISCELLANEOUS		2,397.00			
227-3230-43428		USED OIL RECYCLING EXPENSE		64.35			
229-0000-43300-23:08		PROFESSIONAL SERVICES		1,359.51			
229-0000-43300-23:26		PROFESSIONAL SERVICES		277.50			
230-5200-42210		OPERATING SUPPLIES		1.90			
230-5200-42212		MOTOR FUELS		2,140.58			
230-5200-42220		REPAIR & MAINT		5,169.23			
230-5200-42240		SMALL TOOLS		359.99			
230-5200-43300		PROFESSIONAL SERVICES		175.00			
230-5200-43331		LEASE PAYMENTS		2,069.38			
230-5200-43380		UTILITIES		804.38			
230-5200-43430		MISCELLANEOUS		9.98			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
230-5204-42210		OPERATING SUPPLIES		1,186.95			
230-5280-42220		REPAIR & MAINT		120.75			
230-5280-43321		TELEPHONE		209.95			
230-5280-43380		UTILITIES		146.25			
235-3100-42210		OPERATING SUPPLIES		573.84			
235-3100-42212		MOTOR FUELS		3,401.11			
235-3100-42220		REPAIR & MAINT		418.10			
235-3100-43300		PROFESSIONAL SERVICES		175.00			
235-3100-43321		TELEPHONE		115.37			
235-3100-43331		LEASE PAYMENTS		4,793.29			
235-3100-43380		UTILITIES		58.50			
235-3100-43430		MISCELLANEOUS		311.82			
235-3125-42220		REPAIR & MAINT		31.98			
235-3170-42210		OPERATING SUPPLIES		4,754.25			
235-3170-42220		REPAIR & MAINT		60.98			
237-3190-42212		MOTOR FUELS		647.86			
237-3190-42220		REPAIR & MAINT		718.62			
237-3190-43300		PROFESSIONAL SERVICES		45.32			
237-3190-43331		LEASE PAYMENTS		626.01			
251-9360-43467		REMIT LOCAL SALES TAX COLLECT		110,674.52			
260-9020-43304		LEGAL PROFESSIONAL SERVICES		42.50			
260-9020-43321		TELEPHONE		141.63			
278-6515-43430		MISCELLANEOUS		180.79			
280-0000-20800		DUE TO OTHER GOVT UNITS		7,548.00			
280-0000-41150		WORKERS COMP		72,212.25			
400-9050-45530		CAPITAL - OTHER		11,154.23			
401-1003-43300		PROFESSIONAL SERVICES		259.74			
401-9030-42212		MOTOR FUELS		148.20			
401-9030-43300-21:16		PROFESSIONAL SERVICES		10,883.00			
401-9030-43300-23:05		PROFESSIONAL SERVICES		5,295.57			
401-9030-43300-23:13		PROFESSIONAL SERVICES		30.00			
401-9030-43430		MISCELLANEOUS		4.83			
401-9030-45530-22:08		CAPITAL-PYMTS TO CONTRACTS		565,166.84			

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			81,223.49	81,223.49		
	203 - TRANSIT FUND			18,885.55	18,885.55		
	211 - LIBRARY FUND			1,259.23	1,259.23		
	225 - PUBLIC SAFETY FUND			44,632.49	44,632.49		
	227 - RECYCLING FUND			64.35	64.35		
	229 - PANDEMIC GRANTS			1,637.01	1,637.01		
	230 - PARK & RECREATION FUND			12,394.34	12,394.34		
	235 - STREET & SEWER FUND			14,694.24	14,694.24		
	237 - SANITARY SEWER FUND			2,037.81	2,037.81		
	251 - LOCAL OPTION SALES TAX			110,674.52	110,674.52		
	260 - AIRPORT FUND			184.13	184.13		
	278 - HEALTHY EMPLYE INITIATIVE			180.79	180.79		
	280 - PACKAGE INSURANCE FUND			79,760.25	79,760.25		
	400 - CAPITAL PROJECTS FUND			11,154.23	11,154.23		
	401 - CONSTRUCTION FUND			581,788.18	581,788.18		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			111,978.78	111,978.78		
	1003 - 10:03 DWNTWN MAIN CNTRACT			259.74	259.74		
	1110 - MAYOR & COUNCIL			24.75	24.75		
	1400 - ADMINISTRATION			623.00	623.00		
	1610 - LEGAL-CIVIL ATTORNEY			10,587.88	10,587.88		
	1700 - ENGINEERING			759.85	759.85		
	1800 - IT/GIS			2,668.18	2,668.18		
	1940 - CITY HALL			2,284.91	2,284.91		
	2120 - POLICE DEPARTMENT			22,865.80	22,865.80		
	2121 - COMMUNITY SERVICE			449.74	449.74		
	2220 - FIRE DEPARTMENT			6,866.12	6,866.12		
	2225 - PAID ON-CALL FIRE DEPT			10,134.50	10,134.50		
	2400 - COMMUNITY DEVL/INSPECTION			5,419.08	5,419.08		
	2700 - ANIMAL CONTROL			4,316.33	4,316.33		
	3100 - S & S MAINTENANCE			9,847.03	9,847.03		
	3125 - SNOW REMOVAL			31.98	31.98		
	3170 - TRAFFIC CONTROL			4,815.23	4,815.23		
	3190 - SANITARY SEWER EXPENSE			2,037.81	2,037.81		
	3230 - RECYCLING EXPENSE			64.35	64.35		
	5200 - PARK MAIN/ADMINISTRATION			10,730.44	10,730.44		
	5204 - CONCESSIONS			1,186.95	1,186.95		
	5280 - CAMPGROUND			476.95	476.95		
	5500 - LIBRARY-BUDGETED			1,040.26	1,040.26		
	5503 - HOLDEN TRUST DONATION USE			141.00	141.00		
	5505 - TAXABLE FEES			77.97	77.97		

Inv Num / Inv Ref# / GL Distribution	Vendor / Description / GRANT	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY DEPT/ACTIVITY ---							
	6515 - HEALTHY EMPLYE INITIATIVE			180.79	180.79		
	9000 - TRANSIT FUND			11,878.53	11,878.53		
	9020 - AIRPORT M & O			184.13	184.13		
	9030 - CONSTRUCTION PROJ-MISC			581,528.44	581,528.44		
	9050 - CAPITAL PROJECTS-MISC			11,154.23	11,154.23		
	9200 - CITY-WIDE			35,281.34	35,281.34		
	9360 - LOCAL OPTION SALES TAX			110,674.52	110,674.52		

Brainerd, MN
June 3rd, 2024

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

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

Member Czeczok stated that the process for putting item 8B first reading of Ordinance 1569 restricting residential picketing on the agenda was incorrect, additional information was not received by the Council that the strike work group had received, and it is the right of the Council to ask to review a draft of an ordinance prior to its first reading. When a process is rushed, we risk controversy.

Chair Bevans stated that he asked to have staff prepare an ordinance as it is considered by some to be timely. The people that may or may not have the most problem will be our neighbors, and he's not sure the City of Brainerd is ready for that. There is an opportunity to learn from staff during the item. He asked Administrator Broyles to review the process from the Rules of Decorum for Council Members and Citizens to bring items to the Council for consideration. Regarding decorum, can people speak on an issue? The answer is yes, if a public hearing is scheduled. Who on the Council has thought "I wish we could let people speak" during a meeting.

Member Czeczok stated that he appreciates the explanation. However, he believes that Chair Bevans asked staff to "draft an ordinance", not to put an item on the agenda. That distinction is where he has an issue. He would like to follow up to amend the agenda further if this motion passes.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN TO AMEND THE AGENDA TO REMOVE OF THE FIRST READING OF PROPOSED ORDINANCE 1569.

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

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO AMEND THE AGENDA TO INCLUDE DISCUSSION OF RESIDENTIAL PICKETING AS NEW BUSINESS.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN TO APPROVE THE AMENDED AGENDA.

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

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

A. **Approval of Bills**
B. **Approval of Minutes**

C. **Approval of Licenses**
D. **Department Activity Report**
E. **Approve Temporary On-Sale Liquor License Application Submitted by Cuyuna Brewing Company for an Event to be held on June 21, 2024 at Endurance Shop, 423 Washington St - Contingent upon approvals**
F. **Approve New On-Sale Restaurant and Sunday Sales Liquor License Application Submitted by East Coast Hospitality LLC DBA Sage on Laurel at 606 Laurel St - Contingent upon approvals**
G. **Approve New Wine/Strong Beer Liquor License Application Submitted by Chick N Rice LLC, DBA Chick N Rice at 603 Laurel St - Contingent upon approvals**
H. **Approve Temporary On-Sale Liquor License Applications Submitted by Crossing Arts Alliance for Events to be held on June 14, July 12, August 9, September 6, and October 11 at 711 Laurel Street - Contingent upon Approvals**
I. **Authorize Hiring of 2024 Summer Temporary Employees**
J. **Approve Event Application - BHS Homecoming 5K**

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

Council Committee Reports

Personnel and Finance Committee

Authorize the Fire Department to Apply for the 2024-2025 ARMER Equipment Grant through the MN DPS ECN

Committee Chair Johnson stated that the Fire Department is requesting to apply for a grant in the amount of $136,000 and the match by the City would be $6,800. The City budgeted $20,000 for the replacement of radio equipment in 2024, and this would be used for the matching funds.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED TO APPROVE THE FIRE DEPARTMENT TO APPLY FOR THE 2024-2025 ARMER EQUIPMENT GRANT THROUGH THE MN DEPARTMENT OF PUBLIC SAFETY EMERGENCY COMMUNICATION NETWORK.

Approve the Resignation of Community Service Officer Richard Berry

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED TO ACCEPT THE RESIGNATION OF COMMUNITY SERVICE OFFICER RICHARD BERRY EFFECTIVE MONDAY, JUNE 3, 2024.

Ratify the Hiring of Community Service Officer Drew Belton

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED TO RATIFY THE HIRING OF DREW BELTON EFFECTIVE MAY 29, 2024, AT $20.09 PER HOUR.

Authorize Reestablishment of the Transit Operations Specialist Position

Committee Chair Johnson stated that the position was in place until about 18 months ago to consider whether the position could be supported. The current fare structure should support the position without having to levy extra dollars or raise rates.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED TO REESTABLISH THE TRANSIT OPERATIONS SPECIALIST POSITION WITH THE ATTACHED UPDATED JOB DESCRIPTION; APPROVE THE TRANSIT OPERATIONS SPECIALIST JOB CLASSIFICATION POINTS AT 241; AND AUTHORIZE STAFF TO NEGOTIATE THE WAGE FOR THE TRANSIT OPERATIONS SPECIALIST POSITION WITH THE IBEW ADMINISTRATIVE SUPPORT UNION.

Adopt Resolution Appointing Election Judges and Setting Pay

Member Czeczok thanked the election judges for being willing to serve.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ADOPT RESOLUTION APPOINTING AND SETTING THE WAGES FOR ELECTION JUDGES AT $22 PER HOUR FOR HEAD AND ASSISTANT JUDGES AND $18 PER HOUR FOR ELECTION AND TRAINEE JUDGES.

RESOLUTION 27:24

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

Consider Subordination Agreement

Committee Chair Johnson stated that the City is currently in the second position for this mortgage. The borrowers received an SCDG loan almost ten years ago, forgivable at 10% per year. The loan will be forgiven in August of 2024.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED TO AUTHORIZE SIGNATURE ON THE SUBORDINATION AGREEMENT, WHEREAS THE CITY RETAINS SECOND POSITION ON THE MORTGAGE FOR 1614 LAUREL STREET.

Authorize the Police Department to Apply for the Traffic Safety Enforcement Grant

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED TO AUTHORIZE THE POLICE DEPARTMENT TO APPLY FOR THE TRAFFIC SAFETY ENFORCEMENT GRANT FROM THE MN DEPARTMENT OF PUBLIC SAFETY, OFFICE OF TRAFFIC SAFETY.

Safety and Public Works Committee

Approve Change Order Request - Imp 21-15 Buffalo Hills Gully Remediation

Committee Chair O'Day stated that the change order is for manhole covers that needed to be raised to fit in with the grading of the gully.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED TO APPROVE THE CHANGE ORDER REQUEST AS PRESENTED IN THE AMOUNT OF $6,151.

Approve Change Order Request - Imp 22-08 - South Brainerd Reconstruction

Committee Chair O'Day stated that the change order is for additional items that were not foreseen.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED TO APPROVE THE CHANGE ORDER REQUEST AS PRESENTED IN THE AMOUNT OF $6,683.

Information on Tree Knockdown Cost Recovery

Committee Chair O'Day stated that reimbursement is not currently pursued when a tree is struck or destroyed.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED TO DIRECT STAFF PURSUE REPLACEMENT COSTS OF TREES THAT ARE DESTROYED BY INSURED DRIVERS.

Review Vacant Building Registry Ordinance

Committee Chair O'Day stated that the only potential issue to resolve may be the amount for which the building would be assessed if it is put on the registry. The City is trying to encourage vacant building owners to fix up their properties or sell.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED TO BRING THE ORDINANCE FOR THE VACANT REGISTRY TO THE NEXT MEETING TO CONDUCT THE FIRST READING.

Direction on Active Code Enforcement Cases

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO ISSUE AN ORDER TO CORRECT LETTER AND OBTAIN A SEARCH WARRANT TO ABATE THE NUISANCE AT 320 8TH ST N.

Unfinished Business

Accept Resignation of Troy Rushmeyer from the Park Board

Mayor Badeaux thanked Troy for the immense amount of time that he dedicated to the Park Board. He went through the long process of doing the Park Master Plan.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO ACCEPT TROY RUSHMEYER'S RESIGNATION FROM THE PARK BOARD.

Call for Applicants – Informational:

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)
Park Board – 1 term (Expire 2026)
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)

Final Reading - Proposed Ordinance 1565 - Short-Term Rentals

Community Development Director Kramvik gave an overview of changes made since the last iteration of the ordinance. This version of the ordinance removed the individual owner cap, set a cap of 40 total units, and allowed up to two units in buildings with four or more units, and only allowing one unit in a multi-family with three or less units.

Member Johnson asked about the differences between the proposed ordinance and the ordinance that is currently in place.

Community Development Director Kramvik stated that the current ordinance does not have a cap on the total number of units, there is no cap on the number units in an apartment building or in the town center, and that all rentals need to be compliant with the ordinance by December 31, 2025.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND CZECZOK, DULY CARRIED, TO CONDUCT THE FINAL READING OF PROPOSED ORDINANCE 1565 AND DISPENSE WITH THE ACTUAL READING.

Chair Bevans stated that he would vote in favor, however, he thinks it is like a 170-mph speed limit.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND CZECZOK TO ADOPT ORDINANCE 1565.

ORDINANCE 1565

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

Consider Sound Review Report Documents for Proposed Crypto-Mining Outdoor Storage Facility

Community Development Director Kramvik gave an overview of the documents that staff are suggesting including in the report.

Member Terry asked staff to further research the ownership of the VCV holdings and zoning variance lapses and timeline in regard to the original variance.

Member Stenglein asked whether this list of documents is exhaustive.

Community Development Director Kramvik stated that these documents are specific to the sound report which he considers this an exhaustive list for the sound review. Staff could include more information the next time the IUP comes forward.

Member Czeczok asked when the expiration of the extension is. He also asked what would happen if a decision is not made prior to that date.

Community Development Director Kramvik stated that it is based on the application date of the IUP. The extension would be 120 days past the application date. The expiration is now July 30th. If no decision is made by City Council prior to that date, the permit will be issued.

Member Johnson stated that he will be voting no, as he bets that the permit will be issued eventually, and the Council is wasting many peoples' time.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AN STENGLEIN TO APPROVE THE REQUIRED REPORT DOCUMENTS AND THAT THE CITY COUNCIL SHOULD RECONSIDER THE IUP AFTER ALL DOCUMENTS HAVE BEEN REVIEWED AND COLLECTED BY STAFF.

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

Strike Contingency Work Group Update

Administrator Broyles stated that the group has been meeting twice a week since April 30th. The effort has been made to develop a plan that could apply to the current situation and the hope is to have a final document by the second week in June. Once the document is completed, staff will work toward applying the document to all departments.

New Business

First Readings - Proposed Ordinances 1567 & 1568 - Cannabis and Off-Sale Liquor

Community Development Director Kramvik gave an overview of each of the ordinances. Municipalities must allow for cannabis dispensaries based on population size but are allowed to adopt reasonable restrictions on the time, place, and manner of the operations of a cannabis business, provided that such restrictions do not prohibit the establishment of the operation of cannabis businesses, impose an initial retail fee of $500 or up to half the amount of the applicable initial license fee charged by the Office of Cannabis Management (OCM), whichever is less. The city may also charge a renewal retail registration fee of $1,000 or up to half the amount of the applicable renewal license fee charged by the OCM, whichever is less. A city that issues cannabis retailer registrations may, by ordinance, limit the number of licensed cannabis retailer with a retail operations endorsement to no fewer than one registration for every 12,500 residents.

Member Czeczok asked whether Brainerd's two allowed dispensaries take up two of the six dispensaries limitations of the County.

Member O'Day questioned whether the City is "required" not "allowed" two dispensaries. He also asked about the liquor licenses and whether removing off-sale liquor in the TN-2 district would affect any current businesses.

Community Development Director Kramvik stated that yes, the City is required to have two dispensaries, which would count towards the County's requirement of six. However, he has been focusing on the municipal side of the law, so is unsure whether the County has options to limiting the number. Regarding off-sale liquor in TN-2 districts, he stated that the change would not affect current businesses, if it was vacant for over a year it would become legal non-conforming and would not be able to expand the footprint of the building.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND CZECZOK, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1567 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1568 AND DISPENSE WITH THE ACTUAL READING.

Discussion of Restricting Residential Picketing

Member Czeczok stated that the item is presented to see whether the Council would like to have to ordinance that was originally presented at the next meeting.

Member O'Day stated that the optics of this ordinance look terrible.

Member Terry stated that she appreciates the reason for bringing the issue forward. It is hard to balance between the neighbor's peace and the first amendment rights of the picketers.

Member Czeczok stated that this is a kneejerk reaction to bring this item forward for the same reasons Members O'Day and Terry stated.

Mayor Badeaux stated that he fully respects the peoples' right to picket wherever they so choose.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO BRING THE DRAFTED ORDINANCE BACK TO THE MEETING ON JUNE 17TH.

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

Consider Updating Rules of Decorum

Administrator Broyles stated that there has been discussion about the rules of decorum. He asked for confirmation from City Council regarding communication: "the Mayor and Council member e-mail communications should be directed either to the City Administrator or to a department head, copying the City Administrator". He would interpret this to mean that this should be broadened to all correspondence and communications so that Department Heads can assign Council directives accordingly. He also stated that there was discussion tonight about how to place an item on the Council agenda the rules say: "Matters for Council action shall be submitted by members of the Council and residents in writing by 12:00 p.m. on the Tuesday immediately preceding the City Council meeting to the City Administrator or to city staff representatives in the case of Committee business." He would interpret this as if an individual Council Member were to e-mail him it is asking for an item to be on the agenda, that it be on the agenda.

Member Johnson questioned the necessity of adding the City Administrator to a phone call.

Administrator Broyles stated that a Council Member could call the City Administrator or appropriate Department Head to staff the request appropriately.

Chair Bevans stated that based on the meeting procedures, he believes it would be up to a majority of the Council to add an item to the agenda later than Tuesday.

Member Czeczok disagrees with the statement. There is a difference between having something on the agenda and giving staff directions to draft an ordinance.

Chair Bevans stated that he was referring to Member Johnson's example, not the actions of the evening.

Member Czeczok stated that he often talks to staff not on the list such as the Transit Coordinator or Wastewater/Water Manager. If he is required to only talk to the Department Head, it may bog down the process and cause unnecessary staff time. He asked Staff to identify the problem.

Administrator Broyles stated that if the communication section is correct as written, then the rules of Decorum need to be amended.

Member O'Day asked whether any citizen of Brainerd could call City Hall and ask for staff. But elected officials are relegated to only talking to a Department Head or the Administrator.

Administrator Broyles stated that he is not advocating for anything, he is pointing out discrepancies between what is written and practiced.

Mayor Badeaux stated that his professional job deals with connecting with other members of staff without the Department Head contact, like requesting street barriers that have already been discussed. He understands that as written, there are problems created with his professional role.

Public Forum

The Chair opened the public forum at 9:16 p.m.

The Chair cautioned Ms. Thiesse that she cannot discuss items on the agenda and that this is her time to give the Council her opinion, not a time to ask questions. She could call City Hall with questions in the morning.

Glynnis Thiesse, 9212 County Rd 45, thanked the Council for the interactions that she has had with Council Members. She thinks that the Comprehensive Plan is very well written and thoughtful.

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

Staff Reports

Police Chief Davis stated that he met with the Crow Wing County Community Services Homeless Response Team to get an update on their efforts. They have been working with individuals to get housing support, mental health support, and substance abuse assistance. They have placed four individuals into housing. There are currently about nine individuals staying at the river landing. There is a second encampment on private property in northwest Brainerd, he and Community Development Director Kramvik spoke with the owner of the property to start the process to clear the encampment. Secondly, there has been an increase in vandalism throughout the City and it is not uncommon at this time of year. The Police Department has implemented targeted enforcement.

Finance Director Hillman stated that filings for City office close on June 4th at 5:00 p.m.

City Engineer/Public Works Director Dehn stated that staff met with the Crow Wing County for orderly annexation discussions. More information will be provided at a future meeting.

Community Development Director Kramvik stated that the next EDA meeting will be held on Thursday, June 6th. The EDA will hear a presentation from Alexandria Economic Development Commission to prepare efforts and possibilities for the Highway 210 construction and a revised purchase and development agreement with VCV. He stated that at the next Council meeting staff will present a request for the state affordable housing aid allocation and the final reading of the ordinance regarding trees and the tree policy.

Interim Public Utilities Director Wussow stated that on Sunday, June 2nd there were 22 residents affected by outages with the light rain. There was also a callout for the Hydro Dam as the water level called for response.

Administrator Broyles stated that the Public Utility Director position application period has closed. The consultant will do their review before presenting candidates to the hiring committee. Tad Erickson will be replacing Dolly Matten on the hiring committee.

Mayor Report

Mayor Badeaux stated that he appreciates that Administrator Broyles is on the dais. There has been an uptick in graffiti, he was in Minneapolis which is covered in graffiti, and he does not want to be Minneapolis. He thanked Team Ascension for taking time to cover the graffiti on the College Street bridge. Government property is expensive so if you're interested in graffiti he wouldn't recommend it. Lastly, he thanked the groups for their presentations for Memorial Day events and to those that have served and given their lives.

Council Member Reports

Member Terry thanked Team Ascension for their work. Lighthouse Beginnings has been very instrumental in their efforts to assist those who are experiencing homelessness. There is an event on June 18th, to talk about the work that Lighthouse Beginnings is doing in our community.

Member Czeczok stated that the Public Utilities Commission had a lot to offer. He thanked staff for all of the work they are doing, there is so much to learn. He stated that he has seen a lot of Council meetings, he admires the respect and courtesy shown by those who are opposed to the crypto mining in the industrial park.

Member Stenglein stated that she attended the Region 5 meeting, there was a resolution at the meeting to move forward with the "poop to power" initiative.

Member O'Day stated that the graffiti was very noticeable this spring, he mentioned that there are a lot of options for security cameras for residents to purchase to assist the police department with investigations for graffiti.

Member Johnson stated that Matt Delaney from Northern Lights Electrical has volunteered his master electrician services to install an outlet at the pony field at Bane Park. Hopefully the Park Board will approve the services in order to make pitching equipment more accessible. Finally, "Brisket on the Farm" will be held on June 18th at the Malloy Farm on County Road 44.

Chair Bevans stated that the EDA meeting will be talking about crypto mining on June 6th at 7:30 a.m.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO ADJOURN TO THE CLOSED LABOR NEGOTIATION STRATEGY SESSION PURSUANT TO MN STATUTES, 13D.03, SUBD 1(B) TO PREPARE FOR NEGOTIATIONS WITH IBEW 31 (PUBLIC UTILITIES) AND LELS UNIONS.

Chair Bevans adjourned the meeting to the closed session after a five-minute break.

The Council took a five-minute break and went into close session at 9:00 p.m.

The Chair reconvened the meeting at 9:32 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO ADJOURN THE MEETING.

The Chair adjourned the meeting at 9:32 p.m.

_____

Nicholas W. Broyles
City Administrator

BRAINERD POLICE DEPARTMENT

MONTHLY REPORT

BOOYAH AWARD

This month's Booyah winner is Officer Bryce Johnson. On 05/09/24, Johnson filled in as the substitute School Resource Officer at BHS. The school administration complimented Officer Johnson on his attentiveness to the needs of the student body and maintaining a high degree of visibility. Being a visible officer in the schools is impactful for the hundreds if not thousands of students walking the hallways and knowing an officer is nearby. Booyah to Johnson.

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
May	1,961	397	693	362	12.14 Minutes	63

AXON Evidence.com

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
24006854	05/16/2024	Conduct on Premises	623 Ethel Street
24007014	05/19/2024	Conduct on Premises	1220 Norwood Street
24007330	05/26/24	Conduct on Premises	1220 Norwood Street

STAFFING & ASSIGNMENTS

New Police Intern/Community Service Officer Jude Gregersen. Jude is a CLC student and just finished his first year of the law enforcement program. Jude was originally from the area but graduated high school from Faribault, MN. After graduating Jude returned to the Brainerd Lakes Area to attend Central Lakes College.

New Community Service Officer Drew Belton. Drew will be attending CLC next fall and will be a first-year law enforcement student. Drew grew up in the Brainerd Lakes Area and plans to become a Sheriff's Deputy.

CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

Month	2024	2023
Citations (Inc. Parking Tickets & Written Warnings)	222	202

53 parking tickets were issued in the month of May, with the following dispositions.

1	Dismissed
33	Paid in Full
0	Partial Payments Received
19	No Payment Received

Revenue Recapture Receipts:

2023 Total:	$ 8,046.99
2024 To Date:	$6,151.78

TRAINING & STAFF DEVELOPMENT

Data Exploitation to Further Investigations
Investigator Middleton attended *Data Exploitation to Further Investigation*. The course covered cellular phones, technology, mapping, and analysis.

BCA Ethics and Integrity in Supervision
Officer Boggs attended the *Ethics and Integrity in Supervision* put on by the BCA. This course taught participants about the important values ethical leaders impart at all levels of an organization to build, gain and maintain organizational and public trust.

BCA Search Warrants
Officer Selvestra and Investigator Middelton attended the search warrant introductory course that provided a basic overview of search warrants for patrol officers and newly appointed investigators. It explained how to document reliable information needed to establish probable cause and assisted the students with avoiding common mistakes when drafting and executing search warrants.

MAAD Death Notification
Sergeant Dooley attended the Death Notification training put on by Mothers Against Drunk Driving. This course taught techniques for delivering death notifications that can be both beneficial to the survivor and messenger.

Department Training
This month's department training involved defensive tactics and injured officer rescue and extrication training.

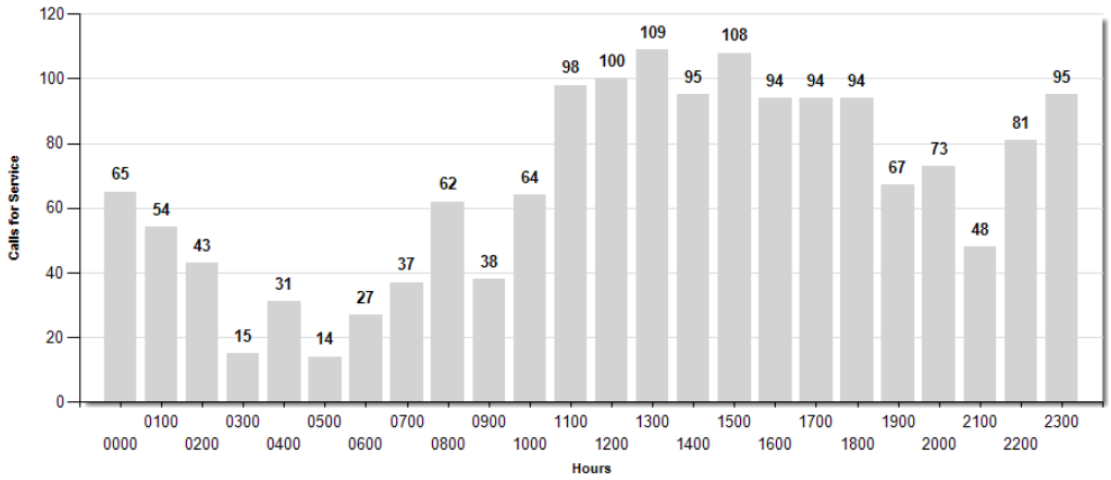
OVERALL CALLS FOR SERVICE

Month	2024	2023
Number of Calls for Service	1,606	1,674

Calls for Service Hourly

5/1/2024 to 5/31/2024

Total Calls: 1659

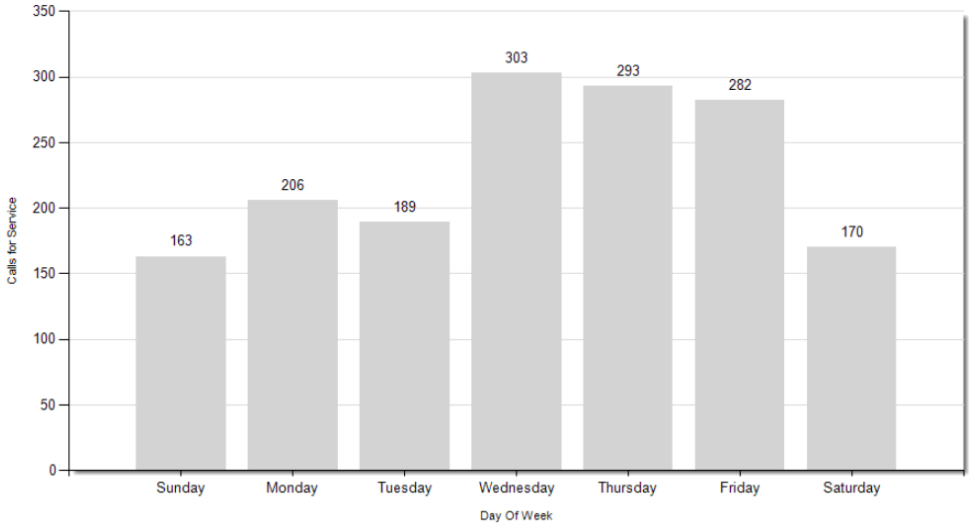


Calls for Service Day Of Week

Start Date: 5/1/2024

End Date: 5/31/2024

Total Calls: 1659



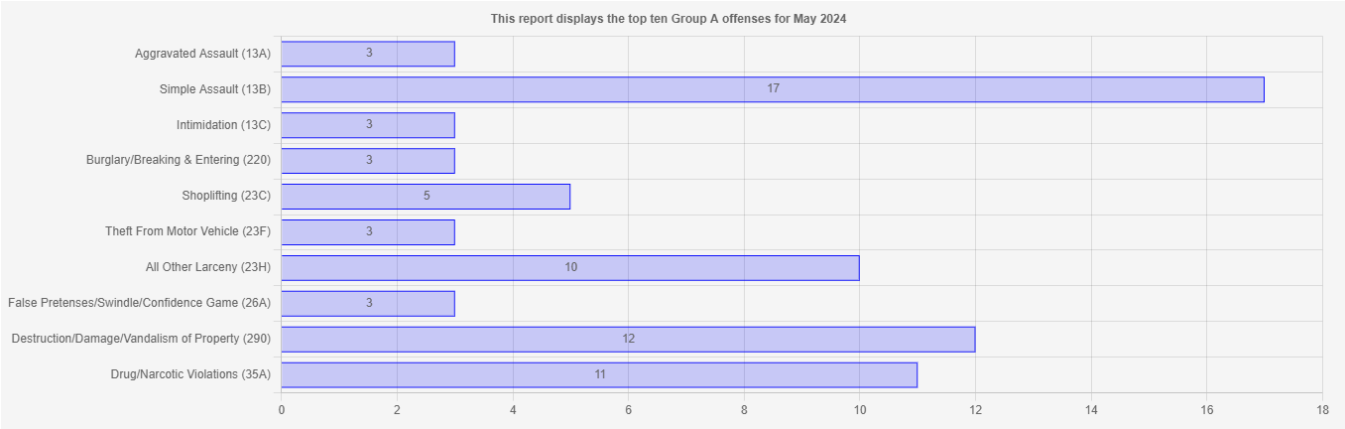
CRIME STATISTICS

Year to Date through Month	2024	2023
Group A Offenses Known or Reported to Police	365	543
Group A and B Arrests	327	326

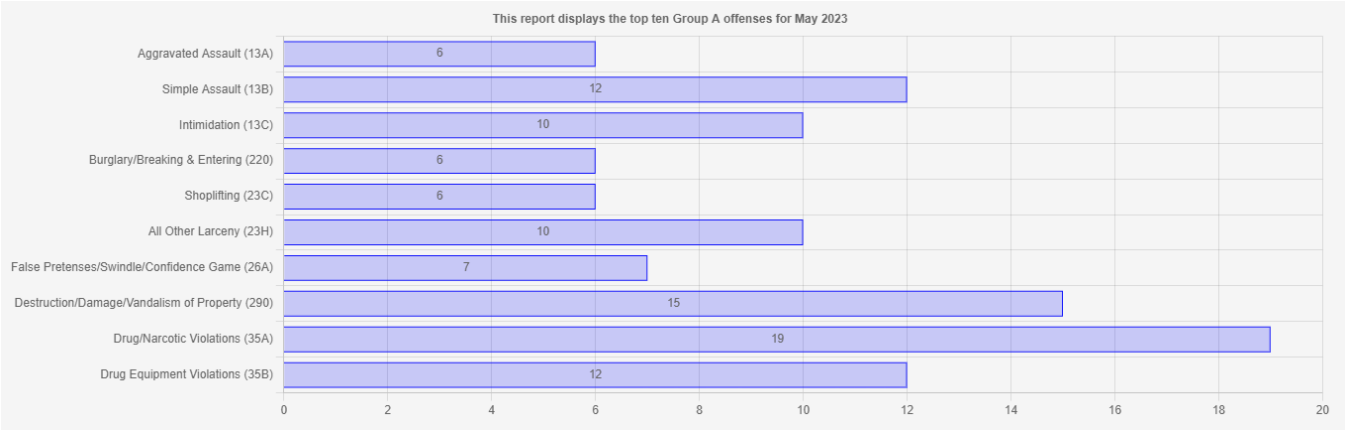
** Note: 2024 totals do not include case files that have not yet been coded.

TOP 10 GROUP A OFFENSES

May 2024

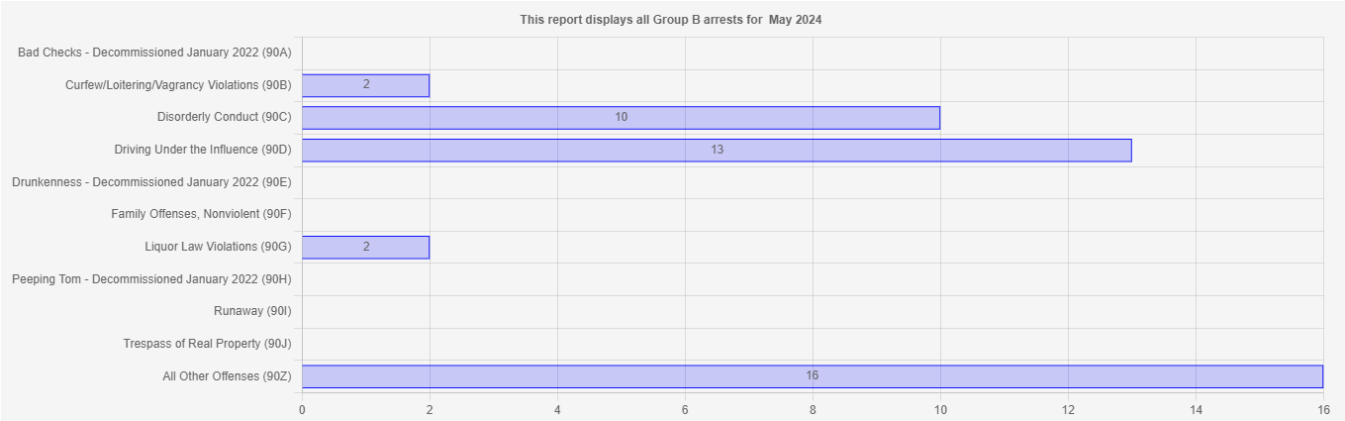


May 2023

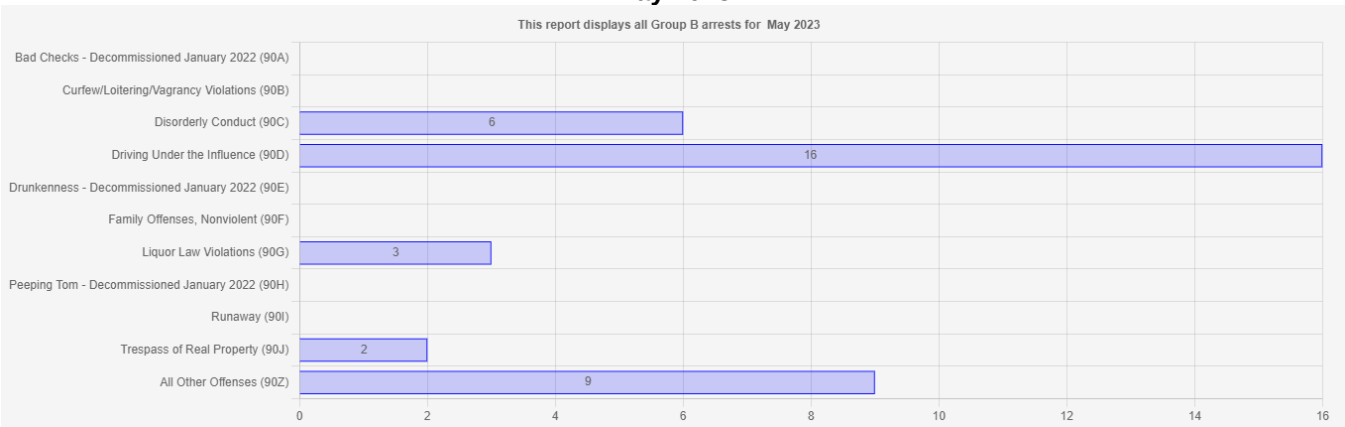


GROUP B ARREST DATA

May 2024



May 2023



COMMUNITY OUTREACH

Memorial Day Wreath Laying
Brainerd Police attended and assisted with directing traffic for the Memorial Day wreath laying on Laurel Street Bridge.

Officer Karsnia enoying the sunshine with some children at the playground.

City of Brainerd
IT/GIS Department Monthly Report
May 2024

Projects

- Re-opening of discussion on airport ownership – revisit implications for IT
- Research regarding policy for artificial intelligence (AI) use on city devices/network
- Initial stages of establishing a system to inventory off-network websites and resources used by staff
- BCA security audit – continued work on final tasks including VPN and VLAN changes

Software

- SBITA (GASB96) research of software agreements
- VPN (remote access) configuration changes, security improvements
- Setup and configuration of GIS software (DiamondMaps) for Streets and Sewer editing in the field
- Continued implementation of IT asset tracking software and ticketing system

Hardware

- Various police squad support – replacements, video, printing, connectivity, etc
- Ongoing research and demoing security cameras platforms for remote locations (city parks, etc)

Other

- GIS Intern started 5/20, establishing priorities for work to be done this summer
- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc
- Staff added: 2 police CSOs, numerous summer temps
- Staff departed: 1 CSO

Statistics

Telephone: total calls 9,482↑ (8,763)

City Hall 3,707 (39%), Police 3,574 (37%), Transit 1,804 (19%), Fire 336 (3%), Public Works 61 (0.5%)

Website: total views 27,392↑ (23,004) users 7,824↓ (9,568)

Top 5 pages: main, leagues, parks, softball, employment

YouTube: City channel views 2,508↑ (1,850), hours watched 285.6↑ (200.2), subscribers +11

Facebook (city): followers 3,297, reach 8,018↓ (27.2k), interactions 506↑ (306), posts 30

Email: sent 9,497↑ or 306/day (8,778), received 36,963↑ or 1,192/day (34,229)

Cisco Secure Endpoint: files scanned 9.7M↑ (7.95M) IPs scanned 994k↑ (849K)

COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD **May 2024**

BUILDING PERMITS

The Community Development Department issued 108 building permits with a total project valuation of $1,782,546 in the month of May. Within the River-to-Rail Corridor, fourteen (14) permits were issued. These improvements resulted in $1,525 being waived in permit fees.

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

Issued Permits for May 2024		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Demo	1	$46,260
Commercial – Building – New/Addition	1	$30,000
Commercial – Building – Remodel	2	$97,500
Commercial – Building – Roofing	1	$33,760
Commercial – Mechanical – New/Addition	1	$70,000
Commercial – Mechanical – Roof Top Unit	1	N/A
Commercial – Plumbing – Water Heater	6	N/A
Engineering – Excavation	6	N/A
Fence	12	N/A
Residential – Building – Deck	7	$49,549
Residential – Building – New/Addition	5	$1,340,000
Residential – Building – Remodel	8	$113,577
Residential – Building – Roofing	16	N/A
Residential – Building – Roofing+Garage	2	N/A
Residential – Building – Siding	4	N/A
Residential – Building – Windows/Doors	5	N/A
Residential – Engineering – Sewer/Water Repair	2	N/A
Residential – HUD HOME – Installation	1	N/A

Residential – Mechanical – Air Conditioner	3	N/A
Residential - Mechanical - Furnace/Boiler	4	N/A
Residential – Mechanical – Furnace+AC	3	N/A
Residential – Mechanical – New/Addition	1	N/A
Residential – Mechanical – Remodel	2	N/A
Residential - Plumbing – New/Addition	2	N/A
Residential – Plumbing – Remodel	5	N/A
Residential – Plumbing – Water Heater	7	N/A
Residential – Plumbing – Water Softener	1	N/A
Sign	2	$1,900

There were five (5) single-family home building permits with a valuation of $1,340,000 in the month of May.

BUILDING INSPECTIONS

The Community Development Department conducted 157 building inspections in May.

CODE ENFORCEMENT

The Community Development Department conducted 74 code enforcement inspections in May resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Junk and Debris	15
Unlicensed/Inoperable Vehicles	4
Zoning Code Violation	4
Animal Feces	2
Unsafe Structure	4
Exterior Structure	2
Premise Identification	1
Accessory Structure Material	1
Grass/Weeds	41
	Total = 74

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

Direction on Active Code Enforcement Cases

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

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

3) **1812 Oak St** – Unlicensed Rental – Issuing a $300 citation each month for non-licensed rental. Requested legal action from City Attorney 12/4/23.
4) **15284 Beaver Dam Rd** – Illegal discharge of sewage from pole building - Issuing a $100 citation each day for non-compliant septic. Requested legal action from City Attorney 9/18/23. The property manager applied for and received a rental license on 12/5/23 for the 5-bedroom house that a family was already living in. This rental license will expire 5/31/24 and will not be renewed.
5) **319 N 9th St** – Property Maintenance/ Roof – Issuing a $300 citation each month until roof is corrected.

RENTAL INSPECTIONS

The Community Development Department issued 590 rental licenses in the month of May. The annual licensing period is June 1 – May 31st.

The Housing Inspector completed 45 rental property inspections in May.

CONTRACTOR REGISTRATION

The Community Development Department issued five (5) contractor registrations in May.

PLANNING AND ZONING

June 20th Planning Commission Agenda

1) Conditional Use Permit for childcare expansion at 2410 Oak St.
2) Proposed Garage Requirement Ordinance
3) Update Planning Commission Itinerary

Garage Requirement

The Planning Commission directed staff to prepare an ordinance related to garage requirements for one-to-four-unit residential structures. The Zoning Code requires garages and storage space for residential buildings with one to four units in all residential zoning districts which can increase costs for affordable housing. The Planning Commission recommended that two-to-four-unit buildings should have no requirement. Single-family homes would be required to either have a garage or 10x12 shed. The Commission directed staff to bring a proposed ordinance back to the next meeting for review.

ECONOMIC DEVELOPMENT

Façade Improvement Grant and BLAEDC Contract
The EDA approved a façade improvement grant for all commercial/ industrial uses in Brainerd and allocated up to $20,000 per calendar year to fund eligible projects. The program provides a 50% matching grant for actual construction costs up to $5,000 per property. The EDA will continue to fund as many projects as possible until the $20,000 is fully allocated. The EDA agreed to approve a contract with BLAEDC to administer the grant.

VCV Revised Purchase and Development Agreement and Resolution
The EDA considered a revised purchase and development agreement at their June 6th meeting to extend the construction commencement deadline, revise the minimum improvements for 1918 Thiesse Drive, and noted the transfer of the outstanding membership interests of the Developer to Ancheng. The EDA had concern regarding VCV's ability to execute the agreement and noted that they are currently in breach of the purchase and development agreement as the minimum improvements were not started within 180 days of the agreement. Public Utilities Director Wussow expressed concern that Ancheng has not yet shown proof that they are allowed to conduct business in Minnesota. The EDA declined to take action at the meeting. Staff will request the EDA to hold a special meeting if the Developer verifies that Ancheng is allowed to conduct business in Minnesota.

Trailside Park Concept Plan
In 2023, the City Council did not designate Trailside Park as a park because of the potential for future residential development. Trailside Park has an extensive master plan for additional park activities; however, the Park Board has made it clear they are not in favor of any new park property. Of the 120 total acres, Trailside Park has approximately 80 acres of dry developable property with the Paul Bunyan Bike Trail bisecting the parcels. Trailside Park has a 5" water line stubbed in for future development, however additions to the water utility would be needed to supply adequate water pressure for large development. The EDA approved Swanson Haskamp to create a concept plan to help market Trailside Park for development.

Central Business District Incentive Policy
The EDA recommended extending the River to Rails District to include all of Washington Street east to west within City Limits and all of South 6th Street to Buffalo Hills Lane East. The additional properties would be eligible for the same incentives as the River to Rail District which forgives building permit fees up to a $150,000 valuation and all SAC and WAC fees. The proposed name for the new policy is the Central Business District Incentive Policy and would be effective until July of 2029, the same expiration date as the River to Rail District Incentive Policy. The proposed expansion will be reviewed at the next Public Utilities Commission meeting for a recommendation on SAC and WAC fees. The City Council will review the new incentive policy at the July 1st meeting.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

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

The applicant has completed the following steps:

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

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

Address: PID 41040887 620 3rd St NW
PZE Process: Conditional Use Permit **Date Issued:** 10/5/22
Project Description: The applicant proposed the construction of a 12-unit apartment complex.
Project Progress: The applicant has not begun construction.

Address: PID 41040888 610 3rd St NW
PZE Process: Conditional Use Permit **Date Issued:** 10/5/22
Project Description: The construction of a health club and boarding house.
Project Progress: The applicant has not begun construction of the facility but has begun site grading.

Address: 15770 Dellwood Dr
PZE Process: Conditional Use Permit **Date Issued:** 1/9/23
Project Description: Application to allow for the construction of mini-storage units on the premises.
Project Progress: The applicant has applied for a building permit, but the permit has not yet been issued. The applicant may be exploring other options for the property. The property was sold, and the new owner submitted a building permit application on 4/23/24.

Address: 2424 Business 371
PZE Process: Variance **Date Issued:** 5/18/23
Project Description: The variance requested was to exceed the 12' height limit on signs in the PSP zoning district by 3'.
Project Progress: Upon passage, a permit was filed and issued. The sign has been installed and passed all inspections.

Address: 3 Washington St NE
PZE Process: Variance **Date Issued:** 6/2/23
Project Description: Construction of a new Dunkin Donuts:
The first variance request is to allow their main entrance to face the rear yard of the property. Section 515-2-14.C requires the principal façade to front onto an avenue/street for properties in the CC District. The second variance request is to allow a 27'1" principal building front yard setback, a 24' side yard corner setback, and a 66'7" rear yard setback.
Project Progress: The applicant has applied for permits and Nor-Son has been selected for the project. Demo and building permits have been issued and construction is underway.

Address: 431 B St NE
PZE Process: Variance **Date Issued:** 5/3/23
Project Description: Requested a 7' corner yard setback for an accessory structure addition.
Project Progress: The applicant has not yet applied for a permit.

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

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

Address: 219 W Laurel St
PZE Process: Variance **Date Issued**: 7/03/23
Project Description: A variance to allow a second accessory structure and to exceed the accessory structure square footage limit of 500 Sq Ft for the construction of a new 24' x 24' garage.
Project Progress: Upon passage of this variance the applicant submitted a permit to construct this accessory structure at the premises on September 1st, 2023. The project was completed and closed 12/15/23.

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

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

Address: 502 Juniper St
PZE Process: Interim Use Permit **Date Issued**: 10/2/23
Project Description: The utilization of the property as a short-term rental.
Project Progress: The IUP was approved by the Council on October 2nd, the applicants have resumed operation of the short-term rental at the premises.

Address: 1202 6th St S
PZE Process: Variance **Date Issued:** 11/03/23
Project Description: Allowing the existing Ice producing machine at the premises to be 100% metal sided.
Project Progress: The City Council approved this at their 11/20/23 meeting. Landscaping was done June 1st, 2024 and is nearing completion.

Address: 701 4th St SW
PZE Process: Interim Use Permit **Date Issued:** Denied
Project Description: The utilization of the property as a short-term rental.
Project Progress: The IUP application was denied at the January 2nd City Council meeting. The applicant has been approved for a rental license upon proof of a property manager residing within 50 miles of the property. The property has since been sold and is now owner occupied.

Address: 100 Washington St.
PZE Process: Conditional Use Permit **Date Issued:** 1/2/2024
Project Description: The utilization of the property as an auto repair shop.
Project Progress: The applicant has applied for a sign permit. The Fire Marshal is working with the property owner and business to bring the building up to fire code.

Address: 524 N 8th St
PZE Process: Interim Use Permit **Date Issued:** 1/2/2024
Project Description: The utilization of the property as a short-term rental.
Project Progress: The applicant has obtained a rental license and is now allowed to operate a short-term rental at the subject property.

Address: 418 8th Ave NE
PZE Process: Conditional Use Permit **Date Issued:** 3/4/2024
Project Description: The utilization of the property as a commercial childcare facility with two Early Head Start Classrooms and a total enrollment of 16 children.
Project Progress: The Conditional Use Permit was approved by the City Council at the April 1st, 2024 meeting. A fence permit was applied for and issued.

Address: PID 41040887 620 3rd St NW
PZE Process: Conditional Use Permit Amendment **Amendment Approved:** 3/4/24
Project Description: The applicant proposed the construction of a 12-unit apartment complex.
Project Progress: The applicant has not begun construction. The applicant was approved for a Conditional Use Permit Amendment at the March 4th, 2024, City Council meeting.

Address: PID 41040888 610 3rd St NW
PZE Process: Conditional Use Permit Amendment **Amendment Approved:** 4/1/24
Project Description: The construction of a health club and boarding house.
Project Progress: The applicant has not begun construction of the facility but has begun site grading. The applicant was approved for a Conditional Use Permit amendment at the April 1st, 2024 City Council meeting.

Address: PID 41040889 580 3rd St NW
PZE Process: Conditional Use Permit **Date Issued:** 3/4/2024
Project Description: The construction of a residential 12-unit multifamily apartment building consisting of two 2-bedroom units and ten studio apartment units.
Project Progress: The Conditional Use Permit was approved by the City Council at the April 1st, 2024 meeting.

Address: 714 7th St S
PZE Process: Interim Use Permit for a Short-Term Rental **Date Issued:** 4/1/24
Project Description: The utilization of the property as a short-term rental.
Project Progress: The applicant has obtained a rental license and a local agent/contact has been assigned.

Address: 805 Laurel St
PZE Process: Conditional Use Permit and Variance **Date Issued:** 4/22/2024
Project Description: To construct a mixed-use multifamily building supporting commercial space along with 45 units of housing.
Project Progress: The developer is awaiting news of the MN Workforce Housing Grant recipients which will most likely be determined in mid-august.

Address: 1101 Pine St
PZE Process: Variance **Date Issued:** 5/6/2024
Project Description: To construct a 12’ wide concrete street loaded driveway off of Pine Street rather than off the alley to an existing accessory structure.
Project Progress: The property owner is working on the appropriate applications.

Address: 1111 Oak St
PZE Process: Conditional Use Permit and Variance **Date Issued:** 5/6/2024
Project Description: To construct a 5+ unit apartment and exceed 20+ DU/AC in the TN-2 District. Variance from the landscape requirements.
Project Progress: The remodel permit has been issued and the property owner is currently working on the property.

Address: 1918 Thiesse Dr
PZE Process: Interim Use Permit for Outdoor Storage **Date Issued:** Timeline Extended
Project Description: Outdoor storage as a principal use on an industrial lot.
Project Progress:

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Approve Event/Street Closure Application - 4th of July Parade

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE: Attached to this request is an event/street closure application for the 4th of July Celebration to be held on July 4th, 2024 from 6 pm - 11 pm for the parade and fireworks display.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staging for the parade route will be at the High School upper parking lot. Parade route will follow S. 5th Street to Laurel Street, turn left and continue to East River Road, turn left and make its way down East River Road to the lower high school parking lot. A list of requested barricades, signs, and cones is attached. There will be an announcer booth and the applicant has indicated it will be at the end of the route. Music will be broadcast at the high school football field along with hosting the booth and EMCEE. 65 restrooms will be provided near Don Adamson Field. Banners will be placed along the fencing at the football field and on the stage. Waste Partners is contracted for waste.

The applicant is requesting the closure per the attached map in the application. All businesses along the route are closed that day, but advertising for the event will be via print, social media, online calendar, and PSA's. The police department has indicated that there has been issues in the past of not having enough traffic control, so the street department will drop off additional devices at the police department for their use if need be.

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

FINANCIAL IMPACT: N/A

SPECIAL EVENT APPLICATION

Date of Application: 6/12/2024

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

Name of event: Brainerd / Baxter 4th of July Celebration

Organizer Information

Organizer's Name: Brainerd Community Action

Organizer's Address: 321 South 7th St. Suite 105

Event Contact Person: Dave Badeaux - Exec. Director

Event Contact Daytime Phone: 218-829-5278

Event Contact E-mail Address: info@brainerdcommunityaction.org

Contact Name/Number Day of Event: _____

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

Applicant information (if different from the event organizer):

Applicant Name: Dave Badeaux

Applicant Address: Same

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
7/4/2024	6 p.m.	11 p.m.	Brainerd High School Lower Site

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

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

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

Description of Activities

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

Parade - 6 p.m. (See Map)

Family Activities - 8 p.m. (Sack Races, Relays, Various Competitions)

Live Music - 8 p.m.

Fireworks - 10:15 p.m.

Site Information

Electrical usage ☑ Yes ☐ No

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

Food Vendors and Broadcasters will all use generators

Live music will utilize power at amphitheater

Amplified Sound ☑ Yes ☐ No

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

Hubbard Radio will be broadcasting over the stadium PA as well as from a

small stagged location at the end of the parade route. Live music at amphitheater.

Restrooms provided ☑ Yes ☐ No

If yes, how many 65 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: Blakeman Pumping

(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:

Sponsorship banners will be placed along the fencing of the football stadium

and flyers and posters will be located through out town advertising the event

Trash Receptacle Disposal ☑ Yes ☐ No

Company contracted for trash receptacle disposal: Waste Partners

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):

Parade route will follow S. 5th street to Laurel. Turn left and continue to East River Rd. Turn left and make its way down East River Rd to the lower high school parking lot. A list of requested barricades, signs, and cones is attached.

Date and time for beginning of street closures: 5 p.m.

Date and time for reopening of streets: 8 p.m. or after parade has concluded

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.

This year access to College Drive will not be blocked and traffic will be allowed to continue as needed.

We will again be staging east of the High School utilizing the parking lots.

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

Dave Badeaux

_____

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities		No comments
City Administration		No comments
Engineering Department	6/12 JD	See conditions below
Fire Department	6/12	See conditions below
Fire Support/EMS		No comments
Parks Department		No comments
Planning Department		No comments
Police Department	6/12	See conditions below

Event Application Approval

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

City Administrator _____ Date _____

Approval Conditions

Apply for the fireworks permit through the Fire Department, Coordinate traffic control with the Police Department, Request traffic control materials with Public Works one week prior to the event at 218-513-4412, Remove signs/banners following the event, Provide Certificate of Insurance to City Hall prior to 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):

_____

_____

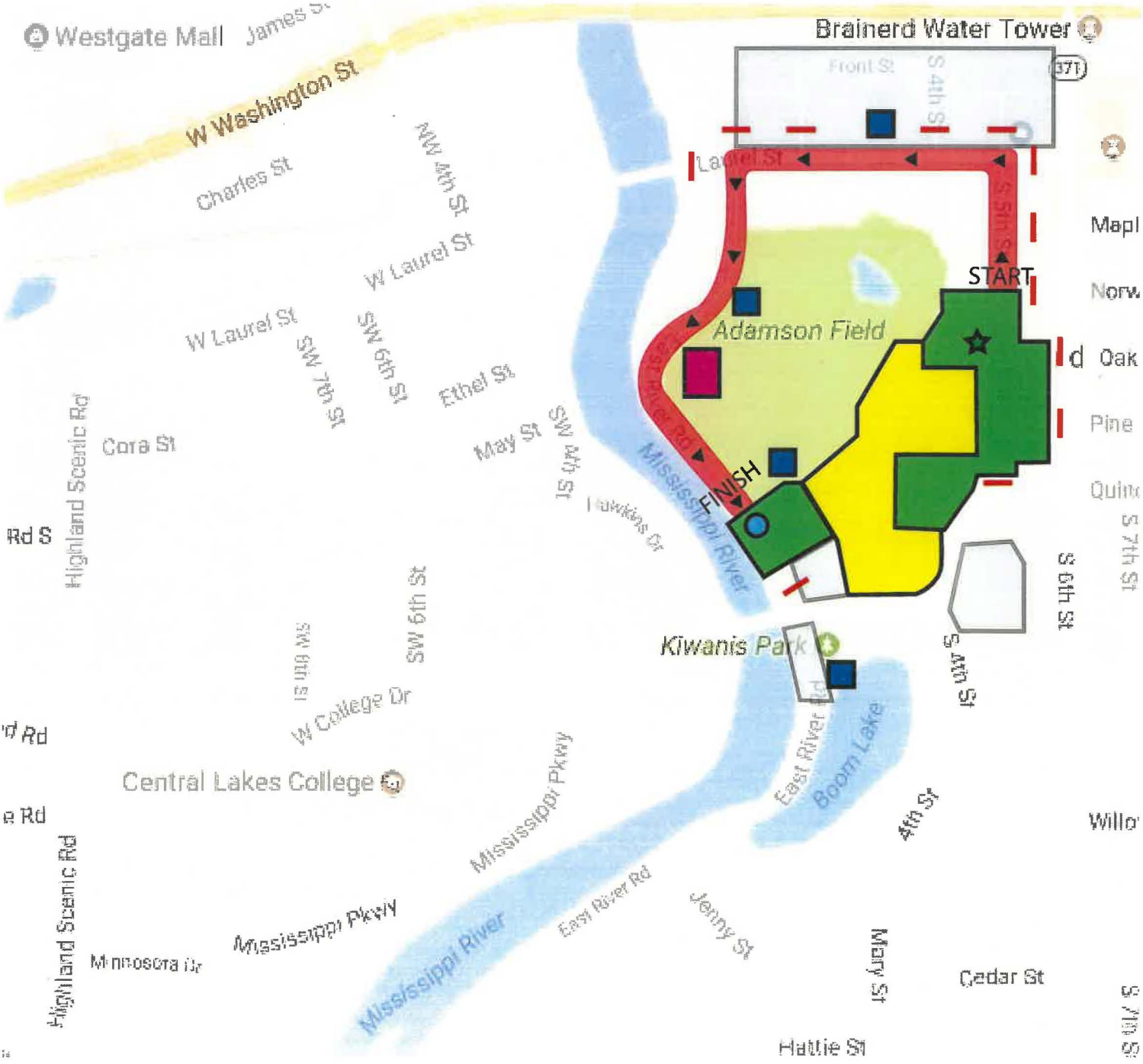
_____

_____

BRAINERD 4TH OF JULY PARADE

JULY 4TH AT 6PM

- Parade Route
- Registration
- Barricade
- Restrooms
- Emcee
- Parking
- Staging Area
- Concessions
- Brd High School



The following use of barricades, cones and no parking signs are being requested for the Community 4th of July Celebration:

Barricades:

- 5th & Quince
- 5th & Oak
- 5th & Norway
- 5th & Maple
- 5th & Laurel (East and North)
- 4th & Laurel
- 2nd & Laurel
- E. River Road & Laurel – Police & Fire Dept.
- E. River Road & College Dr.

Cones:

- 15 cones High School Parking lot North of Itchy Zebra
- 10 cones High School Lower Parking lot South of Stadium

No Parking Signs:

- Along parade route

Thank you,

Dave Badeaux

Executive Director

Brainerd Community Action

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Consider Request from the Employee Wellness Committee for the Employee Appreciation Event

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Employee Wellness Committee

DEPARTMENT: Administration

PRESENTER: Shawn Middagh

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: The Employee Wellness Committee is requesting City operations close for 2 hours from 11:30am to 1:30 pm on Thursday, September 19 to conduct the annual Employee Appreciation Event at Memorial Park. On-call services will not be affected and will be conducted as usual. The event will include lunch and an award presentation, including Employee Years of Service. The entire event is funded by the Wellness Program through grant funding earned through employee participation in the Wellness Program.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The committee requested a 2 hour closure in 2024. The timing seemed to work much better than the previous time of 1.5 hours.

RECOMMENDED ACTION/MOTION: Motion to close City offices from 11:30 am to 1:30 pm on September 19th for the Employee Appreciation Event at Memorial Park.

FINANCIAL IMPACT: None

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Authorize the Fire Department to Order a Fire Truck Chassis

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: This request is to authorize the Fire Department to start the process of purchasing a fire truck using the Sourcewell cooperative purchasing process. The specific component that we need to order now is the truck's chassis. This truck is on our 2025 capital plan but due to the shortages and new emission standards, the fire department is asking to order the chassis now. By ordering this now, we are trying to avoid some of the projected shortages and price increases associated with a new model year and new emission standards. It is still projected that they won't receive the chassis until late 2025.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This cost is part of the overall price of the fire truck, which is estimated at $550,000-$575,000.

RECOMMENDED ACTION/MOTION: Authorize the Fire Department to order a fire truck chassis, funding to come from the Fire Capital Account.

FINANCIAL IMPACT: The purchase would come from the Fire Capital Account, estimated $149,000. We will make a down payment now and final payment when we receive the fire truck.

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Request Guidance on Requests for Sale of City-Owned Parcels

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Staff has been approached by individuals inquiring about the possibility of acquiring City-owned parcels. Staff is requesting direction from the Council on how to handle these requests as they come in. Currently, there are several parcels that are being actively marketed by the EDA (i.e. Wright/Thiesse Industrial Park, etc.). Staff is specifically requesting direction on other parcels that do not serve a public purpose, such as a park, stormwater BMP, or trail.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Some of the options for the Council to consider could be as follows:

1. Initially discuss the Estimated Market Value with the interested party. If this is acceptable to the party, bring to the Council for discussion. This would be the most efficient option.
2. Hire an Appraiser to complete an appraisal on the property (approximately $500-$2,000 dependent on the size and characteristics). Return to the Council for direction on what to offer to the party. If acceptable, return to the Council for approval.
3. Offer the property to the EDA at the next EDA meeting if they are interested in marketing the property for development. This approach may be less desirable if there is an interested party.

Under all options, staff would recommend that any parcel include reservations for utility easements for current utilities that are possibly on the property.

RECOMMENDED ACTION/MOTION: Staff recommends Alternative 2 as described above, to hire an Appraiser to have an appraisal completed, return to Council for direction on an initial offer to the interested party, if the party is interested, return to Council for approval.

FINANCIAL IMPACT: N/A

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Authorize Hiring Brenda Hrtanek as Part-time Administrative Specialist

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: On May 20, 2024, the Council authorized Staff to begin the hiring process for a part-time Administrative Specialist. Eight applications were received and two individuals were interviewed for the position. Staff recommends hiring Brenda Hrtanek as our Part-Time Administrative Specialist effective June 18, 2024, at Step 1 of the Administrative Specialist Wage Grid ($24.70 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This position will help cover vacations primarily in the Community Development Department, assist with some code enforcement reviews, and may also float to other departments as needed and available. Also, this position will work up to 67 days per year and is not be eligible for benefits except as required by law.

RECOMMENDED ACTION/MOTION: Motion to approve the hiring of Brenda Hrtanek as our Part-Time Administrative Specialist effective June 18, 2024, at Step 1 of the Administrative Specialist Wage Grid ($24.70 per hour).

FINANCIAL IMPACT: This is a non-budgeted position for 2024; however, budgetary savings realized by not backfilling th Assistant Planner position will be utilized to pay the wages for this position.

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Approval of Memorandum of Agreement for Juneteenth

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: In May 2023, the Minnesota Legislature enacted legislation making June 19th (Juneteenth) a state holiday. Due to the short notice, the City agreed that June 19, 2023, would be a paid holiday and that we would negotiate the pay for the Juneteenth holiday going forward. Staff provided a Memorandum of Agreement (MOA) addressing Juneteenth to all of our unions that have not settled how to pay Juneteenth this year switching Juneteenth for one of the floating holidays. The unions had the option to sign the MOA or have Juneteenth be an unpaid holiday as State law does not require that the holiday be paid. Attached is an MOA with the United Steel Workers Union representing our Hydro facility employee.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Similar MOA's were also provided to the IBEW Local No. 31 Union representing our Public Utility staff, the Teamsters Local No. 346 Union representing our Lieutenant and Sergeants, and also to Law Enforcement Labor Services representing our Police Officers. Staff will seek guidance from the Council on this issue during the closed union negotiation strategy session that will be held after the Council meeting.

RECOMMENDED ACTION/MOTION: Motion to approve the attached Juneteenth MOA with the United Steel Workers Union representing our Hydro facility employee.

FINANCIAL IMPACT: N/A - the MOA states that the union will trade one floating holiday for Juneteenth to be paid.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is hereby entered into between the City of Brainerd ("City") and United Steel Workers International Union, Local 9230 Unit 09 (Hydro) Union ("Union"). The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

WHEREAS, the City and the Union are parties to a collective bargaining agreement ("CBA"), governed by the Minnesota Public Employment Labor Relations Act ("as amended"); and

WHEREAS, Article IX of the CBA identifies holidays for employees represented by the Union; and

WHEREAS, in May 2023, the Minnesota Legislature enacted legislation making June 19th (Juneteenth) a state holiday.

NOW, THEREFORE, for the reasons stated, the City and the Union agree as follows:

1. Juneteenth shall be a recognized as a paid holiday on June 19, 2024, in exchange for one floating holiday, for purposes of the CBA.
2. Any employee who has taken both of their floating holidays in 2024, prior to the adoption of this MOA, will be required to switch one of their floating holidays to either vacation or comp time taken and the employee's vacation, holiday, and leave balances will be updated accordingly.
3. Complete Agreement. The terms of this MOA are contractual and supersede 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.
4. This MOA is non-precedential. This MOA shall not constitute a binding precedent or past practice or be used in any way to interpret the CBA or seek similar benefits in the future for any employee. This MOA shall not be used as evidence in any proceeding.
5. Equal Drafting. This MOA shall be construed to have been drafted equally by the parties.

Dated: 6-6-24 _____ _____
Union Staff Representative

Dated: _____ _____
City Administrator

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Consider Memorandum of Agreement with IBEW Administrative Support Union for the Transit Operations Specialist Position

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: On June 3rd, the Council approved reestablishing the Transit Operations Specialist position and authorized Staff to negotiate a Memorandum of Agreement (MOA) with the IBEW 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: Staff has held tentative discussions regarding the hiring timeline for this position. During those discussions, Transit Coordinator Gauthier informed us that she is planning to request an unpaid personal leave from September 6 - 19, 2024. If we follow our normal hiring process, we would expect that the new full-time employee would be on board around August 12th. Staff does not feel that it would be best to hire a full-time employee and then immediately have Ms. Gauthier be absent for two weeks during that training period. Instead, Staff is requesting to slightly delay the hiring process for the full-time position so the person would start around September 23rd.

Staff is also requesting authorization to hire a temporary part-time employee to assist the Transit Division while the hiring process is conducted. This part-time position would not be trained to perform all aspects of the full-time position and is only meant to provide immediate relief for day-to-day duties such as cash reconciliation and invoicing. At this point, we are guessing this part-time position would work 20 - 24 hours per week and would not be entitled to benefits except as required by law. Staff also recommends that we utilize the Transit Operations Specialist Wage Grid for the part-time position as noted on the attached MOA.

RECOMMENDED ACTION/MOTION: Motion to:

1. Approve the MOA with the IBEW Administrative Support Union as presented setting the 2024-2026 wage for the Transit Operations Specialist position; further, to authorize staff to begin the hiring process with an estimated date of hire around September 23, 2024.

2. Authorize Staff to hire a temporary part-time employee to assist the Transit Division while the Transit Operations Specialist position hiring process is conducted; further, to utilize the Transit Operations Specialist Wage Grid when hiring the part-time position.

FINANCIAL IMPACT: The Council approved re-establishing the Transit Operations Specialist position and associated budgetary costs at the June 3rd meeting. A small budgetary savings is anticipated by delaying hiring the full-time employee and utilizing a temporary employee during the hiring process. The savings is hard to estimate at this time until the part-time position is filled and the number of working days/hours for the part-time position are determined.

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 Transit Operations Specialist position that was previously included in the unit represented by the Union; and

WHEREAS, the parties agree to reinstate the position of Transit Operations Specialist 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 Transit Operations Specialist position by mutual agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. The position of Transit Operations Specialist 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 Transit Operations Specialist shall be compensated in accordance with the following wage grid, which shall be incorporated into Article 12 – Wages, Section 1, of the 2024 CBA:

Transit Specialist								
1/1/2024	23.05	23.93	24.81	25.69	26.57	27.45	29.64	30.74
7/1/2024	23.57	24.47	25.37	26.27	27.17	28.07	30.31	31.43
1/1/2025	24.45	25.39	26.32	27.26	28.19	29.12	31.45	32.61
7/1/2025	25.12	26.09	27.04	28.01	28.97	29.92	32.31	33.51
1/1/2026	25.87	26.87	27.85	28.85	29.84	30.82	33.28	34.52

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 Transit Operations Specialist 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 Transit Operations Specialist, 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 Transit Operations Specialist 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
	Will Keyes
Nick W. Broyles, City Administrator	Will Keyes, Business Manager
	6/5/2024
Date	Date

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Consider Approval of Separation Agreement

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director, Nick Broyles, City Administrator, John Davis, Police Chief

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Approval of a separation agreement between the City, Ronald Myers, Jr., and Law Enforcement Labor Services (LELS) is recommended. Our City employment law attorney is working with the LELS attorney and Mr. Myers to finalize the details. The signed agreement will be distributed when received.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to approve the separation agreement between the City of Brainerd, Ronald Myers, Jr., and Law Enforcement Labor Services as presented.

FINANCIAL IMPACT: Per the separation agreement, the City will pay Mr. Myers a total of $42,000 plus the employer's contribution for July, August and September 2024 health insurance.

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Discussion of Request from Habitat for Use of Statewide Affordable Housing Aid (SAHA)

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

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

DEPARTMENT: Finance

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

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:
The City received $96,242 in December 2023 from the Statewide Affordable Housing Aid. The Aid is to help counties, tribal governments and greater Minnesota local governments develop and preserve affordable housing within their jurisdictions. The Department of Revenue will certify the amounts by August 1st of each year and Brainerd is certified to receive $96,242 in both 2023 and 2024. The 2024 funding will be received in two equal installments in July and December.

The funds must be spent by December 31st of the fourth year after the aid was received. The Aid must be spent on a qualifying project and starting in 2025 aid recipients must report annually by December 1st to the Minnesota Housing Finance Agency.

Additional information about the aid is attached and can be found at:
https://www.revenue.state.mn.us/statewide-affordable-housing-aid

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The City has received a request from Habitat for use of the 2023 funds. Habitat housing projects are considered qualifying projects that meet the goals of the comprehensive plan related to infill development and community character. The letter from Habitat is attached to the agenda request.

RECOMMENDED ACTION/MOTION:
Option 1: Approve the request from Habitat to fund three new homeowner occupied homes in Brainerd for a total of $88,000.
Option 2: Advertise available funds and consider options at a future meeting.
Option 3: Explore other options that meet SAHA requirements.

FINANCIAL IMPACT:

Statewide Affordable Housing Aid

Statewide Affordable Housing Aid helps counties, Tribal nations, and greater Minnesota local governments develop and preserve affordable housing within their jurisdictions to keep families from losing housing and to help those experiencing homelessness find housing. Aid was first paid in 2023.

About the Program

The Department of Revenue certifies amounts for eligible Tribal nations, counties, and cities by August 1 each year. We base this certification on current laws, including any changes from the most recent legislative session.

A summary of how aid was calculated is included with each year's certification.

In 2023, Statewide Affordable Housing Aid was paid in one installment on December 26. Beginning in 2024, it will be paid to cities and counties in two equal installments in the year after it is certified. The first half will be paid each year on July 20 and the second half on December 26. The aid for Tribal nations will be paid each year in one installment by December 26 of the year it is certified.

2024 Certification

Tribal nations - 2024 Statewide Affordable Housing Aid Amounts (Due to law changes during the 2024 legislative session, the aid amounts for Tribal nations will be recalculated and recertified by August 1, 2024.)

Counties - 2024 Statewide Affordable Housing Aid Amounts

Cities - 2024 Statewide Affordable Housing Aid Amounts

Summary of 2024 Statewide Affordable Housing Aid

2023 Certification

Tribal nations - 2023 Statewide Affordable Housing Aid Amounts

Counties - 2023 Statewide Affordable Housing Aid Amounts

Cities - 2023 Statewide Affordable Housing Aid Amounts

Summary of 2023 Statewide Affordable Housing Aid

Use of Aid

Funds from this aid program must be spent on a qualifying project by December 31 of the fourth year after the aid was received.

Funds will also be considered spent if both of these conditions are met:

- A county or eligible city demonstrates to Minnesota Housing that the city or county cannot expend funds on a qualifying project by the deadline due to factors outside the control of the city or county
- The funds are transferred to a local housing trust fund

Funds transferred to a local housing trust fund must be spent on a project or household that meets affordability requirements.

Qualifying Projects

Qualifying projects include:

- Emergency rental assistance for households earning less than 80% of area median income as determined by the United States Department of Housing and Urban Development
- Financial support to nonprofit affordable housing providers in their mission to provide safe, dignified, affordable, and supportive housing
- Construction, acquisition, rehabilitation, demolition or removal of structures, construction financing, permanent financing, interest rate reduction, refinancing, and gap financing of housing to provide affordable housing for households that have incomes not exceeding:
  - **For homeownership projects,** 115% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
  - **For rental housing projects,** 80% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
- **For areas outside Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington counties:** the development of properties that are rented at market value if the relevant unit of government submits with their report to Minnesota Housing a resolution and supporting documentation showing that the area meets the requirements of Minnesota Statute 462A.39, subd. 4, para. (a) Attached

For more information about qualifying projects, go to the Minnesota Housing Local Government Housing Programs under Local and Statewide Affordable Housing Aid.

Affordability Requirements

Housing developed or rehabilitated with funds under this program must be affordable to the local work force.

Projects are prioritized that provide affordable housing to households with incomes that:

- **For homeownership projects,** do not exceed 80% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
- **For rental housing projects,** do not exceed 50% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development.

Priority may be given to projects that:

- Reduce disparities in home ownership
- Reduce housing cost burden, housing instability, or homelessness
- Improve the habitability of homes
- Create accessible housing
- Create more energy- or water-efficient homes

Gap financing is the difference between the costs of the property and either:

- The market value of the property upon sale
- The amount the targeted household can afford for housing, based on industry standards and practices.

If aid from this program is used for demolition or removal of existing structures, the cleared land must be used for the construction of housing to be owned or rented by persons who meet the income limits described above.

If an aid recipient uses the aid on new construction or substantial rehabilitation of a building containing more than four units, the loan recipient must construct, convert, or adapt the building to include:

- The greater of at least one unit or at least 5% of units that:
  - Are accessible as defined by section 1002 of the current State Building Code Accessibility Provisions for Dwellings Units in Minnesota
  - Include at least one roll-in shower

- The greater of at least one unit or at least 5% of units that are sensory-accessible with:
  - Soundproofing between shared walls for first and second floor units
  - No fluorescent lighting in units and common areas
  - Low-fume paint
  - Low-chemical carpet
  - Low-chemical carpet glue in units and common areas

Note: These guidelines do not relieve a project funded by this aid program from meeting other applicable accessibility requirements.

Reporting to Minnesota Housing

Beginning in 2025, aid recipients must submit a report annually to Minnesota Housing no later than December 1. The report must include documentation of the location of any unspent funds distributed and of qualifying projects completed or planned with funds.

For more information about the report and submission process, go to the Minnesota Housing Local Government Housing Programs under Local and Statewide Affordable Housing Aid.

Tribal Nation Application

All 11 federally recognized Tribal nations located in Minnesota are eligible to receive aid.

Eligible Tribal nations may choose to receive aid by:

1. Emailing PropTax.Admin@state.mn.us by January 15 of the year they would like to start receiving aid
2. Certify their most recent estimated number of enrolled members to PropTax.Admin@state.mn.us by March 1 of each year

For aid payable in 2024 only, Tribal nations have until June 30 to choose to receive aid and provide their most recent estimated number of enrolled members.

Questions?

For more information about this program, including answers to frequently asked questions, go to the Minnesota Housing Local Government Housing Programs under Local and Statewide Affordable Housing Aid.

You can email us about aid distribution at PropTax.Admin@state.mn.us.

462A.39 WORKFORCE HOUSING DEVELOPMENT PROGRAM.

Subdivision 1. **Establishment.** The commissioner of Minnesota housing finance shall establish a workforce housing development program to award grants or deferred loans to eligible project areas to be used for qualified expenditures. Grants or deferred loans authorized under this section may be made without limitations relating to the maximum incomes of the renters.

Subd. 2. **Definitions.** (a) For purposes of this section, the following terms have the meanings given.

(b) "Eligible project area" means a home rule charter or statutory city located outside of a metropolitan county as defined in section 473.121, subdivision 4, with a population exceeding 500; a community that has a combined population of 1,500 residents located within 15 miles of a home rule charter or statutory city located outside a metropolitan county as defined in section 473.121, subdivision 4; federally recognized Tribal reservations; or an area served by a joint county-city economic development authority.

(c) "Joint county-city economic development authority" means an economic development authority formed under Laws 1988, chapter 516, section 1, as a joint partnership between a city and county and excluding those established by the county only.

(d) "Market rate residential rental properties" means properties that are rented at market value, including new modular homes, new manufactured homes, and new manufactured homes on leased land or in a manufactured home park, and may include rental developments that have a portion of income-restricted units.

(e) "Qualified expenditure" means expenditures for market rate residential rental properties including acquisition of property; construction of improvements; and provisions of loans or subsidies, grants, interest rate subsidies, public infrastructure, and related financing costs.

Subd. 3. **Application.** The commissioner shall develop forms and procedures for soliciting and reviewing application for grants or deferred loans under this section. At a minimum, a city must include in its application a resolution of its governing body certifying that the matching amount as required under this section is available and committed.

Subd. 4. **Program requirements.** (a) The commissioner must not award a grant or deferred loans to an eligible project area under this section until the following determinations are made:

(1) the average vacancy rate for rental housing located in the eligible project area, and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period;

(2) one or more businesses located in the eligible project area, or within 25 miles of the area, that employs a minimum of 20 full-time equivalent employees in aggregate have provided a written statement to the eligible project area indicating that the lack of available rental housing has impeded their ability to recruit and hire employees; and

(3) the eligible project area has certified that the grants or deferred loans will be used for qualified expenditures for the development of rental housing to serve employees of businesses located in the eligible project area or surrounding area.

(b) Preference for grants or deferred loans awarded under this section shall be given to eligible project areas with less than 30,000 people.

(c) Among comparable proposals, preference must be given to projects with a higher proportion of units that are not income-restricted.

Subd. 5. **Allocation.** The amount of a grant or deferred loans may not exceed 50 percent of the rental housing development project cost. The commissioner shall not award a grant or deferred loans to an eligible project area without certification by the eligible project area that the amount of the grant or deferred loans shall be matched by a local unit of government, business, nonprofit organization, or federally recognized Tribe, with $1 for every $2 provided in grant or deferred loans funds.

Subd. 6. **Report.** Beginning January 15, 2018, the commissioner must annually submit a report to the chairs and ranking minority members of the senate and house of representatives committees having jurisdiction over taxes and workforce development specifying the projects that received grants or deferred loans under this section and the specific purposes for which the grant funds were used.

History: *2017 c 94 art 11 s 7; 2023 c 37 art 4 s 14,15*

Lakes Area Habitat for Humanity®

Promoting strength, self-reliance, and stability through shelter in Cass, Crow Wing, Hubbard and Wadena Counties

May 15, 2024

TO: James Kramvik
RE: Statewide Affordable Housing Aid

Please accept this request for funding from the Statewide Affordable Housing Aid allocation awarded to the City of Brainerd in December, 2023. Outlined on the second document is the breakdown of funding requests for 3 separate projects in Brainerd, each of which will ultimately result in new homeowner occupied homes in Brainerd.

The City of Brainerd is where we have built the most homes (of the 131 completed homes in our 4 county service area, well over half are in Brainerd). We know we have many more local families seeking our help in serving their housing needs and have committed to focusing on Brainerd as our primary area of house construction.

I welcome the opportunity to discuss at greater length any of these three requests or any other Habitat (or affordable housing) questions you may have.

Thank you for considering this request.

Kevin Pelkey

Kevin Pelkey, Executive Director
Lakes Area Habitat For Humanity

NOTE: according to the definitions in the SAHA statutes, LAHFH fulfills the requirements outlined in use of funds

P.O. Box 234 · Brainerd, MN 56401
Phone: 218.828.8517 Fax: 218.825.4867 Web: lakesareahabitat.org

STATEWIDE AFFORDABLE HOUSING AID

City of Brainerd allocation, December, 2023: $96,242

Project requests by Lakes Area Habitat For Humanity

*1911 Pine Street

3 bedroom home, 1.5 car attached garage under construction with adaptations for daughter with special needs (single mother with 2 children)

LAHFH funds raised to date for this build: $148,911.00
Cost to build "typical" homes in 2023-2024: $175,000.00
Additional expenses for adaptations: $15,000.00
Water line connection – lowest bid: $20,000 (water line is 13' deep; water table is at 6' feet resulting in need to dewater & line is on opposite side of street requiring street repair)

Gap in funding to complete home: $61,089

Request from SAHA funds: $50,000

*426 B Street

*Lot acquired in early 2024 with plans to build a home in 2025; lot had home destroyed by fire; all demolition complete and ready for an in-fill build; home will be owner occupied (family and size of home to be determined)

LAHFH funds requested as seed money to initiate fundraising: $20,000

*Lot acquisition in NE Brainerd (PID 41180628)

*Lot is vacant with homes on south and to the east; lot is in Rice Lake Watershed District making uses of this limited to smaller footprint than most homes built in today's housing market; LAHFH proposes a new home (variance will be requested) to build a home very similar in size/appearance as home on adjoining lot to south).

LAHFH funds requested to purchase the lot: $18,000

TOTAL FUNDS REQUESTED: $88,000 which will ultimately result in 3 new homeowner occupied homes in Brainerd

Future plans/projects: new home on lot owned by LAHFH on 8th Ave NE; 2-3 new homes on lots owned on Maple Street

*We will need to focus on acquiring more lots in Brainerd as our "inventory" is shrinking; we are always ready to consider in-fill lots vs only those in new sub-divisions

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Consider Setting Workshop for 2025 Capital Planning

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director, Jessie Dehn, Public Works Director

DEPARTMENT: Finance

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

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The past couple of years, the City has looked at the capital plan for equipment and facilities in March/April. With the audit and the Park Board doing a lot of capital planning, the capital plan discussion for 2025 has been delayed. Staff thinks it would be a good idea to have the infrastructure capital plan be looked reviewed at the same time, as the infrastructure plan plays a major role in debt service planning.

Historically, the City has used assessments to pay for infrastructure projects. City Engineer/Public Works Director has been looking into alternative funding sources to pay for infrastructure projects. Staff feels like a workshop would be a good opportunity discuss alternative funding options and the 2025 capital plan.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
Staff is proposing a workshop on either the week of June 24th of the week of July 8th.

RECOMMENDED ACTION/MOTION:
Schedule a budget workshop on June 25th or 26th at 6:00 p.m. to discuss 2025 capital.

FINANCIAL IMPACT:

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Approve Change Order and Final Pay Request - Imp 21-12 North Brainerd Reconstruction

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 a request for change order and the final pay request for Improvement 21-12 - North Brainerd Reconstruction. The change order request includes several additional work requests that staff has requested to address various resident concerns. Staff has reviewed the work and the proposed cost for the change order and feels that the costs are appropriate for the requested work. Including the requested change order, the total cost of the project would be $3,885,594.98. The original contract bid of the project was $3,942,248.75. This would be $56,653.77 below the original bid amount or 1.44% below.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff has been following up with the contractor on punch list items with the contractor this spring on any remaining items from last year including the re-seeding of Phase 3 that was left out due to the weather conditions arising from the drought that was encountered last construction season. We have seen sufficient turf re-establishment of Phase 3 as well as the entire project and the contractor has completed all required punch list items.

RECOMMENDED ACTION/MOTION: Staff is recommending approval of the requested change order and final pay request for Improvement 21-12 - North Brainerd Reconstruction.

FINANCIAL IMPACT: $208,488.50 (Final Pay Amount)

DeChantal EXCAVATING, LLC

P.O. Box 315
Brainerd, MN 56401

Quote

Date	Quote #
6/2/2024	1617

Name / Address
City of Brainerd 501 Laurel Street Brainerd, MN 56401

Description	Quanity	Unit Cost	Unit	Total
* Project at 316 N 6th Street				
1. Install french drain in boulevard. (2023)	1	2,056.00	LS	2,056.00
10% OH&P	1	205.60	LS	205.60
Subtotal				2,261.60
* Extra Work at 323 N 7th Street				
1. Minor grading and topsoiling for catwalk off N 7th (2023)	1	325.00	LS	325.00
2. Remobilization	1	225.00	LS	225.00
3. Remove concrete sidewalk off Juniper Street catwalk	26	0.85	SF	22.10
4. Install new concrete sidewalk	26	5.60	SF	145.60
5. Sawing Concrete Pavement	8	4.00	LF	32.00
6. Black Dirt Touchup	1	155.00	LS	155.00
Subtotal				904.70
* Extra Work at St Francis Church / School				
1. Remobilization	1	225.00	LS	225.00
2. Remove 2 concrete sidewalk panels.	72	0.85	SF	61.20
3. Install new concrete sidewalk panels.	72	5.60	SF	403.20
4. Sawing Concrete Pavement	30	4.00	LF	120.00
5. Black Dirt Touchup	1	155.00	LS	155.00
Subtotal				964.40
* Extra Work at 512 N 7th Street - (2023)				
1. Remobilization	1	225.00	LS	225.00
2. Remove concrete sidewalk (Catwalk)	67.5	0.85	SF	57.38
3. Install new concrete (Catwalk)	67.5	5.60	SF	378.00
4. Sawing concrete pavement	4.5	4.00	LF	18.00
5. Minor grading and topsoiling for drainage.	1	360.00	LS	360.00
Subtotal				1,038.38
	Total			**$5,169.08**

Office: 218-828-4636
Cell: 218-839-1318
Fax: 218-824-1510
Email: adechantal@gmail.com

Contract Number: 2022-03
Pay Request Number: 7

Project Number	Project Description
21-12	North Brainerd Reconstruction

Contractor:	DeChantal Excavating LLC P O Box 315 Brainerd, MN 56401	**Vendor Number:** **Up To Date:**	N/A 06/11/2024

Contract Amount		**Funds Encumbered**	
Original Contract	$3,942,248.75	Original	$3,942,248.75
Contract Changes	$49,010.48	Additional	N/A
Revised Contract	$3,991,259.23	Total	$3,942,248.75

Work Certified To Date	
Base Bid Items	$3,836,584.50
Contract Changes	$49,010.48
Material On Hand	$0.00
Total	$3,885,594.98

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
$14,956.58	$3,885,594.98	$0.00	$3,677,106.48	$208,488.50	$3,885,594.98
		Percent: Retained: 0%			Percent Complete: 97.35%

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

City Engineer
Obtained
Date

Approved By DeChantal Excavating LLC

Contractor
Obtained
Date

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	2023-04-21	$695,908.18	$34,795.41	$661,112.77
2	2023-05-26	$932,357.62	$46,617.88	$885,739.74
3	2023-07-07	$860,545.45	$43,027.27	$817,518.18
4	2023-07-28	$714,916.33	$35,745.82	$679,170.51
5	2023-08-25	$446,640.23	$22,332.01	$424,308.22
6	2023-10-12	$220,270.59	$11,013.53	$209,257.06
7	2024-06-11	$14,956.58	($193,531.92)	$208,488.50

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
Juniper Street		$1,193,565.20	$0.00	$1,122,813.16	$70,752.04	$1,193,565.20
Juniper Street BPU		$301,167.30	$0.00	$286,108.93	$15,058.37	$301,167.30
Juniper Street Storm Sewer		$386,994.10	$0.00	$367,644.39	$19,349.71	$386,994.10
N 3rd Street		$515,261.55	$0.00	$489,498.48	$25,763.07	$515,261.55
N 3rd Street BPU		$250,116.10	$0.00	$237,610.30	$12,505.80	$250,116.10
N 3rd Street Storm Sewer		$41,118.80	$0.00	$39,062.86	$2,055.94	$41,118.80
N 6th Street		$270,638.40	$0.00	$254,957.96	$15,680.44	$270,638.40
N 6th Street BPU		$126,318.15	$0.00	$120,002.25	$6,315.90	$126,318.15
N 6th Street Storm Sewer		$82,722.15	$0.00	$78,586.05	$4,136.10	$82,722.15
N 7th Street		$318,277.13	$0.00	$301,376.81	$16,900.32	$318,277.13
N 7th Street BPU		$245,888.25	$0.00	$233,593.83	$12,294.42	$245,888.25
N 7th Street Storm Sewer		$153,527.85	$0.00	$145,851.46	$7,676.39	$153,527.85

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
City Of Brainerd	Local-City of Brainerd	$208,488.50	$3,991,259.23	$3,942,248.75	$3,885,594.98

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501/00010	MOBILIZATION	LS	$181,833.00	1	0	$0.00	1	$181,833.00
Base Bid	2	2101.524/00040	CLEARING	TREE	$475.00	18	0	$0.00	27	$12,825.00
Base Bid	3	2101.524/00050	GRUBBING	TREE	$125.00	54	0	$0.00	57	$7,125.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	4	2104.502/0001111	REMOVE SHRUB	EACH	$25.00	24	0	$0.00	11	$275.00
Base Bid	5	2104.502/00600	REMOVE CONCRETE STEPS	EACH	$85.00	11	0	$0.00	11	$935.00
Base Bid	6	2104.502/00770	REMOVE MANHOLE OR CATCH BASIN	EACH	$415.00	60	0	$0.00	60	$24,900.00
Base Bid	7	2104.502/00820	REMOVE CASTING	EACH	$85.00	23	0	$0.00	23	$1,955.00
Base Bid	8	2104.502/00850	REMOVE GATE VALVE & BOX	EACH	$200.00	13	0	$0.00	13	$2,600.00
Base Bid	9	2104.502/00860	REMOVE CURB STOP & BOX	EACH	$150.00	54	0	$0.00	55	$8,250.00
Base Bid	10	2104.502/00880	REMOVE HYDRANT	EACH	$250.00	2	0	$0.00	2	$500.00
Base Bid	11	2104.502/02090	SALVAGE HYDRANT	EACH	$1,500.00	4	0	$0.00	4	$6,000.00
Base Bid	12	2104.503/00195	SAWING CONCRETE PAVEMENT (FULL DEPTH)	L F	$4.00	1749	0	$0.00	1860	$7,440.00
Base Bid	13	2104.503/00210	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	L F	$1.90	1912	0	$0.00	2051	$3,896.90
Base Bid	14	2104.503/00270	REMOVE WATER MAIN	L F	$5.00	1937	0	$0.00	3578	$17,890.00
Base Bid	15	2104.503/00290	REMOVE SEWER PIPE (SANITARY)	L F	$5.00	55	0	$0.00	55	$275.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	16	2104.503/00285	REMOVE SEWER PIPE (STORM)	L F	$10.35	2464	0	$0.00	3558	$36,825.30
Base Bid	17	2104.503/00315	REMOVE CURB & GUTTER	L F	$3.10	13603	0	$0.00	13758	$42,649.80
Base Bid	18	2104.503/01220	SALVAGE FENCE	L F	$16.00	60	0	$0.00	98	$1,568.00
Base Bid	19	2104.503/01610	SALVAGE METAL RAILING	L F	$35.00	6	0	$0.00	6	$210.00
Base Bid	20	2104.503/01611	REMOVE LANDSCAPE EDGER	L F	$0.85	720	0	$0.00	648	$550.80
Base Bid	21	2104.503/00850	REMOVE WATER SERVICE PIPE	L F	$3.00	2167	0	$0.00	1513	$4,539.00
Base Bid	22	2104.504/00080	REMOVE CONCRETE DRIVEWAY PAVEMENT	S Y	$4.65	1452	0	$0.00	1470	$6,835.50
Base Bid	23	2104.504/00090	REMOVE CONCRETE PAVEMENT	S Y	$7.85	14944	0	$0.00	14952	$117,373.20
Base Bid	24	2104.504/00110	REMOVE BITUMINOUS DRIVEWAY PAVEMENT	S Y	$3.50	834	0	$0.00	1008	$3,528.00
Base Bid	25	2104.504/00120	REMOVE BITUMINOUS PAVEMENT	S Y	$2.45	29818	0	$0.00	29931	$73,330.95
Base Bid	26	2104.518/00329	REMOVE LANDSCAPE MULCH	S F	$1.00	2739	0	$0.00	2605	$2,605.00
Base Bid	27	2104.518/00330	REMOVE LANDSCAPE ROCK	S F	$1.65	113	0	$0.00	113	$186.45

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	28	2104.518/00130	REMOVE CONCRETE SIDEWALK	S F	$0.85	40051	0	$0.00	45368	$38,562.80
Base Bid	29	2104.618/00030	REMOVE STONE PAVERS	S F	$0.85	2678	0	$0.00	2994	$2,544.90
Base Bid	30	2104.618	SALVAGE STONE PAVERS	S F	$9.95	452	0	$0.00	199	$1,980.05
Base Bid	31	2105.504/00035	GEOTEXTILE FABRIC TYPE 5	S Y	$2.95	284	0	$0.00	70	$206.50
Base Bid	32	2105.507/00015	COMMON EXCAVATION	C Y	$12.75	7249	0	$0.00	6983	$89,033.25
Base Bid	33	2105.507/00390	STABILIZING AGGREGATE	C Y	$8.00	850	0	$0.00	0	$0.00
Base Bid	34	2130.523/00010	WATER	MGAL	$65.00	170	0	$0.00	35.6	$2,314.00
Base Bid	35	2211.509/00070	AGGREGATE BASE CLASS 5	TON	$20.40	6136	0	$0.00	6091	$124,256.40
Base Bid	36	2360.509/12300	TYPE SP 9.5 WEARING COURSE MIX (2,C)	TON	$90.00	3541	0	$0.00	3760	$338,400.00
Base Bid	37	2411.502/00210	CONCRETE STAIRWAY	EACH	$1,200.00	10	0	$0.00	0	$0.00
Base Bid	38	2503.503/06121	12" CP PIPE SEWER (SMOOTH)	L F	$30.75	30	0	$0.00	29	$891.75
Base Bid	39	2503.503/19123	12" RC PIPE SEWER DES 3006 CL III	L F	$51.40	1496	0	$0.00	1356	$69,698.40

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	40	2503.503/19153	15" RC PIPE SEWER DES 3006 CL III	L F	$60.90	2372	0	$0.00	2365	$144,028.50
Base Bid	41	2503.503/19183	18" RC PIPE SEWER DES 3006 CL III	L F	$64.80	520	0	$0.00	490	$31,752.00
Base Bid	42	2503.503/19243	24" RC PIPE SEWER DES 3006 CL III	L F	$88.15	53	0	$0.00	51	$4,495.65
Base Bid	43	2503.503/19273	27" RC PIPE SEWER DES 3006 CL III	L F	$110.20	22	0	$0.00	12	$1,322.40
Base Bid	44	2503.503/13030	3" PVC PIPE SEWER	L F	$56.45	4	0	$0.00	4	$225.80
Base Bid	45	2503.503/13060	6" PVC PIPE SEWER	L F	$66.75	54	0	$0.00	40	$2,670.00
Base Bid	46	2503.503/13080	8" PVC PIPE SEWER	L F	$82.25	98	0	$0.00	105	$8,636.25
Base Bid	47	2503.602/00220	ADJUST SANITARY SEWER CLEAN-OUT	EACH	$175.00	1	0	$0.00	0	$0.00
Base Bid	48	2503.602/00250	CONSTRUCT BULKHEAD	EACH	$440.00	16	0	$0.00	5	$2,200.00
Base Bid	49	2503.602	6" PIPE CAP (SANITARY)	EACH	$86.70	2	0	$0.00	0	$0.00
Base Bid	50	2503.602	4" PIPE PLUG (WATERMAIN)	EACH	$236.00	2	0	$0.00	0	$0.00
Base Bid	51	2503.602	6" PIPE PLUG (WATERMAIN)	EACH	$428.00	16	0	$0.00	5	$2,140.00
Base Bid	52	2503.602/00300	CONNECT TO EXISTING SANITARY SEWER	EACH	$2,500.00	1	0	$0.00	1	$2,500.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	53	2503.603/20130	FILL & ABANDON PIPE	L F	$5.95	4043	0	$0.00	2412	$14,351.40
Base Bid	54	2503.604/00004	4" INSULATION	S Y	$50.05	176	0	$0.00	114	$5,705.70
Base Bid	55	2504.601/00040	TEMPORARY WATER SERVICE	LS	$45,000.00	1	0	$0.00	1	$45,000.00
Base Bid	56	2504.602	WATER SERVICE TAP & HOOKUP SPECIAL	EACH	$2,056.00	5	0	$0.00	4	$8,224.00
Base Bid	57	2504.602/00003	WATER SERVICE TAP & HOOKUP	EACH	$1,332.00	49	0	$0.00	50	$66,600.00
Base Bid	58	2504.602/00010	CONNECT TO EXISTING WATER MAIN	EACH	$1,600.00	18	0	$0.00	17	$27,200.00
Base Bid	59	2504.602/00020	HYDRANT	EACH	$6,625.00	6	0	$0.00	6	$39,750.00
Base Bid	60	2504.602/00035	ADJUST VALVE BOX-WATER	EACH	$250.00	2	0	$0.00	0	$0.00
Base Bid	61	2504.602/00048	INSTALL PLUG	EACH	$425.00	18	0	$0.00	5	$2,125.00
Base Bid	62	2504.602/00806	6" GATE VALVE & BOX	EACH	$3,022.00	31	0	$0.00	30	$90,660.00
Base Bid	63	2504.602	TURN OFF CURB STOP	EACH	$1,000.00	1	0	$0.00	1	$1,000.00
Base Bid	64	2504.602/00808	8" GATE VALVE & BOX	EACH	$3,505.00	10	0	$0.00	10	$35,050.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	65	2504.602/03008	ADJUST CURB BOX	EACH	$225.00	4	0	$0.00	0	$0.00
Base Bid	66	2504.603/00710	1" TYPE K COPPER PIPE	L F	$45.40	1839	0	$0.00	1963	$89,120.20
Base Bid	67	2504.603/00720	2" TYPE K COPPER PIPE	L F	$68.70	84	0	$0.00	44	$3,022.80
Base Bid	68	2504.603/01062	6" WATERMAIN DUCTILE IRON CL 52	L F	$65.05	4563	0	$0.00	4564	$296,888.20
Base Bid	69	2504.603/01082	8" WATERMAIN DUCTILE IRON CL 52	L F	$82.40	1352	0	$0.00	1358	$111,899.20
Base Bid	70	2504.608/00020	DUCTILE IRON FITTINGS	LB	$15.40	4863	0	$0.00	3323	$51,174.20
Base Bid	71	2506.502/02007	CONSTRUCT DRAINAGE STRUCTURE DES 4007	EACH	$4,553.00	1	0	$0.00	1	$4,553.00
Base Bid	72	2506.502/06000	CASTING ASSEMBLY	EACH	$1,155.00	22	0	$0.00	24	$27,720.00
Base Bid	73	2506.502/06020	ADJUST FRAME & RING CASTING	EACH	$550.00	1	0	$0.00	1	$550.00
Base Bid	74	2506.602/061501	PLUG DRAINAGE STRUCTURE	EACH	$1,475.00	1	0	$0.00	1	$1,475.00
Base Bid	75	2506.602/06200	CONNECT INTO EXISTING DRAINAGE STRUCTURE	EACH	$1,860.00	1	0	$0.00	1	$1,860.00
Base Bid	76	2506.502/00072	CONST DRAINAGE STRUCTURE DESIGN G OR H	EACH	$3,718.00	21	0	$0.00	21	$78,078.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	77	2506.502/02420	CONST DRAINAGE STRUCTURE DES 48-4020	EACH	$4,411.00	46	0	$0.00	46	$202,906.00
Base Bid	78	2506.502/03020	CONST DRAINAGE STRUCTURE DES 60-4020	EACH	$6,572.00	4	0	$0.00	4	$26,288.00
Base Bid	79	2506.502/03620	CONST DRAINAGE STRUCTURE DES 72-4020	EACH	$8,767.00	1	0	$0.00	1	$8,767.00
Base Bid	80	2506.602/06210	CONNECT INTO EXISTING STORM SEWER	EACH	$1,275.00	17	0	$0.00	17	$21,675.00
Base Bid	81	2506.602/06420	SEAL DRAINAGE STRUCTURE	EACH	$197.00	27	0	$0.00	15	$2,955.00
Base Bid	82	2506.602/06470	CONCRETE COLLAR	EACH	$1,200.00	9	0	$0.00	3	$3,600.00
Base Bid	83	2506.603	SUPPORT DRAINAGE PIPE (SANITARY)	EACH	$750.00	2	0	$0.00	0	$0.00
Base Bid	84	2521.518/00040	4" CONCRETE WALK	S F	$5.60	24179	0	$0.00	35140	$196,784.00
Base Bid	85	2521.518/00060	6" CONCRETE WALK	S F	$10.75	19986	0	$0.00	16676	$179,267.00
Base Bid	86	2521.618/00240	4" CONCRETE WALK SPECIAL	S F	$9.85	1670	0	$0.00	0	$0.00
Base Bid	87	2521.618/00260	6" CONCRETE WALK SPECIAL	S F	$11.75	171	0	$0.00	1580	$18,565.00
Base Bid	88	2531.503/02315	CONCRETE CURB & GUTTER DESIGN B618	L F	$16.50	14690	0	$0.00	14403	$237,649.50

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	89	2531.503	CONCRETE CURB & GUTTER, DES V6	L F	$40.00	103	0	$0.00	67	$2,680.00
Base Bid	90	2531.503/02320	CONCRETE CURB & GUTTER DESIGN B624	L F	$19.75	562	0	$0.00	596	$11,771.00
Base Bid	91	2531.504/00070	7" CONCRETE DRIVEWAY PAVEMENT	S Y	$65.75	2612	0	$0.00	2196	$144,387.00
Base Bid	92	2531.618	TRUNCATED DOME (RED)	S F	$50.00	1320	0	$0.00	1265	$63,250.00
Base Bid	93	2540.602	SALVAGE & REINSTALL MAILBOX	EACH	$200.00	10	0	$0.00	7	$1,400.00
Base Bid	94	2540.602/00145C	TEMPORARY MAILBOX SUPPORT	LS	$35.00	72	0	$0.00	7	$245.00
Base Bid	95	2540.603/00330	LANDSCAPE EDGER	L F	$5.00	478	0	$0.00	141	$705.00
Base Bid	96	2540.618/00114	INSTALL STONE PAVERS	S F	$29.50	391	0	$0.00	140	$4,130.00
Base Bid	97	2541.601/00010	RELOCATE HISTORIC MARKER	LS	$2,000.00	1	0	$0.00	0	$0.00
Base Bid	98	2557.603	INSTALL RAILING	L F	$50.00	6	0	$0.00	0	$0.00
Base Bid	99	2557.603/11050	INSTALL FENCE	L F	$20.00	65	0	$0.00	27	$540.00
Base Bid	100	2563.601/00010	TRAFFIC CONTROL	LS	$7,950.00	1	0	$0.00	1	$7,950.00
Base Bid	101	2571.524/12200	DECIDUOUS TREE 2" CAL B&B	TREE	$895.00	89	0	$0.00	96	$85,920.00

Contract Item Status

Base/Alt	Line	Item	Description	Units	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	102	2571.525/12040	DECIDUOUS SHRUB 4' HT B&B	SHRB	$195.00	21	0	$0.00	3	$585.00
Base Bid	103	2572.602/00015	TREE PRUNING	EACH	$200.00	8	0	$0.00	13	$2,600.00
Base Bid	104	2573.501/00025	STABILIZED CONSTRUCTION EXIT	LS	$25,000.00	1	0	$0.00	1	$25,000.00
Base Bid	105	2573.501/00030	EROSION CONTROL SUPERVISOR	LS	$2,000.00	1	0	$0.00	1	$2,000.00
Base Bid	106	2573.502/00110	STORM DRAIN INLET PROTECTION	EACH	$150.00	125	0	$0.00	128	$19,200.00
Base Bid	107	2573.503/00060	SEDIMENT CONTROL LOG TYPE STRAW	L F	$4.50	200	0	$0.00	0	$0.00
Base Bid	108	2574.507/001001111	COMMON TOPSOIL BORROW (LV)	C Y	$36.00	2512	0	$0.00	2262	$81,432.00
Base Bid	109	2575.501/00020	TURF ESTABLISHMENT	LS	$39,150.00	1	0.25	$9,787.50	1	$39,150.00
Base Bid	110	2575.523/00020	RAPID STABILIZATION METHOD 3	MGAL	$45.00	20	0	$0.00	13	$585.00
Base Bid	111	2575.604/00170	MULCH MATERIAL TYPE SPECIAL	S Y	$9.95	1832	0	$0.00	385	$3,830.75
Base Bid	112	2575.607/00120	LANDSCAPE ROCK	C Y	$125.00	24	0	$0.00	32	$4,000.00
Base Bid Totals:								**$9,787.50**		**$3,836,584.50**

Project Category Totals			
Project	**Category**	**Amount This Request**	**Amount To Date**
21-12		$9,787.50	$3,836,584.50

Contract Change Item Status

Project	CC	Line	Item	Unit Price	Contract Quantity	Contract Amount	New Item or Adj to Existing	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
21-12	CO2	113	2105.607 GRANULAR BORROW (LV) (C Y)	$21.35	1536	$32,793.60	ITM	$0.00	$0.00	1536	$32,793.60
21-12	CO3	114	2563.601 TRAFFIC CONTROL (LS)	$1,056.00	1	$1,056.00	ITM	$0.00	$0.00	1	$1,056.00
21-12	CO4	115	2105.507 COMMON BORROW (LV) (C Y)	$21.35	468	$9,991.80	ITM	$0.00	$0.00	468	$9,991.80
21-12	CO5	116	- FRENCH DRAIN INSTALL (316 N 6TH STREET) (L S)	$2,261.60	1	$2,261.60	ITM	$1.00	$2,261.60	1	$2,261.60
21-12	CO5	117	- REPLACE CONCRETE WALK (817 JUNIPER STREET) (L S)	$964.40	1	$964.40	ITM	$1.00	$964.40	1	$964.40
21-12	CO5	118	- REPLACE CONCRETE WALK (512 N 7TH STREET) (L S)	$1,038.38	1	$1,038.38	ITM	$1.00	$1,038.38	1	$1,038.38
21-12	CO5	119	- REPLACE CONCRETE WALK (323 N 7TH STREET) (L S)	$904.70	1	$904.70	ITM	$1.00	$904.70	1	$904.70
Contract Change Totals:									**$5,169.08**		**$49,010.48**

Contract Change Totals

Number	Description	Effective Date	Amount
2	Change order for the furnishing and installing of Granular Borrow to supplement material onsite.	05/10/2023	$32,793.60
3	Change order for additional signage directed by Engineering staff per Hospital request. Two Signs reading "Emergency Room Use 2nd St N."	05/26/2023	$1,056.00
4	This change order is for the additional borrow material that was needed to be brought in for Phase 3 of the project.	08/29/2023	$9,991.80
5	Final additional work charges before project closeout. See "Invoice - Extras Before Closeout" pdf invoice.	06/11/2024	$5,169.08

Material On Hand Additions

Line	Item	Description	Date	Added	Comments

Material On Hand Balance

Line	Item	Description	Date	Added	Used	Remaining
45	2503.503/13060	6" PVC PIPE SEWER	2023-04-21	6 L F $348.37	6 L F $348.37	0 L F $0.00
46	2503.503/13080	8" PVC PIPE SEWER	2023-04-21	9 L F $696.12	9 L F $696.12	0 L F $0.00
54	2503.604/00004	4" INSULATION	2023-04-21	72 S Y $3,559.13	72 S Y $3,559.13	0 S Y $0.00

54	2503.604/00004	4" INSULATION	2023-04-21	8 S Y $373.25	8 S Y $373.25	0 S Y $0.00
54	2503.604/00004	4" INSULATION	2023-04-21	10 S Y $482.12	10 S Y $482.12	0 S Y $0.00
54	2503.604/00004	4" INSULATION	2023-04-21	24 S Y $1,197.50	24 S Y $1,197.50	0 S Y $0.00
56	2504.602	WATER SERVICE TAP & HOOKUP SPECIAL	2023-04-21	1 EACH $977.99	1 EACH $977.99	0 EACH $0.00
56	2504.602	WATER SERVICE TAP & HOOKUP SPECIAL	2023-04-21	1 EACH $977.99	1 EACH $977.99	0 EACH $0.00
56	2504.602	WATER SERVICE TAP & HOOKUP SPECIAL	2023-04-21	1 EACH $1,955.98	1 EACH $1,955.98	0 EACH $0.00
56	2504.602	WATER SERVICE TAP & HOOKUP SPECIAL	2023-04-21	1 EACH $977.99	1 EACH $977.99	0 EACH $0.00
59	2504.602/00020	HYDRANT	2023-04-21	1 EACH $4,538.45	1 EACH $4,538.45	0 EACH $0.00
59	2504.602/00020	HYDRANT	2023-04-21	2 EACH $9,076.90	2 EACH $9,076.90	0 EACH $0.00
59	2504.602/00020	HYDRANT	2023-04-21	1 EACH $4,538.45	1 EACH $4,538.45	0 EACH $0.00
59	2504.602/00020	HYDRANT	2023-04-21	2 EACH $9,076.90	2 EACH $9,076.90	0 EACH $0.00
62	2504.602/00806	6" GATE VALVE & BOX	2023-04-21	7 EACH $20,658.30	7 EACH $20,658.30	0 EACH $0.00
62	2504.602/00806	6" GATE VALVE & BOX	2023-04-21	5 EACH $12,499.14	5 EACH $12,499.14	0 EACH $0.00
62	2504.602/00806	6" GATE VALVE & BOX	2023-04-21	2 EACH $3,124.78	2 EACH $3,124.78	0 EACH $0.00
62	2504.602/00806	6" GATE VALVE & BOX	2023-04-21	3 EACH $6,249.57	3 EACH $6,249.57	0 EACH $0.00
64	2504.602/00808	8" GATE VALVE & BOX	2023-04-21	4 EACH $11,504.12	4 EACH $11,504.12	0 EACH $0.00
64	2504.602/00808	8" GATE VALVE & BOX	2023-04-21	1 EACH $2,876.03	1 EACH $2,876.03	0 EACH $0.00
64	2504.602/00808	8" GATE VALVE & BOX	2023-04-21	5 EACH $14,380.15	5 EACH $14,380.15	0 EACH $0.00
68	2504.603/01062	6" WATERMAIN DUCTILE IRON CL 52	2023-04-21	1,319 L F $85,762.37	1,319 L F $85,762.37	0 L F $0.00
68	2504.603/01062	6" WATERMAIN DUCTILE IRON CL 52	2023-04-21	402 L F $26,078.28	402 L F $26,078.28	0 L F $0.00
68	2504.603/01062	6" WATERMAIN DUCTILE IRON CL 52	2023-04-21	470 L F $30,505.25	470 L F $30,505.25	0 L F $0.00

68	2504.603/01 062	6" WATERMAIN DUCTILE IRON CL 52	2023-04-21	58 L F $3,750.89	58 L F $3,750.89	0 L F $0.00
69	2504.603/01 082	8" WATERMAIN DUCTILE IRON CL 52	2023-04-21	40 L F $3,293.04	40 L F $3,293.04	0 L F $0.00
69	2504.603/01 082	8" WATERMAIN DUCTILE IRON CL 52	2023-04-21	12 L F $925.75	12 L F $925.75	0 L F $0.00
69	2504.603/01 082	8" WATERMAIN DUCTILE IRON CL 52	2023-04-21	625 L F $51,431.77	625 L F $51,431.77	0 L F $0.00
70	2504.608/00 020	DUCTILE IRON FITTINGS	2023-04-21	502 LB $7,729.37	502 LB $7,729.37	0 LB $0.00
70	2504.608/00 020	DUCTILE IRON FITTINGS	2023-04-21	529 LB $8,142.32	529 LB $8,142.32	0 LB $0.00
70	2504.608/00 020	DUCTILE IRON FITTINGS	2023-04-21	98 LB $1,505.29	98 LB $1,505.29	0 LB $0.00
70	2504.608/00 020	DUCTILE IRON FITTINGS	2023-04-21	594 LB $9,133.06	594 LB $9,133.06	0 LB $0.00
72	2506.502/06 000	CASTING ASSEMBLY	2023-04-21	1 EACH $758.00	1 EACH $758.00	0 EACH $0.00
72	2506.502/06 000	CASTING ASSEMBLY	2023-04-21	2 EACH $1,516.00	2 EACH $1,516.00	0 EACH $0.00
77	2506.502/02 420	CONST DRAINAGE STRUCTURE DES 48-4020	2023-04-21	2 EACH $6,282.39	2 EACH $6,282.39	0 EACH $0.00
77	2506.502/02 420	CONST DRAINAGE STRUCTURE DES 48-4020	2023-04-21	2 EACH $5,025.91	2 EACH $5,025.91	0 EACH $0.00
77	2506.502/02 420	CONST DRAINAGE STRUCTURE DES 48-4020	2023-04-21	4 EACH $15,077.74	4 EACH $15,077.74	0 EACH $0.00

Contract Total	**$3,885,594.98**

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Award Bid - Imp 23-11 - O Street Outfall Repair

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Staff has requested bids for the O Street Outfall Repair project, planned for 2024. As discussed at the May 20th Council meeting, after reviewing the existing scope of repairs needed, the estimate totaled $68,552, over the budgeted amount of $50,000. This work included addressing a street flooding issue by adding a second catch basin in O Street as well as repairing the collapsed pipe. To better identify the costs of the repair to the collapsed outfall pipe and the work within the street to install the second catch basin, staff reconfigured the plan sheet to identify the bid items into a Base Bid and Alternative format.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: We have received 3 bids for the project. Those bids are attached. The low bidder for the project was DeChantal Excavating with a total bid of $109,103.00. Council could consider a couple options.

1. Award Base Bid only to DeChantal Excavating in the amount of $62,865.50
2. Award Base Bid plus Alternate to DeChantal Excavating in the amount of $109,103.00
3. Make no award.

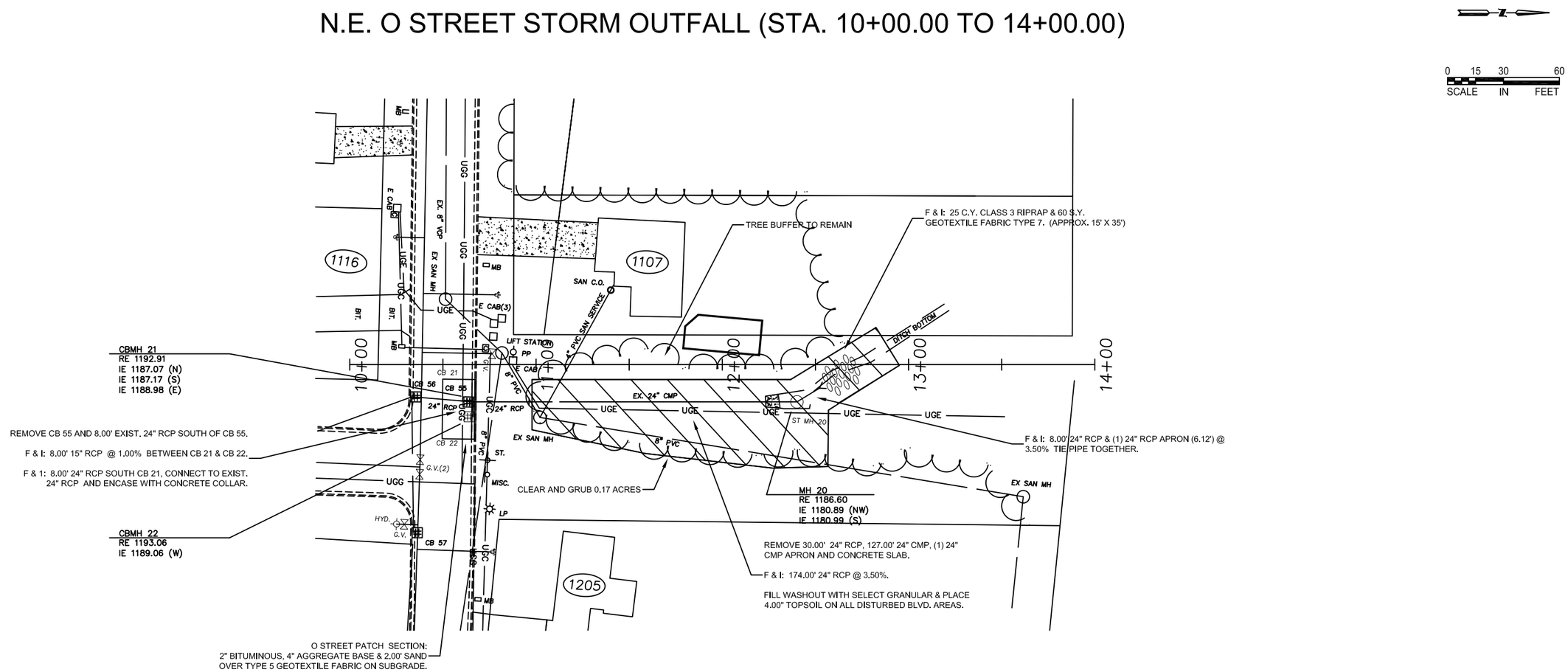
Project is intended to be funded by the Storm Sewer Fund.

RECOMMENDED ACTION/MOTION: Staff recommends option 2, award Base Bid plus Alternate to DeChantal Excavating in the amount of $109,103.00

FINANCIAL IMPACT: Dependent on Council action

	Imp. 23-11 O Street Outfall Reconstruction Bid Tabulation		
	DeChantal Excavating	J & J Excavating	Anderson Brothers
Base Bid	$62,865.50	$70,338.00	$74,680.39
Alternate Bid	$46,237.50	$52,295.00	$56,747.76

N.E. O STREET STORM OUTFALL (STA. 10+00.00 TO 14+00.00)



ESTIMATED QUANTITIES

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY
1	2021.501	MOBILIZATION	LUMP SUM	1
2	2021.505	CLEARING	ACRE	0.17
3	2021.505	GRUBBING	ACRE	0.17
4	2104.502	REMOVE PIPE APRON	EACH	1
5	2104.502	REMOVE MANHOLE OR CATCH BASIN	EACH	1
6	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	62
7	2104.503	REMOVE SEWER PIPE (STORM)	LIN FT	165
8	2104.503	REMOVE CURB AND GUTTER	LIN FT	30
9	2104.504	REMOVE CONCRETE SLAB	SQ YD	5
10	2104.504	REMOVE BITUMINOUS PAVEMENT	SQ YD	56
11	2105.504	GEOTEXTILE FABRIC TYPE 5	SQ YD	56
12	2105.607	SELECT GRANULAR BORROW	CU YD	189
13	2211.509	AGGREGATE BASE CLASS 5	TON	11
14	2360.509	TYPE SP 9.5 WEARING COARSE MIXTURE (2:C)	TON	7
15	2501.502	24" RC PIPE APRON	EACH	1

ESTIMATED QUANTITIES

ITEM NO.	SPEC. NO.	DESCRIPTION	UNIT	TOTAL ESTIMATED QUANTITY
16	2501.503	15" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	8
17	2501.503	24" RC PIPE SEWER DESIGN 3006 CLASS III	LIN FT	190
18	2501.602	PRECAST HEADWALLS	EACH	1
19	2506.502	CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020	EACH	3
20	2506.602	CONNECT INTO EXISTING STORM SEWER	EACH	1
21	2506.602	CONCRETE COLLAR	EACH	1
22	2511.504	GEOTEXTILE FILTER TYPE 7	SQ YD	60
23	2511.507	RANDOM RIP RAP CLASS III	CU YD	25
24	2531.503	CONCRETE CURB AND GUTTER DESIGN B618	LIN FT	30
25	2563.601	TRAFFIC CONTROL	LUMP SUM	1
26	2573.502	STORM DRAIN INLET PROTECTION	EACH	5
27	2574.507	COMMON TOPSOIL BORROW (C.V.)	CU YD	137
28	2575.501	TURF ESTABLISHMENT	LUMP SUM	1

REV. #	DATE	
1	XX/XX/XX	BID ISSUE

BRAINERD

CITY OF BRAINERD
ENGINEERING DEPARTMENT
501 LAUREL STREET
BRAINERD, MN 56401

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer under the laws of the state of Minnesota.

Jessie Dehn Date 02/14/24
JESSIE DEHN, P.E. License No. 57747

O STREET OUTFALL RECONSTRUCTION
IMP. NO. 23-11
PLAN SHEET
SHEET 01 OF 01

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Adopt Resolution - 2025 Transit Operating and Capital Grant

AGENDA: SPW Committee

ACTION REQUESTED: Adopt Resolution

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 the resolution that allows the City the ability to enter into an agreement with the State of Minnesota to provide public transportation services in the Cities of Brainerd and Baxter and Crow Wing County.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This resolution is similar as those passed for prior grant cycles with the State of Minnesota. The agreement provides for a local share of 5% of total operating costs and 10% of total capital costs, with the State of Minnesota's share being 95% and 90% respectively.

RECOMMENDED ACTION/MOTION: Staff recommends adoption of the attached resolution entering into the grant agreement with MnDOT for providing transit services.

FINANCIAL IMPACT: N/A

R E S O L U T I O N

NO _____

A RESOLUTION AUTHORIZING AN AGREEMENT WITH THE STATE OF MINNESOTA TO PROVIDE PUBLIC TRANSPORTATION SERVICES IN THE YEAR 2025

BE IT RESOLVED, that the City of Brainerd enters into an Agreement with the State of Minnesota to provide public transportation services in Crow Wing County in 2025; and,

BE IT RESOLVED, that the City of Brainerd agrees to provide a local share of 5 percent of the total operating cost and 10 percent of the total capital costs; and,

BE IT RESOLVED, that the City of Brainerd agrees to provide 100 percent of the local share necessary for expenses that exceed funds available from the State; and,

BE IT FURTHER RESOLVED, that the City of Brainerd authorizes the Mayor and the City Administrator to execute the aforementioned Agreement and any amendments thereto.

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

City Council
Agenda Request

MEETING DATE: June 17, 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 five (5) 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:
1306 Quince St. - Junk/Debris/Blight
918 4th Ave NE - Exterior Structure
620 2nd Ave NE - Junk/Debris/Blight
401 Holly St - Fence and Outdoor Storage
523 Grove St - Exterior Structure and Work Without Permit

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

RECOMMENDED ACTION/MOTION:
See memo

FINANCIAL IMPACT: N/A

M E M O

TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: June 17th, 2024

RE: Recommendations for Active Code Enforcement Cases

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

- **1306 Quince St**
  - Received one (1) Notice of Violation Letter (04/29/24) and three (3) Citations for Junk/Debris/Blight
    - First citation 05/14/24 – Third citation 6/3/24
    - $600 in open citations

Staff recommends obtaining a search warrant to abate the junk and debris.

- **918 4th Ave NE**
  - Received one (1) Notice of Violation Letter (03/04/24) and three (3) Citations for Exterior Structure
    - First citation 04/04/24 – Third citation 4/25/24
    - $600 in open citations

Staff recommends a $300 citation per month until the property maintenance issue is resolved.

- **620 2nd Ave NE**
  - Received one (1) Notice of Violation Letter (04/22/24) and three (3) Citations for Junk/Debris/Blight
    - First citation 05/07/24 – Third citation 5/28/24
    - $600 in open citations

Staff recommends obtaining a search warrant to abate the junk and debris.

- **401 Holly St *(repeat offense)***
  - Received one (1) Notice of Violation Letter (02/06/24) and three (3) Citations for Zoning Code Violation/Fence Construction
    - First citation 05/06/24 – Third citation 5/29/24
    - $600 in open citations

Staff recommends a $300 citation per month until the fence issue is resolved.

  - Received three (3) Citations for Zoning Code Violation/Outdoor Storage
    - First citation 03/06/24 – Third citation 06/07/24

        - $600 in open citations
        -

Staff recommends obtaining a search warrant to abate the outdoor storage issue.

- **523 Grove St *(no permits obtained for entry addition and property maintenance)***
    - Received one (1) Notice of Violation Letter (04/08/2024) and three (3) Citations for Exterior Structure
        - First citation 05/09/24 – Third citation 05/29/24
        - $600 in open citations

Staff recommends a $300 citation per month for the property maintenance issue and to begin revocation of the rental license for work without a permit.

Running Summary of Actions Taken

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15284 Beaver Dam Rd – Issuing $300 citations for non-licensed rental. Have been working with the tenants who signed a lease with the property owner. Property manager applied for and received a Rental License on 12/5/23.

303 J St NE – Issuing a $300 citation each month until the fence is corrected.
1306 Oak St – Repeat garbage issue. Obtained warrant 11/16/23 to abate the garbage.

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

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

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

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

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

1420 Quince St – Administrative warrant to abate junk/debris received 5/6/2024.

1424 8th St S – Final 10-day letter sent to property owner for junk/debris 5/7/2024 prior to administrative warrant. Owner complied prior to abatement. No action taken.

1119 13th St SE – Final 10-day letter sent to property owner 5/7/2024 for unlicensed/inoperable vehicles. Property owner paid the fines and will have everything cleaned up by June 1st. Reinspection scheduled for June 3rd.

813 Holly St. – Final 10-day letter sent to the property owner for animal feces 5/7/2024 – no action needed, as owner compiled and cleaned up. Another nuisance letter went out 5/16/2024 with action needed again to clean up dog feces. The owner was told they need to address the issue every three days. Animal feces was picked up.

April 29, 2024

MARTINI, JESSE S
1306 QUINCE ST
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 1306 QUINCE ST
Real Estate Code: 41250657

Violation: Junk/Debris/Blight
IPMC308.1

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

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

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

Action should be taken on or before 05/13/2024

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

04/29/2024 08:44

04/29/2024 08:45

04/29/2024 08:45

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

EN24-0149

Date of Violation: 06/03/2024 Parcel ID: 41250657

Violator(s): MARTINI, JESSE S
1306 QUINCE ST
BRAINERD, MN 56401

Location/Address of Violation: **1306 QUINCE ST**

VIOLATION

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

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

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

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

Re-inspection Date: 06/13/2024

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: 06/03/2024

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

06/03/2024 08:44

06/03/2024 08:44

06/03/2024 08:44

March 04, 2024

RARDIN, FLANNERY & THERESA
8058 LUCKY LN
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 918 4TH AVE NE
Real Estate Code: 41190914

Violation: Exterior Structure
IPMC 304.1, 304.6

Description: The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

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

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

Action should be taken on or before 04/03/2024

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

03/04/2024 15:00

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

EN24-0072

Date of Violation: 04/25/2024 Parcel ID: 41190914

Violator(s): RARDIN, FLANNERY & THERESA
8058 LUCKY LN
BRAINERD, MN 56401

Location/Address of Violation: **918 4TH AVE NE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.1,304.6	Exterior Structure	$300.00

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

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

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

Re-inspection Date: 05/05/2024

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: 04/25/2024

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

04/25/2024 10:24

April 22, 2024

OSTROWSKI, TODD
620 2ND AVE NE
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 620 2ND AVE NE
Real Estate Code: 41191527

Violation: Junk/Debris/Blight
IPMC308.1

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

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

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

Action should be taken on or before 05/06/2024

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

04/22/2024 14:38

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

EN24-0144

Date of Violation: 05/28/2024 Parcel ID: 41191527

Violator(s): OSTROWSKI, TODD
620 2ND AVE NE
BRAINERD, MN 56401

Location/Address of Violation: **620 2ND AVE NE**

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: 06/07/2024

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: 05/28/2024

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

WARNING
BURIED FIBER OPTIC CABLE
CTC
GOPHER STATE ONE CALL
05/28/2024 09:46

05/28/2024 09:46

05/28/2024 09:46

FENCE ISSUE

February 06, 2024

RANDALL, KELSIE
401 HOLLY ST
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 401 HOLLY ST
Real Estate Code: 41240829

Violation: Zoning Code Violation
515 ZONING: 515-4-11.E.3
Description: All posts or similar supporting devices used in the construction of fences shall face inward toward the property being fenced. That side of the fence considered to be the face shall be oriented toward abutting property or rights-of-way

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

Action should be taken on or before 05/01/2024.

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 referenced 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 Community Development Director James Kramvik at 218/454-3408 if you have questions.**

Respectfully,
By Order of:
THE CITY OF BRAINERD

02/06/2024 10:19

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

EN24-0043

Date of Violation: 05/29/2024 Parcel ID: 41240829

Violator(s): RANDALL, KELSIE
401 HOLLY ST
BRAINERD, MN 56401

Location/Address of Violation: **401 HOLLY ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.7	Zoning Code Violation	$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: 06/08/2024

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: 05/29/2024

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

05/29/2024 13:46

OUTDOOR STORAGE ISSUE

March 06, 2024

RANDALL, KELSIE
401 HOLLY ST
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 401 HOLLY ST
Real Estate Code: 41240829

Violation: Zoning Code Violation
Ordinance: 515-3-28
Description: 2. Outdoor Storage is as regulated by the Appendix A: Table of Uses. Outdoor storage is not permitted in any Residential Zoning District.

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

Action should be taken on or before 03/16/2024

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

03/06/2024 09:49

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

EN24-0074

Date of Violation: 06/07/2024 Parcel ID: 41240829

Violator(s): RANDALL, KELSIE
401 HOLLY ST
BRAINERD, MN 56401

Location/Address of Violation: **401 HOLLY ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
515-3-28	Zoning Code Violation	$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: 06/17/2024

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: 06/07/2024

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

06/07/2024 10:06

April 08, 2024

523 GROVE STREET LLC
11171 TOWN HALL ST
BRAINERD, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 523 GROVE ST
Real Estate Code: 41240739

Violation: Exterior Structure
IPMC 304.1, 304.6

Description: The exterior of a structure shall be maintained in good repair, structurally sound and sanitary so as not to pose a threat to the public health, safety, or welfare. Exterior walls shall be free from holes, breaks, and loose or rotting materials; and maintained weatherproof and properly surface coated where required to prevent deterioration.

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

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

Action should be taken on or before 05/08/2024

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

04/08/2024 10:37

523
04/08/2024 10:37

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

EN24-0114

Date of Violation: 05/29/2024 Parcel ID: 41240739

Violator(s): 523 GROVE STREET LLC
11171 TOWN HALL ST
BRAINERD, MN 56401

Location/Address of Violation: **523 GROVE ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.1,304.6	Exterior Structure	$300.00

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

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

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

Re-inspection Date: 06/08/2024

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.

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Representative: Jason Stockinger, Building Inspector Date: 05/29/2024

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

523
05/29/2024 08:12

05/29/2024 08:12

05/29/2024 08:12

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Final Reading and Public Hearing - Proposed Ordinance 1566 Trees - and Consider Tree Policy

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Administration

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 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. The insect larvae kill 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.

The proposed ordinance and policy addresses the City's plan for removal, disposal, and injection of ash trees. The proposed tree ordinance and policy were also revised to make it clear that the City is responsible for trees in the right-of-way.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The City Council conducted the first reading of proposed Ordinance 1566 at the May 20th City Council meeting. The City Council did not recommend any changes prior to conducting the first reading.

RECOMMENDED ACTION/MOTION:
1) Conduct the final reading of proposed Ordinance 1566 pertaining to tree disease control and to dispense with the actual reading.
Note: A unanimous vote is required to dispense with the actual reading of the ordinance.
2) Hold a public hearing.
3) Approve proposed Ordinance 1566.
4) Approve the revised City of Brainerd Tree Policy.

FINANCIAL IMPACT:
The financial impact of the City's budget was considered at a previous meeting and $5,000 was included in the 2024 budget for right-of-way trees that needed to be privately contracted for removal. Staff is considering an increased budget in 2025 to begin removal of additional ash trees.

The 2024 budget included $25,000 for new trees in the parks and $80,000 for parks and equipment repairs and maintenance.

Staff's suggestion to pay for the cost of the treatment of the trees in Kiwanis Park would be to pay for the treatment out of the parks operating repairs and maintenance budget item. The treatment is a parks department expenditure and Staff believes that treatment of trees in the parks should be part of the park department's annual budget. Options would be:

Option 1. Paid directly out of the $80,000 budgeted line item. The treatment may cause the parks department to be over budget in 2024.
Option 2. Transfer the amount of the cost for the tree treatment in 2024 from the special project budgeted line item. The budget for 2024 was $28,000. Currently, there is $16,076 of the budget remaining. We could make a budget amendment to lower the special projects line item by the estimated cost and increase the budget for the parks department repairs and maintenance.

ORDINANCE
NO. 1566

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 Hyluigopinus 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 mandshuria), Korean Mountain Ash (Sorbus alnifolia), Kentucky Coffeetree (Gymnocladus dioicous – 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 (Cary cordiformis), Red Maple (Acer rubrum), Sugar Maple (Acer saccharum), Hackberry (Celtix 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 xeuchlora Redmond), Glenleven Linden (Tilia cordata Glenlevin), 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 ellipsoidalls), 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, Buckey, 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 rightof-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 Plans 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.

NOTICE OF HEARING

The City of Brainerd City Council will be conducting a public hearing to consider proposed Ordinances 1566, an ordinance amending Section 1400 Tree Disease Control, Section 1405 Trees, Grasses and Other Plants in the Right-of-Way, and Section 1410 Cotton Bearing Trees of the Brainerd City Code. The proposed ordinance will require the City to remove right-of-way trees, add requirements for ash trees infected with emerald ash borer, and create a new list of approved right-of-way trees.

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, June 17, 2024, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding proposed Ordinance 1566. Any individual needing special accommodations please call (218) 828-2307.

Dated this 30th day of May 2024

Publication Date: June 5th, 2024

James L. Kramvik
Community Development Director

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Final Reading and Conduct Public Hearing - Proposed Ordinances 1567 & 1568 - Cannabis and Off-Sale Liquor

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:
Minnesota is the 23rd state in the nation to legalize cannabis use for people 21 and older. The legislation creates the framework for adult-use cannabis in Minnesota and establishes a new Office of Cannabis Management, which will regulate cannabis (including for the adult-use market, the Medical Cannabis Program, and for lower-potency hemp edibles), issue licenses and develop regulations outlining how and when businesses can participate in the industry. The legislation proposes that retail sales for adult use cannabis in Minnesota begin in the first quarter of 2025. Some businesses may be able to start earlier for social equity considerations. Cities are allowed to consider the following regulations for adult use cannabis businesses:

1. Municipalities must allow for cannabis dispensaries based on population size, but are allowed to adopt reasonable restrictions on the time, place, and manner of the operations of a cannabis business, provided that such restrictions do not prohibit the establishment of the operation of cannabis businesses.

2. A city may impose an initial retail fee of $500 or up to half the amount of the applicable initial license fee charged by the OCM, whichever is less. The city may also charge a renewal retail registration fee of $1,000 or up to half the amount of the applicable renewal license fee charged by the OCM, whichever is less.

3. A city that issues cannabis retailer registrations may, by ordinance, limit the number of licensed cannabis retailers, cannabis mezzobusinesses with a retail operations endorsement, and cannabis microbusinesses with a retail operations endorsement to no fewer than one registration for every 12,500 residents. In addition, if a county has one active registration for every 12,500 residents, a city within the county is not obligated to register any additional cannabis businesses.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The Planning Commission conducted a public hearing and considered Proposed Ordinance 1567

regulating adult use cannabis businesses at their May 15th meeting and unanimously recommended approval.

The proposed ordinance would regulate the time, manner, and place that such facilities would be allowed to operate. As proposed, new commercial dispensaries would be allowed in commercial zoning districts and would be required to be located at least 100 feet from a school, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field. A Conditional Use Permit would be required for new dispensaries within 300 feet of the same facilities. As proposed, the growing and manufacturing of cannabis products would be allowed in the General Industrial Zoning District by a Conditional Use Permit. The Commission also recommended that off-sale liquor be removed from the Traditional Neighborhood 2 (TN-2) District to align with the sale of adult use cannabis.

The proposed ordinance also allows for a maximum of two adult use cannabis retail businesses in Brainerd and imposes a $500 initial registration fee and a $1,000 renewal registration fee.

City Council conducted the first reading of proposed ordinances 1567 and 1568 at the June 3rd City Council meeting.

RECOMMENDED ACTION/MOTION:

1. Conduct the final reading of proposed Ordinance 1567 and dispense with the actual reading.
   Note: a vote to dispense with the actual reading of the ordinance must be unanimous.
2. Hold a public hearing.
3. Approve proposed Ordinance 1567.

1. Conduct the final reading of proposed Ordinance 1568 and dispense with the actual reading.
   Note: a vote to dispense with the actual reading of the ordinance must be unanimous.
2. Hold a public hearing.
3. Approve proposed Ordinance 1568.

FINANCIAL IMPACT: N/A

ORDINANCE
NO. 1567

AN ORDINANCE AMENDING SECTION 515-3 OF THE ZONING CODE

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose

1. The purpose and intent of this ordinance is to regulate the time, place, and manner of the operations of a cannabis business and an off-sale alcohol business within the City of Brainerd.

SECTION TWO: Section 515-3 is hereby amended with the following new language underlined and shall be added to Section 515-3 in alphabetical order with all other required numerical sections to change in descending order:

Section 515-3-XX Cannabis Retail Dispensary

A. Any cannabis retail store selling adult use cannabis products, not including lower-potency hemp products, must comply with the following minimum standards:

1. New dispensaries cannot be within 100 feet of a school, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field.
2. New dispensaries within 300 feet of a school, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field requires a conditional use permit.
3. Cannabinoid Product sales are only permitted between 8 a.m. and 10 p.m.
4. All State Statutes and regulations governing such use are strictly adhered to and all required operating licenses are secured.
5. Payment of an annual registration renewal fee.

Section 515-3-XX Cannabis Cultivation, Manufacturing, and Other Cannabis-Related Business Activity

A. The following cannabis business types apply to this Section:
   1. Cannabis microbusinesses and mezzobusinesses, industrial-scale cannabis cultivation, outdoor cultivation of cannabis, cannabis and hemp product manufacturing, cannabis wholesale businesses, cannabis delivery service and cannabis transporters, and cannabis testing facilities.

B. Any cannabis cultivation, manufacturing, and other cannabis-related business must comply with the following minimum standards:
   1. A waste water plan that details how wastewater generated during the processing of cannabis products shall be disposed of in compliance with applicable state and local laws and regulation, including delineation of the measures that will be taken to contain the chemicals/wastewater onsite in the event of an accidental spill.
   2. A plant waste disposal plan that at a minimum.

a. Details how cannabis product waste will be destroyed, or rendered into an unusable and unrecognizable form and recorded in the statewide monitoring system. Disposal by on-site burning or via the sewer system is prohibited;

3. All State Statutes and regulations governing such use are strictly adhered to and all required operating licenses are secured.
4. Payment of an annual registration renewal fee.

SECTION THREE: Section 515-3 Appendix A Table of Uses (Commercial/ General Business Uses) is hereby amended with the following new underlined language added to the table:

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Cannabis Retail Dispensary	515-3-XX								C	P/C	P/C	P/C	P/C	P/C	P/C		

SECTION FOUR: Section 515-3 Appendix A Table of Uses (Industrial and Utility Uses) is hereby amended with the following new underlined language added to the table:

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Cannabis Cultivation, Manufacturing, and Related Activity															C		

SECTION FIVE: Section 515-3 Appendix A Table of Uses (Commercial/ General Business Uses) is hereby amended with the following deleted language stuck out of the table:

ZONING DISTRICT	Section Reference	RL-1	RL-2	GL	CN-1	CN-2	TN-1	TN-2	TN-3	GC	CC	TC	MS	ME	GI	PSP	P
Liquor sales, off sale								~~P~~	~~P~~C	P	P	P	P	P	P		

SECTION SIX: 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 – _____

ORDINANCE
NO. 1568

AN ORDINANCE AMENDING SECTION 1110 AND SECTION 1000 OF THE CITY CODE

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Section 1110 (Blank) of the City Code is hereby amended as indicated, with the new language underlined:

Section 1110 – Cannabis, Hemp, and Related Businesses

1110.01 Definitions. Subdivision 1. For the purposes of this section, the following words, terms and abbreviations shall have the definitions given to them.

Subd. 2 Adult-use cannabis flower. "Adult-use cannabis flower" means cannabis flower that is approved for sale by the office.

Subd. 3 Adult-use cannabis product. "Adult-use cannabis product" means a cannabis product that is approved for sale by the office or is substantially similar or is substantially similar to a product approved by the office. Adult-use cannabis product includes edible cannabis products but does not include medical cannabinoid products or lower-potency hemp edibles.

Subd. 4 Cannabis business. "Cannabis business" means any of the following licensed (full definitions can be located in the glossary):

1. Cannabis microbusiness
2. Cannabis mezzo business
3. Cannabis cultivator
4. Cannabis manufacturer
5. Cannabis retailer
6. Cannabis wholesaler
7. Cannabis transporter
8. Cannabis testing facility
9. Cannabis event organizer
10. Cannabis delivery service
11. Medical cannabis cultivator
12. Medical cannabis processor
13. Medical cannabis retailer
14. Medical cannabis combination business

Subd. 5 Cannabis flower. "Cannabis flower" means the harvested flower, bud, leaves, and stems of a cannabis plant. Cannabis flower includes adult-use cannabis flower and medical cannabis flower. Cannabis flower does not include cannabis seed, hemp plant parts, or hemp-derived consumer products.

Subd. 6 Cannabis plant. "Cannabis plant" means all parts of the plant of the genus Cannabis that is growing or has not been harvested and has a delta-9 tetrahydrocannabinol concentration of more than 0.3 percent on a dry weight basis.

Subd. 7 Cannabis product. “Cannabis product” means any of the following:

1. Cannabis concentrate
2. A product infused with cannabinoids, including but not limited to tetrahydrocannabinol, extracted or derived from cannabis plants or cannabis flower or
3. Any other products that contain cannabis concentrate; cannabis product includes adult-use cannabis products, including but not limited to edible cannabis products and medical cannabinoid products. Cannabis product does not include cannabis flower, artificially derived cannabinoid, lower-potency hemp edibles, hemp-derived consumer products, or hemp derived topical products.

Subd. 8 Edible Cannabis Product. “Edible Cannabis Product” means any product that is intended to be eaten or consumed as a beverage by humans; contains a cannabinoid other than an artificially derived cannabinoid in combination with food ingredients; is not a drug, and is a type of product approved for sale by the office, or is substantially similar to a product approved by the office including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods. Edible cannabis product does not include lower-potency hemp edibles.

Subd. 9 Hemp business. “Hemp business” means either of the following licensed under this chapter:

1. Lower-potency hemp edible manufacturer
2. Lower-potency hemp edible retailer

Hemp business does not include a person or entity licensed under chapter 18k to grow industrial hemp for commercial or research purposes or to process industrial hemp for commercial purposes.

Subd. 10 Hemp-derived consumer product. “Hemp-derived consumer product” means a product intended for human or animal consumption, does not contain cannabis flower or cannabis concentrate, and:

1. Contains or consists of hemp plant parts; or
2. Contains hemp concentrate or artificially derived cannabinoids in combination with other ingredients.

Hemp-derived consumer product does not include artificially derived cannabinoids, lower-potency hemp edibles, hemp-derived topical products, hemp fiber products, or hemp grain.

Subd. 11 Lower-potency hemp edible. “lower-potency hemp edible” means any product that:

1. Is intended to be eaten or consumed as a beverage by humans;
2. Contains hemp concentrate or an artificially derived cannabinoid, in a combination with food ingredients;
3. Is not a drug;
4. Consists of servings that contain no more than five milligrams of delta-9 tetrahydrocannabinol, 25 milligrams of cannabidiol, 25 milligrams of cannabigerol, or any combination of those cannabinoids that does not exceed the identified amounts;
5. Does not contain more than a combined total 0.5 milligrams of all other cannabinoids per serving;

6. Does not contain an artificially derived cannabinoid other than delta-9 tetrahydrocannabinol;
7. Does not contain a cannabinoid derived from cannabis plants or cannabis flower; and
8. Is a type of product approved for sale by the office or is substantially similar to a product approved by the office, including but not limited to products that resemble nonalcoholic beverages, candy, and baked goods.

Subd. 12 Medical cannabis business. "Medical cannabis business" means an entity licensed under this chapter to engage in one or more of the following:

1. The cultivation of cannabis plants for medical cannabis flower;
2. The manufacture of medical cannabinoid products; and
3. The retail sale of medical cannabis flower and medical cannabinoid products.

1110.03 Cannabis Businesses Definitions. Subdivision 1. For the purposes of this section, the following words, terms and abbreviations shall have the definitions given to them.

Subd. 2 Cannabis microbusiness. Under Article 1, Section 28, a cannabis microbusiness may grow cannabis plants, make cannabis concentrate, make hemp concentrate, manufacture artificially derived cannabinoids, manufacture adult-use cannabis products, lower-potency hemp edibles, and hemp derived consumer products for public consumption, purchase hemp or hemp concentrate parts, package and label cannabis and hemp products, and sell cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp products, and hemp-derived consumer products. A cannabis microbusiness that cultivates cannabis at an indoor facility may cultivate up to 5,000 square feet of plant canopy. A cannabis microbusiness that cultivates cannabis at an outdoor location may cultivate up to one-half acre of mature, flowering plants unless the office increases that limit. A cannabis microbusiness with the appropriate endorsement may operate one retail location. A cannabis microbusiness may permit on-site consumption of edible cannabis products and lower potency hemp edibles on a portion of its premises. Cannabis microbusiness must ensure that the display and consumption of any edible product or lower-potency hemp edible is not visible from outside the licensed premises of the business.

Subd. 3 Cannabis mezzo business. Under Article 1, Section 29, a cannabis mezzo business may grow cannabis from seed or immature plant for cannabis products or medical cannabis flower, make cannabis and hemp concentrate, manufacture adult-use cannabis products, lower-potency hemp edibles, and hemp derived consumer products for public consumption, process medical cannabinoid products, sell immature cannabis plants and seedlings, and purchase cannabis concentrate, hemp concentrate, and synthetically derived cannabinoids from another cannabis business. A cannabis mezzo business that cultivates cannabis at an indoor facility may cultivate up to 15,000 square feet of plant canopy. A cannabis mezzo business that cultivates cannabis at an outdoor location may cultivate up to one acre of mature, flowering plants unless the office increases the limit.

Subd. 4 Cannabis cultivator. Under Article 1, Section 30, a cannabis cultivator can grow cannabis plants within the approved amount of space from seed to immature plant to mature plant, harvest cannabis flower, package and label immature cannabis plants and seedlings and cannabis flower, and transport cannabis flower to cannabis manufacturers.

Subd. 5 Cannabis manufacturer. Under Article 1, Section 31, a cannabis manufacturer may purchase cannabis flower, cannabis products hemp plant parts, hemp concentrate, and

artificially derived cannabinoids from a cannabis business, purchase hemp plants and hemp concentrates, make cannabis hemp concentrate, manufacture artificially derived cannabinoids, manufacture adult-use cannabis products, lower-potency hemp edibles, and hemp derived consumer products, and sell cannabis concentrate, hemp concentrate, artificially derived cannabinoids, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to other cannabis businesses.

Subd. 6 Cannabis retailer. Under Article 1, Section 31, a cannabis retailer may purchase immature cannabis plants and seedlings, cannabis flower, cannabis products, and lower-potency hemp products, from cannabis businesses, and sell immature cannabis plants and seedlings, adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, and other products authorized by law to customers.

Subd. 7 Cannabis wholesaler. Under Article 1, Section 33, a cannabis wholesaler may purchase immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from cannabis businesses, and purchase hemp plant parts and hemp concentrates. Cannabis wholesalers may sell immature cannabis plants and seedlings, cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products to cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, and cannabis retailers, sell lower-potency hemp edibles to lower-potency-hemp edible retailers, and import hemp-derived consumer products and lower-potency hemp edibles that contain hemp concentrate or artificially derived cannabinoids.

Subd. 8 Cannabis transporter. Under Article 1, Section 35, a cannabis transporter may transport immature cannabis plants and seedlings, cannabis flower, cannabis products, artificially derived cannabinoids, hemp plant parts, hemp concentrate, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzo businesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis retailers, medical cannabis processors, and industrial hemp growers to cannabis microbusinesses, cannabis mezzo businesses, cannabis manufacturers, cannabis testing facilities, cannabis wholesalers, cannabis retailers, lower-potency hemp edible retailers, medical cannabis processors, medical cannabis retailers, and medical cannabis combination businesses and perform other actions approved by the office.

Subd. 9 Cannabis testing facility. Under Article 1, Section 37, a cannabis testing facility may obtain and test immature cannabis plants and seedlings, cannabis flower, cannabis products, hemp plant parts, hemp concentrate, artificially derived cannabinoids, lower-potency hemp edibles, and hemp-derived consumer products from cannabis microbusinesses, cannabis mezzo businesses, cannabis cultivators, cannabis manufacturers, cannabis wholesalers, lower-potency hemp edible manufacturers, medical cannabis cultivators, medical cannabis processors, medical cannabis combination businesses, and industrial hemp growers.

Subd. 10 Cannabis event organizer. Under Article 1, Section 39, a cannabis event organizer may organize a temporary cannabis event lasting no more than four days. A cannabis event organizer must receive local approval, including obtaining any necessary permits or licenses issue by a local unit of government before holding a cannabis event. If approved by the local unit of government, a cannabis event may designate an area for consumption of adult-use cannabis flower, adult-use cannabis products, lower-potency hemp edibles, hemp-derived consumer products, or any combination of those items.

Subd. 11 Cannabis delivery service. Under Article 1, Section 41, a cannabis delivery service may purchase cannabis flower, cannabis products, lower-potency hemp edibles, and hemp-derived consumer products from licensed cannabis microbusinesses with a retail endorsement, cannabis mezzo businesses with a retail endorsement, cannabis retailers, medical cannabis retailers, and medical cannabis combination businesses; transport and deliver cannabis flower, cannabis products, lower potency hemp edibles, and hemp-derived consumable products to customers; and perform other actions approved by the office. Prior to completing a delivery, a cannabis delivery service must verify that the customer is at least 21 years of age or is enrolled in the registry program. The office shall establish limits on the amount of cannabis and hemp products that a cannabis delivery service may transport. Cannabis and hemp must be stored in a locked safe, and secure storage compartment that is part of the cannabis delivery vehicle.

Subd. 12 Medical cannabis cultivator. Under Article 1, Section 49, a medical cannabis cultivator may grow cannabis plants within the approved amount of space (60,000 square feet of plant canopy) from seed or immature plant, harvest cannabis flower from a mature plant, package and label cannabis flower as medical cannabis flower, sell medical cannabis flower to medical cannabis processors and medical cannabis retailers, transport medical cannabis flower to a medical cannabis processor located on the same premises, and perform other actions approved by the office. A medical cannabis cultivator must verify that every batch of medical cannabis flower has passed safety, potency, and consistency testing at a cannabis testing facility approved by the office for testing of medical cannabis flower before the medical cannabis cultivator may package, label, or sell the medical cannabis flower to any other entity.

Subd. 13 Medical cannabis processor. Under Article 1, Section 50, a medical cannabis processor may purchase medical cannabis flower, medical cannabinoid products, hemp plant parts, and hemp concentrate from medical cannabis cultivators and other medical cannabis processors, purchase hemp plant parts from industrial hemp growers, make cannabis and hemp concentrate from medical cannabis flower, manufacture medical cannabinoid products, package and label medical cannabinoid products for sale to other medical cannabis processors and to medical cannabis retailers. A medical cannabis processor must verify that every batch of medical cannabis flower has passed safety, potency, and consistency testing at a cannabis testing facility approved by the office for testing of medical cannabis flower before the medical cannabis cultivator may package, label, or sell the medical cannabis flower to any other entity.

Subd. 14 Medical cannabis retailer. Under Article 1, Section 51, medical cannabis retailers may purchase medical cannabis flower and medical cannabinoid products from medical cannabis cultivators and medical cannabis processors and sell or distribute medical cannabis flower and medical cannabinoid products to any person authorized to receive medical cannabis flower or medical cannabinoid products.

Subd. 15 Medical cannabis combination business. Under Article 1, Section 52, a medical cannabis combination business may grow cannabis plants from seed to immature plant to mature plant and harvest adult-use cannabis flower and medical cannabis flower from a mature plant, make cannabis concentrate, make cannabis and hemp concentrate, manufacture artificially derived cannabinoids, manufacture medical cannabinoid products, package and label medical cannabis and medical cannabinoid products for sale to medical cannabis processors, medical cannabis retailers, other medical cannabis combination businesses, and patients enrolled in the registry program, registered caregivers, and parents, legal guardians, and spouses of an enrolled patient.

1110.05 Hemp Businesses Definitions. Subdivision 1. For the purposes of this section, the following words, terms and abbreviations shall have the definitions given to them.

Subd. 2 Lower-potency hemp edible manufacturer. Under Article 1, Section 45, a lower-potency hemp edible manufacturer may purchase hemp plant parts, hemp concentrate, and artificially derived cannabinoids from cannabis microbusiness, cannabis mezzo businesses, cannabis manufacturers, cannabis wholesalers, and lower-potency edible hemp edible manufacturers. Lower-potency hemp edible manufacturers may also purchase hemp parts and hemp concentrate, make hemp concentrate, manufacture artificially derived cannabinoids, manufacture lower-potency hemp edibles for public consumption, package and label lower potency hemp edibles, and sell hemp concentrate, artificially derived cannabinoids, and lower-potency hemp edibles to other cannabis businesses and hemp businesses.

Subd. 3 Lower-potency hemp edible retailer. Under Article 1, Section 46, a lower-potency hemp edible retailer may only sell lower-potency hemp edibles to individuals who are at least 21 years of age. A lower-potency hemp edible retailer may sell lower-potency hemp edibles that are obtained from a licensed Minnesota cannabis microbusiness, cannabis mezzo business, cannabis manufacturer, cannabis wholesaler, or lower-potency hemp edible manufacturer, and meet all applicable packaging and labeling requirements.

1110.07 Cannabis Business Registration. Subdivision 1. A city shall not require additional licenses other than the cannabis licenses issued by the Office of Cannabis Management. The City shall issue a retail registration to a cannabis microbusiness with a retail operations endorsement, cannabis mezzo business with a retail operations endorsement, cannabis retailer, medical cannabis retailer, or lower-potency hemp edible retailer that:

1. Has a valid license issued by the OCM.
2. Has paid the registration fee.
3. Is found to be in compliance with the requirements of the applicable state laws through a preliminary compliance check performed by the city.
4. Is current on all property taxes and assessments at the location where the retail establishment is located.

Subd. 2 Registration Fees. The annual fees for registration under this Section are set by Section 1000 General Provisions Appendix A: Fee Schedule.

1110.9 Retail Limitations. Subdivision 1. The City shall allow two (2) cannabis retailer registrations include the following:

1. Cannabis retailers
2. Cannabis mezzo businesses with a retail operations endorsement
3. Cannabis microbusinesses with a retail operations endorsement

SECTION TWO: Section 1000 General Provisions Appendix A: Fee Schedule of the City Code is hereby amended as indicated, with the new language underlined:

Liquor/Tobacco/Cannabis	Annual Fees Unless Indicated Otherwise July 1st – June 30th
Cannabis Retail Registration	$500 Initial Retail Fee $1,000 Renewal Retail Registration

SECTION THREE: 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 – _____

NOTICE OF HEARING

The City of Brainerd City Council will be conducting public hearings to consider proposed Ordinances 1567 and 1568, an ordinance amending Sections 1000 and 1110 of the Brainerd City Code relating to the fee schedule and business and trade regulations and Section 515-3 (Allowed Uses) of the Brainerd Zoning Code relating to cannabis dispensaries and the growing and manufacturing of cannabis products. The proposed ordinances will set a registration fee for cannabis uses and limit the number of cannabis retail facilities to a total of two within the city. The proposed ordinances would also regulate the time, manner, and place that such facilities would be allowed to operate. In addition, the proposed ordinances would remove off-sale liquor as a permitted use in the Traditional Neighborhood (TN-2) District.

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, June 17, 2024, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding proposed Ordinances 1567 and 1568. Any individual needing special accommodations please call (218) 828-2307.

Dated this 30th day of May 2024

Publication Date: June 5th, 2024

James L. Kramvik
Community Development Director

NOTICE OF HEARING

Notice is hereby given that the City of Brainerd Planning Commission will be conducting a public hearing to consider a proposed ordinance amending Section 515-3 (Allowed Uses) of the Brainerd Zoning Code relating to cannabis dispensaries and the growing and manufacturing of cannabis products. The proposed ordinance would regulate the time, manner, and place that such facilities would be allowed to operate. As proposed, new commercial dispensaries would be allowed in commercial zoning districts and would be required to be located at least 100 feet from a school, residential treatment facility, or an attraction within a public park that is regularly used by minors, including a playground or athletic field. A Conditional Use Permit would be required for new dispensaries within 300 feet of the same facilities. As proposed, the growing and manufacturing of cannabis products would be allowed in the General Industrial Zoning District by a Conditional Use Permit.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, May 15, 2024, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding the proposed ordinance. Any individuals needing special accommodations please call (218) 828-2307.

Dated this 1st day of May 2024

Publication Date: May 4th , 2024

James L. Kramvik
Community Development Director

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Discuss Strike Contingency Plan Executive Summary

AGENDA: Main

ACTION REQUESTED: Information Only

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: HR

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: The Strike Contingency Work Group has provided an Executive Summary. The Summary is attached for Council's information.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: n/a - for information.

FINANCIAL IMPACT:

City of Brainerd Strike Contingency Plan
Executive Summary

The City of Brainerd has developed a comprehensive contingency plan to provide uninterrupted services and protect public safety when the City faces the potential of a labor strike due to ongoing negotiations with a union. A well-prepared strike plan considers legal, ethical, and security aspects while ensuring effective communication and adaptability.

1. **Pre-Strike Preparation**: minimum of 4 weeks

This phase begins when mediation is filed and in anticipation of strike activity. The primary purpose of this phase is to outline operational needs and options as well as security measures during a strike.

- **When can a Strike Occur:** Unions may strike after the existing contract has expired and the union/employer have been in mediation for 45 days
- **Review and update Strike Contingency Plan**
  - Assess vulnerabilities and risks related to the strike
  - Prioritize services and determine if any services can cease during a strike
  - Resource Allocation
- **Staffing and Cross-Training**: Talent management to replace workers to maintain operational efficiency
  - Update Standard Operation Procedures (SOPs)
  - Identify critical roles (e.g., lineworkers, water/wastewater plant operators, and snowplow operators)
  - Cross-train non-union staff to fill essential positions during the strike
  - Contact former employees, other municipalities as well as private vendors and contractors to assist during the strike
- **Develop Contingency Strategies**: Have backup plans to sustain operations
- **Update all Employee/Vendor/Public Communication Documents**
- **Determine what Best and Last Offer to the Union could be**
- **Inform City and County Emergency Services of potential strike**
- **Timeline**:
  - Provide a high-level timeline for implementing the strike plan
  - Include milestones, deadlines, and critical events
- **Financial Projections:** Be prepared to provide:
  - Estimated strike-related costs
  - Potential revenue loss
  - Highlight key financial metrics

2. **Union Files for Strike:**

This phase begins when Union submits Notice to Bureau of Mediation Services (BMS) regarding Intent to Strike (strike cannot occur within 10 days) and continues until a strike occurs.

- **Finalize details**: Vendors/retirees/etc. for coverage
- **Distribute notices to all employees: I**nfo distributed to union employees that are considering a strike, supervisory staff and all other employees

- **Finalize a plan to coordinate security measures**: Employee access to facilities (electronic and keys), computers, email, etc.
- **Finalize Public Notice and messaging:** See Media Relations Strategy section
- **Coordinate efforts**: With law enforcement and other relevant agencies

3. **Strike Operations:** Ongoing until resolution

This phase begins when Strike begins and continues until a strike settlement has been achieved. The primary purpose of this phase is to ensure the continuity of operations with the minimal amount of disruption and to take those actions necessary to support the negotiating position of the City.

- **Monitor picket lines and access points**
- **Ensure the safety of employees, visitors, and property**
- **Effective Communication:**
  - Stakeholder Engagement: Engaging with unions, employees, and the community
  - Timely Information Dissemination: Clear communication channels are crucial during strikes
- **Document incidents and maintain accurate records**

4. **Post-Strike Recovery:** 2 weeks

This phase of the operation begins with the announcement of a strike settlement and continues for approximately two weeks. The primary purpose of this phase is to transition back to a normal security posture in a smooth manner.

- **Evaluate the effectiveness of security measures during the strike**
- **Debrief security personnel and address any issues**
- **Transition back to normal operations once the strike ends**

Strike Contingency Plan: It is essential to avoid common pitfalls that can hinder its effectiveness. Here are some pitfalls to steer clear of:

1. **Lengthy, Overly Detailed Plans**: Developing plans that cover every conceivable condition or address every minor detail can overwhelm those responsible for execution.
2. **Assuming Staff Is Well Trained**: Don't assume that all staff members know how to respond during a strike. Regular training and drills are crucial to ensure everyone is prepared.
3. **Communication During an Event**: Effective communication is vital. Establish clear channels for disseminating information during a strike to avoid confusion and delays.
4. **Relying on Outdated Plans**: An outdated strike preparedness plan poses legal and financial risks. Regularly review and update the Strike Contingency Plan to align with current threats and organizational changes.
5. **Assuming External Help Will Always Arrive**: While external support is valuable, don't solely rely on it. Develop internal strategies and backup plans to handle strike-related challenges.

Media Relations Strategy

Purpose

The media relations section aims to proactively manage interactions with journalists, reporters, and media outlets during a labor strike. Effective media communication helps control the narrative, maintain public trust, and minimize misinformation.

Key Components

1. **Spokesperson Designation**:
    - Identify a designated spokesperson authorized to communicate with the media
    - Ensure they are well-versed in strike-related matters and company policies
2. **Media Monitoring and Rapid Response**:
    - Monitor news outlets, social media, and industry-specific platforms
    - Respond promptly to media inquiries, providing accurate information
3. **Message Consistency**:
    - Develop key messages aligned with the organization's stance
    - Train all relevant staff on consistent messaging
4. **Press Releases and Statements**:
    - Prepare press releases for major strike-related events (e.g., strike commencement, negotiations)
    - Issue statements promptly to address developments
5. **Media Training**:
    - Conduct media training sessions for key personnel
    - Teach effective interview techniques, staying on message, and handling tough questions

Benefits

- **Controlled Narrative**: Proactive media engagement prevents misinformation
- **Positive Perception**: Transparent communication fosters public understanding
- **Crisis Management**: Preparedness minimizes reputational damage

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Direction Requested on 15106 Riverside Drive

AGENDA: Main

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: At the May 6th Council meeting, staff presented several options regarding establishment of a Connection Charge for 15106 Riverside Drive. At that meeting, staff was under the understanding the direction from Council was to begin the discussions with the County regarding potential Orderly Annexation of the entire Riverside Drive corridor. Following the results of this process, Council would direct staff how to handle this property specifically. Staff is requesting clarification if this is the direction that Council wishes staff to take on this property. Currently, 15106 Riverside Drive is connected to City water/sewer services, is not annexed or has petitioned to annex, and is paying 200% utility rates.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff would request clarification and direction from the Council on 15106 Riverside Drive at this time. Some options include the following:

1. Send a letter to the property owner at 15106 Riverside Drive informing them that they are required to annex into the City limits to remain connected to the City's water. They would have 30 days to provide a petition to annex to staff that could be presented to the Council, pay the $3,300 in SAC/WAC fees, and Council would provide direction at a future time of the Connection Fee. If no petition is received, water meter would be removed.
2. Continue charging 200% rates at this time. Once proposed Orderly Annexation process for entire Riverside Drive corridor is complete, return for discussion and direction from the Council for this property specifically.

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Council on one of the above options or another alternative direction as provided by Council.

FINANCIAL IMPACT: Dependent on Council action.

City Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: First Reading - Proposed Ordinance 1569 - Vacant Building Registry Ordinance

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:
Brainerd's 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 promote community pride. The past few years have seen an increase in the number of dwellings abandoned and neglected due to property maintenance issues or fire damage. The City currently relies on property maintenance codes from resident complaints to address vacant properties. Many of the buildings do not meet the standard of condemnation and removal, as the problems are repairable with the work of a residential building contractor. It is in the City's best interest with the housing shortage to find a solution to rehabilitate these properties.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
Staff received direction from City Council at the June 3rd meeting to proceed with the Vacant Building Registry Ordinance as proposed and to conduct the first reading at the next meeting. Staff modeled the proposed ordinance after the City of Minneapolis ordinance for vacant buildings, as Minneapolis has been successful in the reclamation of nuisance properties. Structures placed on the Vacant Building Registry are those that are vacant with significant property maintenance issues and violations. The proposed Ordinance would charge a fee of $7,000 for properties placed on the registry, but it does give the property owner the ability to make corrections within six months and not incur the fee. If payment is not made to the City, the fee will be assessed to the property.

RECOMMENDED ACTION/MOTION:
Conduct the first reading of Proposed Ordinance 1569 and dispense with the actual reading.
Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

FINANCIAL IMPACT: N/A

ORDINANCE
NO. 1569

AN ORDINANCE AMENDING SECTION 445 AND SECTION 1000 APPENDIX A FEE SCHEDULE OF THE CITY CODE

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose

The purpose of this ordinance is to enhance the livability and preserve the tax base and property values of buildings within the city, and the need to assure that buildings which are capable of rehabilitation are promptly rehabilitated and buildings which are not capable of rehabilitation be promptly demolished, the city hereby declares that it is the policy of the city to promote rehabilitation of vacant and unoccupied buildings, and to assure a prompt process for demolition of hazardous buildings through a procedure fixing appropriate responsibility in accordance with due process requirements.

SECTION TWO: Section 445 of the City Code is hereby amended as indicated, with the new language underlined:

445.09 Vacant Building Registration

Subd. 1 The owner of a building shall register the building with the director of regulatory services within five (5) days after it becomes a vacant building. In this section, a "vacant building" is one that is:

1) Condemned; or
2) Unoccupied and unsecured for five (5) days or more; or
3) Unoccupied and secured by means other than those normally used in the design of the building for thirty (30) days or more; or
4) Unoccupied and has multiple housing maintenance, fire or building code violations existing for thirty (30) days or more; or
5) Unoccupied for a period of time over three hundred sixty-five (365) days and during which time an order has been issued to correct a nuisance condition; or
6) A vacant commercial or residential building or structure, which is unable to receive a certificate of occupancy due to expired permits, or demonstrated work stoppage of one hundred eighty (180) days or more as determined by the building official.

Subd. 2 The owner of a building or structure designated as vacant pursuant to this section may appeal such designation to the City Administrator or designated representative within twenty-one (21) days after receipt of the designation. The administrative hearing procedure shall follow the procedure pursuant to Section 320.19 of the City Code.

Subd. 3 The registration shall be submitted on forms provided by the director of regulatory services and shall include the following information supplied by the owner:

1) A description of the premises;
2) The names and addresses of the owner or owners;

3) The names and addresses of all known lienholders and all other parties with an ownership interest in the building;
4) The period of time the building is expected to remain vacant; and a plan and timetable for returning the building to appropriate occupancy or for demolition of the building.
5) The owner shall submit a plan and timetable that must comply with the guidelines adopted by the director of regulatory services. The guidelines are adopted for purposes of preventing nuisance conditions and maintaining compliance with this Code. These guidelines shall be made available to building owners. The plan shall be submitted at the time of registration, or within a reasonable period of time thereafter to be determined by the director of regulatory services.

Subd. 4 The owner shall comply with all applicable laws and codes. The owner shall notify the Building Official of any changes in information supplied as part of the vacant building registration within thirty (30) days of the change. If the plan or timetable for the vacant building is revised in any way, the revisions must meet the approval of the Building Official.

Subd. 5 The owner and the subsequent owners shall keep the building secured and safe and the building and grounds properly maintained until the rehabilitation or demolition has been completed.

Subd. 6 Failure of the owner or any subsequent owner to maintain the building and premises that result in abatement completed by the city shall be grounds for revocation of the approved plan and shall be subject to any applicable penalties provided by law.

Subd. 7 The new owner(s) shall register or re-register the vacant building with the Building Official within thirty (30) days of any transfer of an ownership interest in a vacant building. The new owner(s) shall comply with the approved plan and timetable submitted by the previous owner until any proposed changes are submitted and meet the approval of the Building Official.

Subd. 8 The Building Official shall include in the file any property-specific written statements from community organizations, other interested parties or citizens regarding the history, problems, status or blighting influence of a vacant building.

Subd. 9 Vacant building fees:

1) The owner of a vacant building shall pay an annual fee as established pursuant to Section 1000 Appendix A Fee Schedule. The fee is imposed to recover all costs incurred by the city for monitoring and regulating vacant buildings, including nuisance abatement, enforcement and administrative costs. This fee may be waived or suspended for the current year as a term or condition of a written restoration agreement. This fee may be waived for the current year and previous years if the property is acquired by a government agency.
2) The first annual fee shall be paid no later than five (5) days after the building becomes vacant. Subsequent annual fees shall be due on the anniversary date of initial vacancy. The fees shall be paid in full prior to the issuance of any building permits, with the exception of a demolition permit.
3) Unpaid fees shall be levied and collected as a special assessment against the property as provided for under Section 320.23. Upon transfer of ownership, the new owner(s) shall be responsible for all unpaid and subsequent annual fees.

Subd. 10 A building owner shall provide access to all interior portions of an unoccupied building in order to permit a complete inspection for the purpose of enforcing and assuring compliance with the provisions of this chapter.

SECTION THREE: Section 1000 General Provisions Appendix A: Fee Schedule of the City Code is hereby amended as indicated, with the new language underlined:

Building Dept	Residential	Commercial
Vacant Building Registry	$7,000	$7,000

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 Council
Agenda Request

MEETING DATE: June 17, 2024

TITLE OF ITEM: Update on Orderly Annexation Discussions

AGENDA: Main

ACTION REQUESTED: Information Only

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

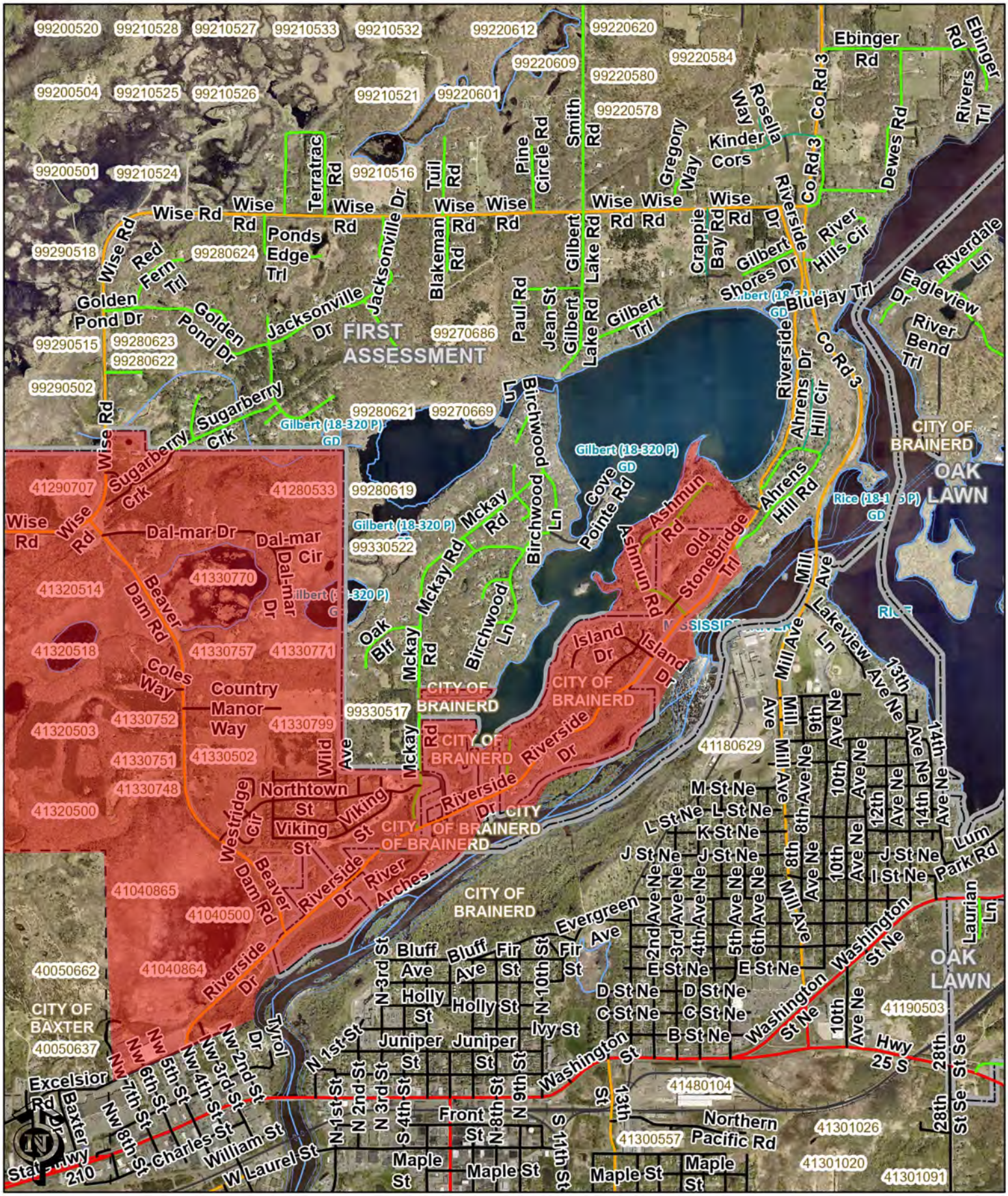
SUMMARY OF ISSUE: Staff has had an initial conversation with Crow Wing County staff about a potential orderly annexation agreement. The first step was discussion on draft municipal boundaries. Attached are two exhibits that were used in the discussion to describe the draft area. Staff used the area that is either currently served by municipal utilities or nearly served by municipal utilities while also closing any potential "dead-ends" or "islands" of parcels to create a continuous area.

The Overall Map exhibit shows both parcels currently within the city limits and those included in a potential orderly annexation agreement. The exhibit is intended to describe what the municipal limits north of the Mississippi River would potentially look like should the orderly annexation continue as proposed. The Draft exhibit shows more specifically the areas of parcels that would be included in the potential orderly annexation agreement, highlighted in red.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The next steps include City staff more specifically identifying the parcels that would be included in the draft orderly annexation agreement. There would also need to be additional discussions about infrastructure ownership. Streets such as Karr Drive, Russell Road, and others that are not currently City streets, would likely become City streets. We would need to discuss what the current build of these streets are and if they meet City standards. Other details such as tax revenues would need to be discussed as well.

RECOMMENDED ACTION/MOTION: Information only at this time. More information to be provided at future meetings.

FINANCIAL IMPACT: N/A



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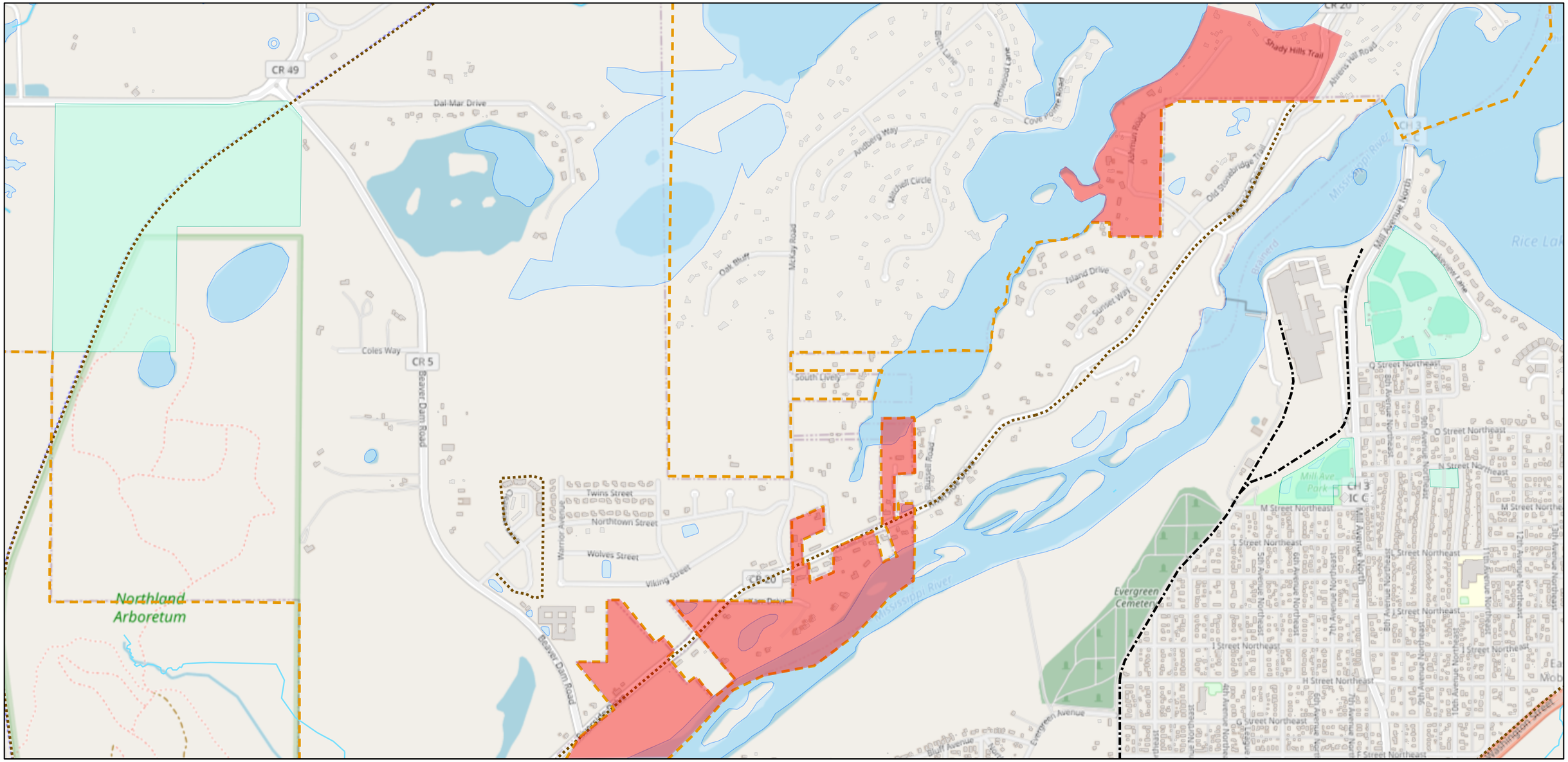
Orderly Annexation Draft

Date: 6/3/2024 Time: 12:30 PM

City of Brainerd



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- BrainerdOnline - City Limits
- BrainerdOnline - Buildings
- BrainerdOnline - Railroad
- BrainerdOnline - Trails
- BrainerdOnline - Roads
- BrainerdOnline - Parks
- BrainerdOnline - Streams
- BrainerdOnline - Water

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Phase 1

CITY OF BRAINERD POLICY
CONSTRUCTION OF UTILITY IMPROVEMENTS

Pursuant to Petition - Properties Abutting the City

The City of Brainerd will, from time to time, construct municipal utility improvements outside of its corporate boundaries to areas that are abutting the City but haven't been annexed. In general, the City will provide such utilities to property requesting the improvements pursuant to a valid petition with the provision that all of the property benefiting from said improvements will be annexed into the City within one (1) year of the date of the utility petition and further, that upon annexation such property will be appropriately assessed for the costs of constructing such improvements. In addition, 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 as set forth in Minnesota Rule Chapter 7080. 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 as defined by Minnesota Rule 7080, the Brainerd Public Utilities Commission, pursuant to City Code Section 700.05, Subd 5., 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. No repairs or improvements may be made to existing wells and/or individual septic systems on property having access to municipal utility systems.

Prior to the construction of such utility improvements, the City must conduct a public hearing so that the affected property owners may have an opportunity to speak regarding the proposed project. The hearing, notices and procedures shall conform to the provisions of Minnesota Statutes, Chapter 429. Subsequent to the public hearing, the Council may, by a majority vote of those present, authorize the construction of the project.

Pursuant to Council Action - Properties Not Abutting the City

The City Council may, at its discretion, authorize the construction of utility improvements outside its corporate boundaries and not abutting the City by a majority vote of the Council. In order to pay for such costs, the Council hereby establishes a Water Connection Charge (WCC) and a Sewer Connection Charge (SCC). This charge, as initially set by Council Resolution, represents the average costs of constructing such utility improvements and is payable immediately upon connection to the system.

It shall be the policy of the City that developed properties must connect to the municipal utility systems within three (3) years of availability of service provided that the existing private septic system satisfactorily passes a Certificate of Compliance Inspection as set forth in Minnesota Rule Chapter 7080. 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 as defined by Minnesota Rule 7080, the Brainerd Public Utilities Commission, pursuant to City Code Section 700.05, Subd.5, shall serve upon such owner or occupant ten days' notice in writing specifying the time when such sewer connection or connections must be made and completed. No repairs or improvements may be made to existing wells and/or individual septic systems on property having access to a municipal utility system.

The Water Connection Charge (WCC) and Sewer Connection Charge (SCC) set by City Council Resolution will remain in effect until repealed by the Council. Said Resolution may be adjusted periodically by the City Council.

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.

6/2/03

Assessment/Connection Policy - Approved.

6/2/03

MOVED AND SECONDED BY ALDERMEN SCHEELER AND KOEP TO ADOPT THE ASSESSMENT/CONNECTION POLICY AS PRESENTED.

The Chair clarified the policy is for properties abutting municipal utilities and within the City, and for properties abutting municipal utilities and not currently within and/or abutting the City.

Alderman Olson noted the "2/3 vote of the Council" line has been deleted from the policy presented at tonight's meeting. He questioned why this was taken out of the policy as the Charter states utility improvements must be approved by a 2/3 vote of the Council.

City Administrator Vogt stated he has contacted Mr. Dave Kennedy, Kennedy & Bubul, who said the 2/3 majority is not required by Statute and that the City Charter would still need to be followed.

Alderman Fisher made reference to the inspection of septic systems as it refers in the policy to a "failing" system. She questioned if this if for a "failing" or a "non-compliant" system.

City Administrator Vogt noted the wording was taken from the existing Ordinance. The Chair asked if adding "non-compliant" in the wording would be acceptable.

Alderman Koep stated this becomes more burdensome for the property owners.

MOVED BY ALDERMEN FISHER TO AMEND THE WORDING AND ADD "NON-COMPLIANT" TO THE WORDING IN THE POLICY.

Motion failed for lack of a second.

Alderman Olson reiterated he would not support this policy unless the "2/3 Council vote" is included.

Alderman Olson stated he prepared a draft policy regarding Riverside Drive improvements with the assistance of City Attorney Fitzpatrick.

Members Koep, Nesheim, Scheeler, Bevans, Fisher and Dehen voted "aye". Member Olson voted "naye". The Chair declared the motion carried.

City of Brainerd Proclamation

WHEREAS, The Brainerd Garden Club was founded in 1924, and has since dedicated itself to the beautification and ecological preservation of our community; and

WHEREAS, for 100 years, the members of the Brainerd Garden Club have volunteered their time, expertise, and resources to create and maintain public gardens, educate the community on horticultural practices, and promote the benefits of gardening and environmental stewardship; and

WHEREAS, the Brainerd Garden Club has played a significant role in the enhancement of our city's natural landscapes, contributing to the well-being and aesthetic pleasure of our residents and visitors; and

WHEREAS, the Brainerd Garden Club who have fostered a sense of community, collaboration, and pride through its various projects, events, and partnerships with local schools, organizations, and government entities; and

NOW, THEREFORE, I, Dave Badeaux, Mayor of the City of Brainerd, do hereby proclaim:

June 19th

A day to celebrate the Brainerd Garden Club, on this momentous occasion, we recognize the remarkable achievements and enduring legacy, and extend our heartfelt gratitude to its past and present members for their unwavering dedication and service.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Brainerd to be affixed this 19th day of June 2024

Mayor Dave Badeaux