



CITY COUNCIL AGENDA

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

Monday, August 5, 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: 2485 784 9892

Personnel and Finance Committee was held the Wednesday 7/31

Safety and Public Works Committee at 7:15 PM - Meeting Access Code: 2483 333 0128

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

1. **Call To Order**

2. **Roll Call**

___J. Czczok ___M. O'Day ___K. Stunek ___K. Terry___T. Stenglein ___G. Johnson ___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. **Authorize Hiring of 2024 Summer Temporary Employees**

E. **Approve Event/Street Closure Application-Touch-A-Truck and Flapjack Festival Event**

6. **Presentations**

A. **Audit Presentation CliftonLarsenAllen**

7. **Council Committee Reports**

A. Safety & Public Works Committee

1. Discuss Administration of Code Violations in Screened Yards
2. Direction on Active Code Enforcement Cases

B. Personnel & Finance Committee

1. Approve 2024 Fire Dept. Relief Association Annual Report
2. Authorize the Fire Department to Participate in a Regional Funding Application
3. Authorize the Fire Department to Apply for Sourcewell 24-25 Public Safety Match Funding
4. Approve Funding for Police Department Records Management System
5. Approve Use of Statewide Affordable Housing Aid (SAHA)
6. Approve Request of Long-Term Maintenance Funds for Lum Park Pavilion #1
7. Ratify the Hiring of Environmental Resources Technician Kelly Robinson
8. Ratify Hiring Christopher Evans as Public Utilities Director
9. Approve Resignation of Assistant Engineer Fladung and Approve Changes to Public Works Director/City Engineer Job Descriptions
10. Update regarding Brainerd Public Utilities Managers and Supervisors Association Union
11. Discussion on Annual Budget Timeline and Set Workshop
12. 2023 Tax Increment Financing (TIF) Report Summary - Informational
13. IBEW Local No. 31 Strike/Arbitration Update

8. Unfinished Business

A. Call for Applicants

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)
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 - Proposed Ordinance 1570 - Amending City Code 1200.03 Subd. 6 Temporary Licenses**
 - C. **Final Reading and Public Hearing - Proposed Ordinance 1571 - Prohibiting Camping in the City of Brainerd**
9. **New Business**
Request from Brainerd Public Utilities to convert parking stall at the City Hall parking lot to Electric Vehicle Charging
- A. **Consider Interim Use Permit for a Short-Term Rental at 1123 15th Ave NE**
 - B. **Consider Conditional Use Permit for a Childcare Center Expansion at 418 8th Ave NE**
 - C. **Consider Ordinance Prohibiting Outdoor Storage for Crypto Mining, Data Centers, AI Centers, and Similar Uses**
10. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Council -
Time limits may be imposed
11. **Staff Reports**
(Verbal: Any Updates since Packet)
12. **Mayor's Report**
13. **Council Member Reports**
14. **Adjourn**
- A. **Adjourn To Closed Session Per MN Statute 13D.05 Subd 3(C) 3 To Discuss Potential Sale of City-Owned Parcel 41010545**

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	Jrnalized Post Date
Vendor 3572 - AAA EQUIPMENT CENTER:							
115117 83759	AAA EQUIPMENT CENTER MOWER BELT REPAIR 230-5200-42220	07/10/2024 pziemer	08/07/2024	117.59	117.59	Open	N 08/07/2024
	REPAIR & MAINT			117.59			
	Total for vendor 3572 - AAA EQUIPMENT CENTER:			117.59	117.59		
Vendor 0011 - ACE HARDWARE:							
325655/1 83757	ACE HARDWARE WEED WACKER HEAD REPAIR 235-3100-42220	07/16/2024 pziemer	08/07/2024	21.99	21.99	Open	N 08/07/2024
	REPAIR & MAINT			21.99			
325639/1 83761	ACE HARDWARE MILLS FIELD GATE REPAIR - CONCRETE 230-5200-42221	07/16/2024 pziemer	08/07/2024	15.98	15.98	Open	N 08/07/2024
	R&M- MILLS FIELD			15.98			
325695/1 83777	ACE HARDWARE LPW - FASTENERS 230-5200-42220	07/17/2024 pziemer	08/07/2024	3.20	3.20	Open	N 08/07/2024
	REPAIR & MAINT			3.20			
325834/1 83798	ACE HARDWARE ADJUSTABLE WRENCH FOR CRACK FILLING 235-3100-42220	07/23/2024 pziemer	08/07/2024	26.99	26.99	Open	N 08/07/2024
	REPAIR & MAINT			26.99			
325828/1 83799	ACE HARDWARE 20LB PROPANE TANK AND LIGHTER FOR CRACK FILLING 235-3100-42220	07/23/2024 pziemer	08/07/2024	64.78	64.78	Open	N 08/07/2024
	REPAIR & MAINT			64.78			
325804/1 83805	ACE HARDWARE SQD WINDSHIELD WASH 225-2120-42221	07/22/2024 pziemer	08/07/2024	8.08	8.08	Open	N 08/07/2024
	SQUAD CAR REPAIR SUPPLIES			8.08			
325851/1 83835	ACE HARDWARE CRACK SEALING PROPANE EXCHANGE 235-3100-42220	07/24/2024 pziemer	08/07/2024	17.99	17.99	Open	N 08/07/2024
	REPAIR & MAINT			17.99			
325888/1 83836	ACE HARDWARE CRACK SEALING PROPANE EXCHANGE 235-3100-42220	07/25/2024 pziemer	08/07/2024	17.99	17.99	Open	N 08/07/2024
	REPAIR & MAINT			17.99			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
326023/1 83983	ACE HARDWARE MOUSE TRAPS - MMP CONCESSIONS 230-5204-42220	07/30/2024 pziemer	08/07/2024	5.38 5.38	5.38	Open	N 08/07/2024
325995/1 84002	ACE HARDWARE PLASTIC ANCHORS 230-5200-42220	07/29/2024 pziemer	08/07/2024	19.79 19.79	19.79	Open	N 08/07/2024
Total for vendor 0011 - ACE HARDWARE:				202.17	202.17		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:							
121628 83779	AMERICAN STEEL SUPPLY INC KWP PLAYGROUND - REPAIRS 230-5200-42220	07/18/2024 pziemer	08/07/2024	130.98 130.98	130.98	Open	N 08/07/2024
121780 83999	AMERICAN STEEL SUPPLY INC MMP SHEET METAL - REPAIRS 230-5200-42220	07/29/2024 pziemer	08/07/2024	212.96 212.96	212.96	Open	N 08/07/2024
Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:				343.94	343.94		
Vendor 3343 - ARROW MANAGEMENT:							
33388 83947	ARROW MANAGEMENT ABATEMENTS X2: 408 2ND & 1201 NORWOOD 101-2400-43405	07/29/2024 pziemer	08/07/2024	150.00 150.00	150.00	Open	N 08/07/2024
Total for vendor 3343 - ARROW MANAGEMENT:				150.00	150.00		
Vendor 3859 - ASL INTERPRETING SERVICES INC:							
24.09097 83806	ASL INTERPRETING SERVICES INC INTERPRETING SERVICES 225-2120-43300	07/01/2024 pziemer	08/07/2024	20.00 20.00	20.00	Open	N 08/07/2024
Total for vendor 3859 - ASL INTERPRETING SERVICES INC:				20.00	20.00		
Vendor 4310 - AUTOSMITH SERVICE GROUP:							
19388 83914	AUTOSMITH SERVICE GROUP SQD 412 RADAR INSTALL 225-2120-42221	07/19/2024 pziemer	08/07/2024	270.00 270.00	270.00	Open	N 08/07/2024
Total for vendor 4310 - AUTOSMITH SERVICE GROUP:				270.00	270.00		

08/01/2024 04:06 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/05/2024 - 08/05/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 2068 - BAXTER POLICE DEPARTMENT:							
3RD QTR 24 TZD							
83920	BAXTER POLICE DEPARTMENT	07/29/2024	08/07/2024	4,946.41	4,946.41	Open	N
	REMIT 3RD QTR 2024 TZD	pziemer					08/07/2024
	225-0000-20800	DUE TO OTHER GOVT UNITS		4,946.41			
	Total for vendor 2068 - BAXTER POLICE DEPARTMENT:			4,946.41	4,946.41		
Vendor 0748 - BJERGA FEED STORES:							
1430961							
83760	BJERGA FEED STORES	07/09/2024	08/07/2024	125.08	125.08	Open	N
	HERBICIDE SPRAY	pziemer					08/07/2024
	230-5200-42220	REPAIR & MAINT		125.08			
	Total for vendor 0748 - BJERGA FEED STORES:			125.08	125.08		
Vendor 3966 - BLUE SKY TRANSIT:							
53024							
83762	BLUE SKY TRANSIT	07/01/2024	08/07/2024	92,937.25	92,937.25	Open	N
	JUNE 24 THIRD PARTY SERVICES	pziemer					08/07/2024
	203-9000-43401	VEHICLE REPAIRS		6,724.40			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		86,212.85			
	Total for vendor 3966 - BLUE SKY TRANSIT:			92,937.25	92,937.25		
Vendor 0078 - BRAINERD LAKES AREA DEV C:							
JULY 2024							
83770	BRAINERD LAKES AREA DEV C	07/22/2024	08/07/2024	3,000.00	3,000.00	Open	N
	JUL 24 ECONOMIC DEVELOPMENT CONSULTING	pziemer					08/07/2024
	295-6510-43300	PROFESSIONAL SERVICES		3,000.00			
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:			3,000.00	3,000.00		
Vendor 0081 - BRAINERD MEDICAL SUPPLY:							
92,391							
83807	BRAINERD MEDICAL SUPPLY	07/12/2024	08/07/2024	15.99	15.99	Open	N
	FIRST AID & SAFETY SUPPLIES	pziemer					08/07/2024
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		15.99			
	Total for vendor 0081 - BRAINERD MEDICAL SUPPLY:			15.99	15.99		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
8/2024 - BAXTER							
84010	BRAINERD PUBLIC UTILITIES	08/01/2024	08/07/2024	201,423.23	201,423.23	Open	N
	REMIT BAXTER SALES TAX REV SHARING 8/pziemer						08/07/2024
	237-0000-20850	DUE TO COMPONENT UNIT		201,423.23			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			201,423.23	201,423.23		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 2072 - BREEZY POINT POLICE DEPARTMENT:							
3RD QTR 24 TZD							
83921	BREEZY POINT POLICE DEPARTMENT	07/29/2024	08/07/2024	982.03	982.03	Open	N
	REMIT 3RD QTR 24 TZD	pziemer					08/07/2024
	225-0000-20800	DUE TO OTHER GOVT UNITS		982.03			
	Total for vendor 2072 - BREEZY POINT POLICE DEPARTMENT:			982.03	982.03		
Vendor 3598 - BS&A SOFTWARE:							
154977							
83768	BS&A SOFTWARE	08/22/2024	08/07/2024	266.00	266.00	Open	N
	BSA ONLINE PERMIT FEE 4/10/24-7/8/24	pziemer					08/07/2024
	101-1800-43309	COMPUTER SUPPORT		266.00			
	Total for vendor 3598 - BS&A SOFTWARE:			266.00	266.00		
Vendor 0102 - CANON FINANCIAL SERVICE:							
33912722							
83810	CANON FINANCIAL SERVICE	07/24/2024	08/07/2024	80.69	80.69	Open	N
	8/1/24-8/31/24 FD COPIER CONTRACT	pziemer					08/07/2024
	225-2220-43331	LEASED PAYMENTS		80.69			
33917030							
83966	CANON FINANCIAL SERVICE	07/24/2024	08/07/2024	77.97	77.97	Open	N
	LIBRARY COPIER CONTRACT 8/1/24-8/31/24	pziemer					08/07/2024
	211-5505-43430	MISC - COPY MACHINE PYMTS		77.97			
33909166							
83967	CANON FINANCIAL SERVICE	07/23/2024	08/07/2024	19.73	19.73	Open	N
	LIBRARY COPIER CONTRACT 8/1/24-8/31/24	pziemer					08/07/2024
	211-5505-43430	MISC - COPY MACHINE PYMTS		19.73			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			178.39	178.39		
Vendor 4309 - CARRIE BENSON PHOTOGRAPHY:							
254							
83808	CARRIE BENSON PHOTOGRAPHY	07/24/2024	08/07/2024	210.00	210.00	Open	N
	OFFICER OF THE YEAR PHOTO	pziemer					08/07/2024
	225-2120-43300	PROFESSIONAL SERVICES		210.00			
	Total for vendor 4309 - CARRIE BENSON PHOTOGRAPHY:			210.00	210.00		
Vendor 0447 - CDW GOVERNMENT, INC:							
SJ88002							
84004	CDW GOVERNMENT, INC	07/17/2024	08/07/2024	526.90	526.90	Open	N
	QTY 2 MONITORS - TRANSIT	pziemer					08/07/2024
	203-9000-42200	OFFICE SUPPLIES		526.90			
	Total for vendor 0447 - CDW GOVERNMENT, INC:			526.90	526.90		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/JUL24/ENG							
83940	CENTERPOINT ENERGY	07/16/2024	08/07/2024	181.16	181.16	Open	N
	6/18/24-7/16/24 CITY HALL/ANNEX UTIL	pziemer					08/07/2024
	101-1940-43380 UTILITIES			151.52			
	101-1940-43380 UTILITIES			29.64			
92166-0/JUL24/STRTS							
83941	CENTERPOINT ENERGY	07/16/2024	08/07/2024	39.63	39.63	Open	N
	6/18/24-7/16/24 STREET GARAGE UTILIT	pziemer					08/07/2024
	235-3100-43380 UTILITIES			39.63			
92166-0/JUL24/PARKS							
83942	CENTERPOINT ENERGY	07/16/2024	08/07/2024	39.64	39.64	Open	N
	6/18/24-7/16/24 PARKS DEPT UTILITIES	pziemer					08/07/2024
	230-5200-43380 UTILITIES			39.64			
92166-0/JUL24/FD							
83943	CENTERPOINT ENERGY	07/16/2024	08/07/2024	68.32	68.32	Open	N
	6/18/24-7/16/24 FIRE DEPT UTILITIES	pziemer					08/07/2024
	225-2220-43380 UTILITIES			33.76			
	225-2220-43380 UTILITIES			34.56			
92166-0/JUL24/PD							
83944	CENTERPOINT ENERGY	07/17/2024	08/07/2024	29.64	29.64	Open	N
	6/18/24-7/16/24 POLICE DEPT UTILITIE	pziemer					08/07/2024
	225-2120-43380 UTILITIES			29.64			
92166-0/JUL24/LIB							
83945	CENTERPOINT ENERGY	07/17/2024	08/07/2024	94.75	94.75	Open	N
	6/18/24-7/16/24 LIBRARY UTILITIES	pziemer					08/07/2024
	211-5500-43380 UTILITIES			94.75			
	Total for vendor 0307 - CENTERPOINT ENERGY:			453.14	453.14		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
194							
83839	CENTRAL LAKES FERTILIZING	07/25/2024	08/07/2024	1,674.00	1,674.00	Open	N
	SUMMER FERTILIZER, WEED PULLING, MOS	pziemer					08/07/2024
	400-9050-45530 CAPITAL - OTHER			979.00			
	230-5200-42220 REPAIR & MAINT			295.00			
	230-5211-42210 OPERATING SUPPLIES			400.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			1,674.00	1,674.00		
Vendor 1343 - CHARTER COMMUNICATIONS:							
175587701072224							
83957	CHARTER COMMUNICATIONS	07/22/2024	08/07/2024	46.85	46.85	Open	N
	BUSINESS TV	pziemer					08/07/2024

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	225-2120-43380	UTILITIES		46.85			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:			46.85	46.85		
Vendor 0119 - CLAREY'S SAFETY EQUIPMENT:							
212293							
83740	CLAREY'S SAFETY EQUIPMENT	07/12/2024	08/07/2024	385.40	385.40	Open	N
	CALIBRATION GAS	pziemer					08/07/2024
	225-2220-42210	OPERATING SUPPLIES		385.40			
	Total for vendor 0119 - CLAREY'S SAFETY EQUIPMENT:			385.40	385.40		
Vendor 0229 - CLIFTONLARSONALLEN LLP:							
L241483549							
83939	CLIFTONLARSONALLEN LLP	07/24/2024	08/07/2024	787.50	787.50	Open	N
	2023 AUDIT - STATE REPORTING FORM	pziemer					08/07/2024
	101-9200-43300	PROFESSIONAL SERVICES		787.50			
	Total for vendor 0229 - CLIFTONLARSONALLEN LLP:			787.50	787.50		
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0049							
83800	COLUMN SOFTWARE	07/16/2024	08/07/2024	45.21	45.21	Open	N
	NOH: ORD 1571 - CAMPING	pziemer					08/07/2024
	101-9200-43350	LEGAL PUBLICATIONS		45.21			
425BB603-0050							
83801	COLUMN SOFTWARE	07/16/2024	08/07/2024	24.00	24.00	Open	N
	NOH: ORD 1570 - TEMP LIQUOR 7-20-24	pziemer					08/07/2024
	101-9200-43350	LEGAL PUBLICATIONS		24.00			
425BB603-0052							
83968	COLUMN SOFTWARE	07/22/2024	08/07/2024	56.48	56.48	Open	N
	ANNUAL TIF DISCLOSURES	pziemer					08/07/2024
	274-6505-43430	MISCELLANEOUS		9.41			
	277-6517-43430	MISCELLANEOUS		9.41			
	281-6514-43430	MISCELLANEOUS		9.41			
	283-6506-43430	MISCELLANEOUS		9.41			
	292-6503-43430	MISCELLANEOUS		9.42			
	293-6512-43430	MISCELLANEOUS		9.42			
	Total for vendor 4269 - COLUMN SOFTWARE:			125.69	125.69		
Vendor 2069 - CROSBY POLICE DEPARTMENT:							
3RD QTR 24 TZD							
83922	CROSBY POLICE DEPARTMENT	07/29/2024	08/07/2024	1,039.01	1,039.01	Open	N
	REMIT 3RD QTR 2024 TZD	pziemer					08/07/2024
	225-0000-20800	DUE TO OTHER GOVT UNITS		1,039.01			
	Total for vendor 2069 - CROSBY POLICE DEPARTMENT:			1,039.01	1,039.01		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 2075 - CROSSLAKE POLICE DEPARTMENT:							
3RD QTR 24 TZD							
83923	CROSSLAKE POLICE DEPARTMENT	07/29/2024	08/07/2024	255.12	255.12	Open	N
	REMIT 3RD QTR 24 TZD	pziemer					08/07/2024
	225-0000-20800	DUE TO OTHER GOVT UNITS		255.12			
	Total for vendor 2075 - CROSSLAKE POLICE DEPARTMENT:			255.12	255.12		
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX:078737 PARKS							
83758	CUB FOODS - BRAINERD	07/16/2024	08/07/2024	9.98	9.98	Open	N
	ICE - SAFETY	pziemer					08/07/2024
	230-5200-43430	MISCELLANEOUS		9.98			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			9.98	9.98		
Vendor 1156 - CWC SHERIFF:							
3RD QTR 24 TZD							
83924	CWC SHERIFF	07/29/2024	08/07/2024	1,347.68	1,347.68	Open	N
	REMIT 3RD QTR 2024 TZD	pziemer					08/07/2024
	225-0000-20800	DUE TO OTHER GOVT UNITS		1,347.68			
	Total for vendor 1156 - CWC SHERIFF:			1,347.68	1,347.68		
Vendor 0135 - CWC TREASURER:							
7248/LIB							
83735	CWC TREASURER	07/11/2024	08/07/2024	10.00	10.00	Open	N
	2ND QTR LIBRARY EXPENSES	pziemer					08/07/2024
	211-5500-42220	REPAIR & MAINT		10.00			
7248/CH							
83736	CWC TREASURER	07/11/2024	08/07/2024	931.59	931.59	Open	N
	2ND QTR CITY HALL EXPENSES	pziemer					08/07/2024
	101-1940-42220	REPAIR & MAINT		931.59			
7248/PD							
83737	CWC TREASURER	07/11/2024	08/07/2024	1,002.74	1,002.74	Open	N
	2ND QTR POLICE DEPT EXPENSES	pziemer					08/07/2024
	225-2120-42220	REPAIR & MAINT		1,002.74			
7248/FD							
83748	CWC TREASURER	07/11/2024	08/07/2024	2,815.86	2,815.86	Open	N
	2ND QTR FIRE DEPT EXPENSES	pziemer					08/07/2024
	225-2220-42221	R&M BUILDING		2,815.86			
	Total for vendor 0135 - CWC TREASURER:			4,760.19	4,760.19		
Vendor 3438 - DAHLHEIMER BEVERAGE:							

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2236564 83778	DAHLHEIMER BEVERAGE PARKS - SOAP, LINERS, TP 230-5200-42210	07/19/2024 pziemer	08/07/2024	330.10 330.10	330.10	Open	N 08/07/2024
2239246 83780	DAHLHEIMER BEVERAGE CONCESSIONS - POPCORN 230-5204-42210	07/19/2024 pziemer	08/07/2024	40.15 40.15	40.15	Open	N 08/07/2024
2238110 83913	DAHLHEIMER BEVERAGE JANITORIAL SUPPLIES 211-5500-42220	07/19/2024 pziemer	08/07/2024	151.40 151.40	151.40	Open	N 08/07/2024
2240750 83997	DAHLHEIMER BEVERAGE JANITORIAL SUPPLIES - PARKS 230-5200-42220	07/26/2024 pziemer	08/07/2024	391.90 391.90	391.90	Open	N 08/07/2024
Total for vendor 3438 - DAHLHEIMER BEVERAGE:				913.55	913.55		

Vendor 1381 - DECHANTAL EXCAVATING LLC:

22:08 PAY REQ 4 83991	DECHANTAL EXCAVATING LLC 22:08 SOUTH BRD RECONST. THRU 7/30/24 401-9030-45530-22:08	07/31/2024 pziemer	08/07/2024	830,398.52 830,398.52	830,398.52	Open	N 08/07/2024
Total for vendor 1381 - DECHANTAL EXCAVATING LLC:				830,398.52	830,398.52		

Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:

JULY 2024 83771	DESTINATION DOWNTOWN BRAINERD COALI JUL 24 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/22/2024 pziemer	08/07/2024	833.34 833.34	833.34	Open	N 08/07/2024
Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:				833.34	833.34		

Vendor 1286 - EAST SIDE OIL COMPANY:

R112374 83764	EAST SIDE OIL COMPANY FILTERS/ANTIFREEZE 227-3230-43428	07/17/2024 pziemer	08/07/2024	86.00 86.00	86.00	Open	N 08/07/2024
Total for vendor 1286 - EAST SIDE OIL COMPANY:				86.00	86.00		

Vendor 0925 - ERICKSON'S GREENHOUSE:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
1206 83938	ERICKSON'S GREENHOUSE 2024 CITY HALL PLANTING/LABOR 101-9200-43430 MISCELLANEOUS Total for vendor 0925 - ERICKSON'S GREENHOUSE:	07/12/2024 pziemer	08/07/2024	520.00 520.00 520.00	520.00 520.00	Open	N 08/07/2024
Vendor 0170 - FASTENAL COMPANY:							
MNBAX268910 83727	FASTENAL COMPANY 18 IN SAFETY CONES X 28 235-3170-42210 OPERATING SUPPLIES	07/18/2024 pziemer	08/07/2024	220.64 220.64	220.64	Open	N 08/07/2024
MNBAX268862 83763	FASTENAL COMPANY 18" SAFETY CONES 235-3170-42210 OPERATING SUPPLIES	07/16/2024 pziemer	08/07/2024	63.04 63.04	63.04	Open	N 08/07/2024
MNBAX268985 83803	FASTENAL COMPANY 18 INCH SAFETY CONES 235-3170-42210 OPERATING SUPPLIES Total for vendor 0170 - FASTENAL COMPANY:	07/22/2024 pziemer	08/07/2024	157.60 157.60 441.28	157.60 441.28	Open	N 08/07/2024
Vendor 3493 - FIRE CATT, LLC:							
14469 83745	FIRE CATT, LLC FIRE HOSE/GROUND LADDER TESTING 225-2220-43300 PROFESSIONAL SERVICES Total for vendor 3493 - FIRE CATT, LLC:	07/11/2024 pziemer	08/07/2024	4,747.80 4,747.80 4,747.80	4,747.80	Open	N 08/07/2024
Vendor 0177 - FIRST IMPRESSION PRINTING:							
91643 83990	FIRST IMPRESSION PRINTING FD HIRING POSTERS 225-2220-42210 OPERATING SUPPLIES Total for vendor 0177 - FIRST IMPRESSION PRINTING:	07/30/2024 pziemer	08/07/2024	17.80 17.80 17.80	17.80	Open	N 08/07/2024
Vendor 1967 - FRONTIER PRECISION INC:							
INV304974 83912	FRONTIER PRECISION INC BLUE FLAGGING PAINT 401-9030-43430 MISCELLANEOUS	07/18/2024 pziemer	08/07/2024	166.73 166.73	166.73	Open	N 08/07/2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
INV305543 83918	FRONTIER PRECISION INC CONST. TAPE - MARKING PAINT 401-9030-43430 MISCELLANEOUS Total for vendor 1967 - FRONTIER PRECISION INC:	07/25/2024 pziemer	08/07/2024	336.64 336.64 503.37	336.64 503.37	Open	N 08/07/2024
Vendor 0186 - GALLS LLC:							
028396357 83781	GALLS LLC 701 UNIFORM COLLAR BRASS 225-2120-41113 UNIFORM ALLOWANCE	07/02/2024 pziemer	08/07/2024	66.24 66.24	66.24	Open	N 08/07/2024
028409993 83782	GALLS LLC 728 - BOOTS 225-2120-41113 UNIFORM ALLOWANCE	07/03/2024 pziemer	08/07/2024	173.99 173.99	173.99	Open	N 08/07/2024
028429162 83783	GALLS LLC UNIFORM RAINCOATS X6 225-2120-41113 UNIFORM ALLOWANCE Total for vendor 0186 - GALLS LLC:	07/08/2024 pziemer	08/07/2024	801.60 801.60 1,041.83	801.60 1,041.83	Open	N 08/07/2024
Vendor MISC - GREENFOREST ENVIRONMENTAL SOLUTIONS:							
B23-0003 83811	GREENFOREST ENVIRONMENTAL SOLUTIONS BD Bond Refund 101-0000-20701 B23-0003 Total for vendor MISC - GREENFOREST ENVIRONMENTAL SOLUTIONS:	07/25/2024 pziemer	08/07/2024	500.00 500.00 500.00	500.00 500.00	Open	N 08/07/2024
Vendor 4313 - HEARTLAND MACHINE & TOOL:							
18471 83995	HEARTLAND MACHINE & TOOL SEWER CAMERA AIR FILL CAP 237-3190-42220 REPAIR & MAINT Total for vendor 4313 - HEARTLAND MACHINE & TOOL:	07/29/2024 pziemer	08/07/2024	420.00 420.00 420.00	420.00 420.00	Open	N 08/07/2024
Vendor 0209 - HEARTLAND TIRE INC.:							
3050496 83784	HEARTLAND TIRE INC. SQD 436 - REPLACE TIRE 225-2120-42221 SQUAD CAR REPAIR SUPPLIES Total for vendor 0209 - HEARTLAND TIRE INC.:	07/18/2024 pziemer	08/07/2024	321.99 321.99 321.99	321.99 321.99	Open	N 08/07/2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0201 - HEARTLAND TIRE SERVICE INC:							
15027134 83750	HEARTLAND TIRE SERVICE INC TRACTOR 110 FLAT TIRE REPAIR 235-3100-42220	07/12/2024 pziemer	08/07/2024	26.00	26.00	Open	N 08/07/2024
	REPAIR & MAINT			26.00			
15027252 83797	HEARTLAND TIRE SERVICE INC GRADER AND LOADER TIRE RESEAL 235-3100-42220	07/23/2024 pziemer	08/07/2024	234.34	234.34	Open	N 08/07/2024
	REPAIR & MAINT			234.34			
	Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:			260.34	260.34		
Vendor 3050 - HILDI INC.:							
16336 83971	HILDI INC. FEES FOR FIRE RELIEF VALUATION 101-9200-43300	07/23/2024 pziemer	08/07/2024	1,150.00	1,150.00	Open	N 08/07/2024
	PROFESSIONAL SERVICES			1,150.00			
	Total for vendor 3050 - HILDI INC.:			1,150.00	1,150.00		
Vendor 0203 - HOLDEN ELECTRIC:							
76615 83741	HOLDEN ELECTRIC LPW - REPLACE VANDALIZED LIGHTS 230-5200-42220	07/15/2024 pziemer	08/07/2024	536.70	536.70	Open	N 08/07/2024
	REPAIR & MAINT			536.70			
76655 83742	HOLDEN ELECTRIC LPW - ELECTRICAL REPAIRS 230-5200-42220	07/15/2024 pziemer	08/07/2024	126.75	126.75	Open	N 08/07/2024
	REPAIR & MAINT			126.75			
76849 83946	HOLDEN ELECTRIC JOB 65941 - LUM PARK SITE 13 REPAIRS 230-5280-42220	07/25/2024 pziemer	08/07/2024	149.55	149.55	Open	N 08/07/2024
	REPAIR & MAINT			149.55			
76869 83954	HOLDEN ELECTRIC REPAIR HARRISON CROSSWALK FLASHERS 235-3100-42220	07/29/2024 pziemer	08/07/2024	6,677.00	6,677.00	Open	N 08/07/2024
	REPAIR & MAINT			6,677.00			
	Total for vendor 0203 - HOLDEN ELECTRIC:			7,490.00	7,490.00		
Vendor MISC - HYTEC CONSTRUCTION:							
B21-0001 83725	HYTEC CONSTRUCTION BD Bond Refund 101-0000-20701	07/22/2024 pziemer	08/07/2024	500.00	500.00	Open	N 08/07/2024
	B21-0001			500.00			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Total for vendor MISC - HYTEC CONSTRUCTION:				500.00	500.00		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4586533 83785	INNOVATIVE OFFICE SOLUTIONS LLC COPIER PAPER/RECORDS TONER 225-2120-42200	07/16/2024 pziemer	08/07/2024	145.86	145.86	Open	N 08/07/2024
	OFFICE SUPPLIES			145.86			
IN4594466 84008	INNOVATIVE OFFICE SOLUTIONS LLC DUSTER, NOTEBOOK 225-2120-42200	07/25/2024 pziemer	08/07/2024	11.91	11.91	Open	N 08/07/2024
	OFFICE SUPPLIES			11.91			
IN4597641 84009	INNOVATIVE OFFICE SOLUTIONS LLC MOBILE PRINTER PAPER 225-2120-42200	07/30/2024 pziemer	08/07/2024	37.46	37.46	Open	N 08/07/2024
	OFFICE SUPPLIES			37.46			
Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:				195.23	195.23		
Vendor 3488 - JEFFERSON FIRE & SAFETY:							
PB001792 83726	JEFFERSON FIRE & SAFETY TURNOUT GEAR X5 SUITS 225-2220-42250	07/15/2024 pziemer	08/07/2024	19,423.20	19,423.20	Open	N 08/07/2024
	PERSONAL PROTECTIVE GEAR			19,423.20			
Total for vendor 3488 - JEFFERSON FIRE & SAFETY:				19,423.20	19,423.20		
Vendor 0017 - KEVTEL CORPORATION:							
I-07302024 84007	KEVTEL CORPORATION BUS 240: MOVE AND RE-INSTALL RADIO T(pziemer 203-9000-42210	07/31/2024	08/07/2024	600.00	600.00	Open	N 08/07/2024
	OPERATING SUPPLIES			600.00			
Total for vendor 0017 - KEVTEL CORPORATION:				600.00	600.00		
Vendor 1512 - KIRVIDA FIRE INC:							
12458 83746	KIRVIDA FIRE INC T1 - TANKER REPAIRS 225-2220-42220	07/10/2024 pziemer	08/07/2024	421.18	421.18	Open	N 08/07/2024
	REPAIR & MAINT			421.18			
12457 83747	KIRVIDA FIRE INC T4 TANKER REPAIRS 225-2220-42220	07/10/2024 pziemer	08/07/2024	208.59	208.59	Open	N 08/07/2024
	REPAIR & MAINT			208.59			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
12459 83948	KIRVIDA FIRE INC TOWER 20 - OPTICOM REPAIRS 225-2220-42220	07/24/2024 pziemer	08/07/2024	695.50 695.50	695.50	Open	N 08/07/2024
	REPAIR & MAINT			695.50			
	Total for vendor 1512 - KIRVIDA FIRE INC:			1,325.27	1,325.27		
Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:							
7/9/24 83802	KITCHIGAMI REGIONAL LIBRARY - CC REMIT LIB CC CHARGES THRU 7/9/24 211-0000-20800	07/09/2024 pziemer	08/07/2024	323.90 323.90	323.90	Open	N 08/07/2024
	DUE TO OTHER GOVT UNITS			323.90			
	Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:			323.90	323.90		
Vendor 0500 - KUSTOM SIGNALS INC:							
613225 83786	KUSTOM SIGNALS INC SQD 412 - RADAR REPAIR 225-2120-42221	07/18/2024 pziemer	08/07/2024	522.69 522.69	522.69	Open	N 08/07/2024
	SQUAD CAR REPAIR SUPPLIES			522.69			
	Total for vendor 0500 - KUSTOM SIGNALS INC:			522.69	522.69		
Vendor 0223 - L & M STEEL:							
041090 83751	L & M STEEL MANHOLE COVER MAGNET HANDLE 237-3190-42220	07/12/2024 pziemer	08/07/2024	289.92 289.92	289.92	Open	N 08/07/2024
	REPAIR & MAINT			289.92			
	Total for vendor 0223 - L & M STEEL:			289.92	289.92		
Vendor 3469 - LAKES AREA MAT SERVICE INC:							
20240730 #522 83972	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	07/30/2024 pziemer	08/07/2024	45.60 45.60	45.60	Open	N 08/07/2024
	RENTAL EXPENSE			45.60			
20240716 #522 83973	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	07/16/2024 pziemer	08/07/2024	45.60 45.60	45.60	Open	N 08/07/2024
	RENTAL EXPENSE			45.60			
20240702 #522 83974	LAKES AREA MAT SERVICE INC CITY HALL FLOOR MATS 101-1940-43410	07/02/2024 pziemer	08/07/2024	45.60 45.60	45.60	Open	N 08/07/2024
	RENTAL EXPENSE			45.60			

08/01/2024 04:06 PM

User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/05/2024 - 08/05/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
20240730 #520 83975	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	07/30/2024 pziemer	08/07/2024	44.40 44.40	44.40	Open	N 08/07/2024
20240702 #520 83976	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	07/02/2024 pziemer	08/07/2024	44.40 44.40	44.40	Open	N 08/07/2024
20240716 #520 83977	LAKES AREA MAT SERVICE INC POLICE DEPT FLOOR MATS 225-2120-43300	07/16/2024 pziemer	08/07/2024	44.40 44.40	44.40	Open	N 08/07/2024
Total for vendor 3469 - LAKES AREA MAT SERVICE INC:				270.00	270.00		
Vendor 3627 - LAKES AREA WILDLIFE CONTROL:							
JULY 2024 83955	LAKES AREA WILDLIFE CONTROL JUL 24 ANIMAL CONTROL CONTRACT 225-2700-43300	07/30/2024 pziemer	08/07/2024	3,168.00 3,168.00	3,168.00	Open	N 08/07/2024
Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:				3,168.00	3,168.00		
Vendor 0233 - LEAGUE OF MN CITIES:							
409019 83996	LEAGUE OF MN CITIES 702 SAFETY AND LOSS CONTROL WORKSHOP 225-2120-43330	07/28/2024 pziemer	08/07/2024	30.00 30.00	30.00	Open	N 08/07/2024
Total for vendor 0233 - LEAGUE OF MN CITIES:				30.00	30.00		
Vendor MISC - LEVEL CONTRACTING LLC:							
BFG24-0002 83755	LEVEL CONTRACTING LLC BD Bond Refund 101-0000-20600	07/22/2024 pziemer	08/07/2024	12,284.17 12,284.17	12,284.17	Open	N 08/07/2024
BFG24-0012 83949	LEVEL CONTRACTING LLC BD Bond Refund 101-0000-20600	07/30/2024 pziemer	08/07/2024	6,500.00 6,500.00	6,500.00	Open	N 08/07/2024
BFG24-0011 83950	LEVEL CONTRACTING LLC BD Bond Refund 101-0000-20600	07/30/2024 pziemer	08/07/2024	6,500.00 6,500.00	6,500.00	Open	N 08/07/2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
BFG24-0004							
83951	LEVEL CONTRACTING LLC	07/30/2024	08/07/2024	12,284.17	12,284.17	Open	N
	BD Bond Refund	pziemer					08/07/2024
	101-0000-20600	BFG24-0004		12,284.17			
BFG24-0003							
83952	LEVEL CONTRACTING LLC	07/30/2024	08/07/2024	16,816.27	16,816.27	Open	N
	BD Bond Refund	pziemer					08/07/2024
	101-0000-20600	BFG24-0003		16,816.27			
	Total for vendor MISC - LEVEL CONTRACTING LLC:			54,384.61	54,384.61		
Vendor 0237 - LOCATORS - SUPPLIES INC:							
0315730-IN							
83953	LOCATORS - SUPPLIES INC	07/26/2024	08/07/2024	73.34	73.34	Open	N
	NITRILE COATED GLOVES	pziemer					08/07/2024
	235-3100-42220	REPAIR & MAINT		73.34			
	Total for vendor 0237 - LOCATORS - SUPPLIES INC:			73.34	73.34		
Vendor MISC - LUMBER ONE AVON INC:							
BFG24-0008							
83969	LUMBER ONE AVON INC	07/30/2024	08/07/2024	8,000.00	8,000.00	Open	N
	BD Bond Refund	pziemer					08/07/2024
	101-0000-20600	BFG24-0008		8,000.00			
BFG24-0007							
83970	LUMBER ONE AVON INC	07/30/2024	08/07/2024	8,000.00	8,000.00	Open	N
	BD Bond Refund	pziemer					08/07/2024
	101-0000-20600	BFG24-0007		8,000.00			
	Total for vendor MISC - LUMBER ONE AVON INC:			16,000.00	16,000.00		
Vendor 0239 - MACQUEEN EQUIPMENT INC:							
P31930							
84011	MACQUEEN EQUIPMENT INC	07/01/2024	08/07/2024	342.10	342.10	Open	N
	SCBA REPAIRS	pziemer					08/07/2024
	225-2220-42220	REPAIR & MAINT		342.10			
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:			342.10	342.10		
Vendor 1753 - MARCO:							
INV12727583							
83728	MARCO	07/18/2024	08/07/2024	1,218.36	1,218.36	Open	N
	UNIFY IT 7/19/24-8/18/24	pziemer					08/07/2024
	101-1800-43309	COMPUTER SUPPORT		1,111.82			
	260-9020-43309	COMPUTER SUPPORT		106.54			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
INV12736339 83804	MARCO MICROSOFT 365 6/16/24-7/15/24 101-1800-43309 260-9020-43309	07/22/2024 pziemer COMPUTER SUPPORT COMPUTER SUPPORT	08/07/2024	2,575.50 2,351.50 224.00	2,575.50	Open	N 08/07/2024
INV12746663 83915	MARCO MARCO - BCA FIREWALL SCAN STATUS 101-1800-43300	07/24/2024 pziemer PROFESSIONAL SERVICES	08/07/2024	130.00 130.00	130.00	Open	N 08/07/2024
Total for vendor 1753 - MARCO:				3,923.86	3,923.86		
Vendor 0243 - MARCO FINANCING:							
533406930 83738	MARCO FINANCING COPIER LEASE 3RD FL CH 8/1/24-11/1/24 101-1800-43331	08/05/2024 pziemer LEASE PAYMENTS	08/07/2024	1,285.65 1,285.65	1,285.65	Open	N 08/07/2024
Total for vendor 0243 - MARCO FINANCING:				1,285.65	1,285.65		
Vendor 0889 - MENARDS - BAXTER:							
25042 - 2024 83919	MENARDS - BAXTER DOWNTOWN SPRAYER, WEED KILLER 401-1003-43430 230-5200-42220	07/16/2024 pziemer MISCELLANEOUS REPAIR & MAINT	08/07/2024	97.85 45.98 51.87	97.85	Open	N 08/07/2024
25605 83992	MENARDS - BAXTER TRIBALL MOUNT - RECEIVER TUBE 230-5200-42220	07/24/2024 pziemer REPAIR & MAINT	08/07/2024	115.96 115.96	115.96	Open	N 08/07/2024
25616 83993	MENARDS - BAXTER CREDIT - RETURN RECEIVER TUBE 230-5200-42220	07/24/2024 pziemer REPAIR & MAINT	08/07/2024	(45.98) (45.98)	(45.98)	Open	N 08/07/2024
Total for vendor 0889 - MENARDS - BAXTER:				167.83	167.83		
Vendor 3394 - MIDWEST MACHINERY CO:							
10141899 83837	MIDWEST MACHINERY CO TRACTOR 110 DRIVE SHAFT AND COUPLER 235-3100-42220	07/25/2024 pziemer REPAIR & MAINT	08/07/2024	487.16 487.16	487.16	Open	N 08/07/2024
10149120 83979	MIDWEST MACHINERY CO STIHL 661 CHAINSAW AND FILE GUIDE	07/30/2024 pziemer	08/07/2024	1,585.98	1,585.98	Open	N 08/07/2024

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution 235-3100-42220	REPAIR & MAINT		1,585.98			
10148521 84001	MIDWEST MACHINERY CO MOWER TIRE X2 230-5200-42220	07/30/2024 pziemer REPAIR & MAINT	08/07/2024	161.46 161.46	161.46	Open	N 08/07/2024
	Total for vendor 3394 - MIDWEST MACHINERY CO:			2,234.60	2,234.60		

Vendor 3197 - MORTON SALT INC:

5403082120 83731	MORTON SALT INC BULK ROAD SALT 235-3125-42220	07/12/2024 pziemer REPAIR & MAINT	08/07/2024	2,028.81 2,028.81	2,028.81	Open	N 08/07/2024
	Total for vendor 3197 - MORTON SALT INC:			2,028.81	2,028.81		

Vendor 3168 - MOTORS-N-MORE:

30656 83787	MOTORS-N-MORE SQD 437 OIL CHANGE 225-2120-42221	07/12/2024 pziemer SQUAD CAR REPAIR SUPPLIES	08/07/2024	23.00 23.00	23.00	Open	N 08/07/2024
30650 83788	MOTORS-N-MORE SQD 411 OIL CHANGE AND BRAKES 225-2120-42221	07/11/2024 pziemer SQUAD CAR REPAIR SUPPLIES	08/07/2024	126.95 126.95	126.95	Open	N 08/07/2024
30654 83789	MOTORS-N-MORE SQD 428 BATTERY 225-2120-42221	07/12/2024 pziemer SQUAD CAR REPAIR SUPPLIES	08/07/2024	322.63 322.63	322.63	Open	N 08/07/2024
30669 83790	MOTORS-N-MORE SQD 436 OIL CHANGE 225-2120-42221	07/19/2024 pziemer SQUAD CAR REPAIR SUPPLIES	08/07/2024	23.00 23.00	23.00	Open	N 08/07/2024
	Total for vendor 3168 - MOTORS-N-MORE:			495.58	495.58		

Vendor 0798 - MR TIRE:

38002 84000	MR TIRE MOWER TIRE REPAIR 230-5200-42200	07/30/2024 pziemer OFFICE SUPPLIES	08/07/2024	31.48 31.48	31.48	Open	N 08/07/2024
	Total for vendor 0798 - MR TIRE:			31.48	31.48		

Vendor 0469 - MUSCO SPORTS LIGHTING:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
427542 83769	MUSCO SPORTS LIGHTING SOFTBALL FIELDS LIGHTING 230-5200-42220	07/18/2024 pziemer	08/07/2024	3,178.76	3,178.76	Open	N 08/07/2024
	REPAIR & MAINT			3,178.76			
	Total for vendor 0469 - MUSCO SPORTS LIGHTING:			3,178.76	3,178.76		

Vendor MISC - MY NEIGHBOR TO LOVE COALITION:

BFG23-0015 83724	MY NEIGHBOR TO LOVE COALITION BD Bond Refund 101-0000-20600	07/22/2024 pziemer	08/07/2024	3,000.00	3,000.00	Open	N 08/07/2024
	BFG23-0015			3,000.00			
	Total for vendor MISC - MY NEIGHBOR TO LOVE COALITION:			3,000.00	3,000.00		

Vendor 3580 - NAGELL APPRAISAL & CONSULTING:

32546 83765	NAGELL APPRAISAL & CONSULTING G240702 INDUSTRIAL LAND PROPERTY APPF 101-9200-43300	07/18/2024 pziemer	08/07/2024	1,000.00	1,000.00	Open	N 08/07/2024
	PROFESSIONAL SERVICES			1,000.00			
	Total for vendor 3580 - NAGELL APPRAISAL & CONSULTING:			1,000.00	1,000.00		

Vendor 0273 - NAPA AUTO PARTS:

721368 83730	NAPA AUTO PARTS COOLANT, BRAKE CLEANER, TIRE BRUSH 225-2220-42210	07/09/2024 pziemer	08/07/2024	72.83	72.83	Open	N 08/07/2024
	OPERATING SUPPLIES			72.83			
726316 83838	NAPA AUTO PARTS WIRE WHEEL FOR CRACK CLEANER 235-3100-42220	07/25/2024 pziemer	08/07/2024	18.25	18.25	Open	N 08/07/2024
	REPAIR & MAINT			18.25			
727568 83980	NAPA AUTO PARTS WIRE WHEEL FOR CRACK CLEANING 235-3100-42220	07/29/2024 pziemer	08/07/2024	479.94	479.94	Open	N 08/07/2024
	REPAIR & MAINT			479.94			
726019 83981	NAPA AUTO PARTS WIRE WHEEL FOR CRACK CLEANING 235-3100-42220	07/24/2024 pziemer	08/07/2024	159.98	159.98	Open	N 08/07/2024
	REPAIR & MAINT			159.98			
	Total for vendor 0273 - NAPA AUTO PARTS:			731.00	731.00		

Vendor 0427 - NISSWA POLICE DEPT:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
3RD QTR 24 TZD 83925	NISSWA POLICE DEPT REMIT 3RD QTR 24 TZD 225-0000-20800	07/29/2024 pziemer	08/07/2024	1,514.58	1,514.58	Open	N 08/07/2024
	DUE TO OTHER GOVT UNITS			1,514.58			
	Total for vendor 0427 - NISSWA POLICE DEPT:			1,514.58	1,514.58		

Vendor 0736 - NORTHLAND FIRE PROTECTION:

58874 83743	NORTHLAND FIRE PROTECTION ANNUAL RECHARGE PARKS EXTINGUISHERS 230-5200-42220	07/12/2024 pziemer	08/07/2024	875.45	875.45	Open	N 08/07/2024
	REPAIR & MAINT			875.45			
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:			875.45	875.45		

Vendor 4035 - NORTHPOINT EMERGENCY TRAINING:

1163 83744	NORTHPOINT EMERGENCY TRAINING WINTER 2024 EMT BOOTCAMP 225-2220-43330	07/12/2024 pziemer	08/07/2024	1,850.00	1,850.00	Open	N 08/07/2024
	PROFESSIONAL DEVELOPMENT			1,850.00			
	Total for vendor 4035 - NORTHPOINT EMERGENCY TRAINING:			1,850.00	1,850.00		

Vendor 0284 - OFFICE SHOP:

1143803-1 83732	OFFICE SHOP COPY PAPER 101-1940-42200	07/11/2024 pziemer	08/07/2024	69.80	69.80	Open	N 08/07/2024
	OFFICE SUPPLIES			69.80			
1143803-0 83733	OFFICE SHOP HIGHLIGHTERS, CLIPS 101-1940-42200	07/10/2024 pziemer	08/07/2024	20.88	20.88	Open	N 08/07/2024
	OFFICE SUPPLIES			20.88			
1143803-2 83774	OFFICE SHOP TAPE - CH 101-1940-42200	07/17/2024 pziemer	08/07/2024	26.83	26.83	Open	N 08/07/2024
	OFFICE SUPPLIES			26.83			
332478-0 83937	OFFICE SHOP LIBRARY COPIER CONTRACT 211-5505-43430	07/25/2024 pziemer	08/07/2024	138.91	138.91	Open	N 08/07/2024
	MISC - COPY MACHINE PYMTS			138.91			
	Total for vendor 0284 - OFFICE SHOP:			256.42	256.42		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
1647-287546 83998	O'REILLY AUTOMOTIVE STORES INC. BEARINGS FOR KWP MERRY GO ROUND 230-5200-42220 REPAIR & MAINT Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:	07/18/2024 pziemer	08/07/2024	119.00 119.00 119.00	119.00 119.00	Open	N 08/07/2024
Vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:							
3RD QTR 24 TZD 83926	PEQUOT LAKES POLICE DEPARTMENT REMIT 3RD QTR 2024 TZD 225-0000-20800 DUE TO OTHER GOVT UNITS Total for vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:	07/29/2024 pziemer	08/07/2024	697.57 697.57 697.57	697.57 697.57	Open	N 08/07/2024
Vendor 0291 - PIKE PLUMBING AND HEATING:							
87684 83767	PIKE PLUMBING AND HEATING LPW - ANNUAL BACKFLOW PREVENTER TEST 230-5200-43300 PROFESSIONAL SERVICES Total for vendor 0291 - PIKE PLUMBING AND HEATING:	07/17/2024 pziemer	08/07/2024	120.00 120.00 120.00	120.00 120.00	Open	N 08/07/2024
Vendor 0360 - PREFERRED PUMP:							
55048853-00 84005	PREFERRED PUMP COUPLERS 237-3190-42220 REPAIR & MAINT Total for vendor 0360 - PREFERRED PUMP:	07/22/2024 pziemer	08/07/2024	116.60 116.60 116.60	116.60 116.60	Open	N 08/07/2024
Vendor 3612 - SEVERSON PORTER LAW:							
JULY 2024 83956	SEVERSON PORTER LAW JUL 24 PROSECUTION AGREEMENT 225-2127-43310 MISDEMEANOR PROSECUTOR Total for vendor 3612 - SEVERSON PORTER LAW:	07/30/2024 pziemer	08/07/2024	18,883.33 18,883.33 18,883.33	18,883.33 18,883.33	Open	N 08/07/2024
Vendor 0322 - STREICHERS PROF EQUIP:							
I1708164 83791	STREICHERS PROF EQUIP BODY VEST/ARMOR 712, 714, 703, 708, pziemer 225-2120-41113 UNIFORM ALLOWANCE	07/10/2024	08/07/2024	7,050.49 7,050.49	7,050.49	Open	N 08/07/2024
I1710033 83809	STREICHERS PROF EQUIP 703 - UNIFORM SHIRT AND PANTS pziemer	07/19/2024	08/07/2024	137.97	137.97	Open	N 08/07/2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	225-2120-41113	UNIFORM ALLOWANCE		137.97			
	Total for vendor 0322 - STREICHERS PROF EQUIP:			7,188.46	7,188.46		
Vendor 3838 - SWANSON HASKAMP CONSULTING:							
JULY 2024							
83772	SWANSON HASKAMP CONSULTING	07/22/2024	08/07/2024	2,916.67	2,916.67	Open	N
	JUL 24 ECONOMIC DEVELOPMENT CONSULTING	pziemer					08/07/2024
	295-6510-43300	PROFESSIONAL SERVICES		2,916.67			
	Total for vendor 3838 - SWANSON HASKAMP CONSULTING:			2,916.67	2,916.67		
Vendor 1438 - TIM THOMPSON PLUMBING LLC:							
2597							
83739	TIM THOMPSON PLUMBING LLC	07/11/2024	08/07/2024	2,909.00	2,909.00	Open	N
	REPLACE 2 WATER HEATERS -LUM PARK	pziemer					08/07/2024
	230-5280-42220	REPAIR & MAINT		2,909.00			
	Total for vendor 1438 - TIM THOMPSON PLUMBING LLC:			2,909.00	2,909.00		
Vendor 0329 - TOMS BACKHOE SERVICE INC:							
21:15 PAY REQ 7							
84012	TOMS BACKHOE SERVICE INC	08/01/2024	08/07/2024	35,121.02	35,121.02	Open	N
	IMP 21:15 PAY REQ 7 THRU 8/1/24	pziemer					08/07/2024
	401-9030-45530-21:15	CAPITAL-PYMTS TO CONTRACTS		35,121.02			
	Total for vendor 0329 - TOMS BACKHOE SERVICE INC:			35,121.02	35,121.02		
Vendor 4314 - TRETTER TRUCKING:							
10354							
84003	TRETTER TRUCKING	07/01/2024	08/07/2024	6,583.42	6,583.42	Open	N
	2024 CLASS 5	pziemer					08/07/2024
	235-3100-42220	REPAIR & MAINT		6,583.42			
	Total for vendor 4314 - TRETTER TRUCKING:			6,583.42	6,583.42		
Vendor 0039 - VESTIS:							
2530294111							
83729	VESTIS	07/11/2024	08/07/2024	62.35	62.35	Open	N
	RUGS AND OVERALLS	pziemer					08/07/2024
	235-3100-43430	MISCELLANEOUS		62.35			
2530296603							
83766	VESTIS	07/18/2024	08/07/2024	86.63	86.63	Open	N
	RUGS AND OVERALLS	pziemer					08/07/2024
	235-3100-43430	MISCELLANEOUS		86.63			

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2530299083 83834	VESTIS RUGS AND OVERALLS 235-3100-43430	07/25/2024 pziemer	08/07/2024	62.35	62.35	Open	N 08/07/2024
	MISCELLANEOUS			62.35			
	Total for vendor 0039 - VESTIS:			211.33	211.33		

Vendor 2939 - VIKING COCA COLA BOTTLING CO:

3437429 83776	VIKING COCA COLA BOTTLING CO CONCESSIONS - BEVERAGES 230-5204-42210	07/17/2024 pziemer	08/07/2024	346.00	346.00	Open	N 08/07/2024
	OPERATING SUPPLIES			346.00			
	Total for vendor 2939 - VIKING COCA COLA BOTTLING CO:			346.00	346.00		

Vendor 1095 - VIKING ELECTRIC SUPPLY:

S008234524.001 83916	VIKING ELECTRIC SUPPLY MMP - LIGHTS 230-5200-42220	07/25/2024 pziemer	08/07/2024	339.90	339.90	Open	N 08/07/2024
	REPAIR & MAINT			339.90			
S008271231.001 83917	VIKING ELECTRIC SUPPLY GREGORY PARK - BULBS 230-5200-42220	07/25/2024 pziemer	08/07/2024	12.46	12.46	Open	N 08/07/2024
	REPAIR & MAINT			12.46			
	Total for vendor 1095 - VIKING ELECTRIC SUPPLY:			352.36	352.36		

Vendor 0087 - VISIT BRAINERD:

JULY 2024 83773	VISIT BRAINERD JUL 24 ECONOMIC DEVELOPMENT CONSULTING 295-6510-43300	07/22/2024 pziemer	08/07/2024	3,333.34	3,333.34	Open	N 08/07/2024
	PROFESSIONAL SERVICES			3,333.34			
	Total for vendor 0087 - VISIT BRAINERD:			3,333.34	3,333.34		

Vendor 3527 - VISU-SEWER INC.:

35404 83756	VISU-SEWER INC. SAN/SWR SECTIONAL LINER 237-3190-42220	07/01/2024 pziemer	08/07/2024	4,750.00	4,750.00	Open	N 08/07/2024
	REPAIR & MAINT			4,750.00			
	Total for vendor 3527 - VISU-SEWER INC.:			4,750.00	4,750.00		

Vendor 3914 - WATSON COMPANY:

143845 83994	WATSON COMPANY CONCESSIONS - CANDY, SNACKS	07/30/2024 pziemer	08/07/2024	372.74	372.74	Open	N 08/07/2024
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	230-5204-42210	OPERATING SUPPLIES		372.74			
	Total for vendor 3914 - WATSON COMPANY:			372.74	372.74		
Vendor 3652 - WENDEL:							
440502-2 83934	WENDEL	07/29/2024	08/07/2024	1,675.00	1,675.00	Open	N 08/07/2024
	BRD MN FIRE DEPT STUDY THRU 6/30/24	pziemer					
	400-9050-45530	CAPITAL - OTHER		1,675.00			
	Total for vendor 3652 - WENDEL:			1,675.00	1,675.00		
Vendor 0346 - WIDSETH SMITH NOLTING:							
232111 83935	WIDSETH SMITH NOLTING	07/22/2024	08/07/2024	6,325.00	6,325.00	Open	N 08/07/2024
	BRD PD EXTERIOR RENOVATION THRU 7/12/24	pziemer					
	400-9050-43300	PROFESSIONAL SERVICES		6,325.00			
232134 83936	WIDSETH SMITH NOLTING	07/22/2024	08/07/2024	320.00	320.00	Open	N 08/07/2024
	BRD POLICE DEPT RTU REPLACEMENT	pziemer					
	229-0000-43300-23:26	PROFESSIONAL SERVICES		320.00			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			6,645.00	6,645.00		
Vendor 1159 - WINNERS TROPHY:							
13388 83749	WINNERS TROPHY	07/13/2024	08/07/2024	40.00	40.00	Open	N 08/07/2024
	MEMORIAL TREE PLAQUE - K.KREMER	pziemer					
	230-5225-42220	REPAIR & MAINT		40.00			
	Total for vendor 1159 - WINNERS TROPHY:			40.00	40.00		
Vendor 1712 - WSB & ASSOCIATES:							
R-025844-000-1 84006	WSB & ASSOCIATES	07/30/2024	08/07/2024	269.00	269.00	Open	N 08/07/2024
	ARPA PROJECTS - CONSTRUCTION STAKING	pziemer					
	229-0000-43300-23:08	PROFESSIONAL SERVICES		89.67			
	229-0000-43300-23:09	PROFESSIONAL SERVICES		89.67			
	229-0000-43300-23:10	PROFESSIONAL SERVICES		89.66			
	Total for vendor 1712 - WSB & ASSOCIATES:			269.00	269.00		
Vendor 0354 - ZIEGLER, INC:							
IN001568421 83982	ZIEGLER, INC	07/26/2024	08/07/2024	328.60	328.60	Open	N 08/07/2024
	BACKHOE MIRROR KIT	pziemer					
	235-3100-42220	REPAIR & MAINT		328.60			

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Inv Ref#	Description	Entered By					Post Date
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Total for vendor 0354 - ZIEGLER, INC:

328.60

328.60

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Vendor 3698 - AMAZON:

7/2/24 - 2							
83890	AMAZON	07/02/2024	08/07/2024	343.24	343.24	Open	N
	AWS JUNE 2024	pziemer					08/07/2024
	101-1800-43309	COMPUTER SUPPORT		343.24			
7/10/24							
83904	AMAZON	07/10/2024	08/07/2024	209.97	209.97	Open	N
	GOOGLE NEST SECURITY CAMERA	pziemer					08/07/2024
	101-1800-42210	OPERATING SUPPLIES		209.97			
	Total for vendor 3698 - AMAZON:			553.21	553.21		

Vendor 0133 - CWC RECORDER:

6/24/24							
83893	CWC RECORDER	07/01/2024	08/07/2024	32.29	32.29	Open	N
	BRD SNOODES WARRANTY DEED RECORDING	pziemer					08/07/2024
	101-1700-43300	PROFESSIONAL SERVICES		32.29			
	Total for vendor 0133 - CWC RECORDER:			32.29	32.29		

Vendor 2193 - GOVERNMENT FINANCE OFFICERS ASSN:

6/27/24							
83895	GOVERNMENT FINANCE OFFICERS ASSN	07/01/2024	08/07/2024	460.00	460.00	Open	N
	COA REVIEW FEE	pziemer					08/07/2024
	101-9200-43430	MISCELLANEOUS		460.00			
	Total for vendor 2193 - GOVERNMENT FINANCE OFFICERS ASSN:			460.00	460.00		

Vendor MISC - HYATT HOUSE:

6/28/24							
83889	HYATT HOUSE	07/01/2024	08/07/2024	326.96	326.96	Open	N
	LMC EVENT HOTEL STAY- N.BROYLES	pziemer					08/07/2024
	101-1400-43330	PROFESSIONAL DEVELOPMENT		326.96			
	Total for vendor MISC - HYATT HOUSE:			326.96	326.96		

Vendor 1289 - INT'L CODE COUNCIL:

7/12/24							
83888	INT'L CODE COUNCIL	07/12/2024	08/07/2024	170.00	170.00	Open	N
	2024 MEMBERSHIP - D.DESETH	pziemer					08/07/2024
	101-2400-43433	DUES & SUBSCRIPTIONS		170.00			
	Total for vendor 1289 - INT'L CODE COUNCIL:			170.00	170.00		

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Vendor 3211 - NATIONAL PELRA ADMIN OFFICE:

7/16/24 83892	NATIONAL PELRA ADMIN OFFICE 2024 MPELRA SUMMER CONF K.SCHUBERT 101-1400-43330	07/16/2024 pziemer	08/07/2024	350.00	350.00	Open	N 08/07/2024
	PROFESSIONAL DEVELOPMENT			350.00			
6/26/24 83907	NATIONAL PELRA ADMIN OFFICE SUMMER CONFERENCE REGISTRATION B.BOSF 101-1400-43330	07/01/2024 pziemer	08/07/2024	250.00	250.00	Open	N 08/07/2024
	PROFESSIONAL DEVELOPMENT			250.00			
	Total for vendor 3211 - NATIONAL PELRA ADMIN OFFICE:			600.00	600.00		

Vendor 0521 - PITNEY BOWES INC:

7/23/24 83905	PITNEY BOWES INC EZ SEAL SOLUTION - CH POSTAGE MACHINE 101-1940-42200	07/23/2024 pziemer	08/07/2024	82.99	82.99	Open	N 08/07/2024
	OFFICE SUPPLIES			82.99			
	Total for vendor 0521 - PITNEY BOWES INC:			82.99	82.99		

Vendor MISC - QUALITY INN:

7/10/24 83897	QUALITY INN HOTEL FOR PUBLIC UTILITY DIRECTOR IN 101-0000-14100	07/10/2024 pziemer	08/07/2024	121.32	121.32	Open	N 08/07/2024
	DUE FROM COMPONENT UNIT			121.32			
	Total for vendor MISC - QUALITY INN:			121.32	121.32		

Vendor MISC - TRAVELOCITY:

6/24/24 83906	TRAVELOCITY FLIGHT FOR ICMA -N.BROYLES 101-1400-43330	07/01/2024 pziemer	08/07/2024	552.95	552.95	Open	N 08/07/2024
	PROFESSIONAL DEVELOPMENT			552.95			
	Total for vendor MISC - TRAVELOCITY:			552.95	552.95		

Vendor MISC - VIMEO:

7/10/24 83887	VIMEO VIMEO 7/10/24-7/10/25 101-1800-43309	07/10/2024 pziemer	08/07/2024	84.00	84.00	Open	N 08/07/2024
	COMPUTER SUPPORT			84.00			
	Total for vendor MISC - VIMEO:			84.00	84.00		

Vendor MISC - WORDPRESS:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
7/17/24							
83850	WORDPRESS	07/17/2024	08/07/2024	99.00	99.00	Open	N
	BRD RIVERFRONT WEBSITE SUBSCRIPTION	pziemer					08/07/2024
	101-0000-13200	DUE FROM OTHER GOVTS		99.00			
7/19/24							
83851	WORDPRESS	07/19/2024	08/07/2024	19.00	19.00	Open	N
	BRD RIVERFRONT DOMAIN REGISTRATION	pziemer					08/07/2024
	101-0000-13200	DUE FROM OTHER GOVTS		19.00			
	Total for vendor MISC - WORDPRESS:			118.00	118.00		
Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:							
7/18/24							
83886	ZOOM VIDEO COMMUNICATIONS	07/18/2024	08/07/2024	31.98	31.98	Open	N
	ZOOM 7/18/24-8/17/24	pziemer					08/07/2024
	101-1800-43309	COMPUTER SUPPORT		31.98			
	Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:			31.98	31.98		
Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				3,133.70	3,133.70		

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DB: Brainerd

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Vendor 3698 - AMAZON:

6/5/24 - 3 83984	AMAZON SALINE SOLUTION 225-2220-42210	07/01/2024 pziemer OPERATING SUPPLIES	08/07/2024	79.08 79.08	79.08	Open	N 08/07/2024
7/1/24 - 2 83985	AMAZON RETRACTABLE TOOL TETHER 225-2220-42210	07/01/2024 pziemer OPERATING SUPPLIES	08/07/2024	64.99 64.99	64.99	Open	N 08/07/2024
7/19/24 83988	AMAZON ETHANOL FREE FUEL X6 - FIRE DEPT 225-2220-42212	07/19/2024 pziemer MOTOR FUELS	08/07/2024	39.09 39.09	39.09	Open	N 08/07/2024
7/19/24 - 2 83989	AMAZON RACING FUEL 225-2220-42212	07/19/2024 pziemer MOTOR FUELS	08/07/2024	108.00 108.00	108.00	Open	N 08/07/2024
Total for vendor 3698 - AMAZON:				291.16	291.16		

Vendor 2989 - HOME DEPOT:

7/10/24 83986	HOME DEPOT SURGE PROTECTORS X3 225-2500-42210	07/10/2024 pziemer OPERATING SUPPLIES	08/07/2024	104.94 104.94	104.94	Open	N 08/07/2024
7/10/24 - 2 83987	HOME DEPOT SHOVEL, CONNECTORS 225-2220-42210	07/10/2024 pziemer OPERATING SUPPLIES	08/07/2024	79.54 79.54	79.54	Open	N 08/07/2024
Total for vendor 2989 - HOME DEPOT:				184.48	184.48		

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

475.64 475.64

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/05/2024 - 08/05/2024

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BOTH OPEN AND PAID

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
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PCard: 2257 U.S. BANK Card Holder: LIBRARY

Vendor 0533 - ALLEGRA:

6/28/24

83961	ALLEGRA NEW PATRON HANDOUTS 211-5503-43430	07/01/2024 pziemer	08/07/2024	289.81	289.81	Open	N 08/07/2024
	MISC - USE OF HOLDEN TRUST			289.81			
	Total for vendor 0533 - ALLEGRA:			289.81	289.81		

Vendor 3706 - BEST BUY:

7/3/24

83958	BEST BUY TONER FOR PRINTER 211-5500-43430	07/03/2024 pziemer	08/07/2024	127.28	127.28	Open	N 08/07/2024
	MISCELLANEOUS			127.28			

7/9/24

83964	BEST BUY CREDIT FOR SALES TAX CHARGED 211-5500-43430	07/09/2024 pziemer	08/07/2024	(9.29)	(9.29)	Open	N 08/07/2024
	MISCELLANEOUS			(9.29)			
	Total for vendor 3706 - BEST BUY:			117.99	117.99		

Vendor MISC - DYMAXION:

7/10/24

83965	DYMAXION SCHEDULING SOFTWARE 8/1/24-7/31/25 211-5500-43430	07/10/2024 pziemer	08/07/2024	168.00	168.00	Open	N 08/07/2024
	MISCELLANEOUS			168.00			
	Total for vendor MISC - DYMAXION:			168.00	168.00		

Vendor MISC - MAILCHIMP:

7/5/24

83959	MAILCHIMP EMAIL SUBSCRIPTION SVC 211-5503-43430	07/05/2024 pziemer	08/07/2024	45.00	45.00	Open	N 08/07/2024
	MISC - USE OF HOLDEN TRUST			45.00			
	Total for vendor MISC - MAILCHIMP:			45.00	45.00		

Vendor 0889 - MENARDS - BAXTER:

7/8/24

83960	MENARDS - BAXTER KITCHEN SUPPLIES, BAGS, WRAP, NAPKINS 211-5500-42200	07/08/2024 pziemer	08/07/2024	24.54	24.54	Open	N 08/07/2024
	OFFICE SUPPLIES			24.54			
	Total for vendor 0889 - MENARDS - BAXTER:			24.54	24.54		

Vendor 3943 - PLUNKETT'S PEST CONTROL:

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User: pziemer
DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 08/05/2024 - 08/05/2024
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BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
7/2/24							
83963	PLUNKETT'S PEST CONTROL	07/02/2024	08/07/2024	73.03	73.03	Open	N
	PEST CONTROL	pziemer					08/07/2024
	211-5500-42220	REPAIR & MAINT		73.03			
	Total for vendor 3943 - PLUNKETT'S PEST CONTROL:			73.03	73.03		
Vendor 3697 - USPS:							
7/17/24							
83962	USPS	07/17/2024	08/07/2024	115.28	115.28	Open	N
	POSTAGE FOR BOARD PACKETS	pziemer					08/07/2024
	211-5500-43322	POSTAGE		115.28			
	Total for vendor 3697 - USPS:			115.28	115.28		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				833.65	833.65		

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
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PCard: 2257 U.S. BANK Card Holder: PARKS

Vendor 3711 - COSTCO:

7/22/24 83852	COSTCO CONCESSIONS - CHIPS, BUNS 230-5204-42210	07/22/2024 pziemer	08/07/2024	66.92	66.92	Open	N 08/07/2024
	OPERATING SUPPLIES			66.92			
6/26/24 83854	COSTCO CONCESSIONS - HOTDOG, CONDIMENTS, GAF 230-5204-42210	07/01/2024 pziemer	08/07/2024	161.68	161.68	Open	N 08/07/2024
	OPERATING SUPPLIES			161.68			
7/9/24 83855	COSTCO CONCESSIONS - WATER, BUNS 230-5204-42210	07/09/2024 pziemer	08/07/2024	29.43	29.43	Open	N 08/07/2024
	OPERATING SUPPLIES			29.43			
	Total for vendor 3711 - COSTCO:			258.03	258.03		

Vendor MISC - JOANN FABRICS:

7/17/24 83856	JOANN FABRICS NEEDLE/THREAD - REPAIR SCREEN FOR MO 230-5211-42210	07/17/2024 pziemer	08/07/2024	10.58	10.58	Open	N 08/07/2024
	OPERATING SUPPLIES			10.58			
	Total for vendor MISC - JOANN FABRICS:			10.58	10.58		

Vendor 0006 - WALMART COMMUNITY/GECRB:

7/9/24 83853	WALMART COMMUNITY/GECRB CONCESSIONS - FUNPOPS 230-5204-42210	07/09/2024 pziemer	08/07/2024	12.40	12.40	Open	N 08/07/2024
	OPERATING SUPPLIES			12.40			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			12.40	12.40		

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

281.01	281.01
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
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PCard: 2257 U.S. BANK Card Holder: POLICE

Vendor 3698 - AMAZON:

7/2/24 83860	AMAZON FLASH DRIVES/HOSE VALVE 225-2120-42210 225-2120-42220	07/02/2024 pziemer OPERATING SUPPLIES REPAIR & MAINT	08/07/2024	61.00 51.92 9.08	61.00	Open	N 08/07/2024
7/3/24 83862	AMAZON FLASH DRIVES AND DIGITAL RECORDER X4 225-2120-42210	07/03/2024 pziemer OPERATING SUPPLIES	08/07/2024	274.88 274.88	274.88	Open	N 08/07/2024
7/5/24 83870	AMAZON TRT EYE PRO LENSES X2 225-2131-42210	07/05/2024 pziemer OPERATING SUPPLIES	08/07/2024	29.98 29.98	29.98	Open	N 08/07/2024
7/11/24 83875	AMAZON 717 BOOTS 225-2120-41113	07/12/2024 pziemer UNIFORM ALLOWANCE	08/07/2024	177.34 177.34	177.34	Open	N 08/07/2024
7/11/24 - 2 83876	AMAZON RADIO UNIFORM CLIPS X10 225-2120-41113	07/11/2024 pziemer UNIFORM ALLOWANCE	08/07/2024	104.95 104.95	104.95	Open	N 08/07/2024
7/15/24 83878	AMAZON FLASH DRIVES & CHARGING CORD 225-2120-42210	07/15/2024 pziemer OPERATING SUPPLIES	08/07/2024	39.03 39.03	39.03	Open	N 08/07/2024
7/23/24 83882	AMAZON CREDIT 717 BOOTS RETURNED 225-2120-41113	07/23/2024 pziemer UNIFORM ALLOWANCE	08/07/2024	(177.34) (177.34)	(177.34)	Open	N 08/07/2024
Total for vendor 3698 - AMAZON:				509.84	509.84		

Vendor 4054 - FACEBOOK:

7/24/24 83885	FACEBOOK POLICE OFFICER EMPLOYMENT AD 225-2120-43350	07/24/2024 pziemer PRINTING/LEGAL PUBLICATION	08/07/2024	125.14 125.14	125.14	Open	N 08/07/2024
Total for vendor 4054 - FACEBOOK:				125.14	125.14		

Vendor 2716 - FBI/LEEDA:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
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PCard: 2257 U.S. BANK Card Holder: POLICE

7/10/24 83879	FBI/LEEDA 708 - FBI EXECUTIVE LEADERSHIP INSTI 225-2120-43330	07/10/2024 pziemer	08/07/2024	795.00 795.00	795.00	Open	N 08/07/2024
	PROFESSIONAL DEVELOPMENT			795.00			
7/10/24 - 2 83883	FBI/LEEDA 707 - FBI EXECUTIVE LEADERSHIP INSTI 225-2120-43330	07/10/2024 pziemer	08/07/2024	795.00 795.00	795.00	Open	N 08/07/2024
	PROFESSIONAL DEVELOPMENT			795.00			
	Total for vendor 2716 - FBI/LEEDA:			1,590.00	1,590.00		

Vendor MISC - LITTLE CAESARS:

7/4/24 83868	LITTLE CAESARS PARADE ASSIST 225-2120-43430	07/04/2024 pziemer	08/07/2024	120.67 120.67	120.67	Open	N 08/07/2024
	MISCELLANEOUS			120.67			
	Total for vendor MISC - LITTLE CAESARS:			120.67	120.67		

Vendor 3875 - SAFARILAND, LLC:

7/1/24 83857	SAFARILAND, LLC 717 UNIFORM BELT AND INNER BELT 225-2120-41113	07/01/2024 pziemer	08/07/2024	128.00 128.00	128.00	Open	N 08/07/2024
	UNIFORM ALLOWANCE			128.00			
	Total for vendor 3875 - SAFARILAND, LLC:			128.00	128.00		

Vendor 4152 - SKD TACTICAL:

7/4/24 83869	SKD TACTICAL TRT HYDRATION PACKS X3 225-2131-42210	07/04/2024 pziemer	08/07/2024	315.97 315.97	315.97	Open	N 08/07/2024
	OPERATING SUPPLIES			315.97			
	Total for vendor 4152 - SKD TACTICAL:			315.97	315.97		

Vendor 4306 - TACTACAM REVEAL:

7/3/24 83863	TACTACAM REVEAL CAMERA 3 SUBSCRIPTION 225-2120-43433	07/03/2024 pziemer	08/07/2024	1.59 1.59	1.59	Open	N 08/07/2024
	DUES & SUBSCRIPTIONS			1.59			
7/3/24 - 2 83864	TACTACAM REVEAL CAMERA 4 SUBSCRIPTION 225-2120-43433	07/03/2024 pziemer	08/07/2024	1.59 1.59	1.59	Open	N 08/07/2024
	DUES & SUBSCRIPTIONS			1.59			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
7/3/24 - 3 83865	TACTACAM REVEAL CAMERA 5 SUBSCRIPTION 225-2120-43433	07/03/2024 pziemer	08/07/2024	1.59	1.59	Open	N 08/07/2024
	DUES & SUBSCRIPTIONS			1.59			
7/7/24 83871	TACTACAM REVEAL JULY CAMERA SUBSCRIPTION EXTRA 225-2120-43433	07/07/2024 pziemer	08/07/2024	9.00	9.00	Open	N 08/07/2024
	DUES & SUBSCRIPTIONS			9.00			
7/7/24 - 2 83872	TACTACAM REVEAL JULY CAMERA SUBSCRIPTION X5 225-2120-43433	07/07/2024 pziemer	08/07/2024	61.00	61.00	Open	N 08/07/2024
	DUES & SUBSCRIPTIONS			61.00			
	Total for vendor 4306 - TACTACAM REVEAL:			74.77	74.77		
Vendor 3703 - TRANSUNION RISK:							
7/2/24 83861	TRANSUNION RISK INVESTIGATIONS AND PARKING TKT COLLECPziemer 225-2120-42210	07/02/2024 pziemer	08/07/2024	75.00	75.00	Open	N 08/07/2024
	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		
Vendor 3697 - USPS:							
7/1/24 83858	USPS POSTAGE 225-2120-43322	07/01/2024 pziemer	08/07/2024	8.73	8.73	Open	N 08/07/2024
	POSTAGE			8.73			
7/1/24 - 2 83859	USPS POSTAGE 225-2120-43322	07/01/2024 pziemer	08/07/2024	13.20	13.20	Open	N 08/07/2024
	POSTAGE			13.20			
7/3/24 83866	USPS POSTAGE 225-2120-43322	07/03/2024 pziemer	08/07/2024	5.80	5.80	Open	N 08/07/2024
	POSTAGE			5.80			
7/10/24 83873	USPS POSTAGE 225-2120-43322	07/10/2024 pziemer	08/07/2024	18.40	18.40	Open	N 08/07/2024
	POSTAGE			18.40			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
PCard: 2257 U.S. BANK Card Holder: POLICE							
7/10/24 - 2 83874	USPS POSTAGE 225-2120-43322	07/10/2024 pziemer	08/07/2024	136.00	136.00	Open	N 08/07/2024
	POSTAGE			136.00			
7/12/24 83877	USPS POSTAGE 225-2120-43322	07/12/2024 pziemer	08/07/2024	6.60	6.60	Open	N 08/07/2024
	POSTAGE			6.60			
7/16/24 83880	USPS POSTAGE 225-2120-43322	07/16/2024 pziemer	08/07/2024	5.15	5.15	Open	N 08/07/2024
	POSTAGE			5.15			
7/22/24 83881	USPS POSTAGE 225-2120-43322	07/22/2024 pziemer	08/07/2024	6.60	6.60	Open	N 08/07/2024
	POSTAGE			6.60			
7/23/24 83884	USPS POSTAGE 225-2120-43322	07/23/2024 pziemer	08/07/2024	10.00	10.00	Open	N 08/07/2024
	POSTAGE			10.00			
	Total for vendor 3697 - USPS:			210.48	210.48		
Vendor 0006 - WALMART COMMUNITY/GECRB:							
7/2/24 83867	WALMART COMMUNITY/GECRB CAMERAS X3 & BATTERIES 225-2120-42210	07/02/2024 pziemer	08/07/2024	359.34	359.34	Open	N 08/07/2024
	OPERATING SUPPLIES			359.34			
	Total for vendor 0006 - WALMART COMMUNITY/GECRB:			359.34	359.34		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				3,509.21	3,509.21		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
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PCard: 2257 U.S. BANK Card Holder: STREETS

Vendor 4312 - GILLELAND:

7/17/24 83927	GILLELAND TRUCK 102 IDLE REPROGRAM 235-3100-42220	07/17/2024 pziemer	08/07/2024	407.54 407.54	407.54	Open	N 08/07/2024
	REPAIR & MAINT						
7/17/24 - 2 83928	GILLELAND TRUCK 121 IDLE REPROGRAM 237-3190-42220	07/17/2024 pziemer	08/07/2024	407.54 407.54 407.54	407.54	Open	N 08/07/2024
	REPAIR & MAINT						
	Total for vendor 4312 - GILLELAND:			815.08	815.08		

Vendor 0515 - HARTING SHOE REPAIR:

7/18/24 83891	HARTING SHOE REPAIR BRD CITY FLAG GROMMETS - WATER TOWER 245-1310-43430	07/18/2024 pziemer	08/07/2024	83.20 83.20	83.20	Open	N 08/07/2024
	MISCELLANEOUS						
	Total for vendor 0515 - HARTING SHOE REPAIR:			83.20	83.20		

Vendor MISC - HYDRA-FLEX INC:

7/2/24 83894	HYDRA-FLEX INC SEWER HEAD REBUILD KIT 237-3190-42220	07/02/2024 pziemer	08/07/2024	248.86 248.86	248.86	Open	N 08/07/2024
	REPAIR & MAINT						
	Total for vendor MISC - HYDRA-FLEX INC:			248.86	248.86		

Vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:

7/5/24 83896	MN DEPARTMENT OF NATURAL RESOURCES MN DNR BURN PERMIT 235-3100-42220	07/05/2024 pziemer	08/07/2024	5.00 5.00	5.00	Open	N 08/07/2024
	REPAIR & MAINT						
	Total for vendor 2282 - MN DEPARTMENT OF NATURAL RESOURCES:			5.00	5.00		

Vendor 0931 - MN FALL EXPO:

7/2/24 83898	MN FALL EXPO FALL EXPO REGISTRATION X4 235-3100-43330	07/02/2024 pziemer	08/07/2024	120.00 120.00	120.00	Open	N 08/07/2024
	PROFESSIONAL DEVELOPMENT						
7/2/24 - 2 83899	MN FALL EXPO MN FALL EXPO REGISTRATION X4	07/02/2024 pziemer	08/07/2024	120.00	120.00	Open	N 08/07/2024

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DB: Brainerd		BOTH JOURNALIZED AND UNJOURNALIZED					
		BOTH OPEN AND PAID					
Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
PCard: 2257 U.S. BANK Card Holder: STREETS							
	235-3100-43330	PROFESSIONAL DEVELOPMENT		120.00			
	Total for vendor 0931 - MN FALL EXPO:			240.00	240.00		
Vendor 3992 - MOMENTUM TRUCK GROUP:							
6/25/24							
83900	MOMENTUM TRUCK GROUP	07/01/2024	08/07/2024	74.85	74.85	Open	N
	TRUCK 106 CHECK ENGINE LIGHT DIAGNOS	pziemer					08/07/2024
	235-3100-42220	REPAIR & MAINT		74.85			
7/1/24							
83901	MOMENTUM TRUCK GROUP	07/01/2024	08/07/2024	367.54	367.54	Open	N
	TRUCK 106 FILTERS AND SEALS	pziemer					08/07/2024
	235-3100-42220	REPAIR & MAINT		367.54			
	Total for vendor 3992 - MOMENTUM TRUCK GROUP:			442.39	442.39		
Vendor 3885 - THE UPS STORE:							
7/22/24							
83902	THE UPS STORE	07/22/2024	08/07/2024	93.71	93.71	Open	N
	SHIPPING - JETTER HEAD REPAIRS	pziemer					08/07/2024
	237-3190-42220	REPAIR & MAINT		93.71			
	Total for vendor 3885 - THE UPS STORE:			93.71	93.71		
Vendor MISC - VEVOR:							
6/25/24							
83903	VEVOR	07/01/2024	08/07/2024	230.83	230.83	Open	N
	MAGNETIC SEWER LID LIFTER	pziemer					08/07/2024
	237-3190-42220	REPAIR & MAINT		230.83			
	Total for vendor MISC - VEVOR:			230.83	230.83		
Total PCard: 2257 U.S. BANK Card Holder: STREETS				2,159.07	2,159.07		
# of Invoices:	234	# Due:	234	Totals:	1,389,870.97	1,389,870.97	
# of Credit Memos:	3	# Due:	3	Totals:	(232.61)	(232.61)	
Net of Invoices and Credit Memos:				1,389,638.36	1,389,638.36		
--- TOTALS BY GL DISTRIBUTION ---							
	101-0000-13200	DUE FROM OTHER GOVTS		118.00			
	101-0000-14100	DUE FROM COMPONENT UNIT		121.32			
	101-0000-20600	BFG23-0015		73,384.61			
	101-0000-20701	B21-0001		1,000.00			
	101-1400-43330	PROFESSIONAL DEVELOPMENT		1,479.91			
	101-1700-43300	PROFESSIONAL SERVICES		32.29			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-1800-42210	OPERATING SUPPLIES		209.97			
	101-1800-43300	PROFESSIONAL SERVICES		130.00			
	101-1800-43309	COMPUTER SUPPORT		4,188.54			
	101-1800-43331	LEASE PAYMENTS		1,285.65			
	101-1940-42200	OFFICE SUPPLIES		200.50			
	101-1940-42220	REPAIR & MAINT		931.59			
	101-1940-43380	UTILITIES		181.16			
	101-1940-43410	RENTAL EXPENSE		136.80			
	101-2400-43405	NUISANCES		150.00			
	101-2400-43433	DUES & SUBSCRIPTIONS		170.00			
	101-9200-43300	PROFESSIONAL SERVICES		2,937.50			
	101-9200-43350	LEGAL PUBLICATIONS		69.21			
	101-9200-43430	MISCELLANEOUS		980.00			
	203-9000-42200	OFFICE SUPPLIES		526.90			
	203-9000-42210	OPERATING SUPPLIES		600.00			
	203-9000-43401	VEHICLE REPAIRS		6,724.40			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		86,212.85			
	211-0000-20800	DUE TO OTHER GOVT UNITS		323.90			
	211-5500-42200	OFFICE SUPPLIES		24.54			
	211-5500-42220	REPAIR & MAINT		234.43			
	211-5500-43322	POSTAGE		115.28			
	211-5500-43380	UTILITIES		94.75			
	211-5500-43430	MISCELLANEOUS		285.99			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		334.81			
	211-5505-43430	MISC - COPY MACHINE PYMTS		236.61			
	225-0000-20800	DUE TO OTHER GOVT UNITS		10,782.40			
	225-2120-41113	UNIFORM ALLOWANCE		8,463.24			
	225-2120-42200	OFFICE SUPPLIES		195.23			
	225-2120-42209	SAFETY EQUIPMENT SUPPLIES		15.99			
	225-2120-42210	OPERATING SUPPLIES		800.17			
	225-2120-42220	REPAIR & MAINT		1,011.82			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		1,618.34			
	225-2120-43300	PROFESSIONAL SERVICES		363.20			
	225-2120-43322	POSTAGE		210.48			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		1,620.00			
	225-2120-43350	PRINTING/LEGAL PUBLICATION		125.14			
	225-2120-43380	UTILITIES		76.49			
	225-2120-43430	MISCELLANEOUS		120.67			
	225-2120-43433	DUES & SUBSCRIPTIONS		74.77			
	225-2127-43310	MISDEMEANOR PROSECUTOR		18,883.33			
	225-2131-42210	OPERATING SUPPLIES		345.95			
	225-2220-42210	OPERATING SUPPLIES		699.64			
	225-2220-42212	MOTOR FUELS		147.09			
	225-2220-42220	REPAIR & MAINT		1,667.37			
	225-2220-42221	R&M BUILDING		2,815.86			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		19,423.20			
	225-2220-43300	PROFESSIONAL SERVICES		4,747.80			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,850.00			
	225-2220-43331	LEASED PAYMENTS		80.69			
	225-2220-43380	UTILITIES		68.32			
	225-2500-42210	OPERATING SUPPLIES		104.94			
	225-2700-43300	PROFESSIONAL SERVICES		3,168.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		86.00			
	229-0000-43300-23:08	PROFESSIONAL SERVICES		89.67			
	229-0000-43300-23:09	PROFESSIONAL SERVICES		89.67			
	229-0000-43300-23:10	PROFESSIONAL SERVICES		89.66			
	229-0000-43300-23:26	PROFESSIONAL SERVICES		320.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	230-5200-42200	OFFICE SUPPLIES		31.48			
	230-5200-42210	OPERATING SUPPLIES		330.10			
	230-5200-42220	REPAIR & MAINT		6,768.83			
	230-5200-42221	R&M- MILLS FIELD		15.98			
	230-5200-43300	PROFESSIONAL SERVICES		120.00			
	230-5200-43380	UTILITIES		39.64			
	230-5200-43430	MISCELLANEOUS		9.98			
	230-5204-42210	OPERATING SUPPLIES		1,029.32			
	230-5204-42220	REPAIR & MAINT		5.38			
	230-5211-42210	OPERATING SUPPLIES		410.58			
	230-5225-42220	REPAIR & MAINT		40.00			
	230-5280-42220	REPAIR & MAINT		3,058.55			
	235-3100-42220	REPAIR & MAINT		17,658.68			
	235-3100-43330	PROFESSIONAL DEVELOPMENT		240.00			
	235-3100-43380	UTILITIES		39.63			
	235-3100-43430	MISCELLANEOUS		211.33			
	235-3125-42220	REPAIR & MAINT		2,028.81			
	235-3170-42210	OPERATING SUPPLIES		441.28			
	237-0000-20850	DUE TO COMPONENT UNIT		201,423.23			
	237-3190-42220	REPAIR & MAINT		6,557.46			
	245-1310-43430	MISCELLANEOUS		83.20			
	260-9020-43309	COMPUTER SUPPORT		330.54			
	274-6505-43430	MISCELLANEOUS		9.41			
	277-6517-43430	MISCELLANEOUS		9.41			
	281-6514-43430	MISCELLANEOUS		9.41			
	283-6506-43430	MISCELLANEOUS		9.41			
	292-6503-43430	MISCELLANEOUS		9.42			
	293-6512-43430	MISCELLANEOUS		9.42			
	295-6510-43300	PROFESSIONAL SERVICES		10,083.35			
	400-9050-43300	PROFESSIONAL SERVICES		6,325.00			
	400-9050-45530	CAPITAL - OTHER		2,654.00			
	401-1003-43430	MISCELLANEOUS		45.98			
	401-9030-43430	MISCELLANEOUS		503.37			
	401-9030-45530-21:15	CAPITAL-PYMTS TO CONTRACTS		35,121.02			
	401-9030-45530-22:08	CAPITAL-PYMTS TO CONTRACTS		830,398.52			

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/05/2024 - 08/05/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 39/40

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			87,707.05	87,707.05		
	203 - TRANSIT FUND			94,064.15	94,064.15		
	211 - LIBRARY FUND			1,650.31	1,650.31		
	225 - PUBLIC SAFETY FUND			79,480.13	79,480.13		
	227 - RECYCLING FUND			86.00	86.00		
	229 - PANDEMIC GRANTS			589.00	589.00		
	230 - PARK & RECREATION FUND			11,859.84	11,859.84		
	235 - STREET & SEWER FUND			20,619.73	20,619.73		
	237 - SANITARY SEWER FUND			207,980.69	207,980.69		
	245 - CONTINGENCY FUND			83.20	83.20		
	260 - AIRPORT FUND			330.54	330.54		
	274 - ROYAL TIRE TIF			9.41	9.41		
	277 - ARTSPACE TIF FUND			9.41	9.41		
	281 - JIMMY JOHN'S TIF			9.41	9.41		
	283 - TACO JOHN'S TIF FUND			9.41	9.41		
	292 - TIMBERLAND TWNHMS TIF			9.42	9.42		
	293 - BRAINERD MALL TIF FUND			9.42	9.42		
	295 - EDA FUND			10,083.35	10,083.35		
	400 - CAPITAL PROJECTS FUND			8,979.00	8,979.00		
	401 - CONSTRUCTION FUND			866,068.89	866,068.89		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			287,742.46	287,742.46		
	1003 - 10:03 DWNTWN MAIN CNTRACT			45.98	45.98		
	1310 - CONTINGENCY FUND			83.20	83.20		
	1400 - ADMINISTRATION			1,479.91	1,479.91		
	1700 - ENGINEERING			32.29	32.29		
	1800 - IT/GIS			5,814.16	5,814.16		
	1940 - CITY HALL			1,450.05	1,450.05		
	2120 - POLICE DEPARTMENT			14,695.54	14,695.54		
	2127 - MISDEMEANOR PROSECUTOR			18,883.33	18,883.33		
	2131 - TACTICAL TEAM			345.95	345.95		
	2220 - FIRE DEPARTMENT			31,499.97	31,499.97		
	2400 - COMMUNITY DEVL/INSPECTION			320.00	320.00		
	2500 - CIVIL DEFENSE			104.94	104.94		
	2700 - ANIMAL CONTROL			3,168.00	3,168.00		
	3100 - S & S MAINTENANCE			18,149.64	18,149.64		
	3125 - SNOW REMOVAL			2,028.81	2,028.81		
	3170 - TRAFFIC CONTROL			441.28	441.28		
	3190 - SANITARY SEWER EXPENSE			6,557.46	6,557.46		
	3230 - RECYCLING EXPENSE			86.00	86.00		
	5200 - PARK MAIN/ADMINISTRATION			7,316.01	7,316.01		

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 08/05/2024 - 08/05/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 40/40

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
--- TOTALS BY DEPT/ACTIVITY ---							
	5204 - CONCESSIONS			1,034.70	1,034.70		
	5211 - SPECIAL EVENTS PROGRAM			410.58	410.58		
	5225 - MEMORIAL BENCHES & TREE PROGRAM			40.00	40.00		
	5280 - CAMPGROUND			3,058.55	3,058.55		
	5500 - LIBRARY-BUDGETED			754.99	754.99		
	5503 - HOLDEN TRUST DONATION USE			334.81	334.81		
	5505 - TAXABLE FEES			236.61	236.61		
	6503 - TIMBERLAND TWNHMS TIF			9.42	9.42		
	6505 - ROYAL TIRE TIF			9.41	9.41		
	6506 - TACO JOHN'S TIF			9.41	9.41		
	6510 - ECONOMIC DEVELOPMENT AUTH			10,083.35	10,083.35		
	6512 - BRAINERD MALL TIF			9.42	9.42		
	6514 - JIMMY JOHN'S TIF			9.41	9.41		
	6517 - ARTSPACE TIF FUND			9.41	9.41		
	9000 - TRANSIT FUND			94,064.15	94,064.15		
	9020 - AIRPORT M & O			330.54	330.54		
	9030 - CONSTRUCTION PROJ-MISC			866,022.91	866,022.91		
	9050 - CAPITAL PROJECTS-MISC			8,979.00	8,979.00		
	9200 - CITY-WIDE			3,986.71	3,986.71		

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

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

Chair Bevans stated that a closed session meeting will need to be added to the agenda to discuss ongoing negotiations with IBEW Local No. 31.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF A CLOSED SESSION PURSUANT TO MN STATUTES 13D.03 SUBD. 1(B) TO PREPARE FOR NEGOTIATIONS WITH IBEW LOCAL NO 31.

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

- A. Approval of Bills
- B. Approval of Transfers
- C. Approval of Minutes
- D. Department Activity Report
- E. MN Lawful Gambling Application for Exempt Bingo Submitted by Lower South Long Lake Improvement Association for an Event to be held on September 1, 2024, at Jack's House Bowling, 300 S Highway 25
- F. Approve Event/Street Closure Application- Brainerd Night Out
- G. Approve Event/Street Closure Application - First Lutheran Church Summer Picnic/Night Out
- H. Approve Event/Street Closure Application - Onyenstalk 2: The Ripening Return (Outdoor Concert)

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

Conduct Dangerous Dog Hearing

Attorney Langel stated the order of the hearing.

Patricia Davis, 808 3rd Ave NE, stated that her dog Lenny is not dangerous. The situation was a provoked accident. She has multiple people in chambers to support her dog including the mother of the victim, the family of the child who accidentally provoked him, and other supporters.

Kim Davis, 806 W Franklin Ave, Minneapolis, Ms. Davis's daughter, stated that the family has an action plan for the children and the dog. They will do anything possible to keep their dog. He is a huge part of their family.

Member Czeczok asked whether the victim and the boy who startled the dog are still at the daycare. He also asked whether a call was made to the hospital.

Ms. Davis stated that the mother of the victim and the father of the boy are here to support her. She did call the victim's guardian to take her to the hospital to be treated.

Monica Burgoyne, 207 Roosevelt Rd, Onamia, is the victim's mother, stated that her daughter is doing great. She has two large dogs herself, it could have just as well have been her dogs that bit her daughter. Her daughter is very concerned about what will happen to the dog.

Keegan Voss, 517 4th Ave NE, is the father of the child who the dog was on top of. He stated that they have never had a problem with the dog, he is very friendly. His son is concerned about what will happen to the dog.

Animal Control Officer O'Brien gave an overview of the situation. He believes that the dog was provoked which, if you're going to have a dog in a daycare, he cannot imagine how it couldn't be provoked intentionally or not again.

Member Johnson asked about "potentially dangerous" dog hearings that have previously been held. What the difference with this case to bring it straight to dangerous.

Animal Control Officer O'Brien stated that he characterized the dog as dangerous due to the serious nature of the injury, which is defined as substantial bodily harm. The victim sustained a three-inch laceration on her head and a puncture wound to her cheek.

Member Czczok asked whether this designation is a civil or criminal matter. He also asked whether it is entirely up to the City Council to make the decision about the dog. Finally, he asked what Mr. O'Brien thinks should happen to the dog.

Member Stenglein questioned whether the dog being in a daycare setting has any effect on the characterization.

Animal Control Officer O'Brien stated that he labeled the dog as "dangerous". The statute does not define specific settings.

Attorney Langel stated that the dangerous dog hearing is a civil statute. State law has a series of requirements concerning dogs, cities can make them more restrictive if they want to. If the City Council agrees that it is a dangerous dog, there are a number of conditions placed on the owners to be able to continue to own the dog. The dog would carry the designation of "dangerous" no matter where it resides, whether or not a different municipality would recognize the designation would be up to that municipality.

Member Johnson asked whether there is a third option in designating the dog "potentially" dangerous instead of upholding or denying the characterization of the dog as dangerous.

Attorney Langel stated that the City could reduce the designation to "potentially dangerous" which would remove many of the requirements that could be placed on the dog. The only requirement is microchipping. It creates a procedural oddity changing the designation. Certainly, the designation of "potentially dangerous" would reduce the burden of the owner.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN TO DESIGNATE THE DOG AS "POTENTIALLY DANGEROUS", REQUIRE THE OWNERS TO MICROCHIP THE DOG, AND REQUIRE THEM TO INFORM CURRENT AND FUTURE FAMILIES AT THEIR DAYCARE OF THE DESIGNATION.

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

Council Committee Reports

Safety and Public Works Committee

Approve Final Pay Request - SW 4th Street Outfall Repair

Committee Chair O'Day stated that the total cost for the repair was \$289,305.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE FINAL PAY REQUEST TO LANDWEHR CONSTRUCTION IN THE AMOUNT OF \$1,574.

Approve Final Pay Request - Imp 21-17 Lum Park SPRA Reconstruction Project

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE FINAL PAY REQUEST TO ANDERSON BROTHERS IN THE AMOUNT OF \$12,228.

Award Proposal for Engineering Services - Lowell Safe Routes to School Project

Committee Chair O'Day stated that there were two bids, the difference between the two was length of construction time and material testing. The WSB proposal was higher due to estimating an eight week construction timeline and included materials testing. The Bolton and Menk bid only estimated a six week construction and did not include materials testing.

Member Czczok asked whether the lowest bid is required to take low bid.

Attorney Langel stated that the City is not required to go with the low bid.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AWARD THE LOWELL SAFE ROUTES TO SCHOOL ENGINEERING SERVICES CONTRACT TO WSB IN THE AMOUNT OF \$105,980.

Authorize Advertisement - Imp 24-06 - Laurel Street Bridge Rehabilitation

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AUTHORIZE STAFF TO ADVERTISE FOR BIDS FOR IMPROVEMENT 24-06 - LAUREL STREET BRIDGE REPAIR PROJECT.

Authorize Advertisement - Police Department Exterior Repairs Project

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AUTHORIZE STAFF TO ADVERTISE THE POLICE DEPARTMENT EXTERIOR REPAIR PROJECT FOR BIDS.

Personnel and Finance Committee

Discuss MN State Delegation Agreement

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO TERMINATE SCOTT SADUSKI'S BUILDING INSPECTION DELEGATION

CONTRACT WITH A 45-DAY WRITTEN NOTICE, APPLY FOR THE “RESERVED DELEGATION” AGREEMENT WITH THE DOLI, ALLOW MR. DESETH TO CONTACT DOLI TO PARTICIPATE IN INSPECTIONS WITHIN 90 MILES OF BRAINERD THAT WOULD QUALIFY FOR THE DELEGATION AGREEMENT EXPERIENCE.

Update on Public Utilities Director Hiring Process

Committee Member Terry stated that the committee interviewed four individuals and extended a job offer to the top candidate. The Council will approve the hiring at the August 5th meeting.

Member Czczok asked for the name of the candidate chosen.

HR Director Schubert stated that the chosen candidate is Christopher Evans.

Consider Authorization to Pay off BPU Advancement

Committee Chair Johnson stated that the City took out an interfund loan in 2023 thinking that the amount would be recognized as other financing sources which would bring up the fund balance and bring the City closer to compliance with the fund balance policy.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO PAY OFF THE ADVANCEMENT FROM BPU AS OF AUGUST 1, 2024.

Accept Resignation of Lineworkers (Added Item)

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE RESIGNATIONS OF LINeworkers NICK LOCHNER AND RYAN MILLER AS OF JULY 29TH, 2024; FURTHER, TO AUTHORIZE BACKFILLING THE POSITIONS.

Unfinished Business

Call for Applicants – Informational:

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

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

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)

Adopt Resolution Denying Interim Use Permit for Outdoor Storage as a Principal Use at 1918 Thiesse Dr

Community Development Director Kramvik stated that the City Council must adopt a resolution to formally deny the Interim Use Permit.

Member Czczok asked how the resolution was put together.

Community Development Director Kramvik stated that the resolution was put together using the motion on July 1st, testimony by the City Council and Planning Commission.

Member Czczok asked if there is something in the resolution that is not factual if it could be removed. He stated that the carbon neutral elements in the resolution are misnomers.

Attorney Langel stated that the purpose of the document is findings, to get something on the record.

Member Czczok asked that the Council consider removing the elements of carbon neutrality because they are frankly not factual.

Member Johnson asked Member Czczok to clarify what he is requesting be removed. He read section iii, subdivision 1 aloud. He questioned whether this subdivision could be removed as there would then be no rationale to support the statement in section iii.

Attorney Langel stated that it would be better to have a finding following the goal. The language is broad.

Member Terry stated that she believes the language is broad enough and factual. She addressed the facts within the statement. The subdivision further drives the denial of the IUP.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO ADOPT RESOLUTION DENYING THE INTERIM USE PERMIT AT 1918 THIESSE DRIVE FOR OUTDOOR STORAGE AS A PRINCIPAL USE; FURTHER TO REMOVE SECTION III, SUBD 1 FROM THE RESOLUTION.

RESOLUTION 30:24

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

Approve Central Business District Incentive Policy

Community Development Director Kramvik gave an overview of the expansion of the River to Rails incentive district. It aligns with the River to Rails policy, and expands the district to the east and west boundaries of the City and South 6th St.

Member Czczok stated that in the last 5 years the policy has cost the City \$138,000, with 39 businesses benefiting from the incentive, an average of \$3538 per business. This amount is not an amount that would stop a business from starting in the City.

MOVED BY COUNCIL MEMBER CZECZOK TO DENY THE CENTRAL BUSINESS DISTRICT INCENTIVE POLICY.

The Chair declared the motion failed due to lack of a second.

Member Johnson stated that he appreciates the concern about missing out on revenue from building fees. However, one of the factors considered when approving at the EDA was that the infrastructure in the districts will not need to be upsized any time soon. SAC/WAC money must be spent on expanding infrastructure. He feels ok with not charging people today for edge of town development tomorrow.

Member Stenglein stated that it is not whether you are going to be in business or not, but rather where we want businesses to be. It is a big open for business sign on our community and gives warm fuzzies.

Mayor Badeaux stated that he appreciates Member Czczok's comments, the City needs to be very careful with programs like these as they need to be put in place in areas where the SAC/WAC cannot be used. He appreciates that this program is specific to regions where development will not be needed in the near future.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO APPROVE THE CENTRAL DISTRICT INCENTIVE POLICY AS PRESENTED.

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

Update regarding IBEW Local No. 31 (Public Utility) Union Strike

City Administrator Broyles stated that the City heard back from Bureau of Mediation Services (BMS) regarding overtime for Non-Union Supervisors. That despite the action being an advantage for those affected, the City cannot make changes to the terms of employment while BMS determines the next steps. The cooling off mediation was held on Friday, July 12th. More information will be provided to the Council during the closed session.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO STRIKE SECTION S FROM THE STRIKE RESOLUTION PER BMS DIRECTION.

New Business

Accept City Flag from the Water Tower Committee

Paul Skogen, Water Tower Committee, gave an update of the work done to the water tower and the improvements that will be made this fall. The City received \$500,000 Congressional spending with the help of Senator Amy Klobuchar. He presented the City flag that the Water Tower Committee had produced to fly from the water tower.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND JOHNSON, DULY CARRIED, TO FLY THE NEW FLAG ON THE BRAINERD HISTORICAL WATER TOWER.

Approve the Wellhead Protection Plan for Minnesota Department of Health Review and Conduct Public Hearing

BPU Finance Manager Loch gave an overview of the Wellhead Protection Plan. The plan has been reviewed by City Staff and consultants.

Member Czczok requested that the Council review the plan.

The Chair opened the public hearing at 8:32 p.m.

No one came forward.

The Chair closed the public hearing at 8:33 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO APPROVE THE WELLHEAD PROTECTION PLAN DRAFT AND SUBMIT TO THE MN DEPARTMENT OF HEALTH.

Request for Appeal of Nuisance Citation - 1209 Oak St

Community Development Director Kramvik gave an overview of the long grass and weed violation case for appeal based on a complaint received. The owner of the home is aware of the language in the City Code.

Member Johnson asked whether the grass has been mowed.

Community Development Director Kramvik stated the grass has still not been mowed and may be a few inches longer.

Brian Timmers, 1209 Oak St, stated that he has a 6-foot fence around the perimeter of the property. He cited the native landscapes state code.

Member Czczok asked questions about the fence and how the grass is seen if it is solid.

Mr. Timmers stated that the fence is open to the driveway in the alley.

Member Johnson asked about the native landscape provisions.

Community Development Director Kramvik stated that the native landscapes within the state statute specify types of grasses and uses. This grass would be considered a turf grass not a qualifying native landscape grass. If it were a native landscape, it would not have to be fenced in.

Member O'Day asked whether the complaint also included grass outside of the fence.

Community Development Director Kramvik stated that grass along Oak Street was trimmed.

Chair Bevans stated he would vote against the appeal. He is concerned that if people start parking cars in their fenced in yards, they'll start using the same argument.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY TO GRANT THE APPEAL AS ALL OF THE GRASS IN QUESTION IS WITHIN THE FENCE.

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

Approve Annual Review of Data Practices Policy

Administrator Broyles stated that annually the City must review their Data Practices Policy. The Police Department requested that exhibits G, H, and I be included with the policy specific to Police Department data requests for information. He recommends the approval of the policy and updates.

Member Czczok stated that the City of Brainerd has the most explanatory data practice policy he has ever seen. He thinks it's an excellent policy.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK, DULY CARRIED, TO APPROVE THE DATA PRACTICES POLICY AND UPDATES.

First Reading - Proposed Ordinance 1570 - Amending City Code 1200.03 Subd. 6 Temporary Licenses

Finance Director Hillman stated that the ordinance presented matches the State Statute to allow organizations to hold up to 12 temporary licenses in a 12 month period.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND CZECZOK, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1570 AND DISPENSE WITH THE ACTUAL READING.

First Reading - Proposed Ordinance 1571 - Prohibiting Camping in the City of Brainerd

Mayor Badeaux stated that after the packet was released, there was an e-mail exchange that borderlines inappropriate from Council Member Terry's County e-mail. He is concerned that the e-mail requests that the Community Development Director replace the ordinance with a redlined ordinance that was attached to the e-mail. He believes that what is not being asked is that the ordinance be shared with the Council. Rather, asking staff to exchange the ordinance. When Council Member Terry was running for office, he received multiple phone calls from people concerned about a County Department Head making laws in the City of Brainerd. His discussion with those concerned at the time was that everyone has jobs and has the ability to separate themselves from their work. The perception of government is always of concern. When there is potential conflict of interest, the City should have the wherewithal to step back and make sure that actions are appropriate. He does not believe that it is appropriate for Member Terry to comment on the camping subject.

Member Terry stated that she is very disappointed that the Mayor did not talk with her prior to the meeting and for calling her out in a Council meeting. She thought that they had a relationship where they could discuss things face to face. The Mayor is not privy to the conversations that she had with Community Development Director Kramvik. She was not asking for the amended ordinance that she sent to replace the ordinance in the packet. She may have used the wrong language. She was asking for consideration of the amended ordinance. She stated that regarding the use of her County e-mail address, she does not believe she needs a City and County computer to do government work as it is all coming out of taxpayer dollars. It is also more efficient, and she is more responsive using one computer. She has had conversations with IT Director Strong regarding data practices and IT practices. In terms of conflict of interest, she believes that she was elected because she has a County government perspective. There are many issues that overlap between the City and County. Fortunately, she has been able to work on issues that overlap. For example, the social workers that work with city law enforcement. She is an active part of that program, has approved it at the City Council level to do that work, and she is proud of the that work. She will not be silenced on topics that overlap between the City and the County unless legally silenced. She apologizes that it was taken as though she was trying to further something nefariously, that would never be her intent. She has some expertise to offer in this situation, she will not further her agenda through the ordinance other than to provide insight, expertise, and research that she has done on the topic.

Community Development Director Kramvik gave an overview of the ordinance in the packet at the direction of the City Council. Staff have met with Baxter staff. The ordinance references the word "camping". Currently, the Brainerd Police Department cannot remove anyone from public property, right-of-way, or parks as the code does not prohibit camping on public property. There has also been a previous issue with camping on private property. Council Member Terry did send out a revised ordinance, the Police Department and Community Development Department had issues with the language as it could be hard to determine whether people are actively working with social services.

Chief Davis stated that there are limitations that the Police Department does have. If the City does have a strong interest to limit encampments on City property right now there are no tools to prohibit those things. He does not recommend changes to the ordinance that was included in the packet.

Chair Bevans stated that the public hearing is on August 5th.

Member Johnson stated that he likes what Chief Davis has said and the Council has brought up concerns about the wellness and safety of our citizens. Chief Davis has said he does not have a set of tools to service the community. If changes need to be made in the future, those changes could be made.

Member Stenglein stated that she will be voting yes because she does not need the ordinance read to her. However, while she appreciates staff for bringing this forward, she feels it is cutting edge. She would rather see Brainerd in the middle of the pack to try new things like this.

Member Terry stated she will vote yes, to avoid having the ordinance read. The public hearing is on August 5th. She recommends that the Council read the literature regarding the health and safety of residents when it comes to the homeless population. There are a lot of resources available, and she is happy to share the knowledge that she has regarding the issue.

Mayor Badeaux stated he appreciates the work that the staff has done. He looks forward to hearing from the public at the next meeting.

Member O'Day stated that he agrees with what the Police Chief has said. Some of the situations that have taken place may have been prevented if the City had an ordinance in place. He has had comments taken out of context on the matter, to clear that up, he was specifically commenting on people in the parks causing vandalism not homelessness.

Member Czczok stated that he believes it is a compassionate ordinance as it is helping people who need help. Services are available, from what he understands people are not taking advantage of them for whatever reason. The Council needs to look at the community as a whole.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO CONDUCT THE FIRST READING OF ORDINANCE 1571 AND DISPENSE WITH THE ACTUAL READING.

Public Forum

The Chair opened the public forum at 9:05 p.m.

No one came forward.

The Chair closed the public forum at 9:05 p.m.

Staff Reports

City Engineer/Public Works Director Dehn stated that the Park Board will be meeting on July 23rd and the first part of the meeting will be at Mills stadium. Staff have received a petition for annexation from 15106 Riverside Drive, staff will bring this before Council at the next meeting.

Community Development Director Kramvik stated that the EDA and Public Utilities Commission will be scheduling a workshop to discuss VCV and provide direction. The Council will be invited. The vacant building registry ordinance will be effective at the end of the week and staff will be sending out letters. BLAEDC has opened the applications for the façade improvement grant through the EDA.

Mayor's Report

Mayor Badeaux stated that at 9:00 p.m. on Saturday, May 20th Brainerd Parks and Recreation will be hosting movies in the park at Lyman P. White. The movie will be "Back to the Future".

Council Member Reports

Member Czczok stated that he received information about the Airport Workgroup. Director Wright wants to meet with the FAA.

Member Terry stated that the AARP Age Friendly Community will be applying for a grant. Brainerd is the 24th Minnesota Community to join the network.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND JOHNSON, 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 LOCAL NO. 31 PUBLIC UTILITIES UNION.

The Chair adjourned the meeting at 9:11 p.m.

Council adjourned to the closed session after a five-minute break.

The Chair reconvened the meeting at 10:03 p.m.

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

The Chair adjourned the meeting at 10:03 p.m.



Brainerd Fire Department Monthly Report

July 2024

As we prepare for the Crow Wing County Fair this final week of July, we reflect on another busy month filled with various activities and community engagement.

The department conducted our annual hose and ladder testing. We tested over 12,000 feet of hose to ensure reliability and performance. We also tested 220 feet of ground ladders for safety and functionality.



We were extremely fortunate to receive a grant from CenterPoint Energy. The grant was used to purchase new gas monitoring equipment, enhancing our ability to respond to hazardous situations.

Our monthly training in July focused on enhancing skills in relay pumping, drafting, and water supply techniques. This training ensured that our firefighters are well-prepared for diverse firefighting scenarios.



The Fire Marshal conducted several inspections throughout the month, maintaining safety standards across various locations.

The department participated in several community events, including the First Baptist Church Vacation Bible School.



SCAN QR TO APPLY

THE BRAINERD FIRE DEPARTMENT IS NOW HIRING

MINIMUM REQUIREMENTS

- 18 years of age at time of application
- Must possess a valid MN Driver's License
- Live within 10 minutes driving time of either the Laurel Street or Mill Avenue fire stations

No experience necessary
All required training is provided

Optional information meeting at 5:30 pm Aug. 21
Mandatory testing at 8 am Sept. 14

Chief Holmes was featured on WJYY Community Focus, discussing the current hiring process.

Overall, July has been a productive month for the Brainerd Fire Department, marked by successful training, community involvement, and operational readiness. We look forward to continuing our service to the community as we head into the fair and beyond.

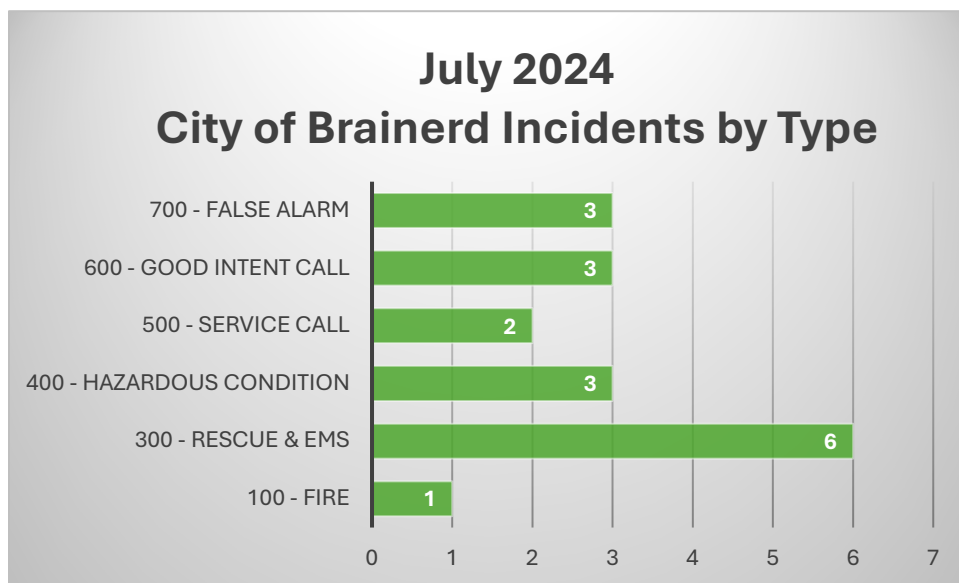


Brainerd Fire Department Monthly Report

July 2024

INSPECTIONS	
Fire Alarm	25
Hood Suppression	17
Commercial Kitchen Exhaust	18
Fire Pump	8
5 Year Sprinkler	3
Sprinkler System	37
Paint/Spray Booth Suppression	1

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	1
Overpressure Rupture, Explosion, Overheat	1
Rescue & Emergency Medical Service	12
Hazardous Condition	8
Service Calls	5
Good Intent Call	7
Alarm Activation	9
TOTAL	43



HR DIRECTOR REPORT



In this report:

- Public Utilities Director
- Union Updates
- Performance Evaluation Work Group
- Personnel
- Wellness Committee

Public Utilities Director

Four individuals were interviewed on July 10th for our Public Utilities Director position. Mr. Christopher Evans was offered and has accepted the position. The Public Utility Director Work Group will request that the Council ratify Mr. Evans's hiring at the August 5th Council meeting. Mr. Evans's expected start date is August 26th. Please note that we included a two-week training overlap in Mr. Wussow's Interim Public Utilities Director employment agreement that allows Mr. Wussow to work with Mr. Evans to help him transition into this position.

Union Updates

A mediation session between Employer representatives and the IBEW Public Utility Union was held on July 12th. The parties agreed to pursue arbitration in lieu of a strike. Both parties must agree to the arbitration issues before that process can proceed. The City's attorneys are working the Union's attorney on this.

The Bureau of Mediation Services (BMS) has certified the Brainerd Public Utilities Managers and Supervisors Association as the exclusive representative for Managers and Supervisors of the Public Utilities Department. This Union will represent the Operations Manager, Water/Wastewater Manager, Electric Distribution Supervisor and the Business Office Supervisor. We will need to begin negotiations with this new union to create its union contract.

Performance Evaluation Work Group

The Performance Evaluation Work Group met on July 16th to continue the review of our current Performance Evaluation Process as well as the forms currently used. As stated in the May HR Director's Report, the Work Group has determined that any formal adjustments to our process will not be implemented until after the 2023-2024 Performance Evaluations are completed.

Personnel

New Hires/Promotions for City/BPU/HRA:

Kelly Robinson - Environmental Resource Tech. (7/29)

Farewell to:

Kathryn Johansen - Admin Spec. Public Works (7/1)

James Fladung - Assistant City Engineer (7/10)

Nicholas Lochner - Lineworker (7/29)

Ryan Miller - Lineworker (7/29)

Current Job Opportunities:

Admin Specialist - Public Works - Interviews Scheduled for the first week of August.

Journey Electrical Lineworker - Posted until filled.

Police Officer - Open until August 6th.

HRA Rental Assistance Specialist - Open until Filled

Paid on-call Firefighter - Job Posting will be reopened July 1st and run through August 30th.

Part-Time/Internships/Seasonal Positions:

HRA Maintenance Specialist - Part Time

Part-Time Airport Custodian

Umpire Adult Softball - Accepting applications until filled.

There are currently 9 City/HRA/Airport employees with Family & Medical Leave Act (FMLA) issues. 6 of those cases are for intermittent leave when needed.

Wellness Committee

Our Employee Wellness Committee met on July 17th. It was noted that BPU employees Laura Jewell and Mandy Selisker have decided to resign from the Committee. The Wellness Committee discussed:

* The 2024 Employee Appreciation Event. The event will be held on September 19th and after reviewing the Memorial Park location, the decision was made that the event will be held at the Public Works Garage. Please plan to attend.

* Nomination Forms have been distributed to all employees for our annual Innovation and Exceptional Service awards. Award recipients will be announced at our Employee Appreciation event.

* Our annual Employee Chili Cook Off event will take place on October 23rd in the Fire Department Training Room. Please plan to attend and we would appreciate new contestants too. Please contact HR Director Schubert if you are interested in being one of our chili cooks.



CITY ENGINEER/PUBLIC WORKS DIRECTOR REPORT AUGUST 5, 2024 CITY COUNCIL MEETING

Recreation Report

Special Events

We are excited to announce a partnership with Brainerd Community Action to launch a "Movie in the Park" series. Our inaugural movie, "Back to the Future," will kick off the season on July 20th at 9 PM at Lyman P. White Park. This event is free of charge and aims to provide a fun and engaging experience for the entire community.

Event Details:

- **Movie:** Back to the Future
- **Date:** July 20th, 2024
- **Time:** 9:00 PM
- **Location:** Lyman P. White Park
- **Admission:** Free

Amenities:

- Popcorn and additional food options will be available for purchase from Crabby Dale's food truck.

Marketing and Outreach:

- Staff have promoted this event through Facebook, achieving notable interest and engagement.
 - **As of July 19th, 2024:**
 - **Attendees Confirmed:** 48
 - **Interested:** 1,037

We look forward to a successful kickoff and anticipate strong community participation and enjoyment

Adult Sports

- **Adult Summer Softball**
 - With all the weird weather, Holidays, and lakes jam the seasons seem to have run longer than usual.
- **Summer Pickleball**
 - League play is finishing up, we will be starting playoffs in a few weeks.

Fall Softball - Registration Update as of 7/19/24

Registration Opened 7/15/2024

- MS1: 0 out of 9 Teams
- MS2: 1 out of 9 Teams
- Coed: 1 out of 9 Teams

Fall Pickleball - Registration Update as of 7/19/24

Registration Opens 7/24/2024

Fall Kickball - Registration Update as of 7/19/24

Registration Opened 7/15/2024

0/12 teams

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

We are pleased to announce that our kayak and paddleboard rentals are now available! Here's a summary of our rental activity so far:

Monthly Rentals:

May: 6 rentals
June: 23 rentals
July: 32 rentals
Total: 61 rentals

Rental Details:

Average Duration: 30-60 minutes

Please note that our paddleboard is currently out for maintenance due to a puncture.

To enhance our marketing efforts, staff utilized the kayaks on July 13th, 2024, to capture promotional photos. Below are some of the images that will be featured in our upcoming marketing campaign.



Miscellaneous

Haley Blank, Jessie Dehn, and Troy Harris will be attending the Minnesota recreation and Park Association (MRPA) conference that is taking place on September 25th-27th in Mankato.

Parks Maintenance Report

- Pouring concrete and setting boxes
- Hauling black dirt to tee boxes
- Locates and prepping to plant trees at Lum Park
- Adding agg lime to softball fields
- Fixed toilet at Lyman P White Park
- Setting up new truck, cleaned out old truck for trade-in
- Cleaning sea weed and debris from beach at Lum Park
- Ordered parking signed for campground
- Repair breaker at Kiwanis Park
- Watering flowers and urns downtown
- Brought new mulch to downtown planting bed
- Painted over soccer field at Gustafson
- Watering trees to be planted

- Put decals on truck with new plates
- Shovels, rakes, garbage cans & buckets to Lum for service organization
- Daily mowing
- Garbage runs and restroom maintenance daily
- Planted memorial tree
- Picked up memorial tree for Lum Park
- Prepped for Public Works picnic
- Prepped for GnarBQ event, water, electric, tables and trash cans
- Pressure washing splash pad
- Planted River Birch at Public Works shop
- Leveled area around new gate enclosure at shop
- Planted grass
- Cleaned and added shock to Gregory Park fountain
- Cleaned out and removed stickers from Tahoe for trade-in
- Loaded up equipment to help concrete contractor
- Removed tree that was at brewery site
- Locates for tree planting in Lum
- Hauling black dirt
- Painted a couple tables, moved to BPU
- Trimmed and whipped new disc golf course
- Cut up downed tree at Memorial Park
- Watering new tree plantings
- Refurbishing broken merry-go-round at Kiwanis Park
- Checked lights at Lyman P White Park
- Backflow preventer tested at Lyman P White Park
- Prepped for OSHA/mock inspection
- Removed spring toy at Memorial Park, repairing
- Testing electrical at Lyman P White Park
- Prepped for Karate Tournament
- Trimmed up tree at campground
- Prepped Lyman P White Park for 4th of July event
- Removed graffiti from block wall by high school
- Removed fallen tree and branches from Lum Park
- Picked up after Karate Tournament, moved bleachers, garbage cans, and pickleball nets
- Washed maintenance shop floor
- Cleaned all white tables
- New belt put on X-750
- Picked up fallen tree at Gregory Park
- Cut up tree at Kiwanis Park
- Brought extra garbage cans for Ski Loons show
- Blew off parking lot at maintenance shop
- Assisted Holden Electric with pickleball light timer
- Moved tables and garbage cans from City Hall
- Moved garbage cans and cleaned up after Ski Loons show
- Cut stone for Gregory Park stone wall repair

- Worked on repairing softball lights at Memorial Park
- Staked a couple leaning trees

Parks Projects Report

Parks ARPA Projects

Staff and the contractor, DeChantal Excavating, have met to go over project details and schedule. It is anticipated that the contractor will begin work in Jaycees in late August with Lum Park projects beginning after Labor Day.

Buster Park Pavilion

Foundations have been poured and are ready. Staff will be assembling the pavilion following the installation of the new sidewalk and concrete slab.

Memorial Park Disc Golf Course

The new disc golf course has been installed and opened to the public. Maintenance staff has cleaned up the area including placing final topsoil and seeding.

Building Demolitions

The demo at Jaycees has been awarded to Tretter Excavating and expected to take place in 2024.

Gregory Park Warming House/Pavilion Gutter Replacement

This work is complete.

Memorial Park Rink Lights Automatic Timer

This work is complete.

Lum Park Pavilion Rehabilitations

Pavilion #2 improvement work was awarded to Hy-Tec Construction. Staff will coordinate with the contractor to avoid reservation conflicts for the work to occur. This work is expected to occur in 2024.

Streets Maintenance Report

Maintenance Tasks Completed Month Prior

- Sewer inspection on various streets
- Continued jetting and camera of sewer main lines in Northeast Brainerd.
- Marking utility locates
- Repair of mowing equipment
- Assisted with DOT inspections and minor repairs of Transit buses as time is available
- Patching on various streets
- Continued weekly downtown street sweeping
- Provided traffic control materials for events
- Continued painting of crosswalks adjacent to downtown, schools, and main thoroughfares
- Began painting of parking stalls in downtown parking lots
- Assisted with brush and weed removal in downtown area
- Began crack filling in NW Brainerd

- Continued mowing throughout city
- Assisted with Public Works Department Summer Picnic
- Cutting down dead and diseased trees in Lum Park ahead of new plantings
- Removed tree stumps from downtown area
- Placed new City Flag on Historic Water Tower
- Assisted with placing traffic control for a tree taking by homeowner in NE Brainerd
- Cut in relief cut in heat buckled sidewalk panel on S. 6th Street
- Prepared estimates for damages due to vandalism on College Drive bridge
- Repaired washout on NW 2nd Street
- Investigated condition of storm sewer manhole in front of old Johnson Cigar building
- Reviewed sewer backup complaint in NE Brainerd
- Reviewed sewer collapse/sinkhole report in SE Brainerd
- Placed additional No Parking signs on Madison Street for truck access during Crow Wing County Fair
- Participated in Street Maintenance I position interviews

Engineering Report

South Brainerd Reconstruction Project

Paving has been completed on the northern phase of the project and the streets have been open to traffic. Restoration including new tree plantings have been completed on the north phase. Residents have been notified to begin routine mowing and lawn maintenance. Watermain will be wrapping up on Madison Street this week which will be the last of the remaining watermain and sanitary sewer main utility work. Storm sewer, grading and base will be all that will remain on the project from there. Todd Street has received new curb and gravel with paving to come shortly. The rest of the road building work on the remaining southern phase is likely to occur over the remaining portion of the summer.

S. 6th/Willow Roundabout Project

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

Buffalo Hills Gully Remediation Project

The project is mainly complete with the completion of final grading and hydroseeding/erosion blanket placement. Trees will be planted shortly following. Based on the timing for live stakes, this work will likely not be able to occur until next spring.

Evergreen/Bluff Resurfacing Project

The curb repair on Bluff and the patching on the entire project has been completed. All that remains to be completed is the chip seal and pavement markings. Staff will coordinate with the contractor on the dates for this work to occur.

Laurel Street Bridge Repair Project

Bids will be presented with an award recommendation at the 8/5 Council meeting. Work is expected to occur this fall.

O Street Outfall Project

The contractor has ordered the materials for this project. It is likely that this work will occur during fall 2024.

2024 Large Patching Project

Staff will be coordinating with the contractor when this work will take place. It is likely that this work will occur during late summer or early fall 2024.

2024 Chip Seal Project

Staff will be coordinating with the contractor when this work will take place. It is likely that this work will occur during late summer or early fall 2024.

PD HVAC Replacement Project

The contractor has acquired the equipment for this project. It is planned to complete this work in fall 2024 in coordination with the roof replacement work.

PD Exterior Improvements Project

This project is currently out for bids. Staff intends to review bids and bring a recommendation to Council at the 8/19 Council meeting. It is planned that this work will occur during fall 2024 in coordination with the HVAC replacement.

Historic Water Tower Rehabilitation Project – Phase 2

The contractor has been working on the electrical portion of this project. It is expected that they will be completing the window replacement during fall 2024.

2025 Lowell Safe Routes to School Project

Staff will be meeting with WSB to set up a kick-off meeting to discuss the project and set up project timelines and expectations. Design development will occur during the rest of 2024 in cooperation with the school district.

Other Activities

- Participated in weekly check-in meetings for TH 371B/Willow Street Roundabout Project
- Coordinated with contractor on Parks ARPA project including reviewing shop drawings
- Reviewed upcoming event applications
- Participated in MnMUTCD re-write committees
- Met with MnDOT to discuss bridge lighting on TH 210 project
- Discussion of Engineering RFP for Lowell SRTS, sent out to consultants
- Prepared, sent out, and reviewed proposals for 2024 tree planting
- Discussed details of security camera layout for Kiwanis Park and College Drive bridge
- Met with IT and CTC regarding fiber runs for Memorial Park, Lyman P White Park, and Kiwanis Park
- Discussed potential orderly annexation along Riverside Drive with Crow Wing County staff
- Interview with LPTV regarding Baxter transit
- Reviewed Parks operating budget for 2025
- Reviewed with Widseth the PD Exterior improvements plan design
- Training for new Environmental Resources Technician position
- Prepared cost of damages for graffiti on College Drive bridge
- Reviewed Engineering Division structure following resignation, discussed with staff
- Reviewed TH 210 reconstruction watermain replacement details and casing requirements
- Held Pre-Construction meeting for Parks ARPA projects
- Met with CGMC representative
- Prepared, sent out, and reviewed proposals received for Parks ADA Improvements

- Participated in MPCA Stormwater Inspections on local projects – South Brainerd Reconstruction and Buffalo Hills Gully Remediation
- Presented in Performance Review Appeal meeting
- Participated in Streets Maintenance I interviews
- Prepared and sent out Engineering Services RFP for 2025 South Brainerd Resurfacing Project
- Met with consultant engineering firms regarding questions on 2025 South Brainerd project RFP
- Staked nearly 80 trees for plantings downtown, City Hall, College Drive and Lum Park
- Met with MnDNR regarding available funding for EAB management
- Participated in County-City-Township Joint Project Meeting
- Participated in PD Exterior Improvements Project Pre-Bid walkthrough
- Participated in Public Works Administrative Specialist interviews
- Reviewed existing and proposed easements for TH 371B/Willow Street Roundabout project
- Reviewed My Neighbor to Love project site for site erosion concerns
- Discussed pedestrian ramp ADA upgrade at S. 4th/Laurel with CWC staff
- Reviewed proposals for ash tree injections
- Reviewed quantities provided by contractor for Buffalo Hills Gully project
- Provided available utility information for property on N. 8th Street
- Provided available utility information for property on Mississippi Drive
- Requested appraisal for property on Eagle Ridge Drive
- Requested, received, and reviewed appraisal for property on CR 45
- Reviewed requirements of CRP grant award for TH 210/Lum Park Pedestrian Bridge project
- Requested IC-134 forms for completed projects
- Reviewed building permits for appropriate erosion control plans and requirements
- Reviewed and approved excavation and utility permits
- Requested memorial benches from vendors for various parks
- Followed up with BPU regarding communications from Rotary Club on Rotary Solar Project
- Reviewed and scored over 50 applications for Public Works Administrative Specialist position
- Reviewed request from Brainerd Library regarding security cameras in parking lots
- Requested quote for sanitary sewer main replacement in alley adjacent to 15th Street SE
- Reviewed drainage concerns on Serene Pines Court
- Requested utility customer information from CenterPoint Gas for Franchise Fees
- Reviewed and revised job descriptions for proposed Public Works Director and City Engineer positions, includes revised proposed organizational chart for Public Works Department
- Requested state aid payments for state aid projects
- Reviewed request regarding ability to canoe on Mississippi River from Brainerd
- Met with BPU managers regarding possible needs for assistance for lift station maintenance
- Requested CWC facilities look into dimmer switch in Transit Dispatch office
- Researched MN State Statute regarding disturbance of survey monuments due to complaint received
- Provided construction status inquiry forms for various projects to bonding companies
- Prepared Affidavit for Restitution form for vandalism at College Drive bridge
- Prepared and sent invoice to MnDOT for reimbursement for 50% share of engineering services on TH 371B/Willow St Roundabout project

- Reviewed report of injury in front of old Johnson Cigar building, determined approximate right-of-way limits and BNSF property extents
- Collected Parks capital expenses from 2023 for Building Dept.
- Reviewed location of political sign in NE Brainerd due to complaint
- Investigated potential causes of basement flooding at 1831 S. 8th Street
- Sent insurance claim of sewer backup due to sewer jetting
- Reviewed desks at PD for potential reuse at Transit office
- Sent notice of needed restoration from sewer line repair on S. 10th Street

Transit Report

Activities

- Coleman (Streets Mechanic) assisted with DOT inspections and minor repair of a couple buses.
- Maintenance issues continue to occur. Staff is meeting with the new manager regularly to address these issues. 3PC is making efforts to address the issues and is working on getting them caught up.
- Challenges with staffing at repair vendors and their availability and response time. This contributes to the ability to get some deferred maintenance caught up. 3PC and staff continue to look at options to remedy this.
- New bus has arrived and is being outfitted currently. The radio and bus wrapping is complete. Streets Maintenance is assisting with installing the bike rack before this is set for use.
- RouteMatch software has been a significant issue over the last couple weeks due to the CrowdStrike software crash. Daily crashing has caused a significant amount of manual entries and scheduling by both 3PC and Transit staff. Staff has been communicating with both RouteMatch support and MnDOT for resolution with little support provided to date. Staff continues to look at alternative software options as RouteMatch support becomes less available.
- Ridership Reporting for May 2024
 - Year To Date
 - 2023 = 23,409
 - 2024 = 14,788 (-8,621, -36.8%)
 - Brainerd Only
 - 2023 = 15,907
 - 2024 = 11,196 (-4,711, -29.6%)
 - Baxter Only
 - 2023 = 2,179
 - 2024 = 2,589 (+410, +18.8%)
 - Crow Wing County Only
 - 2023 = 4,733
 - 2024 = 804 (-3,929, -83.0%)
 - May 2024 vs. April 2024
 - April 2024 = 3,100 (21 operating days)
 - Brainerd-origin = 2,362
 - Baxter-origin = 565
 - CWC = 173

- May 2024 = 3,024 (-76) (21 operating days)
 - Brainerd-origin = 2,304 (-58)
 - Baxter-origin = 541 (-24)
 - CWC = 179 (+6)
- 26 New Customers in April



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Authorize Hiring of 2024 Summer Temporary Employees

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): n/a

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

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

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

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

2024 Summer Temporary Employees

	<u>Name</u>	<u>Job Title</u>	<u>Hourly Rate</u>	<u>Budgeted Wage</u>
1	William Middagh*	Parks Weekend Custodian	\$16.00	\$14.00 - \$16.00

Submitted for Consideration for the August 5, 2024 Council Meeting

* Returning Employee



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Approve Event/Street Closure Application-Touch-A-Truck and Flapjack Festival Event

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

PRESENTER: Jessie Dehn, Public Works Director, **ESTIMATED TIME (MIN):** 2 minutes
James Kramvik, Community Development Director

SUMMARY OF ISSUE: Attached to this request is an Event and Street Closure Application for the ECFE & Historic Brainerd Water Tower Committee's combined event, Touch-a-Truck and Flapjack Festival, to be held Saturday, September 21st, 2024 from 8:00 a.m. to 12:00 p.m. in downtown Brainerd.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This is a combined event coupling the annual Touch-a-Truck event and the Flapjack Festival. The Touch-a-Truck event allows children to get up close with military, emergency services, maintenance, and other trucks and vehicles. The Flapjack Festival is a fundraising event for the Historic Water Tower Committee including flapjacks and a flapjack eating contest. The applicant requests a street closure consisting of Laurel Street from South 6th Street to South 8th Street; South 7th Street from Front Street to Maple Street, and the Laurel Street parking lot. The applicant also indicates that sidewalks will still be available. The Flapjack Festival may have amplified sound with an indicated possible performer as well as an additional ADA restroom.

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

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: _____

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

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

Name of event: _____

Organizer Information

Organizer's Name: _____

Organizer's Address: _____

Event Contact Person: _____

Event Contact Daytime Phone: _____

Event Contact E-mail Address: _____

Contact Name/Number Day of Event: _____

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

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

Recurring event (requires only one application submittal per year)

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

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

Description of Activities

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

Site Information

Electrical usage	Yes	No

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

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

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

Restrooms provided	Yes	No

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

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

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

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

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

Company contracted for trash receptacle disposal: _____

Additional Event Information

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

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

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

Street Closure Request Information

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

Date and time for beginning of street closures: _____

Date and time for reopening of streets: _____

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

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

Signature of Applicant

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

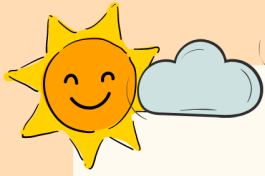
City Administrator

Date

Approval Conditions

Certification of Street Closure Approval

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



**BRAINERD ECFE &
THE CITY OF BRAINERD
COMMUNITY EVENT!**

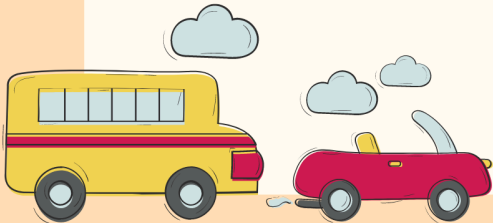


TOUCH-A-TRUCK

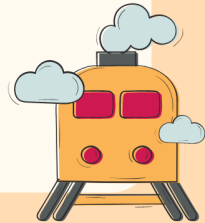
Saturday, September 21st

10:00 a.m. - Noon

Downtown Brainerd (Laurel Street)



This FREE hands-on event is for families to explore their favorite vehicles and talk to community workers and leaders!





City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Audit Presentation CliftonLarsenAllen

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Mary Reedy, Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE:

Ms. Mary Reedy from CliftonLarsenAllen and Finance Director Connie Hillman will summarize the results of the 2023 audit.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

An electronic copy of the audit can be found on the City's website or at the link:

<https://www.ci.brainerd.mn.us/ArchiveCenter/ViewFile/Item/115>

RECOMMENDED ACTION/MOTION: Accept audit as presented.

FINANCIAL IMPACT:



We'll get you there.

CPAs | CONSULTANTS | WEALTH ADVISORS

City of Brainerd 2023 Audit Results Brainerd City Council



Auditor Discussion Agenda Items

- Required Communication to Governance
- Audit Results
- Financial Results
- Other Discussions, Insights, Observations



Required Communication to City Council

- Our Responsibility Under Generally Accepted Auditing Standards, Government Auditing Standards, and Uniform Grant Guidance
 - Primary responsibility is to provide our opinion on the fairness of presentation of the financial statements
 - Reviewed internal accounting controls
 - Risk based audit approach
 - Based on internal controls, determined scopes and tests of transactions
 - Expressed opinion based on tests
 - Report internal controls and compliance – federal awards
- Planned Scope and Timing of the Audit
 - Communicated during the audit preliminary work and field work
- Significant Accounting Policies
 - Outlined in Note 1 to the financial statements
 - Unusual transactions – BPU is now reported at an enterprise fund causing a restatement for Debt Service Fund and BPU
 - New Standards – GASB 96, SBITA



Required Communication to City Council (Continued)

- Management Judgments and Accounting Estimates – Reasonable/Supported
 - Useful lives of capital assets
 - Other postemployment benefits payable
 - Net pension liability
- Corrected and Uncorrected Adjustments
 - The City's change in net position is overstated by \$516,800 in the governmental activities due to the City not recording the special assessment receivable balance correctly in prior years
- Disclosures are Adequate, Clear and Complete
- Other Information in Documents Containing Audited Financial Statements
 - Supplementary information – made inquiries and evaluated the content – opinion – management is responsible for this information and need to include our report if issued separately
 - Other information – reviewed for any errors – no opinion
- Disagreements with Management
 - There have been no disagreements with management about matters that could be significant to the financial statements



Required Communication to City Council (Continued)

- Management Representations
 - We have requested certain representations from management included in the management representation letter
- Consultations with Other Accountants
 - There were no consultations with other independent accountants
- Major Issues Discussed With Management Prior to Retention
 - No issues, other than normal planning issues, were discussed prior to our retention as auditors
- Difficulties Encountered in Performing the Audit
 - Management was most cooperative and helpful
 - Personnel and records were available
- Audits of Group Financial Statements
 - No matters related to the group audit that we consider to be significant to the responsibilities of those charged with governance of the group
- Limitations on the Group Audit
 - There were no restrictions on our access to information of components or other limitations to the group audit



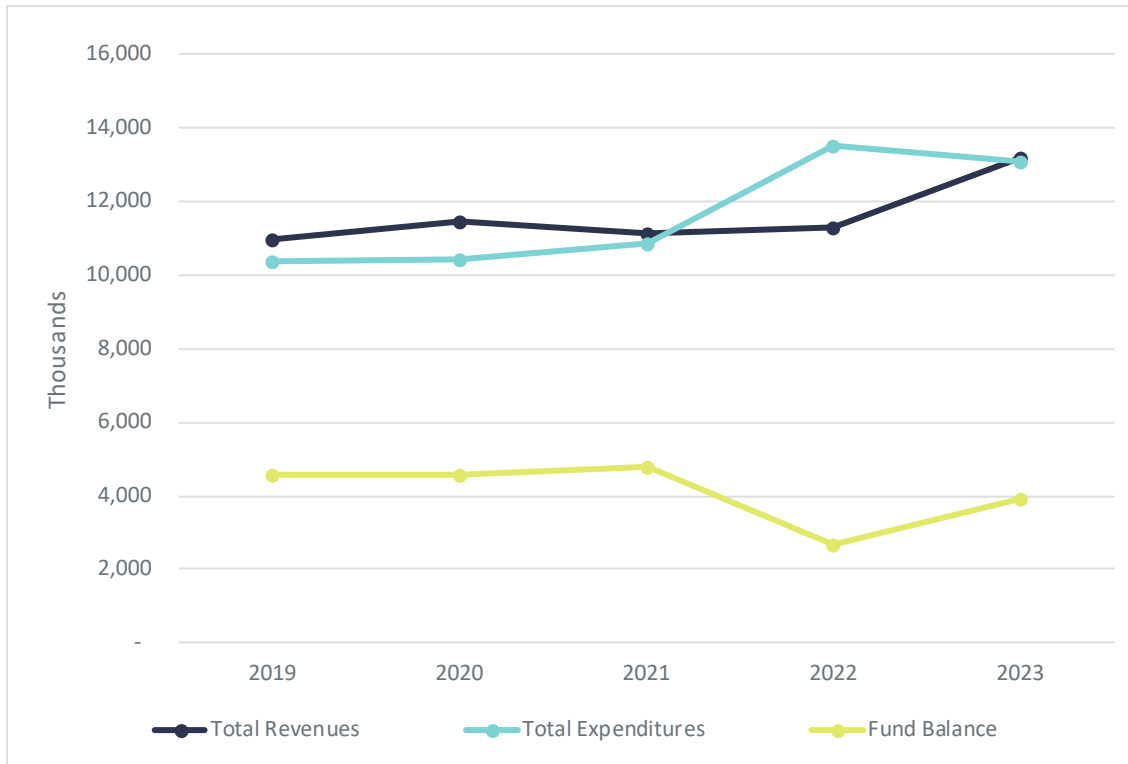
City's Audit Results

- Unmodified Opinion (Clean)
 - On the basic financial statement – concluded financial statements are fairly stated
- Compliance and Internal Control Over Financial Reporting
 - Tests did not disclose any instances of non-compliance that are required to be reported under Government Auditing Standards
- Compliance with Requirements Applicable to Each Major Program and Internal Control Over Compliance Required by the Uniform Guidance
 - The City complied in all material respects with the federal compliance requirements that are applicable to its major federal program
 - Airport Improvement Project
- Minnesota Legal Compliance
 - Seven areas – No findings



City's Financial Results

General Fund Balance

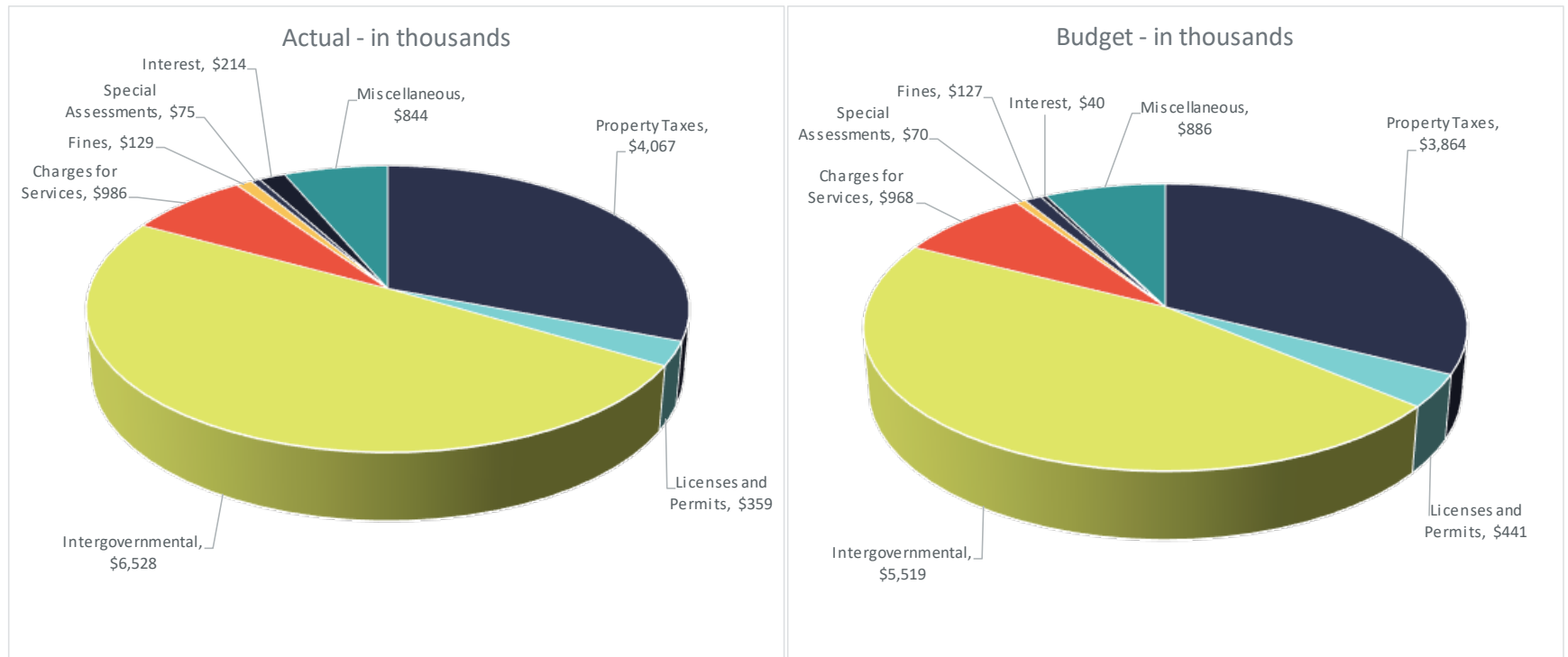


- Fund Balance is approximately \$3,896,000, of which approximately \$2,775,000 is unassigned and can be used for operations
- 2023 Operating expenditures are approximately \$13,067,000
- Approximately 21% of the 2023 expenditures in Unassigned Fund Balance – does not meet goal/policy



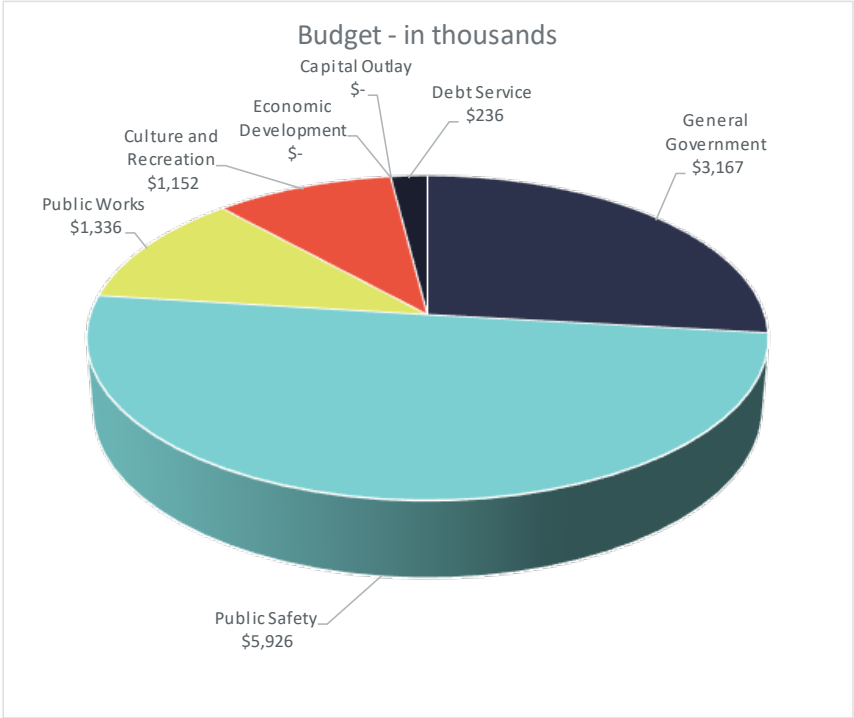
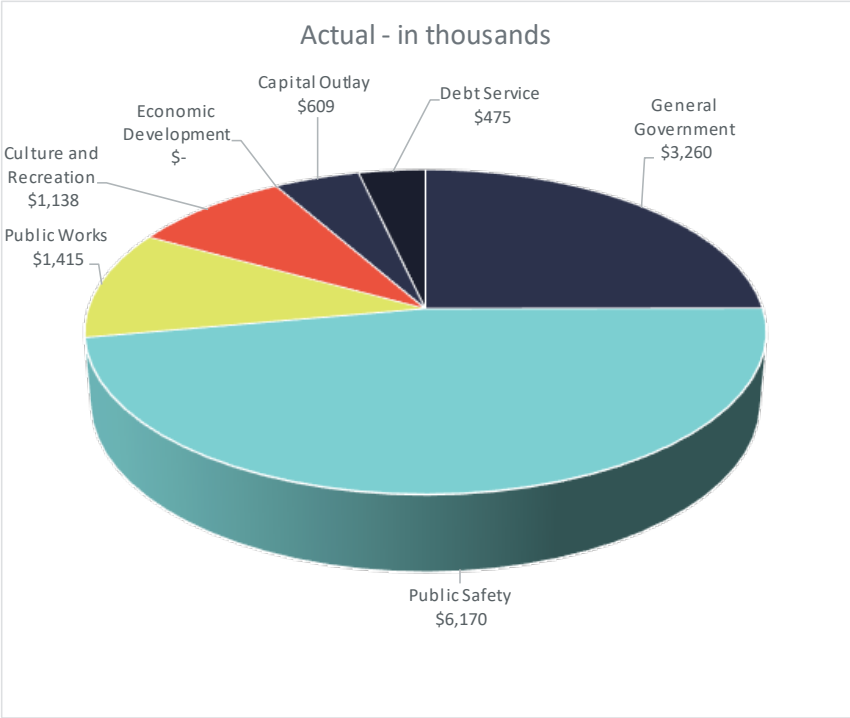
City's Financial Results (Continued)

General Fund Balances-Revenues



City's Financial Results (Continued)

General Fund Balances-Expenditures



General Fund Financial Results

	<u>Budget</u>	<u>Actual</u>	<u>Over (Under) Budget</u>
General Fund			
Revenue	\$ 11,914,712	\$ 13,202,471	\$ 1,287,759
Expenditures	11,817,031	13,066,656	1,249,625
Transfers In	315,751	551,582	235,831
Transfers Out	(435,432)	(360,197)	75,235
Other Financing Sources/(Uses)	37,000	913,356	876,356
Change in Fund Balance	<u>\$ 15,000</u>	<u>\$ 1,240,556</u>	<u>\$ 1,225,556</u>



General Fund Financial Results (Continued)

	<u>Actual</u>	<u>Elimination of Fund 217 & 895</u>	<u>Adjustment for Reporting</u>	<u>Adjustment for Leases</u>	<u>PERA Adjustment</u>	<u>Adjusted Actual</u>
General Fund						
Revenue	\$ 13,202,471	\$ (188,122)	\$ 2,500	\$ -	\$ (34,578)	\$ 12,982,271
Expenditures	13,066,656	(190,552)	(155,500)	(592,754)	(34,578)	12,093,272
Transfers In	551,582	-	-	-	-	551,582
Transfers Out	(360,197)	-	(158,000)	-	-	(518,197)
Other Financing Sources/(Uses)	913,356	-	-	(592,754)	-	320,602
Change in Fund Balance	<u>\$ 1,240,556</u>	<u>\$ 2,430</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,242,986</u>

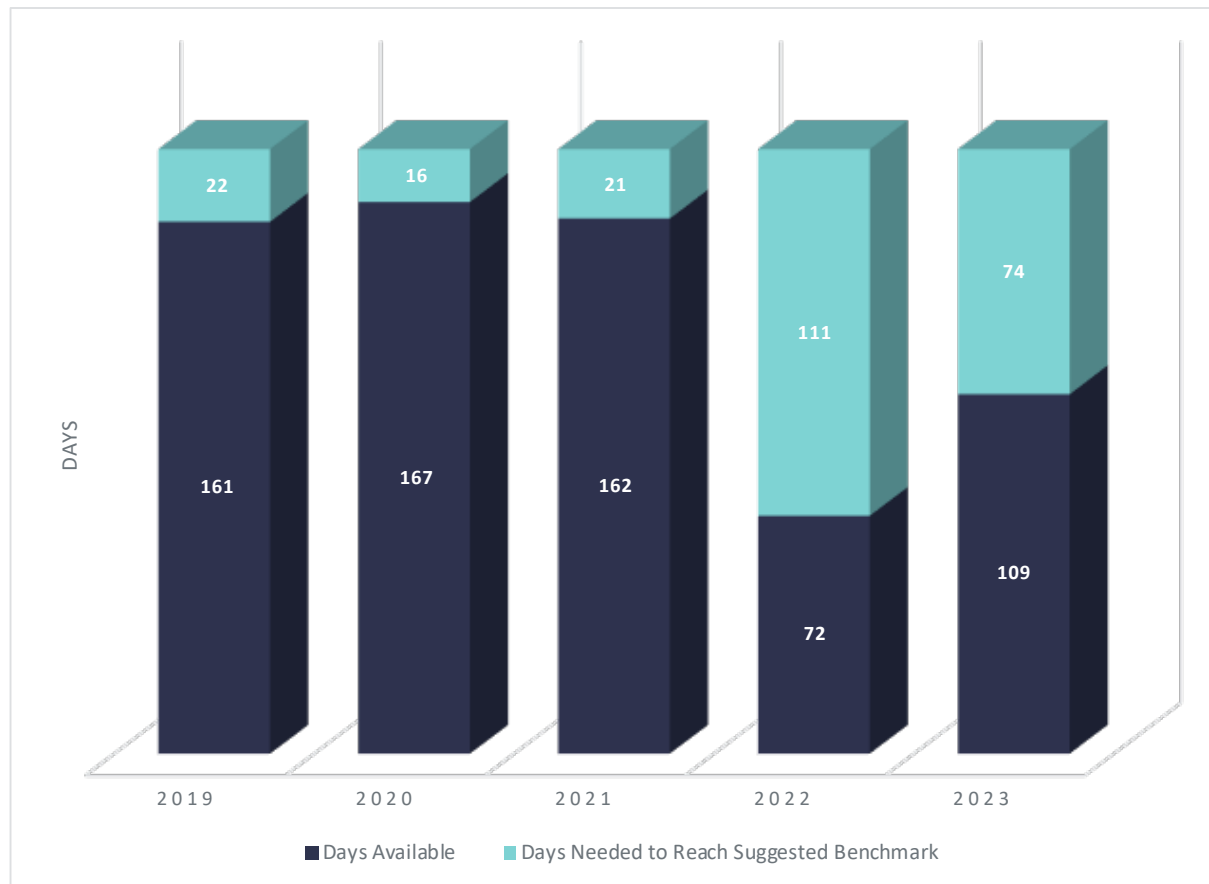
	<u>Adjusted Actual</u>	<u>Lawsuit Settlement</u>	<u>Fair Market Value Adjustment</u>	<u>One-time Public Safety Aid</u>	<u>Missed Transfer to Fire Capital</u>	<u>Actual</u>
General Fund						
Revenue	\$ 12,982,271	\$ -	\$ (128,847)	\$ (642,357)	\$ -	\$ 12,211,067
Expenditures	12,093,272	-	-	-	-	12,093,272
Transfers In	551,582	(227,815)	-	-	-	323,767
Transfers Out	(518,197)	-	-	-	(120,331)	(638,528)
Other Financing Sources/(Uses)	320,602	(250,000)	-	-	-	70,602
Change in Fund Balance	<u>\$ 1,242,986</u>	<u>\$ (477,815)</u>	<u>\$ (128,847)</u>	<u>\$ (642,357)</u>	<u>\$ (120,331)</u>	<u>\$ (126,364)</u>

	<u>Budget</u>	<u>Over (Under) Budget</u>
General Fund		
Revenue	\$ 11,914,712	296,355
Expenditures	11,817,031	276,241
Transfers In	315,751	8,016
Transfers Out	(435,432)	(203,096)
Other Financing Sources/(Uses)	37,000	33,602
Change in Fund Balance	<u>\$ 15,000</u>	<u>\$ (141,364)</u>



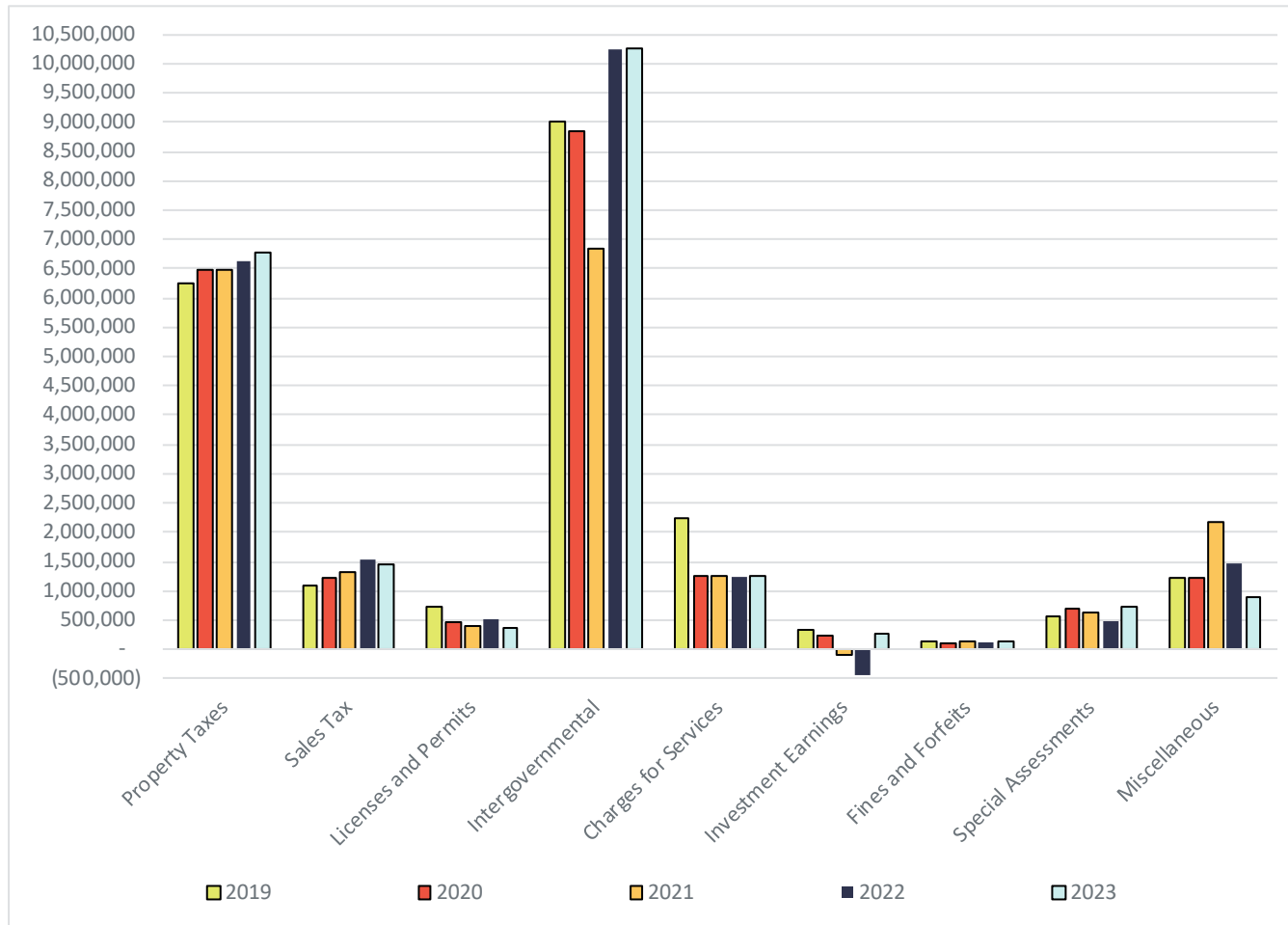
City's Financial Results

General (including other minor funds for reporting) Funds
Days Expenditures in Unassigned Fund Balance



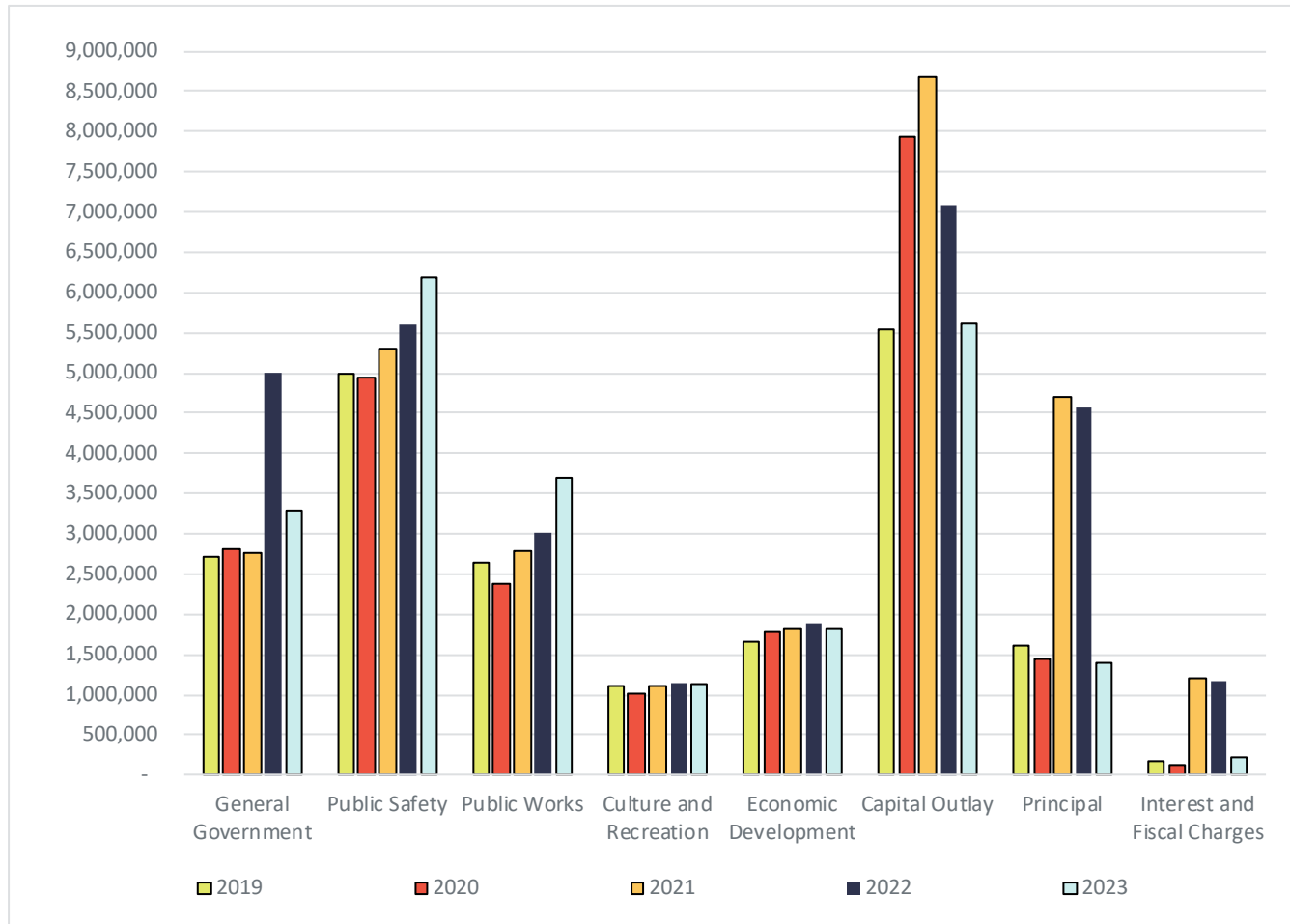
City's Financial Results (Continued)

All Funds-Total Revenues



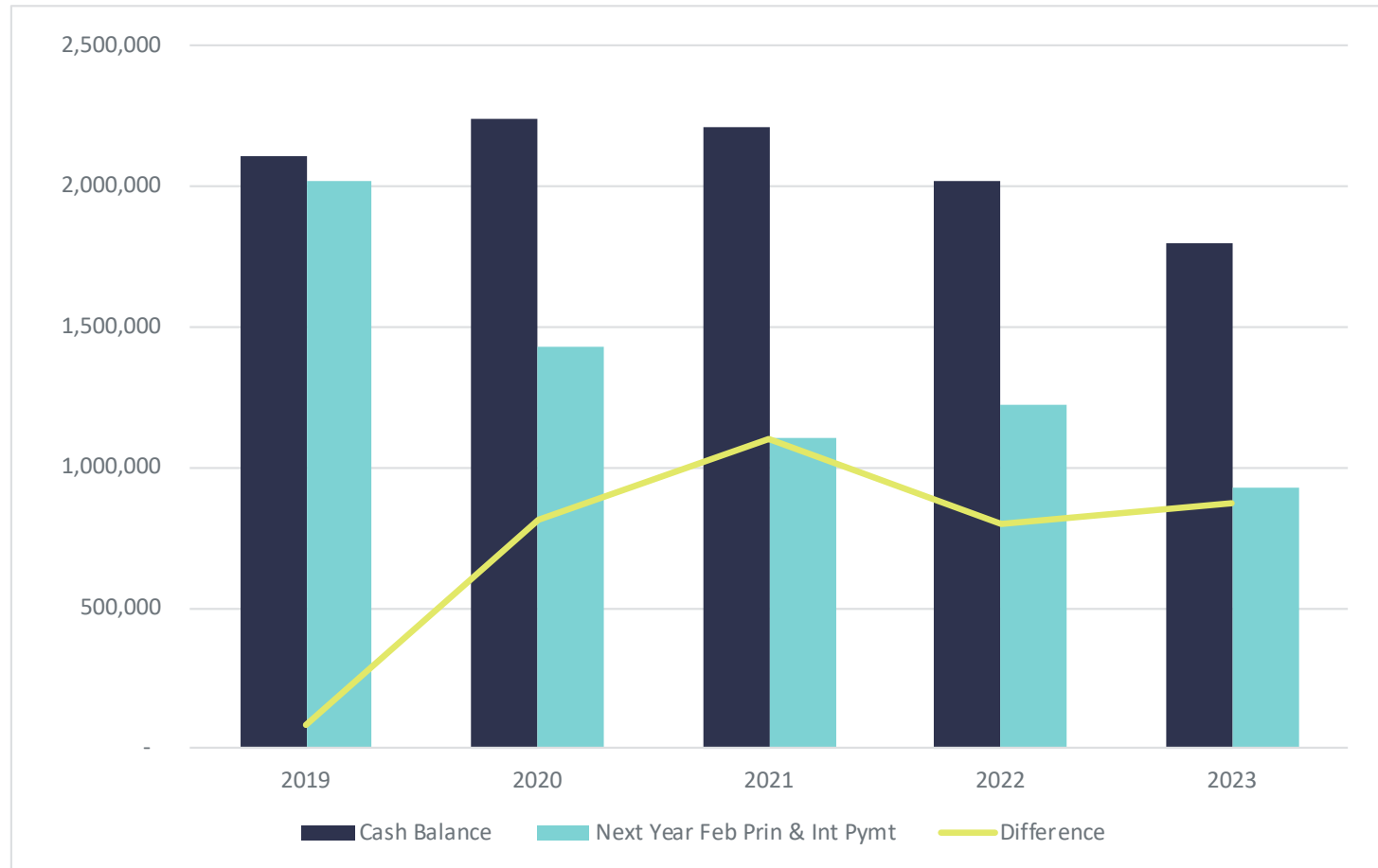
City's Financial Results (Continued)

All Funds-Total Expenditures



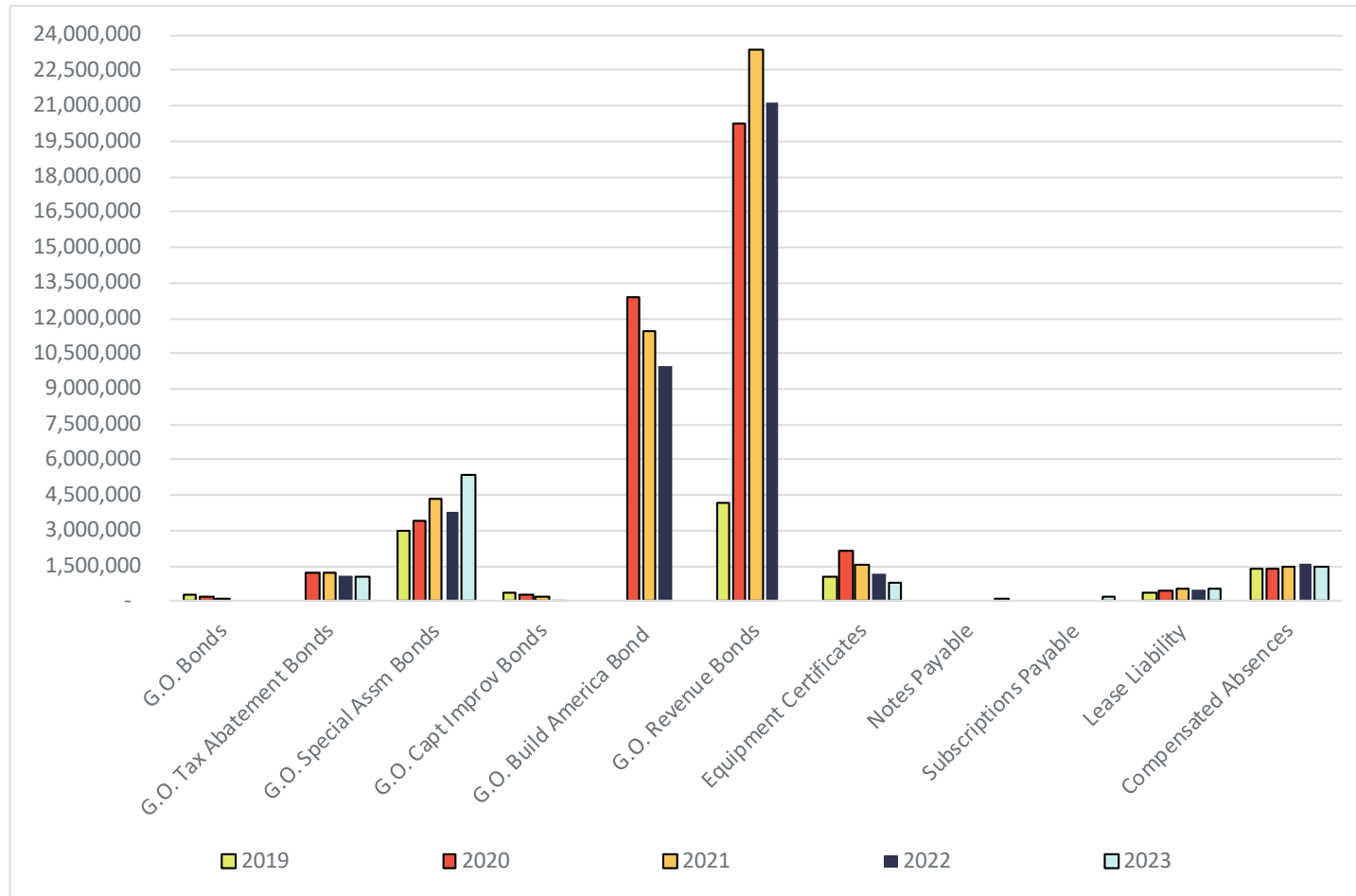
City's Financial Results (Continued)

Debt Service Funds-Total Cash Available



City's Financial Results (Continued)

Total City Debt



Enterprise Funds

	SANITARY SEWER COLLECTION SYSTEM	STORM SEWER FUND	BRAINERD PUBLIC UTILITIES
OPERATING REVENUES			
Charges for Services	\$ 850,716	\$ 482,733	\$ 30,855,524
OPERATING EXPENSES			
Salaries and Benefits	163,676	28,019	6,581,423
Professional Services	8,176	38,957	2,710,684
Repairs and Maintenance	42,750	1,730	640,046
Insurance	5,767	2,886	-
Depreciation/Amortization	487,860	303,724	5,293,599
Purchased Power	-	-	13,781,299
Materials and Supplies	6,087	-	-
Miscellaneous	1,184	3,099	776,437
Insurance	-	-	380,327
Total Operating Expenses	715,500	378,415	30,163,815
OPERATING INCOME	135,216	104,318	691,709
NONOPERATING REVENUES (EXPENSES)			
Local Option Sales Tax	-	-	1,877,308
Intergovernmental	272,249	-	70,570
Gain on Disposal of Capital Assets	-	-	8,584
Interest Income	14,479	4,729	516,681
Interest Expense and Fiscal Charges	(46,259)	1,499	(715,032)
Total Nonoperating Revenues (Expenses)	240,469	6,228	1,758,111
CHANGE IN NET POSITION BEFORE TRANSFERS	375,685	110,546	2,449,820
Transfers Out	-	(1,500)	(783,245)
CHANGE IN NET POSITION	375,685	109,046	1,666,575
Net Position - Beginning of Year	8,811,945	7,039,060	-
Change in reporting Entity, See Note 11	-	-	55,526,741
Net Position - Beginning of Year, as Restated	8,811,945	7,039,060	55,526,741
NET POSITION - END OF YEAR	\$ 9,187,630	\$ 7,148,106	\$ 57,193,316



Insights/ Observations

- Overall Audit Results are Positive
 - No findings on single audit
 - Staff conscientious and responsible
 - Staff very responsive to audit inquiries/requests
 - State Reporting Form and GFOA Certificate was submitted timely
- Fund Balance Reserves – General Fund
 - Fund Balance = 21% of 2023 expenditures
 - Policy is to have 35 – 50% of General Fund current year expenditures



Insights/ Observations (Continued)

- Revolving Loan Fund had positive change in fund balance
 - Received \$19,000 in loan repayments
- Debt Service Fund has a restricted Fund Balance of approximately \$1,846,000 with expenditures of \$1,161,000 and a restatement of fund balance of \$29,139,000
 - Fund Balance decreased due the fluctuation of the collection of special assessments
- Capital Projects Fund has an assigned Fund Balance of approximately \$3,073,000 with expenditures of \$5,011,000
 - Approximately \$4,465,000 of transfers in/taxes levied/intergovernmental grants to help pay for projects
 - Issued General Obligation Special Assessment Improvement Bonds, Series 2023A for \$2,155,000



Questions and Comments



Thank You for the Opportunity to Serve the City!

Mary Reedy, CPA, CGFM
Principal
CliftonLarsonAllen LLP
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mary.reedy@CLAconnect.com

Connie Hillman, CPA
Finance Director
City of Brainerd
(218) 828-2307
chillman@ci.brainerd.mn.us



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City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Discuss Administration of Code Violations in Screened Yards

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:

At the July 15th City Council meeting, the Council considered a \$100 citation appeal at 1209 Oak Street for long grass and weeds. The City Code requires that grass and weeds must not exceed 6" in length anywhere on the property. After reviewing the conditions at 1209 Oak St, City Council approved Mr. Timmers' appeal of the citation by a 4-3 vote. City Council considered the fact that the long grass could not be seen behind a 6' fence and thus was not an issue. As a result of Council's interpretation, staff are unsure if enforcement action should occur if long grass and weeds are in the rear yard and screened by a six-foot fence. Staff continues to issue citations for garbage, junk and debris regardless of a screened fence.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Mr. Marohn would like to address the Safety and Public Works Committee regarding the implications of ignoring the City's Ordinances.

RECOMMENDED ACTION/MOTION:

Provide direction to staff, specifically for the administration of nuisance complaints about grass and weeds in a screened yard.

Note: The City Code does not contain language regarding shrubs, vines, and landscaping

FINANCIAL IMPACT: N/A



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Direction on Active Code Enforcement Cases

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

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

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached is the case file for:
620 2nd Ave NE

Section 320, action that could be taken against this property include:

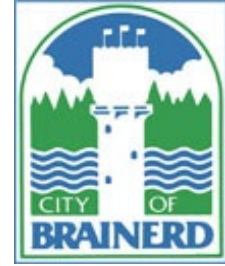
- 1) Continued administrative citations for an amount determined by the City Council
- 2) Abatement of the offense (depending on the type of offense)
- 3) Legal action (at the recommendation of the City Attorney depending on the type of the offense)
- 4) Cease corrective action

RECOMMENDED ACTION/MOTION:

See memo

FINANCIAL IMPACT: N/A

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: August 5th, 2024

RE: Recommendations for Active Code Enforcement Cases

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

- **620 2nd Ave NE**
 - Received one (1) Notice of Violation Letter (06/7/24) and three (3) Citations for Unlicensed/Inoperable Vehicle
 - First citation 06/25/24 – Third citation 07/19/24
 - \$600 in open citations

Staff recommends obtaining a search warrant for abatement/ towing of the vehicle.

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 complied and cleaned up. Another nuisance letter went out 5/16/2024 with action needed again to clean up dog feces. Owner was told to they need to address the issue every two days.

1306 Quince St – Sent 10-day final letter 6/18; requested administrative warrant to abate.

918 4th Ave NE – Sent letter of monthly citations 6/18 until resolved.

620 2nd Ave NE - Sent 10-day final letter 6/18; requested an administrative warrant to abate.

401 Holly – Requested administrative warrant to abate the outdoor storage issue 6/18 – outdoor storage issue resolved by homeowner.

523 Grove St – Spoke to homeowner – submitting a remodel permit. Reinspection September 1st.

319 9th St N. – Abated junk/debris and hazardous materials 7/8/24

401 4th Ave NE – Homeowner took care of the issues – no action taken

408 2nd Ave NE – Obtained a warrant on 7/17/24 to abate/ spray the Japanese Knotweed. Have not located a company that is willing to do so.

June 07, 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: Unlicensed/Inoperable Vehicle
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 06/21/2024

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

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

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

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

Respectfully,
By Order of:
THE CITY OF BRAINERD





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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN24-0253

Date of Violation: 06/25/2024

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	Unlicensed/Inoperable Vehicle	\$100.00

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: \$100.00

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: 07/05/2024

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: 06/25/2024

Representative's Signature:

(served via first class mail)





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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN24-0253

Date of Violation: 07/19/2024

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	Unlicensed/Inoperable Vehicle	\$300.00

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 07/29/2024

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: 07/19/2024

Representative's Signature: 

(served via first class mail)





City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Approve 2024 Fire Dept. Relief Association Annual Report

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Joe Enge

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE: See attached memo and reports from the Brainerd Fire Department Relief Association.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Authorize staff to sign the annual reports.

FINANCIAL IMPACT:

Brainerd Fire Department
Relief Association
23 Laurel St
Brainerd MN 56401
(218) 828-2312

July 30, 2024

TO: City Council City of Brainerd

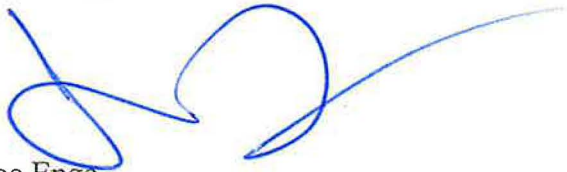
FR: Brainerd Fire Department Relief Association

Pursuant to Minnesota State Statute 424A.093, subdivision 5(c), the Brainerd Fire Department Relief Association must certify to the municipality the annual financial requirements for the association by August 1, 2024. The financial requirements for the association are calculated on the Form SC-24, which is provided to the relief association by the Office of the State Auditor. This form is used to determine the projected current year end plan liabilities, any projected surplus or deficit, and the future year required municipal contribution.

Based upon the financial projections on the Form SC-24, the Brainerd Fire Department Relief Association is requesting an increase to our benefit level. We are currently at \$14,000 per year of service and are requesting an increase to \$15,000 per year of service. Based on the performance of our fund in the past year and several other variables we feel that an increase would be in the funds best interest. As a result of this increase, we will be leaving our plan funded to more than 100%. Thank you for your consideration of this matter.

The form SC-24 is attached for your review and certification.

Sincerely,



Joe Enge
BFDRA President

OFFICE OF THE STATE AUDITOR

Active Member Information

Enter the Annual Benefit Level in effect for 2024:

\$15,000

Enter the Minimum Retirement Age:

50

Enter the Years Required for Full Vesting:

20

(If you change your benefit level before 12/31/2024, the SC must be recalculated and recertified at the new level.)

								2024	2025	
Total Active Member Liabilities								4,288,537		4,807,618
	Name	Status	Date of Birth	Fire Department Entry Date	Leaves of Absence and Breaks in Service (months)	Return to Service Member ?	To end of 2024		To end of 2025	
							Years of Service	Accrued Liability	Years of Service	Accrued Liability
1	Schellin, Jeffrey J	Active	xxxxxxx	10/1/2001	0		23	345,000	24	360,000
2	Smith, Joshua R	Active	xxxxxxx	10/1/2002	3		22	311,057	23	334,951
3	Mann, Lawayne R	Active	xxxxxxx	3/8/2005	3		20	274,542	21	296,918
4	Howard, Dennis J	Active	xxxxxxx	6/7/2005	49		15	194,087	16	213,237
5	Zeien, Cory J	Active	xxxxxxx	6/7/2005	16		18	239,892	19	260,815
6	Holmstrom, Matthew D	Active	xxxxxxx	8/7/2006	16		17	226,564	18	247,088
7	Bautch, James P	Active	xxxxxxx	10/3/2006	3		18	239,892	19	260,815
8	Enge, Joseph	Active	xxxxxxx	10/20/2008	0		16	213,237	17	233,361
9	Jacobson, Joel L	Active	xxxxxxx	10/20/2008	24		14	160,948	15	177,617
10	Read, David T	Active	xxxxxxx	10/20/2008	0		16	200,996	17	219,965
11	Marohn, Samuel	Active	xxxxxxx	12/9/2009	0		15	194,087	16	213,237
12	Amundson, Greg	Active	xxxxxxx	2/4/2011	3		14	170,749	15	188,434
13	Groenwold, Christopher	Active	xxxxxxx	2/4/2011	6		13	153,935	14	170,749
14	Lemieur, Jonathan	Active	xxxxxxx	2/4/2011	6		13	158,553	14	175,872
15	Findlay, Rahn D	Active	xxxxxxx	8/1/2013	0		11	122,775	12	137,955
16	Kargel, Brian T	Active	xxxxxxx	8/1/2013	0		11	126,459	12	142,094
17	Norwood, James	Active	xxxxxxx	8/1/2013	0		11	126,459	12	142,094
18	Flowers, Erik	Active	xxxxxxx	7/1/2016	0		9	97,527	10	111,614
19	Haglin, Nicholas	Active	xxxxxxx	7/1/2016	0		9	97,527	10	111,614
20	Isle, Steven	Active	xxxxxxx	7/1/2016	6		8	84,166	9	97,527
21	Rosier, Paul	Active	xxxxxxx	4/1/2018	0		7	67,396	8	79,334
22	Grimsby, Kathleen M	Active	xxxxxxx	8/1/2018	5		6	59,501	7	71,500
23	Wallace, Christopher A	Active	xxxxxxx	8/1/2018	5		6	59,501	7	71,500
24	Headley, Clint	Active	xxxxxxx	7/1/2019	30		3	27,226	4	37,390
25	Hidalgo, Erik	Active	xxxxxxx	7/1/2019	0		6	57,768	7	69,417
26	Kramer, Bobby	Active	xxxxxxx	7/1/2019	0		6	52,866	7	63,527
27	Beeson, Drew	Active	xxxxxxx	12/1/2020	6		4	34,217	5	44,055
28	Kalis, Randy	Active	xxxxxxx	12/1/2020	0		4	37,390	5	48,140
29	Lee, Rick	Active	xxxxxxx	12/1/2020	0		4	37,390	5	48,140
30	Praska, Henry	Active	xxxxxxx	12/1/2020	0		4	37,390	5	48,140
31	Anderson, Nicholas	Active	xxxxxxx	8/1/2022	0		2	17,622	3	27,226
32	High, Isaac	Active	xxxxxxx	8/1/2022	0		2	14,758	3	22,801
33	Moberg, Anthony	Active	xxxxxxx	8/1/2022	6		2	17,622	3	27,226
34	Ogren, Tyler	Active	xxxxxxx	8/1/2022	0		2	14,328	3	22,137
35	Anderson, Lee E	Active	xxxxxxx	8/1/2023	0		1	8,554	2	17,622
36	Holmes, Jackson J	Active	xxxxxxx	8/1/2023	0		1	6,556	2	13,506
37		Choose Status						0		0

OFFICE OF THE STATE AUDITOR

Deferred Member Information
(fully or partially vested)

Total Deferred Member Liabilities 2024 647,763
Total Deferred Member Liabilities 2025 680,151

1

Enter all information as it pertains to this member.

Member Name:	<u>Turner, Mark</u>	Benefit Level at Separation:	<u>7,400</u>	Months of Service Are Paid	<u>Yes</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>xxxxxxx</u>	Deferred Interest Paid (Select "Yes" if offered.) <u>Yes</u> If Interest is Paid, Choose Type: Straight 5% Period Interest is Paid: Full Period	
Service Dates:	Entry: <u>11/1/1996</u>	Separation:	<u>7/31/2009</u>		
LOAs and BIS (in months):	<u>23</u>	Vesting %:	<u>60</u>		
Return to Service Member ?	(Select "Yes" if applicable.)				
Total Service: Years:	<u>10</u>	Months (if paid):	<u>10</u>		
2024 Estimated Liability:	<u>102,105</u>	Status: Deferred			
2025 Estimated Liability:	<u>107,210</u>				

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1993: <u> </u> %	1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %	2019: <u> </u> %
1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %	2014: <u> </u> %	2020: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %	2015: <u> </u> %	2021: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %	2016: <u> </u> %	2022: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %	2017: <u> </u> %	2023: <u> </u> %

+Rate of return is calculated using the earnings projected on Page 4 of this form. 2018: % 2024: % +

2

Enter all information as it pertains to this member.

Member Name:	<u>Johnson, Richard C</u>	Benefit Level at Separation:	<u>8,750</u>	Months of Service Are Paid	<u>Yes</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>xxxxxxx</u>	Deferred Interest Paid (Select "Yes" if offered.) <u>Yes</u> If Interest is Paid, Choose Type: Straight 5% Period Interest is Paid: Full Period	
Service Dates:	Entry: <u>1/26/1998</u>	Separation:	<u>11/3/2016</u>		
LOAs and BIS (in months):	<u>61</u>	Vesting %:	<u>72</u>		
Return to Service Member ?	(Select "Yes" if applicable.)				
Total Service: Years:	<u>13</u>	Months (if paid):	<u>8</u>		
2024 Estimated Liability:	<u>128,237</u>	Status: Deferred			
2025 Estimated Liability:	<u>134,649</u>				

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1993: <u> </u> %	1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %	2019: <u> </u> %
1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %	2014: <u> </u> %	2020: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %	2015: <u> </u> %	2021: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %	2016: <u> </u> %	2022: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %	2017: <u> </u> %	2023: <u> </u> %

+Rate of return is calculated using the earnings projected on Page 4 of this form. 2018: % 2024: % +

3

Enter all information as it pertains to this member.

Member Name:	<u>Logelin, Dennis J</u>	Benefit Level at Separation:	<u>8,750</u>	Months of Service Are Paid	<u>Yes</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>xxxxxxx</u>	Deferred Interest Paid (Select "Yes" if offered.) <u>Yes</u>	
Service Dates:	Entry: <u>7/1/2001</u>	Separation:	<u>7/26/2016</u>	If Interest is Paid, Choose Type: Straight 5%	
LOAs and BIS (in months):	<u>36</u>	Vesting %:	<u>68</u>	Period Interest is Paid: Full Period	
Return to Service Member ?	(Select "Yes" if applicable.)				
Total Service:	Years: <u>12</u>	Months (if paid):	<u>0</u>		
2024 Estimated Liability:	<u>107,780</u>				
2025 Estimated Liability:	<u>113,169</u>	Status:	Deferred		

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1993: <u> </u> %	1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %	2019: <u> </u> %
1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %	2014: <u> </u> %	2020: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %	2015: <u> </u> %	2021: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %	2016: <u> </u> %	2022: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %	2017: <u> </u> %	2023: <u> </u> %
+Rate of return is calculated using the earnings projected on Page 4 of this form.				2018: <u> </u> %	2024: <u> </u> % +

4

Enter all information as it pertains to this member.

Member Name:	<u>Sell, Barry L</u>	Benefit Level at Separation:	<u>10,750</u>	Months of Service Are Paid	<u>Yes</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>xxxxxxx</u>	Deferred Interest Paid (Select "Yes" if offered.) <u>Yes</u>	
Service Dates:	Entry: <u>10/1/2002</u>	Separation:	<u>7/31/2020</u>	If Interest is Paid, Choose Type: Straight 5%	
LOAs and BIS (in months):	<u>6</u>	Vesting %:	<u>88</u>	Period Interest is Paid: Full Period	
Return to Service Member ?	(Select "Yes" if applicable.)				
Total Service:	Years: <u>17</u>	Months (if paid):	<u>4</u>		
2024 Estimated Liability:	<u>203,504</u>				
2025 Estimated Liability:	<u>213,679</u>	Status:	Deferred		

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1993: <u> </u> %	1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %	2019: <u> </u> %
1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %	2014: <u> </u> %	2020: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %	2015: <u> </u> %	2021: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %	2016: <u> </u> %	2022: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %	2017: <u> </u> %	2023: <u> </u> %
+Rate of return is calculated using the earnings projected on Page 4 of this form.				2018: <u> </u> %	2024: <u> </u> % +

5

Enter all information as it pertains to this member.

Member Name:	<u>Johnson, Todd M</u>	Benefit Level at Separation:	<u>13,750</u>	Months of Service Are Paid	<u>Yes</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>xxxxxxx</u>	Deferred Interest Paid	
Service Dates: Entry:	<u>11/1/2003</u>	Separation:	<u>7/31/2023</u>	(Select "Yes" if offered.) <u>Yes</u>	
LOAs and BIS (in months):	<u>6</u>	Vesting %:	<u>96</u>	If Interest is Paid, Choose Type:	
Return to Service Member ?	(Select "Yes" if applicable.)			Straight 5%	
Total Service: Years:	<u>19</u>	Months (if paid):	<u>3</u>	Period Interest is Paid:	
2024 Estimated Liability:	<u>0</u>	Status:	<u>Paid</u>	Full Period	
2025 Estimated Liability:	<u>0</u>				

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1993: <u> </u> %	1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %	2019: <u> </u> %
1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %	2014: <u> </u> %	2020: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %	2015: <u> </u> %	2021: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %	2016: <u> </u> %	2022: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %	2017: <u> </u> %	2023: <u> </u> %
+Rate of return is calculated using the earnings projected on Page 4 of this form.				2018: <u> </u> %	2024: <u> </u> % +

6

Enter all information as it pertains to this member.

Member Name:	<u>Powell, Jeremy</u>	Benefit Level at Separation:	<u>13,750</u>	Months of Service Are Paid	<u>Yes</u>
Minimum Years Required to Vest:	<u>10</u>	DOB:	<u>xxxxxxx</u>	Deferred Interest Paid	
Service Dates: Entry:	<u>12/9/2009</u>	Separation:	<u>7/31/2023</u>	(Select "Yes" if offered.) <u>Yes</u>	
LOAs and BIS (in months):	<u>28</u>	Vesting %:	<u>64</u>	If Interest is Paid, Choose Type:	
Return to Service Member ?	(Select "Yes" if applicable.)			Straight 5%	
Total Service: Years:	<u>11</u>	Months (if paid):	<u>3</u>	Period Interest is Paid:	
2024 Estimated Liability:	<u>106,137</u>	Status:	<u>Deferred</u>	Full Period	
2025 Estimated Liability:	<u>111,444</u>				

For Relief ROR up to 5%, OSA ROR up to 5% or Board Set ROR up to 5% enter interest rates below.

1993: <u> </u> %	1998: <u> </u> %	2003: <u> </u> %	2008: <u> </u> %	2013: <u> </u> %	2019: <u> </u> %
1994: <u> </u> %	1999: <u> </u> %	2004: <u> </u> %	2009: <u> </u> %	2014: <u> </u> %	2020: <u> </u> %
1995: <u> </u> %	2000: <u> </u> %	2005: <u> </u> %	2010: <u> </u> %	2015: <u> </u> %	2021: <u> </u> %
1996: <u> </u> %	2001: <u> </u> %	2006: <u> </u> %	2011: <u> </u> %	2016: <u> </u> %	2022: <u> </u> %
1997: <u> </u> %	2002: <u> </u> %	2007: <u> </u> %	2012: <u> </u> %	2017: <u> </u> %	2023: <u> </u> %
+Rate of return is calculated using the earnings projected on Page 4 of this form.				2018: <u> </u> %	2024: <u> </u> % +

OFFICE OF THE STATE AUDITOR

Unpaid Installment Information

Enter here the name of each member who has been paid portions of a pension benefit and who still has outstanding liabilities.

Name	Status	Birth Date	Entry Date	Separation Date	Amount Previously Paid	2024 Estimated Liability	2025 Estimated Liability
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						
	Unpaid Installment						

Totals

0	0
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OFFICE OF THE STATE AUDITOR**Financial Projections**

	2024	2025	
Total Active Member Liabilities	4,288,537	4,807,618	
Total Deferred Member Liabilities	647,763	680,151	
Total Unpaid Installments	0	0	
Grand Total Special Fund Liability	A. 4,936,300	B. 5,487,769	
Normal Cost (Cell B minus Cell A)			C. 551,469

Projection of Net Assets for Year Ending December 31, 2024

Special Fund Assets at December 31, 2023 (FIRE-23 Form ending assets) 1 4,998,593

Projected Income for 2024

Fire State Aid (2023 fire state aid of \$226,026 may be increased by up to 3.5%)	D.	226,026
Supplemental State Aid (actual 2023 supplemental state aid)	E.	41,101
Municipal / Independent Fire Dept. Contributions	F.	
Interest / Dividends	G.	100,000
Appreciation / (Depreciation)	H.	200,000
Member Dues	I.	
Other Revenues	J.	3,000
Total Projected Income for 2024 (Add Lines D through J)	2	570,127

Projected Expenses for 2024

Service Pensions (fill in individual pension amounts below)	K.	0
<u>Names:</u> <u>\$ Amounts:</u> 		
Other Benefits	L.	
Administrative Expenses	M.	18,000
Total Projected Expenses for 2024 (Add Lines K through M)	3	18,000
Projected Net Assets at December 31, 2024 (Add Lines 1 and 2, subtract Line 3)	4	5,550,720

Projection of Surplus or (Deficit) as of December 31, 2024

Projected Assets (Line 4)	5	5,550,720
2024 Accrued Liability (Page 4, cell A)	6	4,936,300
Surplus or (Deficit) (Line 5 minus Line 6)	7	614,420

OFFICE OF THE STATE AUDITOR

Calculation of Required Contribution

Deficit Information - Original			Deficit Information - Adjusted		
Year Incurred	Original Amount	Amount Retired as of 12/31/2023	Original Amount	Amount Retired as of 12/31/2024	Amount Left to Retire 1/1/2025
2015	0	0			
2016	0	0			
2017	0	0			
2018	0	0			
2019	0	0			
2020	0	0			
2021	0	0			
2022	0	0			
2023	0	0			
2024					
Totals			0		0

Normal Cost	8	551,469
Projected Administrative Expense	9	17,308
Amortization of Deficit (Total of Original Amount column x 0.10)	10	0
10% of Surplus	11	61,442
Fire and Supplemental State Aid	12	267,127
Member Dues	13	0
5% of Projected Assets at December 31, 2024	14	277,536
Required Contribution (Add Lines 8, 9 and 10, subtract Lines 11, 12, 13 and 14. If negative, zero is displayed.)	15	0

No required contribution due in 2025.



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Authorize the Fire Department to Participate in a Regional Funding Application

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Tim Holmes, Fire Chief

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE: The fire department is seeking authorization to participate in a regional funding application for 800 Mhz radios.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Crosslake Fire Department is applying for Sourcewell Impact Funding in the amount of \$250,000 to purchase 800 Mhz radios. Brainerd Fire Department and 2 other departments would be included in the application. Crosslake Fire Department would be the fiscal host of the funding.

RECOMMENDED ACTION/MOTION: Authorize the fire department to participate in the Sourcewell Impact Funding application with Crosslake Fire Department.

FINANCIAL IMPACT: No match required.



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Authorize the Fire Department to Apply for Sourcewell 24-25 Public Safety Match Funding

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Tim Holmes, Fire Chief

DEPARTMENT: Fire

PRESENTER: Tim Holmes, Fire Chief

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE: The fire department is seeking authorization to apply for Sourcewell Public Safety Match Funds to purchase essential Lightweight fire protective equipment (PPE) for our firefighters. Additionally, the funding would be used to purchase an automatic calibration system for gas monitoring equipment, combustible gas monitor, and other firefighting equipment. The total project budget is \$62,500, \$50,000 from Sourcewell and \$12,500 match. The fire department will receive an \$8,800 donation from the Brainerd Fire Department Relief Association to cover a portion of the match amount and the remaining will come from the Operating budget.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This Public Safety Match Funding allows the fire department to leverage the existing budget for essential equipment.

RECOMMENDED ACTION/MOTION: Motion to approve the fire department to apply for Sourcewell Public Safety Matching and authorize appropriate signatures.

FINANCIAL IMPACT: The match amount (\$12,500) for this funding will come from an \$8,800 donation from the Fire Department Relief Association and \$3,700 from Operating Budget.

Match Funds – Public Safety

2024-2025

Purpose: To allow member entities to plan for a project, or a collection of projects, that enhance operations and programs.

Match Funds are awarded on a first-come, first-served basis while funds exist. Entities may apply for one Match award up to \$50,000 per fiscal year. Applications require a 25% match of the award amount.

Eligibility requirements

- The applicant entity must:
 - Be a Sourcewell participating agency. Register at sourcewell-mn.gov/register
 - Be a police department, sheriff's office, tribal police department, fire department, first response team, or municipal ambulance service located in Cass, Crow Wing, Morrison, Todd, or Wadena county (Region 5).
 - Apply for no more than one Match Funds award per entity per fiscal year (July 1-June 15); entities cannot apply for additional Match Funding until their previous project is complete, and the final report is submitted.
 - Monetarily contribute to the project (in-kind support does not constitute a financial contribution).
- The proposed project must:
 - Relate to programs or services authorized under Sourcewell's enabling statute, Minnesota Statutes § 123A.21, subdivision 7, and serve a public purpose.
 - Sourcewell is a local government within Minnesota. Like all local governments, Sourcewell's expenditures of public funds, including this funding opportunity, must comport with a public purpose. Applicants should detail how their proposed project is consistent with this principle in benefiting Region 5, relating to Sourcewell's governmental purpose, and ensuring public funds will not be used to primarily benefit individuals, business, and nonprofit entities. Sourcewell may request additional information to support your application.
 - Be completed within one year of the effective date of applicant's Community Match Funding agreement with Sourcewell.
- Ineligible expenditures:
 - Payment for land acquisition
 - Costs for transportation infrastructure construction or maintenance (i.e., roads and/or bridges)
 - Expenses incurred prior to receipt of the award
 - Loans or reimbursement to individuals or businesses
 - Projects receiving other Sourcewell funding
 - Third-party services

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

Match Funds application

2024-2025

Entity information

Entity name:

Physical address:

Mailing address:

Project point of contact name:

Email:

Telephone:

Authorized signer of legal agreement name:

Email:

Project information

Please provide the following information specific to the proposed project:

1. Amount of funding requested:
2. Provide a description of the proposed project and the desired outcomes (**300-word maximum**).

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

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

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

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

Budget information

6. Complete the table below to identify the source of funds for your project. Applications require a 25% match of the Sourcewell amount, meaning a \$50,000 request requires a \$12,500 match.

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

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

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

8. **For non-equipment purchases**, describe specifically how awarded funds would be used to support the project. Examples of non-equipment are labor, shipping, installation, marketing, project costs, etc.

Certification

Initial next to each statement indicating that you have read and understand the following.

_____ I certify that I have the authority to apply for funding in the amount requested.

_____ I certify that the information contained in this application and in any related attachments is true and correct to the best of my knowledge and belief.

_____ I acknowledge that if funding is awarded pursuant to this application, my entity will execute the Sourcewell funding agreement prior to receiving or expending any funds.

_____ I certify that no funds awarded as a result of this application will be used for any of the ineligible activities outlined in the eligibility requirements.

_____ I acknowledge that we are not applying for any other Sourcewell funding to cover the remaining costs.

_____ Upon receipt of an award, Sourcewell may create, obtain, and use photographs, videos, and audio recordings or other media (collectively "Data") related to the project and its promotion. This Data may be used for the purposes of communicating to the public about Sourcewell programs, services, and activities and for the creation of print, online, and video-based marketing materials, publications, and training content. As part of the agreement, Sourcewell may seek consent for the creation and use of such Data on a project-by-project basis.



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Approve Funding for Police Department Records Management System

AGENDA: P&F Committee

ACTION REQUESTED:

SUBMITTED BY: John Davis, Police Chief

DEPARTMENT: Police

PRESENTER: John Davis, Police Chief

ESTIMATED TIME (MIN): 5 minutes

SUMMARY OF ISSUE: All ten law enforcement agencies in Crow Wing County (CWC) are intending to replace their joint records management system (RMS). Currently, the Brainerd Police Department pays an annual fee of \$17,225 for the existing system. A new service provider has been selected and the 2025 estimated cost to the Brainerd Police Department would be \$52,003. The additional expense of \$34,778 could be paid for by an annual Sourcewell Third-Party Services reimbursement of \$20,000 with the remaining balance to be paid for from the Public Safety Aid Package (\$283,857 is currently unallocated).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: A law enforcement records management system (RMS) is the software that provides the core functions of dispatching officers to calls, incident reporting, case management, and evidence tracking. Since 2007, all ten law enforcement agencies in CWC have been part of a shared RMS, with the CWC Sheriff's Office serving as the fiscal agent. A shared system improves coordination, efficiency and is a cost savings for individual agencies. The current system hasn't had any major upgrades in the last 17 years and, after several changes in corporate ownership, we learned this product won't be supported indefinitely. Chief Davis has been part of the steering committee that is researching options. The committee has chosen 365 Labs as the potential RMS replacement. Contract terms are being negotiated to finalize 2025 cost, the length of the contract, and subsequent years' pricing. The \$52,003 expense for 2025 could still be negotiated lower. The Sourcewell Third-Party Services \$20,000 reimbursement could be used annually along with the Public Safety Aid Package to help finance subsequent years.

RECOMMENDED ACTION/MOTION: Approve the Police Department to apply for the Sourcewell Third-Party Services \$20,000 reimbursement and use the Public Safety Aid Package to pay the remaining balance for 2025 RMS expenses.

FINANCIAL IMPACT: \$14,778 if awarded the Sourcewell reimbursement, \$34,778 from unallocated Public Safety Aid Package if not awarded the reimbursement.



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Approve Use of Statewide Affordable Housing Aid (SAHA)

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

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:

At the June 17th City Council meeting, the Council directed staff to advertise the use of the funds within the City limits for eligible projects and uses. The press release and mobile advertisement included a cutoff date of July 26th for proposals.

The City has received two requests for use of the 2023 funds. The first request is from Habitat for (3) infill housing projects that meet the goals of the Comprehensive Plan by supporting development and infrastructure improvements that complement the unique architectural styles and development patterns that define individual neighborhoods and rehabilitating and/or replacing substandard housing with units that are decent, safe, healthy, affordable, and of appropriate size to meet the city's current and future housing needs. The second request is from My Neighbor to Love Coalition for the construction of a multifamily 12-plex, which is also supported by the Housing Goals and Policies of the Comprehensive Plan by ensuring an adequate supply of quality and affordable housing units for current

and future residents and by reclaiming underutilized infrastructure within the city (industrial sites, rail lines, parking lots, blighted structures, vacant blocks).

Both proposals meet the Statewide Affordable Housing Aid qualifications.

RECOMMENDED ACTION/MOTION:

Option 1: Habitat for Humanity has requested \$88,000 for (3) single-family home projects.

Option 2: My Neighbor to Love Coalition has requested \$45,000 for a multifamily 12-plex.

Option 3: Combination of the two.

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 ProP-Tax.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 ProP-Tax.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 ProP-Tax.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



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.

A handwritten signature in blue ink that reads "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

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



My Neighbor to Love Coalition

Solving homelessness by providing affordable housing, addressing contributing factors, and creating a supportive community.

June 26, 2024

James Kramvik
Community Development Director

Dear James:

On behalf of My Neighbor to Love Coalition (MNTLC), I am submitting a proposal for Statewide Affordable Housing Aid. Our Creekside Community Development qualifies for funding as a nonprofit affordable housing provider. We meet the affordability requirements by providing housing to households whose incomes do not exceed 50% of the area median income (AMI). Most of our units are rented to households with incomes below 30% AMI. We are also compliant with the State Building Code Accessibility Provisions and have at least one unit accessible by their definitions, along with units that are sensory accessible.

We respectfully request \$45,000 in funding to go toward our next housing project, Creekside North, a multi-family 12-plex. We have a matching grant available to us, which would double the requested amount.

Total project costs (excluding landscaping) are \$1,752,247. We received a grant for \$600,000, approximately \$45,000 in donations, have access to an \$800,000 zero % interest loan to use as back-up during fundraising, and \$84,000 left on a matching donation gift. Any funds awarded from Statewide Affordable Housing Aid would go toward the remaining need of \$223,247 (total assumes required match is made). As soon as our building permit is approved, we will start construction. The expected date for groundbreaking is July 28.

According to the recent Minnesota Homeless Study (Wilder Research), people without housing in Greater Minnesota are experiencing a higher rate of trauma, violence, and significant health issues. The lack of affordable housing for very low-income people remains the top challenge for finding housing. Households are not able to address contributing factors to becoming unsheltered until they have a stable place to live. Otherwise, their focus ends up being on daily survival alone. Our mission is to help solve the problem of homelessness by providing affordable rental housing, offering support through our Life Skills & Employment Readiness course and Supportive Friends program, and creating a welcoming community.

MNTLC keeps the rental costs as low as possible so tenants won't need to rely on subsidies. Six of the units in the 12-plex are reserved for people with special needs, including the physically-developmentally-mentally disabled, the elderly, those recovering from physical or substance abuse, and the formerly incarcerated. Veterans will be given preference for two of the housing units. One unit is for an on-site property manager.

Please ask any questions you have and let us know if you would like more information. Thank you for your consideration in our funding request.

Sincerely,

Vicky Kinney, Executive Director

P.O. BOX 581, NISSWA, MN 56468 • 218-821-7875 • INFO@MNTLC.ORG • MNTLC.ORG



For Release:

THE CITY OF BRAINERD IS ACCEPTING WRITTEN PROPOSALS FOR AFFORDABLE HOUSING AID

As a part of the Statewide Affordable Housing Aid, the City of Brainerd received \$96,242 in 2023 to help preserve affordable housing within their jurisdiction. The City of Brainerd is requesting proposals for projects within the city limits that would qualify for these funds.

For more information about project eligibility: www.revenue.State.mn.us/statewide-affordable-housing-aid

Please submit detailed proposals to Community Development Director James Kramvik by July 26.

In Person: City of Brainerd, City Hall, 501 Laurel Street, Brainerd, MN 56401

Electronically: jkramvik@ci.brainerd.mn.us



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Approve Request of Long-Term Maintenance Funds for Lum Park Pavilion #1

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: As part of the Parks 2024 Capital budget, there was \$60,000 included for rehabilitation of Pavilions #1 and #2 in Lum Park. When the rehabilitations were scoped and bid, the rehabilitation of Pavilion #2 in its entirety and the repainting of Pavilion #1 were able to be included within the \$60,000 budget amount based on the proposal received by Hy-Tec Construction. Due to the advantages of a contractor being in the park doing similar work, the Park Board met and approved requesting \$23,000 from the long-term maintenance fund to complete the remaining major rehabilitation items for Pavilion #1 in Lum Park.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached is the proposal received from Hy-Tec Construction with a list of the rehabilitation items for Pavilion #1. The Park Board elected to include the repainting and request the remaining \$23,000 to complete the replacement of the gable siding and fascia as Hy-Tec would be doing similar work with similar equipment during their work on Pavilion #2 and there is likely a cost advantage for completing this work at this time. There was \$349,000 allocated to the long-term maintenance fund in 2024.

RECOMMENDED ACTION/MOTION: Staff recommends authorization of \$23,000 of the long-term maintenance fund to complete the remaining rehabilitation work at Pavilion #1 in Lum Park.

FINANCIAL IMPACT: \$23,000

July 18, 2024

Jessie Dehn
City Engineer/Public Works Director
City of Brainerd
501 Laurel street
Brainerd, MN 56401

RE: Lum Park Pavilion #1

Dear Jessie:

We hereby submit our cost proposal to furnish all labor, materials and equipment necessary to complete the work on the Lum Park Pavilion #1 for the sum of please see below:

Included in this proposal are the following:

- General Requirements: supervision, daily cleanup and disposal, general liability and worker's compensation insurance
- Removal of the chipped/flaking paint and new paint on concrete block and columns: \$9,500
- Removal of existing gable siding for inspection and addition of framing to apply new sheathing, weather barrier, and new siding per design drawings: \$10,500
- Removal of existing drip edge and 2 x 4 fascia for installation of new 2 x 4 fascia wrapped with new steel fascia and prefinished metal soffit vent: \$12,500

Not included is any:

- Prevailing wage, Night or weekend work

Thank you for the opportunity to present this cost estimate for your consideration. If you have any questions or concerns, please contact me.

Sincerely,

Jeff Hanson

Jeff Hanson, Project Manager
HY-TEC CONSTRUCTION
OF BRAINERD, INC.

Acceptance: _____ Dated: _____



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Ratify the Hiring of Environmental Resources Technician Kelly Robinson

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director, Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: We received 12 applications for the Environmental Resources Technician position with 5 candidates interviewed. Staff offered the position to Kelly Robinson who started with us on July 29, 2024, at Step 1 of the 2024 Environmental Resources Technician wage grid (\$33.25 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Ratify the hiring of Kelly Robinson for the Environmental Resources Technician position effective July 29, 2024; further, that she be placed on Step 1 of the Environmental Resources Technician wage grid (\$33.25 per hour).

FINANCIAL IMPACT: This position was budgeted as well as having a Joint Powers agreement with the City of Baxter.



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Ratify Hiring Christopher Evans as Public Utilities Director

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Nick Broyles, City Administrator

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director, Nick Broyles, City Administrator, Kara
Terry, Councilmember

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Four individuals were interviewed on July 10th for our Public Utilities Director position. Mr. Christopher Evans was offered, and has accepted, the position. The Public Utility Director Work Group requests that the Council ratify Mr. Evans's hiring at Step 4 (\$68.12 per hour) with an August 26th start date; further, to allow up to \$10,000 in moving expenses as Mr. Evans is moving from Kentucky. A summary of Mr. Evans's utility-related work experience and education is attached.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to ratify the hiring of Christopher Evans as our Public Utilities Director at Step 4 (\$68.12 per hour) with an August 26, 2024, start date and to allow up to \$10,000 in moving expenses.

FINANCIAL IMPACT: The Public Utilities Director position was included in the 2024 Public Utilities Department budget.

Christopher Evans

Utility Related Work Experience

BlueOvalSK , Glendale, KY	2023
FACILITIES AND UTILITIES ENGINEER	

Delaware County Electric Cooperative (DCEC) , Delhi, NY	2021
CHIEF EXECUTIVE OFFICER GENERAL MANAGER	

New York State Electric & Gas (NYSEG) , Binghamton, NY	2020
LEAD ENGINEER BINGHAMTON-ITHACA DIVISION-ELECTRIC OPERATIONS	

Penelec , Towanda, PA	2020
REGIONAL ENGINEER IV	

Warren Electric Cooperative (WEC) , Youngsville, PA	2007 – 2019
CHIEF OPERATING OFFICER ENGINEERING AND OPERATIONS MANAGER	

Community Electric Cooperative (CEC) , Windsor, VA	2004 – 2006
SYSTEM ENGINEER	

Three Notch Electric Membership Corporation (TNEMC) , Donalsonville, GA	2000 – 2003
VICE PRESIDENT – ENGINEERING AND OPERATIONS	

Farmers Electric Cooperative (FEC) , Greenville, TX	1999 – 2000
SPECIAL PROJECTS ENGINEER/T&D SYSTEMS	

Bowling Green Municipal Utilities (BGMU) , Bowling Green, KY	1995 – 1999
PROJECT INSPECTOR – WATER/WASTEWATER	

Education

BS – Electrical Engineering, Western Kentucky University, Bowling Green, KY

IEEE Senior Member



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Approve Resignation of Assistant Engineer Fladung and Approve Changes to Public Works Director/City Engineer Job Descriptions

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Nick Broyles, City Administrator,
Kris Schubert, Human Resources Director

DEPARTMENT: Public Works

PRESENTER: Nick Broyles, City Administrator, Kris
Schubert, Human Resources Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Assistant City Engineer James Fladung resigned effective July 10th. With Mr. Fladung's resignation, Staff reviewed and is recommending that we restructure our Public Works Department specifically in the Engineering Division. Staff is recommending to modify the duties and delete the Professional Engineer requirements from the Public Works Director position and to utilize a City Engineer position instead of an Assistant City Engineer position going forward. These changes adjust the classification points as required for MN Pay Equity law for both positions, with the adjusted points for the Public Works Director being 834 and the adjusted points for the City Engineer position being 724.

Attached is an updated draft organizational chart for the Public Works Department as well as proposed changes for the job descriptions. Please note we attached both final and redlined versions to help see the recommended changes to the job descriptions. We also noted each employee in all classifications in the Public Works Department compared to just titles in our normal Organizational Chart.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

Motion to:

1. Approve the resignation of Assistant City Engineer James Fladung effective July 10, 2024.
2. Approve the updated Public Works Director and City Engineer job descriptions as presented.
3. Approve the updated classification points for the Public Works Director position at 834 points and the City Engineer position at 724 points.
4. Authorize Staff to begin advertising for the positions.

FINANCIAL IMPACT: The 2024 budget is not impacted since the Assistant City Engineer position is currently vacant and will be for at least 3 months. Also, the estimated 2025 budget impact is approximately \$11,300; however, the actual Working Funds impact is estimated to be \$3,500 with the

wage/benefits allocations. As proposed, the Public Works Director's salary will decrease in 2025 and the City Engineer's wage would be slightly higher than the Assistant Engineer position. The January 1, 2024, wage grid for all four positions is attached.

From: [James](#)
To: [Kris Schubert](#); [Brittney Boser](#)
Subject: Resignation
Date: Wednesday, July 10, 2024 4:50:47 PM

Kris/Brittney,

I will be resigning my position of Assistant City Engineer.

Thanks,

James Fladung



City Engineer/Public Works Director

Department: ~~Engineering and~~ Public Works _____
Status: Exempt

FLSA

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the ~~Engineering and~~ Public Works Department including the Engineering, Transit, Parks, and Street & Sewer Divisions. ~~Oversees environmental, water, sewer, street, stormwater, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent.~~ Works under the administrative oversight of the City Administrator. Exercises general, technical, and administrative supervision over all ~~Engineering and~~ Public Works Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, programs, directs, and evaluates the operation of the department in all areas of responsibility, including transportation, street, sewer, drainage, transit and parks.
- ~~Administers public works capital projects and coordination among department divisions and other City departments to provide effective, efficient, and professional service to the community.~~
- ~~Develops short- and long-range goals and objectives for the Public Works Department consistent with City Council objectives.~~
- ~~Represents the City with the public, news media and government agencies in a manner that conveys a positive image of City government and that fosters cooperation and support.~~
- ~~Oversees the preparation of, or develops, engineering plans and specifications; Coordinates required advertising for bids; Reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria for public works projects.~~
- ~~Coordinates and/or undertakes the development or update of the City Transportation Program, Comprehensive Sewer Plan, Street Improvement Program, Capital Improvement Program, Pavement Management System, and other plans involving the municipal infrastructure.~~
- ~~Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.~~
- Develops annual budget proposal and controls budgeted expenses for the departments and all divisions.
- ~~Allocates resources to ensure department goals are achieved in a cost-effective manner.~~
- Formulates and implements department policy, procedures, rules, regulations, and programs.
- ~~Provides project management for the construction of the municipal, State Aid, and Federally funded public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.~~
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Supervises all ~~Engineering and~~ Public Works Department staff directly or indirectly through department supervisors including training, inspecting, and assigning work, developing staff schedules, coaching, and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to Council.
- Oversees the City's Park system including maintenance staff, facilities, and projects; Oversees the City's Recreation staff & events.

- Prepares, coordinates, and implements the 30-year City facility improvement plan including capital facility project planning with applicable department heads or supervisors; Coordinates architectural and engineering plans for facilities including overseeing the bidding and construction process with internal or external staff and contractors.
- Researches and prepares technical advice and information for the City Council, ~~Planning Commission~~, Park Board, Transportation Advisory Committee, and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the City Administrator and City Council, oversees ~~all Engineering and~~ Public Works Department personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs.

Essential Functions (Continued)

- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Oversees Department training program to ensure proper training and certification of departmental personnel.
- Maintains regular contact with ~~consulting engineers, construction project engineers,~~ City, County, State and Federal agencies, professional and technical groups and the general public regarding departmental activities and services.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- ~~Considerable knowledge of civil engineering public works~~ principles, practices, and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities; ~~Substantially developed knowledge and experience with stormwater regulations and associated policy development and administration.~~
- ~~Skill in operating the tools and equipment typically used in the field of Civil Engineering.~~
- ~~Basic understanding of GIS/AutoCad drafting software.~~
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures.;
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.;
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters, and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering, ~~Park and Recreation Management, Business Management, Public Administration or other related field, from accredited college or equivalent.~~
- Five or more years of ~~progressively responsible engineering management or supervisory~~ experience.
- ~~Two years in Municipal Engineering, municipal infrastructure projects and coordination of land development and redevelopment activities or related.~~
- ~~Two years supervisory experience.~~
- Demonstrated experience in concurrent management of multiple programs and complex projects.
- ~~Registered as a Professional Engineer in State of Minnesota.~~
- Possess a valid Driver's License.

Desired Qualifications:

- Master's Degree in ~~Civil~~ Engineering, ~~Park and Recreation Management, Business Management,~~ Public Administration, or related field.
- ~~Eight or more years of management or supervisory experience.~~
- Previous experience as a ~~Department Head or Public Works Director~~ ~~City Engineer or work in the City Engineering Department~~ of a similar size City.

Physical Requirements

This work requires the regular exertion of up to 10 pounds of force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business

office, light traffic).

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

Last Revised: August 1–~~April 13~~, 2024~~2~~



Public Works Director

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing, and supervising the Public Works Department including the Engineering, Transit, Parks, and Street & Sewer Divisions. Works under the administrative oversight of the City Administrator. Exercises general, technical, and administrative supervision over all Public Works Department employees either directly or through supervisory staff.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, programs, directs, and evaluates the operation of the department in all areas of responsibility. including transportation, street, sewer, drainage, transit and parks.
- Administers public works capital projects and coordination among department divisions and other City departments to provide effective, efficient, and professional service to the community.
- Develops short- and long-range goals and objectives for the Public Works Department consistent with City Council objectives.
- Represents the City with the public, news media and government agencies in a manner that conveys a positive image of City government and that fosters cooperation and support.
- Develops annual budget proposal and controls budgeted expenses for the departments and all divisions.
- Allocates resources to ensure department goals are achieved in a cost-effective manner.
- Formulates and implements department policy, procedures, rules, regulations, and programs.
- Prepares and reviews operational and administrative reports for the department; Supervises maintenance of records and materials associated with department activities or administration.
- Supervises all Public Works Department staff directly or indirectly through department supervisors including training, inspecting, and assigning work, developing staff schedules, coaching, and counseling, conducting performance evaluations, disciplining, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on department operations and makes recommendations to Council.
- Oversees the City's Park system including maintenance staff, facilities, and projects; Oversees the City's Recreation staff & events.
- Prepares, coordinates, and implements the 30-year City facility improvement plan including capital facility project planning with applicable department heads or supervisors; Coordinates architectural and engineering plans for facilities including overseeing the bidding and construction process with internal or external staff and contractors.
- Researches and prepares technical advice and information for the City Council, Park Board, Transportation Advisory Committee, and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the City Administrator and City Council, oversees Public Works Department personnel policies and actions, oversees and/or participates in the selection of employees; evaluates employees and recommends salary adjustments, determines staffing and structure needs.

Public Works Director

Page 2

Essential Functions (Continued)

- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.
- Oversees Department training program to ensure proper training and certification of departmental personnel.
- Maintains regular contact with City, County, State and Federal agencies, professional and technical groups and the general public regarding departmental activities and services.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of public works principles, practices, and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Department activities;
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures.
- Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public.
- Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters, and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering, Park and Recreation Management, Business Management, Public Administration or other related field.
- Five or more years of management or supervisory experience.
- Demonstrated experience in concurrent management of multiple programs and complex projects.
- Possess a valid Driver's License.

Desired Qualifications:

- Master's Degree in Civil Engineering, Park and Recreation Management, Business Management, Public Administration, or related field.
- Eight or more years of management or supervisory experience.
- Previous experience as a Department Head or Public Works Director of a similar size City.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

Last Revised: August 1, 2024



City Engineer

Department: Public Works -Engineering

FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing and supervising the Engineering ~~Division~~department including the Transit, and Street & Sewer Divisions. Oversees environmental, water, sewer, street, stormwater, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the Public Works Director ~~City Administrator~~. ~~Exercises general, technical and administrative supervision over all Engineering Department Division employees, either directly or through supervisory staff.~~

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, programs, directs and evaluates the operation of the Engineering D~~ivision~~department in all areas of responsibility, ~~including transportation, street, sewer, drainage, and transit.~~
- Oversees the preparation of, or develops, engineering plans and specifications; Coordinates required advertising for bids: Reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria for public works projects.
- Coordinates and/or undertakes the development or update of the City Transportation Program, Comprehensive Sewer Plan, Street Improvement Program, Capital Improvement Program, Pavement Management System, and other plans involving the municipal infrastructure.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Develops annual budget proposal and controls budgeted expenses for the ~~department and all~~Engineering D~~ivisions~~.
- Formulates and implements ~~d~~ivisiondepartment policy, procedures, rules, regulations and programs.
- Provides project management for the construction of the municipal, State Aid, and Federally-funded ~~Federally funded~~ public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Performs as the Department Head in the absence of the Public Works Director.
- Prepares and reviews operational and administrative reports for the ~~d~~epartmentivision; Supervises maintenance of records and materials associated with ~~d~~ivisiondepartment activities or administration.
- Supervises all Engineering Division ~~Department~~ staff ~~directly or indirectly through department supervisors~~ including training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, ~~disciplining~~, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on ~~d~~ivisiondepartment operations and makes recommendations to ~~Council~~the Public Works Director.
- Researches and prepares technical advice and information for the City Council, ~~Planning Commission~~ and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the ~~City Administrator and City Council~~Public Works Director, oversees all Engineering Division~~department~~ personnel ~~policies and actions~~, oversees and/or participates in the selection of employees; evaluates employees and ~~recommends salary adjustments~~, determines staffing and structure needs.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

Essential Functions (Continued)

- Oversees ~~Division~~~~department~~ training program to ensure proper training and certification of ~~departmental~~ personnel.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding ~~division~~~~departmental~~ activities and services.
- Serves as MS4 Permit Administrator; develops and oversees the City's Storm Water Pollution Prevention Program (SWPPP) implementation and execution.
- Assists in evaluating transportation and traffic impacts due to development proposals, permits, rezones, and plats; prepares traffic, utility, and other studies and reports.
- Prepares requests for proposals for consulting services; assists with the evaluation of proposals and consultant qualifications; oversees consultant work to assure conformance with city standards.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting ~~Division~~~~department~~ activities; Substantially developed knowledge and experience with stormwater regulations and associated policy development and administration.
- Skill in operating the tools and equipment typically used in the field of Civil Engineering.
- Basic understanding of GIS/AutoCad drafting software.
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures; Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering from accredited college or equivalent.
- Five or more years of progressively responsible engineering experience.
- Two years in Municipal Engineering, municipal infrastructure projects and coordination of land development and redevelopment activities or related.
- Two years supervisory experience.
- ~~Demonstrated experience in concurrent management of multiple programs and complex projects.~~
- Registered as a Professional Engineer in State of Minnesota.
- ~~Possession of a valid Minnesota Driver's License, with driving privileges.~~
- ~~Successful completion of a pre-employment physical, drug screen and background check.~~

Desired Qualifications:

- Master's Degree ~~in Civil in~~ Engineering, ~~Public Administration or related field.~~
- Previous experience as a City Engineer or work in the City Engineering Department of a similar size City.

Physical Requirements

This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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



City Engineer

Department: Public Works

FLSA Status: Exempt

General Definition of Work

Performs complex supervisory, administrative, and professional work in planning, organizing, directing and supervising the Engineering Division. Oversees environmental, water, sewer, street, stormwater, and other public works projects and programs ensuring technical competence and compliance with all current codes and criteria; performs related duties as required or apparent. Works under the administrative oversight of the Public Works Director. Exercises general, technical and administrative supervision over all Engineering Division employees.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Plans, programs, directs and evaluates the operation of the Engineering Division in all areas of responsibility.
- Oversees the preparation of, or develops, engineering plans and specifications; Coordinates required advertising for bids: Reviews construction bids and makes necessary recommendations based on lowest and best bids, competency of vendors and consultants, and the selection criteria for public works projects.
- Coordinates and/or undertakes the development or update of the City Transportation Program, Comprehensive Sewer Plan, Street Improvement Program, Capital Improvement Program, Pavement Management System, and other plans involving the municipal infrastructure.
- Reviews private project development plans for compliance with codes, regulations, and standards, adequacy of applications for permits and compliance with approved plans.
- Develops annual budget proposal and controls budgeted expenses for the Engineering Division.
- Formulates and implements division policy, procedures, rules, regulations and programs.
- Provides project management for the construction of the municipal, State Aid, and Federally funded public works projects. Oversees assigned projects to ensure contractor compliance with time and budget parameters for the project.
- Performs as the Department Head in the absence of the Public Works Director.
- Prepares and reviews operational and administrative reports for the division; Supervises maintenance of records and materials associated with division activities or administration.
- Supervises all Engineering Division staff including training, inspecting, and assigning work, developing staff schedules, coaching and counseling, conducting performance evaluations, and recommending hiring and terminating personnel.
- Evaluates potential projects, programs, and services to determine feasibility and impact on division operations and makes recommendations to the Public Works Director.
- Researches and prepares technical advice and information for the City Council and other boards and committees as necessary; Attends meetings as required.
- Under the direction and/or authority of the Public Works Director, oversees all Engineering Division personnel, oversees and/or participates in the selection of employees; evaluates employees and determines staffing and structure needs.
- Responds to concerns, issues, complaints, and questions from the public and employees; mediates disputes and resolves issues as appropriate.

Essential Functions (Continued)

- Oversees Division training program to ensure proper training and certification of personnel.
- Maintains regular contact with consulting engineers, construction project engineers, City, County, State and Federal agencies, professional and technical groups and the general public regarding division activities and services.
- Serves as MS4 Permit Administrator; develops and oversees the City's Storm Water Pollution Prevention Program (SWPPP) implementation and execution.
- Assists in evaluating transportation and traffic impacts due to development proposals, permits, rezones, and plats; prepares traffic, utility, and other studies and reports.
- Prepares requests for proposals for consulting services; assists with the evaluation of proposals and consultant qualifications; oversees consultant work to assure conformance with city standards.
- Performs other duties as assigned.

Knowledge, Skills and Abilities

- Considerable knowledge of civil engineering principles, practices and methods as applicable to a municipal setting; Thorough knowledge of applicable City policies, laws, and regulations affecting Division activities; Substantially developed knowledge and experience with stormwater regulations and associated policy development and administration.
- Skill in operating the tools and equipment typically used in the field of Civil Engineering.
- Basic understanding of GIS/AutoCad drafting software.
- Ability to organize and delegate responsibility and to evaluate performance and conduct through administrative review and control procedures; Ability to communicate effectively, orally and in writing, with employees, consultants, other governmental agency representatives, City officials and the general public; Ability to conduct necessary engineering research and compile comprehensive reports.
- Ability to read equipment manuals, construction plans and specifications, policy manuals, letters and regulations.

Education, Experience and Special Requirements

Minimum Qualifications:

- Bachelor's Degree in Civil Engineering from accredited college or equivalent.
- Five or more years of progressively responsible engineering experience.
- Two years in Municipal Engineering, municipal infrastructure projects and coordination of land development and redevelopment activities or related.
- Two years supervisory experience.
- Registered as a Professional Engineer in State of Minnesota.
- Possession of a valid Driver's License.

Desired Qualifications:

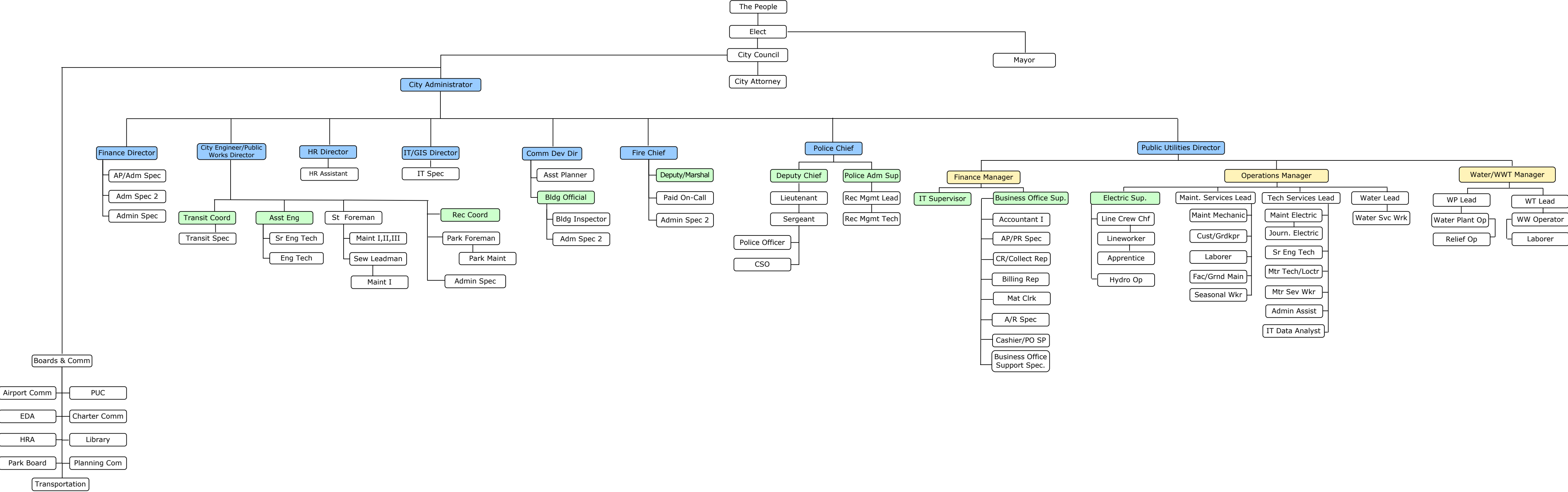
- Master's Degree in Civil Engineering.
- Previous experience as a City Engineer or work in the City Engineering Department of a similar size City.

Physical Requirements

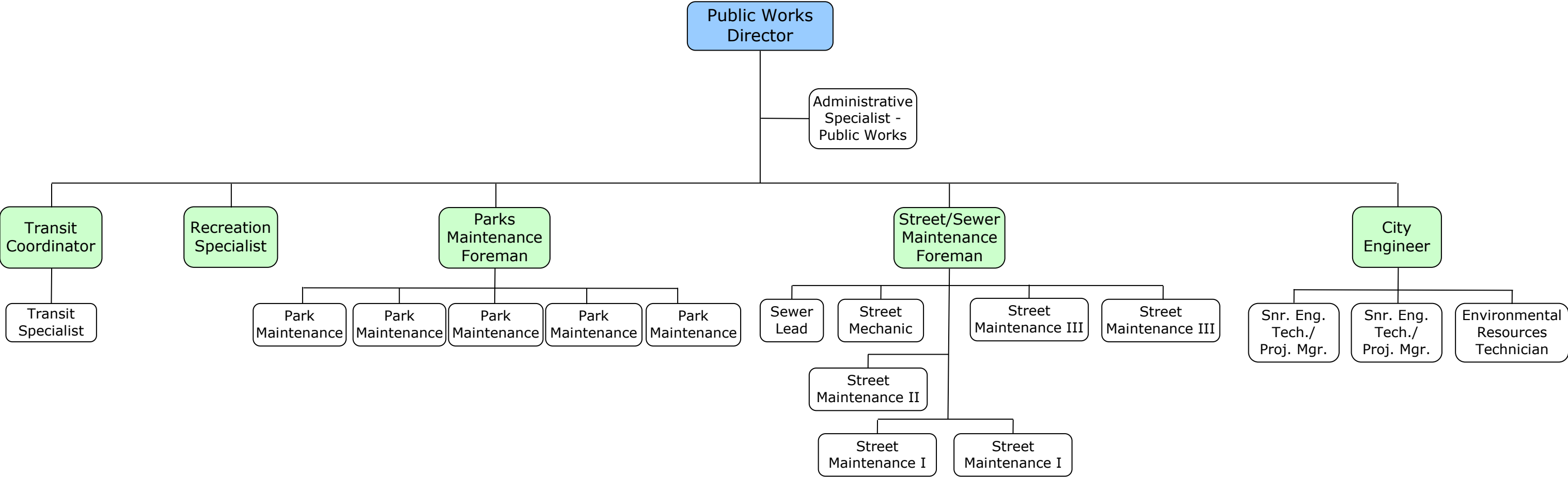
This work requires the regular exertion of up to 10 pounds and force and the occasional exertion of up to 25 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, climbing or balancing, stooping, kneeling, crouching or crawling, pushing or pulling and lifting; work requires close vision, distance vision, ability to adjust focus, depth perception and color perception; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, using of measuring devices, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work occasionally requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

City of Brainerd, Minnesota—Organizational Chart
8/7/2023



Public Works Department —Organizational Chart
(Proposed)



January 1, 2024 Wages

08/05/2024 Public Works Department Restructuring Proposal

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Assistant City Engineer	42.82	44.45	46.09	47.72	49.35	50.98	55.06	57.1
City Engineer	45.87	47.62	49.37	51.12	52.86	54.61	58.98	61.16
City Engineer/Public Works Director	52.64	54.65	56.65	58.66	60.66	62.67	67.68	70.19
Public Works Director	50.86	52.8	54.74	56.67	58.61	60.55	65.39	67.81



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Update regarding Brainerd Public Utilities Managers and Supervisors Association Union

AGENDA: P&F Committee

ACTION REQUESTED: Information Only

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: On May 17, 2024, the City received notification from the MN Bureau of Mediation Services (BMS) that a petition was filed by the Brainerd Public Utilities Managers and Supervisors Association, Baxter, MN, requesting certification as an exclusive representative for collective bargaining purposes for all managers and supervisors of the Brainerd Public Utilities. On July 24, 2024, BMS informed the City that the Union has been certified and this union will represent: "All Managers and Supervisors in the Brainerd Public Utilities Department who are supervisory employees within the meaning of Minn. Stat. 179A.03, subd. 17, employed by the City of Brainerd, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding confidential employees within the meaning of Minn. Stat. 179A.03, subd. 4 and all other employees." At this time, this Union will represent the Operations Manager, Water/Wastewater Manager, Electric Distribution Supervisor and the Business Office Supervisor. Staff will begin negotiations with this new union to create its union contract.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: No action needed at this time.

FINANCIAL IMPACT: N/A at this time.

IN THE MATTER OF A PETITION FOR
DETERMINATION OF THE APPROPRIATE
UNIT AND CERTIFICATION AS EXCLUSIVE
REPRESENTATIVE

July 23, 2024

City of Brainerd,
Brainerd, Minnesota
- and -

Brainerd Public Utilities Managers and Supervisors Association,
Brainerd, Minnesota

BMS Case No. 24PCE1921

DETERMINATION OF APPROPRIATE UNIT
AND
CERTIFICATION OF EXCLUSIVE REPRESENTATIVE ORDER

INTRODUCTION

On May 17, 2024, the State of Minnesota, Bureau of Mediation Services (Bureau), received a petition filed by the Brainerd Public Utilities Managers and Supervisors Association, Brainerd, Minnesota (Association). The petition requested determination of an appropriate unit and certification as exclusive representative for certain employees employed by the City of Brainerd, Brainerd, Minnesota (City).

Pursuant to the majority verification procedure under Minn. Stat. 179A.12, subd 2a, the required showing of interest required to warrant certification as the exclusive representative of an appropriate unit, without a mail ballot election, is over 50 percent. If the Association has submitted the required showing of interest, the Bureau will certify the Association as the exclusive representative for the employees falling within the agreed to bargaining unit.

AGREEMENTS OF THE PARTIES

Correspondence submitted to the Bureau demonstrated the parties' agreeance to the following:

1. The description of the bargaining unit.
2. The employees included within the bargaining unit.

ISSUES

1. Are the agreements of the parties appropriate?
2. Has the Association submitted the required showing of interest pursuant to Minn. Stat. 179A.12, subd. 2a, through valid authorization cards substantiating majority status, to warrant certification without the necessity of a mail ballot election?

FINDINGS AND ORDERS

1. The agreements of the parties are appropriate.
2. The Bureau conducted a card check and the results found that the Association has submitted the required showing of interest pursuant to Minn. Stat. 179A.12, subd. 2a, through valid authorization cards substantiating majority status, to warrant certification as the exclusive representative for the employees falling within the agreed to bargaining unit.
3. The Brainerd Public Utilities Managers and Supervisors Association, Brainerd, Minnesota, is certified as the exclusive representative for all employees falling within the following appropriate unit:

All Managers and Supervisors in the Brainerd Public Utilities Department who are supervisory employees within the meaning of Minn. Stat. 179A.03, subd. 17, employed by the City of Brainerd, Minnesota, who are public employees within the meaning of Minn. Stat. 179A.03, subd. 14, excluding confidential employees within the meaning of Minn. Stat. 179A.03, subd. 4 and all other employees.

4. The Notice of Maintenance of Status Quo issued by the Bureau on May 17, 2024, is lifted.
5. The employer shall make copies of this order and any attachments upon receipt and post at the work location(s) of all involved employees for no less than fourteen (14) days.

STATE OF MINNESOTA
Bureau of Mediation Services

JOHNNY J. VILLARREAL
Commissioner

/s/ TAYLOR A. LEBSOCK
Representation Specialist

cc: Kris Schubert
Daniel Loch



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Discussion on Annual Budget Timeline and Set Workshop

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The City Council needs to adopt the 2025 preliminary levy by September 30, 2024. The preliminary levy that is set in September, is the levy used to send out the proposed property tax statements in November; and the final levy adopted in December can be lower, but not higher than the preliminary levy.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Below is a proposed timeline for the Council to consider:

- On August 16th the Council President, Chair of P&F and the City Administrator will meet to establish a budget that will be presented to the City Council on or before the first day of September as required by the Charter. The Council President is unable to attend and has assigned the duties to the vice president, who is Council Member Johnson.
- The Park Board will present a budget at the August 19th council meeting, satisfying the requirement in the Charter that prior to September 1st the park board will prepare and present a budget for park and recreation purposes for the ensuing fiscal year, subject to the approval of the City Council.
- Have a budget workshop on Monday, August 26th.
- Have an additional workshop or further discussion about the budget and levy in September.
- Set the preliminary levy at the regular City Council meeting on September 16th.

RECOMMENDED ACTION/MOTION:

Review the proposed timeline and set a budget workshop for Monday, August 26, 2024, at 6:00 p.m.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: 2023 Tax Increment Financing (TIF) Report Summary - Informational

AGENDA: P&F Committee

ACTION REQUESTED: Information Only

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE:

Annually before August 1st, the City needs to file annual TIF reports. The reports were filed before the deadline and attached is the required 2023 TIF disclosure that was published in the Dispatch on July 27, 2024.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

Informational, no action required.

FINANCIAL IMPACT:

City of Brainerd, Minnesota

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2023

TIF District Name:	TIF 4-11 East Brainerd Mall	TIF 4-13 Timberland Townhomes	TIF 4-15 Artspace	TIF 4-16 Taco John's	TIF 4-17 Jimmy John's	TIF 4-18 Royal Tire
Current net tax capacity	\$261,996	\$14,399	\$28,584	\$10,472	\$5,394	\$16,294
Original net tax capacity	\$50,184	\$253	\$22,158	\$7,346	\$2,848	\$6,578
Captured net tax capacity	\$211,812	\$14,146	\$6,426	\$3,126	\$2,546	\$9,716
Principal and interest payments due in 2024	\$212,812	\$12,764	\$9,433	\$1,345	\$827	\$8,631
Tax increment received in 2023	\$202,032	\$11,827	\$6,047	\$2,952	\$2,431	\$10,213
Tax increment expended in 2023	\$193,028	\$11,170	\$5,496	\$2,742	\$3,255	\$11,531
Month and year of first tax increment receipt	7 / 2004	7 / 2003	7 / 2009	7 / 2009	7 / 2010	7 / 2017
Date of required decertification	12/31/2029	12/31/2028	12/31/2034	12/31/2034	12/31/2035	12/31/2042

Additional information regarding each district may be obtained from-

Connie Hillman, Finance Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401
(218) 828-2307



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: IBEW Local No. 31 Strike/Arbitration Update

AGENDA: P&F Committee

ACTION REQUESTED: Information Only

SUBMITTED BY: Kris Schubert, Human Resources
Director, Nick Broyles, City Administrator

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director, Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: A mediation session between Employer representatives and the IBEW Local No. 31 Public Utility Union was held on July 12th. The parties agreed to pursue arbitration in lieu of a strike. Both parties must agree to the arbitration issues before that process can proceed. The City's attorneys are working with the Union's attorney on this.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: An update will be provided at the August 5, 2024, Council meeting if appropriate.

RECOMMENDED ACTION/MOTION: N/A

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Final Reading - Proposed Ordinance 1570 - Amending City Code 1200.03 Subd. 6 Temporary Licenses

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

At the July 1, 2024 council meeting, Council directed Staff to draft an ordinance to amend City Code 1200.03 Subd. 6 to match state statute. State statute states a municipality may not issue more than three four-day, four three-day, six two-day, or 12 one-day temporary licenses, in any combination not to exceed 12 days in a year. The current city code is more lenient than the state statute and, therefore, is out of compliance.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

1. Conduct the final reading of Proposed Ordinance 1570 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. Adopt Proposed Ordinance 1570; an ordinance amending City Code 1200.03 Subd. 6 Temporary Licenses.

FINANCIAL IMPACT:

**ORDINANCE
NO. 1570**

**AN ORDINANCE AMENDING SECTION 1200 OF THE BRAINERD
CITY CODE PERTAINING TO INTOXICATING LIQUOR**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Section 1200.03 – License Required shall be amended to read:

Subd. 6. Temporary Licenses. A temporary on-sale intoxicating liquor license may be issued to any club, charitable, religious, or other non-profit organization which has its principal location within the City of Brainerd, and which has been in existence for a period of not less than three (3) years at the time of making an application for this license. This temporary on-sale intoxicating liquor license shall only be issued for a social event occurring within the City limits of Brainerd and which is being sponsored by the licensee. The license may authorize on-sales on the premises other than the premises the licensee owns or permanently occupies. The license may provide that the licensee may contract for intoxicating liquor catering services with the holder of a full year on-sale intoxicating liquor license issued by the City of Brainerd. The fee for such license shall be \$135.00 per day and shall be issued for not more than three (3) ~~four-day, four three-day, six two-day, or 12 one-day temporary licenses, in any combination not to exceed 12 days per year to any organization within a 12- month period.~~ consecutive days. ~~No organization shall be granted more than six (6) such licenses per calendar year.~~ This license shall not be effective unless approved by the Commissioner of Public Safety for the State of Minnesota

SECTION TWO: All other provisions of Section 1200 shall remain in full force and effect.

SECTION FOUR: This ordinance shall take effect and be in 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

NOTICE OF HEARING

The City of Brainerd will be conducting a public hearing to consider proposed ordinance 1570, an ordinance amending section 1200 of the Brainerd City Code relating to the sale of intoxicating liquor. The proposed ordinance allows organizations to hold temporary liquor licenses for up to 12 calendar days per year.

A public hearing will be conducted by the City Council at 7:30 p.m. on Monday, August 5th, 2024, in City Hall Council Chambers, 501 Laurel St, Brainerd. The public is invited to attend the hearing to offer input regarding the proposed ordinance. Any individual needing special accommodation please call 218-828-2307.



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Final Reading and Public Hearing - Proposed Ordinance 1571 - Prohibiting Camping in the City of Brainerd

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director, John Davis, Police Chief

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Settlements of unhoused individuals (also known as "encampments") in public spaces is a growing social, public safety, and environmental concern faced by cities of all sizes, including Brainerd. The dynamics of homelessness, both short and longer term, are extremely complex, reflecting a wide range of contributing factors. It is recognized that, like many cities, Brainerd's housing stock and price dynamics can create an affordability challenge, causing unstable housing for some.

Historically, in Brainerd and elsewhere, encampments have attracted and involved people experiencing significant addiction and mental health challenges, as well as individuals who seek to take advantage of those staying in encampments. Among other problems, encampments tend to result in the accumulation of garbage and human waste, which creates a health hazard and can contaminate the ground and water. Other typical hazards include drug paraphernalia (e.g., needles) and unchecked fires associated with cooking, often involving explosive fuels. Encampments are also prone to a heightened physical safety and property risk for those in the encampments as well as those who may be present in the same area. Encampments also tend to cause damage or disruption to the soil and forested areas.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Community Development Department and Police Department receive calls each year from concerned residents regarding homeless encampments and structures within the City. The Zoning Code prohibits a cellar, garage, tent, travel trailer, motor home, or fish house from being used as a dwelling unit. A zoning violation or citation can be sent to a property owner if they are in violation of this section of the code. However, the Zoning Code only applies to private property and not the right-of-way or public property.

Currently, the Brainerd Police Department cannot remove an individual from the right-of-way, public property, or a City park as the Code does not prohibit encampments on public property. This proposed ordinance would prohibit and criminalize encampments and would allow the Police Department to arrest/ remove an individual that does not voluntarily comply. However, the first objective of the Police

Department is to attempt to work with individuals experiencing homelessness. The Police Department has an imbedded social worker that works with an individual to figure out their needs and helps find a shelter/ bed for them to reside in. Staff have attached the Brainerd Police Department's policy manual pertaining to homeless persons.

The primary area with homeless encampments in the City is the area west of Evergreen Landing. In a typical year, there are three to five separate encampments with a total of 10 to 20 individuals.

The Safety and Public Works Committee reviewed the Rochester Ordinance at the July 1st City Council meeting and directed staff to draft a similar Ordinance that also prohibits encampments on other public lands such as tax-forfeit property and to remove language that allows an individual to remain in an illegal encampment if there is not a shelter bed available. Staff met with the Baxter staff to discuss this ordinance as homelessness is a community and regional issue and there was support for a collaborative and consistent approach moving forward. The meeting was beneficial to help figure out how this proposed ordinance would be enforced and to potentially create a common ordinance adopted by both cities. As a result of the discussion, staff is recommending that encampments are prohibited for all properties within the City limits of Brainerd.

The City Council conducted the first reading of Proposed Ordinance 1571 at their regularly scheduled July 15th meeting. The City Council did not approve any changes prior to conducting the first reading.

RECOMMENDED ACTION/MOTION:

- 1) Hold a public hearing of Proposed Ordinance 1571.
- 2) Conduct the final reading of Proposed Ordinance 1571 and dispense with the actual reading.

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

- 3) Approve Proposed Ordinance 1571; an ordinance pertaining to prohibiting camping in the City of Brainerd.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1571**

AN ORDINANCE PROHIBITING CAMPING IN THE CITY

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose

1. Settlements of unhoused individuals (also known as "encampments") in public spaces is a growing social, public safety, and environmental concern faced by cities of all sizes, including Brainerd. The dynamics of homelessness, both short and longer term, are extremely complex, reflecting a wide range of contributing factors. It is recognized that, like many Cities, Brainerd's housing stock and price dynamics can create an affordability challenge, causing unstable housing for some.
2. Historically, in Brainerd and elsewhere, encampments have attracted and involved people experiencing significant addiction and mental health challenges, as well as individuals who seek to take advantage of those staying in encampments. Among other problems, encampments tend to result in accumulation of garbage and human waste, which creates a health hazard and can contaminate the ground and water. Other typical hazards include drug paraphernalia (e.g., needles) and unchecked fires associated with cooking, often involving explosive fuels. Encampments are also prone to a heightened physical safety and property risk for those in the encampments as well as those who may be present in the same area. Encampments also tend to cause damage or disruption to the soil and forested areas.
3. Many in the community, including public and private entities, have responded to the needs of those experiencing housing instability, providing significant levels of resources and services.
4. In addition to the City's efforts to connect unhoused individuals with resources and services, the City also has an obligation to make best efforts to provide a safe and clean environment for other members of the community who want or need to use public spaces. Access to parks, trails, schools, green spaces, public transportation, and the protection of public utilities and infrastructure is a community good for all.
5. While many unhoused individuals are able to exist in a space that does not cause public disruption, it is also true that many encampments do create significant harms, for both the unhoused individuals as well as members of the public attempting to use the same spaces. Law enforcement personnel, who have had primary responsibility for responding to encampment areas, need to be supported with effective tools to address these complex situations. Encampments and unsheltered individuals who create the most social harm cannot be ignored or just moved from one space to the next.

SECTION TWO: Section 2045 of the City Code is hereby added with the following new language underlined.

Section 2045 - Camping

2045.01 - Definitions. Subdivision 1. For the purposes of this section, the following words, terms and abbreviations shall have the definitions given to them.

Subd. 2 City refers to the City of Brainerd, Minnesota

Subd. 3 Camp means to set up, or to remain in or at a campsite.

Subd. 4 Campsite means any place where any tent, lean-to, shack, or other structure, any vehicle or part thereof, or any bedding, sleeping bag, or other sleeping matter, or any stove or fire is placed, established, or maintained for the purpose of establishing or maintaining a temporary place to live.

2045.03 - Prohibition. Subdivision 1. No person shall camp in or upon any public property in the City except in any location where camping has been expressly allowed by the officer or agency having the control, management and supervision of the public property in question.

Subd. 2. No person shall camp upon any private property in the City without the express written consent of the property owner or the owner's agent, and only in such locations where camping may be conducted in accordance with any other applicable city law.

Subd. 3. Any camping or campsite materials or personal property associated with a camping area that is in violation of this ordinance may be removed or cleaned up by the City or its designated contractors. The City will continue to utilize encampment protocols that will provide notice (verbal or in writing), and a reasonable period of time (generally a maximum of 48 hours) for persons to access available services and seek shelter options.

2045.05 - Criminal Penalty. Subdivision 1. Any violation of this section is deemed a misdemeanor, as defined in Minnesota Statute §609.02, subd. 3, currently a crime for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed.

Subd. 2. No person may be prosecuted under this chapter unless:

1. The person has been informed of the various charitable and social services available to the person, including shelter options as well as daytime services; and

2. The person has been warned that their conduct is a violation of this section, subject to criminal prosecution. An individual who has been warned and then relocates to another space that a reasonable person would understand is also covered by this section is not entitled to a new warning.

2045.07 - Prioritization of Enforcement. Subdivision 1. Recognizing that enforcement resources are insufficient to cover all included spaces at all times, prioritization will be given to the following spaces:

1. In, or within 100 feet of, a City Park.
2. Within 250 feet of a preschool, kindergarten, elementary or secondary school, or a licensed childcare center.
3. The area of the sidewalk corridor on City sidewalks intended for pedestrian travel or access to public transit.
4. Upon or within 250 feet of a lot or parcel containing an electric utility substation or electric power generation facility.
5. Upon or within 250 feet of a lot or parcel containing a water utility pumping facility or water storage facility.
6. Areas posted as no-trespassing by authorized City personnel.

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

Homeless Persons

428.1 PURPOSE AND SCOPE

The purpose of this policy is to ensure that personnel understand the needs and rights of the homeless and to establish procedures to guide officers during all contacts with the homeless, whether consensual or for enforcement purposes. The Brainerd Police Department recognizes that members of the homeless community are often in need of special protection and services. The Brainerd Police Department will address these needs in balance with the overall missions of this department. Therefore, officers will consider the following policy when serving the homeless community.

428.2 POLICY

It is the policy of the Brainerd Police Department to provide law enforcement services to all members of the community while protecting the rights, dignity and private property of the homeless. Homelessness is not a crime and members of this department will not use homelessness solely as a basis for detention or law enforcement action.

428.3 HOMELESS COMMUNITY LIAISON

The Chief of Police will designate the Deputy Chief to act as the Homeless Liaison Officer. The responsibilities of the Homeless Liaison Officer include the following:

- (a) Maintain and make available to all Department employees a list of assistance programs and other resources that are available to the homeless.
- (b) Meet with social services and representatives of other organizations that render assistance to the homeless.
- (c) Maintain a list of those areas within and near this jurisdiction that are used as frequent homeless encampments.
- (d) Remain abreast of laws dealing with the removal and/or destruction of the personal property of the homeless. This will include the following:
 - 1. Proper posting of notices of trespass and clean-up operations.
 - 2. Proper retention of property after clean up, to include procedures for owners to reclaim their property in accordance with the Property Procedures Policy and other established procedures.
- (e) Be present during any clean-up operation conducted by this department involving the removal of personal property of the homeless to ensure the rights of the homeless are not violated.
- (f) Develop training to assist officers in understanding current legal and social issues relating to the homeless.

Homeless Persons

428.4 FIELD CONTACTS

Officers are encouraged to contact the homeless for purposes of rendering aid, support and for community-oriented policing purposes. Nothing in this policy is meant to dissuade an officer from taking reasonable enforcement action when facts support a reasonable suspicion of criminal activity. However, when encountering a homeless person who has committed a non-violent misdemeanor and continued freedom is not likely to result in a continuation of the offense or a breach of the peace, officers are encouraged to consider long-term solutions to problems that may relate to the homeless, such as shelter referrals and counseling in lieu of physical arrest. Officers should provide homeless persons with resource and assistance information whenever it is reasonably apparent such services may be appropriate.

428.4.1 OTHER CONSIDERATIONS

Homeless members of the community will receive the same level and quality of service provided to other members of our community. The fact that a victim or witness is homeless can, however, require special considerations for a successful investigation and prosecution. Officers should consider the following when handling investigations involving homeless victims, witnesses or suspects:

- (a) Documenting alternate contact information. This may include obtaining addresses and telephone numbers of relatives and friends.
- (b) Document places the homeless person may frequent.
- (c) Provide homeless victims with victim/witness resources when appropriate.
- (d) Obtain statements from all available witnesses in the event a homeless victim is unavailable for a court appearance.
- (e) Consider whether the person may be a dependent adult or elder and if so proceed in accordance with the Adult Abuse Policy.
- (f) Arrange for transportation for investigation-related matters, such as medical exams and court appearances.
- (g) Consider whether a crime should be reported and submitted for prosecution even when a homeless victim indicates he/she does not desire prosecution.

428.5 PERSONAL PROPERTY

The personal property of homeless persons must not be treated differently than the property of other members of the public. Officers should use reasonable care when handling, collecting and retaining the personal property of homeless persons and should not destroy or discard the personal property of a homeless person.

When a homeless person is arrested or otherwise removed from a public place, officers should make reasonable accommodations to permit the person to lawfully secure his/her personal property. Otherwise, the arrestee's personal property should be collected for safekeeping. If the arrestee has more personal property than can reasonably be collected and transported by the

Homeless Persons

officer, a supervisor should be consulted. The property should be photographed and measures should be taken to remove or secure the property. It will be the supervisor's responsibility to coordinate the removal and safekeeping of the property.

Officers should not conduct or assist in clean-up operations of belongings that reasonably appear to be the property of homeless persons without the prior authorization of a supervisor or the Department Homeless Liaison Officer. When practicable, requests by the public for clean-up operations of a homeless encampment should be referred to the Homeless Liaison Officer.

Officers who encounter unattended encampments, bedding or other personal property in public areas that reasonably appears to belong to a homeless person should not remove or destroy such property and should inform the Department Homeless Liaison Officer if such property appears to involve a trespass, blight to the community or is the subject of a complaint. It will be the responsibility of the Homeless Liaison Officer to address the matter in a timely fashion.

428.6 MENTAL ILLNESSES AND MENTAL IMPAIRMENTS

Some homeless persons may suffer from a mental illness or a mental impairment. Officers shall not detain a homeless person under a 72-hour emergency medical hold unless facts and circumstances warrant such a detention.

428.7 ECOLOGICAL ISSUES

Sometimes homeless encampments can affect the ecology and natural resources of the community and may involve criminal offenses beyond mere littering. Officers are encouraged to notify other appropriate agencies or departments when a significant impact to the environment has or is likely to occur. Significant impacts to the environment may warrant a crime report, investigation, supporting photographs and supervisor notification.

From: [James Kramvik](#)
Cc: [Nick Broyles](#); [Toni Gage](#)
Subject: FW: Ordinance
Date: Friday, July 12, 2024 1:01:35 PM
Attachments: [image001.png](#)
[Camping Ordinance \(002\).docx](#)

Hi All,

Please reference the email below from Council member Terry for consideration at the next council meeting, have a great weekend!

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

From: Kara Terry <Kara.Terry@crowwing.gov>
Sent: Friday, July 12, 2024 12:10 PM
To: James Kramvik <jkramvik@ci.brainerd.mn.us>; Rachel Zetah <Rachel.Zetah@crowwing.gov>
Subject: RE: Ordinance

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

Hi James.

I have made some changes to the ordinance and would appreciate consideration of this new document rather than the original ordinance. I have two sources to cite too:

chrome-extension://efaidnbmninnbpcajpcglclefindmkaj/https://nchj.org/wp-content/uploads/2021/09/NCHJ-Statement-on-Criminalization-of-Homelessness.pdf
<https://nhchc.org/clinical-practice/homeless-services/encampments/>

Kara Terry (She/Her)

Director - Crow Wing County Community Services
204 Laurel Street
Brainerd, MN 56401
Direct Office: (218) 824-1205
Cell Phone: 763-244-6804
www.crowwing.us

Our Vision: Being Minnesota's favorite place.

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

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

This e-mail and any attachment is intended to be read only by the intended recipient. This e-mail may be legally privileged or protected from disclosure by law. If you are not the intended recipient, any dissemination of this e-mail or any attachments is strictly prohibited, and you should refrain from reading this e-mail or examining any attachments. If you received this e-mail in error, please notify the sender immediately and delete this e-mail and any attachments. Thank you.

I recognize my working day may not be your working day. I respect your boundaries around personal time, well-being, caretaking, and rest. If you receive correspondence from me outside your working hours, please do not feel obliged to reply until you are working.

From: James Kramvik <jkramvik@ci.brainerd.mn.us>

Sent: Thursday, July 11, 2024 9:30 AM

To: Rachel Zetah <Rachel.Zetah@crowwing.gov>

Cc: Kara Terry <Kara.Terry@crowwing.gov>

Subject: Ordinance

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

Hi Rachel,

In preparation for our meeting today I wanted to send the final ordinance draft for you to review. Staff worked with the City of Baxter staff to potentially create a cohesive ordinance between the two communities while still including the recommended changes and direction from Brainerd City Council.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

**ORDINANCE
NO. 1571**

AN ORDINANCE PROHIBITING CAMPING IN THE CITY

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose

1. ~~Homeless encampments are highly visible and troubling reminders of the housing crisis in our county. Encampments occur because there is a pervasive lack of affordable, permanent housing in our communities. Settlements of unhoused individuals (also known as "encampments") in public spaces is a growing social, public safety, and environmental concern faced by cities of all sizes, including Brainerd. The dynamics of homelessness, both short and longer term, are extremely complex, reflecting a wide range of contributing factors. It is recognized that, like many Cities, Brainerd's housing stock and price dynamics can create an affordability challenge, causing unstable housing for some.~~
2. ~~Historically, in Brainerd and elsewhere, encampments have attracted and involved people experiencing significant addiction and mental health challenges, as well as individuals who seek to take advantage of those staying in encampments. Among other problems, encampments tend to result in accumulation of garbage and human waste, which creates a health hazard and can contaminate the ground and water. Other typical hazards include drug paraphernalia (e.g., needles) and unchecked fires associated with cooking, often involving explosive fuels. Encampments are also prone to a heightened physical safety and property risk for those in the encampments as well as those who may be present in the same area. Encampments also tend to cause damage or disruption to the soil and forested areas. The city of Brainerd recognizes the criminalization of homelessness makes many basic, life-sustaining acts into violations of law and only perpetuates the issue rather than helping to end homelessness. The enforcement of these laws trigger a series of deep and wide-ranging harms against individuals, families, and communities and can further the issue of homelessness.~~
3. Many in the community, including public and private entities, have responded to the needs of those experiencing housing instability, providing significant levels of resources and services.
4. In addition to the City's efforts to connect unhoused individuals with resources and services, the City also has an obligation to make best efforts to provide a safe and clean environment for ~~all~~other members of the community who want or need to use public spaces. Access to parks, trails, schools, green spaces, public transportation, and the protection of public utilities and infrastructure is a community good for all.
5. ~~While many unhoused individuals are able to exist in a space that does not cause public disruption, it is also true that many encampments do create significant harms, for both the unhoused individuals as well as members of the public attempting to use the same spaces. Law enforcement personnel, who have had primary responsibility for responding to encampment areas, need to be supported with effective tools to address these~~

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~~complex situations. Encampments and unsheltered individuals who create the most social harm cannot be ignored or just moved from one space to the next. The city of Brainerd looks to data to inform policy decisions and recognizes encampments often decrease criminality as those with mental health problems or substance use disorders are much more dangerous to themselves than to others and represent a small minority of people experiencing homelessness, though people experiencing these crises may often be most visible to other neighbors. In addition, fines and fees or jail time make it more difficult for individuals to save enough money to exit homelessness. Any involvement in the criminal legal system makes it more difficult to get and keep employment, to qualify for housing, and/or keep families together. In other words, criminalizing homelessness actually ensures people stay on the streets longer.~~

SECTION TWO: Section 2045 of the City Code is hereby added with the following new language underlined.

Section 2045 - Camping

2045.01 - Definitions. Subdivision 1. For the purposes of this section, the following words, terms and abbreviations shall have the definitions given to them.

Subd. 2. *City* refers to the City of Brainerd, Minnesota

Subd. 3. *Camp* means to set up, or to remain in or at a campsite.

Subd. 4. *Campsite* means any place where any tent, lean-to, shack, or other structure, any vehicle or part thereof, or any bedding, sleeping bag, or other sleeping matter, or any stove or fire is placed, established, or maintained for the purpose of establishing or maintaining a temporary place to live.

2045.03 - Prohibition. Subdivision 1. No person shall camp in or upon any public property in the City except in any location where camping has been expressly allowed by the officer or agency having the control, management and supervision of the public property in question.

Subd. 2. No person shall camp upon any private property in the City without the express written consent of the property owner or the owner's agent, and only in such locations where camping may be conducted in accordance with any other applicable city law.

Subd. 3. Any camping or campsite materials or personal property associated with a camping area that is in violation of this ordinance may be removed or cleaned up by

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the City or its designated contractors. The City will continue to utilize encampment protocols that will provide notice (verbal or in writing), and a reasonable period of time (generally a maximum of 4872 hours) for persons to access available services and seek shelter options.

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2045.05 - Criminal Penalty. Subdivision 1. Any violation of this section is deemed a misdemeanor, as defined in Minnesota Statute §609.02, subd. 3, currently a crime for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed.

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Subd. 2. No person may be prosecuted under this chapter unless:

1. The person has been informed of the various charitable and social services available to the person, including shelter options as well as daytime services; and/or
2. Confirmation person is actively working with social services or other community provider to address unhoused needs, and
3. The person has been warned that their conduct is a violation of this section, subject to criminal prosecution. An individual who has been warned and then relocates to another space that a reasonable person would understand is also covered by this section is not entitled to a new warning.

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2045.07 - Prioritization of Enforcement. Subdivision 1. Recognizing that enforcement resources are insufficient to cover all included spaces at all times, prioritization will be given to the following spaces:

1. In, or within 100 feet of, a City Park.
2. Within 250 feet of a preschool, kindergarten, elementary or secondary school, or a licensed childcare center.
3. The area of the sidewalk corridor on City sidewalks intended for pedestrian travel or access to public transit.
4. Upon or within 250 feet of a lot or parcel containing an electric utility substation or electric power generation facility.
5. Upon or within 250 feet of a lot or parcel containing a water utility pumping facility or water storage facility.
6. Areas posted as no-trespassing by authorized City personnel.

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

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From: [James Kramvik](#)
Cc: [Toni Gage](#); [Nick Broyles](#); [John Davis](#)
Subject: Camping Ordinance
Date: Monday, July 15, 2024 3:18:34 PM
Attachments: [image001.png](#)
[Memorandum RE BRD BAX Ordinances v4.pdf](#)

Hi All,

This is from Severson Porter regarding the proposed Camping Ordinance.

CONCLUSION

With regard to constitutionality, Ordinance NO. 1571 is not repugnant to Eighth Amendment jurisprudence. States and cities have broad and historical authority to secure a conviction when the accused has committed some act that society has an interest in preventing. The proposed Brainerd ordinance relatively mimics the City of Grants Pass's ordinance discussed here. Therefore, the proposed Brainerd ordinance is constitutionally valid.

Regards,

James Kramvik



James Kramvik | Community Development Director
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-454-3408 | jkramvik@ci.brainerd.mn.us

MEMORANDUM

TO: Brainerd City Council
FROM: Severson Porter Law
DATE: July 12, 2024
RE: Ordinance NO. 1571

INTRODUCTION

Throughout the United States, states and cities have been promulgating law to address the escalating issue of homelessness and its associated byproducts. On June 28, 2024, the United States Supreme Court upheld a law in the City of Grants Pass, Oregon which prohibited sleeping or camping on public property. This law imposed progressive penalties including civil fines, exclusion orders, and criminal prosecution for trespassing.

The primary contention against the Grants Pass City law was whether it violated the Eighth Amendment of the United States Constitution. However, the Supreme Court ruled that as long as the ordinance does not criminalize a person's status- in this case, homelessness- and the penalties are not 'cruel and unusual', it will be deemed constitutionally valid. This ruling underscores the principle that laws should target actions, not conditions, thereby upholding the dignity and rights of all individuals, regardless of their circumstances.

DISCUSSION

The Eighth Amendment's Cruel and Unusual Punishments Clause "has always been considered, and properly so, to be directed at the method or kind of punishment" a government may "impos[e] for the violation of criminal statutes." City of Grants Pass, Oregon v. Johnson, 144 S. Ct. 2202 (2024).

The City of Grants Pass imposed only limited fines for first-time offenders, an order temporarily barring an individual from camping in a public park for repeat offenders, and

a maximum sentence of 30 days in jail for those who later violate an order. *See* Ore. Rev. Stat. §§ 164.245, 161.615(3). Such punishments do not qualify as cruel because they are not designed to “superad[d]” “terror, pain, or disgrace.” Bucklew, 587 U.S., at 130, 139 S.Ct. 1112 (internal quotation marks omitted). Nor are they unusual, because similarly limited fines and jail terms have been and remain among “the usual mode[s]” for punishing criminal offenses throughout the country. Pervear v. Commonwealth, 5 Wall. 475, 480, 18 L.Ed. 608.

“[O]n its face, the Cruel and Unusual Punishments Clause does not speak to questions like what a State may criminalize or how it may go about securing a conviction.” City of Grants Pass, Oregon v. Johnson, 144 S. Ct. 2202 (2024). Only exception to this is an ordinance that criminalizes status, such as status of being a drug addict. Robinson v. California, 370 U.S. 660, 82 S.Ct. 1417, 8 L.Ed.2d 758 (holding California could not enforce a law providing that “ ‘[n]o person shall ... be addicted to the use of narcotics.’ ”). Therefore, as long as the ordinance in effect does not criminalize the status of being homeless, then the ordinance will survive an Eighth Amendment challenge.

In Johnson, the City of Grant Pass’s public-camping laws prohibited actions undertaken by any person, regardless of status. It makes no difference whether the charged defendant is currently a person experiencing homelessness, a backpacker on vacation, or a student who abandons his dorm room to camp out in protest on the lawn of a municipal building. Likewise, this ordinance is no different than the Texas statute making it a crime to ‘get drunk or be found in a state of intoxication in any public place.’ Powell v. State of Tex., 392 U.S. 514, 88 S. Ct. 2145, 20 L. Ed. 2d 1254 (1968).

Therefore, Ordinance NO. 1571 as written is constitutional because it focuses on the conduct or the act of camping upon public and private property, regardless of the status of the individual doing so. *See* Proposed City Code § 2045.03, Subd. 1-3. Moreover, nowhere in City Code § 2045, Subd. 1-3, does it even mention the status of being homeless.

CONCLUSION

With regard to constitutionality, Ordinance NO. 1571 is not repugnant to Eighth Amendment jurisprudence. States and cities have broad and historical authority to secure a conviction when the accused has committed some act that society has an interest in preventing. The proposed Brainerd ordinance relatively mimics the City of Grants Pass's ordinance discussed here. Therefore, the proposed Brainerd ordinance is constitutionally valid.

NOTICE OF HEARING

The City of Brainerd City Council will be conducting a public hearing to consider proposed Ordinance 1571, an ordinance adding Section 2045 to the Brainerd City Code. The proposed ordinance prohibits camping on all public property where camping is not expressly allowed and all private property where camping is prohibited by code. Any violation of this section is deemed a misdemeanor, as defined in Minnesota Statute §609.02, subd. 3, currently a crime for which a sentence of not more than 90 days or a fine of not more than \$1,000, or both, may be imposed. Before arresting or citing an individual for a misdemeanor, the proposed ordinance requires that an individual be informed of various services available and warned of the violation.

A Public Hearing will be conducted by the City Council at 7:30 p.m. Monday, August 5th, 2024, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

The public is invited to attend the hearing to offer input regarding proposed Ordinance 1571. Any individual needing special accommodations please call (218) 828-2307.

Dated this 16th day of July 2024

Publication Date: July 20th, 2024



James L. Kramvik
Community Development Director



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Consider Interim Use Permit for a Short-Term Rental at 1123 15th Ave NE

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Michael Fish has applied for an interim use permit on behalf of property owner Luhman Properties LLC for a short-term rental at 1123 15th Ave NE, Brainerd, MN 56401. The property at 1123 15th Ave NE is a single family home on Rice Lake and is located in a TN-1 (Traditional Neighborhood- One) District. The TN-1 District allows short-term rentals as an Interim Use according to Zoning Code Appendix A: Table of Uses. The total occupancy of the short-term rental is 9 guests based on the square footage calculation and zoning requirements. The rental rules prohibit pets and on-street parking.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission held a public hearing and considered the request at their July 17th meeting and unanimously recommended approval of the Interim Use Permit with the conditions listed in the recommended motion.

Public Comments:

- 1) There are many rentals in the neighborhood, and they have had to deal with the Ski Loons, and now the City is expanding the campers. Short-term rentals adversely affect investments/property. There is a concern about the number of occupants in the house and on-street parking for daytime use.
- 2) The lighting at the property is stadium bright. There were loudspeakers around the house. The dock area is too large.
- 3) The neighbor is concerned that there is no division between her driveway and this driveway and is also concerned about on-street parking.

Applicant:

He stated he follows all the rules of the City and County requirements. He will not allow parking on the street on this property, as there is no room for it. His clients purchased the property because they wanted a lake home. He certainly hears the concerns and if the speakers haven't been removed, they will be removed. He does not allow foul language in yards, loud music, screaming. He will make sure it is clear where the driveway is for this property. Fireworks are also not allowed.

Planning Commission Comments

Commissioner Duval stated some of these concerns are unique to lakes. The dock issue is one of those issues. The dock is large, but it is something that is regulated by the DNR. From his view of it, it appears to be a conforming dock, but it may be helpful to include a condition that it must be compliant with state rules. Also, there are concerns about how you dock or beach a boat. He indicated we should restrict that to within where the imaginary property lines go out into the lake.

Commissioner Stenglein asked for an explanation of the process followed if there is a violation of the conditions. Staff would review the issue and determine the severity of the issue. It may begin with a warning letter and if the issue continues or is severe, it will be brought before the Planning Commission for potential revocation and then to City Council.

Commissioner Stenlein has great sympathy as this is her neighborhood too, but she doesn't feel comfortable holding Mr. Fish and the new owners responsible for bad behavior from the previous owner and this will hopefully be a better fit.

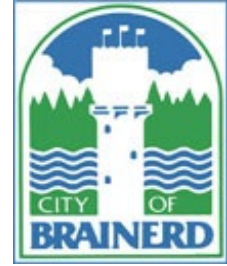
RECOMMENDED ACTION/MOTION:

Approve the Interim Use Permit for one short-term rental unit at 1123 15th Ave NE Brainerd, MN 56401 with the following conditions:

- 1) The short-term rental cannot operate until there is an approved inspection by the Housing Inspector and the Fire Marshal.
- 2) The Interim Use Permit for a short-term rental at 1123 15th Ave NE. Brainerd, MN 56401 terminates one year after approval.
- 3) All outdoor lighting fixtures shall meet the standards of Section 515-4-8 Outdoor Lighting of the Zoning Code.
- 4) Boat docking, mooring, and beaching shall only occur within property lines as if extended into the lake.
- 5) Dock size and configuration shall comply with all applicable state regulations.
- 6) The property and all accessory structures shall conform to the City of Brainerd Shoreland Ordinance.
- 7) Overnight guest vehicles and trailers must be parked in the driveway.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: July 17th, 2024

RE: Consider Interim Use Permit for a Short-Term Rental at 1123 15th Ave NE

REQUEST

Public Hearing. Interim Use Permit applied by Michael Fish on behalf of property owner Luhman Properties LLC for a short-term rental at 1123 15th Ave NE, Brainerd, MN 56401.

Current/Valid Short-Term Rentals

Address	Zoning District	Type of STR
712 6 th St N	TN-1	VDU
1005 6 th St S	TN-2	VDU
203 Hawkins Dr	CN-2	VDU
9995 Island Dr	GL	VDU
502 Juniper St	TN-1	VDU
524 8 th S N	TN-1	VDU

CONTEXT

Parcel Numbers: 41200517

Zoning District: Traditional Neighborhood-One (TN-1) District

Property Area: 28,690 SQFT

Adjacent Uses: North: Single Family Dwelling
East: Rice Lake
South: Single Family Dwelling
West: Single Family Dwelling

Adjacent Zoning: North: Traditional Neighborhood-One (TN-1) District
East: Rice Lake
South: Traditional Neighborhood-One (TN-1) District
West: Traditional Neighborhood-One (TN-1) District

AERIAL MAP



FINDINGS OF FACT

1. 1123 15th Ave NE. Brainerd, MN 56401 is located in a TN-1 (Traditional Neighborhood-One) District. The TN-1 District allows short-term rentals as an Interim Use according to Zoning Code [Appendix A: Table of Uses](#).
2. Short-term rentals must comply with the following minimum standards as required by the [Section 515-3-34](#) of the Zoning Code:
 - a. The maximum rental period shall not be more than 28 consecutive nights.
 - b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.
 - i. *The applicant has applied for the Interim Use Permit for the operation of a short-term rental.*
 - c. The application for an interim use permit shall include:
 - i. The number of bedrooms with dimensions and all other sleeping accommodations
 1. *The proposed short rental has four (4) bedrooms.*
 2. *The dimensions of each of these respective bedrooms are 12'x11', 12'x10', 10'x10', and 26'x12'.*
 - ii. The number of off-street parking spaces available to guests.
 1. *There are four off-street parking spaces allocated to guests in the driveway and the applicant does not permit short term renters to utilize on street parking.*

- iii. All accessory structures and outdoor recreational features available for guest use
 - 1. *The yard is available for guest use along with a fire pit. Guests are responsible for making sure that all the fires are completely extinguished when they are done tending them. If the property manager receives a call from a neighbor concerned about a fire that is unattended or too large, the manager will deal with it immediately.*
- iv. A pet, garbage, and noise policy.
 - 1. *There are no pets allowed on the property in their submitted policies noted as, "House Rules".*
 - 2. *Two garbage bins for use are located at the property with a capacity of six bags.*
 - 3. *There is a rule imposing quiet hours after 10:00 PM until 9:00 AM.*
- v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
 - 1. *The housing inspector will confirm this during the inspection.*
- d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:
 - i. Contact Information. The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will always be accessible to the public on the City of Brainerd website.
 - 1. *Mr. Fish is the responsible party for this rental unit, and he resides within 50 miles of the premises.*
 - ii. Occupancy. The maximum number of guests allowed at the property.
 - 1. *The posted rules for the short-term rental state a guest maximum of 11 guests and parties are prohibited.*
 - iii. Vehicles. The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street more than forty-eight (48) continuous hours.
 - 1. *The rules state that there is parking available in the driveway. This would include trailers, however not recreational vehicles, as they are specifically prohibited by the rules.*
 - iv. Garbage. Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in

fly tight containers sufficient to receive all garbage which may accumulate between times of collection.

1. The weekly garbage schedule is provided for renters per the provided rules.

- v. Noise. No person shall, between the hours of 10:00 P.M. and 7:00 A.M. congregate at, or participate in any party or gathering of two or more people from which noise emanates of a sufficient volume to disturb the peace, quiet, or repose of another person.

1. The short-term rental rules impose quiet hours after 10:00pm and until 9:00 AM.

- vi. Pets. No person shall keep, maintain, or otherwise house more than a total of four cats or dogs within any household in the City of Brainerd. It shall be unlawful for any person to allow a dog or cat to run at large and to keep or harbor a dog that habitually barks, yelps, howls, cries, or whimpers to unreasonably disturb the peace and quiet of any person in the vicinity. The owner of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.

1. The rental rules prohibit pets.

- e. The occupancy of a short-term rental shall be limited to no more than 3 people per bedroom or the occupancy set by the Building Official.

- i. According to [Section 404.4.1 of the Property Maintenance Code](#), every bedroom shall contain not less than 70 square feet (6.5 m2) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m2) of floor area for each occupant thereof, whichever is less.

1. The house rules indicate only registered guests are authorized after dark. No unauthorized guests are allowed overnight.

2. Bedroom one is 132 SQFT which allows for two guests.

3. Bedroom two is 120 SQFT which allows for two guests.

4. Bedroom three is 100 SQFT which allows for two guests.

5. Bedroom four is 312 SQFT which exceeds the requirement for a maximum of 3 guests per room.

- f. *Total occupancy of the short-term rental is 9 guests based on the square footage calculation and zoning requirements; the applicant states the occupancy is 11 within the house rules. The occupancy must be reduced to 9.*

- g. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Building Department, whichever is stricter.

- i. *The rooms used for sleeping have egress windows and smoke detectors that comply with the Minnesota State Building Code and will be inspected by the Housing Inspector and the Fire Marshal.*

- h. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the

time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).

- i. The short-term rental is connected to the city sewer and water system. The building plans show a full bathroom with a toilet, tub/shower, and sink.*
- i. Additional occupancy by use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.
 - i. The applicant is not proposing occupancy by use of recreational vehicles, tents, accessory structures, or fish houses. Their policies for the property explicitly prohibit them.*
- j. The permit holder shall keep a report detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.
- k. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
 - i. The premises will be inspected by the Housing Inspector and is scheduled for inspection by the Fire Marshal.*
- l. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.
 - i. Staff do not recommend a six-foot fence requirement for the northern property line. However, a 4' fence constructed of legal material could be appropriate based on the outdoor nature and usage of the property.*
- m. A permit holder must post their rental license permit number on all print, poster, or web advertisements.
- n. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.
 - i. The application for short-term rentals includes an application for local sales tax that must be submitted to the City's Finance Department. It is the owner's responsibility to contact the MN Department of Health.*

As of this writing, three parties have contacted the Community Development Department regarding the Interim Use Permit and did have concerns based on the previous residents use and disruption to the neighborhood.

STAFF RECOMMENDATION

Staff recommends approval of the Interim Use Permit for one short term rental unit at 1123 15th Ave NE Brainerd, MN 56401 with the following conditions:

- 1) The short-term rental cannot operate until there is an approved inspection by the Housing Inspector and the Fire Marshal.
- 2) The Interim Use Permit for a short-term rental at 1123 15th Ave NE. Brainerd, MN 56401 terminates one year after approval.
- 3) All outdoor lighting fixtures shall meet the standards of Section 515-4-8 Outdoor Lighting of the Zoning Code.
- 4) All watercraft docked in the lake at the property shall be within the boundaries of 1123 15th Ave NE.
- 5) Overnight guest vehicles and trailers must be parked in the driveway. Two additional vehicles may be parked on the street for daytime guests.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218/828-2309/Fax 218-828-2316 www.ci.brainerd.mn.us

INTERIM USE PERMIT for SHORT-TERM RENTAL

Application Form (residential - \$350.00 / commercial - \$500.00 + \$500.00 escrow deposit) (This form must be filled out completely before your application will be accepted)

Property Address for this *Interim Use Permit*: 1123 15th Ave. NE Brainerd, MN 56401

I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use Permit to allow us to use the property as a short term rental

at the property address listed above until the date of August, 1 2027

Legal Description (attach, if lengthy): Lot 9 Block Addition
S. 160 FT OF LOT 9 EX. S. 65 FT THEREOF.

Property Owner: Luhman Properties LLC

Address: 23008 350th st Goodhue MN 55027
(Street) (City) (State) (Zip)

Contact Information #: 507-271-5968

(Home)

(Business)

mike@mnreandm.com

(E-mail)

Applicant: (if different than Property Owner)

Address:

(Street)

(City)

(State)

(Zip)

Contact Information #:

(Home)

(Business)

(Fax)

(E-mail)

Contact Person: (if different than Property Owner) Michael Fish

Address: Suite #205 14391 Baxter MN 56425
(Street) (City) (State) (Zip)

Contact Information #: 218 232 7079

(Home)

218-232-7079

(Business)

mike@mnreandm.com

(E-mail)

(Fax)

This Interim Use Permit may be approved if sufficient facts are presented at the Planning Commission and City Council meetings to support a finding that all of the attached criteria for granting an Interim Use Permit have been met.

Obtaining this *Interim Use Permit* does not absolve the applicant from obtaining all other applicable permits, such as Building Permits, MnDOT access permits, etc.

I (We) certify that I (we) have submitted all the required information to apply for an Interim Use Permit and that the information is factual.

Signed by: Jared Luhman Date: 06/25/24
(Property Owner)

Jared Luhman
(Property Owner-Please print Name)

(Applicant-If different than owner) **Date:** _____

(Applicant - Please print name)

Interim Use Permit

Supporting Information

The City Council may approve an Interim Use Permit if all of the "Criteria for Review of Interim Use Permits" are met. In order to facilitate review of this application for an *Interim Use Permit*, the applicant must address each of the *"Criteria"*, referred to in Section 515-5-3 of the Zoning Ordinance.

1. **Public Health/Safety/Welfare.** The *Planning Commission* and the *City Council* shall review each application for the purpose of determining that each proposed use meets the following criteria referenced to in Section 515-5-2 and in addition, shall find adequate evidence that each use in its proposed location will address the following:
 - (a) The proposed use conforms to the district and conditional use provisions and all general regulations of this Ordinance.
 - (b) The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.
 - (c) The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - (d) The proposed use shall be sited, oriented and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - (e) The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - (f) The proposed use shall organize vehicular access and parking to minimize traffic congestion in the neighborhood.
 - (g) The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.

(con't)

To Whom It May Concern,

I am writing to formally request a Conditional Use Permit (CUP) for a short-term rental property located at 1123 15th Ave NE in Brainerd, MN. This property is intended to accommodate short-term rental guests visiting for business, events, or vacations on Rice Lake.

To ensure a responsible operation that does not disturb the neighbors and community, the property will be professionally managed by MN Real Estate and Management. Our team is committed to maintaining high standards of property management, strictly enforcing house rules, and promptly addressing any concerns or issues that may arise.

The property will consist of one rental unit with four bedrooms, capable of accommodating up to eleven individuals in accordance with MN STR Lodging guidelines. We have attached our general house rules, which are designed to ensure a peaceful coexistence with the neighborhood and foster a comfortable living environment. These rules address issues such as noise control, parking regulations, waste disposal, and adherence to local laws and regulations. Our commitment to maintaining a respectful and responsible atmosphere is of utmost importance to us. Our track record over the past several years has proven the effectiveness of our systems and processes in managing STRs in the area.

Over the years, we have managed approximately 1,200 bookings and 50 properties, demonstrating our experience and positive interactions with neighbors and communities throughout Crow Wing County. We believe the proposed short-term rental aligns with the overall community needs for short-term housing. Most guests at our other properties in Brainerd and Baxter are in town for work or events.

We kindly request the opportunity to present and answer questions before the appropriate zoning and planning authorities, and to discuss in detail how our operation will contribute positively to the community and align with the city's vision. We are fully prepared to provide any additional information or documents as required during the evaluation process.

Thank you for considering our application. We are eager to work collaboratively to ensure the proposed short-term rental meets all necessary requirements while serving the best interests of the community.

Please let me know if you need any more information.

Sincerely,

Mike Fish Broker/ Owner/ Property Manager
MN Real Estate and Management LLC
Cell: 218 232 7079
mike@MNREandM.com

To Whom It May Concern,

I am writing to inform you that the property located at 1123 15th Avenue NE, Brainerd, MN 56401, is scheduled to close on July 9th, 2024. The buyers, represented by MN Real Estate and Management (Mike Fish), are Jared and Valerie Luhman.

As the current property owner, Jeff Tracy, I explicitly grant permission to Jared Luhman to proceed with the application process for both the Brainerd rental license and short-term rental CUP. We are confident that the purchase of the property will be successful on the scheduled closing date, July 9th.

Mike Fish from MN Real Estate and Management is acting as the buyer's agent and property manager. He will ensure the property adheres to all necessary regulations and guidelines for short-term rentals. Please let us know if you need any more information or documentation to accept the application.

Please feel free to contact me if you need any further information or have any questions.

Thank you for your time and consideration.

Sincerely,

Jeff Tracy
Jeff Tracy 06/25/24

Date: June 25, 2024

Phone: 651-756-9243

661-301-4064

Email: jefftracy69@gmail.co

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Michael Fish on behalf of property owner Luhman Properties LLC has submitted an Interim Use Permit to operate a short-term rental at 1123 15th Ave NE. Brainerd, MN 56401. The property included in this application is described as:

Lot 9 AUDITORS SUBDIVISION OF NW 20-45-30 S. 160 FT OF LOT 9 EX. S 65 FT THEREOF

P.I.N. 41200517

Section 20, Township 045, Range 030

The property is zoned TN-1 (Traditional Neighborhood One) District. [Appendix A: Table of Uses](#) of the Zoning Code requires an Interim Use Permit for the operation of a short-term rental in a TN-1 District as regulated by Section 515-3-34 Short-Term Rentals. Information on the proposed short-term rental is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, July 17th, 2024, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Interim Use Permit.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 01 day of July, 2024



James L. Kramvik
Community Development Director

Publication Date: July 3, 2024



1123 15th Ave NE Brainerd GENERAL HOUSE RULES

All guests are responsible for reviewing and following all basic house rules. Any violation of these rules MAY result in immediate eviction and forfeiting of all monies. Any breach of House Rules (including extraordinary cleaning) will also result in a charge to the credit card on file for no less than \$250 & up to \$500 per violation plus damage to property. This Charge will be discussed with the guest beforehand and processed on the card on file or billed out to the responsible guest with a 30 net demand for payment.

We want you to have an enjoyable stay! However, the following rules are necessary to protect our guests, neighbors, property, and make it possible for us to continue running as a successful short-term rental. Most guests appreciate and understand the general house rules. Let us know if you have questions. We always accommodate when we can.

Let us start by stating that we ask every guest to have the utmost consideration for our neighbors and community. After all, they did not choose to live next to a vacation rental. Many enjoy and appreciate the guests that rent from us. Some are not so appreciative, so we make our best effort. We must work closely with our neighbors and community if we are going to be able to continue to provide Short Term Rental opportunities for years to come.

Aside from the sign in the yard, all neighbors have our cell phone number and have been asked to call or text 24/7 with any concerns. We also strongly encourage our owners to have a ring camera on the front door. We want everyone to have a good time; however, our basic house rules must be followed. Problems for us are rare, but if you have questions please reach out.

SMOKING OR VAPING INSIDE

Smoking and vaping are strictly prohibited. A guest who smokes in a property without authorization will be charged for carpet cleaning and deodorizing if any evidence of smoking is found.

FIREWORKS

Fireworks of any kind ignited on the property are not allowed. There is just too much clean up, accidental damage, and neighbor complaints to allow fireworks of any kind.

PETS

There are no pets allowed on the property.

Illegal Drugs or other Illicit Activity

No drugs or illegal activity is allowed on the property. Any suspected illegal activity will be immediately turned over to the authorities.

HARD TO CLEAN MESSSES

Confetti, glitter, balloons, silly string are not allowed on the property. Please be very careful that gum does not get on furniture, pillows etc. Small, excessive debris of any kind thrown around

the property can make housekeeping very difficult and expensive. We reserve the right to run an extra charge on the CC on file if there is an unreasonable mess left for housekeeping.

YARD DEBRIS

Any garbage or debris thrown in the yard may cause environmental issues and severely impact our relations with neighbors. This most definitely includes water balloons & garbage left in the yard. Water balloons are strictly prohibited, and we ask that you please clean up any outside mess.

GARBAGE

Two garbage cans are provided at the home for each stay. This covers about six bags of trash, which is more than enough for most groups. Please let us know if for some reason you have an excess of garbage. We must hire someone to come and pick up the excess garbage and dispose of it. We do ask that guests let us know if they do have an extraordinary amount of garbage and we ask that they cover the cost of removal. See your specific house rules for pick up times.

UNAUTHORIZED GUESTS OVERNIGHT

Only registered guests can be on the property after dark. See the GUESTS section for more details. We are strictly regulated by the Short-Term License as to how many guests are allowed. This is based on the size of the home. Please be respectful of our rules so our owners do not get in trouble. We prohibit any tents or camping in yards.

NEIGHBOR OR POLICE CALL

Avoiding a complaint or nuisance call by the neighbors or incident involving the police are the reason for all the other rules! The four most common calls we receive are for 1) Too many guests 2) Noise pollution 3) Unauthorized dogs 4) Too many cars. PLEASE ask us if you have questions concerning any of the house rules. Of course, we take each individual situation into account and work closely with our guests to ensure fairness.

EXCESSIVE OR INDECENT NOISE

All neighbors have been given a cell phone number and asked to call or text 24/7 if they have issues. We know you're coming to enjoy your time and that may involve making some noise. However, please be considerate of our neighbors. Quiet hours are 10 PM to 9 AM. Loud music, at any time or music with obscene language or containing explicit sexual content is prohibited. Constant screaming or yelling with obscene language is prohibited. We have some neighbors with small children who may be offended at any loud obscenities. We appreciate your patience and cooperation with this issue.

SELF TANNING LOTION, FINGERNAIL POLISH & REMOVER

Accidents happen and fingernail polish/remover & Self-tanning lotion is prohibited from all properties. It destroys towels, bed linens, and permanently stains furniture.

EXTRA DAYTIME GUESTS

If you do plan to have company during your stay you **MUST** get prior approval from Management. Daytime guests must never exceed more than the number of registered guests and must be off the property by nightfall.

PARKING

Our rental license allows up to one vehicle per bedroom. There can be no parking on a public road or in a yard. Please let us know if there is a need to make an exception. This is a common complaint call from neighbors, and we need to follow the rules.

USE OF AMENITIES

Due to liability and insurance concerns only guests who are listed on the rental agreement and registered as guests are allowed to use any amenities.

OPERATION OF ATVs & SNOWMOBILES

No motorized vehicles of any kind are allowed at this rental. (expectation of course it he vehicle used to transport guest to the property)

USE OF FIREARMS

As much as we support your right to carry and use firearms, a short-term rental is not the place for them. MN RE&M strictly prohibits firearms from all properties.

OUTSIDE FIRES

We provide a great firepit for our guests to use. It is very important that guests use proper fire safety. When things get dry and the wind picks up flames can easily flare up, get blown into nearby grass and start a serious fire. Guests are responsible for making sure that all fires are completely extinguished when they are done tending them. If we get a call from a neighbor concerned about a fire that is unattended or too large, we must deal with it immediately by calling the guest and asking them to put it out. If they are not reached, all costs of having someone come to put the fire out will be billed to the guest's credit card on file.

LARGE GROUPS, MEETINGS, PARTIES

The Guest must not hold events (such as parties, celebrations, or meetings that exceed the capacity of the home) Any of these cases will allow the Owner to terminate the Agreement without providing a refund of any payment the Guest has paid for the booking and the Owner will not be legally responsible to find any alternative accommodation.



- | | |
|---|--|
| Bedroom 1: 12x11 (132 sq ft) | Max Proposed Sleeping 3 (queen + twin pullout) |
| Bedroom 2: 12x10 (120 sq ft) | Max Proposed Sleeping 2 (queen bed) |
| Bedroom 3: 10x10 (100 sq ft) | Max proposed Sleeping 2 (queen bed) |
| Bedroom 4: 26 x 12 (312 sq ft) | Max Proposed Sleeping 4 (queen plus two twins) |
| Total Max Proposed Sleeping for STR License: 11 | |

City of Brainerd
Attn: James L Kramvik, Community Development Director
501 Laurel Street
Brainerd, MN 56401

RE: Michael Fish Realtor on behalf of Luhman Properties LLC
Interim Use Permit to operate Short-term Rental at 1123 15th Avenue NE, Brainerd Mn 56401

Current Zoning: Property is zoned TN-1 (Traditional Neighborhood One) District

Who chose and does currently live here: “Traditional Neighborhood” Families

“Families” that know, like and get along well with each other’s family members two and four legged; we support and encourage each other; lending a helping hand when needed; we are respectful, kind, courteous to each other (the previous owners of 1123 who did the opposite of all of the forementioned and did nothing but make life here a daymare and nightmare for all of us)

Who is affected if there is a change to 1123 zoning: “Traditional Neighborhood” families who “Live” here; families who have varying work shifts and schedules (long hours, day and night shifts), families that work remote from their home and conduct business meetings and trainings from home; families with school children, retirees with extreme health conditions who need valuable rest; families who are just trying to live a peaceful, happy life

History of 1123 for the past two years-the “Party House”:

In the past two years-1123 has been converted and was used as an ‘Extreme Party House’ by previous owners (prior to 7/8/2024)

The Hot Tub: ‘adult’ parties took place all hours of the day and night, LOUD music, LOUD conversations, heavy drinking, smoking, voices carry here-all of us are affected by the use of that tub especially us to the north, south, west

The “Party Deck”: ‘adult’ parties took place all hours of the day and night, LOUD music, LOUD conversations, karaoke broadcasted LOUDLY all hours of the day and night, heavy drinking, smoking, voices carry-all of us in the entire neighborhood are affected by those activities especially those of us next to or within the immediate and surrounding blocks near 1123

The bright ‘stadium lights’ installed (deck side, west entrance side, on garage facing the neighboring properties): the ‘stadium bright’ lights on the deck shine directly into the master bedroom of 1208 (no sleep if there is anyone using the deck, hot tub, garage yard after 10:00 p.m. with those types of lights-they would go on and stay on).

The ‘concert loud decibel outdoor speaker system’ has GOT TO GO: it is like listening to a concert a full blast all hours of the day and night 24/7, it can be heard for blocks including the far side of Lum Park and is very disrespectful to all families (see “who lives here” above).

How many people will be allowed at 1123: 1123 is a small residence: activities, comings and goings, sound all impact ‘Traditional neighborhood’ families here. We are all respectful of each other, we have no guarantee of that from strangers who come and go. The permit request shares up to 11 staying at 1123 but has a ‘loophole’ for daytime guests, *who is going to regulate how many are ‘truly’ coming, going, staying there?*

The Traffic: the property does not have adequate parking for more than what a 'normal family' would have (a couple vehicles), as a result not only have the residents and their guests of 1123 blocked 1208 and 1210's access to the city street, 1123 people 'often' block the street altogether (mail, deliveries, general traffic flow have all been impacted).

The heavy traffic and equipment (skid steers used to maintain the RV pad) have resulted in constant wear and tear on the city street, leading to deterioration and ruining the blacktop at the corner of L and 15th Avenue. *If there is going to be even more traffic, how will that be addressed?*

The 'illegally built RV pad': do the new owners know that the pad was built without city approval or knowledge and as a result the pad does not support a typical RV camper (it is too soft)? Any RV or camper that makes it down that hill to park on that RV pad will have a challenge trying to get back up the hill to the city street. They will most likely incur the expense of having to be towed back up to the city street; leading to damage to RV/camper and the RV pad, driveway and city street as well. (1123 previous owners just hired a skid steer to repair that pad (again) prior to close)

The "Marina Party Dock": there was a normal/regular dock there and then when 1123 owners couldn't get anyone to buy the property this year because it was extremely overpriced, the 1123 owners added on to the existing dock exponentially to make the current 'marina Party dock' that is extremely excessive in size. The massive/abnormally large current dock encourages an extreme and excessive amount of watercrafts to be docked and launched from there.

Previous owners stored up to 6 jet skis, a pontoon, a large power boat there, in addition to several other watercraft (kayaks, paddle boats, etc).

The excessive dock and all those watercrafts blocked 1208's access to the lake; blocked and created lake traffic and access issues to and from the public access; it caused hazardous conditions and bank erosion (not only for that property but for the neighboring lakeshore properties) due to the multiple watercrafts constantly coming and going from that dock with no regard for "No Wake" zone. There were constant LOUD parties on that dock all hours of the day and night with no respect or regard for anyone.

The current permit proposal from the new owners **makes 'no mention' of restrictions regarding watercraft.**

That dock NEEDS to be reduced to a size comparable to all neighboring docks for 'safety, respect, and conformity' purposes and to reduce further damage to shorelines for all properties on this side. If new owners are going to allow watercraft-have it be limited and reasonable. No one else around here is operating a Party Marina. Respect us, we were here first; we bought 'family homes' in what we believed was and always would be our 'Traditional Neighborhood' family community.

Lawn care and maintenance: please maintain the yard year-round (lawn mowing, 'fertilizing for weed control', weed trimming, etc), discouraging geese to nest/reside at property (nasty waste, they are aggressive and cause safety issues), mailbox must be kept clear of snow in the winter; conducting maintenance during 'normal/typical' hours.

Previous 1123 owner had an extremely LOUD backpack blower that he ran practically 24/7 all hours of the day and night all year long. If he left that behind**GET RID OF IT!** It can be heard for blocks and is a noise nuisance.

Trespassing on neighboring Private Properties; harassing, intimidating, verbally abusing neighbors, not respecting property lines; not respecting other neighbors' privacy, removal of survey stakes and markings:

1123 owners and their guests or renters should **STAY ON 1123 property, dock, lake access and DO NOT access or use neighboring Private Properties, Docks or Lake Access;** we are not and did not rent anything to them (unless invited by the neighboring property owners to do so).

I am requesting 1123 owners to build a TALL wood privacy fence on the north side (1208 side) to ensure there is NO trespassing.

All watercraft, vehicles and personal belongings of 1123 owners, guests, tenants, renters should remain on 1123 and always be and remain in compliance with city ordinance setbacks.

Leave the survey stakes where they are-do NOT remove or steal them. They are there to designate the property line so everyone 'honors boundaries'

Previous 1123 owners and guests constantly trespassed, harassed, verbally threatened and intimidated their neighbors; they stole/removed/discarded survey stakes and markings, drove ATV's (etc), maintenance equipment, trenchers, anything and everything on 1208 property; their watercrafts were placed so they extended onto 1208 and blocked lake access; they used 1208 dock, lakeshore property and amenities at their whim and without permission despite being politely asked to refrain from doing so many times (a liability issue and total lack of regard for private property)

Fireworks and Pets:

Previous owners of 1123 shot off fireworks all hours of the day and night; had large bonfires despite extreme drought conditions in past years; causing mini-fires on the neighboring property.

Please don't allow pets of any kind if renting out the 1123 property. In this neighborhood 4-legged family members aren't allowed to wander about the neighborhood unsupervised.

Privacy: on all sides of 1123 are "Private family homes"; 1123 owners, guests, tenants, etc. please show respect for neighboring families. Keep the noise down, enjoy 1123 instead of harassing, intimidating, stalking and invading neighbors' and their privacy. Previous owners of 1123 would daily sit on the Party Marina, the Party Deck, in the Party Hot Tub, park their watercraft on lake in front of neighboring properties and stare, gawk, harass, verbally abuse, intimidate and spy on neighbors; it was extremely disrespectful, unsafe and frightening.

Our Traditional Family Neighborhood: as you can see, our neighborhood for the past two years was awful due to the previous two residents and owners of 1123, their guests and their contractors and service providers. We are hoping for better and expect better from the new owners, their guests, tenants, etc. **To have a good neighbor, you need to be one; be one. 1123 New Neighbors: PLEASE Be a good neighbor.** We are done staying quiet and tolerating bad behavior. We will be reporting 'all' issues that are not resolved in an expedient, respectful and courteous manner. The new owners of 1123 are going to need to be exemplary in every way to ensure history is not repeated.

It is truly sad to see the long list above of what our 'Traditional Family Neighborhood' has had to endure these past two years. No one should have to go through what we have. For fear of further retribution many of us stayed silent to stay safe. When we did speak up...little was done to change the situation.

Cheryl Caitland
1208 15th Avenue NE

Though the 1123 property directly affects properties bordering its north, south, west property lines; I am also speaking on behalf of other surrounding neighbors per their request. We want 'good neighbors' going forward.

From: [DOUGLAS MEUWISSEN](#)
To: [James Kramvik](#)
Subject: Interim use permit to operate short term rental at 1123 15th Ave NE
Date: Monday, July 8, 2024 2:42:34 PM

[You don't often get email from dmeuwissen@aol.com. Learn why this is important at <https://aka.ms/LearnAboutSenderIdentification>]

Dear Mr Kramvik.

I recently received a notice of Hearing letter, regarding the above property. I have some misgivings about introducing rental properties to a neighborhood in general. It's been my experience that these properties bring nothing but grief to a neighborhood. It's being marketed as a four bedroom house with eleven occupants. That is one small house for that many guests. I will not be able to attend your meeting due to medical reasons. My vote would be at this time along with my wife's to disapprove this request. I live two houses down at 1210 15Th Ave NE.

Sincerely
Douglas Meuwissen
Col/USAR(ret)
Sent from my iPad



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Consider Conditional Use Permit for a Childcare Center Expansion at 418 8th Ave NE

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Tri-County Community Action (TCC) on behalf of Bethlehem Evangelical Lutheran Church has submitted a request for an amendment to the Conditional Use Permit to operate a Commercial Day Care Facility at 418 8th Ave NE. Brainerd, MN 56401. The amendment is to increase the size of the fenced area per the requirements of MN Department of Health. An additional request is to be allowed the ability for a classroom expansion within the year.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission conducted the public hearing and considered the request at their July 17th meeting and unanimously recommended approval of CUP with staff recommendations.

RECOMMENDED ACTION/MOTION:

Approval of the Conditional Use Permit for 418 8th Ave NE Brainerd with the following conditions.

- 1) Approved inspections and reviews by the Fire Marshal and Building Official prior to operation.
- 2) The expanded 6-foot fence will be the same color as the existing fence.
- 3) Approval of the CUP amendment without any future occupancy limitations to existing classrooms in the building.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: July 17, 2024

RE: Consider Amendment to Conditional Use Permit for a Day Care Facility at 418 8th Ave NE – Fenced Area Size and Additional Classroom

INTRODUCTION

Tri-County Community Action (TCC) on behalf of Bethlehem Evangelical Lutheran Church has submitted a request for an amendment to the Conditional Use Permit to operate a Commercial Day Care Facility at 418 8th Ave NE, Brainerd, MN 56401. The amendment is to increase the size of the fenced area per the requirements of MN Department of Health. An additional request is to be allowed the ability for a classroom expansion within the year.

PUBLIC HEARING. Conditional Use Permit

CONTEXT

Parcel Number: 41191875

Zoning District: Traditional Neighborhood 1 (TN-1) District

Property Area: Approximately 2.62 acres

Adjacent Uses: North: Car Wash & Single-Family Residence
East: Car Dealership
South: Area Education Center
West: Commercial Retail & Dining

Adjacent Zoning: North: Traditional Neighborhood 1 (TN-1) District
North: Traditional Neighborhood 2 (TN-2) District
East: General Commercial (GC) District
South: General Commercial (GC) District
West: General Commercial (GC) District

AERIAL MAP



FINDINGS OF FACT

1. The property at 418 8th Ave NE Brainerd, MN 56401 is in the Traditional Neighborhood 1 (TN-1) zoning district. Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) allows for Commercial Day Care Facilities as a Conditional Use in the TN-1 District.
2. According to [Section 515-3-14 Commercial Day Care Facilities](#), Day care facilities shall be allowed as a principal use, provided that the day care facilities meet all the applicable provisions of this Section:
 - A. Lot Requirements and Setbacks. The proposed site for a day care facility must have a minimum lot area as required by the applicable Base Zoning District in which it is located and as determined by the Minnesota Department of Health and Human Services. The City Council may increase the required lot area in those cases where such an increase is considered necessary to ensure compatibility of activities and maintain the health, safety, and general welfare of the public. The day care facility must meet the minimum setback requirements of the respective Base Zoning District. The City Council may increase setback requirements if considered necessary to ensure compatibility.
 - i. *The TN-1 zoning district has a lot size minimum of 5,000 SQFT. The total area for Bethlehem Evangelical Lutheran Church is approximately 2.62 acres. The*

location of the proposed classrooms and outdoor play area meets the required setbacks of the TN-1 district along Mill Avenue which requires a side yard (corner) setback of 15 feet. The exact setback along Mill Avenue cannot be determined without a certificate of survey.

- B. Sewer and Water. All day care facilities shall have access to municipal sewers and water or have adequate private sewers and water to protect the health and safety of all persons who occupy the facility.
 - i. *The parcel in question at 418 8th Ave NE is connected to City sewer and water.*
 - C. Screening. A day care facility shall provide screening along any shared property boundaries, regardless of adjacent use.
 - i. *Staff interpretation of this requirement is for the screening of outdoor play equipment and uses. The proposed childcare facility will install a 6-foot fence with privacy slats to screen the outdoor play area. The outdoor play area will be located on the south side of the building as indicated on the site plan and will be additionally screened by existing trees.*
 - ii. *The proposed chain-link fence extension will be 6 ft. in height and screeded with the same-colored privacy slats.*
 - D. Parking. There shall be off-street parking located separately from any outdoor play area and must comply with all applicable standards.
 - i. *The Applicant does not propose a play area on the parking lot. Additionally, the TN-1 zoning district does not have a minimum off-street parking requirement for the proposed use. The proposed day care facility will share the parking lot with the church and peak usage for day care parking and church parking will occur at opposite times of the day and week. The current facility has approximately 76 spaces.*
 - E. Loading. Off-street loading spaces must be provided.
 - i. *The existing parcel has multiple spaces for child drop off and pick up. There will be no impact on surrounding streets.*
 - F. Signage. All signing and informational or visual communication devices shall be in compliance with the provisions of Section [515-3-35] of this Ordinance.
 - i. *No signage is currently proposed in the plan documents submitted to the community development department at this time. Future signage requires a permit and will be in compliance with Section 515-3-35.*
 - G. Compliance with State Requirements. The building and operation shall be in full compliance with State of Minnesota, Department of Health and Human Services regulations and be licensed accordingly.
 - i. *The operation of a Day Care Facility regardless of location is dependent on the issuance of a certificate of occupancy, which is not issued unless the business can demonstrate their adherence to all state Department of Health and Human Services standards. Thus, their licensing and compliance will be met before any operations occur at the proposed parcel.*
3. **Criteria for Granting Conditional Use Permits.** In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants

or surrounding lands. Among other things, the City Council shall make the following findings where applicable.

- A. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.
 - i. *In accordance with the City of Brainerd Zoning Code Table of Uses, a day care facility is a permitted conditional use for parcels in the Traditional Neighborhood 1 (TN-1) Zoning District.*
- B. The proposed use meets the regulations and standards established in this Ordinance.
 - i. *The TN-1 Zoning District must meet the coverage and principal building standards as defined in [Zoning Code Section 515-2-8.C](#).*
 - 1. *The applicant does not propose an expansion to the building or parking lot.*
 - 2. *The proposed outdoor play area meets all setback requirements of the TN-1 District. The six-foot chain link fence will not protrude further towards Mill Avenue than the façade of the building as indicated in the site plan.*
- C. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - i. *The proposed Day Care Facility at 418 8th Ave NE will be conducted entirely inside the building except for the outdoor play area which is screened by a 6-foot chain link fence. Neighboring properties will not be affected by the proposed use as the outdoor play area is adjacent to Mill Avenue and Washington Street.*
- D. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - i. *The plans as presented demonstrate no changes to the orientation of the building or landscaping. Staff are recommending that the privacy slats for the chain link fence be earth tone in color.*
- E. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. *The submitted plans include no changes to the existing building's visual impression thus retaining its consistency with the neighborhood.*
- F. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *The attached 76 car parking lot and loading zone will accommodate the traffic presented by this use.*
- G. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the [Comprehensive Plan](#).
 - i. *Land Use - GOAL 3: Support and invest in the incremental enhancements of quality of life. Policy 2: Encourage and attract stores and services for the daily needs of our community.*
 - 1. *The City of Brainerd and the surrounding communities are in need of childcare. There is currently a childcare shortage in the region. The*

proposed day care center capable of hosting 16 children would help offset this burden for parents unable to find a place for their children. Further, this childcare facility would add additional jobs to this community.

- ii. *Economic Development – GOAL 1 : Support infill and redevelopment throughout Brainerd as a strategic component of growth. Policy 1: Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exists.*
 - 1. *This property is an existing fixture in its neighborhood that has access to all city utilities. The proposed childcare facility would allow an additional use to be conducted within the building.*
- iii. *Economic Development - GOAL 2: Support our workforce and help them thrive. Policy 1: Collaborate with local partners and stakeholders to address industry workforce needs, creating a career and education pathway for residents of all ages.*
 - 1. *The shortage of childcare in the region is a concern for businesses and the workforce in the region. This project by TCC helps address a major need in the community.*

4. **Section 515-2.B.7 Conditions.** In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses. Such conditions may include, but are not limited to, the following:

As of this writing, no parties have contacted the Community Development Department for more information on the Conditional Use Permit application for the proposed Commercial Day Care Facility at 418 8th Ave NE.

TCC had the Fire Marshal review the property for compliance with all Fire Code requirements. The Fire Marshal has no issues.

As the Minnesota Department of Human Services regulates the operations of commercial childcare facilities and as TCCAP currently meets all the other requirements set by City Ordinance, staff recommends approval of the CUP amendment without any future occupancy limitations to the existing classrooms in the building related to the CUP.

Note: Exterior improvements, additions, or major interior remodels may require a CUP amendment. Final occupancy is set by the Fire Marshal.

STAFF RECOMMENDATIONS

The Community Development Department recommends approval of the Conditional Use Permit for 418 8th Ave NE Brainerd with the following conditions.

- 1) Approved inspections and reviews by the Fire Marshal and Building Official prior to operation.
- 2) The expanded 6-foot fence shall be the same color as the existing fence.
- 3) Approval of the CUP amendment without any future occupancy limitations to existing classrooms in the building.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

COMMERCIAL

CONDITIONAL USE PERMIT

☐

(\$250.00)

☒

(\$400.00 + \$500.00 escrow deposit)

REZONING

☐

(\$300.00)

☐

(\$500.00)

VARIANCE

☐

(\$250.00)

☐

(\$400.00 + \$500.00 escrow deposit)

ZONING TEXT AMENDMENT

☐

(\$250.00)

☐

(\$400.00)

PROPERTY ADDRESS: _____

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: _____

Street Address: _____ City: _____ State: _____ Zip Code _____

Phone Number: _____ Fax: _____ E-mail: _____

Applicant Name: (If different than Property Owner) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: _____ Fax: _____ E-mail: _____

Description of Request: _____

Property Owner Signature

Date

(Please print name)

Jessie M. Munn

Applicant Signature

Date

(Please print name)

NOTICE OF HEARING

Notice is hereby given that Tri-County Community Action (TCC) on behalf of Bethlehem Evangelical Lutheran Church has submitted a request for a Conditional Use Permit for a Commercial Day Care Facility at 418 8th Ave NE. Brainerd, MN 56401. The request is for the expansion of the outdoor fenced area from 650 square feet to 1,500 square feet and for an additional classroom within the year. The property included in this application is described as:

*THAT PORTION OF THE SW1/4 OF SE1/4 DESC. AS
FOL: BEG. AT A POINT ON THE N. LINE OF SAID
SW1/4 OF SE1/4, 224 FT E. OF THE NW CORNER
THEREOF, THEN E. 300 FT ALONG SAID N. LINE,
THEN S. PARALLEL WITH THE W. LINE OF SAID
SW1/4 OF SE1/4 TO THE N'LY LINE OF STATE HWY
#210, THEN SW ALONG THE N'LY LINE OF STATE
HWY #210 TO A POINT DIRECTLY S. OF THE POINT
OF BEG, THEN N. PARALLEL WITH
THE W. LINE OF SAID SW1/4 OF SE1/4 TO THE
PLACE OF BEG. EX. HWY. SUBJECT TO HWY
EASEMENT OF RECORD. EXCEPT PART TO STATE OF
MINN. SHOWN AS PARCEL 312 ON MINN. DEPARTMENT
OF TRANSPORTATION ROW PLAT #
18-22 ON FILE IN THE CO. RECORDERS OFFICE.*

*Parcel #: 41191875
Section 19, Township 45, Range 30*

The property is zoned Traditional Neighborhood One (TN-1) District, and Zoning Ordinance Section 513-3 Appendix A Table of Uses allows Commercial Day Care Facilities as a conditional use in the TN-1 District. A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, July 17, 2024, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2307.

Dated this 26th day of June, 2024



James L. Kramvik
Community Development Director

Publication Date: June 29th, 2024





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

Black = Existing Fence
Gold New Fence

Date: 6/6/2024 Time: 7:54 AM



City Council Agenda Request

MEETING DATE: August 5, 2024

TITLE OF ITEM: Consider Ordinance Prohibiting Outdoor Storage for Crypto Mining, Data Centers, AI Centers, and Similar Uses

AGENDA: Main

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Kelly Bevans, Councilmember,
James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: Kelly Bevans, Councilmember

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:

VCV Digital Infrastructure Minnesota, LLC applied for an Interim Use Permit for outdoor storage as a principal use to operate a crypto mining facility at 1918 Thiesse

Dr. The proposed site plan included 26 containers that house data machines with attached cooling towers. The proposed containers were 40 feet in length and utilized immersion cooling technology.

The City Council considered this Interim Use Permit at their July 1st meeting and unanimously recommended denial of the IUP based on the sound levels at the residential properties and the inconsistencies with the Brainerd Comprehensive Plan.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Due to the sound level concerns, Chair Bevans would like the City Council to consider an ordinance that would prohibit outdoor storage for crypto mining facilities, data centers, AI centers, and similar uses. The City Council should also discuss any other issues with this use.

Crypto mining facilities, data centers, AI centers, and similar uses would still be allowed in buildings provided they meet all local, state, and federal requirements.

RECOMMENDED ACTION/MOTION:

Direct staff to draft an ordinance for the Planning Commission consider and conduct a public hearing at their August 21st meeting for an ordinance that would prohibit outdoor storage for crypto mining facilities, data centers, AI centers, and similar uses.

FINANCIAL IMPACT: N/A