CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, September 16, 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: 2487 207 5766
Personnel and Finance Committee was held on 9/11 at 11 a.m.
Safety and Public Works Committee at 6:45 PM - Meeting Access Code: 2489 008 0617

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. Czeczok___K. Bevans ___Mayor Badeaux

3. **Pledge of Allegiance**

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

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

   A. **Approval of Bills**

   B. **Approval of Minutes**

   C. **Department Activity Reports**

   D. **Approve MN Lawful Gambling Application Submitted by St. Francis Church for an Event to be held on March 29, 2025 & November 22, 2025 at St. Andrew's Church 1108 Willow St.**

   E. **Approve MN Lawful Gambling Application Submitted by St. Vincent De Paul for an Event to be held on November 2, 2024, at St. Francis Church, 411 N 10th St.**

   F. **Adopt Resolution Accepting 2nd Quarter Donations**

   G. **Approve Summary of City Administrator Broyles Six-month Performance Evaluation held September 3, 2024.**

H. **Approve Event/Alley Closure Application - Zion Lutheran Trunk-or-Treat**

I. **Approve Event/Street Closure Application - Fire Department Open House**

6. **Presentations**

A. **BLADE Presentation**

7. **Council Committee Reports**

A. **Personnel & Finance Committee**

1. Authorize Sale of Retired Community Service Officer Vehicle
2. Adopt Resolution Authorizing The Execution Of Traffic Safety Enforcement Grant
3. Review Proposed Fee Schedule
4. Approval of 2025 Health Insurance Renewal
5. Discussion of 2025 HRA Preliminary Levy
6. Discussion of 2025 Preliminary Park Board Budget

B. **Safety & Public Works Committee**

1. Award 2024-2025 Downtown Snow Removal Bid
2. Approve Bridge Inspection Services Proposal
3. Approve Traffic Control Change at intersection of 5th Avenue NE and D Street NE
4. Direction Requested regarding Signs within the Right of Way
5. Consider Past Citations for 1002 15th St SE - Mike Degen
6. Consider Past Citations and Abatements for 1113 Rosewood St - Dave Braverman

8. **Unfinished Business**

A. **Accept Resignation of Colin Francis from the Planning Commission**

B. **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)

C. **Discussion of Airport Commission 2025 Levy Request**

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

E. **Final Reading - Proposed Ordinance 1573 - Regulating Garage Requirements for Residential Housing Units**

F. **Adopt Resolution Setting the 2025 Preliminary Levy for the City of Brainerd and the Brainerd HRA, and Motion to Set Date and Time for the Budget Public Hearing**

9. **New Business**

A. **Adopt Resolution Declaring Costs to be Assessed for Nuisance, Downtown Snow Removal, and Downtown Special Services Assessments and Call for Public Hearing**

B. **Adopt Resolution Declaring Costs to be Assessed for Improvement 22-08- South Brainerd Reconstruction Assessments and Call for Public Hearing**

C. **Discussion on the Parking Commission**

10. **Public Forum**
Time allocated for citizens to bring matters not on the agenda to the attention of the Council - Time limits may be imposed

11. **Staff Reports**
(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn**

A. **Adjourn to the Employee Appreciation Picnic on September 19th at the Public Works Building**

B. **Adjourn to Full Scale Exercise on September 20th at 11:00 a.m. at the Airport**

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

MISSION

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

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 2740 - AT&T MOBILITY:							
X08032024/FD							
84018	AT&T MOBILITY	07/25/2024	08/09/2024	344.07	0.00	Paid	Y
	ACCT 287312856222 FIRE DEPT 6/26-7/25	pziemer					08/09/2024
	225-2220-43321 TELEPHONE			344.07			
X08032024/ADM							
84019	AT&T MOBILITY	07/25/2024	08/09/2024	99.52	0.00	Paid	Y
	ACCT287292136423 ADMIN 6/26-7/25	pziemer					08/09/2024
	101-1400-43321 TELEPHONE			99.52			
X08032024/CDD							
84020	AT&T MOBILITY	07/25/2024	08/09/2024	149.28	0.00	Paid	Y
	ACCT 287292136423 COM DEV 6/26-7/25	pziemer					08/09/2024
	101-2400-43321 TELEPHONE			149.28			
X08032024/ENG							
84021	AT&T MOBILITY	07/25/2024	08/09/2024	724.06	0.00	Paid	Y
	ACCT 287292136423 ENG 6/26-7/25	pziemer					08/09/2024
	101-1700-43321 TELEPHONE			275.50			
	238-3160-43321 TELEPHONE			224.28			
	238-0000-14100 DUE FROM COMPONENT UNIT			224.28			
X08032024/HR							
84022	AT&T MOBILITY	07/25/2024	08/09/2024	49.76	0.00	Paid	Y
	ACCT 287292136423 HR 6/26-7/25	pziemer					08/09/2024
	101-1400-43321 TELEPHONE			49.76			
X08032024/IT							
84023	AT&T MOBILITY	07/25/2024	08/09/2024	175.98	0.00	Paid	Y
	AT&T IT ACCT 287292136423 6/26-7/25/2	pziemer					08/09/2024
	101-1400-43321 TELEPHONE			175.98			
X08032024/PARKS							
84024	AT&T MOBILITY	07/25/2024	08/09/2024	243.91	0.00	Paid	Y
	ACCT 287292136423 PARKS 6/26-7/25	pziemer					08/09/2024
	230-5200-43321 TELEPHONE			205.68			
	230-5204-42210 OPERATING SUPPLIES			38.23			
X08032024/STRTS							
84025	AT&T MOBILITY	07/25/2024	08/09/2024	209.17	0.00	Paid	Y
	ACCT 287292136423 STREETS 6/26-7/25	pziemer					08/09/2024
	235-3100-43321 TELEPHONE			87.99			
	237-3190-43321 TELEPHONE			121.18			
X08032024/TRNT							
84026	AT&T MOBILITY	07/25/2024	08/09/2024	49.76	0.00	Paid	Y
	ACCT 287292136423 TRANSIT 6/26-7/25	pziemer					08/09/2024
	203-9000-43321 TELEPHONE			49.76			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
X08032024/PD								
84027	AT&T MOBILITY		07/25/2024	08/09/2024	2,138.98	0.00	Paid	Y
	ACCT 287287520356 POLICE DEPT 6/26-7/		pziemer					08/09/2024
	225-2120-43309	COMPUTER TECHNICAL SUPPORT			802.83			
	225-2120-43321	TELEPHONE			1,336.15			
X08032024/AIR								
84037	AT&T MOBILITY		07/25/2024	08/09/2024	235.87	0.00	Paid	Y
	ACCT 287291178494 AIRPORT PHONES		pziemer					08/09/2024
	260-9020-43321	TELEPHONE			235.87			
	Total for vendor 2740 - AT&T MOBILITY:				4,420.36	0.00		
Vendor 1859 - ENTERPRISE FM TRUST:								
FBN5096294/CDD								
84028	ENTERPRISE FM TRUST		08/03/2024	08/09/2024	890.66	0.00	Paid	Y
	AUG 24 COM DEV VEHICLE LEASES		pziemer					08/09/2024
	101-2400-43331	LEASE EXPENSE			890.66			
FBN5096294/ENG								
84029	ENTERPRISE FM TRUST		08/03/2024	08/09/2024	2,559.21	0.00	Paid	Y
	AUG 24 ENG VEHICLE LEASES		pziemer					08/09/2024
	101-1700-43331	LEASE PAYMENTS			1,703.92			
	238-3160-43331	LEASE PAYMENTS			427.65			
	238-0000-14100	DUE FROM COMPONENT UNIT			427.64			
FBN5096294/FD								
84030	ENTERPRISE FM TRUST		08/03/2024	08/09/2024	654.10	0.00	Paid	Y
	AUG 24 FIRE DEPT VEHICLE LEASES		pziemer					08/09/2024
	225-2220-43331	LEASED PAYMENTS			654.10			
FBN5096294/PARKS								
84031	ENTERPRISE FM TRUST		08/03/2024	08/09/2024	13,437.39	0.00	Paid	Y
	AUG 24 PARKS VEHICLE LEASES		pziemer					08/09/2024
	230-5200-43331	LEASE PAYMENTS			13,437.39			
FBN5096294/PD								
84032	ENTERPRISE FM TRUST		08/03/2024	08/09/2024	12,997.63	0.00	Paid	Y
	AUG 24 POLICE DEPT VEHICLE LEASES		pziemer					08/09/2024
	225-2120-43331	LEASED PAYMENTS			12,997.63			
FBN5096294/STRTS								
84033	ENTERPRISE FM TRUST		08/03/2024	08/09/2024	9,935.61	0.00	Paid	Y
	AUG 24 STREET VEHICLE LEASES		pziemer					08/09/2024
	235-3100-43331	LEASE PAYMENTS			8,056.45			
	237-3190-43331	LEASE PAYMENTS			1,879.16			
FBN5096294/PROCEEDS								
84034	ENTERPRISE FM TRUST		08/03/2024	08/09/2024	(19,301.00)	0.00	Paid	Y
	GAIN ON 3X CITY-OWNED VEHICLES: 2827		pziemer					08/09/2024
	400-0000-39101	SALE OF ASSETS			(6,501.00)			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	400-0000-39101	SALE OF ASSETS			(2,900.00)			
	400-0000-39101	SALE OF ASSETS			(9,900.00)			
	Total for vendor 1859 - ENTERPRISE FM TRUST:				21,173.60	0.00		
Vendor 3320 - ESSENTIA HEALTH:								
890000484 - 4/30/24								
84035	ESSENTIA HEALTH		07/01/2024	08/09/2024	63.00	0.00	Paid	Y
	RANDOM DOT DRUG/ALCOHOL		pziemer					08/09/2024
	235-3100-43430	MISCELLANEOUS			63.00			
890000484 - 4/2/24								
84036	ESSENTIA HEALTH		07/01/2024	08/09/2024	710.00	0.00	Paid	Y
	PRE-EMPLOYMENT TESTING 4/2/24		pziemer					08/09/2024
	230-5200-43430	MISCELLANEOUS			220.00			
	225-2220-43430	MISCELLANEOUS			125.00			
	225-2120-43300	PROFESSIONAL SERVICES			150.00			
	235-3100-43430	MISCELLANEOUS			215.00			
	Total for vendor 3320 - ESSENTIA HEALTH:				773.00	0.00		
Vendor 0344 - WASTE PARTNERS INC:								
47X77390								
84038	WASTE PARTNERS INC		07/31/2024	08/09/2024	526.38	0.00	Paid	Y
	JUL 24 MAIN TERMINAL WASTE REMOVAL		pziemer					08/09/2024
	260-9020-43300	PROFESSIONAL SERVICES			526.38			
47X77391								
84039	WASTE PARTNERS INC		07/31/2024	08/09/2024	113.90	0.00	Paid	Y
	JUL 24 ARFF/SRE WASTE REMOVAL		pziemer					08/09/2024
	260-9020-43300	PROFESSIONAL SERVICES			113.90			
	Total for vendor 0344 - WASTE PARTNERS INC:				640.28	0.00		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
# of Invoices: 21	# Due: 0	Totals:		46,308.24	0.00		
# of Credit Memos: 1	# Due: 0	Totals:		(19,301.00)	0.00		
Net of Invoices and Credit Memos:				27,007.24	0.00		

--- TOTALS BY GL DISTRIBUTION ---

101-1400-43321	TELEPHONE	325.26
101-1700-43321	TELEPHONE	275.50
101-1700-43331	LEASE PAYMENTS	1,703.92
101-2400-43321	TELEPHONE	149.28
101-2400-43331	LEASE EXPENSE	890.66
203-9000-43321	TELEPHONE	49.76
225-2120-43300	PROFESSIONAL SERVICES	150.00
225-2120-43309	COMPUTER TECHNICAL SUPPORT	802.83
225-2120-43321	TELEPHONE	1,336.15
225-2120-43331	LEASED PAYMENTS	12,997.63
225-2220-43321	TELEPHONE	344.07
225-2220-43331	LEASED PAYMENTS	654.10
225-2220-43430	MISCELLANEOUS	125.00
230-5200-43321	TELEPHONE	205.68
230-5200-43331	LEASE PAYMENTS	13,437.39
230-5200-43430	MISCELLANEOUS	220.00
230-5204-42210	OPERATING SUPPLIES	38.23
235-3100-43321	TELEPHONE	87.99
235-3100-43331	LEASE PAYMENTS	8,056.45
235-3100-43430	MISCELLANEOUS	278.00
237-3190-43321	TELEPHONE	121.18
237-3190-43331	LEASE PAYMENTS	1,879.16
238-0000-14100	DUE FROM COMPONENT UNIT	651.92
238-3160-43321	TELEPHONE	224.28
238-3160-43331	LEASE PAYMENTS	427.65
260-9020-43300	PROFESSIONAL SERVICES	640.28
260-9020-43321	TELEPHONE	235.87
400-0000-39101	SALE OF ASSETS	(19,301.00)

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			3,344.62	0.00		
	203 - TRANSIT FUND			49.76	0.00		
	225 - PUBLIC SAFETY FUND			16,409.78	0.00		
	230 - PARK & RECREATION FUND			13,901.30	0.00		
	235 - STREET & SEWER FUND			8,422.44	0.00		
	237 - SANITARY SEWER FUND			2,000.34	0.00		
	238 - STORM SEWER FUND			1,303.85	0.00		
	260 - AIRPORT FUND			876.15	0.00		
	400 - CAPITAL PROJECTS FUND			(19,301.00)	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			(18,649.08)	0.00		
	1400 - ADMINISTRATION			325.26	0.00		
	1700 - ENGINEERING			1,979.42	0.00		
	2120 - POLICE DEPARTMENT			15,286.61	0.00		
	2220 - FIRE DEPARTMENT			1,123.17	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			1,039.94	0.00		
	3100 - S & S MAINTENANCE			8,422.44	0.00		
	3160 - STORM SEWER EXPENSE			651.93	0.00		
	3190 - SANITARY SEWER EXPENSE			2,000.34	0.00		
	5200 - PARK MAIN/ADMINISTRATION			13,863.07	0.00		
	5204 - CONCESSIONS			38.23	0.00		
	9000 - TRANSIT FUND			49.76	0.00		
	9020 - AIRPORT M & O			876.15	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0011 - ACE HARDWARE:								
326971/1								
84667	ACE HARDWARE		09/06/2024	09/18/2024	27.98	27.98	Open	N
	EVERGREEN LANDING ENCAMPMENT CLEAN UI		pziemer					09/18/2024
	235-3100-43430	MISCELLANEOUS			27.98			
327045/1								
84746	ACE HARDWARE		09/09/2024	09/18/2024	25.16	25.16	Open	N
	BUSHINGS/FASTENERS		pziemer					09/18/2024
	230-5200-42220	REPAIR & MAINT			25.16			
327098/1								
84747	ACE HARDWARE		09/11/2024	09/18/2024	26.99	26.99	Open	N
	HUDSON SPRAYER		pziemer					09/18/2024
	235-3100-42220	REPAIR & MAINT			26.99			
327148/1								
84749	ACE HARDWARE		09/12/2024	09/18/2024	11.69	11.69	Open	N
	DUCT TAPE FOR TRAFFIC COUNTER		pziemer					09/18/2024
	235-3100-43430	MISCELLANEOUS			11.69			
	Total for vendor 0011 - ACE HARDWARE:				91.82	91.82		
Vendor 2902 - ADVANCE AUTO PARTS:								
6574415820571								
84704	ADVANCE AUTO PARTS		08/01/2024	09/18/2024	31.81	31.81	Open	N
	RECEIVER TUBE		pziemer					09/18/2024
	235-3100-42220	REPAIR & MAINT			31.81			
6574421886799								
84739	ADVANCE AUTO PARTS		08/05/2024	09/18/2024	(12.24)	(12.24)	Open	N
	CREDIT - LED BULB		pziemer					09/18/2024
	235-3100-42220	REPAIR & MAINT			(12.24)			
	Total for vendor 2902 - ADVANCE AUTO PARTS:				19.57	19.57		
Vendor 1632 - ADVANCED AUTO REPAIR OF BRAINERD:								
6574421386660								
84705	ADVANCED AUTO REPAIR OF BRAINERD		08/01/2024	09/18/2024	3.76	3.76	Open	N
	ELECTRICAL TAPE		pziemer					09/18/2024
	235-3100-42220	REPAIR & MAINT			3.76			
	Total for vendor 1632 - ADVANCED AUTO REPAIR OF BRAINERD:				3.76	3.76		
Vendor 3523 - ALERT-ALL CORP:								
224080472								
84695	ALERT-ALL CORP		09/04/2024	09/18/2024	155.00	155.00	Open	N
	BALLOONS - OPEN HOUSE		pziemer					09/18/2024
	225-2220-43430	MISCELLANEOUS			155.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	Total for vendor 3523 - ALERT-ALL CORP:				155.00	155.00		
Vendor 3343 - ARROW MANAGEMENT:								
33559								
84661	ARROW MANAGEMENT		09/06/2024	09/18/2024	250.00	250.00	Open	N
	ABATEMENTS X3: 1708 LAUREL, 917 7TH,		pziemer					09/18/2024
	101-2400-43405	NUISANCES			250.00			
	Total for vendor 3343 - ARROW MANAGEMENT:				250.00	250.00		
Vendor 3859 - ASL INTERPRETING SERVICES INC:								
INV-00342-A								
84744	ASL INTERPRETING SERVICES INC		08/31/2024	09/18/2024	29.02	29.02	Open	N
	INTERPRETING SERVICES		pziemer					09/18/2024
	225-2120-43300	PROFESSIONAL SERVICES			29.02			
	Total for vendor 3859 - ASL INTERPRETING SERVICES INC:				29.02	29.02		
Vendor 0049 - AUTO VALUE - WEST:								
17363277								
84668	AUTO VALUE - WEST		08/02/2024	09/18/2024	33.98	33.98	Open	N
	BUILDOUT - PARKS GARBAGE TRUCK		pziemer					09/18/2024
	400-9050-45530	CAPITAL - OTHER			33.98			
17363221								
84669	AUTO VALUE - WEST		08/01/2024	09/18/2024	50.99	50.99	Open	N
	BUILDOUT - PARKS GARBAGE TRUCK		pziemer					09/18/2024
	400-9050-45530	CAPITAL - OTHER			50.99			
	Total for vendor 0049 - AUTO VALUE - WEST:				84.97	84.97		
Vendor 2838 - AXON ENTERPRISE, INC.:								
INUS278271								
84680	AXON ENTERPRISE, INC.		09/04/2024	09/18/2024	2,792.00	2,792.00	Open	N
	TASERS X2		pziemer					09/18/2024
	225-2120-41113	UNIFORM ALLOWANCE			2,792.00			
	Total for vendor 2838 - AXON ENTERPRISE, INC.:				2,792.00	2,792.00		
Vendor 3120 - BOLTON & MENK:								
0344262								
84748	BOLTON & MENK		08/30/2024	09/18/2024	824.50	824.50	Open	N
	24:06 LAUREL ST BRIDGE REHAB		pziemer					09/18/2024
	401-9030-43300-24:06	PROFESSIONAL SERVICES			824.50			
	Total for vendor 3120 - BOLTON & MENK:				824.50	824.50		
Vendor 3906 - BRAINERD FAMILY YMCA:								

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
00217								
84656	BRAINERD FAMILY YMCA		09/03/2024	09/18/2024	10,000.00	10,000.00	Open	N
	2ND HALF 2024 PARKS PROGRAMMING		pziemer					09/18/2024
	230-5200-43300	PROFESSIONAL SERVICES			10,000.00			
	Total for vendor 3906 - BRAINERD FAMILY YMCA:				10,000.00	10,000.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:								
2023A - WATER								
84647	BRAINERD PUBLIC UTILITIES		09/05/2024	09/18/2024	143,639.43	143,639.43	Open	N
	UNSPENT PORTION OF 2023A ISSUE		pziemer					09/18/2024
	401-0000-20850	DUE TO COMPONENT UNIT			143,639.43			
INV22412								
84727	BRAINERD PUBLIC UTILITIES		09/09/2024	09/18/2024	982.22	982.22	Open	N
	WOODLAND/CRESTVIEW ST LIGHT RELOCATE		pziemer					09/18/2024
	235-3100-42220	REPAIR & MAINT			982.22			
9/12/24								
84741	BRAINERD PUBLIC UTILITIES		09/11/2024	09/18/2024	137,086.28	137,086.28	Open	N
	REMIT LOST THRU 9/11/24		pziemer					09/18/2024
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT			137,086.28			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:				281,707.93	281,707.93		
Vendor 4075 - BRAINERD TRUCK AND TRAILER LLC:								
W 6125								
84675	BRAINERD TRUCK AND TRAILER LLC		08/16/2024	09/18/2024	164.71	164.71	Open	N
	E3 - DIAGNOSE/REPAIRS		pziemer					09/18/2024
	225-2220-42220	REPAIR & MAINT			164.71			
	Total for vendor 4075 - BRAINERD TRUCK AND TRAILER LLC:				164.71	164.71		
Vendor 4209 - CALLTOWER:								
202121230								
84657	CALLTOWER		09/01/2024	09/18/2024	348.99	348.99	Open	N
	CALLTOWER 9/1/24-9/30/24		pziemer					09/18/2024
	101-1800-43321	TELEPHONE			348.99			
	Total for vendor 4209 - CALLTOWER:				348.99	348.99		
Vendor 0102 - CANON FINANCIAL SERVICE:								
34588987								
84632	CANON FINANCIAL SERVICE		08/23/2024	09/18/2024	77.97	77.97	Open	N
	9/1/24-9/30/24 LIBRARY COPIER CONTRA(		pziemer					09/18/2024
	211-5505-43430	MISC - COPY MACHINE PYMTS			77.97			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
34585211							
84633	CANON FINANCIAL SERVICE	08/22/2024	09/18/2024	19.73	19.73	Open	N
	9/1/24-9/30/24 LIB COPIER CONTRACT	pziemer					09/18/2024
	211-5505-43430 MISC - COPY MACHINE PYMTS			19.73			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			97.70	97.70		
Vendor 4303 - CLIMATE MAKERS:							
PM2207							
84660	CLIMATE MAKERS	09/06/2024	09/18/2024	1,778.00	1,778.00	Open	N
	BI-ANNUAL BILLING FOR PREVENTATIVE M	pziemer					09/18/2024
	211-5500-42220 REPAIR & MAINT			1,778.00			
	Total for vendor 4303 - CLIMATE MAKERS:			1,778.00	1,778.00		
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0057							
84751	COLUMN SOFTWARE	08/20/2024	09/18/2024	59.88	59.88	Open	N
	RFB: DOWNTOWN SNOW PLOWING	pziemer					09/18/2024
	401-1003-43350 LEGAL PUBLICATIONS			59.88			
425BB603-0058							
84752	COLUMN SOFTWARE	09/05/2024	09/18/2024	54.66	54.66	Open	N
	NOH: LOT SPLIT 1306 CHICAGO	pziemer					09/18/2024
	101-2400-43350 PRINTING/LEGAL PUBLICATION			54.66			
	Total for vendor 4269 - COLUMN SOFTWARE:			114.54	114.54		
Vendor 4101 - COMMAND LLC:							
1441							
84674	COMMAND LLC	08/29/2024	09/18/2024	900.00	900.00	Open	N
	AERIAL TEST - TOWER 20	pziemer					09/18/2024
	225-2220-43300 PROFESSIONAL SERVICES			900.00			
	Total for vendor 4101 - COMMAND LLC:			900.00	900.00		
Vendor 0122 - COMMUNITY ACTION:							
SEPT 2024							
84689	COMMUNITY ACTION	09/09/2024	09/18/2024	8,054.38	8,054.38	Open	N
	SEPT 24 LEVY PAYMENT	pziemer					09/18/2024
	101-9200-43460 REMIT COMMUNITY ACTION LEVY			8,054.38			
	Total for vendor 0122 - COMMUNITY ACTION:			8,054.38	8,054.38		
Vendor 0900 - CUB FOODS - BRAINERD:							
TRX: 065247							
84655	CUB FOODS - BRAINERD	08/28/2024	09/18/2024	88.39	88.39	Open	N
	WELLNESS- EMPLY APPRECIATION - ICE C	pziemer					09/18/2024

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	278-6515-43430	MISCELLANEOUS			88.39			
	Total for vendor 0900 - CUB FOODS - BRAINERD:				88.39	88.39		
Vendor 0134 - CWC SANITARY LANDFILL:								
203491								
84682	CWC SANITARY LANDFILL		09/06/2024	09/18/2024	64.00	64.00	Open	N
	EVERGREEN LANDING CLEANUP 1		pziemer					09/18/2024
	235-3100-43430	MISCELLANEOUS			64.00			
203477								
84683	CWC SANITARY LANDFILL		09/06/2024	09/18/2024	252.00	252.00	Open	N
	EVERGREEN LANDING CLEANUP 2		pziemer					09/18/2024
	235-3100-43430	MISCELLANEOUS			252.00			
	Total for vendor 0134 - CWC SANITARY LANDFILL:				316.00	316.00		
Vendor 0135 - CWC TREASURER:								
7336/LIB								
84665	CWC TREASURER		09/01/2024	09/18/2024	675.00	675.00	Open	N
	SEPT 2024 SHARED SERVICES - LIBRARY		pziemer					09/18/2024
	211-5500-43300	PROFESSIONAL SERVICES			675.00			
7336/CH								
84666	CWC TREASURER		09/01/2024	09/18/2024	7,975.00	7,975.00	Open	N
	SEPT 2024 SHARED SERVICES - CITY HALI		pziemer					09/18/2024
	101-9200-43300	PROFESSIONAL SERVICES			7,975.00			
	Total for vendor 0135 - CWC TREASURER:				8,650.00	8,650.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:								
1601-00059								
84652	DAHLHEIMER BEVERAGE		08/23/2024	09/18/2024	(75.80)	(75.80)	Open	N
	CREDIT - RETURN TP		pziemer					09/18/2024
	230-5200-42220	REPAIR & MAINT			(75.80)			
2264731								
84653	DAHLHEIMER BEVERAGE		08/23/2024	09/18/2024	348.90	348.90	Open	N
	POPCORN, TOWELS, TP		pziemer					09/18/2024
	230-5204-42210	OPERATING SUPPLIES			80.30			
	230-5200-42220	REPAIR & MAINT			268.60			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:				273.10	273.10		
Vendor 1526 - DOOLEY, PAUL:								
8/23/24								
84670	DOOLEY, PAUL		08/23/2024	09/18/2024	144.94	144.94	Open	N
	FBI LEEDA TRNG - MEAL REIMBURSEMENTS		pziemer					09/18/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT			144.94			

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	Total for vendor 1526 - DOOLEY, PAUL:				144.94	144.94		
Vendor 1859 - ENTERPRISE FM TRUST:								
FBN5116824/PROCEEDS								
84718	ENTERPRISE FM TRUST		09/05/2024	09/18/2024	(49,000.00)	(49,000.00)	Open	N
	GAIN ON 2 2018 CHEVY SILVERADOS: 22P2		pziemer					09/18/2024
	101-0000-39101	SALE OF ASSETS			(24,500.00)			
	101-0000-39101	SALE OF ASSETS			(24,500.00)			
FBN5116824/CDD								
84719	ENTERPRISE FM TRUST		09/05/2024	09/18/2024	890.66	890.66	Open	N
	SEPT 24 COM DEV VEHICLE LEASES		pziemer					09/18/2024
	101-2400-43331	LEASE EXPENSE			890.66			
FBN5116824/ENG								
84720	ENTERPRISE FM TRUST		09/05/2024	09/18/2024	8,992.13	8,992.13	Open	N
	SEPT 24 ENG VEHICLE LEASES		pziemer					09/18/2024
	101-1700-43331	LEASE PAYMENTS			4,920.38			
	238-3160-43331	LEASE PAYMENTS			4,071.75			
FBN5116824/FD								
84721	ENTERPRISE FM TRUST		09/05/2024	09/18/2024	654.10	654.10	Open	N
	SEPT 24 FIRE DEPT VEHICLE LEASES		pziemer					09/18/2024
	225-2220-43331	LEASED PAYMENTS			654.10			
FBN5116824/PD								
84722	ENTERPRISE FM TRUST		09/05/2024	09/18/2024	20,559.51	20,559.51	Open	N
	SEPT 24 POLICE DEPT VEHICLE LEASES		pziemer					09/18/2024
	225-2120-43331	LEASED PAYMENTS			20,559.51			
FBN5116824/PARKS								
84723	ENTERPRISE FM TRUST		09/05/2024	09/18/2024	17,189.55	17,189.55	Open	N
	SEPT 24 PARKS DEPT VEHICLE LEASES		pziemer					09/18/2024
	230-5200-43331	LEASE PAYMENTS			17,189.55			
FBN5116824/STRTS								
84724	ENTERPRISE FM TRUST		09/05/2024	09/18/2024	10,961.04	10,961.04	Open	N
	SEPT 24 STREET DEPT VEHICLE LEASES		pziemer					09/18/2024
	235-3100-43331	LEASE PAYMENTS			4,085.15			
	237-3190-43331	LEASE PAYMENTS			6,875.89			
	Total for vendor 1859 - ENTERPRISE FM TRUST:				10,246.99	10,246.99		
Vendor 3480 - FALLS FLAG SOURCE:								
26674								
84677	FALLS FLAG SOURCE		08/01/2024	09/18/2024	250.00	250.00	Open	N
	FLAGS FOR FIRE STATION		pziemer					09/18/2024
	225-2220-42210	OPERATING SUPPLIES			250.00			

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26922								
84681	FALLS FLAG SOURCE		08/30/2024	09/18/2024	75.00	75.00	Open	N
	FLAG		pziemer					09/18/2024
	225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 3480 - FALLS FLAG SOURCE:				325.00	325.00		
Vendor 0071 - FORUM COMMUNICATIONS COMPANY:								
MP3161230824								
84678	FORUM COMMUNICATIONS COMPANY		08/31/2024	09/18/2024	604.50	604.50	Open	N
	JOB POSTING - TRANSIT OP SPEC.		pziemer					09/18/2024
	203-9000-43350	PRINTING/LEGAL PUBLICATION			604.50			
	Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:				604.50	604.50		
Vendor 2385 - GOVERNMENTJOBS.COM, INC:								
INV-43828								
84621	GOVERNMENTJOBS.COM, INC		09/01/2024	09/18/2024	7,500.71	7,500.71	Open	N
	10/25/24-10/24/25 ANNUAL SUBSCRIPTION		pziemer					09/18/2024
	101-0000-15510	PREPAID OTHER			3,187.80			
	101-1400-43309	COMPUTER TECHNICAL SUPPORT			637.56			
	101-0000-14100	DUE FROM COMPONENT UNIT			2,775.26			
	101-0000-14100	DUE FROM COMPONENT UNIT			900.09			
	Total for vendor 2385 - GOVERNMENTJOBS.COM, INC:				7,500.71	7,500.71		
Vendor 0200 - HEARTLAND ANIMAL RESCUE:								
AUGUST 2024								
84646	HEARTLAND ANIMAL RESCUE		08/31/2024	09/18/2024	3,173.33	3,173.33	Open	N
	AUG 24 ADMIN/BOARDING		pziemer					09/18/2024
	225-2700-43430	MISCELLANEOUS			1,254.00			
	225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
	Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:				3,173.33	3,173.33		
Vendor 0356 - HIRSHFIELD'S DECORATING:								
09339470								
84740	HIRSHFIELD'S DECORATING		08/11/2024	09/18/2024	233.98	233.98	Open	N
	WHITE STREET PAINT		pziemer					09/18/2024
	235-3170-42210	OPERATING SUPPLIES			233.98			
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:				233.98	233.98		
Vendor 3636 - HRGREEN:								
178815								
84714	HRGREEN		09/10/2024	09/18/2024	2,921.25	2,921.25	Open	N
	21:11 - BRD MN MS4 UPDATE THRU 8/31		pziemer					09/18/2024

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	401-9030-43300-21:11	PROFESSIONAL SERVICES			2,921.25			
		Total for vendor 3636 - HRGREEN:			2,921.25	2,921.25		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:								
44371								
84636	INDEPENDENT TESTING TECHNOLOGIES		08/31/2024	09/18/2024	1,420.00	1,420.00	Open	N
	22:08 SOUTH BRAINERD		pziemer					09/18/2024
	401-9030-43300-22:08	PROFESSIONAL SERVICES			1,420.00			
	Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:				1,420.00	1,420.00		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:								
IN4626578								
84625	INNOVATIVE OFFICE SOLUTIONS LLC		08/30/2024	09/18/2024	78.93	78.93	Open	N
	COPIER PAPER/POCKET FILING		pziemer					09/18/2024
	225-2120-42200	OFFICE SUPPLIES			78.93			
	Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:				78.93	78.93		
Vendor 0213 - INTOXIMETERS INC:								
768555								
84733	INTOXIMETERS INC		09/04/2024	09/18/2024	125.00	125.00	Open	N
	PBT CALIBRATION SUPPLIES		pziemer					09/18/2024
	225-2120-42210	OPERATING SUPPLIES			125.00			
	Total for vendor 0213 - INTOXIMETERS INC:				125.00	125.00		
Vendor 3488 - JEFFERSON FIRE & SAFETY:								
IN318106								
84696	JEFFERSON FIRE & SAFETY		09/05/2024	09/18/2024	1,027.12	1,027.12	Open	N
	FIRE BOOTS X4		pziemer					09/18/2024
	225-2220-42250	PERSONAL PROTECTIVE GEAR			1,027.12			
IN318105								
84697	JEFFERSON FIRE & SAFETY		09/05/2024	09/18/2024	8,030.00	8,030.00	Open	N
	FIRE BOOTS X32		pziemer					09/18/2024
	225-2220-42250	PERSONAL PROTECTIVE GEAR			8,030.00			
	Total for vendor 3488 - JEFFERSON FIRE & SAFETY:				9,057.12	9,057.12		
Vendor 0220 - KENNEDY & GRAVEN:								
183042								
84651	KENNEDY & GRAVEN		08/20/2024	09/18/2024	138.00	138.00	Open	N
	SALE OF INDUSTRIAL LOTS THRU 7/31/24		pziemer					09/18/2024
	295-6510-43300	PROFESSIONAL SERVICES			138.00			
	Total for vendor 0220 - KENNEDY & GRAVEN:				138.00	138.00		

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Vendor 2459 - LAKES AREA HABITAT FOR HUMANITY:								
2023 AID								
84735	LAKES AREA HABITAT FOR HUMANITY		08/05/2024	09/18/2024	88,000.00	88,000.00	Open	N
	2023 STATEWIDE AFFORDABLE HOUSING AII		pziemer					09/18/2024
	Total for vendor 2459 - LAKES AREA HABITAT FOR HUMANITY:				88,000.00	88,000.00		
Vendor 0313 - LAKES AREA SENIOR CENTER:								
SEPT 2024								
84691	LAKES AREA SENIOR CENTER		09/09/2024	09/18/2024	8,054.38	8,054.38	Open	N
	SEPT 24 LEVY PAYMENT		pziemer					09/18/2024
	101-9200-43461	REMIT SENIOR CITIZEN LEVY			8,054.38			
	Total for vendor 0313 - LAKES AREA SENIOR CENTER:				8,054.38	8,054.38		
Vendor 0227 - LAKES PRINTING:								
00223400								
84692	LAKES PRINTING		08/29/2024	09/18/2024	97.10	97.10	Open	N
	BUSINESS CARDS - K.ROBINSON		pziemer					09/18/2024
	238-3160-43350	PRINTING/LEGAL PUBLICATIONS			97.10			
00223298								
84693	LAKES PRINTING		08/22/2024	09/18/2024	215.75	215.75	Open	N
	QTY 4000 TRANSIT PASS $10 CARDS		pziemer					09/18/2024
	203-9000-42210	OPERATING SUPPLIES			215.75			
00223297								
84694	LAKES PRINTING		08/22/2024	09/18/2024	215.75	215.75	Open	N
	QTY 4000 TRANSIT PASS $20 CARDS		pziemer					09/18/2024
	203-9000-42210	OPERATING SUPPLIES			215.75			
	Total for vendor 0227 - LAKES PRINTING:				528.60	528.60		
Vendor 0232 - LEAGUE MN CITIES INS TRUS:								
10002612/4TH 2024								
84658	LEAGUE MN CITIES INS TRUS		09/04/2024	09/18/2024	86,347.50	86,347.50	Open	N
	4TH QTR 2024 WORK COMP INSTALLMENT -		pziemer					09/18/2024
	280-0000-41150	WORKERS COMP			72,209.25			
	101-1110-41150	WORKERS COMP			10.75			
	225-2225-41150	WORKERS COMP			14,127.50			
	Total for vendor 0232 - LEAGUE MN CITIES INS TRUS:				86,347.50	86,347.50		
Vendor 4141 - LIND MASONRY AND CONSTRUCTION:								
0000068								
84629	LIND MASONRY AND CONSTRUCTION		08/31/2024	09/18/2024	19,780.00	19,780.00	Open	N
	PARKS ADA UPGRADES		pziemer					09/18/2024

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	400-9050-45530	CAPITAL - OTHER		19,780.00			
	Total for vendor 4141 - LIND MASONRY AND CONSTRUCTION:			19,780.00	19,780.00		
Vendor 0237 - LOCATORS - SUPPLIES INC:							
0285172							
84750	LOCATORS - SUPPLIES INC	09/11/2024	09/18/2024	150.36	150.36	Open	N
	SEWER GREEN MARKING PAINT	pziemer					09/18/2024
	237-3190-42210	OPERATING SUPPLIES		150.36			
	Total for vendor 0237 - LOCATORS - SUPPLIES INC:			150.36	150.36		
Vendor 0239 - MACQUEEN EQUIPMENT INC:							
P59555							
84623	MACQUEEN EQUIPMENT INC	08/30/2024	09/18/2024	236.31	236.31	Open	N
	SEWER CAMERA VALVE KIT	pziemer					09/18/2024
	237-3190-42220	REPAIR & MAINT		236.31			
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:			236.31	236.31		
Vendor 1753 - MARCO:							
INV12890260							
84671	MARCO	08/30/2024	09/18/2024	747.50	747.50	Open	N
	SERVER MIGRATION DC/EX - KICKOFF	pziemer					09/18/2024
	101-1800-43300	PROFESSIONAL SERVICES		747.50			
INV12891330							
84672	MARCO	08/30/2024	09/18/2024	1,437.50	1,437.50	Open	N
	SERVER MIGRATION DC/EX - MILESTONE 1	pziemer					09/18/2024
	101-1800-43300	PROFESSIONAL SERVICES		1,437.50			
	Total for vendor 1753 - MARCO:			2,185.00	2,185.00		
Vendor 0889 - MENARDS - BAXTER:							
28195							
84654	MENARDS - BAXTER	09/03/2024	09/18/2024	15.53	15.53	Open	N
	KWP - FASTENERS	pziemer					09/18/2024
	230-5200-42220	REPAIR & MAINT		15.53			
	Total for vendor 0889 - MENARDS - BAXTER:			15.53	15.53		
Vendor 4350 - MENDOZA, MICHELLE:							
9/11/24							
84745	MENDOZA, MICHELLE	09/11/2024	09/18/2024	23.12	23.12	Open	N
	REIMB: BCA TRAINING MEAL M.MENDOZA	pziemer					09/18/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT		23.12			
	Total for vendor 4350 - MENDOZA, MICHELLE:			23.12	23.12		

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Vendor 3394 - MIDWEST MACHINERY CO:							
10192748							
84631	MIDWEST MACHINERY CO	09/03/2024	09/18/2024	43.47	43.47	Open	N
	LEAF BLOWER CARB & FUEL LINE REBUILD	pziemer					09/18/2024
	235-3100-42220 REPAIR & MAINT			43.47			
	Total for vendor 3394 - MIDWEST MACHINERY CO:			43.47	43.47		
Vendor 3947 - MIDWEST OVERHEAD CRANE:							
158293							
84624	MIDWEST OVERHEAD CRANE	08/31/2024	09/18/2024	2,283.93	2,283.93	Open	N
	STREET GARAGE CRANE CABLE REPLACEMENT	pziemer					09/18/2024
	235-3100-42220 REPAIR & MAINT			2,283.93			
	Total for vendor 3947 - MIDWEST OVERHEAD CRANE:			2,283.93	2,283.93		
Vendor 0147 - MINNESOTA SOFTBALL:							
7965							
84701	MINNESOTA SOFTBALL	09/09/2024	09/18/2024	420.00	420.00	Open	N
	QTY 7 DOZEN SOFTBALLS	pziemer					09/18/2024
	230-5215-42210 OPERATING SUPPLIES			420.00			
	Total for vendor 0147 - MINNESOTA SOFTBALL:			420.00	420.00		
Vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:							
2024466							
84648	MINNESOTA/WISCONSIN PLAYGROUND	09/05/2024	09/18/2024	1,148.00	1,148.00	Open	N
	MEMORIAL BENCH - QUOTE 8584-01-25	pziemer					09/18/2024
	230-5225-42220 REPAIR & MAINT			1,148.00			
2024465							
84649	MINNESOTA/WISCONSIN PLAYGROUND	09/05/2024	09/18/2024	1,148.00	1,148.00	Open	N
	MEMORIAL BENCH PER QUOTE 8584-01-27	pziemer					09/18/2024
	230-5225-42220 REPAIR & MAINT			1,148.00			
2024464							
84650	MINNESOTA/WISCONSIN PLAYGROUND	09/05/2024	09/18/2024	1,148.00	1,148.00	Open	N
	MEMORIAL BENCH PER QUOTE 8584-01-24	pziemer					09/18/2024
	230-5225-42220 REPAIR & MAINT			1,148.00			
	Total for vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:			3,444.00	3,444.00		
Vendor 3524 - MN STATE FIRE CHIEFS ASSOCIATION:							
7897							
84676	MN STATE FIRE CHIEFS ASSOCIATION	08/28/2024	09/18/2024	725.00	725.00	Open	N
	2024 ANNUAL CONF. REG. T.HOLMES & D.(	pziemer					09/18/2024
	225-2220-43330 PROFESSIONAL DEVELOPMENT			725.00			
	Total for vendor 3524 - MN STATE FIRE CHIEFS ASSOCIATION:			725.00	725.00		

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Vendor 1021 - MOTOROLA:								
8281962917								
84626	MOTOROLA		08/23/2024	09/18/2024	12,208.32	12,208.32	Open	N
	SQD 413 & 445 NEW BUILD		pziemer					09/18/2024
	400-9050-45530	CAPITAL - OTHER			12,208.32			
		Total for vendor 1021 - MOTOROLA:			12,208.32	12,208.32		
Vendor 3168 - MOTORS-N-MORE:								
30746								
84715	MOTORS-N-MORE		09/09/2024	09/18/2024	23.00	23.00	Open	N
	SQD 430 OIL CHANGE		pziemer					09/18/2024
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES			23.00			
		Total for vendor 3168 - MOTORS-N-MORE:			23.00	23.00		
Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:								
AUG 24/CH								
84728	NORTH COUNTRY JANITORIAL & SUPPLY I		09/01/2024	09/18/2024	1,077.00	1,077.00	Open	N
	AUG 24 CITY HALL JANITORIAL		pziemer					09/18/2024
	101-1940-43300	PROFESSIONAL SERVICES			1,077.00			
AUG 24/FD								
84729	NORTH COUNTRY JANITORIAL & SUPPLY I		09/01/2024	09/18/2024	383.00	383.00	Open	N
	AUG 24 FIRE DEPT JANITORIAL		pziemer					09/18/2024
	225-2220-43300	PROFESSIONAL SERVICES			383.00			
AUG 24/PW								
84730	NORTH COUNTRY JANITORIAL & SUPPLY I		09/01/2024	09/18/2024	382.00	382.00	Open	N
	AUG 24 PUBLIC WORKS JANITORIAL		pziemer					09/18/2024
	235-3100-43300	PROFESSIONAL SERVICES			191.00			
	230-5200-43300	PROFESSIONAL SERVICES			191.00			
AUG 24/PD								
84732	NORTH COUNTRY JANITORIAL & SUPPLY I		09/01/2024	09/18/2024	1,093.00	1,093.00	Open	N
	AUG 24 POLICE DEPT JANITORIAL		pziemer					09/18/2024
	225-2120-43300	PROFESSIONAL SERVICES			1,093.00			
		Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:			2,935.00	2,935.00		
Vendor 1153 - NORTHLAND ARBORETUM:								
SEPT 2024								
84690	NORTHLAND ARBORETUM		09/09/2024	09/18/2024	8,054.38	8,054.38	Open	N
	SEPT 24 LEVY PAYMENT		pziemer					09/18/2024
	101-9200-43462	REMIT ARBORETUM LEVY			8,054.38			
		Total for vendor 1153 - NORTHLAND ARBORETUM:			8,054.38	8,054.38		
Vendor 0736 - NORTHLAND FIRE PROTECTION:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
59660							
84645	NORTHLAND FIRE PROTECTION	08/30/2024	09/18/2024	1,050.00	1,050.00	Open	N
	ANNUAL TESTING/INSPECTION ALARMS, SE	pziemer					09/18/2024
	225-2120-43300 PROFESSIONAL SERVICES			1,050.00			
	Total for vendor 0736 - NORTHLAND FIRE PROTECTION:			1,050.00	1,050.00		
Vendor 0284 - OFFICE SHOP:							
332895-0							
84673	OFFICE SHOP	08/29/2024	09/18/2024	29.77	29.77	Open	N
	COPIER CONTRACT FD	pziemer					09/18/2024
	225-2220-43331 LEASED PAYMENTS			29.77			
1145790-0							
84726	OFFICE SHOP	09/05/2024	09/18/2024	373.52	373.52	Open	N
	ENVELOPES, COPY PAPER, PENS - CITY H	pziemer					09/18/2024
	101-1940-42200 OFFICE SUPPLIES			373.52			
1145908-0							
84738	OFFICE SHOP	09/11/2024	09/18/2024	102.17	102.17	Open	N
	TOWELS, SMALL CLEANING SUPPLIES	pziemer					09/18/2024
	101-1940-42220 REPAIR & MAINT			102.17			
	Total for vendor 0284 - OFFICE SHOP:			505.46	505.46		
Vendor 0561 - PEOPLES SECURITY:							
253916							
84713	PEOPLES SECURITY	08/31/2024	09/18/2024	23.99	23.99	Open	N
	SECURITY MONITORING 9/1/24-9/30/24	pziemer					09/18/2024
	211-5500-42220 REPAIR & MAINT			23.99			
	Total for vendor 0561 - PEOPLES SECURITY:			23.99	23.99		
Vendor 4349 - PERKINS MANUFACTURING:							
00086642							
84725	PERKINS MANUFACTURING	08/01/2024	09/18/2024	30,742.00	30,742.00	Open	N
	SATELLITE, GRABBER LIFTER FOR PARKS (	pziemer					09/18/2024
	400-9050-45530 CAPITAL - OTHER			30,742.00			
	Total for vendor 4349 - PERKINS MANUFACTURING:			30,742.00	30,742.00		
Vendor 0521 - PITNEY BOWES INC:							
3106825259							
84736	PITNEY BOWES INC	09/10/2024	09/18/2024	398.82	398.82	Open	N
	7/30/24-10/29/24 POSTAGE MACHINE	pziemer					09/18/2024
	101-1940-43331 LEASE PAYMENTS			398.82			
	Total for vendor 0521 - PITNEY BOWES INC:			398.82	398.82		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
Vendor 4239 - RADCO - BRAINERD:								
BRD-56493-01								
84700	RADCO - BRAINERD		09/03/2024	09/18/2024	852.90	852.90	Open	N
	C1 - BUILDOUT, STEPBAR, GO RHINO MOU		pziemer					09/18/2024
	225-2220-45550	CAPITAL - VEHICLES			852.90			
	Total for vendor 4239 - RADCO - BRAINERD:				852.90	852.90		
Vendor 2775 - RAFFERTY'S PIZZA:								
090124								
84620	RAFFERTY'S PIZZA		08/31/2024	09/18/2024	512.41	512.41	Open	N
	8/13 PRIMARY ELECTION - MEALS		pziemer					09/18/2024
	101-1410-43430	MISCELLANEOUS			512.41			
	Total for vendor 2775 - RAFFERTY'S PIZZA:				512.41	512.41		
Vendor 3413 - RATWIK, ROSZAK AND MALONEY:								
JULY 2024								
84742	RATWIK, ROSZAK AND MALONEY		08/01/2024	09/18/2024	18,242.32	18,242.32	Open	N
	JUL 24 RETAINER/SPECIAL SERVICES		pziemer					09/18/2024
	101-1610-43301	CITY ATTORNEY			4,244.85			
	101-0000-14100	DUE FROM COMPONENT UNIT			668.67			
	260-9020-43304	LEGAL PROFESSIONAL SERVICES			51.00			
	101-1610-43301	CITY ATTORNEY			493.00			
	101-0000-14100	DUE FROM COMPONENT UNIT			11,255.16			
	101-2400-43405	NUISANCES			1,529.64			
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:				18,242.32	18,242.32		
Vendor 0315 - SHERWIN WILLIAMS:								
0457-3								
84743	SHERWIN WILLIAMS		09/11/2024	09/18/2024	171.48	171.48	Open	N
	WHITE TRAFFIC PAINT		pziemer					09/18/2024
	235-3170-42210	OPERATING SUPPLIES			171.48			
	Total for vendor 0315 - SHERWIN WILLIAMS:				171.48	171.48		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:								
472843								
84630	SHORT ELLIOTT HENDRICKSON		08/20/2024	09/18/2024	23,053.85	23,053.85	Open	N
	23:12 BRD WILLOW AND 6TH ROUNDABOUT		pziemer					09/18/2024
	401-9030-43300-23:13	PROFESSIONAL SERVICES			23,053.85			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:				23,053.85	23,053.85		
Vendor 4185 - SRF CONSULTING GROUP:								

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
16811.00-13								
84679	SRF CONSULTING GROUP		08/31/2024	09/18/2024	7,576.67	7,576.67	Open	N
	23:05 TH 210 WATERMAIN/SANSWR RELOCAT		pziemer					09/18/2024
	401-9030-43300-23:05	PROFESSIONAL SERVICES			7,576.67			
16359.00-14								
84702	SRF CONSULTING GROUP		08/31/2024	09/18/2024	432.93	432.93	Open	N
	23:06 TH 210/LUM PARK PEDESTRIAN BRI		pziemer					09/18/2024
	229-9030-43300-23:06	PROFESSIONAL SERVICES			432.93			
	Total for vendor 4185 - SRF CONSULTING GROUP:				8,009.60	8,009.60		
Vendor 3138 - ST. LOUIS MRO INC.:								
62340								
84634	ST. LOUIS MRO INC.		08/01/2024	09/18/2024	24.50	24.50	Open	N
	PRE-EMPLY TESTING - K.ROBINSON		pziemer					09/18/2024
	238-3160-43300	PROFESSIONAL SERVICES			24.50			
	Total for vendor 3138 - ST. LOUIS MRO INC.:				24.50	24.50		
Vendor 2930 - STOPSTICK, LTD:								
0035037-IN								
84716	STOPSTICK, LTD		09/05/2024	09/18/2024	738.00	738.00	Open	N
	STOP STICKS		pziemer					09/18/2024
	225-2120-42210	OPERATING SUPPLIES			738.00			
	Total for vendor 2930 - STOPSTICK, LTD:				738.00	738.00		
Vendor 0322 - STREICHERS PROF EQUIP:								
CM300321								
84367	STREICHERS PROF EQUIP		08/12/2024	09/18/2024	(127.98)	(127.98)	Open	N
	CREDIT - RETURNED 701 EXTERNAL VEST (		pziemer					09/18/2024
	225-2120-41113	UNIFORM ALLOWANCE			(127.98)			
I1716054								
84627	STREICHERS PROF EQUIP		08/27/2024	09/18/2024	127.98	127.98	Open	N
	EXCHANGED 701 EXTERNAL VEST CARRIER		pziemer					09/18/2024
	225-2120-41113	UNIFORM ALLOWANCE			127.98			
I1717072								
84734	STREICHERS PROF EQUIP		09/03/2024	09/18/2024	303.60	303.60	Open	N
	714 BODY VEST CARRIER		pziemer					09/18/2024
	225-2120-41113	UNIFORM ALLOWANCE			303.60			
	Total for vendor 0322 - STREICHERS PROF EQUIP:				303.60	303.60		
Vendor 3428 - TURFCARE, INC.:								

Inv Num Inv Ref#	Vendor Description GL Distribution		Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
3154								
84698	TURFCARE, INC.		09/06/2024	09/18/2024	153.25	153.25	Open	N
	STATION 1 - LAWN CARE ROUND 5		pziemer					09/18/2024
	225-2220-43300	PROFESSIONAL SERVICES			153.25			
3137								
84699	TURFCARE, INC.		09/05/2024	09/18/2024	237.25	237.25	Open	N
	STATION 2 - LAWN CARE ROUND 5		pziemer					09/18/2024
	225-2220-43300	PROFESSIONAL SERVICES			237.25			
		Total for vendor 3428 - TURFCARE, INC.:			390.50	390.50		
Vendor 0334 - U.S. BANK:								
7444252								
84663	U.S. BANK		08/23/2024	09/18/2024	550.00	550.00	Open	N
	MN GO BONDS 2015B		pziemer					09/18/2024
	320-7100-46620	PAYING AGENT FEES			154.00			
	321-7810-46620	PAYING AGENT FEES			396.00			
7444559								
84664	U.S. BANK		08/23/2024	09/18/2024	500.00	500.00	Open	N
	MN GO BONDS 2020A		pziemer					09/18/2024
	303-7200-46620	PAYING AGENT FEES			165.00			
	310-7850-46620	PAYING AGENT FEES			155.00			
	307-7600-46620	PAYING AGENT FEES			180.00			
		Total for vendor 0334 - U.S. BANK:			1,050.00	1,050.00		
Vendor 0039 - VESTIS:								
253011489								
84622	VESTIS		08/29/2024	09/18/2024	86.63	86.63	Open	N
	RUGS AND OVERALLS		pziemer					09/18/2024
	235-3100-43430	MISCELLANEOUS			86.63			
2530313969								
84662	VESTIS		09/05/2024	09/18/2024	62.35	62.35	Open	N
	RUGS AND OVERALLS		pziemer					09/18/2024
	235-3100-43430	MISCELLANEOUS			62.35			
		Total for vendor 0039 - VESTIS:			148.98	148.98		
Vendor 0087 - VISIT BRAINERD:								
APR 24 LODGING								
84684	VISIT BRAINERD		09/09/2024	09/18/2024	419.02	419.02	Open	N
	REMIT APRIL 2024 LODGING TAX		pziemer					09/18/2024
	101-9200-43340	LODGING TAX REMIT/PR			419.02			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
MAY 24 LODGING								
84685	VISIT BRAINERD		09/09/2024	09/18/2024	392.34	392.34	Open	N
	REMIT MAY 2024 LODGING TAX		pziemer					09/18/2024
	101-9200-43340	LODGING TAX REMIT/PR			392.34			
JUN 24 LODGING								
84686	VISIT BRAINERD		09/09/2024	09/18/2024	814.12	814.12	Open	N
	REMIT JUNE 2024 LODGING TAX		pziemer					09/18/2024
	101-9200-43340	LODGING TAX REMIT/PR			814.12			
JUL 24 LODGING								
84687	VISIT BRAINERD		09/09/2024	09/18/2024	858.43	858.43	Open	N
	REMIT JULY 24 LODGING TAX		pziemer					09/18/2024
	101-9200-43340	LODGING TAX REMIT/PR			858.43			
ADJ. MAR 24								
84688	VISIT BRAINERD		09/09/2024	09/18/2024	68.70	68.70	Open	N
	REMIT ADJUSTED MARCH 24 LODGING TAX		pziemer					09/18/2024
	101-9200-43340	LODGING TAX REMIT/PR			68.70			
	Total for vendor 0087 - VISIT BRAINERD:				2,552.61	2,552.61		

Vendor 0344 - WASTE PARTNERS INC:

48X78819								
84637	WASTE PARTNERS INC		08/31/2024	09/18/2024	146.25	146.25	Open	N
	AUG 24 LUM PARK/CAMPGROUND WASTE REM		pziemer					09/18/2024
	230-5280-43380	UTILITIES			146.25			
48X78820								
84638	WASTE PARTNERS INC		08/31/2024	09/18/2024	117.00	117.00	Open	N
	AUG 24 PW GARAGE WASTE REMOVAL		pziemer					09/18/2024
	235-3100-43380	UTILITIES			58.50			
	230-5200-43380	UTILITIES			58.50			
48X78821								
84639	WASTE PARTNERS INC		08/31/2024	09/18/2024	117.00	117.00	Open	N
	AUG 24 FIRE DEPT WASTE REMOVAL		pziemer					09/18/2024
	225-2220-43380	UTILITIES			117.00			
48X78822								
84640	WASTE PARTNERS INC		08/31/2024	09/18/2024	157.20	157.20	Open	N
	AUG 24 CITY HALL WASTE REMOVAL		pziemer					09/18/2024
	101-1940-43380	UTILITIES			157.20			
48X78823								
84641	WASTE PARTNERS INC		08/31/2024	09/18/2024	259.74	259.74	Open	N
	AUG 24 DOWNTOWN WASTE REMOVAL		pziemer					09/18/2024
	401-1003-43300	PROFESSIONAL SERVICES			259.74			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
48X78824								
84642	WASTE PARTNERS INC		08/31/2024	09/18/2024	146.00	146.00	Open	N
	AUG 24 POLICE DEPT WASTE REMOVAL		pziemer					09/18/2024
	225-2120-43380	UTILITIES			146.00			
48X78825								
84643	WASTE PARTNERS INC		08/31/2024	09/18/2024	64.35	64.35	Open	N
	AUG 24 WASTE OIL LOCATION		pziemer					09/18/2024
	227-3230-43428	USED OIL RECYCLING EXPENSE			64.35			
48X78826								
84644	WASTE PARTNERS INC		08/31/2024	09/18/2024	936.00	936.00	Open	N
	AUG 24 PARKS DEPT WASTE REMOVAL		pziemer					09/18/2024
	230-5200-43380	UTILITIES			936.00			
48X78362								
84659	WASTE PARTNERS INC		08/31/2024	09/18/2024	102.83	102.83	Open	N
	AUG 24 LIBRARY WASTE REMOVAL		pziemer					09/18/2024
	211-5500-43380	UTILITIES			102.83			
	Total for vendor 0344 - WASTE PARTNERS INC:				2,046.37	2,046.37		

Vendor 3199 - WEX BANK:

99308042/CDD								
84703	WEX BANK		08/31/2024	09/18/2024	123.71	123.71	Open	N
	AUG 24 COM DEV FUEL/CAR WASH		pziemer					09/18/2024
	101-2400-42212	MOTOR FUELS			117.71			
	101-2400-42220	REPAIR & MAINT			6.00			
99308042								
84706*	WEX BANK		08/31/2024	09/18/2024	239.40	239.40	Open	N
	AUG 24 ENG DEPT FUEL		pziemer					09/18/2024
	401-9030-42212	MOTOR FUELS			142.44			
	401-9030-42212	MOTOR FUELS			(1.27)			
	238-3160-42212	MOTOR FUELS			99.76			
	238-3160-42212	MOTOR FUELS			(1.53)			
99308042/FD								
84707	WEX BANK		08/31/2024	09/18/2024	1,234.45	1,234.45	Open	N
	AUG 24 FIRE DEPT FUEL		pziemer					09/18/2024
	225-2220-42212	MOTOR FUELS			1,234.45			
99308042/PARKS								
84708*	WEX BANK		08/31/2024	09/18/2024	2,158.61	2,158.61	Open	N
	AUG 24 PARKS DEPT FUEL		pziemer					09/18/2024
	230-5200-42212	MOTOR FUELS			2,161.11			
	230-5200-42212	MOTOR FUELS			(2.50)			
99308042/PD								
84709*	WEX BANK		08/31/2024	09/18/2024	5,723.14	5,723.14	Open	N
	AUG 24 POLICE DEPT FUEL		pziemer					09/18/2024

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	225-2220-42212	MOTOR FUELS			5,808.00			
	225-2220-42212	MOTOR FUELS			(84.86)			
99308042/STREETS								
84710	WEX BANK		08/31/2024	09/18/2024	3,861.10	3,861.10	Open	N
	AUG 24 STREET DEPT FUEL		pziemer					09/18/2024
	235-3100-42212	MOTOR FUELS			2,539.24			
	237-3190-42212	MOTOR FUELS			1,321.86			
99308042/TRANSIT								
84711*	WEX BANK		08/31/2024	09/18/2024	7,273.95	7,273.95	Open	N
	AUG 24 TRANSIT DEPT FUEL		pziemer					09/18/2024
	203-9000-42212	MOTOR FUELS			7,307.54			
	203-9000-42212	MOTOR FUELS			(33.59)			
99308042/ADM								
84712	WEX BANK		08/31/2024	09/18/2024	(65.97)	(65.97)	Open	N
	AUG 24 WEX EDGE REBATE		pziemer					09/18/2024
	101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)			(65.97)			
		Total for vendor 3199 - WEX BANK:			20,548.39	20,548.39		
Vendor 3899 - WEX HEALTH INC:								
0002022950-IN								
84737	WEX HEALTH INC		08/31/2024	09/18/2024	42.50	42.50	Open	N
	AUG 2024 COBRA		pziemer					09/18/2024
	101-9200-43300	PROFESSIONAL SERVICES			42.50			
		Total for vendor 3899 - WEX HEALTH INC:			42.50	42.50		
Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:								
123673								
84635	WRUCK SEWER & PORTABLE RENTAL LLC		08/20/2024	09/18/2024	505.00	505.00	Open	N
	PORTABLE RENTALS - JULY 2024		pziemer					09/18/2024
	230-5215-42210	OPERATING SUPPLIES			135.00			
	230-5200-43410	RENTAL EXPENSE			370.00			
I24010								
84731	WRUCK SEWER & PORTABLE RENTAL LLC		08/20/2024	09/18/2024	505.00	505.00	Open	N
	AUG 24 PORTABLE RENTALS		pziemer					09/18/2024
	230-5215-42210	OPERATING SUPPLIES			135.00			
	230-5200-43410	RENTAL EXPENSE			370.00			
		Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:			1,010.00	1,010.00		
Vendor 1712 - WSB & ASSOCIATES:								
R-025844-000-2								
84628	WSB & ASSOCIATES		08/29/2024	09/18/2024	654.00	654.00	Open	N
	BRD PARKS ARPA CONSTRUCTION STAKING/(		pziemer					09/18/2024
	229-0000-43300-23:08	PROFESSIONAL SERVICES			218.00			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution		Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
	229-0000-43300-23:09	PROFESSIONAL SERVICES			218.00			
	229-0000-43300-23:10	PROFESSIONAL SERVICES			218.00			
	Total for vendor 1712 - WSB & ASSOCIATES:				654.00	654.00		

# of Invoices:	128	# Due: 128	Totals:	750,526.30	750,526.30
# of Credit Memos:	5	# Due: 5	Totals:	(49,281.99)	(49,281.99)
Net of Invoices and Credit Memos:				701,244.31	701,244.31

* 4 Net Invoices have Credits Totalling: (123.75)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	15,599.18
101-0000-15510	PREPAID OTHER	3,187.80
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)	(65.97)
101-0000-39101	SALE OF ASSETS	(49,000.00)
101-1110-41150	WORKERS COMP	10.75
101-1400-43309	COMPUTER TECHNICAL SUPPORT	637.56
101-1410-43430	MISCELLANEOUS	512.41
101-1610-43301	CITY ATTORNEY	4,737.85
101-1700-43331	LEASE PAYMENTS	4,920.38
101-1800-43300	PROFESSIONAL SERVICES	2,185.00
101-1800-43321	TELEPHONE	348.99
101-1940-42200	OFFICE SUPPLIES	373.52
101-1940-42220	REPAIR & MAINT	102.17
101-1940-43300	PROFESSIONAL SERVICES	1,077.00
101-1940-43331	LEASE PAYMENTS	398.82
101-1940-43380	UTILITIES	157.20
101-2400-42212	MOTOR FUELS	117.71
101-2400-42220	REPAIR & MAINT	6.00
101-2400-43331	LEASE EXPENSE	890.66
101-2400-43350	PRINTING/LEGAL PUBLICATION	54.66
101-2400-43405	NUISANCES	1,779.64
101-9200-43300	PROFESSIONAL SERVICES	8,017.50
101-9200-43340	LODGING TAX REMIT/PR	2,552.61
101-9200-43460	REMIT COMMUNITY ACTION LEVY	8,054.38
101-9200-43461	REMIT SENIOR CITIZEN LEVY	8,054.38
101-9200-43462	REMIT ARBORETUM LEVY	8,054.38
203-9000-42210	OPERATING SUPPLIES	431.50
203-9000-42212	MOTOR FUELS	7,273.95
203-9000-43350	PRINTING/LEGAL PUBLICATION	604.50
211-5500-42220	REPAIR & MAINT	1,801.99
211-5500-43300	PROFESSIONAL SERVICES	675.00
211-5500-43380	UTILITIES	102.83
211-5505-43430	MISC - COPY MACHINE PYMTS	97.70
225-2120-41113	UNIFORM ALLOWANCE	3,095.60
225-2120-42200	OFFICE SUPPLIES	78.93
225-2120-42210	OPERATING SUPPLIES	938.00
225-2120-42221	SQUAD CAR REPAIR SUPPLIES	23.00
225-2120-43300	PROFESSIONAL SERVICES	2,172.02
225-2120-43330	PROFESSIONAL DEVELOPMENT	168.06
225-2120-43331	LEASED PAYMENTS	20,559.51
225-2120-43380	UTILITIES	146.00
225-2220-42210	OPERATING SUPPLIES	250.00

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
225-2220-42212	MOTOR FUELS			6,957.59			
225-2220-42220	REPAIR & MAINT			164.71			
225-2220-42250	PERSONAL PROTECTIVE GEAR			9,057.12			
225-2220-43300	PROFESSIONAL SERVICES			1,673.50			
225-2220-43330	PROFESSIONAL DEVELOPMENT			725.00			
225-2220-43331	LEASED PAYMENTS			683.87			
225-2220-43380	UTILITIES			117.00			
225-2220-43430	MISCELLANEOUS			155.00			
225-2220-45550	CAPITAL - VEHICLES			852.90			
225-2225-41150	WORKERS COMP			14,127.50			
225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
225-2700-43430	MISCELLANEOUS			1,254.00			
227-3230-43428	USED OIL RECYCLING EXPENSE			64.35			
229-0000-43300-23:08	PROFESSIONAL SERVICES			218.00			
229-0000-43300-23:09	PROFESSIONAL SERVICES			218.00			
229-0000-43300-23:10	PROFESSIONAL SERVICES			218.00			
229-9030-43300-23:06	PROFESSIONAL SERVICES			432.93			
230-5200-42212	MOTOR FUELS			2,158.61			
230-5200-42220	REPAIR & MAINT			233.49			
230-5200-43300	PROFESSIONAL SERVICES			10,191.00			
230-5200-43331	LEASE PAYMENTS			17,189.55			
230-5200-43380	UTILITIES			994.50			
230-5200-43410	RENTAL EXPENSE			740.00			
230-5204-42210	OPERATING SUPPLIES			80.30			
230-5215-42210	OPERATING SUPPLIES			690.00			
230-5225-42220	REPAIR & MAINT			3,444.00			
230-5280-43380	UTILITIES			146.25			
235-3100-42212	MOTOR FUELS			2,539.24			
235-3100-42220	REPAIR & MAINT			3,359.94			
235-3100-43300	PROFESSIONAL SERVICES			191.00			
235-3100-43331	LEASE PAYMENTS			4,085.15			
235-3100-43380	UTILITIES			58.50			
235-3100-43430	MISCELLANEOUS			504.65			
235-3170-42210	OPERATING SUPPLIES			405.46			
237-3190-42210	OPERATING SUPPLIES			150.36			
237-3190-42212	MOTOR FUELS			1,321.86			
237-3190-42220	REPAIR & MAINT			236.31			
237-3190-43331	LEASE PAYMENTS			6,875.89			
238-3160-42212	MOTOR FUELS			98.23			
238-3160-43300	PROFESSIONAL SERVICES			24.50			
238-3160-43331	LEASE PAYMENTS			4,071.75			
238-3160-43350	PRINTING/LEGAL PUBLICATIONS			97.10			
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			137,086.28			
260-9020-43304	LEGAL PROFESSIONAL SERVICES			51.00			
278-6515-43430	MISCELLANEOUS			88.39			
280-0000-41150	WORKERS COMP			72,209.25			
295-6510-43300	PROFESSIONAL SERVICES			138.00			
303-7200-46620	PAYING AGENT FEES			165.00			
307-7600-46620	PAYING AGENT FEES			180.00			
310-7850-46620	PAYING AGENT FEES			155.00			
320-7100-46620	PAYING AGENT FEES			154.00			
321-7810-46620	PAYING AGENT FEES			396.00			
400-9050-45530	CAPITAL - OTHER			62,815.29			
401-0000-20850	DUE TO COMPONENT UNIT			143,639.43			
401-1003-43300	PROFESSIONAL SERVICES			259.74			
401-1003-43350	LEGAL PUBLICATIONS			59.88			
401-9030-42212	MOTOR FUELS			141.17			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	401-9030-43300-21:11	PROFESSIONAL SERVICES		2,921.25			
	401-9030-43300-22:08	PROFESSIONAL SERVICES		1,420.00			
	401-9030-43300-23:05	PROFESSIONAL SERVICES		7,576.67			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		23,053.85			
	401-9030-43300-24:06	PROFESSIONAL SERVICES		824.50			

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			22,764.58	22,764.58		
	203 - TRANSIT FUND			8,309.95	8,309.95		
	211 - LIBRARY FUND			2,677.52	2,677.52		
	225 - PUBLIC SAFETY FUND			65,118.64	65,118.64		
	227 - RECYCLING FUND			64.35	64.35		
	229 - PANDEMIC GRANTS			1,086.93	1,086.93		
	230 - PARK & RECREATION FUND			35,867.70	35,867.70		
	235 - STREET & SEWER FUND			11,143.94	11,143.94		
	237 - SANITARY SEWER FUND			8,584.42	8,584.42		
	238 - STORM SEWER FUND			4,291.58	4,291.58		
	251 - LOCAL OPTION SALES TAX			137,086.28	137,086.28		
	260 - AIRPORT FUND			51.00	51.00		
	278 - HEALTHY EMPLYE INITIATIVE			88.39	88.39		
	280 - PACKAGE INSURANCE FUND			72,209.25	72,209.25		
	295 - EDA FUND			138.00	138.00		
	303 - 2020A TAX ABATEMENT BONDS			165.00	165.00		
	307 - 2020A GO IMPR BONDS			180.00	180.00		
	310 - SINKING EQUP CERTIFICATES			155.00	155.00		
	320 - SINKING 320 2015B GO			154.00	154.00		
	321 - SINKING 321 15B REV REF			396.00	396.00		
	400 - CAPITAL PROJECTS FUND			62,815.29	62,815.29		
	401 - CONSTRUCTION FUND			179,896.49	179,896.49		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			186,223.69	186,223.69		
	1003 - 10:03 DWNTWN MAIN CNTRACT			319.62	319.62		
	1110 - MAYOR & COUNCIL			10.75	10.75		
	1400 - ADMINISTRATION			637.56	637.56		
	1410 - ELECTIONS			512.41	512.41		
	1610 - LEGAL-CIVIL ATTORNEY			4,737.85	4,737.85		
	1700 - ENGINEERING			4,920.38	4,920.38		
	1800 - IT/GIS			2,533.99	2,533.99		
	1940 - CITY HALL			2,108.71	2,108.71		
	2120 - POLICE DEPARTMENT			27,181.12	27,181.12		
	2220 - FIRE DEPARTMENT			20,636.69	20,636.69		
	2225 - PAID ON-CALL FIRE DEPT			14,127.50	14,127.50		
	2400 - COMMUNITY DEVL/INSPECTION			2,848.67	2,848.67		
	2700 - ANIMAL CONTROL			3,173.33	3,173.33		
	3100 - S & S MAINTENANCE			10,738.48	10,738.48		
	3160 - STORM SEWER EXPENSE			4,291.58	4,291.58		
	3170 - TRAFFIC CONTROL			405.46	405.46		
	3190 - SANITARY SEWER EXPENSE			8,584.42	8,584.42		

Inv Num / Inv Ref#	Vendor / Description / GL Distribution	Inv Date / Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized / Post Date
--- TOTALS BY DEPT/ACTIVITY ---							
	3230 - RECYCLING EXPENSE			64.35	64.35		
	5200 - PARK MAIN/ADMINISTRATION			31,507.15	31,507.15		
	5204 - CONCESSIONS			80.30	80.30		
	5215 - ADULT SOFTBALL			690.00	690.00		
	5225 - MEMORIAL BENCHES & TREE PROGRAM			3,444.00	3,444.00		
	5280 - CAMPGROUND			146.25	146.25		
	5500 - LIBRARY-BUDGETED			2,579.82	2,579.82		
	5505 - TAXABLE FEES			97.70	97.70		
	6510 - ECONOMIC DEVELOPMENT AUTH			138.00	138.00		
	6515 - HEALTHY EMPLYE INITIATIVE			88.39	88.39		
	7100 - SINKING 156A GO			154.00	154.00		
	7200 - SINKING 04A GO			165.00	165.00		
	7600 - 2020A GO IMPR BONDS			180.00	180.00		
	7810 - SINKING 15B EDA REFUNDING			396.00	396.00		
	7850 - SINKING EQUIP CERTIFICATE			155.00	155.00		
	9000 - TRANSIT FUND			8,309.95	8,309.95		
	9020 - AIRPORT M & O			51.00	51.00		
	9030 - CONSTRUCTION PROJ-MISC			36,370.37	36,370.37		
	9050 - CAPITAL PROJECTS-MISC			62,815.29	62,815.29		
	9200 - CITY-WIDE			34,733.25	34,733.25		
	9360 - LOCAL OPTION SALES TAX			137,086.28	137,086.28		

Pursuant to due call and notice thereof, the regular meeting of the Brainerd City Council was called to order at 7:30 P.M. by Council President Bevans.

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

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

Member Czeczok requested that the Discussion of the Airport Commission 2025 Levy Request be moved from Personnel and Finance to Unfinished Business.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STUNEK, DULY CARRIED, TO APPROVE THE AGENDA MOVING THE DISCUSSION OF THE AIRPORT COMMISSION 2025 LEVY REQUEST TO UNFINISHED BUSINESS ITEM C.

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

A. **Approval of Bills**
B. **Approval of Minutes**
C. **Department Activity Report**
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)**

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

Council Committee Reports

Personnel and Finance Committee

Ratify the Hiring of Lineworkers John Simmonds and Travis Donnelly

Committee Chair Johnson stated that these are budgeted positions, previous to these hirings there were four open Lineworker positions. The City received 10 applications, interviewed 4, and extended these offers.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO 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).

Accept the Resignation of Community Service Officers Unger and Heinlen

Member Czeczok asked about the length of time CSOs typically serve the City.

HR Director Schubert stated that it varies, most CSOs attend school at CLC, this is when they are employed by the City.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, 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.

Reconsider MN State Delegation Agreement

Committee Chair Johnson stated that the City has learned additional information from the previous action. The best course of action is to reinstate the agreement with Mr. Saduski.

Member Czeczok asked if the certification is a requirement for the position and what the length of time is to achieve the certification.

Community Development Director Kramvik stated that the certification is a “desired” qualification for the position which can take a long time to complete. Mr. Sadusky shared that it took him 11 years to complete.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO REINSTATE SCOTT SADUSKY’S BUILDING INSPECTION DELEGATION CONTRACT; FURTHER, TO ALLOW MR. DESETH TO PARTICIPATE IN RELEVANT INSPECTIONS WITH SCOTT SADUSKY WITHIN 30 MILES OF BRAINERD THAT AID IN DELEGATION EXPERIENCE.

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.

Committee Chair Johnson stated that this resolution reflects the increases that the unions that have ratified their contracts received.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY TO ADOPT 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.

RESOLUTION 31:24

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

Discussion of Library 2025 Levy Request

Committee Member Terry stated that the committee discussed the levy and had split vote. The increase requested by the Library Board for 2025 is $2,996 over 2024. She stated that

the amount is minimal and reasonable. The money will go toward operating expenses and will not affect the hours of operations.

Committee Chair Johnson stated that he was comfortable holding the Library flat. The citizens of Brainerd pay significantly more than any other County residents. He also reminded the Council that there is $426,000 in the capital budget for 2025 that will go towards the Library. Again, he is comfortable holding the Library flat as it is also well over the statutory minimum.

Member Czeczok asked what the statutory minimum amount is.

Finance Director Hillman stated that the statutory minimum is $116,790, the total ask is $152,784.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND STUNEK TO SET THE PRELIMINARY 2025 LIBRARY LEVY AT $152,784.

Council Members Stunek, Terry, Stenglein, Czeczok, and Bevans voted “aye”. Members O’Day and Johnson voted “nay”. The Chair declared the motion carried.

Discussion of EDA Commission 2025 Levy Request

Committee Chair Johnson stated that he is a part of the EDA Commission, it is doing good work, maybe they could use more money, but it would be more helpful if they could outline to the Council what they would use the additional funding for in 2025.

Member Czeczok asked what the funding for the EDA is used for.

Committee Chair Johnson stated that it pays the salaries of staff which is less than $30,000, and outside consultants.

Member O’Day stated that he agrees in holding the levy flat, there is nothing pressing that the EDA is trying to move forward in 2025.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO SET THE PRELIMINARY 2025 EDA LEVY AT $186,112.

Safety and Public Works Committee

Approve Event Application - Concert in the Park

Committee Chair O’Day stated that this event is a partnership between Community Action and Jackpine Brewery. The concert will be Seth Doud.

MOVED AND SECONDED BY COUNCIL MEMBERS O’DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE EVENT APPLICATION.

Approve Street Light Request - Intersection of Woodland Hills Lane and Crestview Lane

Committee Chair O’Day stated that the complaint was that the intersection was too dark. The closest light was 120 feet away, to move it instead of installing new, it will save about $1,200.

MOVED AND SECONDED BY COUNCIL MEMBERS O’DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE STREET LIGHT REQUEST AND DIRECT STAFF TO

RELOCATE THE EXISTING STREET LIGHT FROM 120 FEET NORTH TO THE SOUTH TO THE INTERSECTION.

Adopt Resolution - No Parking on Gillis Avenue

Committee Chair O'Day stated that since Dunkin' has opened, there has been some stacking of traffic. Staff installed no parking signs as a precaution knowing that discussion would be had.

Member Czeczok asked about permanent signs.

City Engineer/Public Works Director Dehn stated that the signs placed are permanent.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK TO ADOPT RESOLUTION REMOVING ON-STREET PARKING FROM GILLIS AVENUE ON THE NORTHBOUND SIDE FROM WASHINGTON STREET TO THE ALLEY.

RESOLUTION 32:24

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

Approve Buffalo Hills Gully Memorandum Of Understanding Amendment

Committee Chair O'Day stated that this is a formal agreement with Crow Wing Soil and Water Conservation District for the additional funds for the gully project.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE MOU AMENDMENT WITH CROW WING SWCD.

Discuss Street Sweeping Information

Committee Chair O'Day stated that the committee discussed the cost of equipment and time spent by staff on street sweeping. The cost of new equipment is too expensive at this time. Staff will be doing more spot cleaning moving forward.

Discuss Right-of-Way Vacations

Committee Chair O'Day stated that this came about because Jack's House contacted staff about putting up a sign closer to the highway. The way the Jack's House portion is platted is for a frontage road, that will likely never be. There are other properties to look at around town that don't serve public purpose.

Member Czeczok stated that this is a good suggestion to move forward. Some of these locations are just extra work and serving no purpose.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO DIRECT STAFF TO INVESTIGATE AREAS WHEN THEY ARE IDENTIFIED TO DETERMINE 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.

Discuss Rosewood Alley Sewer Replacement Cost

Committee Chair O'Day stated that there is a sink hole in the alley, the sewer is collapsing and cannot be lined. It will cost about $60,000 and be fixed as soon as possible.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO REPLACE THE SECTION OF FAILING SEWER MAIN BASED ON THE PROPOSAL RECEIVED IN 2024.

Discuss H Street Detour Route during the TH 210 Project

Committee Chair O'Day stated that the route will be utilized during the 10 weeks they will be working on the double roundabouts. Ideally, traffic would not go through residential neighborhoods, but there really isn't another option. This detour would not include truck traffic.

Member Czeczok hopes for patience during this detour.

Chair Bevans stated that he did receive one comment about truck traffic utilizing a different route.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AUTHORIZE MNDOT TO UTILIZE H STREET AS NEEDED WHILE MAKING EFFORTS TO MINIMIZE DETOURED HIGHWAY TRAFFIC THROUGH THAT AREA.

Direction Requested regarding TH 210/Lum Park Pedestrian Bridge Project

Committee Chair O'Day stated that there is a risk to our taxpayers considering the grant amount was $1.3 million for a project that will cost $5-6 million dollars. Knowing that there is a time constraint on this grant, it is in the best interest to decline the grant.

Member Czeczok asked for clarification on the motion.

Member Johnson asked about the process of denying a grant. Does this declination have any effect on future grant opportunities.

City Engineer/Public Works Director Dehn stated that it could play into the review process, but its not a part of the actual process. Committees want to see the funds being utilized.

Member Stenglein stated that she is on the ATP that awarded the grant, there were concerns at the time whether the City could get it spent. The grant was awarded because it was the last of the funding. She does not believe that the committee will be surprised by the declination.

Member O'Day stated that without the trail connecting to the Cuyuna Lakes State Trail there isn't a big push to fund this bridge.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO DECLINE PROGRESSING FURTHER WITH THE BRIDGE PROJECT AT THIS TIME, INFORM MNDOT THAT GRANT WOULD NOT BE UTILIZED, AND CONTINUE EXPLORING FUNDING OPPORTUNITIES WHEN AVAILABLE.

Direction on Active Code Enforcement Cases

Member Johnson stated that staff believes the homeowner has passed away. He asked whether the building would go on the vacant building registry.

Community Development Director Kramvik stated that the building will go on the registry.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO ABATE THE PROPERTY AT 917 7TH STREET SOUTH.

Unfinished Business

Call for Applicants – Informational:

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

Discussion on the Tree Committee

Community Development Director Kramvik stated that the City Code defines the Tree Committee, however, does not define the duties. He stated that since there are no duties defined staff does not recommend establishing a committee.

Mayor Badeaux stated that not having a tree committee does not indicate that citizens are not interested in trees.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY, DULY CARRIED, TO DISSOLVE THE TREE COMMITTEE.

Update on Airport Ownership, Structure, and Levy

City Administrator Broyles gave an overview of the Council direction given regarding ownership of the Airport. He stated that he received an e-mail from County Administrator Erickson stating that Crow Wing County is not interested in changing the ownership of the Airport.

Member Czeczok stated that the big issue for him is the levy. It is a shared levy between the City and the County. However, based on all of the information it is an asset to the region. By the County taking over the whole levy, it would provide relief to City citizens and be shared equally with the entire region. He would like to see a letter sent to the County regarding only the levy. If it were to be sent right away, it could go on the County's upcoming meeting and be decided before the preliminary levy needs to be set. Then, the other recommendations could be developed and a separate letter sent.

Member Terry stated that she does not foresee Crow Wing County taking over the levy for 2025. She would not be in support of splitting it out. For now, she believes it is important to focus on duties and structure.

Member Stunek agreed with Member Terry.

Member Johnson stated that the priority for him is the structure of IT, Finance, HR, Facilities, and Legal as the cost of all of these aspects add up quickly as well. He does not disagree that the County administering the entirety of the levy would be easier for the Commission to make its request and the citizens of Brainerd would be paying the same tax rate as the rest of the county. Whereas right now the citizens of Brainerd are paying significantly more.

Administrator Broyles asked for clarification on language within the City Code regarding the levy amount. He asked if the Council could act independently and set the levy at whatever it chooses.

Attorney Langel stated that the Council can act independently and set the levy at less than 50% of the request.

Member O'Day stated that he agrees with Mr. Czeczok, there is nothing wrong with asking the question regarding the County Board take over the entire levy.

Member Czeczok clarified that this item is separate from the 2025 airport levy request discussion. He stated that he likes the recommendations. It does not hurt to ask the County previous to setting the preliminary levy.

Member Johnson stated that he will support the motion, as the City has been working for a year to improve operations.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO DIRECT STAFF TO 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, INTEGRATE THOSE RECOMMENDATIONS INTO A FORMAL LETTER FOR CONSIDERATION BY THE BRAINERD CITY COUNCIL, CROW WING COUNTY COMMISSION, AND THE AIRPORT COMMISSION, AND 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.

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

Discussion of Airport Commission 2025 Levy Request

Committee Chair Johnson stated that it is the responsibility of the committee to bring their recommendation to the full Council.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND STUNEK TO SET THE PRELIMINARY 2025 AIRPORT APPROPRIATION AT $150,000.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY TO TABLE THIS DISCUSSION UNTIL SEPTEMBER 16TH.

Upon roll call Council Members O'Day, Johnson, Czeczok, and Bevans voted "aye". Members Stunek, Terry, and Stenglein voted "nay".

New Business

Consider Conditional Use Permit (CUP) Amendment at 703 Oak Street to Construct an Outdoor Playground at the Current Childcare Facility

Community Development Director Kramvik gave an overview of the CUP amendment.

Member Stenglein stated that she would abstain from voting due to her employment.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY TO APPROVE THE CONDITIONAL USE PERMIT AMENDMENT FOR AN OUTDOOR PLAYGROUND AREA AT 703 OAK STREET, BRAINERD.

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

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

Community Development Director Kramvik gave an overview of the ordinance. The public hearing was held on August 21st.

Member Johnson asked whether the IUP in the industrial park was denied due to noise.

Mayor Badeaux asked who enforces noise.

Community Development Director Kramvik stated that noise was one of the reasons listed in the denial among others. The MPCA sets noise regulations, and it is up to a municipality to enforce the regulations.

Member Johnson stated he will vote yes tonight for the first reading. However, he will be voting no when it comes to adopting the ordinance. He does not believe that we should be making our industrial park the quietest in the State. It wouldn't be a great selling point.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1572 AND DISPENSE WITH THE ACTUAL READING.

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

Community Development Director Kramvik gave an overview of the ordinance. The amendment will reduce construction costs.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1573 AND DISPENSE WITH THE ACTUAL READING.

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

City Engineer/Public Works Director Dehn gave an overview of the project.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN TO ADOPT RESOLUTION ORDERING THE FEASIBILITY REPORT FOR IMPROVEMENT 23-16-SOUTH BRAINERD RESURFACING PROJECT.

RESOLUTION 33:24

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

Public Forum

The Chair opened the public forum at 9:36 p.m.

Matthew Niesen, 2502 Oak St, inquired about the future plans for O'Brien Park. He also stated that Amazon would be a good funding source for the Airport.

Chair Bevans directed Mr. Niesen to have City Staff assist him with the master plan for O'Brien Park as well as speak with staff about the funding for the Airport.

The Chair closed the public forum at 9:38 p.m.

Staff Reports

City Engineer/Public Works Director Dehn stated that the South Brainerd Reconstruction project will be wrapping up in the next couple of weeks. Other projects like the Laurel Street Bridge and Parks ARPA projects will be kicking off continuing the fall construction season.

Community Development Director Kramvik stated that BlockMetrix may potentially be purchasing the VCV LLC and property. He has been attempting to hold a Parking Commission meeting but cannot get a quorum. Staff will bring the issue up at a future council meeting.

Public Utilities Director Evans thanked the Council and Commission and staff for all of their help and information. He thanked Mr. Wussow for all of his knowledge.

Interim Public Utilities Director Wussow stated that the Public Utilities Commission has decided to not go forward with the application for EV stations in the City Hall parking lot due to the cost.

City Administrator Broyles stated that the current review period for employee performance reviews ended on August 31st. He has assembled a team for changing our performance reviews. First, he would like to change the reviews to a calendar year. Therefore, the current review period will be extended to December 31st. Reviews will be conducted in 1st quarter of 2025. Second, there will be semiannual reviews instead of quarterly. Staff is concerned that the reviews be meaningful. He thanked Mr. Wussow for his service. Finally, he welcomed Public Utilities Director Evans.

Mayor's Report

Mayor Badeaux welcomed Mr. Evans and thanked Mr. Wussow. He congratulated all of the students, parents, and teachers for their first day of school. He stated that the Police and Fire Department Showdown is on September 5th at 6:00 p.m. at Mills Field at Memorial. The rivalry is brewing. Finally, he reminded everyone about the Flapjack Festival/Touch-a-Truck on September 21st from 10:00 a.m. to 12:00 p.m.

Council Member Reports

Member Terry thank Public Works Director Dehn and the contractor for the construction in her neighborhood. Communication was greatly appreciated. There are presentations upcoming at the Gichi-ziibi: "Saving Lives, Restoring Families" September 19th, 6:00 p.m. "Tall Cop Says Stop" September 25th, 6:30 p.m.

Member Stenglein stated that Region 5 is holding the Regional Food Business Center, it provides assistance to increase value added in the food supply chain. On September 10th MnDOT is holding an open house at 4:00 p.m. at their Baxter office regarding the Baxter 371 highway 210 project.

Member Czeczok stated that the EV stations are not a go due to return on investment.

Member Johnson stated that Amazon does lease out spaces at airports, it may be a good idea to explore revenue choices. He thanked Mr. Wussow for the work in the past year, it's been a busy year. He appreciated his great leadership.

Member O'Day thanked Mr. Wussow.

Chair Bevans thanked Member Johnson for running the previous meeting. He thanked the Police Department for their work on the National Night Out, it was phenomenal. Finally, he thanked Mr. Wussow, he is a great friend to the City of Brainerd.

Adjourn

Adjourn To Closed Sessions Per MN Statutes:
13D.05 Subd 3(C) 2 To Discuss Temporary and Permanent Easement Appraisals
13D.05 subd. 3(c) 1 & 3 to Discuss Parcels 40160519 and 41361081
13D.03, Subd 1(b) to prepare for Negotiations with the IBEW 31 (Public Utilities)
13D.05, Subd. 3(A), to Conduct City Administrator Broyles's 6-Month Performance Review

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK, DULY CARRIED, TO ADJOURN TO THE CLOSED SESSIONS.

The Chair adjourned the meeting at 8:54 p.m.

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

The Chair reconvened the meeting at 9:47 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO APPROVE THE TEMPORARY EASEMENTS AS PRESENTED WITH THE EXCEPTION OF PARCEL #4 TO REVIEW THE SEVERANCE AMOUNT.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO FINALIZE THE PURCHASE OF PARCEL41361081 AND SALE OF PARCEL 40160519.

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

The Chair adjourned the meeting at 9:48 p.m.

_____
Nicholas W. Broyles
City Administrator

BRAINERD POLICE DEPARTMENT

MONTHLY REPORT

BOOYAH AWARD

Our Narcotics Task Force Investigator is this month's Booyah winner. He received high praise from Crow Wing County Lead Sr. Technician Specialist. The technician complemented our investigator's thorough investigations, his knowledge of drug laws, and his familiarity with the "players" involved. The technician goes on to say his reports are "exceptional" rarely needing clarification or correction. The technician concludes her letter by stating she is honored to call our investigator a co-worker and a friend. Our Narcotics Task Force Investigator is recognized for his ability to work well with others and his dedication to his job, Booyah!

TRAINING & STAFF DEVELOPMENT

FBI – LEEDA Supervisor Leadership
Sergeants Dooley and Pallansch attended the Supervisor Leadership Institute lead by FBI – LEEDA. The Supervisor Leadership Institute is part one of the three-step leadership series that makes up the FBI-LEEDA Trilogy. Students engaged in topics such as credibility, discipline, liability, and leadership styles. They also complete a DISC leadership assessment. Other topics included, defining leadership, generational effects of leadership, leadership as a lifestyle, leadership traits, building credibility, organizational credibility, and the four pillars of discipline, immunity, and supervisor liability.

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
August	1,939	376	656	346	11.63 Minutes	63

AXON Evidence.com

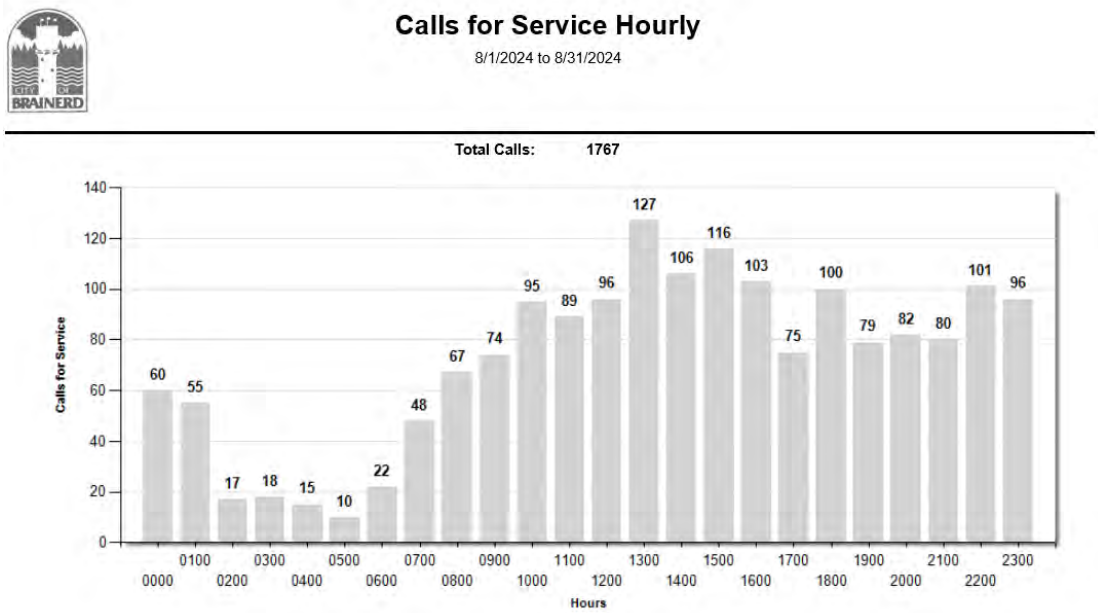
COMMUNITY OUTREACH

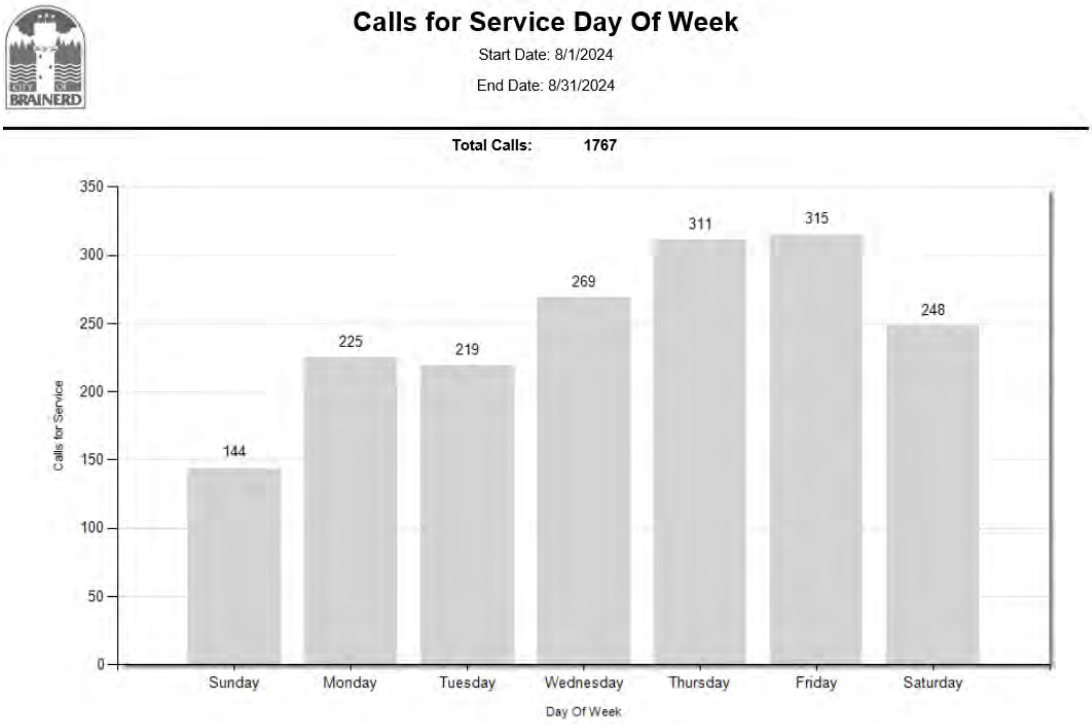
Brainerd Night Out

This community wide event was held August 15th in Gregory Park. It was a wonderful opportunity for area law enforcement to build relationships and educate of who we are and what we do. The event included a strong presence of law enforcement officers, kids' activities, education, and food.

OVERALL CALLS FOR SERVICE

August	2024	2023
Number of Calls for Service	1,731	1,472





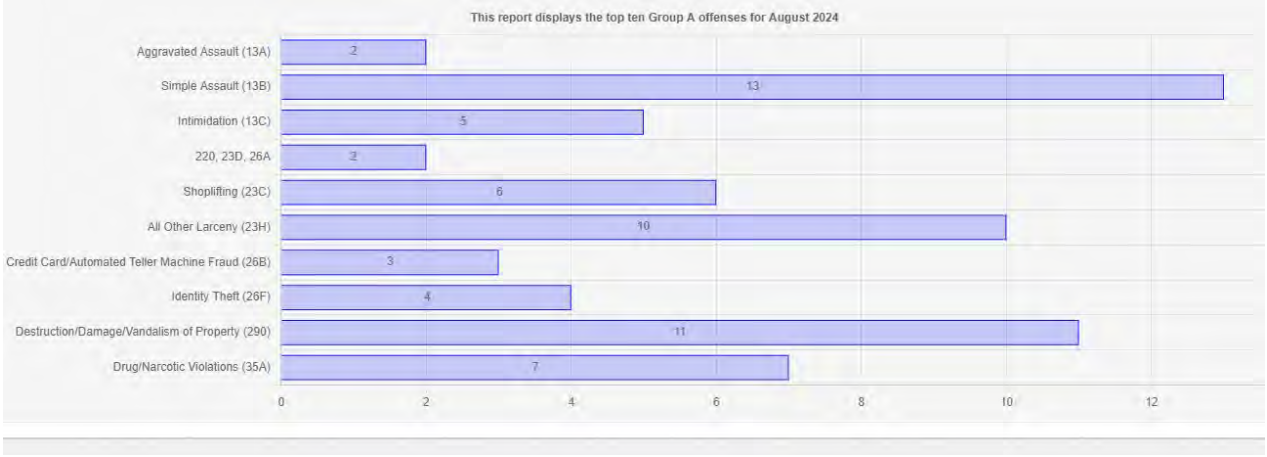
CRIME STATISTICS

Year to Date through August	2024	2023
Group A Offenses Known or Reported to Police	667	844
Group A and B Arrests	546	512

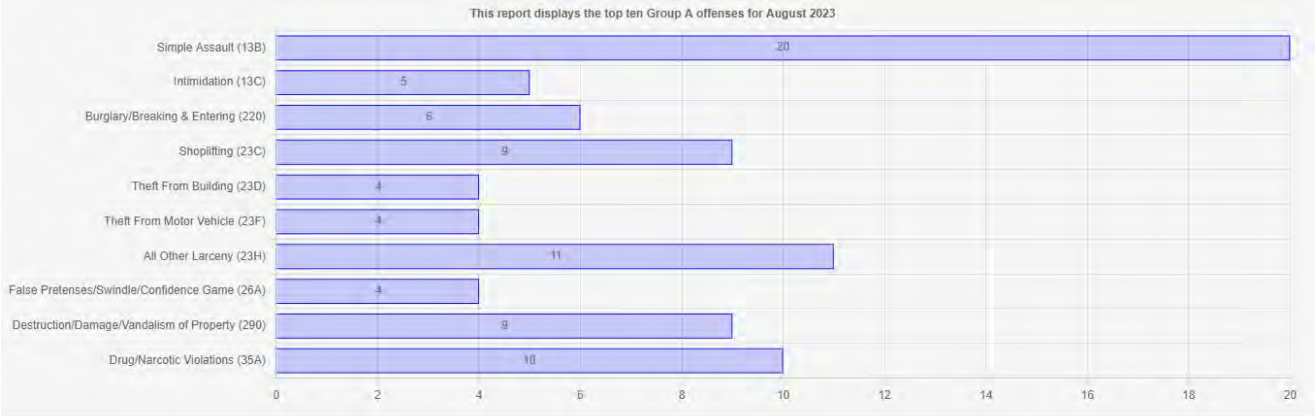
** Note: 2024 totals do not include case files that have not yet been coded.

TOP 10 GROUP A OFFENSES

August 2024

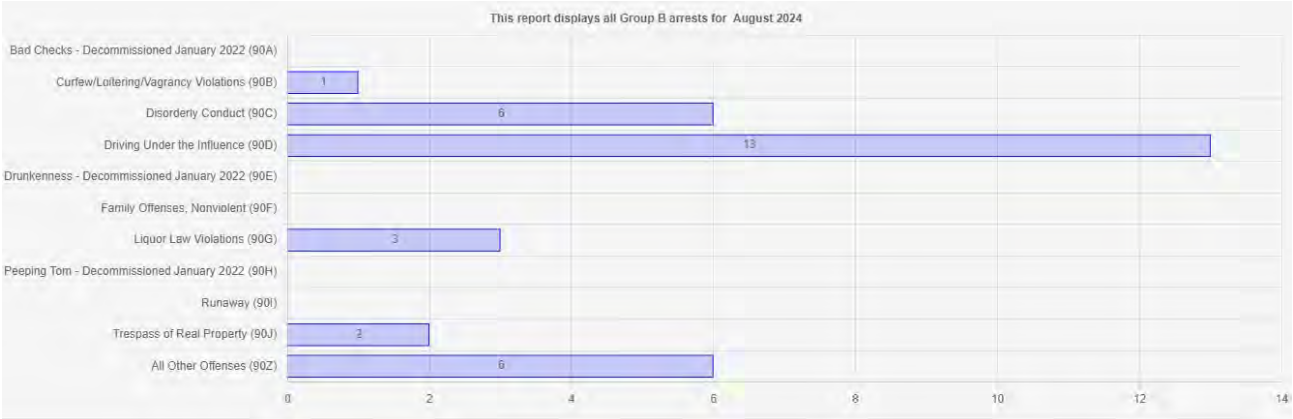


August 2023

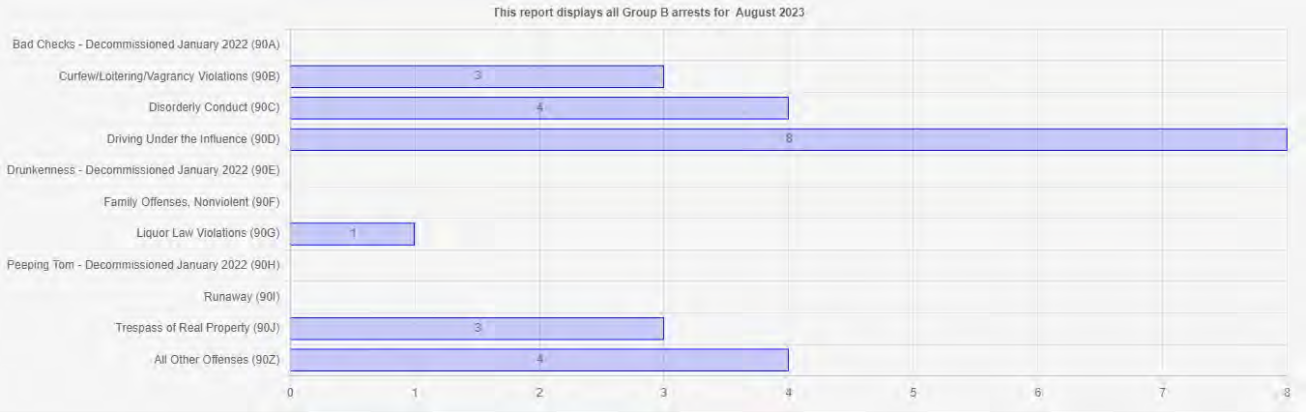


GROUP B ARREST DATA

August 2024



August 2023



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

August	2024	2023
Citations (Inc. Parking Tickets & Written Warnings)	174	128

52 parking tickets were issued in the month of August, with the following dispositions.

5	Dismissed
20	Paid in Full
1	Partial Payments Received
26	No Payment Received

Revenue Recapture Receipts:

2023 Total:	$ 8,046.99
2024 To Date:	$7,674.10

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
24011126	08-01-2024	Conduct on Premises	109 Laurel Street Apt. 2
24012449	08-25-2024	Conduct on Premises	1209 SE 11th Street
24012502	08-27-2024	Conduct on Premises	1701 Maple Street

BRAINERD PUBLIC UTILITIES
8027 Highland Scenic Rd • P.O. Box 373 • Brainerd, Minnesota 56401
Business Office: 218.829.8726 ■ **Repair Service:** 218.829.2193
www.bpu.org

Brainerd Public Utilities
Utility Director's Report to City Council
16 September 2024

The first three weeks as the new Director have went relatively well being busy with engaging with BPU department staff and employees as well as more substantive tours of facilities.

Financial Reports
April, May and June are complete, July and August are ongoing.

2025 Budget Process
The 2025 budget process is underway. Related to funding the City intends to bond prior to November a meeting with the bonding agent and City staff occurred and bonding document preparation is on-going. It was confirmed that no federal funding was set aside for the hydro project and staff continue to await response on the state funding.

Water Treatment Facility Reclamation and Backwash Project
Meetings have occurred with Bolton & Menk (BMI) and on-going funding discussions related to the project and financing with the state. The project is progressing on schedule. An update meeting was had to assist in determining the continuation of design.

MMUA Conference
Staff attended the MMUA conference in Fargo, ND. The conference was a wealth of knowledge, experiences and networking.

Streetlighting/Water/Wastewater Cost Studies
The cost studies for streetlighting/water/wastewater have begun and are in the process of collecting data for Utility Financial Solutions. Meetings with UFS have continued to determine the data needs and requests for the cost studies.

Annual Reporting Minnesota Department of Commerce
Multiple phone conversations continue with Frontier energy and the department of commerce related to the annual reporting for electric consumptions.

Communities Local Energy Action Program:
Staff continue discussion with Region 5, Tri County Community Action and the National Renewable Energy Laboratory related to the technical assistance program and the program preparation related to renewable by 2040 initiative. A local meeting with Department of Energy, National Renewable Energy Lab and local partners related to the grant is intended later in September.

Front Office
The front office and security upgrades continue. The front office was closed on Thursday August 29th for the installation. On this day the drive-through window was still be available for customers. The utility did not qualify for the department of labor grant that was attempted for this project.

Water Distribution:
On August 1, 2014, we started collecting flow testing and pressure monitoring data in the distribution system. Our crews installed 7 pressure monitors and conducted flow and pressure tests at 24 locations (see attached map). The state hospital tower was taken out of service during the testing period. This process allows us to gather data under controlled conditions to ensure our testing parameters are reliable. SEH is currently analyzing the data and making updates to the water model. The testing was completed on August 13, 2014.

Hydrant painting is underway. Crews have been cleaning and painting in the Northeast portions of the system.

The water main and service lines are almost complete in the final phase of the South 7th reconstruction project. The water crew will conduct the final walk-through in the next few weeks.

On 8-7-27, we received a report of water coming out of the ground at 1003 So 7th St. The Service Crew found the service line to 1002 South 8th St. leaking. The crew installed a temporary connection from the neighbor's house and shut off the service line. It was determined that the service line was a galvanized pipe, and it was replaced on 8-12-24.

The lead service line inventory GIS data will be sent to Bolton & Menk and MDH by 8-30-24.

Hydro:
A weather station was installed on the powerhouse. This data can be documented during significant local rainfalls to help understand soil saturation at the site. This data will also be used to determine wind speeds during weather events. This information will help us understand what speeds are impacting the overhead electric distribution system.

Flows: July 1st through August 1st - Peak 11,500cfs on July 1st, Low 3220cfs on July 27th.

Electric Distribution:
Inspections of the underground electric distribution system are being conducted. Focusing on the loads served by the Buffalo hills step down transformer. This is part of preventive maintenance to ensure the safety and reliability of the electrical system. During the maintenance phase some parts of the underground system will be replaced. This information will help outline the maintenance activities for the 2025 construction season.

Crews are also performing overhead line inspections. This involves updating the mapping and identifying the necessary vegetation and right of way management for this winter.

The underground VFI (vacum fault interrupter) in Baxter has been replaced. It has been out of service for over a year due to a ground fault. The replacement VFI is SCADA (supervisory control and data acquisition) ready. Fiber will be installed, and the information will be added to the outage management system.

WTP
Reviewing changes to EPA and MN standards and their implications to our operations and facilities

WWTP
Motor and blower changeouts.
Reviewing changes to EPA and MN standards and their implications to our operations and facilities

Lift Stations
Work continues on minor design modifications as well as updates and extensions of communications and backup power.

COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD **August 2024**

BUILDING PERMITS

The Community Development Department issued 86 building permits with a total project valuation of $2,355,750 in the month of August. Within the Central Business District (prev. River to Rail), fifteen (15) permits were issued. These improvements resulted in $2,699.71 being waived in permit fees.

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

Issued Permits for August 2024		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – New/Addition	1	$1,200,000
Commercial – Building – Remodel	4	$140,500
Commercial – Building – Roofing	2	$83,790
Commercial – Building – Windows/Doors	2	$17,700
Commercial – Mechanical – Remodel	2	$62,000
Commercial – Plumbing – New/Addition	1	$141,886
Commercial – Plumbing – Remodel	6	$191,000
Engineering – Curb Cut	2	N/A
Engineering – Excavation	2	N/A
Fence	3	N/A
Residential – Building – Deck	5	$33,000
Residential – Building – Demolition	2	N/A
Residential – Building – New/Addition	1	$41,161
Residential – Building – Remodel	6	$236,500
Residential – Building – Roofing	19	N/A
Residential – Building – Roofing+Garage	3	N/A
Residential – Building – Siding	3	N/A

Residential – Building – Windows/Doors	4	N/A
Residential – Engineering – Sewer/Water Repair	1	N/A
Residential – Mechanical – Air Conditioner	2	N/A
Residential – Mechanical – Fireplace	1	N/A
Residential – Mechanical – Furnace+AC	2	N/A
Residential - Mechanical – New/Addition	2	N/A
Residential – Plumbing – New/Addition	1	N/A
Residential – Plumbing – Water Heater	4	N/A
Sign	3	$125,213
Temporary Sign	1	N/A

There were no single-family home building permits in the month of August. There was one (1) 12-plex apartment building permit issued in August with a building valuation of $1,200,000.

BUILDING INSPECTIONS

The Community Development Department conducted 157 building inspections in August.

CODE ENFORCEMENT

The Community Development Department conducted 79 code enforcement inspections and re-inspections in August resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Junk and Debris	12
Outdoor Storage	3
Zoning Code Violation	1
Unlicensed/Inoperable Vehicles	4
Tree Diseased/Dead	17
Exterior Structure	1
Grass/Weeds	32
Damaged Roof	2
Garbage	5
Animal Feces	2
	Total = 79

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

Direction on Active Code Enforcement Cases

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

1) **823 Willow St** – Unlicensed Rental - Issuing $300 citation monthly for non-licensed rental. Legal action from the City Attorney is taking place.

2) **303 J St NE** – Fence - Issuing a $300 citation each month until the non-permitted fence is corrected.
3) **1812 Oak St** – Unlicensed Rental – Issuing a $300 citation each month for non-licensed rental. Legal action from the City Attorney is taking place with a scheduling conference set for 8/5/24.
4) **15284 Beaver Dam Rd** – Illegal discharge of sewage from pole building - Issuing a $100 citation each day for non-compliant septic. Requested legal action from City Attorney 9/18/23. The property manager applied for and received a rental license on 12/5/23 for the 5-bedroom house that a family was already living in. This rental license will expire 5/31/24 and will not be renewed. Legal action from the City Attorney is taking place.
5) **319 N 9th St** – Property Maintenance/ Roof – Issuing a $300 citation each month until roof is corrected.

VACANT BUILDING REGISTRY

Properties proposed to be assessed in 2024
408 2nd Ave NE – Vacant Building – No Response
224 5th St N – Fire Damage

Properties that have registered/ applied for permits
1521 Norwood St – Fire Damage – Recently Purchased
1216 6th St S – Owner Repaired Roof
1623 9th Ave NE – Remodel Permit Issued – Work in Progress

Vacant Building Registry Letters Sent after 9/1/2024
715 7th Ave NE – Grass and Structural Issues
1201 L St NE – Returned in Mail – Posted to Door
912 6th Ave NE – Returned in Mail – Posted to Door
1022 13th Ave NE – Siding Uncompleted 3+ years
508 9th St N – Roof Damage and Grass
1812 Oak St – Roof Damage
1420 Quince – Construction debris, Grass, Uncompleted work 15+ years
1119 13th St SE – Roof Damage
1889 Graydon Ave – Open Excavation – No Progress

RENTAL LICENSES & INSPECTIONS

The Community Development Department did not issue any new rental licenses in the month of August.

The Housing Inspector completed 42 rental property inspections and re-inspections in August.

CONTRACTOR REGISTRATION

The Community Development Department issued three (3) contractor registrations in August.

PLANNING AND ZONING

September 18th Planning Commission Agenda

1. Consider Variance Request for 1306 Chicago Ave – Duplex
2. Discuss Building Design Standards

The Planning Commission began discussion and provided direction to staff regarding Building Design Standards and Zoning District Standards. The following items were discussed:

1. Adjust lot sizes and lot frontage requirements in most residential zoning districts.
2. Review of accessory dwelling unit requirements in Brainerd.
3. A slight adjustment to the attached garage placement requirements. The code could continue prohibit large protruding garages that stretch beyond 20' of the façade, while allowing developers to use contemporary architectural designs.
4. Higher façade standards for 1–4-unit buildings.
5. The conversion of a single-family home into a multifamily home should require a CUP.
6. Create more visual interest in multi-family homes.
7. Allow mixed-use development in the Commercial Corridor District similar to the Mainstreet District which prohibits ground floor residential units.

ECONOMIC DEVELOPMENT

The EDA considered VCV's amended PDA request at their June 26th Special Meeting to extend the construction commencement deadline, revise the minimum improvements for 1918 Thiesse Drive, and noted the transfer of the outstanding membership interests of the Developer to Ancheng. After consideration, the EDA moved and approved denial of the request and directed Staff to send a thirty-day written notice on the default of the agreement that required the developer to commence construction of the Minimum Improvements within one hundred twenty (120) days after closing.

The EDA held a workshop on 08/06/2024 with City Council and BPU Commission Members present to discuss the future of VCV property in the Brainerd Industrial Park. VCV brought in a new company, Blockmetrix, for consideration of completing the Crypto-Mining Facility. Members of both boards and commissions voiced concern over the ability to complete the project and decibel levels created by the mining operation.

VCV and Blockmetrix has worked with staff on a new construction plan for 1911 Thiesse Drive which includes a reduction in the number of coolers and a building to house the data mining equipment. There are no proposals for 1918 Thiesse Drive at this time. Blockmetrix is looking to fully purchase all interests in VCV Digital Infrastructure Minnesota LLC and is asking for approval of a revised purchase and development agreement. The special EDA meeting will be held on September 17th at 5:00 PM in the City Council Chambers.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

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

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

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

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

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

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

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

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

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

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

Address: 805 Laurel St
PZE Process: Conditional Use Permit and Variance **Date Issued:** 4/22/2024
Project Description: To construct a mixed-use multifamily building supporting commercial space along with 78 units of housing.
Project Progress: The developer is awaiting news of the MN Workforce Housing Grant recipients which will most likely be determined in mid-September.

Address: 1101 Pine St **COMPLETED**
PZE Process: Variance **Date Issued:** 5/6/2024
Project Description: To construct a 12' wide concrete street loaded driveway off of Pine Street rather than off the alley to an existing accessory structure.
Project Progress: Project completed.

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

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

Address: 1123 15th Ave NE **COMPLETED**
PZE Process: Interim Use Permit **Date Issued:** 8/5/2024
Project Description: The utilization of the property as a short-term rental.
Project Progress: The applicant has obtained a rental license; a local agent has been assigned and the necessary inspections have been completed.

Address: 418 8th Ave NE **COMPLETED**
PZE Process: Conditional Use Permit Amendment **Date Issued:** 8/5/2024
Project Description: The expansion of a fenced in area of the property to be used as a commercial childcare facility with two Early Head Start Classrooms and a total enrollment of 16 children. Additionally, to allow the expansion of one more classroom later in the year.
Project Progress: The Conditional Use Permit was approved by the City Council at the April 1st, 2024 meeting. A fence permit was applied for and issued, but it was discovered that the fence was too small of an area and needed expansion. A new fence permit was issued to Elite Fencing and is in progress.

Address: 703 Oak St
PZE Process: Conditional Use Permit Amendment **Date Issued:** 9/3/2024
Project Description: To construct an outdoor playground at the current childcare facility
Project Progress: The property owner will be submitting the necessary permit applications.

City of Brainerd
IT/GIS Department Monthly Report
August 2024

Projects

- Planned and implemented police squad room move temporarily to police training room for building improvement projects (HVAC, etc) – return likely in Oct
- Operating the cable channel at basic level while CLC finds replacement – broadcasting live only
- 2025 IT budget and planning
- Research regarding policy for artificial intelligence (AI) use on city devices/network
- Ongoing discussions and planning for airport IT needs – how to resolve bigger issues etc

Software

- Setup and configuration of GIS software for field data collection and editing
- Continued implementation of IT asset tracking software and ticketing system

Hardware

- New server ordered and configured for Exchange server and Domain Controller migrations beginning 8/29 and running into Sept. Very large project of critical importance to the entire City network.
- Coordination of wired internet connections (CTC) to city parks that are getting cameras this year
- Final design and contract for 2024 park cameras
- Various police squad support – replacements, video, printing, connectivity, etc

Other

- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc
- Staff added:
- Staff departed: GIS Intern, various seasonal employees

Statistics

Telephone: total calls 9,157↓ (9,969)

Police 3,599, City Hall and Transit 5,226, Fire 260, Public Works 72

YouTube: City channel views 1,497↓ (2,662), hours watched 375.8↓ (449.3), subscribers +14

Facebook (city): followers 3.4k , reach 12,212↑ (8,411), interactions 459↑ (321)

Email: sent 8,658↓ (9,424) 279/day, received 35,004↓ (36,444) 1,129/day

Cisco Secure Endpoint: files scanned 8.8M↑ (8.3M) IPs scanned 944k↑ (878K)

RESOLUTION
xx:24

RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
APRIL 1, 2024- JUNE 30, 2024

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

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

Name of Donor	Amount	Requested Use of Donation or Contribution

SEE ATTACHED LIST OF DONORS

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

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

Adopted this ___ day of September 2024

_____
KELLY BEVANS
President of the Council

Approved this ___ day of September 2024

_____
DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

MEMO

TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes
DATE: July 31, 2024
SUBJECT: 2024 – 2nd Quarter Donation

Brainerd Fire Department received the following donations in the 2nd quarter:

Irondale Township	$ 500.00	PulsePoint
Town of St. Mathias	$ 500.00	PulsePoint
Brainerd Jaycees	$ 500.00	PulsePoint
Brainerd Fire Dept Relief Association	$ 3037.90	TV, Mount, and Smoke Machine

Feel free to contact me with any questions.

BRAINERD PARKS AND RECREATION
CONTRIBUTIONS AND DONATIONS APRIL-JUNE 2024

RECEIVED FROM	Name	Donation	Date	Notes	In Kind	Gift Cards	Monetary
anonymous	anonymous	Cash	4/16/2024				$14
GLS promotions	Scott Ebinger	Banner Program	4/12/2024				$250
W.W. Thompson Concrete Products		Banner Program	4/12/2024				$325
Brainerd Community Action		Check	4/23/2024	COMMUNITY EMPOWERMENT GRANT 2024			$2,000
Lakes Jam	Ken Lacy	Banner Program	4/29/2024				$325
CTC	Leana Nelson	Banner Program	4/29/2024				$150
Bernicks	Nick Bath	Banner Program	4/30/2024				$325
Sibbert Drywall	Cody Sibbert	Banner Program	5/8/2024				$150
Bladc	Halie M	Banner Program	5/9/2024				$150
							$150
							$3,839

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Approve Summary of City Administrator Broyles Six-month Performance Evaluation held September 3, 2024.

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director, Gabe Johnson, Councilmember

DEPARTMENT: HR

PRESENTER: Gabe Johnson, Councilmember

ESTIMATED TIME (MIN): n/a - consent calendar

SUMMARY OF ISSUE: The Mayor and Council met in closed session on September 3, 2024, to conduct City Administrator Broyles six-month performance evaluation. As required by State Law, a summary of his review is attached.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: n/a - included on the consent calendar

FINANCIAL IMPACT: n/a - Per our pay philosophy, employees are not eligible for a step advancement until after their annual performance review.

CITY ADMINISTRATOR SIX-MONTH PERFORMANCE REVIEW SUMMARY
September 3, 2024

The Brainerd City Council completed City Administrator Nicholas Broyles's six-month performance review on September 3, 2024. It was noted that Administrator Broyles started on February 26, 2024. Below is a summary of the performance review closed session that included the following duties, knowledge, skills and abilities:

1. Serves as Chief Administrative Officer of the City of Brainerd; Administers Polices and Directives of the City Council.
2. Coordinates Activities of the City Council and Keeps Council Members Informed; Prepares Agendas and Supporting Materials for City Council Meetings and Makes Presentations and Recommendations; Attends City Council Meetings.
3. Manages and Supervises City Departments and Operations to Achieve Goals and Objectives with Available Resources Established by the City Council; Administers all Personnel Policies and Actions; Recommends and/or Participates in Hiring Employees and Directs the Evaluation of Employee Performance.
4. Oversees and Coordinates the Establishment and Implementation of Economic Development Policies and Programs; Participates in Determining and Recommending Priorities for Community Development Programs including Tax Increment Financing (TIF), Revolving Loan Fund, etc.
5. Represent the City of Brainerd at Meetings and Official Functions.
6. Inspire others to excel, drive change, attract, develop and retain top talent, effectively lead a diverse organization, build networks and relationships, and communicate with impact.
7. Demonstrate superior judgement, shape strategy, drive innovation, foster a broad perspective, anticipate customer needs, and shape organizational results.
8. Demand ethical behavior, lead courageously, model adaptability, and optimize self-development.
9. Align the organization, drive execution, ensure program and service quality, and create a high-performance culture.
10. Establish and maintain effective working relationships with elected officials, staff, other public officials, local businesses, organizational leaders, and the public.

Goals identified for 2024-2025 include:

1. Fully Integrate City/BPU Finance and IT once the IBEW Local No. 31 Contract is Settled.
2. Explore a more Robust, Timely, and Meaningful Performance Review Process as Giving Feedback to Subordinates is One of the Greatest Responsibilities of a Supervisor.

Council members generally had positive comments regarding City Administrator Broyles's performance including they could not be happier with his first six months and that he exceeded their expectations for his first six months. One member provided feedback regarding the Rules of Decorum procedures and process. City Administrator Broyles's overall performance review rating was 2.06 (achieves expectations).

Dated: 9/16/2024

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Approve Event/Alley Closure Application - Zion Lutheran Trunk-or-Treat

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/alley closure application for the annual Zion Lutheran Church Trunk-or-Treat, to be held on Thursday, October 31, 2023 from 3:30 p.m. to 6:30 p.m. in the Zion Lutheran Church parking lot.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: During the event, families will be invited to walk to all of the cars and get candy and treats. This is a safe alternative to trick-or-treat activities that require kids to go door to door. The restrooms in the church will be available for the event. During this event, the church closed the north/south alley behind the church for the event. This is so that traffic cannot utilize the alley for safety reasons during the event.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the attached application under the following conditions:

- Request traffic control materials one week prior to the event at 218-513-4412.
- Provide Certificate of Insurance to City Hall prior to the event.

FINANCIAL IMPACT: N/A

SPECIAL EVENT APPLICATION

Date of Application: 9-5-2024

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

Name of event: Zion Lutheran Church Trunk or Treat

Organizer Information

Organizer's Name: Heidi Newman

Organizer's Address: 220 N. 8th St Brainerd MN 56401

Event Contact Person: Heidi Newman

Event Contact Daytime Phone: 218-821-2349

Event Contact E-mail Address: zionsecretary3@gmail.com

Contact Name/Number Day of Event: Heidi Newman 218-821-2349

For Profit/Nonprofit Status (type): Nonprofit Religious Organization

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

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 3 (a ratio of 1 for every 100-150 people is recommended)

Company contracted for restrooms: Zion Lutheran Church 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:

Trunk-or-treat signs on church property and various members property - unsure where at right now

Trash Receptacle Disposal ☒ Yes ☐ No

Company contracted for trash receptacle disposal: Zion Lutheran church

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.

Senior Center
Kingwood St.
North 8th St.
Zion Lutheran church
Alley
Zion Lutheran church
parking lot
- place of event
Alley
Alley
Little Caesar's
Businesses
N
W
E
S

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	X			Check yes to request emergency support. The appropriate level of fire, EMS, and police support will be determined based on crowd size and the type of event. Fees may be discussed with the sponsor.
Food and vendor licenses				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

DEPARTMENT OF REVENUE

Form ST3, Certificate of Exemption

Purchaser: Complete this certificate and **give it to the seller.**

Seller: If this certificate is not completed, you must charge sales tax. Keep this certificate as part of your records.
This is a blanket certificate, unless one of the boxes below is checked. This certificate remains in force as long as the purchaser continues making purchases or until otherwise cancelled by the purchaser.

☐ Check if this certificate is for a single purchase and enter the related invoice/purchase order # _____

☐ If you are a contractor and have a purchasing agent agreement with an exempt organization, check the box to make purchases for a specific job. Enter the exempt entity name and specific project:

Exempt entity name _____ Project description _____

Name of Purchaser
ZION LUTHERAN CHURCH

Business Address	City	State	ZIP code
220 NORTH 8TH STREET	BRAINRED	MN	56401

Purchaser's Tax ID Number	State of Issue
7589291	

If no tax ID number, Enter one of the following:	FEIN	Driver's license number/State issued ID number	
	41-6008934	State of Issue	Number

Name of seller from whom you are purchasing, leasing, or renting

Seller's Address	City	State	ZIP code

Type of Business

- ☐ 01 Accommodation and food services
- ☐ 02 Agricultural, forestry, fishing, hunting
- ☐ 03 Construction
- ☐ 04 Finance and insurance
- ☐ 05 Information, publishing and communications
- ☐ 06 Manufacturing
- ☐ 07 Mining
- ☐ 08 Real estate
- ☐ 09 Rental and leasing
- ☐ 10 Retail trade
- ☐ 11 Transportation and warehousing
- ☐ 12 Utilities
- ☐ 13 Wholesale trade
- ☐ 14 Business services
- ☐ 15 Professional services
- ☐ 16 Education and health-care services
- ☐ 17 Nonprofit organization
- ☐ 18 Government
- ☐ 19 Not a business (explain) _____
- ☐ 20 Other (explain) _____

Reason for Exemption (See Instructions)

- ☐ A Federal government (department) _____
- ☐ B Specific government exemption _____
- ☐ C Tribal government (name) _____
- ☐ D Foreign diplomat # _____
- ☐ E Charitable organization # _____
- ☐ F Educational organization # _____
- ☒ G Religious organization # 7589291
- ☐ H Resale
- ☐ I Qualifying capital equipment (see instructions when equipment claimed is part of a construction project)
- ☐ J Agricultural production
- ☐ K Industrial production/manufacturing
- ☐ L Direct pay authorization
- ☐ M Multiple points of use (services, digital goods, or computer software delivered electronically)
- ☐ N Direct mail
- ☐ O Other (enter number from instructions) _____
- ☐ P Percentage exemption
  - ☐ Advertising (enter percentage) _____ %
  - ☐ Utilities (enter percentage) _____ %
  - ☐ Electricity (enter percentage) _____ %

I declare that the information on this certificate is correct and complete to the best of my knowledge and belief. (PENALTY: If you try to evade paying sales tax by using an exemption certificate for items or services that will be used for purposes other than those being claimed, you may be fined $100 under Minnesota law for each transaction for which the certificate is used.)

Signature of Authorized Purchaser	Print Name Here	Title	Date
Karen M Wiele	KAREN M WIELE	BOOKKEEPER	

Rev. 7/19

October
31st

Trunk-or-Treat

When	October 31st from 4-6 pm.
Where	Zion Lutheran Church Parking Lot 220 N 8th Street Brainerd, MN 56401
Why	Provide a safe alternative to trick-or-treating
How	Bring your kids. Allow them to go from car to car and get candy.

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Approve Event/Street Closure Application - Fire Department Open House

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 annual Brainerd Fire Department Open House to be held on October 10, 2024 from 5 p.m. to 7 p.m. on East River Road.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The event consists of fire prevention, fire apparatus, and emergency provider displays. The applicant has requested closure of East River Road between the Fire Department and Police Department from 4 p.m. to 8 p.m. for the event. The applicant intends to use the electrical outlets from the fire department. There will be no amplified sound. Restrooms in the fire department will be provided for attendees. Waste Partners is contracted for waste removal.

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: 08/21/24

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 with Street Closure
- ☐ Event – City Park
- ☐ Other _____

Name of event: Brainerd Fire Department Open House

Organizer Information

Organizer's Name: Tim Holmes

Organizer's Address: 23 Laurel St

Event Contact Person: Tim Holmes

Event Contact Daytime Phone: 218-828-2312

Event Contact E-mail Address: tholmes@ci.brainerd.mn.us

Contact Name/Number Day of Event: Tim Holmes 218-828-2312

For Profit/Nonprofit Status (type): _____

Applicant information (if different from the event organizer):

Applicant Name: _____

Applicant Address: _____

Applicant Phone: _____

Applicant E-mail Address: _____

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
October 10	5:00	7:00	23 Laurel St/City Street

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

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

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

Description of Activities

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

Fire prevention, fire apparatus, and emergency provider displays

Site Information

Electrical usage ☑ Yes ☐ No

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

On site 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: Waste Partners

Additional Event Information

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

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

A $100/day security deposit 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):

East River Road between Front and Laurel Street

Date and time for beginning of street closures: October 10, 4:00 pm

Date and time for reopening of streets: October 10, 8:00 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.

No residences or businesses located in the closed street area. Traffic cones will be requested by the Fire Department and obtained prior to the event from the Street Department

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

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

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

Hold Harmless Agreement and Insurance Information

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

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

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

Signature of Event Applicant

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

_____

Signature of Applicant

_____

Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

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

Event Application Approval

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

_____ _____

City Administrator or Parks & Recreation Director Date

Approval Conditions

Request traffic control materials 1 week prior 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):

_____

_____

_____

_____

BLADE

BRAINERD LAKES AREA DRUG EDUCATION

BLADE came about in 2019 as a collaborative way to approach and combat the drug problem in Crow Wing County.

In 2023, we were 1 of 2 Coalitions in MN to receive the Drug-Free Community DFC Grant. This provides us with annual funds for the next 5 years. Our objectives and goals are to

- Increase community collaboration
- Develop a Youth Leadership Council
- Build and Maintain relationships with the school district & youth-focused organizations
- Provide professional development, education, & skill-building for members
- Strengthen internal infrastructure
- Support and stand by the recovery community

Our coalition is made up of 12 sectors which include representatives from each:

1. Law enforcement
2. Business
3. Civic/Volunteer
4. Healthcare
5. Media
6. Parents
7. Religious/Fraternal
8. Schools
9. State/Local/Tribe
10. Substance Use organization
11. Youth
12. Youth Serving organization

Accomplishments:

- We have partnered with Mn Prevention & Recovery Alliance and over the 2023-2024 school year we have served over 900 students in the Brainerd Area school district with their Know The Truth ™ prevention program. Over the next few years, we intend to expand into the Crosby-Ironton and Pequot Lakes Schools.
- 2 members have completed the National Coalition Academy NCA through CADCA a national organization in the prevention field supporting over 7,000 community coalitions in the US and 30 other countries. CADCA stands for Community-based, Advocacy-focused, Data-driven, Coalition-building, Association.
- In January we awarded 11 organizations in CWC with grant funds that align with combating the opioid epidemic.
- Engaging our youth! Providing them with the skills to advocate to their peers about the dangers and consequences of substance use.
- Resource tables
    - March Expo
    - County Fair
    - School open houses
    - Brainerd and Baxter Night Outs
- Continued training and education to our members during our monthly meetings

    - Such as current drug trends in our local area
    - Mn Student Survey and KTT data
- Launch an anti-vaping campaign "Be Smart Don't Start"
- Supported the Narcan vending machine located in the CWC Jail lobby.
- Upcoming events
    - **Walk for Recovery Event**
        - Event goal: To celebrate recovery month by empowering individuals who have or still are struggling with substance use. Connection is the opposite of addiction and to start the healing journey an individual needs to feel a sense of belonging. BLADE wants to be a part of that for you! We are a group of people who believe in 2nd chances, so come out and have some fun with your friends and family!
        - Thursday, September 12th
        - 4:00 – 6:30 pm
        - Kiwanis Park
    - **Chad Robichaux**
        - Thursday, September 19th
        - 6:00 – 8:00 pm
        - Gichi-Ziibi Center
    - **Tall Cop – Community members and Parents**
        - Wednesday, September 25th
        - 6:30 – 8:00 pm
        - Gichi-Ziibi Center
    - **Tall Cop – Professionals working with substance use individuals**
        - Thursday, September 26th
        - 9:00 am – 4:00 pm
        - CWC Land Services Building
    - **National Drug Take Back Day**
        - Event goal: Provide a safe way for community members to dispose of unused and expired medications, create awareness about the dangers of not removing them, and provide locations that are available all year round in CWC. We partner with the DEA to make this possible.
        - Saturday, October 26th
        - 10:00 am – 2:00 pm
        - Brainerd Cub Foods

Goals and areas we intend to grow in:

- Develop ways to educate and create awareness around underage drinking
- Identify inadequate laws/ordinances related to substance use/access
- Provide Responsible Beverage Serving Training to local organizations
- Partner with Law Enforcement to provide incentives to local businesses that follow the law and do not sell to minors.
- Education and community awareness on THC to reduce its use in our youth.

We are always looking for new members to join the table and welcome you to come to a meeting. You can connect with talia.brodhead@mnpra.org and I will make sure you get the calendar invite!

BLADE

BRAINERD LAKES AREA DRUG EDUCATION

How did we begin...

BLADE came about in 2019 as a collaborative way to approach and combat the drug problem in Crow Wing County.

In 2023, we were 1 of 2 Coalitions in MN to receive the Drug-Free Community DFC Grant. This provides us with $125,000 each year for the next 5 years.

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

Goals of our Coalition

- Increase community collaboration
- Build and Maintain relationships with the school district & youth-focused organizations
- Strengthen internal infrastructure
- Youth Leadership Council
- Professional development, education, & skill-building for members
- Support and stand by the recovery community

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BLADE
BRAINERD LAKES AREA DRUG EDUCATION

Successes for Us!

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

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BLADE
BRAINERD LAKES AREA DRUG EDUCATION

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BLADE
BRAINERD LAKES AREA DRUG EDUCATION

In January 2024, we awarded $200,000 in grants to 11 local organizations from the Opioid Relief Funds.

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We want to educate and empower our youth with the knowledge to make a difference!

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

We are excited to be a part of community events…

Baxter & Brainerd
Night Outs…

March Home Expo, and the
Crow Wing County Fair

Talk Early & Talk Often to your child about substance use!

We provide support & resources to the community!

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

Additional successes for BLADE…

- Continued training and education to our members during our monthly meetings
  - Such as current drug trends in our local area
  - Mn Student Survey and KTT data
- Launch an anti-vaping campaign “Be Smart Don’t Start”
- Supported the Narcan vending machine located in the CWC Jail lobby

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

Upcoming Events!

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

Our goal is to celebrate recovery month by empowering individuals who have or still are struggling with substance use. Connection is the opposite of addiction and to start the healing journey an individual needs to feel a sense of belonging.

BLADE believes in 2nd chances!

Evening Activities:

- Rock painting
- Face painting
- Dunk Tank
- 15+ resource tables
- Photo Booth
- Yard Games
- Mocktail Bar

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

With a deep burden to pay it forward, Chad founded the Mighty Oaks Foundation in 2011, which has become a leading non-profit organization dedicated to helping active duty, military veterans, first responders, and their families overcome the difficulties of their service.

Chad encourages audiences to take action in their own lives, to face their fears, and to seek help if they need it. He emphasizes that everyone has a purpose in life and that by trusting in God and stepping out of our comfort zones, we can discover our unique mission.

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

Join us!
Bring a Friend!
Share our Flyer!

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

National Drug Take Back Day

Location: Cub Foods 417 Eighth Ave NE Brainerd Mn 56401
Date: Saturday, October 26th
Time: 10:00 am – 2:00 pm

Event goal: Provide a safe way for community members to dispose of unused and expired medications, create awareness about the dangers of not removing them, and provide locations that are available all year round in CWC. We partner with the DEA to make this possible.

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

Goals and areas we intend to grow in:

- Develop ways to educate and create awareness around underage drinking
- Identify inadequate laws/ordinances related to substance use/access
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- Partner with Law Enforcement to provide incentives to local businesses that follow the law and do not sell to minors.
- Education and community awareness on THC to reduce its use in our youth.

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

We are always looking for new members to join the table & we invite you to visit a meeting. The fourth Friday of each month!

Thank you

BLADE
BRAINERD LAKES AREA DRUG EDUCATION

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Authorize Sale of Retired Community Service Officer Vehicle

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: John Davis, Police Chief

DEPARTMENT: Police

PRESENTER: John Davis, Police Chief

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Request authorization for the sale of the following retired Community Service Officer Vehicle:

2019 Ford F-150 VIN# 1FTMF1EB4KKC03545, squad #443

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In 2024, this vehicle was replaced with a vehicle leased through Enterprise Fleet Management. Staff also recommends using Enterprise Fleet Management to facilitate the sale of this vehicle.

RECOMMENDED ACTION/MOTION: Authorize the sale of retired Community Service Officer vehicle #443 utilizing Enterprise Fleet Management.

FINANCIAL IMPACT: N/A

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Adopt Resolution Authorizing The Execution Of Traffic Safety Enforcement Grant

AGENDA: P&F Committee

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: John Davis, Police Chief

DEPARTMENT: Police

PRESENTER: John Davis, Police Chief

ESTIMATED TIME (MIN): 3 minutes

SUMMARY OF ISSUE: The 2024-2025 fiscal year for the Department of Public Safety (DPS) Office of Traffic Safety (OTS) Traffic Safety Enforcement Grant begins October 1, 2024. We are the fiscal host for this grant funding, and the DPS requires a resolution authorizing the Brainerd Police Department the authority to enter into the agreement and execute the grant.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The 2024-2025 grant contract agreement amount is $57,700.00, and of that amount, $2,200.00 can be used for administrative costs associated with administering the grant, which the police department has used and intends to continue using. In addition, as the fiscal agency, we will receive up to $5,800.00 for preliminary breath test matching equipment purchases and full tuition reimbursement towards Breath Test Operator certifications and recertifications.

RECOMMENDED ACTION/MOTION: Adopt a resolution authorizing Police Chief John Davis the authority to execute the 2024 Traffic Safety Enforcement Grant.

FINANCIAL IMPACT: N/A

R E S O L U T I O N
NO: XX:24

RESOLUTION AUTHORIZING EXECUTION OF THE TRAFFIC SAFETY ENFORCEMENT GRANT CONTRACT

BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, that the Brainerd Police Department is hereby authorized to enter into a cooperative agreement with the State of Minnesota Department of Public Safety, for traffic safety enforcement projects as specified in the Grant Contract during the period from October 1, 2024, through September 30, 2025, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

BE IT FURTHER RESOLVED that Police Chief John Davis of the Police Department of the City of Brainerd is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of the Brainerd Police Department and to be the fiscal agent and administer the grant.

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 16, 2024

TITLE OF ITEM: Review Proposed Fee Schedule

AGENDA: P&F Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:
City Council codified the City's fee schedule in December 2023 by passing Ordinance 1562. Ordinance 1562 organized all fees listed in the City Code and centralized them in one location. The majority of the Fire Department fees were not added to the fee schedule in 2023 as they are not located in the City Code. The proposed update includes the Fire Department Fees and other fee increases/decreases recommended by staff.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Fee Increase/Decrease Summary by Department:

BUILDING

1. Set permit fees for residential inspections such as roofs, siding, and furnaces were increased by the number of inspections required for each permit and charged at a rate of $50.00 per inspection.

PLANNING & ZONING DEPARTMENT

1. The department is recommending the yearly annual fee for food trucks be reduced from $300 to $50 plus a $75 annual inspection by the Fire Department. The Brainerd fee for food trucks has been a deterrent to food truck operators in the area. Businesses enjoy bringing in food trucks for special events and occasions to celebrate grand openings and sales. Staff believe this will be a benefit to local businesses.
2. The PUD fee has been significantly increased as it is the most time-consuming land use process in the department. Staff recommends increasing the escrow to pay for legal fees related to the development agreement.
3. Staff recommends including a fee for inquiries about the sale of City property. The proposed $1,000 escrow will be applied to the appraisal fee.

FIRE DEPARTMENT

1. The Fire Department recommends increasing most set fees by $25.00. A spreadsheet is attached to this agenda request showing all proposed increases.
2. After performing the inspections for the large school projects, the department recommends using a construction valuation permit fee for fire suppression testing.

ENGINEERING DEPARTMENT
1. The department is recommending an increase in sewer tap fees and excavation fees.
2. Added a ROW Obstruction Permit for $50 and an Excavation/Obstruction Delay Penalty of $100 each 30 days beyond permit requirements.

RECOMMENDED ACTION/MOTION:
Staff recommends that the P&F Committee review the proposed fee schedule and direct staff to draft an Ordinance.

FINANCIAL IMPACT:
Based on the permit fees collected so far in 2024 (9 months), The proposed changes would increase building permit revenue by an estimated $6,000 based on the permit fees collected so far in 2024 (9 months).

EXHIBIT A

Building Dept	Residential	Commercial
Building Permit Fee	Valuation (refer to Appendix B)	Valuation (refer to Appendix B)
Plan Review Fee	65% of Building Permit Fee	65% of Building Permit Fee
Decks	Valuation (refer to Appendix B)	N/A
Accessory Structure	Valuation (refer to Appendix B)	Valuation (refer to Appendix B)
Re-Roofing per structure	~~$70~~ $99 + $1 State Surcharge	Valuation (refer to Appendix B)
Re-Siding per structure	~~$70~~ $99 + $1 State Surcharge	Valuation (refer to Appendix B)
Solar PV Panels	~~$80~~ $99 + $1 State Surcharge	Valuation (refer to Appendix B)
Weatherization	Valuation (refer to Appendix B)	Valuation (refer to Appendix B)
Windows/Doors Replacement	~~$80~~ $99 + $1 State Surcharge	Valuation (refer to Appendix B)
Manufactured (HUD) Installation	$250 + $1 State Surcharge	N/A
Modular/Manufactured Home Foundation	Valuation (refer to Appendix B)	N/A
Mechanical-New	~~$120~~ $149 + $1 State Surcharge	Valuation (refer to Appendix B)
Mechanical-Remodel	~~$80~~ $99 + $1 State Surcharge	Valuation (refer to Appendix B)
Furnace/Boiler/AC/Fireplace	~~$40~~ $49 + $1 State Surcharge	$75 + $1 State Surcharge
Garage Heater	~~$40~~ $49 + $1 State Surcharge	$75 + $1 State Surcharge
Roof Top Unit	N/A	$150 + $1 State Surcharge
Plumbing-New	~~$120~~ $149 + $1 State Surcharge	Valuation (refer to Appendix B)
Plumbing-Remodel	~~$80~~ $99 + $1 State Surcharge	Valuation (refer to Appendix B)
Water Heater Replacement	~~$40~~ $49 + $1 State Surcharge	$75 + $1 State Surcharge
Water Softener	~~$40~~ $49 + $1 State Surcharge	N/A
Contractor Registration	$50 (exempt for State Licensed BC)	$50
SAC Fee (Sewer Access Charge)	$1,900 / New Home	$1,900 / E.R.C.
WAC Fee (Water Access Charge)	$1,400 / New Home	$1,400 / E.R.C.
Re-Inspection Fee	$70 per inspection	$70 per inspection
E911 Addressing Fee	$75	N/A
Certificate of Occupancy Inspection	N/A	$75 per inspection
Demolition	$50	Valuation (refer to Appendix B)
Planning & Zoning Dept	**Residential**	**Commercial**
Fence	$50	$50
Sign – Permanent	N/A	Valuation (refer to Appendix B) $35 minimum
Sign – Temporary(portable)	N/A	$35/3 months
Conditional Use Permit	$350	$500 + $500 Escrow
Interim Use Permit	$350	$500 + $500 Escrow
Variance Permit	$350	$500 + $500 Escrow
Rezoning Permit	$350	$500
Administrative Subdivision (property split, consolidation, or boundary line adjustment)	$100	$100
Administrative Zoning Permit	$35	$35
Bee Keeping Permit	$60 initially/$20 annual renewal	N/A
Chicken/Duck Permit	$60 initially/$20 annual renewal	N/A
Food Truck Permit	N/A	~~$300~~ $50 annually + $50 Parks ~~or $50 day~~
Preliminary Plat/Final Plat	$500 + $30 per lot + $1,000 Escrow	$600 + $50 per lot + $1,000 Escrow
Planned Unit Development (PUD)	~~$350~~ $1,000 + ~~$1,000~~ $2,000 Escrow	~~$500~~ $1,500 + $~~1,000~~ $2,000 Escrow
Temporary Seasonal Sales	N/A	$25/short term or $150/long term
Zoning Compliance Letter	~~$40~~ $50	~~$40~~ $50
Zoning Text Amendment	$250	$400

EXHIBIT A

Planning & Zoning Dept (cont'd)	Residential	Commercial
Park Dedication	$500/single dwelling per buildable lot $500/double or multi dwelling per unit	$1,000 per acre or 5% of the fair market value of the subdivision as set forth by valuation fee schedule, whichever is greater.
Public Right-of-Way Entranceway Sign	$500	N/A
Special Meeting	$200	$400
Comprehensive Plan & Zoning Appeals	$100	$100
City Property Sale Inquiry	$1,000 escrow for appraisal fee	$1,000 escrow for appraisal fee
Rental Housing	Annual Fee June 1st – May 31st	
Per Unit Annually	$50 per unit	
1-5 Units Annually	$50 per unit	
6-12 Units	$45 per unit	
13+ Units	$40 per unit	
Registration Late Fee (July 1-31) (August 1st - property placarded as non-licensed rental)	Double the per unit fee	
Operating without a Designated Agent in 50-mile radius	$100 per unit per month	
Operating without Valid Rental License	$250 per unit per month	
Tenant Complaint based inspection	$100 each complaint	
Engineering Dept	**Residential**	**Commercial**
Sewer Tap Fee	~~$40~~ $50	~~$70~~ $75
Excavation Fee	~~$45~~ $50	~~$70~~ $75
Curb Cut	$35	$35
Billboards	N/A	$75
Street Vacation	$150	$150
Right of Way Obstruction Permit Excavation/Obstruction Delay Penalty	$50 $100 each 30 days beyond permit requirements	
Sanitary Sewer		
Consumption-Based Monthly Charge	~~2024~~ / 2025	~~2024~~ / 2025
	~~$1.37 / 1,000 gal~~ / $1.34 / 1,000 gal	~~$1.37 / 1,000 gal~~ / $1.34 / 1,000 gal
Fixed Monthly Sewer Charges	2024 Meter Size	2024 Fixed Monthly Customer Charge
	¾"	$6.55
	1"	$14.00
	1½"	$19.85
	2"	$36.25
	3"	$56.25
	4"	$105.00
	6"	$140.00
	2025 Meter Size	2025 Fixed Monthly Customer Charge
	¾"	$7.05
	1"	$15.00
	1½"	$21.10
Fixed Monthly Sewer Charges	~~2024 Meter Size~~	~~2024 Fixed Monthly Customer Charge~~
	2"	~~$37.50~~
	3"	~~$57.50~~
	4"	~~$105.00~~

EXHIBIT A

	6”		$140.00
Storm Sewer	~~2024~~	2025	
	~~$4.60~~	$5.30	
Fire Dept			
~~Sprinkler System Installation~~	~~$100 + $1.00 per head up to 25 heads~~		
~~Fire Sprinkler Testing Permit~~	~~$225~~		
Annual Fire Inspections and Follow-up Inspections	$75		
Annual Fire Safety Inspections and Follow-up Inspections	$125		
Birthday Party	$40		
Carnivals and Fairs	$125		
Donations	Varies		
Exhibition, Trade Shows, Any Special Event Requiring a Fire Inspection	$125		
Family Day Cares and/or Foster Care Home	$50 - initial licensure inspections only		
False Alarms	$125 for the 3rd alarm, $175 for the 4th alarm, $275 for the 5th+ alarms per year		
Fire Extinguisher Training	$5 per head or $250 flat fee per training event (50 attendees)		
Fire Watch Supplied by the Fire Department	$125 per hour per staff member required		
Fireworks Sales, Displays, and Pyrotechnic Special Effects Materials	$125		
Food Truck Annual Inspection	$75		
Natural Gas Line Hits	$175 per hour per incident if proper procedures were not followed		
Installation and Removal of all Fire Alarm, Monitoring, or Related Systems	$125		
Installation and Removal of all Fire Suppression Systems (Under 25 Heads)	$125		
Fire Suppression Testing Permit	Valuation (refer to Appendix B)		
Installation and Removal of Underground or Above Ground Tanks	$125		
Installation of Smoke Removal Systems	$125		
Installation of Spray Booths or Spray Areas	$125		
Storage of Explosives, Black Powder, or Blasting Agents	$125		
Temporary Membrane Structures, Tents, Canopies	$125 - if no other fee is charged by the City		
Training Room Daily Rental Fee	$100 - four hours or less		
Training Room Daily Rental Fee	$150 - four to eight hours		
Use of Explosives	$125		
Business Licensing	Annual Fees Unless Indicated Otherwise		
Adult Establishment	$3,000 + investigative fee		
Filling Station & Bulk Plant	$100 per dispensing location or per bulk plant		
Pawnbroker	$150		

EXHIBIT A

Peddler, Solicitor, or Transient Merchant	$200
Secondhand Automobile	$50 per lot
Secondhand Goods Dealer	$500 Class A / $300 Class B
Liquor/Tobacco	Annual Fees Unless Indicated Otherwise July 1st – June 30th
Brewery, Taproom	$500 + initial investigative fee (if applicable)
Growler	$300 (must be State licensed Brewery or Taproom)
Investigative Fee – New Applicants	$100
Club On-Sale & Sunday Liquor	$300 / 200 or less members + investigative fee + Sunday (if applicable) $500 / 201 or more members + investigative fee + Sunday (if applicable)
Distillery – Cocktail Room	$300 Off Sale Distillery Spirits + investigative fee + Sunday (if applicable) $500 Cocktail Room + investigative fee + Sunday (if applicable)
Off-Sale Beer	$25 + investigative fee (if applicable)
Off-Sale Liquor	$200 + investigative fee (if applicable)
On-Sale Beer/Wine	$200 Beer License $200 Wine License + investigative fee + Sunday (if applicable)
On-Sale & Sunday Liquor	$3,300 Class 1 Bar $2,700 Class 2 Restaurant $3,000 Class 3 Bowling Center/Hotel + investigative fee + Sunday (if applicable)
On-Sale Liquor – Sunday	$150
Temporary On-Sale Beer	$20 per day
Temporary On-Sale Liquor	$135 per day
Tobacco	$75
Transportation	Annual Fees Unless Indicated Otherwise
Garbage Hauler	$50 per unit & $25 per scooter
Taxicab	$40 per unit
Junk Dealers	$50
Vending Vehicles	$75
Auto Salvage	$25
Miscellaneous	Annual Fees Unless Indicated Otherwise
Dog License/Annual	$20 $15/spayed or neutered
Replacement of Dog Tag	$2.50
Impound Fees for Dogs or Cats	$25 + additional sum equal to the cost to the City for feeding/housing in a kennel
Kennel License	$35
Assessment Search Fee	$10
NSF (non-sufficient funds) Check Fee	$20

EXIBIT B

COMMERCIAL BUILDING PERMIT (Includes multifamily dwellings)	
Total Valuation	Fee
$1.00 to $500.00	$40.00
$501.00 to $2,000.00	$40.00 for first $500.00 plus $3.25 for each additional $100.00 or fraction thereof, to and including $2,000.00
$2,001.00 to $25,000.00	$88.75 for first $2,000.00 plus $14.75 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$428.00 for first $25,000.00 plus $10.75 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$696.75 for first $50,000.00 plus $7.50 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$1,071.75 for first $100,000.00 plus $6.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$500,001.00 to $1,000,000.00	$3,471.75 for first $500,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00
$1,000,000.00 and up	$5,971.75 for first $1,000,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof

RESIDENTIAL BUILDING PERMIT	
Total Valuation	Fee
$1.00 to $500.00	$30.00
$501.00 to $2,000.00	$30.00 for first $500.00 plus $2.00 for each additional $100.00 or fraction thereof, to and including $2,000.00
$2,001.00 to $25,000.00	$60.00 for first $2,000.00 plus $9.50 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$278.50 for first $25,000.00 plus $6.50 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$441.00 for first $50,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$691.00 for first $100,000.00 plus $4.50 for each additional $1,000.00 or fraction thereof

EXIBIT B

PLAN REVIEW FEES	
Plan Review	Fee
All Building Permits	65% of the building permit fee as calculated in Appendix B
Review Fees for Similar Plans	25% of the building permit fee as calculated in Appendix B

FIRE SUPPRESSION TESTING PERMIT	
Total Valuation	Fee
$1.00 to $10,000.00	$250
$10,000.00 to $25,000.00	$250 for first $10,000.00 plus $14.75 for each additional $1,000.00 or fraction thereof, to and including $25,000.00
$25,001.00 to $50,000.00	$471.25 for first $25,000.00 plus $10.75 for each additional $1,000.00 or fraction thereof, to and including $50,000.00
$50,001.00 to $100,000.00	$740.00 for first $50,000.00 plus $7.50 for each additional $1,000.00 or fraction thereof, to and including $100,000.00
$100,001.00 to $500,000.00	$1,115.00 for first $100,000.00 plus $6.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00
$500,001.00 to $1,000,000.00	$3,515.00 for first $500,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $1,000,000.00
$1,000,000.00 and up	$6,015.00 for first $1,000,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof

TYPE OF PERMIT	FEE	NOTES			
Annual fire inspections and follow-up inspections	$ 50	annual fire safety inspection and the first follow-up annual inspection	Change to $75		
Annual fire safety inspections and follow-up inspections	$ 100	requested annual fire safety inspections/1st follow-up fire safety inspection no charge; subsequent	Change to $125		
Any open burning	$ 100				
Birthday party	$ 25		Change to $40		
Carnivals and fairs	$ 100		Change to $125		
Donations	Varies				
Exhibition, trade shows, any special event requiring a fire inspection	$ 100		Change to $125		
Family Day Cares and/or Foster Care Home	$ 50	initial licensure inspections only			
False alarms	Varies	$100 for the 3rd alarm, $150 for the 4th alarm, $250 for the 5th+ alarms per year	Change to $125, $175, and $275		
Fire Extinguisher Training	Varies	$5 per head or $250 flat fee per training event (50 attendees)			
Fire Watch supplied by the Fire	$ 100	per hour per staff member required	Change to $125		
Fireworks sales, displays and pyrotechnic special effects materials	$ 100		Change to $125		
Natural gas line hits	$175/hr	per incident if proper procedures were not			
Installation and removal of all fire alarm, monitoring or related systems	$ 100		Change to $125		
Installation and removal of all fire suppression systems (Under 25 heads)	$ 100		Change to $125 and Add wording (Under 25 heads)		
Fire Suppression Testing Permit	$250 min.	$250 min. for first $10,000 or % value of			
Installation and removal of underground or above ground tanks	$ 100		Change to $125		
Installation of smoke removal systems	$ 100		Change to $125		
Installation of spray booths or spray areas	$ 100		Change to $125		
Storage of explosives, black powder or blasting agents	$ 100		Change to $125		
Temporary membrane structures, tents, canopies	$ 100	if no other fee is charged by the City	Change to $125		
Training Room Daily Rental Fee	$ 75	four hours or less	Change to $100		
Training Room Daily Rental Fee	$ 125	four to eight hours	Change to $150		
Use of explosives	$ 100		Change to $125		

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Approval of 2025 Health Insurance Renewal

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: We received our 2025 health insurance renewal package from the Better Health Collective (formerly known as Sourcewell). The renewal shows an average 8% increase for our four health plans with a 15% rate cap for our 2026 renewal. During our renewal discussion, it was learned that for a second year in a row Brainerd's claims versus premiums paid was not favorable as claims averaged $866.13 per member per month versus premium paid at $690.90 per member per month for the last 12-month lookback period. According to Adam Olson, our health insurance broker from North Risk Partners, without the stability provided by being a member of the Better Health Collective Pool, we should have received closer to a 20% increase based on our utilization if we were rated on our own; further, that medical trend is an 8 - 10% increase.

Brainerd currently offers Smart Plans 1, 3, 7 and 8. Mr. Olson noted that he feels Brainerd offers meaningful health plan choices for our employees which allows employees to choose the health plan that is best for their household. It was also noted that Brainerd's practice for many years has been to "pad" our single rates so the family rates are more attractive. Also attached are some additional documents provided by our broker as well as the benefit plan changes that will be effective with our renewal as directed by the Better Health Collective.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: On September 3, 2024, representatives from the Better Health Collective and North Risk Partners, our health insurance brokers, provided the health insurance renewal presentation to our Employee Insurance Committee. The Committee learned that the Better Health Collective will be transitioning from HealthPartners to Blue Cross/Blue Shield in 2025; therefore, our open enrollment timeframe for 2025 benefits will need to be adjusted for that transition. The Committee recommended that the City Council accept the Better Health Collective's 2025 health insurance renewal as presented.

In addition, Staff will present a recommendation in the near future regarding the administration of our Flexible Spending Accounts as HealthPartners is our current provider for that service.

RECOMMENDED ACTION/MOTION: Motion to approve the 2025 health insurance renewal as received from the Better Health Collective with an average 8% annual increase across all four of our health plans and with a 15% rate cap for our 2026 renewal.

FINANCIAL IMPACT: This renewal has been included in our 2025 budget.

NORTH RISK PARTNERS®

BRAINERD
MINNESOTA
A City for all Seasons

2025 MEDICAL RENEWAL

City of Brainerd
Insurance Committee Meeting
September 3, 2024

HEALTH PLAN

2025 Sourcewell Insurance Pool Renewal - Rate Summary

Premium Summary - Renewal Rates Effective January 1, 2025

	Plan Counts				CURRENT RATES			
Contract Type	**1**	**3**	**7**	**8**	**Smart Plan 1: $1600-0%**	**Smart Plan 3: $3,200-0%**	**Smart Plan 7: $6,150-0%**	**Smart Plan 8: $8,050-0%**
Single	13	20	5	9	$1,516.60	$1,374.93	$1,178.09	$1,092.18
Family	16	28	4	5	$2,561.90	$2,322.58	$1,990.07	$1,844.94
Monthly Premium					**$60,706**	**$92,531**	**$13,851**	**$19,054**
Annual Premium					**$728,474**	**$1,110,370**	**$166,209**	**$228,652**
Combined Current Plans - Annual Total					**$2,233,705**			

	Plan Counts				INITIAL RENEWAL RATES*			
Contract Type	**1**	**3**	**7**	**8**	**Smart Plan 1: $1650-0%**	**Smart Plan 3: $3,300-0%**	**Smart Plan 7: $6,300-0%**	**Smart Plan 8: $8,300-0%**
Single	13	20	5	9	$1,657.00	$1,485.00	$1,252.00	$1,153.00
Family	16	28	4	5	$2,799.00	$2,507.00	$2,115.00	$1,947.00
Monthly Premium					**$66,325**	**$99,896**	**$14,720**	**$20,112**
Annual Premium					**$795,900**	**$1,198,752**	**$176,640**	**$241,344**
Combined Renewal Plans - Annual Total					**$2,412,636**			
Difference from CURRENT by PLAN					**9.26%**	**7.96%**	**6.28%**	**5.55%**
Combined Renewal Increase Percentage					**8.01%**			
					Includes 2025 rate cap of 15% when employer renews with all Smart Plans			

2025 Sourcewell Insurance Pool Renewal – Rate Details

Important Rate Sheet Details

Fixed Costs and Additional Charges to ECRs

These are components of your group's Total Billed Rate, disclosed for the purpose of transparent reporting and accounting. All additional components of your rates are estimated by Better Health Collective management, then approved by the Collective's Board of Trustees. These expected claims (ECRs) include "BHC Services less Rx Rebates" determined annually using estimates of Rx rebate revenue to the Collective, Sourcewell service charge to Collective, and cost of additional programs provided by the Collective beyond the core health plan fixed expenses. Details of our additional programs are in our "Understanding the Value" document within this proposal. The variance in actual vs expected claims impacts Better Health Collective reserves, and is a risk managed for the benefit of all Better Health Collective members, as described in the membership agreement, related policy announcements, and reviewed in detail during each Annual Meeting of Better Health Collective members. Most groups agree to ACH pull at no charge, but the few electing ACH push cause an additional $50/month charge to the Collective by 90 Degrees Benefits, charges for which are included in the total rates.

	BHC Services less Rx Rebates			Other Fees (ACH Push)	Specific & Aggregate Stop-Loss	BCBSM Admin Fees	Broker Services Fee	Total Fixed Costs
Single Contracts	-$18.38				$51.31	$72.61	$0.00	$123.92
Family Contracts (Regardless of Tier)	-$18.38				$128.28	$149.58	$0.00	$277.86

Stop-Loss Insurance

These provisions are in place to protect the Collective's ability to provide member groups risk-free premium equivalents as a total billed rate.

* 12/24 Contract covers claims incurred in the proposed 12 month period and paid through the 12 months following that period. Contract terms for subsequent renewals TBD annually.
* Specific Stop Loss Insurance covers all eligible claims for any one person exceeding $250,000, with an unlimited lifetime maximum benefit.
* Aggregate Stop Loss Insurance covers all eligible claims exceeding 110% of the Collective's aggregate expected claims.
* The Better Health Collective manages a Trust which funds all eligible claims and related plan expenses, and any stop-loss settlements received are deposited into that trust.

Plan Administration

Third Party Administrative Services, Provider Networks, Pharmacy Benefit Management, Case & Disease Management, and Stop Loss Insurance services provided to the Better Health Collective by Blue Cross Blue Shield of MN.

Important Timelines

August 15: Renewals released to brokers

Renewal & Open Enrollment meetings

October 15: Renewal decisions & Required Blue Cross paperwork Due

November 15: Group census with employee plan elections

December 3, February 4: Employer Portal Group Leader Training

Items Needed Back...

October 15:

- ❑ Client Checklist
- ❑ Signed Rate Sheet
- ❑ Employer Portal
- ❑ PHI form for 90 Degrees Billing
- ❑ MA Healthcare Reform Form

November 15:

- ❑ ELFS spreadsheet – census spreadsheet for member enrollment with plan selections

→ Send to Suzanne

suzanne.lindsay@sourcewell-mn.gov

HealthPartners (Incumbent)

2024 HP Sourcewell Co-op renewal: 9.4% rate cap (combined between plans) and an 8% cap for 2025 when renewing with all Smart Plans. Sourcewell provided an option to have rates re-mixed so all are increases at 9.4% but group decided to keep original increases, separated by plan.

January 1, 2024 Renewal Action:
Group renews with 4 in-force plans, open access network, plan changes due to IRS inflationary levels:
Smart Plan 1: $1500-0: deductible/OOP increase to $1600 single/$3200 family
Smart Plan 3: $3000-0: deductible/OOP increase to $3200 single/$6400 family
Smart Plan 7: $5850-0: deductible/OOP increase to $6150 single/$12300 family
Smart Plan 8: $7500-0: deductible/OOP increase to $8050 single/$16100 family
Virtuwell - 3 Free Visits added to each plan

Health Plan Opt-out (no change): $400

HSA ER Contributions:
Smart Plan 1 ($1600): $1000 single, $1500 fam
Smart Plan 3 ($3200): $2000 single, $2500 fam
Smart Plan 7 ($6150): $2250 single, $2750 fam
Smart Plan 8 ($8050): $2500 single, $3000 fam

Ancillary benefits through Integrity Benefits: Dental, Life, STD, LTD, Vision, Critical Illness, Accident
COBRA: WEX

HEALTH PLAN BENCHMARKING

MILLIMAN & NORTH RISK PARTNERS

Make data-driven decisions

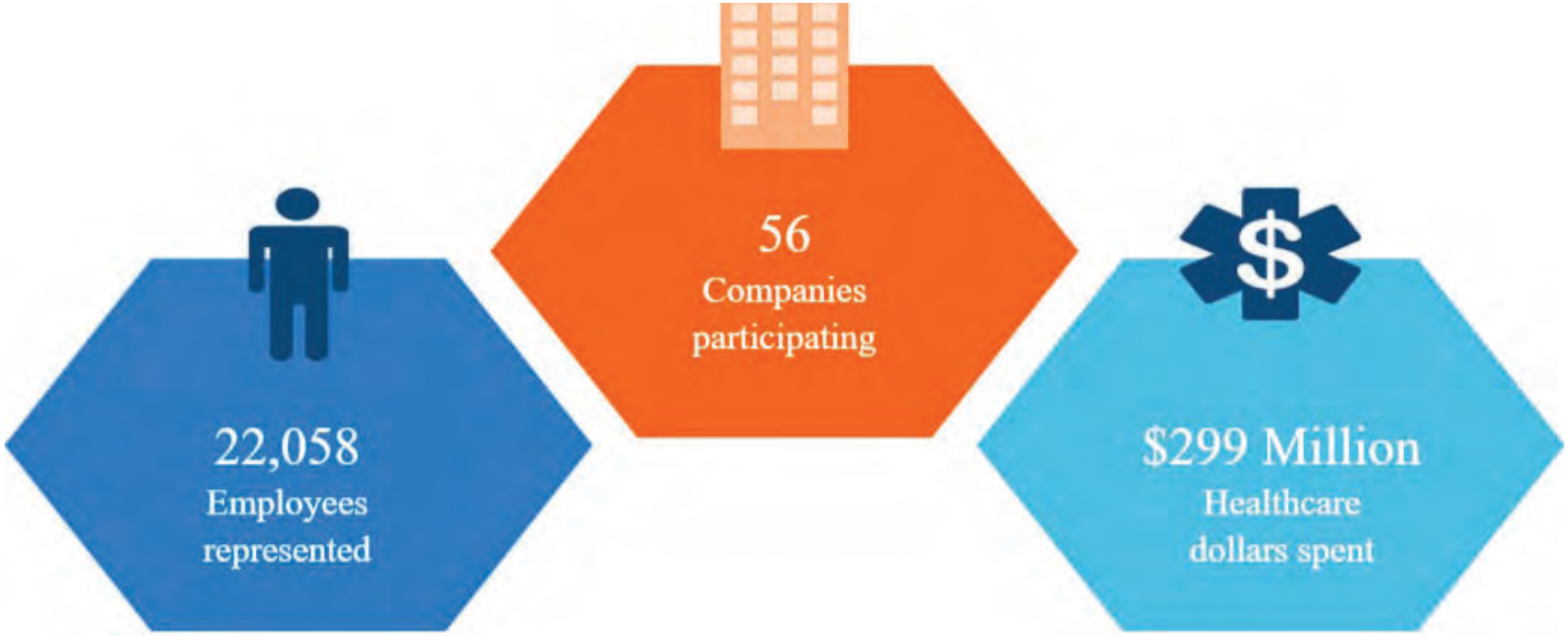
Founded in 1947, Milliman is among the world's largest providers of actuarial and risk management services.

Working with the 50 largest U.S. health insurers, their actuarial models are recognized as the industry gold standard.

North Risk Partners clients receive actuarial support through North Risk's strategic third-party relationship with Milliman.

Survey Summary Statistics

City of Brainerd



*Based on the 2024 BM1 survey responses

Benchmark: BM1 - Industry (92 Public Administration); NAICS Code (921100 Executive, Legislative, and Other General Government Support, 921110 Executive Offices, 921120 Legislative Bodies); BM2 - State (Minnesota); No of Employees (101-250); BM3 - Company Type (Government Organization); No of Employees (101-250)

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Survey Summary Statistics

City of Brainerd

*Based on the 2024 BM2 survey responses

Benchmark: BM1 - Industry (92 Public Administration); NAICS Code (921100 Executive, Legislative, and Other General Government Support, 921110 Executive Offices, 921120 Legislative Bodies); BM2 - State (Minnesota); No of Employees (101-250); BM3 - Company Type (Government Organization); No of Employees (101-250)

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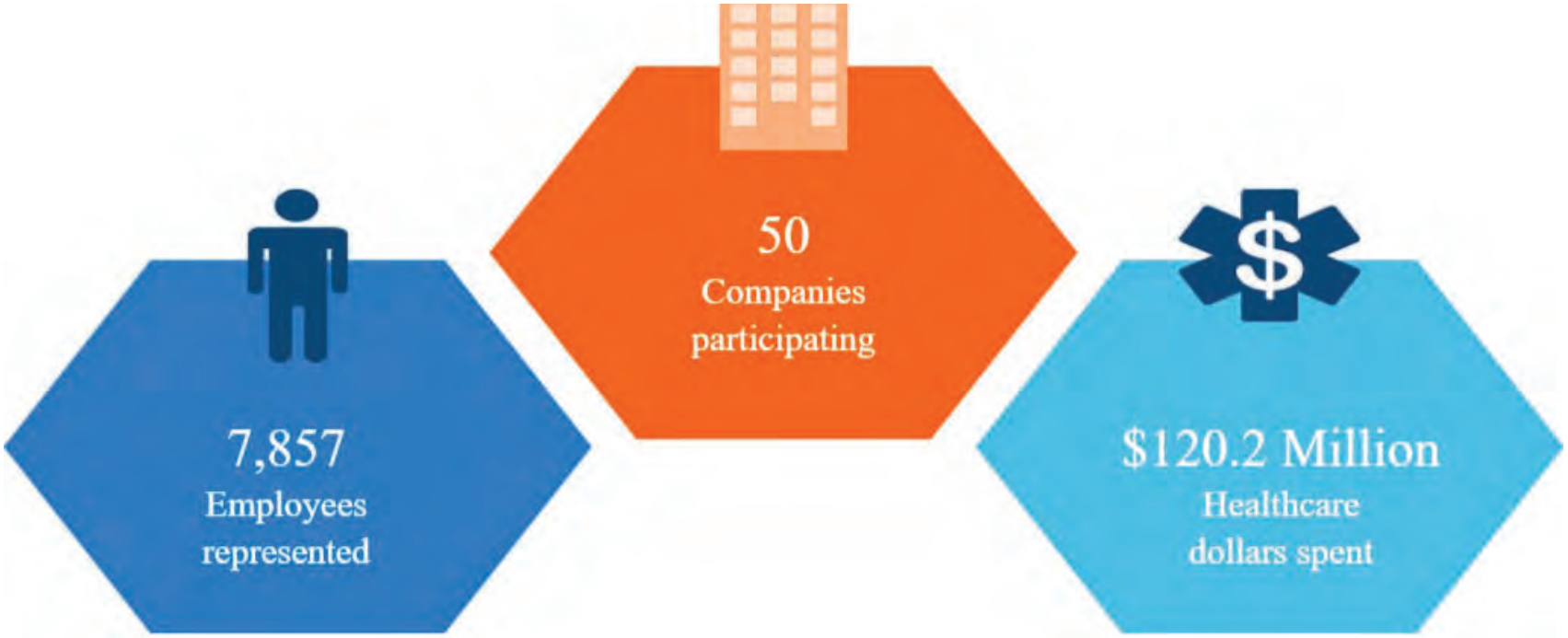
Survey Summary Statistics

City of Brainerd



*Based on the 2024 BM3 survey responses

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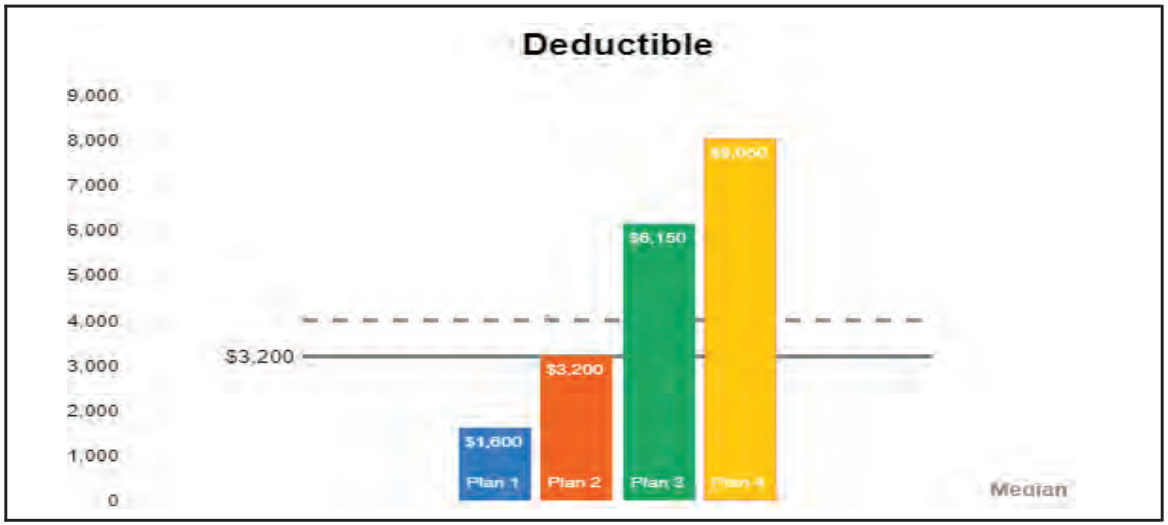
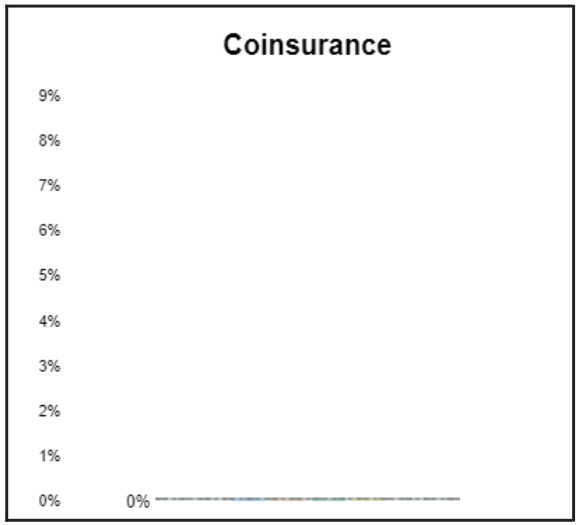
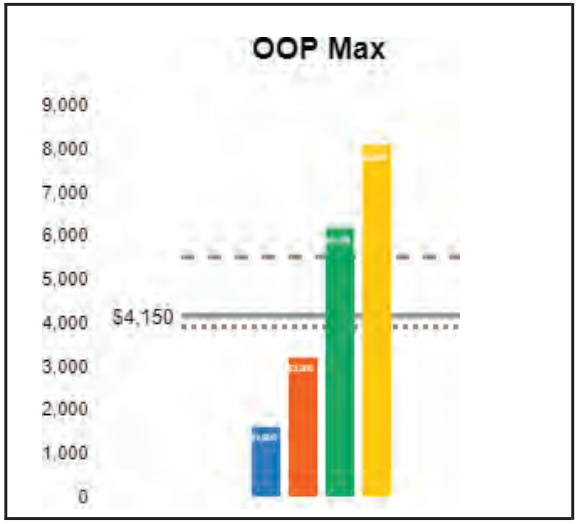
Produced by: North Risk Partners, LLC

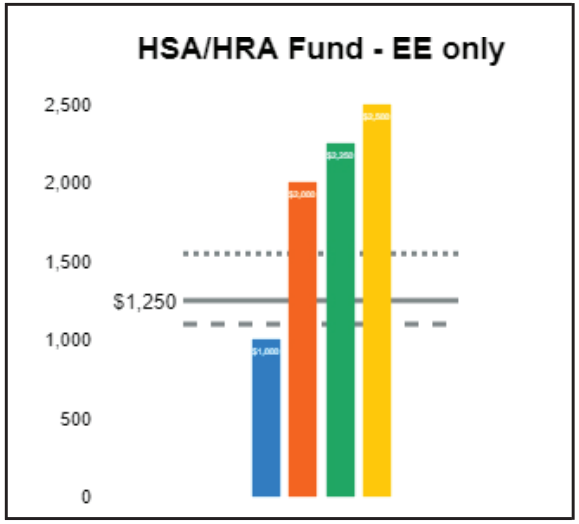
Medical Plan Design - HDHP

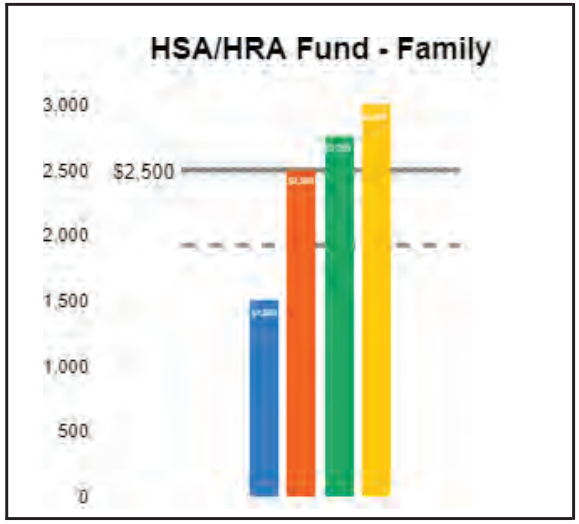
City of Brainerd











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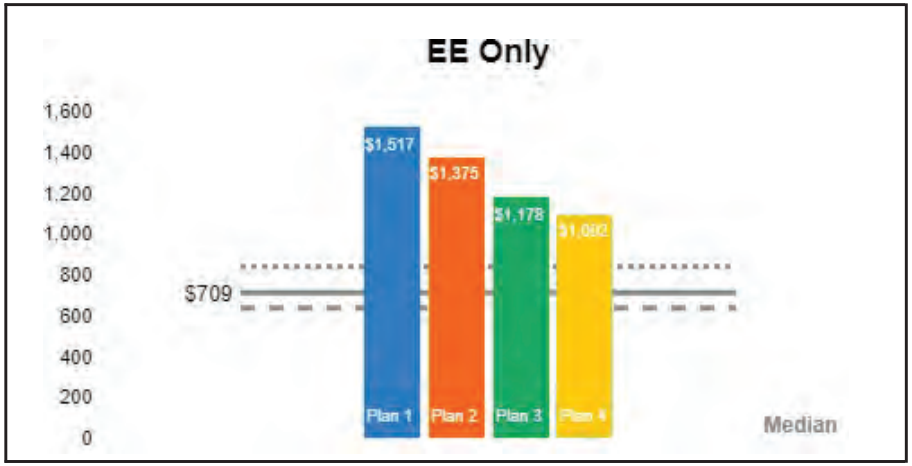
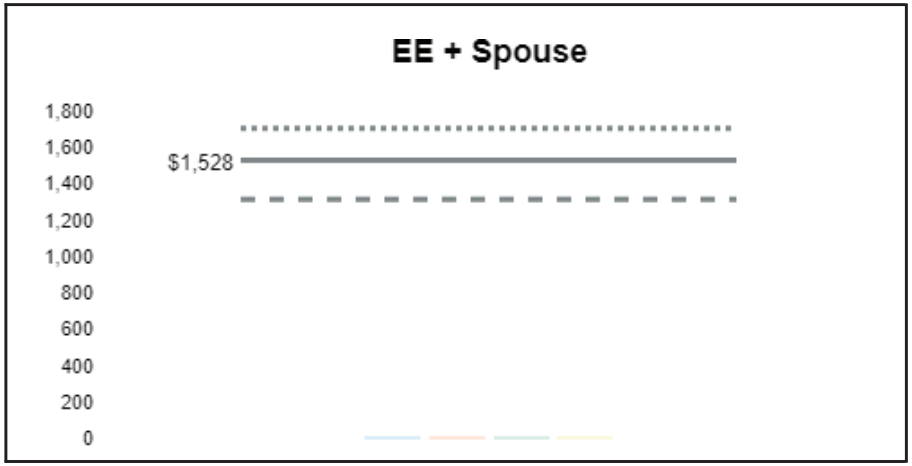
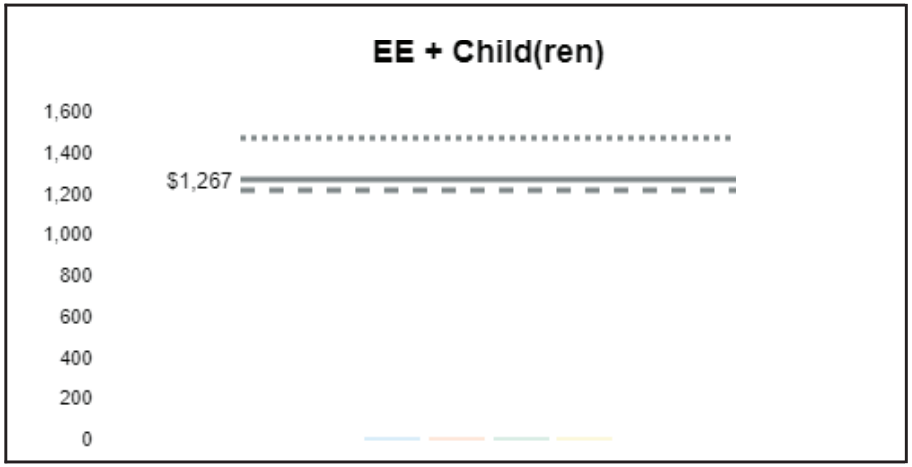
Medical Cost - HDHP

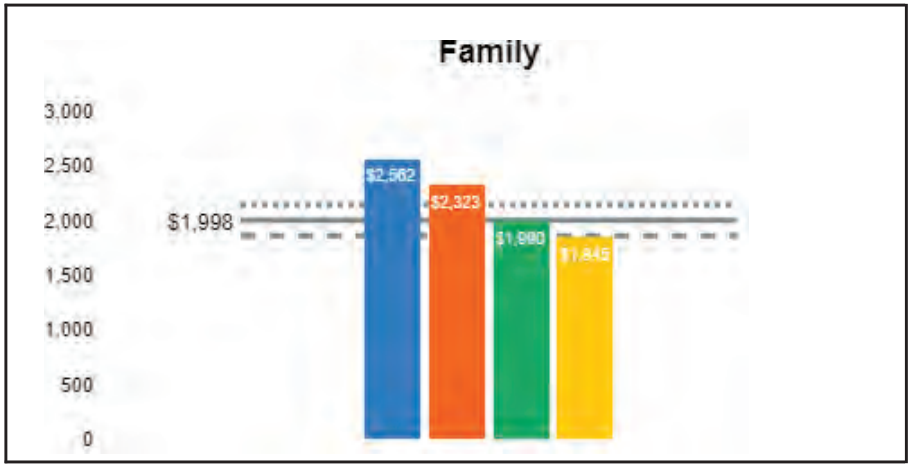
Total Premium ($)

City of Brainerd









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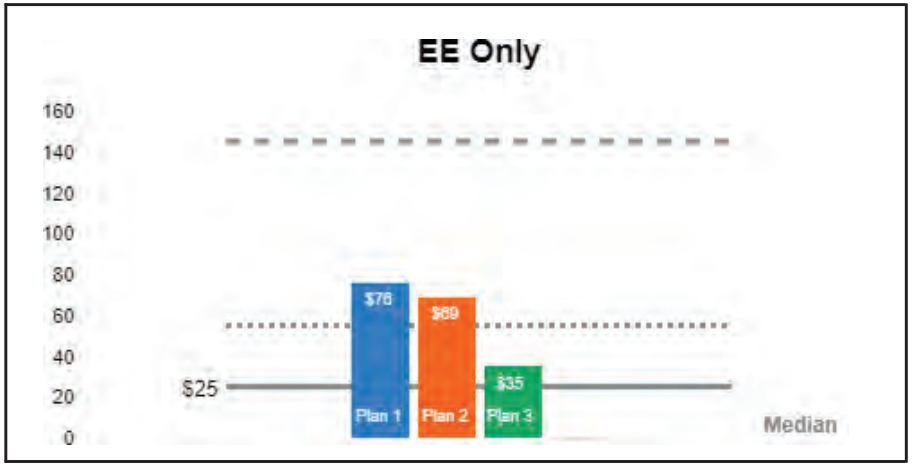
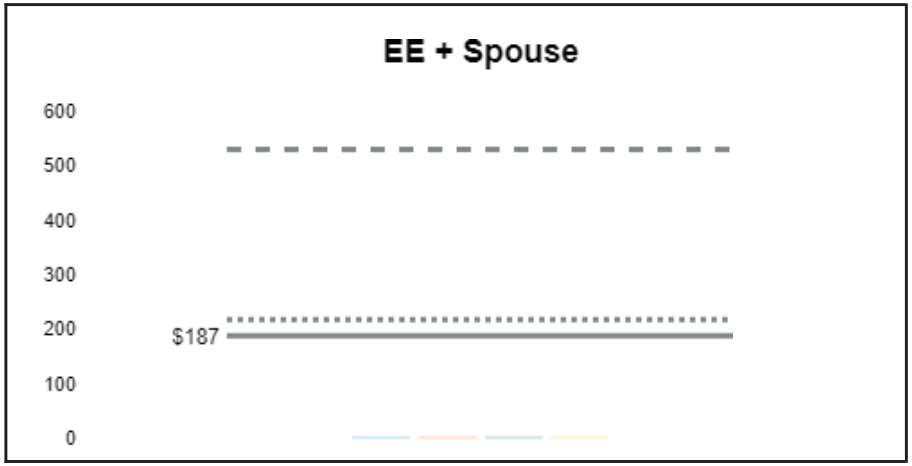
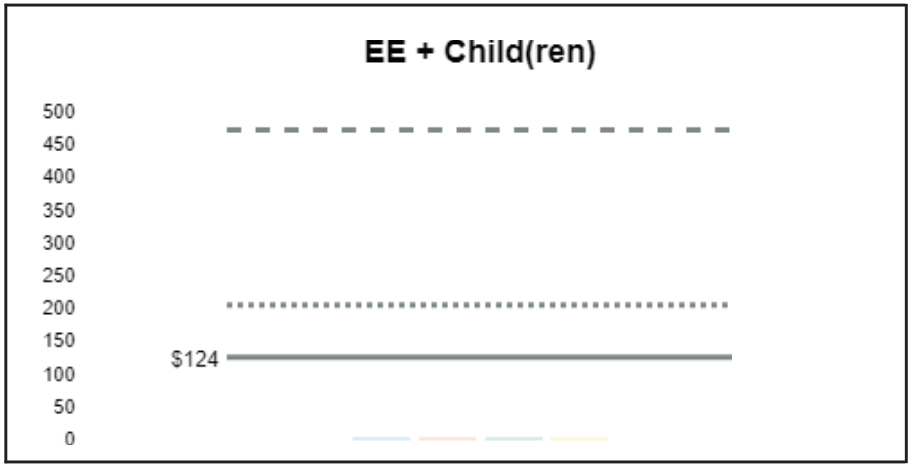
Medical Cost - HDHP

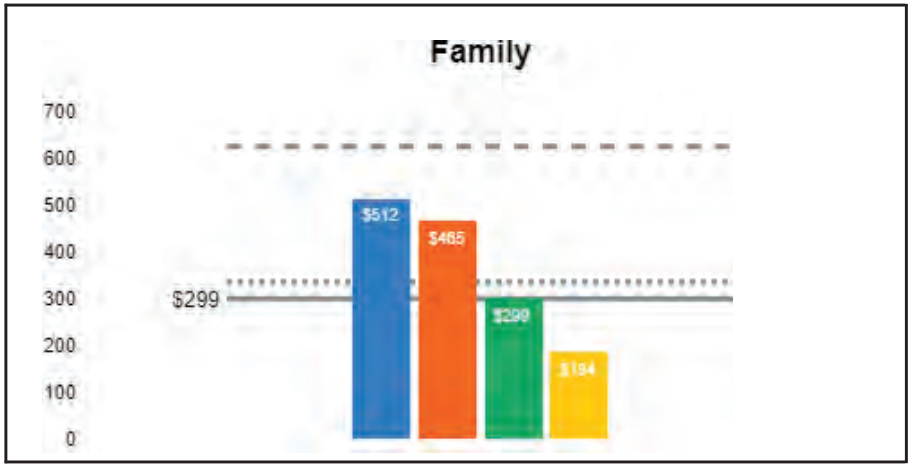
Employee Contribution ($)

City of Brainerd









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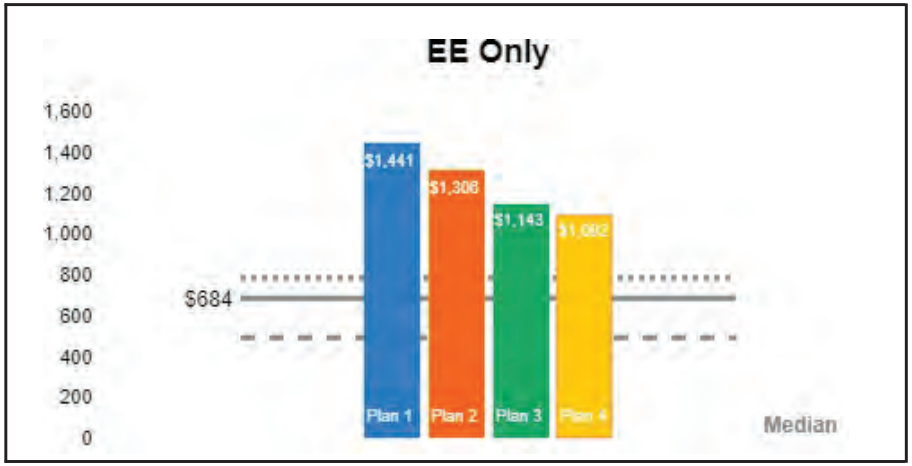
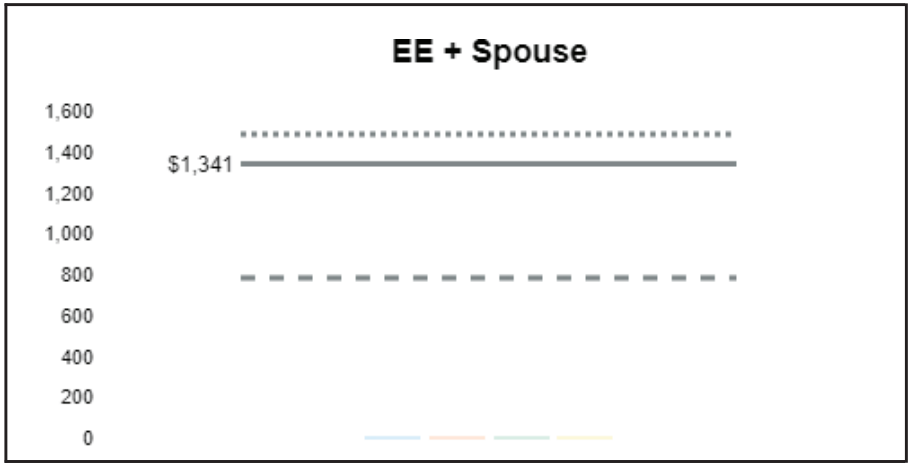
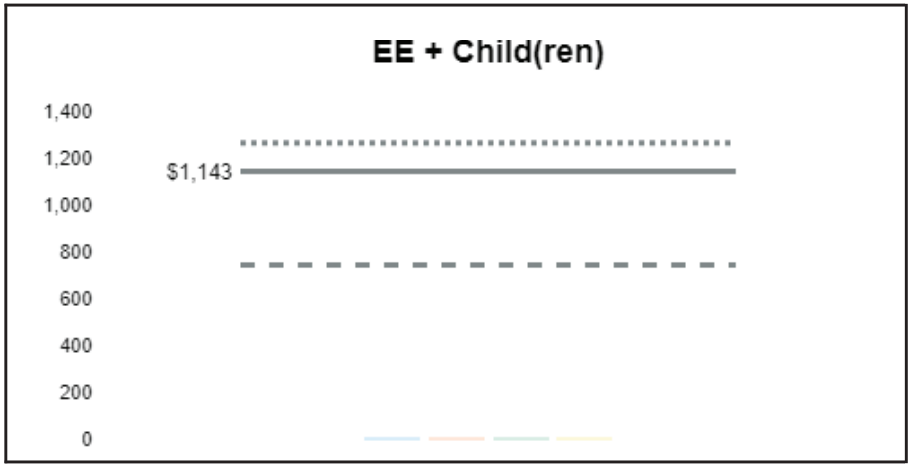
Medical Cost - HDHP

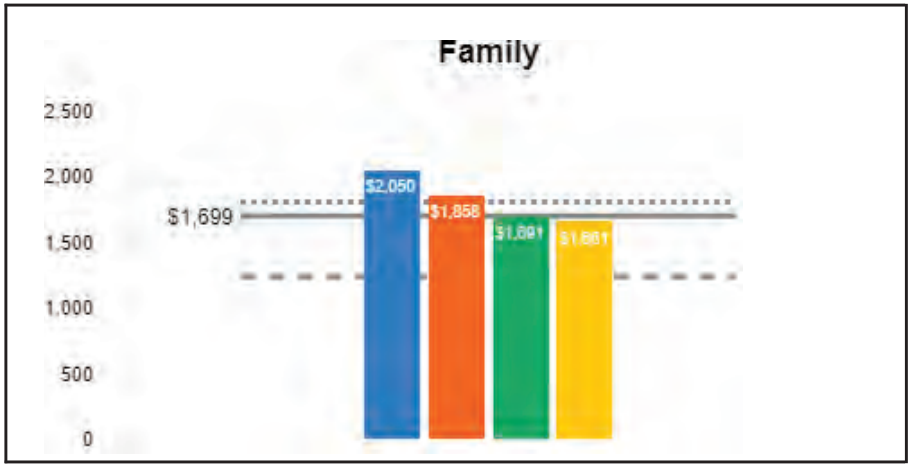
Employer Contribution ($)

City of Brainerd









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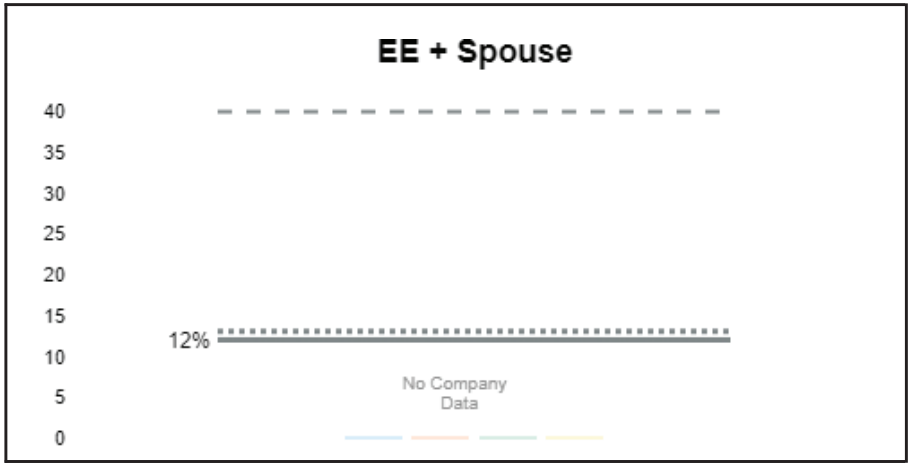
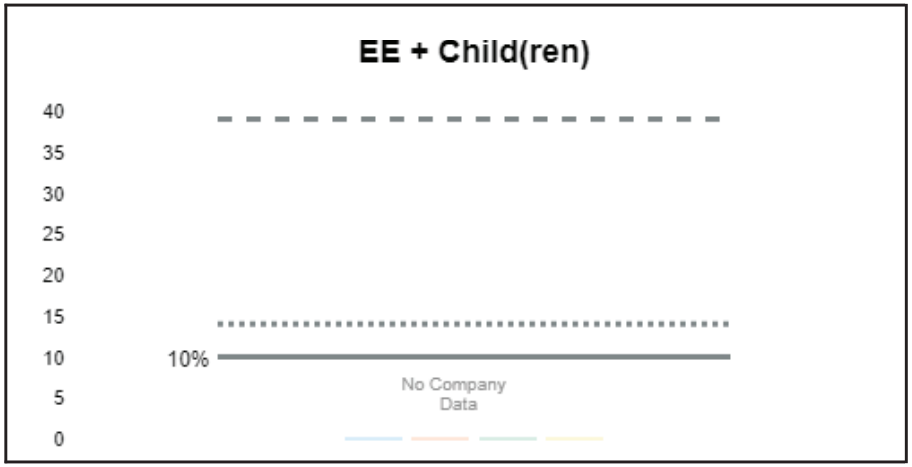
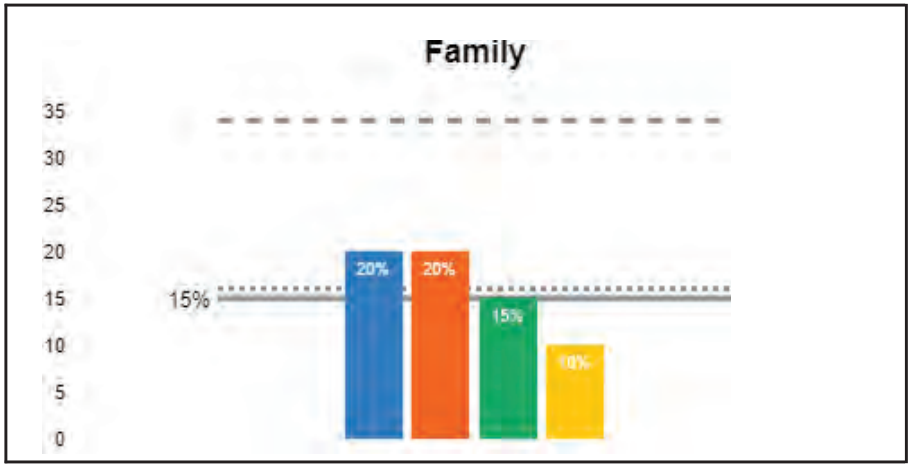
Medical Cost - HDHP

Employee Subsidy (%)

City of Brainerd







BM 1 — BM 2 - - - - BM 3

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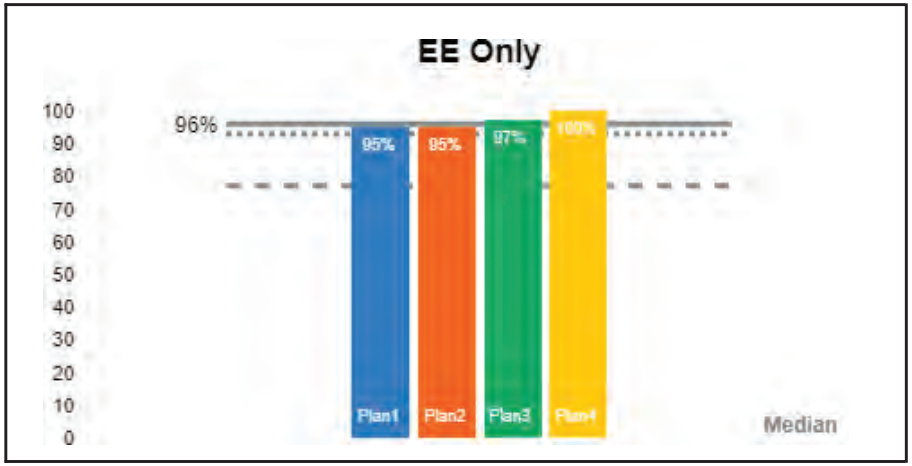
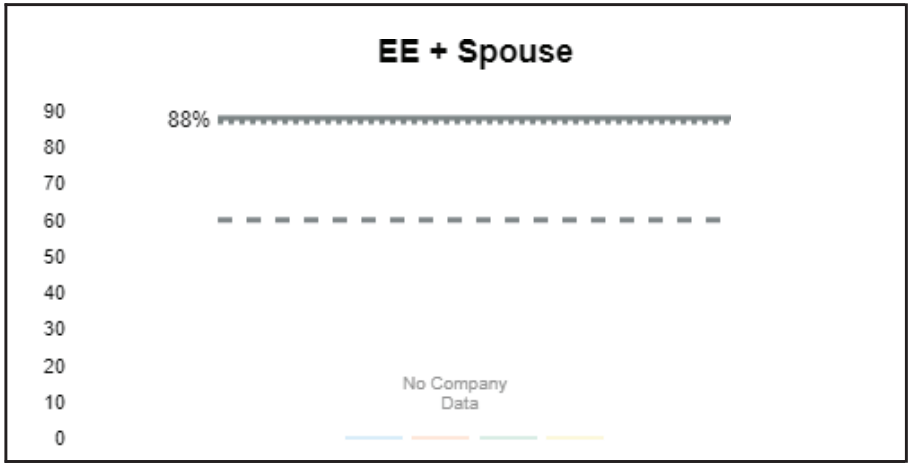
Powered by: Milliman

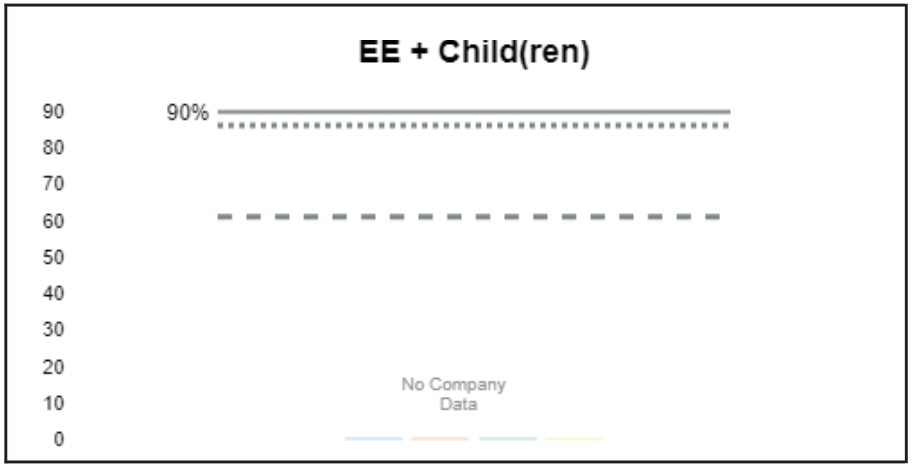
Medical Cost - HDHP

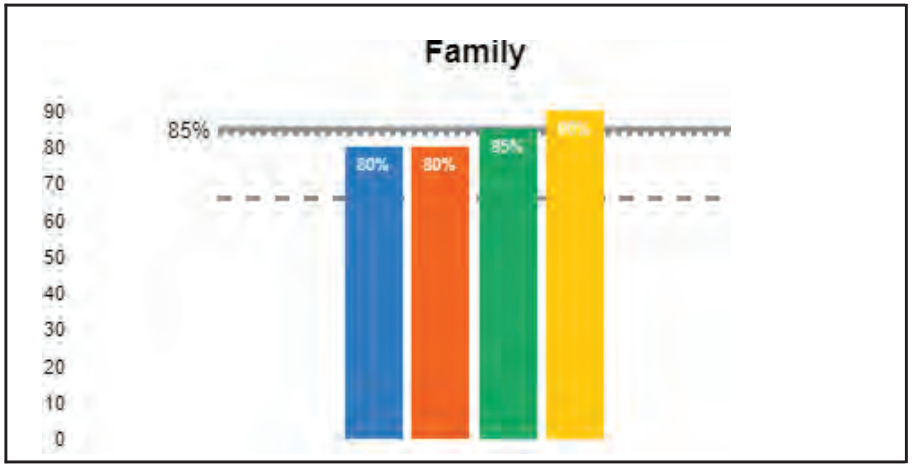
Employer Subsidy (%)

City of Brainerd









BM 1 — BM 2 - - - - BM 3

Benchmark: BM1 - Industry (92 Public Administration); NAICS Code (921100 Executive, Legislative, and Other General Government Support, 921110 Executive Offices, 921120 Legislative Bodies); BM2 - State (Minnesota); No of Employees (101-250); BM3 - Company Type (Government Organization); No of Employees (101-250)

Powered by: Milliman

Produced by: North Risk Partners, LLC

Sourcewell, *managed by The Better Health Collective*

The Better Health Collective - Our Partners

Our health insurance solutions brings together the people, partners, and tools necessary to support complete wellness for public employees.
Here is an overview of key partners and their contact information.

Health plan administration

BlueCross BlueShield Minnesota

- Stop-loss insurance
- Pharmacy benefit manager
- Provider network

Group Leader Services: 1-877-293-7035
Dave Kuschel: 651-662-2039
david.kuschel@bluecrossmn.com

Population health management & wellness

HealthSource Solutions

Member services: 763-287-0740
Email: support@healthsource-solutions.com
Web: sourcewell.wellright.com

Disease prevention & management

omada

Member services: 888-409-8687
Email: support@omadahealth.com
Web: omadahealth.com

Fertility support

progyny

Member services: 888-597-5065
Email: members@progyny.com
Web: progyny.com

Governance

Board of Trustees
Labor & Management Committee
Wellness Committee

The Better Health Collective is a self-funded, government organization created under state statute. It serves public entities in Minnesota with group health insurance solutions. On June 27, 2022, the Minnesota Department of Commerce awarded The Better Health Collective a Certificate of Authority and Compliance, assuring the public its offering(s) meets all state requirements and laws.

Sourcewell, *managed by The Better Health Collective*

Why Blue Cross?

Carrier for Claims & Stop Loss	HP 2024	~~HP 2025~~	**BCBSM 2025**
Claims/Network Admin Cost % Change	0%	~~1%~~	**-21%**
Stop Loss Specific Limit	$250,000	~~$250,000~~	**$250,000**
Stop Loss Aggregate (% of Pool ECRs)	110%	~~110%~~	**110%**
Stop Loss Contract	12/18	~~12/24~~	**12/24**
Stop Loss Cost % Change	29%	~~17%~~	**-18%**

Sourcewell, *managed by The Better Health Collective*

What's Changing

- New claims administrator – Blue Cross
- Group / Member Portals
- Minnesota Network – Aware* or HighValue option
- National Network – BlueCard PPO
- Formulary List – FlexRx
- Formulary Network – Select Network
- MSK part in Omada
- EAP move to Telus Health with 5 visits
- Hinge Health for MSK
- Wellbeats and Active & Fit
- H.S.A. Rx Preventive list on Smart Plans
- Top Value program

What isn't Changing

- E-visits – Smart plans
- Several Value Adds
- HealthSource Solutions – Group Grants & Employee Incentives
- WellRight platform
- Progyny
- 90 Degrees Billing
- Omada (except MSK)
- Smart Plan Strategy

Mandates and essential health changes

1. Chronic Disease Management
2. Remove diagnosis and/or age requirements:
   - Cleft Lip & Palate (age limit removed)
   - Hearing Aids (age limit removed) 1 hearing aid per ear every 3 years
   - Foot Orthotics (removed diabetes diagnosis) now covered for any diagnosis
3. Autism Treatment

EAP - Telus

Essential EAP

Improving lives, improving business

24/7 counseling
Immediate support, best-in-class counseling

Utilization Reporting
Case utilization and platform participation reporting

Critical Incident Support
Onsite and virtual support

Total Wellbeing Index
with Standard Reporting

Manager Consultations
Leader 1:1 consultations with MH professional

Workplace Training
Specialty training for employees and managers on a variety of topics

Platform
An industry-leading consumer-grade app with direct access to our team of experts

Legal Support
Divorce, child custody, wills/estates, litigation (excludes workplace disputes)

Financial Support
Wellbeing content and a company posts News Feed

CareNow
Self-guided wellbeing programs

Family Support Services
Eldercare, childcare, family planning

Customer Success
Strategic account management support

5 visits, 3 hrs critical incident per incident (Lifeworks)

BCBS Wellness Programs

Hinge health

- Virtual physical therapy
- Wearable technology
- Full access to a team of doctors, PTs, and other specialists

Omada

- Omada for Diabetes Prevention
- Omada for Condition Management (Diabetes & Hypertension)
- Health coaching, peer group support, connected devices

Your Fertility Benefits

Sponsored by the Better Health Collective

progyny
Smarter Fertility Benefits

Comprehensive Coverage

Bundled fertility treatment coverage for every unique path to parenthood

Personalized Guidance

Unlimited guidance and support from a dedicated Patient Care Advocate (PCA)

Premier Specialists

Convenient access to the largest national network of fertility experts

ACCESS TO PROVIDERS WHEREVER YOU ARE

AWARE® NETWORK

The largest Blue Cross network featuring access to nearly every physician and hospital in Minnesota

NATIONAL BLUECARD®/BLUECARD® PPO/ NATIONAL BLUECARD® AND BLUECARD® PPO

Access to more than 1.8 million providers nationwide*

BLUE CROSS BLUE SHIELD GLOBAL® CORE

Access to coverage in 190 countries and territories worldwide

TRAVEL WITH CONFIDENCE

Your Blue Cross network covers you in Minnesota, across the nation and around the world.

To find in-network providers for domestic travel, visit **bluecrossmn.com**

For travel abroad, visit **bcbsglobalcore.com**

PPO®

BCBS – Networks

AWARE® PROVIDER NETWORK

With more than 98% of doctors and 100% of hospitals in Minnesota, the **Aware® network** gives you broad, open-access to the largest selection of providers in the state.

20,797 primary care providers[1]

47,863 specialty care providers[1]

174 hospitals[1]

When you travel outside of Minnesota, you have access to the large national **BlueCard® PPO network** with access to more than 1.8 million providers nationwide[2].

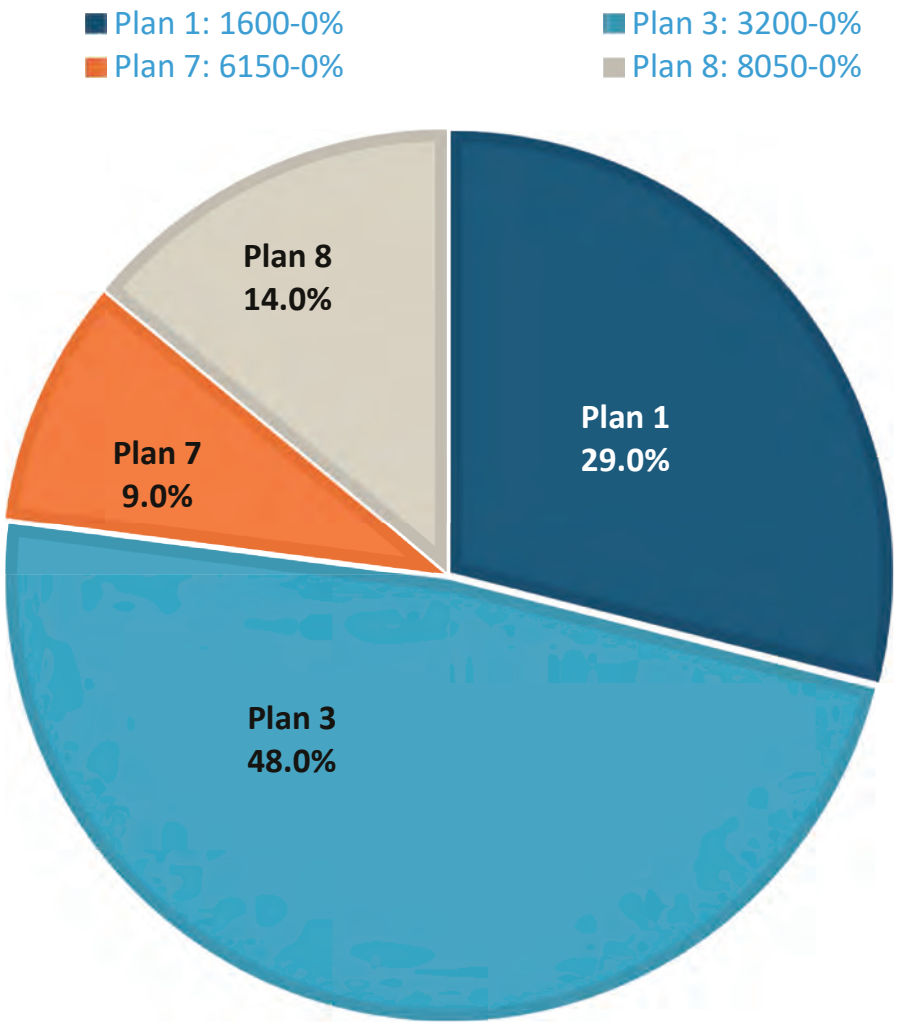
If you travel outside the United States, we have you covered with the **Blue Cross Blue Shield Global® Core network** with access to coverage in 190 countries and territories worldwide.

BLUECARD® PPO

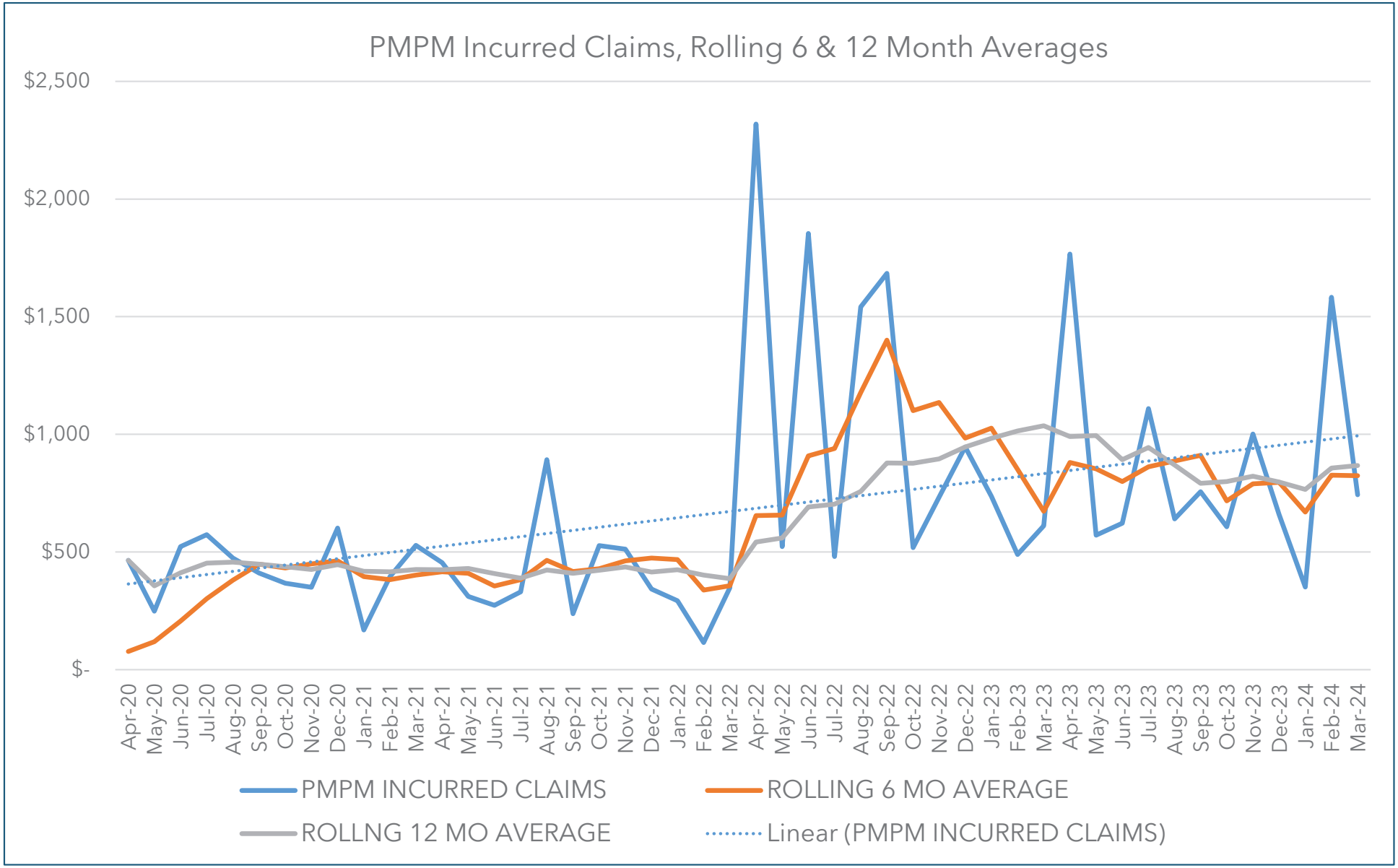
When you travel outside of Minnesota, you have access to the large national **BlueCard PPO network** with access to more than 1.8 million providers nationwide[1].

If you travel outside the United States, we have you covered with the **Blue Cross Blue Shield Global® Core network** with access to coverage in 190 countries and territories worldwide.

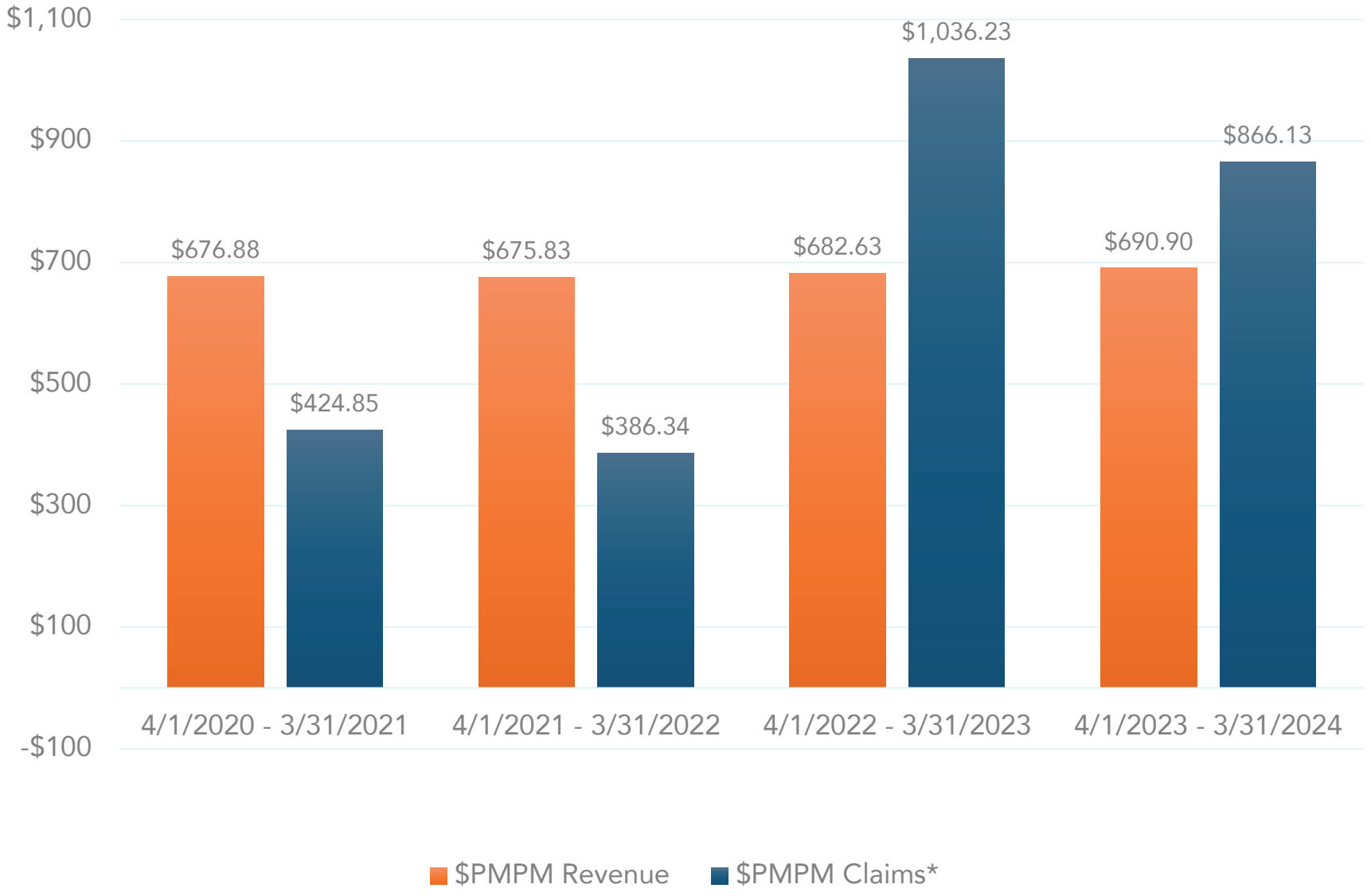
Plan Enrollment as of March 2024



Claim Trend Line

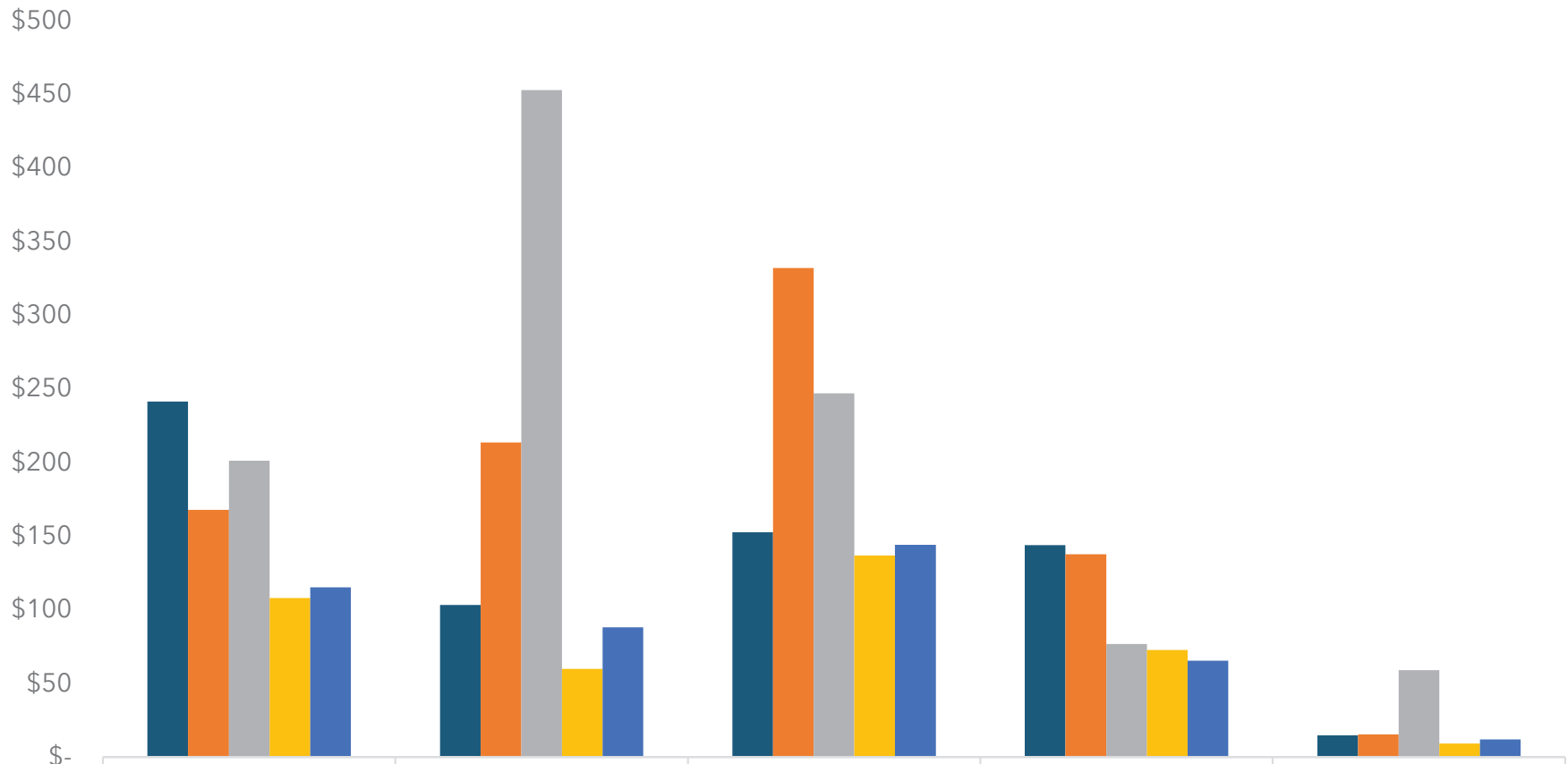


PMPM Premium vs. Claims



*Claims do not include IBNR

PMPM Claims by Service Type vs. HealthPartners Benchmark



	Professional	Hospital IP	Hospital OP	Pharmacy	DME, Transportation, Other
HP Average	$241.22	$103.31	$152.54	$143.84	$14.73
4/1/23 - 3/31/24	$167.83	$213.46	$331.97	$137.58	$15.28
4/1/22 - 3/31/23	$201.06	$452.75	$246.82	$76.67	$58.93
4/1/21 - 3/31/22	$107.83	$59.92	$136.77	$72.61	$9.23
4/1/20 - 3/31/21	$115.15	$88.02	$144.16	$65.48	$12.04

Distribution of Claimants

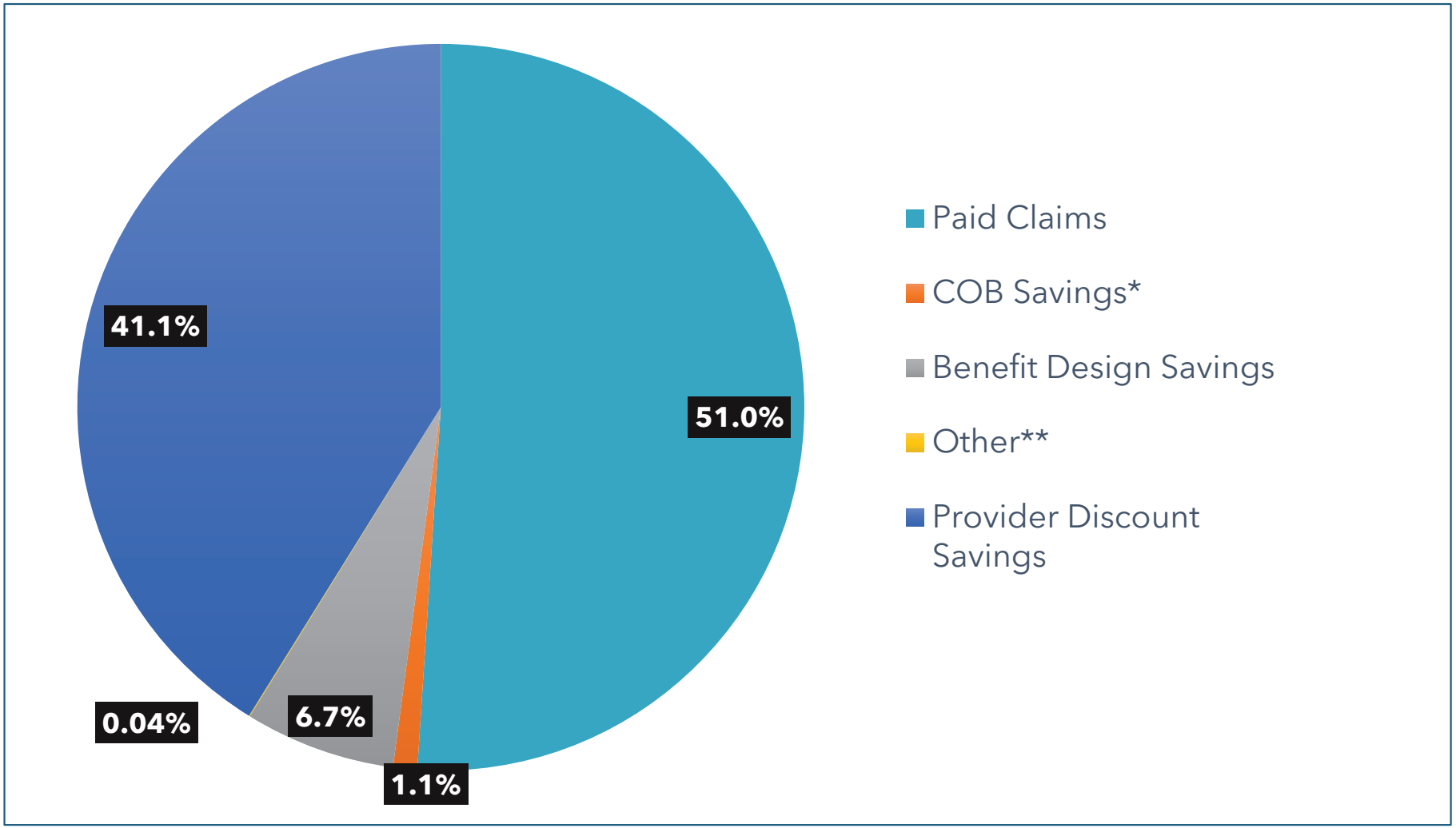
April 1, 2023 through March 31, 2024

Dollar Range	Number of Claimants	Claims
1 - 250	60	$4,007
250 - 500	45	$16,488
500 - 1000	36	$25,424
1000 - 2500	38	$65,267
2500 - 5000	24	$89,348
5000 - 10000	8	$55,919
10000 - 15000	6	$67,712
15000 - 25000	10	$193,683
25000 - 35000	1	$29,878
35000 - 50000	5	$210,133
50000 - 75000	6	$396,229
75000 - 100000	3	$262,410
100000 - 125000	0	$0
125000+	3	$1,044,046
	245	**$2,460,543**

Note: Claims do not include IBNR

Cost Savings Detail

April 1, 2023 through March 31, 2024



*COB Savings: includes "other insurance"
**Other: includes UCR limits and Ineligible Charges

Pharmacy Trend Report

April 1, 2023 through March 31, 2024

Measure	Group Actual			Aggregate		Current Year
	Prior Year	Current Year	%Change	Prior Year	Current Year	Variance
Total Pharmacy PMPM (PL+ML)	$80.80	$138.53	71.45%	$128.99	$150.50	-7.95%
Rx Paid PMPM (Plan Paid)	$72.89	$130.97	79.67%	$118.27	$139.06	-5.81%
Total Pharmacy (PL+ML)	$231,488	$412,135	78.04%			
Total Prescriptions 30 day Rx	2,966	3,168	6.81%			
Total Members w/Rx benefit	239	248	3.84%			
Average Ingredient Cost/Rx	$76.37	$131.64	72.38%	$102.42	$115.68	13.79%
Average Generic Ingredient Cost/Rx	$16.12	$14.34	-11.00%	$22.89	$22.08	-35.05%
Average Brand Ingredient Cost/Rx	$1,330.07	$1,959.81	47.35%	$1,225.52	$1,317.37	48.77%
Average Brand Ingredient Cost/Rx (Without Specialty Drugs)	$374.28	$436.25	16.56%	$543.15	$608.68	-28.33%
Average Brand Ingredient Cost/Rx (Specialty Drugs only)	$5,790.44	$6,375.00	10.10%	$6,447.31	$6,671.42	-4.44%
Average Rx/Member/Year	12.42	12.78	2.86%	15.00	15.42	-17.10%
Average Days Supply/Rx	26.77	26.84	0.25%	26.84	26.70	0.52%
Copay as Percent of Total Pharmacy	9.78%	5.46%	-44.21%	8.32%	7.60%	-28.21%
Average Generic Copay/Rx	$2.86	$2.93	2.35%	$5.59	$5.31	-44.84%
Average Brand Copay/Rx	$106.99	$72.13	-32.58%	$50.81	$55.11	30.89%
% Generic Use	95.41%	93.97%	-1.51%	93.39%	92.77%	1.29%
% Non-Formulary	0.10%	0.03%	-68.79%	1.57%	1.15%	-97.25%

Note: Claims do not include IBNR

Effective January 1, 2025 with change to BlueCross BlueShield, Pharmacy Benefit Manager change to Prime Therapeutics, utilizing the FlexRx Formulary

RX – Formulary Disruption

BCBSMN

5121 City of Brainerd

Claims Filled: 06/01/2023 - 05/31/2024

Formulary Tiering using BCBSMN Standard Open Formulary (FlexRx)

**Vaccines Excluded*

Current Formulary Indicator	FlexRx Tier	MN Brand/ Generic	MN Specialty Indicator	# of Claims
F	BF	Brand	N	113
F	BF	Brand	Y	50
NF	BF	Brand	N	3
F	BNF	Brand	N	55
F	GF	Generic	N	570
F	MN Standard Exclusion	Brand	N	30
F	No Disruption	Brand	N	8
F	No Disruption	Generic	N	29
				858
			Total Exclusions	**30**
			% of Claims Excluded	**3.5%**

Tiering FlexRx

Open = GF,BF,BNF

RX – Formulary Disruption

Current Drug Name	Current Formulary Indicator	FlexRx Tier	# of Claims
INSULIN LISP SOL 100UNIT/ML	F	MN Standard Exclusion*	30
SYNTHROID TAB 75MCG	F	BNF	12
ADDERALL XR CP2 0	F	BNF	8
ADDERALL XR CP2 0	F	BNF	8
ADDERALL XR CP2 0	F	BNF	6
ADDERALL XR CP2 0	F	BNF	6
VYVANSE CAP 10MG	F	BNF	3
WEGOVY SOA 1.7MG/0.75ML	F	BNF	3
EPINEPHRINE SOA .3MG/0.3ML	F	BNF	2
LEVALBUTEROL AER 45MCG/ACT	F	BNF	2
VYVANSE CAP 40MG	F	BNF	2
CLEOCIN SUP 100MG	F	BNF	1
FLOVENT HFA AER 110MCG/ACT	F	BNF	1
WEGOVY SOA 1MG/0.5ML	F	BNF	1

*MN Standard Exclusion: BC does not cover this insulin prescription. As an alternative, generic drugs on the Blue Cross preventive drug list (shown lower case, bold) are covered at no cost to the member. Brand name drugs (shown in capital letters) are a $50 copay. However, the Blue Cross plans limit insulin to a maximum $25 member cost out of pocket. Side note, other drugs used for chronic condition management would be capped at $25 as well. For example, Ozempic would be capped at $25 per the chronic conditions mandate when it is prescribed for a diabetes diagnosis.

BNF: brand drugs not included on Blue Cross's formulary. The plans have a closed formulary. Members taking drugs in this category would either need to switch or submit/be approved for a formulary exception, if there is a medical reason they are unable to use the equivalent on the Blue Cross formulary.

Demographics Summary

April 1, 2023 through March 31, 2024

Current Year Gender Distribution

	Member Months	Average	% of Total	Aggregate % of Total
Female	1,367	114	45.95%	52.36%
Male	1,608	134	54.05%	47.64%
Total	2,975	248	100.00%	100.00%

Current Year Relationship Distribution

	Member Months	Average	% of Total	Aggregate % of Total
Policyholder	1,205	100	40.50%	44.90%
Dependent	1,770	148	59.50%	55.10%
Total	2,975	248	100.00%	100.00%

HealthSource Solutions

QUARTERLY REPORT

City of Brainerd

April 1- June 30

Be Your Best
BRD•HRA•BPU
Wellness for Life

USER STATUS

BREAKDOWN

ROLE Enrollment status of health plan.	TOTAL ELIGIBLE Total number of users who either have active or pending status.	ACTIVE The number of users who have an active account status.	PENDING The number of users who have not completed registration.	% The percent of users who are active based on the total eligible.
Employee On Plan	67	56	11	84%
Employee Off Plan	19	15	4	79%
Spouses	1	1		100%

EMPLOYEE ACTIVATION

84%

Better Health Collective Average | 73%

Grant Goal | 60%

The percentage of eligible employees that have registered an account.

Employee activation percent should just include employee on plan

PROGRAMS & ACTIVITIES

ACTIVITY	TOTAL COMPLETIONS YEAR TO DATE
Age Gage: Health Assessment	30
Measure Up: Biometrics	24
Personal Challenges	440
Step Challenge – Walk There	45
Q2 30-Day Tracking: Mental Health	8
Q2 1-Week Tracking: Be Friend	5
Q2 Activity: Book Club	11
Q2 Healthy U – Meditation & Stress Management	17

HEALTH ASSESSMENT OR MEASURE UP COMPLETION

45%

***Better Health Collective Average* | 43%**

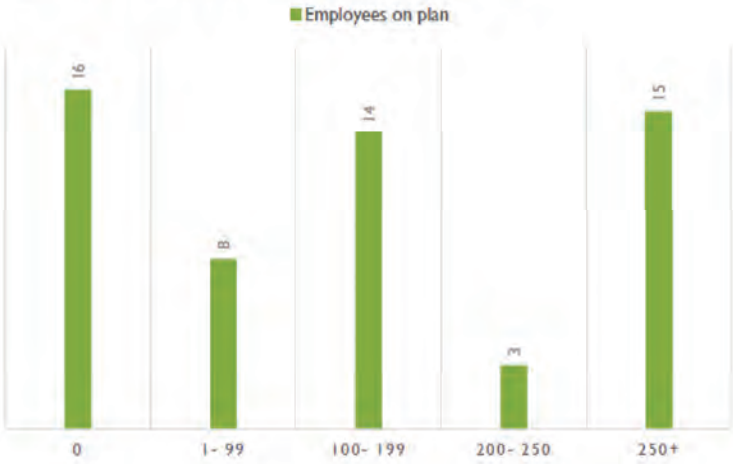
***Grant Goal* | 60%**

The percent of employees that have completed the Health Assessment or Measure Up out of Active On Plan Employees.

Includes employees, spouses, and dependents (if applicable)

REWARDS

TOTAL POINTS EARNED TO DATE



PERCENTAGE OF POINTS AVAILABLE TO ACTIVATED CONTRACT HOLDERS THAT WERE EARNED:

- If <20% of available points were earned, then the grant is $0
- If 21-34% grant is $20 PEPY
- If 35-49% grant is $40 PEPY
- If 50%+ grant is $60 PEPY

Pending all other grant requirements have been met.

CURRENT STATE

***Better Health Collective Average* | 31%**

2025 FSA ADMINISTRATION

More Details to Come

COMPLIANCE

COMPLIANCE UPDATE

Limits to Know in 2025

High Deductible Health Plan (HDHP)

Minimum deductible

Single: $1,650 (up from $1,600 in 2024)
Family: $3,300 (up from $3,200 in 2024)

Maximum out-of-pocket costs

Single: $8,300 (up from $8,050 in 2024)
Family: $16,600 (up from $16,000 in 2024)

Health Savings Account (HSA)

Maximum contributions

Single: $4,300 (up from $4,150 in 2024)
Family: $8,550 (up from $8,300 in 2024)

Catch-up contributions

$1,000 (no change from 2024)

Flexible Spending Account (FSA)

2024 FSA Maximum Contribution

$3,200

COMPLIANCE UPDATE

Medicare Part D

HERE'S HOW TO COMPLETE YOUR REQUIREMENTS:

The only way to comply with the CMS disclosure is by submitting a disclosure form on the CMS website. The electronic form is very user friendly and should take you less than five minutes to complete. You will need the following information to complete the form.

- Group name and Federal Tax Identification Number
- Type of coverage and number of drug options offered
- Credible coverage status of drug options offered by the group
- Period covered by the disclosure (plan year)
- Name, title, email address of the group's authorized individual

The website is:

https://www.cms.gov/Medicare/Prescription-Drug-Coverage/CreditableCoverage/CCDisclosureForm.html

The filing deadline is 60 days after the first day of the plan year (your renewal date).

ADDITIONALLY

CMS has issued updated guidance on how to determine whether a prescription drug plan is deemed to be credible. The criteria are available at: http://www.cms.hhs.gov/creditablecoverage under guidance documents.

Creditable Coverage notices must be provided to Medicare Part D eligible individuals under the following circumstances.

- Prior to the Medicare Part D annual election period (October 15th each year)
- Prior to the individual's initial enrollment period
- Prior to the effective date of coverage for any Medicare eligible participant that joins the plan
- Within 30 days after the termination of a plan's prescription drug coverage or a change in its creditable coverage status
- Upon request by an individual

All group health plans offered by employers, unions, government employers and tribal organizations are required to notify the Centers of Medicare and Medicaid Services (CMS) of creditable or non-creditable status of prescription drug coverage on an annual basis.

Employees Turning Age 65

MEDICARE

- An employee is eligible for Medicare the first of the month of their 65th birthday
- The employee needs to contact the social security office to initiate Part A or Part A and Part B coverage (they can call up to 90 days in advance; here's the phone number (800) 772-1213).
- Eligible employees have the option to remain on the group plan or elect Medicare options along with a supplemental plan.
- Small Group Health Plans (a plan with fewer than 20 full-time, active employees) pay secondary to Medicare. To avoid possible late enrollment penalties or lack of secondary benefits from your employer, it is advised that Medicare-eligible beneficiaries enroll in Medicare Part A and Part B 90 days prior to their 65th birthday.

MEDICARE PART D

Is your plan considered a creditable drug plan per CMS guidelines? If not, the Medicare eligible employee will need to enroll in a creditable Part D plan to avoid penalties. To have a Part D plan, they will need to enroll in Medicare Part A. If you have an HSA plan, this will disqualify them from being able to contribute to a health savings account (HSA). See below.

HDHP with HSA

- If an employee enrolls in Medicare Part A or Part A and Part B, they are no longer eligible to contribute to an HSA. The employer is unable to contribute funds to the employee's HSA under the same circumstances. The HSA would freeze from further contributions, but money in the account remains available to use for eligible expenses.
- If an employee delays enrollment into Part A or Part A and B to keep their HSA eligibility, this could cause future issues when they do enroll. If a person delays Part A and then later enrolls, Social Security goes back six months for the effective date of Part A. This will cause an issue with the HSA. The IRS could impose penalties and taxes for the coverage for those six months since they were not eligible to be enrolled on an HSA plan because of dual coverage restrictions.

LIFE INSURANCE

- Most group life plans have an age reduction schedule that begins at age 65 (review plan details).
- If applicable, employer will need to notify the employee of the reduced amount. Conversion of the reduced amount to an individual policy may be available through carrier. This must be applied within 31 days of the reduction.

FSA / FLEX PLAN

Turning 65 does not change an employee's eligibility to participate in a Flexible Spending Plan.

MEDICARE: WHAT TO EXPECT

Transitioning from Group Insurance to Medicare

Eligibility

- Age 65
- Coming off group plan 65+ (self or spouses)
- Qualifies you for a Special Election Period (SEP)

Disclaimer: *Please note this is a general checklist. As each client's situation varies, please consult with a licensed agent with any questions.*

Before transitioning to Medicare, use this checklist

- Part A
  - You will receive Part A when you turn 65 (If you did not delay Part A)
- Part B
  - File for Part B via Social Security (at least 30 days from desired Medicare start date)
- Coming off Employer Coverage?
  - File L564 form (If delayed due to Group Coverage: CMS40B)
- Have an HSA?
  - Stop contributions 1-6 months prior to Medicare start (contact agent for exact timeline)
- You must have creditable drug coverage either by your group or Medicare plan.
  - Failure to do so may result in lifetime penalty.

Some information contained in this proposal is considered proprietary and/or trade secret status.

Consequently, no part of this proposal may be reproduced or distributed to a third party without the express written permission of North Risk Partners.

Sourcewell

Executive Summary for:	Brainerd, City of	Renewal Date:	1/1/2025

Sourcewell is pleased to deliver your health insurance renewal for the coming year! Contents include:

* Benefit summaries: for each current plan as well Smart plan alternatives
* Smart plan toolkit: to assist groups considering them for the first time and for all to understand them better
* Benefit change exhibit: highlighting changes impacting any or all plans
* Better Health Collective Membership Board Policy: summarizing provisions the collective and its members must follow
* Rate summaries: for each current plan as well Smart plan alternatives
* Utilization reports: indicating your group's claims experience which impacted this renewal
* Premium summary: highlighting your monthly total premium for the time periods impacting this renewal

FAQs:	Answer
* What is the projected % change in rates from our current monthly totals?	8.0%
* What % of pool premiums are for the pool's fixed administrative expenses?	6.7%
* If we renew with only Smart plans, what is the worst to budget for next year?	15.0%
* What was the collective's average overall increase this renewal?	9.0%
* What was the collective's minimum rate change delivered this renewal?	3.0%
* What was the collective's maximum rate change delivered this renewal?	15.0%
* What changes should we consider as we seek optimal value and stability?	Please review report card with your advisors
* How do we learn more or promote existing or new programs?	See mn.sourcewell.org/health

Collective Impact on Rates for:	Brainerd, City of	Renewal Date:	1/1/2025	
Credit for Report Card Score	review report card for ways to impact this	-1.7%		
Credit for # of Years in the Collective	for continuous time in our Collective	-1.0%		
Credits from Collective Community	to help get closer to our community rate	0.0%		
Renewal Rate Increase Cap	the maximum you could expect this renewal	8.0%		
Final Total Renewal Rate Change	acturial estimate less credits, capped if needed		**8.0%**	
2nd Year Rate Increase Cap - As Is			15.0%	
Summary of Other Rate Components		**Single**	**Family**	
BCBSM Administration	claims/network admin and case/disease mgmt	$39.68	$39.68	
BC Stop Loss Protection	protects Collective against high claims costs	$51.31	$128.28	
90DB Fee for ACH Push Pay Option	$0 if paying bills via ACH "pull"; $50/mo if "push"	$0.00	$0.00	
Broker/Consultant Fee		$0.00	$0.00	
Total Fixed Administration Costs		$90.99	$167.96	
Better Health Collective Fees (Credits)	See "Understanding the Value" document	($18.38)	($18.38)	

On behalf of Ryan, Casey, Al, Lisa, Suzanne, and all who help your Sourcewell Team to serve your health and wellness plans…

Suzanne Lindsay, Senior Risk Services Executive
suzanne.lindsay@sourcewell-mn.gov
Office: 218-541-5502 | Cell: 763-257-3819

Sourcewell

Better Health Collective

mn.sourcewell.org/health

Company Name:	**Brainerd, City of**	**Broker Firm:**	**NRP**
Proposed Effective Date:	**1/1/2025**	**Broker Name:**	**Adam Olson**
Proposal Expiration Date:	**1/1/2025**		
Proposed Renewal Date:	**1/1/2026**	**1.1.26 Rate Increase Cap:**	**15%**

Better Health Collective							
Please review additional details about the Better Health Collective's rates and terms on the following page.							
Summary of Proposed							
	Federal AV		**Contract Count**	**Member Count**	**Rate Before Commission**	**Commission**	**Rate Including Commission**
Weighted Average AV and Annual Totals Using Current Counts	80.4				$ 2,412,636	$ -	$ 2,412,636
Per Contract per Month Totals			100		$ 2,010.53	$ -	$ 2,010.53
Per Member per Month Totals				243	$ 827.38	$ -	$ 827.38
Summary of Proposed vs Current							
% Change in Proposed Average Actuarial Value	-0.1%	Proposed Change in Premiums			8.0%		8.0%

Authorization:

On behalf of this group, I approve the Better Health Collective to bill using the health rates listed within for the selected plans using updated enrollments for the time period between the effective and renewal dates listed above.

Signature:

Date:

Name:

Title:

Proposed Plans and Monthly Rates, delivered: 8/22/2024

Initial to Select Plan	Plan Name/Description	Plan Type	Network Type	Federal AV	Rate Tier	Contract Count	Member Count	Rate per Contract Before Commission	Commission per Contract (paid PEPM)	Rate per Contract Including Commission
	Smart Plan 1: 1650NE-100-1650-PrevRx - Aware, Broad	PPO	Aware, Broad	87.7	Single Family	13 16	13 68	$ 1,657.00 $ 2,799.00	$ - $ -	$ 1,657.00 $ 2,799.00
	Smart Plan 3: 3300-100-3300-PrevRx - Aware, Broad	PPO	Aware, Broad	80.1	Single Family	20 28	20 97	$ 1,485.00 $ 2,507.00	$ - $ -	$ 1,485.00 $ 2,507.00
	Smart Plan 7: 6300-100-6300-PrevRx - Aware, Broad	PPO	Aware, Broad	70.7	Single Family	5 4	5 14	$ 1,252.00 $ 2,115.00	$ - $ -	$ 1,252.00 $ 2,115.00
	Smart Plan 8: 8300-100-8300-PrevRx - Aware, Broad	PPO	Aware, Broad	66.0	Single Family	9 5	9 17	$ 1,153.00 $ 1,947.00	$ - $ -	$ 1,153.00 $ 1,947.00

Proposed Plans and Monthly Rates (Alternative Plan Options)										
	Smart Plan 2: 1650NE-80-3650-PrevRx - Aware, Broad	PPO	Aware, Broad	82.2	Single Family			$ 1,517.00 $ 2,562.00	$ - $ -	$ 1,517.00 $ 2,562.00
	Smart Plan 4: 3300-80-5300-PrevRx - Aware, Broad	PPO	Aware, Broad	75.7	Single Family			$ 1,375.00 $ 2,322.00	$ - $ -	$ 1,375.00 $ 2,322.00
	Smart Plan 5: 4300-100-4300-PrevRx - Aware, Broad	PPO	Aware, Broad	76.6	Single Family			$ 1,384.00 $ 2,337.00	$ - $ -	$ 1,384.00 $ 2,337.00
	Smart Plan 6: 4300-80-6300-PrevRx - Aware, Broad	PPO	Aware, Broad	72.5	Single Family			$ 1,287.00 $ 2,174.00	$ - $ -	$ 1,287.00 $ 2,174.00
	Smart Plan 1: 1650NE-100-1650-PrevRx - HVN, Narrow	PPO	HVN, Narrow	87.7	Single Family			$ 1,503.00 $ 2,538.00	$ - $ -	$ 1,503.00 $ 2,538.00
	Smart Plan 2: 1650NE-80-3650-PrevRx - HVN, Narrow	PPO	HVN, Narrow	82.2	Single Family			$ 1,360.00 $ 2,297.00	$ - $ -	$ 1,360.00 $ 2,297.00
	Smart Plan 3: 3300-100-3300-PrevRx - HVN, Narrow	PPO	HVN, Narrow	80.1	Single Family			$ 1,331.00 $ 2,248.00	$ - $ -	$ 1,331.00 $ 2,248.00
	Smart Plan 4: 3300-80-5300-PrevRx - HVN, Narrow	PPO	HVN, Narrow	75.7	Single Family			$ 1,233.00 $ 2,082.00	$ - $ -	$ 1,233.00 $ 2,082.00
	Smart Plan 5: 4300-100-4300-PrevRx - HVN, Narrow	PPO	HVN, Narrow	76.6	Single Family			$ 1,241.00 $ 2,096.00	$ - $ -	$ 1,241.00 $ 2,096.00
	Smart Plan 6: 4300-80-6300-PrevRx - HVN, Narrow	PPO	HVN, Narrow	72.5	Single Family			$ 1,155.00 $ 1,951.00	$ - $ -	$ 1,155.00 $ 1,951.00
	Smart Plan 7: 6300-100-6300-PrevRx - HVN, Narrow	PPO	HVN, Narrow	70.7	Single Family			$ 1,106.00 $ 1,867.00	$ - $ -	$ 1,106.00 $ 1,867.00
	Smart Plan 8: 8300-100-8300-PrevRx - HVN, Narrow	PPO	HVN, Narrow	66.0	Single Family			$ 1,012.00 $ 1,709.00	$ - $ -	$ 1,012.00 $ 1,709.00

Authorization:

On behalf of this group, I approve the Better Health Collective to bill using the health rates listed within for the selected plans using updated enrollments for the time period between the effective and renewal dates listed above.

Signature:

Date:

Name:

Title:

Current (2024) Plans and Monthly Rates										
	Plan Name/Description	**Plan Type**	**Network Type**	**Federal AV**	**Rate Tier**	**Contract Count**	**Member Count**	**Rate per Contract Before Commission**	**Commission per Contract (paid PEPM)**	**Rate per Contract Including Commission**
	Smart Plan 1: 1650NE-100-1650-PrevRx - Aware, Broad	PPO	Aware, Broad	87.7	Single Family	13 16	13 68	$ 1,516.60 $ 2,561.90	$ - $ -	$ 1,516.60 $ 2,561.90
	Smart Plan 3: 3300-100-3300-PrevRx - Aware, Broad	PPO	Aware, Broad	80.1	Single Family	20 28	20 97	$ 1,374.93 $ 2,322.58	$ - $ -	$ 1,374.93 $ 2,322.58
	Smart Plan 7: 6300-100-6300-PrevRx - Aware, Broad	PPO	Aware, Broad	70.8	Single Family	5 4	5 14	$ 1,178.09 $ 1,990.07	$ - $ -	$ 1,178.09 $ 1,990.07
	Smart Plan 8: 8300-100-8300-PrevRx - Aware, Broad	PPO	Aware, Broad	66.3	Single Family	9 5	9 17	$ 1,092.18 $ 1,844.94	$ - $ -	$ 1,092.18 $ 1,844.94
Summary of Current										
Weighted Average AV and Annual Totals Using Current Counts				80.4				$ 2,233,705	$ -	$ 2,233,705
Per Contract per Month Totals						100		$ 1,861.42	$ -	$ 1,861.42
Per Member per Month Totals							243	$ 766.02	$ -	$ 766.02

Important Rate Sheet Details

Fixed Costs and Additional Charges to ECRs

These are components of your group's Total Billed Rate, disclosed for the purpose of transparent reporting and accounting. All additional components of your rates are estimated by Better Health Collective management, then approved by the Collective's Board of Trustees. These expected claims (ECRs) include "BHC Services less Rx Rebates" determined annually using estimates of Rx rebate revenue to the Collective, Sourcewell service charge to Collective, and cost of additional programs provided by the Collective beyond the core health plan fixed expenses. Details of our additional programs are in our "Understanding the Value" document within this proposal. The variance in actual vs expected claims impacts Better Health Collective reserves, and is a risk managed for the benefit of all Better Health Collective members, as described in the membership agreement, related policy announcements, and reviewed in detail during each Annual Meeting of Better Health Collective members. Most groups agree to ACH pull at no charge, but the few electing ACH push cause an additional $50/month charge to the Collective by 90 Degrees Benefits, charges for which are included in the total rates.

	BHC Services less Rx Rebates			Other Fees (ACH Push)	Specific & Aggregate Stop-Loss	BCBSM Admin Fees	Broker Services Fee	Total Fixed Costs
Single Contracts	-$18.38				$51.31	$72.61	$0.00	$123.92
Family Contracts (Regardless of Tier)	-$18.38				$128.28	$149.58	$0.00	$277.86

Stop-Loss Insurance

These provisions are in place to protect the Collective's ability to provide member groups risk-free premium equivalents as a total billed rate.

* 12/24 Contract covers claims incurred in the proposed 12 month period and paid through the 12 months following that period. Contract terms for subsequent renewals TBD annually.

* Specific Stop Loss Insurance covers all eligible claims for any one person exceeding $250,000, with an unlimited lifetime maximum benefit.

* Aggregate Stop Loss Insurance covers all eligible claims exceeding 110% of the Collective's aggregate expected claims.

* The Better Health Collective manages a Trust which funds all eligible claims and related plan expenses, and any stop-loss settlements received are deposited into that trust.

Plan Administration

Third Party Administrative Services, Provider Networks, Pharmacy Benefit Management, Case & Disease Management, and Stop Loss Insurance services provided to the Better Health Collective by Blue Cross Blue Shield of MN.

Broker Services

Sourcewell does not provide certain services that are provided by brokers, agents, and benefits consultants, as detailed on our "Broker Acknowledgement" form, available upon request. Any services provided by a broker to the group are to be negotiated by the group and the broker, the terms for which are not maintained by Sourcewell, with the exception of any amount of commission requested by your group, and we've listed in the fixed cost summary, as part of the Total Billed Rates, and will administer on your behalf on a PEPM basis.

Actuarial Value

Actuarial values (AV's) approximate the percentage of claims that are expected to be paid by the plan for a given population, based on applying the scheduled benefits against the claims experience of a large national population. AV's are calculated using the most recently available ACA AV calculator from the Centers for Medicare and Medicaid Services (CMS). Actuarial value will increase significantly with even modest amounts of employer contributions to HSAs, HRAs, or VEBAs, and thus are very helpful for groups reviewing ways to impact plan design without sacrificing plan value.

Wellness

Population health management and wellness programs have been put in place by the Better Health Collective for the benefit of group members, to help improve health plan quality and positively impact long term health outcomes. Details of these programs, the vendors involved, and the value of these programs are explained on our "Understanding the Value" disclosure, which was delivered to you along with this rate sheet.

Renewals and Rate Caps

After accepting the proposed plans and rates for the proposed effective date, any changes to plans or rates will be in a renewal package and delivered at least 115 days prior to the renewal date listed. Any such rate changes will be calculated using our "Better Together" renewal process, which starts with the typical actuarial review, and then is enhanced by including credits and adjustments from the Collective based on each group's unique renewal report card score, years in the Collective, minimums and maximums used by the Collective to enhance rate stability for all, and adjustments to utilize higher weighting on our community vs group-specific rate when such is beneficial to the group. After considering all these factors, the final renewal rate will be limited to any renewal rate increase cap percentage included in this proposal, which will be calculated using a census of selected plans run approximately seven months in advance of renewal, and comparing the total proposed vs current rates for those plans (net of any broker commissions), or their comparable replacement plans if any, using that census. Rate changes can vary by tier or plan, but when totaled with all plans (net of any broker commissions) will not exceed any rate increase cap percentage that may be in effect. Groups desiring the same percentage change across all tiers and plans are welcome to request such and we will make every effort to accommodate, or explain why we can't if such is ever the case.

Contingencies

This offer is contingent upon review and approval by the Better Health Collective's Board of Trustees which uses the Collective's Membership Policy as its guide and as was provided for reference within this proposal. Any renewal rate increase caps in this proposal are null and void if your group is out of compliance with our Membership Policy or decides to conduct their own RFP process rather than benefit from the Collective's renewal process.

Voluntary Termination

Failure to provide notice of intent to terminate at least 153 days* prior to termination will result in a financial penalty equal to the final month's premium. Conducting a solicitation for health insurance benefits is considered intent to terminate, so we will treat you like a prospective group, as well waive our termination penalty, if the following conditions are met...

1. Notification of RFP submitted at least 5 months prior to renewal
2. RFP bid from Better Health Collective due no sooner than 4.5 months prior to renewal
3. Acknowledge you are aware that any renewal credits for renewing-without-RFP will be null/void
4. Any decision to terminate will be communicated to the Collective at least 1.5 months prior to renewal

* Please note that 153 days means providing notice prior to August 1st for January 1 renewals and February 1st for July 1 renewals.

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Renewal Report Card

This report card is a resource for group decision makers and their advisors. It highlights important

Renewal Report Card for:	Brainerd, City of	Renewal Date:	1/1/2025	
Key Item That Group Can Impact	**Related Notes**	**Data**	**Points**	**Max Points**
% Active Employees Participating	114 of 149	77%	77	100
% Dependents on vs Employees on Plan	243 Members	143%	143	200
Reporting to BHC of Part-time Class?	Please update us (with census, or p/t class code) if any eligible class with < 50% participation	Yes	50	50
Reporting to BHC of Retirees Age 65+?	5 over age 65 (verify if retired)	Yes	50	50
Is Cash Paid to Waivers?	Amount varies	Yes	0	50
% of Smart Plans in Mix	All plans are Smart; agree they're smart?!	100%	100	100
Other Carriers Sponsored by Group?	IUOE Local #49; Teamsters Health Plan	Yes	0	50
Engaged in Wellness - Earned Grant?	Earned grant for 2023, pd Q1 2024	Yes	50	50
Total Points			470	Max pts=550
Score %			85%	

Health Plan Report Card - Addendum

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Key Item That Group Can Impact	Industry Norm / Benchmark	Why It Matters
% Active Employees Participating	Minimum 50% overall and per eligible class; ideally 100%; industry avg: 80%	Those waiving are typically the premium that can help groups better cover costs for those needing care.
% Dependents on vs Employees on Plan	Compare # deps on plan to # of employees on plan; avg: 1 to 1	If cost for dependents is too high, the healthy will tend to waive coverage which leaves less to cover costs for others.
Class Code 10 Used for Class w/ < 50%?	Classes with low employer contribution are better using class (site) codes to yield proper reporting to help study claims experience for this population against the overall group's. Eligibility or contribution changes could be warranted.	If less than 50% of a class participate, those in that class could benefit by either being deemed ineligible (thus making them eligible for subsidies on exchange plans) or having employer contributions increased to make coverage affordable so participation increases.
Class Code 5000 for Retirees Age 65+?	Retirees age 65+ increasingly being made ineligible for group health, given Medicare alternatives. But first employers study claims exerience of retiree 65+ class vs active employee class, a study which requires using class codes to yield proper reporting.	Retirees age 65+ and participating on Medicare are HSA-ineligible, and individual marketplace products may better fill the gaps not covered by Medicare. The purpose of Medicare and the supplement markets is to serve the needs of these important individuals.
Is Cash Paid to Waivers?	Most employers do not offer this	Incenting employees to waive coverage results in less premium to the health plan to cover costs for others
% of Smart Plans in Mix	Most have HSA-qualified plans, and seek new ways to offer low-cost care	Designed to maximize prevention, reward consumerism, and better establish medical accounts, if all our groups adopted
Other Carriers Sponsored by Group?	Carve-outs to a second carrier are rare and not commonly advised	Being “Better Together” requires unity, and factions are not about unity. Bringing a split group back together can be
Engaged in Wellness - Earned Grant?	Actively engage in pool-sponsored wellness programs, earning pool grant	Wellness engagement yields behavior change, and personal behavior choices accounts for over ~70% of medical claims;
# of Years in Pool	10 or more years is common and is our desired goal for new groups	Get rewarded for continued membership.
Community Rate	Average rate for entire pool, adjusted for each group’s age, location, and benefits set	Any small to mid-sized group (with under 500 employees) can have claims experience that varies wildly one year to the

Smart Plans

Get Smart with Smart Plans

Smart Plans are a way to save time and money while still receiving the best in health care coverage.

By pooling resources and providing a consistency of benefits, we can all be better together and achieve stability and affordability when it comes to health insurance benefits.

Smart Plans are

Simple:

Pick and choose from eight plans:

- Five deductible levels available
- Coinsurance ranges from 80% to 100% after deductible
- All plans are HSA-qualified and include free coverage for preventative prescriptions

Smart Plans are

Valuable:

Important first-dollar coverage on all plans, including:

- On-site biometric screenings and routine physicals
- Minimal out-of-pocket expense

Smart Plans are

Strategic:

Make strategic choices for your employee benefit plan:

- Choose from open-access or high-value networks, or offer both
- Build a wellness program to fit your entity
- Use population health management to control costs

Get smart with our Smart Plans

Choose up to four plans.

About our 2025 Smart Plans

	Plan 1: *100% after Min Ded per Single*	**Plan 2:** *Single Value Min Ded per Single*	**Plan 3:** *100% after Min Ded per Family*	**Plan 4:** *Family Value Min Ded per Family*	**Plan 5:** *100% after Max Contrib per Single*	**Plan 6:** *Saver Value Max Contrib per Single*	**Plan 7:** *Min Value 1 Ded same as Plan 6 OOP*	**Plan 8:** *Min Value 2 Max Ded per Single*
Actuarial Value[3]	87.7%	82.2%	80.1%	75.7%	76.6%	72.5%	70.7%	66.0%
Deductible per Single[2]	$1,650	$1,650	$3,300	$3,300	$4,300	$4,300	$6,300	$8,300
Ded per Family Person	$3,300	$3,300	$3,300	$3,300	$4,300	$4,300	$6,300	$8,300
Ded per Family Total	$3,300	$3,300	$6,600	$6,600	$8,600	$8,600	$12,600	$16,600
% Paid by Plan After Ded[1]	100%	80%	100%	80%	100%	80%	100%	100%
Out-of-Pkt Max per Single	$1,650	$3,650	$3,300	$5,300	$4,300	$6,300	$6,300	$8,300
OOP Max Family Person	$3,300	$7,300	$3,300	$5,300	$4,300	$6,300	$6,300	$8,300
OOP Max per Family Total	$3,300	$7,300	$6,600	$10,600	$8,600	$12,600	$12,600	$16,600
Embedded or non-embedded ded[4]	Non-embedded	Non-embedded	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Part D Creditable Coverage	Yes	Yes	Yes	Yes	Yes	Yes	No	No

[1]After deductibles on all Smart Plans, the plan pays either 80% or 100% of the cost of qualifying care received.

[2]Deductible need not be met first to receive benefits for preventive prescriptions on all Smart Plans; instead, copays of either $0 for generic or $50 for brand name drugs on the approved list will apply.

[3]Actuarial values approximate the percentage of claims that are expected to be paid by the plan for a given population, based on applying the scheduled benefits against the claims experience of a large national population. Actuarial values are calculated using the 2025 ACA AV calculator. Actuarial values will increase significantly with even modest amounts of employer contributions to HSAs, HRAs, or VEBAs. See the Collective's "AVs at Various Contribution Levels" for further information.

[4]Family plans have either an embedded or non-embedded deductible. Embedded includes an individual and family deductible. Non-embedded includes a family deductible only.

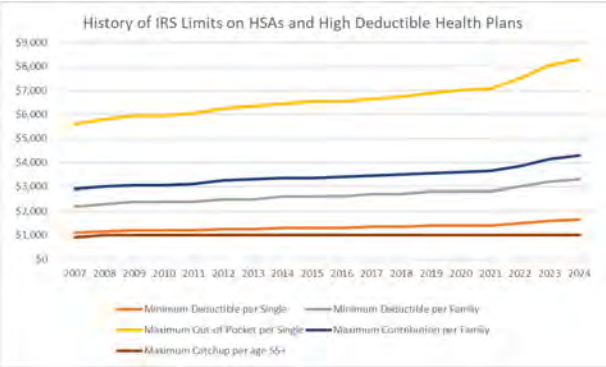
No funny business

No one likes surprises when it comes to health insurance. Smart Plans are inflation-adjusted, meaning there's no need to negotiate changes in deductibles. Plan values remain constant and stable – something we can all appreciate.

History (and Projection) of IRS Limits on HSAs and HDHPs							
Year	Minimum Deductible per Single	Minimum Deductible per Family	Maximum Out-of-Pocket per Single	Maximum Out-of-Pocket per Family	Maximum Contribution per Single	Maximum Contribution per Family	Maximum Catchup per age 55+
2004	$1,000	$2,000	NA	NA	$2,600	$2,600	$500
2005	$1,000	$2,000	NA	NA	$2,650	$2,650	$600
2006	$1,050	$2,100	NA	NA	$2,700	$2,700	$700
2007	$1,100	$2,200	$5,500	$11,000	$2,850	$2,850	$800
2008	$1,100	$2,200	$5,600	$11,200	$2,900	$2,900	$900
2009	$1,150	$2,300	$5,800	$11,600	$3,000	$3,000	$1,000
2010	$1,200	$2,400	$5,950	$11,900	$3,050	$3,050	$1,000
2011	$1,200	$2,400	$5,950	$11,900	$3,050	$3,050	$1,000
2012	$1,200	$2,400	$6,050	$12,100	$3,100	$3,100	$1,000
2013	$1,250	$2,500	$6,250	$12,500	$3,250	$3,250	$1,000
2014	$1,250	$2,500	$6,350	$12,700	$3,300	$3,300	$1,000
2015	$1,300	$2,600	$6,450	$12,900	$3,350	$3,350	$1,000
2016	$1,300	$2,600	$6,550	$13,100	$3,350	$3,350	$1,000
2017	$1,300	$2,600	$6,550	$13,100	$3,400	$3,400	$1,000
2018	$1,350	$2,700	$6,650	$13,300	$3,450	$3,450	$1,000
2019	$1,350	$2,700	$6,750	$13,500	$3,500	$3,500	$1,000
2020	$1,400	$2,800	$6,900	$13,800	$3,550	$3,550	$1,000
2021	$1,400	$2,800	$7,000	$14,000	$3,600	$3,600	$1,000
2022	$1,400	$2,800	$7,050	$14,100	$3,650	$3,650	$1,000
2023	$1,500	$3,000	$7,500	$15,000	$3,850	$3,850	$1,000
2024	$1,600	$3,200	$8,050	$16,100	$4,150	$4,150	$1,000
2025	$1,650	$3,300	$8,300	$16,600	$4,300	$4,300	$1,000
Forecast for next 5 years, trending based on prior 5 years							
2026	$1,700	$3,400	$8,700	$17,400	$4,500	$4,500	$1,000
2027	$1,800	$3,600	$9,100	$18,200	$4,700	$4,700	$1,000
2028	$1,900	$3,800	$9,500	$19,000	$5,000	$5,000	$1,000
2029	$2,000	$4,000	$10,000	$20,000	$5,200	$5,200	$1,000
2030	$2,100	$4,200	$10,400	$20,800	$5,500	$5,500	$1,000

5-Year Projection of Key Smart Plan Provisions*							
Plan	Plan Provision	2025	2026	2027	2028	2029	2030
1	Ded/single	$1,650	$1,700	$1,800	$1,900	$2,000	$2,100
	Ded/family	$3,300	$3,400	$3,600	$3,800	$4,000	$4,200
	OOP/single	$1,650	$1,700	$1,800	$1,900	$2,000	$2,100
	OOP/family	$3,300	$3,400	$3,600	$3,800	$4,000	$4,200
2	Ded/single	$1,650	$1,700	$1,800	$1,900	$2,000	$2,100
	Ded/family	$3,300	$3,400	$3,600	$3,800	$4,000	$4,200
	OOP/single	$3,650	$3,700	$3,800	$3,900	$4,000	$4,100
	OOP/family	$7,300	$7,400	$7,600	$7,800	$8,000	$8,200
3	Ded/single	$3,300	$3,400	$3,600	$3,800	$4,000	$4,200
	Ded/family	$6,600	$6,800	$7,200	$7,600	$8,000	$8,400
	OOP/single	$3,300	$3,400	$3,600	$3,800	$4,000	$4,200
	OOP/family	$6,600	$6,800	$7,200	$7,600	$8,000	$8,400
4	Ded/single	$3,300	$3,400	$3,600	$3,800	$4,000	$4,200
	Ded/family	$6,600	$6,800	$7,200	$7,600	$8,000	$8,400
	OOP/single	$5,300	$5,400	$5,600	$5,800	$6,000	$6,200
	OOP/family	$10,600	$10,800	$11,200	$11,600	$12,000	$12,400
5	Ded/single	$4,300	$4,500	$4,700	$5,000	$5,200	$5,500
	Ded/family	$8,600	$9,000	$9,400	$10,000	$10,400	$11,000
	OOP/single	$4,300	$4,500	$4,700	$5,000	$5,200	$5,500
	OOP/family	$8,600	$9,000	$9,400	$10,000	$10,400	$11,000
6	Ded/single	$4,300	$4,500	$4,700	$5,000	$5,200	$5,500
	Ded/family	$8,600	$9,000	$9,400	$10,000	$10,400	$11,000
	OOP/single	$6,300	$6,500	$6,700	$7,000	$7,200	$7,500
	OOP/family	$12,600	$13,000	$13,400	$14,000	$14,400	$15,000
7	Ded/single	$6,300	$6,500	$6,700	$7,000	$7,200	$7,500
	Ded/family	$12,600	$13,000	$13,400	$14,000	$14,400	$15,000
	OOP/single	$6,300	$6,500	$6,700	$7,000	$7,200	$7,500
	OOP/family	$12,600	$13,000	$13,400	$14,000	$14,400	$15,000
8	Ded/single	$8,300	$8,700	$9,100	$9,500	$10,000	$10,400
	Ded/family	$16,600	$17,400	$18,200	$19,000	$20,000	$20,800
	OOP/single	$8,300	$8,700	$9,100	$9,500	$10,000	$10,400
	OOP/family	$16,600	$17,400	$18,200	$19,000	$20,000	$20,800

*Note: This chart estimates what the key plan provisions will be for our Smart plans for the next 5 years, based on our projection of what the IRS will establish for HSA and HDHP limits in the corresponding years.



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Benefit Changes Explained

Effective upon renewal in 2025

All non-HSA plans

Item Changing	Current In-Network Benefits, Unless Stated as OON	New In-Network Benefits, Unless Stated as OON
	Maximum in-network out-of-pocket limit of $9,450/single; $18,900/family	Maximum in-network out-of-pocket limit of $9,200/single; $18,400/family

All Smart Plans

Item Changing	Current In-Network Benefits, Unless Stated as OON	New In-Network Benefits, Unless Stated as OON
Auto-indexing	All Smart plans align with 2024 HSA limits; see chart within.	All Smart plans align with 2025 HSA limits; see chart within.
Telehealth / E-visits	In network: The first three visits to Virtuwell in a Calendar Year are paid at 100%, not subject to the Deductible. Then all Virtuwell services will be covered at 100% of the Charges incurred, after you pay the Deductible.	Due to the sunsetting of current federal law allowing otherwise, all telehealth and e-visits will be subject to deductible/coinsurance. We will watch for updates and update this provision when able. Doctor-on-Demand is our recommended option.
Top Value rewards program	Gift card rewards, as well travel reimbursement when warranted, available for certain elective surgeries performed at HP's Top Value providers.	Top Value program eliminated due to lack of utilization. Blue Distinction Centers will be available for bariatric and transplant surgeries on Aware network plans. Travel benefit of up to $2500 lifetime is available on Blue Distinction.
Mental health Preventive Rx	No deductible for mental health Rx on HP's preventive Rx list.	Same benefit applies to mental health Rx on BC's preventive Rx list. Deductible applies for mental health Rx not included on Blue Cross preventive Rx list; however, these Rx are available generically and typically at a relatively low cost to members.
Specialty Drugs	Covered OON	Not covered OON

All Better Health Collective plans

Item Changing	Current In-Network Benefits, Unless Stated as OON	New In-Network Benefits, Unless Stated as OON
Creditable coverage determination for Medicare Part D and related notification	All Better Health Collective health plans in 2024 are deemed by HP to be creditable for Part D, and all members were directly notified in 2024.	The Medicare Part D drug benefit has undergone benefit enhancements due to the Inflation Reduction Act of 2022 that, amongst other things, aimed to lower prescription drugs costs for people with Medicare. Starting on January 2025, significant improvements to the Part D drug benefit means that employer-sponsored coverage that was previously creditable may no longer be creditable as of 1/1/25. Particularly, many HSA-qualified high deductible health plans (HDHPs) will no longer be creditable, even if they cover preventive Rx without deductible. Each plan summary reflects whether coverage is creditable or not for 2025. Medicare eligible employees should take note of this when making their 2025 plan elections.
Wellbeats	Members can access free digital workout programs from Wellbeats accessible only via HealthPartners' website.	Members can access free digital workout programs of their choice via any web search. As well a related Learn and Earn as planned by our wellness program manager for Q1 2025 to help guide members.
Rx formulary	Open formulary for some non-Smart plans.	Closed formulary for all Better Health Collective plans.
In-network vs out-of-network	In-network and OON deductibles and OOP max limits administered on a combined basis for some non-Smart plans.	In-network and OON deductibles and OOP max limits administered separately for all non-Smart plans. All Smart plans are administered on a combined basis.
Acupuncture	No service limits.	Limited to 20 visits per person per year.
Chiropractic	Out-of-network limited to 20 visits.	No limits when out-of-network.

Autism	For children aged 17 or younger, the Plan covers the diagnosis, evaluations and multidisciplinary assessment of autism spectrum disorders.	Autism treatment is covered both In-Network and Out-of-Network in accordance with Minnesota statute §256B.0949, for persons under age 21.
Treatment for compulsive gambling	Coverage not specified.	Covered under plan's mental health provisions.
Cleft lip and palate	Benefits are limited to Inpatient or Outpatient expenses arising from medical and dental treatment that was scheduled or initiated prior to the dependent turning age 19.	Age limit removed, as the ACA released new Essential Health Benefit guidelines that political subdivisions are required to follow.
Insulin pumps	Covered when received through a pharmacy.	Medtronic pumps are covered when received through a pharmacy. All other pumps are covered under the Durable Medical Equipment (DME) benefit.
Diabetes Prevention Program (outside of Omada)	n/a	Lifestyle change program focused on healthy eating and physical activity.
Peer Specialist	n/a	Certified Peer Specialist – Have prior experience receiving mental health/substance use care and are certified by Department of Human Services. They can assist members with: • Social connections that support recovery • Connection to tools, resources, appointments and care • Dispelling stigma around mental health and substance to use disorders • Assisting with developing with recovery goals
Community Health Worker	n/a	Coverage for community health worker programs. Through community outreach, social support, and patient advocacy, community health workers are key to bridging gaps in communication and improving health outcomes in communities with cultural and language barriers.

Chronic Disease Member Cost Share Mandate	n/a	Members diagnosed with certain chronic diseases will benefit from cost-sharing limits on their medical expenses. Prescription medications for these conditions will not exceed $25 per prescription monthly. Additionally, eligible medical supplies (combined medical and pharmacy) for chronic disease management will have a monthly cap of $50. HSA Plans = deductible must be met if prescription is not on the IRS preventative list. Chronic Conditions: Diabetes, Asthma, and Allergies that require an EpiPen
Insulin Cost-Share Change Mandate	n/a	BCBSMN will apply a $25 member cost-share per prescription per month. HDHP - not subject to deductible, will pay coinsurance until the cap of $25.
Home Health Care - limits	Palliative Care: maximum of 12 visits per calendar year. Maximums for all other services: In network: 120 visits per calendar year Out of network: 60 visits per calendar year	No visit limits on palliative care, whether in or out of network. For all other services, 120 visits as a combined limit for in and out of network services.
Hospice Care	Respite care is limited to five days per episode, and respite care and Continuous Care combined are limited to 30 days.	No limits on respite care.
Hospice Care	Out of network: covered	Out of Network: No coverage
Hospice Care	Not covered: Bereavement counseling	Prolonged grief/bereavement may be covered as an adjustment reaction under Federal Parity laws. The proposal in ICD-11 states that 'prolonged grief' can be diagnosed six months after the bereavement commenced. Criteria includes several factors, including intensity and duration, with the central issue being prolonged grief's considerable impact on daily functioning.

Medication Therapy Disease Management Program	No service limit In network: 100% covered - no member liability Out of network: No coverage	3 service annual maximum In network: Subject to deductible / coinsurance Out of network: No coverage
Preventive Services / Well Child Care	Out of network: Deductible / coinsurance	Out of Network: Covered 100%
Routine Prenatal Care	Out of network: Deductible / coinsurance	Out of Network: Covered 100%
Routine Postnatal Care	In network: Covered 100%	BCBSMN follows Well-Child Care for postnatal visits (standard follow ups / check-ups). Routine Postnatal Care - professional services are covered 100%, outpatient services are subject to deductible.

All HSA-qualified High Deductible Health Plans (HDHPs)

Item Changing	Current In-Network Benefits and Limits	New In-Network Benefits and Limits
Minimum non-embedded deductible	$1,600 for self-only coverage[1,2] $3,200 for family coverage *Multiply these values by 1.25 if the plan includes a 4th quarter deductible carryover provision.*	$1,650 for self-only coverage[1,2] $3,300 for family coverage *Multiply these values by 1.25 if the plan includes a 4th quarter deductible carryover provision.*
Minimum embedded deductible	$3,200 for self-only coverage[3,4] $3,200 for family coverage *Multiply these values by 1.25 if the plan includes a 4th quarter deductible carryover provision.*	$3,300 for self-only coverage[3,4] $3,300 for family coverage *Multiply these values by 1.25 if the plan includes a 4th quarter deductible carryover provision.*
Maximum contribution to Health Savings Account (HSA)	$4,150 for self-only coverage[5,6] $8,300 for family coverage	$4,300 for self-only coverage[5,6] $8,550 for family coverage
Maximum out-of-pocket limit	$8,050 for self-only coverage[7,8] $16,100 for family coverage	$8,300 for self-only coverage[7,8] $16,600 for family coverage

All Non-HSA-qualified Plans

Item Changing	Current In-Network Benefits and Limits	New In-Network Benefits and Limits
Maximum out-of-pocket limit	$9,450 for self-only coverage $18,900 for family coverage	$9,200 for self-only coverage $18,400 for family coverage

Source: Centers for Medicare and Medicaid Services (CMS); Department of Health and Human Services (HHS); Internal Revenue Service (IRS)
References 1-8 provided to help connect the indicated HSA index to its corresponding Better Health Collective Smart Plan listed on next page.

Smart Plan impact

Smart Plans are designed to have in-network benefits update annually with changes that align with each plan's corresponding HSA index. This ensures all plans remain HSA-qualified, and all plans (except Smart Plan 8) maintain a stable actuarial value while also optimizing rate stability and value for members of the Better Health Collective. See below for in-network benefits effective at renewal as well as current benefits.

2025 Benefits	Smart Plan 1	Smart Plan 2	Smart Plan 3	Smart Plan 4	Smart Plan 5	Smart Plan 6	Smart Plan 7	Smart Plan 8
HSA Index Impacting Plan Design	Minimum Deductible per Single	Minimum Deductible per Single	Minimum Deductible per Family	Minimum Deductible per Family	Maximum Contribution per Single	Maximum Contribution per Single	Maximum Out-of-pocket per Single	Maximum Out-of-pocket per Single
Deductible per Single	$1,650	$1,650	$3,300	$3,300	$4,300	$4,300	$6,300	$8,300
Embedded Ded or Non-Emb	Non-Embed	Non-Embed	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Ded per Family Total	$3,300	$3,300	$6,600	$6,600	$8,600	$8,600	$12,600	$16,600
% Paid by Plan After Ded	100%	80%	100%	80%	100%	80%	100%	100%
Out-of-Pkt Max per Single	$1,650	$3,650	$3,300	$5,300	$4,300	$6,300	$6,300	$8,300
OOP Max per Family	$3,300	$7,300	$6,600	$10,600	$8,600	$12,600	$12,600	$16,600
Medicare Part D Creditable?	Yes	Yes	Yes	Yes	Yes	Yes	No	No
Actuarial Value (CMS calc)	87.7%	82.2%	80.1%	75.7%	76.6%	72.5%	70.7%	66.0%

2024 Benefits	Smart Plan 1	Smart Plan 2	Smart Plan 3	Smart Plan 4	Smart Plan 5	Smart Plan 6	Smart Plan 7	Smart Plan 8
HSA Index Impacting Plan Design	Minimum Deductible per Single	Minimum Deductible per Single	Minimum Deductible per Family	Minimum Deductible per Family	Maximum Contribution per Single	Maximum Contribution per Single	Maximum Out-of-pocket per Single	Maximum Out-of-pocket per Single
Deductible per Single	$1,600	$1,600	$3,200	$3,200	$4,150	$4,150	$6,150	$8,050
Embedded Ded or Non-Emb	Non-Embed	Non-Embed	Embedded	Embedded	Embedded	Embedded	Embedded	Embedded
Ded per Family Total	$3,200	$3,200	$6,400	$6,400	$8,300	$8,300	$12,300	$16,100
% Paid by Plan After Ded	100%	80%	100%	80%	100%	80%	100%	100%
Out-of-Pkt Max per Single	$1,600	$3,600	$3,200	$5,200	$4,150	$6,150	$6,150	$8,050
OOP Max per Family	$3,200	$7,200	$6,400	$10,400	$8,300	$12,300	$12,300	$16,100
Medicare Part D Creditable?	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Actuarial Value (CMS calc)	87.7%	81.9%	80.2%	75.5%	76.9%	72.6%	70.6%	66.5%

For more details, refer to benefit overviews or summaries provided separately, as well as the Smart Plan toolkit, at mn.sourcewell.org/health.

PREMIUM REPORT

The below numbers reflect the total amount of health plan premiums billed and collected each month from your group by 90 Degree Benefits for your Better Health Collective plans.

Brainerd, City of

May 2022	$ 159,017.33
June 2022	$ 161,334.09
July 2022	$ 162,574.83
August 2022	$ 155,651.22
September 2022	$ 163,116.57
October 2022	$ 167,320.15
November 2022	$ 163,074.66
December 2022	$ 160,980.20
January 2023	$ 162,972.05
February 2023	$ 163,597.13
March 2023	$ 167,721.00
April 2023	$ 172,501.15
May 2023	$ 171,482.46
June 2023	$ 174,431.50
Jul-2023	$ 166,630.19
Aug-2023	$ 166,820.48
Sep-2023	$ 167,225.25
Oct-2023	$ 167,225.25
Nov-2023	$ 167,225.25
Dec-2023	$ 166,115.85
Jan-2024	$ 173,287.29
Feb-2024	$ 177,391.21
Mar-2024	$ 185,099.15
Apr-2024	$ 177,770.19

BCBSMN

5121 City of Brainerd

Claims Filled: 06/01/2023 - 05/31/2024

Formulary Tiering using BCBSMN Standard Open Formulary (FlexRx)

Drug Summary

Blue indicates data from external file

**Vaccines Excluded*

PRIME THERAPEUTICS®

Totals: 858

Drug Name and Strength	Current Drug Name	Current Formulary Indicator	Current Brand/ Generic	Current Specialty Indicator	NDC	GPI	MSC	FlexRx Tier	MN Brand/Generic	MN Specialty Indicator	# of Claims
ELIQUIS TAB 5MG	ELIQUIS TAB 5MG	F			00003089421	83370010000330	N	BF	Brand	N	41
METFORMIN TAB 500MG ER	METFORMIN HC TB2 500MG	F			70010049105	27250050007520	Y	GF	Generic	N	34
INSULIN LISP INJ 100/ML	INSULIN LISP SOL 100UNIT/ML	F			00002773701	27104005002022	N	MN Standard Exclusion	Brand	N	30
LISINOP/HCTZ TAB 20-25MG	LISINOPRIL-H TAB 0	F			68180052002	36991802550320	Y	GF	Generic	N	28
SKYRIZI PEN INJ 150MG/ML	SKYRIZI PEN SOA 150MG/ML	F			00074210001	9025057070D520	N	BF	Brand	Y	26
JARDIANCE TAB 25MG	JARDIANCE TAB 25MG	F			00597015330	27700050000320	N	BF	Brand	N	24
KURVELO TAB 0.15/30	KURVELO TAB 0	F			68180084473	25990002400310	Y	GF	Generic	N	24
SERTRALINE TAB 100MG	SERTRALINE H TAB 100MG	F			69097083512	58160070100320	Y	GF	Generic	N	22
ESTARYLLA TAB 0.25-35	ESTARYLLA TAB 0	F			70700011985	25990002950310	Y	GF	Generic	N	21
ESTRADIOL TAB 1MG	ESTRADIOL TAB 1MG	F			00555088602	24000035000305	Y	GF	Generic	N	21
SERTRALINE TAB 100MG	SERTRALINE H TAB 100MG	F			65862001305	58160070100320	Y	GF	Generic	N	19
VIENVA TAB 0.1-20	VIENVA TAB 0	F			70700011885	25990002400305	Y	GF	Generic	N	18
CARVEDILOL TAB 25MG	CARVEDILOL TAB 25MG	F			68462016505	33300007000330	Y	GF	Generic	N	15
DULOXETINE CAP 30MG	DULOXETINE H CPE 30MG	F			27241009803	58180025106730	Y	GF	Generic	N	15
DULOXETINE CAP 60MG	DULOXETINE H CPE 60MG	F			27241009903	58180025106750	Y	GF	Generic	N	15
VESTURA TAB 3-0.02MG	VESTURA TAB 0	F			00093400062	25990002150316	Y	GF	Generic	N	14
AMPHET/DEXTR TAB 10MG	DEXTROAMPHET TAB 0	F			47781017601	61109902100310	Y	GF	Generic	N	13
HUMIRA INJ 40/0.4ML	HUMIRA(CF) PSK 40MG/0.4ML	F			00074024302	6627001500F830	N	BF	Brand	Y	13
MYCOPHENOLAT CAP 250MG	MYCOPHENOLAT CAP 250MG	F			64380072606	99403030100120	Y	GF	Generic	N	13
ACETAZOLAMID TAB 250MG	ACETAZOLAMID TAB 250MG	F			64380083406	37100010000310	Y	GF	Generic	N	12
ATORVASTATIN TAB 80MG	ATORVASTATIN TAB 80MG	F			00093505798	39400010100350	Y	GF	Generic	N	12
BALZIVA TAB	BALZIVA TAB 0	F			00555903458	25990002500305	Y	GF	Generic	N	12
BUPROPN HCL TAB 300MG XL	BUPROPION XL TB2 300MG	F			16571086350	58300040107530	Y	GF	Generic	N	12
CITALOPRAM TAB 20MG	CITALOPRAM H TAB 20MG	F			13668001005	58160020100320	Y	GF	Generic	N	12
DROSPIRENONE TAB ETHY EST	DROSPIRENONE TAB 0	F			68462072029	25990002150316	Y	GF	Generic	N	12
LEVONOR/ETHI TAB ESTRADIO	LEVONORGESTR TAB 0	F			00378655053	25990002400310	Y	GF	Generic	N	12
SYNTHROID TAB 75MCG	SYNTHROID TAB 75MCG	F			00074518290	28100010100315	O	BNF	Brand	N	12
TOUJEO SOLO INJ 300/ML	TOUJEO SOLOS SOP 300UNIT/ML	F			00024586903	2710400300D233	N	BF	Brand	N	12
VENTOLIN HFA AER	VENTOLIN HFA AER 108MCG/ACT	F			00173068220	44201010103410	M	BF	Brand	N	12
VERAPAMIL CAP 120MG SR	VERAPAMIL SR CP2 120MG	F			00591288001	34000030107020	Y	GF	Generic	N	12
HUMIRA PEN INJ 40/0.4ML	HUMIRA(CF) P PNK 40MG/0.4ML	F			00074055402	6627001500F430	N	BF	Brand	Y	11
IRBESARTAN TAB 300MG	IRBESARTAN TAB 300MG	F			33342004910	36150030000340	Y	GF	Generic	N	11
BREO ELLIPTA INH 100-25	BREO ELLIPTA AEP 0	F			00173085910	44209902758020	M	BF	Brand	N	10
SERTRALINE TAB 50MG	SERTRALINE H TAB 50MG	F			69097083412	58160070100310	Y	GF	Generic	N	10
ATORVASTATIN TAB 40MG	ATORVASTATIN TAB 40MG	F			00093505898	39400010100330	Y	GF	Generic	N	9
EPLERENONE TAB 50MG	EPLERENONE TAB 50MG	F			69367030809	36250030000330	Y	GF	Generic	N	9
HYDROXYCHLOR TAB 200MG	HYDROXYCHLOR TAB 200MG	F			68382009601	13000020100305	Y	GF	Generic	N	9
SPIRONOLACT TAB 100MG	SPIRONOLACTO TAB 100MG	F			53746051501	37500020000315	Y	GF	Generic	N	9
WARFARIN TAB 2MG	WARFARIN SOD TAB 2MG	F			51672402801	83200030200305	Y	GF	Generic	N	9
ACYCLOVIR TAB 400MG	ACYCLOVIR TAB 400MG	F			31722077701	12405010000320	Y	GF	Generic	N	8
ADDERALL XR CAP 15MG	ADDERALL XR CP2 0	F			54092038501	61109902107015	O	BNF	Brand	N	8
ADDERALL XR CAP 20MG	ADDERALL XR CP2 0	F			54092038701	61109902107020	O	BNF	Brand	N	8
BUDES/FORMOT AER 160-4.5	BUDESONIDE-F AER 0	F			00310737020	44209902413240	Y	No Disruption	Generic	N	8
PROGESTERONE POW WETTABLE	PROGESTERONE POW 0	F			38779005709	96727643212900	N	No Disruption	Brand	N	8
TACROLIMUS CAP 0.5MG	TACROLIMUS CAP .5MG	F			16729004101	99404080000105	Y	GF	Generic	N	8
ESTRADIOL DIS 0.1MG	ESTRADIOL (T PTT .1MG/24HR	F			00378464026	24000035008750	Y	GF	Generic	N	7
NALTREXONE TAB 50MG	NALTREXONE H TAB 50MG	F			00406117003	93400030100305	Y	GF	Generic	N	7
ADDERALL XR CAP 5MG	ADDERALL XR CP2 0	F			54092038101	61109902107005	O	BNF	Brand	N	6
ADDERALL XR CAP 30MG	ADDERALL XR CP2 0	F			54092039101	61109902107030	O	BNF	Brand	N	6
BUPROPN HCL TAB 150MG XL	BUPROPION XL TB2 150MG	F			42806041405	58300040107520	Y	GF	Generic	N	6
HYDROXYCHLOR TAB 200MG	HYDROXYCHLOR TAB 200MG	F			43598072101	13000020100305	Y	GF	Generic	N	6
HYOSCYAMINE TAB 0.375 ER	HYOSCYAMINE TB1 .375MG	F			47781001401	49101030107420	Y	No Disruption	Generic	N	6
JARDIANCE TAB 10MG	JARDIANCE TAB 10MG	F			00597015230	27700050000310	N	BF	Brand	N	6

METHYLPHENID TAB 20MG	METHYLPHENID TAB 20MG	F	00406114601	61400020100315	Y	GF	Generic	N	6
SPIRONOLACT TAB 100MG	SPIRONOLACTO TAB 100MG	F	69584085410	37500020000315	Y	GF	Generic	N	6
TORSEMIDE TAB 20MG	TORSEMIDE TAB 20MG	F	50111091703	37200080000330	Y	GF	Generic	N	6
BUDES/FORMOT AER 80-4.5	BUDESONIDE-F AER 0	F	00310737220	44209902413220	Y	No Disruption	Generic	N	5
AMPHET/DEXTR CAP 5MG ER	DEXTROAMPHET CP2 0	F	00527079037	61109902107005	Y	GF	Generic	N	5
AMPHET/DEXTR CAP 20MG ER	DEXTROAMPHET CP2 0	F	70010003201	61109902107020	Y	GF	Generic	N	5
OZEMPIC INJ 2MG/3ML	OZEMPIC SOP 2MG/3ML	F	00169418113	2717007000D221	N	BF	Brand	N	5
TACROLIMUS CAP 0.5MG	TACROLIMUS CAP .5MG	F	68462068501	99404080000105	Y	GF	Generic	N	5
ATOVAQ/PROGU TAB 250-100	ATOVAQUONE-P TAB 0	F	68462040467	13990002050320	Y	GF	Generic	N	4
CLINDAMYCIN GEL 1%	CLINDAMYCIN GEL 1%	F	21922002707	90051010104005	Y	GF	Generic	N	4
CYCLOSPORINE EMU 0.05% OP	CYCLOSPORINE EMU .05%	F	60505620202	86720020001620	Y	No Disruption	Generic	N	4
DESVENLAFAX TAB 50MG ER	DESVENLAFAXI TB2 50MG	F	70436001204	58180020207520	Y	GF	Generic	N	4
AMPHET/DEXTR CAP 30MG ER	DEXTROAMPHET CP2 0	F	00527079537	61109902107030	Y	GF	Generic	N	4
FLUOCINONIDE CRE 0.05%	FLUOCINONIDE CRE .05%	F	00093026292	90550060003705	Y	GF	Generic	N	4
METHYLPHENID TAB 18MG ER	METHYLPHENID TBC 18MG	F	13811070610	61400020100460	Y	GF	Generic	N	4
MINOCYCLINE CAP 100MG	MINOCYCLINE CAP 100MG	F	13668048450	04000040100110	Y	GF	Generic	N	4
ELURYNG MIS	ELURYNG RIN 0	F	65162046935	25970002309020	Y	No Disruption	Generic	N	3
EPLERENONE TAB 50MG	EPLERENONE TAB 50MG	F	69367030830	36250030000330	Y	GF	Generic	N	3
ESTRADIOL DIS 0.025MG	ESTRADIOL (T PTT .025MG/24HR	F	00378464426	24000035008705	Y	GF	Generic	N	3
ETONOGESTREL MIS ETHY EST	ETONOGESTREL RIN 0	F	00093767902	25970002309020	Y	No Disruption	Generic	N	3
LISDEXAMFETA CAP 10MG	LISDEXAMFETA CAP 10MG	F	60505473901	61100025100110	Y	GF	Generic	N	3
ORILISSA TAB 200MG	ORILISSA TAB 200MG	F	00074003956	30090030100330	N	BF	Brand	N	3
SLYND TAB 4MG	SLYND TAB 4MG	NF	00642747001	25100055000320	N	BF	Brand	N	3
VYVANSE CAP 10MG	VYVANSE CAP 10MG	F	59417010110	61100025100110	O	BNF	Brand	N	3
WEGOVY INJ 1.7MG	WEGOVY SOA 1.7MG/0.75ML	F	00169451714	6125207000D535	N	BNF	Brand	N	3
XULANE DIS 150-35	XULANE PTW 0	F	00378334053	25960002508820	Y	GF	Generic	N	3
CLOBETASOL SOL 0.05%	CLOBETASOL P SOL .05%	F	42571036299	90550025102005	Y	GF	Generic	N	2
AMPHET/DEXTR CAP 20MG ER	DEXTROAMPHET CP2 0	F	00406895401	61109902107020	Y	GF	Generic	N	2
EPINEPHRINE INJ 0.3MG	EPINEPHRINE SOA .3MG/0.3ML	F	00093598627	3890004000D540	Y	GF	Generic	N	2
EPINEPHRINE INJ 0.3MG	EPINEPHRINE SOA .3MG/0.3ML	F	00115169449	3890004000D540	N	BNF	Brand	N	2
LEVALBUTEROL AER 45/ACT	LEVALBUTEROL AER 45MCG/ACT	F	00591292754	44201045503220	M	BNF	Brand	N	2
LISDEXAMFETA CAP 10MG	LISDEXAMFETA CAP 10MG	F	47781056201	61100025100110	Y	GF	Generic	N	2
LISDEXAMFETA CAP 40MG	LISDEXAMFETA CAP 40MG	F	00406511401	61100025100140	Y	GF	Generic	N	2
VARENICLINE TAB 0.5& 1MG	VARENICLINE TBP 0	F	49884094499	6210008020B720	Y	GF	Generic	N	2
VYVANSE CAP 40MG	VYVANSE CAP 40MG	F	59417010410	61100025100140	O	BNF	Brand	N	2
CLEOCIN SUP 100MG	CLEOCIN SUP 100MG	F	00009766701	55100018105220	N	BNF	Brand	N	1
EPINEPHRINE INJ 0.15MG	EPINEPHRINE SOA .15MG/0.3ML	F	49502010102	3890004000D520	Y	GF	Generic	N	1
FLOVENT HFA AER 110MCG	FLOVENT HFA AER 110MCG/ACT	F	00173071920	44400033223230	M	BNF	Brand	N	1
LISDEXAMFETA CAP 10MG	LISDEXAMFETA CAP 10MG	F	00406511101	61100025100110	Y	GF	Generic	N	1
LISDEXAMFETA CAP 40MG	LISDEXAMFETA CAP 40MG	F	42858016401	61100025100140	Y	GF	Generic	N	1
LISDEXAMFETA CAP 40MG	LISDEXAMFETA CAP 40MG	F	57664004988	61100025100140	Y	GF	Generic	N	1
LISDEXAMFETA CAP 60MG	LISDEXAMFETA CAP 60MG	F	42858016601	61100025100160	Y	GF	Generic	N	1
METHYLPHENID TAB 27MG ER	METHYLPHENID TBC 27MG	F	13811070710	61400020100465	Y	GF	Generic	N	1
SULFACETAMID LOT 10%	SULFACETAMID LOT 10%	F	45802089626	90051036104120	Y	GF	Generic	N	1
TRETINOIN CRE 0.1%	TRETINOIN CRE .1%	F	00574220145	90050030003710	Y	GF	Generic	N	1
VARENICLINE TAB 1MG	VARENICLINE TAB 1MG	F	49884015676	62100080200330	Y	GF	Generic	N	1
WEGOVY INJ 1MG	WEGOVY SOA 1MG/0.5ML	F	00169450114	6125207000D530	N	BNF	Brand	N	1

BCBSMN

5121 City of Brainerd

Claims Filled: 06/01/2023 - 05/31/2024

Formulary Tiering using BCBSMN Standard Open Formulary (FlexRx)

Tiering Summary

Blue indicates data from external file

**Vaccines Excluded*

Current Formulary Indicator	FlexRx Tier	MN Brand/ Generic	MN Specialty Indicator	# of Claims
F	BF	Brand	N	113
F	BF	Brand	Y	50
NF	BF	Brand	N	3
F	BNF	Brand	N	55
F	GF	Generic	N	570
F	MN Standard Exclusion	Brand	N	30
F	No Disruption	Brand	N	8
F	No Disruption	Generic	N	29
				858
			Total Exclusions	**30**
			% of Claims Excluded	**3.5%**

Tiering FlexRx

Open = GF,BF,BNF

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Discussion of 2025 HRA Preliminary Levy

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Eric Charpentier, Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Eric Charpentier

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:
Like the City's levy, the HRA's preliminary levy needs to be set by September 30, 2024. The HRA's levy is separate from the City's levy, but it is set by the City Council. The HRA levy is included in "Other" levies listed on the property tax statement. Please see the attached letter and General Fund budget from the HRA.

The final levy can be lowered but cannot be higher than the preliminary levy.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The maximum HRA levy allowed by state statute is .0185% of the previous year's estimated market value, and this is the request of the HRA. As noted in the budget memo this amount is $218,991 or $28,366 more than the maximum allowed for 2024. The City Council set the HRA's 2024 levy at $173,960 which was approximately 91% of the maximum levy allowed. In 2025 the HRA's board has requested 100% of the allowable levy which represents a year over year increase of $45,031.

*** The letter received by Staff from the Chair of the Brainerd HRA and was emailed to Mayor and Council Members on September 12th is also attached.

RECOMMENDED ACTION/MOTION:
Discussion of the 2025 HRA preliminary levy request, and propose a preliminary HRA levy of $218,991.

FINANCIAL IMPACT:

Brainerd HRA

324 East River Road
Brainerd, MN 56401

Phone: 218/828-3705
Fax: 218/828-8817

September 6th, 2024

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

Dear Honorable Mayor Badeaux and City Council Members:

The purpose of this letter is to request the 2025 Brainerd Housing and Redevelopment Authority (HRA) operating levy. The Brainerd HRA has three funds: General Fund, Public Housing, and Housing Choice Voucher. Our levy dollars go into the General Fund and support our rehab and redevelopment initiatives. Attached is a copy of the preliminary General Fund budget.

General Fund

The levy dollars allow us the opportunity to administer other programs that benefit Brainerd residents, to increase the value of the property in the City of Brainerd and assist in redevelopment projects. To address these needs, the HRA created or participated in several programs:

Brainerd Oaks/Serene Pines/Dal Mar Estates

The development of these three subdivisions is continuing on schedule and we anticipate the developer to be wrapping up the builds for these previously tax forfeited properties within the next 1-2 years. To date, the developer has purchased 75 lots in Brainerd Oaks (70 homes completed and sold and 5 homes under construction), 22 lots in Serene Pines (19 homes completed and sold with 3 homes under construction), and 6 lots in Dal Mar Estates (4 homes completed and sold with 2 homes under construction). The estimated market value of the homes that have been built out through the end of 2023 was approximately $28.8 million dollars, a significant increase in the value of these properties since the beginning of this joint project which was just over $1 million in value. This is generating $276,600 of property taxes for the City, County and School District in 2024.

Our board is currently working with a developer to build additional units in this neighborhood on an outlot that the HRA owns. Our board has authorized the use of funds to aid in the infrastructure build out for a roadway to access the property and we are currently awaiting word on a state grant that the City applied for on behalf of the developer, to see if there are any additional funding gaps that need to be addressed to ensure up to another 18 units can be built in this neighborhood.

EQUAL HOUSING OPPORTUNITY

Tax Forfeit Property Policy

As a result of the success of the Brainerd Oaks project, the Brainerd HRA created a Tax Forfeit Property Policy where we can purchase tax forfeited properties from the County for $1.00. The Brainerd HRA Board amended their policy in 2020 to offer tax forfeited properties to developers at a discounted rate of zero percent of assessed value plus costs. This is a result of the Crow Wing County HRA's Workforce Housing Study recommendation to support the sale of properties to developers to promote the construction of housing units. The Brainerd HRA continues to actively market this policy to developers to promote the return of tax forfeited lots to the tax roll. In 2024 there was one new infill project completed in Southeast Brainerd on former tax forfeited property. The state is currently reviewing how tax forfeited properties are sold and so we are currently pausing any new sales of these properties while we await further guidance from the State and County. We do anticipate this program continuing to be available in the future.

Scattered Site Replacement Program

At the end of 2023 the HRA purchased a blighted and burned down property and along with assistance from the EDA and City the blighted property was demolished and brought back to a buildable grade. We have sold that lot to Habitat for Humanity which plans to rebuild a single-family residence on this property in 2025. Our board continues to look for opportunities to purchase blighted properties to improve and sell for infill projects.

Rehab Programs

The Brainerd HRA, on behalf of the City of Brainerd, has administered multiple Small Cities Development Program grants through the Department of Employment and Economic Development (DEED) for owner-occupied and renter-occupied rehab in targeted areas throughout Brainerd. We received funding in 2024 for a new grant to target Southeast Brainerd and we are currently working on getting projects approved forr the 8 units of owner-occupied rehab and 12 units of single-family rental rehab that we were awarded. Our goal with these SCDP grants is to improve the properties that receive the funds but also to aid in increasing the overall value of the properties within the City for its tax base. With the reconstruction of Washington street on the schedule for the Minnesota Department of Transportation, we will be applying for additional funding for rehab projects to coincide with that project in 2026. The pre-application for that funding round is due at the end of 2024 and staff is currently working through that process.

Federal Funds: Public Housing and Housing Choice Voucher

The Brainerd HRA operates two federal programs that are funded by the Department of Housing and Urban Development (HUD). The HRA owns and/or manages 325 units of affordable housing in the City of Brainerd and we provide approximately 325 Housing Choice Vouchers (HCV) to our residents.

Every three years, the Brainerd HRA is scored by HUD on how we manage our programs. I am proud to report that the Brainerd HRA received 100 out of 100 on our public housing (PHAS) score for 2022! The national average PHAS score is 90 and the regional average is 92. HUD also scored us on the

management of the HCV program, and we received 100%. These scores reflect the hard work and dedication of our board and staff and benefit our community and our residents.

TIF Redevelopment District – Downtown Brainerd

In July of 2023 the City Council authorized the Brainerd HRA to create a redevelopment TIF district to support a mixed-use redevelopment project in Downtown Brainerd that will bring an anticipated 5 new commercial spaces and 78 apartments to the city. We are working with the developer to secure additional grants and low interest loans in support of this project, and we are excited for the opportunity to help provide support to this project that is hoping to begin in early 2025. We are eagerly awaiting word from MN Housing on a workforce housing development grant that was applied for on behalf of the developer before the final go-ahead is given for the project. We anticipate finding out the funding amount at the end of September 2024.

Although the levy funds are less than five percent of our overall budget, these funds are critical. They allow us to continue to provide affordable housing for approximately 900 Brainerd residents and assist in the rehab and redevelopment needs in the City of Brainerd. The Brainerd HRA is requesting the City Council approve the full HRA levy, which is .0185% of the estimated market value, which will be approximately $218,991 for 2025.

Thank you for your continued support of the Brainerd HRA and considering our request for the 2025 levy.

Sincerely,

Eric Charpentier
Executive Director

General Fund Comparative Budget

Brainerd Housing Authority
324 E River Rd
Brainerd, MN 56401

Fiscal Year 12/31/2025

Account Title	2024 Budget	2025 Budget	Difference	% Difference
Revenues:				
City Tax Levy	173,960	218,991	45,031	26%
Investment Interest	5,000	20,000	15,000	300%
Management Fees	362,080	386,340	24,260	7%
TIF Revenue	12,500	12,000	(500)	-4%
Operating Transfer	9,150	9,200	50	1%
SCDP Admin Fee	6,000	35,000	29,000	483%
Other Income	215,000	336,800	121,800	57%
Interfund Loan Revenue	9,900	8,150	(1,750)	-18%
Total Revenues	793,590	1,026,481	232,891	29%
Expenditures:				
Administrative				
Salaries	364,885	383,435	18,550	5%
Employee Benefits	142,530	156,285	13,755	10%
Travel	1,900	2,000	100	5%
Staff Training	10,000	15,000	5,000	50%
Audit Cost	8,500	8,850	350	4%
Legal	7,500	8,000	500	7%
Other Administrative Costs	15,670	16,800	1,130	7%
Contract Costs	192,525	316,000	123,475	64%
Total Administrative	743,510	906,370	162,860	22%
General Expenditures				
TIF Expense	255	255	0	0%
Insurance	5,195	11,140	5,945	114%
Debt Service	0	0	0	0%
Other Programs	25,500	70,500	45,000	176%
Interfund Loan Interest	9,900	8,150	(1,750)	-18%
Total General Expenditures	40,850	90,045	49,195	120%
Total Expenditures	784,360	996,415	212,055	27%
Cash Flow	9,230	30,066	20,836	
Designated Fund Balance	0	0	0	
Cash Flow from Operations	9,230	30,066	20,836	

September 11, 2024

As Chair of the Brainerd HRA, I respectfully request that City Council adopt the preliminary tax levy request approved by the HRA Board and submitted by Executive Director Eric Charpentier.

I attended the September 11, 2024 Personnel and Finance Committee meeting and offer the following context in support of the HRA 2025 preliminary tax levy request of $218,991.

The preliminary levy request was unanimously approved by the HRA Board at the August 28 meeting without any dissent voiced during board discussion. It is unfortunate at P&F that staff did not have the opportunity to respond to the revised levy target as approved by 2:1 vote. The recommended funding at FY 2024 level as passed by P&F leaves this agency with a deficit budget. Whether that was intentional or not is unclear from discussion of the Committee and, again, HRA staff was not allowed an opportunity to provide an impact response to the revised target.

The HRA budget consists of 5 funds managed for purposes of housing management and development/redevelopment in Brainerd. Four of these are federal sources narrowly restricted on how the funds can be utilized – e.g., management of low-income housing, housing subsidy vouchers, pathways to housing self-sufficiency. The general account comprises a diversity of sources, 20% of which is to come from the tax levy in the unanimously approved HRA 2025 preliminary budget. This funding source allows the agency to be nimble in the face of financial challenges and affordable housing opportunities consistent with it's mission.

Funding from the remaining federal accounts is unknown until closer to preparation and submission of the final fiscal 2025 budget to the HRA Board in November. Making cuts to the preliminary levy request is untimely given that the overall agency funding picture is unknown for another month or so, but will be clearer prior to final levy and budget approval by the City, thus allowing additional time for informed discussion with Council on a final target.

The HRA is faced with some of the same budget stressors as the city is trying to address (inflationary increases to nondiscretionary costs like wages, benefits, base operations). You understand this.

But here are examples of how the HRA staff under the guidance and direction of the Board is utilizing Brainerd property tax levy dollars that cannot happen on a reduced general fund budget allotment:

1. HRA staff catalyze and are actively engaged in housing development partnerships to meet the housing needs of our business community and future residents. This ambition, directly from the agency strategic plan, is outside the realm of federal budget funds, for the most part, but is critically important to achieve the goals of the city, its businesses, and its residents.
2. Staff has used levy funds to acquire and prepare blighted lots in the city for housing redevelopment, for example, making modest expenditures to prepare and transfer developable lots to our partners at Habitat for Humanity. That modest investment leverages 50X or more value from the volunteer and donor capacity of this non-profit organization, providing necessary housing for families and enhanced tax revenue to the city.
3. Staff is pursuing and implementing other project opportunities that directly benefit the City of Brainerd: *
    1. Top HRA Board strategic priority projects specifically target and benefit City of

Brainerd and are approaching implementation with key decisions on funding from new state grant sources anticipated before final levy determination by Council. There projects are:

1. 805 Laurel to create 78 housing units
2. Brainerd HRA-owned Outlot F within Brainerd Oaks plat to create 18 housing units
    1. The HRA may have a role in modest gap funding to a limited degree within this levy request

2. The Board's next strategic priority in queue is to develop other affordable housing models such as to create perpetual affordable housing in the city, the mechanisms by which are more detailed than can be included here. I'd be happy to discuss these details, pathways and opportunities further with the Council.
    1. Potentially involve acquiring TF lands under new competitive market framework set forth in state statute in response to US Supreme Court ruling.
        1. It is not known how the county land sale process will work and whether opportunities for an alternate inter-governmental acquisition process will be allowed.
    2. Suffice to say that applying a housing framework like this in out-state Minnesota as proposed in the October 2023 Counselors of Real Estate study report, prepared in part for the City of Brainerd, may require the HRA to take a leadership role to demonstrate then build the capacity for the private and non-profit realm to implement more broadly.

* These projects are not Crow Wing County HRA initiatives, but Brainerd HRA strategic priorities. County Housing Trust Fund dollars are proposed for one of these projects.

I agree with and applaud the Council's motivation to manage and minimize to the extent practical the tax burden on city tax payers. I also recognize that there are very tangible benefits to the city and our tax payers that accrue from developing and improving housing stock in the city. In addition to providing valuable public services typical of many other functions of city government, the HRA provides added value from our work facilitating new and expanded housing capacity which generates new revenue in the form of an enhanced property tax base and direct sales tax revenue on expenditures for food and drink, shopping, and recreation within our business community.

Understand that the Brainerd HRA is actively, efficiently, and effectively utilizing the valuable tax resources of the City of Brainerd to improve and expand housing stock within the city. This is a federally recognized high performing agency whose fiscal responsibility is supported by successive strong third-party audits. HRA staff is not standing idly by but is creatively identifying solutions to the City's housing stock shortage and affordable housing accessibility and is pursuing funding and partnership opportunities to put those solutions on the ground.

I ask you not to cut their work short. Allot this modest budget increase so that the HRA can continue to move forward and not simply be observers to the perpetuation of a solvable problem.

Sincerely,

Michael Duval
Chair, Brainerd HRA Board of Directors

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Discussion of 2025 Preliminary Park Board Budget

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Finance

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

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:
Johnathan Miller, Park Board Chair, presented an overview of the 2025 Park Board budget at the August 19th council meeting. Attached is a an overview of the parks department's preliminary operating and capital budget for 2025.

As Mr. Miller discussed at the meeting, utilities increased. However, there is an increase in revenue from BPU by the same amount.

The Park Board has increased the temporary employees by 1.5 FTE and have recommended increasing the hourly wage to a rate of $18-$20 per hour rather than $14-$16. The net operating levy request increased by $181,267, with $139,474 or 54.21% of the increase in expenditures coming from personnel services.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The budget as submitted was included in the preliminary levy that was discussed on August 26th, updated for items like current health insurance renewal, lease cost estimates etc.

RECOMMENDED ACTION/MOTION:
A motion approving the preliminary 2025 park board budget.

FINANCIAL IMPACT:

2025 Parks Department Budget
As of 9/10/2024

	Actual 2023	Adopted Budget 2024	Requested Budget 2025	Difference in Budgets	% Difference
TOTAL OPERATING EXPENDITURES					
Personnel Services	756,320	792,322	926,238	133,916	16.90%
Supplies	81,776	113,750	127,350	13,600	11.96%
Services	225,720	194,738	290,432	95,694	49.14%
Program Operations	105,896	117,953	132,011	14,057	11.92%
Transfers Out	-	-	-	-	0.00%
Total Expenditures	1,169,713	1,218,763	1,476,031	257,267	21.11%
TOTAL REVENUE - NON PROPERTY TAX					
Revenue from Other Gov'ts	(1,000)	-	-	-	0.00%
Charges for Services	(11,090)	(9,250)	(12,250)	3,000	32.43%
Other Revenues	(107,175)	(68,000)	(107,000)	39,000	57.35%
Program Revenues	(122,167)	(142,500)	(167,500)	25,000	17.54%
Transfers In/Sale of Assets	(34,179)	-	(9,000)	9,000	0.00%
Total Revenues	(275,610)	(219,750)	(295,750)	76,000	34.58%
NET OPERATING	**894,103**	**999,013**	**1,180,281**	**181,267**	**18.14%**
TOTAL CAPITAL - Budget	***217,500***	**397,500**	**202,500**	***(195,000)***	***-49.06%***
Future Capital	**-**	***349,000***	**519,234**	***170,234***	***48.78%***
ARPA Capital	***575,000***		**-**		
ARPA Funding	***(575,000)***		**-**		
TOTAL CAPITAL (net)	**217,500**	**746,500**	**721,734**	**(24,766)**	***-3.32%***
Actual/Budget/Requested	1,111,603	**1,745,513**	**1,902,015**	**156,502**	
% Increase		***57.03%***	***8.97%***		

Park Board Capital Budget:
As of September 10, 2024

	Current Plan	Initial Request
Equipment		
Snow Blower	$ -	$ 85,000
Tress Replacement	25,000	25,000
Picnic Table/Grilling Station/Trash Can Replacement Program	15,000	15,000
Park Weed and Feed Program	25,000	25,000
Bench Installation Program	5,000	5,000
Park ADA Upgrades	25,000	25,000
Park Sign Replacements	5,000	5,000
Parks Security Cameras	8,000	6,500
Skid Steer	75,000	-
Skid Steer Attachments (50% of Cost here)	20,500	-
Buffalo Hills Lions Park		
Parking Lot Reconfiguration	40,000	40,000
Long Term Capital Planning	**519,234**	**519,234**
	$ 762,734	$ 750,734
Sale of Assets	$ 41,000	$ 15,000
Net Capital	**$ 721,734**	**$ 735,734**

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Award 2024-2025 Downtown Snow Removal Bid

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached to this request are the bids that were received for the 2024-2025 downtown snow removal services. Competitive bids were directly solicited to 9 contractors as well as publicly published in the Dispatch and the website. Staff received 2 bids for the annual contract from Advantage Home Pros and Tom's Backhoe. The received bids are attached to this item.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff reviewed the bids received. The bids are essentially equal for the 4-inch base snowfall. The costs associated with the bid are $7,143 (add $0.18 for Tom's) and $1,655 (add $0.13 for Tom's) for the first 4 inches of snow on streets/alleys/parking lots and sidewalks, respectively. Where the two bids differentiate is in the price for each additional inch after the first 4 inches. For Advantage Home Pros, the amounts for streets and sidewalks are $1,964 and $350 per inch, respectively. For Tom's Backhoe, the amounts are $2,003.61 and $348.46, respectively. Using an 8-inch snowfall as an example, the total cost for Advantage Home Pros would be $14,999 for streets and $3,055 for sidewalks, totaling $18,054. In the same example, Tom's Backhoe would be $15,157.62 for streets and $3,048.97 for sidewalks, totaling $18,206.59. Under the 8-inch snowfall event, Advantage Home Pros would be $152.59 less.

RECOMMENDED ACTION/MOTION: Based on the cost, staff recommends award of the 2024-2025 downtown snow removal services contract to Advantage Home Pros.

FINANCIAL IMPACT: Unknown at this time.

City of Brainerd

2024-2025 Downtown Snow Removal

Form of Proposal

Description	Unit	Unit Price
STREETS, ALLEYS, PARKING LOTS (4" BASE)	LUMP SUM	$7,143
STREETS, ALLEYS, PARKING LOTS (EACH ADDT'L INCH)	INCH	$1,964
SIDEWALKS (4" BASE)	LUMP SUM	$1,655
SIDEWALKS (EACH ADDT'L INCH)	INCH	$350

This proposal dated this 11 day of September 2024

Signed: _____

Title: CEO

City of Brainerd

2024-2025 Downtown Snow Removal

Form of Proposal

Description	Unit	Unit Price
STREETS, ALLEYS, PARKING LOTS (4" BASE)	LUMP SUM	7,143.18
STREETS, ALLEYS, PARKING LOTS (EACH ADDT'L INCH)	INCH	2,003.61
SIDEWALKS (4" BASE)	LUMP SUM	1,655.13
SIDEWALKS (EACH ADDT'L INCH)	INCH	348.46

This proposal dated this 11th day of September, 2024

Signed: Kathy Thompson

Title: CFO

Tom's Backhoe Service Inc
323 Woodland Hills Ln
Brainerd MN 56401
218-828-4232

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Approve Bridge Inspection Services Proposal

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached is a proposal from Bolton & Menk to complete bridge inspections for the City as required every other year. The City is required to have inspections completed by certified bridge inspectors in 2024 on the Laurel Street and College Drive bridges. Bolton & Menk has completed this work previously and has done well including providing recommendations that are being used on the current Laurel Street bridge rehab project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The proposal includes 16 hours of inspection for a total proposed cost of $2,400. The staff proposed by Bolton & Menk are familiar with our bridges as were the same staff that performed the inspections in 2022.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the proposal from Bolton & Menk for bridge inspection services in the amount of $2,400.

FINANCIAL IMPACT: $2,400.

2024 Bridge Safety Inspections

City of Brainerd, MN

BOLTON & MENK
Real People. Real Solutions.

1. Contact Information

Bolton & Menk, Inc. • Jim Archer, P.E., Bridge Group Manager | Principal • 3300 Fernbrook Lane N; Suite 300 • Plymouth, MN 55447 • C: 612-205-5160 • jamesar@bolton-menk.com

2. Key Personnel

Jim Archer, P.E., Project Manager

✓ MnDOT Certified Inspection Team Leader

✓ Program Administrator

Jim is a senior project manager with nearly 25 years of bridge design experience and 20 years of bridge safety inspection experience, including five years as the Hennepin County Inspection Team Leader and Program Administrator (PA). He is committed to delivering projects that satisfy current and future needs in a practical, functional, and maintainable way. Jim is a National Highway Institute (NHI) certified team leader and qualified to lead the 2024 bridge safety inspection efforts for the City of Brainerd. He will coordinate any necessary traffic control or equipment rental, ensure adequate resources are committed to the project, and provide a quality review of the inspection process. Jim is available to serve as the county's safety inspection Team Leader or Assistant Program Administrator as needed.

Ryan Evans, P.E., S.E., Inspector

✓ MnDOT Certified Inspection Team Leader

✓ Remote Pilot In-Charge (Drone)

Ryan brings over 15 years of DOT and local bridge design and rehabilitation experience to the project. He has a structural engineering license and an expert-level understanding of bridge structural behavior, analysis, and design. Ryan's experience includes inspection and evaluation services as well as acting as engineer of record for several bridge rehabilitation projects. He's a certified bridge safety inspector and team leader, a load rating engineer, a certified drone pilot, and is proficient with a variety of structural design and analysis software.

Both Jim and Ryan annually attend MnDOT bridge safety inspection refresher trainings held virtually.

3. Company Experience/References

Sr. Bridge Engineer, Inspection Team Leader, and Program Administrator

Hennepin County, MN • John Ekola, Bridge Engineer • 612-596-0300

Jim served as the Hennepin County senior bridge engineer for five years. While there, he managed five staff and oversaw all things bridge related, including design, inspection, rating, permitting, and maintenance duties.

Personnel: Jim Archer

Inspection Team Leader and Program Administrator

Washington County, MN • Allan Brandt, Project Manager • 651-430-4348

Jim has served as the Washington County bridge inspection program administrator and inspection team leader since 2016. Under this contact, Jim assists the county with many bridge-related issues, including safety inspections, load ratings, maintenance, and construction duties.

Personnel: Jim Archer & Ryan Evans

Bridge Inspection, Evaluation, and Rehabilitation Team

Mitchell County, IA • Rich Brumm, County Engineer • 641-732-5849

In this position, Ryan oversaw the inspection, evaluation, and eventual rehabilitation of the J-086 bridge over the Cedar River. Ryan acted as the principal investigator and engineer of record for the rehabilitation plans.

Personnel: Ryan Evans

4. Project Understanding and Approach

The City of Brainerd wants to employ a qualified team of bridge safety inspection staff to fulfill its 2024 MnDOT inspection obligations and satisfy Federal Highway Administration (FHWA) reporting requirements.

The city's two bridges are multi-span prestressed concrete beam superstructures over the Mississippi River.

Under routine inspection procedures, Bolton & Menk proposes to use binoculars to inspect as much of the structure as possible from the riverbanks. As a Certified Remote Pilot In-Charge, Ryan can deploy a drone to aid in the visual access of the central river spans. Pending the results of the initial field inspection, additional access may be recommended. At the city's direction, snooper access could be arranged for close up, hands on inspection.

Information and findings will be recorded and updated in the Structure Inventory Management System (SIMS) and submitted for PA approval.

Task 1 – Coordination

Having completed the City's inspection in the past, Jim and Ryan already have access to City bridges in the MnDOT data management software, SIMS.

As proposed, the 2024 City of Brainerd Bridge Safety Inspections will not require interruptions to traffic or any special permitting or equipment. Drone deployment may require the coordination or notifications to the US Coast Guard and local airfields, although neither will require a permit.

Task 2 – Inspection

Bolton & Menk inspectors have the appropriate tools and equipment, as well as the necessary training to perform accurate and efficient routine bridge safety inspections. MnDOT administers a separate underwater inspection contract, which both structures have been part of in the past and should continue to be part of.

Task 3 – Reporting

All inspection data and photographs will be entered in SIMS and available for review by the PA within two weeks of completion. The SIMS entry will include findings, and recommended maintenance. The city will be notified immediately of any critical findings discovered during inspection.

5. Project Schedule

The inspection can occur anytime during the month of October, including a 30-day grace period if circumstances require. The timing of the inspection will be discussed with city staff to ensure inspection activities do not interfere with other scheduled city events or activities, such as parades, marathons, festivals, or celebrations.

6. Cost

The total lump sum fee to perform routine safety inspection services to fulfill their 2024 FHWA reporting requirements to MnDOT will are estimated as follows:

Task Breakdown	Cost
Traffic Control	N/A
Equipment Rental	N/A
Routine Inspection *Bridge Engineer – 16 hours @ $150/hour*	$2,400
Total	**$2,400**

7. Additional Services

Snooper: At the city's request, our team can obtain a snooper to perform more in-depth bridge inspection.

- UB20 – MnDOT state aid snooper
- A-62 – MnDOT District 3 snooper
- UB40 and UB 60 – Equipment Rental Company of Duluth

Traffic Control: Accessing the underside of the bridge with snooper will require the use of traffic control which can be quite costly.

8. Certification Statement

I hereby certify that I am a duly authorized representative of the company and that the information contained within is proposal is current, true, and correct to the best of my knowledge. I hereby authorize and request any person, agency, or firm to furnish any pertinent information requested by the City of Brainerd deemed necessary to verify the statements made in this application.

8/30/2024

James D. Archer, P.E. Date
Principal Structural Engineer

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Approve Traffic Control Change at intersection of 5th Avenue NE and D Street NE

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Council requested that staff evaluate the stop signs at the intersection of 5th Avenue NE and D Street NE based on concerns raised from residents regarding drivers running the stop signs. Staff has mostly completed an evaluation of the intersection. This included visual observation of the signage, collection of crash data (last 5 years), citations for failure to stop, reports and requests for extra stop sign enforcement, and visual observation of vehicle operations through the intersection. One facet that staff has not been able to collect to fully analyze the intersection is vehicle counts on D Street as we do not have vehicle counters.

Summary of findings:

- Visual Observation of Signage (Photos Attached)
    - Northbound, Southbound and Eastbound stop signs were completely unobstructed. Westbound stop sign was slightly obstructed. Maintenance was dispatched to address this.
- Crash Data (Last 5 Years)
    - 9 Property Damage Accidents in the last 5 years. Only 1 accident in the last previous year. Of the 9 accidents, 3 were related to vehicles failing to adhere to the stop signs appropriately.
- Citations (Last 5 Years)
    - 5 traffic stops for failure to stop at a stop sign.
    - 4 requests for extra patrols or complaints of vehicles running the stop signs.
- Summary of Visual Observations
    - Observed vehicle observations from 1/2 block away for 15+ minutes. Twice in the afternoon after school release, once in late morning.
    - Vehicle volumes were considerably higher in the afternoon observations than the late morning observation.
    - Vehicles all appeared to be aware of the stop signs in all directions, as they applied brakes in some form or came to a complete stop. No observations of vehicles running the stop sign in any direction without applying the brakes, which would imply that they were unaware of the stop signs or were unable to see the stop signs.

- Vehicles approaching the intersection on D Street NE generally adhered to the stop sign well. Only a couple vehicles did not come to a complete stop but did nearly stop their tires. Wouldn't have considered this a significant infraction.
- Vehicles approaching the intersection on 5th Avenue NE from the north heading southbound generally adhered to the stop sign. A larger amount of vehicles did not come to a complete stop but very nearly did stop completely. Did not observe any vehicles that would have considered a significant infraction where they continued through at more than 1-2 miles per hour.
- Vehicles approaching the intersection on 5th Avenue NE from the south heading northbound were much less likely to adhere to the stop sign. Roughly only half of the vehicles came to a complete stop and these were typically due to encountering conflicting traffic from other directions. What was observed typically is when vehicles approached the intersection from the south without an approaching vehicle, very few vehicles adhered to the stop sign. Many slowed to a couple miles per hour or what would be considered a "rolling stop". A few slowed to around 5 miles per hour. There were a couple vehicles observed to have slowed very little and entered the intersection traveling close to 15-20 miles per hour. As mentioned, it was observed that the vehicles applied brakes so the issue would not have been that they are unaware of the presence of the stop sign, simply a failure to adhere to the stop sign.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Without having completed vehicle counts on D Street, staff isn't able to be certain of the criteria regarding the evaluation of the intersection. However, based on the findings and the visual observations, staff suspects that it is highly likely that the stop signs on 5th Avenue NE are not warranted. Unwarranted stop signs typically will have a low likelihood of compliance and can create an unsafe consequence. If vehicles or pedestrians are expecting vehicles to adhere to stop signs and drivers fail to do so, this can create the unsafe situation.

In reviewing the criteria for a 4-way stop, the following should be used as guidance:

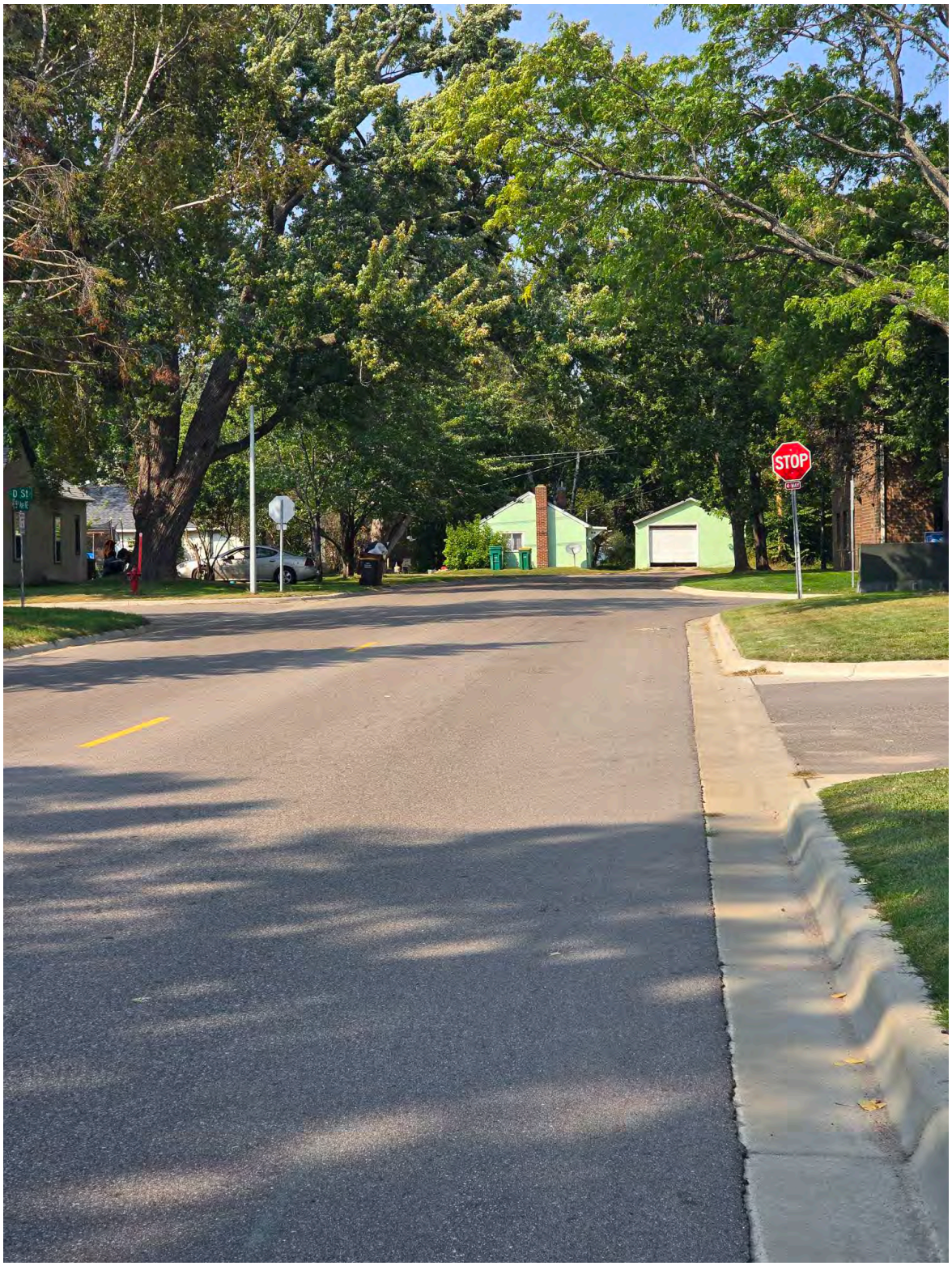
1. Five or more reported crashes in a 12-month period that are susceptible to correction by a multi-way stop installation. - *Only 1 crash in the last 12 months. Average of 2 per year over the last 5 years.*
2. Minimum Volumes
    1. Vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day. - *Total AADT for 5th Ave is 4,339 in 2023. It is possible this threshold is hit during peak morning and afternoon hours but not for any 8 hours.*
    2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour. - *Staff does not have counts on D Street to check this threshold, but visual observations are that D Street is very low volume and vehicles are waiting very little time to enter the intersection at 5th Avenue. It is highly likely that D Street is not exceeding this threshold for any hours during the day.*

In discussion with Police staff, this continues to be a challenge for enforcement as drivers continue to fail to adhere to the stop signs. Supplemental attachments, such as flags, to draw attention to the stop signs will likely have low effectiveness. As mentioned during observations, drivers appear to be aware of the stop signs just fail to adhere by fully stopping. While staff has not collected vehicle counts on D Street, it would be staff's recommendation that the stop signs be removed on 5th Avenue NE at D Street. To safely accomplish this transition, staff would post supplemental signage for 1 month after the change to alert drivers of the change. Staff feels that this change will overall improve the operations and safety of this intersection.

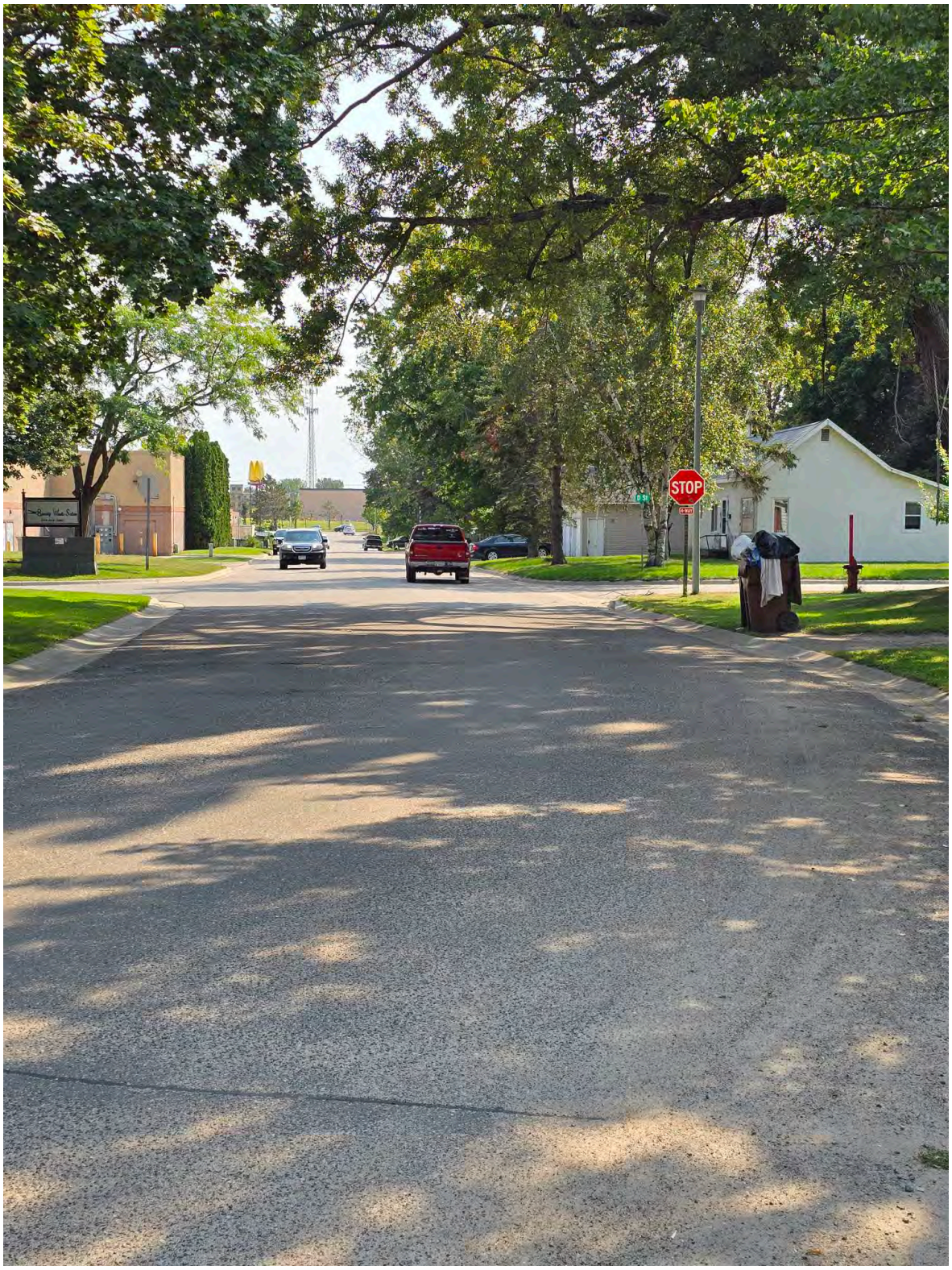
RECOMMENDED ACTION/MOTION: Staff recommends approval to change the traffic control at the intersection of 5th Avenue NE and D Street NE into a 2-way stop with D Street NE continuing to be signed to stop.

FINANCIAL IMPACT: N/A

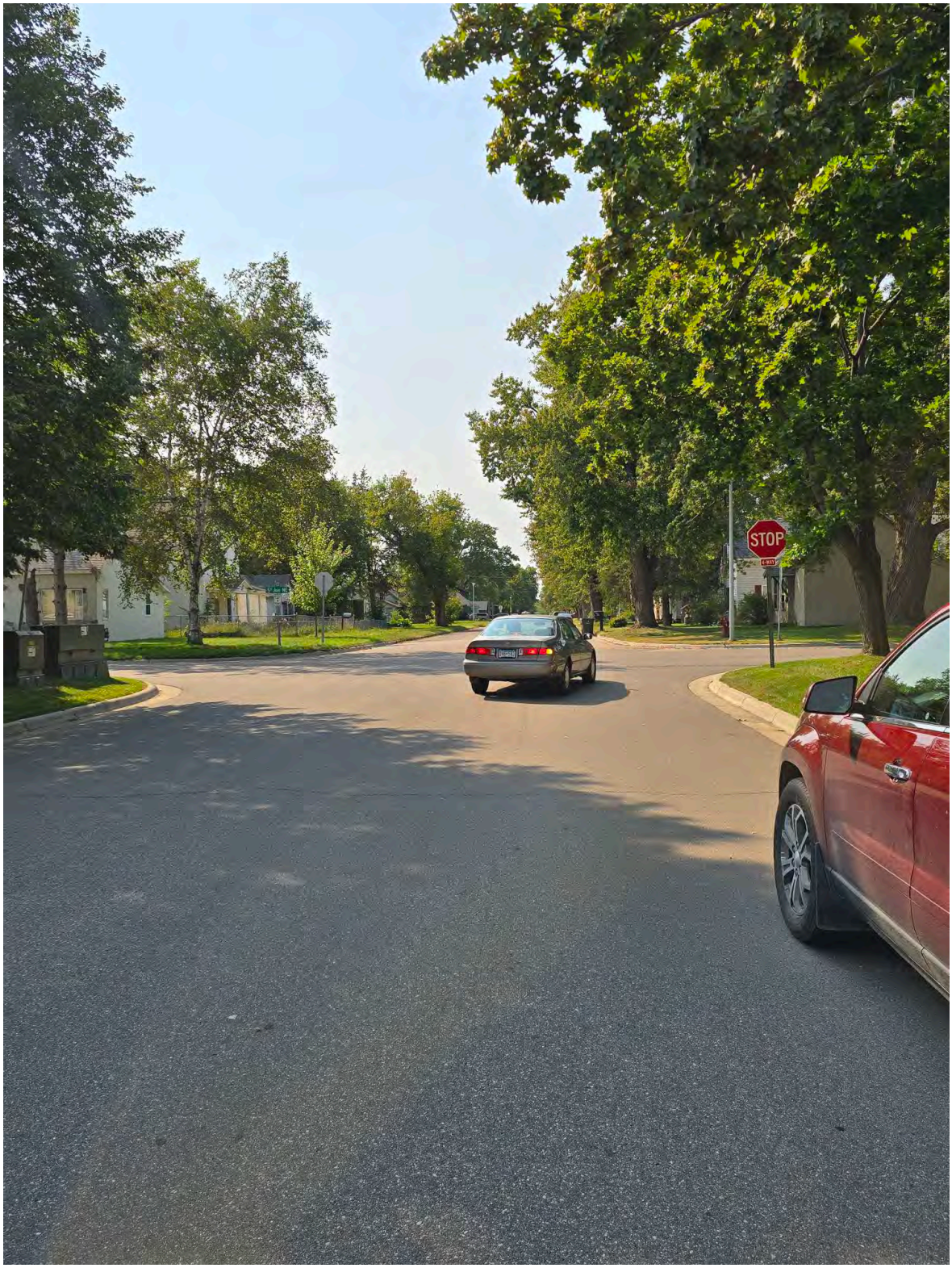
Northbound 5th Avenue (looking north)



Southbound 5th Avenue (looking south)



Westbound D Street (looking west)



Eastbound D Street (looking east)

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Direction Requested regarding Signs within the Right of Way

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 is requesting direction from the Council on the administration of signs within the public right of way. Placement of signage on public right of way is not allowed under state law. This includes political campaign signs, business advertisement signs, and realty signs. The right of way includes the streets, boulevards, sidewalks, and sight corners at intersections. Minn. Statute 160.2715 covers prohibition of signage in the right of way. Minn. Statute 173.15 also prohibits placing advertising materials on public utility poles, trees and shrubs, and painting or drawing on rocks or natural features.

Recently, staff has seen an uptick of yard signs placed within public right of way. Many include signs advertising for services such as window cleaning or junk removal. As we are in an election year, there has also been a growth of the number of political campaign signs being placed in the right of way. Many signs are placed properly, in private property, outside of the right of way. However, some are clearly within the right of way.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: MnDOT recently put out a public notice that was also featured in the Brainerd Dispatch as a reminder of the restriction. Staff would recommend that a similar reminder to residents be sent out via social media and other mediums that signs be relocated out of the right of way. If signs are not relocated, staff would remove the signs from the right of way and hold them for one week, then dispose of the signs if not collected.

Staff is requesting direction from the Council on a couple approaches to this issue:

1. Actively remove signs that are placed on the right of way.
2. Only remove signs on a complaint basis, similar to code enforcement.

The concern with a more passive approach, such as the 2nd alternative listed, is this can lead to more challenging maintenance of the right of way with signs in the way of tasks such as mowing, etc. During a political election, a complaint-based approach can also put staff in a difficult position of appearing to be removing selective signs. Staff would recommend an active approach to remove signs within the right of way but begin with some public notification and education before doing so.

RECOMMENDED ACTION/MOTION: Staff recommends to actively remove signs within the public right of way.

FINANCIAL IMPACT: N/A

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Consider Past Citations for 1002 15th St SE - Mike Degen

AGENDA: SPW Committee

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:
Mike Degen was the property owner of 1002 15th St SE in 2023, which was also a licensed rental. The property had multiple violations of junk and debris, predominantly in the rear yard. The property also had violations for parking on an unimproved surface in the front yard. Mr. Degen was in contact with our department regarding the issues and was attempting to evict the tenants. The department agreed to waive the citations for junk and debris if the property issues were corrected. The tenants were evicted from the property and the issues were resolved. As a result, Jason Stockinger, the department's code compliance officer, waived the junk and debris citations. However, front yard parking citations, which are a zoning violation, remained attached to the property and were assessed to the property taxes. Dylan Edwards, our Assistant Planner at the time, reviewed zoning-related violations in 2023.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
Mr. Degen believed the zoning citations were waived at the same time as the junk and debris citations and discovered upon sale of the property in 2024 that the zoning citations were assessed to the property. He paid the assessment as part of the closing costs to proceed with the sale of the property in a timely manner. Mr. Degen was sent a notice of hearing for the pending assessments against 1002 15th St SE in September 2023, but did not attend the meeting. The final special assessment amount was $717.10.

Staff would have recommended waiving the citations at the assessment hearing had Mr. Degen made the request. Mr. Degen was in contact with the department and the issue was ultimately resolved.

RECOMMENDED ACTION/MOTION:
Option 1 - Reimburse Mr. Degen $717.10 after proof of payment to Crow Wing County.
Option 2 - Maintain the assessed amount of $717.10 and not reimburse Mr. Degen, as the request was not made during the proposed assessment hearing.

FINANCIAL IMPACT: N/A

www.ci.brainerd.mn.us

September 22, 2023

DEGEN, MICHAEL
8595 DOROTHY AVE
BRAINERD, MN 56401

RE: Nuisance Abatement and Administrative Citations

Dear Property Owner,

Included is a Notice of Hearing for a Public Hearing scheduled for 7:30 p.m., Monday, October 16, 2023, in the City Council Chamber of City Hall at 501 Laurel St. to consider the proposed special assessments for nuisance abatement and/or administrative citation(s).

Your property described as: 1002 15TH ST SE

Parcel Number: 41301080

Is proposed to be assessed as follows:

Proposed Assessment: $675

If you wish to contest this proposed assessment, you will need to appear before the City Council during the public hearing on October 16th. If you cannot attend the public hearing, you will need to submit a written statement contesting the proposed assessment to the Community Development Department no later than Friday, October 27th.

Following the Public Hearing on October 16th, you will receive another letter stating that the Council has ordered the assessments and that they can be paid within 30 days (thru November 16th) without interest. Unpaid balances after that date will be certified for collection along with the property taxes payable in 2024 with 5.15% interest added to the assessment amount.

Please feel free to contact the Community Development Department at 218-828-2307 if there are any questions related to the hearing or the proposed assessments.

Sincerely,
CITY OF BRAINERD

James Kramvik
Community Development Director

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

EN23-0385

Date of Violation: 08/10/2023 Parcel ID: 41301080

Violator(s): DEGEN, MICHAEL
8595 DOROTHY AVE
BRAINERD, MN 56401

Location/Address of Violation: **1002 15TH ST SE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Ordinance: Section 515-22-5.E	Zoning Code Violation	$300.00

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

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

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

Re-inspection Date: 08/20/2023

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: Dylan Edwards, Assistant Planner Date: 08/10/2023

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

08/10/2023 08:37

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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN23-0385

Date of Violation: 07/31/2023 Parcel ID: 41301080

Violator(s): DEGEN, MICHAEL
8595 DOROTHY AVE
BRAINERD, MN 56401

Location/Address of Violation: **1002 15TH ST SE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Ordinance: Section 515-22-5.E	Zoning Code Violation	$200.00

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: $200.00 **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: 08/10/2023

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: Dylan Edwards, Assistant Planner Date: 07/31/2023

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

07/31/2023 15:05

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

EN23-0385

Date of Violation: 07/19/2023 Parcel ID: 41301080

Violator(s): DEGEN, MICHAEL
8595 DOROTHY AVE
BRAINERD, MN 56401

Location/Address of Violation: **1002 15TH ST SE**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
Ordinance: Section 515-22-5.E	Zoning Code Violation	$100.00

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

Citation Amount Due: $100.00 **Payment Due By: 30 Days from Date of Violation**

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

Re-inspection Date: 07/29/2023

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: Assistant Planner, Dylan Edwards Date: 07/19/2023

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

07/19/2023 15:25

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Consider Past Citations and Abatements for 1113 Rosewood St - Dave Braverman

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 10 min

SUMMARY OF ISSUE:
Mr. Braverman reached out to Safety and Public Works Committee members and asked for consideration of waiving the nuisance assessments against his property at 1113 Rosewood Street. He stated in past meetings that he has not been able to address his property issues because of his ex-partner's order of protection against him. He claims his ex-partner is the one responsible for all the issues that have been cited and abated at the property. Staff believe this to be accurate and have viewed the court-ordered document. However, the department has received numerous complaints from neighboring properties, so we continued with the citation and abatement process as outlined in Section 320 of the City Code. Past citations and abatements include violations of unlicensed vehicles, garbage, junk and debris, exterior structure, and grass. Staff did visit Mr. Braverman's property in late August and witnessed him cleaning and maintaining the yard and house. Staff again reviewed the property on 9/12/2024 and witnessed the property cleaned and mowed.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
Staff has attached a summary file that displays Mr. Braverman's outstanding special assessment charges with the County as well as pending assessments for this year. Mr. Braverman is asking that all charges be waived, and all nuisance assessments be paid to the County on his behalf. Staff do not recommend waiving/paying for the abatements, as the City paid a private contractor to resolve the issues.

RECOMMENDED ACTION/MOTION:
Option 1 - Pay all outstanding nuisance assessments (citations and abatements) to the County and waive all pending charges (citations and abatements).
Option 2 - Pay all outstanding nuisance assessments (citations only) to the County and waive all pending citation charges.
Option 3 - Do not pay the county for past nuisance assessments and direct Mr. Braverman to contest pending charges at the public hearing for assessments in October.

FINANCIAL IMPACT:
If the abatements are paid on behalf of Mr. Braverman, the City will have paid a private contractor

$2,575 to address private property issues.
Note: Payment to the County will be returned to the City when taxes are distributed.

1113 Rosewood - Summary

Enforcement #	Notices sent	Issue	Citation Amt	Abatement Amt	Assessed to property CWC	Open Balance
EN21-1433	11/15/21 One violation letter- 12/14/21 Three citations	Unlicensed/Inoperable vel	$ 300.00	$ -	$ 300.00	$ -
EN23-0098	4/11/23 One violation letter- 5/11/23 Three citations	Garbage	$ 600.00	$ 1,400.00	$ 2,000.00	$ -
EN23-0099	4/11/23 One violation letter- 5/18/23 Three citations	Junk/Debris/Blight	$ 600.00	$ -	$ 600.00	$ -
EN23-0100	4/11/23 One violation letter- 10/18/23 Six citations	Exterior Structure	$ 1,500.00	$ -	$ 1,200.00	$ 300.00
EN23-0383	7/19/23 One violation letter- 7/27/23 One citation(voided)	Garbage	$ -	$ 825.00	$ -	$ 825.00
EN23-0448	8/14/23 One violation letter- 9/11/23 Three citations	Grass/Weeds	$ 600.00	$ 100.00	$ 100.00	$ 600.00
EN23-0612	11/27/23 One immediate citation	Garbage	$ 300.00	$ 350.00	$ -	$ 650.00
			$ 3,900.00	$ 2,675.00	$ 4,200.00	$ 2,375.00
2024 Interest			$ -	$ -	$ 261.93	$ -
			$ 3,900.00	$ 2,675.00	$ 4,461.93	$ 2,375.00

www.ci.brainerd.mn.us

September 22, 2023

BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401

RE: Nuisance Abatement and Administrative Citations

Dear Property Owner,

Included is a Notice of Hearing for a Public Hearing scheduled for 7:30 p.m., Monday, October 16, 2023, in the City Council Chamber of City Hall at 501 Laurel St. to consider the proposed special assessments for nuisance abatement and/or administrative citation(s).

Your property described as: 1113 ROSEWOOD ST

Parcel Number: 41250639

Is proposed to be assessed as follows:

Proposed Assessment: $4,200

If you wish to contest this proposed assessment, you will need to appear before the City Council during the public hearing on October 16th. If you cannot attend the public hearing, you will need to submit a written statement contesting the proposed assessment to the Community Development Department no later than Friday, October 27th.

Following the Public Hearing on October 16th, you will receive another letter stating that the Council has ordered the assessments and that they can be paid within 30 days (thru November 16th) without interest. Unpaid balances after that date will be certified for collection along with the property taxes payable in 2024 with 5.15% interest added to the assessment amount.

Please feel free to contact the Community Development Department at 218-828-2307 if there are any questions related to the hearing or the proposed assessments.

Sincerely,
CITY OF BRAINERD

James Kramvik
Community Development Director

2023 Garbage - Assessed to the Property

ARROW management
Residential | Commercial

Invoice

Date	Invoice #
7/10/2023	31900

Bill To
City of Brainerd 501 Laurel St. Brainerd, MN 56401

Property Address
1113 Rosewood

Terms	Due Date
Due on receipt	7/10/2023

Date	Description	Rate	Amount
6/23/2023	Clean up of 1113 Rosewood Street, removal of junk, garbage	1,375.00	1,375.00

Ready for a campfire? Want to get a head start on your Winter heating needs? Call us now for a delivery of cut, split firewood!!

Please include invoice number with your payment.

THANK YOU FOR YOUR BUSINESS!!

Subtotal	$1,375.00
Sales Tax (0.0%)	$0.00
Payments/Credits	$0.00
Balance Due	$1,375.00

218-838-2947 * P.O. Box 308 * Nisswa, MN 56468

+$25 abatement fee
$1400

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

EN23-0098

Date of Violation: 05/11/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308	Garbage	$300.00 **+$25 admin fee**

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

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

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

Re-inspection Date: 05/21/2023

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: Darrin Deseth, Building Official Date: 05/11/2023

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

05/11/2023 08:05

05/11/2023 08:05

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

EN23-0098

Date of Violation: 05/01/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308	Garbage	$200.00 **+$25 admin fee**

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: $200.00 **Payment Due By: 30 Days from Date of Violation**

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

Re-inspection Date: 05/11/2023

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: Darrin Deseth, Building Official Date: 05/01/2023

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

05/01/2023 08:40

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

EN23-0098

Date of Violation: 04/19/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308	Garbage	$100.00 **~~+$25 admin fee~~**

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: 04/29/2023

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: Darrin Deseth, Building Official Date: 04/19/2023

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

04/19/2023 09:07

April 11, 2023

BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 1113 ROSEWOOD ST
Real Estate Code: 41250639

Violation: Garbage
IPMC308

Description: Exterior property and premises, and the interior of every structure, shall be free from any accumulation of rubbish or garbage. Garbage is defined as the animal and vegetable waste created from the preparation and consumption of food. Occupants are responsible for properly disposing of their
garbage by either using a garbage disposal (if available) or by placing the waste in approved garbage
storage containers.

Corrective action is required; seven (7) days are alllowed form the date of this letter.

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

Action should be taken on or before 04/18/2023

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

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

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

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

Respectfully,
By Order of:
THE CITY OF BRAINERD

04/11/2023 15:14

04/11/2023 15:13

2023 Junk/Debris/Blight - Assessed to the Property

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

EN23-0099

Date of Violation: 05/18/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

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

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

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

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

Re-inspection Date: 05/28/2023

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: Darrin Deseth, Building Official Date: 05/18/2023

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

05/18/2023 08:40

05/18/2023 08:40

05/18/2023 08:40

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

EN23-0099

Date of Violation: 05/08/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308.1	Junk/Debris/Blight	$200.00

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: $200.00 **Payment Due By: 30 Days from Date of Violation**

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

Re-inspection Date: 05/18/2023

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: Darrin Deseth, Building Official Date: 05/08/2023

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

05/08/2023 09:08

05/08/2023 09:08

05/08/2023 09:08

05/08/2023 09:09

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

EN23-0099

Date of Violation: 04/26/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308.1	Junk/Debris/Blight	$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: 05/06/2023

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: Darrin Deseth, Building Official Date: 04/26/2023

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

04/26/2023 08:30

04/26/2023 08:30

April 11, 2023

BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 1113 ROSEWOOD ST
Real Estate Code: 41250639

Violation: Junk/Debris/Blight
IPMC308.1

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

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

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

Action should be taken on or before 04/25/2023

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

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

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

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

Respectfully,
By Order of:
THE CITY OF BRAINERD

04/11/2023 15:14

2023 Exterior Structure - Assessed to the Property

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

EN23-0100

Date of Violation: 08/18/2023 Parcel ID: 41250639

Violator(s): CURRENT RESIDENT
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.1,304.6	Exterior Structure	$300.00 +$25 admin fee

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

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

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

Re-inspection Date: 09/18/2023

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: 08/18/2023

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

07/19/2023 10:27

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

EN23-0100

Date of Violation: 06/15/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.1,304.6	Exterior Structure	$300.00 +$25 admin fee

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

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

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

Re-inspection Date: 06/25/2023

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Jason Stockinger, Building Inspector Date: 06/15/2023

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

06/15/2023 08:21

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

EN23-0100

Date of Violation: 06/01/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

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

+$25 admin fee

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

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

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

Re-inspection Date: 06/11/2023

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so. An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429. Unpaid fines, including an administrative charge of $25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

When a citation is issued, you must correct the violation and pay the fine. If you decide to contest the violation, you may request a hearing, responding within 10 days from the date of the citation issuance. The purpose of a hearing is to determine whether or not a violation(s) of the city code existed. If you request a hearing and the citation stands, you will be responsible for the hearing costs and fines as determined by the hearing officer as well as correction of the violation. If the citation is contested and a hearing is scheduled, a notice will be mailed to you with the date/time/location of the hearing. If you cannot attend on the scheduled date or wish to request the Hearing Officer be removed from the case, you must do so no later than 15 days prior to the date of the hearing. A new hearing date will be set and another notification will be sent to the party contesting the citation.

Representative: Jason Stockinger, Building Inspector Date: 06/01/2023

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

06/01/2023 09:53

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

EN23-0100

Date of Violation: 05/22/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 304.1,304.6	Exterior Structure	$200.00 +$25 admin fee

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: $200.00 **Payment Due By: 30 Days from Date of Violation**

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

Re-inspection Date: 06/01/2023

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: Darrin Deseth, Building Official Date: 05/22/2023

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

05/22/2023 08:34

April 11, 2023

BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 1113 ROSEWOOD ST
Real Estate Code: 41250639

Violation: Exterior Structure
IPMC 304.1, 304.6

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

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

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

Action should be taken on or before 05/11/2023

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

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

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

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

Respectfully,
By Order of:
THE CITY OF BRAINERD

04/11/2023 15:13

2023 Long Grass/Weeds - Assessed to the Property

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

EN23-0448

Date of Violation: 08/22/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
603 10TH ST S
BRAINERD, MN 56401

Location/Address of Violation: **1113 ROSEWOOD ST**

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: 09/01/2023

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: 08/22/2023

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

08/22/2023 09:10

August 14, 2023

BRAVERMAN, DAVE
603 10TH 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: 1113 ROSEWOOD ST
Real Estate Code: 41250639

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 08/19/2023

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

2023 Unlicensed/Inoperable Motor Vehicle - Assessed to the Property

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

EN21-1433

Date of Violation: 12/14/2021 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
2011.03	Unlicensed/Inoperable Vehicle	$100.00 +$25 admin fee

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: 12/21/2021

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: Darrin Deseth, Building Official Date: 12/14/2021

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

13
MN 4423 GB
12/14/2021 09:57

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

EN21-1433

Date of Violation: 12/07/2021 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
2011.03	Unlicensed/Inoperable Vehicle	$100.00 ~~+$25 admin fee~~

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: 12/14/2021

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: Darrin Deseth, Building Official Date: 12/07/2021

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

13
MN 4423 GB
12/07/2021 10:16

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

EN21-1433

Date of Violation: 11/30/2021 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
2011.03	Unlicensed/Inoperable Vehicle	$100.00

+$25 admin fee

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: 12/07/2021

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: Darrin Deseth, Building Official Date: 11/30/2021

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

13
MN 4423 GB
11/30/2021 15:18

November 15, 2021

BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 1113 ROSEWOOD ST
Real Estate Code: 41250639

Violation: Unlicensed/Inoperable Vehicle
Ordinance: 2011
Description: Ord 2011 - 2011.03 Storing, parking or leaving dismantled or other such motor vehicles declared nuisance exceptions. The presence of an abandoned, wrecked, dismantled, inoperative, unlicensed, junked, or partially dismantled motor vehicle or a motor vehicle lacking vital component parts or parts of a motor vehicle on private or public property is a public nuisance. Corrective action is required; 14 days are allowed from the date of this letter.

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

Action should be taken on or before 11/29/2021

Per the above-mentioned code section and City Code 320 – Administrative Citations, failure to comply with this ordinance will result in a $100 citation(s), up to a maximum of and not to exceed $2,000 for each administrative offense.

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

MN 4423 GB
13
11/15/2021 09:47

Open Citations/Abatement Fees 2024

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

EN23-0612

Date of Violation: 11/17/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
603 10TH ST S
BRAINERD, MN 56401

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 308	Garbage	$300.00

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

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

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

Re-inspection Date: 11/27/2023

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: 11/17/2023

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

11/17/2023 12:10

Invoice

Date	Invoice #
11/30/2023	32741

Bill To
City of Brainerd 501 Laurel St. Brainerd, MN 56401

Property Address

Terms	Due Date
Due on receipt	11/30/2023

Date	Description	Rate	Amount
11/22/2023	1306 Oak Street - Warrant Clean up	475.00	475.00
11/22/2023	Mowing of 1715 South 6th Street	45.00	45.00
	1113 Rosewood - Warrant Clean up	325.00	325.00
			+$25 abatement fee
			$350
	101-2400-43405		
	Ready for a campfire? Want to get a head start on your Winter heating needs? Call us now for a delivery of cut, split firewood!!		

Please include invoice number with your payment.

Please contact us as soon as possible with any concerns or questions.

THANK YOU FOR YOUR BUSINESS!!

Subtotal	$845.00
Sales Tax (0.0%)	$0.00
Payments/Credits	$0.00
Balance Due	$845.00

218-454-2074 * P.O. Box 308 * Nisswa, MN 56468

Invoice

Date	Invoice #
11/8/2023	32508

Bill To
City of Brainerd 501 Laurel St. Brainerd, MN 56401

Property Address

Terms	Due Date
Due on receipt	11/8/2023

Date	Description	Rate	Amount
9/26/2023	Clean-up, removal and disposal of trash at 1424 8th Street per warrant	500.00	500.00
9/26/2023	Clean-up, removal and disposal of trash at 915 Laurel Street	350.00	350.00
9/29/2023	Clean up per warrant - 1005 3rd Ave NE	775.00	775.00
10/2/2023	Clean up per warrant - 609 11th Ave NE	2,300.00	2,300.00
9/26/2023	Mowing of Lawn, Trimming & Blowing Debris from Walkways - 1306 Oak Street	75.00	75.00
9/26/2023	Mowing of Lawn, Trimming & Blowing Debris from Walkways - 1201 Norwood Street	75.00	75.00
9/26/2023	Mowing of Lawn, Trimming & Blowing Debris from Walkways - 408 2nd Ave NE	75.00	75.00
9/26/2023	Mowing of Lawn, Trimming & Blowing Debris from Walkways - 924 7th Ave NE	75.00	75.00
9/26/2023	Mowing of Lawn, Trimming & Blowing Debris from Walkways - 1113 Rosewood Street	75.00	75.00
11/7/2023	Mowing of Lawn, Trimming & Blowing Debris from Walkways - 426 B Street	75.00	75.00
			+ $25 abatement fee $100
	Ready for a campfire? Want to get a head start on your Winter heating needs? Call us now for a delivery of cut, split firewood!!		

Please include invoice number with your payment.

Please contact us as soon as possible with any concerns or questions.

THANK YOU FOR YOUR BUSINESS!!

Subtotal	$4,375.00
Sales Tax (0.0%)	$0.00
Payments/Credits	$0.00
Balance Due	$4,375.00

218-454-2074 * P.O. Box 308 * Nisswa, MN 56468

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

EN23-0448

Date of Violation: 09/11/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
603 10TH ST S
BRAINERD, MN 56401

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.4	Grass & Weeds	$300.00

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

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

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

Re-inspection Date: 09/21/2023

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: 09/11/2023

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

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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN23-0448

Date of Violation: 09/01/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
603 10TH ST S
BRAINERD, MN 56401

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

Section	Subdivision, Chapter or Article	Fine
IPMC 302.4	Grass & Weeds	$200.00

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: $200.00 **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: 09/11/2023

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: 09/01/2023

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

09/01/2023 08:06

Invoice

Date	Invoice #
9/6/2023	32281

Bill To	Property Address
City of Brainerd 501 Laurel St. Brainerd, MN 56401	

Terms	Due Date
Due on receipt	9/6/2023

Date	Description	Rate	Amount
9/6/2023	Cleanup and removal of debris per warrant for 1113 Rosewood Street	800.00	800.00
	Ready for a campfire? Want to get a head start on your Winter heating needs? Call us now for a delivery of cut, split firewood!!		

Please include invoice number with your payment.

THANK YOU FOR YOUR BUSINESS!!

Subtotal	$800.00
Sales Tax (0.0%)	$0.00
Payments/Credits	$0.00
Balance Due	$800.00

218-838-2947 * P.O. Box 308 * Nisswa, MN 56468

+$25 abatement fee
$825.00

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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN23-0100

Date of Violation: 09/18/2023 Parcel ID: 41250639

Violator(s): BRAVERMAN, DAVE
1113 ROSEWOOD ST
BRAINERD, MN 56401-

Location/Address of Violation: **1113 ROSEWOOD ST**

VIOLATION

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

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

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

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

Re-inspection Date: 09/28/2023

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: 09/18/2023

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

09/18/2023 08:06

City Council
Agenda Request

MEETING DATE: September 16, 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: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:
Setting the preliminary 2025 levy for the airport was tabled at the September 3rd council meeting. Staff has included the same information from the September 3rd meeting to this packet, as well as a copy of the letter sent to the County requesting the County to take over 100% of the airport levy, and the response from County Administrator Erickson.

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:

Brainerd Lakes Regional Airport

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; $155,5000 was approved with the City's contribution being reduced by to $146,080 and the County's increaing 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% (Anaylsis.xlsx) and used the County's contribution of $157,000 to caclulate the $9,420.

www.ci.brainerd.mn.us

September 4, 2024

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

County Administrator Erickson:

Please receive this letter from me on behalf of the Brainerd City Council. At their last meeting on September 3, 2024, the City Council discussed the ownership of the airport and the airport levy. Your email of August 28, 2024, stated that Crow Wing County (CWC) does not wish to pursue a change in airport ownership. That email was included in the Council packet last night. The City Council did direct staff to accomplish three items.

1. Work with CWC and the Brainerd Lakes Regional Airport (BLRA) Director to develop recommendations regarding future structure of airport IT, Facilities, HR, Finance, and Legal.
2. Integrate those recommendations into a formal letter for consideration by the Brainerd City Council, CWC Commission, and the Airport Commission.
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.

The double taxation of Brainerd's residents via the airport levy is a concern for the Brainerd City Council. The BLRA serves our entire region, yet Brainerd residents bear a disproportionate financial responsibility by being taxed through both the City and County.

The City Council is requesting relief from the double taxation. Specifically, Brainerd City Council is asking the CWC Commission to consider assuming 100% of the airport levy. This would eliminate the disproportionate financial responsibility to Brainerd residents and would be more efficient for the Airport Commission to ask for financial support from one organization.

Thank you for considering what we believe is in the best interests of our collective constituents who are taxpayers in the City of Brainerd and CWC. Please advise of your decision at your earliest convenience.

Sincerely,

CITY OF BRAINERD

Nicholas W. Broyles
City Administrator

September 10, 2024

Nicholas Broyles
City Administrator
501 Laurel Street
Brainerd, MN 56401

City Administrator Broyles:

I write to you as a follow up to the city council's request regarding the airport levy.

At the county board meeting today, the board declined to discuss or take action on the request for the county to absorb the full levy for the Brainerd Lakes Regional Airport. The county has completed the work on the preliminary levy for 2025 and has budgeted $166,420 for the airport line item.

However, for your information, at their budget committee meeting on August 22nd the board agreed to remit the $10,067 that was received as the county portion of Solar Energy Production Tax for the solar farm located on the airport property to the airport, bringing a total allocation to the Brainerd Lakes Regional Airport of $176,487.

While there may be opportunity to revisit the levy discussion in the future, there is no capacity in the 2025 levy to do so at this time.

Sincerely,

Deborah A. Erickson

Deborah A. Erickson, County Administrator

Deborah Erickson
County Administrator
326 Laurel Street
Brainerd, MN 56401

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

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Final 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.

The City Council conducted the first reading of Proposed Ordinance 1572 at the September 3rd meeting.

RECOMMENDED ACTION/MOTION:
1) Conduct the final 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.
2) Approve Proposed Ordinance 1572.

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

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 form 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.

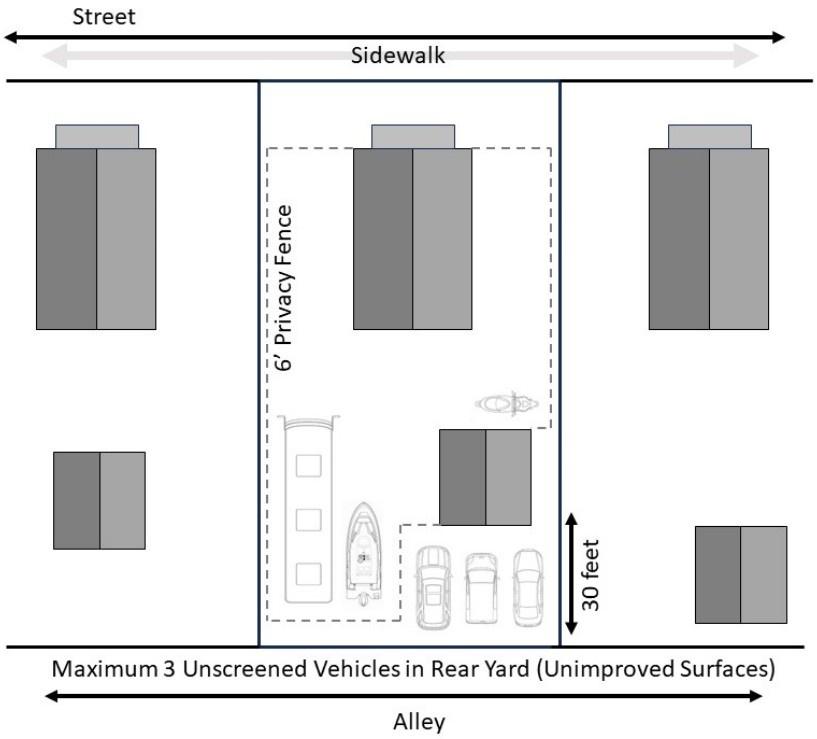
B. **General Provisions.**

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) fee 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

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.

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.

RESOLUTION
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 Bevans, 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 16, 2024

TITLE OF ITEM: Final 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 City Council conducted the first reading of Proposed Ordinance 1573 at the September 3rd meeting.

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 someway 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:
1) Conduct the final 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.
2) Approve Proposed Ordinance 1573.

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 16, 2024

TITLE OF ITEM: Adopt Resolution Setting the 2025 Preliminary Levy for the City of Brainerd and the Brainerd HRA, and Motion to Set Date and Time for the Budget Public Hearing

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:
The 2025 preliminary levy for the City of Brainerd and Brainerd HRA needs to be set by September 30, 2024. The final levy adopted in December could be lower than, but not higher than, the preliminary levy. The preliminary levy is used for all the Truth in Taxation notices sent out in November.

The date and time for the public meeting, in which the budget and levy are discussed, and the public is allowed to speak also needs to be set by September 30, 2024. The date of the public meeting needs to be held between November 25th and December 30th and cannot occur before 6:00 pm. The meeting can be held during a regular council meeting as well. There is no law that requires scheduling to avoid conflicting meeting dates of overlapping taxing authorities.

Historically, the City has held a special meeting on the 2nd Monday in December at 6:00 pm, which this year would be December 9, 2024.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The HRA's levy is separate from the City's levy, but is set by the City Council. The HRA levy was discussed at the September 11th P&F meeting. The amount included in the attached resolution for the HRA levy is the amount set by the P&F committee.

Staff received very preliminary market value information from the County. The preliminary data shows an estimated increase in estimated market value and net tax capacity of 4.13% and 2.38% respectively. According to my rough calculation, a 3% increase in the levy will result in an increase to the tax rate.

At the August 26th workshop, the P&F Chair, Council President and City Administrator's budget was presented to Council, and it showed the levy would need to be increased by $601,391 or 8.64% over the 2024 levy. This was keeping the levies for the Library, EDA and Airport at the same funding level as 2024.

Since the August 26th workshop, the budget has been updated as follows:

- Health insurance rates have been updated based on the renewal rates received from Sourcewell, assuming everyone would elect the same plans they have today.
- Updated the estimated amounts from Baxter and Nisswa based on updated information from Severson and Porter for the agreement of shared misdemeanor prosecutor services.
- A net $25,000 ($100,000 in revenue and $75,000 of expenditures) as a result of continuing the agreement with Mr. Sadusky and estimating revenue for the Country Manor project.
- Increased the Library levy by $2,996.

With these changes, the current budget shows a levy increase of $570,356 or 8.20%. This assumes an airport levy of $146,080.

If the airport was to be funded at $150,000 as suggested by the P&F Committee at the August 28th meeting, the levy would be an increase of $574,276 or 8.25%. If the full Airport Commission request was granted, the increase to the levy would be increased by 9.33%.

Staff's recommendation would be to set the preliminary levy at $7,533,097 which is 8.25% increase (since that is where we are today) from the 2024 levy with the goal of the final levy being lowered.

Attached to the agenda request is an updated overview of the 2025 budget and levy, and a chart to assist Council in setting the preliminary levy in a dollar amount based on various percentage changes to the 2024 levy.

RECOMMENDED ACTION/MOTION:

1. Adopt resolution setting the 2025 preliminary levy for the City of Brainerd and the Brainerd HRA.

2. A motion to set the date and time for the budget public hearing.

FINANCIAL IMPACT:

2025 Levy Overview
As of 9/10/2024

	Actual 2023	Adopted Budget 2024	Current 2025 Budget	Difference in Budgets	% Difference Current vs 2024 Budget
TOTAL OPERATING EXPENDITURES					
Personnel Services	$ 8,177,017	$ 8,513,967	$ 9,212,138	$ 698,171	8.20%
Supplies	630,111	651,200	665,750	14,550	2.23%
Services	2,846,257	2,955,941	3,318,585	362,644	12.27%
Transfers Out/Capital Outlay	378,482	403,142	408,332	5,190	1.29%
Total Expenditures	$ 12,031,867	$ 12,524,250	$ 13,604,805	$ 1,080,555	8.63%
TOTAL CAPITAL	$ 1,255,927	$ 1,280,927	$ 1,280,927	-	0.00%
TOTAL DEBT LEVY	$ 920,000	$ 977,193	$ 765,000	$ (212,193)	-21.71%
OTHER LEVIES					
Perm Improvement	$ 375,350	$ 386,610	$ 417,539	$ 30,929	8.00%
Sr Activity/Green Space/Comm Fest.	281,511	289,959	313,154	23,195	8.00%
Library	149,788	149,788	152,784	2,996	2.00%
EDA	152,861	186,812	186,812	-	0.00%
Airport	155,500	146,080	**146,080**	-	0.00%
Total Other Levies	$ 1,115,010	$ 1,159,249	$ 1,216,369	$ 57,120	4.93%
TOTAL ESTIMATED EXPENDITURES	**$ 15,322,804**	**$ 15,941,619**	**$ 16,867,101**	**$ 925,482**	**5.81%**
TOTAL REVENUE - NON-PROPERTY TAX					
Other Taxes	$ (254,764)	$ (213,000)	$ (198,500)	$ (14,500)	-6.81%
Licenses & Permits	(358,672)	(462,500)	(497,865)	35,365	7.65%
Grants & Aids	(5,952,783)	(5,814,872)	(5,821,022)	6,150	0.11%
Revenue from Other Gov'ts	(405,627)	(263,564)	(312,004)	48,440	18.38%
Charges for Services	(961,801)	(980,390)	(1,025,210)	44,820	4.57%
Fines & Forfeitures	(129,499)	(129,000)	(126,000)	(3,000)	-2.33%
Other Revenues	(1,177,129)	(944,500)	(961,000)	16,500	1.75%
Transfers In/Debt Proceeds	(801,414)	(128,000)	(187,000)	59,000	46.09%
Total Revenues	**$(10,041,689)**	**$ (8,935,826)**	**$ (9,128,601)**	**$ 192,775**	**2.16%**
(USE)/ADDITION TO FUND BALANCE					
Election	$ 15,000	$ (15,000)	$ 15,000	$ (30,000)	
Public Safety Aid - # of Officers		(145,000)	(95,700)	(49,300)	
Public Safety Aid - RMS Software		-	(15,275)	15,275	
Fund Balance Policy/Levy to 8%		113,188	(113,188)	226,376	
Estimated Levy	**$ 5,296,115**	**$ 6,958,981**	**$ 7,529,337**	**$ 570,356**	**8.20%**
Actual Levy / ***Proposed***	**$ 6,443,500**	***$ 6,958,981***	***$ 7,529,337***		
% Increase		***8.00%***	***8.20%***		
$ Increase		515,481	570,356		

For Use of Setting 2025 Preliminary Levy Amount

2024 Levy $ 6,958,980

Proposed Levy Increase	2024 Levy Amount	Dollar Change
0.00%	$ 6,958,980	$ -
1.00%	7,028,570	69,590
2.00%	7,098,160	139,180
3.00%	7,167,749	208,769
4.00%	7,237,339	278,359
5.00%	7,306,929	347,949
6.00%	7,376,519	417,539
7.00%	7,446,109	487,129
8.00%	7,515,698	556,718
8.20%	7,529,616	570,636
8.25%	7,533,096	574,116
8.50%	7,550,493	591,513
8.75%	7,567,891	608,911
9.00%	7,585,288	626,308
9.25%	7,602,686	643,706
9.33%	7,608,253	649,273
9.50%	7,620,083	661,103

R E S O L U T I O N

NO. XX:24

RESOLUTION SETTING THE 2025 PRELIMINARY LEVY FOR THE CITY OF BRAINERD AND THE BRAINERD HRA

WHEREAS, the Brainerd City Council is required to set a Preliminary Levy by September 30, 2024; and

WHEREAS, the Brainerd City Council held a Budget Workshops on August 26, 2024; Park Board Budget discussed on August 19, 2024; and discussed the 2025 capital budget on June 26, 2024; and debt levy on August 19, 2024; and

WHEREAS, the Brainerd City Council, during the Council Meetings and Special Meetings, discussed the overall budget process, and the overall expenditures of the City;

NOW, THEREFORE BE IT RESOLVED by the City of Brainerd, County of Crow Wing, State of Minnesota that the following sums are the preliminary levy for the taxes payable in the year 2025:

$_____ plus $173,960 for the HRA.

Adopted this 16th day of September 2024

_____
KELLY BEVANS
President of the Council

Approved this 17th day of September 2024

_____
DAVE BADEAUX
Mayor

ATTEST:_____
NICHOLAS W. BROYLES
City Administrator

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Adopt Resolution Declaring Costs to be Assessed for Nuisance, Downtown Snow Removal, and Downtown Special Services Assessments and Call for Public Hearing

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: Public Works

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

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Pursuant Minnesota Statute 429 and to continue with assessment proceedings, the City Council must declare costs to be assessed, order the preparation of the proposed assessment, and call a public hearing on the proposed assessment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The 2024 nuisance abatement assessments are totaling $96,377.50. Contracted snow removal costs in the downtown district had a total cost of $36,864.70 during the 2023-2024 snow season. This equates to 17.5 billed inches of snow. The special services district including landscaping, garbage, and maintenance had a cost of $17,025.66 for the 2024 season. Total cost of the special services district is $53,890.36. Of the total cost, $28,880.14 is proposed to be assessed, $14,935.78 is proposed to be paid by the parking lot fund, and $10,074.44 is proposed to be paid by the street and sewer fund.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution in which declares the cost to be assessed, orders the preparation of the proposed assessment, and sets a public hearing on the proposed assessment on October 21, 2024 at 7:30 p.m.

FINANCIAL IMPACT: N/A

R E S O L U T I O N
NO _____

RESOLUTION DECLARING COSTS TO BE ASSESSED
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT

WHEREAS, the costs have been determined for Downtown Special Services District and Nuisance Abatement involving the following described areas in the City of Brainerd:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations
Misc properties around the City

WHEREAS, the estimated total costs for said improvements are Downtown Special Services District – $53,890.36 and Nuisance Abatement - $96,377.50 respectively, and

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 21, 2024, at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be Downtown Special Services District $25,010.22 and Nuisance Abatement - $0.00 respectively, and the portion of the cost to be assessed against benefited property owners is declared to be Downtown Special Services District $28,880.14 and Nuisance Abatement – $96,377.50 respectively.

2. Assessments shall be payable in annual installments extending over a period of one year, to be paid on or before the first Monday in January 2025 and shall bear interest at the rate of four and nine hundredths' percent (4.90%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged if the entire assessment is paid within 30 days from the adoption of the assessment.

The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 21st of October 2024 in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this ____ day of _____, 2024

_____
KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2024

_____
DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 21, 2024, to pass upon the proposed assessment for the following improvements:

DOWNTOWN SPECIAL SERVICES DISTRICT

Snow Removal, Irrigation Maintenance, Landscaping, Garbage Collection

Laurel Street from South 6th Street to South 8th Street
Front Street from South 6th Street to South 8th Street
South 7th Street from Maple Street to Front Street

NUISANCE ABATEMENT

Nuisance Abatement and Administrative Citations

Miscellaneous properties around the City

The areas proposed to be assessed for these improvements are the properties abutting and/or benefitting from the above-described projects.

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost of Downtown Special Services District is $53,890.36 of which $28,880.14 is proposed to be assessed.

The total cost of Nuisance Abatement is $96,377.50 of which $96,377.50 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is four and nine hundredths' percent (4.90%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of one (1) year.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

1. The City will present its case first by calling witnesses who may testify by narrative or by examination and by the introduction of exhibits. After each witness has testified, the contesting party will be allowed to ask questions. This procedure will be repeated with each witness until neither side has further questions.

2. After the City has presented all its evidence, the objector may call witnesses or present such testimony as the objector desires. The same procedure for the questioning of the City's witnesses will be followed with the objector's witnesses.

3. The objector may be represented by counsel.

4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.

5. The entire hearing will be tape-recorded.

6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.

7. The Council may adopt the proposed assessment at the hearing.

An owner may appeal an assessment to the District Court pursuant to Minnesota Statutes Section 429.081 by serving notice of the appeal upon the Mayor or Administrator of the City within thirty (30) days after the adoption of the assessment, and by filing such notice with the District Court within ten (10) days after the service upon the Mayor or City Administrator.

Dated this 16th day of September 2024

Nicholas W. Broyles
City Administrator

Any individual needing special accommodations please call 218-828-2307.

Published September 18, 2024

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Adopt Resolution Declaring Costs to be Assessed for Improvement 22-08- South Brainerd Reconstruction Assessments and Call for Public Hearing

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Jessie Dehn, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Pursuant to Minnesota Statute 429 and to continue with assessment proceedings, the City Council must declare costs to be assessed, order the preparation of the proposed assessment, and call a public hearing on the proposed assessment.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Improvement 22-08 was for the reconstruction of streets in South Brainerd during the 2024 construction season. Streets that were reconstructed include:

- South 7th Street – Tamarac Street to Pine Street
- Tamarac Street – S 6th Street to S 7th Street
- Sycamore Street – S 6th Street to S 7th Street
- Rosewood Street – S 6th Street to S 7th Street
- Vine Street – S 6th Street to S 7th Street
- Todd Street – S 7th Street to Dead End
- Paul Street – S 6th Street to S 8th Street
- Paul Circle – S 8th to Cul-de-Sac
- S 7th Street – Wright Street to Paul Street
- S 8th Street – Wright Street to Paul Street
- Madison Street – East Frontage Road (S 6th Street) to S 7th Street
- S 7th Street – Madison Street to Wright Street

Total project costs with engineering and construction included is estimated to be $3,833,550.60 with a total assessed amount of $831,855.94. This assessment is per the City assessment policy and will be on a front footage basis, with a calculated rate per project.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution in which declares the cost to be assessed, orders the preparation of the proposed assessment, and sets a public hearing on the proposed assessment on October 21, 2024 at 7:30 p.m.

FINANCIAL IMPACT: N/A

R E S O L U T I O N
NO _____

RESOLUTION DECLARING COSTS TO BE ASSESSED
ORDERING PREPARATION OF PROPOSED ASSESSMENT,
AND ORDERING A PUBLIC HEARING ON PROPOSED ASSESSMENT

WHEREAS, the costs have been determined for Improvement 22-08 involving improvement of the following described streets in the City of Brainerd:

IMPROVEMENT 22-08

Street Reconstruction

South 7th Street – Tamarac Street to Pine Street
Tamarac Street – S 6th Street to S 7th Street
Sycamore Street – S 6th Street to S 7th Street
Rosewood Street – S 6th Street to S 7th Street
Vine Street – S 6th Street to S 7th Street
Todd Street – S 7th Street to Dead End
Paul Street – S 6th Street to S 8th Street
Paul Circle – S 8th to Cul-de-Sac
S 7th Street – Wright Street to Paul Street
S 8th Street – Wright Street to Paul Street
Madison Street – East Frontage Road (S 6th Street) to S 7th Street
S 7th Street – Madison Street to Wright Street

WHEREAS, the estimated total costs for said improvements for Improvement 22-08 is $3,833,550.60, and

WHEREAS, the City Council has ordered preparation of the proposed assessment, and

WHEREAS, the City Council hereby sets the Public Hearing for Monday, October 21, 2024, at 7:30 p.m.,

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

1. The portion of the cost of such improvement to be paid by the City is hereby declared to be $3,001,694.66 and the portion of the cost to be assessed against benefited property owners is declared to be $831,855.94.

2. Assessments shall be payable in annual installments extending over a period of ten years, the first of the installments to be paid on or before the first Monday in January 2024 and shall bear interest at the rate of four and nine hundredths' percent (4.90%) per annum from the date of the adoption of the assessment resolution.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the County Auditor, pay the whole of the assessment on such property with interest accrued to the date of payment to the City Administrator, except that no interest shall be charged

if the entire assessment is paid within 30 days from the adoption of the assessment. The owner of any property so assessed may at any time thereafter pay to the Crow Wing County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which such payment is made. Such payment must be made before November 20 or interest will be charged through December 31 of the succeeding year.

4. Pursuant to Ordinance No. 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988 and any amendments thereto, the City Council may defer a special assessment for needy persons.

5. Pursuant to proper notice duly given as required by law, the hearing will be held on the 21st of October 2024 in the City Hall building at Brainerd, Minnesota, at 7:30 p.m. concerning such proposed assessments and at such time and place all persons owning property affected by such improvements were given an opportunity to be heard with reference to such assessments.

Adopted this ____ day of _____, 2024

_____
KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2024

_____
DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

NOTICE OF HEARING ON PROPOSED ASSESSMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota will meet in the Council Chambers of the Brainerd City Hall at 7:30 p.m. on October 21, 2024, to pass upon the proposed assessment for the following improvements:

IMPROVEMENT 22-08 – SOUTH BRAINERD RECONSTRUCTION

Street Reconstruction

South 7th Street – Tamarac Street to Pine Street
Tamarac Street – S 6th Street to S 7th Street
Sycamore Street – S 6th Street to S 7th Street
Rosewood Street – S 6th Street to S 7th Street
Vine Street – S 6th Street to S 7th Street
Todd Street – S 7th Street to Dead End
Paul Street – S 6th Street to S 8th Street
Paul Circle – S 8th to Cul-de-Sac
S 7th Street – Wright Street to Paul Street
S 8th Street – Wright Street to Paul Street
Madison Street – East Frontage Road (S 6th Street) to S 7th Street
S 7th Street – Madison Street to Wright Street

The areas proposed to be assessed for these improvements are the properties abutting and/or benefitting from the above-described projects.

The proposed assessment role is on file for public inspection at the City Administrator's Office and the City Engineer's Office.

The total cost for Improvement 22-08 is $3,833,550.60 of which $831,855.94 is proposed to be assessed.

Written or oral objections will be considered at the meeting. No appeal may be taken as to the amount of any assessment unless a signed, written objection is filed with the City Administrator prior to the hearing or presented to the presiding officer at the hearing. The Council may upon such notice consider any objection to the amount of a proposed individual assessment at an adjourned meeting upon such further notice to the affected property owners as it deems advisable.

The amount to be specifically assessed against your particular lot, piece or parcel of land is shown on the attached enclosure. You may at any time prior to certification of the assessment to the County Auditor pay the entire assessment on such property with interest accrued to the date of payment to the City Administrator. No interest shall be charged if the entire assessment is paid within 30 days from the adoption of this assessment. You may at any time thereafter pay to the County Auditor the entire amount of the assessment remaining unpaid with interest accrued to December 31 of the year in which the payment is made. If you decide not to pre-pay the assessment before the date given above, the rate of interest that will apply is four and nine hundredths' percent (4.90%) per year. The right to partially prepay the assessment pursuant to Section 315 of the Brainerd City Code is available. Further, pursuant to Ordinance 974 deferred assessments may be granted by the City Council where a financial hardship exists and pursuant to Resolution No. 4988, and any amendments thereto, the City Council may defer a special assessment for needy persons. If you feel that you might qualify for such deferments, please discuss this with the City Administrator at your earliest convenience.

The assessments will be spread over a period of ten (10) years.

If an assessment is contested or there is an adjourned hearing, the following procedure will be followed:

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3. The objector may be represented by counsel.

4. Minnesota Rules of Evidence will not be strictly applied; however they may be considered and argued to the Council as to the weight of the items of evidence or testimony presented to the Council.

5. The entire hearing will be tape-recorded.

6. At the close of the presentation of evidence, the objector and the City may make final presentations to the council based on the evidence and the law. No new evidence may be presented at this point.

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Dated this 16th day of September 2024

Nicholas W. Broyles
City Administrator

Any individual needing special accommodations please call 218-828-2307.

Published September 18, 2024

City Council
Agenda Request

MEETING DATE: September 16, 2024

TITLE OF ITEM: Discussion on the Parking Commission

AGENDA: Main

ACTION REQUESTED: Discussion Item

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 Parking Commission currently has two acting members, one member we have been unable to contact, and two vacancies. The Mayor is the liaison and a non-voting member. The Parking Commission was established as a standing committee as part of Resolution NO.11:22. Due to a lack of members, the Commission has not held a meeting in 2024.

Duties:

1. Identify issues related to parking.
2. Make recommendations to the City Council and other appropriate committees and commissions as appropriate as how to address identified issues.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:
The Parking Commission worked on a parking plan that was adopted by City Council in February 2022. Staff would like to begin working on the implementation of some recommendations listed in the plan and is looking for direction from City Council on how to proceed.
Note: The parking commission did provide recommendations in 2023 for the Off-Street Parking Ordinance and reviewed fees for City parking lots.

RECOMMENDED ACTION/MOTION:
Option 1 - Meet with Commission Members Yeager, Erickson, and Mayor Badeaux to make recommendations to the City Council
Option 2 - Decommission the Parking Commission and have the Safety and Public Works Committee make future recommendations to City Council.

FINANCIAL IMPACT: N/A

City of Brainerd

Parking Plan

Adopted February 22, 2022

Brainerd Parking Commission
Brainerd City Council

OVERVIEW

The Parking Commission was tasked by the City Council to study and make recommendations regarding parking in the City of Brainerd with specific emphasis on reviewing the City's leased parking. With a focus on the downtown area, the Parking Commission discussed the various issues they see as business owners, patrons, advocates, and residents of the downtown. These discussions included members of city staff (City Administrator, City Engineer, Community Development Director, Police Chief, and Finance Director), members of the City Council, and members of the public through a town hall meeting held in June. The Commission also conducted a parking study of the downtown area. The Commission presented their original recommendations to the City Council in workshop in October 2021, and the City Council formally considered the recommendations in December 2021. Upon consideration, the City Council sent the recommendations back to the Parking Commission to reconsider their numbers and remove the parking meter recommendation. The following recommendations are revised per the City Council's comments and direction.

RECOMMENDATIONS

Recommendation #1: Increase the rates for leased lots to a level that adequately funds the Parking Fund and review rates each November to determine whether a rate increase is necessary for the following year. The Commission recommends the following changes to the fee schedule:

Parking Lot	Current Rate	Proposed Rate	Current Anticipated Net Revenue	Anticipated Net Revenue with Proposed Changes
Burlington Northern	$20.00 & $25.00	$40.00	($20,641)	($7,578)
Maple	$15.00	$25.00	$8,086	$14,974
Alley	$35.00	$40.00	$2,504	$4,642
City Hall	$35.00	$40.00	$3,393	$3,927
	Total Net Revenue		($6,658)	$15,965

Justification: The need for an increase in rates is multifaceted. First, the Burlington Northern lot annually operates in a deficit and is ultimately subsidized by the Maple lot, Alley, and City Hall lot. While simply raising the rates for the Burlington lot would address the deficit issue, the Commission believes that the City should also likewise increase the rates for the Maple lot, Alley, and City Hall lot to bring them closer in line with what may be charge by the private sector. Finally, increased rates will ensure that the Parking Lot Fund is fully self-sufficient moving forward.

Parking lot rates were last adjusted in 2019. At that time, the Burlington Northern lot was increased from $10.00 and $15.00, and both the Alley and the City Hall lot were increased from $25.00. The Maple lot was the one lot whose rate was decreased from $20.00. The reasoning for the decrease at that time was because the average occupancy of the lot was less than 45% and the decreased was aimed at getting more people to park there. However, since September of 2019,

the lot has maintained full occupancy most of the year as students have been parking in the lot due to the Brainerd High School construction project. Even though most of these students give up their spots in the summer months (June through August), the lot has continued to maintain an occupancy greater than 60% during those months. Additionally, roughly half of the commercial spaces downtown were vacant and approximately 25 rental units have been added downtown since 2019. With the increased activity downtown as well as the greater awareness of the Maple lot due to the high school project, staff believes that the Maple lot will continue to have a high occupancy rate into the future even after the high school project is completed.

Implementation Cost: Staff time

Implementation Timeline: First full quarter upon adoption

Recommendation #2: The Parking Commission recommends the following parking enforcement measures be taken:

- Between Front St. and Maple St. and S. 6th St. and S. 8th St, change on-street parking times from 2 hours to 3 hours.
- Adjust the enforcement time period from 8:00am to 5:00pm Monday through Friday to 7:00am to 5:00pm Monday through Friday.
- Direct the Police Department to conduct strict and consistent enforcement during the enforcement period.
- Eliminate the business validation policy.
- Update all signage to reflect the time changes and install additional signage to ensure clear communication of parking restrictions.

Justification: One of the primary issues with downtown parking that the Commission reviewed is the balance of allowing enough time for on-street parking on the core downtown streets for business patrons to shop, eat, and enjoy all that downtown has to offer while keeping commercial and residential tenants from monopolizing the prime parking areas. Additionally, the necessary increase in leased lot rates may result in existing lessors choosing to end their leases and take their chances with on-street parking. Therefore, a critical component to any improvements in downtown parking is enforcement.

Increasing on-street parking from 2 hours to 3 hours should allow sufficient time for most patrons to enjoy the downtown but will likely result in further abuse by residential and commercial tenants. Therefore, strict and consistent enforcement by the Police Department is necessary. To further avoid abuse, the Commission recommends that the Police Department provide no grace period in their enforcement and eliminate the business validation policy, which has been abused by businesses validating each other's parking violations in previous years. Finally, all signage in the downtown will need to be changed to reflect the time changes, and additional signage should be added to increase user awareness as there are currently only a couple of parking restriction signs per block.

The Parking Commission recognizes that strict enforcement may come at a cost of the downtown's social capital as a parking ticket received by a first-time visitor to the downtown (or any visitor no matter how often they visit the downtown) could result in that visitor gaining a negative perception of the downtown, which they could then shared with others. Additionally, strict enforcement will require more of the Police Department's attention, which could be spent in other areas.

To that end, the Parking Commission maintains that parking meters are the right solution for the downtown. They require minimal enforcement effort as a police officer or CSO needs to merely check the meter where a car is parked to ensure that it has money in it, they allow patrons and tenants to park as long as they wish during the enforcement period as long as they are willing to pay for it, and the net revenue earned through parking meters could be used to further downtown improvements and programming.

Implementation Cost: Police Department staff time and cost of making and installing new signage.

Implementation Timeline: Critical to the management of parking and overall implementation of this plan.

Recommendation #3: Designate 90% of the net revenue generated by leased parking spaces for downtown programs and improvements and transfer these funds to the EDA for implementation.

Justification: Allocating 90% of the net revenue generated by leased parking spaces for downtown programs and improvements would have many benefits. Primarily, it would allow for continued economic vitality in the downtown through grants, beautification, marketing, etc. without costing Brainerd taxpayers a dime. In fact, use of these funds in the downtown may actually result in increased downtown property values, which only takes some of the burden off the residential tax base.

The intent of keeping 10% of net revenue in the Parking Fund would be to ensure that the fund maintains a sufficient balance to cover any unanticipated costs that the fund may incur (e.g. snow falls greater than anticipated, damage to lots and meters, reconstruction bid prices than come in higher than anticipated, etc.).

Implementation Cost: Staff time

Implementation Timeline: Immediately upon implementation of new leased parking rates.

Recommendation #4: Update downtown kiosks in a manner that matches the aesthetics of the downtown, and implement wayfinding in and around the downtown area to guide visitors and

residents alike to the various amenities in and around the downtown, with elements including but not limited to:

- Location of parking
- Distances to public areas (e.g. City Hall, Library, Gregory Park, County Courthouse, 7th & Laurel, High School, etc.)
- Maps of downtown businesses and services
- Community information (i.e. event notices, street closures, etc.)

Justification: A reoccurring topic that was continually brought up during the Commission's discussions was the need for wayfinding and a general improvement in communication downtown. Wayfinding will provide pedestrians and motorists alike on-street directions to various destinations while updated kiosks in and around the downtown can be used to provide more specific information such as locations of individual businesses and services and announcements such as events and street closures. Updated kiosks will also ensure the information is regularly kept up to date and are, in general, much more appealing than the current pinboard kiosks.

Implementation Cost: The Commission recommends using Parking Fund revenue designated to the EDA to fund these improvements. Depending on the size, quality, and design of kiosks, prices vary between $500 and $5,000 per kiosk. The cost of wayfinding would be the cost of the signs, road paint, etc. used and whether the project planning is contracted out or done in house.

Implementation Timeline: As determined by the EDA as revenue becomes available.

Recommendation #5: Update the City's ordinances to require property owners in and around the downtown to identify off-street areas where their tenants (commercial and residential) will park.

Justification: Currently, property owners in the downtown area are exempt from providing any off-street parking for their commercial and residential tenants. This was not an issue 5 years ago when the downtown was 50% empty but is becoming and will continue to become an issue as the downtown continues to fill back in. In just the last 3 years alone, over a dozen commercial spaces and over 3 dozen apartment units have been filled that were previously empty or non-existent. In any residential zone, property owners would be required to provide 1 ¼ off-street parking spaces per unit. This recommendation acknowledges that downtown property owners, generally, do not have the ability to add off-street parking but do have a responsibility to account for any additional burden to parking that may result from additional development/redevelopment.

Implementation Cost: Staff time

Implementation Timeline: Direct the Planning Commission to draft and recommend ordinance language to the City Council no later than May 31, 2022.

Recommendation #6: Charge the EDA with the task of developing a marketing strategy and list the Front St. lot, Laurel St. lot, and City Hall lot for redevelopment.

Justification: If the above recommendations are implemented, the Commission believes that the opportunity cost of maintaining the parcels that contain the Laurel St. lot, Front St. lot, and City Hall lot in their current capacity will become higher than their use as parking lots. For example, a building with an estimated market value of $1,000,000 would have a tax capacity (based on the city's total 2021 tax capacity) of $19,250. Such a project alone could result in either a 0.173% reduction in the City's levy (based on the 2021 tax levy) or $14,116 in additional tax revenue should the 2021 tax rate of 73.430% stay the same. This also does not take into account the economic benefits such a project would reap the construction and maintenance of such a building and the businesses and residential units the building could house. Finally, as the Eight05 Laurel project showed, a new building on the site of a current parking lot would not necessarily create a burden on parking as the building could be designed to include its own off-street parking.

Implementation Cost: Staff time plus costs of marketing/development firm if such services are acquired

Implementation Timeline: Immediately, but with patience

Recommendation #7: Continue to take steps to make areas in and around downtown a much more pedestrian friendly place. Such improvements could include but are not limited to:

- Alley lighting and aesthetic improvements
- Additional benches
- Picnic tables
- Bike racks
- Designated bike lanes
- Green spaces

Justification: As the downtown area continues to thrive through positive redevelopment, an emphasis must continue to be made on making downtown not just a commercial space that is auto oriented and where people do business and leave but a community space where people live. Simple improvements like those listed above will help to continue to turn the page from an auto oriented concrete jungle to a pedestrian friendly community space.

Implementation Cost: The Commission recommends using Parking Fund revenue designated to the EDA to fund experience improvements (e.g. bike racks, picnic benches, etc.) and capital funds for infrastructure improvements (e.g. lighting, bike lanes, green spaces, etc.).

Implementation Timeline: As determined by the EDA for experience improvements and by the City Council for infrastructure improvements.) as revenue becomes available

Recommendation #8: Implement a targeted informational and educational campaign to inform and educate the property owners, business owners, residential tenants, and patrons in and around the downtown area of recommendations implemented by the City Council and why such recommendations are being implemented.

Justification: Implementation of any of the recommendations made in this plan will have a certain level of impact on the downtown, some more significant than others. To ensure smooth implementation, all users of the downtown should be regularly kept up to date on any immediate or future changes to the current landscape of the downtown.

Implementation Cost: Staff time

Implementation Timeline: Continually

CLOSING

The Parking Commission acknowledges that these 8 recommendations are not be-all-end-all solutions, but they are a good start to a new direction. If adopted by the City Council, the Commission believes that it has achieved the goal that it was given by the Council.

Per the City Council's policy on Ad Hoc committees, the next step would be for the Commission to either be disbanded until a time arises for a new parking commission to be formed to address issues not yet identified or to be given a new task. As such, the Parking Commission requests that the City Council reconstitute the Parking Commission from an Ad Hoc committee to a standing committee.

The reasoning behind this request is that, if adopted, these recommendations should be regularly evaluated and modified as necessary. Reestablishing an Ad Hoc parking commission each year to evaluate the effectiveness of these recommendations and other parking issues would be time consuming and likely ineffective as a new commission members would have to be sought out and onboarded each year. Additionally, having a standing Parking Commission would allow for the City Council to send any parking related issues to the Parking Commission for research and analysis any time such issues arise.

Therefore, the Parking Commission requests that the City Council reconstitute the Commission as a standing committee to meet at least bi-annually with the initial committee being made up of the current 5 members the Parking Commission to ensure continuity.