



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Tuesday, September 3, 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: 2480 337 2099

Personnel and Finance Committee was held 8/28 at 11:00 am

Safety and Public Works Committee at 6:45 PM - Meeting Access Code: 2491 806 1503

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

1. **Call To Order**

2. **Roll Call**

___M. O'Day ___K. Stunek ___K. Terry___T. Stenglein ___G. Johnson ___J. Czczok___K.
Bevans ___Mayor Badeaux

3. **Pledge of Allegiance**

4. **Approval Of Agenda - Voice Vote**

5. **Consent Calendar**

NOTICE TO PUBLIC - all matters listed are considered routine by the Council and will all be enacted by one (1) motion. There will be no separate discussion of these items unless good cause is shown prior to the time the Council votes on the motion to be ADOPTED BY ROLL CALL

A. **Approval of Bills**

B. **Approval of Minutes**

C. **Department Activity Reports**

D. **Approve Tobacco License Application Submitted by Dollar General, 402 Washington Street-
Contingent upon approvals**

E. **Approve Temporary Liquor License Submitted by Jack Pine Brewery for an Event to be held
at Lyman P. White Park on September 18th, 2024 - Contingent upon approvals**

F. **Approve MN Lawful Gambling Permit Submitted by the Brainerd Fire Relief Association for
an Event to be held at 23 Laurel Street on December 2nd, 2024**

G. **Approve Event/Street Closure Application - FLC Rally Day**

- H. **Approve Event Application - Armed Forces Tribute**
- I. **Approve Event/Street Closure Application- BHS Homecoming Parade**
- J. **Approve Reclassification of Jason Gage to Wastewater Operator Effective September 1, 2024, at Step 2 (\$31.37 Per Hour).**
- 6. **Council Committee Reports**
 - A. **Personnel & Finance Committee**
 - 1. Ratify the Hiring of Lineworkers John Simmonds and Travis Donnelly
 - 2. Accept the Resignation of Community Service Officers Unger and Heinlen
 - 3. Reconsider MN State Delegation Agreement
 - 4. Adopt a Resolution Setting the July 1, 2024, Wages for City Administrator, Department Heads and Applicable Municipal Utility Division Managers and Non-Union Supervisory Positions.
 - 5. Discussion of Library 2025 Levy Request
 - 6. Discussion of EDA Commission 2025 Levy Request
 - 7. Discussion of Airport Commission 2025 Levy Request
 - B. **Safety & Public Works Committee**
 - 1. Approve Event Application - Concert in the Park
 - 2. Approve Street Light Request - Intersection of Woodland Hills Lane and Crestview Lane
 - 3. Adopt Resolution - No Parking on Gillis Avenue
 - 4. Approve Buffalo Hills Gully Memorandum Of Understanding Amendment
 - 5. Discuss Street Sweeping Information
 - 6. Discuss Right-of-Way Vacations
 - 7. Discuss Rosewood Alley Sewer Replacement Cost
 - 8. Discuss H Street Detour Route during the TH 210 Project
 - 9. Direction Requested regarding TH 210/Lum Park Pedestrian Bridge Project
 - 10. Direction on Active Code Enforcement Cases
- 7. **Unfinished Business**

A. **Call for Applicants**

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)
Transportation Advisory Committee- 2 terms (Expire 2026)
Mayor Recommended: (terms to expire on 9/7 of said year)
Economic Development Authority- 1 term (Expire 2026)
Council President Recommended: (terms expire on 12/31 of said year)
Parking Commission-- 1 term (Expire 2026) 1 term (Expire 2028)

B. **Discussion on the Tree Committee**

C. **Update on Airport Ownership, Structure, and Levy**

8. **New Business**

A. **Consider Conditional Use Permit Amendment at 703 Oak Street to Construct an Outdoor Playground at the Current Childcare Facility**

B. **First Reading - Proposed Ordinance 1572 - Prohibiting Outdoor Storage for Crypto Mining and Similar Uses**

C. **First Reading - Proposed Ordinance 1573 - Regulating Garage Requirements for Residential Housing Units**

D. **Adopt Resolution - Imp 23-16 - South Brainerd Resurfacing Project - Order Feasibility Report**

9. **Public Forum**

Time allocated for citizens to bring matters not on the agenda to the attention of the Council -
Time limits may be imposed

10. **Staff Reports**

(Verbal: Any Updates since Packet)

11. **Mayor's Report**

12. **Council Member Reports**

13. **Adjourn**

A. **Adjourn To Closed Session Per MN Statute 13D.05 Subd 3(C) 2 To Discuss Temporary and Permanent Easement Appraisals**

B. **Adjourn to Closed Session Pursuant to MN Statute 13D.05 subd. 3(c) 1 & 3 to Discuss Parcels 40160519 and 41361081**

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

D. Adjourn to Closed Session Pursuant to MN Statutes 13D.05, Subd. 3(A), to Conduct City Administrator Broyles's 6-Month Performance Review

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	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 3572 - AAA EQUIPMENT CENTER:							
116802							
84246	AAA EQUIPMENT CENTER	08/19/2024	09/04/2024	521.72	521.72	Open	N
	BUSHINGS FOR DECK & MOW BLADES	pziemer					09/04/2024
230-5200-42221	R&M- MILLS FIELD			521.72			
	Total for vendor 3572 - AAA EQUIPMENT CENTER:			521.72	521.72		
Vendor 0011 - ACE HARDWARE:							
326463/1							
84201	ACE HARDWARE	08/16/2024	09/04/2024	4.95	4.95	Open	N
	KWP - FASTENERS	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			4.95			
326484/1							
84202	ACE HARDWARE	08/16/2024	08/04/2024	13.47	13.47	Open	N
	JCP - WASP SPRAY	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			13.47			
326497/1							
84208	ACE HARDWARE	08/19/2024	09/04/2024	54.85	54.85	Open	N
	SIGN HARDWARE	pziemer					09/04/2024
235-3170-42210	OPERATING SUPPLIES			54.85			
326558/1							
84221	ACE HARDWARE	08/21/2024	09/04/2024	59.93	59.93	Open	N
	LPW - FASTENERS, SWAGER TOOL	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			59.93			
326454/1							
84222	ACE HARDWARE	08/15/2024	09/04/2024	6.29	6.29	Open	N
	WALL/BATH HOOK	pziemer					09/04/2024
225-2120-42210	OPERATING SUPPLIES			6.29			
326579/1							
84232	ACE HARDWARE	08/21/2024	09/04/2024	(35.99)	(35.99)	Open	N
	LPW - RETURN SWAGER TOOL	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			(35.99)			
326596/1							
84254	ACE HARDWARE	08/22/2024	09/04/2024	17.99	17.99	Open	N
	CRACK SEALING PROPANE EXCHANGE	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			17.99			
326597/1							
84255	ACE HARDWARE	08/22/2024	09/04/2024	3.99	3.99	Open	N
	LEAF BLOWER SPARK PLUG	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			3.99			
326603/1							
84259	ACE HARDWARE	08/22/2024	09/04/2024	33.28	33.28	Open	N
	SAW BLADES	pziemer					09/04/2024

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 09/03/2024 - 09/03/2024

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	GRANT						
230-5200-42220	REPAIR & MAINT			33.28			
326637/1							
84306	ACE HARDWARE	08/23/2024	09/04/2024	17.99	17.99	Open	N
	CRACK SEALING PROPANE EXCHANGE	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			17.99			
326686/1							
84311	ACE HARDWARE	08/26/2024	09/04/2024	3.98	3.98	Open	N
	FASTENERS	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			3.98			
	Total for vendor 0011 - ACE HARDWARE:			180.73	180.73		

Vendor 2902 - ADVANCE AUTO PARTS:

6574423387212							
84218	ADVANCE AUTO PARTS	08/20/2024	09/04/2024	(10.00)	(10.00)	Open	N
	TRACTOR 110 BATTERY CORE CREDIT	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			(10.00)			
6574423387211							
84219	ADVANCE AUTO PARTS	08/20/2024	09/04/2024	104.30	104.30	Open	N
	TRACTOR 110 BATTERY	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			104.30			
	Total for vendor 2902 - ADVANCE AUTO PARTS:			94.30	94.30		

Vendor 4315 - AEGERTER, MARY:

8/13 PRIMARY 1							
84377	AEGERTER, MARY	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2							
84378	AEGERTER, MARY	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR PRIMARY ELECTION D	pziemer					09/04/2024
101-1410-41104	TEMPORARY			144.00			
	Total for vendor 4315 - AEGERTER, MARY:			180.00	180.00		

Vendor 0041 - ANDERSON BROTHERS CONSTRU:

#23-08 PAY REQ 1							
84310	ANDERSON BROTHERS CONSTRU	08/09/2024	09/04/2024	113,237.93	113,237.93	Open	N
	23:15 & 23:27 EVERGREEN/BLUFF RESURF	pziemer					09/04/2024
401-9030-45530-23:15	CAPITAL-PYMTS TO CONTRACTS			18,236.44			
401-9030-45530-23:27	CAPITAL-PYMTS TO CONTRACTS			95,001.49			
	Total for vendor 0041 - ANDERSON BROTHERS CONSTRU:			113,237.93	113,237.93		

Vendor 3343 - ARROW MANAGEMENT:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
33452							
84313	ARROW MANAGEMENT	08/27/2024	09/04/2024	475.00	475.00	Open	N
	ABATEMENTS X5: 621 8TH, 1812 OAK, 231pziemer						09/04/2024
	101-2400-43405			75.00			
	101-2400-43405			75.00			
	101-2400-43405			75.00			
	101-2400-43405			75.00			
	101-2400-43405			175.00			
	Total for vendor 3343 - ARROW MANAGEMENT:			475.00	475.00		

Vendor 4310 - AUTOSMITH SERVICE GROUP:

1556							
84236	AUTOSMITH SERVICE GROUP	08/20/2024	09/04/2024	574.33	574.33	Open	N
	SQD 428 AIR CONDITIONER REPAIR pziemer						09/04/2024
	225-2120-42221			574.33			
1551							
84237	AUTOSMITH SERVICE GROUP	08/15/2024	09/04/2024	883.53	883.53	Open	N
	SQD 430 COOLANT PUMP pziemer						09/04/2024
	225-2120-42221			883.53			
1565							
84260	AUTOSMITH SERVICE GROUP	08/21/2024	09/04/2024	1,254.32	1,254.32	Open	N
	SQD 411 TIRES pziemer						09/04/2024
	225-2120-42221			1,254.32			
	Total for vendor 4310 - AUTOSMITH SERVICE GROUP:			2,712.18	2,712.18		

Vendor 2838 - AXON ENTERPRISE, INC.:

INUS271839							
84223	AXON ENTERPRISE, INC.	08/12/2024	09/04/2024	351.50	351.50	Open	N
	TASER HOLSTERS AND BATTERY PACKS pziemer						09/04/2024
	225-2120-42210			174.40			
	225-2120-41113			177.10			
	Total for vendor 2838 - AXON ENTERPRISE, INC.:			351.50	351.50		

Vendor 3443 - BAILEY, CHERYL:

8/13 PRIMARY 1							
84381	BAILEY, CHERYL	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING pziemer						09/04/2024
	101-1410-41104			36.00			
8/13 PRIMARY 2							
84382	BAILEY, CHERYL	08/13/2024	09/04/2024	18.00	18.00	Open	N
	2024 PRIMARY 1 HR HCF TRAINING pziemer						09/04/2024
	101-1410-41104			18.00			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
8/13 PRIMARY 3							
84383	BAILEY, CHERYL	08/13/2024	09/04/2024	108.00	108.00	Open	N
	2024 PRIMARY 6 HR HCF ELECTION	pziemer					09/04/2024
101-1410-41104	TEMPORARY			108.00			
8/13 PRIMARY 4							
84384	BAILEY, CHERYL	08/13/2024	09/04/2024	126.00	126.00	Open	N
	2024 PRIMARY 7 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			126.00			
Total for vendor 3443 - BAILEY, CHERYL:				288.00	288.00		

Vendor 3442 - BAILEY, WAYNE (BILL):

8/13 PRIMARY 1							
84379	BAILEY, WAYNE (BILL)	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2							
84380	BAILEY, WAYNE (BILL)	08/13/2024	09/04/2024	126.00	126.00	Open	N
	2024 PRIMARY 7 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			126.00			
Total for vendor 3442 - BAILEY, WAYNE (BILL):				162.00	162.00		

Vendor 4316 - BIPES, JEFFREY:

8/13 PRIMARY 1							
84385	BIPES, JEFFREY	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84386	BIPES, JEFFREY	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR PRIMARY ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			144.00			
Total for vendor 4316 - BIPES, JEFFREY:				189.00	189.00		

Vendor 3120 - BOLTON & MENK:

0342556							
84206	BOLTON & MENK	08/01/2024	09/04/2024	154.00	154.00	Open	N
	23:12 4TH ST SW STORMWATER OUTFALL	pziemer					09/04/2024
401-9030-43300-23:12	PROFESSIONAL SERVICES			154.00			
Total for vendor 3120 - BOLTON & MENK:				154.00	154.00		

Vendor 1669 - BORDEN, PATRICK:

8/13 PRIMARY 1							
84387	BORDEN, PATRICK	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024

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BOTH OPEN AND PAID

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-1410-41104	TEMPORARY			45.00			
	Total for vendor 1669 - BORDEN, PATRICK:			45.00	45.00		
Vendor 0078 - BRAINERD LAKES AREA DEV C:							
AUGUST 2024							
84225	BRAINERD LAKES AREA DEV C	08/21/2024	09/04/2024	3,000.00	3,000.00	Open	N
	AUG 24 ECONOMIC DEVELOPMENT CONSULTING	pziemer					09/04/2024
295-6510-43300	PROFESSIONAL SERVICES			3,000.00			
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:			3,000.00	3,000.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
JULY 24/LIBRARY							
84238	BRAINERD PUBLIC UTILITIES	08/01/2024	09/04/2024	1,845.83	1,845.83	Open	N
	6/24/24-7/24/24 LIBRARY UTILITIES	pziemer					09/04/2024
211-5500-43381	BPU UTILITIES			1,845.83			
JULY 24/FIRE							
84239	BRAINERD PUBLIC UTILITIES	08/01/2024	09/04/2024	1,782.29	1,782.29	Open	N
	6/24/24-7/24/24 FIRE DEPT UTILITIES	pziemer					09/04/2024
225-2220-43381	BPU UTILITIES			1,782.29			
JULY 24/POLICE							
84240	BRAINERD PUBLIC UTILITIES	08/01/2024	09/04/2024	3,496.32	3,496.32	Open	N
	6/24/24-7/24/24 POLICE DEPT UTILITIES	pziemer					09/04/2024
225-2120-43381	BPU UTILITIES			3,496.32			
JULY 24/PARKS							
84241	BRAINERD PUBLIC UTILITIES	08/01/2024	09/04/2024	14,578.25	14,578.25	Open	N
	6/24/24-7/24/24 PARKS DEPT UTILITIES	pziemer					09/04/2024
230-5200-43381	BPU UTILITIES			13,717.26			
230-5280-43380	UTILITIES			860.99			
JULY 24/STREETS							
84242	BRAINERD PUBLIC UTILITIES	08/01/2024	09/04/2024	23,784.87	23,784.87	Open	N
	6/24/24-7/24/24 STREET DEPT UTILITIES	pziemer					09/04/2024
235-3100-43381	BPU UTILITIES			23,139.52			
230-5200-43381	BPU UTILITIES			645.35			
JULY 24/CITY							
84258	BRAINERD PUBLIC UTILITIES	08/01/2024	09/04/2024	2,833.28	2,833.28	Open	N
	6/24/24-7/24/24 CITY UTILITIES	pziemer					09/04/2024
101-1940-43381	BPU UTILITIES			2,607.95			
101-9200-43381	BPU UTILITIES			136.51			
236-3180-43381	BPU UTILITIES			37.50			
401-1003-43380	UTILITIES			51.32			
AUG 24 COBRA							
84305	BRAINERD PUBLIC UTILITIES	08/23/2024	09/04/2024	75.55	75.55	Open	N
	REMIT AUG 24 COBRA	pziemer					09/04/2024
101-0000-20850	DUE TO COMPONENT UNIT			75.55			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			48,396.39	48,396.39		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 4317 - BREKKEN, ROBERT:							
8/13 PRIMARY 1 84388	BREKKEN, ROBERT	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2 84389	BREKKEN, ROBERT	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR PRIMARY ELECTION D	pziemer					09/04/2024
101-1410-41104	TEMPORARY			144.00			
Total for vendor 4317 - BREKKEN, ROBERT:				180.00	180.00		
Vendor 0102 - CANON FINANCIAL SERVICE:							
34590159 84309	CANON FINANCIAL SERVICE	08/23/2024	09/04/2024	80.69	80.69	Open	N
	9/1/24-9/30/24 FD COPIER CONTRACT	pziemer					09/04/2024
225-2220-43331	LEASED PAYMENTS			80.69			
Total for vendor 0102 - CANON FINANCIAL SERVICE:				80.69	80.69		
Vendor 3289 - CAUGHEY, ROSEANNE:							
8/13 PRIMARY 1 84390	CAUGHEY, ROSEANNE	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2 84391	CAUGHEY, ROSEANNE	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR PRIMARY ELECTION	pziemer					09/04/2024
101-1410-41104	TEMPORARY			135.00			
Total for vendor 3289 - CAUGHEY, ROSEANNE:				171.00	171.00		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
208 84308	CENTRAL LAKES FERTILIZING	08/24/2024	09/04/2024	400.00	400.00	Open	N
	LPW - MOSQUITO SPRAY, MOVIE IN THE P	pziemer					09/04/2024
230-5211-42210	OPERATING SUPPLIES			400.00			
Total for vendor 4301 - CENTRAL LAKES FERTILIZING:				400.00	400.00		
Vendor 1343 - CHARTER COMMUNICATIONS:							
0280094081224 84215	CHARTER COMMUNICATIONS	08/12/2024	09/04/2024	124.98	124.98	Open	N
	REDUNDANT INTERNET 8/12/24-9/11/24	pziemer					09/04/2024
101-1800-43321	TELEPHONE			124.98			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
175587701082124							
84362	CHARTER COMMUNICATIONS	08/21/2024	09/04/2024	46.85	46.85	Open	N
	BUSINESS TV	pziemer					09/04/2024
225-2120-43380	UTILITIES			46.85			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:			171.83	171.83		

Vendor 0119 - CLAREY'S SAFETY EQUIPMENT:

212971							
84533	CLAREY'S SAFETY EQUIPMENT	08/26/2024	09/04/2024	1,486.81	1,486.81	Open	N
	AIR COMPRESSOR SERVICE/INSPECTION	pziemer					09/04/2024
225-2220-43300	PROFESSIONAL SERVICES			1,486.81			
	Total for vendor 0119 - CLAREY'S SAFETY EQUIPMENT:			1,486.81	1,486.81		

Vendor 4318 - CLARINE, KAREN:

8/13 PRIMARY 1							
84392	CLARINE, KAREN	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84393	CLARINE, KAREN	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR PRIMARY ELECTION D	pziemer					09/04/2024
101-1410-41104	TEMPORARY			144.00			
	Total for vendor 4318 - CLARINE, KAREN:			189.00	189.00		

Vendor 0900 - CUB FOODS - BRAINERD:

TRX: 102328 - PD							
84363	CUB FOODS - BRAINERD	08/26/2024	09/04/2024	13.47	13.47	Open	N
	AIR FRESHENER	pziemer					09/04/2024
225-2120-42220	REPAIR & MAINT			13.47			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			13.47	13.47		

Vendor 0133 - CWC RECORDER:

24-7185							
84211	CWC RECORDER	08/12/2024	09/04/2024	138.00	138.00	Open	N
	QTY 3 CUP: 2410 OAK, 1123 15TH, 418 {	pziemer					09/04/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			138.00			
	Total for vendor 0133 - CWC RECORDER:			138.00	138.00		

Vendor 3438 - DAHLHEIMER BEVERAGE:

2261446							
84212	DAHLHEIMER BEVERAGE	08/16/2024	09/04/2024	37.90	37.90	Open	N
	JANITORIAL TP	pziemer					09/04/2024
211-5500-42220	REPAIR & MAINT			37.90			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
2267192							
84256	DAHLHEIMER BEVERAGE	08/23/2024	09/04/2024	103.50	103.50	Open	N
	VAC TRUCK SANITIZER	pziemer					09/04/2024
237-3190-42210	OPERATING SUPPLIES			103.50			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			141.40	141.40		

Vendor 1381 - DECHANTAL EXCAVATING LLC:

22:08 PAY REQ 5							
84369	DECHANTAL EXCAVATING LLC	08/28/2024	09/04/2024	315,861.33	315,861.33	Open	N
	22:08 SOUTH BRD RECONSTRUCTION PAY REQ	pziemer					09/04/2024
401-9030-45530-22:08	CAPITAL-PYMTS TO CONTRACTS			315,861.33			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			315,861.33	315,861.33		

Vendor 1573 - DELL MARKETING LP:

10767149481							
84220	DELL MARKETING LP	08/20/2024	09/04/2024	83.24	83.24	Open	N
	DELL SOUNDBAR QTY 2	pziemer					09/04/2024
101-1800-42210	OPERATING SUPPLIES			83.24			
8/26/24							
84376	DELL MARKETING LP	08/26/2024	09/04/2024	14,836.84	14,836.84	Open	N
	POWEREDGE R760 SERVER	pziemer					09/04/2024
400-9050-45530	CAPITAL - OTHER			14,836.84			
	Total for vendor 1573 - DELL MARKETING LP:			14,920.08	14,920.08		

Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:

AUGUST 2024							
84226	DESTINATION DOWNTOWN BRAINERD COALI	08/21/2024	09/04/2024	833.34	833.34	Open	N
	AUG 24 ECONOMIC DEVELOPMENT CONSULTING	pziemer					09/04/2024
295-6510-43300	PROFESSIONAL SERVICES			833.34			
	Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI:			833.34	833.34		

Vendor 3353 - DTM FLEET SERVICE:

1930							
84224	DTM FLEET SERVICE	08/01/2024	09/04/2024	7,134.95	7,134.95	Open	N
	SQD 412 NEW BUILD	pziemer					09/04/2024
400-9050-45530	CAPITAL - OTHER			7,134.95			
2118							
84364	DTM FLEET SERVICE	08/27/2024	09/04/2024	4,601.53	4,601.53	Open	N
	SQUAD 445 NEW BUILD	pziemer					09/04/2024
400-9050-45530	CAPITAL - OTHER			4,601.53			
	Total for vendor 3353 - DTM FLEET SERVICE:			11,736.48	11,736.48		

Vendor 4111 - DUVAL, MICHAEL:

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
8/13 PRIMARY 1							
84394	DUVAL, MICHAEL	08/13/2024	09/04/2024	66.00	66.00	Open	N
	2024 PRIMARY 3 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			66.00			
	Total for vendor 4111 - DUVAL, MICHAEL:			66.00	66.00		
Vendor 2809 - DWYER, EILEEN:							
8/13 PRIMARY 1							
84399	DWYER, EILEEN	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84400	DWYER, EILEEN	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR PRIMARY ELECTION	pziemer					09/04/2024
101-1410-41104	TEMPORARY			135.00			
	Total for vendor 2809 - DWYER, EILEEN:			180.00	180.00		
Vendor 2810 - DWYER, JIM:							
8/13 PRIMARY 1							
84397	DWYER, JIM	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84398	DWYER, JIM	08/13/2024	09/04/2024	279.00	279.00	Open	N
	2024 PRIMARY 15.5 HR PRIMARY ELECTI	pziemer					09/04/2024
101-1410-41104	TEMPORARY			279.00			
	Total for vendor 2810 - DWYER, JIM:			324.00	324.00		
Vendor 0996 - DWYER, MARY:							
8/13 PRIMARY 1							
84395	DWYER, MARY	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84396	DWYER, MARY	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR PRIMARY ELECTION	pziemer					09/04/2024
101-1410-41104	TEMPORARY			135.00			
	Total for vendor 0996 - DWYER, MARY:			180.00	180.00		
Vendor 1286 - EAST SIDE OIL COMPANY:							
R113008							
84257	EAST SIDE OIL COMPANY	08/21/2024	09/04/2024	50.00	50.00	Open	N
	SFIL/FILTERS	pziemer					09/04/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
227-3230-43428	USED OIL RECYCLING EXPENSE			50.00			
	Total for vendor 1286 - EAST SIDE OIL COMPANY:			50.00	50.00		
Vendor 3680 - ELDER, TINA:							
8/13 PRIMARY 1							
84401	ELDER, TINA	08/13/2024	09/04/2024	66.00	66.00	Open	N
	2024 PRIMARY 3 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			66.00			
8/13 PRIMARY 2							
84402	ELDER, TINA	08/13/2024	09/04/2024	341.00	341.00	Open	N
	2024 PRIMARY 15.50 HR PRIMARY ELECTIC	pziemer					09/04/2024
101-1410-41104	TEMPORARY			341.00			
	Total for vendor 3680 - ELDER, TINA:			407.00	407.00		
Vendor 3320 - ESSENTIA HEALTH:							
890000484/AUG 1 24							
84375	ESSENTIA HEALTH	08/01/2024	09/04/2024	132.00	132.00	Open	N
	1 NON-DOT PRE-EMPLY TESTING	pziemer					09/04/2024
238-3160-43430	MISCELLANEOUS			132.00			
	Total for vendor 3320 - ESSENTIA HEALTH:			132.00	132.00		
Vendor 0170 - FASTENAL COMPANY:							
MNBAX269451							
84209	FASTENAL COMPANY	08/16/2024	09/04/2024	56.42	56.42	Open	N
	STREET SIGN HARDWARE	pziemer					09/04/2024
235-3170-42210	OPERATING SUPPLIES			56.42			
MNBAX269255							
84216	FASTENAL COMPANY	08/07/2024	09/04/2024	49.20	49.20	Open	N
	WEDGE ANCHOR X50	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			49.20			
	Total for vendor 0170 - FASTENAL COMPANY:			105.62	105.62		
Vendor 3402 - FLEETPRIDE:							
119433784							
84294	FLEETPRIDE	08/27/2024	09/04/2024	44.22	44.22	Open	N
	TRUCK 106 OIL PAN DRAIN VALVE	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			44.22			
119394658							
84312	FLEETPRIDE	08/26/2024	09/04/2024	259.99	259.99	Open	N
	TRUCK 108 ALTERNATOR	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			259.99			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
119515560							
84537	FLEETPRIDE	08/29/2024	09/04/2024	44.67	44.67	Open	N
	SWEEPER 111 HOOD LATCH	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			44.67			
119513026							
84538	FLEETPRIDE	08/29/2024	09/04/2024	30.96	30.96	Open	N
	TRUCK 106 DRAIN PLUG ADAPTOR	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			30.96			
Total for vendor 3402 - FLEETPRIDE:				379.84	379.84		
Vendor 3534 - FOUST, SANDRA:							
8/13 PRIMARY 1							
84403	FOUST, SANDRA	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84404	FOUST, SANDRA	08/13/2024	09/04/2024	18.00	18.00	Open	N
	2024 PRIMARY 1 HR HCF TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			18.00			
Total for vendor 3534 - FOUST, SANDRA:				63.00	63.00		
Vendor 4277 - GAGE, TONI:							
8/13 PRIMARY 4							
84527	GAGE, TONI	08/13/2024	09/04/2024	99.00	99.00	Open	N
	2024 PRIMARY 4.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			99.00			
Total for vendor 4277 - GAGE, TONI:				99.00	99.00		
Vendor 0186 - GALLS LLC:							
028717900							
84372	GALLS LLC	08/07/2024	09/04/2024	174.15	174.15	Open	N
	708 UNIFORM SHIRTS X2	pziemer					09/04/2024
225-2120-41113	UNIFORM ALLOWANCE			174.15			
Total for vendor 0186 - GALLS LLC:				174.15	174.15		
Vendor 0193 - GOODIN COMPANY:							
6665037-00							
84207	GOODIN COMPANY	08/07/2024	09/04/2024	43.97	43.97	Open	N
	MMP IRRIGATION REPAIR	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			43.97			
Total for vendor 0193 - GOODIN COMPANY:				43.97	43.97		
Vendor 4319 - GORRON, BOBBIE:							

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	GL Distribution GRANT						
8/13 PRIMARY 1							
84405	GORRON, BOBBIE	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84406	GORRON, BOBBIE	08/13/2024	09/04/2024	162.00	162.00	Open	N
	2024 PRIMARY 9 HR PRIMARY ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			162.00			
Total for vendor 4319 - GORRON, BOBBIE:				207.00	207.00		

Vendor 4320 - GRAY, CATHERINE:

8/13 PRIMARY 1							
84407	GRAY, CATHERINE	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84408	GRAY, CATHERINE	08/13/2024	09/04/2024	126.00	126.00	Open	N
	2024 PRIMARY 7 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			126.00			
Total for vendor 4320 - GRAY, CATHERINE:				171.00	171.00		

Vendor 4321 - HANSCH, MICHELLE:

8/13 PRIMARY 1							
84409	HANSCH, MICHELLE	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2							
84410	HANSCH, MICHELLE	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR PRIMARY ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			144.00			
Total for vendor 4321 - HANSCH, MICHELLE:				180.00	180.00		

Vendor 3181 - HARBO MULCH INC:

24231							
84200	HARBO MULCH INC	08/15/2024	09/04/2024	277.50	277.50	Open	N
	DOWNTOWN MULCH X10YD RED	pziemer					09/04/2024
401-1003-43430	MISCELLANEOUS			277.50			
Total for vendor 3181 - HARBO MULCH INC:				277.50	277.50		

Vendor 4160 - HAUGLIE, JUDY:

8/13 PRIMARY 1							
84411	HAUGLIE, JUDY	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84412	HAUGLIE, JUDY	08/13/2024	09/04/2024	18.00	18.00	Open	N
	2024 PRIMARY 1 HR HCF TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			18.00			
8/13 PRIMARY 3							
84413	HAUGLIE, JUDY	08/13/2024	09/04/2024	108.00	108.00	Open	N
	2024 PRIMARY 6 HR HCF ELECTION	pziemer					09/04/2024
101-1410-41104	TEMPORARY			108.00			
8/13 PRIMARY 4							
84414	HAUGLIE, JUDY	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			144.00			
	Total for vendor 4160 - HAUGLIE, JUDY:			315.00	315.00		

Vendor 4114 - HEADLEY, STACY:

8/13 PRIMARY 1							
84415	HEADLEY, STACY	08/13/2024	09/04/2024	66.00	66.00	Open	N
	2024 PRIMARY 3 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			66.00			
8/13 PRIMARY 2							
84416	HEADLEY, STACY	08/13/2024	09/04/2024	22.00	22.00	Open	N
	2024 PRIMARY 1 HR SUPPLY PICKUP	pziemer					09/04/2024
101-1410-41104	TEMPORARY			22.00			
8/13 PRIMARY 3							
84417	HEADLEY, STACY	08/13/2024	09/04/2024	363.00	363.00	Open	N
	2024 PRIMARY 16.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			363.00			
	Total for vendor 4114 - HEADLEY, STACY:			451.00	451.00		

Vendor 4113 - HERMANSON, LORI:

8/13 PRIMARY 1							
84418	HERMANSON, LORI	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84419	HERMANSON, LORI	08/13/2024	09/04/2024	27.00	27.00	Open	N
	2024 PRIMARY 1.5 HR PUBLIC TESTING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			27.00			
8/13 PRIMARY 3							
84420	HERMANSON, LORI	08/13/2024	09/04/2024	279.00	279.00	Open	N
	2024 PRIMARY 15.50 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			279.00			
	Total for vendor 4113 - HERMANSON, LORI:			351.00	351.00		

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Vendor 4322 - HERMERDING, KATHLEEN:							
8/13 PRIMARY 1 84421	HERMERDING, KATHLEEN	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2 84422	HERMERDING, KATHLEEN	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			135.00			
	Total for vendor 4322 - HERMERDING, KATHLEEN:			171.00	171.00		
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09338072 84295	HIRSHFIELD'S DECORATING	08/26/2024	09/04/2024	137.99	137.99	Open	N
	YELLOW TRAFFIC PAINT	pziemer					09/04/2024
235-3170-42210	OPERATING SUPPLIES			137.99			
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:			137.99	137.99		
Vendor 0203 - HOLDEN ELECTRIC:							
77042 84302	HOLDEN ELECTRIC	08/16/2024	09/04/2024	160.75	160.75	Open	N
	GGP - REPLACE GFI RECEPTACLES IN PAVL	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			160.75			
	Total for vendor 0203 - HOLDEN ELECTRIC:			160.75	160.75		
Vendor 4276 - HUDSON, NORMA:							
8/13 PRIMARY 1 84423	HUDSON, NORMA	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2 84424	HUDSON, NORMA	08/13/2024	09/04/2024	153.00	153.00	Open	N
	2024 PRIMARY 8.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			153.00			
	Total for vendor 4276 - HUDSON, NORMA:			198.00	198.00		
Vendor 4323 - HUMMEL, JEAN:							
8/13 PRIMARY 1 84425	HUMMEL, JEAN	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
8/13 PRIMARY 2							
84426	HUMMEL, JEAN	08/13/2024	09/04/2024	279.00	279.00	Open	N
	2024 PRIMARY 15.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			279.00			
	Total for vendor 4323 - HUMMEL, JEAN:			315.00	315.00		

Vendor 4115 - HUMPHREY, LEE:

8/13 PRIMARY 1							
84427	HUMPHREY, LEE	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84428	HUMPHREY, LEE	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			135.00			
	Total for vendor 4115 - HUMPHREY, LEE:			180.00	180.00		

Vendor 3220 - IMPERIAL DADE:

4272675/CH							
84249	IMPERIAL DADE	08/20/2024	09/04/2024	288.25	288.25	Open	N
	CITY HALL JANITORIAL SUPPLIES	pziemer					09/04/2024
101-1940-42220	REPAIR & MAINT			288.25			
4272675/FD							
84250	IMPERIAL DADE	08/20/2024	09/04/2024	102.50	102.50	Open	N
	FIRE DEPT JANITORIAL SUPPLIES	pziemer					09/04/2024
225-2220-42220	REPAIR & MAINT			102.50			
4272675/PARKS							
84251	IMPERIAL DADE	08/20/2024	09/04/2024	51.12	51.12	Open	N
	PARKS JANITORIAL SUPPLIES	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			51.12			
4272675/PD							
84252	IMPERIAL DADE	08/20/2024	09/04/2024	292.53	292.53	Open	N
	POLICE DEPT JANITORIAL SUPPLIES	pziemer					09/04/2024
225-2120-42220	REPAIR & MAINT			292.53			
4272675/STRTS							
84253	IMPERIAL DADE	08/20/2024	09/04/2024	51.12	51.12	Open	N
	STREET DEPT JANITORIAL SUPPLIES	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			51.12			
	Total for vendor 3220 - IMPERIAL DADE:			785.52	785.52		

Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
44252							
84213	INDEPENDENT TESTING TECHNOLOGIES	08/15/2024	09/04/2024	2,000.00	2,000.00	Open	N
	22:08 TESTING SERVICES	pziemer					09/04/2024
	401-9030-43300-22:08	PROFESSIONAL SERVICES		2,000.00			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:			2,000.00	2,000.00		

Vendor 2817 - JENSEN, BEV:

8/13 PRIMARY 1							
84429	JENSEN, BEV	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
	101-1410-41104	TEMPORARY		45.00			
8/13 PRIMARY 2							
84430	JENSEN, BEV	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR ELECTION DAY	pziemer					09/04/2024
	101-1410-41104	TEMPORARY		144.00			
	Total for vendor 2817 - JENSEN, BEV:			189.00	189.00		

Vendor 4324 - JOHNSON, GAYLE:

8/13 PRIMARY 1							
84431	JOHNSON, GAYLE	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
	101-1410-41104	TEMPORARY		36.00			
8/13 PRIMARY 2							
84432	JOHNSON, GAYLE	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR ELECTION DAY	pziemer					09/04/2024
	101-1410-41104	TEMPORARY		144.00			
	Total for vendor 4324 - JOHNSON, GAYLE:			180.00	180.00		

Vendor 4325 - KEHR, ROLAND:

8/13 PRIMARY 1							
84433	KEHR, ROLAND	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
	101-1410-41104	TEMPORARY		45.00			
	Total for vendor 4325 - KEHR, ROLAND:			45.00	45.00		

Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:

8/14/24							
84374	KITCHIGAMI REGIONAL LIBRARY - CC	08/14/2024	09/04/2024	362.20	362.20	Open	N
	REMIT LIB CC CHARGES THRU 8/14/24	pziemer					09/04/2024
	211-0000-20800	DUE TO OTHER GOVT UNITS		362.20			
	Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC:			362.20	362.20		

Vendor 3813 - KLETSCHER, JULIE:

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
8/13 PRIMARY 1							
84434	KLETSCHER, JULIE	08/13/2024	09/04/2024	77.00	77.00	Open	N
	2024 PRIMARY 3.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			77.00			
8/13 PRIMARY 2							
84435	KLETSCHER, JULIE	08/13/2024	09/04/2024	33.00	33.00	Open	N
	2024 PRIMARY 1.5 HR PUBLIC TESTING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			33.00			
8/13 PRIMARY 3							
84436	KLETSCHER, JULIE	08/13/2024	09/04/2024	22.00	22.00	Open	N
	2024 PRIMARY 1 HR SUPPLY PICKUP	pziemer					09/04/2024
101-1410-41104	TEMPORARY			22.00			
8/13 PRIMARY 4							
84437	KLETSCHER, JULIE	08/13/2024	09/04/2024	352.00	352.00	Open	N
	2024 PRIMARY 16 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			352.00			
Total for vendor 3813 - KLETSCHER, JULIE:				484.00	484.00		

Vendor 4118 - KOPP, VIRGINIA:

8/13 PRIMARY 1							
84438	KOPP, VIRGINIA	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84439	KOPP, VIRGINIA	08/13/2024	09/04/2024	27.00	27.00	Open	N
	2024 PRIMARY 1.5 HR PUBLIC TESTING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			27.00			
8/13 PRIMARY 3							
84440	KOPP, VIRGINIA	08/13/2024	09/04/2024	153.00	153.00	Open	N
	2024 PRIMARY 8.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			153.00			
Total for vendor 4118 - KOPP, VIRGINIA:				225.00	225.00		

Vendor 4326 - KUEHN, CARTER:

8/13 PRIMARY 1							
84441	KUEHN, CARTER	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84442	KUEHN, CARTER	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			135.00			
Total for vendor 4326 - KUEHN, CARTER:				180.00	180.00		

Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 3469 - LAKES AREA MAT SERVICE INC:							
20240827 #520 84297	LAKES AREA MAT SERVICE INC	08/27/2024	09/04/2024	44.40	44.40	Open	N
	POLICE DEPT FLOOR MATS	pziemer					09/04/2024
225-2120-43300	PROFESSIONAL SERVICES			44.40			
20240813 #520 84298	LAKES AREA MAT SERVICE INC	08/13/2024	09/04/2024	44.40	44.40	Open	N
	POLICE DEPT FLOOR MATS	pziemer					09/04/2024
225-2120-43300	PROFESSIONAL SERVICES			44.40			
20240813 #522 84299	LAKES AREA MAT SERVICE INC	08/13/2024	09/04/2024	45.60	45.60	Open	N
	CITY HALL FLOOR MATS	pziemer					09/04/2024
101-1940-43410	RENTAL EXPENSE			45.60			
20240827 #522 84300	LAKES AREA MAT SERVICE INC	08/27/2024	09/04/2024	45.60	45.60	Open	N
	CITY HALL FLOOR MATS	pziemer					09/04/2024
101-1940-43410	RENTAL EXPENSE			45.60			
Total for vendor 3469 - LAKES AREA MAT SERVICE INC:				180.00	180.00		
Vendor 3627 - LAKES AREA WILDLIFE CONTROL:							
AUG 2024 84234	LAKES AREA WILDLIFE CONTROL	08/21/2024	09/04/2024	3,168.00	3,168.00	Open	N
	AUG 24 ANIMAL CONTROL CONTRACT	pziemer					09/04/2024
225-2700-43300	PROFESSIONAL SERVICES			3,168.00			
Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL:				3,168.00	3,168.00		
Vendor 2008 - LAMBERT, JANICE:							
8/13 PRIMARY 1 84443	LAMBERT, JANICE	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2 84444	LAMBERT, JANICE	08/13/2024	09/04/2024	126.00	126.00	Open	N
	2024 PRIMARY 7 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			126.00			
Total for vendor 2008 - LAMBERT, JANICE:				171.00	171.00		
Vendor 4119 - LEMKE, SHARON:							
8/13 PRIMARY 1 84445	LEMKE, SHARON	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
8/13 PRIMARY 2							
84446	LEMKE, SHARON	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			144.00			
	Total for vendor 4119 - LEMKE, SHARON:			180.00	180.00		

Vendor MISC - LEVEL CONTRACTING LLC:

BFG24-0013							
84199	LEVEL CONTRACTING LLC	08/21/2024	09/04/2024	6,500.00	6,500.00	Open	N
	BD Bond Refund	pziemer					09/04/2024
101-0000-20600	BFG24-0013			6,500.00			
	Total for vendor MISC - LEVEL CONTRACTING LLC:			6,500.00	6,500.00		

Vendor 0237 - LOCATORS - SUPPLIES INC:

0316299-IN							
84307	LOCATORS - SUPPLIES INC	08/22/2024	09/04/2024	153.77	153.77	Open	N
	RAIN GEAR - J.SIPPER	pziemer					09/04/2024
235-3170-42210	OPERATING SUPPLIES			153.77			
0316417-IN							
84531	LOCATORS - SUPPLIES INC	08/28/2024	09/04/2024	224.07	224.07	Open	N
	JAKE SIPPER HI-VIS GEAR	pziemer					09/04/2024
235-3170-42210	OPERATING SUPPLIES			224.07			
	Total for vendor 0237 - LOCATORS - SUPPLIES INC:			377.84	377.84		

Vendor 3292 - LYSCIO, JERRY:

8/13 PRIMARY 1							
84447	LYSCIO, JERRY	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84448	LYSCIO, JERRY	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			135.00			
	Total for vendor 3292 - LYSCIO, JERRY:			180.00	180.00		

Vendor 0239 - MACQUEEN EQUIPMENT INC:

P59328							
84210	MACQUEEN EQUIPMENT INC	08/19/2024	09/04/2024	560.84	560.84	Open	N
	SWEEPER 111 REAR LIGHT	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			560.84			
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:			560.84	560.84		

Vendor 1753 - MARCO:

Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution GRANT						
INV12840517							
84217	MARCO	08/19/2024	09/04/2024	1,218.36	1,218.36	Open	N
	UNIFY IT 8/19/24-9/18/24	pziemer					09/04/2024
	101-1800-43309	COMPUTER SUPPORT		1,111.82			
	260-9020-43309	COMPUTER SUPPORT		106.54			
INV12851100							
84248	MARCO	08/21/2024	09/04/2024	2,575.50	2,575.50	Open	N
	MICROSOFT 365 7/16/24-8/15/24	pziemer					09/04/2024
	101-1800-43309	COMPUTER SUPPORT		2,351.50			
	260-9020-43309	COMPUTER SUPPORT		224.00			
	Total for vendor 1753 - MARCO:			3,793.86	3,793.86		
Vendor 3422 - MATTEN, DOLLY:							
8/13 PRIMARY 1							
84449	MATTEN, DOLLY	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
	101-1410-41104	TEMPORARY		45.00			
8/13 PRIMARY 2							
84450	MATTEN, DOLLY	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR ELECTION DAY	pziemer					09/04/2024
	101-1410-41104	TEMPORARY		144.00			
	Total for vendor 3422 - MATTEN, DOLLY:			189.00	189.00		
Vendor 4120 - MAYR, CATHERINE:							
8/13 PRIMARY 1							
84451	MAYR, CATHERINE	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
	101-1410-41104	TEMPORARY		45.00			
8/13 PRIMARY 2							
84452	MAYR, CATHERINE	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR ELECTION DAY	pziemer					09/04/2024
	101-1410-41104	TEMPORARY		144.00			
	Total for vendor 4120 - MAYR, CATHERINE:			189.00	189.00		
Vendor 2392 - MENARDS:							
26978							
84204	MENARDS	08/15/2024	09/04/2024	297.99	297.99	Open	N
	DIGITAL BOX LEVEL X2 & GLOVES	pziemer					09/04/2024
	401-9030-43430	MISCELLANEOUS		278.00			
	235-3100-42220	REPAIR & MAINT		19.99			
27006							
84205	MENARDS	08/15/2024	09/04/2024	(139.00)	(139.00)	Open	N
	CREDIT - ONE DIGITAL LEVEL BROKEN -	pziemer					09/04/2024
	401-9030-43430	MISCELLANEOUS		(139.00)			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
27490							
84303	MENARDS	08/23/2024	09/04/2024	139.00	139.00	Open	N
	DIGITAL BOX LEVEL	pziemer					09/04/2024
401-9030-43430	MISCELLANEOUS			139.00			
	Total for vendor 2392 - MENARDS:			297.99	297.99		

Vendor 0889 - MENARDS - BAXTER:

26852							
84243	MENARDS - BAXTER	08/13/2024	09/04/2024	72.97	72.97	Open	N
	CAMPGROUND REPAIRS	pziemer					09/04/2024
230-5280-42220	REPAIR & MAINT			72.97			
27238							
84244	MENARDS - BAXTER	08/19/2024	09/04/2024	75.68	75.68	Open	N
	BANE PARK REPAIRS	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			75.68			
	Total for vendor 0889 - MENARDS - BAXTER:			148.65	148.65		

Vendor 4123 - MICKELSON, JOHN:

8/13 PRIMARY 1							
84453	MICKELSON, JOHN	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2							
84454	MICKELSON, JOHN	08/13/2024	09/04/2024	153.00	153.00	Open	N
	2024 PRIMARY 8.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			153.00			
	Total for vendor 4123 - MICKELSON, JOHN:			189.00	189.00		

Vendor 0669 - MICKEY'S PIZZA - J&T FOOD SERVICE:

8/14/24							
84203	MICKEY'S PIZZA - J&T FOOD SERVICE	08/14/2024	09/04/2024	364.61	364.61	Open	N
	8/13 PRIMARY - ELECTION JUDGE MEALS	pziemer					09/04/2024
101-1410-43430	MISCELLANEOUS			364.61			
	Total for vendor 0669 - MICKEY'S PIZZA - J&T FOOD SERVICE:			364.61	364.61		

Vendor 2949 - MIDDAGH, SHAWN:

8/13 PRIMARY 1							
84521	MIDDAGH, SHAWN	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2							
84522	MIDDAGH, SHAWN	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR ELECTION DAY	pziemer					09/04/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-1410-41104	TEMPORARY			135.00			
	Total for vendor 2949 - MIDDAGH, SHAWN:			171.00	171.00		
Vendor 3394 - MIDWEST MACHINERY CO:							
10178066							
84262	MIDWEST MACHINERY CO	08/22/2024	09/04/2024	24.84	24.84	Open	N
	LEAF BLOWER GAS LINE HOSE	pziemer					09/04/2024
235-3100-42220	REPAIR & MAINT			24.84			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			24.84	24.84		
Vendor 3355 - MILLER TESTING & CONSULTING LLC:							
202440							
84296	MILLER TESTING & CONSULTING LLC	08/22/2024	09/04/2024	1,440.00	1,440.00	Open	N
	LEAD ASSESSMENT X3: 1601 PINE, 1603 Ipziemer						09/04/2024
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			1,440.00			
	Total for vendor 3355 - MILLER TESTING & CONSULTING LLC:			1,440.00	1,440.00		
Vendor 1021 - MOTOROLA:							
8281959725							
84261	MOTOROLA	08/21/2024	09/04/2024	852.00	852.00	Open	N
	PORTABLE RADIO BATTERIES X8	pziemer					09/04/2024
225-2120-42210	OPERATING SUPPLIES			852.00			
	Total for vendor 1021 - MOTOROLA:			852.00	852.00		
Vendor 3168 - MOTORS-N-MORE:							
30734							
84365	MOTORS-N-MORE	08/27/2024	09/04/2024	23.00	23.00	Open	N
	SQD 411 OIL CHANGE	pziemer					09/04/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			23.00	23.00		
Vendor 1449 - M-R SIGN CO., INC.:							
225174							
84230	M-R SIGN CO., INC.	08/14/2024	09/04/2024	222.01	222.01	Open	N
	QTY 5 STREET SIGNS	pziemer					09/04/2024
235-3170-42210	OPERATING SUPPLIES			222.01			
	Total for vendor 1449 - M-R SIGN CO., INC.:			222.01	222.01		
Vendor 4327 - NESHEIM, ROBERT:							
8/13 PRIMARY 1							
84455	NESHEIM, ROBERT	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
8/13 PRIMARY 2							
84456	NESHEIM, ROBERT	08/13/2024	09/04/2024	153.00	153.00	Open	N
	2024 PRIMARY 8.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			153.00			
	Total for vendor 4327 - NESHEIM, ROBERT:			198.00	198.00		

Vendor 3560 - NIESEN, MATTHEW:

8/13 PRIMARY 1							
84457	NIESEN, MATTHEW	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84458	NIESEN, MATTHEW	08/13/2024	09/04/2024	279.00	279.00	Open	N
	2024 PRIMARY 15.50 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			279.00			
	Total for vendor 3560 - NIESEN, MATTHEW:			324.00	324.00		

Vendor 0284 - OFFICE SHOP:

1144313-0							
84214	OFFICE SHOP	08/15/2024	09/04/2024	2,208.00	2,208.00	Open	N
	QTY 12 PATRON CHAIRS - LIBRARY	pziemer					09/04/2024
211-5503-43430	MISC - USE OF HOLDEN TRUST			2,208.00			
	Total for vendor 0284 - OFFICE SHOP:			2,208.00	2,208.00		

Vendor 4329 - OLIVER, CRAIG:

8/13 PRIMARY 1							
84463	OLIVER, CRAIG	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84464	OLIVER, CRAIG	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			135.00			
	Total for vendor 4329 - OLIVER, CRAIG:			180.00	180.00		

Vendor 4328 - OLIVER, SOPHIE:

8/13 PRIMARY 1							
84459	OLIVER, SOPHIE	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84460	OLIVER, SOPHIE	08/13/2024	09/04/2024	18.00	18.00	Open	N
	2024 PRIMARY 1 HR HCF TRAINING	pziemer					09/04/2024

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-1410-41104	TEMPORARY			18.00			
8/13 PRIMARY 3							
84461	OLIVER, SOPHIE	08/13/2024	09/04/2024	108.00	108.00	Open	N
	2024 PRIMARY 6 HR HCF ELECTION	pziemer					09/04/2024
101-1410-41104	TEMPORARY			108.00			
8/13 PRIMARY 4							
84462	OLIVER, SOPHIE	08/13/2024	09/04/2024	261.00	261.00	Open	N
	2024 PRIMARY 14.50 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			261.00			
	Total for vendor 4328 - OLIVER, SOPHIE:			432.00	432.00		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-294096							
84245	O'REILLY AUTOMOTIVE STORES INC.	08/13/2024	09/04/2024	56.93	56.93	Open	N
	REPAIR TORO FIELD GROOMER	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			56.93			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			56.93	56.93		
Vendor 0004 - PALLANSCH, DEREK:							
8/23/24							
84366	PALLANSCH, DEREK	08/23/2024	09/04/2024	114.42	114.42	Open	N
	MEAL REIMBURSEMENT FOR TRAINING	pziemer					09/04/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			114.42			
	Total for vendor 0004 - PALLANSCH, DEREK:			114.42	114.42		
Vendor 4330 - PAVLACKY, FRANK:							
8/13 PRIMARY 1							
84465	PAVLACKY, FRANK	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
	Total for vendor 4330 - PAVLACKY, FRANK:			45.00	45.00		
Vendor 2266 - PEPPER, AMANDA:							
8/13 PRIMARY 1							
84466	PEPPER, AMANDA	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2							
84467	PEPPER, AMANDA	08/13/2024	09/04/2024	270.00	270.00	Open	N
	2024 PRIMARY 15 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			270.00			
	Total for vendor 2266 - PEPPER, AMANDA:			306.00	306.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 4331 - PIERCE, CHRISTINE:							
8/13 PRIMARY 1							
84468	PIERCE, CHRISTINE	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2							
84469	PIERCE, CHRISTINE	08/13/2024	09/04/2024	288.00	288.00	Open	N
	2024 PRIMARY 16 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			288.00			
Total for vendor 4331 - PIERCE, CHRISTINE:				324.00	324.00		
Vendor 3536 - PIERZINSKI, CONNIE:							
8/13 PRIMARY 1							
84470	PIERZINSKI, CONNIE	08/13/2024	09/04/2024	77.00	77.00	Open	N
	2024 PRIMARY 3.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			77.00			
8/13 PRIMARY 2							
84471	PIERZINSKI, CONNIE	08/13/2024	09/04/2024	352.00	352.00	Open	N
	2024 PRIMARY 16 HR PUBLIC TESTING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			352.00			
Total for vendor 3536 - PIERZINSKI, CONNIE:				429.00	429.00		
Vendor 3797 - PLOUFFE, CHERYL:							
8/13 PRIMARY 1							
84472	PLOUFFE, CHERYL	08/13/2024	09/04/2024	77.00	77.00	Open	N
	2024 PRIMARY 3.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			77.00			
8/13 PRIMARY 2							
84473	PLOUFFE, CHERYL	08/13/2024	09/04/2024	33.00	33.00	Open	N
	2024 PRIMARY 1.5 HR PUBLIC TESTING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			33.00			
8/13 PRIMARY 3							
84474	PLOUFFE, CHERYL	08/13/2024	09/04/2024	176.00	176.00	Open	N
	2024 PRIMARY 8 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			176.00			
Total for vendor 3797 - PLOUFFE, CHERYL:				286.00	286.00		
Vendor 3852 - POPP, COLLEEN:							
8/13 PRIMARY 1							
84475	POPP, COLLEEN	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
8/13 PRIMARY 2							
84476	POPP, COLLEEN	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			135.00			
	Total for vendor 3852 - POPP, COLLEEN:			171.00	171.00		
Vendor 2554 - PRITSCHET, ANNE:							
8/13 PRIMARY 1							
84477	PRITSCHET, ANNE	08/13/2024	09/04/2024	63.00	63.00	Open	N
	2024 PRIMARY 3.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			63.00			
8/13 PRIMARY 2							
84478	PRITSCHET, ANNE	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			144.00			
	Total for vendor 2554 - PRITSCHET, ANNE:			207.00	207.00		
Vendor 4332 - QUERY, KEVIN:							
8/13 PRIMARY 1							
84479	QUERY, KEVIN	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84480	QUERY, KEVIN	08/13/2024	09/04/2024	135.00	135.00	Open	N
	2024 PRIMARY 7.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			135.00			
	Total for vendor 4332 - QUERY, KEVIN:			180.00	180.00		
Vendor 2562 - RIEDEL, DAVID:							
8/13 PRIMARY 1							
84481	RIEDEL, DAVID	08/13/2024	09/04/2024	77.00	77.00	Open	N
	2024 PRIMARY 3.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			77.00			
8/13 PRIMARY 2							
84482	RIEDEL, DAVID	08/13/2024	09/04/2024	33.00	33.00	Open	N
	2024 PRIMARY 1.5 HR PUBLIC TESTING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			33.00			
8/13 PRIMARY 3							
84483	RIEDEL, DAVID	08/13/2024	09/04/2024	22.00	22.00	Open	N
	2024 PRIMARY 1 HR SUPPLY PICKUP	pziemer					09/04/2024
101-1410-41104	TEMPORARY			22.00			

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Inv Num Inv Ref#	Vendor Description	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution GRANT						
8/13 PRIMARY 4							
84484	RIEDEL, DAVID	08/13/2024	09/04/2024	374.00	374.00	Open	N
	2024 PRIMARY 17 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			374.00			
	Total for vendor 2562 - RIEDEL, DAVID:			506.00	506.00		
Vendor 4333 - RIVERS, RYAN:							
8/13 PRIMARY 1							
84485	RIVERS, RYAN	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2							
84486	RIVERS, RYAN	08/13/2024	09/04/2024	279.00	279.00	Open	N
	2024 PRIMARY 15.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			279.00			
	Total for vendor 4333 - RIVERS, RYAN:			315.00	315.00		
Vendor 3851 - RUSTAD, MARTHA:							
8/13 PRIMARY 1							
84487	RUSTAD, MARTHA	08/13/2024	09/04/2024	66.00	66.00	Open	N
	2024 PRIMARY 3 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			66.00			
8/13 PRIMARY 2							
84488	RUSTAD, MARTHA	08/13/2024	09/04/2024	33.00	33.00	Open	N
	2024 PRIMARY 1.5 HR PUBLIC TESTING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			33.00			
8/13 PRIMARY 3							
84489	RUSTAD, MARTHA	08/13/2024	09/04/2024	22.00	22.00	Open	N
	2024 PRIMARY 1 HR SUPPLY PICKUP	pziemer					09/04/2024
101-1410-41104	TEMPORARY			22.00			
8/13 PRIMARY 4							
84490	RUSTAD, MARTHA	08/13/2024	09/04/2024	352.00	352.00	Open	N
	2024 PRIMARY 16 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			352.00			
	Total for vendor 3851 - RUSTAD, MARTHA:			473.00	473.00		
Vendor 3612 - SEVERSON PORTER LAW:							
AUGUST 2024							
84233	SEVERSON PORTER LAW	08/21/2024	09/04/2024	18,883.33	18,883.33	Open	N
	AUG 24 PROSECUTION AGREEMENT	pziemer					09/04/2024
225-2127-43310	MISDEMEANOR PROSECUTOR			18,883.33			
	Total for vendor 3612 - SEVERSON PORTER LAW:			18,883.33	18,883.33		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 4126 - SHAFFER, REBECCA:							
8/13 PRIMARY 1							
84491	SHAFFER, REBECCA	08/13/2024	09/04/2024	66.00	66.00	Open	N
	2024 PRIMARY 3 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			66.00			
	Total for vendor 4126 - SHAFFER, REBECCA:			66.00	66.00		
Vendor 4334 - SHAW, EDWARD:							
8/13 PRIMARY 1							
84492	SHAW, EDWARD	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
	Total for vendor 4334 - SHAW, EDWARD:			36.00	36.00		
Vendor 4335 - SHELITO, ALYSSA:							
8/13 PRIMARY 1							
84493	SHELITO, ALYSSA	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2							
84494	SHELITO, ALYSSA	08/13/2024	09/04/2024	279.00	279.00	Open	N
	2024 PRIMARY 15.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			279.00			
	Total for vendor 4335 - SHELITO, ALYSSA:			315.00	315.00		
Vendor 4127 - SHIPE, ANDREW:							
8/13 PRIMARY 1							
84495	SHIPE, ANDREW	08/13/2024	09/04/2024	66.00	66.00	Open	N
	2024 PRIMARY 3 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			66.00			
8/13 PRIMARY 2							
84496	SHIPE, ANDREW	08/13/2024	09/04/2024	33.00	33.00	Open	N
	2024 PRIMARY 1.5 HR PUBLIC TESTING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			33.00			
8/13 PRIMARY 3							
84497	SHIPE, ANDREW	08/13/2024	09/04/2024	22.00	22.00	Open	N
	2024 PRIMARY 1 HR SUPPLY PICKUP	pziemer					09/04/2024
101-1410-41104	TEMPORARY			22.00			
8/13 PRIMARY 4							
84498	SHIPE, ANDREW	08/13/2024	09/04/2024	341.00	341.00	Open	N
	2024 PRIMARY 15.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			341.00			
	Total for vendor 4127 - SHIPE, ANDREW:			462.00	462.00		

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Vendor 4129 - SMITH, VERNON:							
8/13 PRIMARY 1 84499	SMITH, VERNON	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2 84500	SMITH, VERNON	08/13/2024	09/04/2024	153.00	153.00	Open	N
	2024 PRIMARY 8.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			153.00			
	Total for vendor 4129 - SMITH, VERNON:			198.00	198.00		
Vendor 4130 - SORENSON, JUDY:							
8/13 PRIMARY 1 84501	SORENSON, JUDY	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2 84502	SORENSON, JUDY	08/13/2024	09/04/2024	153.00	153.00	Open	N
	2024 PRIMARY 8.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			153.00			
	Total for vendor 4130 - SORENSON, JUDY:			198.00	198.00		
Vendor 4336 - STEBLAY, MARGARET:							
8/13 PRIMARY 1 84503	STEBLAY, MARGARET	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2 84504	STEBLAY, MARGARET	08/13/2024	09/04/2024	153.00	153.00	Open	N
	2024 PRIMARY 8.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			153.00			
	Total for vendor 4336 - STEBLAY, MARGARET:			198.00	198.00		
Vendor 2591 - STRONG, SHAWN:							
8/13 PRIMARY 1 84505	STRONG, SHAWN	08/13/2024	09/04/2024	77.00	77.00	Open	N
	2024 PRIMARY 3.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			77.00			
8/13 PRIMARY 2 84506	STRONG, SHAWN	08/13/2024	09/04/2024	33.00	33.00	Open	N
	2024 PRIMARY 1.5 HR PUBLIC TESTING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			33.00			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
8/13 PRIMARY 3							
84507	STRONG, SHAWN	08/13/2024	09/04/2024	22.00	22.00	Open	N
	2024 PRIMARY 1 HR SUPPLY PICKUP	pziemer					09/04/2024
101-1410-41104	TEMPORARY			22.00			
8/13 PRIMARY 4							
84508	STRONG, SHAWN	08/13/2024	09/04/2024	352.00	352.00	Open	N
	2024 PRIMARY 16 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			352.00			
Total for vendor 2591 - STRONG, SHAWN:				484.00	484.00		

Vendor 3838 - SWANSON HASKAMP CONSULTING:

AUGUST 2024

84227	SWANSON HASKAMP CONSULTING	08/21/2024	09/04/2024	2,916.67	2,916.67	Open	N
	AUG 24 ECONOMIC DEVELOPMENT CONSULTING	pziemer					09/04/2024
295-6510-43300	PROFESSIONAL SERVICES			2,916.67			
Total for vendor 3838 - SWANSON HASKAMP CONSULTING:				2,916.67	2,916.67		

Vendor 3902 - TEAM LAB:

INV0042901							
84371	TEAM LAB	08/22/2024	09/04/2024	124.00	124.00	Open	N
	SUPER SCRUB	pziemer					09/04/2024
225-2220-42210	OPERATING SUPPLIES			124.00			
Total for vendor 3902 - TEAM LAB:				124.00	124.00		

Vendor 4337 - THEODORE, CHRISTOPHER:

8/13 PRIMARY 1							
84509	THEODORE, CHRISTOPHER	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
8/13 PRIMARY 2							
84510	THEODORE, CHRISTOPHER	08/13/2024	09/04/2024	153.00	153.00	Open	N
	2024 PRIMARY 8.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			153.00			
Total for vendor 4337 - THEODORE, CHRISTOPHER:				189.00	189.00		

Vendor 0039 - VESTIS:

2530306530							
84235	VESTIS	08/15/2024	09/04/2024	86.63	86.63	Open	N
	RUGS AND OVERALLS	pziemer					09/04/2024
235-3100-43430	MISCELLANEOUS			86.63			
2530309001							
84304	VESTIS	08/22/2024	09/04/2024	62.35	62.35	Open	N
	RUGS AND OVERALLS	pziemer					09/04/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
235-3100-43430	MISCELLANEOUS			62.35			
	Total for vendor 0039 - VESTIS:			148.98	148.98		
Vendor 2939 - VIKING COCA COLA BOTTLING CO:							
3457622							
84247	VIKING COCA COLA BOTTLING CO	08/16/2024	09/04/2024	430.50	430.50	Open	N
	CONCESSIONS - SODA	pziemer					09/04/2024
230-5204-42210	OPERATING SUPPLIES			430.50			
	Total for vendor 2939 - VIKING COCA COLA BOTTLING CO:			430.50	430.50		
Vendor 0087 - VISIT BRAINERD:							
AUGUST 2024							
84228	VISIT BRAINERD	08/21/2024	09/04/2024	3,333.34	3,333.34	Open	N
	AUG 24 ECONOMIC DEVELOPMENT CONSULTING	pziemer					09/04/2024
295-6510-43300	PROFESSIONAL SERVICES			3,333.34			
	Total for vendor 0087 - VISIT BRAINERD:			3,333.34	3,333.34		
Vendor 0888 - WEST BRAINERD AUTO SERVICE:							
050771							
84373	WEST BRAINERD AUTO SERVICE	08/28/2024	09/04/2024	75.00	75.00	Open	N
	TOW: ARREST - 24012540	pziemer					09/04/2024
225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 0888 - WEST BRAINERD AUTO SERVICE:			75.00	75.00		
Vendor 4296 - WHITE CAP L.P.:							
50027778116							
84229	WHITE CAP L.P.	08/06/2024	09/04/2024	347.96	347.96	Open	N
	CRAFCO DETACK CRACK SEALING 5 GAL X4	pziemer					09/04/2024
235-3100-42210	OPERATING SUPPLIES			347.96			
	Total for vendor 4296 - WHITE CAP L.P.:			347.96	347.96		
Vendor 3684 - WHITE, CAROLYN:							
8/13 PRIMARY 1							
84511	WHITE, CAROLYN	08/13/2024	09/04/2024	66.00	66.00	Open	N
	2024 PRIMARY 3 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			66.00			
8/13 PRIMARY 2							
84512	WHITE, CAROLYN	08/13/2024	09/04/2024	33.00	33.00	Open	N
	2024 PRIMARY 1.5 HR PUBLIC TESTING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			33.00			
8/13 PRIMARY 3							
84513	WHITE, CAROLYN	08/13/2024	09/04/2024	22.00	22.00	Open	N
	2024 PRIMARY 1 HR SUPPLY PICKUP	pziemer					09/04/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
101-1410-41104	TEMPORARY			22.00			
8/13 PRIMARY 4							
84514	WHITE, CAROLYN	08/13/2024	09/04/2024	363.00	363.00	Open	N
	2024 PRIMARY 16.5 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			363.00			
	Total for vendor 3684 - WHITE, CAROLYN:			484.00	484.00		

Vendor 0346 - WIDSETH SMITH NOLTING:

232611							
84534	WIDSETH SMITH NOLTING	08/15/2024	09/04/2024	7,850.00	7,850.00	Open	N
	BRD PD EXTERIOR RENO THRU 8/9/24	pziemer					09/04/2024
400-9050-43300	PROFESSIONAL SERVICES			7,850.00			
233011							
84535	WIDSETH SMITH NOLTING	08/20/2024	09/04/2024	416.25	416.25	Open	N
	23:10 LUM PARK ROAD BOAT LAUNCH THRU	pziemer					09/04/2024
229-0000-43300-23:10	PROFESSIONAL SERVICES			416.25			
232848							
84536	WIDSETH SMITH NOLTING	08/20/2024	09/04/2024	138.75	138.75	Open	N
	23:26 BRD PD RTU REPLACEMENT THRU 8/	pziemer					09/04/2024
229-0000-43300-23:26	PROFESSIONAL SERVICES			138.75			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			8,405.00	8,405.00		

Vendor 4135 - WIELENBERG, JANICE:

8/13 PRIMARY 1							
84515	WIELENBERG, JANICE	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			36.00			
	Total for vendor 4135 - WIELENBERG, JANICE:			36.00	36.00		

Vendor 4338 - WILLIS, JAMES:

8/13 PRIMARY 1							
84516	WILLIS, JAMES	08/13/2024	09/04/2024	45.00	45.00	Open	N
	2024 PRIMARY 2.5 HR JUDGE TRAINING	pziemer					09/04/2024
101-1410-41104	TEMPORARY			45.00			
8/13 PRIMARY 2							
84517	WILLIS, JAMES	08/13/2024	09/04/2024	144.00	144.00	Open	N
	2024 PRIMARY 8 HR ELECTION DAY	pziemer					09/04/2024
101-1410-41104	TEMPORARY			144.00			
	Total for vendor 4338 - WILLIS, JAMES:			189.00	189.00		

Vendor 1159 - WINNERS TROPHY:

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	GL Distribution GRANT						
13473							
84301	WINNERS TROPHY	08/23/2024	09/04/2024	30.00	30.00	Open	N
	PARK BOARD NAMEPLATE JD BERNS	pziemer					09/04/2024
	230-5200-43430 MISCELLANEOUS			30.00			
	Total for vendor 1159 - WINNERS TROPHY:			30.00	30.00		

Vendor 2646 - WROOLIE, MARYBETH:

8/13 PRIMARY 1							
84518	WROOLIE, MARYBETH	08/13/2024	09/04/2024	66.00	66.00	Open	N
	2024 PRIMARY 3 HR JUDGE TRAINING	pziemer					09/04/2024
	101-1410-41104 TEMPORARY			66.00			
8/13 PRIMARY 2							
84519	WROOLIE, MARYBETH	08/13/2024	09/04/2024	33.00	33.00	Open	N
	2024 PRIMARY 1.5 HR PUBLIC TESTING	pziemer					09/04/2024
	101-1410-41104 TEMPORARY			33.00			
8/13 PRIMARY 3							
84520	WROOLIE, MARYBETH	08/13/2024	09/04/2024	341.00	341.00	Open	N
	2024 PRIMARY 15.5 HR ELECTION DAY	pziemer					09/04/2024
	101-1410-41104 TEMPORARY			341.00			
	Total for vendor 2646 - WROOLIE, MARYBETH:			440.00	440.00		

Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:

I23084							
84370	WRUCK SEWER & PORTABLE RENTAL LLC	08/01/2024	09/04/2024	505.00	505.00	Open	N
	PORTABLE RENTALS - JUNE 2024	pziemer					09/04/2024
	230-5215-42210 OPERATING SUPPLIES			135.00			
	230-5200-43410 RENTAL EXPENSE			370.00			
	Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:			505.00	505.00		

Vendor 1712 - WSB & ASSOCIATES:

R-026252-000-1							
84368	WSB & ASSOCIATES	08/21/2024	09/04/2024	203.00	203.00	Open	N
	24-07 SRTS - LOWELL THRU 7/31/24	pziemer					09/04/2024
	401-9030-45530-24:07 CAPITAL-PYMTS TO CONTRACTS			203.00			
	Total for vendor 1712 - WSB & ASSOCIATES:			203.00	203.00		

Vendor 0354 - ZIEGLER, INC:

IN001598642							
84231	ZIEGLER, INC	08/20/2024	09/04/2024	40.60	40.60	Open	N
	LOADER 114 O RINGS	pziemer					09/04/2024
	235-3100-42220 REPAIR & MAINT			40.60			

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	GL Distribution GRANT						
SI000532904							
84532	ZIEGLER, INC	08/28/2024	09/04/2024	7,443.71	7,443.71	Open	N
	TRUCK 108 FUEL INJECTOR REPAIR	pziemer					09/04/2024
	235-3100-42220			7,443.71			
	REPAIR & MAINT						
	Total for vendor 0354 - ZIEGLER, INC:			7,484.31	7,484.31		

Vendor 4339 - ZIEMER, LYDIA:

8/13 PRIMARY 1							
84523	ZIEMER, LYDIA	08/13/2024	09/04/2024	36.00	36.00	Open	N
	2024 PRIMARY 2 HR JUDGE TRAINING	pziemer					09/04/2024
	101-1410-41104			36.00			
8/13 PRIMARY 2							
84524	ZIEMER, LYDIA	08/13/2024	09/04/2024	18.00	18.00	Open	N
	2024 PRIMARY 1 HR HCF TRAINING	pziemer					09/04/2024
	101-1410-41104			18.00			
8/13 PRIMARY 3							
84525	ZIEMER, LYDIA	08/13/2024	09/04/2024	54.00	54.00	Open	N
	2024 PRIMARY 3 HR HCF ELECTION	pziemer					09/04/2024
	101-1410-41104			54.00			
8/13 PRIMARY 4							
84526	ZIEMER, LYDIA	08/13/2024	09/04/2024	279.00	279.00	Open	N
	2024 PRIMARY 15.5 HR ELECTION DAY	pziemer					09/04/2024
	101-1410-41104			279.00			
	Total for vendor 4339 - ZIEMER, LYDIA:			387.00	387.00		

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Vendor 3698 - AMAZON:

7/24/24							
84264	AMAZON	08/01/2024	09/04/2024	30.79	30.79	Open	N
	IPAD CASE - STORMWATER	pziemer					09/04/2024
	238-3160-42210			30.79			
8/2/24							
84272	AMAZON	08/02/2024	09/04/2024	343.75	343.75	Open	N
	AMAZON WEB SERIVCES JULY 2024	pziemer					09/04/2024
	101-1800-43309			343.75			
8/9/24							
84288	AMAZON	08/09/2024	09/04/2024	44.49	44.49	Open	N
	MEDIUM CLAMP BASE	pziemer					09/04/2024
	203-9000-42210			44.49			
	OPERATING SUPPLIES						
	Total for vendor 3698 - AMAZON:			419.03	419.03		

Vendor 0848 - BAUDVILLE:

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GL Distribution	GRANT						
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
8/13/24							
84282	BAUDVILLE	08/13/2024	09/04/2024	671.32	671.32	Open	N
	WELLNESS AWARDS	pziemer					09/04/2024
278-6515-43430	MISCELLANEOUS			671.32			
	Total for vendor 0848 - BAUDVILLE:			671.32	671.32		
Vendor 0079 - BRAINERD LICENSE OFFICE:							
8/21/24							
84274	BRAINERD LICENSE OFFICE	08/21/2024	09/04/2024	21.71	21.71	Open	N
	2022 CHEVY EQUINOX TABS	pziemer					09/04/2024
230-5200-43430	MISCELLANEOUS			21.71			
	Total for vendor 0079 - BRAINERD LICENSE OFFICE:			21.71	21.71		
Vendor 0133 - CWC RECORDER:							
8/6/24							
84263	CWC RECORDER	08/06/2024	09/04/2024	10.00	10.00	Open	N
	1 DAY WEB ACCESS PROPERTY RECORDS	pziemer					09/04/2024
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
	Total for vendor 0133 - CWC RECORDER:			10.00	10.00		
Vendor 0619 - LEAGUE OF MN CITIES:							
8/19/24							
84267	LEAGUE OF MN CITIES	08/19/2024	09/04/2024	50.00	50.00	Open	N
	2024 ICMA CONF. RECEPTION - N.BROYLE	pziemer					09/04/2024
101-1400-43330	PROFESSIONAL DEVELOPMENT			50.00			
	Total for vendor 0619 - LEAGUE OF MN CITIES:			50.00	50.00		
Vendor 0260 - MN BUREAU OF CRIM APPREHENSION:							
8/12/24							
84271	MN BUREAU OF CRIM APPREHENSION	08/12/2024	09/04/2024	300.00	300.00	Open	N
	CONFERENCE BCA CJIU 2024 LTURKOWSKI	pziemer					09/04/2024
101-1800-43330	PROFESSIONAL DEVELOPMENT			300.00			
	Total for vendor 0260 - MN BUREAU OF CRIM APPREHENSION:			300.00	300.00		
Vendor 0264 - MN DEPT LABOR & INDUSTRY:							
7/25/24							
84269	MN DEPT LABOR & INDUSTRY	08/01/2024	09/04/2024	85.00	85.00	Open	N
	BLDG OFFICIAL RENEWAL D.DESETH	pziemer					09/04/2024
101-2400-43330	PROFESSIONAL DEVELOPMENT			85.00			

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8/1/24

84287

MN DEPT LABOR & INDUSTRY

08/01/2024

09/04/2024

20.00

20.00

Open

N

BOILER ENGINEER - J.STOCKINGER

pziemer

09/04/2024

101-2400-43330

PROFESSIONAL DEVELOPMENT

20.00

Total for vendor 0264 - MN DEPT LABOR & INDUSTRY:

105.00

105.00

Vendor 0519 - MN GFOA:

8/8/24

84268

MN GFOA

08/08/2024

09/04/2024

70.00

70.00

Open

N

2024-25 MEMBERSHIP DUES P.ZIEMER

pziemer

09/04/2024

101-1400-43433

DUES & SUBSCRIPTIONS

70.00

8/8/24 - 2

84270

MN GFOA

08/08/2024

09/04/2024

250.00

250.00

Open

N

2024 MNGFOA CONF. REG. - PZIEMER

pziemer

09/04/2024

101-1400-43330

PROFESSIONAL DEVELOPMENT

250.00

7/30/24

84280

MN GFOA

08/01/2024

09/04/2024

250.00

250.00

Open

N

2024 MN GFOA CONF. REG. C.HILLMAN

pziemer

09/04/2024

101-1400-43330

PROFESSIONAL DEVELOPMENT

250.00

Total for vendor 0519 - MN GFOA:

570.00

570.00

Vendor 2544 - MN GIS/LIS CONSORTIUM:

8/12/24

84293

MN GIS/LIS CONSORTIUM

08/12/2024

09/04/2024

250.00

250.00

Open

N

GIS TRAINING MNGISLIS 2024 LTURKOWSKI

pziemer

09/04/2024

101-1800-43330

PROFESSIONAL DEVELOPMENT

250.00

Total for vendor 2544 - MN GIS/LIS CONSORTIUM:

250.00

250.00

Vendor 4341 - STORMWATER ONE LLC:

8/1/24

84283

STORMWATER ONE LLC

08/01/2024

09/04/2024

199.00

199.00

Open

N

MR199: CONST. SITE RUNOFF CONTROL TR

pziemer

09/04/2024

238-3160-43330

PROFESSIONAL DEVELOPMENT

199.00

8/1/24 - 2

84284

STORMWATER ONE LLC

08/01/2024

09/04/2024

624.00

624.00

Open

N

MS4 BUNDLE: SIX MINIMUM CONTROL MEAS

pziemer

09/04/2024

238-3160-43330

PROFESSIONAL DEVELOPMENT

624.00

Total for vendor 4341 - STORMWATER ONE LLC:

823.00

823.00

Vendor 3028 - UNIVERSITY OF MINNESOTA:

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
PCard: 2257 U.S. BANK Card Holder: CITY HALL							
8/1/24							
84285	UNIVERSITY OF MINNESOTA	08/01/2024	09/04/2024	50.00	50.00	Open	N
	ILLICIT DISCHARGE MNGMNT - K.ROBINSON	pziemer					09/04/2024
238-3160-43330	PROFESSIONAL DEVELOPMENT			50.00			
8/1/24 - 2							
84286	UNIVERSITY OF MINNESOTA	08/01/2024	09/04/2024	250.00	250.00	Open	N
	INSP. & MAINT. PERMANENT STORMWATER	pziemer					09/04/2024
238-3160-43330	PROFESSIONAL DEVELOPMENT			250.00			
	Total for vendor 3028 - UNIVERSITY OF MINNESOTA:			300.00	300.00		
Vendor 3697 - USPS:							
8/19/24							
84281	USPS	08/19/2024	09/04/2024	38.72	38.72	Open	N
	ANNEXATION MAILING - CDD	pziemer					09/04/2024
101-2400-43322	POSTAGE			38.72			
	Total for vendor 3697 - USPS:			38.72	38.72		
Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:							
8/18/24							
84273	ZOOM VIDEO COMMUNICATIONS	08/18/2024	09/04/2024	31.98	31.98	Open	N
	ZOOM 8/18/24-9/17/24	pziemer					09/04/2024
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				3,590.76	3,590.76		

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GL Distribution	GRANT						

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Vendor 3348 - ACTIVE911 INC:

7/29/24 -AIR

84275	ACTIVE911 INC	08/01/2024	09/04/2024	70.90	70.90	Open	N
	ACTIVE ALERT 911 PAGING SUBSCRIPTION pziemer						09/04/2024
260-9020-43300	PROFESSIONAL SERVICES			70.90			

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84276	ACTIVE911 INC	08/01/2024	09/04/2024	723.18	723.18	Open	N
	ACTIVE ALERT 911 PAGING SUBSCRIPTION pziemer						09/04/2024
225-2220-43433	DUES & SUBSCRIPTIONS			723.18			
Total for vendor 3348 - ACTIVE911 INC:				794.08	794.08		

Vendor 3698 - AMAZON:

8/13/24

84279	AMAZON	08/13/2024	09/04/2024	177.01	177.01	Open	N
	2 SQUEEGEE HANDLE, D-SERIES PRO SPOT,pziemer						09/04/2024
225-2220-42210	OPERATING SUPPLIES			177.01			
Total for vendor 3698 - AMAZON:				177.01	177.01		

Vendor MISC - FIRE MARSHALS ASSN OF MINNESOTA:

8/14/24

84278	FIRE MARSHALS ASSN OF MINNESOTA	08/14/2024	09/04/2024	175.00	175.00	Open	N
	UPDATE DESCRIPTION pziemer						09/04/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			175.00			
Total for vendor MISC - FIRE MARSHALS ASSN OF MINNESOTA:				175.00	175.00		

Vendor 2989 - HOME DEPOT:

8/21/24

84277	HOME DEPOT	08/21/2024	09/04/2024	339.00	339.00	Open	N
	2 PACK DEWALT BATTERIES pziemer						09/04/2024
225-2220-42210	OPERATING SUPPLIES			339.00			
Total for vendor 2989 - HOME DEPOT:				339.00	339.00		

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1,485.09	1,485.09
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GL Distribution	GRANT						

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

Vendor 3698 - AMAZON:

7/25/24

84314	AMAZON	08/01/2024	09/04/2024	79.00	79.00	Open	N
	TP DISPENSERS	pziemer					09/04/2024
211-5500-42220	REPAIR & MAINT			79.00			
	Total for vendor 3698 - AMAZON:			79.00	79.00		

Vendor MISC - CONSUMER REPORTS:

8/3/24

84318	CONSUMER REPORTS	08/02/2024	09/04/2024	39.00	39.00	Open	N
	SUBSCRIPTION RENEW	pziemer					09/04/2024
211-5500-43430	MISCELLANEOUS			39.00			
	Total for vendor MISC - CONSUMER REPORTS:			39.00	39.00		

Vendor 0160 - DEMCO INC:

8/9/24

84322	DEMCO INC	08/09/2024	09/04/2024	225.76	225.76	Open	N
	READING INCENTIVES, BOOK PROCESSING	pziemer					09/04/2024
211-5500-43430	MISCELLANEOUS			148.90			
211-5501-43430	MISC - SPECIFIED DONATION USE			76.86			
	Total for vendor 0160 - DEMCO INC:			225.76	225.76		

Vendor MISC - MAILCHIMP:

8/4/24

84319	MAILCHIMP	08/04/2024	09/04/2024	45.00	45.00	Open	N
	EMAIL SUBSCRIPTION SERVICE	pziemer					09/04/2024
211-5503-43430	MISC - USE OF HOLDEN TRUST			45.00			
	Total for vendor MISC - MAILCHIMP:			45.00	45.00		

Vendor 2392 - MENARDS:

7/30/24

84315	MENARDS	08/01/2024	09/04/2024	34.88	34.88	Open	N
	CLEANING SUPPLIES	pziemer					09/04/2024
230-5200-42220	REPAIR & MAINT			34.88			

8/2/24

84317	MENARDS	08/02/2024	09/04/2024	58.16	58.16	Open	N
	TAPE, GLASS CLEANER	pziemer					09/04/2024
211-5500-42220	REPAIR & MAINT			58.16			
	Total for vendor 2392 - MENARDS:			93.04	93.04		

Vendor 4056 - MINNESOTA LIBRARY ASSOCIATION:

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

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

7/31/24							
84316	MINNESOTA LIBRARY ASSOCIATION	08/01/2024	09/04/2024	145.00	145.00	Open	N
	MEMBERSHIP RENEW L.HALL	pziemer					09/04/2024
211-5500-43430	MISCELLANEOUS			145.00			
8/19/24							
84321	MINNESOTA LIBRARY ASSOCIATION	08/19/2024	09/04/2024	115.00	115.00	Open	N
	MEMBERSHIP RENEW M.DURHAM	pziemer					09/04/2024
211-5500-43430	MISCELLANEOUS			115.00			
Total for vendor 4056 - MINNESOTA LIBRARY ASSOCIATION:				260.00	260.00		

Vendor 3943 - PLUNKETT'S PEST CONTROL:

8/13/24							
84323	PLUNKETT'S PEST CONTROL	08/13/2024	09/04/2024	73.03	73.03	Open	N
	PEST CONTROL	pziemer					09/04/2024
211-5500-42220	REPAIR & MAINT			73.03			
Total for vendor 3943 - PLUNKETT'S PEST CONTROL:				73.03	73.03		

Vendor 3730 - TARGET:

8/20/24							
84320	TARGET	08/20/2024	09/04/2024	34.96	34.96	Open	N
	TOASTER, NAPKINS, TISSUE	pziemer					09/04/2024
211-5500-43430	MISCELLANEOUS			34.96			
Total for vendor 3730 - TARGET:				34.96	34.96		

Total PCard: 2257 U.S. BANK Card Holder: LIBRARY	849.79	849.79
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
PCard: 2257 U.S. BANK Card Holder: PARKS							

Vendor 3711 - COSTCO:							
8/21/24							
84289	COSTCO	08/21/2024	09/04/2024	257.02	257.02	Open	N
	CONCESSIONS: HOT DOGS, BUNS, SNACKS	pziemer					09/04/2024
	230-5204-42210	OPERATING SUPPLIES		257.02			
7/29/24							
84290	COSTCO	08/01/2024	09/04/2024	54.94	54.94	Open	N
	CONCESSIONS - WATER, ICECREAM, HOTDOGS	pziemer					09/04/2024
	230-5204-42210	OPERATING SUPPLIES		54.94			
	Total for vendor 3711 - COSTCO:			311.96	311.96		

Vendor 4342 - NATIONAL FLEET PRODUCTS INC:							
8/6/24							
84292	NATIONAL FLEET PRODUCTS INC	08/06/2024	09/04/2024	577.30	577.30	Open	N
	FENDER, MOUNTING KIT - BUILDOUT PARKS	pziemer					09/04/2024
	400-9050-45530	CAPITAL - OTHER		577.30			
	Total for vendor 4342 - NATIONAL FLEET PRODUCTS INC:			577.30	577.30		

Vendor 4239 - RADCO - BRAINERD:							
8/2/24							
84291	RADCO - BRAINERD	08/02/2024	09/04/2024	199.95	199.95	Open	N
	MOUNT KIT -BUILDOUT PARKS GBG TRUCK	pziemer					09/04/2024
	400-9050-45530	CAPITAL - OTHER		199.95			
	Total for vendor 4239 - RADCO - BRAINERD:			199.95	199.95		

Total PCard: 2257 U.S. BANK Card Holder: PARKS				1,089.21	1,089.21		
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Vendor 0011 - ACE HARDWARE:

H88542/1

84354	ACE HARDWARE	08/16/2024	09/04/2024	24.20	24.20	Open	N
	STAKES, BRD NIGHT OUT SUPPLIES	pziemer					09/04/2024
	225-2120-42210	OPERATING SUPPLIES		17.91			
	225-2120-43305	CRIME PREVENTION PROGRAM		6.29			
	Total for vendor 0011 - ACE HARDWARE:			24.20	24.20		

Vendor 3698 - AMAZON:

7/30/24

84325	AMAZON	08/01/2024	09/04/2024	105.98	105.98	Open	N
	TOOL SET	pziemer					09/04/2024
	225-2120-42240	SMALL TOOLS		105.98			

7/31/24

84327	AMAZON	08/01/2024	09/04/2024	65.19	65.19	Open	N
	FLASH DRIVES AND CHARGING CORDS	pziemer					09/04/2024
	225-2120-42210	OPERATING SUPPLIES		65.19			

8/5/24

84333	AMAZON	08/05/2024	09/04/2024	84.99	84.99	Open	N
	714 FLASHLIGHT	pziemer					09/04/2024
	225-2120-41113	UNIFORM ALLOWANCE		84.99			

8/6/24

84336	AMAZON	08/06/2024	09/04/2024	45.55	45.55	Open	N
	FLASH DRIVES, FACIAL TISSUE	pziemer					09/04/2024
	225-2120-42210	OPERATING SUPPLIES		18.99			
	225-2120-42220	REPAIR & MAINT		26.56			

8/8/24

84344	AMAZON	08/08/2024	09/04/2024	343.96	343.96	Open	N
	SPARE FLASHLIGHTS X4	pziemer					09/04/2024
	225-2120-41113	UNIFORM ALLOWANCE		343.96			

8/20/24

84356	AMAZON	08/20/2024	09/04/2024	67.28	67.28	Open	N
	FLASH DRIVES, BOOT POLISH	pziemer					09/04/2024
	225-2120-42210	OPERATING SUPPLIES		49.32			
	225-2120-41113	UNIFORM ALLOWANCE		17.96			
	Total for vendor 3698 - AMAZON:			712.95	712.95		

Vendor 3420 - BCA :

8/15/24

84351	BCA	08/15/2024	09/04/2024	75.00	75.00	Open	N
	729 DMT CERTIFICATION	pziemer					09/04/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT		75.00			

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Total for vendor 3420 - BCA :	75.00	75.00
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Vendor 0133 - CWC RECORDER:

7/31/24

84328	CWC RECORDER	08/01/2024	09/04/2024	13.00	13.00	Open	N
	24010940 DEATH CERTIFICATE	pziemer					09/04/2024
225-2120-42210	OPERATING SUPPLIES			13.00			
	Total for vendor 0133 - CWC RECORDER:			13.00	13.00		

Vendor 4054 - FACEBOOK:

8/1/24

84329	FACEBOOK	08/01/2024	09/04/2024	18.33	18.33	Open	N
	POLICE OFFICER EMPLOYMENT AD	pziemer					09/04/2024
225-2120-43350	PRINTING/LEGAL PUBLICATION			18.33			

8/1/24 - 2

84330	FACEBOOK	08/01/2024	09/04/2024	54.09	54.09	Open	N
	POLICE OFFICER EMPLOYMENT AD	pziemer					09/04/2024
225-2120-43350	PRINTING/LEGAL PUBLICATION			54.09			

8/5/24

84334	FACEBOOK	08/05/2024	09/04/2024	125.00	125.00	Open	N
	POLICE OFFICER EMPLOYMENT AD	pziemer					09/04/2024
225-2120-43350	PRINTING/LEGAL PUBLICATION			125.00			

8/15/24

84352	FACEBOOK	08/15/2024	09/04/2024	125.00	125.00	Open	N
	POLICE OFFICER EMPLOYMENT AD	pziemer					09/04/2024
225-2120-43350	PRINTING/LEGAL PUBLICATION			125.00			
	Total for vendor 4054 - FACEBOOK:			322.42	322.42		

Vendor 3719 - FLEET FARM:

8/6/24

84337	FLEET FARM	08/06/2024	09/04/2024	129.44	129.44	Open	N
	MESSAGE TRAILER JACK	pziemer					09/04/2024
225-2120-43430	B-LAKEZ T MISCELLANEOUS			129.44			

8/6/24 - 2

84338	FLEET FARM	08/06/2024	09/04/2024	(9.45)	(9.45)	Open	N
	CREDIT - TAX ON MESSAGE TRAILER JACK	pziemer					09/04/2024
225-2120-43430	B-LAKEZ T MISCELLANEOUS			(9.45)			
	Total for vendor 3719 - FLEET FARM:			119.99	119.99		

Vendor 3982 - HOLIDAY INN:

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8/18/24							
84360	HOLIDAY INN	08/18/2024	09/04/2024	594.55	594.55	Open	N
	707 - FBI EXECUTIVE LEADERSHIP INSTI	pziemer					09/04/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			594.55			
8/18/24 - 2							
84361	HOLIDAY INN	08/18/2024	09/04/2024	594.55	594.55	Open	N
	708 - FBI EXECUTIVE LEADERSHIP INSTI	pziemer					09/04/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			594.55			
	Total for vendor 3982 - HOLIDAY INN:			1,189.10	1,189.10		

Vendor MISC - HOLIDAY STATIONSTORE:

8/7/24							
84339	HOLIDAY STATIONSTORE	08/07/2024	09/04/2024	26.99	26.99	Open	N
	BRAINERD NIGHT OUT SUPPLIES	pziemer					09/04/2024
225-2120-43305	CRIME PREVENTION PROGRAM			26.99			
	Total for vendor MISC - HOLIDAY STATIONSTORE:			26.99	26.99		

Vendor 2989 - HOME DEPOT:

8/7/24							
84340	HOME DEPOT	08/07/2024	09/04/2024	99.20	99.20	Open	N
	BOXES	pziemer					09/04/2024
225-2120-42210	OPERATING SUPPLIES			99.20			
	Total for vendor 2989 - HOME DEPOT:			99.20	99.20		

Vendor 0213 - INTOXIMETERS INC:

8/8/24							
84347	INTOXIMETERS INC	08/08/2024	09/04/2024	975.00	975.00	Open	N
	QTY 3 PBT'S	pziemer					09/04/2024
225-2120-41113	UNIFORM ALLOWANCE			975.00			
	Total for vendor 0213 - INTOXIMETERS INC:			975.00	975.00		

Vendor 3065 - JIMMY JOHN'S #989:

8/22/24							
84358	JIMMY JOHN'S #989	08/22/2024	09/04/2024	68.85	68.85	Open	N
	INTERVIEW PANEL LUNCH	pziemer					09/04/2024
225-2120-43430	MISCELLANEOUS			68.85			
	Total for vendor 3065 - JIMMY JOHN'S #989:			68.85	68.85		

Vendor 4343 - NATIONAL IMPRINT:

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	GL Distribution GRANT						

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

8/9/24

84348	NATIONAL IMPRINT	08/09/2024	09/04/2024	1,219.00	1,219.00	Open	N
	PD EVENT TENT	pziemer					09/04/2024
225-2120-43305	CRIME PREVENTION PROGRAM			1,219.00			

8/9/24 - 2

84349	NATIONAL IMPRINT	08/09/2024	09/04/2024	388.00	388.00	Open	N
	BRAINERD NIGHT OUT SUPPLIES	pziemer					09/04/2024
225-2120-43305	CRIME PREVENTION PROGRAM			388.00			
	Total for vendor 4343 - NATIONAL IMPRINT:			1,607.00	1,607.00		

Vendor 0932 - ORIENTAL TRADING CO., INC:

8/22/24

84359	ORIENTAL TRADING CO., INC	08/22/2024	09/04/2024	179.94	179.94	Open	N
	HALLOWEEN SAFETY EVENT SUPPLIES - GL	pziemer					09/04/2024
225-2120-43305	CRIME PREVENTION PROGRAM			179.94			
	Total for vendor 0932 - ORIENTAL TRADING CO., INC:			179.94	179.94		

Vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :

8/19/24

84357	SIRCHIE FINGER PRINT LABORATORIES,	08/19/2024	09/04/2024	161.20	161.20	Open	N
	EVIDENCE SUPPLIES	pziemer					09/04/2024
225-2120-42210	OPERATING SUPPLIES			161.20			
	Total for vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :			161.20	161.20		

Vendor 4344 - STAYBRIDGE SUITES:

8/1/24

84331	STAYBRIDGE SUITES	08/01/2024	09/04/2024	459.36	459.36	Open	N
	727 SRO TRAINING - HOTEL	pziemer					09/04/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			459.36			
	Total for vendor 4344 - STAYBRIDGE SUITES:			459.36	459.36		

Vendor 3911 - STORM COMBATIVES TRAINING CONSULTAT:

8/15/24

84353	STORM COMBATIVES TRAINING CONSULTAT	08/15/2024	09/04/2024	2,198.00	2,198.00	Open	N
	705 & 714 FOUNDATION INSTRUCTOR TRAINING	pziemer					09/04/2024
225-0000-15510	PREPAID OTHER			2,198.00			
	Total for vendor 3911 - STORM COMBATIVES TRAINING CONSULTAT:			2,198.00	2,198.00		

Vendor 0322 - STREICHERS PROF EQUIP:

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	GL Distribution						
	GRANT						

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

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84367	STREICHERS PROF EQUIP	08/12/2024	09/04/2024	(127.98)	(127.98)	Open	N
	CREDIT - RETURNED 701 EXTERNAL VEST (pziemer						09/04/2024
225-2120-41113	UNIFORM ALLOWANCE			(127.98)			
	Total for vendor 0322 - STREICHERS PROF EQUIP:			(127.98)	(127.98)		

Vendor 4306 - TACTACAM REVEAL:

8/7/24

84341	TACTACAM REVEAL	08/07/2024	09/04/2024	9.00	9.00	Open	N
	AUG 24 CAMERA SUBSCRIPTION XTRA pziemer						09/04/2024
225-2120-43433	DUES & SUBSCRIPTIONS			9.00			

8/7/24 - 2

84342	TACTACAM REVEAL	08/07/2024	09/04/2024	61.00	61.00	Open	N
	AUG 24 CAMERA SUBSCRIPTION X5 pziemer						09/04/2024
225-2120-43433	DUES & SUBSCRIPTIONS			61.00			
	Total for vendor 4306 - TACTACAM REVEAL:			70.00	70.00		

Vendor 3703 - TRANSUNION RISK:

8/2/24

84332	TRANSUNION RISK	08/02/2024	09/04/2024	75.00	75.00	Open	N
	INVESTIGATIONS AND PARKING TKT COLLE(pziemer						09/04/2024
225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		

Vendor 3697 - USPS:

7/25/24

84324	USPS	08/01/2024	09/04/2024	1.77	1.77	Open	N
	POSTAGE	pziemer					09/04/2024
225-2120-43322	POSTAGE			1.77			

7/30/24

84326	USPS	08/01/2024	09/04/2024	18.40	18.40	Open	N
	POSTAGE	pziemer					09/04/2024
225-2120-43322	POSTAGE			18.40			

8/5/24

84335	USPS	08/05/2024	09/04/2024	8.10	8.10	Open	N
	POSTAGE	pziemer					09/04/2024
225-2120-43322	POSTAGE			8.10			

8/8/24

84345	USPS	08/08/2024	09/04/2024	9.50	9.50	Open	N
	POSTAGE	pziemer					09/04/2024
225-2120-43322	POSTAGE			9.50			

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Inv Ref#	Description	Entered By					Post Date
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PCard: 2257 U.S. BANK Card Holder: POLICE							
8/8/24 - 2							
84346	USPS	08/08/2024	09/04/2024	11.00	11.00	Open	N
	POSTAGE	pziemer					09/04/2024
225-2120-43322	POSTAGE			11.00			
8/16/24							
84355	USPS	08/16/2024	09/04/2024	12.40	12.40	Open	N
	POSTAGE	pziemer					09/04/2024
225-2120-43322	POSTAGE			12.40			
Total for vendor 3697 - USPS:				61.17	61.17		
Vendor 0006 - WALMART COMMUNITY/GECRB:							
8/7/24							
84343	WALMART COMMUNITY/GECRB	08/07/2024	09/04/2024	6.86	6.86	Open	N
	BOXES	pziemer					09/04/2024
225-2120-42210	OPERATING SUPPLIES			6.86			
8/12/24							
84350	WALMART COMMUNITY/GECRB	08/12/2024	09/04/2024	32.34	32.34	Open	N
	BOXES	pziemer					09/04/2024
225-2120-42200	OFFICE SUPPLIES			32.34			
Total for vendor 0006 - WALMART COMMUNITY/GECRB:				39.20	39.20		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				8,349.59	8,349.59		

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GL Distribution	GRANT						

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Vendor 0849 - CENTRAL LAKES COLLEGE :

8/16/24

84266	CENTRAL LAKES COLLEGE	08/16/2024	09/04/2024	100.00	100.00	Open	N
	WELLNESS BANNER	pziemer					09/04/2024
278-6515-43430	MISCELLANEOUS			100.00			
	Total for vendor 0849 - CENTRAL LAKES COLLEGE :			100.00	100.00		

Vendor 3885 - THE UPS STORE:

8/1/24

84265	THE UPS STORE	08/01/2024	09/04/2024	47.46	47.46	Open	N
	SEWER HEAD REPAIR - SHIPPING	pziemer					09/04/2024
237-3190-42220	REPAIR & MAINT			47.46			
	Total for vendor 3885 - THE UPS STORE:			47.46	47.46		

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

# of Invoices:	332	# Due:	332	Totals:	614,463.12	614,463.12
# of Credit Memos:	5	# Due:	5	Totals:	(322.42)	(322.42)
Net of Invoices and Credit Memos:					614,140.70	614,140.70

--- TOTALS BY GL DISTRIBUTION ---

101-0000-20600	BFG24-0013	6,500.00
101-0000-20850	DUE TO COMPONENT UNIT	75.55
101-1400-43330	PROFESSIONAL DEVELOPMENT	550.00
101-1400-43433	DUES & SUBSCRIPTIONS	70.00
101-1410-41104	TEMPORARY	15,892.00
101-1410-43430	MISCELLANEOUS	364.61
101-1800-42210	OPERATING SUPPLIES	83.24
101-1800-43309	COMPUTER SUPPORT	3,839.05
101-1800-43321	TELEPHONE	124.98
101-1800-43330	PROFESSIONAL DEVELOPMENT	550.00
101-1940-42220	REPAIR & MAINT	288.25
101-1940-43381	BPU UTILITIES	2,607.95
101-1940-43410	RENTAL EXPENSE	91.20
101-2400-43322	POSTAGE	38.72
101-2400-43330	PROFESSIONAL DEVELOPMENT	105.00
101-2400-43350	PRINTING/LEGAL PUBLICATION	138.00
101-2400-43405	NUISANCES	475.00
101-2400-43433	DUES & SUBSCRIPTIONS	10.00
101-9200-43381	BPU UTILITIES	136.51
202-6323-45510	CAPITAL - RESIDENTIAL	1,440.00
203-9000-42210	OPERATING SUPPLIES	44.49
211-0000-20800	DUE TO OTHER GOVT UNITS	362.20
211-5500-42220	REPAIR & MAINT	248.09
211-5500-43381	BPU UTILITIES	1,845.83
211-5500-43430	MISCELLANEOUS	482.86

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	211-5501-43430	MISC - SPECIFIED DONATION USE		76.86			
	211-5503-43430	MISC - USE OF HOLDEN TRUST		2,253.00			
	225-0000-15510	PREPAID OTHER		2,198.00			
	225-2120-41113	UNIFORM ALLOWANCE		1,645.18			
	225-2120-42200	OFFICE SUPPLIES		32.34			
	225-2120-42210	OPERATING SUPPLIES		1,614.36			
	225-2120-42220	REPAIR & MAINT		332.56			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		2,735.18			
	225-2120-42240	SMALL TOOLS		105.98			
	225-2120-43300	PROFESSIONAL SERVICES		88.80			
	225-2120-43305	CRIME PREVENTION PROGRAM		1,820.22			
	225-2120-43322	POSTAGE		61.17			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		1,837.88			
	225-2120-43350	PRINTING/LEGAL PUBLICATION		322.42			
	225-2120-43380	UTILITIES		46.85			
	225-2120-43381	BPU UTILITIES		3,496.32			
	225-2120-43430	MISCELLANEOUS		188.84			
	225-2120-43433	DUES & SUBSCRIPTIONS		70.00			
	225-2127-43310	MISDEMEANOR PROSECUTOR		18,883.33			
	225-2220-42210	OPERATING SUPPLIES		640.01			
	225-2220-42220	REPAIR & MAINT		102.50			
	225-2220-43300	PROFESSIONAL SERVICES		1,486.81			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		175.00			
	225-2220-43331	LEASED PAYMENTS		80.69			
	225-2220-43381	BPU UTILITIES		1,782.29			
	225-2220-43433	DUES & SUBSCRIPTIONS		723.18			
	225-2700-43300	PROFESSIONAL SERVICES		3,168.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		50.00			
	229-0000-43300-23:10	PROFESSIONAL SERVICES		416.25			
	229-0000-43300-23:26	PROFESSIONAL SERVICES		138.75			
	230-5200-42220	REPAIR & MAINT		552.15			
	230-5200-42221	R&M- MILLS FIELD		521.72			
	230-5200-43381	BPU UTILITIES		14,362.61			
	230-5200-43410	RENTAL EXPENSE		370.00			
	230-5200-43430	MISCELLANEOUS		51.71			
	230-5204-42210	OPERATING SUPPLIES		742.46			
	230-5211-42210	OPERATING SUPPLIES		400.00			
	230-5215-42210	OPERATING SUPPLIES		135.00			
	230-5280-42220	REPAIR & MAINT		72.97			
	230-5280-43380	UTILITIES		860.99			
	235-3100-42210	OPERATING SUPPLIES		347.96			
	235-3100-42220	REPAIR & MAINT		8,655.21			
	235-3100-43381	BPU UTILITIES		23,139.52			
	235-3100-43430	MISCELLANEOUS		148.98			
	235-3170-42210	OPERATING SUPPLIES		849.11			
	236-3180-43381	BPU UTILITIES		37.50			
	237-3190-42210	OPERATING SUPPLIES		103.50			
	237-3190-42220	REPAIR & MAINT		47.46			
	238-3160-42210	OPERATING SUPPLIES		30.79			
	238-3160-43330	PROFESSIONAL DEVELOPMENT		1,123.00			
	238-3160-43430	MISCELLANEOUS		132.00			
	260-9020-43300	PROFESSIONAL SERVICES		70.90			
	260-9020-43309	COMPUTER SUPPORT		330.54			
	278-6515-43430	MISCELLANEOUS		771.32			
	295-6510-43300	PROFESSIONAL SERVICES		10,083.35			
	400-9050-43300	PROFESSIONAL SERVICES		7,850.00			
	400-9050-45530	CAPITAL - OTHER		27,350.57			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 09/03/2024 - 09/03/2024
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	GRANT						
	401-1003-43380	UTILITIES		51.32			
	401-1003-43430	MISCELLANEOUS		277.50			
	401-9030-43300-22:08	PROFESSIONAL SERVICES		2,000.00			
	401-9030-43300-23:12	PROFESSIONAL SERVICES		154.00			
	401-9030-43430	MISCELLANEOUS		278.00			
	401-9030-45530-22:08	CAPITAL-PYMTS TO CONTRACTS		315,861.33			
	401-9030-45530-23:15	CAPITAL-PYMTS TO CONTRACTS		18,236.44			
	401-9030-45530-23:27	CAPITAL-PYMTS TO CONTRACTS		95,001.49			
	401-9030-45530-24:07	CAPITAL-PYMTS TO CONTRACTS		203.00			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 09/03/2024 - 09/03/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 51/52

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			31,940.06	31,940.06		
202 -	SCDP GRANTS			1,440.00	1,440.00		
203 -	TRANSIT FUND			44.49	44.49		
211 -	LIBRARY FUND			5,268.84	5,268.84		
225 -	PUBLIC SAFETY FUND			43,637.91	43,637.91		
227 -	RECYCLING FUND			50.00	50.00		
229 -	PANDEMIC GRANTS			555.00	555.00		
230 -	PARK & RECREATION FUND			18,069.61	18,069.61		
235 -	STREET & SEWER FUND			33,140.78	33,140.78		
236 -	PARKING LOT FUND			37.50	37.50		
237 -	SANITARY SEWER FUND			150.96	150.96		
238 -	STORM SEWER FUND			1,285.79	1,285.79		
260 -	AIRPORT FUND			401.44	401.44		
278 -	HEALTHY EMPLOYEE INITIATIVE			771.32	771.32		
295 -	EDA FUND			10,083.35	10,083.35		
400 -	CAPITAL PROJECTS FUND			35,200.57	35,200.57		
401 -	CONSTRUCTION FUND			432,063.08	432,063.08		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				9,690.75	9,690.75		
1003 -	10:03 DWNTWN MAIN CNTRACT			328.82	328.82		
1400 -	ADMINISTRATION			620.00	620.00		
1410 -	ELECTIONS			16,256.61	16,256.61		
1800 -	IT/GIS			4,597.27	4,597.27		
1940 -	CITY HALL			2,987.40	2,987.40		
2120 -	POLICE DEPARTMENT			14,398.10	14,398.10		
2127 -	MISDEMEANOR PROSECUTOR			18,883.33	18,883.33		
2220 -	FIRE DEPARTMENT			4,990.48	4,990.48		
2400 -	COMMUNITY DEVL/INSPECTION			766.72	766.72		
2700 -	ANIMAL CONTROL			3,168.00	3,168.00		
3100 -	S & S MAINTENANCE			32,291.67	32,291.67		
3160 -	STORM SEWER EXPENSE			1,285.79	1,285.79		
3170 -	TRAFFIC CONTROL			849.11	849.11		
3180 -	PARKING LOTS EXPENSE			37.50	37.50		
3190 -	SANITARY SEWER EXPENSE			150.96	150.96		
3230 -	RECYCLING EXPENSE			50.00	50.00		
5200 -	PARK MAIN/ADMINISTRATION			15,858.19	15,858.19		
5204 -	CONCESSIONS			742.46	742.46		
5211 -	SPECIAL EVENTS PROGRAM			400.00	400.00		
5215 -	ADULT SOFTBALL			135.00	135.00		
5280 -	CAMPGROUND			933.96	933.96		
5500 -	LIBRARY-BUDGETED			2,576.78	2,576.78		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 09/03/2024 - 09/03/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution GRANT							
--- TOTALS BY DEPT/ACTIVITY ---							
	5501 - SPECIFIED DONATION USE			76.86	76.86		
	5503 - HOLDEN TRUST DONATION USE			2,253.00	2,253.00		
	6323 - SE BRAINERD SCDP GRANT			1,440.00	1,440.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			10,083.35	10,083.35		
	6515 - HEALTHY EMPLOYE INITIATIVE			771.32	771.32		
	9000 - TRANSIT FUND			44.49	44.49		
	9020 - AIRPORT M & O			401.44	401.44		
	9030 - CONSTRUCTION PROJ-MISC			431,734.26	431,734.26		
	9050 - CAPITAL PROJECTS-MISC			35,200.57	35,200.57		
	9200 - CITY-WIDE			136.51	136.51		

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 Vice President Johnson.

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

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

Member O'Day stated that the Safety and Public Works Committee added an item discussing 5th Avenue NE and D Street.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND CZECZOK, DULY CARRIED, TO APPROVE THE AGENDA WITH THE ADDITION OF DISCUSSION OF 5TH AVENUE NE AND D STREET INTERSECTION TO SAFETY AND PUBLIC WORKS.

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

- A. Approval of Bills
- B. Approval of Minutes
- C. Department Activity Report
- D. Approve Tobacco License for Limos Etc. LLC DBA Risky Business, 326 Washington St

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

Presentation

2025 Park Board Budget

Johnathan Miller, Park Board Chair, stated that the continued efforts of the Park Board to maintain a stable budget is a top priority of the Park Board. He gave an overview of the changes to the budget.

Member Czeczok stated that it is not cheap to run a park pointing out the costs of the utility increases. He asked about the lights at the softball field.

City Engineer/Public Works Director Dehn stated that the fix that was completed last spring has been effective. One bay of lights may have been affected by a lightning strike.

Council Committee Reports

Safety and Public Works Committee

Award Police Department Exterior Repairs Project Bid

Committee Chair O'Day stated that originally the ADA sidewalk improvement was taken out of the request for proposal. However, due to the bid coming in under budget, the City can add the sidewalks back into the project and remain under budget.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AWARD THE POLICE DEPARTMENT EXTERIOR REPAIRS PROJECT TO HY-TEC CONSTRUCTION IN THE AMOUNT OF \$428,000 AND TO FURTHER AUTHORIZE \$27,500 TO INCLUDE THE ADA SIDEWALK IMPROVEMENTS IN THE PROJECT.

Award Imp 24-06 - Laurel Street Bridge Repair Project Bid

Committee Chair O'Day stated that the bid was about \$50,000 higher than expected. It is hard to find companies to work on big bridges and the project is state aid eligible.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AWARD THE LAUREL STREET BRIDGE REPAIR PROJECT TO URBAN COMPANIES IN THE AMOUNT OF \$151,770.

Award South Brainerd Resurfacing Engineering Services Proposal

Committee Chair O'Day stated that in a typical year projects are completed by staff. With this project being an addition, staff is unable to complete the project on its own.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AWARD THE SOUTH BRAINERD RESURFACING PROJECT ENGINEERING SERVICES CONTRACT TO BOLTON & MENK IN THE AMOUNT OF \$68,450.

Discuss South Brainerd Alley Resurfacing Scope

Committee Chair O'Day stated that parts of Joseph and Ronald streets need to be ripped up, so it just makes sense to resurface them now and extend their useful age and promote mobility.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO INCLUDE RESURFACING OF THE ENTIRETY OF JOSEPH STREET AND RONALD STREET BETWEEN S. 6TH STREET AND S. 7TH STREET IN THE SOUTH BRAINERD ALLEY RESURFACING PROJECT SCOPE.

Approve Buffalo Hills Gully Amended Contract Amount and SEH Amendment

Committee Chair O'Day stated that the amount of fill needed exceeded the estimate and SEH needed to provide more management to the project. Crow Wing SWCD has committed \$35,000. The additional cost to the City will be about \$5,000.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AUTHORIZE UP TO \$895,000 FOR THE BUFFALO HILLS GULLY PROJECT AND APPROVE OF THE SEH CONTRACT AMENDMENT IN THE AMOUNT OF \$8,207.

Approve MnDNR Ash Tree Grant Agreement

Committee Chair O'Day stated that the MnDNR is awarding the City \$45,000 for boulevard ash trees. It includes management of the trees. The trees may be replaced at approximately a 1.5:1 ratio.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE MNDNR EAB MANAGEMENT GRANT AGREEMENT.

Direction on Active Code Enforcement Cases

Committee Chair O'Day stated that the home has been a problem for staff and neighbors.

Member Czeczok stated that he has experienced the effects of feces in other places that he has lived so he understands the need to get this taken care of.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO SEND A \$300 CITATION AND ABATEMENT OF 813 HOLLY STREET. ALL FUTURE ANIMAL FECES VIOLATIONS WITHIN ONE YEAR OF THE LAST VIOLATION WILL RECEIVE A \$300 CITATION AND ABATEMENT.

Discussion of 5th Avenue NE and D Street (Added Item)

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO STUDY THE PROBLEMS WITH SPEED AND RUNNING THE STOP SIGN AT THE 5TH AVENUE NE AND D STREET INTERSECTION AND PRESENT THEM AT THE NEXT MEETING.

Personnel and Finance Committee

Accept Retirement of Water Plant Operator Daniel Bourassa

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND CZECZOK, DULY CARRIED, TO ACCEPT THE RETIREMENT OF WATER PLANT OPERATOR DANIEL BOURASSA EFFECTIVE NOVEMBER 4, 2024, AND AUTHORIZE HIS SEVERANCE PAYOUT PER THE IBEW LOCAL NO. 31 BPU UNION CONTRACT.

Accept the Resignation of Lineworker Dallas Moorhouse

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO ACCEPT MR. MOORHOUSE'S RESIGNATION EFFECTIVE SEPTEMBER 3, 2024; FURTHER, TO AUTHORIZE STAFF TO BACKFILL HIS POSITION DURING THE CURRENT LINEWORKER HIRING PROCESS.

Ratify Hiring Jake Sipper for Street Maintenance I Position

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND O'DAY, DULY CARRIED, TO RATIFY THE HIRING OF JAKE SIPPER FOR THE STREET MAINTENANCE I POSITION EFFECTIVE AUGUST 12, 2024; FURTHER, THAT HE BE PLACED ON STEP 3 OF THE MAINTENANCE I WAGE GRID (\$27.11 PER HOUR).

Approve Reclassification of Jessie Dehn to City Engineer

Committee Member Stunek stated that this change will not affect the 2024 budget.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND CZECZOK, DULY CARRIED, TO RECLASSIFY JESSIE DEHN TO THE CITY ENGINEER POSITION EFFECTIVE JANUARY 1, 2025, ASSUMING THE PUBLIC WORKS DIRECTOR POSITION IS FILLED BY THAT TIME; FURTHER, THAT HE BE PLACED ON STEP 5 OF THE CITY

ENGINEER WAGE GRID (CURRENTLY \$52.86 PER HOUR) WHEN HE IS RECLASSIFIED; FURTHER, TO AUTHORIZE STAFF TO MODIFY THE EMPLOYEE POLICY MANUAL TO REMOVE REFERENCES FOR THE MUNICIPAL UTILITY DIVISION MANAGERS AND REPLACE WITH DIVISION MANAGERS; FURTHER, THAT THE CITY ENGINEER POSITION BE INCLUDED AS A DIVISION MANAGER.

Discussion of Preliminary 2025 Debt Levy

Committee Member Stunek stated that Finance Director Hillman did an excellent job on providing information. He also stated that the debt levy will be reduced by \$212,000 in 2025.

Member Czczok asked whether the debt levy lowering will affect the overall levy.

Vice Chair Johnson stated that the debt levy is a component of the overall levy.

Unfinished Business

Mayor Recommendation

Mayor Badeaux recommended Joshua “JD” Berns to the Park Board.

Member Czczok stated that he had the opportunity to serve with him on the Charter Commission and he thought he did an excellent job.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO APPOINT JOSHUA “JD” BERNs TO THE PARK BOARD.

Call for Applicants – Informational:

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

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

Transportation Advisory Committee- 2 terms (Expire 2025)

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

Economic Development Authority- 1 term (Expire 2026)

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

Parking Commission-- 1 term (Expire 2026) 1 term (Expire 2028)

New Business

Request from Brainerd Public Utilities to Convert Parking Stalls in the City Hall Parking Lot to Electric Vehicle (EV) Charging Stalls

Interim Public Utilities Director Wussow stated that the Public Utilities Commission is vehemently supporting a grant that would place EV charging at City Hall. This location makes good sense as it is highly visible and maintained year-round.

Member O'Day asked whether the Commission is aware that the City Hall parking lot is a priority for sale by the EDA.

Vice Chair Johnson stated that this is a great point. He would want to let the EDA know that this parcel may need to be unlisted for sale.

Member Czczok asked whether this would be EV exclusive use only and the amount of the grant. He asked whether the grant is contingent upon having a specific location.

Vice Chair Johnson asked whether the City would be the ones selling the power.

Interim Public Utilities Director Wussow stated that it would be EV exclusive use, the grant is for up to \$64,000, and that the cost would be about \$5-10 per charge that the City would charge. He also stated that this is not an approval of the grant application, rather the location.

Community Development Director Kramvik stated that the City Hall parking lot is not conveyed to the EDA. Therefore, the City Council has the ultimate decision. The EDA has put work into potential site plans.

Member Stenglein stated that of all of the other locations downtown, City Hall parking lot is ideal due its visibility. This could prevent vandalism.

Member Czczok asked about a deadline for the grant.

Interim Public Utilities Director Wussow stated that the grant is first come first served and is currently open.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO AUTHORIZE BPU TO APPLY FOR A GRANT AND CONVERT FIVE PARKING STALLS TO EV CHARGING STATIONS.

Public Forum

The Vice Chair opened the public forum at 8:02 p.m.

No one came forward.

The Vice Chair closed the public forum at 8:02 p.m.

Staff Reports

Police Chief Davis stated that Brainerd Night Out was held on August 15th. He gave a huge thank you to the Brainerd Northside Neighborhood Association for their partnership. It was a successful event. He hopes to include more neighborhoods next year.

City Engineer/Public Works Director Dehn stated that MnDOT will be holding a public input session for the highway 210/371 interchange in Baxter, on September 10th at the MnDOT office from 4:00-6:00 p.m. The South Brainerd reconstruction is progressing well. CenterPoint has provided the City with feedback on franchise fees, he is hoping to have a presentation at an upcoming meeting.

Community Development Director Kramvik stated that at its next meeting, the Planning Commission will be holding public hearings for elimination of the garage requirement for single and multi-family homes and restricting crypto mining and other similar uses in outdoor storage. Planning Commission will begin discussion of mixed use along Washington St. Finally, he reached out to the property owner on County Rd 45 with the offer, the property owner did decline the purchase. The property will be listed on the EDA website.

HR Director Schubert asked that Council please complete Administrator Broyles' performance evaluation by Friday, August 23rd.

Interim Public Utilities Director Wussow stated that he will be in his position to onboard the new Public Utilities Director until about September 5th. Mr. Evans plans to be at the budget workshop on August 26th.

City Administrator Broyles stated that he is looking forward to Chris Evans coming onboard. Regarding reviews, staff is also looking at the process for employees to strengthen the process.

HRA Director Charpentier stated that there are improvements being made to the Northstar Building.

Mayor's Report

Mayor Badeaux stated that he does not like franchise fees. He also stated that there are three events this week in the City of Brainerd. Police and Fire Softball will be on Thursday, August 22nd at Mills Field come for a circus like atmosphere, Shep's Elbow Convention is on Friday and Saturday, and the Movie in the Park featuring "Back to the Future" is on Saturday at 8:30 p.m. at Lyman P. White Park.

Council Member Reports

Member Stenglein stated that she attended the groundbreaking at Creekside North, it was exciting to see so much of the community there.

Member Czczok complimented Council for their diligence in having Council give direction to staff as a whole via a vote at a meeting.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK, DULY CARRIED, TO ADJOURN TO THE CLOSED SESSION PER MN STATUTE 13D.03 SUBD. 1(B) TO PREPARE FOR NEGOTIATIONS WITH THE IBEW 31 (PUBLIC UTILITIES) UNION.

The Chair adjourned the meeting at 8:12 p.m.

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

The Chair reconvened the meeting at 8:45 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK, TO ADJOURN THE MEETING TO THE COUNCIL BUDGET WORKSHOP ON AUGUST 26TH AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS.

The Chair adjourned the meeting at 8:45 p.m.

Nicholas W. Broyles
City Administrator

Pursuant to due call and notice thereof, the Budget Workshop of the Brainerd City Council was called to order at 6:00 p.m. by Council President Bevans.

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

Staff present were Administrator Broyles, Finance Director Hillman, Fire Chief Holmes, Public Works Director Dehn, Community Development Director Kramvik, IT/GIS Director Strong, Interim Public Utilities Director Wussow, Public Utilities Director Evans, BPU Finance Manager Loch, and HRA Director Charpentier.

2025 Budget and Levy Presentation and Discussion

Finance Director Hillman explained that a city must adopt a budget for at least the General Fund but is not required to adopt a budget for all funds and outlined how a city develops a budget. The discussion of the workshop focuses on the Working Funds (General, Public Safety, Parks, and Streets), debt and capital which are the funds the City needs to levy for operations.

Finance Director Hillman stated that the preliminary levy must be set by September 30th, 2024, with the final levy being set by December 31st, 2024. Finance Director Hillman gave an overview of the proposed budget and levy. The current proposed levy for the 2025 budget is 8.64% increase over 2024 to balance the budget and does not consider the requested increases to Library, EDA, or Airport levies. The projected budget levy is \$7,560,372. Ms. Hillman highlighted the various revenue and expense categories, as well as the capital and debt needs for 2025, explaining the assumptions used in the budget and reasons for the changes between the proposed 2025 budget and the 2024 budget.

Member Czeczok asked what the value of the tax rate is when trying to set the City's levy.

Finance Director Hillman stated that the municipality sets the levy not the tax rate. The tax rate is discussed because the City is so close to Baxter, it's easier to compare the two cities.

Member Johnson stated that the tax rate and the levy are the same number as the City knows the variables before the levy is set.

Finance Director Hillman explained that the tax rate is actually the result of the levy dollars set by the city and the total tax capacity of the city.

Member Johnson stated that he will agree to disagree.

Chair Bevans asked what the levy was in 2024.

Finance Director Hillman stated that the 2024 levy was \$6,958,980 which was an 8% increase over 2023.

Member Czeczok stated that the ask for the Airport this year is \$225,000. Until this year, the request has been about \$155,000 which could be eliminated in perpetuity if the City were to divest itself. With the discussions of the City divesting from the Airport, there is an upfront cost

to the County to take over operations. He wonders if the City could incentivize the County by paying for this cost. He asked for a report about the airport at the next meeting.

City Administrator Broyles stated that he is meeting with Administrator Erickson this week to discuss the airport. He will receive formal feedback at that meeting.

Member Stenglein stated that the Library's request is very modest in the grand scheme of things. She does not believe it is fair to lump them with the EDA and Airport.

Member Johnson stated that there will be discussion at the next meeting of all of the levy.

Member Terry asked whether the BPU discussions were included in the levy.

Finance Director Hillman stated that it is not included in the levy. BPU presents its budget in December to the City Council.

Adjourn

The Chair adjourned the meeting at 6:32 p.m.

Nicholas W. Broyles
City Administrator

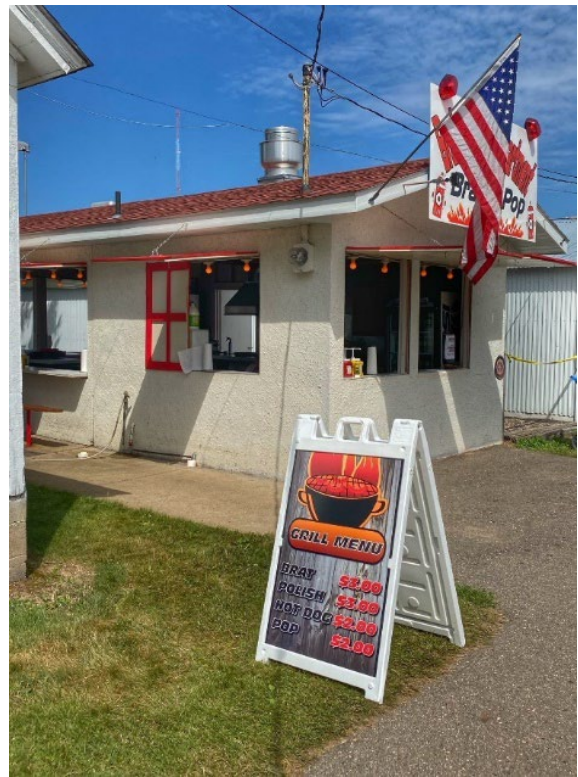


Brainerd Fire Department Monthly Report

August 2024

August has been another busy month for the Brainerd Fire Department, with multiple fire incidents and significant participation in community events. Kitchen fires continue to be the leading cause of house fires. We urge residents to exercise caution when cooking and ensure that fire safety measures are in place.

We successfully wrapped up another great year at the Crow Wing County Fair where we had a fire truck on display for Kids Day and provided event coverage for the Baja Rally races and Monster Truck event.



We appreciate everyone that stopped at the Brat Stand and expressed their appreciation and support.

Our team participated in several annual community events fostering community connections and promoting safety awareness.

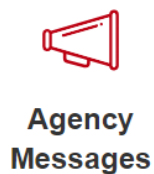
At the Summer Picnic at First Lutheran Church, we engaged with the local community further strengthening our ties with residents. At the Baxter Night to Unite and Brainerd National Night Out our department was present and continuing our tradition of involvement in community safety and awareness programs.



Once again, we had a presence at the Lucas Oil Nationals at BIR.



Chief Holmes had the honor of delivering the main prayer at the Lakes Area Mayor's Prayer breakfast and is proud to be part of such a great event.



We are proud to partner with Indiana University Prevention Insights through our PulsePoint app to deliver valuable overdose training and Naloxone certification messages throughout the next year. We extend our appreciation to CWC BLADE/Opioid Coalition for their generous donation in support of this vital project.

We look forward to continuing our service and community involvement in the coming months. Thank you for your ongoing support of the Brainerd Fire Department.

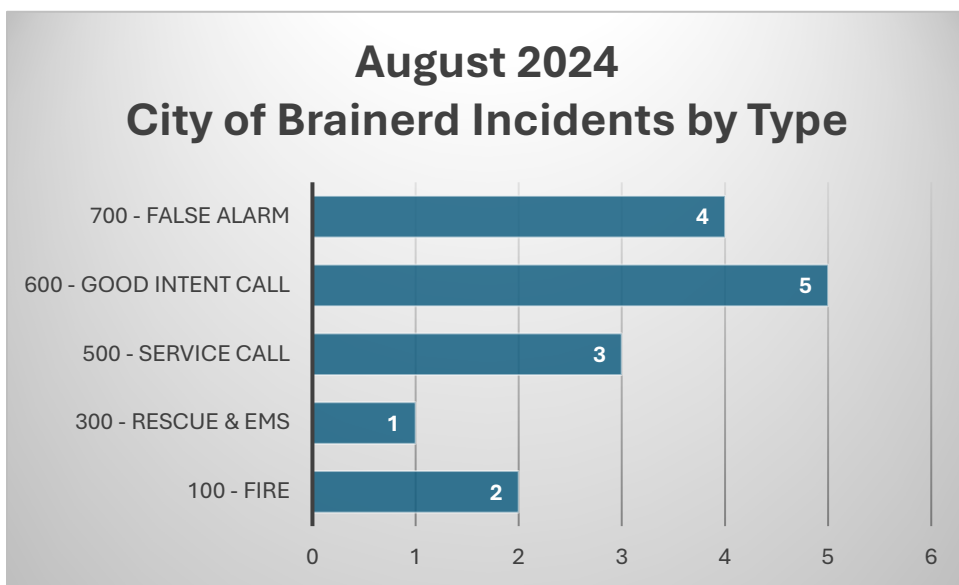


Brainerd Fire Department Monthly Report

August 2024

INSPECTIONS	
Fire Alarm	27
Hood Suppression	18
Commercial Kitchen Exhaust	10
5 Year Sprinkler	3
Sprinkler System	23
Special Suppression	2

BRAINERD FIRE COVERAGE AREA INCIDENT REPORT	
Type of NFIRS Incident (National Fire Incident Reporting System)	Coverage Area Total Incidents (Includes City of Brainerd)
Fire	4
Rescue & Emergency Medical Service	7
Hazardous Condition	2
Service Calls	5
Good Intent Call	13
Alarm Activation	9
TOTAL	40



HR DIRECTOR REPORT



In this report:

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

Public Utilities Director

We are happy to welcome Public Utilities Director Chris Evans to the City of Brainerd. Mr. Evans started on August 26, 2024, and will work closely with Interim Public Utilities Director Patrick Wussow over the following two-week period.

We would like to thank Mr. Wussow for all his help over the last few months as our Interim Public Utilities Director!

Union Updates

A mediation session between Employer representatives and the IBEW Public Utility Union was held on August 16th. The parties agreed to certain contract terms, and those issues that could not be agreed to will be submitted to binding arbitration. Binding arbitration has many steps to it which could push the completion of this process to December 2024.

Avoiding a strike is a significant achievement for both the parties and we thank everyone for their efforts and their patience during this process!

Wellness Committee

The 2024 Employee Appreciation Event will take place on September 19th at the Public Works Garage. This decision was made to assist in cost savings for renting a tent as well as easy access for all Departments. Please plan to attend.

We received several nominations for our Innovation and Exceptional Service Awards. I want to thank all the employees that took time to complete a nomination for the many amazing employees that we have! City Council member Mike O'Day, BPU Commissioner Tad Erickson, and City Administrator Broyles met and selected the award recipients. The winners will be announced and presented at our 2024 Employee Appreciation Event.

Our 2024 Flu Shot clinic will take place on the below dates/times. A flyer with a link to reserve a spot will be sent out over the next week. Please reach out to HR Assistant Brittney Boser with any questions or issues with reserving a spot and we hope all are able to participate in this opportunity!

- * Tuesday, September 17, 2024 - Baxter City Hall from 3:00 – 4:30 PM OR
- * Wednesday, September 18, 2024 - Brainerd City Hall from 8:00 – 9:30 AM

Personnel

New Hires/Promotions for City/BPU/HRA:

Jake Sipper - Street Maintenance I (8/12)
Chris Evans - Public Utilities Director (8/26)

Farewell to:

Taylor Crocker - HRA Operations Admin Specialist (8/29)
Kristin Miller - HRA Rehab Admin Specialist (8/29)
Dallas Moorhouse - Lineworker (9/3)
Tyler Heinlen - Community Service Officer (8/22)
John Unger - Community Service Officer (9/4)

Current Job Opportunities:

Public Works Director - Open through September 20th.

Admin Specialist - Public Works Dept - Open through September 10th.

Transit Operation Specialist - Open through September 11th.

Journey Electrical Lineworker - Posted until filled.

Police Officer - Job Offer given and the applicant is going through the background check process.

HRA Rental Assistance Specialist - Conditional Job Offer given.

HRA Rehab Administrative Specialist - Open until filled.

Paid on-call Firefighter - Open through August 30th.

Part-Time/Internships/Seasonal Positions:

HRA Maintenance Specialist - Part Time

There are currently 10 City/HRA/Airport employees with Family & Medical Leave Act (FMLA) issues. 7 of those cases are for intermittent leave when needed.

Performance Evaluation Work Group

The Performance Evaluation Work Group has resumed meeting. The Work Group is reviewing our current Performance Evaluation process and forms used. More details will be provided next month.

Health Insurance

We received our 2025 health insurance renewal on August 22nd with a 8% increase which was our rate cap. The Employee Insurance Committee will meet on September 3rd to discuss the renewal. We have already been informed that the Better Health Collective (formerly known as Sourcewell) will be switching its health insurance coverage from Health-Partners to Blue Cross/Blue Shield in 2025. To accommodate that transition, we will need to push up our 2025 Open Enrollment meeting and benefits election deadline to ensure all of our elections and administrative changes are completed by the required timeframe.



CITY ENGINEER/PUBLIC WORKS DIRECTOR REPORT SEPTEMBER 3, 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:** August 24th, 2024
- **Time:** 8:30 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.

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

Adult Sports

- **Adult Summer Softball**

- Women's- Finished – 8/12/24
 - Gold
 - Champion- 9th St Social
 - Runner Up- Dunmires
 - Silver
 - Champion-Bat Intentions
 - Runner Up-Pit Stop Lock & Drop It
- MS2-Playoff start 8/27/24
- MS1- -Finished 8/21/24
 - Champion – Lakes Hockey Academy
 - Runner Up- Dunmires
- Coed- Finished 8/1/24
 - Lower
 - Champion- Criollos
 - Runner Up- Se'z/Range Printing
 - Upper
 - Champion- Harpo's
 - Runner Up- The Killer Bees

- **Summer Pickleball**

Thursday Just for Fun and Thursday Registration Closed

- Competitive finished on 8/15
 - Just for fun
 - Champion- Dinkers
 - Runner Up-Pickled Pair
 - Competitive
 - Champion- Balls of Fury
 - Runner Up-G-Unit
- Tuesday Just for Fun and Thursday Competitive will finish on 8/27

Fall Softball - Registration Update as of 8/23/24

- MS1: 2 out of 9 Teams – Registration closes 8/23/24. The league may be canceled due to not enough teams. The final decision will be made on 8/26/2024
- MS2: 7 out of 9 Teams
- Coed: 7 out of 9 Teams

Fall Pickleball - Registration Closed- Update as of 8/23/24

Registration Closed

Tuesday Just for Fun- canceled due to not enough teams

Tuesday Competitive- 6/10

Thursday Just for Fun-8/10

Thursday Competitive- canceled due to not enough teams

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

Kickball starts 8/19/24

7/12 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

August:15 Rentals

Total: 66 rentals

Rental Details:

Average Duration: 30-60 minutes

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

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.

Post Season meeting held on 8/21/24

Parks Maintenance Report

- Daily mowing
- Garbage runs and restroom maintenance daily
- Checked broken electrical wires
- New outlet in pavilion at Gregory
- Put wall guards under hand dryers in Memorial bathrooms
- Made keys for IT Department
- CTC completing new fiber bores for security cameras at Kiwanis, Memorial, and Lyman
- Reviewed cost proposal for electrical work for new security cameras at Kiwanis
- Fixing faucet at Lum men's room
- Watering trees and downtown baskets & urns
- Leveled campground host site parking pad and added Class 5 gravel
- Moved picnic tables and removed 2 grills from Jaycees north pavilion
- Fixed soap dispenser
- Hung parking sign for campground
- Removed pergola from Gregory

- Fixed faucet at Memorial
- Welded up handrails for playground equipment
- Picked up fenders
- Helped police with grill and battery change in cameras
- Welded up and painted last pieces of merry-go-round for Kiwanis
- Refurbished and installed used running boards for new truck
- Installed refurbished merry-go-round at Kiwanis
- Painted bench
- Repaired mutt mitt dispenser
- Replaced two light switches at Bane restrooms
- Repaired water leak and spigot standpipe in campground
- Whipped and cut suckers at Gregory
- Brought extra garbage cans to Gregory
- Added mulch to downtown mulch beds
- Prepping for National Night Out event including tables, grills, garbages, and verifying electrical
- Cleaning bearing on playground part
- Fixed drinking fountain at Memorial
- Replaced downtown watering wands
- Put 2" receiver on new truck
- Watering new trees
- Mudding in new stones at Gregory
- Cleared out soaped up fountain (vandalism)
- Hung plaques at Gregory for memorial trees
- Fixed light lenses at Lyman P White Park
- Helped with movies in the park project
- Picked up parts for merry-go-round
- Fixed wheel on X-750 JD mower
- Prepping Lyman P White Park for movie night
- Picked up new trucks
- Moved concessions back to Memorial
- Trained in new part-time seasonal employee
- Washed walls in Kiwanis restrooms
- Moved brush pile from disc golf course
- Put in sign and posts for disc golf course
- Weeding roundabout on NW 4th Street
- Ordered and picked up decals for new trucks
- Ordered parts for lights at softball fields
- Filled in hole in trail at Lum
- Bulbs replaced at Memorial softball fields
- Took box out of truck
- Took delivery of dump box and paint
- Moved mouse traps to Memorial
- Assisted mechanic with outfitting new truck with new garbage lifter
- Tested lights on Field #1
- Repaired bike repair station air pump for Lyman P White Park

- Took down 2 leaning trees in campground
- Got kickballs ready for season
- Checked breakers at concession stand
- Cleaned press box
- Repaired concession building at Bane
- Replaced vent in restroom at Kiwanis
- Repaired bike station
- Preparing for softball exhibition game
- Repaired damage and replaced stolen light fixture by homeless in Gregory
- Cleaned up pavilions following events
- Cleared backed up toilet at Memorial due to vandalism
- Cleaned up picnic benches due to wasp nests at Mills Field
- Placed field rakes at Memorial concessions
- Reviewed turf divot behind 2nd base on Field #2
- Replaced motor and hoses in old garbage truck lifter
- Ash tree injections at Kiwanis and Bane completed, cable installed on tree at Bane based on recommendation of Carr's and Tree Inspector

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. Contractor has completed pouring of the new sidewalk and concrete slab. 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 will be coordinated with the contractor to be completed in fall 2024. Picnic tables and grills have been removed from the area.

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

Staff is coordinating with the contractor to avoid reservation conflicts for the work on Pavilions #1 and #2. This work is expected to occur in fall 2024.

Streets Maintenance Report

Maintenance Tasks Completed Month Prior

- Continued jetting and camera of sewer main lines in Northeast Brainerd.
- Marking utility locates
- Assisted with DOT inspections and minor repairs of Transit buses as time is available
- Continued weekly downtown street sweeping
- Provided traffic control materials for events
- Continued painting of crosswalks and miscellaneous lines
- Continued crack filling in NW Brainerd and Northtown
- Continued mowing throughout city
- Assisted with delivering supplies for Primary Elections and pickup afterwards
- Assisting with installing new garbage lifter on new Parks truck
- Installed new gate at pit and PD assisting with installing camera and extra patrols
- Ordered new barricades for dead ends in NE Brainerd
- Training new employee, Jake Sipper
- Coordinating efforts with BPU regarding bucket truck use
- Assisted with utilizing vac truck for replacement of pumps in Buffalo Hills and Tyrol lift stations
- Cut down stump on College Drive
- Received trade in values on equipment planned for replacement in 2025
- Assisted with street sweeping report
- Reviewed sinkhole complaint in Southview Court for public vs. private determination
- Hauled mulch for downtown landscape beds
- Relocated speed limit sign on 28th Street SE per Police Department request
- Placed No Parking signs on Gillis Avenue adjacent to Dunkin
- Investigated electric utility manhole adjacent to Willow/371B
- Investigated sediment discharge into Little Buffalo Creek
- Ordered new signs to replace vandalism covered signed in SE Brainerd
- Reviewed patching on two service line repair areas
- Repaired grader damage in alley adjacent to Rosewood Street
- Picked up electronic levels for Engineering Division
- Reviewed dead tree adjacent to Buffalo Hills Trail

Engineering Report

South Brainerd Reconstruction Project

Paving has been completed on the southern phase of the project north of Wright Street. Restoration will follow shortly afterwards including new tree plantings. Residents will be notified to begin routine mowing and lawn maintenance once sufficient growth has established. Final gravel south of Wright Street will be completed this week and paving is expected the week of September 16th. Final restoration and a punchlist will be developed after this is completed.

S. 6th/Willow Roundabout Project

Staff is presenting ROW appraisals to Council and will be beginning negotiations with property owners shortly afterwards. Final design of the project is wrapping up and a final plan will be presented to the Council for approval shortly.

Buffalo Hills Gully Remediation Project

The project is mainly complete with the completion of final grading and hydroseeding/erosion blanket placement. Trees will be planned for planting this fall. 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

The project is awarded and the notice to proceed is issued. Urban Companies is expected to begin work on the bridge shortly. Staff will coordinate with the appropriate parties as needed during bridge closures.

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

The patching on Northtown is completed. The final patches on Clara Street and SW 4th Street remain to be completed.

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 has been awarded to the contractor. 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 completed work 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 has had a kick-off meeting with WSB to discuss the project and set up project timelines and expectations. They have begun information gathering and survey. 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
- Met with MnDOT to discuss bridge lighting on TH 210 project
- Reviewed Engineering proposals for South Brainerd Resurfacing, sent out to consultants
- Reviewed Streets, Engineering, Sanitary and Storm operating budgets for 2025
- Reviewed TH 210 reconstruction watermain replacement details and casing requirements
- Prepared and sent review of exception letter for TH 210 watermain casing requirements
- Reviewed proposals for 2024 tree plantings downtown, City Hall, College Drive and Lum Park
- Coordinated with MnDNR regarding grant funding for EAB management
- Reviewed quantities provided by contractor for Buffalo Hills Gully project
- Met with SRF regarding timeline for requirements for TH 210/Lum Park Pedestrian Bridge project
- Met with MnDNR regarding potential funding assistance for TH 210/Lum Park Pedestrian Bridge project
- Reviewed building permits for appropriate erosion control plans and requirements
- Reviewed and approved excavation and utility permits
- Requested memorial trees from vendors for various parks
- Followed up with BPU regarding details of Rotary Solar Project
- Requested proposal for sanitary sewer main lining in alley adjacent to 15th Street SE
- Reviewed utility customer information from CenterPoint Gas for Franchise Fees
- Requested state aid payments for state aid projects
- Provided construction status update forms for various state aid projects
- Prepared and sent invoice to MnDOT for reimbursement for 50% share of engineering services on TH 371B/Willow St Roundabout project
- Met with County and City staff regarding the Airport ownership
- Discussed annual vehicle fleet replacement for Public Works vehicles
- Participated in Performance Evaluation work group
- Attended quarterly Region 5 TAC meeting
- Met with Park Board Chair Miller and Mayor Badeaux regarding Adult Softball
- Met with Gordian (Sourcewell) regarding contracting options
- Attended Transit Facilities grant webinar
- Attended Transit Large Capital Grant webinar
- Participated in Local Road Research Board webinar on CIP Tool TAP Committee
- Discussed City Engineer position expectations with City Administrator Broyles and HR Director
- Met with resident to discuss driveway details and permit requirements
- Attended Laurel Street Bridge Repair bid opening
- Met with MnDOT and SRF to discuss TH 210 Reconstruction construction staging and detouring
- Met with Lind Concrete to discuss upcoming Parks ADA Improvements work
- Met with MnDOT to discuss TH 210 lighting requirements and potential alternative options
- Met with HR and Transit Coordinator to discuss Personal Leave policies vs. FMLA
- Attended Adult Softball Post-Season feedback meeting and took notes
- Attended webinar on Capital Improvement Planning Strategies
- Met with HRGreen staff to look at alternative stormwater options on TH 210 to potentially alleviate flooding concerns with the upcoming reconstruction project
- Met with new Public Utilities Director Evans for introduction and discuss coordination efforts

- Collected pickleball court resurfacing project information and applied estimates to Gregory Park
- Collected as-built plans for streets adjacent to Lowell Elementary School and sent to WSB
- Sent sample plans to Bolton & Menk
- Sent stormwater modeling files to SRF to assist with stormwater design for TH 210 project
- Sent easement information for TH 371B/Willow Roundabout project to City Attorney for review
- Researched and sent utility service information to resident for private property
- Prepared, revised, and sent out request for proposals for 2024-2025 Downtown Snow Removal
- Prepared invoice for CWC for the Lum Park SPRA project
- Followed up with Charter regarding utility conflicts
- Reviewed and provided information regarding information request on 10th Ave NE property
- Responded to requests for information on Parks Complaint form
- Reviewed request for sign installation (vacation?) in right of way
- Sent evidence of conduit damage under College Drive bridge to communication companies
- Met with HR regarding Parks BLAST Facebook page
- Collected previous reconstruction/resurfacing spreadsheet rating system
- Reviewed SEH request for amendment on Buffalo Hills Gully project
- Reviewed request and advised property owner regarding driveway/curb-cut permit and requirements
- Prepared Parks Budget presentation powerpoint for Park Board Chair Miller
- Reviewed CWC upcoming project for realigning intersection of Riverside Drive and Ahrens Hill
- Reviewed property owner request of disturbed corner monument on Buffalo Hills Gully project
- Reviewed and responded to warranty issues on LPW Park project
- Requested budget pricing for replacement Engineering equipment
- Collected alley vacation documents in NW Brainerd and sent to MnDOT
- Sent proposal review advice to adjacent area small cities' administrators
- Prepared Affidavit of Restitution for Transit bus in accident with uninsured driver
- Collected and prepared report for utility costs for Memorial Park splash pad and Lyman P. White Park
- Send photos of Joseph and Ronald Streets to Council per request
- Reviewed street light request on Woodland Hills Lane
- Reviewed request for price adjustment for shade structure footings on Lum Park Beach project
- Discussed traffic control plan for upcoming natural gas replacement project with Centerpoint
- Reviewed traffic signal loop location for southbound Gillis Avenue to Washington Street intersection

Transit Report

Activities

- Maintenance issues continue to occur but continued significant improvements. Staff is meeting with the new manager regularly to address these issues.
- 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 is out and in operation currently. Couple warranty issues but will be resolved by NCB.
- Staff has inquired with Hubbard Radio regarding potential radio advertisements.

- 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.
- Staff and 3PC addressing customer complaints appropriately as they arrive.
- Attended Regional MnDOT meeting (NW Region) in Detroit Lakes
- Applying to dispose of old bus, still in process.
- Wheelchair and fire extinguisher inspections are scheduled through this fall.
- Began advertising for full-time Transit Specialist position.
- Data entry errors by 3PC continue. Transit staff is tracking for non-compliance and following up with 3PC
- Took training in ADA communications and accessible documents
- Transit staff will be on leave during the month of September
- Ridership Reporting for June 2024
 - Year To Date
 - 2023 = 27,320
 - 2024 = 17,643 (-9,677, -35.4%)
 - Brainerd Only
 - 2023 = 18,697
 - 2024 = 13,469 (-5,228, -28.0%)
 - Baxter Only
 - 2023 = 2,623
 - 2024 = 3,088 (+465, +17.7%)
 - Crow Wing County Only
 - 2023 = 5,316
 - 2024 = 887 (-4,429, -83.3%)
 - June 2024 vs. May 2024
 - May 2024 = 3,024 (22 operating days)
 - Brainerd-origin = 2,304
 - Baxter-origin = 541
 - CWC = 179
 - June 2024 = 2,855 (-169) (20 operating days)
 - Brainerd-origin = 2,273 (-31)
 - Baxter-origin = 499 (-42)
 - CWC = 83 (-96)
 - 21 New Customers in June
 - Causes of the issues for decreases in ridership in June vs. May were the absence of a manager (which has now been resolved), 2 less operating days in June vs. May, and school being out of session.



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Approve Tobacco License Application Submitted by Dollar General, 402 Washington Street- Contingent upon approvals

AGENDA:

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE:

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION:

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Approve Event/Street Closure Application - FLC Rally Day

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Attached to this request is an Event and Street Closure Application for the First Lutheran Rally Day event to be held on Sunday, September 8, 2024 from 8:00 a.m. to 1:00 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The event includes a bounce house, games, food, and other activities. There would be amplified sound provided via a Bluetooth speaker. The applicant is requesting closure of Norwood Street from S. 8th Street west to the alley. Sidewalks would remain open during the event and the funeral home would have an open access to their parking lot. The church would provide restrooms in the adjacent building.

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: 8.20.24

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

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

Name of event: Rally Day Celebration for First Lutheran

Organizer Information

Organizer's Name: Pastor Jordan Gades
Organizer's Address: 1024 S 8th St
Event Contact Person: Jordan Gades
Event Contact Daytime Phone: 651-357-4726
Event Contact E-mail Address: pastorjordan@flcbrainerd.com
Contact Name/Number Day of Event: Jordan Gades 651-357-4726
For Profit/Nonprofit Status (type): Non-Profit

Applicant information (if different from the event organizer):

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

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
9.8.25	8	1	Norwood St

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

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

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

Description of Activities

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

We are requesting that Norwood St be closed from South 8th street to half way to South 7th St

along the south side of First Lutheran

We will be holding games and other kids activities and having tables for food and a bounce house

Site Information

Electrical usage



Yes



No

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

Bounce house, extension cord to First Lutheran

Amplified Sound



Yes



No

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

one bluetooth speaker for music, 11:15 to 12:30

Restrooms provided



Yes



No

If yes, how many 4 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: **First Lutheran**

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

Signs, banners, and/or posters/flyers



Yes



No

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

alone First Lutherans Property, just standard yard signs

Trash Receptacle Disposal



Yes



No

Company contracted for trash receptacle disposal: **First Lutheran**

Additional Event Information

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

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

A \$100/day security deposit 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):

We are requesting that Norwood St be closed from South 8th street to half way to South 7th S

along the south side of First Lutheran

Date and time for beginning of street closures: Sept 8th 8am

Date and time for reopening of streets: Sept 8th 1pm

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

sidewalk on south side of norwood will remain open

Halverson talyor will still have 1 open access to there parking lot

no other business or home will be effected

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		No comments
City Administration		No comments
Engineering Department	8/27 JD	See conditions below
Fire Department		No comments
Fire Support/EMS		No comments
Parks Department		No comments
Planning Department		No comments
Police Department		No comments

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Provide Certificate of Insurance to City Hall prior to event.

Request traffic control materials one week prior to event from 218-513-4412.

Certification of Street Closure Approval

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



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Approve Event Application - Armed Forces Tribute

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Attached to this request is an event and street closure application for the Armed Forces Tribute Event to be held on Friday, September 20, 2024 from 12 p.m. to 3:30 p.m. on Laurel Street and S. 4th Street. The event will occur at the All Veterans Memorial adjacent to the Historic Courthouse.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The applicant is requesting closure of the parking spaces on the south side of Laurel Street adjacent to the All Veterans Memorial and on the west side S. 4th Street adjacent to the Crow Wing County parking lot. This event took place last year with no issues.

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

FINANCIAL IMPACT: N/A



RECEIVED

AUG 21 2024

SPECIAL EVENT APPLICATION

CITY OF BRAINERD
ADMINISTRATION

Date of Application: 8-21-24

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

Type of event: ☐ Event – City Parking Lot
☐ Event with Street Closure

☐ Event – City Park
☒ Other

Name of event:

Parking on S 4th
Street of Eside next to
County parking lot S. 4th
corner for Freedom Flight
Memorial & parking spots
Front of memorial S. 4th
County parking lot.

Organizer Information

Organizer's Name:

Tammy Ebertowski

Organizer's Address:

Brd. Legion - 708 Front St. Brainerd, MN
56401

Event Contact Person:

Tammy Ebertowski

Event Contact Daytime Phone:

218-838-1057

Event Contact E-mail Address:

tammy.ebertowski@gmail.com

Contact Name/Number Day of Event:

Tammy Ebertowski - 218-838-1057

For Profit/Nonprofit Status (type):

NON PROFIT

Applicant information (if different from the event organizer):

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
9-30-24	12pm	3:30pm	All Veterans Memorial Laurel St. Freedom + 1st St Trailer

☐ 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.

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities		No comments
City Administration		No comments
Engineering Department	8/27 JD	See condition below
Fire Department		No comments
Fire Support/EMS		No comments
Parks Department		No comments
Planning Department		No comments
Police Department		No comments

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

Request traffic control materials one week prior to the event at 218-513-4412.

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):

Hold Harmless Agreement and Insurance Information

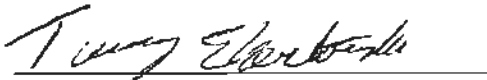
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and 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

Request Freedom Flight
Trailer parking from of
Memorial 2 or S. 4th St. by
stop sign with to county
parking lot. Request parking
additionally same as past yr.
front of memorial 2 S 4th St
by county parking lot 12
Thanks

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

★ EXCITING UPDATES ★

FOR September 20th, 2024
Armed Forces Tribute Event

Nationally Recognized POW/MIA Day

Event Details

Time: 1:00 pm

Location:

Crow Wing County Parking Lot
across from All Veterans Memorial
Crow Wing County Historic Courthouse
Laurel St., Brainerd, MN

Proudly Supported By

Minnesota Veterans Department
of Affairs, MN Assistance Council For Veterans,
Freedom Flight POW/MIA Hot Air Balloon Team,
Minnesota Military Family Foundation,
Forgotten Heroes Ranges and Retreat McGregor, MN,
MN Veteran Homes: Bemidji, Fergus Falls, Hastings, Luverne,
MPLS, Montevideo, Preston, Silver Bay

Program Agenda

1 PM: Honor Guard Rifle Salute & Taps

MC Introduction: By Jesse Jones,
Executive Director Lighthouse Beginnings

National Anthem: Performed by
Legacy Chorale Choir

"God Bless America": Sung by MN
Adult & Teen Challenge Choir

Open Prayer: By Pastor Reverend
Mark Skinner, US Army Veteran
& Brainerd Legion Chaplain

Special Guests:

- Special Guests, Speakers, Declarative Veterans, Athletic Youth Teams
- Representing America State Pageants: Payton Maddox, Miss Preteen Jr. International National Crowned June 14, 2024
- Alissa Staloch, Mrs. Minnesota 2024
- Katina Schroeder, Mrs. Minnesota 2024
- Surrounding Areas Pageant Scholarship Queens & Little Princesses- Stay tuned.

Post-Ceremony

Hudson Magic Performance:

Following program in Crow Wing County Parking lot, & watch for further details! Fun activities, giveaways, prizes, food vendors, & more.

Giveaways & Prizes:

Follow on Facebook and other platforms for details

Participation

- | | |
|----------------------------------|--|
| • Gold Star Families | • Cheerful Talented Youth Teams |
| • Various Veterans Organizations | • Other Athletic Teams & Representatives |
| • Non-Profit Organizations | • Special Speakers |
| • Athletic Teams | |

Thank You To Our Patriotic Sponsors & Supporters:

Clow Stamping, Brd Legion, Crow Wing County Historic Courthouse, Brd VFW, Brainerd Lakes Chamber of Commerce, LOL Micah Group, Lighthouse Beginnings, Veteran Organizations, Youth Organizations, MN Teen Challenge, Legacy Chorale, Rotary Ends Human Trafficking, Shannon's Auto Body, Northland Arboretum, Pizza Hut, Good Samaritan Society - Woodland, Media Outlets, ISD 181

Contact Information

Email tammy.ebertowski@gmail.com
or call 218-838-1057

We look forward to your participation and support for this meaningful event.



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Approve Event/Street Closure Application- BHS Homecoming Parade

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Attached to this request is an event and street closure application for the Brainerd High School Homecoming Parade to take place on Friday, September 20, 2024 from 5 p.m. to 5:30 p.m.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The applicant is requesting closure of S. 5th Street, Laurel Street, and East River Road from 4:15 p.m. to 5:30 p.m. for a parade for the 2024 Homecoming event. This is proposed as a similar parade route as the 4th of July parade with staging and lineup taking place in the parking lots adjacent to 5th Street, following the route, completing in the BHS lower parking lot adjacent to East River Road.

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: 8/28/24

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

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

Name of event: Brainerd High School Homecoming Parade

Organizer Information

Organizer's Name: Brainerd High School
Organizer's Address: 702 South 5th Street
Event Contact Person: Jack Freeman
Event Contact Daytime Phone: 218-454-6300
Event Contact E-mail Address: john.freeman@isd181.org
Contact Name/Number Day of Event: Jack Freeman - 218-330-6948
For Profit/Nonprofit Status (type): Non-Profit - Public School

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
9/20/24	5:00	5:30	Brainerd High School

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

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

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

Description of Activities

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

Parade- We will stage in the 5th Street Parking Lot across from BHS.

Parade route will be: 5th Street, left on Laurel, left on East River Road.

The parade will end in the BHS Lower Parking Lot.

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:

Marching band and floats with music

Restrooms provided

☒

Yes

☐

No

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

Company contracted for restrooms: **Brainerd High School and Adamson Field**

(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:

There will be school spirit floats and banners throughout the parade route.

Signage/banners will be family friendly. Notice will be placed via media outlets.

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: **Nisswa Sanitation - District Contracted**

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):

South 5th Street to Laurel Street to East River Road (end at Lower Lot)

Date and time for beginning of street closures: 9/20/24 @ 4:15 PM

Date and time for reopening of streets: 9/20/24 @ 5:30 PM

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.

Parking will be available at BHS Lots.

Staff will walk the route to ensure business entrances are open.

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

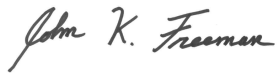
The Applicant covenants to save, defend, hold harmless, and indemnify the City of Brainerd and all of its officers, departments, agencies, agents, and employees (collectively the "City") from and against any and all claims, losses, damages, injuries, fines, penalties, costs (including court costs and 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

Jack Freeman

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

City Administrator

Date

Approval Conditions

- Hire two officers for two hours to provide traffic control.
- Provide Certificate of Insurance to City Hall prior to event.
- Request traffic control materials one week prior to the event from 218-513-4412.

Certification of Street Closure Approval

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



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Approve Reclassification of Jason Gage to Wastewater Operator Effective September 1, 2024, at Step 2 (\$31.37 Per Hour).

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Patrick Wussow, Interim Public Utilities
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): N/A - Consent Calendar
item

SUMMARY OF ISSUE: Jason Gage was hired as a Laborer in the Public Utilities Department on June 12, 2023, and he was specifically hired to assist at our Wastewater Treatment Plant. Mr. Gage recently tested for and received his MPCA Class D Wastewater Operator license. Mr. Gage also recently received his Type 40 Waste Disposal Facility Operator Certificate and Special Engineer Boiler's License. After obtaining those licenses and certifications, Mr. Gage now meets the minimum requirements for our Wastewater Operator position and is eligible for the on-call rotation covering the Wastewater Treatment Plant.

The Public Utilities Commission, at its August 27, 2024, meeting recommended to the City Council approval of the reclassification of Jason Gage to a Wastewater Operator; further, that he be placed on Step 2 of the Wastewater Operator wage grid (\$31.37 per hour). Attached is Mr. Gage's Class D and Type 40 Operator certifications from the Minnesota Pollution Control Agency.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The above wage placement recommendation conforms to the IBEW Public Utility Union Contract that requires that all new hires be placed on Step 2. It should also be mentioned that we decided to hire a laborer last year instead of the typical Wastewater Operator primarily for the Commercial Driver's License (CDL) experience needed for hauling sludge. Mr. Gage has been a valuable addition to our team with his previous CDL experience operating a semi and overall his mechanical skills. By approving this reclassification to an Operator, Mr. Gage will be able to be included in our on-call rotation.

RECOMMENDED ACTION/MOTION: The recommended action is to approve the reclassification of Jason Gage to Wastewater Operator effective September 1, 2024; further, that he be placed on Step 2 of the Wastewater Operator wage grid (\$31.37 per hour). This item is included on the consent calendar as the Public Utilities Commission has also recommended approval of this reclassification.

FINANCIAL IMPACT: Mr. Gage is currently paid \$24.03 per hour as a Laborer.

Wastewater Treatment Facility Operator Certificate

This is to certify that

Jason P Gage

has fulfilled the requirements for certification as a
waste disposal facilities operator in accordance with the
provisions of Minnesota Statutes, Section 115.71 - 115.77

The above person is here by certified to operate a

Class D

Wastewater Treatment Facility.



Certificate number: D-77998075
Issue date: 09/01/2024
Expiration date: 09/01/2027



A handwritten signature in blue ink that reads 'Nick Haig'.

Nick Haig, Supervisor, Certification and Training
Stormwater Section, Municipal Division

Waste Disposal Facility Operator Certificate

This is to certify that

Jason P Gage

has fulfilled the requirements for certification as a
waste disposal facilities operator in accordance with the
provisions of Minnesota Statutes, Section 116.41, sub. 2.

The above person is here by certified to operate a

Type 40

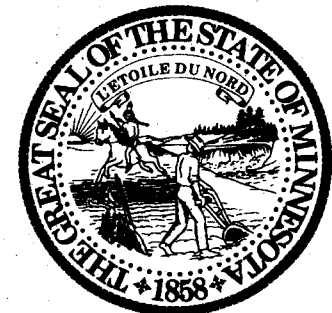
waste disposal facility.



Certificate number: 40-77998075
Issue date: 06/01/2024
Expiration date: 06/01/2027

A handwritten signature in black ink that reads 'Nick Haig'.

Nick Haig, Supervisor, Certification and Training
Stormwater Section, Municipal Division





City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Ratify the Hiring of Lineworkers John Simmonds and Travis Donnelly

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Patrick Wussow, Interim Public Utilities
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: We received 10 applications for the Journeyman Lineworker position with 4 candidates interviewed. Staff made offers to John Simmonds and Travis Donnelly. John Simmonds will be starting with us on September 3, 2024, at Step 2 of the 2023 Lineworker wage grid (\$42.33 per hour). Travis Donnelly will be starting with us on September 16, 2024, at Step 4 of the 2023 Lineworker wage grid (\$46.37 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Ratify the hiring of John Simmonds and Travis Donnelly for the Lineworker positions; further, that Mr. Simmonds be placed on Step 2 of the 2023 Lineworker wage grid (\$42.33 per hour) and that Mr. Donnelly be placed on Step 4 of the 2023 Lineworker wage grid (\$46.37 per hour).

FINANCIAL IMPACT: The positions were included in the 2024 Public Utilities Department budget.



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Accept the Resignation of Community Service Officers Unger and Heinlen

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: John Unger, Community Service Officer, recently submitted his resignation effective September 4, 2024. Tyler Heinlen, Community Service Officer, submitted his resignation effective August 22, 2024. Staff recommends that the Council accept their resignations and authorize Staff to begin the hiring process to backfill the position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to accept Mr. John Unger's resignation effective September 4, 2024, and Mr. Tyler Heinlen's resignation as of August 22, 2024; further, to authorize staff to begin the hiring process to backfill one of the Community Service Officer positions.

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

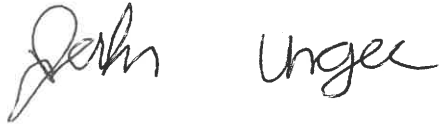
John Unger
12885 Kingwood Dr.
Baxter, MN 56425
08/21/24

Deputy Chief Runde
225 E River Rd
Brainerd, MN 56401

Dear Deputy Chief Runde:

I am hereby submitting my letter of resignation from the Brainerd Police Department, effective two weeks from the date of this letter. Thank you for this great opportunity to serve Brainerd and learn from its finest.

Sincerely,

A handwritten signature in black ink, appearing to read "John Unger". The signature is written in a cursive, flowing style.

John Unger

8/22/2024

Chief Davis

On August 22, 2024, I, Tyler Heinlen
am resigning my position of Community
Service Officer.

 8/22/2024



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Reconsider MN State Delegation Agreement

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Community Development

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

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Brainerd's Building Official Darrin Deseth submitted a State Delegation Agreement application to the MN Department of Labor and Industry (DOLI) as he recently completed the tutorial requirements for the State's Delegation Agreement. DOLI informed the City that Mr. Deseth does not meet the minimum requirements for delegation review of inspections with the MN State Building Code on schools, hospitals, nursing homes, colleges, dormitories, correctional facilities or other buildings having elements in at least five of the following component categories: Structural; Fire-resistance; Egress; Mechanical; Fire protection; Miscellaneous: hazardous materials storage or control rooms, atriums, auditoriums, stages, grandstand-type bleacher seating structures, pedestrian walkways, emergency power systems.

However, Building Official Deseth did qualify for "Reserved Delegations", which would allow him to inspect:

- roof covering replacement that does not add roof load;
- towers requiring special inspections;
- single-level storage buildings not exceeding 5,000 square feet;
- exterior maintenance work, including replacement of siding, windows, and doors;
- HVAC unit replacement that does not add roof load or ventilation capacity;
- accessibility upgrades not involving building additions or structural alterations;
- remodeling that does not change the building's occupancy, structural system, exit access or discharge pattern, or mechanical load.

DOLI recommended that Darrin should obtain his "Reserved Delegation". Staff was told by the DOLI employee that rejected Darrin's delegation application that inspection experience can be gained when the individual accompanies an inspector employed by the State of MN.

"Reserved Delegation" agreement with the state.

- a. The City would be able to charge up to 25% of the normal plan review fee and the full normal permit fees for projects categorized as “reserved”.
- b. State projects that do not fall into this category would be reviewed, permitted, and inspected by the state. The city would not be able to charge or receive any fees for these projects. (Country Manor would be included in this category)

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff presented information and options at the July 10th P&F Committee meeting and recommended that we terminate Scott Saduski's contract with the City for inspection services and have Building Official Deseth apply for Reserved Delegation status. Staff sent the 45-day notice of termination to Mr. Saduski but have not yet filed the final paperwork with DOLI. After that meeting, staff was presented with contradicting information that the state would not help train Mr. Deseth. Darrin must inspect buildings with at least five of the required component categories and will not be credited with shadowing a DOLI employee. Although state buildings often contain required component inspection categories, Darrin can count other buildings towards his certification. If the 805 Laurel Street project proceeds as planned, it will count towards Darrin's required component categories.

With the new information, staff met with Mr. Saduski and is recommending continuing with the current contract and creating a better documentation system for Darrin to shadow Scott on state projects. While the accompanying inspections will not count towards the required component inspection categories, the knowledge will be beneficial when Mr. Deseth retests for certification. Mr. Saduski has agreed to continue the contract as originally signed which:

The City charges a 25% plan review fee and full permit fee for all “State” projects with 75% of the collected fees going to Scott Saduski.

The City receives 100% of the plumbing and mechanical fees.

Note: Building Official Deseth has received his State Delegation agreement for plumbing inspections.

The State Delegation process may take a number of years for Darrin to complete as he must inspect buildings with the required component inspection categories. This process for State Delegation took Mr. Saduski eleven years to complete. Darrin's State Delegation will not be obtained faster by terminating Mr. Saduski's contract in which the City receives a portion of the building permit revenue.

RECOMMENDED ACTION/MOTION:

Motion to:

1. Reinstate Scott Saduski's Building Inspection delegation contract.
2. Allow Mr. Deseth to participate in relevant inspections with Scott Saduski within 30 miles of Brainerd that aid in Delegation experience.

FINANCIAL IMPACT:

The 2025 budget does not account for inspection services performed by Mr. Saduski or the revenue collected for building permits. Would the City Council like staff to incorporate building permit fees associated with Country Manor into the 2025 budget as this project will most likely begin in the Spring of 2025.

**CITY OF BRAINERD-
BUILDING INSPECTION SERVICES AGREEMENT WITH
SADUSKY RENOVATIONS, INC.**

THIS AGREEMENT, made and entered into this 4th day of May, 2020, by and between the City of Brainerd, a municipal corporation of the State of Minnesota (the "City"), and Sadusky Renovations, Inc., a Minnesota corporation.

WHEREAS, Scott Sadusky is the Chief Executive Officer of Sadusky Renovations, Inc. and a Certified Building Official licensed by the State of Minnesota's Department of Labor and Industry for delegated projects and has declared his desire to perform building code inspection services for the City, working with third parties where necessary to comply with licensure requirements; and

WHEREAS, Mr. Sadusky and Sadusky Renovations, Inc. are, individually and collectively, referred to as State Delegated Building Official unless otherwise indicated; and

WHEREAS, State Delegated Building Official wishes to enter into a contract with the City, as an independent contractor, to provide his service, labor, and expertise as a State Delegated Building Official to provide information to City customers or City staff as needed, and to perform other legally permissible duties and functions as assigned by the City Administrator, and the Community Development Director, and City Building Official; and

WHEREAS, State Delegated Building Official is authorized to, and is capable of, working elsewhere, and is free to carry on any other activity he sees fit, within his own discretion, provided that he performs the tasks undertaken for the City; and

WHEREAS, the City and State Delegated Building Official believe it to be in their respective best interests to enter into this Agreement according to the terms and conditions hereinafter set forth.

NOW THEREFORE, in consideration of the mutual promises herein, the sufficiency of which are hereby acknowledged, it is agreed between the parties as follows:

STATUS AS INDEPENDENT CONTRACTOR

1. **Designation of State Delegated Building Inspector.** The City designates State Delegated Building Official as the City's building official for state delegated projects. It is recognized that State Delegated Building Official may rely on the assistance of others to perform the services addressed by this Agreement, but that Scott Sadusky shall ultimately be accountable for the performance of his firm. It is also recognized with this agreement that Scott Sadusky perform inspections for the City for state delegated projects. It is further recognized that Scott Sadusky shall perform cursory state delegated plan review for the City.
2. **Independent contractor.** State Delegated Building Official is an independent contractor and is not an employee of the City.
3. **No benefits.** The City shall not provide benefits of any sort typically the responsibility of an employer to an employee, including, by way of illustration, but not necessarily limited to, paid vacations, sick days, holidays and overtime.

4. No withholdings. The City shall not withhold monies for payment of federal or state income taxes, social security benefits, or other employee related benefits for Building Inspector. State Delegated Building Official shall be responsible for all of his tax, unemployment and related estimates, if any.
5. Employment insurances. The City shall not be responsible for and shall not carry worker's compensation insurance or unemployment compensation insurance, nor shall it incur other typical employee expenditures, for the benefit of State Delegated Building Official.
6. Vehicle. State Delegated Building Official shall provide a satisfactory motor vehicle to perform inspections. State Delegated Building Official shall maintain a valid driver's license.
7. Liability. To the fullest extent permitted by law, the State Delegated Building Official agrees to defend and indemnify the City, and its officers, employees, and against all claims, damages, losses, and expenses, arising out of or resulting from the performance of work under this Agreement; except to the extent the city is obligated under Minn. Rule 1300.0110, subd. 9, to defend the State Delegated Building Official for claims challenging the interpretation or enforcement of building codes or other pertinent laws or ordinances. The State Delegated Building Official agrees this indemnity obligation shall survive the completion or termination of the Agreement.
8. Method of Services. State Delegated Building Official shall perform his services using his independent judgment in the execution of his duties as such duties may be assigned to him from time to time by the City.

SERVICES RENDERED AND RESPONSIBILITIES

9. Code updates. In recognition of changing state and federal building codes and practices in the building trades, and the need for the City to remain in current with its policies, State Delegated Building Official shall be responsible for monitoring changes on the City's behalf.
10. Testifying. In the event State Delegated Building Official is called upon to testify on behalf of the City at a court appearance or otherwise, the City shall compensate State Delegated Building Official at \$95/hr. including travel time to and from the site of said testimony.
11. Professional appearance. State Delegated Building Official shall conduct his services for the City in a courteous and professional manner and shall maintain a professional appearance at all times when performing services on behalf of the City.
12. Reporting. State Delegated Building Official shall provide the following reporting information, without additional charge or compensation:
 - a.) Inspection reports. Records of each inspection performed for each individual permitted project. These records are vital in the event that there is a dispute. An inspection shall be deemed completed only if there is a record of the date and time of such inspection.
 - b.) Final Inspections (Certificate of Occupancy). The Certificate of Occupancy shall be provided to the City upon issuance. The City and State Delegated Building Official recognize the importance of communicating with the Building Official and City staff when a structure is fit for occupancy.

14. Response time. State Delegated Building Official shall perform inspections within a reasonable amount of time.
15. Mileage, training, lodging and meals not paid. The City shall provide no additional compensation to the State Delegated Building Official for mileage for travel, training, lodging or meals relating to performance of services to the City.
16. System of charges. The following method shall be employed in determining the compensation that shall be provided to State Delegated Building Official:
 - a.) Rate Schedule. The established system of charges for State Delegated Building Official's services related to existing State of Minnesota Delegated projects shall be \$95.00 per hour including drive time, which is effective on April 22, 2020. The established system of charges for all new delegated projects are 75% of the building permit fee. The rate schedule shall be subject to change at any time in the form of amendments to this Agreement, by mutual consent expressed in writing, approved and accepted by both parties.
 - b.) Plan Review. The established system of charges for State Delegated Building Official's plan review services shall be 75 percent of the City's plan review fee. The rate schedule shall be subject to change at any time in the form of amendments to this Agreement, by mutual consent expressed in writing, approved and accepted by both parties.
 - c.) Hourly rate. The State Delegated Building Official shall be compensated at the rate of \$95.00 per hour for matters not otherwise addressed by this Agreement.
 - d.) Miscellaneous. If compensation for an activity of the State Delegated Building Official is not expressly established by this Agreement, then it is agreed that it is the intent of this Agreement that both the City and Building Inspector mutually determine, first, whether compensation shall be provided for that specific service, then the extent of such compensation, if any. Any such compensation must be reasonable and not inconsistent with prevailing practice in Crow Wing County. Such agreement may be by verbal understanding, but shall be in writing if requested by either party.
17. Billing timing and format. State Delegated Building Official shall submit invoices for services paid on an hourly basis at least once per month. Invoices for services paid as a percentage of the building permit fee and plan review fee shall be submitted pursuant to the phasing schedule created by the State Delegated Building Official and accepted by the City Building Official. An invoice shall contain at least the following information: 1) The pay period beginning and end dates; and 2) the dates and total hours worked per date. The City's current payment procedures provide for City Council review of payments prior to issuance, at a typical rate of twice each month at the regularly scheduled semi-monthly meetings. Accordingly, the City shall process State Delegated Building Official invoices for payment through the City Council within 35 days of receiving the invoice. The City shall however make a good faith effort to process invoices within 15 days of receiving an invoice. In the event of a dispute concerning an invoiced item, the city shall withhold payment without penalty for thirty days (30) to resolve the matter. In the event the matter is unresolved the city shall escrow funds until the matter is resolved.
18. Minor responsibilities.

- a) The City shall provide the following:
 - a. Administrative Professional services for permit application submittals, scheduling inspections, and permit issuance.
 - b. Complete plan reviews for state delegated projects.
 - c. Use of a photocopy machine for permit projects;
 - d. Inspection forms;
 - e. Building Code Books available for viewing or reference.
 - b) State Delegated Building Official shall furnish the following:
 - a. A constant supply of business cards for distribution by City Staff;
 - b. Building Code Books and other Code Publications to be used in the field; and
 - c. Maintain a work cell phone and email correspondence to communicate with City staff.
19. Errors. In the event that an error is made by the State Delegated Building Official, he shall inform the City promptly and remedy the matter, if practical, after consultation with the City.
20. Termination and departure. This Agreement shall terminate only upon delivery of written notice by one party to the other, and only in accordance with the procedure provided herein.
- a) If by Building Inspector. State Delegated Building Official may terminate this Agreement by providing 45 days written notice to the City. The City shall determine whether State Delegated Building Official shall perform the remaining inspections for permits previously issued, or whether they will be completed by the new State Delegated Building Official. All records pertaining to incomplete projects shall promptly be delivered to the City. City shall be entitled to the State Delegated Building Official's full cooperation in receiving old records in State Delegated Building Official's control and State Delegated Building Official shall cooperate at any and all times with respect to dealings of any sort, upon request of the City, to be compensated as described in Section 16 above.
 - b) If by City. The City may terminate this agreement with 45 days written notice without cause. In the event the City provides a notice of termination, the City shall determine if the State Delegated Building Official will continue to issue permits during the 45 day notice period, and whether the State Delegated Building Official shall be permitted to conduct the remaining inspections on permits previously issued. If the City determines that it will not permit the State Delegated Building Official to conduct any remaining inspections, then the State Delegated Building Official may invoice for hours worked but yet to be paid, consistent with the compensation provisions above. The records provisions described in Paragraph 20 (a), above, shall govern.

GENERAL

21. Legal compliance. State Delegated Building Official shall comply with all federal, state and local laws, ordinances, rules and regulations.

22. Assignment. State Delegated Building Official shall not assign his obligations hereunder without express written agreement from the City.

23. Notices. Delivery of notices shall be deemed sufficient if delivered personally, or by regular U.S. mail, to the following addresses

City of Brainerd
c/o David Chanski, Community
Development Director
501 Laurel St.
Brainerd, MN 56401

Sadusky Renovations, Inc.
c/o Scott Sadusky, Principal/Owner
26121 Old Mill Rd
Merrifield, MN 56465

24. Amendment, modification and waiver. No amendment, modification or waiver of any condition, provision or term shall be valid or of any effect unless made in writing, signed by the party or parties to be bound or a duly authorized representative, and specifying with particularity the extent and nature of such amendment, modification or waiver. Any waiver by any party of any default of another party shall not affect or impair any right arising from any subsequent default.

25. Discrimination. State Delegated Building Official shall not, by reason of race, creed or color, in hiring, discriminate against a person or persons who are citizens of the United States or who are resident aliens and who are qualified and available to perform the work to which this employment relates, or in any manner discriminate against or intimidate or prevent the employment of such persons or, on being hired, prevent or conspire to prevent such a person or persons from the performance of work as described herein on account of race, creed or color.

26. Indemnification and hold harmless. State Delegated Building Official shall hold harmless and indemnify the City from and against any and all expenses, costs, damages and liabilities, including attorney's fees and costs, incurred or sustained by the City as a result of State Delegated Building Official's alleged and real acts or omissions in performance of this Agreement, or in the event that the State Delegated Building Official's status as independent contractor is questioned and determined to be otherwise.

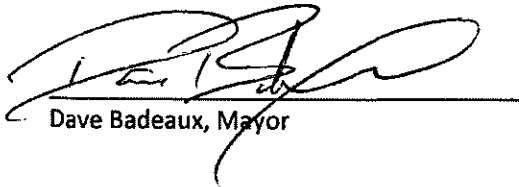
27. No other warranties. Other than those expressly stated herein, the City has made no other warranties or representations and State Delegated Building Official has not relied on any such warranties or representations, express or implied, relative to this Agreement.

28. Binding effect. This Agreement shall be binding on and shall inure to the benefit of the parties hereto and to the assigns, executors, personal representative, heirs and successors of the parties.

29. Minnesota law. This agreement shall be construed and enforced in accordance with the laws of the state of Minnesota. Any dispute between the parties shall be venued in the District court in and for the County of Crow Wing, State of Minnesota.

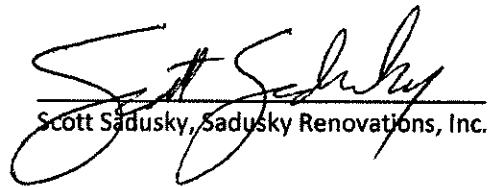
In witness whereof, the parties have caused this agreement to be executed to be effective the date and year set forth above.

CITY



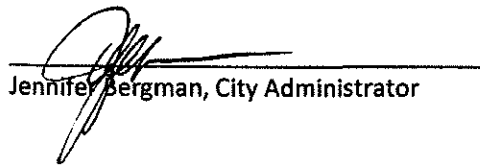
Dave Badeaux, Mayor

STATE DELEGATED BUILDING OFFICIAL



Scott Sadusky, Sadusky Renovations, Inc.

ATTESTED BY:



Jennifer Bergman, City Administrator



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Adopt a Resolution Setting the July 1, 2024, Wages for City Administrator, Department Heads and Applicable Municipal Utility Division Managers and Non-Union Supervisory Positions.

AGENDA: P&F Committee

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Nick Broyles, City Administrator,
Patrick Wussow, Interim Public Utilities Director,
Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: On February 5, 2024, the City Council adopted a resolution setting the January 1, 2024, wages for the City Administrator, Department Heads, Municipal Utility Division Managers and Non-Union Supervisory positions. After that date, the Council also agreed to July 1, 2024, wage adjustments for the recently-settled union contracts for the IUOE Street, IUOE Park and IBEW Administrative Support union employee groups. Now that the Public Utilities Department Managers and Supervisors Union has been certified by the MN Bureau of Mediation Services and that the threat of a strike by the IBEW Public Utility Union has been alleviated, it is recommended that the Council adopt the attached wage resolution setting the July 1, 2024, wages for our non-union staff. This action is consistent with the 2024 wage adjustments for the other union contract settlements. Wages for future years will be presented when additional 2025 union contract settlements have been ratified.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This wage resolution does not include positions that are included in the Public Utilities Department Managers and Supervisors Union as their wages will be negotiated as part of their union contract. Also, Staff will be scheduling a meeting with the IUOE Street Union to discuss a July 1, 2024, wage adjustment to match the other union contract settlements. Staff will also resume and/or initiate our negotiations with the other unions whose contracts will expire 12/31/24.

RECOMMENDED ACTION/MOTION: Motion to adopt the attached wage resolution setting the July 1, 2024, wages for the City Administrator, Department Heads and applicable Municipal Utility Division Managers and Non-Union Supervisory positions.

FINANCIAL IMPACT: The wage adjustments were included in the 2024 budget.

RESOLUTION

No. :24

BE IT RESOLVED by the Council of the City of Brainerd that that the July 1, 2024, wages for the City Administrator, Department Heads, and applicable Municipal Utility Division Managers and Non-Union Supervisory positions shall be based on the rates identified in the below 8-step grids:

City Administrator, Department Heads and applicable Municipal Utility Division Managers and Non-Union Supervisors:

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Recreation Specialist								
7/1/2024	31.04	32.22	33.41	34.59	35.77	36.95	39.91	41.39
Police Administrative Supervisor								
7/1/2024	38.16	39.61	41.06	42.52	43.97	45.43	49.06	50.88
Transit Coordinator								
7/1/2024	39.49	41.00	42.51	44.01	45.51	47.01	50.78	52.66
City Building Official; Fire Marshal/Deputy Chief								
7/1/2024	43.78	45.45	47.13	48.79	50.46	52.13	56.30	58.38
IT Supervisor								
7/1/2024	45.32	47.05	48.77	50.50	52.23	53.95	58.27	60.43
Community Development Director; Deputy Police Chief; City Engineer								
7/1/2024	46.90	48.69	50.48	52.27	54.05	55.84	60.31	62.54
Finance Manager								
7/1/2024	48.55	50.40	52.25	54.09	55.94	57.79	62.41	64.72
Finance Director/Deputy City Clerk; Fire Chief; HR Director; IT/GIS Director								
7/1/2024	50.25	52.16	54.07	55.99	57.90	59.82	64.60	66.99
Police Chief								
7/1/2024	57.81	60.02	62.22	64.42	66.63	68.82	74.34	77.09
Public Works Director								
7/1/2024	52.00	53.99	55.97	57.95	59.93	61.91	66.86	69.34
Public Utilities Director								
7/1/2024	62.51	64.89	67.27	69.65	72.04	74.42	80.37	83.34
City Engineer/Public Works Director								
7/1/2024	53.82	55.88	57.92	59.98	62.02	64.08	69.20	71.77
City Administrator								
7/1/2024	64.40	66.85	69.31	71.76	74.21	76.67	82.80	85.87

BE IT FURTHER RESOLVED, to clarify the following:

- The City Administrator and all Department Heads and applicable Municipal Utility Division Managers and Non-Union Supervisory employees are salaried positions.
- The annual salaries for the City Administrator, Department Heads and applicable Municipal Utility Division Managers and Non-Union Supervisory employees shall be calculated based on the hourly rate identified in the previous 8-step grids.
- The rates effective 7/1/24 include a 2.25% Across the Board Increase (ABI).

Adopted this ____ day of _____, 2024.

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2024.

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Discussion of Library 2025 Levy Request

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 Mintues

SUMMARY OF ISSUE:

The Brainerd Library Board has requested a 2% increase in the library levy for 2025. The letter from the Library Board was attached to the 8/26/24 budget workshop packet and is attached to this agenda request as well.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached is the history of the Library levies since 2000.

The state-certified level of library support for 2025 is \$116,790 (see attachment).

The 2024 library levy was \$149,778. The Library Board is requesting a levy of \$152,784, an increase of \$2,996. If the total request is approved, the impact on the current preliminary levy would be an increase of approximately 0.04%.

RECOMMENDED ACTION/MOTION:

A motion setting the preliminary 2025 library levy.

FINANCIAL IMPACT:

Library Levy History

Levy Year	Dollar Amount	% Increase
2000	\$ 123,000	
2001	123,000	0.00%
2002	132,000	7.32%
2003	133,000	0.76%
2004	134,000	0.75%
2005	136,000	1.49%
2006	136,000	0.00%
2007	139,338	2.45%
2008	141,000	1.19%
2009	141,000	0.00%
2010	141,000	0.00%
2011	141,000	0.00%
2012	141,000	0.00%
2013	141,000	0.00%
2014	141,000	0.00%
2015	141,000	0.00%
2016	141,000	0.00%
2017	143,820	2.00%
2018	147,416	2.50%
2019	150,364	2.00%
2020	154,123	2.50%
2021	146,851	-4.72%
2022	146,851	0.00%
2023	149,788	2.00%
2024	149,788	0.00%
2025		

Brainerd Public Library
Board of Directors
416 South 5th St
Brainerd, MN 56401

June 17, 2024

Mayor Dave Badeaux and Council Members
501 Laurel Street
Brainerd, MN 56401

Dear Mayor Badeaux and Council Members,

The Brainerd Public Library Board of Directors voted on May 22, 2024, to request that the Brainerd City Council consider a 2% increase in the city's levy to the library for 2025. As Council Members are certainly aware, the rate of inflation—particularly for utilities, insurance, and building maintenance—has increased significantly again in the last year.

The library continues to be a vital resource for the community, with over 368 visitors and 778 checkouts *per day* on average in 2023. City residents do far more than check out books at the library, though: they apply for jobs using the public internet computers, read the Brainerd Dispatch newspaper, utilize the library's meeting rooms to study, research local history using the microfilm reader, and attend programs for all ages that engage and enrich their lives.

Please refer any questions to Brainerd Public Library Branch Manager Laurel Hall, at 218-829-5574 or halll@krls.org.

Sincerely,



Karen Strobel
Board President
Brainerd Public Library

RECEIVED

JUN 24 2024

**CITY OF BRAINERD
ADMINISTRATION**



August 13, 2024

Dear Minnesota City Clerks,

Thank you for your commitment to ensuring your city's residents have access to public library services. The attached documentation provides your city's state-certified level of library support for 2025. Minnesota Statutes, sections [134.34](#) and [275.761](#) establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a city fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the city from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the city's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in black ink that reads 'Emma De Vera'.

Emma De Vera
State Library Program Specialist

August 2024

CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2025

This is to certify the 2025 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for the city of:

Brainerd

The state-certified level of library support for 2025 is: **\$116,790**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support.



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Discussion of EDA Commission 2025 Levy Request

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Finance

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

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

Per Minnesota statute, the maximum amount that can be levied annually for an EDA is .01813% of the previous year's estimated market value. For the pay year 2025, the maximum amount is \$214,612 and this is the preliminary funding request by the EDA Commission at their August 1st meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The previous 11 years, the EDA's levy has been the maximum amount allowed by state statute (see attached history).

The EDA Commission has not proposed how to spend the funds by line item for 2025, as that can be determined in the upcoming months. For 2024, the EDA's adopted budget has revenues exceeding expenditures by \$43,870. The EDA has authorized \$20,000 of those funds for facade grants in 2024.

The 2024 levy for the EDA was \$186,812. The 2025 request is an increase of \$27,800. If the total request is approved, the impact on the current preliminary levy would be an increase of approximately 0.40%.

RECOMMENDED ACTION/MOTION: A motion setting the preliminary 2025 EDA levy.

FINANCIAL IMPACT:

EDA Levy History

		Maximum %		0.01813%
Pay Year	Actual Levy	Previous Years EMV	Maxmium Allowed	
2014	\$ 112,885	\$ 622,641,700	112,885	
2015	114,219	629,997,700	114,219	
2016	114,603	632,116,200	114,603	
2017	118,980	656,258,500	118,980	
2018	122,223	674,149,600	122,223	
2019	124,351	685,883,100	124,351	
2020	127,817	705,004,700	127,817	
2021	133,789	737,940,700	133,789	
2022	145,036	799,980,000	145,036	
2023	152,861	843,139,100	152,861	
2024	186,812	1,030,404,400	186,812	
2025		1,183,737,800	214,612	



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Discussion of Airport Commission 2025 Levy Request

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Steven Wright

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

Airport Executive Director, Mr. Steve Wright will be at the meeting to discuss the 2025 Airport Commission \$225,000 appropriation request from both the City and the County. Attached to the agenda request is information provided to the Airport Commission in July regarding the airport's preliminary 2025 budget. The preliminary budget, with the \$225,000 appropriation from both the City and County, has expenditures exceeding revenues by \$96,332.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached is the annual appropriation information for the airport, excluding any levy for debt. The airport bonds were paid off in February 2022.

The 2024 appropriation for the airport was \$146,080. The 2025 request is an increase of \$78,920. If the total request is approved, the impact on the current preliminary levy would be an increase of approximately 1.14%.

RECOMMENDED ACTION/MOTION:

A motion setting the preliminary 2025 airport appropriation.

FINANCIAL IMPACT:



TO: Brainerd Lakes Regional Airport Commission

FROM: Mr. Steven Wright, A.A.E., Airport Director
Brainerd Lakes Regional Airport Commission

DATE: July 9, 2024

SUBJECT: PRELIMINARY BUDGET 2025

POLICY:

Brainerd Lakes Regional Airport Ordinance Subdivision 6 requires the Brainerd Lakes Regional Airport Commission to prepare a budget for Airport finances prior to August 1st of each year in order to communicate annual funding requirements to the City of Brainerd and Crow Wing County.

BACKGROUND:

Commissioners previewed the Airport Business Plan and 2025 Preliminary Flight Plan during its regularly scheduled meeting of June 2024. The Airport Business Plan and annual Flight Plan provides guidance to Airport staff and contractors providing services to the Brainerd Lakes Regional Airport. Furthermore, members of the Budget Committee met on July 18, 2024.

A summary of the Preliminary 2025 Operating Budget is as follows:

Operating Revenue	
TOTAL STATE GRANTS & AIDS	\$185,645.00
TOTAL REVENUE FROM OTHER GOVERNMENTS	\$225,000.00
TOTAL CHARGES FOR SERVICES	\$327,536.00
TOTAL OTHER REVENUE	\$430,966.00
TOTAL OTHER FINANCING SOURCES	\$225,000.00
TOTAL REVENUE	\$1,394,147.00
Operating Expenses	
TOTAL PERSONAL SERVICES	\$821,256.00
TOTAL SUPPLIES	\$151,800.00
TOTAL SERVICES	\$434,848.00
TOTAL CAPITAL OUTLAY	\$82,575.00
TOTAL DEBT PAYMENTS	\$0.00
TOTAL EXPENDITURES	\$1,490,479.00
TOTAL OTHER FINANCING (USES)	\$0.00
TOTAL EXPENDITURES & OTHER FINANCING (USES)	\$1,490,479.00
Difference	(\$96,332.00)

Revenue

State Grants in Aid: The State of Minnesota reimburses Airport Operations and Maintenance expenses under a two-year grant. Currently, the state provides \$173,125.00.

Revenue from Other Governments: It is staff's recommendation the County contribution increases to \$225,000 while the organization and respective local value of the Airport is explored by a joint task force of City, County, and Airport legislative and administrative representatives.

Charges for Services: Staff looked at a historical review of its leases and increased rates with the 3.1% escalator according to the Consumer Price Index.

Other Revenue: It is planned to increase hangar rents associated with T-Hangars by 3.1% effective July 1, 2024. Additional revenues should be realized with the lease of the two conventional hangars.

Other Financing Sources: The 2023 Audit revealed that the Airport industry contributed 28% of total City revenue. It is Staff's recommendation the City contribution increases to \$225,000 while the organization and respective local value of the Airport is explored by a joint task force of City, County, and Airport representatives.

Expenses

Personnel Services: The budget includes 7 full-time and 1 part-time positions. The existing labor agreement reflects an agreed upon 4% increase for represented employees. A 3% increase for non-represented employees is used for budgetary purposes.

Insurance: Historical increases for budgetary planning range from 10-12%. A 10% increase has been planned for the 2025 Preliminary Budget. Airport Administration has been working with the insurance broker to define the correct balance of deductibles and insurance coverage.

Supplies:

Office Supplies: Office supplies are reduced to normal levels after supplying items for the ARFF/SRE facility

Safety Equipment Supplies: Typical smaller safety supplies are purchased through this budget.

Motor Fuels: Motor fuels are difficult to estimate as weather and the per gallon fuel price affects the fuel line item. The first half of the year identified savings to consumption of motor fuels.

Repair & Maint Supplies: Inflation has impacted the purchase of materials for repair and maintenance.

Repair – Vehicles and Equipment: Staff diligently worked through the years of federal investment in vehicles and equipment. Therefore, staff proposes to decrease the amount necessary to maintain vehicles and equipment through 2025.

Small Tools: This line item has been reduced to the normal level of \$500.00

Services:

Professional Services: This line item is used for contracted services that perform work at the Airport. Over the course of the pandemic and the receiving of CARES Act funding, the Airport was able to hire professionals to inspect our fixed assets and large equipment inventory. It is planned to scale down the hiring of professional services and have Airport staff perform more routine preventive maintenance when possible.

Computer Support: Computer software and mobile data are now on a subscription basis per user. The increase in services is due to the remote capabilities of ARFF/Operations and the ability to download and share digital data in the airfield environment. The budget now reflects an agreement with the City of Brainerd to provide IT/GIS related services to the Airport.

Telephone: Telephone costs have increased exponentially within the past few years due to subscription-based and rental type of arrangements. Staff will look at ways to reduce and efficiently use phone and data services to accomplish their tasks.

Postage: Postage has historically been set at \$500 per year.

Safety Training and Physicals: Included is annual fit testing, ARFF recertification, EMS recertification, Hydrant Flow Testing, Random drug testing, Propane delivery for annual live fire training.

Professional Development: Expenses are planned for a state of Minnesota Council of Airport conference for the Airport Director and Deputy Director, attendance for one at the Great Lakes AAAE Conference, and one other conference of relevance (either air service development or general aviation development).

Insurance: Insurance continues to change and continues to fluctuate. A 10% placeholder is usually placed in the Preliminary Budget and is adjusted accordingly during the February Commission meeting.

Utilities: Utilities are planned for all buildings including the newly constructed ARFF/SRE.

Miscellaneous: Historical methods were used to calculate the Miscellaneous expenses.

Capital Outlay: Current plans are to continue supporting the local share on AIP projects and funds that are transferred into the Capital Account.

Currently the airport posts no debt on the books.

RECOMMENDATION:

It is recommended that the Commission review the 2025 Preliminary Airport Business Plan and approve the 2025 Preliminary Budget and authorize staff to request funds accordingly from the City of Brainerd and Crow Wing County.

FISCAL NOTE:

The 2025 Preliminary Budget authorizes staff to seek general fund dollars from the City of Brainerd and Crow Wing County in the amount of \$225,000 from each sponsoring party. The budget shows that the Airport would be pulling from reserves in the amount of \$96,332.00

CITY AIRPORT APPROPRIATIONS HISTORY

YEAR	DOLLAR AMOUNT	% INCR	
1985	\$18,000		
1986	\$27,000	50.00%	
1987	\$27,000	0.00%	+\$10,000 FOR LAND ACQUISITION
1988	\$42,728	58.25%	+\$10,000 FOR LAND ACQUISITION
1989	\$57,500	34.57%	HIRED FULL-TIME MANAGER 1/3/89
1990	\$83,333	44.93%	HIRED FULL-TIME SECRETARY AND PART-TIME MAINT
1991	\$85,874	3.05%	
1992	\$85,874	0.00%	
1993	\$88,500	3.06%	
1994	\$88,500	0.00%	+ \$25,000 FOR MULTIPLE PLANE STORAGE HANGAR PROJECT
1995	\$93,180	5.29%	
1996	\$93,180	0.00%	
1997	\$96,907	4.00%	
1998	\$101,752	5.00%	+ \$15,000 FOR HANGAR CONSTRUCTION
1999	\$104,805	3.00%	
2000	\$106,380	1.50%	+ \$32,900 FOR BELL HOUSE PURCHASE
2001	\$117,100	10.08%	(Includes \$7,500 funding for part-time person)
2002	\$122,100	4.27%	
2003	\$133,800	9.58%	(Includes \$8,000 for PR/Marketing program)
2004	\$133,800	0.00%	
2005	\$136,800	2.24%	
2006	\$140,800	2.92%	
2007	\$145,600	3.41%	
2008	\$151,000	3.71%	
2009	\$155,500	2.98%	
2010	\$155,500	0.00%	
2011	\$155,500	0.00%	
2012	\$155,500	0.00%	\$160,500 Requested, \$155,500 was approved
2013	\$155,500	0.00%	
2014	\$155,500	0.00%	\$158,610 Requested; \$155,500 was approved
2015	\$155,500	0.00%	\$158,610 Requested; \$155,500 was approved
2016	\$155,500	0.00%	\$163,275 Requested; \$155,500 was approved
2017	\$155,500	0.00%	
2018	\$155,500	0.00%	
2019	\$155,500	0.00%	
2020	\$155,500	0.00%	
2021	\$155,500	0.00%	
2022	\$155,500	0.00%	
2023	\$155,500	0.00%	
			\$160,165 Requested from City; \$155,500 was approved with the City's contribution being reduced by to \$146,080 and the County's increasing to \$166,420.
2024	\$146,080	-6.06%	Change of \$9,420

NOTE: COUNTY'S CONTRIBUTION IS SAME AS ABOVE PLUS \$2,500 PER YEAR 1985 THRU 1991
AND \$1,500 PER YEAR FROM 1992 ON FOR LEGAL SERVICES

*** The reduction of \$9,420 was calculated based on the 2023 City Tax Capacity as a percentage of the 2023 County Tax Capacity which was 6.04%. It was rounded to 6.00% (Analysis.xlsx) and used the County's contribution of \$157,000 to calculate the \$9,420.



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Approve Event Application - Concert in the Park

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this item is an event application for a Concert in the Park on Thursday, September 26th from 5-9 p.m. in Lyman P. White Park. The event consists of a concert at the amphitheater, sound equipment, and the organizer will be providing trash receptacles if needed. The event will include partnering with Jack Pine for serving beverages during the event.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The applicant will be required to provide a Certificate of Insurance, obtain a temporary liquor license, and meet the requirements set forth in City Code Section 1200.17. Per City Code Section 1200.17, the ability to sell alcoholic beverages in a public place requires City Council approval. This event application was approved by the Park Board at their August 27th meeting.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached event application.

FINANCIAL IMPACT: N/A



SPECIAL EVENT APPLICATION

Date of Application: 8/23/24

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

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

Name of event: Concert in the Park

Organizer Information

Organizer's Name: Brainerd Community Action
Organizer's Address: 321 S. 7th St Suite 105
Event Contact Person: Bill Satre
Event Contact Daytime Phone: 218-820-4558
Event Contact E-mail Address: Info@BrainerdCommunityAction.org
Contact Name/Number Day of Event: _____
For Profit/Nonprofit Status (type): Nonprofit

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
9/26/24	5:00	9:00	Lyman P. White Park

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

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

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

Description of Activities

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

Concert at Amphitheater presented by Jackpine Brewery

Featuring local artist Seth Doud.

Site Information

Electrical usage

☒

Yes

☐

No

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

Sound Equipment using Amphitheater power supply

Amplified Sound

☒

Yes

☐

No

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

Standard sound system from 5:00-9:00

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:

Flyers will be posted at local businesses

Trash Receptacle Disposal

☒

Yes

☐

No

Company contracted for trash receptacle disposal: **Waste Partners if needed**

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

Bill Satre

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	No comments
City Administration	8/23 JD	See conditions below
Engineering Department	8/23 JD	No comments
Fire Department	_____	No comments
Fire Support/EMS	_____	No comments
Parks Department	8/23 JD	See conditions below
Planning Department	_____	No comments
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

1. Applicant ensure that Certificate of Insurance is provided to City Hall prior to event.
2. Serving of alcoholic beverages is contingent upon temp. liquor license approval and meet requirements of City Code Section 1200.17.
3. Music performers should consider power loads at amphitheater to prevent overloading.

Certification of Street Closure Approval

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



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Approve Street Light Request - Intersection of Woodland Hills Lane and Crestview Lane

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Staff received a request for a street light at the intersection of Woodland Hills Lane and Crestview Lane, per the attached form. This request meets the standard laid out in the Street Lighting Policy for lighting units being placed at intersections as there is not currently a light at this intersection. With homes being built to the south end of Crestview Lane, there is likely a higher traffic volume at this intersection.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: There is currently a street light approximately 120 feet to the north of the requested location, between 2604 and 2606 Crestview Lane. Staff would recommend that this light be relocated to the intersection as a midblock light between Woodland Hills Lane and Woodridge Lane serves little traffic safety purpose. The next street light to the north is approximately 470 feet north of Woodland Hills Lane, which staff would recommend be relocated to the Crestview Lane and Woodridge Lane intersection at a future time.

The cost of relocating this pole would be approximately \$1,200. To add a new pole, the additional cost would be over \$1,000 for a new pole (existing gray pole to match the rest of the corridor), which would increase the cost of the project over \$2,200.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached request. However, the recommendation is to relocate the existing street light from 120 feet north to the south to the intersection.

FINANCIAL IMPACT: Approximately \$1,200 or \$2,200, dependent on Council action.

Brainerd Public Utilities

Request for Street Lighting Form

Date requested: 8/21/24

Requested By: Carmen Ferdelman, Cody Shepherd

Address: 2603 Crestview Lane, Brainerd MN 56401

Location of street lights: Corner of woodland hills Ln / crestview Ln by street sign.

Attached street light plan or sketch See Attached Picture.

City of Brainerd
Approved /Date: _____

Brainerd Public Utilities
Approved /Date: _____

City Engineer

Superintendent

2:35

5G^U_W



Search Maps





City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Adopt Resolution - No Parking on Gillis Avenue

AGENDA: SPW Committee

ACTION REQUESTED: Adopt Resolution

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

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

SUMMARY OF ISSUE: Staff was notified of a safety concern regarding Gillis Avenue, just north of Washington Street. With the opening of Dunkin, we have had patrons parked on the east (northbound) side of Gillis between Washington Street and the Dunkin driveway next to the alley. However, in this section, the northbound lane is narrower with the existing 3 lanes due to the split turn lanes in the southbound direction approaching the signal light. If a vehicle(s) is parked on the street, through traffic is forced into the opposing lane of traffic causing a potential safety hazard or forcing that vehicle to stop in the through lane, potentially backing vehicles into the highway also causing a safety hazard.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As a precautionary measure and after discussion with the Police Chief, staff has placed No Parking signs on northbound Gillis Avenue between Washington Street and the alley to the north. At this time, staff is requesting direction from the Council on how to address the concern. Options include:

1. Leave the No Parking signs in place and adopt the attached resolution removing on-street parking from this segment of northbound Gillis Avenue. By removing the areas not available to park, this would in effect remove 3 parking spaces.
2. Remove the No Parking signs and allow on-street parking on the northbound side of Gillis Avenue in this segment.
3. Reconfigure the southbound approach to the signal into a single lane (left, through, and right turn) to accommodate space for a parking lane. This requires the vehicle detection loops to be positioned appropriately to accommodate this.

RECOMMENDED ACTION/MOTION: Staff recommends adoption of the attached resolution, removing on-street parking from Gillis Avenue on the northbound side from Washington Street to the alley.

FINANCIAL IMPACT: N/A

RESOLUTION
NO. _____

WHEREAS, a potential safety concern exists on northbound Gillis Avenue, between Washington Street and the alley north of Washington Street; and

WHEREAS, due to the current pavement marking configuration, if a vehicle(s) is parked on the east side of Gillis Avenue in this segment, through traffic is forced to either drive into the opposing traffic lane or stop in the through traffic lane until the opposing traffic lane is clear; and

WHEREAS, directing vehicles into opposing lanes of traffic presents a potential safety hazard for the travelling public; and

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

the City Council of the City of Brainerd does hereby change the parking zone on the east side of Gillis Avenue between the intersection of Washington Street and the alley approximately 150 feet north of Washinton Street to "No Parking" effective September 3, 2024.

Adopted this 3rd day of September 2024

KELLY BEVANS
President of the Council

Adopted this 3rd day of September 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Approve Buffalo Hills Gully Memorandum Of Understanding Amendment

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: At the 8/19 Council meeting, staff reported that the Crow Wing SWCD had committed to providing an additional \$35,000 of the \$70,000 set aside as part of the Clean Water Act grant for the Buffalo Hills Gully Remediation project. Attached is a Memorandum of Understanding Amendment reflecting the adjusted amount officially committing the additional funding towards the project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The SWCD Board has approved the MOU Amendment at their recent meeting. As a reminder, with the inclusion of the additional \$35,000 from SWCD, staff is estimating that the City's match of the project would be approximately \$249,000, \$5,000 over the original grant match amount.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached MOU amendment with Crow Wing SWCD.

FINANCIAL IMPACT: \$35,000

Memorandum of Understanding Amendment 1

This Memorandum of Understanding is entered into on the 15 days of May, 2023 by and between the City of Brainerd and the Crow Wing Soil and Water Conservation District (SWCD),

WHEREAS, stormwater management and erosion and sediment control are a priority concern under the Crow Wing County Local Comprehensive Water Plan

WHEREAS, SWCD received a Board of Water and Soil Resources (BWSR) Clean Water Fund Grant of \$975,000 to stabilize the 1.4-acre gully by installing an estimated 1,300 linear feet of reinforced concrete pipes within the gully channel and create a deposition pool with erosion control fabric and native seed mixes. The grant requires a minimum of 25 percent match of cash or in-kind contributions and,

WHEREAS, City has agreed to manage the installation and construction oversight of the stormwater treatment system and annual maintenance of the stormwater system for a minimum of 25 years and,

NOW THEREFORE, Crow Wing Soil and Water Conservation District (SWCD) and the City of Brainerd (City) hereby agree to amend the May 15, 2023, Memorandum of Understanding:

To authorize an additional \$35,000 to the City of Brainerd for the Construction of the Brainerd Gully Stormwater Project, the total amount available for construction is \$940,000.

IN WITNESS WHEREOF, the parties hereto have signed their respective names on the date first above written.

Crow Wing SWCD


Authorized Representative

City of Brainerd

Authorized Representative

Date 8-21-24

Printed Name: Jim Chamberlain

Date _____

Printed Name: _____



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Discuss Street Sweeping Information

AGENDA: SPW Committee

ACTION REQUESTED: Information Only

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: At the August 5th Council meeting, Council was presented a request during Public Forum for information in regard to purchase of additional street sweeping equipment. Based on the discussion, staff has compiled information for the Council to review. The attached includes information on the City's current street sweeping program and the costs of purchasing new equipment.

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

RECOMMENDED ACTION/MOTION: Information Only.

FINANCIAL IMPACT: N/A

Spring and Fall City-Wide Street Sweeping

4 Full Weeks (per season)

2 Maintenance III (Sweeping) - $\$52.87/\text{hour} \times 2 \times 160 \text{ hours} = \$16,918.40$

2 Maintenance II (Trucks) - $\$49.24/\text{hour} \times 2 \times 160 \text{ hours} = \$15,756.80$

Total Staff Time = \$32,675.20

Typical practice for many cities of this size

Weekly Downtown Street Sweeping

Mid-April – Mid-October (approximately 27 weeks)

Approximately 2 Hours per week

1 Maintenance III (Sweeping) - $\$52.87/\text{hour} \times 2 \text{ hours} = \105.74

1 Maintenance II (Truck) - $\$49.24/\text{hour} \times 2 \text{ hours} = \98.48

Total Staff Time for Season = \$5,513.94

Disposal of Street Sweepings

Considered Hazardous Waste – Cannot dispose at typical landfill

Budgeting \$30,000 in 2025, every 5 years (average of \$6,000 per year annualized)

Current Equipment for Sweeping

Pelican Sweeper x 2 – Pickup-type sweepers. Works well for street sweeping as these equipment keeps dust and debris down and contained. Not sized for sidewalks. These equipment are approximately in the \$250,000 range.

New Equipment for Trails/Sidewalks

Cheapest equipment is typically flicker-type brooms with a “guard” around the \$100,000 range. Concern with this type of equipment is the potential for the sweeper to throw dust and debris at other vehicles. The brushes typically are worn quickly on pavement.

Pickup sweepers that would be better suited to pick up debris than flicker-type brooms are generally no less than \$150,000 for mini-types and on average \$250,000 or more.



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Discuss Right-of-Way Vacations

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

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

PRESENTER: Jessie Dehn, Public Works Director **ESTIMATED TIME (MIN):** 10 Minutes

SUMMARY OF ISSUE: Staff recently received a request from the owner at Jack's House to install a large sign adjacent to the Highway 25 right-of-way. In reviewing the request, the area where the sign is being proposed is platted for frontage road. However, it is a segment that is bounded both to the north and south and would not likely ever be able to be developed as a frontage road or is there a need in the near future for a frontage road adjacent to Highway 25. In reviewing this request, staff sees this area as an opportunity for potentially vacating public right-of-way that doesn't appear to serve a public purpose. Currently, as it is still technically public right-of-way, our maintenance staff does plow and maintain the entrance access way to Jack's House.

In addition, there are other several "remnants" of older plats that contain old outlots or alleys that no longer apply or serve a public purpose as once intended when the plat was first drawn. Attached are several other examples and a summary of them are as follows:

- Kramer-Imgrund (Old South 5th Street Extension) - This is in effect a driveway to Kramer's residential property. Imgrund has a vacant parcel also beyond this. As it is still public right-of-way, our staff expends time and materials each winter to plow and sand/salt the driveway. Due to the severe grade, this is difficult and nearly a safety hazard for our plow trucks to navigate each attempt.
- Graydon (Madison Heights) - Outlot B is a narrow parcel that may have at once been intended to be a park or other purpose. With the nearby Buffalo Hills Park and direction from the Park Board that there is likely no interest to establish a new park in this location. This lot serves no other public purpose and no future likelihood to serve public purpose. Earlier this year, staff had to remove two dead trees from the Outlot to prevent damage to homes. Keeping this as public opens the potential for liability for the City for future dead trees falling. Outlot C to the south has already been sold and developed. In addition, the 10 foot walk east of Outlot B was likely intended as a connection to the Buffalo Hills Trail from Graydon Avenue, however this has not been built and would require some difficulty due to the existing homes adjacent to this area.
- Turner-Carper (Sleeper's Park Addition) - Another remnant of changes in plans from an old plat or outlot. There now exists in essence a shared driveway to two homes. Recently, a water line that services only the Carper property began leaking. As the area is still public right-of-way, BPU

ended up treating this as public water main and repaired the leak and restored the gravel driveway and turf grass at a cost of thousands of dollars for the repair.

Some of the challenges that staff continues to encounter with these remnants of old public right-of-way are expending time and resources to areas that are more appropriately addressed by the adjacent private property owners. There is also a potential for liability to the City should, as the Graydon example, a private property is damaged by an occurrence such as a falling tree. By vacating these areas, this would also bring these areas back into the tax rolls.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff is requesting direction from the Council on how to address areas of current public right-of-way where there appears to serve no public purpose. Some options include the following:

1. When staff finds these areas, investigate if there is public purpose. If none, prepare the appropriate documentation and process for the Council to consider vacation of the right-of-way by Council direction.
2. When staff finds these areas, investigate if there is public purpose. If none, reach out to the property owners requesting a petition for vacation. Fees for petitions for vacation is currently \$100 by the fee schedule.
3. Direct staff to not pursue these areas. Only address when a petition for vacation is received.

RECOMMENDED ACTION/MOTION: Staff recommends Option 1 as described above. Direct staff that when we find these areas, investigate if there is public purpose. If none, prepare the appropriate documentation and process for the Council to consider vacation of the right-of-way by Council direction.

FINANCIAL IMPACT: N/A



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

Jack's House

Date: 8/28/2024 Time: 7:13 AM

RADEMACHER'S COMMERCIAL ADDITION

KNOW ALL PERSONS BY THESE PRESENTS: That Harold R. Rademacher and Helen B. Rademacher, husband and wife, are the owners of the following described property situated in Crow Wing County, Minnesota, to-wit:

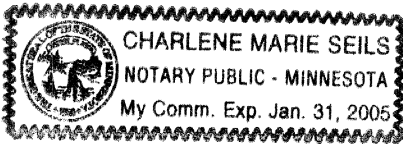
LEGAL DESCRIPTION:
That part of the South Half of the Northwest Quarter (S1/2-NW1/4), Section 29, Township 45, Range 30, Crow Wing County, Minnesota described as follows: Commencing at the point on the south line of said NW1/4 which is 1308.21 feet East assumed bearing, from the West Quarter corner of said Section 29; thence North 02 degrees 59 minutes 00 seconds West 778.80 feet to the point of beginning of the tract to be described; thence North 02 degrees 59 minutes 00 seconds West 521.33 feet to the north line of said S1/2-NW1/4; thence South 89 degrees 09 minutes 42 seconds East 527.95 feet along said north line of the S1/2-NW1/4, to the westerly right of way line of State Highway Number 25; thence South 34 degrees 41 minutes 33 seconds East 570.87 feet along said westerly right of way line of State Highway Number 25, to its intersection with the line that bears North 86 degrees 59 minutes 00 seconds East from the point of beginning; thence South 86 degrees 59 minutes 00 seconds West 826.83 feet to the point of beginning. Subject to mineral reservations of record, if any and also subject to easements, reservations, or restrictions of record if any.

Have caused the same to be surveyed and platted as RADEMACHER'S COMMERCIAL ADDITION and do hereby donate and dedicate to the public for public use forever Frontage Road as shown on this plat and also dedicating the easements as shown on this plat for drainage and utility purposes only.

IN WITNESS WHEREOF, said Harold R. Rademacher and Helen B. Rademacher have hereunto set their hands this 29th day of May, 2002.

OWNERS:
Harold R. Rademacher
Helen B. Rademacher

State of Minnesota
County of Crow Wing
The foregoing instrument was acknowledged before me this 29th day of May, 2002, by Harold R. Rademacher and Helen B. Rademacher, husband and wife.



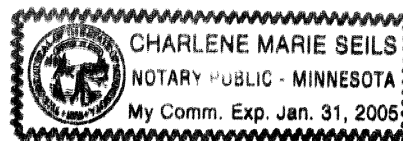
Charlene M Seils
Notary Public
Crow Wing County, Minnesota
My Commission Expires: Jan. 31, 2005

I hereby certify that I have surveyed and platted the property described on this plat as RADEMACHER'S COMMERCIAL ADDITION, that this plat is a correct representation of the survey, that all distances are correctly shown on the plat in feet and hundredths of a foot, that all monuments have been correctly placed in the ground as shown or will be correctly placed in the ground as designated, that the outside boundary lines are correctly designated on the plat, and that there are no wet lands as defined in MS 505.02, Subd. 1, or public highways to be designated other than as shown.

Jeffrey W. Miller, Land Surveyor
Minnesota License Number 13336

State of Minnesota
County of Crow Wing

The foregoing Surveyor's Certificate was acknowledged before me this 23rd day of April, 2002, by Jeffrey W. Miller, Minnesota License Number 13336.



Charlene M Seils
Notary Public
Crow Wing County, Minnesota
My Commission Expires: Jan. 31, 2005

I, Roy A. Luukkonen, Auditor for Crow Wing County, Minnesota, do hereby certify that the taxes on the lands described hereon have been paid for the years prior to 2002.

Roy A. Luukkonen
Auditor
Crow Wing County, Minnesota

I, Lauren E. Borden, Treasurer for Crow Wing County, Minnesota, do hereby certify that the taxes on the lands described hereon payable in the year 2002, have been paid.

Lauren E. Borden
Treasurer
Crow Wing County, Minnesota

This plat of RADEMACHER'S COMMERCIAL ADDITION was approved by the Planning Commission of the City of Brainerd, Minnesota, on this 13th day of April, 2002.

ATTEST: [Signature]
Chairman

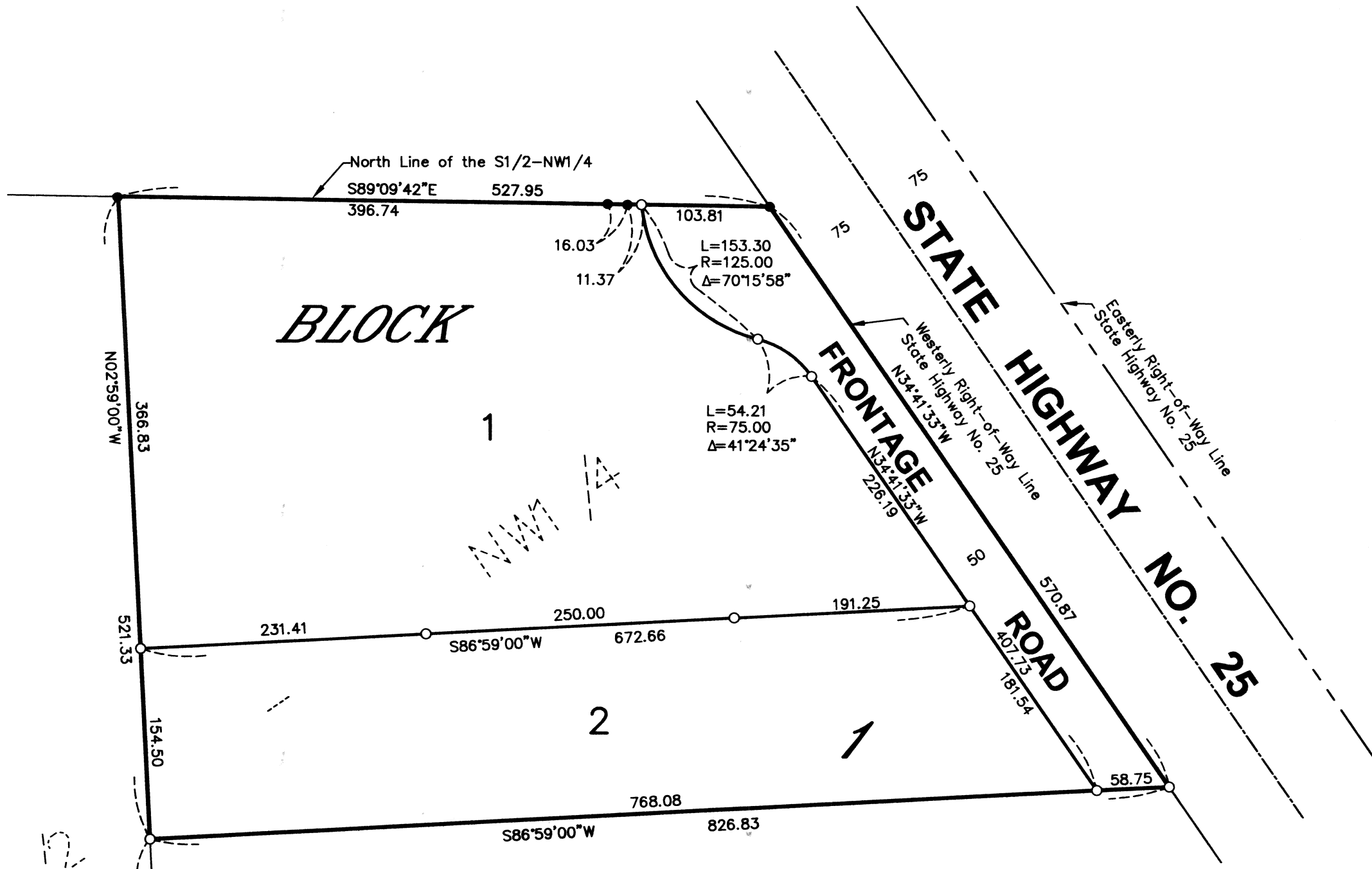
[Signature]
Secretary

This plat of RADEMACHER'S COMMERCIAL ADDITION was approved by the City Council of Brainerd, Minnesota, on this 13th day of April, 2002.

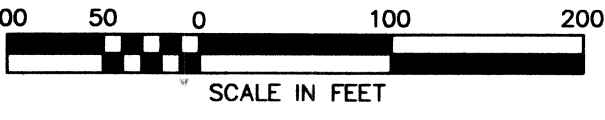
ATTEST: [Signature]
Mayor

[Signature]
City Administrator

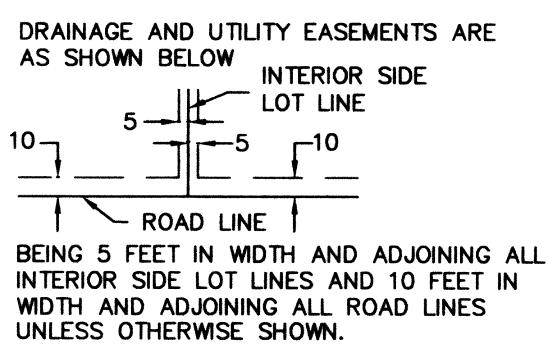
Office of County Recorder
County of Crow Wing, MN
I hereby certify that the within instrument was filed
in this office for record on the 13th day of April
A.D. 2002 and was duly recorded as Doc. No. 0611724
[Signature]
County Recorder



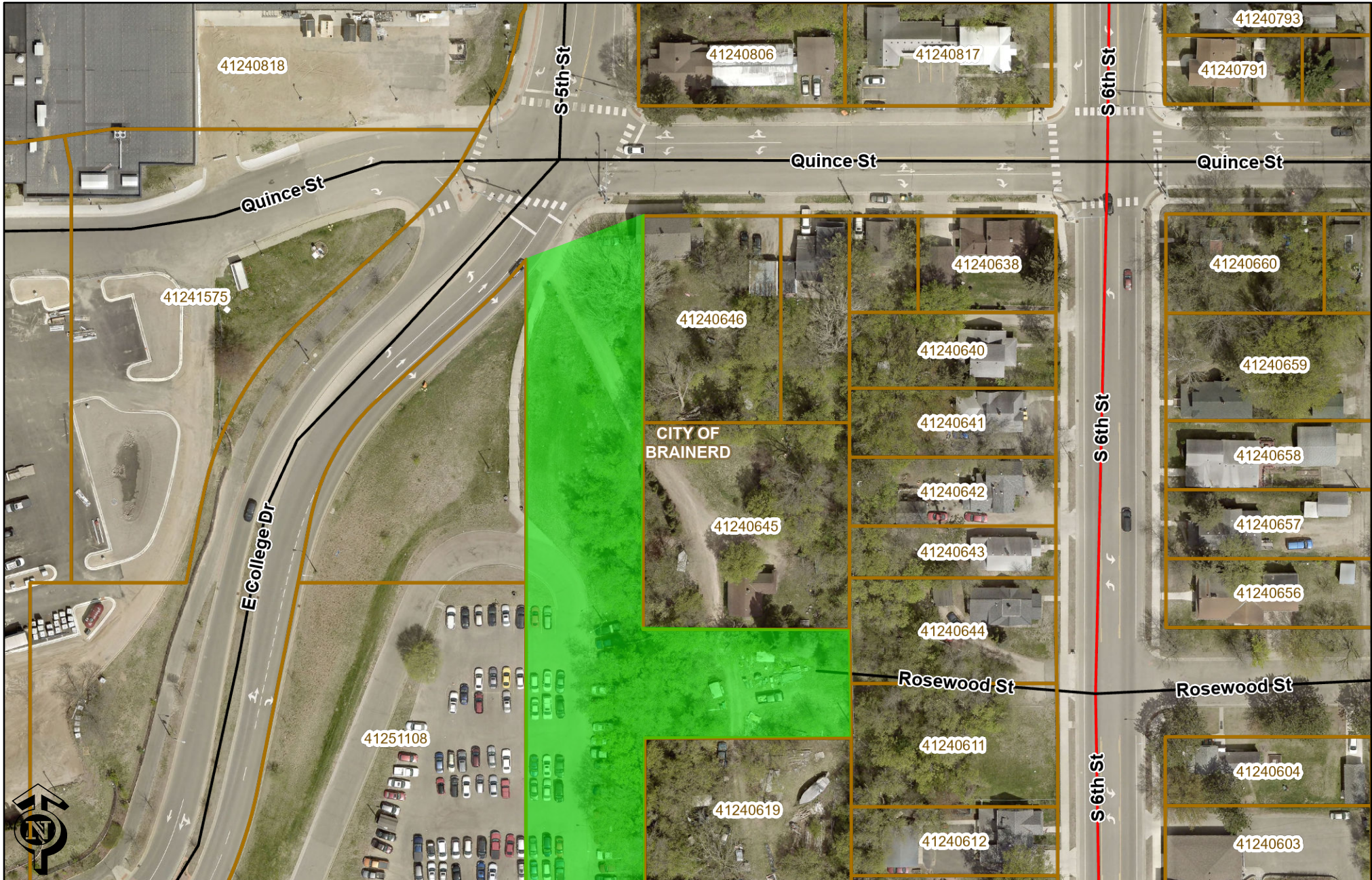
South Line of the NW1/4
EAST 1308.21
West Quarter Corner Section 29,
Township 45, Range 30



- DENOTES IRON MONUMENT FOUND IN PLACE
 - DENOTES 1/2 INCH DIAMETER BY 18 INCH LONG IRON PIPE MONUMENT SET AND MARKED BY LICENSE NUMBER 13336
- ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE SOUTH LINE OF THE NW1/4 TO HAVE AN ASSUMED BEARING OF EAST



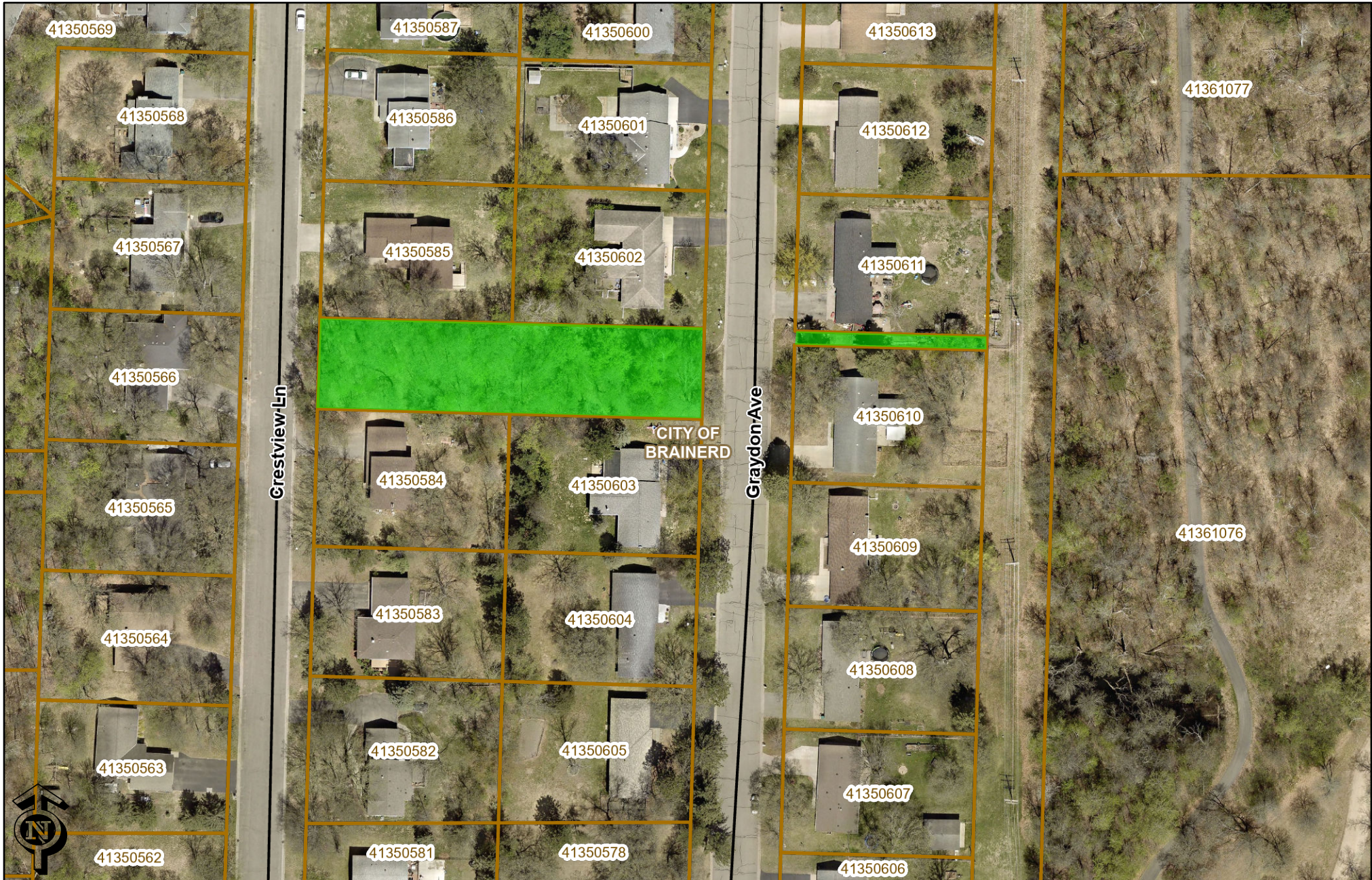
WIDSETH
SMITH
NOLTING
ENGINEERS
ARCHITECTS
LAND SURVEYORS
ENVIRONMENTAL SERVICES
ALEXANDRIA
BEMIDJI
BRainerd
CROOKSTON
GRAND FORKS
WWW.WSN-MN.COM



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.

Kramer-Imgrund

Date: 8/28/2024 Time: 7:17 AM

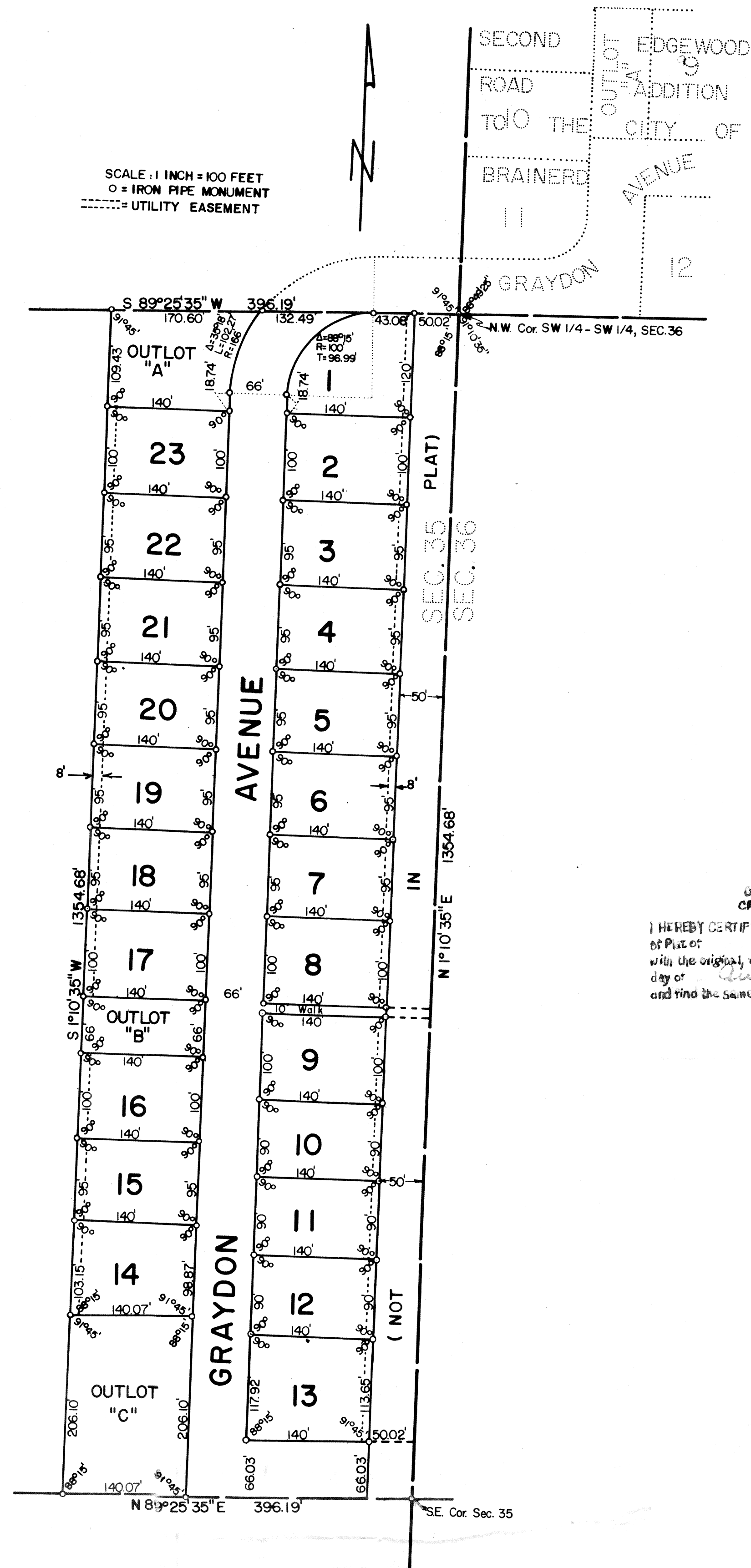


These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Graydon

Date: 8/28/2024 Time: 8:26 AM

MADIS ON HEIGHTS



KNOW ALL MEN BY THESE PRESENTS: THAT EDGEWOOD HOMES, INC., A MINNESOTA CORPORATION, IS THE OWNER OF THE WEST 3/4 OF THE EAST 3/4 OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (SE1/4-SE1/4) OF SECTION 35, TOWNSHIP 45 NORTH, RANGE 31 WEST AND BEING DESIROUS OF PLATTING SAID LAND INTO LOTS, HAVE HAD THE SAME SURVEYED AND THE ANNEXED PLAT THEREOF, MADE ACCORDING TO THE STATUTES IN SUCH CASES, MADE AND PROVIDED. THE NAME OF THIS PLAT SHALL BE "MADISON HEIGHTS". GRAYDON AVENUE, A 66 FOOT STREET AND THE 10 FOOT WALK BETWEEN LOTS 8 AND 9, AS INDICATED ON THE PLAT, ARE HEREBY DEDICATED TO THE PUBLIC. SUBJECT TO RESTRICTIONS OR RESERVATIONS OF RECORD, IF ANY. SUBJECT TO UTILITY EASEMENT AS SHOWN ON THE PLAT.

IN WITNESS WHEREOF, EDGEWOOD HOMES, INC., A MINNESOTA CORPORATION, HAS CAUSED THESE PRESENTS TO BE EXECUTED IN ITS CORPORATE NAME THIS 19TH DAY OF July, 1965.

WITNESSES:

S: *Antonia Blackman*
Jean M. Hudson

EDGEWOOD HOMES, INC.

By: Q. Madison

D. R. MADISON - PRESIDENT

BY: Isabel T Madison
ISABEL T. MADISON - SECRETARY

STATE OF MINNESOTA)
COUNTY OF CROW WING) SS

COUNTY OF CROW WING)

ON THIS 19th DAY OF July, 1965, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY, PERSONALLY APPEARED D. R. MADISON AND ISABEL T. MADISON, TO ME PERSONALLY KNOWN, WHO, BEING EACH BY ME DULY SWORN, DID SAY THAT THEY ARE RESPECTIVELY THE PRESIDENT AND THE SECRETARY OF EDGEWOOD HOMES, INC., THE CORPORATION NAMED IN THE FOREGOING INSTRUMENT AND THAT THE SEAL AFFIXED ON SAID INSTRUMENT IS THE CORPORATE SEAL OF SAID CORPORATION AND THAT SAID INSTRUMENT WAS SIGNED AND SEALED IN BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS BOARD OF DIRECTORS AND SAID D. R. MADISON AND ISABEL T. MADISON ACKNOWLEDGE SAID INSTRUMENT TO BE THE FREE ACT AND DEED OF SAID CORPORATION.

MY COMMISSION EXPIRES:

FREE ACT AND DEED OF SAID
ANTONIA BLANKSMA
JUNE 17, 1972

Antonia Blankema
NOTARY PUBLIC
CROW WING COUNTY, MINNESOTA

I, DEAN M. ANDERSON, REGISTERED LAND SURVEYOR No. 3091, DO HEREBY CERTIFY THAT I HAVE, AT THE INSTANCE OF THE OWNERS, MADE THE ABOVE MENTIONED SURVEY AND PLAT OF "MADISON HEIGHTS" AND THAT ALL INFORMATION SHOWN HEREON IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THERE ARE NO WET LANDS OR PUBLIC ROADS, OTHER THAN SHOWN ON THE PLAT, ON THIS LAND. IRON PIPE MONUMENTS HAVE BEEN PLACED AT THE POINTS INDICATED ON THE PLAT FOR THE GUIDANCE OF FUTURE SURVEYS.

Frank H. Lockson
REGISTERED LAND SURVEYOR
MINNESOTA REG. No. 3091

STATE OF MINNESOTA)
COUNTY OF CROW WING)SS

ON THIS 19th DAY OF July, 1965, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY, PERSONALLY APPEARED DEAN M. ANDERSON, TO ME WELL KNOWN TO BE THE PERSON DESCRIBED IN AND WHO EXECUTED THE FOREGOING CERTIFICATE AND HE HEREBY ACKNOWLEDGES THE SAME AS HIS FREE ACT AND DEED.

MY COMMISSION EXPIRES:

ANTONIA BLANKSMA
JUNE 17, 1972

Antonia Blanksma
NOTARY PUBLIC
CROW WING COUNTY, MINNESOTA

I, EINER R. ANDERSON, AUDITOR FOR CROW WING COUNTY, MINNESOTA, DO HEREBY CERTIFY THAT THE TAXES ON THE LANDS DESCRIBED HEREON HAVE BEEN PAID FOR THE YEARS PRIOR TO 1965.

By Ernest R. Anderson, Deputy
AUDITOR
CROW WING COUNTY, MINNESOTA

I, DOUG M. ANDERSON, TREASURER FOR CROW WING COUNTY, MINNESOTA, DO HEREBY CERTIFY THAT THE TAXES ON THE LANDS DESCRIBED HEREON, PAYABLE IN THE YEAR 1965, HAVE BEEN PAID.

DOUG M. ANDERSON
TREASURER
CROW WING COUNTY, MINNESOTA

THIS PLAT OF "MADISON HEIGHTS" WAS APPROVED BY THE COUNCIL FOR THE CITY OF BRAINERD, MINNESOTA, THIS 19TH DAY OF JULY, 1965.

ATTEST: Robert H. Benson
CITY CLERK

Marvin A. Heberg
PRESIDENT OF THE COUNCIL

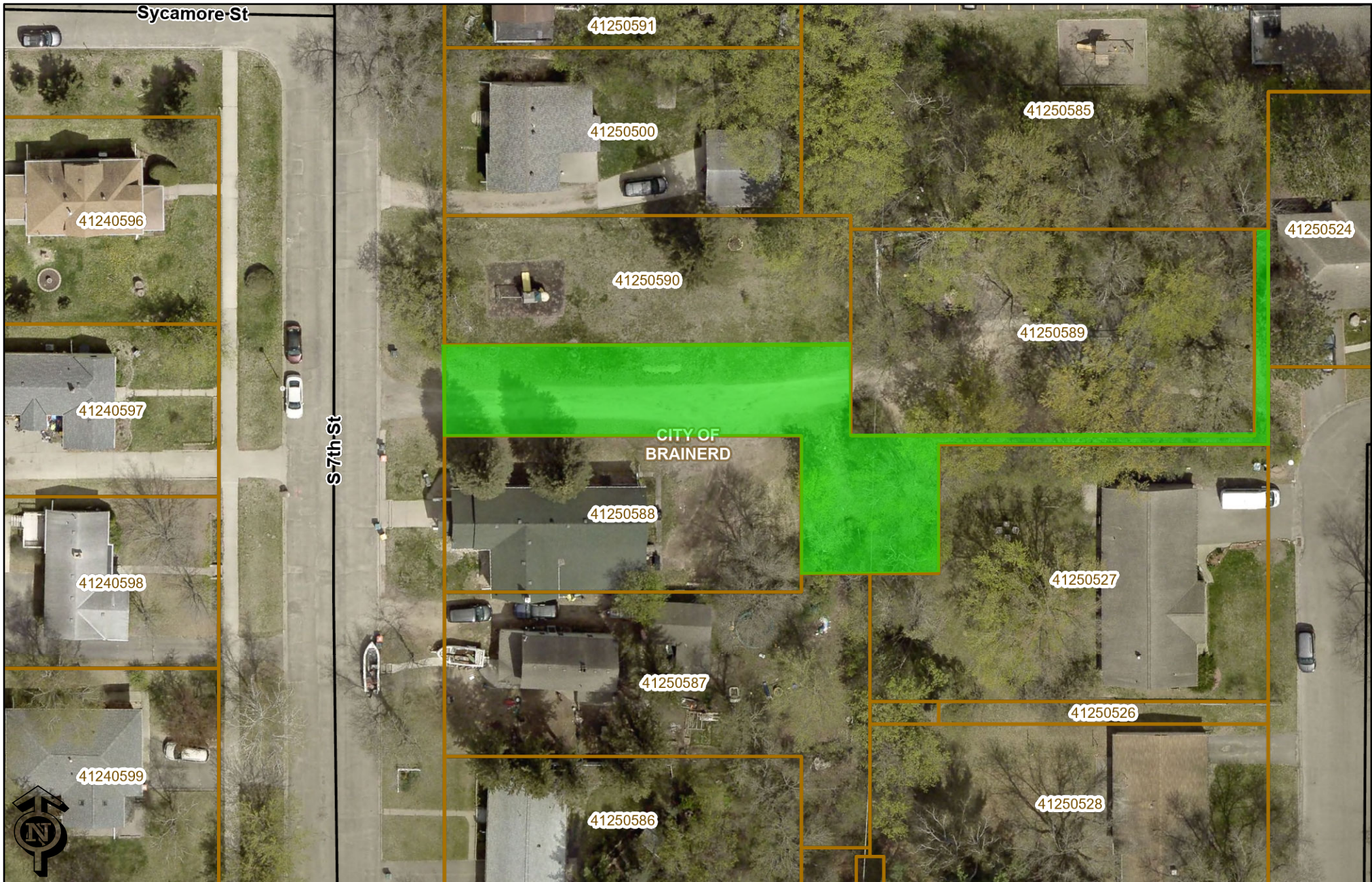
OFFICE OF REGISTER OF DEEDS
CROW WING COUNTY, MINNESOTA

I HEREBY CERTIFY, That I have carefully compared the within copy
of Plat or *Madison Heights*
with the original, which was filed in this office for record this *3rd*
day of *Aug* A. D. 191*3* at *o'clock* *4* M.
and find the same to be a true and correct copy thereof.

W. W. Jenkins
REGISTER OF DEEDS

218067
STATE OF MINNESOTA }
County of Crow Wing } SS
I hereby certify that the within
instrument was filed in this office for
record on the 3rd day of August, A.D.
1945 at 9 o'clock A. M. and was
duly ~~filed~~ On File

E. W. Jenkins
Register of Deeds



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.

Turner-Cartper

Date: 8/28/2024 Time: 7:25 AM

PLAT OF SLEEPER'S PARK ADDITION TO THE CITY OF BRAINERD CROW WING COUNTY MINNESOTA.

Sleepers Park Addition, to the city of Brainerd, is situated on the W 1/2 of the S.E. 1/4 of Section 25: T. 45. N. R. 31. W. 4th P.M. and contains 21.9 acres. The survey of said Addition, commences at the 1/4 Section Corner, on the East and West Section line between Sections 25 and 36, T. 45. R. 31. Thence East 615 feet. Thence north 836 feet. Thence N 14° W. 875 feet. Thence West 410 feet. Thence South 1690 feet, to point of beginning. The streets are 80 feet wide, and the Carriage-ways 33 feet wide. The size of all lots is designated on the plat, in red ink, and also the width of streets. Out Lot No 1 contains 8.7 acres, and is not laid out in lots, and public streets, it being reserved for private purposes by the proprietors, Stone Montgomery & Co. set in the center of Willow Street, and at the S.E. Corner of Lot 19, Block 1, on the West line of Eighth Street } S. H. Relf C. E. State of Minnesota } ss. and on each corner of Out Lot No 1, as shown on the Plat. } Surveyor County of Crow Wing } On this fifth day of December A.D. 1882 Before me, Milton McFadden, Register of Deeds, of Crow Wing County Minnesota, personally appeared S. H. Relf, to me well known to be the identical person who made the annexed plat and acknowledged the same to have been made by him from actual surveys, and to be correct, to the best of his knowledge and belief.

Milton McFadden
Register of Deeds
Crow Wing County Minnesota

State of Minnesota } S.S.
County of Crow Wing } The undersigned, the owners of the above described tract of land, lying, and being in the County of Crow Wing, and State of Minnesota, has caused the same to be surveyed, and laid out, as Sleepers Park Addition, to the City of Brainerd, as is shown, and represented by the annexed plat, and has also caused the said plat to be made, that the same may be recorded, according to the statutes in such cases made and provided.

In presence of
Milton McFadden
S. H. Relf

Chauncey B. Sleeper
Sarah L. Sleeper

State of Minnesota } S.S.
County of Crow Wing } On this fifth day of December A.D. 1882, Before me, Milton McFadden, Register of Deeds, of Crow Wing County Minnesota, personally appeared Chauncey B. Sleeper and Sarah L. Sleeper, his wife, to me well known to be the persons, who executed the annexed plat, and they acknowledged that they executed the same, to the end that it might be recorded according to law.

Milton McFadden
Register of Deeds
Crow Wing County Minnesota

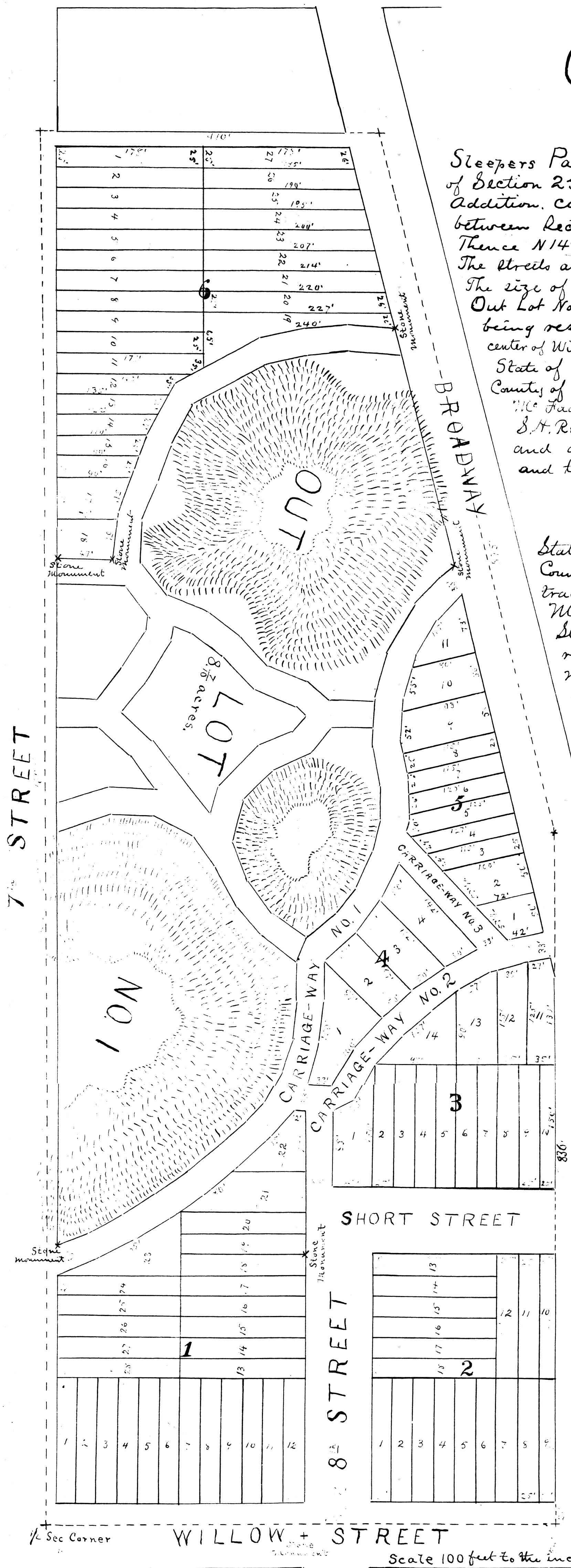
Office of Register of Deeds } ss.
Crow Wing County Minnesota } I hereby certify that the within, and foregoing Plat, was filed for Record in this office, on the 7th day of December A.D. 1882 at 1 O'clock P.M. and was duly recorded in Book 24 of Town Plat Page

Milton McFadden
Register of Deeds
Crow Wing County Minnesota

Office of City Clerk } ss.
City of Brainerd }
Crow Wing County }
Minnesota }

I hereby certify that the annexed Plat, was approved by the City Council Dec 6th 1882

A. G. Sparks
City Clerk
A. P. Hecce
President of Council





City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Discuss Rosewood Alley Sewer Replacement Cost

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

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

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

SUMMARY OF ISSUE: Staff was recently alerted of a sinkhole in a gravel alley east of 15th Street SE, between Rosewood and Quince Streets. After looking into the issue further, this sinkhole was a result of a continued issue with the failing sanitary sewer main within the alley. Staff is aware of the continued issues with this line. When reviewing the video of the line, it has severe breaks and joint separations. These lead to sand entering the line, which soon result in sinkholes in the ground above. This line has regular issues with restricted flow due to the intrusion of the sand into the line.

The concern is also that 15th Street was recently reconstructed. However, the sewer line was not replaced as part of that project due to funding limitations. Staff requested a proposal to replace the line from 15th Street to the dead end manhole at the east end (350 feet in length). The cost received is attached. Another challenge with this line is the ability to repair small pieces as that requires connecting the repair section to in-tact pipe, which is difficult to find on this main. In addition, staff requested a review and proposal to potentially perform lining of the main. Unfortunately, due to the existing characteristics, this main is not eligible for lining.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This work is not currently included in the budget for 2024 or identified in the 10-Year CIP as the sinkhole was sudden. Some options for the Council to consider could be as follows:

1. Replace the section of failing sewer main based on the proposal received in 2024.
2. Budget replacement of the sewer main in 2025 (or another year) in the CIP.
3. Continue to monitor the line as-is. Address failures and repairs as feasible until complete failure and replacement becomes the only option remaining.

RECOMMENDED ACTION/MOTION: Staff is requesting discussion and direction from the Council on this segment of sanitary sewer main.

FINANCIAL IMPACT: Dependent on Council action.



**P.O. Box 315
Brainerd, MN 56401**

Quote

Date	Quote #
7/28/2024	1713

Name / Address

Brainerd
501 Laurel Street
Brainerd, MN 56401

Description	Quantity	Unit Cost	Unit	Total
* Sewer Line Replacement in the Alley between Quince and Rosewood, East of 15th Street SE				
1. Mobilization	1	3,200.00	LS	3,200.00
2. Remove Sanitary Sewer Pipe	350	11.00	LF	3,850.00
3. Connect to Existing Sewer Pipe	2	775.00	Each	1,550.00
4. 6" PVC Sanitary Sewer Pipe	350	66.00	LF	23,100.00
5. 6" X 6" Wye	10	236.00	Each	2,360.00
6. Connect to Existing Service	10	1,062.00	Each	10,620.00
7. Aggregate Surfacing Class 5	174	31.00	CY	5,394.00
8. B618 Curb & Gutter	24	39.00	LF	936.00
9. Asphalt Replacement	64	50.50	SY	3,232.00
10. MISC Turf Restoration	1	2,850.00	LS	2,850.00
Total				\$57,092.00

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



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Discuss H Street Detour Route during the TH 210 Project

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

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

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

SUMMARY OF ISSUE: SRF and MnDOT have been developing the traffic detour and staging plans for the upcoming Highway 210 Reconstruction project planned for 2026 and 2027. Some of the most challenging areas will be in northeast Brainerd, where construction of the new roundabout intersections will impact both Highways 210 and 25 traffic. During recent discussion with City staff, stages were presented that included proposing some traffic utilizing a segment of H Street between Mill Avenue and 13th Avenue NE. Attached are some maps showing proposed stages including traffic adjustments and approximate durations.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff is looking at ways to limit traffic on H Street when it appears to be feasible or reasonable during construction. Some things that we consider is other alternative routes and would drivers utilize those routes or unofficially use H Street anyways, conflicts with cross traffic, and minimizing changing detour routes to prevent driver confusion during construction.

For example, in Stage 1A, during construction of the roundabouts, the proposed detour route for TH 25 traffic is to utilize H Street while putting a temporary roundabout at 13th and 210. There is likely little other alternatives to this detour plan. Using 10th Avenue to H Street for traffic would create conflicting traffic at 10th and 210.

In Stage 1B, the roundabouts would be opened to traffic, however TH 25 traffic would need to continue to detour in the area. One option could be to close northbound TH 25 traffic which would eliminate the need for highway traffic on H Street. However, this can cause some other issues.

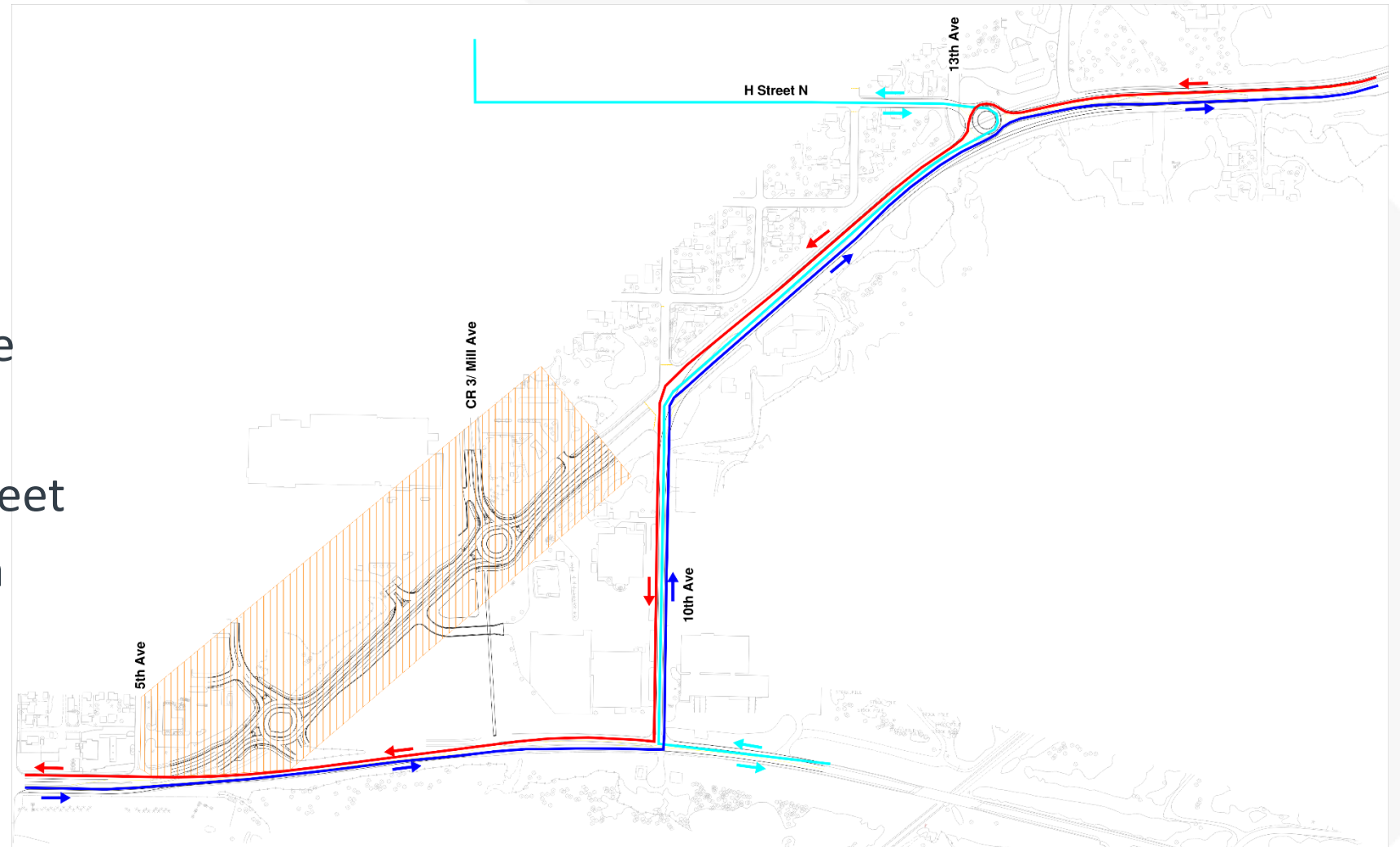
In Stage 1C, during construction of the 10th Avenue intersection, Highway 210 traffic would need to utilize H Street. An alternative could be to direct traffic to Highway 25 and County Road 25 back to Highway 210. However, due to the length of this detour, it is highly likely drivers will utilize H Street during this time, causing less controlled traffic issues rather than should the detour being planned on H Street.

RECOMMENDED ACTION/MOTION: Staff is recommending authorization from the Council to utilize H Street as needed while making efforts to minimize detoured highway traffic through that area.

FINANCIAL IMPACT: N/A

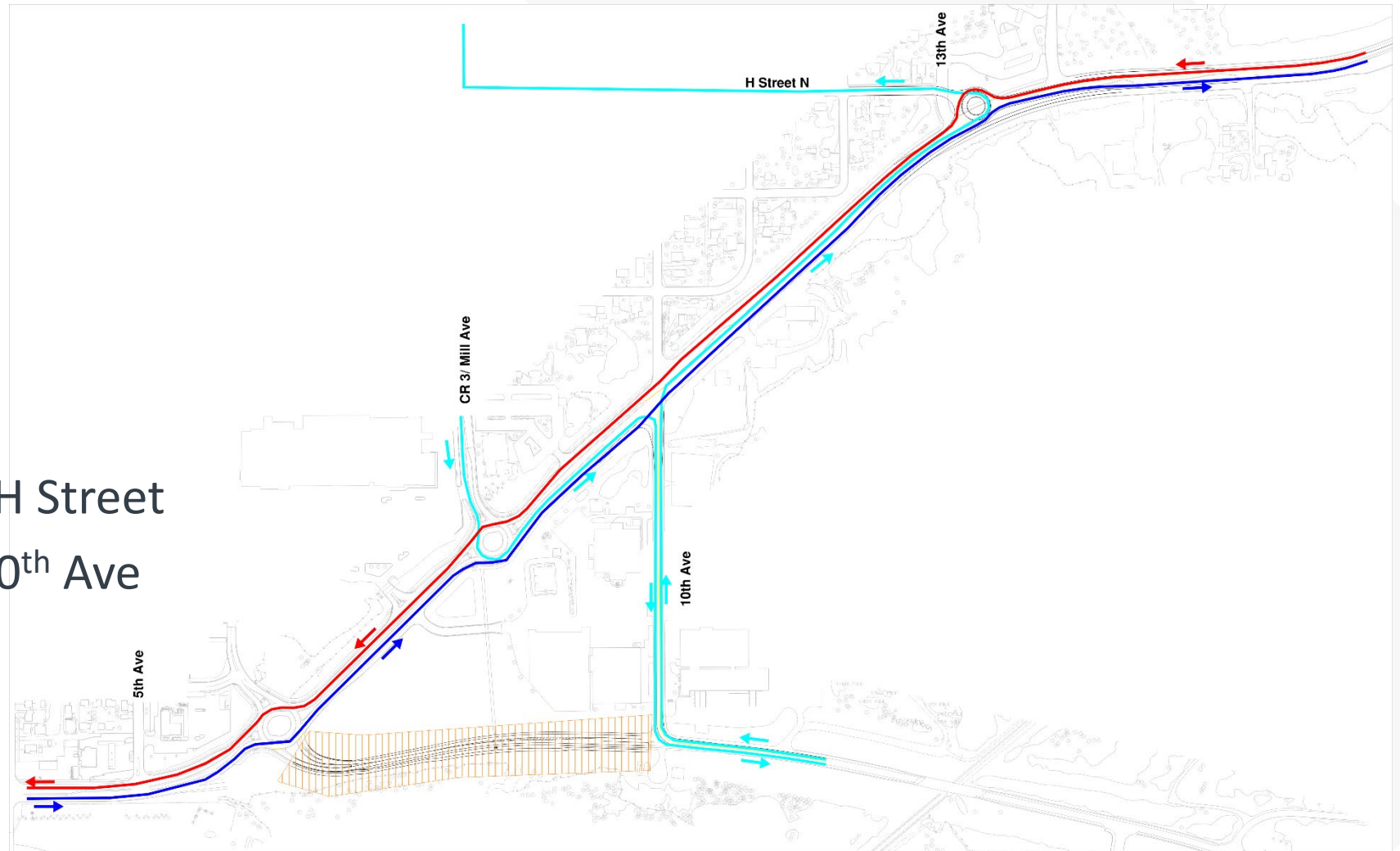
Stage 1A - Roundabout Section

- Workzone
 - 5th Ave to 10th Ave
- Detour
 - TH 210
 - TH 25 – 10th Ave
 - TH 25/CSAH 3
 - 10th Ave – H Street
- Construction Duration
 - ~10 Weeks



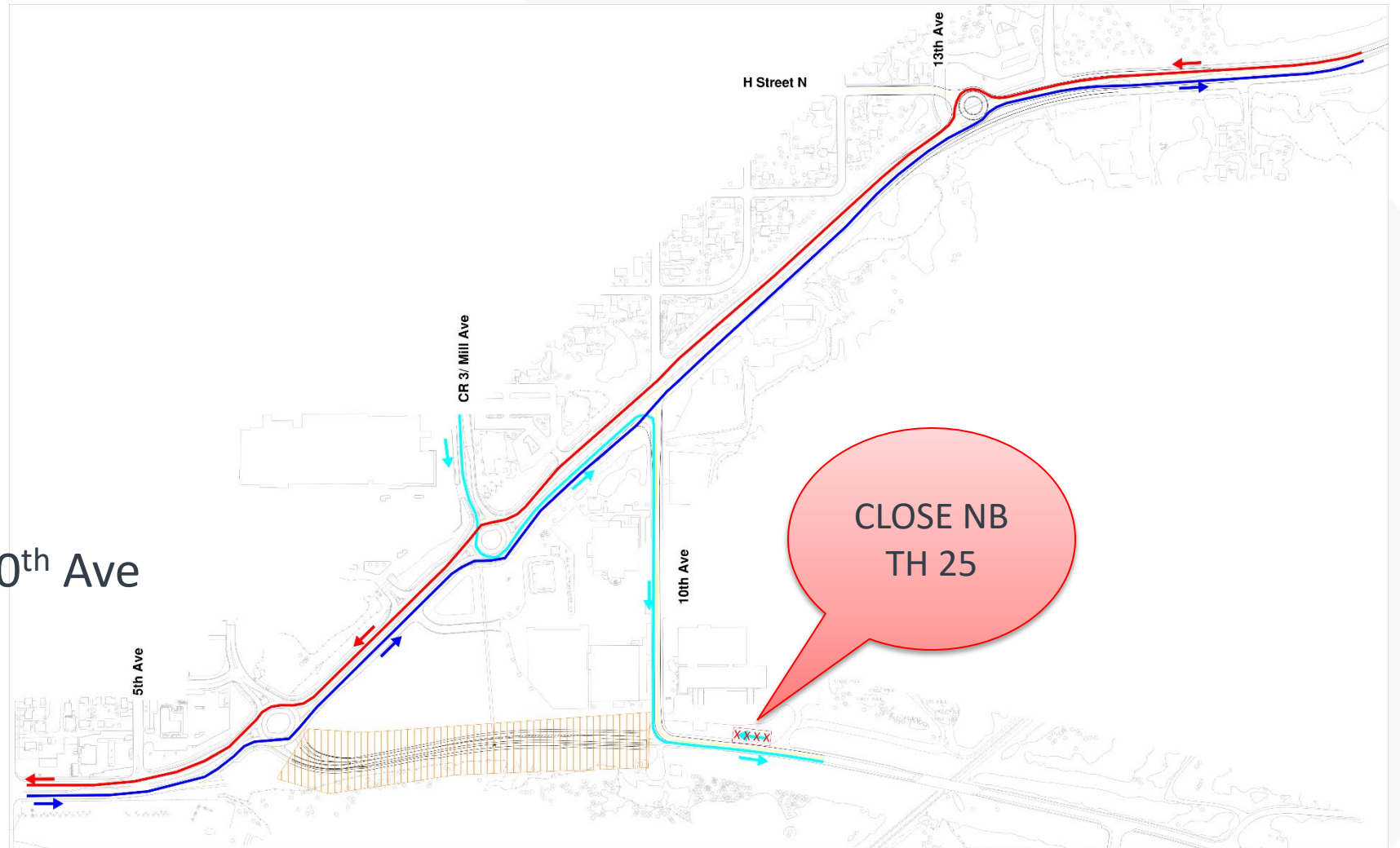
Stage 1B - TH 25 Connection

- Workzone
 - TH 210 – 10th Ave
- Detour
 - TH 210
 - On alignment
 - TH 25/CSAH 3
 - NB - 10th Ave – H Street
 - SB – TH 210 – 10th Ave
- Construction Duration
 - ~4 weeks



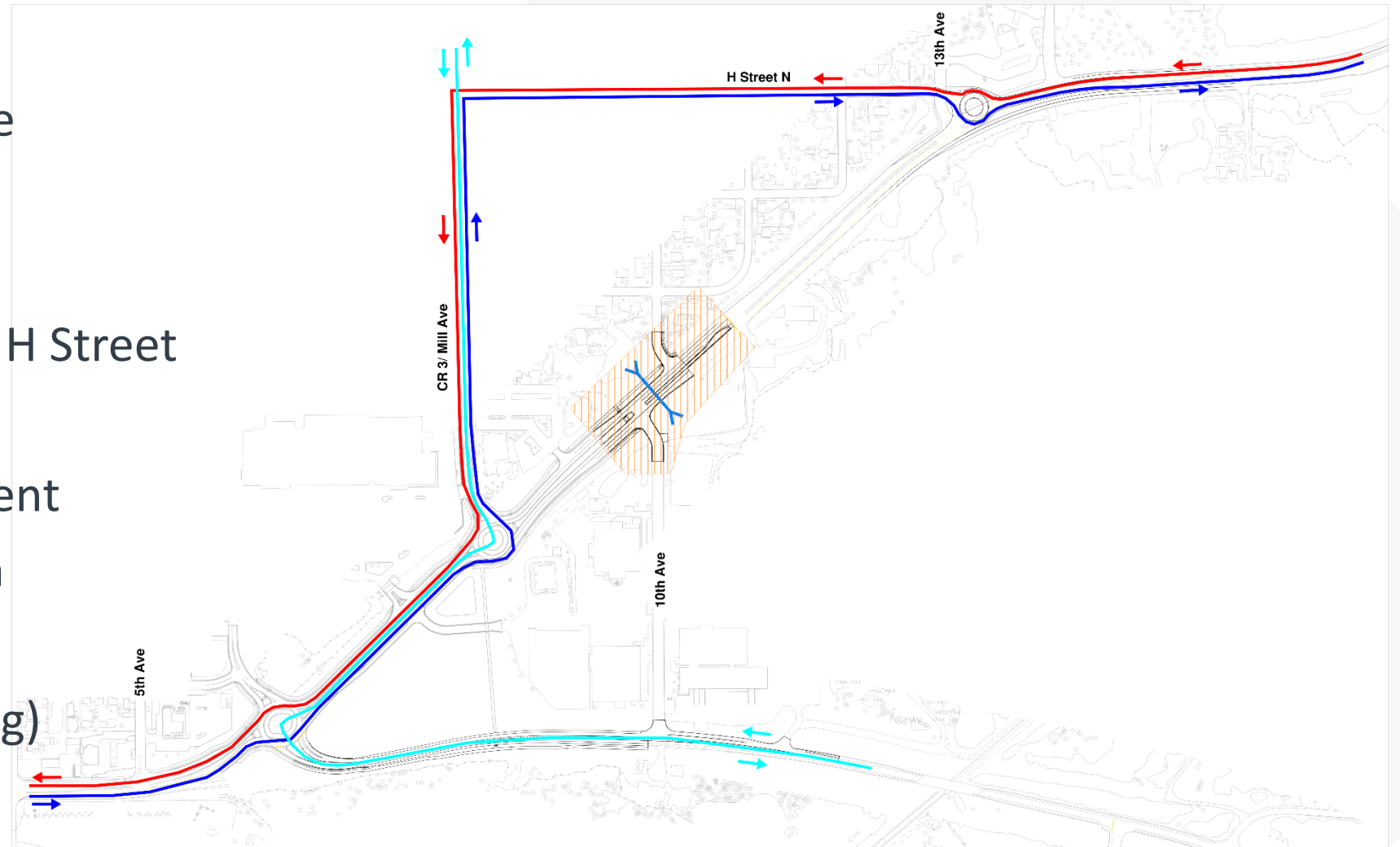
Stage 1B Alternative

- Workzone
 - TH 210 – 10th Ave
- Detour
 - TH 210
 - On alignment
 - TH 25/CSAH 3
 - NB - CLOSED
 - SB – TH 210 – 10th Ave
- Construction Duration
 - ~4 weeks



Stage 1C - 10th Ave Intersection

- Workzone
 - 10th Ave to 11th Ave
- Detour
 - TH 210
 - CR 3/Mill Ave – H Street
 - TH 25/CSAH 3
 - On new alignment
- Construction Duration
 - ~3 Days (Utilities)
 - ~4 weeks (Surfacing)





City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Direction Requested regarding TH 210/Lum Park Pedestrian Bridge Project

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

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

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

SUMMARY OF ISSUE: Staff had previously reported to the Council this summer that we were notified that we had received an award for approximately \$1.3 Million towards construction of the TH 210/Lum Park Pedestrian Bridge project. However, one requirement is that the funds be encumbered by the end of June 2025. Staff has since had a discussion with the MnDNR if there would be an opportunity for them to partner on the project with funding. As they are in the middle of their current funding biennium, they were investigating if there may be dollars available to contribute but are unable to firmly commit funds at this time.

Staff recently met with SRF staff that was part of the preparation of the Feasibility Report for the project. With the grant funding being federally funded, there are certain requirements that are included with those funds. Staff discussed the timeline of when processes would need to be begun and progressing to achieve the necessary timeline for the grant funding. During that discussion, it was determined that a decision by the Council would need to be made to begin the project design and development process as of early September 2024.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: There are some options for the Council to consider at this time.

1. Elect to proceed with the project with only the current grant funding of approx. \$1.3 Million. Staff would continue to work towards finding sources of additional funds via MnDNR, MnDOT grants, or others until construction. Any unrealized funds would need to be funded by the City. There is likely a higher likelihood other grant funding opportunities may be realized with the current grant achieved and the project commitment moving forward, but staff cannot make guarantees that any will be secured.
2. Decline progressing further with the bridge project at this time. Inform MnDOT that grant would not be utilized. Continue exploring funding opportunities when available.

RECOMMENDED ACTION/MOTION: Staff is requesting direction from the Council on how to proceed with the TH 210/Lum Park Pedestrian Bridge.

FINANCIAL IMPACT: N/A



City Council Agenda Request

MEETING DATE: September 3, 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:
917 7th St S

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:

Staff recommends abatement of the property.

FINANCIAL IMPACT: N/A

August 16, 2024

MORRISON, MARILYN J
917 7TH ST S
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: 917 7TH ST S
Real Estate Code: 41250555

Violation: Grass & Weeds
IPMC302.4

Description: Premises and exterior property shall be maintained free from weeds and plant growth in excess of 6". Noxious weeds shall be prohibited. Weeds shall be defined as all grasses, annual plants, and vegetation, other than trees or shrubs provided; however, this term shall not include cultivated flowers and gardens. Upon failure of the owner or agent having charge of a property to cut and destroy weeds after service of a notice of violation, they shall be subject to prosecution in accordance with section 108.3 and as prescribed by the authority having jurisdiction. Upon failure to comply with the notice of violation, any duly authorized employee of the jurisdiction or contractor hired by the jurisdiction shall be authorized to enter upon the property in violation and cut and destroy the weeds growing therein, and the costs of such removal shall be paid by the owner or agent responsible for the property.

This is the only notice you will receive this growing season. Additional violations this growing season will result in an administrative citation and possible abatement.

Corrective action is required; five (5) 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 08/21/2024

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

EN24-0482

Date of Violation: 08/26/2024

Parcel ID: 41250555

Violator(s): MORRISON, MARILYN J
917 7TH ST S
BRainerd, MN 56401

Location/Address of Violation: **917 7TH ST S**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.4	Grass & Weeds	\$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: 09/05/2024

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

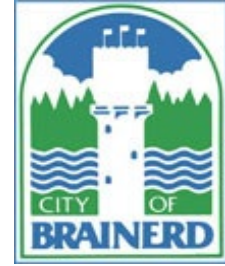
Date: 08/26/2024

Representative's Signature:

(served via first class mail)



MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: September 3rd, 2024

RE: Recommendations for Active Code Enforcement Cases

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

- **917 7th St S**
 - Received one (1) Notice of Violation Letter (08/16/24) and one (1) Citation for Long Grass/Weeds
 - Property owner is deceased with no next of kin.
 - First citation 08/26/2024
 - \$100 in open citations

Staff recommends abatement of the property.

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. Owner removed junk and debris.

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. Owner complied and the case was closed.

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 for abatement; Issued was resolved by mortgage company.

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

401 Holly – Requested administrative warrant to abate the outdoor storage issue 6/18. Homeowner removed items under tarp.

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 the Japanese Knotweed.

813 Holly St – Repeat offense animal feces. Issued a letter to owner of abatement and requesting an administrative warrant to abate. Submitted affidavit to City Attorney's office.



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Discussion on the Tree Committee

AGENDA: Main

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:

Staff revised Section 1400 of the City Code pertaining to tree disease control after Emerald Ash Borer was discovered in Brainerd. Section 1400.03 contains the definitions that are associated with this Section of Code. Subdivision 7 defines "Tree Committee" as the seven-member committee appointed by the Mayor. This definition has remained through two revisions of Section 1400.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The duties of the Tree Committee are not defined in the City Charter or in Chapter 14 - Vegetation and Green Space. As there is no defined role for the Tree Committee, staff does not recommend forming a Tree Committee at this time. However, if the City Council would like to proceed with the Tree Committee, the following actions could be reviewed by the Committee:

1) Placement of budgeted trees (Not the exact location, but identifying which parks and streets should be planted with each year's budgeted trees).

Note: City Council budgets \$25,000 for park trees and \$25,000 for street trees each year.

2) Recommend revisions to the Tree Policy or Chapter 14 of the City Code when necessary.

RECOMMENDED ACTION/MOTION:

Provide direction to staff regarding the Tree Committee.

FINANCIAL IMPACT: N/A



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Update on Airport Ownership, Structure, and Levy

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator,
Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 15 Minutes

SUMMARY OF ISSUE: City Council has directed staff to do a couple of things. First, explore options to have CWC take over full ownership of the airport and zero out the city's levy. Second, short of a change in ownership, exhaust options to maximize efficiency and service delivery by refining the structural foundations of airport IT, HR, Facilities, Finance, and Legal. Third, explore options to either eliminate the airport levy for Brainerd citizens, or at a minimum, ensure they are not double taxed. Option 1 is off the table as CWC would also have to agree to this, and they have made it clear that they are not interested in changing the ownership arrangement. Staff will continue to work on options 2 and 3 in coordination with CWC and the Airport Director. Collectively, we will provide recommendations via a letter to the CWC Commission, City Council, and the Airport Commission.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to direct staff to (1) work with Crow Wing County and the Airport Director to develop recommendations regarding future structure of airport IT, Facilities, HR, Finance, and Legal functional areas, (2) integrate those recommendations into a formal letter for consideration by the Brainerd City Council, Crow Wing County Commission, and the Airport Commission, and (3) exhaust avenues to either provide Brainerd citizens relief from any airport levy, or minimally, to ensure they are not double taxed with respect to the airport.

FINANCIAL IMPACT:

Nick Broyles

From: Debby Erickson <Debby.Erickson@crowwing.gov>
Sent: Wednesday, August 28, 2024 8:50 AM
To: Nick Broyles
Subject: Airport ownership

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

City Administrator Broyles –

The county board has instructed me to reach out to you to advise the city that the county is not interested in any ownership changes at the airport and would not entertain a request from the city to do so.

If you have any questions, please let me know.

Deborah A. Erickson
County Administrator
326 Laurel Street, Suite 13
Brainerd, MN 56401

Office: (218) 824-1067
www.crowwing.gov



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.



Brainerd Lakes Regional Airport

TIM HOULE, CROW WING COUNTY ADMINISTRATOR

NICK BROYLES, BRAINERD CITY ADMINISTRATOR

STEVEN WRIGHT, AIRPORT DIRECTOR

20 MAY 2024

HISTORY - ORDINANCES

433 - Agreement for Land / Construction / Operations (1945)

- Chapter 303 Section 20, and Section 1 Subdivision 6
- City shall pay 50% of total contributions

463 - Creates Joint Zoning Board: Powers and Duties (1950)

- Board repealed by Ordinance 767

671 - Amended Ordinance 433 Section 1 Subdivisions 3, 6, 7

HISTORY - ORDINANCES

805 - Amended Ordinance 671 Section 1 Subdivision 3

- Changed number of Commission members

856 - Amended Ordinance 671 Section 1 Subdivision 3, and Section 2

900 - Amended Section 305 Regarding Boards and Commissions

- Contributions to capital costs to be 50/50

HISTORY – MINUTES / MOTIONS

07Apr58 - City \$5,500 Contribution with County Match

10Apr84 - County Submitted \$2,500 more than City

- Legal services; amount changed to \$1,500

Effective 2024 Levy

- Both parties agreed for County to (+) levy and City to (-) levy so residents not double taxed

HISTORICAL CITY CONTRIBUTIONS

1985-1994	\$18k - \$89k		
1995-2004	\$93k - \$134k		
2005-2014	\$137k - \$155.5k		
2015-2023	\$155.5k steady	2024	\$146,080

ADMINISTRATOR HOULE'S RESPONSE LETTER – 02Nov23

Response to Administrator Bergman's Letter of 11Oct23

Option 1

- City represents 6% of County tax base
- Of every \$1 spent for County services, 6% coming from City taxpayers
- County levies \$157,000 for airport; \$9,420 from City taxpayers
- County agreed to (+) levy by \$9,420; City the converse

ADMINISTRATOR HOULE'S RESPONSE LETTER

Option 2

- County was approached and agreed to co-ownership to expand tax base
- County tax base more appropriate to fund the airport than the city's
- County willing to take full ownership of the airport
- Thus, allowing City to zero out its airport levy
- No money changes hands
- County takes ownership and responsibility for entirety of the airport

ADMINISTRATOR HOULE'S RESPONSE LETTER

Option 3

- Global agreement regarding airport and funding for County HRA housing trust fund
- City has its own HRA; City consent needed for County to impose housing trust fund levy on City residents
- No funding into the trust fund from City
- Difficult to defend to non-City residents
- County is open to dialogue on this

20Nov23 CITY COUNCIL

County Agrees to Increase their Contribution

City will Decrease by \$9,420 for 2024

Authorized Staff to Respond to Administrator Houle's Letter of
02Nov23

COUNCILMAN CZECZOK

17Nov23 Email

- Proposed decreasing scale if County assumes full ownership
- Pay back County over 30 years as follows
 - Years 1-5 County and City each receive 50%
 - Years 6-10 County 55% - City 45%
 - Years 11-15 County 60% - City 40%
 - Years 16-20 County 70% - City 30%
 - Years 21-30 County 90% - City 10%
 - Thereafter City ceases to receive assets

STAFF COMMENTS

Airport Director

Finance

Information Technology

Human Resources

Joint Administrators' Recommendation

AIRPORT DIRECTOR

Current Structure and Operations

The joint-ownership was a cutting-edge structure after World War II to establish safe air transportation for all, including those in the Brainerd Lakes Region. Federal and state funding began to pour into the national air transportation system. Regional centers across the state quickly adopted the joint-ownership structure so cities and counties could focus on other pressing issues. BRD quickly transitioned into a community gate fostering economic, personal, and recreational opportunities. Both the City of Brainerd and Crow Wing County have contributed to the success and well-being of the airport over time. The joint-ordinance is clear that the city serves as the fiscal agent. What is not documented well is the fact the county has backed the bonds necessary for airport development and raised capital so the airport could continue to support the maintenance and operations without having to annually borrow development funds. Most of the airport development funds come through federal and state aeronautical grant programs. Tax levy has been necessary at the outstate Minnesota airports. A query of the other regional centers of Minnesota finds that the average tax levy spent on regional airports is around \$600,000 compared to the approximately \$300,000 contributions of the city and county. The Brainerd Lakes Regional Airport has been an efficient asset posting economic impacts of approximately \$34,000,000 per year to the local, state, and national economies. There are about 80 based aircraft with twice-daily air service connecting through the Twin Cities.

AIRPORT DIRECTOR

Concerns

Federal, state, and regional rules and expectations play into the decisions that are being made. The Airport continues to grow into a regional asset. Data gathered through airport business planning initiatives indicate growth for the City of Brainerd and Crow Wing County. That is placing a demand and pressure on the airport to seek additional air service and invest in services that accommodate larger aircraft that will take our passengers directly to markets such as Orlando, Las Vegas, Phoenix, Denver, or Salt Lake City. The biggest issue facing our community right now is the lack of morning flights and later night arrivals on Delta Air Lines.

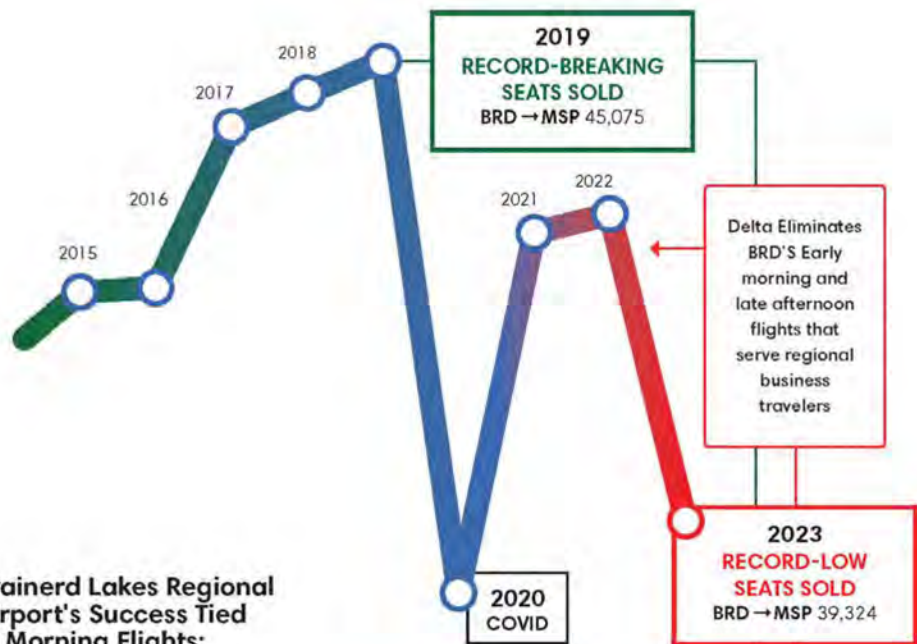
AIRPORT DIRECTOR

Recommendation

It's encouraged that City Council, City Staff, Crow Wing County Board, Crow Wing County Staff, review and participate in the drafting of the Airport Business Plan document that continues to be revised by the Airport Commission twice per year. The next presentation of the content will be during the June 2024 Commission meeting in preparation of the 2025 Preliminary Budget. If I could recommend, it would be to keep the joint-ownership structure or identify ways to expand the regional significance of the Airport to parties outside Crow Wing County boundaries. Brainerd and International Falls are the two remaining commercial service airports yet to reorganize as an airport authority. Duluth, Thief River Falls, Bemidji, Hibbing, Minneapolis/St. Paul, and most recently, St. Cloud are all organized under an airport authority. Rochester remains under Mayo ownership with use by the public through agreements with the City of Rochester.



THE TRUE COST OF DELTA ELIMINATING OUR EARLY MORNING AND LATE AFTERNOON FLIGHTS



Brainerd Lakes Regional Airport's Success Tied to Morning Flights:

Witnessing record-high enplane-ments in 2019, our regional airport thrived with early morning and late afternoon flights, meeting the needs of primary residents and busi-ness-centric seasonal homeowners. The removal of these flights in 2023 has seen a sharp decline in our tickets sold, even below pandemic levels — a clear sign of the morning and late afternoon flight vital role in sustaining our economic and travel growth. It's time to bring morning and late afternoon flights back. #WorthIt



*Economic Impact of Small Community Airports, December 2018, Regional Air Service Alliance (RASA)

OUR BUSINESS FLIGHTS VANISHED. SO DID OUR REGIONAL REVENUE.

A Critical Update from Brainerd Lakes Regional Airport: Addressing the Needs of Our Most Frequent Flyers

In 2019, Brainerd Lakes Regional Airport (BRD) was a vital travel hub for '10x customers'—individuals who used our services 10 or more times in a year. We proudly catered to 510 such power users. Fast forward to 2023, and the landscape has shifted dramatically. Our count of 10x customers has dropped to 256, a change directly linked to the absence of morning and late afternoon flights that are crucial for these frequent flyers. The impact of this shift extends beyond our local community. Following the COVID-19 pandemic and the 2020 Minneapolis riots, a significant number of Twin Cities executives and business staff relocated to our primary service area. These individuals, now integral

to our local economy, often operate remotely, relying on BRD for essential travel to Minneapolis and beyond. The current flight schedule limitations are not just an inconvenience; they're a barrier to business and economic growth. Morning and late afternoon flights are vital for these relocated professionals and our local business owners, enabling efficient travel and productivity. We urge Delta to recognize the evolving needs of our region and reinstate these crucial flight times. By doing so, BRD can better serve its diverse community, support regional economic development, and reinstate our position as a central hub for business travel.



510 people who visited BRD 10x or more (2019)
- 256 people who visited BRD 10x or more (2023)
AT LEAST 2,540 lost visits to BRD, lost revenue to BRD businesses

How has the population changed in Minnesota?

In Minnesota between 2020 and 2022, Washington County had the largest growth with 4,068 more residents. Hennepin County had the largest decline with 13,451 fewer people.



FINANCE

Current Structure and Operations

- City performs the payroll, benefit administration, accounts payable, and financial reporting functions (monthly and annually) for the airport.
- City reports 100% of the airport activity in its ACFR with a footnote of the agreement that the airport is 50/50 owned with the County.
- Airport has their own workers' comp and general liability insurance policy.
- City maintains two different funds for the airport, general operations and capital projects. All airport operations are accounted for in these two funds.

FINANCE

Concerns

- None of the finance department's time is coded to the airport. It would be difficult to track time to be charged to the airport for things like payroll and financial as it is co-mingled with other departments. However, it is more than \$1,500 a year that the county contributes for legal duties. Current arrangement is that the city provides financial duties to the airport and the county is to provide legal services. The additional contribution is to pay for outside legal advice.
- There is not a service level agreement with the airport for the finance function like there is with IT. Should there be? The airport pays for a portion of the audit fee. The airport receives a significant amount of federal dollars that triggers a single audit.
- Airport employees' W2s and all payroll related functions are reported with the city's federal identification number – the same as all City employees other than BPU. Yet, airport employees are not considered city or county employees.
- Could there be a cost savings and/or benefit for the airport to be covered under the City/BPU policies for workers' comp and general liability policies?
- If there is a change to the airport structure/ownership, the airport is accounted for separately from other city operations.
- Disconnect between airport and city finance. Need additional training on deadlines of finance and the airport for the departments to work better.

FINANCE

Recommendation

- Airport serves a larger region than just the City of Brainerd, therefore, it makes sense for it to be a County function.
- If ownership structure remains as status quo, there are things that need to be addressed on both sides.

INFORMATION TECHNOLOGY

Current Structure and Operations

The city IT department currently consists of 2 people with approximately 80 network users spread across 6 different locations plus field/mobile work and remote work. IT staff staggers time-off to ensure someone is usually available during regular business hours, but the IT/GIS Director is essentially on call 24/7/365. City IT has the capacity to provide the airport staff (7 users) with secure and reliable use of the city network including typical support and troubleshooting.

Concerns

The airport currently needs various complex projects completed that will require hundreds of hours of labor and significant costs to prevent further network outages. The airport network itself (not the city network) is running on ancient hardware and the configuration is unknown meaning support options are limited and most hardware needs to be replaced as soon as possible. The current situation puts numerous tenants, governmental agencies, and travelers at risk of losing all forms of connectivity potentially for days or even weeks if/when something fails as before.

INFORMATION TECHNOLOGY

Recommendation

The airport needs additional resources to address the underlying issues of their outdated network infrastructure. City IT does not have the capacity to offer much beyond the services stated in the shared services agreement which includes network management and routine support. The large projects will have to be outsourced to either private technology companies or if airport ownership changes, could be done under County IT staff – either way, funds need to be arranged to cover the costs.

HUMAN RESOURCES

Current Structure and Operations

- Airport staff consists of the Airport Manager, Deputy Director, Executive Assistant, four full-time ARFF Maintenance Staff, and a part-time custodian.
- Airport employees are overseen by the Airport Commission.
- Airport has its own personnel policy; therefore, airport staff do not follow the city's employee policy manual and employment-related policies.
- Executive Director, on behalf of the Airport Commission, negotiates the IUOE airport ARFF union contract.
- Executive Director and airport employees request assistance from city HR staff when needed regarding union contract interpretation, employment law and policy related questions, and onboarding new employees.
- HR Director prepares and submits the airport's pay equity report as required by state law (this is a separate report from the city).
- Airport staff utilize the city's technology system after their system crashed in 2022.
- Airport maintenance staff are included in the city's CDL drug testing program.

HUMAN RESOURCES

Concerns

Airport staff are not city employees. If there was an employment related issue, i.e. a technology policy violation, airport staff are not accountable under city policies and the city council/city staff cannot impose discipline if warranted.

Recommendation

If airport employees continue on the city's technology network, and if the city continues to process payroll for airport staff, I recommend all airport employees become city employees as suggested by county staff during the joint city/county staff meeting. The airport staff would then be subject to the city's personnel policies and the city administrator would negotiate the union contract.

JOINT ADMINISTRATORS' RECOMMENDATION

- If Council is interested in changing airport ownership, County and City staffs jointly recommend forming a work group to present options moving forward
- If no interest exists for ownership changes, staff recommends exploring this topic no further
- How would you like us to proceed?

10/4/2023

Crow Wing County Board of Commissioners
326 Laurel Street
Brainerd, MN 56401

Crow Wing County Board of Commissioners,

This letter is on behalf of the Brainerd City Council who at its meeting held on October 2nd, 2023, discussed the funding allocation between the City and the County for the Brainerd Lakes Regional Airport.

A motion was unanimously passed by all present Council Members to request a letter be sent to Crow Wing County on the issue. The City's request is that the City of Brainerd taxpayer's be removed from the County share of airport funding as they are already taxed on the City's share of the levy.

As there are a number of Commissioners who represent citizens of Brainerd, we hope that the Board wants to look out for the best interest of their constituents that pay taxes in the City of Brainerd and Crow Wing County.

Sincerely,



Jennifer Bergman
City Administrator
City of Brainerd



November 2, 2023

Brainerd City Council
501 Laurel Street
Brainerd, MN 56401

Dear City Councilors:

I am writing on behalf of the Crow Wing County Board of Commissioners to respond to the letter we received from Brainerd City Administrator, Jennifer Bergman, dated October 11, 2023, regarding funding for the Brainerd Lakes Area Regional Airport we jointly own and operate.

The request was for Brainerd city residents to be excluded from the County's levy for the Airport. We are unable to meet that requirement at this time as the airport levy is not a separate levy but is part of the county's general fund and is levied along with the other needs for county government. That said, we do understand your perspective on the issue and have some suggestions for alternative to meet the same need.

Right now, the city of Brainerd represents 6% of the total tax base of the county. Put another way, of every dollar someone pays to the County for county government operations, 6% of it is coming from taxpayers within the city limits of Brainerd. That means that of the \$157,000 we levy for the Airport, \$9,420 of that came from residents of Brainerd. While we cannot exclude them from our levy, we could agree to increasing our levy by that amount and let the City decrease their levy by that amount and, in essence, we would leave the city residents whole on the issue of being taxed twice.

The second alternative that we could suggest has more to do with the catchment area for taxation to fund an airport. The history is that this airport was, at one time, the Brainerd city airport. The County was approached and agreed to become a co-owner and it is reasonable to presume that this was done to expand the area of taxation to be broader than just the city of Brainerd. We think there is a reasonable argument to be made that the County's tax base is the more appropriate one to fund a regional airport than the city's tax base. As such, we are also willing to consider taking full ownership of the airport, which would allow the city to zero out its levy for the airport in its entirety.

To be clear, the county did not pay for the half ownership stake that we got from the City when we agreed to jointly own it and this is not an offer to pay anything for the equity today. As a practical matter, we do not believe the equity has real value in that it will never be sold. To that end, the offer would be to take ownership and responsibility for the entirety of the airport and the city could bow out of those.

The third alternative would be to try to use this occasion for a global agreement regarding the airport and funding for the County HRA's Housing Trust Fund. Currently, because the city has its own HRA, municipal consent is necessary to allow the county HRA's Housing Trust fund levy to apply within the city limits of Brainerd. The simple fact is that if there is no funding into the Trust Fund from Brainerd, the

Our Vision: Being Minnesota's favorite place.

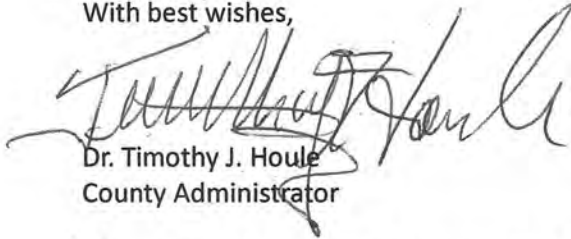
Our Mission: Serve well. Deliver value. Drive results.

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

County HRA cannot fund a project in Brainerd as we could not explain to someone in St. Mathias that they must fund a project in Brainerd if Brainerd does not want to fund it. We would be open to dialogue about that alternative as well.

I floated these ideas to City Administrator Bergman back in mid-October and we have not heard back so this letter is to put our position in writing. Please also understand that this is a time-limited offer. We need to hear back from the City by no later than November 20 as this is on the County Board's agenda for November 21. Please feel free to reach out to discuss any of the alternatives as you deem appropriate.

With best wishes,

A handwritten signature in black ink, appearing to read "Timothy J. Houle", written over the printed name and title.

Dr. Timothy J. Houle
County Administrator

Cc: Jennifer Bergman, Brainerd City Administrator

TJH/

Section 305 – Boards and Commissions

305.01 General. Subdivision 1. Governing Law. The various Boards and Commissions established pursuant to law, by the City Charter, or by this Code and the members and officers thereof have the respective powers and duties assigned to them, and are appointed for terms as specified in the law, code section, or charter provision applicable to them. Members in office on the December 31, 1983 shall remain in office for the respective terms to which they were appointed.

Subd. 2 Boards and Commissions. The Boards and Commissions of the City are as follows:

- a) Board of Health;
- b) Park and Recreation Board;
- c) Library Board;
- d) Planning Commission;
- e) Joint Fire and Police Civil Service Commission;
- f) Water and Light Board;
- g) Brainerd Lakes Regional Airport Commission.

(Amended Ord. 900 – 1991, Ord. 1181 – 2002, Ord. 1261 – 2005)

305.05 Board of Health. Subdivision 1. Membership. The Board of Health consists of three members whose appointments are made as provided in the City Charter. One member of the Board shall be a physician who shall be the executive of the board and the City Health Officer. Members of the Board shall service without compensation except that the City Health Officer shall receive a yearly salary for services as determined by the City Council.

Subd. 2 Powers; Duties. The board shall have general jurisdiction, control, and supervision over all matters affecting the public health and welfare of the inhabitants of the City. The Board shall exercise all powers and perform or cause to be performed all duties assigned to or required of it by law, this Code, and directives of the City Council.

Subd. 3 City Health Officer. It shall be the duty of the City Health Officer to execute the lawful orders of the Board and those duties imposed by law.

Subd. 4 Reports. Not later than September 1st of each year, the Board shall report to the Mayor and Council setting forth its activities during the preceding year together with a budget of any necessary expenses for programs for the ensuing year. No expenditures of funds by the Board are authorized unless contained in a budget duly approved by the Council.

305.07 Park and Recreation Board. Subdivision 1. Membership. The Park and Recreation Board consists of five members appointed by the Mayor and confirmed by the City Council. Members of the Board serve without compensation. The Board shall choose one of its members as chairman and one as recording secretary. In the event the volume of work handled by the Board so requires, a paid secretary may be employed by the Board.

Subd. 2 Meetings. The Board shall meet at the call of the Chairman or at the request of any two members. A regular meeting date may be established, if desired, by a majority of the Board Members.

Subd. 3 Duties. The Board shall establish the recreation policy and conduct the supervise recreation areas, facilities, services, and programs for all types of public recreation, and shall conduct activities and pay for the necessary supervision incidental thereto, on the grounds and properties owned, leased, or controlled by the City, or on other properties with the consent of the owners or authorities who control the property.

Subd. 4 Employees; Programs. The Board shall establish the qualification for employment and may employ and determine the compensation of a trained and qualified Director of Recreation, and such other assistants, supervisors, directors, play leaders, or other employees that may be necessary, in its judgment, for the efficient administration, conduct, and development of the public recreation program, within the monies provided for such purposes by the City. The Board shall coordinate services with other governmental programs, solicit and train volunteers, purchase supplies and equipment, develop and maintain facilities, procure or lease public or private properties, areas or facilities that may be required for programs, provided, however, that no property shall be procured by lease or otherwise for more than one year without the approval of the City Council. All expenditures shall be within the monies appropriated by the City for such purposes, together with donations, gifts, bequests of any money or any funds from earnings. All money received from donations, bequests, or earnings shall be deposited in a special account managed by the Board.

Subd. 5 Budget. The Board shall annually prior to September 1st, prepare a budget for recreation purposes for the ensuing fiscal year, subject to the approval of the City Council. The Board shall be financed by any annual appropriation from the City Council. Such funds shall be placed in an account known as the recreation fund. The Clerk-Treasurer shall account for the fund and custody of the cash shall be in the hands of the Clerk-Treasurer. The Board is authorized to receive gifts, bequests, and donation. Such funds shall, also, be deposited in the recreation fund. No disbursements shall be made from said account unless claim for services and commodities actually rendered or delivered has first been submitted to and approved for

payment by the Board as authenticated by signature of the Chairman and Secretary of the Board.

Subd. 6 Annual Report. The Board shall, in the month of September of each year, prepare and present to the City Council an annual report of its activities and finances.

305.09 Planning Commission. Subdivision1. Statutory Responsibility. The Planning Commission has been established pursuant to the Minnesota Municipal Planning Act and has the powers and duties assigned to it by that Act and by this Code. The Planning Commission is designated as the planning agency to the City pursuant to the act.

Subd. 2 Membership. The Planning Commission consists of seven members appointed for terms of three years. Six members shall be appointed by the City Council and may be removed by a 5/7's vote of the Council. The Council shall select one member for the Commission from among its own members, whose term shall be determined by the Council. Members of the Commission shall hold their offices until their successors are appointed and qualified. Vacancies on the Commission shall be filled by the Council for the unexpired portion of the term.

The City Engineer and the City Attorney shall be ex officio members of the Commission for advisory purposes only. They shall not be considered members of the Commission for purposes of a quorum and they do not have the right to vote.

Subd. 3 Organization Meetings. The Commission shall elect a chairman from among its appointed members for a term of one year. The Commission may create and fill such other offices as it may determine.

Subd. 4 Preparation of City Plan. The Commission shall prepare, adopt, and revise from time to time a comprehensive plan for the physical development of the City, including proposed public buildings, street arrangements and improvements, public utility services, parks, playgrounds, and other similar developments, the use of property, the density of population, and other matters relating to the physical development of the City. Such plan may be prepared in sections, each of which shall relate to, a major subject of the plan, as outline in the Commission's program of work.

Subd. 5 Means of Executing Plan. Upon the adoption of the City Plan or any section thereof, the Commission shall recommend to the City Council reasonable and practicable means for putting into effect such plan or section thereof in order that the same will serve as a pattern and guide for the orderly physical development of the City and as a basis for the efficient expenditures of the funds thereof relating to the subjects of the plan. Such means shall consist of a zoning plan, the control of subdivision plats, a plan of future streets, coordination of the normal public improvements of the City, a long term program of capital expenditures and such other matters as will accomplish the purposes of this subsection.

Subd. 6 Official Map of Street Extensions. The Commission, with the assistance of the City Engineer, may, and upon instruction by the City Council, shall prepare an official map of the platted and unplatted portions of the City and adjoining territory, or portions thereof, indicating upon such map the proposed future extension or widening of

streets of the City within such existing platted and developed territory or across such unplatted territory.

(Revised Ord. 887 – 1990, Ord. 1032 – 1997)

305.13 Joint Fire and Police Civil Service Commission. (Discontinued Ord.- 1522 2021)

305.15 Board of Sinking Fund Commissioners. The Board of Sinking Fund Commissioners have the duties and serve for the terms specified in Section 56 of the City Charter.

305.17 Public Utilities Commission. Subdivision 1. Purpose. The Public Utilities Commission controls, operates, and manages public utilities. Specific duties and powers of the Public Utilities Commission are outlined in the Brainerd City Charter.

 Subdivision 2. Membership. The Commissioners are residents of the City of Brainerd or have an ownership interest in a business or other property within the city limits. A non-voting Council liaison will serve for a period of two years.

 Commissioners are compensated for serving as determined by the Commission and approved by the City Council. The salary of a Public Utilities Commission Member is \$175 per month effective January 1, 2024. The Chair of the Public Utilities Commission earns \$25 per month in addition to their salary as a Commissioner.

 Subdivision 3. Meetings. The Public Utilities Commission shall meet monthly, at the call of the Chair, or at the request of any two members. Special meetings may be called, if desired by a majority of the Board Members. A secretary shall keep a full record of all proceedings of said board. The Commission may create and fill such other offices as it may determine.

305.19 Brainerd Lakes Regional Airport Commission. Subdivision 1. In General. The City of Brainerd, hereinafter City, and the County of Crow Wing, hereinafter County, agree each with the other to participate as hereinafter provided in the acquisition of tracts of land for the purpose of constructing and operating an Airport thereon and to construct, maintain, and operate the Airport jointly as hereinafter provided. Said Airport shall be known as the Brainerd Lakes Regional Airport/Walter F. Wieland Field, hereinafter referred to as the "Brainerd Lakes Regional Airport."

 Subd. 2 Contribution to Capital Costs. The City and County, subject to qualifications hereinafter set out, shall contribute equally to that portion of the cost of acquisition of the airport site and the capital costs of construction, improvement and development of the airport not covered by State and Federal contributions hereto. All preliminary expenses incurred hereunder prior to the acquisition of the airport site not covered by State and Federal contributions thereto shall be borne equally by the City and County. An undivided one half interest in land already acquired for airport purposes by the City in Sections 4, 5, 8 and 9, Township 45, Range 30, Crow Wing County, Minnesota, shall be deeded, without cost, to the County.

Subd. 3 Airport Commission. There is hereby created the Brainerd Lakes Regional Airport Commission. The Commission shall consist of six (6) members as follows: three (3) members shall be appointed by the City Council, one of which shall be a Councilperson; three (3) members shall be appointed by the Crow Wing County Commissioners, one (1) of which shall be a County Commissioner. The Council and the Commission members shall be appointed annually and the four (4) lay members shall be appointed for terms as follows: the Council of the City of Brainerd shall appoint one (1) member to serve until December 31, 1983 and one (1) member to serve until December 31, 1985. The Crow Wing County Commissioners shall Brainerd City Code appoint one (1) member to serve until December 31, 1984 and one (1) member to serve until December 31, 1985. Thereafter, all lay members shall serve for a term of three (3) years. Also to serve on the Airport Commission will be the Airport Manager as an ex officio member. The appointments of the respective members to the Airport Commission, either at the time of expiration or at the time of resignation, shall be the responsibility of each governing body as indicated by the original appointments. Both original and successive appointees shall serve until their successors are appointed. Members shall receive such compensation as the City Council and the County Board shall determine. The Chairperson and the Vice Chairperson of the Airport Commission shall be chosen from the lay members. The elected members shall not be eligible to serve as Chairperson or Vice Chairperson. The position of Chairperson may, at the discretion of the Commission, alternate between the County and the City lay representatives on an annual basis. All members present, including the Chairperson and Vice Chairperson, shall have the right to vote on all issues. All official business must be conducted at a meeting with at least four (4) members present. No vote shall be taken at a meeting where less than four (4) members are present.

Subd. 4 Powers of the Commission. The Commission, except as hereinafter provided, shall acquire necessary property for, establish, construct, enlarge, improve, maintain, equip, operate, and regulate the airport and other air navigation facilities and airport protection privileges to be jointly acquired, controlled and operated under this agreement. The Commission may exercise on behalf of the County and City all the powers of each of such municipalities granted by laws 1945, Ch. 303, except as otherwise provided in this agreement and Laws 1945, Ch. 303, Sec. 20. Rules and regulations provided for by Laws 1945, Ch. 303, Sec. 17, Subd. 3, may be proposed by the Commission but shall be enacted only by the Council and County Board, pursuant to the provisions of Laws 1945, Ch. 303, Sec. 20. No real property and no airport, other air navigation facility, or air protection privilege acquired under this agreement shall be disposed of by the Commission by sale, lease or otherwise except by authority of both the City Council and the Board of County Commissioners; but the Commission may lease space, area or improvements and grant concessions on airports for aeronautical purposes, or purposes incidental thereto subject to the provisions of Laws 1945, Ch. 303, Sec. 17, Subd. 4. This Commission shall have authority to hire or retain all employees and professional services that may be necessary in accomplishing the purposes for which it was appointed.

Subd. 5 Real Property. The Commission on behalf of the City and County may procure options on real property suitable for the site of the proposed airport. No real property, airport, restricted landing area, air protection privilege, or personal property costing in excess of \$1,000.00 shall be acquired and no condemnation proceedings shall be instituted except after authority to do so has been granted in each individual case by the City Council and County Board. Condemnation proceedings shall be instituted in the names of the City and County jointly. The provisions of Laws 1945, Ch. 303, Subd. 2, shall apply to such proceedings. Real property acquired under this agreement shall be held by the City and County as tenants in common. The City shall own a 50 percent interest and the County shall own a 50 percent interest in the property acquired hereunder.

Subd. 6 Budget. The Commission shall each year prior to August 1st prepare a budget for airport finances for the ensuing calendar year. The budget shall be substantially balanced. The budget shall follow the format as established.

1. Estimated revenues, divided as follows:
 - a) Federal and State grants;
 - b) Contribution from City;
 - c) Contribution from County;
 - d) Miscellaneous revenues.
2. Estimated expenditures, divided as follows:
 - a) Personal services;
 - b) Services other than personal;
 - c) Supplies and materials;
 - d) Equipment;
 - e) Real estate and improvement;
 - f) Miscellaneous expenditures;
 - g) City Bond Retirement Fund;
 - h) County Bond Retirement Fund.

Such budget shall be submitted not later than September 1st to the City Council and the County Board. The final decisions of the City Council and the County Board as to the requested additional contributions shall be reported back to the commission. The City shall pay 50% of the total contributions paid into the current airport fund by the City and County each year. If either the City Council or the County Board fixes its contributions at less than the amount requested by the Commission, the contribution of the other shall be decreased proportionately, unless the latter shall decide to pay a larger portion of the total contribution than is required by this agreement. The expenditure allowance as finally adjusted and approved by the Commission shall control the year's spending program except that excess revenues received may be spent upon the approval of three members of the Commission. The Commission shall not itself levy taxes or borrow money; and it shall not approve any claims or incur any obligations for expenditures unless there is unencumbered cash in the appropriate airport fund to the credit of the Commission with which to pay the same. Any surplus in revenues over the cost of

maintenance and operating expenses of the properties acquired under this agreement may be transferred by the Commission to the City and the County in the same proportion as they are required by this paragraph to contribute for maintenance and operation.

Subd. 7 Finances. For the purpose of financing the necessary expenditures in carrying out the provisions of this agreement, there is hereby created in the City accounts and treasury a special fund to be called Airport Fund. All receipts belonging to the Commission shall be deposited intact in a bank account to the credit of the Airport Fund and no disbursement shall be made from this bank account except by check nor unless a verified claim for services and commodities actually rendered or delivered has first been submitted to and approved for payment by the Commission as authenticated by signature of a commissioned member from the City and the County. The City shall account for the Fund and the custody of the cash and the bank account shall be in the hands of the City Treasurer. These officers shall make reports to the Commission at reasonable intervals as determined by the Commission. For purposes of budgeting, accounting and reporting, the fiscal year of the Commission and the Fund shall commence on January 1. An audit of the Fund shall be made annually. Such audit may be made independently of or in conjunction with any audit, which may be made of the funds of the City. The Airport Commission shall maintain employee dishonesty insurance coverage for all employees of the Airport Commission.

Subd. 8 Reports. The Commission shall, as soon as possible after the end of each calendar year, prepare and present to the City Council and County Board a comprehensive annual report of its activities. The Commission shall also prepare and present to Federal and State officials such reports as may be required by law, regulation or contract.

Subd. 9 Termination. In the event the City or County repeal this Ordinance, the powers of the Commission under this Ordinance shall continue to the extent necessary to maintain and operate the airport until disposition of the property acquired under this Ordinance has been completed pursuant to subdivision 10 hereof.

Subd. 10 Disposition of Property Upon Termination. As soon as practicable after termination of this agreement, the City Council and the County Board shall dispose of all property acquired under the agreement, including surplus funds, in any manner they shall then agree upon. If no agreement as to disposition is reached within three months after termination of this agreement, the City Council shall, within 30 days thereafter, appoint some person, who may be a City Official, as its representative; the County shall similarly appoint a representative; and the Minnesota Commissioner of Aeronautics shall appoint a third person, who shall together constitute an advisory board on disposition of the airport property. This board shall as soon as possible prepare and recommend to the City Council and County Board a complete plan for the disposition of all property acquired under this agreement, and such plan shall provide for the continuation of the use of the property as a public airport, if practicable. Upon termination of this agreement each party shall provide for the payment of principal and

interest on its outstanding bonds issued as a result of this agreement, and in the absence of another arrangement mutually agreed upon each party shall assume the payment of debts and liabilities incurred by the Commission in the same proportion as it is required to contribute to the joint current airport fund under section 6.

Subd. 11 Enforcement. Specific performance of the provision of this agreement may be enforced against either party by the other party.

Subd. 12 Amendments. Ordinances Numbers 433, 671, 805, and 856 are hereby repealed.

(Amended Ord. 900 – 1991, Ord. 1022 – 1996, Ord. 1181 – 2002)



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Consider Conditional Use Permit Amendment at 703 Oak Street to Construct an Outdoor Playground at the Current Childcare Facility

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:

Brainerd Family YMCA applied for a Conditional Use Permit amendment (CUP) to construct a 50' x 50' fenced in playground at the Commercial Day Care Facility at 703 Oak St. Brainerd, MN 56401. The applicant is proposing the installation of a five-foot high privacy fence, a permanent play structure in the playground area, and weatherproof outdoor storage boxes for all loose toys to be stored.

The privacy fence will consist of a solid fence on the southern side of the playground adjacent to the residential property and a chain-link with privacy mesh for the remaining playground area.

The applicant has stated that they have done an unofficial parking assessment over the course of two weeks. The location of the proposed playground will not interfere with the pickup or drop off of the children on a daily basis. The playground will be off to the side and will not hinder any parking or backing up in the parking lot area. They will also have new lines painted in the parking lot to help guide parents and employees where needed for their allotted parking spaces.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission considered the CUP amendment at their August 21st meeting, conducted the public hearing, and unanimously recommended approval.

RECOMMENDED ACTION/MOTION:

Recommend approval of the Conditional Use Permit amendment for an outdoor playground area at 703 Oak Street, Brainerd.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: August 21st, 2024

RE: Consider Conditional Use Permit for a Playground at the YMCA Day Care Facility at 703 Oak St.

INTRODUCTION

Brainerd Family YMCA applied for a Conditional Use Permit Amendment (CUP) to construct a 50' x 50' fenced in playground at the Commercial Day Care Facility at 703 Oak St. Brainerd, MN 56401. The applicant is proposing the installation of a permanent play structure (picture attached) in the playground area along with weatherproof outdoor storage boxes for all loose toys to be stored.

PUBLIC HEARING. Conditional Use Permit

CONTEXT

Parcel Number: 41241025

Zoning District: Town Center (TC) District

Property Area: 0.3692 Acres

Adjacent Uses: North: Parking Lot
East: Single Family Dwelling
East: Mortuary & Funeral Services
South: Single Family Dwelling
West: Dining Establishment

Adjacent Zoning: North: Town Center (TC) District
East: Town Center (TC) District
East: Town Center (TC) District
South: Traditional Neighborhood-2 (TN-2) District
West: Town Center (TC) District

AERIAL MAP



PLAY EQUIPMENT



FINDINGS OF FACT

1. 703 Oak St. Brainerd, MN 56401 is in Town Center (TC) 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 TC 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 public health, safety, and general welfare. 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 Town Center zoning district does not have lot size minimums or setback minimums. The requirements are 0' to 10' build to range on the front and side yard setbacks and the existing structure meets these stipulations as written in the code.*
 - 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 703 Oak St. 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. *The applicant is proposing a 5' tall white privacy fence around the entire 50' x 50' playground area with a 3' walk gate and an 8' double gate.*
 - ii. *Staff stated at the August 21st Planning Commission meeting that the applicant amended the fence plan. A 5' tall privacy fence will be constructed on the south side of the playground adjacent to the residential property. The remaining fence will be chain-link fence. Toys will also be placed in outdoor storage containers when not in use. This amendment is sufficient and meets the requirements of this section.*
 - D. Parking. There shall be off-street parking located separately from any outdoor play area and must comply with all applicable standards.
 - i. *The TC (Town Center) district is exempt from parking space minimums. The applicant has indicated the playground area will not interfere with drop off's, pick-ups or parking. The playground will be to the far back of the parking lot and new lines will be painted to guide parents and staff.*
 - 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 TC (Town Center) Zoning District.*
- B. The proposed use meets the regulations and standards established in this Ordinance.
 - i. *The TC Zoning District must meet the coverage and principal building standards as defined in [Zoning Code Section 515-2-11.C](#). The following standards are applied to the construction of a principal building on a GI lot:*
 - 1. *The applicant does not propose an expansion to the building or parking lot. The proposed outdoor play area meets all setback requirements of the TC District.*
 - 2. *Build to Range 0'-10'*
 - a. *The existing building has a 15'0" Setback from the property line at the front of the parcel. This is an existing nonconformity.*
 - 3. *Side Yard Build to Range 0'-10'*
 - a. *There is a side yard setback of 0',0" on the Eastern Side and there is a 17'8" setback from the western side.*
 - 4. *Rear Yard Setback (minimum) 0'*
 - a. *The building has a 36' setback from the rear property line.*
- 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 703 Oak will be conducted entirely inside the building except for the outdoor play area which will be screened by a 5-*

foot white privacy fence. This facility will not 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.
 - i. *The plans as presented demonstrate no changes to the orientation of the building or landscaping that would constitute the existing building failing to conform to the code as written. The proposed playground will be behind the building which will maintain the consistency with other front facades along Oak Street.*
- 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 Oak St. neighborhood.*
- F. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. *The attached 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 66 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 repurpose and enhance the property for a use that is needed within Brainerd.*
 - 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 the YMCA addresses 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.

As of this writing, no parties have contacted the Community Development Department for more information on the Conditional Use Permit application for the proposed playground area at the Commercial Day Care Facility.

The YMCA had the Fire Marshal review the property for compliance with all Fire Code requirements. The Fire Marshal has no issues.

STAFF RECOMMENDATIONS

The Community Development Department recommends approval of the Conditional Use Permit for an outdoor playground area at 703 Oak Street, Brainerd.



Community Development Department

City Hall – 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

RECEIVED

JUL 29 2024

CITY OF BRAINERD
ADMINISTRATION

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RESIDENTIAL

CONDITIONAL USE PERMIT	☐	(\$350.00)
REZONING	☐	(\$350.00)
VARIANCE	☐	(\$350.00)
ZONING TEXT AMENDMENT	☐	(\$250.00)

COMMERCIAL

☒	(\$500.00 + \$500.00 escrow deposit)
☐	(\$500.00)
☐	(\$500.00 + \$500.00 escrow deposit)
☐	(\$400.00)

← Held from
P223-0017

PROPERTY ADDRESS: 703 oak street Brainerd, MN 56401

LEGAL DESCRIPTION: Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

Property Owner Name: Shane Riffle

Street Address: 602 oak street City: Brainerd State: MN Zip Code 56401

Phone Number: 218-829-4767 Fax: _____ E-mail: sriffle@blymca.org

Applicant Name: (If different than Property Owner) Maci Barrett

Street Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number: 218-851-0705 Fax: _____ E-mail: mbarrett@blymca.org

Description of Request: Looking to install a fenced in playground
onsite in the parking lot and/or grass corner of
703 oak street Brainerd, MN 56401. It would be a
50x50 fenced in area

Property Owner Signature

Shane Riffle

(Please print name)

Maci Barrett

Applicant Signature

Maci Barrett

(Please print name)

7-19-24

Date

7-19-24

Date



Imagery ©2024 Airbus, CNES / Airbus, Maxar Technologies, Map data ©2024 Google 20 ft

From: [Maci Barrett](#)
To: [Stephanie Bestul](#)
Subject: Re: 703 Oak Street CUP Permit Application
Date: Wednesday, August 7, 2024 4:03:39 PM
Attachments: [image001.png](#)
[image002.png](#)
[image001.png](#)

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

We have done an unofficial parking assessment over the course of two weeks. For the location we would like the proposed playground to be, it will not interfere with pick up or drop off of the children on a daily basis.

The playground will be off to the side and will not hinder any parking or backing up in the parking lot area. We are also getting new lines painted in our parking lot to help guide parents and employees where needed for their allotted parking spaces.

There will still be a space near the back of the parking lot in which people may be able to drive thru the easement if needed

On Wed, Aug 7, 2024 at 11:35 AM Stephanie Bestul <sbestul@ci.brainerd.mn.us> wrote:

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Brainerd Family YMCA has submitted a request for a Conditional Use Permit to construct a 50' x 50' playground in a portion of the parking lot for the Commercial Day Care Facility at 703 Oak St. Brainerd, MN 56401. The property included in this application is described as:

*LOT 019 BLOCK 131
Town of Brainerd & First Addition to Brainerd
Parcel #: 41241025
Section 24, Township 45, Range 31*

The property is zoned Town Center (TC) District, and Zoning Ordinance Section 513-3 Appendix A Table of Uses

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, August 21, 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 7th day of August, 2024



James L. Kramvik
Community Development Director

Publication Date: August 10th, 2024



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: First Reading - Proposed Ordinance 1572 - Prohibiting Outdoor Storage for Crypto Mining and Similar Uses

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

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.

Due to the sound level concerns, the City Council directed staff at their August 5th meeting to draft an ordinance that would prohibit outdoor storage for crypto-mining facilities, data centers, AI centers, and similar uses.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission reviewed Proposed Ordinance 1572, conducted a public hearing, and unanimously recommended approval.

The Planning Commission did state that they would like to have a larger discussion regarding sound and a future discussion on crypto-mining facilities, data centers, and AI centers. In addition to prohibiting outdoor storage for crypto mining facilities and similar uses, staff provided a general cleanup of this section as there were references to old sections of code and incorrect indentations.

RECOMMENDED ACTION/MOTION:

Conduct the first reading of Proposed Ordinance 1572 and dispense with the actual reading.
Note: A vote to dispense with the actual reading of the ordinance must be unanimous.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1572**

AN ORDINANCE AMENDING SECTION 515-3-30 OF THE ZONING CODE

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose

1. It is recognized that the Brainerd City Council has voiced concerns and denied an Interim Use Permit for an outdoor storage crypto mining facility due to expected sound levels emanating from such facilities.
2. The purpose of this ordinance is to protect the health, safety, and welfare of the public by prohibiting outdoor storage for crypto mining facilities, data centers, AI centers, and similar uses.

SECTION TWO: Outdoor Storage - Section 515-3-30.B.7 is hereby amended as indicated, with the following added language underlined and deleted language struck out:

515-3-30 Outdoor Storage

B. General Provisions

~~7. Noises emanating from the use are in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations MPC 7030.~~

3. Outdoor Storage is permitted in Non-Residential Zoning Districts and shall conform to the following standards:

a. Noises emanating from the use are in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations MPC 7030.

b. The storage area is screened from view of neighboring uses, residential zoning districts, and public rights-of-way with a minimum 6' fence that provides less than 75 percent visibility.

i. Approved fence types include solid wood and vinyl fences, concrete wall fences, picket fences, and chain link fences with slats.

c. Storage area is fenced in a manner approved by the City.

d. All lighting shall be in compliance with Section 515-4-8 of this Ordinance.

e. The storage area does not take up parking space or loading space as required for conformity to this Ordinance and not in front yards.

f. The storage area shall not abut or be within one hundred (100) feet of property zoned for residential, rural, or business use, including land in a neighboring township or city. "Abutting" includes across a street. "Abutting" does not include properties that touch only corner to corner.

g. The storage area shall not abut or be within one hundred (100) feet of a school or a public park.

h. Storage shall not include material considered hazardous under Federal or State Environmental Law.

i. The ratio of accessory outdoor storage area to building footprint shall not exceed three and one-half to one (3.5:1).

SECTION THREE: Outdoor Storage - Section 515-3-30.B.4 is hereby added as indicated, with the following added language underlined:

4. Outdoor Storage is prohibited in all Zoning Districts for crypto mining facilities, data centers, AI centers, and similar uses.

SECTION FOUR: Outdoor Storage - Section 515-3-30.B.8-9 is hereby deleted in its entirety:

SECTION FIVE: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2024

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____

NOTICE OF HEARING

Notice is hereby given that the City of Brainerd Planning Commission will be conducting a public hearing to consider a proposed ordinance amending Section 515-3-30.B.7 (Outdoor Storage) of the Brainerd Zoning Code. The proposed ordinance would prohibit outdoor storage for crypto mining facilities, data centers, AI centers, and similar uses.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, August 21, 2024, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

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

Dated this 7th day of August 2024

Publication Date: August 10th, 2024



James L. Kramvik
Community Development Director

BRAINERD, MN
Chapter 515 ZONING

7. All licenses required for serving alcohol specified in city code Chapter XIII shall be obtained.

515-3-29 Outdoor Service, Sale, and Rental

A. Any outdoor services, sale and rental use must comply with the following minimum standards:

1. Outside services, sales and equipment rental connected with the principal use is limited to fifty (50) percent of the gross floor area of the principal use.
2. Outside sales areas are fenced and screened from view of neighboring properties and any public rights-of-way.
3. All lighting shall be hooded and downcast so that the light source shall not be visible from the public right-of-way or neighboring properties.
4. Any dedicated sales area shall be hard surfaced to control dust and drainage.
5. Additional standards in Town Center (TC) and Main Street (MS) Zoning Districts.
 - a. Outside services, sales, and equipment rental accessory to the principal use and limited in area to fifteen (15) percent of the gross floor area of the principal building or fifteen (15) percent of the tenant bay if it is a multiple tenant building. Outside service, sales and rental area must be located on private property and shall not intrude on the public sidewalk or boulevard.

515-3-30 Outdoor Storage

A. **Purpose and Intent.** This Section is intended to provide regulations for outdoor storage on properties in the City. The purpose of the regulations is to ensure that any outdoor storage is not a hazard to the public health and safety, does not impair scenic views, or constitute a nuisance.

B. **General Provisions.**

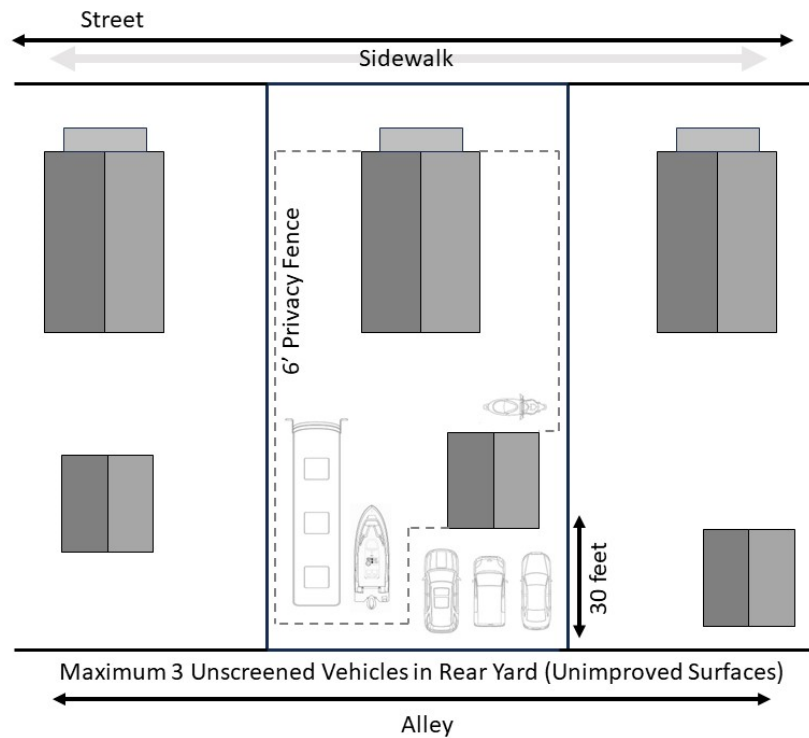
1. The City Council may order the owner of any property to cease or modify outdoor storage uses, including existing uses, provided it is found that the use constitutes a public nuisance, as described in the Brainerd City Code.
2. Outdoor Storage is as regulated by the Appendix A: Table of Uses. Outdoor storage is not permitted in any Residential Zoning District.
 - a. In all Residential Zoning Districts, all materials, equipment, and personal property shall be stored within a building or be fully screened so as not to be visible from abutting properties or right-of-way, except for the following:
 - i. Clothes lines.
 - ii. Recreational equipment (does not include recreational vehicles).
 - iii. Construction and landscaping materials or equipment currently being used on the premises (within a period of one (1) year).
 - iv. Agricultural equipment and materials currently being used on the premises (within a period of one (1) year).
 - v. Rear or side yard storage of firewood for the purpose of consumption only by the person or persons residing on the premises.
 - vi. Off-street parking of licensed and operable passenger automobiles and pick-up trucks (does not include racing cars or stock cars) may be stored in the front yard on a designated driveway or parking area on an improved surface according to Section 515-4-12.H.
 - a. Off-Street parking in the rear yard exceeding thirty (30) feet from the rear property line must be parked on an improved surface or screened by a six (6) foot privacy fence with ninety (90) percent opacity from

BRAINERD, MN
Chapter 515 ZONING

neighboring properties and the right-of-way. No more than three (3) vehicles or recreational vehicles in any combination shall be left outside the fenced area on an unimproved surface in the rear yard as indicated in Figure 515-3-30.1.

- i. Rural Living One (RL-1) and Rural Living Two (RL-2) Zoning Districts are exempt from the above paragraph.

Figure 515-3-30.1



(Amended Ord. No. 1559 – 2023)

7. Noises emanating from the use are in compliance with and regulated by the State of Minnesota Pollution Control Standards, Minnesota Regulations MPC 7030.
8. Outdoor storage accessory to a principal use is permitted with the following additional minimum standards:
 - a. The storage area is landscaped and screened from view of neighboring uses, residential zoning districts, and public rights-of-way per Section 20 of this Ordinance.
 - b. Storage area is fenced in a manner approved by the City.
 - c. Storage area is paved or surfaced to control dust and erosion.
9. All lighting shall be in compliance with Section 18 of this Ordinance.
 - a. The storage area does not take up parking space or loading space as required for conformity to this Ordinance and not in front yards.
 - b. The storage area shall not abut property zoned for residential, rural, or business use, including land in a neighboring township or city. “Abutting” includes across a street. “Abutting” does not include properties that touch only corner to corner.
 - c. The storage area shall not abut a school or a public park.

BRAINERD, MN
Chapter 515 ZONING

- d. The ratio of storage area to building footprint shall not exceed three and one-half to one (3.5:1).
- e. Storage shall not include material considered hazardous under Federal or State Environmental Law.

515-3-31 Outdoor Woodburning Furnaces, Placement and Operation

- A. The placement of any outdoor woodburning furnace must comply with the following minimum standards:
1. Outdoor wood burning furnaces shall be located 25 feet from all property lines.
 2. The outdoor wood burning furnace shall be located on a property in compliance with manufacturer's recommendations and/or testing and listing requirements for clearance for combustible materials.
 3. The outdoor wood burning furnace shall be located at least 100 feet from any building that is not served by an outdoor wood burning furnace.
 4. The chimney height of any new outdoor wood burning furnace shall extend at least two (2) feet above the peak of any building not served by an outdoor wood burning furnace within 300 feet.

515-3-32 Parking Lots

- A. Any parking lot not located on the same lot as the Principal Structure must comply with the following minimum standards:
1. The parking lot shall be adjacent to or across an alley from a Base Zoning District that permits or conditionally permits the principal use served by the parking lot.
 2. The parking lot parcel(s) shall be no wider than the boundary line of the primary parcel on which the associated use is located.
 3. Overnight parking will be limited to vehicles owned and operated by the business associated with the principal use.
 4. Alley improvements desired by the adjacent property owner shall be approved by the City of Brainerd and improved at the requesting party's expense.

515-3-33 Recreational Vehicle Storage and other Temporary Vehicles

- A. Recreational vehicles may not be used for the storage of items in conjunction with a residential, business, commercial or industrial enterprise.
1. Recreational vehicles may not be used as a residence, accessory dwelling unit, office, or business on any residential lot.
- B. Temporary trailers and facilities generated by public service agencies (bookmobiles, bloodmobile, construction trailers, etc.) are a permitted use by Administrative Permit, provided that:
1. The facilities are located in a manner that does not interfere with existing traffic patterns.
 2. The proposed temporary use is compatible with existing surrounding land uses.
 3. The request has a specific term for placement and removal, subject to approval by the Zoning Administrator.
- C. Temporary real estate sale/rental trailers or offices may be allowed by Interim Use Permit, provided that:
1. The temporary trailer/office is located on the site of an approved project or subdivision.
 2. The temporary trailer/office meets all required setbacks of the underlying zoning district.
 3. The temporary trailer/office provides adequate parking in accordance with Section [515-4-12] of this Ordinance.

R E S O L U T I O N
No. 30:24

RESOLUTION DENYING INTERIM USE PERMIT

WHEREAS, 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 (PID 41060508); and

WHEREAS, the property is zoned GI - General Industrial; and

WHEREAS, adjacent zoning is GI - General Industrial and RR 2.5 – Rural Residential 2.5 (Crow Wing County); and

WHEREAS, an interim use permit is required for outdoor storage as a principal use; and

WHEREAS, the Planning Commission recommended denial of the interim use permit by a 3-2 vote; and

WHEREAS, Zoning Code section 515-5-3.B.2 states that uses defined as Interim Uses which do not presently exist within a respective Zoning District shall be processed according to the standards and procedures for a Conditional Use Permit as established by Section 515-5-2 of this Ordinance; and

WHEREAS, Zoning Code section 515-5-2.B.6.a-g provides that the 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.

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

1. Consistent with section 515-5-2, the Council approves the following findings:
 - a. "The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan." Only applications that "serve, in a general way the needs of the citizens" shall be considered.
 - i. *Economic Development Goal 3 - Policy 2 - Attract new businesses best suited for the community's assets, increasing local employment options and building the city's tax base.*
 1. *The project is expected to consume 25 megawatts of power.*
 2. *The project fails to materially increase local employment as only sixteen jobs are expected to be added.*
 3. *One job is expected to be created for every 1.5 megawatts of power usage, which is not an efficient use of the City's assets.*

- ii. *Housing Goal 1 - Policy 5 - Ensure an adequate supply of quality and affordable housing units for current and future residents.*
 - 1. *Over one hundred homes could be powered for every one employee working at the facility. The high energy demand is potentially detrimental to the City's ability to prepare for future housing needs as the 2020 Crow Wing County Housing Study stated that 4,800 additional units must be created between 2018-2033 to meet the demands of the region.*
 - iii. *Facilities & Infrastructure – Goal 3 - Policy 5 - Steer city development to energy and resource conservation by promoting renewable energy sources, protecting our water supply, and leveraging the hydroelectric dam.*
- 2. According to Section 515-3-28.7 Noises emanating from the outdoor storage use are in compliance with and regulated by the State of Minnesota Pollution Control Standards.
 - a. The proposed outdoor crypto mining facility will operate 24 hours a day.
 - b. Under MPCA standards, residential property is deemed to be within Noise Area Classification 1. Within that classification, during nighttime hours (10:00 p.m. to 7:00 a.m.), the noise levels cannot exceed 55 dBA for 10 percent of the time or 50 dBA for 50 percent of the time.
 - c. VCV provided a sound study map showing that, at their property lines, parcels 75060520 and 75060522 will experience nighttime sound levels that exceed the 50 dBA standard.
 - d. While the homes on the parcels are not at the property lines, the expected sound levels will exceed state standards on the properties.
- 3. For the stated reasons, the application for an interim use permit for outdoor storage as a principal use to operate a crypto-mining facility at 1918 Thiesse Dr is denied.

Adopted this 15th day of July 2024.



Kelly Bevens, Council President

Approved this 16th day of July 2024.



Dave Badeaux, Mayor

ATTEST: 

Nicholas W. Broyles, City Administrator

From: [Nick Broyles](#)
To: [James Kramvik](#)
Subject: FW: Agenda Item for 8-5 Council Meeting
Date: Monday, July 29, 2024 3:51:13 PM
Attachments: [image001.png](#)

Kelly is fine with this being on the agenda.



Nick Broyles | City Administrator
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-828-2307 | nbroyles@ci.brainerd.mn.us

From: Kelly Bevans <kbevans@ci.brainerd.mn.us>
Sent: Monday, July 29, 2024 3:29 PM
To: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Subject: Fw: Agenda Item for 8-5 Council Meeting

I have no problem with this as an agenda item. I believe any potential Crypto miners will appreciate an answer to this question & the sooner the better.

Kelly

From: Nick Broyles <nbroyles@ci.brainerd.mn.us>
Sent: Monday, July 29, 2024 12:55 PM
To: Kelly Bevans <kbevans@ci.brainerd.mn.us>; James Kramvik <jkramvik@ci.brainerd.mn.us>
Subject: FW: Agenda Item for 8-5 Council Meeting

Kelly / James,

Do you want this on the agenda? Please let me know your thoughts and I will respond to Sarah.

Thanks!

Nick



Nick Broyles | City Administrator
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-828-2307 | nbroyles@ci.brainerd.mn.us

From: Sarah Thiesse <sarahtc80@gmail.com>

Sent: Monday, July 29, 2024 12:52 PM

To: Nick Broyles <nbroyles@ci.brainerd.mn.us>

Cc: Kelly Bevans <kbevans@ci.brainerd.mn.us>; Megan Thiesse <mthiesse1@gmail.com>

Subject: Agenda Item for 8-5 Council Meeting

You don't often get email from sarahtc80@gmail.com. [Learn why this is important](#)

Hi Nick,

Could you please add the following item to your agenda for the 8/5/2024 City Council Meeting:

I would like to request that the council please immediately add an ordinance to remove crypto/data mining from outdoor storage.

It simply does not belong in outdoor storage and I can provide a list of reasons why if necessary but I believe that everyone is on the same page as to why as we have brought to light in past meetings. Most notably the noise issues surrounding this in outdoor storage and the fact that it's not storage, it's open air manufacturing.

I understand that the entire category is of Crypto/Data mining is tentatively planned for an entire overview but I would simply like this one piece corrected immediately.

I do believe this is time sensitive to avoid any other Crypto/Data operators from putting up a building with 51% inside and adding 49% outside.

I would appreciate confirmation if this will be added.

Thanks,

Sarah



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: First Reading - Proposed Ordinance 1573 - Regulating Garage Requirements for Residential Housing Units

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

The Zoning Code requires garages and storage space for residential buildings with one-to-four units in all residential zoning districts. As proposed, the ordinance amendment would no longer require a garage for two-to-four-unit buildings, while single-family homes would be required to either have a 12x20 garage or 10x12 shed.

It is recognized that, like many cities, Brainerd's housing stock and price dynamics can create an affordability challenge, causing unstable housing for some residents. Construction costs continue to increase for residential housing units, which makes it difficult to ensure an adequate supply of quality and affordable housing units for current and future residents. This ordinance's intent is to allow the market to dictate garage construction by removing the garage requirement for one-to-four-unit residential buildings. The amendment will reduce construction costs and therefore encourage future affordable housing development.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission unanimously recommended approval of the proposed ordinance at the August 21st meeting.

Commissioners Comments from 5/15/2024:

Commissioner Peterson states that as a licensed builder for 39 years, he sees no reason to require garages. He feels it is an affordability issue for some people, and he owns over a hundred rentals. He says he finds that anytime there are garages with rental units, it takes away from parking. Unless the garage is attached, the tenants don't use it. He indicated they built a 24 unit building in Baxter without garages seven to eight years ago and have no issues with outdoor storage. The issue of leaving stuff outside really comes down to the house, the unit, the tenants, and the landlord. Plus, it's still going to be driven by complaints. He does agree with staff that an 8x10 or a 10x12 shed would be good for single-family homes. He stated he has built houses for people that wanted to get into homeownership,

but could not afford the garage immediately but wanted to add it later.

Commissioner Duval wanted to make it clear that Commissioner Peterson did not want to require garages, but if someone wanted a garage they could make it as large as they would like within the parameters of the code. Commissioner Duval agreed that the market is going to drive garages for a certain group. To build affordable housing, there needs to be some way to pull the costs down by removing walls and slabs. This is the quickest way we could make a difference to affordable housing in the City of Brainerd. The market will drive garages at a certain price point.

Commissioner Francis states that the garage requirements for smaller multi-family homes vs larger multi-family homes is a tax on smaller developers in a way. If the City is looking for more housing, even from smaller developers, they are running into obstacles that larger developers do not have.

Commissioner Gorham stated that people need to be responsible for their possessions or find appropriate places to park their vehicles. He said he would implore the City Council to reverse the complaint-driven policy and empower staff to do enforcement. He thinks it would relieve the staff of pressure and make this garage discussion different. He believes that Mr. Peterson is correct in his experience with construction.

RECOMMENDED ACTION/MOTION:

Conduct the first reading of Proposed Ordinance 1573 and dispense with the actual reading.

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

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: August 21st, 2024

RE: Hold Public Hearing for Proposed Ordinance Regulating Garage Requirements for Residential Housing Units

INTRODUCTION

The Zoning Code requires garages and storage space for residential buildings with one to four units in all residential zoning districts. The garage requirement was discussed at great length during the Zoning Code update that was completed in 2022. Commission members voiced concerns about the outdoor storage of lawn mowers, tools, snow blowers, toys, etc. and the increasing problem in the City. The Planning Commission ultimately recommended to leave the consultant's recommendation in the Zoning Code which requires the following according to [Section 515-4-2 Building Design Standards](#):

1. All **new single-family detached dwellings** shall have a minimum of one (1) enclosed garage which may be either detached or attached to the principal structure.
2. **Attached Single-Family Residential Structures (duplex, triplex, fourplex)** Each dwelling unit shall include, at a minimum, a one (1) enclosed garage stall, that shall have a minimum dimension of 12 feet by 20 feet.
 - a. Dwellings Units without basements. Each dwelling unit shall include, at a minimum, a one (1) stall 16' x 20' foot garage.
3. **Multi-family attached dwelling units** (5 dwelling units or more): no garage requirement.

The Community Development Department continues to receive multiple code complaints regarding outdoor storage issues throughout the entire City. Single family homes are primarily maintained by homeowners or tenants which requires the storage of tools and outdoor power equipment at the property. Single family homes also tend to accumulate more recreational items than that of multifamily buildings and historically, the Community Development Department receives more code complaints about properties that do not have a storage shed or garage. However, severe outdoor storage issues are typically unrelated to the amount of available storage on site.

Multiple contractors and developers have stated that required garages impact affordable housing and rent prices and are often used only for storage by tenants and in turn creates additional off-street parking issues.

PLANNING COMMISSION DISCUSSION

At the June 20th Planning Commission meeting, the Commission reviewed the proposed ordinance related to garage requirements for one-to-four-unit residential structures and recommended no additional changes. As proposed, two-to-four-unit buildings would have no garage requirement while single-family homes would be required to either have a 12x20 garage or 10x12 shed. The Commission directed staff to bring the proposed ordinance back to conduct the public hearing.

Staff has indicated in the past that the garage requirement helps stop the conversion of historic single-family homes into multi-family buildings. However, the off-street parking requirement would still be active and a requirement for conversions. Small and fully developed parcels would be difficult to convert as two-bedroom units require two off-street parking spaces. Each additional bedroom requires a ½ parking space. In addition, a vehicle cannot be prevented from moving by another unit's parked vehicle.

STAFF RECOMMENDATION

Hold a public hearing for the proposed ordinance and recommend approval.

**ORDINANCE
NO. 15XX**

AN ORDINANCE AMENDING SECTION 515-4-2 OF THE ZONING CODE

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: Purpose

1. It is recognized that, like many Cities, Brainerd's housing stock and price dynamics can create an affordability challenge, causing unstable housing for some residents.
2. Construction costs continue to increase for residential housing units which makes it difficult to ensure an adequate supply of quality and affordable housing units for current and future residents.
3. This ordinance's intent is to allow the market to dictate garage construction by removing the garage requirement for one-to-four-unit residential buildings. The amendment will reduce construction costs and therefore encourage future affordable housing development.

SECTION TWO: Building Design Standards - Section 515-4-2.A.4 is hereby amended as indicated, with the following added language underlined:

515-4-2 Building Design Standards

A. Single-Family Detached Residential Structure Standards.

4. All new single-family detached dwellings shall have a minimum of one (1) enclosed garage which may be either detached or attached to the principal structure or a one hundred twenty (120) square foot accessory structure shed.
 - a. The garage shall be considered an accessory building and must comply with the standards and regulations established within the Base Zoning District.

SECTION THREE: Building Design Standards - Section 515-4-2.B.6 is hereby amended as indicated, with the following deleted language struck out:

B. Attached Single-Family Residential Structures (duplex, triplex, fourplex).

~~6. Garages~~

- ~~a. Each dwelling unit shall include, at a minimum, a one (1) enclosed garage stall, that shall have a minimum dimension of 12 feet by 20 feet.~~
- ~~b. Dwellings Units without basements. Each dwelling unit shall include at a minimum, a one (1) stall 16' x 20' foot garage.~~

SECTION FOUR: This ordinance shall take effect and be in full force one week from and after its publication.

Adopted this _____ day of _____, 2024

KELLY BEVANS
President of the Council

Approved this _____ day of _____, 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time – _____

NOTICE OF HEARING

Notice is hereby given that the City of Brainerd Planning Commission will be conducting a public hearing to consider a proposed ordinance amending Section 515-4-2 (Building Design Standards) of the Brainerd Zoning Code relating to accessory structure requirements. The proposed ordinance would remove the requirement for a garage for new single family, duplex, triplex, and fourplex structures. As proposed, single-family homes would have the option of constructing a garage or a one-hundred-twenty (120) square foot accessory structure shed.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, August 21, 2024, in City Hall Council Chambers, 501 Laurel Street, Brainerd.

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

Dated this 31st day of July 2024

Publication Date: August 3, 2024



James L. Kramvik
Community Development Director



City Council Agenda Request

MEETING DATE: September 3, 2024

TITLE OF ITEM: Adopt Resolution - Imp 23-16 - South Brainerd Resurfacing Project - Order Feasibility Report

AGENDA: SPW Committee

ACTION REQUESTED: Adopt Resolution

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

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

SUMMARY OF ISSUE: Attached to this request is a resolution for the Council to order the feasibility report for Improvement 23-16 - South Brainerd Resurfacing Project. This resolution authorizes Bolton & Menk, who was awarded the Engineering services contract, to prepare the feasibility report to be presented to the Council at a future meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This project includes the planned resurfacing of the following streets in 2025:

- Graydon Avenue from Buffalo Hills Lane to Woodcrest Road
- Crestview Lane from Buffalo Hills Lane to Pineview Drive
- Woodcrest Road from Graydon Avenue to Dead End
- Belle Rae Circle from Cul-de-sac to Woodcrest Road
- Pineview Drive from Cul-de-sac to Graydon Avenue
- Norway Court from Cul-de-sac to Crestview Lane
- Carol Lane from Buffalo Hills Lane to cul-de-sac
- Ridge Drive from Buffalo Hills Lane to Buffalo Hills Lane
- Ridge Court from Ridge Drive to cul-de-sac
- Aspen Court from Cul-de-sac to Ridge Drive

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution ordering the feasibility report for Improvement 23-16 - South Brainerd Resurfacing Project.

FINANCIAL IMPACT: N/A

RESOLUTION
NO. _____

RESOLUTION ORDERING PREPARATION OF REPORT ON IMPROVEMENT

IMPROVEMENT 23-16 – SOUTH BRAINERD RESURFACING PROJECT

WHEREAS, it is proposed to improve the following streets:

Graydon Avenue from Buffalo Hills Lane to Woodcrest Road
Crestview Lane from Buffalo Hills Lane to Pineview Drive
Woodcrest Road from Graydon Avenue to Dead End
Belle Rae Circle from Cul-de-sac to Woodcrest Road
Pineview Drive from Cul-de-sac to Graydon Avenue
Norway Court from Cul-de-sac to Crestview Lane
Carol Lane from Buffalo Hills Lane to cul-de-sac
Ridge Drive from Buffalo Hills Lane to Buffalo Hills Lane
Ridge Court from Ridge Drive to cul-de-sac
Aspen Court from Cul-de-sac to Ridge Drive

by resurfacing streets, spot curb and gutter repair, adjusting storm and sanitary sewer castings, adjusting water valves, and to assess the benefited properties for all or a portion of the cost of the improvements, pursuant to Minnesota Statutes, Chapter 429,

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

That the proposed improvement, called the 2025 South Brainerd Resurfacing Project be referred to Bolton & Menk, Inc. for study and that Bolton & Menk, Inc. is instructed to report to the Council with all convenient speed advising the Council in a preliminary way as to whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

Adopted this 3rd day of September 2024

KELLY BEVANS
President of the Council

Adopted this 3rd day of September 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator