



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, October 21, 2024 @ 7:30 PM

The public is invited to attend these meetings in person
Attend by phone: 1-844-992-4726

City Council - Meeting Access Code: 2491 806 6817
Personnel and Finance Committee was held the Wednesday Prior to Council
Safety and Public Works Committee at 7:00 PM

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

1. **Call To Order**

2. **Roll Call**

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

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval of Bills**

B. **Approval of Minutes**

C. **Department Activity Reports**

D. **Approve MN Lawful Gambling Application Submitted by Central Lakes College Foundation
for an Event on May 7, 2025 at 501 West College Dr**

E. **Approve Event/Street Closure Application - Turkey Trot**

F. **Adopt Resolution Accepting 3rd Quarter Donations**

6. **Council Committee Reports**

A. **Personnel & Finance Committee**

1. Accept Resignation of CSO Drew Belton
2. Update regarding Arbitration with IBEW Public Utilities Union
3. Approval of MOA establishing wages for new Public Utilities Department Positions
4. Ratify Hiring of Josh Gravelle as Lineworker
5. Ratify the Hiring of Michael Habighorst as Public Works Director
6. Ratify Hiring of Katherine Caswell for Administrative Specialist - Public Works Department
7. Approve New Administrative Assistant Job Description
8. Discussion on Franchise Fees
9. Consider Insurance Coverage Rapid Flashing Beacon (RFB) Signs
10. Approve Funding to be Budgeted for 2025 Council Retreat

B. Safety & Public Works Committee

1. Discussion on Sanitary Sewer Rates
2. Adopt Resolution - Imp 23-13 - No Parking on S. 4th/Willow
3. Authorize Application for National Scenic Byway Grant Program
4. Provide Direction for Paradigm Auto Code Violations
5. Approve Brainerd Community Action Request for Semi-Permanent Statues in the Right of Way

7. Unfinished Business

A. Call for Applicants

Mayor Recommended: (terms to expire on 12/31 of said year)
Charter Commission – 2 terms (Expire 2026) 2 terms (Expire 2025)
Library Board - 1 term (Expire 2025)
Public Utilities Commission - 1 term (Expire 2028)
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)
Planning Commission-- 1 term (Expire 2024) 1 term (Expire 2026)

B. Final Reading - Proposed Ordinance 1576 - Annexation of 15106 Riverside Drive

- C. **Update on IT Integration**
- D. **Update on Information Requested on BLRA**
- 8. **New Business**
 - A. **Adopt Resolution Providing for the Issuance and Sale of General Obligation Bonds, Series 2024A in the Proposed Amount of \$3,370,000**
 - B. **Authorize Submission of Small Cities Development Program (SCDP) Preliminary Proposal to Department of Employment and Economic Development (DEED)**
 - C. **Adopt Resolution for Assessment - 2023-2024 Nuisance Abatement and 2023-2024 Downtown Special Services District**
 - D. **Adopt Resolution Adopting Assessment - Improvement 22-08 South Brainerd Reconstruction Project**
 - E. **Consider \$1/Acre Incentive Program and Parameters**
 - F. **Consider Conditional Use Permit for Propane Fuel Storage Tank Facility at 2602 S. 11th St. for Superior Fuel Company**
 - G. **Adopt Resolution - Receive Feasibility Report and Call for Public Hearing - Improvement 23-13 - TH 371B/Willow Street Roundabout Project**
- 9. **Public Forum**

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

(Verbal: Any Updates since Packet)
- 11. **Mayor's Report**
- 12. **Council Member Reports**
- 13. **Adjourn**
 - A. **Adjourn to Closed Session per MN Statute 13D.03 Subd 1(b) for Closed Labor Negotiation Strategy Session for IBEW 31 (Public Utilities), LELS, Teamsters, and United Steel Workers Unions.**

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

MISSION

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

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 2740 - AT&T MOBILITY:							
X09032024/FD 84601	AT&T MOBILITY ACCT 287312856222 FIRE DEPT 7/26-8/25 225-2220-43321	08/25/2024 pziemer	09/12/2024	344.07 344.07	0.00	Paid	Y 09/12/2024
X09032024/PD 84602	AT&T MOBILITY ACCT 287287520356 POLICE DEPT PHONES 225-2120-43309 225-2120-43321	08/25/2024 pziemer COMPUTER TECHNICAL SUPPORT TELEPHONE	09/12/2024	2,138.98 802.83 1,336.15	0.00	Paid	Y 09/12/2024
X09032024/TRNST 84603	AT&T MOBILITY ACCT 287292136423 TRANSIT PHONE 203-9000-43321	08/25/2024 pziemer TELEPHONE	09/12/2024	49.76 49.76	0.00	Paid	Y 09/12/2024
09032024/HR 84604	AT&T MOBILITY ACCT 287292136423 HR PHONE 101-1400-43321	08/25/2024 pziemer TELEPHONE	09/12/2024	49.76 49.76	0.00	Paid	Y 09/12/2024
X09032024/ADM 84605	AT&T MOBILITY ACCT 287292136423 ADMIN PHONES 101-1400-43321	08/25/2024 pziemer TELEPHONE	09/12/2024	99.52 99.52	0.00	Paid	Y 09/12/2024
X09032024/CDD 84606	AT&T MOBILITY ACCT 287292136423 ADMIN PHONES 101-2400-43321	08/25/2024 pziemer TELEPHONE	09/12/2024	149.28 149.28	0.00	Paid	Y 09/12/2024
X09032024/ENG 84607	AT&T MOBILITY ACCT 287292136423 ENG PHONES 101-1700-43321 238-3160-43321	08/25/2024 pziemer TELEPHONE TELEPHONE	09/12/2024	358.45 275.50 82.95	0.00	Paid	Y 09/12/2024
X09032024/IT 84608	AT&T MOBILITY IT DEPT ACCT 287292136423 7/26-8/25/ 101-1800-43321	08/25/2024 pziemer TELEPHONE	09/12/2024	175.98 175.98	0.00	Paid	Y 09/12/2024
X09032024/PKS 84609	AT&T MOBILITY ACCT 287292136423 PARKS 230-5200-43321 230-5204-42210	08/25/2024 pziemer TELEPHONE OPERATING SUPPLIES	09/12/2024	243.91 205.68 38.23	0.00	Paid	Y 09/12/2024

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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EXP CHECK RUN DATES 09/01/2024 - 09/30/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
X09032024/STRTS							
84610	AT&T MOBILITY	08/25/2024	09/12/2024	209.17	0.00	Paid	Y
	ACCT 287292136423 STREETS PHONES pziemer						09/12/2024
	235-3100-43321 TELEPHONE			87.99			
	237-3190-43321 TELEPHONE			121.18			
	Total for vendor 2740 - AT&T MOBILITY:			3,818.88	0.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
2016A PAYMENT							
84770	BRAINERD PUBLIC UTILITIES	09/18/2024	09/24/2024	280,703.63	0.00	Paid	Y
	10/1/24 2016 LOAN PAYMENT PRINCIPAL/pziemer						09/24/2024
	237-0000-23185 REVENUE NOTES PAYABLE			250,800.00			
	237-3190-46611 INTEREST PAYMENTS			29,903.63			
AUG 24/PD							
84772	BRAINERD PUBLIC UTILITIES	09/01/2024	09/24/2024	3,796.05	0.00	Paid	Y
	7/24/24-8/24/24 POLICE DEPT UTILITIES/pziemer						09/24/2024
	225-2120-43381 BPU UTILITIES			3,796.05			
AUG 24/LIB							
84773	BRAINERD PUBLIC UTILITIES	09/01/2024	09/24/2024	2,260.07	0.00	Paid	Y
	7/24/24-8/24/24 LIBRARY UTILITIES pziemer						09/24/2024
	211-5500-43381 BPU UTILITIES			2,260.07			
AUG 24/FD							
84774	BRAINERD PUBLIC UTILITIES	09/01/2024	09/24/2024	2,171.66	0.00	Paid	Y
	7/24/24-8/24/24 FIRE DEPT UTILITIES pziemer						09/24/2024
	225-2220-43381 BPU UTILITIES			2,171.66			
AUG 24/CITY							
84775	BRAINERD PUBLIC UTILITIES	09/01/2024	09/24/2024	3,168.90	0.00	Paid	Y
	7/24/24 - 8/24/24 CITY UTILITIES pziemer						09/24/2024
	101-1940-43381 BPU UTILITIES			2,938.37			
	101-9200-43381 BPU UTILITIES			141.49			
	236-3180-43381 BPU UTILITIES			37.50			
	401-1003-43380 UTILITIES			51.54			
AUG 24/STRTS							
84776	BRAINERD PUBLIC UTILITIES	09/01/2024	09/24/2024	23,857.26	0.00	Paid	Y
	7/24/24-8/24/24 STREET DEPT UTILITIES/pziemer						09/24/2024
	235-3100-43381 BPU UTILITIES			23,208.13			
	230-5200-43381 BPU UTILITIES			649.13			
AUG 24/PARKS							
84777	BRAINERD PUBLIC UTILITIES	09/01/2024	09/24/2024	13,367.54	0.00	Paid	Y
	7/24/24-8/24/24 PARKS DEPT UTILITIES pziemer						09/24/2024
	230-5200-43381 BPU UTILITIES			12,347.36			
	230-5280-43380 UTILITIES			1,020.18			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
SOURCEWELL - TPS							
84819	BRAINERD PUBLIC UTILITIES	09/23/2024	09/24/2024	20,000.00	0.00	Paid	Y
	EXECUTIVE DIRECTOR SEARCH	pziemer					09/24/2024
	101-0000-20850			20,000.00			
	DUE TO COMPONENT UNIT						
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			349,325.11	0.00		

Vendor 0307 - CENTERPOINT ENERGY:

92166-0/AUG 24/CH

84611	CENTERPOINT ENERGY	08/23/2024	09/12/2024	183.21	0.00	Paid	Y
	7/17/24-8/15/24 CITY HALL/ANNEX UTILITIES	pziemer					09/12/2024
	101-1940-43380			153.57			
	101-1940-43380			29.64			

92166-0/AUG24/STRTS

84612	CENTERPOINT ENERGY	08/23/2024	09/12/2024	39.23	0.00	Paid	Y
	7/17/24-8/15/24 STREET DEPT UTILITIES	pziemer					09/12/2024
	235-3100-43380			39.23			

92166-0/AUG 24 PARKS

84613	CENTERPOINT ENERGY	08/23/2024	09/12/2024	39.23	0.00	Paid	Y
	7/17/24-8/15/24 PARKS UTILITIES	pziemer					09/12/2024
	230-5200-43380			39.23			

92166-0/AUG 23/FD

84614	CENTERPOINT ENERGY	08/23/2024	09/12/2024	66.59	0.00	Paid	Y
	7/17/24-8/15/24 FIRE DEPT UTILITIES	pziemer					09/12/2024
	225-2220-43380			32.08			
	225-2220-43380			34.51			

92166-0/AUG24/PD

84615	CENTERPOINT ENERGY	08/23/2024	09/12/2024	29.64	0.00	Paid	Y
	7/17/24-8/15/24 POLICE DEPT UTILITIES	pziemer					09/12/2024
	225-2120-43380			29.64			

92166-0/AUG24/LIB

84616	CENTERPOINT ENERGY	08/23/2024	09/12/2024	663.92	0.00	Paid	Y
	7/17/24-8/15/24 LIBRARY UTILITIES	pziemer					09/12/2024
	211-5500-43380			663.92			
	Total for vendor 0307 - CENTERPOINT ENERGY:			1,021.82	0.00		

Vendor 0125 - CONSOLIDATED TELEPHONE CO:

21447466

84762	CONSOLIDATED TELEPHONE CO	09/12/2024	09/20/2024	209.95	0.00	Paid	Y
	9/12-10/11 CAMPGROUND	pziemer					09/20/2024
	230-5280-43321			209.95			

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21443013/IT 84763	CONSOLIDATED TELEPHONE CO IT PHONES/INTERNET 9/12/24-10/11/24 101-1800-43321	09/12/2024 pziemer	09/20/2024	542.00 542.00	0.00	Paid	Y 09/20/2024
21443013/CH 84764	CONSOLIDATED TELEPHONE CO 9/12/24-10/11/24 CITY HALL PHONES/INT 101-1940-43321	09/12/2024 pziemer	09/20/2024	54.32 54.32	0.00	Paid	Y 09/20/2024
21443013/PD 84765	CONSOLIDATED TELEPHONE CO 9/12/24-10/11/24 POLICE DEPT PHONES/INT 225-2120-43321 225-2120-43309	09/12/2024 pziemer	09/20/2024	144.69 94.69 50.00	0.00	Paid	Y 09/20/2024
21443013/FD 84766	CONSOLIDATED TELEPHONE CO 9/12/24-10/11/24 FIRE DEPT PHONES/INT 225-2220-43321	09/12/2024 pziemer	09/20/2024	100.00 100.00	0.00	Paid	Y 09/20/2024
21443013/STRTS 84767	CONSOLIDATED TELEPHONE CO 9/12/24-10/11/24 STREET INTERNET/PHONE 235-3100-43321	09/12/2024 pziemer	09/20/2024	114.38 114.38	0.00	Paid	Y 09/20/2024
21443013/AIRPORT 84768	CONSOLIDATED TELEPHONE CO 9/12/24-10/11/24 AIRPORT SPECIAL CIR 260-9020-43321	09/12/2024 pziemer	09/20/2024	141.62 141.62	0.00	Paid	Y 09/20/2024
21443013/PARKS 84769	CONSOLIDATED TELEPHONE CO 9/12/24-10/11/24 KIWANIS/MEMORIAL INT 230-5200-43321	09/12/2024 pziemer	09/20/2024	197.58 197.58	0.00	Paid	Y 09/20/2024
Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:				1,504.54	0.00		

Vendor 2742 - DVS:

D400454 84879	DVS SQD 444 - REGISTRATION 225-2120-42221	09/27/2024 pziemer	09/30/2024	15.25 15.25	0.00	Paid	Y 09/30/2024
SQUAD CAR REPAIR SUPPLIES Total for vendor 2742 - DVS:				15.25	0.00		

Vendor 2385 - GOVERNMENTJOBS.COM, INC:

INV-35913-ADDTL 84771	GOVERNMENTJOBS.COM, INC SUBSC. FEE: INSIGHT 10/25/23-10/24/24	09/18/2024 pziemer	09/24/2024	5,680.35	0.00	Paid	Y 09/24/2024
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	101-1400-43309	COMPUTER TECHNICAL SUPPORT		2,896.98			
	101-0000-14100	DUE FROM COMPONENT UNIT		2,101.73			
	101-0000-14100	DUE FROM COMPONENT UNIT		681.64			
	Total for vendor 2385 - GOVERNMENTJOBS.COM, INC:			5,680.35	0.00		

Vendor MISC - MATTHEW CLOUGH:

77201526 - REFUND							
84599	MATTHEW CLOUGH	08/30/2024	09/06/2024	350.00	0.00	Paid	Y
	FALL 2024 MENS SOFTBALL REFUND	pziemer					09/06/2024
	230-5215-34750	ADULT SOFTBALL REVENUE - TAXABLE		324.45			
	101-0000-20810	STATE TAX PAYABLE		22.31			
	101-0000-20811	COUNTY SALES TAX		1.62			
	101-0000-20812	CITY TAX PAYABLE		1.62			
	Total for vendor MISC - MATTHEW CLOUGH:			350.00	0.00		

Vendor 0329 - TOMS BACKHOE SERVICE INC:

21:15 PAY REQ 8							
84600	TOMS BACKHOE SERVICE INC	08/28/2024	09/06/2024	33,997.30	0.00	Paid	Y
	21:15 BUFFALO HILLS GULLY THRU 8/28/pziemer						09/06/2024
	401-9030-45530-21:15	CAPITAL-PYMTS TO CONTRACTS		33,997.30			
	Total for vendor 0329 - TOMS BACKHOE SERVICE INC:			33,997.30	0.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution							
# of Invoices:	36	# Due:	0	Totals:	395,713.25	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				395,713.25	0.00		

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	2,783.37
101-0000-20810	STATE TAX PAYABLE	22.31
101-0000-20811	COUNTY SALES TAX	1.62
101-0000-20812	CITY TAX PAYABLE	1.62
101-0000-20850	DUE TO COMPONENT UNIT	20,000.00
101-1400-43309	COMPUTER TECHNICAL SUPPORT	2,896.98
101-1400-43321	TELEPHONE	149.28
101-1700-43321	TELEPHONE	275.50
101-1800-43321	TELEPHONE	717.98
101-1940-43321	TELEPHONE	54.32
101-1940-43380	UTILITIES	183.21
101-1940-43381	BPU UTILITIES	2,938.37
101-2400-43321	TELEPHONE	149.28
101-9200-43381	BPU UTILITIES	141.49
203-9000-43321	TELEPHONE	49.76
211-5500-43380	UTILITIES	663.92
211-5500-43381	BPU UTILITIES	2,260.07
225-2120-42221	SQUAD CAR REPAIR SUPPLIES	15.25
225-2120-43309	COMPUTER TECHNICAL SUPPORT	852.83
225-2120-43321	TELEPHONE	1,430.84
225-2120-43380	UTILITIES	29.64
225-2120-43381	BPU UTILITIES	3,796.05
225-2220-43321	TELEPHONE	444.07
225-2220-43380	UTILITIES	66.59
225-2220-43381	BPU UTILITIES	2,171.66
230-5200-43321	TELEPHONE	403.26
230-5200-43380	UTILITIES	39.23
230-5200-43381	BPU UTILITIES	12,996.49
230-5204-42210	OPERATING SUPPLIES	38.23
230-5215-34750	ADULT SOFTBALL REVENUE - TAXABLE	324.45
230-5280-43321	TELEPHONE	209.95
230-5280-43380	UTILITIES	1,020.18
235-3100-43321	TELEPHONE	202.37
235-3100-43380	UTILITIES	39.23
235-3100-43381	BPU UTILITIES	23,208.13
236-3180-43381	BPU UTILITIES	37.50
237-0000-23185	REVENUE NOTES PAYABLE	250,800.00
237-3190-43321	TELEPHONE	121.18
237-3190-46611	INTEREST PAYMENTS	29,903.63
238-3160-43321	TELEPHONE	82.95
260-9020-43321	TELEPHONE	141.62
401-1003-43380	UTILITIES	51.54
401-9030-45530-21:15	CAPITAL-PYMTS TO CONTRACTS	33,997.30

10/11/2024 10:41 AM

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			30,315.33	0.00		
	203 - TRANSIT FUND			49.76	0.00		
	211 - LIBRARY FUND			2,923.99	0.00		
	225 - PUBLIC SAFETY FUND			8,806.93	0.00		
	230 - PARK & RECREATION FUND			15,031.79	0.00		
	235 - STREET & SEWER FUND			23,449.73	0.00		
	236 - PARKING LOT FUND			37.50	0.00		
	237 - SANITARY SEWER FUND			280,824.81	0.00		
	238 - STORM SEWER FUND			82.95	0.00		
	260 - AIRPORT FUND			141.62	0.00		
	401 - CONSTRUCTION FUND			34,048.84	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			273,608.92	0.00		
	1003 - 10:03 DWNTWN MAIN CNTRACT			51.54	0.00		
	1400 - ADMINISTRATION			3,046.26	0.00		
	1700 - ENGINEERING			275.50	0.00		
	1800 - IT/GIS			717.98	0.00		
	1940 - CITY HALL			3,175.90	0.00		
	2120 - POLICE DEPARTMENT			6,124.61	0.00		
	2220 - FIRE DEPARTMENT			2,682.32	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			149.28	0.00		
	3100 - S & S MAINTENANCE			23,449.73	0.00		
	3160 - STORM SEWER EXPENSE			82.95	0.00		
	3180 - PARKING LOTS EXPENSE			37.50	0.00		
	3190 - SANITARY SEWER EXPENSE			30,024.81	0.00		
	5200 - PARK MAIN/ADMINISTRATION			13,438.98	0.00		
	5204 - CONCESSIONS			38.23	0.00		
	5215 - ADULT SOFTBALL			324.45	0.00		
	5280 - CAMPGROUND			1,230.13	0.00		
	5500 - LIBRARY-BUDGETED			2,923.99	0.00		
	9000 - TRANSIT FUND			49.76	0.00		
	9020 - AIRPORT M & O			141.62	0.00		
	9030 - CONSTRUCTION PROJ-MISC			33,997.30	0.00		
	9200 - CITY-WIDE			141.49	0.00		

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Vendor 0011 - ACE HARDWARE:							
327720/1 85091	ACE HARDWARE VAC TRUCK VINYL TUBING 237-3190-42210	10/04/2024 pziemer OPERATING SUPPLIES	10/23/2024	9.38 9.38	9.38	Open	N 10/23/2024
327266/1 85162	ACE HARDWARE TABLECLOTHS - EMPLY APPRECIATION 278-6515-43430	09/18/2024 pziemer MISCELLANEOUS	10/23/2024	26.91 26.91	26.91	Open	N 10/23/2024
327833/1 85171	ACE HARDWARE SHARPIE MARKER 235-3100-42200	10/09/2024 pziemer OFFICE SUPPLIES	10/23/2024	6.29 6.29	6.29	Open	N 10/23/2024
327888/1 85193	ACE HARDWARE BLUE TAPE FOR OPEN HOUSE 225-2220-43430	10/10/2024 pziemer MISCELLANEOUS	10/23/2024	10.78 10.78	10.78	Open	N 10/23/2024
327987/1 85216	ACE HARDWARE SUPERGLUE - VACTRUCK 237-3190-42210	10/15/2024 pziemer OPERATING SUPPLIES	10/23/2024	7.19 7.19	7.19	Open	N 10/23/2024
327667/1 85228	ACE HARDWARE CORDLESS IMPACT DRIVER 230-5200-42240	10/03/2024 pziemer SMALL TOOLS	10/23/2024	350.99 350.99	350.99	Open	N 10/23/2024
327820/1 85235	ACE HARDWARE CAMPGROUND MAINTENANCE 230-5280-42220	10/09/2024 pziemer REPAIR & MAINT	10/23/2024	10.78 10.78	10.78	Open	N 10/23/2024
327842/1 85244	ACE HARDWARE MAP PRO GAS/COUPLER/BALL VALVE 230-5200-42220	10/09/2024 pziemer REPAIR & MAINT	10/23/2024	51.26 51.26	51.26	Open	N 10/23/2024
328016/1 85256	ACE HARDWARE AAA BATTERIES 235-3100-43430	10/16/2024 pziemer MISCELLANEOUS	10/23/2024	17.98 17.98	17.98	Open	N 10/23/2024
Total for vendor 0011 - ACE HARDWARE:				491.56	491.56		

Vendor 2902 - ADVANCE AUTO PARTS:

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6574427688401 85103	ADVANCE AUTO PARTS VACTOR FLUID FILTERS 237-3190-42220	10/02/2024 pziemer	10/23/2024	115.62	115.62	Open	N 10/23/2024
	REPAIR & MAINT			115.62			
6574427688405 85104	ADVANCE AUTO PARTS VACTOR HYDRAULIC OIL FILTER 237-3190-42220	10/02/2024 pziemer	10/23/2024	18.92	18.92	Open	N 10/23/2024
	REPAIR & MAINT			18.92			
6574428288568 85165	ADVANCE AUTO PARTS SNOWBLOWER GREASE/GREASE GUN NEEDLE 235-3125-42220	10/08/2024 pziemer	10/23/2024	49.71	49.71	Open	N 10/23/2024
	REPAIR & MAINT			49.71			
6574428388616 85172	ADVANCE AUTO PARTS TRUCK 101 OIL FILTERS 235-3125-42220	10/09/2024 pziemer	10/23/2024	10.60	10.60	Open	N 10/23/2024
	REPAIR & MAINT			10.60			
6574429088814 85217	ADVANCE AUTO PARTS INFRARED THERMOMETER 235-3100-42240	10/16/2024 pziemer	10/23/2024	36.99	36.99	Open	N 10/23/2024
	SMALL TOOLS			36.99			
	Total for vendor 2902 - ADVANCE AUTO PARTS:			231.84	231.84		

Vendor 2846 - AMERICAN WELDING-GAS INC:

0010384117 85238	AMERICAN WELDING-GAS INC WELDING GAS, PAINT PEN, GLOVES 235-3100-42220	10/14/2024 pziemer	10/23/2024	171.69	171.69	Open	N 10/23/2024
	REPAIR & MAINT			171.69			
	Total for vendor 2846 - AMERICAN WELDING-GAS INC:			171.69	171.69		

Vendor 4310 - AUTOSMITH SERVICE GROUP:

1698 85176	AUTOSMITH SERVICE GROUP C2 OIL CHANGE 225-2220-42220	10/09/2024 pziemer	10/23/2024	104.89	104.89	Open	N 10/23/2024
	REPAIR & MAINT			104.89			
1699 85181	AUTOSMITH SERVICE GROUP T3 REPAIRS 225-2220-42220	10/09/2024 pziemer	10/23/2024	1,353.52	1,353.52	Open	N 10/23/2024
	REPAIR & MAINT			1,353.52			
	Total for vendor 4310 - AUTOSMITH SERVICE GROUP:			1,458.41	1,458.41		

Vendor 0748 - BJERGA FEED STORES:

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1434654 85112	BJERGA FEED STORES FIELD MAINT 230-5200-42220	10/04/2024 pziemer	10/23/2024	136.61	136.61	Open	N 10/23/2024
	REPAIR & MAINT			136.61			
	Total for vendor 0748 - BJERGA FEED STORES:			136.61	136.61		
Vendor 3966 - BLUE SKY TRANSIT:							
93024 85191	BLUE SKY TRANSIT SEPT 2024 THIRD PARTY SERVICES 203-9000-43401	09/30/2024 pziemer	10/23/2024	85,099.94	85,099.94	Open	N 10/23/2024
	VEHICLE REPAIRS			6,369.86			
	TRANSIT SERVICE CONTRACT PY			78,730.08			
	Total for vendor 3966 - BLUE SKY TRANSIT:			85,099.94	85,099.94		
Vendor 3120 - BOLTON & MENK:							
0346193 85116	BOLTON & MENK 23:16 SOUTH BRD RESURFACING 401-9030-43300-23:16	09/25/2024 pziemer	10/23/2024	5,944.00	5,944.00	Open	N 10/23/2024
	PROFESSIONAL SERVICES			5,944.00			
	Total for vendor 3120 - BOLTON & MENK:			5,944.00	5,944.00		
Vendor 0077 - BRAINERD HYDRAULICS/AIR:							
33227 85139	BRAINERD HYDRAULICS/AIR TRUCK 103 QUICK COUPLER 235-3125-42220	10/07/2024 pziemer	10/23/2024	58.00	58.00	Open	N 10/23/2024
	REPAIR & MAINT			58.00			
	Total for vendor 0077 - BRAINERD HYDRAULICS/AIR:			58.00	58.00		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
10/16/24 85248	BRAINERD PUBLIC UTILITIES REMITTANCE OF LOST THRU 10/15/24 251-9360-43467	10/16/2024 pziemer	10/23/2024	131,741.92	131,741.92	Open	N 10/23/2024
	REMIT LOCAL SALES TAX COLLECT			131,741.92			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			131,741.92	131,741.92		
Vendor 0097 - BROTHERS FIRE PROTECTION:							
W36575 85265	BROTHERS FIRE PROTECTION 2024 ANNUAL SPRINKLER INSPECT - CITY 101-1940-43300	10/11/2024 pziemer	10/23/2024	577.00	577.00	Open	N 10/23/2024
	PROFESSIONAL SERVICES			577.00			
	Total for vendor 0097 - BROTHERS FIRE PROTECTION:			577.00	577.00		

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Vendor 4209 - CALLTOWER:							
202166516 85092	CALLTOWER CALLTOWER 10/1/24-10/31/24 101-1800-43321	10/01/2024 pziemer	10/23/2024	349.12	349.12	Open	N 10/23/2024
	TELEPHONE			349.12			
	Total for vendor 4209 - CALLTOWER:			349.12	349.12		
Vendor 0102 - CANON FINANCIAL SERVICE:							
35263598 85107	CANON FINANCIAL SERVICE 10/1/24-10/31/24 LIBRARY COPIER 211-5505-43430	09/23/2024 pziemer	10/23/2024	77.97	77.97	Open	N 10/23/2024
	MISC - COPY MACHINE PYMTS			77.97			
35262064 85108	CANON FINANCIAL SERVICE 10/1/24-10/31/24 LIBRARY COPIER 211-5505-43430	09/22/2024 pziemer	10/23/2024	19.73	19.73	Open	N 10/23/2024
	MISC - COPY MACHINE PYMTS			19.73			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			97.70	97.70		
Vendor 4301 - CENTRAL LAKES FERTILIZING:							
248 85183	CENTRAL LAKES FERTILIZING LPW - CRAB GRASS SPRAY 230-5200-42220	10/10/2024 pziemer	10/23/2024	495.00	495.00	Open	N 10/23/2024
	REPAIR & MAINT			495.00			
	Total for vendor 4301 - CENTRAL LAKES FERTILIZING:			495.00	495.00		
Vendor 1343 - CHARTER COMMUNICATIONS:							
138389901100724 85250	CHARTER COMMUNICATIONS 10/12/24-11/11/24 REDUNDANT INTERNET 101-1800-43321	10/07/2024 pziemer	10/23/2024	239.96	239.96	Open	N 10/23/2024
	TELEPHONE			239.96			
	Total for vendor 1343 - CHARTER COMMUNICATIONS:			239.96	239.96		
Vendor 0122 - COMMUNITY ACTION:							
OCT 2024 85187	COMMUNITY ACTION OCT 24 LEVY PAYMENT 101-9200-43460	10/11/2024 pziemer	10/23/2024	8,054.38	8,054.38	Open	N 10/23/2024
	REMIT COMMUNITY ACTION LEVY			8,054.38			
	Total for vendor 0122 - COMMUNITY ACTION:			8,054.38	8,054.38		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							

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21471951 85215	CONSOLIDATED TELEPHONE CO 10/12/24-11/11/24 CAMPGROUND WIFI 230-5280-43321	10/12/2024 pziemer	10/23/2024	209.95 209.95	209.95	Open	N 10/23/2024
21459337/IT 85221	CONSOLIDATED TELEPHONE CO 10/12/24-11/11/24 IT PHONE/INTERNET 101-1800-43321	10/12/2024 pziemer	10/23/2024	542.00 542.00	542.00	Open	N 10/23/2024
21459337/CH 85222	CONSOLIDATED TELEPHONE CO 10/12/24-11/11/24 CITY HALL PHONE/IN 101-1940-43321	10/12/2024 pziemer	10/23/2024	54.46 54.46	54.46	Open	N 10/23/2024
21459337/PD 85223	CONSOLIDATED TELEPHONE CO 10/12/24-11/11/24 POLICE DEPT PHONES 225-2120-43321 225-2120-43309	10/12/2024 pziemer	10/23/2024	145.61 95.61 50.00	145.61	Open	N 10/23/2024
21459337/FD 85224	CONSOLIDATED TELEPHONE CO 10/12/24-11/11/24 FIRE DEPT PHONE/IN 225-2220-43321	10/12/2024 pziemer	10/23/2024	100.00 100.00	100.00	Open	N 10/23/2024
21459337/STRTS 85225	CONSOLIDATED TELEPHONE CO 10/12/24-11/11/24 STREET DEPT PHONES 235-3100-43321	10/12/2024 pziemer	10/23/2024	114.37 114.37	114.37	Open	N 10/23/2024
21459337/AIR 85226	CONSOLIDATED TELEPHONE CO 10/12/24-11/11/24 AIRPORT SPEC. CIRC 260-9020-43321	10/12/2024 pziemer	10/23/2024	141.63 141.63	141.63	Open	N 10/23/2024
21459337/PARKS 85227	CONSOLIDATED TELEPHONE CO 10/12/24-11/11/24 KIWANIS/MEMORIAL 230-5200-43321	10/12/2024 pziemer	10/23/2024	150.00 150.00	150.00	Open	N 10/23/2024
Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:				1,458.02	1,458.02		

Vendor 4258 - CREDIT BUREAU OF ALEXANDRIA:

SEPT 2024

85246	CREDIT BUREAU OF ALEXANDRIA QTY 3 BACKGROUND CHECKS 101-0000-14100 101-0000-14100 225-2120-43300	10/07/2024 pziemer	10/23/2024	111.00 37.00 37.00 37.00	111.00	Open	N 10/23/2024
Total for vendor 4258 - CREDIT BUREAU OF ALEXANDRIA:				111.00	111.00		

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Vendor 0900 - CUB FOODS - BRAINERD:							
TRX 072299 PARKS							
85114	CUB FOODS - BRAINERD	10/03/2024	10/23/2024	8.38	8.38	Open	N
	TRAPS/BAIT	pziemer					10/23/2024
	230-5204-42220	REPAIR & MAINT		8.38			
TRX 073694							
85194	CUB FOODS - BRAINERD	10/10/2024	10/23/2024	406.53	406.53	Open	N
	BAKERY, BEVERAGE - OPEN HOUSE	pziemer					10/23/2024
	225-2220-43430	MISCELLANEOUS		406.53			
TRX 113929 PD							
85213	CUB FOODS - BRAINERD	10/14/2024	10/23/2024	39.27	39.27	Open	N
	HOSTING DATA PRACTICE TRAINING SUPPL	pziemer					10/23/2024
	225-2120-43330	PROFESSIONAL DEVELOPMENT		39.27			
	Total for vendor 0900 - CUB FOODS - BRAINERD:			454.18	454.18		
Vendor 0134 - CWC SANITARY LANDFILL:							
204973							
85218	CWC SANITARY LANDFILL	10/15/2024	10/23/2024	7.00	7.00	Open	N
	COUCH DISPOSAL - DUMPED FURNITURE	pziemer					10/23/2024
	235-3100-43430	MISCELLANEOUS		7.00			
	Total for vendor 0134 - CWC SANITARY LANDFILL:			7.00	7.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2300371							
85113	DAHLHEIMER BEVERAGE	10/04/2024	10/23/2024	380.80	380.80	Open	N
	PARKS JANITORIAL SUPPLIES	pziemer					10/23/2024
	230-5200-42220	REPAIR & MAINT		380.80			
2300618							
85150	DAHLHEIMER BEVERAGE	10/04/2024	10/23/2024	62.50	62.50	Open	N
	OPEN HOUSE SUPPLIES	pziemer					10/23/2024
	225-2220-43430	MISCELLANEOUS		62.50			
2304088							
85192	DAHLHEIMER BEVERAGE	10/11/2024	10/23/2024	180.70	180.70	Open	N
	JANITORIAL SUPPLIES	pziemer					10/23/2024
	211-5500-42220	REPAIR & MAINT		180.70			
2306296							
85239	DAHLHEIMER BEVERAGE	10/11/2024	10/23/2024	151.20	151.20	Open	N
	SOAP - PARKS	pziemer					10/23/2024
	230-5200-42220	REPAIR & MAINT		151.20			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			775.20	775.20		
Vendor 3147 - DAY'S SEWER SERVICE, LLC:							

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34829 85264	DAY'S SEWER SERVICE, LLC OPEN HOUSE PORTABLE RENT 225-2220-43430 MISCELLANEOUS Total for vendor 3147 - DAY'S SEWER SERVICE, LLC:	10/10/2024 pziemer	10/23/2024	310.00 310.00 310.00	310.00 310.00	Open	N 10/23/2024
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
ARPA PAY REQ 1 85255	DECHANTAL EXCAVATING LLC 23:08, 23:09, 23:10 PAY REQ 1 THRU 1(pziemer 229-0000-45530-23:09 229-0000-45530-23:08 229-0000-45530-23:10 Total for vendor 1381 - DECHANTAL EXCAVATING LLC:	10/14/2024 pziemer	10/23/2024	245,414.87 113,001.93 41,498.33 90,914.61 245,414.87	245,414.87	Open	N 10/23/2024
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN5157719/CDD 85229	ENTERPRISE FM TRUST OCT 24 CDD VEHICLE LEASES 101-2400-43331 LEASE EXPENSE	10/04/2024 pziemer	10/23/2024	890.66 890.66	890.66	Open	N 10/23/2024
FBN5157719/ENG 85230	ENTERPRISE FM TRUST OCT 24 ENG VEHICLE LEASES 101-1700-43331 238-3160-43331 LEASE PAYMENTS LEASE PAYMENTS	10/04/2024 pziemer	10/23/2024	2,559.21 1,703.92 855.29	2,559.21	Open	N 10/23/2024
FBN5157719/FD 85231	ENTERPRISE FM TRUST OCT 24 FIRE DEPT VEHICLE LEASES 225-2220-43331 LEASED PAYMENTS	10/04/2024 pziemer	10/23/2024	655.82 655.82	655.82	Open	N 10/23/2024
FBN5157719/PD 85232	ENTERPRISE FM TRUST OCT 24 POLICE DEPT VEHICLES 225-2120-43331 LEASED PAYMENTS	10/04/2024 pziemer	10/23/2024	13,949.58 13,949.58	13,949.58	Open	N 10/23/2024
FBN5157719/STRTS 85233	ENTERPRISE FM TRUST OCT 24 STREET DEPT VEHICLE LEASES 235-3100-43331 237-3190-43331 LEASE PAYMENTS LEASE PAYMENTS	10/04/2024 pziemer	10/23/2024	6,001.13 4,121.97 1,879.16	6,001.13	Open	N 10/23/2024
FBN5157719/PARKS 85234	ENTERPRISE FM TRUST OCT 24 PARKS DEPT VEHICLE LEASES 225-2220-43331 LEASED PAYMENTS Total for vendor 1859 - ENTERPRISE FM TRUST:	10/04/2024 pziemer	10/23/2024	5,882.51 5,882.51 29,938.91	5,882.51 29,938.91	Open	N 10/23/2024

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Vendor 3544 - ERKENS WATER:							
062871							
85152	ERKENS WATER	09/24/2024	10/23/2024	31.10	31.10	Open	N
	SOLAR SALT	pziemer					10/23/2024
	225-2220-42210	OPERATING SUPPLIES		31.10			
	Total for vendor 3544 - ERKENS WATER:			31.10	31.10		
Vendor 3574 - ESO SOLUTIONS, INC.:							
ESO-151018							
85178	ESO SOLUTIONS, INC.	10/02/2024	10/23/2024	1,500.00	1,500.00	Open	N
	WEB BASED RECORDS MNGMNT 11/1/24-10/	pziemer					10/23/2024
	225-0000-15510	PREPAID OTHER		1,250.00			
	225-2220-43309	COMPUTER TECHNICAL SUPPORT		250.00			
	Total for vendor 3574 - ESO SOLUTIONS, INC.:			1,500.00	1,500.00		
Vendor 0071 - FORUM COMMUNICATIONS COMPANY:							
MP3161230924							
85093	FORUM COMMUNICATIONS COMPANY	09/30/2024	10/23/2024	1,209.00	1,209.00	Open	N
	SEPT 24 JOB POSTINGS - PW	pziemer					10/23/2024
	101-1700-43350	PRINTING/LEGAL PUBLICATION		241.80			
	230-5200-43350	PRINTING/LEGAL PUBLICATION		302.25			
	235-3100-43350	PRINTING/LEGAL PUBLICATION		60.45			
	101-1700-43350	PRINTING/LEGAL PUBLICATION		226.67			
	230-5200-43350	PRINTING/LEGAL PUBLICATION		151.13			
	235-3100-43350	PRINTING/LEGAL PUBLICATION		90.68			
	237-3190-43350	PRINTING/LEGAL PUBLICATIONS		45.34			
	238-3160-43350	PRINTING/LEGAL PUBLICATIONS		45.34			
	401-9030-43350	LEGAL PUBLICATIONS		45.34			
425BB603-0064							
85195	FORUM COMMUNICATIONS COMPANY	10/04/2024	10/23/2024	46.30	46.30	Open	N
	NOH: CUP 2602 11TH ST S 10-4-24	pziemer					10/23/2024
	101-2400-43350	PRINTING/LEGAL PUBLICATION		46.30			
	Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:			1,255.30	1,255.30		
Vendor 0201 - HEARTLAND TIRE SERVICE INC:							
15027584							
85153	HEARTLAND TIRE SERVICE INC	09/01/2024	10/23/2024	2,203.04	2,203.04	Open	N
	E3 - NEW TIRES	pziemer					10/23/2024
	225-2220-42220	REPAIR & MAINT		2,203.04			
	Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:			2,203.04	2,203.04		
Vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:							

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44651 85259	INDEPENDENT TESTING TECHNOLOGIES 23:15 TESTING 401-9030-43300-23:15 Total for vendor 3795 - INDEPENDENT TESTING TECHNOLOGIES:	10/15/2024 pziemer	10/23/2024	1,150.00 1,150.00 1,150.00	1,150.00 1,150.00	Open	N 10/23/2024

Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:

IN4642826 85175	INNOVATIVE OFFICE SOLUTIONS LLC PENS, TAPE 225-2220-42200 OFFICE SUPPLIES	09/18/2024 pziemer	10/23/2024	53.77 53.77	53.77	Open	N 10/23/2024
IN4647497 85177	INNOVATIVE OFFICE SOLUTIONS LLC COPY PAPER 225-2220-42200 OFFICE SUPPLIES	09/24/2024 pziemer	10/23/2024	47.98 47.98	47.98	Open	N 10/23/2024
IN4666643 85214	INNOVATIVE OFFICE SOLUTIONS LLC OFFICE SUPPLIES 225-2120-42200 OFFICE SUPPLIES	10/14/2024 pziemer	10/23/2024	115.15 115.15	115.15	Open	N 10/23/2024
IN4669203 85249	INNOVATIVE OFFICE SOLUTIONS LLC DVDS 225-2120-42210 OPERATING SUPPLIES Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:	10/16/2024 pziemer	10/23/2024	36.80 36.80 253.70	36.80 253.70	Open	N 10/23/2024

Vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:

#BRD 2024-2 85196	ISD #181 BRAINERD PUBLIC SCHOOLS 2ND HALF 2024 PROGRAMMING 230-5200-43300 PROFESSIONAL SERVICES Total for vendor 3517 - ISD #181 BRAINERD PUBLIC SCHOOLS:	09/01/2024 pziemer	10/23/2024	7,500.00 7,500.00 7,500.00	7,500.00	Open	N 10/23/2024
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Vendor 3712 - JAREDS LAWN CARE:

12164 85146	JAREDS LAWN CARE FALL LAWN CARE 225-2120-43300 PROFESSIONAL SERVICES Total for vendor 3712 - JAREDS LAWN CARE:	09/29/2024 pziemer	10/23/2024	191.00 191.00 191.00	191.00	Open	N 10/23/2024
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Vendor 1512 - KIRVIDA FIRE INC:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
12537 85154	KIRVIDA FIRE INC 2016 SPARTAN - PUMP TEST/INSPECTION 225-2220-43300	09/01/2024 pziemer PROFESSIONAL SERVICES	10/23/2024	549.51 549.51	549.51	Open	N 10/23/2024
12538 85155	KIRVIDA FIRE INC 2021 SUTPHEN - PUMP TEST 225-2220-43300	09/01/2024 pziemer PROFESSIONAL SERVICES	10/23/2024	537.03 537.03	537.03	Open	N 10/23/2024
12540 85156	KIRVIDA FIRE INC 2022 FEIGHTLINER PUMP TEST 225-2220-43300	09/01/2024 pziemer PROFESSIONAL SERVICES	10/23/2024	537.03 537.03	537.03	Open	N 10/23/2024
12539 85157	KIRVIDA FIRE INC 2020 SUTPHEN - PUMP TEST 225-2220-43300	09/01/2024 pziemer PROFESSIONAL SERVICES	10/23/2024	537.03 537.03	537.03	Open	N 10/23/2024
Total for vendor 1512 - KIRVIDA FIRE INC:				2,160.60	2,160.60		
Vendor 0313 - LAKES AREA SENIOR CENTER:							
OCT 2024 85188	LAKES AREA SENIOR CENTER OCT 24 LEVY PAYMENT 101-9200-43461	10/11/2024 pziemer REMIT SENIOR CITIZEN LEVY	10/23/2024	8,054.38 8,054.38	8,054.38	Open	N 10/23/2024
Total for vendor 0313 - LAKES AREA SENIOR CENTER:				8,054.38	8,054.38		
Vendor 4355 - LAKES BOUNCE LLC:							
201317 85160	LAKES BOUNCE LLC INFLATABLE - GREAT PUMPKIN FESTIVAL 230-5211-42210	09/02/2024 pziemer OPERATING SUPPLIES	10/23/2024	425.00 425.00	425.00	Open	N 10/23/2024
Total for vendor 4355 - LAKES BOUNCE LLC:				425.00	425.00		
Vendor 4059 - LAKES GAS CO.:							
3364787 85252	LAKES GAS CO. FIRE TRAINING 225-2220-43330	10/01/2024 pziemer PROFESSIONAL DEVELOPMENT	10/23/2024	426.18 426.18	426.18	Open	N 10/23/2024
3365749 85253	LAKES GAS CO. FIRE TRAINING 225-2220-43330	10/01/2024 pziemer PROFESSIONAL DEVELOPMENT	10/23/2024	371.67 371.67	371.67	Open	N 10/23/2024
Total for vendor 4059 - LAKES GAS CO.:				797.85	797.85		

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Vendor 3633 - LARSON, GRANT:

10/8/24

85240

LARSON, GRANT

10/08/2024

10/23/2024

52.92

52.92

Open

N

AR-15 ARMORER TRNG - REIMB MEALS

pziemer

10/23/2024

225-2120-43330

PROFESSIONAL DEVELOPMENT

52.92

Total for vendor 3633 - LARSON, GRANT:

52.92

52.92

Vendor 0232 - LEAGUE MN CITIES INS TRUS:

40001339/3RD 2024

84830

LEAGUE MN CITIES INS TRUS

09/23/2024

10/23/2024

59,630.17

59,630.17

Open

N

PROP/CASUALTY INSURANCE 3RD INSTALLMEpziemer

10/23/2024

101-1400-43361

INS - GENERAL LIABILITY

577.79

101-1700-43361

INS - GENERAL LIABILITY

376.64

101-1700-43363

INS - AUTO

187.00

101-1800-43361

INS - GENERAL LIABILITY

210.80

101-1940-43361

INS - GENERAL LIABILITY

16.50

101-2400-43361

INS - GENERAL LIABILITY

417.25

101-2400-43363

INS - AUTO

166.50

101-9200-43361

INS - GENERAL LIABILITY

4,196.00

101-9200-43362

INS - PROPERTY

7,103.00

101-9200-43363

INS - AUTO

76.75

101-9200-43365

INS - OTHER

337.34

203-9000-43361

INS - GENERAL LIABILITY

358.22

203-9000-43363

INS - AUTO

0.17

203-9000-43365

INS - OTHER

4.63

225-2120-43361

INS - GENERAL LIABILITY

16,490.60

225-2120-43362

INS - PROPERTY

1,252.00

225-2120-43363

INS - AUTO

7,193.23

225-2120-43365

INS - OTHER

487.47

225-2220-43361

INS - GENERAL LIABILITY

412.50

225-2220-43362

INS - PROPERTY

1,309.00

225-2220-43363

INS - AUTO

1,169.02

225-2220-43365

INS - OTHER

370.95

235-3100-43361

INS - GENERAL LIABILITY

1,999.76

235-3100-43362

INS - PROPERTY

932.75

235-3100-43363

INS - AUTO

1,213.25

235-3100-43365

INS - OTHER

1,075.00

230-5200-43361

INS - GENERAL LIABILITY

611.27

230-5200-43362

INS - PROPERTY

5,303.75

230-5200-43363

INS - AUTO

694.72

230-5200-43365

INS - OTHER

267.95

211-5500-43361

INS - GENERAL LIABILITY

30.39

211-5500-43362

INS - PROPERTY

2,242.50

211-5500-43365

INS - OTHER

153.61

237-3190-43361

INS - GENERAL LIABILITY

571.50

237-3190-43362

INS - PROPERTY

266.50

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	GL Distribution						
	237-3190-43363	INS - AUTO		346.75			
	237-3190-43365	INS - OTHER		307.25			
	238-3160-43361	INS - GENERAL LIABILITY		285.75			
	238-3160-43362	INS - PROPERTY		133.25			
	238-3160-43363	INS - AUTO		173.25			
	238-3160-43365	INS - OTHER		153.50			
	295-6510-43361	INS - GENERAL LIABILITY		29.11			
	260-9020-43361	INS - GENERAL LIABILITY		125.00			
	Total for vendor 0232 - LEAGUE MN CITIES INS TRUS:			59,630.17	59,630.17		

Vendor 0619 - LEAGUE OF MN CITIES:

411105							
85138	LEAGUE OF MN CITIES	09/01/2024	10/23/2024	5,222.00	5,222.00	Open	N
	REMAINDER 2024 DUES THRU 12/31/24	pziemer					10/23/2024
	101-9200-43430	MISCELLANEOUS		5,222.00			
	Total for vendor 0619 - LEAGUE OF MN CITIES:			5,222.00	5,222.00		

Vendor 2141 - M&M EXPRESS SALES & SERVICE:

538754							
85105	M&M EXPRESS SALES & SERVICE	10/02/2024	10/23/2024	6.35	6.35	Open	N
	CHAINSAW TENSION SLIDE - LESS SALES	pziemer					10/23/2024
	235-3100-42220	REPAIR & MAINT		6.35			
640779							
85262	M&M EXPRESS SALES & SERVICE	10/14/2024	10/23/2024	50.00	50.00	Open	N
	SHARPEN CHAINSAW CHAINS	pziemer					10/23/2024
	225-2220-42220	REPAIR & MAINT		50.00			
	Total for vendor 2141 - M&M EXPRESS SALES & SERVICE:			56.35	56.35		

Vendor 0239 - MACQUEEN EQUIPMENT INC:

P60420							
85257	MACQUEEN EQUIPMENT INC	10/16/2024	10/23/2024	92.60	92.60	Open	N
	SWEEPER 111 COOLING LEVEL MODULE	pziemer					10/23/2024
	235-3100-42220	REPAIR & MAINT		92.60			
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:			92.60	92.60		

Vendor 1753 - MARCO:

INV13066917							
85220	MARCO	10/14/2024	10/23/2024	254.50	254.50	Open	N
	CISCO ANYCONNECT LICENSE	pziemer					10/23/2024
	101-1800-43309	COMPUTER SUPPORT		254.50			
	Total for vendor 1753 - MARCO:			254.50	254.50		

Vendor 0243 - MARCO FINANCING:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
539932814 85241	MARCO FINANCING COPIER LEASE 225-2120-43331	10/08/2024 pziemer	10/23/2024	796.96 796.96	796.96	Open	N 10/23/2024
	LEASED PAYMENTS			796.96			
539904813 85247	MARCO FINANCING COPIER 3RD FLOOR CITY HALL 101-1800-43331	10/08/2024 pziemer	10/23/2024	1,356.95 1,356.95	1,356.95	Open	N 10/23/2024
	LEASE PAYMENTS			1,356.95			
	Total for vendor 0243 - MARCO FINANCING:			2,153.91	2,153.91		
Vendor 2392 - MENARDS:							
30534 85149	MENARDS ASPHALT PATCH 235-3100-42220	10/08/2024 pziemer	10/23/2024	50.34 50.34	50.34	Open	N 10/23/2024
	REPAIR & MAINT			50.34			
	Total for vendor 2392 - MENARDS:			50.34	50.34		
Vendor 0889 - MENARDS - BAXTER:							
30573 85242	MENARDS - BAXTER GLOVES/SCREWS -DOG PARK 400-9050-45530	10/09/2024 pziemer	10/23/2024	36.95 36.95	36.95	Open	N 10/23/2024
	CAPITAL - OTHER			36.95			
	Total for vendor 0889 - MENARDS - BAXTER:			36.95	36.95		
Vendor MISC - MID-STATE REFRIGERATION HEATING & A:							
00046100 85206	MID-STATE REFRIGERATION HEATING & A BD PAYMENT REFUND 815 OAK STREET 101-2400-32230 101-0000-21800 101-0000-36300	10/14/2024 pziemer	10/23/2024	81.00 80.00 0.96 0.04	81.00	Open	N 10/23/2024
	Plumbing Remodel Fee			80.00			
	Residential State Surcharge - Flat			0.96			
	Residential State Surcharge - Flat			0.04			
	Total for vendor MISC - MID-STATE REFRIGERATION HEATING & A:			81.00	81.00		
Vendor 3394 - MIDWEST MACHINERY CO:							
10194495 85102	MIDWEST MACHINERY CO CHAINSAW CHAPS/HELMET - J.SIPPER 235-3100-43430	09/04/2024 pziemer	10/23/2024	259.97 259.97	259.97	Open	N 10/23/2024
	MISCELLANEOUS			259.97			
10236722 85169	MIDWEST MACHINERY CO TRACTOR 110 FUEL CAP INSERT 235-3100-42220	10/03/2024 pziemer	10/23/2024	22.35 22.35	22.35	Open	N 10/23/2024
	REPAIR & MAINT			22.35			

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 3394 - MIDWEST MACHINERY CO:				282.32	282.32		
Vendor 0260 - MN BUREAU OF CRIM APPREHENSION:							
00000823663							
85110	MN BUREAU OF CRIM APPREHENSION	09/30/2024	10/23/2024	1,560.00	1,560.00	Open	N
	CJDN CONNECT JULY 24 - JUNE 25	pziemer					10/23/2024
	225-2120-43321	TELEPHONE		780.00			
	225-0000-15510	PREPAID OTHER		780.00			
Total for vendor 0260 - MN BUREAU OF CRIM APPREHENSION:				1,560.00	1,560.00		
Vendor 0264 - MN DEPT LABOR & INDUSTRY:							
ALR0167453X							
85134	MN DEPT LABOR & INDUSTRY	10/01/2024	10/23/2024	100.00	100.00	Open	N
	ELV-01512 ANNUAL OPERATORS LICENSE	pziemer					10/23/2024
	101-1940-42220	REPAIR & MAINT		100.00			
Total for vendor 0264 - MN DEPT LABOR & INDUSTRY:				100.00	100.00		
Vendor 0270 - MN DEPT LABOR & INDUSTRY:							
3RD QTR 2024							
85117	MN DEPT LABOR & INDUSTRY	09/30/2024	10/23/2024	2,196.59	2,196.59	Open	N
	QUARTERLY BUILDING PERMIT SURCHARGE	pziemer					10/23/2024
	101-0000-21800	SURCHARGE PAYABLE TO STATE		2,196.59			
Total for vendor 0270 - MN DEPT LABOR & INDUSTRY:				2,196.59	2,196.59		
Vendor 1448 - MN DEPT OF TRANSPORTATION:							
P00019116							
85237	MN DEPT OF TRANSPORTATION	10/11/2024	10/23/2024	745.10	745.10	Open	N
	CSAH48-COLLEGE RD SIGNAL MAINTENANCE	pziemer					10/23/2024
	235-3100-42220	REPAIR & MAINT		186.28			
	235-0000-13200	DUE FROM OTHER GOVTS		186.27			
	235-0000-13200	DUE FROM OTHER GOVTS		372.55			
Total for vendor 1448 - MN DEPT OF TRANSPORTATION:				745.10	745.10		
Vendor 3524 - MN STATE FIRE CHIEFS ASSOCIATION:							
8175							
85263	MN STATE FIRE CHIEFS ASSOCIATION	10/07/2024	10/23/2024	350.00	350.00	Open	N
	2024 CONFERENCE REG. J.SCHELLIN	pziemer					10/23/2024
	225-2220-43330	PROFESSIONAL DEVELOPMENT		350.00			
Total for vendor 3524 - MN STATE FIRE CHIEFS ASSOCIATION:				350.00	350.00		
Vendor 3197 - MORTON SALT INC:							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
5403083024 85258	MORTON SALT INC ROAD SALT 235-3125-42220	10/01/2024 pziemer	10/23/2024	8,078.49	8,078.49	Open	N 10/23/2024
	REPAIR & MAINT			8,078.49			
	Total for vendor 3197 - MORTON SALT INC:			8,078.49	8,078.49		

Vendor 3168 - MOTORS-N-MORE:

30802 85147	MOTORS-N-MORE SQD 436 OIL CHANGE 225-2120-42221	10/08/2024 pziemer	10/23/2024	23.00	23.00	Open	N 10/23/2024
	SQUAD CAR REPAIR SUPPLIES			23.00			
30810 85184	MOTORS-N-MORE SQD 442 BATTERY 225-2120-42221	10/11/2024 pziemer	10/23/2024	257.93	257.93	Open	N 10/23/2024
	SQUAD CAR REPAIR SUPPLIES			257.93			
30820 85266	MOTORS-N-MORE SQD 411 OIL CHANGE 225-2120-42221	10/17/2024 pziemer	10/23/2024	23.00	23.00	Open	N 10/23/2024
	SQUAD CAR REPAIR SUPPLIES			23.00			
	Total for vendor 3168 - MOTORS-N-MORE:			303.93	303.93		

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

225822 85166	M-R SIGN CO., INC. STREET SIGN 235-3170-42210	10/03/2024 pziemer	10/23/2024	34.88	34.88	Open	N 10/23/2024
	OPERATING SUPPLIES			34.88			
225823 85167	M-R SIGN CO., INC. STREET SIGN 235-3170-42210	10/03/2024 pziemer	10/23/2024	46.68	46.68	Open	N 10/23/2024
	OPERATING SUPPLIES			46.68			
	Total for vendor 1449 - M-R SIGN CO., INC.:			81.56	81.56		

Vendor 0798 - MR TIRE:

38743 85111	MR TIRE JD MOWER TIRE REPAIR 230-5200-42220	10/04/2024 pziemer	10/23/2024	40.10	40.10	Open	N 10/23/2024
	REPAIR & MAINT			40.10			
	Total for vendor 0798 - MR TIRE:			40.10	40.10		

Vendor 3671 - NAC MECHANICAL & ELECTRICAL SERVICE:

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A4817-02 85251	NAC MECHANICAL & ELECTRICAL SERVICE 23:26 FINAL - PD RTU REPLACEMENT 229-0000-45530-23:26 PYMTS TO CONTRACTORS	10/15/2024 pziemer	10/23/2024	9,960.00 9,960.00	9,960.00	Open	N 10/23/2024
	Total for vendor 3671 - NAC MECHANICAL & ELECTRICAL SERVICE:			9,960.00	9,960.00		
Vendor 0273 - NAPA AUTO PARTS:							
746485 85159	NAPA AUTO PARTS DEUTSCH CRIMPING TOOL 235-3125-42220 REPAIR & MAINT	09/30/2024 pziemer	10/23/2024	42.00 42.00	42.00	Open	N 10/23/2024
743136 85170	NAPA AUTO PARTS 3/8' SOCKET SET IMPACT 235-3100-42240 SMALL TOOLS	09/19/2024 pziemer	10/23/2024	90.99 90.99	90.99	Open	N 10/23/2024
	Total for vendor 0273 - NAPA AUTO PARTS:			132.99	132.99		
Vendor 1965 - NORTH CENTRAL BUS SALES:							
314863 85161	NORTH CENTRAL BUS SALES PLATE/HARDWARE KIT 203-9000-42220 REPAIR & MAINT	10/01/2024 pziemer	10/23/2024	922.93 922.93	922.93	Open	N 10/23/2024
	Total for vendor 1965 - NORTH CENTRAL BUS SALES:			922.93	922.93		
Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:							
SEPT 24/PD 85201	NORTH COUNTRY JANITORIAL & SUPPLY I SEPT 24 POLICE DEPT JANITORIAL 225-2120-43300 PROFESSIONAL SERVICES	10/01/2024 pziemer	10/23/2024	1,093.00 1,093.00	1,093.00	Open	N 10/23/2024
SEPT 24/CH 85202	NORTH COUNTRY JANITORIAL & SUPPLY I SEPT 24 CITY HALL JANITORIAL 101-1940-43300 PROFESSIONAL SERVICES	10/01/2024 pziemer	10/23/2024	1,077.00 1,077.00	1,077.00	Open	N 10/23/2024
SEPT 24/FD 85203	NORTH COUNTRY JANITORIAL & SUPPLY I SEPT 24 FIRE DEPT JANITORIAL 225-2220-43300 PROFESSIONAL SERVICES	10/01/2024 pziemer	10/23/2024	383.00 383.00	383.00	Open	N 10/23/2024
SEPT 24/PW 85204	NORTH COUNTRY JANITORIAL & SUPPLY I SEPT 24 PW GARAGE JANITORIAL 235-3100-43300 PROFESSIONAL SERVICES 230-5200-43300 PROFESSIONAL SERVICES	10/01/2024 pziemer	10/23/2024	382.00 191.00 191.00	382.00	Open	N 10/23/2024

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Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:				2,935.00	2,935.00		
Vendor 1153 - NORTHLAND ARBORETUM:							
OCT 2024							
85189	NORTHLAND ARBORETUM	10/11/2024	10/23/2024	8,054.38	8,054.38	Open	N
	OCT 24 LEVY PAYMENT	pziemer					10/23/2024
	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:							
60169							
85118	NORTHLAND FIRE PROTECTION	10/07/2024	10/21/2024	85.85	85.85	Open	N
	RECHARGE FIRE EXTINGUISHER	pziemer					10/23/2024
	225-2120-43300	PROFESSIONAL SERVICES		85.85			
Total for vendor 0736 - NORTHLAND FIRE PROTECTION:				85.85	85.85		
Vendor 0284 - OFFICE SHOP:							
1146822-0							
85115	OFFICE SHOP	10/03/2024	10/23/2024	80.06	80.06	Open	N
	BATTERIES, PAPER, FOLDERS	pziemer					10/23/2024
	101-1940-42200	OFFICE SUPPLIES		80.06			
1146822-1							
85135	OFFICE SHOP	10/04/2024	10/23/2024	30.64	30.64	Open	N
	QTY 2 MOUSEPADS/WRIST REST	pziemer					10/23/2024
	203-9000-42200	OFFICE SUPPLIES		30.64			
Total for vendor 0284 - OFFICE SHOP:				110.70	110.70		
Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:							
1647-306214							
85090	O'REILLY AUTOMOTIVE STORES INC.	10/03/2024	10/23/2024	14.98	14.98	Open	N
	SQD 428 OIL	pziemer					10/23/2024
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		14.98			
1647-308948							
85260	O'REILLY AUTOMOTIVE STORES INC.	10/16/2024	10/23/2024	27.98	27.98	Open	N
	SQD 403 WIPER BLADES	pziemer					10/23/2024
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		27.98			
Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:				42.96	42.96		
Vendor 0561 - PEOPLES SECURITY:							
255405							
85163	PEOPLES SECURITY	09/30/2024	10/23/2024	23.99	23.99	Open	N
	SECURITY MONITORING 10/1/24-10/31/24	pziemer					10/23/2024

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	211-5500-42220	REPAIR & MAINT		23.99			
	Total for vendor 0561 - PEOPLES SECURITY:			23.99	23.99		
Vendor 3260 - PERSONIUS, JAY:							
10/8/24 85219	PERSONIUS, JAY	10/08/2024	10/23/2024	55.06	55.06	Open	N 10/23/2024
	AR-15 ARMORER TRNG - REIMB MEALS	pziemer					
	225-2120-43330	PROFESSIONAL DEVELOPMENT		55.06			
	Total for vendor 3260 - PERSONIUS, JAY:			55.06	55.06		
Vendor 2620 - PERSONNEL EVALUATION INC:							
52658 85185	PERSONNEL EVALUATION INC	09/30/2024	10/23/2024	50.00	50.00	Open	N 10/23/2024
	PROFILE - POTENTIAL HIRE	pziemer					
	225-2120-43300	PROFESSIONAL SERVICES		50.00			
	Total for vendor 2620 - PERSONNEL EVALUATION INC:			50.00	50.00		
Vendor 3413 - RATWIK, ROSZAK AND MALONEY:							
AUG 2024 85179	RATWIK, ROSZAK AND MALONEY	09/01/2024	10/23/2024	11,762.01	11,762.01	Open	N 10/23/2024
	AUG 24 RETAINER/SPECIAL SERVICES	pziemer					
	101-1610-43301	CITY ATTORNEY		4,282.41			
	101-0000-14100	DUE FROM COMPONENT UNIT		484.50			
	101-0000-14100	DUE FROM COMPONENT UNIT		5,644.60			
	101-2400-43405	NUISANCES		1,350.50			
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:			11,762.01	11,762.01		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:							
475629 85182	SHORT ELLIOTT HENDRICKSON	10/09/2024	10/23/2024	4,882.00	4,882.00	Open	N 10/23/2024
	21:15 BUFFALO HILLS GULLY	pziemer					
	401-9030-43300-21:15	PROFESSIONAL SERVICES		4,882.00			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:			4,882.00	4,882.00		
Vendor 4185 - SRF CONSULTING GROUP:							
16811.00-14 85173	SRF CONSULTING GROUP	09/30/2024	10/23/2024	11,130.50	11,130.50	Open	N 10/23/2024
	23:05 TH 210 WATERMAIN/SAN SWR RELOC	pziemer					
	401-9030-43300-23:05	PROFESSIONAL SERVICES		11,130.50			
	Total for vendor 4185 - SRF CONSULTING GROUP:			11,130.50	11,130.50		
Vendor 3138 - ST. LOUIS MRO INC.:							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
62636 85243	ST. LOUIS MRO INC. PRE-EMPLOYMENT TESTING J.SMITH 101-1700-43430 MISCELLANEOUS 230-5200-43430 MISCELLANEOUS 235-3100-43430 MISCELLANEOUS	10/01/2024 pziemer	10/23/2024	24.50 9.80 12.25 2.45	24.50	Open	N 10/23/2024
Total for vendor 3138 - ST. LOUIS MRO INC.:				24.50	24.50		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1721940 85148	STREICHERS PROF EQUIP 718 NAME PLATE 225-2120-41113 UNIFORM ALLOWANCE	10/02/2024 pziemer	10/23/2024	26.98 26.98	26.98	Open	N 10/23/2024
I1722651 85186	STREICHERS PROF EQUIP FLASHLIGHT MOUNTS 225-2120-42210 OPERATING SUPPLIES	10/07/2024 pziemer	10/23/2024	67.97 67.97	67.97	Open	N 10/23/2024
I1723654 85267	STREICHERS PROF EQUIP 726 UNIFORM PANTS 225-2120-41113 UNIFORM ALLOWANCE	10/11/2024 pziemer	10/23/2024	162.97 162.97	162.97	Open	N 10/23/2024
Total for vendor 0322 - STREICHERS PROF EQUIP:				257.92	257.92		
Vendor 2591 - STRONG, SHAWN:							
10/4/24 85144	STRONG, SHAWN MILEAGE REIMB - MN GIS/LIS CONF 2024 101-1800-43330 PROFESSIONAL DEVELOPMENT	10/04/2024 pziemer	10/23/2024	163.48 163.48	163.48	Open	N 10/23/2024
Total for vendor 2591 - STRONG, SHAWN:				163.48	163.48		
Vendor 3902 - TEAM LAB:							
INV0042982 85151	TEAM LAB SUPER DESCALE X4 225-2220-42210 OPERATING SUPPLIES	09/01/2024 pziemer	10/23/2024	88.00 88.00	88.00	Open	N 10/23/2024
Total for vendor 3902 - TEAM LAB:				88.00	88.00		
Vendor 4359 - THE ORIGINAL COLLINS BROTHERS TOWIN:							
116458 85245	THE ORIGINAL COLLINS BROTHERS TOWIN SQD 436 - OIL DELIVERY HWY 169 225-2120-42221 SQUAD CAR REPAIR SUPPLIES	10/07/2024 pziemer	10/23/2024	115.00 115.00	115.00	Open	N 10/23/2024

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Total for vendor 4359 - THE ORIGINAL COLLINS BROTHERS TOWIN:				115.00	115.00		
Vendor MISC - THE PAINTED TURTLE:							
10/12/24 85200	THE PAINTED TURTLE	10/12/2024	10/23/2024	530.00	530.00	Open	N
	FACE PAINTING - GREAT PUMPKIN FESTIV	pziemer					10/23/2024
	230-5211-42210	OPERATING SUPPLIES		530.00			
Total for vendor MISC - THE PAINTED TURTLE:				530.00	530.00		
Vendor 4358 - TRETTER EXCAVATING LLC:							
10/11/24 85190	TRETTER EXCAVATING LLC	10/11/2024	10/23/2024	4,900.00	4,900.00	Open	N
	JAYCEES PARK DEMO	pziemer					10/23/2024
	400-9050-45530	CAPITAL - OTHER		4,900.00			
Total for vendor 4358 - TRETTER EXCAVATING LLC:				4,900.00	4,900.00		
Vendor 2528 - TURKOWSKI, LORI:							
10/2/24 85168	TURKOWSKI, LORI	10/02/2024	10/23/2024	226.14	226.14	Open	N
	REIMBURSE MILEAGE - CJIS/GIS CONFERE	pziemer					10/23/2024
	101-1800-43330	PROFESSIONAL DEVELOPMENT		226.14			
Total for vendor 2528 - TURKOWSKI, LORI:				226.14	226.14		
Vendor 4357 - URBAN COMPANIES LLC:							
24:06 PAY REQ 1 85174	URBAN COMPANIES LLC	10/09/2024	10/23/2024	141,521.50	141,521.50	Open	N
	24:06 LAUREL ST BRIDGE REHAB	pziemer					10/23/2024
	401-9030-45530-24:06	CAPITAL-PYMTS TO CONTRACTS		141,521.50			
Total for vendor 4357 - URBAN COMPANIES LLC:				141,521.50	141,521.50		
Vendor 0039 - VESTIS:							
2530323960 85106	VESTIS	10/03/2024	10/23/2024	62.35	62.35	Open	N
	RUGS AND OVERALLS	pziemer					10/23/2024
	235-3100-43430	MISCELLANEOUS		62.35			
2530326477 85180	VESTIS	10/10/2024	10/23/2024	86.63	86.63	Open	N
	RUGS AND OVERALLS	pziemer					10/23/2024
	235-3100-43430	MISCELLANEOUS		86.63			
Total for vendor 0039 - VESTIS:				148.98	148.98		
Vendor 2939 - VIKING COCA COLA BOTTLING CO:							

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
3485609 85158	VIKING COCA COLA BOTTLING CO CONCESSIONS - BEVERAGES 230-5204-42210 OPERATING SUPPLIES Total for vendor 2939 - VIKING COCA COLA BOTTLING CO:	09/25/2024 pziemer	10/23/2024	181.25 181.25 181.25	181.25 181.25	Open	N 10/23/2024
Vendor 0344 - WASTE PARTNERS INC:							
49X01256 85094	WASTE PARTNERS INC SEPT 24 WASTE REMOVAL CITY HALL 101-1940-43380 UTILITIES	09/30/2024 pziemer	10/23/2024	157.20 157.20	157.20	Open	N 10/23/2024
49X01253 85095	WASTE PARTNERS INC SEPT 24 CAMPGROUND WASTE REMOVAL 230-5280-43380 UTILITIES	09/30/2024 pziemer	10/23/2024	146.25 146.25	146.25	Open	N 10/23/2024
49X01257 85096	WASTE PARTNERS INC SEPT 24 DOWNTOWN WASTE REMOVAL 401-1003-43300 PROFESSIONAL SERVICES	09/30/2024 pziemer	10/23/2024	259.74 259.74	259.74	Open	N 10/23/2024
49X01255 85097	WASTE PARTNERS INC SEPT 24 FIRE DEPT WASTE REMOVAL 225-2220-43380 UTILITIES	09/30/2024 pziemer	10/23/2024	117.00 117.00	117.00	Open	N 10/23/2024
49X01258 85098	WASTE PARTNERS INC SEPT 24 POLICE DEPT WASTE REMOVAL 225-2120-43380 UTILITIES	09/30/2024 pziemer	10/23/2024	146.00 146.00	146.00	Open	N 10/23/2024
49X01260 85099	WASTE PARTNERS INC SEPT 24 PARKS DEPT WASTE REMOVAL 230-5200-43380 UTILITIES	09/30/2024 pziemer	10/23/2024	936.00 936.00	936.00	Open	N 10/23/2024
49X01254 85100	WASTE PARTNERS INC SEPT 24 STREET DEPT WASTE REMOVAL 235-3100-43380 UTILITIES 230-5200-43380 UTILITIES	09/30/2024 pziemer	10/23/2024	117.00 58.50 58.50	117.00	Open	N 10/23/2024
49X01259 85101	WASTE PARTNERS INC SEPT 24 WASTE OIL REMOVAL 227-3230-43428 USED OIL RECYCLING EXPENSE	09/30/2024 pziemer	10/23/2024	64.35 64.35	64.35	Open	N 10/23/2024

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49X00257 85109	WASTE PARTNERS INC SEPT 24 LIBRARY WASTE REMOVAL 211-5500-43380 UTILITIES	09/30/2024 pziemer	10/23/2024	102.83 102.83	102.83	Open	N 10/23/2024
Total for vendor 0344 - WASTE PARTNERS INC:				2,046.37	2,046.37		
Vendor 3199 - WEX BANK:							
99954253/ADM 85119	WEX BANK SEPT 2024 ADMIN FUEL 101-1940-42212	09/30/2024 pziemer	10/23/2024	20.33 20.33	20.33	Open	N 10/23/2024
	MOTOR FUELS			20.33			
99954253/CDD 85120	WEX BANK SEPT 24 COM DEV FUEL & CAR WASH 101-2400-42212 101-2400-42220	09/30/2024 pziemer	10/23/2024	182.95 176.95 6.00	182.95	Open	N 10/23/2024
	MOTOR FUELS			176.95			
	REPAIR & MAINT			6.00			
99954253/ENG 85121*	WEX BANK SEPT 24 ENG DEPT FUEL 401-9030-42212 401-9030-42212 238-3160-42212	09/30/2024 pziemer	10/23/2024	194.99 94.17 (0.62) 101.44	194.99	Open	N 10/23/2024
	MOTOR FUELS			94.17			
	MOTOR FUELS			(0.62)			
	MOTOR FUELS			101.44			
99954253/FD 85122	WEX BANK SEPT 24 FIRE DEPT FUEL 225-2220-42212	09/30/2024 pziemer	10/23/2024	1,149.90 1,149.90	1,149.90	Open	N 10/23/2024
	MOTOR FUELS			1,149.90			
99954253/PARKS 85123*	WEX BANK SEPT 24 PARKS DEPT FUEL 230-5200-42212 230-5200-42212	09/30/2024 pziemer	10/23/2024	1,730.23 1,731.15 (0.92)	1,730.23	Open	N 10/23/2024
	MOTOR FUELS			1,731.15			
	MOTOR FUELS			(0.92)			
99954253/PD 85124*	WEX BANK SEPT 24 POLICE DEPT FUEL 225-2220-42212 225-2220-42212	09/30/2024 pziemer	10/23/2024	4,928.91 5,005.66 (76.75)	4,928.91	Open	N 10/23/2024
	MOTOR FUELS			5,005.66			
	MOTOR FUELS			(76.75)			
99954253/STRTS 85125	WEX BANK SEPT 24 STREET DEPT FUEL 235-3100-42212 237-3190-42212	09/30/2024 pziemer	10/23/2024	4,285.15 3,556.40 728.75	4,285.15	Open	N 10/23/2024
	MOTOR FUELS			3,556.40			
	MOTOR FUELS			728.75			

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99954253/TRANSIT							
85126*	WEX BANK	09/30/2024	10/23/2024	6,516.00	6,516.00	Open	N
	SEPT 24 TRANSIT DEPT FUEL	pziemer					10/23/2024
	203-9000-42212	MOTOR FUELS		6,564.14			
	203-9000-42212	MOTOR FUELS		(48.14)			
99954253/ADM2							
85127	WEX BANK	09/30/2024	10/23/2024	(36.26)	(36.26)	Open	N
	SEPT 24 WEX EDGE REBATE	pziemer					10/23/2024
	101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)		(36.26)			
	Total for vendor 3199 - WEX BANK:			18,972.20	18,972.20		
Vendor 3899 - WEX HEALTH INC:							
0002024642-IN							
85164	WEX HEALTH INC	09/30/2024	10/23/2024	42.50	42.50	Open	N
	SEPT 24 COBRA	pziemer					10/23/2024
	101-9200-43300	PROFESSIONAL SERVICES		42.50			
	Total for vendor 3899 - WEX HEALTH INC:			42.50	42.50		
Vendor 0346 - WIDSETH SMITH NOLTING:							
233819							
85136	WIDSETH SMITH NOLTING	09/27/2024	10/23/2024	975.00	975.00	Open	N
	BRD PD EXTERIOR RENO THRU 9/13/24	pziemer					10/23/2024
	400-9050-43300	PROFESSIONAL SERVICES		975.00			
233856							
85137	WIDSETH SMITH NOLTING	09/25/2024	10/23/2024	231.25	231.25	Open	N
	BRD PD RTU REPLACEMENT THRU 9/13/24	pziemer					10/23/2024
	229-0000-43300-23:26	PROFESSIONAL SERVICES		231.25			
	Total for vendor 0346 - WIDSETH SMITH NOLTING:			1,206.25	1,206.25		
Vendor 1159 - WINNERS TROPHY:							
13549							
85205	WINNERS TROPHY	10/10/2024	10/23/2024	76.00	76.00	Open	N
	ADDTL 2024 DOG TAGS	pziemer					10/23/2024
	101-1940-42210	OPERATING SUPPLIES		76.00			
	Total for vendor 1159 - WINNERS TROPHY:			76.00	76.00		
Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:							
I24744							
85236	WRUCK SEWER & PORTABLE RENTAL LLC	10/01/2024	10/23/2024	505.00	505.00	Open	N
	SEPT 24 PORTABLE RENTALS	pziemer					10/23/2024
	230-5215-42210	OPERATING SUPPLIES		135.00			
	230-5200-43410	RENTAL EXPENSE		370.00			

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Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:				505.00	505.00		

Vendor 0354 - ZIEGLER, INC:

IN001665450

85197	ZIEGLER, INC	10/11/2024	10/23/2024	176.70	176.70	Open	N
	LOADER 114 FUEL/OIL FILTERS	pziemer					10/23/2024
	235-3125-42220	REPAIR & MAINT		176.70			

IN001665380

85198	ZIEGLER, INC	10/11/2024	10/23/2024	71.46	71.46	Open	N
	LOADER 114 HYDRAULIC PLUG AND CAP	pziemer					10/23/2024
	235-3125-42220	REPAIR & MAINT		71.46			

IN001665273

85199	ZIEGLER, INC	10/11/2024	10/23/2024	368.86	368.86	Open	N
	SKID LOADER HYDRAULIC FITTINGS	pziemer					10/23/2024
	235-3125-42220	REPAIR & MAINT		368.86			

Total for vendor 0354 - ZIEGLER, INC:

617.02 617.02

# of Invoices:	159	# Due:	159	Totals:	842,313.85	842,313.85
# of Credit Memos:	1	# Due:	1	Totals:	(36.26)	(36.26)

Net of Invoices and Credit Memos:

842,277.59 842,277.59

* 4 Net Invoices have Credits Totalling:

(126.43)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	6,203.10
101-0000-21800	SURCHARGE PAYABLE TO STATE	2,197.55
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)	(36.26)
101-0000-36300	Residential State Surcharge - Flat	0.04
101-1400-43361	INS - GENERAL LIABILITY	577.79
101-1610-43301	CITY ATTORNEY	4,282.41
101-1700-43331	LEASE PAYMENTS	1,703.92
101-1700-43350	PRINTING/LEGAL PUBLICATION	468.47
101-1700-43361	INS - GENERAL LIABILITY	376.64
101-1700-43363	INS - AUTO	187.00
101-1700-43430	MISCELLANEOUS	9.80
101-1800-43309	COMPUTER SUPPORT	254.50
101-1800-43321	TELEPHONE	1,131.08
101-1800-43330	PROFESSIONAL DEVELOPMENT	389.62
101-1800-43331	LEASE PAYMENTS	1,356.95
101-1800-43361	INS - GENERAL LIABILITY	210.80
101-1940-42200	OFFICE SUPPLIES	80.06
101-1940-42210	OPERATING SUPPLIES	76.00
101-1940-42212	MOTOR FUELS	20.33
101-1940-42220	REPAIR & MAINT	100.00
101-1940-43300	PROFESSIONAL SERVICES	1,654.00
101-1940-43321	TELEPHONE	54.46
101-1940-43361	INS - GENERAL LIABILITY	16.50
101-1940-43380	UTILITIES	157.20

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	GL Distribution						
	101-2400-32230	Plumbing Remodel Fee		80.00			
	101-2400-42212	MOTOR FUELS		176.95			
	101-2400-42220	REPAIR & MAINT		6.00			
	101-2400-43331	LEASE EXPENSE		890.66			
	101-2400-43350	PRINTING/LEGAL PUBLICATION		46.30			
	101-2400-43361	INS - GENERAL LIABILITY		417.25			
	101-2400-43363	INS - AUTO		166.50			
	101-2400-43405	NUISANCES		1,350.50			
	101-9200-43300	PROFESSIONAL SERVICES		42.50			
	101-9200-43361	INS - GENERAL LIABILITY		4,196.00			
	101-9200-43362	INS - PROPERTY		7,103.00			
	101-9200-43363	INS - AUTO		76.75			
	101-9200-43365	INS - OTHER		337.34			
	101-9200-43430	MISCELLANEOUS		5,222.00			
	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			
	203-9000-42200	OFFICE SUPPLIES		30.64			
	203-9000-42212	MOTOR FUELS		6,516.00			
	203-9000-42220	REPAIR & MAINT		922.93			
	203-9000-43361	INS - GENERAL LIABILITY		358.22			
	203-9000-43363	INS - AUTO		0.17			
	203-9000-43365	INS - OTHER		4.63			
	203-9000-43401	VEHICLE REPAIRS		6,369.86			
	203-9000-43440	TRANSIT SERVICE CONTRACT PY		78,730.08			
	211-5500-42220	REPAIR & MAINT		204.69			
	211-5500-43361	INS - GENERAL LIABILITY		30.39			
	211-5500-43362	INS - PROPERTY		2,242.50			
	211-5500-43365	INS - OTHER		153.61			
	211-5500-43380	UTILITIES		102.83			
	211-5505-43430	MISC - COPY MACHINE PYMTS		97.70			
	225-0000-15510	PREPAID OTHER		2,030.00			
	225-2120-41113	UNIFORM ALLOWANCE		189.95			
	225-2120-42200	OFFICE SUPPLIES		115.15			
	225-2120-42210	OPERATING SUPPLIES		104.77			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		461.89			
	225-2120-43300	PROFESSIONAL SERVICES		1,456.85			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		50.00			
	225-2120-43321	TELEPHONE		875.61			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		147.25			
	225-2120-43331	LEASED PAYMENTS		14,746.54			
	225-2120-43361	INS - GENERAL LIABILITY		16,490.60			
	225-2120-43362	INS - PROPERTY		1,252.00			
	225-2120-43363	INS - AUTO		7,193.23			
	225-2120-43365	INS - OTHER		487.47			
	225-2120-43380	UTILITIES		146.00			
	225-2220-42200	OFFICE SUPPLIES		101.75			
	225-2220-42210	OPERATING SUPPLIES		119.10			
	225-2220-42212	MOTOR FUELS		6,078.81			
	225-2220-42220	REPAIR & MAINT		3,711.45			
	225-2220-43300	PROFESSIONAL SERVICES		2,543.60			
	225-2220-43309	COMPUTER TECHNICAL SUPPORT		250.00			
	225-2220-43321	TELEPHONE		100.00			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		1,147.85			
	225-2220-43331	LEASED PAYMENTS		6,538.33			
	225-2220-43361	INS - GENERAL LIABILITY		412.50			
	225-2220-43362	INS - PROPERTY		1,309.00			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	225-2220-43363	INS - AUTO		1,169.02			
	225-2220-43365	INS - OTHER		370.95			
	225-2220-43380	UTILITIES		117.00			
	225-2220-43430	MISCELLANEOUS		789.81			
	227-3230-43428	USED OIL RECYCLING EXPENSE		64.35			
	229-0000-43300-23:26	PROFESSIONAL SERVICES		231.25			
	229-0000-45530-23:08	PYMTS TO CONTRACTORS		41,498.33			
	229-0000-45530-23:09	PYMTS TO CONTRACTORS		113,001.93			
	229-0000-45530-23:10	PYMTS TO CONTRACTORS		90,914.61			
	229-0000-45530-23:26	PYMTS TO CONTRACTORS		9,960.00			
	230-5200-42212	MOTOR FUELS		1,730.23			
	230-5200-42220	REPAIR & MAINT		1,254.97			
	230-5200-42240	SMALL TOOLS		350.99			
	230-5200-43300	PROFESSIONAL SERVICES		7,691.00			
	230-5200-43321	TELEPHONE		150.00			
	230-5200-43350	PRINTING/LEGAL PUBLICATION		453.38			
	230-5200-43361	INS - GENERAL LIABILITY		611.27			
	230-5200-43362	INS - PROPERTY		5,303.75			
	230-5200-43363	INS - AUTO		694.72			
	230-5200-43365	INS - OTHER		267.95			
	230-5200-43380	UTILITIES		994.50			
	230-5200-43410	RENTAL EXPENSE		370.00			
	230-5200-43430	MISCELLANEOUS		12.25			
	230-5204-42210	OPERATING SUPPLIES		181.25			
	230-5204-42220	REPAIR & MAINT		8.38			
	230-5211-42210	OPERATING SUPPLIES		955.00			
	230-5215-42210	OPERATING SUPPLIES		135.00			
	230-5280-42220	REPAIR & MAINT		10.78			
	230-5280-43321	TELEPHONE		209.95			
	230-5280-43380	UTILITIES		146.25			
	235-0000-13200	DUE FROM OTHER GOVTS		558.82			
	235-3100-42200	OFFICE SUPPLIES		6.29			
	235-3100-42212	MOTOR FUELS		3,556.40			
	235-3100-42220	REPAIR & MAINT		529.61			
	235-3100-42240	SMALL TOOLS		127.98			
	235-3100-43300	PROFESSIONAL SERVICES		191.00			
	235-3100-43321	TELEPHONE		114.37			
	235-3100-43331	LEASE PAYMENTS		4,121.97			
	235-3100-43350	PRINTING/LEGAL PUBLICATION		151.13			
	235-3100-43361	INS - GENERAL LIABILITY		1,999.76			
	235-3100-43362	INS - PROPERTY		932.75			
	235-3100-43363	INS - AUTO		1,213.25			
	235-3100-43365	INS - OTHER		1,075.00			
	235-3100-43380	UTILITIES		58.50			
	235-3100-43430	MISCELLANEOUS		436.38			
	235-3125-42220	REPAIR & MAINT		8,855.82			
	235-3170-42210	OPERATING SUPPLIES		81.56			
	237-3190-42210	OPERATING SUPPLIES		16.57			
	237-3190-42212	MOTOR FUELS		728.75			
	237-3190-42220	REPAIR & MAINT		134.54			
	237-3190-43331	LEASE PAYMENTS		1,879.16			
	237-3190-43350	PRINTING/LEGAL PUBLICATIONS		45.34			
	237-3190-43361	INS - GENERAL LIABILITY		571.50			
	237-3190-43362	INS - PROPERTY		266.50			
	237-3190-43363	INS - AUTO		346.75			
	237-3190-43365	INS - OTHER		307.25			
	238-3160-42212	MOTOR FUELS		101.44			

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DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/21/2024 - 10/21/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 27/29

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	238-3160-43331	LEASE PAYMENTS		855.29			
	238-3160-43350	PRINTING/LEGAL PUBLICATIONS		45.34			
	238-3160-43361	INS - GENERAL LIABILITY		285.75			
	238-3160-43362	INS - PROPERTY		133.25			
	238-3160-43363	INS - AUTO		173.25			
	238-3160-43365	INS - OTHER		153.50			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		131,741.92			
	260-9020-43321	TELEPHONE		141.63			
	260-9020-43361	INS - GENERAL LIABILITY		125.00			
	278-6515-43430	MISCELLANEOUS		26.91			
	295-6510-43361	INS - GENERAL LIABILITY		29.11			
	400-9050-43300	PROFESSIONAL SERVICES		975.00			
	400-9050-45530	CAPITAL - OTHER		4,936.95			
	401-1003-43300	PROFESSIONAL SERVICES		259.74			
	401-9030-42212	MOTOR FUELS		93.55			
	401-9030-43300-21:15	PROFESSIONAL SERVICES		4,882.00			
	401-9030-43300-23:05	PROFESSIONAL SERVICES		11,130.50			
	401-9030-43300-23:15	PROFESSIONAL SERVICES		1,150.00			
	401-9030-43300-23:16	PROFESSIONAL SERVICES		5,944.00			
	401-9030-43350	LEGAL PUBLICATIONS		45.34			
	401-9030-45530-24:06	CAPITAL-PYMTS TO CONTRACTS		141,521.50			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/21/2024 - 10/21/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 28/29

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			65,746.85	65,746.85		
	203 - TRANSIT FUND			92,932.53	92,932.53		
	211 - LIBRARY FUND			2,831.72	2,831.72		
	225 - PUBLIC SAFETY FUND			70,506.48	70,506.48		
	227 - RECYCLING FUND			64.35	64.35		
	229 - PANDEMIC GRANTS			255,606.12	255,606.12		
	230 - PARK & RECREATION FUND			21,531.62	21,531.62		
	235 - STREET & SEWER FUND			24,010.59	24,010.59		
	237 - SANITARY SEWER FUND			4,296.36	4,296.36		
	238 - STORM SEWER FUND			1,747.82	1,747.82		
	251 - LOCAL OPTION SALES TAX			131,741.92	131,741.92		
	260 - AIRPORT FUND			266.63	266.63		
	278 - HEALTHY EMPLOYE INITIATIVE			26.91	26.91		
	295 - EDA FUND			29.11	29.11		
	400 - CAPITAL PROJECTS FUND			5,911.95	5,911.95		
	401 - CONSTRUCTION FUND			165,026.63	165,026.63		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			266,559.37	266,559.37		
	1003 - 10:03 DWNTWN MAIN CNTRACT			259.74	259.74		
	1400 - ADMINISTRATION			577.79	577.79		
	1610 - LEGAL-CIVIL ATTORNEY			4,282.41	4,282.41		
	1700 - ENGINEERING			2,745.83	2,745.83		
	1800 - IT/GIS			3,342.95	3,342.95		
	1940 - CITY HALL			2,158.55	2,158.55		
	2120 - POLICE DEPARTMENT			43,717.31	43,717.31		
	2220 - FIRE DEPARTMENT			24,759.17	24,759.17		
	2400 - COMMUNITY DEVL/INSPECTION			3,134.16	3,134.16		
	3100 - S & S MAINTENANCE			14,514.39	14,514.39		
	3125 - SNOW REMOVAL			8,855.82	8,855.82		
	3160 - STORM SEWER EXPENSE			1,747.82	1,747.82		
	3170 - TRAFFIC CONTROL			81.56	81.56		
	3190 - SANITARY SEWER EXPENSE			4,296.36	4,296.36		
	3230 - RECYCLING EXPENSE			64.35	64.35		
	5200 - PARK MAIN/ADMINISTRATION			19,885.01	19,885.01		
	5204 - CONCESSIONS			189.63	189.63		
	5211 - SPECIAL EVENTS PROGRAM			955.00	955.00		
	5215 - ADULT SOFTBALL			135.00	135.00		
	5280 - CAMPGROUND			366.98	366.98		
	5500 - LIBRARY-BUDGETED			2,734.02	2,734.02		
	5505 - TAXABLE FEES			97.70	97.70		
	6510 - ECONOMIC DEVELOPMENT AUTH			29.11	29.11		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 10/21/2024 - 10/21/2024
BOTH JOURNALIZED AND UNJOURNALIZED
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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
--- TOTALS BY DEPT/ACTIVITY ---							
	6515 - HEALTHY EMPLYE INITIATIVE			26.91	26.91		
	9000 - TRANSIT FUND			92,932.53	92,932.53		
	9020 - AIRPORT M & O			266.63	266.63		
	9030 - CONSTRUCTION PROJ-MISC			164,766.89	164,766.89		
	9050 - CAPITAL PROJECTS-MISC			5,911.95	5,911.95		
	9200 - CITY-WIDE			41,140.73	41,140.73		
	9360 - LOCAL OPTION SALES TAX			131,741.92	131,741.92		

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.

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

Member Czeczok requested that the Letter of Support for the Northland Arboretum be removed from the consent calendar for further discussion.

Mayor Badeaux requested that the Elks Fall Festival be removed from the consent calendar as the event has been postponed indefinitely.

Member Stenglein requested that the YMCA Monster Dash be removed from the consent calendar due to her need to abstain.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK TO APPROVE THE CONSENT CALENDAR WITH THE ITEMS REMOVED.

- A. Approval of Bills
- B. Approval of Minutes
- C. Department Activity Report
- D. Adopt Resolution MN Lawful Gambling Application Submitted by VFW 1647 for Premise Permit at the Local 218 723 Mill Ave
- E. Approve Event Application - Brainerd Water Tower Business After Hours

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.

Authorize Letter of Support for the Northland Arboretum for the Regional Designation through the Greater Minnesota Regional Parks and Trails Commission

Member Czeczok stated that he believes that the numbers cited in the letter are inaccurate. He would like to confirm with the Arboretum and be provided with more information.

Administrator Broyles stated that he would contact the Northland Arboretum's Executive Director to get the details.

Approve Event/Street Closure - YMCA Family Monster Dash

Member Stenglein stated that she had to abstain from voting on this item due to her employment.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O'DAY TO APPROVE THE YMCA FAMILY MONSTER DASH WITH CONDITIONS.

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

Council Committee Reports

Personnel and Finance Committee

Accept Retirement of Firefighter Josh Smith

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT THE RETIREMENT OF FIREFIGHTER JOSH SMITH EFFECTIVE DECEMBER 31ST, 2024.

Approve Resignation of Police Officer Elizabeth Gleason

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO ACCEPT THE RESIGNATION OF POLICE OFFICER ELIZABETH GLEASON EFFECTIVE OCTOBER 4, 2024; FURTHER, TO AUTHORIZE STAFF TO BEGIN THE HIRING PROCESS TO BACKFILL THE POSITION.

Reclassify Jude Gregersen to CSO Position

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO RECLASSIFY JUDE GREGERSEN TO A COMMUNITY SERVICE OFFICER EFFECTIVE OCTOBER 1, 2024.

Approve Resignation of Recreation Specialist Haley Blank

Committee Chair Johnson clarified that the hiring process for the Recreation Specialist position start after the incoming Public Works Director is onboard.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO ACCEPT THE RESIGNATION OF RECREATION SPECIALIST HALEY BLANK EFFECTIVE SEPTEMBER 19, 2024; TO APPROVE THE UPDATED RECREATION SPECIALIST JOB DESCRIPTION AS RECOMMENDED BY THE PARKS AND RECREATION BOARD; AND TO AUTHORIZE STAFF TO BEGIN THE HIRING PROCESS TO BACKFILL THE RECREATION SPECIALIST POSITION.

Update regarding Transit Operations Specialist Position

HR Director Schubert stated that there was an unsuccessful hiring process for the position. There is a temporary employee in place until the hiring process is complete.

Accept Retirement of Meter Serviceworker Carl Kezar

Committee Chair Johnson stated that the Public Utilities Director is not asking for the position to be backfilled at this time. Director Evans will reassess the position and provide a recommendation for the position once he has time to review.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY DULY CARRIED, TO ACCEPT, WITH REGRET, THE RETIREMENT OF METER SERVICeworker CARL KEZAR EFFECTIVE DECEMBER 12, 2024.

Authorize Staff to begin the Hiring Process for an Apprentice Lineworker

Committee Chair Johnson stated that an apprentice is not as experienced as a journeyman. This position as an apprentice will allow teaching within our organization.

Member Czczok stated that achieving a Journeyman's license is a big deal and asked who the lineman was who had completed his journeyman's license in recent history that was recognized at the Commission meeting.

HR Director Schubert stated that it was Ryan Miller who was recognized for achieving his journeyman's license.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE THE HIRING PROCESS FOR AN APPRENTICE LINEWORKER INSTEAD OF A JOURNEYMAN LINEWORKER; FURTHER, THAT WE UTILIZE INTERNAL JOB POSTING TO FILL THE VACANCY.

Approval of 2025 Health Insurance Broker Agreement

Committee Chair Johnson stated that this was a split vote in committee. He voted no, and will continue to vote no as he believes that not having a broker is a good way for the City to save money.

Member Terry stated that from her perspective there is quite a lot of work that goes into open enrollment.

HR Director Schubert stated that the utilization of insurance has been the highest entity in our pool. Because of this, the City has not put out an RFP for an insurance broker. She estimates that the broker has put in over 100 hours to transition from Health Partners to Blue Cross Blue Shield. It is extremely helpful to have a broker.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY TO AUTHORIZE RETAINING NORTH RISK PARTNERS AS OUR HEALTH INSURANCE BROKER FOR 2025 FOR THE BETTER HEALTH COLLECTIVE (FORMERLY SOURCEWELL) IN THE AMOUNT OF \$27,000; FURTHER, TO APPROVE THE ATTACHED 2025 SERVICE AGREEMENT BETWEEN THE CITY OF BRAINERD AND NORTH RISK PARTNERS.

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

Approve Flexible Spending Account Administration Contract with WEX, Inc.

Committee Chair Johnson stated that there needs to be an administrator for flexible spending accounts. The cost will be \$500 setup fee, there is a \$4.95 per member cost. There will be a very negligible increase to the cost to administer the plan.

Member Terry stated that she utilizes WEX through her benefits at work, has no personal investment in the company, but had wanted to state that she did not have a conflict of interest at the committee meeting.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPROVE THE ATTACHED AGREEMENTS WITH WEX, INC. TO PROVIDE OUR FLEXIBLE SPENDING ACCOUNT (FSA) ADMINISTRATION EFFECTIVE JANUARY 1, 2025, SUBJECT TO REVIEW AND APPROVAL BY OUR CITY ATTORNEY.

Safety and Public Works Committee

Update on TH 210/Lum Park Pedestrian Bridge Grant Funding

Committee Chair O'Day stated that MnDOT determined that the City could have its funding extended for the bridge.

Member Czczok stated that the pedestrian bridge is a massive, expensive project.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO REINSTRATE THE CITY'S UTILIZATION OF THE CRP GRANT FOR THE TH 210/LUM PARK PEDESTRIAN BRIDGE PROJECT UNTIL FISCAL YEAR 2026.

Authorize Applications for Active Transportation (AT) and Transportation Alternatives (TA) Grants

Committee Chair O'Day stated that the City has applied for these grants for the last couple of years. Hopefully, with the City being a recipient of the CRP grant, it will make the City a better candidate.

Member Stenglein stated that there have been some changes to one of the grants, that makes the City a better candidate.

Member Czczok reminded the Council that one of the grants has a 20% match.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO AUTHORIZE STAFF TO APPLY FOR THE ACTIVE TRANSPORTATION AND TRANSPORTATION ALTERNATIVE GRANT PROGRAMS FOR THE TH 210/LUM PARK PEDESTRIAN BRIDGE PROJECT.

Approve Sale of Transit Bus 114

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AUTHORIZE THE SALE OF BUS 114, CONTINGENT ON AUTHORIZATION BY MNDOT.

Approve Updated Cost for Rosewood Alley Sewer Replacement

Committee Chair O'Day stated that the quote has been updated to an eight-inch pipe.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE UPDATED SEWER MAIN REPLACEMENT PROPOSAL IN THE AMOUNT OF \$59,562.

Member Czczok stated that as this is an unforeseen expense, the City Council can look at the fee structure with the additional expenses.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO REVIEW THE UTILITY FEES AT AN UPCOMING SPW MEETING.

Direction on Sidewalk on NW 3rd Street and Jackson Street

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND VXEZOK, DULY CARRIED, TO ASK STAFF TO COME BACK WITH AN OFFICIAL PLAN FOR THE SIDEWALK BETWEEN THE TWO BUILDINGS WITH REQUIREMENT TO CONNECT TO ROUNDABOUT.

Approve Final Layout, Order Feasibility Report, and SEH Amendment Request - TH 371B/Willow St Roundabout Project

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE FINAL LAYOUT OF THE TH 371B/WILLOW STREET ROUNDABOUT PROJECT AS PRESENTED.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO ADOPT RESOLUTION ORDERING THE FEASIBILITY REPORT FOR THE TH 371B/WILLOW STREET ROUNDABOUT PROJECT.

RESOLUTION 40:24

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.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPROVE THE SEH AMENDMENT AS PRESENTED AND TO AMEND THE AGREEMENT WITH MNDOT TO SHARE IN THE COSTS OF THE AMENDMENT AS PRESENTED.

Consider Code Violations for Paradigm Auto

Committee Chair O'Day stated that the committee would like to have the owner speak their side of the issue. He believes there is also potential for a land swap.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO BRING THE ITEM BACK TO SPW SO THAT THE OWNER CAN PARTICIPATE IN DISCUSSIONS.

Direction on Active Code Enforcement Cases

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO OBTAIN SEARCH WARRANTS AND ABATE THE TREE AT 608 9TH ST AND GARBAGE/JUNK/DEBRIS AT 1812 OAK ST.

Unfinished Business

Accept Resignation of Jeff Grunenwald from the Planning Commission

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO ACCEPT THE RESIGNATION OF JEFF GRUNENWALD FROM THE PLANNING COMMISSION.

Accept Resignation of Jennifer Simota from the Library Board

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND CZECZOK, DULY CARRIED, TO ACCEPT THE RESIGNATION OF JENNIFER SIMOTA FROM THE LIBRARY BOARD.

Accept Resignation of Tad Johnson from the Public Utilities Commission

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN TO ACCEPT THE RESIGNATION OF TAD JOHNSON FROM THE PUBLIC UTILITIES COMMISSION.

Member Czczok thanked Mr. Johnson for his service to the Public Utilities Commission.

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

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)

Planning Commission—1 term (Expire 2026)

Member Czczok asked about the vacancies and their effect on a quorum. He asked for legal clarification on the definition of a quorum.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO DIRECT ATTORNEY Langel to provide legal documentation as to the definition of a quorum.

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

Adopt Resolution to Dissolve the Parking Commission

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY TO ADOPT RESOLUTION DISSOLVING THE PARKING COMMISSION UNTIL SUCH A TIME THAT A COMMITTEE IS NECESSARY.

RESOLUTION 41:24

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

Direct Staff to Provide Information Regarding the Brainerd Lakes Regional Airport (BLRA)

Administrator Broyles stated that Member Czczok requested information regarding the Brainerd Lakes Regional Airport.

Member Terry asked whether this work could be done once the budget is completed.

Member Czczok stated that he had asked for the information within 30 days. He appreciates the thoughts on the timeline. He asked that it be done in a reasonable amount of time.

Member O'Day stated that this is directly related to the budget. It shows what the City is already contributing to the Airport.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO DIRECT STAFF TO REQUEST THE APPROXIMATE TIME AND

ASSOCIATED EXPENSES FROM EACH CITY DEPARTMENT TO OBTAIN AN AVERAGE COST TO BRAINERD TAXPAYERS FOR THE WORK THAT CITY EMPLOYEES PERFORM FOR THE BLRA, REQUEST COUNCIL MINUTES WHERE DIRECTION WAS GIVEN TO STAFF TO PERFORM HR SERVICES FOR BLRA EMPLOYEES, AND REQUEST A COPY OF THE IT SHARED SERVICES AGREEMENT WITH THE BLRA AND ASSOCIATED DOLLAR AMOUNTS AND HOURS TO DO THE WORK SINCE THE AGREEMENT WAS INITIATED.

New Business

Consider Variance Request for 1306 Chicago Ave - Duplex

Community Development Director Kramvik gave an overview of the request.

Member Johnson stated that he supports this whole-heartedly, it is in his neighborhood.

Mayor Badeaux stated that this is an interesting solution to a housing problem.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY, DULY CARRIED, TO APPROVE THE VARIANCE REQUESTS WITH THE FOLLOWING CONDITIONS: CONTINGENT UPON A PROPERTY MAINTENANCE AND PARTY WALL AGREEMENT PROVIDED BY THE APPLICANT AND SUBMITTED TO THE CITY ATTORNEY FOR HIS REVIEW AND COMMENT. LEGAL REVIEW FEES INCURRED BY THE CITY ARE TO BE PAID BY THE DEVELOPER AND STAFF APPROVES FINAL ELEVATION DRAWINGS CONSISTENT WITH SECTION 515-4 GENERAL BUILDING DEVELOPMENT AND DESIGN STANDARDS PRIOR TO ISSUANCE OF THE BUILDING PERMIT.

Direct Staff to Draft an Ordinance Pertaining to Crypto-Mining and Similar Uses

Community Development Director Kramvik gave an overview of a potential ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO DIRECT STAFF TO WORK ON A CRYPTO-MINING ORDINANCE AFTER COMPLETION OF THE DESIGN STANDARDS ORDINANCE.

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

Discussion on Just for Krypto

Community Development Director Kramvik stated that the Just for Krypto Facility consists of three contiguous parcels with two warehouse structures and ten outdoor mining containers. As indicated in the attached survey, the parcels are contiguous and can be considered one property. VCV proposed to change to the minimum improvements for 1918 Thiesse Drive. The proposed change included twenty-six (26), forty (40) foot containers as a principal use.

Member O'Day asked if there were any complaints made about the Just for Krypto operations.

Community Development Director Kramvik stated that there have not been any specific complaints. However, he did state that the Thiesse's had mentioned that they could hear it.

Member Johnson thanked Community Development Director Kramvik for putting together the information. There had been confusion as to the difference of the two krypto operations and this provided great clarification.

First Reading - Proposed Ordinance 1574 - Fee Schedule

Community Development Director Kramvik gave an overview of the ordinance.

Member Johnson stated that he had asked for confirmation on whether all of those served by our Fire Department are paying the same amounts for the fees.

Finance Director Hillman stated that she confirmed the information with the Fire Chief.

Mayor Badeaux asked for clarification on food truck fee change.

Community Development Director Kramvik stated that the fee for food trucks will now be similar to other communities and is less restrictive.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1574 AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO SET A PUBLIC HEARING DURING THE REGULAR CITY COUNCIL MEETING ON NOVEMBER 4TH.

First Reading - Proposed Ordinance 1575 - Burning Restrictions

Community Development Director Kramvik gave an overview of the ordinance. Staff is recommending a slight change similar to the camping ordinance. The current ordinance includes court appearance, which Chief Davis has confirmed isn't necessary.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO CONDUCT THE FIRST READING OF PROPOSED ORDINANCE 1575 WITH THE RECOMMENDED CHANGES AND DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO SET A PUBLIC HEARING DURING THE REGULAR CITY COUNCIL MEETING ON NOVEMBER 4TH.

First Reading and Public Hearing - Proposed Ordinance 1576 - Annexation of 15106 Riverside Drive

Community Development Director Kramvik gave an overview of the ordinance. The public hearing is being held at the first reading to ensure that the 30-day window was met.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY, DULY CARRIED, TO CONDUCT THE FIRST READING AND DISPENSE WITH THE ACTUAL READING OF PROPOSED ORDINANCE 1576, AN ORDINANCE PROVIDING FOR THE ANNEXATION OF 15106 RIVERSIDE DRIVE.

Chair Bevans opened the public hearing at 8:20 p.m.

No one came forward.

Chair Bevans closed the public hearing at 8:21 p.m.

Discuss Franchise Fees

City Engineer/Public Works Director Dehn gave an overview of the presentation of franchise fees to the Council.

Member Johnson stated that he did not have time to review the presentation, he would request that the discussion be continued to Personnel and Finance at the next meeting.

Member Czeczok asked what changes would be seen with the City's levy. He asked what the timeframe would need to be to obtain the funds for a project.

City Engineer/Public Works Director Dehn stated that the model presented would propose that the franchise fees replace the permanent improvement fund levy, debt service, and assessments. He stated that the rate structure projects \$2 million a year. Depending on how the Council crafts the policy would be the amount of time required to build the funds. He stated that the franchise fees would be collected on electric and gas utilities.

Chair Bevans stated that he thinks this is worth exploring.

Mayor Badeaux stated that he is anti-franchise fees. It is taxation without representation. It doesn't allow for correct communication with the public but he would entertain further discussion.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND JOHNSON, DULY CARRIED, TO PROVIDE MORE INFORMATION TO PERSONNEL AND FINANCE AT A FUTURE MEETING.

Presentations to the City Council

City Administrator Broyles stated that the City has not been inundated with requests to present to the City Council, but there have been a couple of back to back requests. Staff is looking for direction on protocol for groups that are requesting to present to the City Council. He also asked whether the City Council would like to approve the requests or if the City Administrator should approve these requests.

Member Stunek requested that the form include an estimated time for the presentation.

Member Stenglein requested that the date being requested should be flexible for the City Administrator to schedule the presentation.

Member O'Day stated that he thinks that the Administrator should decide whether the presentation is a presentation or whether they should be heard during public forum.

Member Johnson stated that based on the rules of decorum, he thinks that the City Administrator has the power to set the agenda. He agrees with Crow Wing County that a presentation should serve a purpose for the City.

Mayor Badeaux stated that the City should be welcoming and encourage coming to public forum. The Council Members should also be attending these presentations out in the public. Less presentations at the Council meetings is appropriate.

Member Stenglein stated that as servants to the people, she wants groups to have the option to get on the agenda and present to the Council. She prefers a liberal interpretation to "purposeful".

Member Czczok stated that any Council Member can make a motion to extend time for a citizen at public forum.

Public Forum

The Chair opened the public forum at 8:46 p.m.

No one came forward.

The Chair closed the public forum at 8:47 p.m.

Staff Reports

HRA Director Charpentier stated that MN Housing made their decision on the two Brainerd projects for the Workforce Housing Program, neither project received funding. Staff continues to work with both developers to keep the projects moving.

Fire Chief Holmes stated that the Fire Department Open House is on October 10th, from 5:00-7:00 p.m.

IT/GIS Director Strong stated that Matt Hill is the new CLC station manager and will be learning how to run meetings.

City Engineer/Public Works Director Dehn stated that the Laurel Street Bridge project was completed on time. The DDBC will not be hosting their traditional event for Spooktacular without street closures, rather they will be hosting trick or treating from store to store. Finally, the next few weeks will be a furious dash with construction projects and that will continue for a few more weeks.

Community Development Director Kramvik stated that the EDA did approve a marketing strategy for \$1 per acre incentive which will be brought forward at the next City Council meeting. Touch-A-Truck and Flapjack Festival were a great success.

Public Utilities Director Evans stated that there have been a couple of outages on Riverside Drive that are under investigation. Also, two of the City's Lineworkers are headed to Florida to help with the hurricane relief.

City Administrator Broyles stated that the Public Works Director interviews were conducted, and he will be deciding this week.

Mayor's Report

Mayor Badeaux stated that the Spooktacular Event is happening, but not closing streets. The Great Pumpkin Festival is on October 12th at Memorial Park from 1:00-4:00 p.m. He will be running the microphone for the relay races. Shoutout to staff who are helping out with the event, it's a great event.

Council Member Reports

Member Czczok stated that he is curious about IT Department integration. He would like an update and clarification on whether the integration is an operational or personnel function.

City Administrator Broyles stated that the way the City operates and the chain of command is an administrative function. He can give an update in two weeks.

Member Stenglein thanked the Wellness Committee for the Employee Appreciation Event. The Relationship Safety Alliance presented on the intersect of substance use and domestic violence, it was a great learning experience. She was disappointed that she was the only City Council Member with whip cream up her nose at the flapjack festival. She had attended the Tall Cop Says Stop presentation and has shared the handouts with other people. Coats for Kids is happening before the next meeting. It will be on October 19th from 9:00 am – 3:00 p.m. at the Mall. Volunteers are needed.

Member O'Day stated that the Employee Appreciation was awesome, it's also a great opportunity to meet and see staff that we don't see often. He had a great time at the Flapjack Festival and Touch a Truck. He went to a new store that came into downtown. He is looking forward to the Great Pumpkin Festival.

Member Johnson gave a tip of the cap to the Johnson's who won the flapjack relay. He wished the Mayor a Happy Birthday.

Chair Bevans noticed that the Street Department was clearing trees at 7:00 a.m. outside his window and did a great job. It only took a day and a half to clear and clean up.

Adjourn

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

The Chair adjourned the meeting at 8:52 p.m.

Nicholas W. Broyles
City Administrator



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD



Officers Rachel Reed and Sam Judd are this month's Booyah Winners!

Submitted by Officer T. Gleason

On this Friday night, the radio silence was broken with a medical involving a female that was choking on a burrito and was unresponsive. Rachel was the first to arrive, followed shortly after by her partners. Rachel quickly communicated the need to get the patient into a seated position. Once she was in a seated position, Sam immediately started administering the Heimlich maneuver until the piece of burrito was dislodged. The patient started breathing and regaining normal color and was able to start speaking shortly thereafter. Thanks to Rachel and Sam's quick actions and clear communication, this call had a great outcome. Awesome teamwork guys!

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
September	1,715	364	635	379	12.73 Minutes	57



TRAINING & STAFF DEVELOPMENT

BCA MNJIS Operator Training

Records Technician Alex Korte and Michelle Mendoza attended the BCA MNJIS Operator Training. This course is designed for operators who run queries and/or enter records into the Minnesota and NCIC hot files. Students gained additional knowledge of the hot file process through entering, querying, modifying, supplementing, and cancelling a variety of records.

Sexual Assault Investigations

Investigator Middleton attended the BCA Sexual Assault Investigations course. In this course students were able to Understand different strategies for interviewing victims and suspects, examine different investigation strategies between adolescent and adult sexual assault reports, learned how to respond to victims with a victim-centered, trauma-informed approach, and identify how to collect and preserve evidence for successful prosecution.

Department Training

This month's department training included the officers' annual physical fitness testing and firearms training.

Full Scale Airport Emergency Exercise

Brainerd Police participated in a large-scale drill that brought multiple agencies together to simulate an emergency at the Brainerd Lakes Regional Airport.

The objectives of the drill were:

- Ensure the Health and Safety of the public and response personnel
- Demonstrate the ability to manage all necessary resources during initial incident response
- Conduct all appropriate notifications including local, state and federal agencies
- Secure the scene, support investigations
- Coordinate operations to evaluate potential impacts to air quality, water and wildlife

The Brainerd PD's roll in the drill was to provide resources for security of the scene, the airport terminal, and to assist with investigating the situation.



CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
24012816	09/01/2024	Conduct on Premises	1220 Norwood Street
24012884	09/03/24	Conduct on Premises	706 South 9 th Street
24014058	09/04/2024	Conduct on Premises	612 Norwood Street

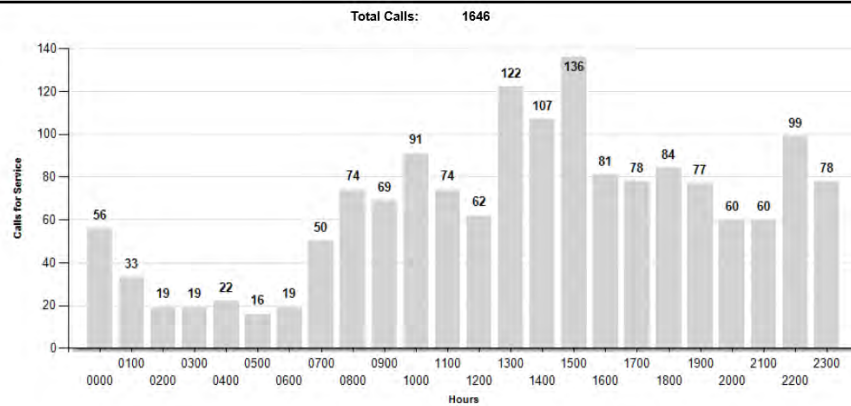
OVERALL CALLS FOR SERVICE

Month	2024	2023
Number of Calls for Service	1,586	1,465



Calls for Service Hourly

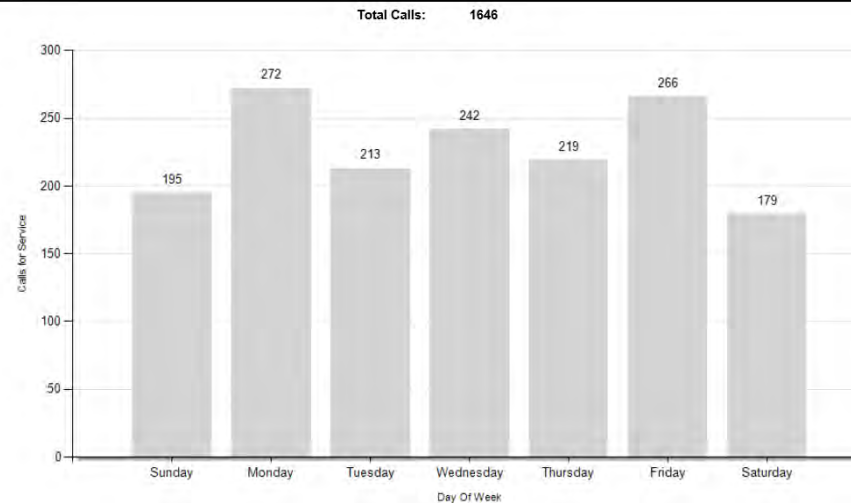
9/1/2024 to 9/30/2024



Calls for Service Day Of Week

Start Date: 9/1/2024

End Date: 9/30/2024



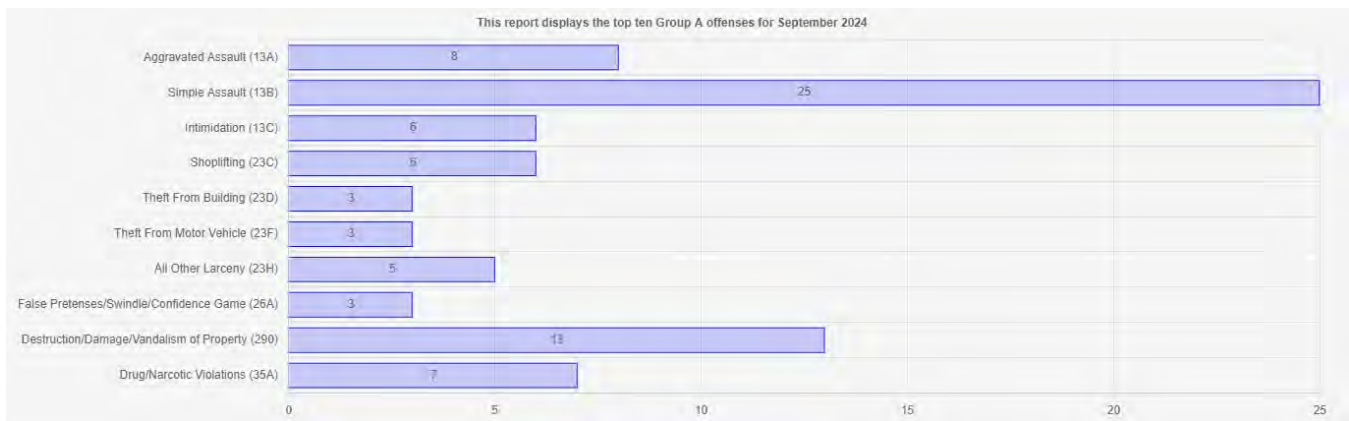
CRIME STATISTICS

Year to Date through Month	2024	2023
Group A Offenses Known or Reported to Police	761	943
Group A and B Arrests	625	590

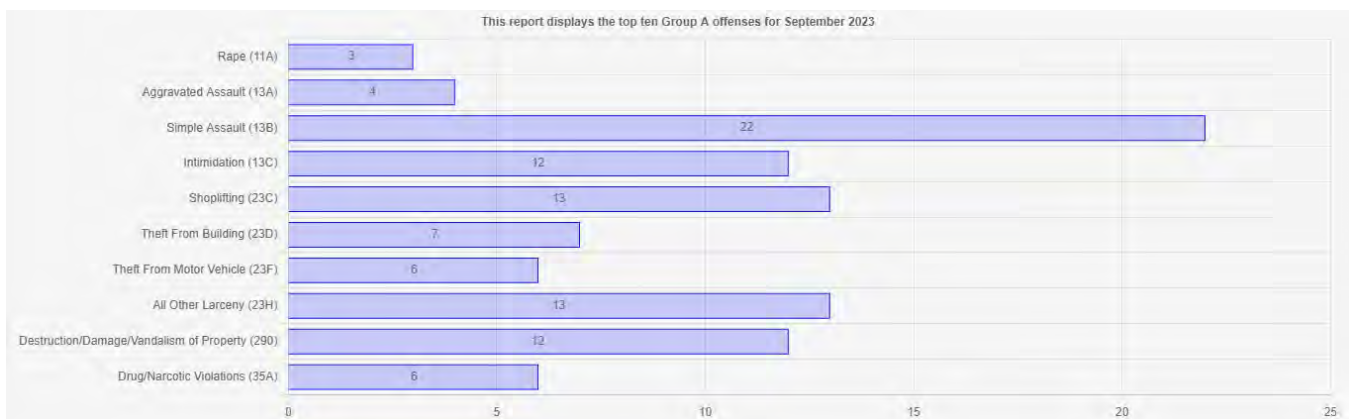
**** Note: 2024 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

September 2024

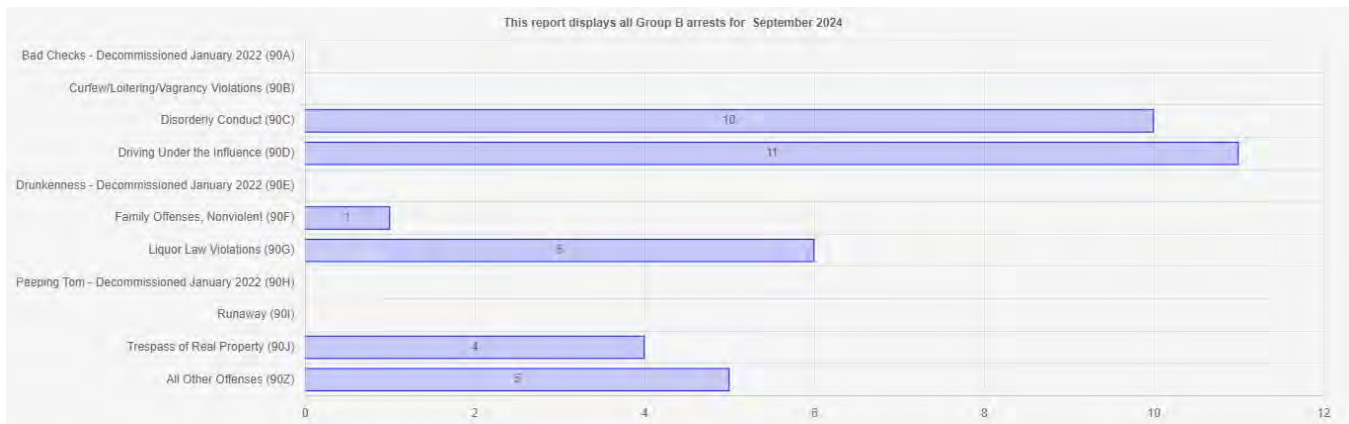


September 2023

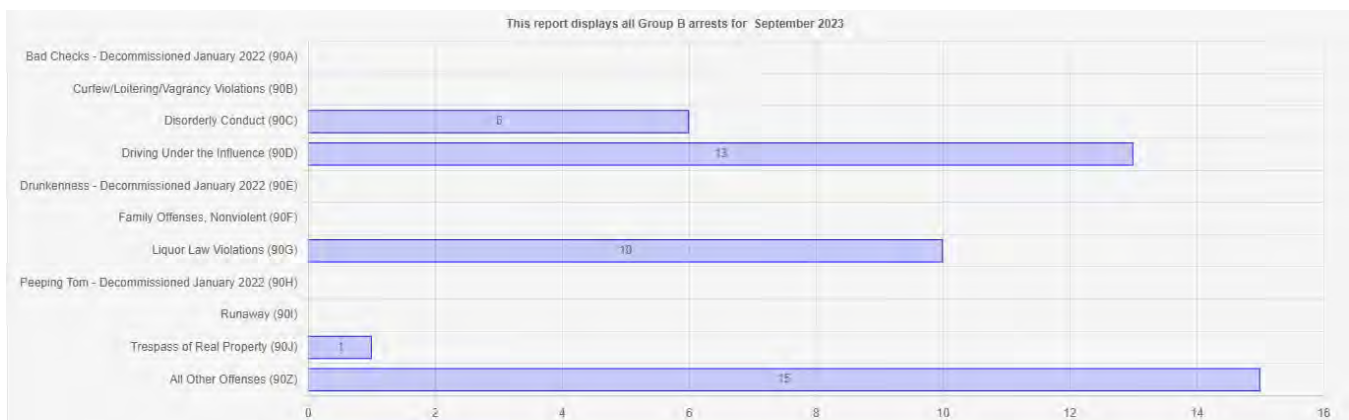


GROUP B ARREST DATA

September 2024



September 2023



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

September	2024	2023
Citations (Inc. Parking Tickets & Written Warnings)	177	161

36 parking tickets were issued in the month of September, with the following dispositions.

2	Dismissed
15	Paid in Full
0	Partial Payments Received
19	No Payment Received

Revenue Recapture Receipts:

2023 Total:	\$ 8,046.99
2024 To Date:	\$ 7,795.10

COMMUNITY OUTREACH

Police Vs Fire Softball Game

This first annual game was a huge success. It was fun to compete and unwind with our first responder brothers and sisters. Thanks to Brainerd Community Action and Mayor Badeaux for putting together such a fun event.



Fun in the Parks

Sergeant Rosier spent some time handing out Brainerd Police Department sunglasses to kids who were out in the parks.





COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

September 2024



BUILDING PERMITS

The Community Development Department issued 94 building permits with a total project valuation of \$1,319,143 in the month of September. Within the Central Business District (prev. River to Rail), 12 permits were issued. These improvements resulted in \$6,815.05 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 September 2024		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – New/Addition	1	\$150,000
Commercial – Building – Cert of Occupancy	1	N/A
Commercial – Building – Demolition	1	\$0
Commercial – Building – Remodel	1	\$118,000
Commercial – Building – Roofing	3	\$265,600
Commercial – Mechanical – Remodel	1	\$306,000
Commercial – Plumbing – Remodel	7	\$280,500
Commercial – Plumbing – Water Heater	1	N/A
Engineering – Excavation	4	N/A
Fence	7	N/A
Residential – Building – New/Addition	1	\$75,000
Residential – Building – Accessory Structure	1	\$32,000
Residential – Building – Remodel	2	\$63,600
Residential – Building – Roofing	22	N/A
Residential – Building – Roofing+Garage	2	N/A
Residential – Building – Siding	3	N/A
Residential – Building – Windows/Doors	4	N/A

Residential – Engineering – Sewer/Water Repair	1	N/A
Residential – HUD HOME – Installation	2	N/A
Residential – Mechanical – Air Conditioner	2	N/A
Residential – Mechanical – Furnace	5	N/A
Residential – Mechanical – Furnace+AC	6	N/A
Residential - Mechanical – New/Addition	3	N/A
Residential – Mechanical – Remodel	1	N/A
Residential – Plumbing – Remodel	1	N/A
Residential – Plumbing – Water Heater	6	N/A
Sign	4	\$28,443
Temporary Sign	1	N/A

There was no single-family home building permits issued in the month of September.

BUILDING INSPECTIONS

The Community Development Department conducted 171 building inspections in September.

CODE ENFORCEMENT

The Community Development Department conducted 73 code enforcement inspections and re-inspections in September resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Junk and Debris	13
Nuisance on Public Sidewalk	1
Outdoor Storage	2
Zoning Code Violation	13
Unlicensed/Inoperable Vehicles	10
Exterior Structure	2
Grass/Weeds	24
Damaged Roof	1
Garbage	3
Animal Feces	2
Vacant Dwellings & Buildings	2
Total = 73	

**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. The house has been vacated, so the \$300 citations have been halted.
- 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 expired on 5/31/24 and will not be renewed. Legal action from the City Attorney is taking place. This home has been sold on a CFD, and contact has been made with the new owner regarding the concerns.
- 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 issued 2 new rental licenses in the month of September

The Housing Inspector completed 30 rental property inspections and re-inspections in September.

CONTRACTOR REGISTRATION

The Community Development Department issued 3 contractor registrations in September.

PLANNING AND ZONING

General Building Development and Design Standards

At the September 18th Planning Commission meeting, the Commission reviewed proposed amended language to Section 515-4 General Building Development and Design Standards as well as the dimensional standards for the CN-1, CN-2, TN-1, TN-2, and GI Districts. The purpose of this proposed ordinance is to ease the burden of development while creating stronger language to ensure new construction conforms with existing neighborhoods.

The following items were discussed:

1. Adjust lot sizes and lot frontage requirements in the CN-1, CN-2, TN-1, TN-2 Zoning Districts
2. In the TN-1 and TN-2 Zoning Districts, if the garage is front loaded, it must be inline or setback behind the façade of principal structure.
In the CN-1 and CN-2 Zoning Districts, if the garage is front loaded, it must extend no further than 2' beyond the façade into the front yard or side yard (corner).
3. Increased façade standards for 1–4-unit buildings.
4. Allowing larger accessory structures in the General Industrial Zoning District.
5. Allow 85% metal siding on facades in the General Industrial Zoning District.
6. Permit 2-4 unit dwellings in the Rural Living 2 Zoning District.
7. Permit accessory dwelling units on rental properties.
8. The conversion of a single-family home into a multi-family home should require a CUP.
9. Create more visual interest in multi-family homes.
10. Allow mixed-use development in the Commercial Corridor District, similar to the Mainstreet District which prohibits ground floor residential units.

Staff will begin working on a comprehensive crypto-mining ordinance upon completion of the design standards ordinance.

ECONOMIC DEVELOPMENT

The Brainerd EDA began discussions on 2025-2026 Goals. Staff recommended adding the following action steps:



- 1) Create a cohesive and comprehensive marketing plan for the EDA and begin marketing the EDA to developers and businesses owners.
- 2) Create a program and contract for private property owners to list underutilized properties on the EDA website.
- 3) Develop and propose programs to address needs identified from BRE interviews specifically related to childcare.
- 4) Market and advertise a yearly façade improvement grant program.
- 5) Conduct quarterly EDA business tours.
- 6) Maintain and update the website quarterly.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

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: None

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.

Address: 1306 Chicago Ave

PZE Process: Variance

Date Issued: 10/8/2024

Project Description: To split two parcels into equal lots to construct a duplex and variances from rear and front yard setback requirements.

Project Progress: The property owner will be submitting the necessary permit applications.



City of Brainerd
IT/GIS Department Monthly Report
September 2024

Projects

- Discussions regarding potential IT integrations – research, needs assessment, planning, etc
- Police squad room temporarily moved to police training room for building improvement projects – unique support needs in temporary space, return to normal location early November
- Training in new CLC cable channel staff to resume higher level of content etc
- Ongoing discussions and planning for airport IT needs – how to resolve bigger issues etc
- Research regarding policy for artificial intelligence (AI) use on city devices/network

Software

- Upgrades and patches for various software implementations
- Setup and configuration of GIS software for field data collection and editing

Hardware

- Planning for firewall update that will eliminate need for dedicated identity server (ISE-PIC)
- Preparing to implement Intune for endpoint management, will phase out on prem patch management
- Exchange server (email) and Domain Controller migrations (new servers on new hardware) completed. Very large project of critical importance to the entire City network.
- Implementing multifactor authentication at log-in (BCA requirement for Police)
- New park cameras acquired and ready to install, scheduled for mid November
- Various police squad support – replacements, video, printing, connectivity, etc

Other

- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc
- Staff departed: Recreation Specialist

Statistics

Telephone: total calls 8,565 ↓ (9,157)

Police 3,598, City Hall and Transit 2,765, Fire 365, Public Works 56

Website: total views 18,884 ↓ (28,276) users 6,187 ↓ (8,398)

Top 5 pages: main, employment, parks & rec, agendas & minutes, police

Email: sent 8,286 ↓ (8,658) 276/day, received 33,719 ↓ (35,004) 1,124/day

YouTube: City channel views 949 ↓ (1,497), hours watched 233 ↓ (375.8), subscribers +7

Facebook (city): followers 3.5k, reach 72k ↑ (12,212), interactions 1.3k ↑ (459)

Cisco Secure Endpoint: files scanned 7.6M ↓ (8.8M) IPs scanned 889k ↓ (944K)



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Approve Event/Street Closure Application - Turkey Trot

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 application for the annual Shriner's Turkey Run, to be held on November 28, 2023 from 8:00 a.m. - 12:00 p.m. beginning at the Brainerd Armory and utilizing Wright Street, Thiesse Road, S. 10th Street, S. 11th Street, County Road 45 and the streets around the fairgrounds.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The event is a run/walk 5K event starting at the Brainerd Armory. The applicant is requesting closure of Wright Street from S. 10th to S. 13th Streets from 8 a.m. until noon for the event, and being that this event is on Thanksgiving morning, there is very minimal traffic or concerns. There is amplified sound at National Guard Armory for the event, and restrooms provided at the Armory.

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

FINANCIAL IMPACT: N/A

**RECEIVED****OCT 15 2024**

SPECIAL EVENT APPLICATION

CITY OF BRAINERD
ADMINISTRATIONDate of Application: 10-15-24

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:

SHRINERS TURKEY RUN**Organizer Information**

Organizer's Name:

AADZUHMAN SHRIE CLUB

Organizer's Address:

Event Contact Person:

STEVE JOHNSON

Event Contact Daytime Phone:

218-831-2326

Event Contact E-mail Address:

SAJOHNSON@GMAIL.COM

Contact Name/Number Day of Event:

STEVE JOHNSON / 218-831-2326

For Profit/Nonprofit Status (type):

NONPROFIT**Applicant information (if different from the event organizer):**

Applicant Name:

Applicant Address:

Applicant Phone:

Applicant E-mail Address:

Event Information

Event Details (list each date separately)

Event Date	Start Time	End Time	Event Location(s) – see locations listed below
11-28-24	8:00 AM	12:00 PM	1115 WRIGHT STREET NATIONAL GUARD ARMORY

☐ 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:

5K RUN/WALK START: EAST AT 1115 WRIGHT STREET - SOUTH THROUGH CROW WING COUNTY FAIR GROUNDS - SOUTH ON CTY #45 - WEST ON THIESSE DR - NORTH ON SO 11th STREET - WEST ON THIESSE ROAD - NORTH ON 10th STREET - EAST ON WRIGHT STREET. START AND FINISH AT 1115 WRIGHT STREET @ NATIONAL GUARD ARMORY.

Site Information

Electrical usage ☒ Yes ☐ No

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

MICROPHONE & SPEAKERS WILL BE USED AT
THE NATIONAL GUARD ARMORY.

Amplified Sound ☒ Yes ☐ No

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

REFER ABOVE

Restrooms provided ☒ Yes ☐ No

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

Company contracted for restrooms: NATIONAL GUARD
(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:

SHRIVER HEALTH CARE SIGNS LOCATED AT
NATIONAL GUARD ARMORY

Trash Receptacle Disposal ☒ Yes ☐ No

Company contracted for trash receptacle disposal: ARMY NATIONAL GUARD.

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 AND WEST WRIGHT STREET FROM SOUTH 10th
STREET TO SOUTH 13th STREET

Date and time for beginning of street closures: 11-28-24 @ 8:00 AM

Date and time for reopening of streets: 11-28-24 @ 12:00 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.

EVENT TAKES PLACE IN INDUSTRIAL PARK
ALL AFFECTED BUSINESSES ARE CLOSED.

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

STEPHEN A. JOHNSON
Print Name

Contacts, Permits, and Fees Checklist

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

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

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

Contact Information

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

For Official Use Only

Department Sign-offs Required

Department	Date/Initials	Comments
Brainerd Public Utilities	_____	No comments _____
City Administration	_____	No comments _____
Engineering Department	10/16 JD	See conditions below _____
Fire Department	_____	No comments _____
Fire Support/EMS	_____	No comments _____
Parks Department	_____	No comments _____
Planning Department	_____	No comments _____
Police Department	_____	No comments _____

Event Application Approval

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

City Administrator or Parks & Recreation Director

Date

Approval Conditions

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

Certification of Street Closure Approval

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



1AADSH1

OP ID: HK

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Young & Associates Agency Inc 202 W. Superior St., Suite 400 Duluth, MN 55802 William W. Owens	218-722-1481	CONTACT NAME: Maggie Kranz PHONE: 218-722-1481 (A/C, No, Ext): E-MAIL: mekranz@younginsure.com ADDRESS:	FAX: 218-722-6564 (A/C, No):
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Markel Insurance Company	
		INSURER B: SFM Mutual Insurance Company	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	
INSURED AAD Shrliners 5152 Miller Trunk Highway Hermantown, MN 55811		NAIC # 11347	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR ☐ GEN'L AGG REGATE LIMIT APPLIES PER: ☐ POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER			MNSP000943	07/01/2024	07/01/2025	EACH OCCURRENCE (DAMAGE TO RENTALS) \$ 1,000,000 PREMIUMS (per occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COM/PROP AGG \$ 2,000,000
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☒ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☒ NON-OWNED AUTOS ONLY			MNSA000942	07/01/2024	07/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	☒ UMBRELLA LIAB ☒ EXCESS LIAB ☒ DED ☒ RETENTION \$ 10,000			MNSU000942	07/01/2024	07/01/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y ☒ N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	121833.206	07/01/2024	07/01/2025	☒ PER STATUTE ☐ OTHER E1. EACH ACCIDENT \$ 100,000 E2. DISEASE - EA EMPLOYEE \$ 100,000 E3. DISEASE - POLICY LIMIT \$ 500,000
A	☒ Liquor Liability			MNSP000943	07/01/2024	07/01/2025	\$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

CITYB01

City of Brainerd
501 Laurel Street
Brainerd, MN 56401

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
William W. Owens

RESOLUTION
xx:24

RESOLUTION ACCEPTING DONATIONS AND/OR CONTRIBUTIONS
JULY 1, 2024- SEPTEMBER 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:

<u>Name of Donor</u>	<u>Amount</u>	<u>Requested Use of Donation or Contribution</u>
----------------------	---------------	--

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 21st day of October 2024

KELLY BEVANS
President of the Council

Approved this 22nd day of October 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

MEMO



TO: Finance Director Connie Hillman
FROM: Fire Chief Tim Holmes
DATE: October 7, 2024
SUBJECT: 2024 – 3rd Quarter Donation

Brainerd Fire Department received the following donations in the 3rd quarter:

CWC Blade	\$16,000.00	PulsePoint
Mills Automotive Group	\$ 1,000.00	BFD Benefit, Usage, and Enhancement
Brainerd Fire Dept Relief Association	\$ 8,800.00	Lightweight Gear

Feel free to contact me with any questions.

MEMO

TO: Connie Hillman, Finance Director

FROM: John Davis, Chief of Police

DATE: 10/4/24

RE: 3rd Quarter 2024 Donations

The Brainerd Police Department received the following in-kind donations from July to September 2024:

- FIRST IMPRESSION PRINTING: Halloween flyers printed– in-kind \$240 value

If you have any questions, please don't hesitate to contact me.

\pz



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Accept Resignation of CSO Drew Belton

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Drew Belton, Community Service Officer, recently submitted his resignation effective October 18, 2024. Staff recommends that the Council accept Drew's resignation and authorize Staff to begin the hiring process to backfill the position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to accept Mr. Drew Belton's resignation effective October 18, 2024; further, to authorize staff to begin the hiring process to backfill one of the Community Service Officer positions.

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

10/04/2024

Tony Runde
Deputy Chief
Brainerd Police Department
225 East River Rd
Brainerd, MN 56401

Dear Deputy Chief Runde,

It is with regret that I tender my resignation as a Community Service Officer for the Brainerd Police Department effective two weeks from today, 10/18/2024. Thank you for the opportunity to work with the Brainerd Police Department.

Sincerely,


Drew Belton

10/4/2024



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Update regarding Arbitration with IBEW Public Utilities Union

AGENDA: P&F Committee

ACTION REQUESTED: Information Only

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

DEPARTMENT: HR

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

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attorney Ann Goering has informed us that Patrick Kelly has been selected as the arbitrator for our arbitration hearing with the IBEW Local No. 31 Public Utilities Union. We are still finalizing the date for the arbitration hearing depending on the availability of all parties.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: N/A - Informational only.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Approval of MOA establishing wages for new Public Utilities Department Positions

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: In 2023, the City created three new positions for our Public Utilities Department. We attempted to negotiate the wage for those positions with the IBEW Local No. 31 Public Utilities Union in order to start the hiring process; however, the City and Union could not reach an agreement during negotiations. Subsequently, the parties reached an agreement via a Memorandum of Agreement (MOA) on wages for the positions, which are within what was budgeted by the City. Attached is the signed MOA for the Council's consideration.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Included in the MOA is a provision that the wages are subject to the arbitration decision.

RECOMMENDED ACTION/MOTION: Motion to approve the MOA between the City of Brainerd and IBEW Local No. 31 Public Utilities Union establishing the wages for the Business Office Support Specialist, Facilities Custodian and Journeyman Electrician positions.

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

Memorandum of Agreement

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

WHEREAS, the City and Union are parties to a collective bargaining agreement (CBA) that contains a pay schedules for positions within the unit represented by the Union; and

WHEREAS, the City created the new Business Office Support Specialist, Journeyman Electrician and Facilities Custodian positions that were not previously included in the unit represented by the Union; and

WHEREAS, the parties agree that the new positions of Business Office Support Specialist, Journeyman Electrician and Facilities Custodian fall within the Brainerd Public Utilities bargaining unit represented by the Union; and

WHEREAS, the CBA between the City and Union has expired, and the parties have agreed to proceed to interest arbitration on the question of wages and other specific issues; and

WHEREAS, the parties wish to address certain terms and conditions of employment for the positions of Business Office Support Specialist, Journeyman Electrician, and Facilities Custodian positions by mutual agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. The position of Business Office Support Specialist, Journeyman Electrician and Facilities Custodian shall be included as positions within the Brainerd Public Utilities bargaining unit represented by the Union, as defined in the CBA, effective as of the date of this MOA. The City reserves the right to modify the duties of these positions and discontinue these positions at any time. The City further reserves all other managerial rights, including, but not necessarily limited to, those identified in Article 4 – Employer/Employee Relations, Section 1 of the CBA.
2. Until the outcome of the interest arbitration between the parties, the Business Office Support Specialist shall be compensated in accordance with the following wage grid:

Business Support Specialist	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/12/2024	\$22.47	\$23.60	\$24.71	\$25.84	\$26.96	\$28.08	\$29.21	\$30.33
1/1/2025	\$23.31	\$24.48	\$25.64	\$26.81	\$27.97	\$29.14	\$30.30	\$31.47

3. Until the outcome of the interest arbitration between the parties, the Journeyman Electrician shall be compensated in accordance with the following wage grid:

Journeyman Electrician	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/2024	\$35.15	\$36.90	\$38.65	\$40.41	\$42.16	\$43.92	\$45.68	\$47.44
1/1/2025	\$36.46	\$38.29	\$40.10	\$41.93	\$43.74	\$45.57	\$47.39	\$49.22

4. Until the outcome of the interest arbitration between the parties, the Facilities Custodian shall be compensated in accordance with the following wage grid:

Facilities Custodian	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
1/2024	\$23.26	\$24.42	\$25.58	\$26.75	\$27.90	\$29.07	\$30.23	\$31.40
1/1/2025	\$24.13	\$25.34	\$26.54	\$27.75	\$28.95	\$30.16	\$31.37	\$32.58

5. This MOA will be in effect until the interest arbitration is issued and effective. At that time, current employees holding the positions of Business Office Support Specialist, Journeyman Electrician and Facilities Custodian will receive backpay, if any, to January 1, 2024, if employed by the City at the time the decision is rendered.
6. The City and the Union acknowledge that this MOA shall not be deemed to constitute a precedent or create a past practice which would be applicable to any other member of the bargaining unit or classification identified in the CBA or be admissible in any arbitration proceeding or other proceeding involving a dispute between the parties as evidence of a precedent or past practice. This MOA may not be used as evidence—whether in negotiations, arbitration, or other proceeding, other than for purposes of enforcing this MOA—or otherwise be used in any manner to interpret the CBA, or to seek similar benefits for any City employee(s) other than the employee(s) hired for the Business Office Support Specialist, Journeyman Electrician or Facilities Custodian, either through arbitration, negotiation, or other means.
7. The City and the Union agree that this MOA constitutes the entire agreement between the parties with respect to the Business Office Support Specialist, Journeyman Electrician and Facilities Custodian positions. No party has relied upon any oral statements or promises that are not set forth in this document. The terms of this MOA are contractual and supersede any and all prior agreements between the Parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
8. This MOA shall be construed to have been drafted equally by the parties.

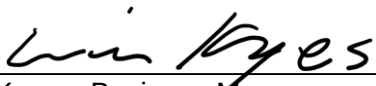
By signing below, each party specifically acknowledges that it has read this Memorandum of Agreement and that it understands and agrees it is legally bound by all terms of the Memorandum of Agreement.

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

FOR THE CITY OF BRAINERD

FOR INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS, LOCAL NO. 31

Nicholas W. Broyles, City Administrator



Will Keyes, Business Manager

Date

10/3/2024
Date

RRM#553068



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Ratify Hiring of Josh Gravelle as Lineworker

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Chris Evans, Public Utilities Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: We received 2 more applications for the Journeyman Lineworker position that was posted through the end of September 2024. Staff interviewed one candidate and made an offer to Josh Gravelle. Josh started with us on October 10, 2024, at Step 4 of the 2023 Lineworker wage grid (\$46.37 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Ratify the hiring of Josh Gravelle for a Lineworker position; further, that Josh be placed on Step 4 of the 2023 Lineworker wage grid (\$46.37 per hour).

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



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Ratify the Hiring of Michael Habighorst as Public Works Director

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

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

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: Three individuals were interviewed on October 3rd for the Public Works Director position. Mr. Michael Habighorst was offered, and has accepted, the position. The Public Works Director Interview Panel requests that the Council ratify Mr. Habighorst's hiring at Step 3 (\$55.97 per hour) with a November 1st start date.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to ratify the hiring of Michael Habighorst as our Public Works Director at Step 3 (\$55.97 per hour) with a November 1, 2024, start date.

FINANCIAL IMPACT: The restructuring of our Public Works Department, including the hiring of a Public Works Director, was approved by the Council on August 5, 2024.



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Ratify Hiring of Katherine Caswell for Administrative Specialist - Public Works Department

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources Director

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: We received 30 applications for the Administrative Specialist - Public Works Department position and 5 candidates were invited to interview. Staff offered the position to Katherine Caswell who will be starting with us on October 28, 2024, at Step 4 of the 2024 Administrative Specialist - Public Works wage grid (\$28.14 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Ratify the hiring of Katherine Caswell effective October 28, 2024; further, that she be placed on Step 4 of the Administrative Specialist - Public Works wage grid (\$28.14 per hour).

FINANCIAL IMPACT: This position was included in the 2024 budget.



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Approve New Administrative Assistant Job Description

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

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

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: City Administrator Broyles requested that we create a new Administrative Assistant position that would report directly to him. We are not requesting a new FTE, just that the duties of our Administrative Specialist be modified. Please note that the Administrative Specialist - Adm Department position is currently an entry level position. For the new position, the individual would still perform many of the same functions that she is currently performing; however, she would have additional responsibility for public information messaging and require more familiarity with the Charter, City Code, etc. It would also require more direct experience for the minimum qualifications of the position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: If the Council is agreeable to the new position, we would need to negotiate the wage for the position with the IBEW Local No. 31 Administrative Support Union. The proposed wage grid for the new position is:

Admin Assistant	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
7/1/2024	27.06	28.08	29.11	30.14	31.18	32.20	34.78	36.06
1/1/2025	28.07	29.13	30.20	31.27	32.35	33.41	36.08	37.41
7/1/2025	28.84	29.93	31.03	32.13	33.24	34.33	37.07	38.44
1/1/2026	29.71	30.83	31.96	33.09	34.24	35.36	38.18	39.59

RECOMMENDED ACTION/MOTION: Motion to approve the new Administrative Assistant job description and to authorize Staff to negotiate the wage for the new position with the IBEW Local No.31 Administrative Support Union.

FINANCIAL IMPACT: It is estimated that the additional monthly cost including benefits would be approximately \$170 if the current Administrative Specialist was promoted to the new Administrative Assistant position.



Administrative Assistant Specialist – Finance

Department: Administration Finance
Non-Exempt

FLSA Status:

General Definition of Work

This position is accountable for performing a variety of customer support services including responding to customer questions, processing customer transactions and performing administrative support for the City Administrator~~department~~. The position serves as the central point of contact for customer questions and as such requires a high degree of resourcefulness to effectively respond to a wide variety of information requests. Work is performed under the limited supervision of the City Administrator~~Finance Director~~.

Qualification Requirements

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

Essential Functions

- The City Administration Department's initial point of contact for ~~public~~the public during regular business hours; provides general information and direction; handles inquiries and complaints from the public in person or by telephone; directs public to the appropriate personnel when needed; process incoming calls, email, and mail.
- Administrative accountabilities involve providing support services for department personnel including performing routine office tasks utilizing word processing, data entry and transcription; prepares correspondence, reports, forms and spreadsheets; verifies statistical and other records for accuracy and completeness.
- ~~Operates standard office equipment, department-required software, and a multi-line telephone system; troubleshoots office equipment problems and initiate maintenance calls to IT and/or vendors.~~
- Performs payment reconciliation and transaction processing; receipts and prepares deposits for department revenues.
- Prepares meeting minutes, agendas and related documents, etc. where a knowledge of format and presentation is necessary; answers routine correspondence independently; posts agendas and minutes on the city's website.
- Maintains City~~department~~ files and records and in compliance with the City's records retention program.
- ~~Maintains office supply inventory and orders as needed.~~
- ~~Assists the public with the completion of standardized records or documents.~~
- ~~Performs various other tasks and duties as assigned.~~
- ~~Serves as the primary receptionist and performs administrative duties for the Administration, Finance and HR Departments.~~
- Attends City Council, Charter Commission and EDA meetings for minute preparation. Council meetings are held during evening hours a minimum of two times a month. The Charter Commission meets as needed and meetings are usually held in the evenings as well.
- Maintains permanent Ordinance, Resolution and City Council minutes and records; Maintains and updates the City Code.
- Coordinates the publication of required legal notices for all departments; Provides meeting attendee notification and coordination as needed by Department, Council and committees; Conducts follow-up activities of Council action.
- Has~~I~~ the primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required city documents in compliance with the City's Records Retention Policy.
- ~~Assists the City Administrator, Department Heads, Mayor and Council members with correspondence and projects as directed, reviewing content, formatting and distribution for the desired outcome.~~
- Write, edit, prepare and produce a variety of communication messages including but not limited to media relations, community relations, social media, news releases, talking points, fact pages, media planning and placement.
- Monitor and evaluate effectiveness of communication strategies, ensure message accuracy, analyze and make recommendations.
- ~~Processes information requests.~~
- Maintains office supply inventory and orders as needed.
- Coordinates and provides administrative and clerical support for the elections process.
- Assigns election judges ensuring proper party balance.
- Recruit's elections judges and ensures proper training is completed.

- Serves as the City's primary point of contact for election questions.
- Serves as backup for preparing city deposit and counting daily bus revenue.
- Performs various other tasks and duties as assigned.

Knowledge, Skills and Abilities

- Knowledge of all statutory, City Charter, and City ordinance requirements and procedures related to elections.
- In-depth knowledge of federal, state, and city election laws, regulations, and processes.
- General knowledge with the ability to interpret and apply department-specialized programs, policies, procedures, statutes, regulations, and records relating to the office.
- Experience with policy and procedure development.
- Ability to Accepts responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms.
- Demonstrates strong organizational and time management skills with attention to detail. Must be able to handle multiple interruptions and adjustment of priorities throughout the day without compromising accuracy or efficiency.
- Ability to communicate courteously and tactfully, both orally and in writing, by representing the City in a positive and professional manner at all times with an internal/external customer-driven attitude; Provides friendly, courteous responses to coworkers, the public, external agencies, associates, and vendors.
- Ability to Remains calm and professional under difficult, sensitive, stressful / hostile situations; or when dealing with diverse individuals.
- Ability to maintain a high level of confidentiality regarding sensitive information and compliance with data practice laws.
- Ability to operate standard office equipment including, but not limited to, computer and department-required software, multi-line telephone system, and scanner/copy machine.
- Ability to create spreadsheets, compose correspondence, reports, and documents by typing and entering data accurately and at a reasonable rate of speed; accurately manages department files and records.
- Considerable knowledge of English vocabulary, spelling, grammar, sentence structure, punctuation and arithmetic.
- Ability to attend limited evening meetings as assigned.

Education and Experience

- High school diploma or GED.
- ~~Three~~Two years experienceyear's experience in administrative support and office operations. -Secondary education coursework in business, communications, or marketing -can substitute for ~~up to one-half of~~ the experience required as determined by the City Administrator.
- Equivalent combination of education and experience.
- Possess Notary Public license or ability to obtain within two months of hire.
- ~~Previous minute taking and/or department related experience is desirable.~~Three years of governmental, election administration, and minute-taking experience is desired.

Physical Requirements

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires reaching with hands and arms, frequently requires sitting, speaking or hearing and repetitive motions and occasionally requires standing, walking, using hands to finger, handle or feel and lifting; work requires close vision, distance vision, ability to adjust focus and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

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

Last Revised: October~~May~~ 15~~14~~, 2024



Administrative Assistant

Department: Administration

FLSA Status: Non-Exempt

General Definition of Work

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- Coordinates the publication of required legal notices for all departments; Provides meeting attendee notification and coordination as needed by Department, Council and committees; Conducts follow-up activities of Council action.
- The primary responsibility of establishing, maintaining, and documenting electronic (scanning) and physical filing and storage of official and department-required city documents in compliance with the City's Records Retention Policy.
- Assists the City Administrator, Department Heads, Mayor and Council members with correspondence and projects as directed, reviewing content, formatting and distribution for the desired outcome.
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Administrative Assistant

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- Experience with policy and procedure development.
- Ability to accept responsibility, takes initiative, and works independently or as part of a team to accomplish tasks, often under strict time constraints.
- Logical thinker with ability to solve practical problems, applying common sense to interpret and independently carry out detailed instructions in various forms.
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- Equivalent combination of education and experience.
- Possess Notary Public license or ability to obtain within two months of hire.
- Previous governmental, election administration, and minute-taking experience are desired.

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Last Revised: October 15, 2024



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Discussion on Franchise Fees

AGENDA: P&F Committee

ACTION REQUESTED: Discussion Item

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

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

SUMMARY OF ISSUE: This item came before the Council at the October 7th meeting. Stemming back to the June 26th Council Capital Budget Workshop, staff presented a memo describing the possibility of using Franchise Fees as an alternative funding source to construction funding including Construction Fund 401 (Permanent Improvement Levy), bonding, and Special Assessments. Attached is a powerpoint presentation with information in regard to Franchise Fees. At the October 7th meeting, Council requested staff provide a presentation to the P&F Committee.

Below is a link to a full staff presentation on Franchise Fees. In the interest of time at the meeting, staff will present some of the high-level points of the presentation at the meeting and be prepared to answer questions.

[Franchise Fees Presentation](#)

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

1. No further action on Franchise Fees. Continue forward with current funding and policies.
2. No further action on Franchise Fees. Request staff review the Special Assessment Policy and recommend revisions.
3. Continue forward with exploration of the Franchise Fee model for funding.

If Council wishes to continue forward exploring the Franchise Fees further, staff would recommend some or all of the following options:

1. Public engagement, such as scheduling informational meetings and input sessions, putting out an online survey, and other possible avenues.
2. Staff begin preparation of framework of a policy for Franchise Fees and Special Assessments.
3. Possible creation of Council Work Group to assist with crafting of Franchise Fee policy.

RECOMMENDED ACTION/MOTION: Staff requests direction from the Council on how to proceed regarding Franchise Fees.

FINANCIAL IMPACT: N/A

Franchise Fees Presentation

October 7, 2024

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



1

Current Sources of Construction Funding

- Construction Fund 401 (Permanent Improvement Levy)
 - Property Tax based
 - Charter limits to max 9% of previous year's levy
 - Typically have set at 6%, roughly \$375,000-\$400,000
- Bonding (issuing debt)
 - Sale of bonds, repaid with interest based on the market rate at time of the sale
- Special Assessments
- Sanitary, Storm, and Water Utility Funds



2

Current Sources of Construction Funding

- Current City Street System = Nearly 84 miles
- Using a strong preventative maintenance program, can potentially extend street life to 50+ years
 - This would require reconstruction of roughly 1.5 miles of street each year
 - Cost is roughly \$2M per year, shared with property owners via Special Assessments
- Above scenario does not consider necessary resurfacing in between reconstruction
 - Roughly 4 miles per year
 - Cost would be roughly \$1.5M per year, shared with property owners



3

Current Sources of Construction Funding

- What isn't considered?
 - State Aid Streets
 - Prevailing wages
 - Higher standards for width and structure
 - Safety Improvement Projects
 - Safe Routes to School, Roundabouts, etc.
 - Trail Projects
 - Participation in State Highway and County Highway projects
 - Emergency or Unexpected Repairs



4

Current Sources of Construction Funding

- Trend in Construction Costs

- MnDOT recently provided some studies on statewide trends but have seen similar relationships on local projects
- Major Street Construction Items

Item	2009 to 2024	2021 to 2024
Grading	+203%	+29%
Gravel Base	+115%	+16%
Bituminous Paving	+53%	+25%
Curb and Gutter	+151%	+30%
Sidewalk	+258%	+42%



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Current Sources of Construction Funding

- Trend in Construction Costs

- Local Example of Increased Costs
- North Brainerd Reconstruction in 2009 vs. North Brainerd Reconstruction in 2023
 - 2009 – Street Assessment Rate = \$37.81
 - 2023 – Street Assessment Rate = \$76.59
 - Increase of \$38.78 (+103%)



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Special Assessments

• Current Policy

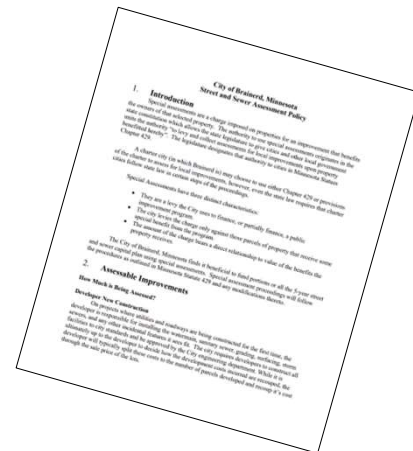
• Street Reconstruction

- ½ of cost by City
- ½ of cost by Property Owners on front footage basis
- Utilities cover cost of replacement of associated utility
- Sidewalks are typically paid by the City

• Street Resurfacing

- ½ of cost by City
- ½ of cost by Property Owners on front footage basis

- Property owners may pay assessments in full interest-free once finalized or assessed to property taxes over a 10-year period with interest based on the bond rate.



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Special Assessments

• Gaps in the Current Policy

- Does not address properties based on usage of the infrastructure
 - Residential vs. Commercial vs. Industrial
 - Different uses may increase traffic usage, thus wear and tear on the pavement
 - Different uses may justify/require additional structure such as heavy trucking
 - The gap becomes more pronounced in corridors with mixed-use
- State Aid Streets
 - Policy does not address how to handle assessments of State Aid streets
 - Increased costs due to requirements of prevailing wages, width, and structure
- Irregular shaped lots such as cul-de-sacs
- Issues with valuation of vacant lots or significantly large front footage



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Special Assessments

• Costs of Special Assessments

- Bonding for the cost of the project
 - Interest Fees
 - Using 2024 South Brainerd as the example
 - City Interest Cost = \$366,350
 - Property Owner Assessment Interest Cost = \$235,200 (assuming no prepaids)
 - Does not include any bond interest for utilities
- Two Public Hearings
 - Publish Notice in the Paper - \$260
 - Mailings to each property - \$250 (not including staff time and paper/envelopes)
- Preparation of Feasibility Report and Assessment Rolls
 - Preliminary and Final Assessment Rolls



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Special Assessments

• Impacts on Residents

- Large cost or significant increase in property taxes
 - For example...
 - Residential home with about \$250k tax value
 - 100 feet of frontage
 - Current taxes is roughly \$2,400 per year or \$200 per month
 - Reconstruction project assessment is about \$6,500 (nearly 3 years of property taxes)
 - Including interest, roughly an additional \$800 per year for 10 years
 - 33% increase over current taxes
 - Resurfacing assessment in 20 years is roughly \$3,000
 - Approx. \$375 per year for 10 years (15% increase over current taxes)
- Difficult to budget for cost of assessments due to peaks



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Special Assessments

- Other Challenges

- The “Special Benefit Test”

- Special Assessments must not exceed the benefit received by the increased market value of the property due to the improvement.
 - Sometimes is done by hiring a licensed appraiser
 - Brainerd’s assessment policy is advantageous to property owners compared with other cities but with increasing costs to construction, this becomes more challenging.

- Negative Connotation/Controversy from Residents and Property Owners

- Benefits

- Special Assessments are dependable source of revenue for projects
 - Direct benefitting property owners are paying for the project proportional with their benefit received through higher property market value.



11

Franchise Fees

- What are Franchise Fees?

- Most cities in Minnesota have a franchise agreement with a utility company (gas, electric, cable) for the use of publicly-owned right of way for their business purpose.
 - Franchise Fees are charges to those utilities for use of the public right of way.
 - Considered the City’s way of having the utility financially participate in the maintenance and operation of the right of way that they utilize, similar to road users (residents) through the levy.
 - Brainerd current has a franchise fee with cable utilities, generating about \$125,000 per year. About half of which is used for broadcasting meeting costs.



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Franchise Fees

- How are they applied?
 - Through a mutually-agreed upon Franchise Agreement between the City and utility, the City will adopt an ordinance establishing the Franchise Fee.
 - Utility companies typically pass the franchise fees onto their customers via a line item on their bill, such as “franchise or city fee”.
 - The City is required to adopt an ordinance establishing the fees annually
 - Utility company remits payment directly to the City
 - In return, the utility company is exempt from permit fees for work within the public right of way.



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Franchise Fees

- A number of cities have moved to Franchise Fees as a replacement for Special Assessments for revenue for construction projects.
- Differences of Franchise Fees when compared with Special Assessments
 - Based solely on utility service (i.e. meter size) which is steady, not peaks of tax increases based on construction project timing
 - Franchise Fees are simpler to administer than complex process to meet statutory requirements of Special Assessments
 - Smaller monthly fees instead of one large assessment, providing a consistent and predictable source of revenue, allowing for better financial planning and stability.
 - This refers to better planning and stability for both City and residents.



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Franchise Fees

• Other Benefits

- Special assessments can place a significant financial burden on property owners, especially those with lower incomes or fixed incomes. Special assessments might be seen as inequitable, especially if the benefits of the street improvements extend beyond the assessed properties to the broader community such as major thoroughfares and collector streets.
- A wider base than property taxes; property tax exempt, renters, non-profits, schools, and other entities that use the public infrastructure pay franchise fees.
- Funds from Franchise Fees are contributed initially rather than Special Assessments which are borrowed by the City and reimbursed through property tax assessment collections.



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Potential Franchise Fee Structure

• Current Utility Customer Base

- *Note: Centerpoint has left out user information due to the MN PUC order on Customer Energy Use Data protection and privacy

BPU Electric		Centerpoint Gas	
User Type	Number	User Type	Meters
Residential	6,949	Residential	4,645
Commercial	878	Com A	405
Small General	254	Com B	274
Medium General	127	Com C	200
Large General	43	SVDF A	XXXXX
		SVDF B	XXXXX
		Large	XXXXX



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Potential Franchise Fee Structure

- Initial Rate Proposal

BPU Electric			Centerpoint Gas		
User Type	Number	Rate/Month	User Type	Meters	Rate/Month
Residential	6,949	\$5	Residential	4,645	\$5
Commercial	878	\$35	Com A	405	\$35
Small General	254	\$35	Com B	274	\$35
Medium General	127	\$50	Com C	200	\$50
Large General	43	\$100	SVDF A	XXXXX	\$75
			SVDF B	XXXXX	\$75
			Large	XXXXX	\$100



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Potential Franchise Fee Structure

- Example scenario – Compare Franchise Fees vs. Special Assessments
 - Residential Property (50 Years)

Special Assessment	Franchise Fee (Proposed)
Reconstruction Project	\$10 per month
\$65 per linear foot x 100 feet frontage (avg.) = \$6,500*	12 months per year x 50 years = 600 months
Resurfacing Project (Year 20)	
\$40 per linear foot x 100 feet frontage (avg.) = \$4,000*	
Resurfacing Project (Year 40)	
\$40 per linear foot x 100 feet frontage (avg.) = \$4,000*	50-Year Total = \$6,000
50-Year Total = \$14,500*	

*Costs do not reflect interest over 10 years of assessment



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Potential Franchise Fee Structure

- Example scenario – Compare Franchise Fees vs. Special Assessments
 - Commercial Property (50 Years)

Special Assessment	Franchise Fee (Proposed)
Reconstruction Project	\$35 per month
\$65 per linear foot x 150 feet frontage (avg.) = \$9,750*	12 months per year x 50 years = 600 months
Resurfacing Project (Year 20)	
\$40 per linear foot x 150 feet frontage (avg.) = \$6,000*	
Resurfacing Project (Year 40)	
\$40 per linear foot x 150 feet frontage (avg.) = \$6,000*	50-Year Total = \$21,000
50-Year Total = \$21,750*	

*Costs do not reflect interest over 10 years of assessment



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Potential Franchise Fee Structure

- Initial Rate Proposal
 - Goal = Replace Construction Fund and Special Assessments in 10-Year Capital Improvement Plan (average of \$2M annually)
 - Assumptions made on Centerpoint gas user information that is redacted
 - Proposed Franchise Fee Structure Revenue
 - Approx. \$2 Million annually
 - Eventual Result of Franchise Fee Proposal
 - Elimination of Special Assessments as funding source
 - No longer bonding for construction projects
 - Elimination of Permanent Improvement Levy
 - Would still require State Aid funds for State Aid street projects and Utility Funds for utilities



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Potential Franchise Fee Structure

- Phase In and Phase Out options
 - Several approaches to changing to the Franchise Fee model from Construction Fund/Bonding/Special Assessments
 - Immediate Change Approach vs. Phased Approach
 - Could take at least one year to build up fund
 - Bonding could expedite process
 - How to handle past assessments?
 - No payback
 - Pro-rated payback
 - *Coupons/rebates for Franchise Fees*
 - Could use Fund 401 to phase out plan while Franchise Fees address future construction



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Potential Franchise Fee Structure

- Changes to Special Assessment Policy
 - With Franchise Fee model, may not eliminate need to use Special Assessments
 - Still have Downtown Special Services District
 - Petitioned improvements
 - Alleys



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Next Steps



- **Public Engagement**
 - Staff proposes collecting input and comments from residents and property owners through various mediums
 - Informational meeting (in-person)
 - Online surveys
- **Preparation of Policy/Ordinance**
 - If Council wishes to proceed further, staff would propose to craft a policy *based on the framework as directed.*



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Questions??

THANK YOU!!!



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City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Consider Insurance Coverage Rapid Flashing Beacon (RFB) Signs

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

An RFB was damaged this summer by an uninsured driver, and it cost the City \$7,935 to repair, plus an additional \$750 for other street signs. The RFB sign was not covered by insurance as it was not listed as property in the open (PIO).

Staff discussed coverage with our local insurance agent. For coverage of PIO we have to combine like items, meaning we wouldn't have to list each individual RFB, we would have coverage for all electronic signs in the City. Currently, the City has approximately 19 RFB type signals in the City. The PIO is also subject to a \$5,000 deductible per occurrence.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The City's property insurance renews March 1, 2025. The estimated fee for adding \$100,000 of PIO coverage for the RFB signs would be about \$375 a year.

Staff is seeking Council direction to either add or not to add the RFB signs as PIO for the March 1, 2025 renewal.

RECOMMENDED ACTION/MOTION:

Direct Staff to work with insurance agents to add RFB signs as PIO for the March 1, 2025 renewal.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Approve Funding to be Budgeted for 2025 Council Retreat

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

I am requesting the City Council to hold an offsite council retreat. The tentative date would be in February 2025. Proposed topics are:

- The City's organizational structure
- Mission, vision and values
- City facilities
- Strategic priorities

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

As mentioned, Staff is requesting the retreat to be offsite, but it will be open to the public, and the retreat will be an all-day session with meals to be provided. Staff is requesting funds for the event. The funds for the retreat will come from the \$28,000 budgeted in the special projects line item. This budget has historically been used for 4th of July fireworks, donation to the Historical Society, new agenda software (2023) and expenditures associated with the City Administrator search (2024).

Staff would also like to get a consensus as to the day of the week the retreat should be held.

RECOMMENDED ACTION/MOTION:

Authorize funds to be used from the special project budgeted line item in 2025 for a Council retreat and select a day of the week for the retreat to be held.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Discussion on Sanitary Sewer Rates

AGENDA: SPW Committee

ACTION REQUESTED: Discussion Item

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

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

SUMMARY OF ISSUE: At the October 7th meeting, Council requested a discussion on the Sanitary Sewer rates. Attached is the presentation from UFS regarding the rate study and recommendation for the years 2024-2028. At the November 21, 2023 Council meeting, the Council adopted a resolution that set sanitary sewer rates according to the recommendation for the years 2024 and 2025. Direction at that time was that staff would bring this back to the Council in 2025 for review.

As reported at the October 7th Council meeting, the City has encountered multiple unforeseen sanitary sewer main collapses in 2024. The collapses total \$16,266.43 in repair costs. Including the authorized replacement of the Rosewood-Quince sanitary main, this amount totals \$75,828.43.

In addition, in the last week, staff was made aware of an issue adjacent to the Evergreen Cemetery/Brainerd Industrial Center properties. There is a storm sewer outfall that has encountered some failure, which through years of scouring of adjacent area, has undermined the 15-inch concrete sanitary sewer main. This is a significant sanitary sewer main that carries sewer for over half of northeast Brainerd (basically everything north of I & J Streets). Considering its vicinity to the Mississippi River and the current exposure, this is of high concern to protect and stabilize. Staff is working with a contractor to address this shortly to stabilize the main to prevent failure. However, this cost will also be an unforeseen and unbudgeted expense. A photo of the issue is attached to this item.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached to this item is the Sanitary Sewer Rate study presented by UFS in 2023. While the costs for these repairs in 2024 have been unbudgeted, there was \$302,000 identified in 2024 for a Sanitary Sewer Replacement Project. This project was included in the study and thus factored into the rates. The intent of this project was to continue the efforts that were started with the lining project near Rotary Park. The thought was to utilize these funds to continue the rehabilitation of the main forcemain along East River Road from the main lift to the north. Staff received a report from SEH following the camera work that was done with the first phase, including an estimate for this work. Report is attached. The work for the next segment was estimated at over \$1.1 million. Unfortunately, reviewing this in detail, splitting this project would be difficult and cost disadvantageous. A significant portion of the cost is the temporary pumping. We were not able to move forward without further planning and direction from the Council on how to handle this work.

At this time, the collapses and anticipated repair at Evergreen will total approximately \$100,000. While the budgeted \$302,000 will cover this amount, staff would recommend Council direction on how to handle the main forcemain rehab project moving forward. Options to consider would include:

- Possible adjustment of the sanitary sewer rates based on the 2023 rate study. Direction would be needed to prepare a resolution to this effect.
- Identification of the main forcemain rehab project in the 10-Year CIP. A programming year could be recommended by staff if needed or staff would take direction from Council if a specific year is requested.
- Request UFS perform a revised rate study. Staff would recommend that the 10-Year CIP be reviewed, revised, and approved prior to a revised study.

RECOMMENDED ACTION/MOTION: Discussion item and direction to staff is requested.

FINANCIAL IMPACT: N/A

RESOLUTION
50:23

**RESOLUTION ESTABLISHING SANITARY SEWER
COLLECTION SYSTEM CHARGES**

WHEREAS, the City Council has adopted Ordinance No. 1275 establishing a Sanitary Sewer Collection System Charge to provide for funds for the sanitary sewer collection system; and,

WHEREAS, the ordinances call for the sanitary sewer collection system charges to be established by Council Resolution.

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

That the Sanitary Sewer Collection System Charge contemplated by Ordinance No. 1275 shall be based on a metered water consumption of \$1.37 per 1,000 gallons of water per month in 2024 and \$1.34 per 1,000 gallons of water per month in 2025 plus a monthly customer charge based on the size of water meter serving the customer provided in the schedule below and shall take effect on January 1 of the given year:

2024 Meter Size

¾"
1"
1 ½"
2"
3"
4"
6"

2024 Fixed Monthly Customer Charge

\$6.55
\$14.00
\$19.85
\$36.25
\$56.25
\$105.00
\$140.00

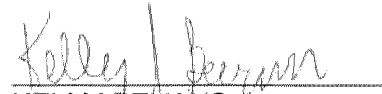
2025 Meter Size

¾"
1"
1 ½"
2"
3"
4"
6"

2025 Fixed Monthly Customer Charge

\$7.05
\$15.00
\$21.10
\$37.50
\$57.50
\$105.00
\$140.00

Adopted this 20th day of November 2023


KELLY BEVANS
President of the Council

Approved this 21st day of November 2023


DAVE BADEAUX
Mayor

ATTEST:


PATRICK WUSSOW
Interim City Administrator

City of Brainerd Sanitary Department

Financial Projection, Cost of Service,
and Rate Design Summary for 2024

Revised after meeting on 9/20/2023

Discussion

Financial Projection

- Meet revenue requirements
 - Measure to key financial targets
-

Cost of Service

- Monthly meter charge
 - Identify if one rate subsidizes another
-

Guidance from City Council

- 2024 revenue adjustment
- Rate component adjustments towards cost of service

Projection Assumptions

The following assumptions were used in sewer projections

Fiscal Year	General Inflation	Growth	Investment Income	Capital Improvement Total	Percent Plant Depreciated
2024	4.0%	0.0%	3.0%	\$ 792,000	58%
2025	3.0%	0.0%	3.0%	431,142	57%
2026	3.0%	0.0%	3.0%	478,279	55%
2027	3.0%	0.0%	3.0%	399,385	53%
2028	3.0%	0.0%	3.0%	407,361	52%

Projection Assumptions

(2024 financials)

Description	Projected 2024
Revenue from Rates	\$ 865,967
Salaries and Benefits	\$ 175,741
Professional Services	20,851
Repairs and Maintenance	62,400
Insurance	5,709
Lease Payments	7,812
Materials and Supplies	9,273
Depreciation	500,968
Total Expenses	\$ 784,121
Operating Income (Loss)	\$ 81,846
Interest Income	31,367
Interest Expense (Bond Int. Exp)	(59,807)
Intergovernmental	272,249
Net Income	\$ 325,654

Description	Projected 2024
Cash Flow	
Net Income (Loss)	\$ 325,654
Depreciation Expense	500,968
Subtract Debt Principal	(250,800)
Add Bond Sale Proceeds	-
Estimated Annual Capital Additions	(792,000)
Net Cash From Operations	\$ (216,177)

Beginning Cash Balance	\$ 1,045,557
Ending Cash Balance	\$ 952,112

Projection Summary

Projection with current rates

Fiscal Year	Projected Rate Adjustments	Monthly Impact for Avg. 5/8" Mtr	Debt Coverage Ratio	Projected Revenues	Projected Expenses	Projected Operating Income(Loss)	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash Reserve
2024	0.0%	\$ -	2.85	\$ 865,967	\$ 784,121	\$ 81,846	\$ 574,665	\$ 952,112	\$ 1,267,595
2025	0.0%	-	2.79	865,967	807,905	58,062	587,683	1,211,901	1,279,925
2026	0.0%	-	2.81	865,967	828,022	37,945	603,019	1,431,849	1,288,670
2027	0.0%	-	2.81	865,967	848,991	16,976	628,176	1,650,092	1,298,639
2028	0.0%	-	2.81	865,967	870,230	(4,263)	654,025	1,866,721	1,308,228

Projection with rate adjustments

Fiscal Year	Projected Rate Adjustments	Monthly Impact for Avg. 5/8" Mtr	Debt Coverage Ratio	Projected Revenues	Projected Expenses	Projected Operating Income(Loss)	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash Reserve
2024	2.5%	\$ 0.28	2.92	\$ 887,616	\$ 784,121	\$ 103,495	\$ 574,665	\$ 973,761	\$ 1,267,595
2025	2.5%	0.29	2.94	909,806	807,905	101,902	587,683	1,278,039	1,279,925
2026	2.5%	0.30	3.03	932,552	828,022	104,530	603,019	1,566,556	1,288,670
2027	2.5%	0.30	3.11	955,865	848,991	106,875	628,176	1,878,739	1,298,639
2028	2.5%	0.31	3.20	979,762	870,230	109,532	654,025	2,216,022	1,308,228

Determination of Financial Targets

(under current rates and current CIP)

Minimum Debt Coverage Target #1

Description	Projected 2024
Minimum Debt Coverage	
Add Net Income	\$ 325,654
Add Depreciation Expense	500,968
Add Interest Expense	59,807
Cash Available for Debt Service	\$ 886,430
Debt Principal and Interest	\$ 310,607
Projected Debt Coverage Ratio (Covenants)	2.85
Minimum Debt Coverage Ratio	n/a

Optimal Operating Income Target #3

Description	Projected 2024
Optimal Operating Income Determinants	
Net Book Value	\$ 11,383,097
Outstanding Principal on Debt	2,002,600
System Equity	\$ 9,380,497
Debt : Equity	18%
Optimal Operating Income	
Interest on Debt	\$ 59,807
System Equity	514,858
Optimal Operating Income	\$ 574,665
Projected Operating Income	\$ 81,846
Rate of Return in %	5.0%

Minimum Cash Reserve Target #2

Description	Allocation	Projected 2024
Minimum Cash Reserve Determinants		
Operation & Maintenance Less Depreciation Expense		\$ 283,152
Historical Rate Base		19,524,154
Current Portion of Debt Service Reserve		310,607
Five Year Capital Improvements - Net of bond proceeds		2,657,979
Percent Plant Depreciated		58%

Calculated Minimum Reserve Level

Operation & Maintenance Less Depreciation	12.3%	\$ 34,909
Historical Rate Base	2%	390,483
Current Portion of Debt Service Reserve	100%	310,607
Five Year Capital Improvements - Net of bor	20%	531,596
Recommended Minimum Cash Reserves		\$ 1,267,595
Projected Cash Reserves		\$ 952,112

Cost of Service

Objective One:

Equitably allocate revenue requirements among customer classes

- ✓ Identify potential cross-subsidization between rate classes
- ✓ Identify cross-subsidization between customers in class

Objective Two:

Define optimal rate structures

- ✓ Customer charge
- ✓ Distribution charge
- ✓ Power supply charge



Cost of Service Summary

Cost of service and revenue by customer group

Customer Meter Size	COS Readiness to Serve Charge	Number of Meters	Readiness to Serve COS	Projected 2024 Revenue	Variance to COS
5/8 & 3/4 meter	\$ 15.28	4,482	\$ 821,645	\$ 313,982	162%
1" meter	20.37	180	43,960	27,162	62%
1.5" meter	30.56	91	33,276	19,503	71%
2" meter	40.74	104	50,968	43,422	17%
3" meter	61.11	22	15,950	15,205	5%
4" meter	81.48	10	10,185	13,852	-26%
6" meter	122.23	3	4,400	4,889	-10%
Total Readiness to Serve			\$ 980,386	\$ 438,015	124%

Percent change required to move current rates to cost of service for each customer rate class

COS Commodity	\$/1,000 gallons	\$/1,000 gallons	Commodity COS	Commodity COS	Variance to COS
Volume Charges	\$ 1.00	324,286	\$ 323,392	\$ 455,232	-29%
Total COS			\$ 1,303,777	\$ 893,247	46%

Customer Charges (Base Charges)

Cost Component Recovery

Customer Meter Size	COS Readiness to Serve Charge	Current Monthly Charge	Variance to COS
5/8 & 3/4 meter	\$ 15.28	\$ 6.05	153%
1" meter	20.37	13.00	57%
1.5" meter	30.56	18.60	64%
2" meter	40.74	35.00	16%
3" meter	61.11	55.00	11%
4" meter	81.48	105.00	-22%
6" meter	122.23	140.00	-13%
Total Readiness to Serve			

Option to increase customer charges annually over next 3-5 years to meet cost of service.

Summary of Recommendations

Guidance from City Council

2024 Revenue rate adjustment options

1. Revenue neutral adjustment in 2024
2. Adjust monthly charges towards cost of service
3. Rate design will be developed using input from City Council

EXAMPLE RATE DESIGN

(five-year example adjustments)

Customer Meter Size	Current Charges	Option Year 1	Option Year 2	Option Year 3	Option Year 4	Option Year 5
5/8 & 3/4 meter	\$ 6.05	\$ 6.55	\$ 7.05	\$ 7.55	\$ 8.05	\$ 8.55
1" meter	13.00	14.00	15.00	16.00	17.00	18.00
1.5" meter	18.60	19.85	21.10	22.35	23.60	24.85
2" meter	35.00	36.25	37.50	38.75	40.00	41.25
3" meter	55.00	56.25	57.50	58.75	60.00	61.25
4" meter	105.00	105.00	105.00	105.00	105.00	105.00
6" meter	140.00	140.00	140.00	140.00	140.00	140.00
Total Meter Charges	\$ 438,015	\$ 469,260	\$ 500,506	\$ 531,751	\$ 562,996	\$ 594,242
Volume Charges	1.40	1.37	1.34	1.31	1.29	1.26
Total Commodity Charges	\$ 427,952	\$ 418,782	\$ 409,737	\$ 401,248	\$ 393,327	\$ 385,990
Total Revenue	\$ 865,967	\$ 888,042	\$ 910,243	\$ 932,999	\$ 956,324	\$ 980,232
Change in Revenue (%)		2.5%	2.5%	2.5%	2.5%	2.5%

EXAMPLE RATE DESIGN

(2024 example bill impact on ¾" and 1" meter customer)

<u>Sanitary Meter ¾"</u>		Current Rates	Proposed Rates		
Ready to Serve		\$ 6.05	\$ 6.55		
Commodity Rate		\$ 1.40	\$ 1.37		
Usage Level in 1000 Gallons	Current Revenue	Proposed Revenue	Dollar Impact	Percent Change	
2	\$ 8.44	\$ 8.89	\$ 0.45	5.3%	
3	\$ 9.84	\$ 10.26	\$ 0.42	4.3%	
4	\$ 11.24	\$ 11.63	\$ 0.39	3.5%	
5	\$ 12.64	\$ 13.00	\$ 0.36	2.8%	
6	\$ 14.04	\$ 14.37	\$ 0.33	2.3%	
<u>Wastewater Meter 1"</u>		Current Rates	Proposed Rates		
Ready to Serve		\$ 13.00	\$ 14.00		
Commodity Rate		\$ 1.40	\$ 1.37		
Usage Level in 1000 Gallons	Current Rates	Proposed Rates	Dollar Impact	Percent Change	
6	\$ 21.40	\$ 22.22	\$ 0.82	3.83%	
9	\$ 25.60	\$ 26.33	\$ 0.73	2.85%	
12	\$ 29.80	\$ 30.44	\$ 0.64	2.15%	
15	\$ 34.00	\$ 34.55	\$ 0.55	1.62%	
18	\$ 38.20	\$ 38.66	\$ 0.46	1.20%	

City of Brainerd

Storm Water Department

Financial Projection, Cost of Service,
and Rate Design Summary for 2024

Projection Assumptions

The following assumptions were used in storm water projections

Fiscal Year	General Inflation	Growth	Investment Income	Capital Improvement Plan Total	CIP Contributed Funds	City Funded Capital	Percent Plant Depreciated
2024	4.0%	0.0%	3.0%	\$1,700,000	\$(905,000)	\$ 795,000	45%
2025	3.0%	0.0%	3.0%	505,695	-	505,695	46%
2026	3.0%	0.0%	3.0%	96,481	-	96,481	48%
2027	3.0%	0.0%	3.0%	334,463	-	334,463	49%
2028	3.0%	0.0%	3.0%	463,870	-	463,870	51%

Projection Assumptions

(2024 financials)

Description	Projected 2024
Revenue from Rates	\$ 480,516
Salaries and Benefits	\$ 42,710
Professional Services	52,000
Repairs and Maintenance	72,800
Insurance	2,855
Miscellaneous	3,075
Depreciation	294,740
Total Expenses	\$ 468,180
Operating Income (Loss)	\$ 12,337
Interest Income	-
Interest Expense (Bond Int. Exp)	-
Net Income	\$ 12,337

Description	Projected 2024
Projected Cash Flow	
Net Income (Loss)	\$ 12,337
Depreciation Expense	294,740
Add Bond Sale Proceeds	-
Add Grant Proceeds	905,000
Estimated Capital Expense	(1,700,000)
Net Cash From Operations	\$ (487,923)
Beginning Cash Balance	\$ (408,283)
Ending Cash Balance	\$ (896,206)

Projection Summary

(with optional rate adjustments and borrowing)

Projection with current rates

Fiscal Year	City Funded Capital	Projected Rate Adjustments	Projected \$/REU Adjustment	Debt Coverage Ratio	Projected Revenues	Projected Expenses	Projected Operating Income(Loss)	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash Reserve	Projected Borrowing (20yr @ 5%)
2024	\$ 795,000	0.0%	\$ -	n/a	\$ 480,516	\$ 468,180	\$ 12,337	\$ 464,385	\$ (896,206)	\$ 629,651	\$ -
2025	505,695	0.0%	\$ -	n/a	480,516	495,440	(14,923)	480,567	(1,100,028)	640,407	-
2026	96,481	0.0%	\$ -	n/a	480,516	506,821	(26,304)	483,655	(899,994)	642,997	-
2027	334,463	0.0%	\$ -	n/a	480,516	514,270	(33,754)	486,742	(705,481)	645,607	-
2028	463,870	0.0%	\$ -	n/a	480,516	521,886	(41,369)	489,830	(516,653)	648,238	-

Projection with optional rate adjustments and borrowing

Fiscal Year	City Funded Capital	Projected Rate Adjustments	Projected \$/REU Adjustment	Debt Coverage Ratio	Projected Revenues	Projected Expenses	Projected Operating Income(Loss)	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash Reserve	Projected Borrowing (20yr @ 5%)
2024	\$ 795,000	0.0%	\$ -	12.28	\$ 480,516	\$ 468,180	\$ 12,337	\$ 431,013	\$ 78,794	\$ 454,651	\$ 1,000,000
2025	505,695	0.0%	\$ -	3.79	480,516	495,440	(14,923)	473,347	(202,906)	520,649	-
2026	96,481	0.0%	\$ -	3.70	480,516	506,821	(26,304)	474,848	(83,116)	523,240	-
2027	334,463	0.0%	\$ -	3.63	480,516	514,270	(33,754)	476,380	31,155	525,850	-
2028	463,870	0.0%	\$ -	3.57	480,516	521,886	(41,369)	477,958	140,675	528,480	-

Projection Summary

(with optional rate adjustments and borrowing)

Projection optional rate adjustments and borrowing

Fiscal Year	City Funded Capital	Projected Rate Adjustments	Projected \$/REU Adjustment	Debt Coverage Ratio	Projected Revenues	Projected Expenses	Projected Operating Income(Loss)	Optimal Operating Income	Projected Cash Balances	Recommended Minimum Cash Reserve	Projected Borrowing (20yr @ 5%)
2024	\$ 795,000	15.0%	\$ 0.60	15.17	\$ 552,594	\$ 468,180	\$ 84,414	\$ 431,013	\$ 150,871	\$ 454,651	\$ 1,000,000
2025	505,695	15.0%	\$ 0.69	5.75	635,483	495,440	140,043	473,347	26,300	520,649	-
2026	96,481	5.0%	\$ 0.26	6.03	667,257	506,821	160,436	474,848	333,620	523,240	-
2027	334,463	5.0%	\$ 0.28	6.49	700,620	514,270	186,349	476,380	678,003	525,850	-
2028	463,870	5.0%	\$ 0.29	6.99	735,651	521,886	213,765	477,958	1,062,063	528,480	-

Determination of Financial Targets

(under current rates)

Minimum Debt Coverage Target #1

Description	Projected 2024
Minimum Debt Coverage	
Add Net Income	\$ 12,337
Add Depreciation Expense	294,740
Add Interest Expense	-
Cash Available for Debt Service	\$ 307,077
Debt Principal and Interest	\$ -
Projected Debt Coverage Ratio (Covenants)	n/a
Minimum Debt Coverage Ratio	1.20

Optimal Operating Income Target #3

Description	Projected 2024
Optimal Operating Income Determinants	
System Net Book Value	\$ 7,955,579
System Equity	\$ 7,955,579
Optimal Operating Income Allocation	
System Equity	5.8%
Debt : Equity	0.0%
Optimal Operating Income	
System Equity	464,385
Optimal Operating Income	\$ 464,385
Projected Operating Income	\$ 12,337
Rate of Return in %	5.8%

Minimum Cash Reserve Target #2

Description	Allocation	Projected 2024
Minimum Cash Reserve Determinants		
Operation & Maintenance (Less Depreciation Expense)		\$ 173,440
Historical Rate Base		14,512,037
Current Portion of Debt Service		-
Five Year Capital Improvements - Net of bond proceeds		1,590,138
Percent plant depreciated		45%
Minimum Cash Reserve Level		
Operation & Maintenance (Less Depreciation Expense)	12.3%	\$ 21,383
Historical Rate Base	2%	290,241
Current Portion of Debt Service	100%	-
Five Year Capital Improvements - Net of bond proceeds	20%	318,028
Recommended Minimum Cash Reserves		\$ 629,651
Projected Cash Reserves		\$ (896,206)

Cost of Service Summary

Cost of service and revenue by customer group

Customer Meter Size	COS per REU	Number of REU's	Readiness to Serve COS	Projected 2024 Revenue	Variance to COS
Single Family	\$ 7.76	4,078	\$ 379,890	\$ 195,743	94%
Duplex Family	3.88	-	-	-	
Commercial	7.76	5,933	552,675	284,773	94%
Total			\$ 932,565	\$ 480,516	94%

Percent change required to move current rates to cost of service for each customer rate class

Customer Meter Size	COS Readiness to Serve Charge	Current Monthly Charge	Variance to COS
Single Family	\$ 7.76	\$ 4.00	94%
Duplex Family	3.88	2.00	94%
Commercial	7.76	4.00	94%
Total	\$ 932,565	\$ 480,516	94%

Summary of Recommendations

Guidance from City Council

2024 Revenue rate adjustment options

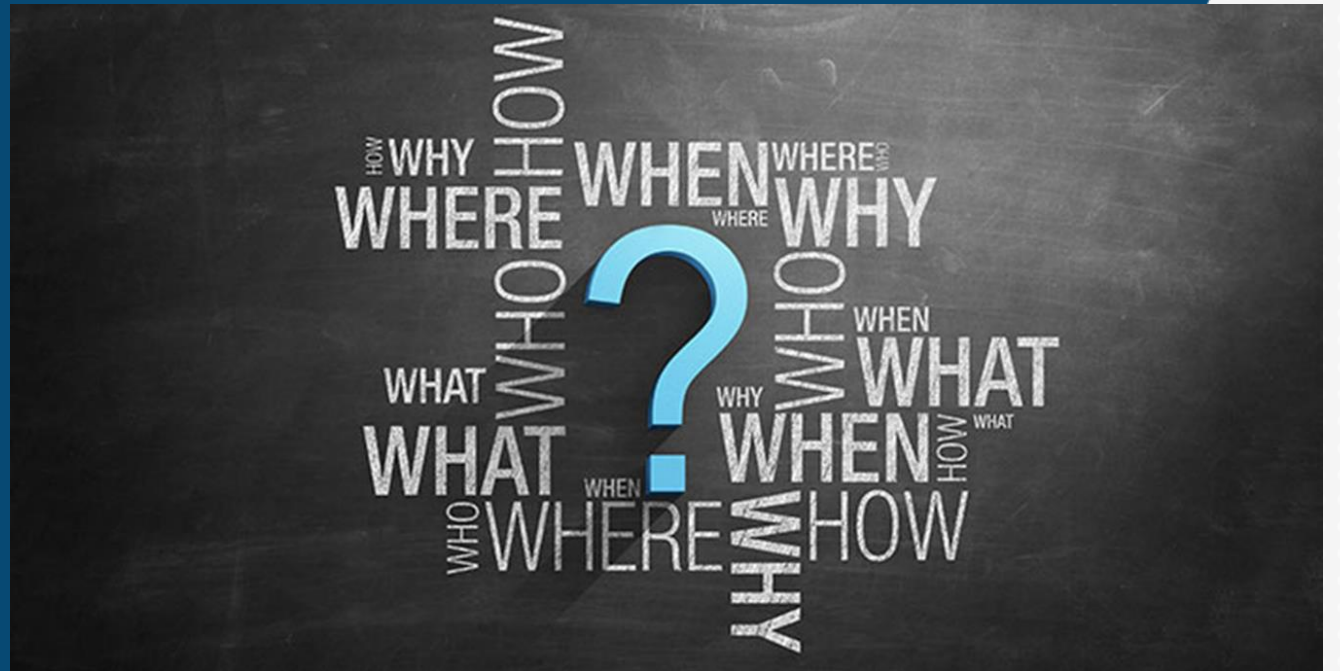
1. Rate design will be developed using input from City Council
2. Implement policy to retain or restrict \$'s for unplanned CIP projects

Potential to add a policy that restricts CIP dollars for projects that result in other department street projects?

EXAMPLE RATE DESIGN

Customer Meter Size	Current Monthly Charge	Example Year 1	Example Year 2	Example Year 3	Example Year 4	Example Year 5
Single Family	\$ 4.00	\$ 4.60	\$ 5.30	\$ 5.55	\$ 5.85	\$ 6.15
Duplex Family	2.00	2.30	2.65	2.78	2.93	3.08
Commercial	4.00	4.60	5.30	5.55	5.85	6.15
Total	\$ 480,516	\$ 552,594	\$ 636,684	\$ 666,716	\$ 702,755	\$ 738,794
Change (%)		15%	15%	5%	5%	5%
Single Family avg. \$ change		\$ 0.60	\$ 0.70	\$ 0.25	\$ 0.30	\$ 0.30

Questions?







CIPP Lining Planning Report

City of Brainerd, Minnesota

BRDMN 156034 | February 26, 2024



Building a Better World
for All of Us®

Engineers | Architects | Planners | Scientists



February 26, 2024

RE: CIPP Lining Planning Report
City of Brainerd, Minnesota
SEH No. BRDMN 156034

Mr. Jessie Dehn
City Engineer
City of Brainerd, Minnesota
501 Laurel Street
Brainerd, MN 56401

Dear Mr. Dehn:

The following planning report for cured-in-place pipe (CIPP) sewer lining has been prepared for the City as a demonstration of the City's continued efforts to identify, mitigate, and eliminate clear water from unnecessarily entering into the sanitary sewer collection system. This report focuses on the potential for future sanitary sewer rehab of the trunkline sewer that runs along East River Road between West College Drive and Rotary Riverside Park.

The East River Road trunkline sewer was selected for priority rehabilitation based on the results of the 2020-2022 Inflow and Infiltration Program. The recommended rehabilitation actions will not only serve to address issues of clear water inflow and infiltration but will also provide a significant improvement to the operation and maintenance of a critical trunkline in the city's conveyance system. Unfortunately, costs for the rehabilitation of such a large trunkline sewer are greatly increased over that of the smaller, lower flow sewers within the system.

This report was prepared with the intent of creating a project that could be best fit into the city's annual budget. We recognize that the proposed project may still be too large for the city to take on at this time. If you have any questions or would like to explore other alternatives in more detail, please don't hesitate to reach out.

Sincerely,

Spencer Cossalter
Project Manager / Design Leader

Contents

Letter of Transmittal
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2	East River Road Trunkline Sewer	2
3	Preliminary Rehabilitation Evaluation	3

List of Attachments

Figure 1 – Project Area: East River Road Trunkline

Figure 2 – CCTV Images: Typical Conditions Observed

CIPP Lining Planning Report

Prepared for the City of Brainerd, Minnesota

1 Executive Summary

The primary objective of this report was to provide the City with a foundation for implementing a future sanitary sewer rehabilitation project. Utilizing sanitary sewer flow data and the field investigation results collected in the 2020 Inflow and Infiltration Study, it was determined that the sanitary sewer trunkline running adjacent to the Mississippi River along East River Road would be the primary focus for the next phase of sanitary sewer rehab. Further investigation involving CCTV pipe inspection of the trunkline was conducted as part of the 2022 Sanitary Sewer Rehabilitation Project in an attempt to provide additional detail necessary for the preparation of this report.

Project Highlights:

- Rehab the sanitary sewer trunkline (interceptor) along East River Road between West College Drive and the Main Pump Station at Rotary Riverside Park (~3,000 linear feet).
- Severe operation and maintenance issues to be addressed primarily due to major obstructions from root intrusion.
- Active clear water inflow and infiltration present especially during periods of elevated river levels due to the close proximity to the Mississippi River.
- Estimated construction cost of \$1,131,150.

Rehabilitation of the East River Road Trunkline will almost certainly be the most expensive pipe lining project(s) relative to CIPP lining in other areas of the city. The trunkline sewer included in this project is the largest diameter sanitary sewer pipe that the city has and also conveys 100 percent of the city's sanitary flows. The project outlined in this report attempts to balance the most efficient approach to completing the critical rehabilitation while also keeping the costs palatable to the city's annual budget.

2 East River Road Trunkline Sewer

The 2020 Inflow and Infiltration Study identified the East River Road Trunkline Sewer (ERR Trunkline) as a high priority alternate repair area. The repair recommendation was based on the reduction of inflow and infiltration as well as general rehabilitation for the improvement of operation and maintenance of the collection system. For the purposes of this report, the focus will be on the portion of the ERR Trunkline extending from West College Drive (MH13) to the City's main pump station located near Rotary Riverside Park (MH3).

Significant Findings:

- Significant root intrusion at pipe joints and around doghouses. Several areas of severe blockage (>50% of pipe cross-section blocked).
- Pipe sag or similar issue to create high flow depth in the pipes between MH12 and MH9.
- Pipe invert measurements indicate sanitary sewer pipe may be sitting directly on top of the culvert that passes underneath the "bridge" between Boom Lake and the Mississippi River, with little to no bedding separating the pipes.

The ERR Trunkline consists of 10 pipe segments of 27-inch diameter concrete pipe, totaling approximately 3,005 linear feet (LF). There are 10 sewer maintenance holes (MH) along the trunkline. During the 2020 Inflow and Infiltration Study, sewer smoke testing and MH condition assessment was performed along the trunkline. In addition to having high inflow and infiltration potential, the investigations identified the trunkline to be potentially high risk. The high risk determination was based on a restriction in flow, critical path/large service area, and the pipe location under the "bridge" between Boom Lake and the Mississippi River.

In an effort to better evaluate the risk of failure and potential remediation options, CCTV pipe inspection of the ERR Trunkline was incorporated as a subtask in the 2022 Sanitary Sewer Rehabilitation Project. The trunkline was found to have significant root intrusion throughout, of which several points that were so severe that they prevented further inspection along the pipe segment. Additionally, a major sag or blockage was encountered between MH12 and MH9 resulting in the camera being underwater throughout. This section correlates with the segments running beneath the "bridge" that spans over the culvert connecting Boom Lake to the Mississippi River. Further investigation into the pipe sag found that the pipe invert of the sanitary sewer at MH10 located immediately on the South side of the "bridge" is at the same elevation as the top of the culvert at the East (Boom Lake) side of the "bridge."

Sanitary sewer flow monitoring was conducted from March 15, 2022 through August 03, 2022. Monitoring for the ERR Trunkline was conducted at MH5. During the monitoring period, the trunkline was observed to have the following flows:

Average Daily Dry Weather Flow = ~1.2 MGD

Peak Instantaneous Wet Weather Flow = 2540 gpm (3.65 MGD)

3 Preliminary Rehabilitation Evaluation

Based on the conditions outlined within this report, SEH recommends a 100% rehabilitation approach to the ERR Trunkline, including both pipe rehab and maintenance hole rehab. The most prevalent issue within the trunkline was the intrusion of heavy roots through the joints of the pipes and access structures. The structural condition of the pipes appeared to be sound throughout the system, presenting cured-in-place pipe (CIPP) lining as the most efficient rehabilitation option.

The pipe sag issue located between MH12 and MH9 is mostly an operation and maintenance concern and will not be directly corrected by the CIPP rehabilitation process. However, CIPP will seal all of the pipe joints and provide additional structural support to the host pipe, reducing the potential for the sag to get any worse. The ERR Trunkline has significant remaining capacity, allowing for the sag to remain without drastically impacting the overall conveyance of the system.

Rehabilitation Details

Sanitary sewer cured-in-place-pipe (CIPP) rehab of approximately 3,005 linear feet of 27-inch diameter sewer, installation of approximately 80 vertical feet of spray liner across 10 maintenance hole structures, temporary flow conveyance for large interceptor flow, heavy sewer cleaning and material disposal, and all other associated activities.

Opinion of Probable Cost – 30% Design

Temporary Flow Conveyance	\$ 380,000.00
Heavy Sewer Cleaning	\$ 90,150.00
CIPP (27-inch diameter)	\$ 601,000.00
Manhole Lining	\$ 60,000.00
Total Construction Cost	\$1,131,150.00

Unfortunately, there are not many options for pairing this project down to a smaller size to accommodate annual budgeting. Please note that previous reports provided by SEH included cost estimates for a project area twice the size, extending all the way up to Laurel Street, but was trimmed down for the purposes of this report.

Since the ERR Trunkline is the primary interceptor for the city, the temporary conveyance costs are much more significant than they were for the 2022 Sewer Rehabilitation Project. While the project could be broken down into two or more phases to spread the cost out, the temporary conveyance cost would likely remain unchanged per year since it is more based on volume of flow and project duration than it is length of pipe being bypassed. This would result in a significant increase to the overall project cost if spread across two phases.

Attachments

Figure 1 – Project Area: East River Road Trunkline

Figure 2 – CCTV Images: Typical Conditions Observed



Path: X:\AEB\BDRM\156034\5-final-dsgn\51-drawings\90-GIS\MXDs\Archive\2023_Proposed_Mainline_CIPP_8x11.mxd



3535 VADNAIS CENTER DR.
ST. PAUL, MN 55110
PHONE: (651) 490-2000
FAX: (888) 908-8166
TF: (800) 325-2055
www.sehinc.com

Project: XXXXX 000000
Print Date: 09/21/2023

Map by: scossalter
Projection: Crow Wing
County Coordinates
Source:

2023 Proposed CIPP Lining

Sanitary Sewer Rehabilitation

Brainerd, MN

Figure
1

This map is neither a legally recorded map nor a survey map and is not intended to be used as one. This map is a compilation of records, information, and data gathered from various sources listed on this map and is to be used for reference purposes only. SEH does not warrant that the Geographic Information System (GIS) Data used to prepare this map are error free, and SEH does not represent that the GIS Data can be used for navigational, tracking, or any other purpose requiring exacting measurement of distance or direction or precision in the depiction of geographic features. The user of this map acknowledges that SEH shall not be liable for any damages which arise out of the user's access or use of data provided.



Image 1: Major Root Ball/Obstruction, MH12



Image 2: Significant Root Intrusion, Pipe 09-08



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Sustainable buildings, sound infrastructure, safe transportation systems, clean water, renewable energy and a balanced environment. Building a Better World for All of Us communicates a companywide commitment to act in the best interests of our clients and the world around us.

We're confident in our ability to balance these requirements.





City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Adopt Resolution - Imp 23-13 - No Parking on S. 4th/Willow

AGENDA: SPW Committee

ACTION REQUESTED: Adopt Resolution

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

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

SUMMARY OF ISSUE: Staff is recommending Council adopt the attached resolution declaring the segments of South 4th Street and Willow Street within 260 feet of the intersection of Highway 371B (South 6th Street) as No Parking. These segments are currently No Parking due to the lane configuration with the turn lanes. Following construction of the roundabout, there will still not be the ability to have on-street parking in this area. MnDOT is requiring the City, as part of the upcoming roundabout project, to adopt a resolution to this effect even though no changes to what is currently existing are proposed.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: No alternative options recommended.

RECOMMENDED ACTION/MOTION: Staff recommends adoption of the attached resolution affirming the no parking zones of S. 4th Street and Willow Street within 260 feet of the intersection of Highway 371B.

FINANCIAL IMPACT: N/A

RESOLUTION
xx:24

WHEREAS, the City of Brainerd has received Highway Safety Improvement Program grant funding to construct a roundabout at the intersection of State Highway 371B (South 6th Street) and Willow Street (South 4th Street) ; and

WHEREAS, there is currently no on-street parking available within 260 feet east and west of the intersection due to existing turn lane configuration; and

WHEREAS, construction of the roundabout includes medians and geometric lane configuration that would prevent on-street parking within the same existing segments of Willow Street east of the intersection and South 4th Street west of the intersection; and

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

the City Council of the City of Brainerd does hereby affirm the parking zone on South 4th Street from the intersection of State Highway 371B and 260 feet west of Highway 371B; and Willow Street from the intersection of State Highway 371B and 260 feet east of Highway 371B; as “No Parking” effective October 21, 2024.

Adopted this 21st day of October 2024

KELLY BEVANS
President of the Council

Approved this 22nd day of October 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Authorize Application for National Scenic Byway Grant Program

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

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

SUMMARY OF ISSUE: Staff is requesting authorization from the Council to apply for the National Scenic Byway program (NSBP) for the TH 210/Lum Park Pedestrian Bridge project. The NSBP grant is a federal (IIJA) funded grant program aimed at projects and programs on National Scenic Byways. The TH 210/Lum Park Pedestrian Bridge Project is located on the Minnesota Great River Road, which would be an eligible project under this program. We have also received a letter of support from the Minnesota Mississippi River Parkway Commission (MN-MRPC). The maximum grant award for this program is \$4 million. However, looking at previous awards and the amount of funding available, staff would recommend applying for \$1 million for this grant application. Also, this program requires that MnDOT would be required to apply for the grant so it would be needed for MnDOT to apply on behalf of the City. Staff would coordinate with MnDOT staff for this effort. Grant applications are due on Monday, December 16, 2024.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff has received a proposal from SRF to prepare this grant application on behalf of the City. They are proposing a cost of \$9,954. In addition, MnDOT has a technical assistance program that the City can apply for to provide up to \$30,000 towards hiring consultants to apply for federal IIJA grant programs, such as NSBP. As there is no further available funding authorized in the SRF contract to cover this amount, staff would recommend that this work be contingent on the City receiving the award from the MnDOT IIJA technical assistance program.

RECOMMENDED ACTION/MOTION: Staff recommends authorization for SRF to apply for the NSBP grant for the TH 210/Lum Park Pedestrian Bridge project on behalf of the City conditional that the City be awarded sufficient IIJA technical assistance funding to cover the \$9,954.

FINANCIAL IMPACT: \$9,954



16359.00

October 15, 2024

Jessie Dehn, PE
Public Works Director
City of Brainerd
501 Laurel Street
Brainerd, MN 56401

Subject: Amendment Number 1 Proposal for Professional Services for TH 210/Lum Park
Pedestrian Bridge Feasibility Study in the City of Brainerd, Minnesota

Dear Jessie Dehn:

This Amendment Number 1 (the “Amendment”) is issued under Professional Services Agreement entered on January 12, 2023, by and between the City of Brainerd and SRF Consulting Group, Inc.

Additional Services

The Services to be performed by SRF under this Amendment (“Additional Services”) are set forth in Attachment B-1, attached hereto, and incorporated into the Original Agreement.

Additional Costs

This Amendment increases the original contract value of \$34,584.30 by incorporating two prior change orders and the new work which was requested on October 11, 2024.

Authorizations and Change Orders (CO):

- CO1 was authorized on June 7, 2023. A copy is included as Attachment B-2 to this amendment request. This authorization increased the contract value from \$34,584.30 to \$39,584.30.
- CO2 was authorized on June 9, 2023. A copy is included as Attachment B-3 to this amendment request. This authorization increased the contract value from \$39,584.30 to \$44,584.30.

New Work Request:

- On October 11, 2024, you requested SRF prepare a scope and fee to prepare a grant application for the National Scenic Byways Program. Attachment B-1 summarizes the hours and fee for this effort.

The Services (New Work Request) to be performed by SRF under this Amendment shall not exceed \$9,954.00, including the project costs, subcontractor fees, and reimbursable expenses in accordance with the rates provided in the Fee Schedule Attached as Attachment B-1.

www.srfconsulting.com

3701 Wayzata Boulevard, Suite 100 | Minneapolis, MN 55416-3791 | 763.475.0010

Equal Employment Opportunity / Affirmative Action Employer

Additionally, this Amendment shall formally incorporate the previous change orders for which work has already been completed, invoiced, and paid by the City. Currently, approximately \$878 remains available in the budget as a result of the authorizations for CO1 and CO2.

Notwithstanding any provision to the contrary, the total compensation payable to SRF for all services and expenses under this Agreement shall not exceed \$54,538.30 (the "Contract Maximum").

Standard Terms and Conditions

The Original Agreement and any previous amendments are incorporated into this Amendment by reference. Except as amended herein, the Terms and Conditions of the Original Agreement and any previous amendments remain in full force and effect.

Acceptance/Notice to Proceed

A signed copy of this proposal, mailed or emailed to our office, will serve as acceptance of this proposal and our notice to proceed. The email address is cblack@srfconsulting.com.

We appreciate your consideration of this proposal and look forward to continuing to work with you on this project. Please contact us if you have any questions or need additional information.

Sincerely,

SRF CONSULTING GROUP, INC.



Casey Black, PE
Project Director, Structures

CEB/MJC/as

Attachment B-1: Scope of Work

Attachment B-2: Change Order 1

Attachment B-3: Change Order 2



Matthew J. Cramer, PE
Senior Director, Structures

Approved: City of Brainerd

(signature)

Name _____

Title _____

Date _____

This cost proposal is valid for a period of 90 days. SRF reserves the right to adjust its cost estimate after 90 days from the date of this proposal

H:\Projects\16000\16359_ProjectManagement\Scope\01_Amend01\16359_Amend01.docx

SRF Consulting Group, Inc.

Client: City of Brainerd

Project: TH 210/Lum Park Pedestrian Bridge Feasibility Study

Subconsultants: n/a

Attachment B-1, Scope of Work
Work Tasks and Person-Hour Estimates



16359.00

<u>TASK NO.</u>	<u>SUMMARY OF TASKS</u>
1.0	GRANT APPLICATION

Project Overview:
Good afternoon. Couple updates/developments. Since informing MnDOT that we were going to turn back the grant as we couldn't utilize the funds in the timeline needed, they came back about a week later with some new information. Found out there was a way to shuffle the funding a bit and "extended" the grant to the end of FY 2026. Brought this to the Council and they are good with continuing forward with that understanding and continuing after funding to try and close the gap a bit before needed to decide on a final amount on acceptable local funding.

Wondering if you could assist with a proposal. Just attended a webinar for the National Scenic Byways Program and knowing this project is on the Great River Road Scenic Byway, was considering whether this may be a potential option. It seemed like it wouldn't be a terribly difficult one as the Project Narrative would only be 10 pages plus a couple other sections. One hiccup is that MnDOT would have to apply on our behalf. The deadline for the applications is December 16th. Could you provide a quick proposal of what the effort would be to prepare this? If you can put this together by Wednesday, I can get this on the next agenda, otherwise I'd have to wait to the first meeting in November. Let me know your thoughts. Thanks!

Search Results Detail | Grants.gov

Grants - National Scenic Byways Program - Planning, Environment, & Real Estate - FHWA (dot.gov)

Schedule:
12/16/2024 Deadline

Funding:
Local - City

SRF Consulting Group, Inc.

Client: City of Brainerd

Project: TH 210/Lum Park Pedestrian Bridge Feasibility Study

Subconsultants: n/a

Work Tasks and Person-Hour Estimates



16359

TASK NO.	TASK DESCRIPTION	PROF. VIII-VII	PROF. VI	PROF. V	PROF. IV	PROF. III	PROF. II	PROF. I	TECH.	SUPPORT	TOTALS	EST. FEE
1.0	GRANT APPLICATION <u>Assumptions:</u> - City provided resources: - Search Results Detail Grants.gov - Grants - National Scenic Byways Program - Planning, Environment, & Real Estate - FHWA (dot.gov) <u>Client Deliverables:</u> - n/a											
1.1	Contract Amendment Prep	2	-	-	-	-	-	-	-	-	2	\$526.00
1.2	Write the grant – Prof. III (10 pages / 5 days = 2 pages per day, 4 hours per page which gives ample time for any research needed and formatting)	-	-	-	-	40	-	-	-	-	40	\$6,000.00
1.3	Federal forms	-	-	-	-	8	-	-	-	-	8	\$1,200.00
1.4	Project Management & QC	4	-	-	-	-	-	-	-	-	4	\$1,052.00
1.5	Support Graphics / InDesign	-	-	-	-	-	-	-	-	-	0	\$0.00
1.6		-	-	-	-	-	-	-	-	8	8	\$1,176.00
1.7		-	-	-	-	-	-	-	-	-	0	\$0.00
1.8		-	-	-	-	-	-	-	-	-	0	\$0.00
1.9		-	-	-	-	-	-	-	-	-	0	\$0.00
1.10		-	-	-	-	-	-	-	-	-	0	\$0.00
	<u>SRF Deliverables:</u> - Funding application template											
	SUBTOTAL - TASK 1	6	0	0	0	48	0	0	0	8	62	\$9,954.00

From: [Jessie Dehn](#)
To: [Casey Black](#)
Cc: [Priyam Saxena](#)
Subject: RE: Authorization for Grant Application Assistance - Lum Park Trail Bridge
Date: Wednesday, June 7, 2023 2:24:39 PM
Attachments: [image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)
[image006.png](#)
[image007.png](#)

External Sender Warning: This message was sent from an external sender. Do not click on any links or open any attachments unless you know and trust the sender.

Casey,

Good afternoon. This adjustment to the scope and value is approved and able to proceed as such. Please let me know if you need anything further on this. Thank you!



From: Casey Black <cblack@srfconsulting.com>
Sent: Tuesday, May 30, 2023 7:32 AM
To: Jessie Dehn <jdehn@ci.brainerd.mn.us>
Cc: Priyam Saxena <PSaxena@srfconsulting.com>
Subject: Authorization for Grant Application Assistance - Lum Park Trail Bridge

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

Good morning Jessie,

This message is intended to document SRF's authorization by the City to adjust our scope for the TH 210/Lum Park Pedestrian Bridge Feasibility Study project in the following ways:

1. Reallocate \$10,025 of original approved budget to be used for grant application assistance rather than the geotechnical services which were originally proposed. This Adjustment was also discussed at our first project management team meeting with agreement from those who were in attendance.
2. Approve SRF to invoice up to \$39,584.30, which is \$5,000 above original contract value of \$34,584.30. This incorporates into our contract the City's recent grant award from the League of Minnesota Cities for use in grant application assistance.

In summary, this makes available up to \$15,025 within our existing contract to be used for a new

task for the preparation of grant applications, and formally eliminates the geotechnical task from the contract. The actual grants to be applied for within this new task will be determined at a later date as information is made available for the next round of grant programs.

If the above authorization is accurate, please confirm with a response to this message with an authorization for SRF to proceed as described.

Thank you,

Casey Black, PE (MN ND WI)
Sr. Project Manager, Structures Group
[SRF Consulting Group](#)
3701 Wayzata Boulevard, Suite 100, Minneapolis, MN 55416-3791
Direct: 763.452.4751 | cblack@srfconsulting.com



srfconsulting.com | [Facebook](#) | [LinkedIn](#) | [Twitter](#) | [Vimeo](#) | [Instagram](#)

CONFIDENTIALITY NOTICE: The contents of this email message and any attachments are confidential and are intended solely for addressee. The information may also be legally privileged. This transmission is sent in trust, for the sole purpose of delivery to the intended recipient.

From: [Jessie Dehn](#)
To: [Casey Black](#); [Priyam Saxena](#)
Subject: RE: Request for Authorization - RE: TH 210 Ped Bridge - Grant App Funding
Date: Friday, June 9, 2023 1:02:46 PM

External Sender Warning: This message was sent from an external sender. Do not click on any links or open any attachments unless you know and trust the sender.

Casey,

This work is authorized as stated. Please proceed in this direction. Thank you!

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

From: Casey Black <cblack@srfconsulting.com>
Sent: Friday, June 9, 2023 8:30 AM
To: Priyam Saxena <PSaxena@srfconsulting.com>; Jessie Dehn <jdehn@ci.brainerd.mn.us>
Subject: Request for Authorization - RE: TH 210 Ped Bridge - Grant App Funding

Jessie,

SRF has the capacity and ability to prepare the Project Information for Local Government Capital Requests form for the MnDOT Management and Budget's 2024 Capital Budget request. We will prepare the information and provide to the City on or before June 16th, 2023 so that the City may use the information to submit a formal request. SRF can prepare this information for a total cost not to exceed \$5,000.00. Please confirm with a reply that SRF is authorized by the City to provide these services in addition to the contract currently in place for the TH 210/Lum Park Pedestrian Bridge Feasibility Study. SRF will begin to process upon receipt of the authorization.

Thank you,

Casey Black, PE (MN, ND, WI)
 Sr. Project Manager, Structures Group
 Direct: 763.452.4751 | cblack@srfconsulting.com



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Provide Direction for Paradigm Auto Code Violations

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): 15 min

SUMMARY OF ISSUE: PLANNING DEPARTMENT COMMENTS (Rezoning 2016) - Mark Ostgarden

The property has been an automotive repair business for approximately 7 years, initially permitted by conditional use permit. A few years ago, we did have a complaint about excessive engine noise, but since then no complaints have been received.

The automotive repair business desires to expand to include a U -Haul rental outlet. I have talked to the business owner and explained that should another use be added, the site needs to be brought into conformance with current regulations. The gravel parking will need to be paved and striped with a properly identified handicapped space and the parking will need to be screened.

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.

The building is about 7,600 sq.ft. which would allow 1,140 (15%) sq.ft. of outside area to be devoted to the U -Haul business. The allowed outside area equates to 7 parking spaces that can be used for the U-Haul business.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff has attached the letter that provided options to Mr. Schmidt to continue U-haul operations and has attached a current picture of the property that shows multiple U-Hauls parked on the grass. Mr. Schmidt was again made aware of the requirements of the rezoning and indicated that he would not pave or screen the property due to the cost.

RECOMMENDED ACTION/MOTION:

Mr. Schmidt has met with staff, but has not indicated that the issue will be resolved. Staff is seeking

direction from City Council on how to proceed with this case.

Actions that could be taken against this property include:

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

FINANCIAL IMPACT: N/A



September 3, 2024

Tri Axis Enterprises LLC
310 W Laurel St.
Brainerd, MN 56401

RE: 310 W Laurel St, Brainerd, MN 56401
PID Number: 41040742 & 41040743

Dear Mr. Schmidt,

After our meeting on June 11th, staff was able to fully review your proposal for U-Haul rentals. Currently, U-Haul trucks are illegally parked/stored on an unimproved surface and there are too many U-Haul rentals at the property. You proposed to cover the area with compacted Class-5, and I indicated that I would review potential zoning options for your current business.

The property was re-zoned in 2016 to accommodate 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. The building is about 7,600 sq. ft. which would allow 1,140 (15%) sq. ft. of outside area to be devoted to the U-Haul business. The allowed outside area equates to 7 parking spaces can be used for the U-Haul business.

The following list are options provided by staff and may need City Council approval. Please respond and submit applicable applications by September 30th.

Option 1 - No longer use the grass area for storage of U-hauls and limit the number of U-Hauls at the property to no more than (7) trailers or vehicles in the existing parking area.

Option 2 – Request a zoning map change to the Makers & Employment (ME) District and request that the (ME) District be allowed outside sales & rental at a 1:1 ratio of the gross floor area of the principal use. This would allow for 7,600 sq. ft. of storage area. The following conditions would also apply:

1. Outside sales areas are fenced and screened from view of neighboring properties and any public rights-of-way
2. All lighting shall be hooded and downcast so that the light source shall not be visible from the public right-of-way or neighboring properties.
3. Any dedicated sales area shall be hard surfaced to control dust and drainage.
4. Apply for a Conditional Use Permit.

Option 3 – Cease U-Haul rental operations.

Please contact the Community Development Department at 218-828-2307 if you have any further questions.

Respectfully,



James L. Kramvik
Community Development Director

Stephanie Bestul

From: Mark Ostgarden
Sent: Tuesday, October 16, 2018 9:17 AM
To: Stephanie Bestul
Subject: FW: {external} Re: Paradigm Performance Parking

If not already put in address file for 310 W Laurel.

From: Rod Converse <rodconverse605@gmail.com>
Sent: Wednesday, April 18, 2018 5:31 PM
To: Mark Ostgarden <mostgarden@ci.brainerd.mn.us>
Cc: Dawn Graff <dawn@closeconverse.com>
Subject: {external} Re: Paradigm Performance Parking

Mark

I will be in Brainerd on Monday and will address this in person. Al is trying to obtain a loan to purchase the entire property and he mows he needs to include surfacing all vehicle storage areas. We were hoping that summer would arrive before next winter. It looks like we made the right choice to move to Florida. 82-92 and 😊

Thanks for all you do in making Brainerd great again.

Rod

On Wed, Apr 18, 2018 at 4:57 PM Mark Ostgarden <mostgarden@ci.brainerd.mn.us> wrote:

Hi Rod, with spring approaching, it is becoming apparent that Paradigm Performance has been parking vehicles and trailers on grass and it appears that will continue. Please advise your tenant that we can no longer overlook the grass parking. Therefore , U-Hauls, vehicles waiting repair, employee and visitor parking must be on a hard surface.

Thank you.

Mark Ostgarden AICP

Mark Ostgarden

City Planner

501 Laurel Street

Brainerd, MN 56401

(218) 828-2309

August 17, 2016



www.ci.brainerd.mn.us

KRRC, LLP
521 Charles Street Suite 201
Brainerd, MN 56401

Dear Mr. Schmidt:

At its August 15, 2016 meeting, the Brainerd City Council approved the rezoning of your property at 310 West Laurel Street from B-2 (Neighborhood Business) District to B-4 (General Commercial) District.

A copy of the approved rezoning ordinance is enclosed.

When I spoke to Al Schmidt about the needed zoning change, I explained that rezoning was the 1st step and if approved the 2nd step was the need for a Conditional Use Permit (CUP) for the outdoor sales/storage U-Haul business. After further review of the Zoning Ordinance a CUP is not needed. The B-4 district permits the following as a permitted accessory use:

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.

The building is about 7,600 sq. ft. which would allow 1,140 (15%) sq. ft. of outside area to be devoted to the U-Haul business. The allowed outside area equates to 7 parking spaces can be used for the U-Haul business.

Cordially,

Mark Ostgarden AICP
City Planner

Cc: Al Schmidt, Paradigm Performance Automotive, 310 Laurel Street

Enclosure

Client:

CITY OF BRAINERD

Account # 316123 Ad # 2369071

Phone: (218) 828-2307

Fax:

Address: 501 LAUREL STREET
BRAINERD, MN 56401

Sales Rep.:

3804 Ann Windorski

Phone: (218) 855-5804

Fax:

Email: ann.windorski@brainerddispatch.com

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(Published in the Brainerd Dispatch,
August 19, 2016, 1t.)

**A SUMMARY OF ORDINANCE
NO 1460 - AN ORDINANCE
AMENDING ORDINANCE NO. 812
PERTAINING TO ZONING IN THE
CITY OF BRAINERD**

At its duly called meeting held on August 15, 2016, the Brainerd City Council adopted Ordinance Number 1460: That existing Section 515-04-2 of the Brainerd City Code is hereby amended by changing the zoning designation of the 310 W Laurel Street from a B-2 (Neighborhood Business) District to a B-4 (General Business) District. A copy of the ordinance with specific details is on file at Brainerd City Hall, office of the City Administrator, 501 Laurel Street, Brainerd, MN 56401. The Ordinance shall take effect and be in force one week from and after this publication.

JAMES M. THOREEN
CITY ADMINISTRATOR

MOVED AND SECONDED BY ALDERMEN BEVANS AND HILGART, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1459 – REZONING PROPERTY LOCATED SOUTH OF QUINCE STREET ON S. 6TH STREET AND S. 7TH STREET TO JUST SOUTH OF WILLOW STREET FROM A B-4 (GENERAL COMMERCIAL) DISTRICT TO A B-2 (NEIGHBORHOOD BUSINESS) DISTRICT AND R-2 (ONE AND TWO FAMILY RESIDENTIAL) DISTRICT; FURTHER, TO DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT ORDINANCE NO. 1459 – REZONING PROPERTY LOCATED SOUTH OF QUINCE STREET ON S. 6TH STREET AND S. 7TH STREET TO JUST SOUTH OF WILLOW STREET FROM A B-4 (GENERAL COMMERCIAL) DISTRICT TO A B-2 (NEIGHBORHOOD BUSINESS) DISTRICT AND R-2 (ONE AND TWO FAMILY RESIDENTIAL) DISTRICT.

ORDINANCE NO. 1459

Upon roll call, members Borkenhagen, Hilgart, Koep, Pritschet, Bevans, Johnson and Scheeler voted “aye.” No member voted “nay.” The Chair declared the motion carried and the ordinance adopted.

Public Hearing – Final Reading of Proposed Ordinance No. 1460 – Rezoning Property located at 310 W Laurel Street, Brainerd from a B-2 (Neighborhood Business) District to a B-4 (General Commercial) District as requested by KRRC LLP, 521 Charles St, Ste 210, Brainerd – Approved

The Chair opened the Public Hearing at 8:35 P.M.

The Chair recognized Mr. Al Schmidt, owner of Paradigm Performance who stated he was available for questions.

The Chair closed the Public Hearing at 8:37 P.M.

MOVED AND SECONDED BY ALDERMEN BEVANS AND BORKENHAGEN, DULY CARRIED, TO HOLD THE FINAL READING OF PROPOSED ORDINANCE NO. 1460 – REZONING PROPERTY LOCATED AT 310 W LAUREL STREET, BRAINERD FROM A B-2 (NEIGHBORHOOD BUSINESS) DISTRICT TO A B-4 (GENERAL COMMERCIAL) DISTRICT AS REQUESTED BY KRRC LLP, 521 CHARLES ST, STE 210, BRAINERD; FURTHER, TO DISPENSE WITH THE ACTUAL READING.

MOVED AND SECONDED BY ALDERMEN BEVANS AND PRITSCHET TO ADOPT ORDINANCE NO. 1460 – REZONING PROPERTY LOCATED AT 310 W LAUREL STREET, BRAINERD FROM A B-2 (NEIGHBORHOOD BUSINESS) DISTRICT TO A B-4 (GENERAL COMMERCIAL) DISTRICT AS REQUESTED BY KRRC LLP, 521 CHARLES ST, STE 210, BRAINERD.

ORDINANCE NO. 1460

Upon roll call, members Borkenhagen, Hilgart, Pritschet, Bevans, Johnson and Scheeler voted “aye.” Member Koep voted “nay.” The Chair declared the motion carried and the ordinance adopted.

**ORDINANCE
NO. 1460**

**AN ORDINANCE AMENDING ORDINANCE NO. 812
PERTAINING TO THE ZONING IN THE CITY OF BRAINERD**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That existing Section 515-04-2 of the Brainerd City Code is hereby amended by changing the zoning designation of the property descriptions below from B-2 (Neighborhood Business) District to B-4 (General Business) District for the following:

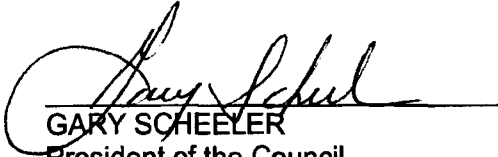
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SECTION 4 TOWNSHIP44 RANGE 31
PID 09198001001A009*

and

*THE S'LY 150 FT OF BNSF RAILWAY COMPANY'S 400 FT WIDE CHARTER ROW, BEING 200 FT WIDE ON EACH SIDE OF SAID RAILWAY COMPANY'S MAIN TRACK CENTERLINE, AS ORIGINALLY LOCATED AND CONSTRUCTED UPON, OVER AND ACROSS GOVT LOT 7 OF SEC 4 AND GOVT LOT 1 OF SEC 9, ALL IN TWP 133, RNG 28, LYING BETWEEN TWO LINES DRAWN PARALLEL WITH AND DIST RESPECTIVELY 50 FT AND 200 FT S'LY, AS MEASURED AT RIGHT ANGLES FROM SAID MAIN TRACT CENTERLINE, BOUNDED ON THE E BY THE W BANK OF THE MISSISSIPPI RIVER, AND BOUNDED ON THE W BY THE E'LY ROW LINE OF SW 4TH STREET AS DEDICATED ON THE PLAT OF WEST BRAINERD, EXCEPT THAT PART THEREOF THAT LIES SW'LY OF THE SE'LY LINE OF THIRD STREET AS DEDICATED ON THE PLAT OF WEST BRAINERD AND THE S'LY EXTENSION THEREOF. THE ABOVE DESC PARCEL INCLUDES PORTIONS OF BLOCK 1 AND FLORENCE STREET ALL IN THE PLAT OF WEST BRAINERD
SECTION 4 TOWNSHIP44 RANGE 31
PID 09198003001A009
310 W LAUREL STREET*

SECTION TWO: This Ordinance shall take effect and be in force one week from and after its publication.

Adopted this 15th day of August, 2016


GARY SCHEELER
President of the Council

Approved this 16th day of August, 2016


EDWIN L. MENK
Mayor

ATTEST: 
JAMES M. THOREEN
City Administrator

Published: One Time, August 19, 2016



Brainerd City Council Agenda Request

7C
Agenda Item #

Requested Meeting Date: August 15, 2016

Title of Item: 2nd Reading - Proposed Ordinance No. 1460 - Rezoning of 310 W. Laurel Street

☐ INFORMATION ONLY ☐ CONSENT AGENDA ☐ P&F COMMITTEE ☐ SPW COMMITTEE ☒ MAIN AGENDA	Action Requested: ☒ Approve/Deny Motion ☐ Adopt Resolution (attach draft) ☐ Direction Requested ☐ Discussion Item ☐ Hold Public Hearing* ☒ Ordinance 2 nd Reading <i>*provide copy of published hearing notice</i>
Submitted by: Mark Ostgarden, City Planner	Department: Planning
Presenter (Name & Title): Same	Estimated Time Needed: 5 minutes
Summary of Issue: KRRCLLP 521 Charles Street, Ste. 210, Brainerd, the property owner at 310 W. Laurel Street, Brainerd where Paradigm Performance Auto Repair is located, has requested rezoning from a B-2 (Neighborhood Business) District to a B-4 (General Commercial) District. The Planning Commission recommended approval. Minutes from the Planning Commission meeting held on July 20, 2016 are attached in draft form. A use matrix is attached that compares uses allowed in B-2 and B-4 Districts. Attached please find proposed Ordinance No. 1460 and the City Planner Staff Report which provides the issue summary, maps and Findings of Fact.	
Alternatives, Options, Effects on Others/Comments: 1. Deny the rezoning which will not permit the parcels to be rezoned. 2. Approve the request which will permit the parcel to be used for B-4 uses.	
Recommended Action/Motion: Please refer to Packet information supporting the following motion: A motion by _____ and seconded by _____ to approve /deny the 2nd reading of proposed ordinance no. 1460 - rezoning property located at 310 W. Laurel Street, Brainerd, MN 56401 from a B-2 (Neighborhood Business) District to a B-4 (General Commercial) District; further to dispense with the actual reading.	
Financial Impact: Is there a cost associated with this request: ☐ Yes ☒ No What is the total cost, with tax and shipping \$ _____ Is this budgeted? ☐ Yes ☒ No <u>Please Explain:</u>	

ORDINANCE
NO. 1460

**AN ORDINANCE AMENDING ORDINANCE NO. 812
PERTAINING TO THE ZONING IN THE CITY OF BRAINERD**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That existing Section 515-04-2 of the Brainerd City Code is hereby amended by changing the zoning designation of the property descriptions below from B-2 (Neighborhood Business) District to B-4 (General Business) District for the following:

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SECTION 4 TOWNSHIP44 RANGE 31
PID 09198003001A009
310 W LAUREL STREET*

STAFF REPORT TO THE PLANNING COMMISSION

July 11, 2016

REZONING

APPLICANT/LOCATION: KRRC LLP 521 Charles Street, Ste. 210, Brainerd, MN 56401
for 310 W Laurel Street, Brainerd, MN 56401

PROPOSED ZONING: B-4 (General Commercial)

AREA: 2.34 acres

CURRENT ZONING: B-2 (Neighborhood Business) District

ADJACENT USES: North: Railroad, Vacant
East: River
South: Mental Health Center, Multi-Family Residential
West: Office

ADJACENT ZONING: North: R-3 (Multi-Family Residential)
East: B-4 (General Commercial) District
South: R-3 (Multi-Family) District
West: B-2 (General Commercial) District

PETITION EVALUATION

1. **The proposed action's consistency with the specific policies and provisions of the official City Comprehensive Plan.**

The Future Land Use Map identifies the property as future Public Semi Public Land Use. This designation was done in 2004 when the property was still owned by the City of Brainerd and the map has not been updated. The site is adjacent to a small multi-family parcel identified as future Medium to High Density Residential Land Use and is zoned R-3. The following land use goal would support the rezoning:

LAND USE GOAL #5: *Support development that enhances community character and identity.*

Support the redevelopment of vacant and abandoned sites within the urban core.

2. **The proposed use's compatibility with present and future land uses of the area.**

There are office uses to the west, southwest across the intersection of Laurel Street and SW 4th Street and north of the BNSF tracks.

B-4 Districts list drive-up restaurants as permitted uses which would have the potential for additional traffic for the area (Restaurants without drive windows are permitted in B-2). B-4 permitted uses should not create compatibility issues for uses north of Laurel Street.

The B-4 District includes conditional uses such as automobile and truck repair, animal hospitals/clinics/kennels and light manufacturing. Such uses have the potential for added noise, odors, and unsightly outdoor storage which could have an impact on the multi-family development to the south of Laurel Street. However, because automobile and truck repair, animal hospitals/clinics/kennels and light manufacturing are conditionally permitted, problems caused by noise, odors, and unsightly outdoor storage can jeopardize a conditional use permit.

Attached is a Zoning Ordinance Use Matrix that lists uses allowed by right, accessory and conditional uses in B-2 and B-4 Districts. This helps clarify the uses that will (will not) be permitted in the proposed rezoning area.

3. **The proposed use's effect upon the area in which it is proposed.**
The property has Mississippi River frontage subjecting it to Shoreland Regulations. The significant one being the land within 300' of the river is subject to a 25% maximum impervious coverage limit. This requirement will limit the size and type of property development. The attached map identifies the limit of the shoreland regulation area on the property.
4. **Traffic generation of the proposed use in relation to capabilities of streets serving the property.**
NW 7th Street is a local street which can accommodate the additional day-to-day traffic of the proposed use as well as the traffic generated by the multi-family dwellings to the north.
5. **The proposed use's impact upon existing public services and facilities including parks, schools, streets, and utilities, and its potential to overburden the City's service capacity.**
None of the uses allowed in the district will have a negative impact on public services and facilities nor will they overburden city services.

PLANNING DEPARTMENT COMMENTS

The property has been an automotive repair business for approximately 7 years initially permitted by conditional use permit. A few years ago we did have a complaint about excessive engine noise, but since then no complaints have been received.

The automotive repair business desires to expand to include a U-Haul rental outlet. I have talked to the business owner and explained that should another use be added, the site needs to be brought into conformance with current regulations. The gravel parking will need to be paved and striped with a properly identified handicapped space and the parking will need to be screened.

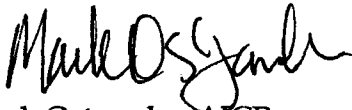
Following is a list of the attached maps and documents:

1. Existing Zoning
2. Existing Land Use
3. Future Land Use
4. Aerial of Site Identifying the 300' Shoreland Regulation Area
5. Zoning Ordinance B-2 and B-4 Use Matrix

PLANNING COMMISSION AND CITY COUNCIL ACTION

The Planning Commission can consider a recommendation on this request at its July 20, 2016 meeting. The City Council can receive the Planning Commission recommendation and can consider an Ordinance First Reading on August 1, 2016 and can consider the Ordinance Second Reading August 15, 2016.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Ostgarden".

Mark Ostgarden AICP
City Planner

STAFF REPORT TO THE PLANNING COMMISSION

July 11, 2016

REZONING

APPLICANT/LOCATION: KRRC LLP 521 Charles Street, Ste. 210, Brainerd, MN 56401
for 310 W Laurel Street, Brainerd, MN 56401

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AREA: 2.34 acres

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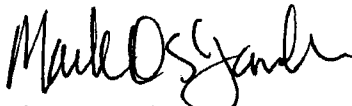
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Respectfully submitted,

A handwritten signature in black ink, appearing to read "Mark Ostgarden".

Mark Ostgarden AICP
City Planner

Lori Turkowski

From: Mark Ostgarden
Sent: Friday, August 16, 2013 8:55 AM
To: Lori Turkowski
Subject: FW: Paradigm Performance 310 W. Laurel Street

Is this in the property file?

From: Kevin Close [mailto:kevin@closeconverse.com]
Sent: Tuesday, August 13, 2013 3:50 PM
To: Mark Ostgarden
Cc: al74cuda@gmail.com; Rod Converse; Chris Close
Subject: RE: Paradigm Performance 310 W. Laurel Street

Mark,

We have received your email regarding your concerns at Paradigm Performance.

I have visited with Al and Joell and we will call soon and set an appointment to discuss this with you.

The purpose of the meeting would be to review the approval process again with you and go through your requests as outlined in your email.

I know that Al and Joell are working hard to run a good successful business and they want to make sure they are good neighbors.

Have you had any verbal or written complaints from anyone in the neighborhood?

We appreciate the job you do as our city planner. While I do not know the normal protocol you follow on a complaint or a concern, we wish we could have addressed this first with you to see if we could have satisfied those concerns before involving the entire Council, Mayor, and the City Attorney.

We look forward to working with you to get this resolved.

Thank you,

Kevin

Kevin L. Close

Close~Converse

COMMERCIAL & PREFERRED PROPERTIES

521 Charles Street ~ P.O. Box 327 ~ Brainerd, MN 56401

Phone: (218) 828-3334 ~ Fax: (218) 828-4330

Cell: (218) 831-3077

We respect your time and attempt to offer information of value to you and your business. If you do not wish to receive future messages, email remove@closeconverse.com with "remove" in the subject line.

From: Mark Ostgarden [<mailto:mostgarden@ci.brainerd.mn.us>]
Sent: Tuesday, August 13, 2013 10:54 AM
To: Kevin Close; Chris Close
Cc: Theresa Goble; Thomas Fitzpatrick
Subject: Paradigm Performance 310 W. Laurel Street

Good morning gentlemen. Earlier this year I met with Kevin and Paradigm Performance owner Al Schmidt to discuss the expansion of the business into the rest of the building. It was my impression the expansion was for storage and the retail area did not expand. Based on this I said that an amendment to the CUP for the original business activity was not needed. What was occurring would not intensify the use.

When the business began it was explained as a specialty automotive garage for performance race car work. Over time it appears the operation has expanded into a specialty AND general automotive repair business. I have observed:

1. An auto mechanic on duty sign.
2. More vehicles parked on the property.
3. The north side of the building becoming a storage area for trailers and large vehicles.
4. The grass area along Laurel Street being used to display vehicles.

Recently the City Council approved 2 automotive business related applications. One on Oak Street and 1 on S. 6th Street. In both instances improvements to the property were required. Both locations have paving requirements and S. 6th Street has some landscaping/screening requirements.

Based on the increased business activity I am concerned that I should not have agreed to permit the additional use without a CUP amendment. The property use is to the point that the business locations mentioned above could question why their approval process and requirements do not apply to Laurel Street.

I need to ask that:

1. Vehicles cannot be displayed on the Laurel Street grass.
2. No mechanic on duty sign display.
3. Vehicles that are not employee vehicles driven to work on a daily basis on the north side of the building need to be removed.

4. Verification that the space taken over by Paradigm earlier this year is being used only for storage.

Thank you. If you have any questions let me know.

Mark

Cc: Mayor and City Council



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Approve Brainerd Community Action Request for Semi-Permanent Statues in the Right of Way

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

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

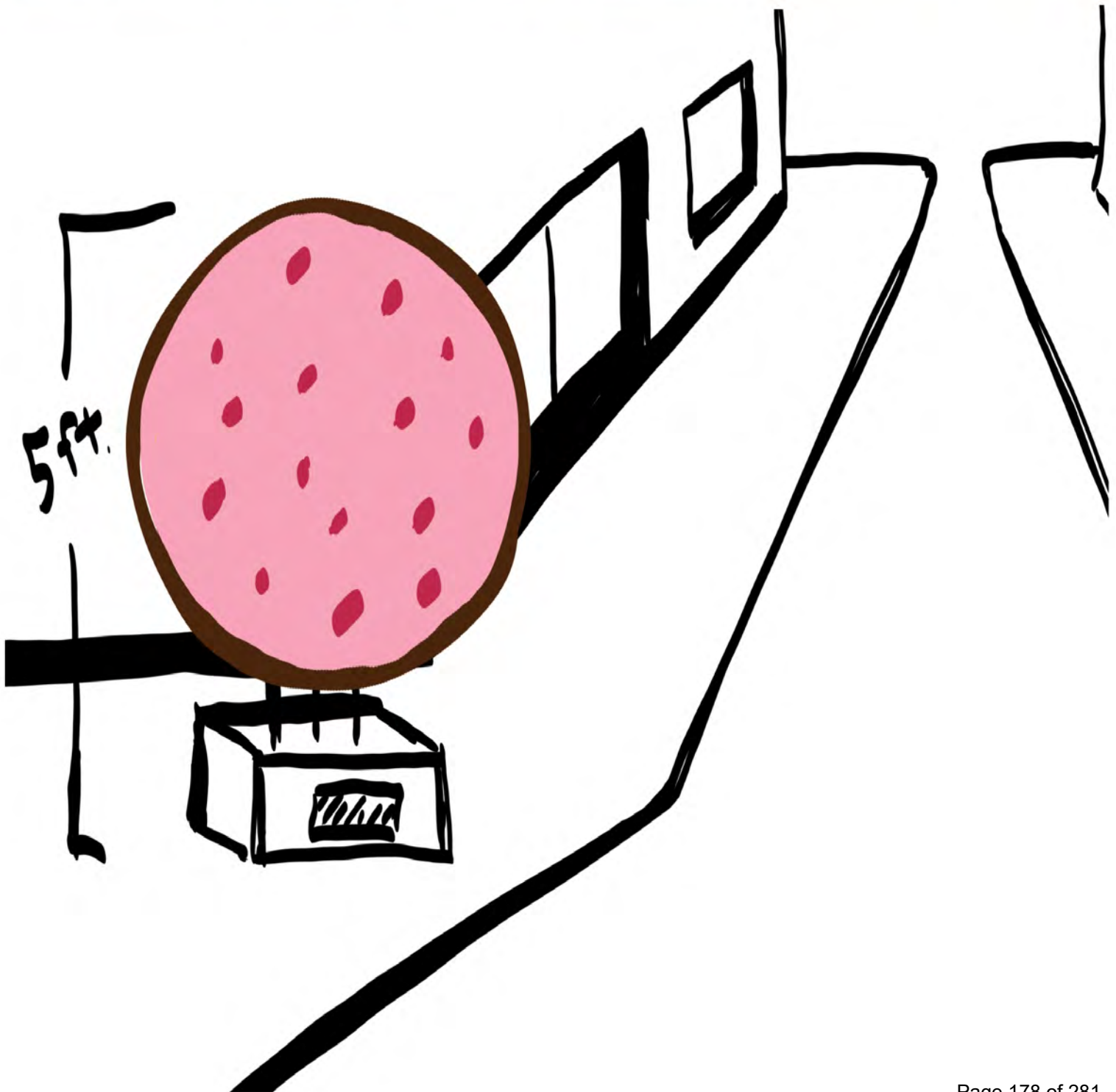
PRESENTER: Jessie Dehn, Public Works Director, Dave Badeaux, Mayor **ESTIMATED TIME (MIN):** 2 Minutes

SUMMARY OF ISSUE: Brainerd Community Action is requesting to install 5-6 semi-permanent cookie-themed statues in downtown Brainerd within the area of S. 5th to S. 9th Streets and Front to Maple Streets. The request is to install the statues in safe locations within the right of way prior to the tree lighting ceremony in late November and removed after the New Year. The request would work with sponsors to fund the project and place their logo on the base of the cookie statues, and local artists would help decorate the confections.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Attached to this item is a mock up of the installation and example images of what the pastries would potentially look like.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the request by Brainerd Community Action for installation of semi-permanent statues in the downtown corridor right of way.

FINANCIAL IMPACT: N/A





City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Final Reading - Proposed Ordinance 1576 - Annexation of 15106 Riverside Drive

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:

Bruce Coonfield, 15106 Riverside Drive, has submitted a Petition for Annexation to bring his parcel (PID 99340577) into the City limits. Mr. Coonfield has been connected to City sewer and water and, per Council direction, he must annex into the City limits.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Per State Statute, public hearings for annexations must have a 30-day notice. Staff publicly noticed the hearing on August 19th to be held during the regular council meeting on October 7, 2024. Per State Statute, notices must be sent to properties contiguous with the parcel, to the township, and County. Crow Wing County serves as the township body for Unorganized – 1st Assessment Township.

The City Council conducted the public hearing and the first reading of Proposed Ordinance 1576 at the October 7th City Council meeting.

RECOMMENDED ACTION/MOTION:

1) Conduct the final reading and dispense with the actual reading of Proposed Ordinance 1576, an ordinance providing for the annexation of 15106 Riverside Drive.

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

2) Approve Proposed Ordinance 1576.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1576**

**AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN
PROPERTIES LOCATED IN UNORGANIZED – 1ST ASSESMENT TOWNSHIP, CROW WING
COUNTY, TO THE CITY OF BRAINERD, CROW WING COUNTY MINNESOTA, PURSUANT
TO MINNESOTA STATUTE 414.033**

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

SECTION ONE: That Bruce Coonfield, 15106 Riverside Dr, Brainerd, MN 56401, the fee owners of certain property in the County of Crow Wing, State of Minnesota, described as follows:

LOT 1 BLOCK 2, SUBJ TO AN ESMNT FOR CSAH #20. SCENIC ACRES, Crow Wing County, Minnesota.

P.I.N. 99340577

filed a petition with the City Council of the City of Brainerd pursuant to Minnesota Statutes section 414.033, subdivision 2 (3). This property is located within Unorganized – 1st Assessment Township of Crow Wing County. This area contains approximately .58 acres of land.

SECTION TWO: That said realty abuts the City of Brainerd and is less than 120 acres in size.

SECTION THREE: That pursuant to Minnesota Statutes section 414.033, subdivision 13, the petitioner will see no change in their electric utility service at this time.

SECTION FOUR: That pursuant to Minnesota Statutes Section 414.033, Subdivision 2b, the City of Brainerd held the required public hearing and notified the Township along with all landowners within and contiguous to the area being annexed.

SECTION FIVE: Annexation of said realty to the City is in the best interest of the City and the territory affected and accordingly, said realty is hereby annexed to the City and zoned as GL (Garden Living) District so as to become and be part of the City and included within its corporate limits and boundaries thereof.

SECTION SIX: The area to be annexed is not presently served by public water facilities or public wastewater facilities other than Brainerd Public Utilities.

SECTION SEVEN: The property taxes payable on the annexed land shall continue to be paid to the affected town for the year in which the annexation becomes effective. If the annexation becomes effective on or before August 1, of a levy year, the City may levy on the annexed area beginning with that same levy year. If the annexation becomes effective after August 1 of a levy year, the town may continue to levy on the annexed area for that levy year, and the City may not levy on the annexed area until the following levy year. The first year following the year when the City could first levy on the annexed area, property taxes on the annexed land shall be paid to the City.

SECTION EIGHT: The property is not in a floodplain but is shoreland. Existing City land use controls conform to State shoreland requirements.

SECTION NINE: This Ordinance shall take effect upon final approval by the Chief Administrative Law Judge of the Minnesota Office of Administrative Hearings.

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, _____



Property Owner Petition for Annexation by Ordinance

City of Brainerd

501 Laurel Street • Brainerd, MN 56401 • 218.828.2307 • 218.828.2316 (fax)

www.ci.brainerd.mn.us

IN THE MATTER OF THE PETITION OF CERTAIN PERSONS FOR THE ANNEXATION OF CERTAIN LAND TO THE CITY OF BRAINERD, MINNESOTA PURSUANT TO MINNESOTA STATUTES § 414.033, SUBD. 5

TO: Council of the City of Brainerd, Minnesota
AND
Office of Administrative Hearings
Municipal Boundary Adjustment Unit
P.O. Box 64620
St. Paul, MN 55164-0620

PETITIONER(S) STATE: The property owner or a majority of the property owners in number are required to commence a proceeding under Minnesota Statutes § 414.033, Subd. 5.

Property Information

Property Address: 15106 Riverside Dr PID: 99340577

Legal Description: Lot(s): 001 Block: 002 Addition: Scenic Acres

It is hereby requested by:

☒ the sole property owner; or
☐ all of the property owners; or
☐ a majority of the property owners of the area proposed for annexation to annex certain property described herein lying in the Town of _____ to the City of Brainerd, County of Crow Wing, Minnesota.

INSERT THE COMPLETE AND ACCURATE PROPERTY DESCRIPTION.
DO NOT USE DESCRIPTIONS FROM PROPERTY TAX STATEMENTS.

- There are 1 property owners in the area property owners in the area proposed for annexation. (If a property owner owns more than one parcel in the area proposed for annexation, he/she is only counted once as an owner – the number of parcels owned by a petitioner is not counted.)
- 1 property owners have signed this petition. (If the land is owned by both husband and wife, both must sign the petition to represent all owners.)
- Said property is unincorporated, abuts on the city's N S E W (circle one) boundary(ies), and is not included within any other municipality.
- The area of land proposed for annexation, in acres, is:
_____ Unplatted ☒ Platted _____ Total
- The reason for the requested annexation is:
Connection to sewer + water
- The area proposed for annexation will be zoned: Garden Living
- All of the area proposed for annexation is or is about to become urban or suburban in character.

8. The area proposed for annexation is not included in any area that has already been designated for orderly annexation pursuant to Minnesota Statutes § 414.0325, nor in any other boundary adjustment proceeding pending before the Municipal Boundary Adjustment Unit of the Office of Administrative Hearings.

Owner Information

Name: Bruce Confield
Owner's Address: 15106 Riverside dr
City: Brainerd State: mn Zip: 56401
Phone: _____ Cell Phone: 218 / 839 - 2770
Email: bruce.confield@yahoo.com

PETITIONERS REQUEST: That pursuant to Minnesota Statutes § 414.033, the property described herein be annexed to and included with the City of Brainerd, Minnesota.

Dated: 7/7/2024

Signatures: 

NOTE: Pursuant to Minnesota Statutes § 414.033 and Minnesota Rules 6000.0800, the petition to the Office of Administrative Hearings must be accompanied by a certification showing that a copy of the petition was filed within 10 days after service on the annexing city to the affected township(s), county, and any other abutting municipality(ies).

NOTE: Under Minnesota Statutes § 414.033, Subd. 5, if the petition is not signed by all of the property owners of the land proposed for annexation, the ordinance shall not be enacted until the municipal council has held a hearing on the proposed annexation after at least 30 days mailed notice to all property owners within the area to be annexed.

CERTIFIED MAIL

COONFIELD, BRUCE
15106 RIVERSIDE DR
BRAINERD, MN 56401

August 19, 2024

TO WHOM IT MAY CONCERN:

Pursuant to Minnesota Statutes Annotated Section 414. 033 (Annexation by Ordinance), the City of Brainerd will be holding a Public Hearing on Monday, October 7th, 2024 at 7:30 pm to consider annexation of certain land owned by Bruce Coonfield, 15106 Riverside Drive, Brainerd, MN 56401.

The property of the proposed annexation is located in Unorganized – 1st Assessment Township, Crow Wing County and is legally described as follows:

LOT 1 BLOCK 2, SUBJ TO AN ESMNT FOR CSAH #20.

SCENIC ACRES

P.I.N. 99340577

Section 34, Township 134, Range 28

The enclosed map identifies the location of the property proposed for annexation.

Please feel free to contact the Community Development Department at (218) 828- 2307 if you have any questions regarding this matter.

Sincerely,

A handwritten signature in dark ink, appearing to read "James L. Kramvik". The signature is fluid and cursive, with the first name "James" and last name "Kramvik" clearly distinguishable.

James L. Kramvik
Community Development Director

Enclosure

CERTIFIED MAIL

NELSON, DUSTIN L & GINA R
15112 RIVERSIDE DR
BRAINERD, MN 56401

August 19, 2024

TO WHOM IT MAY CONCERN:

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SCENIC ACRES
P.I.N. 99340577
Section 34, Township 134, Range 28*

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Sincerely,

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James L. Kramvik
Community Development Director

Enclosure

CERTIFIED MAIL

SPRENGER, PATRICK L
15100 RIVERSIDE DR
BRAINERD, MN 56401

August 19, 2024

TO WHOM IT MAY CONCERN:

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James L. Kramvik
Community Development Director

Enclosure

CERTIFIED MAIL

CROW WING COUNTY LAND SERVICES
CHRIS PENCE
322 LAUREL ST
BRAINERD, MN 56401

August 19, 2024

TO WHOM IT MAY CONCERN:

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James L. Kramvik
Community Development Director

Enclosure



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

PID 99340577

Date: 8/16/2024 Time: 3:07 PM



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Update on IT Integration

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: At the October 7, 2024, meeting, Council member Czczok stated that he was curious about the Public Utilities and City-side IT Department integration and requested an update and clarification on whether IT is an operational or personnel function. City Administrator Broyles stated he feels that the way the City operates and pursuant to chain-of-command, IT is an administrative function; further, that he would provide an update at the next Council meeting.

Staff requested that City Attorney Langel provide clarification regarding this issue. On October 17th, Attorney Langel provided the attached memorandum with the following clarification: "Given that the Council controls the terms and conditions of employment for all City employees, including those working at BPU, the Council has authority to direct the City Administrator to integrate IT city-wide for organizational and efficiency purposes. The IT personnel at BPU must continue to fulfill the operational needs of the utilities, as determined by the Commission, just as the IT personnel at City Hall must continue to fulfill the operational needs of the various departments in the rest of the City (police, fire, finance, etc.). Having varying duties for the various IT consumers throughout the City does not prevent the City from integrating the two IT departments organizationally."

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: It is also recommended that the Council appoint an Integration Work Group consisting of Council President Bevans, Public Utilities Chair Matten, City Administrator Broyles, and Public Utilities Director Evans to formally oversee the integration process.

RECOMMENDED ACTION/MOTION: Motion to appoint an Integration Work Group consisting of Council President Bevans, Public Utilities Chair Matten, City Administrator Broyles, and Public Utilities Director Evans to formally oversee the integration process.

FINANCIAL IMPACT: N/A - there is no cost to establish this Work Group.

MEMORANDUM

TO: City Council

FROM: Joseph Langel, City Attorney

DATE: October 17, 2024

RE: BPU Personnel

The City Council recently directed City Administrator Nick Broyles to pursue integration of the City and BPU IT personnel. In this context, integration means there is to be a single chain of command beneath the City Administrator instead of having an IT/GIS Department in City Hall and a wholly separate IT staff at BPU. During discussions on this issue, a question was raised as to who ultimately has administrative control over BPU personnel – the Brainerd Public Utilities Commission or the City Administrator? To understand the issue, it helps to understand the historical relationship between City Hall and BPU.

Any statutory city can establish a public utilities commission and decide what utilities will fall under the control of that commission.¹ Statutory commissions have authority “to employ all necessary help for the management and operation of the public utility, prescribe duties of officers and employees and fix their compensation.”² In other words, control over commission personnel is held by the commission pursuant to state law.

Brainerd, however, is a charter city and BPU was created by the City’s Charter. BPU’s authority therefore arises out of the Charter. Originally, Section 106 of the Charter provided that the BPU “Commission shall have power to appoint and employ all necessary help to properly perform its duties and to fix their compensation subject to approval of the City Council as provided for in Section 109 of the City Charter.” Section 109 concerns the Council’s approval of BPU’s annual budget, within which BPU was authorized to make expenditures. Despite the authority of the Commission, BPU is not a separate employer and all employees under the control of the Commission were, legally, City employees.

Placing all personnel authority in the BPU Commission became problematic over the years because BPU employees were subject to different terms and conditions of employment than other City employees. The existence of two different personnel structures in the City resulted in Equal Pay Act violations as well as dissimilar personnel decisions involving similar employees, which both led to confusion and conflict among employees and increased the risk

¹ Minn. Stat. §§ 412.331, 412.321, subd. 1.

² Minn. Stat. § 412.361, subd. 2.

of liability in harassment and other claims involving the application of policies and procedures to similarly situated employees. It also allowed for situations where BPU personnel could violate state employment or discrimination laws for which the City was held responsible, yet the City had little or no control over the employees.

In 2020, the City Council and the Charter Commission started the process of revising the Charter. Initial revisions concerned removal of provisions that were either outdated or inconsistent with existing law. In 2021, the Council and Charter Commission moved on to a substantive review of the chapter on BPU. On December 20, 2021, the Council adopted Ordinance 1523 revising the BPU chapter. The Charter Commission approved the changes, which included a new paragraph 4 concerning personnel. That paragraph was rewritten as follows: “The City Council shall employ all necessary help for the Commission to properly perform its duties and approve all terms and conditions of employment. Personnel for vacant positions may be recommended by the Commission to the City Council. All Commission personnel are subject to the City’s personnel policies.”³

This was a substantial change from the previous language and was the topic of much discussion. The new language effectively placed all City employees under the City Council, which now expressly employs BPU personnel and approves the terms and conditions of their employment. In addition, all BPU employees are subject to the same personnel policies as the rest of City employees. While the Commission continues to operate the utilities, recommend personnel to be hired, fixes all rates and controls electrical contracts within its service territory, control of personnel issues was transferred to City Hall for consistency across the entire City.⁴

The Council, in turn, delegates personnel issues to the City Administrator, who is the chief administrative officer of the City and is tasked with exercising control and supervision over all administrative affairs. This includes issuing orders, rules, directives and regulations that “outline the general and specific procedures for the administration of the City’s activities.”⁵

Given that the Council controls the terms and conditions of employment for all City employees, including those working at BPU, the Council has authority to direct the City Administrator to integrate IT city-wide for organizational and efficiency purposes. The IT personnel at BPU must continue to fulfill the operational needs of the utilities, as determined by the Commission, just as the IT personnel at City Hall must continue to fulfill the operational needs of the various departments in the rest of the City (police, fire, finance, etc.). Having varying duties for the various IT consumers throughout the City does not prevent the City from integrating the two IT departments organizationally.

³ Pursuant to Minnesota law, the phrase “terms and conditions of employment” expressly includes “the employer’s personnel policies affecting the working conditions of the employees.” Minn. Stat. § 179A.03, subd. 19.

⁴ Charter, ch. 6.

⁵ Charter, ch. 2, § 15; City Code § 300.03



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Update on Information Requested on BLRA

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Nick Broyles, City Administrator

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

At the October 7, 2024 council meeting, Staff was directed within a months time to:

1. Estimate the approximate time and associated expenditures from each city department (Finance, HR and IT) to obtain an average cost to Brainerd taxpayers for the work that City employees perform for the BLRA.
2. Council minutes where direction was given to Staff to perform HR services for BLRA employees.
3. A copy of the IT shared services agreement with BLRA and associated dollar amounts and hours to do the work since the agreement was initiated.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Below is an update regarding the aforementioned direction:

1. Staff is working on estimating the annual time spent on BLRA. This is difficult to estimate as many tasks are combined with activities routinely done by the City. For example, when IT does a server update, it benefits the airport the same as it benefits all city employees. It doesn't matter if there are 200 users on the server or 5 users on the server, the cost and time are the same. Another example is the time to reconcile cash and investments each month. The City pools their cash and investments. The reconciliation includes the airport. How do you appropriately allocate time to the airport? Staff will continue to work on this directive in the next couple of weeks.
2. There are no council minutes where direction was given to Staff to perform HR services for BLRA employees. HR used to be under Finance, and since providing finance services is part of the airport ordinance, HR services are also to be provided for BLRA employees. In addition, HR services such as onboarding, open enrollment are necessary in order to process payroll.
3. Attached you will find a copy IT shared services agreement that was approved by council at the April 17, 2023 meeting. In 2023, the City billed the airport the retainer of \$21,160 plus \$8,320 (136.50 hours) for additional service/special projects. Through 3rd quarter 2024, 3/4 of the retainer amount, \$23,889, has been collected. No additional charges have been invoiced. The retainer of the IT shared services agreement is the percentage of network users and the IT/GIS full-time personnel services budget. It is Staff's understanding that all IT services provided to

the BLRA are accounted for, such as the example noted above of estimating the time for a server update. Therefore, IT time will not be included in the estimated approximate time and associated expenditure in the first directive. When IT is working on a specific BLRA project it is reimbursed by the airport (as billed in 2023) and Staff is unable to estimate the time and cost of delayed City facility projects due to serving the airport.

Staff anticipates having the approximate time and associated expenses at the November 4, 2024 council meeting.

RECOMMENDED ACTION/MOTION:

N/A - Informational

FINANCIAL IMPACT:

IT/GIS SHARED SERVICES AGREEMENT

This Shared Services Agreement ("Agreement") is made, effective upon execution by all parties ("Effective Date), by and between the City of Brainerd ("City"), with its principal offices located at 501 Laurel Street, Brainerd, MN 56401, and the Brainerd Lakes Regional Airport, with its principal offices located at 16384 Airport Road, Suite 5, Brainerd, MN 56401 ("Airport")

ARTICLE 1: PURPOSE

1.1 Purpose. City and Airport agree that the purpose of this Agreement is for the City to provide the Airport with Information Technology / Geographic Information Systems ("IT/GIS") services under the terms and conditions contained herein.

ARTICLE 2: SERVICES

2.1 Services. The scope of services provided to the Airport under the terms and conditions of this Agreement are outlined in Exhibit A.

ARTICLE 3: PRICING AND PAYMENT

3.1 Pricing. The City shall provide IT/GIS services at the rate and terms specified in Exhibit A.

3.2 Payment. The City will invoice the Airport quarterly for IT/GIS services provided pursuant to this Agreement.

ARTICLE 4: TERM AND TERMINATION

4.1 Term. The term of this Agreement will commence on the Effective Date and will continue month-to-month, unless earlier terminated pursuant to the terms of this Agreement.

4.2 Termination for Convenience. Either party may terminate this Agreement upon 90 calendar days' written notice. Unless otherwise agreed by the parties, termination pursuant to this Section 4.2 will not relieve the City of its obligations under any open services, which obligations will continue to be governed by this Agreement. Termination pursuant to this Section 4.2 will not relieve the Airport of its obligation to pay for any services or expenses performed pursuant to any open services.

4.3 Termination for Cause. Either party may terminate this Agreement upon written notice if the other party has materially breached any provision of this Agreement and has not cured such breach within 30 calendar days after receiving written notice from

the non-breaching party describing such breach in reasonable detail and stating the non-breaching party's intent to terminate this Agreement.

4.4 Survival. Notwithstanding any expiration or termination of this Agreement, all payment obligations incurred prior to expiration or termination will survive, and the following provisions will survive: Articles 3 and 5, and Section 4.3. All other rights granted under this Agreement will cease upon expiration or termination of this Agreement.

ARTICLE 5. GENERAL TERMS

5.1 Notices. Whether or not so stipulated herein, all notices, communication, requests, invoices and statements (the "Notice") required or permitted hereunder shall be in writing. Notice required or permitted in Section 4.2 and 4.3 shall be sent to the intended recipient at its physical address as listed in the opening paragraph above. Any other Notice required or permitted under this Agreement may be given by (a) actual delivery to the other Party at the address specified herein during normal business hours, (b) by fax or email to the other Party, (c) or by mailing via first class registered post, postage prepaid, to the other Party at the address specified herein.

All notices will be deemed to have been duly given (a) when delivered in person during normal business hours, (b) upon confirmation of receipt when transmitted by facsimile transmission or by electronic mail, (c) upon receipt after dispatch by registered or certified mail, postage prepaid or (d) on the next business day if transmitted by national overnight courier with confirmation of delivery.

5.2 Governing Law, Jurisdiction and Attorney's Fees. This Agreement shall be interpreted and construed in accordance with and governed by the laws of the State of Minnesota. Any dispute arising out of this Agreement shall be adjudicated in Crow Wing County, Minnesota. In any action or proceeding to enforce rights under this Agreement, the prevailing party will be entitled to recover costs and reasonable attorney's fees from the other party.

5.3 Assignment. Neither party shall have the right to assign or otherwise transfer its rights and obligations under this Agreement except with the prior written consent of the other party, provided that a successor in interest by merger, by operation of law, assignment, purchase or otherwise of the entire business of either party shall acquire all interest of such party hereunder. Any prohibited assignment shall be invalid.

5.4 Independent Contractor. Each party is an independent entity under the terms of this Agreement. Neither party, by virtue of this Agreement, will have any right, power, nor authority to act or create any obligation, expressed or implied, on behalf of the other party. Except as otherwise provided, or as may hereafter be established by a written agreement executed by authorized representatives of the parties, all operational expenses incurred by either party will be borne by the party incurring the expense.

5.5 Indemnity. In the performance of this Contract by the City, or the City's agents or employees, Airport must, to the extent allowed by law, indemnify, save, and hold harmless the City, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the City, to the extent caused by Airport's:

5.5.1 Intentional, willful, or negligent acts or omissions; or

5.5.2 Actions that give rise to strict liability; or

5.5.3 Breach of contract or warranty.

The Airport's indemnification obligations of this section do not apply in the event the claim or cause of action is the result of City's negligence or willful conduct. The City shall, to the extent allowed by law, indemnify, save and hold harmless the Airport for the negligent or willful acts or omissions of the City, its agents, employees and assigns. This clause will not be construed to bar any legal remedies the parties may have for failure to fulfill their respective obligations under this Agreement.

5.6 Limitations of Liability. Excepting the parties' indemnification obligations hereunder, neither party shall, by reason of termination of this Agreement or otherwise, be liable to the other party for any punitive, special, incidental or consequential damages including but not limited to: compensation or damages for loss of present or prospective profits or revenues, loss of actual or anticipated commissions on sales or anticipated sales, or expenditures, investments or commitments made in connection with the establishment, development or maintenance of the selling representation created by this Agreement or in connection with the performance of obligations regardless of the form of action, whether in contract, tort or other legal theory. The foregoing limitation shall apply (A) even if such party has been advised of the possibility of such damages and (B) notwithstanding any failure of essential purpose of any limited remedy herein.

5.7 Entire Agreement: The individuals signing this Agreement are authorized to execute said Agreement and it is binding upon the parties. This Agreement supersedes all prior understandings and agreements between the parties and may not be amended orally, but only in writing as mutually agreed upon.

5.8 Government Data Practices. Airport and City agree and understand that each is a public entity that is subject to the Minnesota Government Data Practices Act (Minnesota Statutes Chapter 13) and that all information that each possesses shall be considered public unless such information qualifies as an exception under the Minnesota Government Data Practices Act. The parties shall take all reasonable measures to enforce the obligation of confidentiality and use contained herein with respect to any of their employees or former employees who while in the employ of the parties have access to nonpublic information. To the extent allowed by law, the parties agree to indemnify and hold each other harmless from all damages and expenses, including reasonable attorney's fees, which either may sustain because of unauthorized disclosure of nonpublic information by the other hereunder, and each party shall have the right to enforce this agreement by injunctive relief as well as recovery of damages.

5.9 Severability. If any of the terms of this Agreement are in conflict with any rule, law, statutory provision or are otherwise unenforceable under the laws or regulations of any government or subdivision thereof, such terms shall be deemed stricken from this Agreement, but such invalidity or unenforceability shall not invalidate any of the other terms of this Agreement. This Agreement shall continue in force, unless the invalidity or unenforceability of any such provisions hereof does substantial harm to, or where the invalid or unenforceable provisions compromise an integral part of or are otherwise inseparable from the remainder of this Agreement.

5.10 Waiver. Failure by either party to take action or assert any right hereunder shall not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.

5.11 Successors. All rights and remedies of the parties hereunder shall inure to the benefit of their successors and assigns.

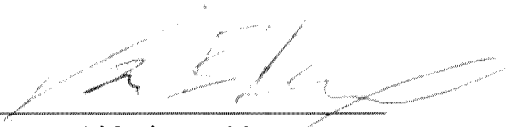
5.12 Amendments. This Agreement shall not be deemed or construed to be modified, amended, rescinded, canceled or waived, in whole or in part, other than by written amendment signed by both parties.

5.13 Execution and Delivery of Documents. Each of the parties hereto, his or her heirs, legal representatives, successors and assigns, shall do all things to execute and deliver any and all documents which may be necessary at any time to carry out and effectuate the terms and conditions of this Agreement.

5.14 Incorporation. Exhibit A is hereby fully incorporated into the terms of this Agreement and will be binding upon the parties as of the Effective Date.

City of Brainerd

Brainerd Lakes Regional Airport

By 
David Badeaux, Mayor

By 
Steven Wright
Airport Director

By 
Jennifer Bergman
City Administrator

Date 05/04/2023

Date 4/18/2023

Exhibit A
to IT/GIS Shared Services Agreement

Compensation for IT/GIS Services

1. Retainer. Airport shall pay City \$ 5,290 per quarter for services rendered under the retainer. Calculated annually using the IT/GIS Department's Personnel Services budget (2023: \$238,813) by the percentage of licensed network users represented by the Airport (2023: 7/79 or 8.86%). Those services are:
 - a. Core Network Management: Network operations and administration; physical and cyber security management; server operations and administration; data backup; IT vendor and contract management. Management service shall be for both the Airport network and Airport's integration into City's network.
 - b. Routine IT Support: Hardware and software support, management, and maintenance; IT purchasing; printing/scanning, end user training; GIS data maintenance and map creation; general technology troubleshooting.
2. Hourly. Effective January 1, 2023, Airport shall pay City \$ 50.87 per hour for IT Specialist support and \$ 81.18 per hour for IT/GIS Director support not otherwise covered by the retainer. General hours of operation are weekdays 730am-430pm, after-hours and emergency response as needed. This hourly rate shall be revised annually on a calendar year basis to reflect then-current City costs.
3. Software and Hardware. All software, software licenses, computer hardware, telecommunications connections, related IT equipment and materials purchased by the City for Airport use shall be invoiced to the Airport at cost. This includes but is not limited to the following:
 - Microsoft365 (Outlook, OneDrive, SharePoint, Teams, server CALs, etc)
 - Cisco Secure Endpoint, Duo, Umbrella, SmartNet, Threat Defense
 - Adobe Acrobat
 - Veeam Microsoft365 backup
 - Knowbe4 Security Awareness Training
 - TLS connection to City Network

IT/GIS related hardware purchased for the benefit of Airport through this Agreement shall remain the property of Airport and shall be maintained and disposed of accordingly.



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Adopt Resolution Providing for the Issuance and Sale of General Obligation Bonds, Series 2024A in the Proposed Amount of \$3,370,000

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The City needs to issue debt for the local share and special assessments of the 2024 construction project. BPU needs to bond to pay for their portion of the 2024 construction project. The \$3,370,000 General Obligation bonds are broken down as follows:

- \$2,030,000 Improvement Bonds - This represents the amount of the local share and special assessments on the 2024 South Brainerd construction project, plus cost of issuance. This portion of the debt will be repaid with levy dollars and assessment collections.
- \$1,340,000 Utility Revenue Bonds - This represents the amount needed to pay for the water improvements of the 2024 South Brainerd construction project, plus cost of issuance. This portion of the debt will be repaid with net revenues of the City's water utility.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The proposed resolution and the Pre-Sale summary is attached. Ms. Chris Hogan with Baker Tilly will be available virtually on Monday night to provide additional information and to answer any questions.

RECOMMENDED ACTION/MOTION:

Adopt the attached resolution providing for the issuance and sale of General Obligation Bonds, Series 2024A, in the Proposed Aggregate Principal Amount of \$3,370,000.

FINANCIAL IMPACT:

The annual amount of the debt levy will be included in the 2025 budget and beyond.

Extract of Minutes of Meeting
of the City Council of the City of
Brainerd, Crow Wing County, Minnesota

Pursuant to due call and notice thereof a regular meeting of the City Council of the City of Brainerd, Minnesota, was held on Monday, October 21, 2024, commencing at 7:30 p.m., at City Hall in the City.

The following members of the Council were present:

and the following were absent:

* * *

* * *

* * *

Member _____ presented the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

RESOLUTION

xx:24

RESOLUTION PROVIDING FOR THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS, SERIES 2024A, IN THE PROPOSED AGGREGATE PRINCIPAL AMOUNT OF \$3,370,000

BE IT RESOLVED By the City Council (the "City Council") of the City of Brainerd, Crow Wing County, Minnesota (the "City") as follows:

Section 1. Improvement Bonds.

(a) The City is authorized by Minnesota Statutes, Chapters 429 and 475, as amended (the "Improvement Act"), to issue obligations in an amount deemed necessary to defray in whole or in part the expense incurred and estimated to be incurred in making improvements authorized by the Improvement Act.

(b) Certain assessable public improvements in the City designated as the South Brainerd Reconstruction Project (Improvement 22-08) (the "Assessable Improvements") have been made, duly ordered, or contracts let pursuant to the provisions of the Improvement Act.

(c) The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue obligations in the proposed principal amount of \$2,030,000 (the "Improvement Bonds"), pursuant to the Improvement Act, to provide financing for the Assessable Improvements.

Section 2. Utility Revenue Bonds.

(a) The Brainerd Public Utilities Commission (the "BPU") has recommended the construction of various improvements to the City's water system (the "Utility Improvements"), pursuant to Minnesota Statutes, Chapters 444 and 475, as amended (the "Utility Revenue Act").

(b) The City Council finds it necessary and expedient to the sound financial management of the affairs of the City to issue obligations in the proposed principal amount of \$1,340,000 (the "Utility Revenue Bonds"), pursuant to the Utility Revenue Act, to provide financing for the Utility Improvements.

(c) The Board of Commissioners of the BPU will consider a resolution at an upcoming meeting requesting that the City issue the Utility Revenue Bonds to finance the Utility Improvements.

Section 3. Sale of the Bonds.

(a) It is necessary and expedient to the sound financial management of the affairs of the City to issue its General Obligation Bonds, Series 2024A (the "Bonds"), in the proposed aggregate principal amount of \$3,370,000, pursuant to the Improvement

Act and the Utility Revenue Act (collectively, the “Act”), to provide financing for the construction of the Assessable Improvements and the construction of the Utility Improvements. The Bonds will be issued, sold, and delivered in accordance with the Terms of Proposal attached hereto as EXHIBIT A (the “Terms of Proposal”).

(b) The City is authorized by Section 475.60, subdivision 2(9) of the Act to negotiate the sale of the Bonds, it being determined that the City has retained an independent municipal advisor in connection with such sale. The actions of the City staff and municipal advisor in negotiating the sale of the Bonds are ratified and confirmed in all aspects.

Section 4. Authority of Municipal Advisor. Baker Tilly Municipal Advisors, LLC (the “Municipal Advisor”) is authorized and directed to negotiate the Bonds in accordance with the Terms of Proposal. The City Council will meet at 7:30 p.m. on Monday, November 18, 2024 (or such other date as the City Council shall deem appropriate), to consider proposals on the Bonds and take any other appropriate action with respect to the Bonds.

Section 5. Authority of Bond Counsel. The law firm of Kennedy & Graven, Chartered, as bond counsel for the City (“Bond Counsel”), is authorized to act as bond counsel and to assist in the preparation and review of necessary documents, certificates, and instruments relating to the Bonds. The officers, employees, and agents of the City are hereby authorized to assist Bond Counsel in the preparation of such documents, certificates, and instruments.

Section 6. Covenants. In the resolution awarding the sale of the Bonds the City Council will set forth the covenants and undertakings required by the Act.

Section 7. Official Statement. In connection with the sale of the Bonds, the officers or employees of the City are authorized and directed to cooperate with the Municipal Advisor and participate in the preparation of an official statement for the Bonds and to deliver it on behalf of the City upon its completion.

Section 8. Declaration of Official Intent to Reimburse Certain Costs from Proceeds of the Bonds. The City hereby makes this declaration of official intent (the “Declaration”) to reimburse the expenditures made for certain costs of the Assessable Improvements and the Utility Improvements, from the proceeds of the Bonds in accordance with Treasury Regulations, Section 1.150-2 (the “Reimbursement Regulations”). All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations. This Declaration has been made not later than sixty (60) days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of tax-exempt bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the issue; or (c) “preliminary expenditures” up to an amount not in excess of twenty percent (20%) of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term “preliminary expenditures” includes architectural, engineering, surveying, soil testing, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction, or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

Adopted this 21st day of October 2024.

KELLY BEVANS
President of the Council

Approved this 22nd day of October 2024.

DAVE BADEAUX
Mayor

ATTEST:

NICK BROYLES
City Administrator

EXHIBIT A
TERMS OF PROPOSAL

THE CITY HAS AUTHORIZED BAKER TILLY MUNICIPAL ADVISORS, LLC TO NEGOTIATE THIS ISSUE ON ITS BEHALF. PROPOSALS WILL BE RECEIVED ON THE FOLLOWING BASIS:

TERMS OF PROPOSAL

\$3,370,000*

CITY OF BRAINERD, MINNESOTA
GENERAL OBLIGATION BONDS, SERIES 2024A
(BOOK ENTRY ONLY)

Proposals for the above-referenced obligations (the "Bonds") will be received by the City of Brainerd, Minnesota (the "City") on Monday, November 18, 2024 (the "Sale Date") until at 10:00 A.M., Central Time (the "Sale Time") at the offices of Baker Tilly Municipal Advisors, LLC ("Baker Tilly MA"), 30 East 7th Street, Suite 3025, Saint Paul, MN 55101, after which time proposals will be opened and tabulated. Consideration for award of the Bonds will be by the City Council at its meeting commencing at 7:30 P.M., Central Time, of the same day.

SUBMISSION OF PROPOSALS

Baker Tilly MA will assume no liability for the inability of a bidder or its proposal to reach Baker Tilly MA prior to the Sale Time, and neither the City nor Baker Tilly MA shall be responsible for any failure, misdirection or error in the means of transmission selected by any bidder. All bidders are advised that each proposal shall be deemed to constitute a contract between the bidder and the City to purchase the Bonds regardless of the manner in which the proposal is submitted.

(a) **Sealed Bidding.** Completed, signed proposals may be submitted to Baker Tilly MA by email to bids@bakertilly.com, and must be received prior to the Sale Time.

OR

(b) **Electronic Bidding.** Proposals may also be received via PARITY®. For purposes of the electronic bidding process, the time as maintained by PARITY® shall constitute the official time with respect to all proposals submitted to PARITY®. *Each bidder shall be solely responsible for making necessary arrangements to access PARITY® for purposes of submitting its electronic proposal in a timely manner and in compliance with the requirements of the Terms of Proposal.* Neither the City, its agents, nor PARITY® shall have any duty or obligation to undertake registration to bid for any prospective bidder or to provide or ensure electronic access to any qualified prospective bidder, and neither the City, its agents, nor PARITY® shall be responsible for a bidder's failure to register to bid or for any failure in the proper operation of, or have any liability for any delays or interruptions of or any damages caused by the services of PARITY®. The City is using the services of PARITY® solely as a communication mechanism to conduct the electronic bidding for the Bonds, and PARITY® is not an agent of the City.

If any provisions of this Terms of Proposal conflict with information provided by PARITY®, this Terms of Proposal shall control. Further information about PARITY®, including any fee charged, may be obtained from:

PARITY®, 1359 Broadway, 2nd Floor, New York, New York 10018
Customer Support: (212) 849-5000

*Preliminary; subject to change.

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, operate under an alternative practice structure and are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm and provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms. ©2024 Baker Tilly Municipal Advisors, LLC

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DETAILS OF THE BONDS

The Bonds will be dated as of the date of delivery and will bear interest payable on February 1 and August 1 of each year, commencing August 1, 2025. Interest will be computed on the basis of a 360-day year of twelve 30-day months.

The Bonds will mature February 1 in the years and amounts*as follows:

2026	\$230,000	2028	\$325,000	2030	\$340,000	2032	\$355,000	2034	\$375,000
2027	\$320,000	2029	\$335,000	2031	\$345,000	2033	\$365,000	2035	\$380,000

*The City reserves the right, after proposals are opened and prior to award, to increase or reduce the principal amount of the Bonds or the amount of any maturity or maturities in multiples of \$5,000. In the event the amount of any maturity is modified, the aggregate purchase price will be adjusted to result in the same gross spread per \$1,000 of Bonds as that of the original proposal. Gross spread for this purpose is the differential between the price paid to the City for the new issue and the prices at which the proposal indicates the securities will be initially offered to the investing public.

BOOK ENTRY SYSTEM

The Bonds will be issued by means of a book entry system with no physical distribution of Bonds made to the public. The Bonds will be issued in fully registered form and one Bond, representing the aggregate principal amount of the Bonds maturing in each year, will be registered in the name of Cede & Co. as nominee of The Depository Trust Company ("DTC"), New York, New York, which will act as securities depository for the Bonds. Individual purchases of the Bonds may be made in the principal amount of \$5,000 or any multiple thereof of a single maturity through book entries made on the books and records of DTC and its participants. Principal and interest are payable by the registrar to DTC or its nominee as registered owner of the Bonds. Transfer of principal and interest payments to participants of DTC will be the responsibility of DTC; transfer of principal and interest payments to beneficial owners by participants will be the responsibility of such participants and other nominees of beneficial owners. The lowest bidder (the "Purchaser"), as a condition of delivery of the Bonds, will be required to deposit the Bonds with DTC.

REGISTRAR/PAYING AGENT

The City will name the registrar/paying agent (the "Registrar") which shall be subject to applicable regulations of the Securities and Exchange Commission. The City will pay for the services of the Registrar.

OPTIONAL REDEMPTION

The City may elect on February 1, 2033, and on any day thereafter, to redeem Bonds due on or after February 1, 2034. Redemption may be in whole or in part and if in part at the option of the City and in such manner as the City shall determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC of the particular amount of such maturity to be redeemed. DTC will determine by lot the amount of each participant's interest in such maturity to be redeemed and each participant will then select by lot the beneficial ownership interests in such maturity to be redeemed. All redemptions shall be at a price of par plus accrued interest.

SECURITY AND PURPOSE

The Bonds will be general obligations of the City for which the City will pledge its full faith and credit and power to levy direct general ad valorem taxes. In addition, the City will pledge (i) special assessments against benefited properties; and (ii) net revenues from the City's water utility system for repayment of a portion of the Bonds. The proceeds of the Bonds will be used to (i) finance the construction of various assessable public improvements and related water utility work; and (ii) pay the associated cost of issuance.

BANK QUALIFIED TAX-EXEMPT OBLIGATIONS

The City will designate the Bonds as qualified tax-exempt obligations for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

BIDDING PARAMETERS

Proposals shall be for not less than \$3,329,560 plus accrued interest, if any, on the total principal amount of the Bonds. Rates shall be in integral multiples of 1/100 or 1/8 of 1%. The initial price to the public for each maturity as stated on the proposal must be 98.0% or greater.

Proposals for the Bonds may contain a maturity schedule providing for a combination of serial bonds and term bonds. All term bonds shall be subject to mandatory sinking fund redemption at a price of par plus accrued interest to the date of redemption scheduled to conform to the maturity schedule set forth herein. In order to designate term bonds, the proposal must specify "Years of Term Maturities" in the spaces provided on the proposal form.

No proposal can be withdrawn or amended after the time set for receiving proposals on the Sale Date unless the meeting of the City scheduled for award of the Bonds is adjourned, recessed, or continued to another date without award of the Bonds having been made. Bonds of the same maturity shall bear a single rate from the date of the Bonds to the date of maturity. No conditional proposals will be accepted.

ESTABLISHMENT OF ISSUE PRICE

In order to provide the City with information necessary for compliance with Section 148 of the Internal Revenue Code of 1986, as amended, and the Treasury Regulations promulgated thereunder (collectively, the "Code"), the Purchaser will be required to assist the City in establishing the issue price of the Bonds and shall complete, execute, and deliver to the City prior to the closing date, a written certification in a form acceptable to the Purchaser, the City, and Bond Counsel (the "Issue Price Certificate") containing the following for each maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity): (i) the interest rate; (ii) the reasonably expected initial offering price to the "public" (as said term is defined in Treasury Regulation Section 1.148-1(f) (the "Regulation")) or the sale price; and (iii) to the extent the hold-the-offering-price rule applies, pricing wires or equivalent communications supporting such offering or sale price. Any action to be taken or documentation to be received by the City pursuant hereto may be taken or received on behalf of the City by Baker Tilly MA.

The City intends that the sale of the Bonds pursuant to this Terms of Proposal shall constitute a "competitive sale" as defined in the Regulation based on the following:

- (i) the City shall cause this Terms of Proposal to be disseminated to potential bidders in a manner that is reasonably designed to reach potential bidders;
- (ii) all bidders shall have an equal opportunity to submit a bid;
- (iii) the City reasonably expects that it will receive bids from at least three bidders that have established industry reputations for underwriting municipal bonds such as the Bonds; and
- (iv) the City anticipates awarding the sale of the Bonds to the bidder who provides a proposal with the lowest true interest cost, as set forth in this Terms of Proposal (See "AWARD" herein).

Any bid submitted pursuant to this Terms of Proposal shall be considered a firm offer for the purchase of the Bonds, as specified in the proposal. The Purchaser shall constitute an "underwriter" as said term is defined in the Regulation. By submitting its proposal, the Purchaser confirms that it shall require any agreement among underwriters, a selling group agreement, or other agreement to which it is a party relating to the initial sale of the Bonds, to include provisions requiring compliance with the provisions of the Code and the Regulation regarding the initial sale of the Bonds.

If all of the requirements of a "competitive sale" are not satisfied, the City shall advise the Purchaser of such fact prior to the time of award of the sale of the Bonds to the Purchaser. **In such event, any proposal submitted will not be subject to cancellation or withdrawal.** Within twenty-four (24) hours of the notice of award of the sale of the Bonds, the Purchaser shall advise the City and Baker Tilly MA if 10% of any maturity of the Bonds (and, if different interest rates apply within a maturity, to each separate CUSIP number within that maturity) has been sold to the public and the price at which it was sold. The City will treat such sale price as the "issue price" for such maturity, applied on a maturity-by-maturity basis. The City will not require the Purchaser to comply with that portion of the Regulation commonly described as the "hold-the-

offering-price" requirement for the remaining maturities, but the Purchaser may elect such option. If the Purchaser exercises such option, the City will apply the initial offering price to the public provided in the proposal as the issue price for such maturities. If the Purchaser does not exercise that option, it shall thereafter promptly provide the City and Baker Tilly MA the prices at which 10% of such maturities are sold to the public; provided such determination shall be made and the City and Baker Tilly MA notified of such prices whether or not the closing date has occurred, until the 10% test has been satisfied as to each maturity of the Bonds or until all of the Bonds of a maturity have been sold.

GOOD FAITH DEPOSIT

To have its proposal considered for award, the Purchaser is required to submit a good faith deposit via wire transfer to the City in the amount of \$33,700 (the "Deposit") no later than 1:00 P.M., Central Time on the Sale Date. The Purchaser shall be solely responsible for the timely delivery of its Deposit, and neither the City nor Baker Tilly MA have any liability for delays in the receipt of the Deposit. If the Deposit is not received by the specified time, the City may, at its sole discretion, reject the proposal of the lowest bidder, direct the second lowest bidder to submit a Deposit, and thereafter award the sale to such bidder.

A Deposit will be considered timely delivered to the City upon submission of a federal wire reference number by the specified time. Wire transfer instructions will be available from Baker Tilly MA following the receipt and tabulation of proposals. The successful bidder must send an e-mail including the following information: (i) the federal reference number and time released; (ii) the amount of the wire transfer; and (iii) the issue to which it applies.

Once an award has been made, the Deposit received from the Purchaser will be retained by the City and no interest will accrue to the Purchaser. The amount of the Deposit will be deducted at settlement from the purchase price. In the event the Purchaser fails to comply with the accepted proposal, said amount will be retained by the City.

AWARD

The Bonds will be awarded on the basis of the lowest interest rate to be determined on a true interest cost (TIC) basis calculated on the proposal prior to any adjustment made by the City. The City's computation of the interest rate of each proposal, in accordance with customary practice, will be controlling.

The City will reserve the right to: (i) waive non-substantive informalities of any proposal or of matters relating to the receipt of proposals and award of the Bonds, (ii) reject all proposals without cause, and (iii) reject any proposal that the City determines to have failed to comply with the terms herein.

BOND INSURANCE AT PURCHASER'S OPTION

The City has **not** applied for or pre-approved a commitment for any policy of municipal bond insurance with respect to the Bonds. If the Bonds qualify for municipal bond insurance and a bidder desires to purchase a policy, such indication, the maturities to be insured, and the name of the desired insurer must be set forth on the bidder's proposal. The City specifically reserves the right to reject any bid specifying municipal bond insurance, even though such bid may result in the lowest TIC to the City. All costs associated with the issuance and administration of such policy and associated ratings and expenses (other than any independent rating requested by the City) shall be paid by the successful bidder. Failure of the municipal bond insurer to issue the policy after the award of the Bonds shall not constitute cause for failure or refusal by the successful bidder to accept delivery of the Bonds.

CUSIP NUMBERS

If the Bonds qualify for the assignment of CUSIP numbers such numbers will be printed on the Bonds; however, neither the failure to print such numbers on any Bond nor any error with respect thereto will constitute cause for failure or refusal by the Purchaser to accept delivery of the Bonds. Baker Tilly MA will apply for CUSIP numbers pursuant to Rule G-34 implemented by the Municipal Securities Rulemaking Board. The CUSIP Service Bureau charge for the assignment of CUSIP identification numbers shall be paid by the Purchaser.

SETTLEMENT

On or about December 18, 2024, the Bonds will be delivered without cost to the Purchaser through DTC in New York, New York. Delivery will be subject to receipt by the Purchaser of an approving legal opinion of Kennedy & Graven, Chartered of Minneapolis, Minnesota, and of customary closing papers, including a no-litigation certificate. On the date of settlement, payment for the Bonds shall be made in federal, or equivalent, funds that shall be received at the offices of the City or its designee not later than 12:00 Noon, Central Time. Unless compliance with the terms of payment for the Bonds has been made impossible by action of the City, or its agents, the Purchaser shall be liable to the City for any loss suffered by the City by reason of the Purchaser's non-compliance with said terms for payment.

CONTINUING DISCLOSURE

In accordance with SEC Rule 15c2-12(b)(5), the City will undertake, pursuant to the resolution awarding sale of the Bonds, to provide annual reports and notices of certain events. A description of this undertaking is set forth in the Official Statement. The Purchaser's obligation to purchase the Bonds will be conditioned upon receiving evidence of this undertaking at or prior to delivery of the Bonds.

OFFICIAL STATEMENT

The City has authorized the preparation of a Preliminary Official Statement containing pertinent information relative to the Bonds, and said Preliminary Official Statement has been deemed final by the City as of the date thereof within the meaning of Rule 15c2-12 of the Securities and Exchange Commission. For an electronic copy of the Preliminary Official Statement or for any additional information prior to sale, any prospective purchaser is referred to the Municipal Advisor to the City, Baker Tilly Municipal Advisors, LLC, by telephone (651) 223-3000, or by email bids@bakertilly.com.

A Final Official Statement (as that term is defined in Rule 15c2-12) will be prepared, specifying the maturity dates, principal amounts, and interest rates of the Bonds, together with any other information required by law. By awarding the Bonds to the Purchaser, the City agrees that, no more than seven business days after the date of such award, it shall provide to the Purchaser an electronic copy of the Final Official Statement. The City designates the Purchaser as its agent for purposes of distributing the Final Official Statement to each syndicate member, if applicable. The Purchaser agrees that if its proposal is accepted by the City, (i) it shall accept designation and (ii) it shall enter into a contractual relationship with its syndicate members for purposes of assuring the receipt of the Final Official Statement by each such syndicate member.

Dated October 21, 2024

BY ORDER OF THE CITY COUNCIL

/s/ Nick Broyles
City Administrator

STATE OF MINNESOTA)
)
COUNTY OF CROW WING)
)
CITY OF BRAINERD)

I, the undersigned, being the duly qualified City Administrator of the City of Brainerd, Minnesota (the “City”), hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council of the City held on Monday, October 18, 2024, with the original minutes on file in my office and the extract is a full, true and correct copy of the minutes, insofar as they relate to the issuance and sale of the City’s General Obligation Bonds, Series 2024A, in the proposed aggregate principal amount of \$3,370,000.

WITNESS My hand as City Administrator and the corporate seal of the City this ____ day of October, 2024.

(SEAL)

City Administrator
City of Brainerd, Minnesota

City of Brainerd, Minnesota

Pre-Sale Summary for Issuance of Bonds

\$3,370,000 General Obligation Bonds, Series 2024A

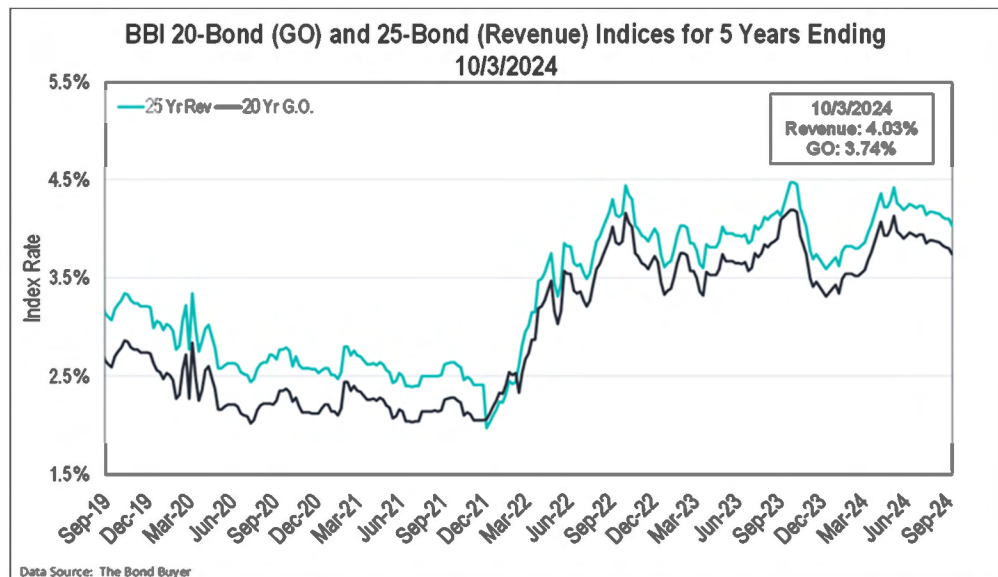
The City Council (the "Council") has under consideration the issuance of bonds (the "Bonds") to (i) finance construction of various assessable public improvements (the "Improvement Bond Portion") and related water utility work (the "Utility Bond Portion"); and (ii) pay the associated cost of issuance. This document provides information relative to the proposed issuance.

KEY EVENTS: The following summary schedule includes the timing of key events that will occur relative to the bond issuance:

October 21, 2024	Council sets sale date and terms
October 29, 2024, 11:00 a.m.	Rating conference is conducted
November 18, 2024, 10:00 a.m.	Competitive proposals are received
November 18, 2024, 7:30 p.m.	Council considers award of the Bonds
December 18, 2024	Proceeds are received

RATING: An application will be made to S&P Global Ratings (S&P) for a rating on the Bonds. The City's general obligation debt is currently rated "AA-" by S&P.

THE MARKET: Performance of the tax-exempt market is often measured by the Bond Buyer's Index ("BBI") which measures the yield of high-grade municipal bonds in the 20th year for general obligation bonds rated Aa2 by Moody's or AA by S&P (the BBI 20-Bond GO Index) and the 30th year for revenue bonds rated A1 by Moody's or A+ by S&P (the BBI 25-Bond Revenue Index). The following chart illustrates these two indices over the past five years:



BOND SUMMARY:	The Bonds are a general obligation of the City, secured by its full faith and credit, and taxing power. In addition, the City will pledge (i) special assessments against benefited properties and (ii) net revenues of the City's water utility. The Bonds are being issued pursuant to Minnesota Statutes, Chapters 429, 444, and 475 and have been structured with three purposes pursuant to their respective statutory authority and payment source. Each purpose is detailed in the sections below.
SCHEDULES ATTACHED:	Schedules attached for the Bonds include (i) sources and uses of funds, (ii) estimated net debt service for the Bonds as a whole and by purpose, (iii) assessment income, and (iv) coverage and aggregate debt payable from the water utility.
RISKS/SPECIAL CONSIDERATIONS:	The outcome of this financing relies on market conditions at the time of the sale. Any projections included herein are estimates based on current market conditions. Anticipated levy projections for the Improvement Bonds are based on the estimated assessment income. If actual assessment collections are different than projected, the resulting anticipated levy could differ significantly from what is projected in these schedules.
SALE TERMS AND MARKETING:	<u>Variability of Issue Size:</u> A specific provision in the sale terms permits modifications to the issue size and/or maturity structure once the price and interest rates are set on the day of sale. <u>Prepayment Provisions:</u> Bonds maturing on or after February 1, 2034 may be prepaid at a price of par plus accrued interest on or after February 1, 2033. <u>Bank Qualification:</u> The City does not expect to issue more than \$10 million in tax-exempt obligations that count against the \$10 million limit for this calendar year; therefore, the Bonds are designated as bank qualified.

Description of
\$2,030,000 Improvement Bonds

PURPOSE:	Proceeds of the Improvement Bonds will be used to finance the North Brainerd Reconstruction project, consisting of removal and rebuilding of streets (the "Street Project") and related costs of issuance.
AUTHORITY:	<u>Statutory Authority:</u> The Improvement Bonds are being issued pursuant to Minnesota Statutes, Chapters 429 and 475. <u>Statutory Requirements:</u> Pursuant to Minnesota Statutes, Chapter 429, at least 20% of the City's share of the projected cost of the projects must be paid from special assessments. The projects being financed meet this requirement.
SOURCE OF PAYMENT:	The Improvement Bonds will be repaid with a combination of special assessments filed against benefited properties and general ad valorem taxes. Special assessments in the principal amount of \$614,945.10 are expected to be filed in the fall of 2024 for the first collection in 2025. The assessments will be collected over a

term of ten years with equal annual payments of principal. Interest on the unpaid balance will be charged at a rate of 1.5% over the true interest cost (TIC) of the Improvement Bonds. Based on previous interest rate estimates provided to the City, the City will implement a rate of 4.90%. Should prepaid assessment information be available prior to sale day, we will adjust the assessments to reflect the amount of prepayments and adjust debt service accordingly.

The City will be required to levy ad valorem taxes to pay a portion of the debt service on the Improvement Bonds. The City will levy in 2024 for collection in 2025. Beginning with the August 1, 2025, interest payment, each year's collection of assessments and taxes will be used to make the August 1 interest payment due in the collection year and the February 1 principal and interest payment due the following year.

**STRUCTURING
SUMMARY:**

In consultation with City staff, the City budgeted a levy of \$106,950 for taxes payable in 2025; therefore, debt service for the Improvement Bond portion has been structured to match the 2025 budgeted levy and principal repayment thereafter structured around the projected assessment income to result in approximately level annual tax levy requirement over a term of ten years.

Description of

\$1,340,000 Utility Revenue Bonds

PURPOSE:

Proceeds of the Utility Revenue Bonds will be used to finance (i) the water related improvements to the North Brainerd reconstruction project (the "Water Improvements"), and pay related costs of issuance.

AUTHORITY:

Brainerd Public Utilities (the "BPU") was previously reported as a discrete component unit of the City, however the charter was updated and BPU is longer considered a separate legal entity of the City and is presented as a fund of the City. BPU provides electric, water and wastewater services to local residents and business customers residing in the City.

Statutory Authority: The Utility Revenue Bonds are being issued pursuant to Minnesota Statutes, Chapters 444 and 475.

Statutory Requirements: Pursuant to Minnesota Statutes, Chapter 444, and the resolution authorizing the Utility Revenue Bonds, the BPU will covenant to maintain water utility rates and charges in an amount sufficient to support the operation of the water utility and to pay debt service. The BPU is required to annually review the budget of the water utility to determine whether current rates and charges are sufficient and to adjust them as necessary.

The City currently has five outstanding bond issues for which the net revenues of the water utility are pledged.

Total debt service payable from the water utility and net revenue calculation of the water utility is shown on page 12. The 2023 net revenues of the water utility are less than 1x coverage in some years. The Brainerd Public Utilities Commission is currently evaluating water rates and will increase rates by the appropriate amounts needed to generate revenues sufficient to pay debt service and operations for the water utility.

**SOURCE OF
PAYMENT:**

The Utility Revenue Bonds will be repaid with net revenues of the City's water utility. BPU's debt payments are funded entirely through rates, fees and other charges for these services.

**STRUCTURING
SUMMARY:**

In consultation with the BPU, the Utility Revenue Bonds have been structured with a repayment term of 10 years with approximately level annual payments of debt service.

Post Issuance

POST ISSUANCE COMPLIANCE:

The issuance of the Bonds will result in post-issuance compliance responsibilities. The responsibilities are in two primary areas: (i) compliance with federal arbitrage requirements and (ii) compliance with secondary disclosure requirements.

Federal arbitrage requirements include a wide range of implications that have been taken into account as this issue has been structured. Post-issuance compliance responsibilities for this tax-exempt issue include both rebate and yield restriction provisions of the IRS Code. In general terms the arbitrage requirements control the earnings on unexpended bond proceeds, including investment earnings, moneys held for debt service payments (which are considered to be proceeds under the IRS regulations), and/or reserves. Under certain circumstances any “excess earnings” will need to be paid to the IRS to maintain the tax-exempt status of the Bonds. Any interest earnings on gross bond proceeds or debt service funds should not be spent until it has been determined based on actual facts that they are not “excess earnings” as defined by the IRS Code.

The arbitrage rules allow for an exception to rebate for a municipality that issues \$5 million or less in a calendar year. The City is not issuing any additional debt in 2024; therefore, they will qualify as a small issuer and are exempt from the rebate requirements.

Regardless of whether the issue qualifies for an exemption from the rebate provisions, yield restriction provisions will apply to Bond proceeds (including interest earnings) unspent after three years and the debt service fund throughout the term of the Bonds. These moneys should be monitored until the Bonds are retired.

Secondary disclosure requirements result from an SEC requirement that underwriters provide ongoing disclosure information to investors. To meet this requirement, any prospective underwriter will require the City to commit to providing the information needed to comply under a continuing disclosure agreement.

Baker Tilly Municipal Advisors currently provides both arbitrage and continuing disclosure services to the City. Baker Tilly Municipal Advisors will work with City staff to include the Bonds under the existing Agreement for Municipal Advisor Services.

Baker Tilly Municipal Advisors, LLC is a registered municipal advisor and controlled subsidiary of Baker Tilly Advisory Group, LP. Baker Tilly Advisory Group, LP and Baker Tilly US, LLP, trading as Baker Tilly, operate under an alternative practice structure and are members of the global network of Baker Tilly International Ltd., the members of which are separate and independent legal entities. Baker Tilly US, LLP is a licensed CPA firm and provides assurance services to its clients. Baker Tilly Advisory Group, LP and its subsidiary entities provide tax and consulting services to their clients and are not licensed CPA firms. ©2024 Baker Tilly Municipal Advisors, LLC.

Preliminary

\$3,370,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2024A

Issue Summary - 10YR

Total Issue Sources And Uses

Dated 12/18/2024 | Delivered 12/18/2024

	Improvement Bond Portion	Utility Bond Portion - Water 10YR	Issue Summary - 10YR
Sources Of Funds			
Par Amount of Bonds	\$2,030,000.00	\$1,340,000.00	\$3,370,000.00
Total Sources	\$2,030,000.00	\$1,340,000.00	\$3,370,000.00
Uses Of Funds			
Deposit to Project Construction Fund	1,962,846.83	1,297,361.89	3,260,208.72
Costs of Issuance	39,335.03	25,964.97	65,300.00
Total Underwriter's Discount (1.200%)	24,360.00	16,080.00	40,440.00
Rounding Amount	3,458.14	593.14	4,051.28
Total Uses	\$2,030,000.00	\$1,340,000.00	\$3,370,000.00

Preliminary

\$3,370,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2024A

Issue Summary - 10YR

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessment		Levy Required
						Income	Utility Revenues	
02/01/2025	-	-	-	-	-	-	-	-
02/01/2026	230,000.00	2.823%	116,043.96	346,043.96	363,346.16	96,648.87	163,947.62	102,749.67
02/01/2027	320,000.00	2.890%	97,169.20	417,169.20	438,027.66	88,613.59	166,017.71	183,396.37
02/01/2028	325,000.00	2.910%	87,921.20	412,921.20	433,567.26	85,600.35	167,626.31	180,340.61
02/01/2029	335,000.00	2.922%	78,463.70	413,463.70	434,136.89	82,587.13	169,056.93	182,492.83
02/01/2030	340,000.00	2.980%	68,675.00	408,675.00	429,108.75	79,573.89	165,068.40	184,466.46
02/01/2031	345,000.00	3.040%	58,543.00	403,543.00	423,720.15	76,560.67	166,250.70	180,908.78
02/01/2032	355,000.00	3.100%	48,055.00	403,055.00	423,207.75	73,547.43	167,191.50	182,468.82
02/01/2033	365,000.00	3.200%	37,050.00	402,050.00	422,152.50	70,534.21	167,884.50	183,733.79
02/01/2034	375,000.00	3.320%	25,370.00	400,370.00	420,388.50	67,520.97	168,262.50	184,605.03
02/01/2035	380,000.00	3.400%	12,920.00	392,920.00	412,566.00	64,507.75	168,283.50	179,774.75
Total	\$3,370,000.00	-	\$630,211.06	\$4,000,211.06	\$4,200,221.61	\$785,694.86	\$1,669,589.66	\$1,744,937.09

Dated	12/18/2024
Delivery Date	12/18/2024
First Coupon Date	8/01/2025

Yield Statistics

Bond Year Dollars	\$19,937.53
Average Life	5.916 Years
Average Coupon	3.1609288%
Net Interest Cost (NIC)	3.3637624%
True Interest Cost (TIC)	3.3836380%
Bond Yield for Arbitrage Purposes	3.1539369%
All Inclusive Cost (AIC)	3.7627895%

IRS Form 8038

Net Interest Cost	3.1609288%
Weighted Average Maturity	5.916 Years

Preliminary

\$2,030,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2024A

Improvement Bond Portion

NET DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I	105% of Total	Assessment	Levy Required
02/01/2025	-	-	-	-	-	-	-
02/01/2026	120,000.00	2.823%	69,903.37	189,903.37	199,398.54	96,648.87	102,749.67
02/01/2027	200,000.00	2.890%	59,057.10	259,057.10	272,009.96	88,613.59	183,396.37
02/01/2028	200,000.00	2.910%	53,277.10	253,277.10	265,940.96	85,600.35	180,340.61
02/01/2029	205,000.00	2.922%	47,457.10	252,457.10	265,079.96	82,587.13	182,492.83
02/01/2030	210,000.00	2.980%	41,467.00	251,467.00	264,040.35	79,573.89	184,466.46
02/01/2031	210,000.00	3.040%	35,209.00	245,209.00	257,469.45	76,560.67	180,908.78
02/01/2032	215,000.00	3.100%	28,825.00	243,825.00	256,016.25	73,547.43	182,468.82
02/01/2033	220,000.00	3.200%	22,160.00	242,160.00	254,268.00	70,534.21	183,733.79
02/01/2034	225,000.00	3.320%	15,120.00	240,120.00	252,126.00	67,520.97	184,605.03
02/01/2035	225,000.00	3.400%	7,650.00	232,650.00	244,282.50	64,507.75	179,774.75
Total	\$2,030,000.00	-	\$380,125.67	\$2,410,125.67	\$2,530,631.95	\$785,694.86	\$1,744,937.09

Dated	12/18/2024
Delivery Date	12/18/2024
First Coupon Date	8/01/2025

Yield Statistics

Bond Year Dollars	\$12,032.47
Average Life	5.927 Years
Average Coupon	3.1591652%
Net Interest Cost (NIC)	3.3616173%
True Interest Cost (TIC)	3.3813920%
Bond Yield for Arbitrage Purposes	3.1539369%
All Inclusive Cost (AIC)	3.7596419%

IRS Form 8038

Net Interest Cost	3.1591652%
Weighted Average Maturity	5.927 Years

Preliminary

\$614,945

City of Brainerd, Minnesota

General Obligation Bonds, Series 2024A

Assessment Income

DEBT SERVICE SCHEDULE

Date	Principal	Coupon	Interest	Total P+I
12/31/2024	-	-	-	-
12/31/2025	61,494.51	4.900%	35,154.36	96,648.87
12/31/2026	61,494.51	4.900%	27,119.08	88,613.59
12/31/2027	61,494.51	4.900%	24,105.84	85,600.35
12/31/2028	61,494.51	4.900%	21,092.62	82,587.13
12/31/2029	61,494.51	4.900%	18,079.38	79,573.89
12/31/2030	61,494.51	4.900%	15,066.16	76,560.67
12/31/2031	61,494.51	4.900%	12,052.92	73,547.43
12/31/2032	61,494.51	4.900%	9,039.70	70,534.21
12/31/2033	61,494.51	4.900%	6,026.46	67,520.97
12/31/2034	61,494.51	4.900%	3,013.24	64,507.75
Total	\$614,945.10	-	\$170,749.76	\$785,694.86

SIGNIFICANT DATES

Date Filed	11/01/2024
First Collection Year.....	12/31/2025

Preliminary

\$1,340,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2024A

Utility Bond Portion - Water 10YR

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% of Debt Service
02/01/2025	-	-	-	-	-
02/01/2026	110,000.00	2.823%	46,140.59	156,140.59	163,947.62
02/01/2027	120,000.00	2.890%	38,112.10	158,112.10	166,017.71
02/01/2028	125,000.00	2.910%	34,644.10	159,644.10	167,626.31
02/01/2029	130,000.00	2.922%	31,006.60	161,006.60	169,056.93
02/01/2030	130,000.00	2.980%	27,208.00	157,208.00	165,068.40
02/01/2031	135,000.00	3.040%	23,334.00	158,334.00	166,250.70
02/01/2032	140,000.00	3.100%	19,230.00	159,230.00	167,191.50
02/01/2033	145,000.00	3.200%	14,890.00	159,890.00	167,884.50
02/01/2034	150,000.00	3.320%	10,250.00	160,250.00	168,262.50
02/01/2035	155,000.00	3.400%	5,270.00	160,270.00	168,283.50
Total	\$1,340,000.00	-	\$250,085.39	\$1,590,085.39	\$1,669,589.66

SIGNIFICANT DATES

Dated	12/18/2024
Delivery Date	12/18/2024
First Coupon Date	8/01/2025

Yield Statistics

Bond Year Dollars	\$7,905.06
Average Life	5.899 Years
Average Coupon	3.1636133%
Net Interest Cost (NIC)	3.3670274%
True Interest Cost (TIC)	3.3870597%
Bond Yield for Arbitrage Purposes	3.1539369%
All Inclusive Cost (AIC)	3.7675860%

IRS Form 8038

Net Interest Cost	3.1636133%
Weighted Average Maturity	5.899 Years

Preliminary

\$1,340,000

City of Brainerd, Minnesota

General Obligation Bonds, Series 2024A

Utility Bond Portion - Water 10YR

Debt Service Schedule

Date	Principal	Coupon	Interest	Total P+I	105% of Debt Service	Fiscal Total
12/18/2024	-	-	-	-	-	-
08/01/2025	-	-	25,531.89	25,531.89	26,808.48	-
02/01/2026	110,000.00	2.823%	20,608.70	130,608.70	137,139.14	163,947.62
08/01/2026	-	-	19,056.05	19,056.05	20,008.85	-
02/01/2027	120,000.00	2.890%	19,056.05	139,056.05	146,008.85	166,017.71
08/01/2027	-	-	17,322.05	17,322.05	18,188.15	-
02/01/2028	125,000.00	2.910%	17,322.05	142,322.05	149,438.15	167,626.31
08/01/2028	-	-	15,503.30	15,503.30	16,278.47	-
02/01/2029	130,000.00	2.922%	15,503.30	145,503.30	152,778.47	169,056.93
08/01/2029	-	-	13,604.00	13,604.00	14,284.20	-
02/01/2030	130,000.00	2.980%	13,604.00	143,604.00	150,784.20	165,068.40
08/01/2030	-	-	11,667.00	11,667.00	12,250.35	-
02/01/2031	135,000.00	3.040%	11,667.00	146,667.00	154,000.35	166,250.70
08/01/2031	-	-	9,615.00	9,615.00	10,095.75	-
02/01/2032	140,000.00	3.100%	9,615.00	149,615.00	157,095.75	167,191.50
08/01/2032	-	-	7,445.00	7,445.00	7,817.25	-
02/01/2033	145,000.00	3.200%	7,445.00	152,445.00	160,067.25	167,884.50
08/01/2033	-	-	5,125.00	5,125.00	5,381.25	-
02/01/2034	150,000.00	3.320%	5,125.00	155,125.00	162,881.25	168,262.50
08/01/2034	-	-	2,635.00	2,635.00	2,766.75	-
02/01/2035	155,000.00	3.400%	2,635.00	157,635.00	165,516.75	168,283.50
Total	\$1,340,000.00	-	\$250,085.39	\$1,590,085.39	\$1,669,589.66	-

SIGNIFICANT DATES

Dated	12/18/2024
Delivery Date	12/18/2024
First Coupon Date	8/01/2025

Yield Statistics

Bond Year Dollars	\$7,905.06
Average Life	5.899 Years
Average Coupon	3.1636133%

Net Interest Cost (NIC)	3.3670274%
True Interest Cost (TIC)	3.3870597%
Bond Yield for Arbitrage Purposes	3.1539369%
All Inclusive Cost (AIC)	3.7675860%

IRS Form 8038

Net Interest Cost	3.1636133%
Weighted Average Maturity	5.899 Years

Brainerd, Minnesota
Aggregate Debt Service Payable from the Water Utility

Aggregate Debt Service

Calendar Year	\$1,700,000 2015A Bonds	\$4,845,000 2016A Bonds	\$2,720,000 2018A Bonds	\$5,250,000 2021A Bonds	\$1,100,000 2023A Bonds	\$1,340,000 2024A Bonds*	Total D/S	Net D/S Payable from Water Revenue	Coverage
2024	195,261	429,128	339,465	442,229	-	-	1,406,083	1,406,083	0.58
2025	196,435	432,803	338,048	433,172	108,070	-	1,508,529	1,508,529	0.54
2026	-	430,178	339,255	418,735	110,329	163,948	1,462,445	1,462,445	0.56
2027	-	429,201	334,976	409,416	107,441	166,018	1,447,052	1,447,052	0.57
2028	-	427,652	335,711	394,716	109,804	167,626	1,435,509	1,435,509	0.57
2029	-	430,277	-	456,797	111,904	169,057	1,168,035	1,168,035	0.70
2030	-	427,442	-	458,635	108,491	165,068	1,159,636	1,159,636	0.71
2031	-	429,240	-	463,570	110,329	166,251	1,169,389	1,169,389	0.70
2032	-	-	-	465,510	111,904	167,192	744,605	744,605	1.10
2033	-	-	-	465,838	107,966	167,885	741,689	741,689	1.11
2034	-	-	-	465,672	109,279	168,263	743,214	743,214	1.10
2035	-	-	-	463,680	110,329	168,284	742,292	742,292	1.10
2036	-	-	-	465,255	111,116	-	576,371	576,371	1.42
2037	-	-	-	466,620	107,218	-	573,838	573,838	1.43
2038	-	-	-	-	108,452	-	108,452	108,452	7.56
2039	-	-	-	-	109,463	-	109,463	109,463	7.49
Total	391,696	3,435,922	1,687,455	6,269,844	1,642,094	1,669,590	15,096,600	14,878,686	

Note: all debt service is shown at 105%.

* Estimate

Water Utility - 2023 Net Revenue & Coverage

Operating Revenues	\$3,246,504
Operating Expenses	(4,071,151)
Operating Income	(824,647)
Add back depreciation	1,261,910
Interest Income	34,116
Local Option Sales Tax	348,693
Income Available for Debt Service	\$820,072
Maximum Projected Debt Service	\$1,508,529
Remaining Capacity	(\$688,457)



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Authorize Submission of Small Cities Development Program (SCDP) Preliminary Proposal to Department of Employment and Economic Development (DEED)

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director, John Schommer

DEPARTMENT: Finance

PRESENTER: John Schommer

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The Brainerd HRA Board of Directors has given the direction to submit a preliminary proposal on behalf of the City of Brainerd, for a SCDP grant to coincide with the Washington Street construction scheduled for 2026. This is just the preliminary application. If the application is selected, DEED will invite the City to submit a full application at a later date.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The HRA has sent out brochures and surveys to gauge interest. The response deadline is not until November 4th, therefore only the draft preliminary proposal is attached. Also attached is a map of the proposed targeted areas.

RECOMMENDED ACTION/MOTION:

Authorize the Brainerd HRA to submit a Small Cities Development Program (SCDP) 2025 Preliminary Proposal to the Department of Employment and Economic Development (DEED) to coincide with the Washington Street construction.

FINANCIAL IMPACT:

2025 Small Cities Development Program Preliminary Proposal Coversheet

Complete only **one** coversheet for all activities being applied for. You will need to submit a separate preliminary proposal for each activity.

Application Information

Applicant: **City of Brainerd, Crow Wing County**

SCDP Amount Requested: \$ TBD

Amount of Other Funds: \$ TBD

SCDP Program Income: N/A

Estimated Total Project Cost: \$ TBD

Application Components

Please indicate if this is (choose one):

- ☐ Single Purpose Application
- ☒ Comprehensive Application

Which activities are included in this application packet (choose all that apply, and complete the individual application for each selected activity and one master budget as found on the [SCDP website](#)):

- ☒ Owner Occupied Rehab
- ☒ Single Family Rental
- ☐ Multi-Family Rental
- ☐ Mixed Use (use for buildings containing residential rental units in commercial buildings)
- ☐ Duplex Rental
- ☒ Commercial (Must be part of comprehensive application)
- ☐ Public Facility – Infrastructure
- ☐ Public Facility – Community Center
- ☐ Public Facility – Streetscape

Application Description

Briefly summarize the Preliminary Proposal. Make sure to include:

1. An overview of the target area
2. A description of the project or projects
3. Cost effectiveness, including all sources of leverage

The City of Brainerd is proposing two target areas located in South, North and Northeast Brainerd to rehabilitate owner-occupied homes and commercial properties. The first target area A encompasses 134 square blocks with a Northern border of Bluff Avenue, Southern border of Willow Street, Western border of South 6th Street, and Eastern border of the Brainerd City Trail. The second target area B encompasses 31 square blocks with a Northern border of M Street NE, Southern border of H Street NE, Western border of 2nd Avenue NE, and Eastern border of Mill Avenue. Target area B will only be utilized if we are unable to fulfil the **TBD** owner-occupied properties within target area A.

The City of Brainerd is also proposing to rehabilitate single family rental properties that are located within the City limits of Brainerd, MN. The boundaries for the single-family rental rehabilitation properties are City Wide.

The City of Brainerd is pursuing SCDP funds to rehabilitate **TBD** owner occupied homes, **TBD** single family rental properties, and **TBD** commercial properties.

Other funds will be leveraged from Tri-County Community Action Partnership/weatherization to improve the safety, energy efficiency, and accessibility for these homeowners and renters.

Checklist for Preliminary Proposal

Please make sure to include the documents in the “Preliminary Proposal”, applicable “Specific Projects” and “Other Documents” section with your Preliminary Proposal submission.

Preliminary Proposal Section

- A completed and signed coversheet, with a Grantee Summary Information Sheet.
- A master budget that shows all project budgets in one document.

Specific Project Section

Owner Occupied

- A complete Preliminary Proposal
- Detailed color maps of the target area and optional Plan B
- A copy of the interest survey form
 - If the interest survey was completed, include the surveys or a spreadsheet that list interested homeowners

Rental

- A complete Preliminary Proposal for each individual project type
- Detailed color maps of the target area and location of rentals
- A copy of the interest survey form
 - If the interest survey was completed, include the surveys or a spreadsheet that lists interested building owners

Commercial

- A complete Preliminary Proposal
- Detailed color maps of the proposed slum and blight area
- A copy of the interest survey form
- A list of building owners that are interested in the program

Public Facility

- A complete Preliminary Proposal for each project activity
- The Add. Budget-Public Facilities budget (the second tab of the Master Budget)
- If an income survey was complete, include the income calculation spreadsheet.
 - Copies of the survey will only be required during Full Application.

Other Documents

- Letter of commitment for leverage, if applicable

Signature Page

By signing below, the Applicant certifies to the best of their knowledge that the data and information provided in the Application is true and correct.

Signature of Authorized Official (Primary Community):

____ Date: _____

Name of Authorized Official: Dave Badeaux

Signature of Authorized Official (Partnering Community – if applicable):

____ Date: _____

Name of Authorized Official (Partnering Primary Community): N/A

Signature of Authorized Official (Partnering Community – if applicable):

____ Date: _____

Name of Authorized Official (Partnering Community – if applicable): N/A

Signature of Primary Administrator:

____ Date: _____

Name of Primary Administrator: John Schommer

Signature of Secondary Administrative Entity (if applicable)

____ Date: _____

Name of Secondary Administrative Entity (if applicable): N/A

Signature of Engineering firm for Public Facility Projects (if applicable)

_____ Date: _____
Name of Engineering Firm (if applicable): N/A

Grantee Summary Information Sheet (GSIS)

Small Cities Development Program – State of Minnesota

Please complete all sections that apply to the proposed activities. If the same person is responsible for multiple duties, please list their name for each duty they are assigned to for this proposal. Contact information only needs to be listed once. If a category is not applicable to your grant, please indicate as not applicable.

Authorized Official and Environmental Certifying Officer Information (mayor or board chair)

All information in this section is required, unless otherwise directed

Name: Dave Badeaux

Title: Mayor

Address: 501 Laurel Street

City, State, ZIP: Brainerd, MN 56401

Phone number: 218-330-8204

Mayor/chair Email: dbadeaux@ci.brainerd.mn.us

Clerk/Treasurer name : Connie Hillman

Clerk/Treasurer Email : chillman@ci.brainerd.mn.us

Phone number: 218-828-3207

Federal ID#: 41-6005001

State ID#: 8020777

State Vendor #: 0000199019

Applicant Unique Entity Identifier (UEI)#: HRDWXDBU3M54

Applicant (proposal) Author

Name: John Schommer

Title: Rehabilitation Director

Address: 324 East River Road

City, State, ZIP: Brainerd, MN 56401

Phone: 218-824-3432

Email: john@brainerdhra.org

Primary Implementation Agency

Name of Organization: Brainerd Housing & Redevelopment Authority

Primary Contact: John Schommer

Title: Rehabilitation Director

Address: 324 East River Road

City, State, ZIP: Brainerd, MN 56401

Phone: 218-824-3432

Email: john@brainerdhra.org

Environmental Review Coordinator *(required for all project types)*

Name of Organization: Brainerd Housing & Redevelopment Authority

Name: Hannah Anderson

Title: Operations Administrative Specialist

Phone: 218-824-3429

Email: hannah@brainerdhra.org

List experience with federal or state rehabilitation programs: N/A

Fair Housing/Equal Opportunity Coordinator *(required for all project types)*

Name of Organization: Brainerd Housing & Redevelopment Authority

Name: Hannah Anderson

Title: Operations Administrative Specialist

Phone: 218-824-3429

Email: hannah@brainerdhra.org

List experience with federal or state rehabilitation programs: N/A

Rehabilitation Coordinator

Name of Organization: Brainerd Housing & Redevelopment Authority

Name: John Schommer

Title: Rehabilitation Director

Phone: 218-824-3432

Email: john@brainerdhra.org

List experience with federal or state rehabilitation programs: CDBG, SCDP, MN Housing RLP/ELP, CFP

Labor Standards Coordinator *(required for commercial, public facility and large rental project types)*

Name of Organization: Brainerd Housing & Redevelopment Authority

Name: Hannah Anderson

Title: Operations Administrative Specialist

Phone: 218-824-3429

Email: hannah@brainerdhra.org

List experience with federal or state rehabilitation programs: N/A

Property Inspector

Name of Organization: Brainerd Housing & Redevelopment Authority

Name: John Schommer

Title: Rehabilitation Director

Phone: 218-824-3432

Email: john@brainerdhra.org

List experience with federal or state rehabilitation programs: CDBG, SCDP, MN Housing RLP/ELP, CFP

Income Verification Coordinator

Name of Organization: Brainerd Housing & Redevelopment Authority

Name: Hannah Anderson

Title: Operations Administrative Specialist

Phone: 218-824-3429

Email: hannah@brainerdhra.org

List experience with federal or state rehabilitation programs: N/A

Rent Limit and Rental Notice Coordinator

Name of Organization: Brainerd Housing & Redevelopment Authority

Name: Hannah Anderson

Title: Operations Administrative Specialist

Phone: 218-824-3429

Email: hannah@brainerdhra.org

List experience with federal or state rehabilitation programs: N/A

Co-funding contact information

List all agencies also supporting the proposed project, both committed and pending (examples may include: MN Housing, Greater MN Housing, Public Facilities Authority, Rural Development, and local sources of if other than applicant).

Agency #1

Agency Name: Tri-County Community Action Partnership

Name of primary point of contact: Jason Foy

Address: 501 LeMieur Street, Little Falls, MN 56345

Phone: 320-632-3691

Email: Jason.foy@tccaction.com

Agency #2

Agency Name: N/A

Name of primary point of contact:

Address:

Phone:

Email:

Agency #3

Agency Name: N/A

Name of primary point of contact:

Address:

Phone:

Email:





City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Adopt Resolution for Assessment - 2023-2024 Nuisance Abatement and 2023-2024 Downtown Special Services District

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

PRESENTER: Jessie Dehn, Public Works Director, **ESTIMATED TIME (MIN):** 15 Minutes
James Kramvik, Community Development Director

SUMMARY OF ISSUE: Attached to this request is a copy of the Notice of Assessment Hearing, the Proposed Assessment Rolls for the 2023-2024 downtown special services district including downtown snow removal, and 2023-2024 nuisance abatement, and a resolution in which adopts the assessments.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: At the public hearing, if there are questions or comments about the proposed assessments, staff will be available to respond. At the conclusion of the hearing, the Council would typically adopt a resolution adopting the assessments. If there are contested assessment amounts, staff would ask that the Council still adopt the assessments to start the 30-day payment clock. Contested assessments would be brought back to the next meeting for discussion, unless the council desires to adopt the contested assessments without further consultation.

RECOMMENDED ACTION/MOTION:

1. Hold a public hearing to hear testimony for or against the proposed assessments.
2. Adopt the attached resolution adopting the assessments as proposed for 2023-2024 downtown special services district including downtown snow removal, and 2023-2024 nuisance abatement.

FINANCIAL IMPACT: N/A

RESOLUTION
xx:24

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessment for 2023-2024 snow removal and special services and nuisance abatement concerning the properties abutting on the following:

DOWNTOWN SNOW REMOVAL AND 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

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

1. Such proposed assessment, a copy of which is on file in the offices of the City Administrator and City Engineer, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.
2. Such assessment shall be payable in full within 30 days from the adoption of this Resolution without interest at the office of the City Administrator. Thereafter, the entire amount of the assessment shall be payable to the Crow Wing County Auditor with interest at the rate of four and nine hundredths' percent (4.90%).
3. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the Crow Wing County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 21st day of October 2024

KELLY BEVANS
President of the Council

Approved this 22nd day of October 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
101-24 NUISANCE ASSESSMENTS

09/20/2024

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THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF CITY NUISANCE 101-24.

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
101-24	Active	Active	41190917 HUNTER, IVY RAE	1,675.00	1	1	4.9000000	1,675.00	98.27	1,773.27
101-24	Active	Active	41190952 O'CONNOR, JESSE	1,800.00	1	1	4.9000000	1,800.00	105.60	1,905.60
101-24	Active	Active	41190954 REES, NICHOLE & TONY	4,950.00	1	1	4.9000000	4,950.00	290.40	5,240.40
101-24	Active	Active	41191109 VERKENNES, HENRY L & VICTORIA J	350.00	1	1	4.9000000	350.00	20.53	370.53
101-24	Active	Active	41191194 HUNTER, IVY RAE	1,932.50	1	1	4.9000000	1,932.50	113.37	2,045.87
101-24	Active	Active	41191418 GODEJOHN, JUSTIN & BRIAN KARL	675.00	1	1	4.9000000	675.00	39.60	714.60
101-24	Active	Active	41191502 GOODRICH, WALLACE D	2,600.00	1	1	4.9000000	2,600.00	152.53	2,752.53
101-24	Active	Active	41191527 OSTROWSKI, TODD	675.00	1	1	4.9000000	675.00	39.60	714.60
101-24	Active	Active	41191616 VEITH, STEVEN H	10,500.00	1	1	4.9000000	10,500.00	615.99	11,115.99
101-24	Active	Active	41191667 MILES, JULIE	2,325.00	1	1	4.9000000	2,325.00	136.40	2,461.40
101-24	Active	Active	41191692 GOBEN REAL ESTATE LLC	775.00	1	1	4.9000000	775.00	45.47	820.47
101-24	Active	Active	41191810 BOURDAGE, ZAKERY D	1,550.00	1	1	4.9000000	1,550.00	90.93	1,640.93
101-24	Active	Active	41240591 STEELE, MARIAH JO &	675.00	1	1	4.9000000	675.00	39.60	714.60
101-24	Active	Active	41240739 523 GROVE STREET LLC	675.00	1	1	4.9000000	675.00	39.60	714.60
101-24	Active	Active	41240829 RANDALL, KELSIE	2,450.00	1	1	4.9000000	2,450.00	143.73	2,593.73
101-24	Active	Active	41240873 BROBERG, TANICIA L	675.00	1	1	4.9000000	675.00	39.60	714.60
101-24	Active	Active	41240942 OSBORNE, LINDA	2,300.00	1	1	4.9000000	2,300.00	134.93	2,434.93
101-24	Active	Active	41241205 HUNTER, IVY RAE	675.00	1	1	4.9000000	675.00	39.60	714.60
101-24	Active	Active	41241208 WEISS, RICHARD A	4,285.00	1	1	4.9000000	4,285.00	251.38	4,536.38
101-24	Active	Active	41241421 FRANZ, FERN LUCILLE	7,025.00	1	1	4.9000000	7,025.00	412.13	7,437.13
101-24	Active	Active	41250555 MORRISON, MARILYN J	125.00	1	1	4.9000000	125.00	7.33	132.33
101-24	Active	Active	41250635 BOYER, DANNY W	125.00	1	1	4.9000000	125.00	7.33	132.33
101-24	Active	Active	41250639 BRAVERMAN, DAVE	1,275.00	1	1	4.9000000	1,275.00	74.80	1,349.80
101-24	Active	Active	41250653 O'REILLY, DANIEL W & THERESE R	350.00	1	1	4.9000000	350.00	20.53	370.53
101-24	Active	Active	41250657 FEDERAL HOME LOAN MORTGAGE CORPORAT	675.00	1	1	4.9000000	675.00	39.60	714.60

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
101-24 NUISANCE ASSESSMENTS

09/20/2024

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THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF CITY NUISANCE 101-24.

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
101-24	Active	Active	41250666 KINDER, TERRY D	1,025.00	1	1	4.9000000	1,025.00	60.13	1,085.13
101-24	Active	Active	41250792 JP MORGAN MORTGAGE ACQUISITION CORP	3,015.00	1	1	4.9000000	3,015.00	176.88	3,191.88
101-24	Active	Active	41251054 PETERSEN, TROY A	6,725.00	1	1	4.9000000	6,725.00	394.53	7,119.53
101-24	Active	Active	41290506 CHURCHILL, LOYD D & KAREN	1,125.00	1	1	4.9000000	1,125.00	66.00	1,191.00
101-24	Active	Active	41300678 KRUEGER, MANVIL J	1,700.00	1	1	4.9000000	1,700.00	99.73	1,799.73
101-24	Active	Active	41300742 KILLIAN, TALIA R	350.00	1	1	4.9000000	350.00	20.53	370.53
101-24	Active	Active	41300794 ROUGH HOUSE PROPERTIES LLC	125.00	1	1	4.9000000	125.00	7.33	132.33
101-24	Active	Active	41300814 GOTTWALT, MATTHEW & ERICA	4,050.00	1	1	4.9000000	4,050.00	237.60	4,287.60
101-24	Active	Active	41300845 JOHNSON, JOE RYAN	350.00	1	1	4.9000000	350.00	20.53	370.53
101-24	Active	Active	41301002 WGEISHOFSKI, ROBERT J & CAROL	775.00	1	1	4.9000000	775.00	45.47	820.47
101-24	Active	Active	41330502 KAIKKONEN, KRISTOPHER	21,000.00	1	1	4.9000000	21,000.00	1,231.98	22,231.98
101-24	Active	Active	41360671 REOPELLE, CHRISTOPHER & REOPELLE, CH	70.00	1	1	4.9000000	70.00	4.11	74.11
101-24	Active	Active	41360827 LEWIS, KALEEN R	3,750.00	1	1	4.9000000	3,750.00	220.00	3,970.00
District Totals				95,177.50				95,177.50	5,583.67	100,761.17
-----> Totals For 101-2400-36101				95,177.50				95,177.50	5,583.67	100,761.17
Grand Totals				95,177.50				95,177.50	5,583.67	100,761.17

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSR 2024

09/20/2024

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THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND
DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE
EXPENSE OF DOWNTOWN SNOW REMOVAL: DTSR 2024

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
DTSR 2024	Active	Active	41240535 MOORES PROPERTIES, INC.	709.50	1	1	4.9000000	709.50	41.62	751.12
DTSR 2024	Active	Active	41241266 BREMER BANK OF BRAINERD	760.18	1	1	4.9000000	760.18	44.60	804.78
DTSR 2024	Active	Active	41241268 RICHARD & DENISE RATHMAN	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41241269 DAVID F PUERINGER INVESTMENTS	791.45	1	1	4.9000000	791.45	46.43	837.88
DTSR 2024	Active	Active	41241270 DAVID F PUERINGER	298.14	1	1	4.9000000	298.14	17.49	315.63
DTSR 2024	Active	Active	41241271 BRAINERD LAKES PROPERTIES LLC	228.06	1	1	4.9000000	228.06	13.38	241.44
DTSR 2024	Active	Active	41241272 DAVID F PUERINGER	228.06	1	1	4.9000000	228.06	13.38	241.44
DTSR 2024	Active	Active	41241273 DAVID F PUERINGER INVESTMENTS	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41241292 MAJIK PROPERTIES LLC	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41241293 ASH PROPERTIES INC.	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41241294 ASH PROPERTIES INC.	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41241295 BRIAN L & RHONDA SMITH	881.81	1	1	4.9000000	881.81	51.73	933.54
DTSR 2024	Active	Active	41241300 JUAN M AND JOANNA I BARBOZA	380.09	1	1	4.9000000	380.09	22.30	402.39
DTSR 2024	Active	Active	41241301 AMERICAN HEIGHTS LLC	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41241448 MASONIC TEMPLE ASSN. OF BRAINERD	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41241449 NORTHERN PINES MENTAL HEALTH CENTER	126.70	1	1	4.9000000	126.70	7.43	134.13
DTSR 2024	Active	Active	41241450 TODD & LAURA BISTED	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41241451 THAI ORCHID LLC	126.70	1	1	4.9000000	126.70	7.43	134.13
DTSR 2024	Active	Active	41241452 DAVID F. PUERINGER INVESTMENTS	380.09	1	1	4.9000000	380.09	22.30	402.39
DTSR 2024	Active	Active	41241454 DAVID F. PUERINGER INVESTMENTS	126.70	1	1	4.9000000	126.70	7.43	134.13
DTSR 2024	Active	Active	41241455 LUHRS, JON A TRUST (UND 1/2 INT)	126.70	1	1	4.9000000	126.70	7.43	134.13
DTSR 2024	Active	Active	41241456 RICK BJORK	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41241457 BREKKEN ENTERPRISES LLC	962.90	1	1	4.9000000	962.90	56.49	1,019.39
DTSR 2024	Active	Active	41241470 ASH PROPERTIES INC.	962.90	1	1	4.9000000	962.90	56.49	1,019.39
DTSR 2024	Active	Active	41241472 DAVID F. PUERINGER	506.79	1	1	4.9000000	506.79	29.73	536.52

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSR 2024

09/20/2024

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THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND
DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE
EXPENSE OF DOWNTOWN SNOW REMOVAL: DTSR 2024

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
DTSR 2024	Active	Active	41241473 DAVID F. PUERINGER INVESTMENTS	519.05	1	1	4.9000000	519.05	30.45	549.50
DTSR 2024	Active	Active	41241474 DAVID F. PUERINGER INVESTMENTS	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41241475 VANDEPUTTE INVESTMENT PROPERTIES LL	236.06	1	1	4.9000000	236.06	13.85	249.91
DTSR 2024	Active	Active	41241476 CARL SIDNEY HANSON POST #255	283.80	1	1	4.9000000	283.80	16.65	300.45
DTSR 2024	Active	Active	41241477 C & L MIDWEST LLC	380.09	1	1	4.9000000	380.09	22.30	402.39
DTSR 2024	Active	Active	41241478 C & L MIDWEST LLC	126.70	1	1	4.9000000	126.70	7.43	134.13
DTSR 2024	Active	Active	41241479 NLLJ JENSEN, LLC	380.09	1	1	4.9000000	380.09	22.30	402.39
DTSR 2024	Active	Active	41241482 NJMS PHELPS BLOCK LLC	321.81	1	1	4.9000000	321.81	18.88	340.69
DTSR 2024	Active	Active	41241483 NJMS CHET'S LLC	134.30	1	1	4.9000000	134.30	7.88	142.18
DTSR 2024	Active	Active	41241484 DANNY E. KUHN	253.39	1	1	4.9000000	253.39	14.87	268.26
DTSR 2024	Active	Active	41251149 LIVELY AUTO BLDG REAL EST HOLDINGS	1,140.28	1	1	4.9000000	1,140.28	66.90	1,207.18
District Totals				13,906.24				13,906.24	815.87	14,722.11
-----> Totals For 235-0000-36101				13,906.24				13,906.24	815.87	14,722.11
Grand Totals				13,906.24				13,906.24	815.87	14,722.11

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSS 2024

09/20/2024

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THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF DOWNTOWN SPECIAL SERVICES: DTSS 2024

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
DTSS 2024	Active	Active	41240535 MOORES PROPERTIES, INC.	763.97	1	1	4.9000000	763.97	44.82	808.79
DTSS 2024	Active	Active	41241266 BREMER BANK OF BRAINERD	818.54	1	1	4.9000000	818.54	48.02	866.56
DTSS 2024	Active	Active	41241268 RICHARD & DENISE RATHMAN	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41241269 DAVID F PUERINGER INVESTMENTS	852.21	1	1	4.9000000	852.21	50.00	902.21
DTSS 2024	Active	Active	41241270 DAVID F PUERINGER	321.03	1	1	4.9000000	321.03	18.83	339.86
DTSS 2024	Active	Active	41241271 BRAINERD LAKES PROPERTIES LLC	245.56	1	1	4.9000000	245.56	14.41	259.97
DTSS 2024	Active	Active	41241272 DAVID F PUERINGER	245.56	1	1	4.9000000	245.56	14.41	259.97
DTSS 2024	Active	Active	41241273 DAVID F PUERINGER INVESTMENTS	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41241292 MAJIK PROPERTIES LLC	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41241293 ASH PROPERTIES INC.	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41241294 ASH PROPERTIES INC.	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41241295 BRIAN L & RHONDA SMITH	949.51	1	1	4.9000000	949.51	55.70	1,005.21
DTSS 2024	Active	Active	41241300 JUAN M AND JOANNA I BARBOZA	409.27	1	1	4.9000000	409.27	24.01	433.28
DTSS 2024	Active	Active	41241301 AMERICAN HEIGHTS LLC	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41241448 MASONIC TEMPLE ASSN. OF BRAINERD	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41241449 NORTHERN PINES MENTAL HEALTH CENTER	136.42	1	1	4.9000000	136.42	8.00	144.42
DTSS 2024	Active	Active	41241450 TODD & LAURA BISTED	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41241451 THAI ORCHID LLC	136.42	1	1	4.9000000	136.42	8.00	144.42
DTSS 2024	Active	Active	41241452 DAVID F. PUERINGER INVESTMENTS	409.27	1	1	4.9000000	409.27	24.01	433.28
DTSS 2024	Active	Active	41241454 DAVID F. PUERINGER INVESTMENTS	136.42	1	1	4.9000000	136.42	8.00	144.42
DTSS 2024	Active	Active	41241455 LUHRS, JON A TRUST (UND 1/2 INT)	136.42	1	1	4.9000000	136.42	8.00	144.42
DTSS 2024	Active	Active	41241456 RICK BJORK	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41241457 BREKKEN ENTERPRISES LLC	1,036.82	1	1	4.9000000	1,036.82	60.83	1,097.65
DTSS 2024	Active	Active	41241470 ASH PROPERTIES INC.	1,036.82	1	1	4.9000000	1,036.82	60.83	1,097.65
DTSS 2024	Active	Active	41241472 DAVID F. PUERINGER	545.69	1	1	4.9000000	545.69	32.01	577.70

CITY OF BRAINERD
ASSESSMENT ROLL FOR CERTIFICATION
DTSS 2024

09/20/2024

Page: 2/2

THE CITY COUNCIL OF THE CITY OF BRAINERD DOTH HEREBY ASSESS AND LEVY UPON AND AGAINST THE LOTS AND PARCEL OF LAND DESCRIBED BELOW, THE REPSECTIVE SUMS OF MONEY SET OPPOSITE EACH LOT OR PARCEL. THIS ASSESSMENT IS LEVIED TO DEFRAY THE EXPENSE OF DOWNTOWN SPECIAL SERVICES: DTSS 2024

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
DTSS 2024	Active	Active	41241473 DAVID F. PUERINGER INVESTMENTS	558.90	1	1	4.9000000	558.90	32.79	591.69
DTSS 2024	Active	Active	41241474 DAVID F. PUERINGER INVESTMENTS	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41241475 VANDEPUTTE INVESTMENT PROPERTIES LL	254.18	1	1	4.9000000	254.18	14.91	269.09
DTSS 2024	Active	Active	41241476 CARL SIDNEY HANSON POST #255	305.59	1	1	4.9000000	305.59	17.93	323.52
DTSS 2024	Active	Active	41241477 C & L MIDWEST LLC	409.27	1	1	4.9000000	409.27	24.01	433.28
DTSS 2024	Active	Active	41241478 C & L MIDWEST LLC	136.42	1	1	4.9000000	136.42	8.00	144.42
DTSS 2024	Active	Active	41241479 NLLJ JENSEN, LLC	409.27	1	1	4.9000000	409.27	24.01	433.28
DTSS 2024	Active	Active	41241482 NJMS PHELPS BLOCK LLC	346.52	1	1	4.9000000	346.52	20.33	366.85
DTSS 2024	Active	Active	41241483 NJMS CHET'S LLC	144.61	1	1	4.9000000	144.61	8.48	153.09
DTSS 2024	Active	Active	41241484 DANNY E. KUHN	272.85	1	1	4.9000000	272.85	16.01	288.86
DTSS 2024	Active	Active	41251149 LIVELY AUTO BLDG REAL EST HOLDINGS	1,227.81	1	1	4.9000000	1,227.81	72.03	1,299.84
District Totals				14,973.85				14,973.85	878.48	15,852.33
-----> Totals For 401-0000-36101				14,973.85				14,973.85	878.48	15,852.33
Grand Totals				14,973.85				14,973.85	878.48	15,852.33

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: October 21, 2024

TITLE OF ITEM: Adopt Resolution Adopting Assessment - Improvement 22-08 South Brainerd Reconstruction Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

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

SUMMARY OF ISSUE: Attached to this request is a copy of the Notice of Assessment Hearing, the Proposed Assessment Rolls for Improvement 22-08 - South Brainerd Reconstruction project, and a resolution in which adopts the assessments. This project was for reconstructing of numerous streets in South Brainerd including S. 7th, Tamarac, Rosewood, Sycamore, Todd, S. 8th, Paul, and Madison Streets.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: At the public hearing, if there are questions or comments about the proposed assessments, staff will be available to respond. At the conclusion of the hearing, the Council would typically adopt a resolution adopting the assessments. If there are contested assessment amounts, staff would ask that the Council still adopt the assessments to start the 30-day payment clock. Contested assessments would be brought back to the next meeting for discussion, unless the council desires to adopt the contested assessments without further consultation.

Attached is Resolution 37:22 that details the criteria for deferment of assessments. If application(s) are received for deferment, staff would review the applications for completeness and eligibility and present those applications at a future Council meeting.

RECOMMENDED ACTION/MOTION:

1. Hold a public hearing to hear testimony for or against the proposed assessments.
2. Adopt the attached resolution adopting the assessments as proposed for Improvement 22-08 - South Brainerd Reconstruction Project

FINANCIAL IMPACT: N/A

RESOLUTION
xx:24

RESOLUTION ADOPTING ASSESSMENT

WHEREAS, pursuant to proper notice duly given as required by law, the Council has met and heard and passed upon all objections to the proposed assessments for the improvements of the following described streets, alleys, and utilities in the City of Brainerd:

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

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

1. Such proposed assessment, a copy of which is on file in the offices of the City Administrator and City Engineer, is hereby accepted and shall constitute the special assessment against the lands named therein, and each tract of land therein included is hereby found to be benefited by the proposed improvement in the amount of the assessment levied against it.

2. Such assessment shall be payable in equal annual installments extending over a period of ten years, the first of the installments to be payable 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 this resolution. To the first installment shall be added interest on the entire assessment from the date of this resolution until December 31, 2024. To each subsequent installment, when due, shall be added interest for one year on all unpaid installments.

3. The owner of any property so assessed may, at any time prior to certification of the assessment to the Crow Wing 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 thirty (30) days from the adoption of this Resolution; and he or she may, at any time thereafter, pay to the City Administrator the entire amount of the assessment remaining unpaid with interest accrued to December 31, of the year in which such payment is made.

3. The City Administrator shall forthwith transmit a certified duplicate of this assessment to the Crow Wing County Auditor to be extended on the property tax list of the County. Such assessment shall be collected and paid over in the same manner as other municipal taxes.

Adopted this 21st day of October 2024

KELLY BEVANS
President of the Council

Approved this 22nd day of October 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

10/17/2024
10:15 AM

PROJECTED INSTALLMENT REPORT FOR CITY OF BRAINERD
POPULATION: SPECIAL ASSESSMENT DISTRICT (308 22-08)
SPEC. POPULATION: ALL ACTIVE PARCELS
DISTRICT STATUS: ACTIVE DISTRICTS ONLY

Page: 1/5
DB: BRAINERD

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
308 22-08	Active	Active	41240550 NORTHERN TIER RETAIL LLC	9,863.32	10	10	4.9000000	986.33	578.64	1,564.97
308 22-08	Active	Active	41240551 J & M PROPERTY HOLDINGS LLC	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41240569 KNUTSON, LARRY & MAXINE	9,205.77	10	10	4.9000000	920.58	540.06	1,460.64
308 22-08	Active	Active	41240571 LEASE, DAVID V	4,471.37	10	10	4.9000000	447.14	262.32	709.46
308 22-08	Active	Active	41240572 CROOK, JOSHUA & ANDRENE	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41240573 JOHNSON, RICK & CHRISTINA	4,339.86	10	10	4.9000000	433.99	254.60	688.59
308 22-08	Active	Active	41240591 STEELE, MARIAH JO & LOVE, ELLIS	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41240595 MAINLINE DESIGN LLC	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41240596 RUNBERG, DAVID L & JULIE	9,863.32	10	10	4.9000000	986.33	578.64	1,564.97
308 22-08	Active	Active	41240597 ALBRECHT, WILLIAM H & LORI J	4,109.72	10	10	4.9000000	410.97	241.10	652.07
308 22-08	Active	Active	41240598 CAQUETTE, MARVEL H TRUST 3-6-06	4,109.72	10	10	4.9000000	410.97	241.10	652.07
308 22-08	Active	Active	41240599 FAGERENG, GREFORY R & MERCEDES F	11,507.21	10	10	4.9000000	1,150.72	675.08	1,825.80
308 22-08	Active	Active	41240600 FOX, BRIAN & AMBER	6,246.77	10	10	4.9000000	624.68	366.47	991.15
308 22-08	Active	Active	41240601 FOX, BRIAN & AMBER	3,616.55	10	10	4.9000000	361.66	212.17	573.83
308 22-08	Active	Active	41240604 RADEMACHER, EARL E & LUCILLE E LIV	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41240605 SMITH PROPERTIES GROUP LLC	8,548.21	10	10	4.9000000	854.82	501.49	1,356.31
308 22-08	Active	Active	41240606 ZEMKE, LIBBY &	2,959.00	10	10	4.9000000	295.90	173.59	469.49
308 22-08	Active	Active	41240607 THOMAS, JOHN G	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41240608 DALZELL, ANDREA L	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41240609 SKILLINGS, LEONARD D & CHRISTENE L	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41240610 FLICK, RAYMOND & MCDONALD, ASHLEY	8,219.43	10	10	4.9000000	821.94	482.20	1,304.14
308 22-08	Active	Active	41240656 STUBBS, JOHN D	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41240662 KAPSNER, RICK J & KRAKLAU, MELISSA	2,465.83	10	10	4.9000000	246.58	144.66	391.24
308 22-08	Active	Active	41240663 WALTZ, CLIFFORD G & KATHLEEN	2,465.83	10	10	4.9000000	246.58	144.66	391.24
308 22-08	Active	Active	41240664 WALTZ, CLIFFORD G & KATHLEEN	3,287.77	10	10	4.9000000	328.78	192.88	521.66

10/17/2024
10:15 AM

PROJECTED INSTALLMENT REPORT FOR CITY OF BRAINERD
POPULATION: SPECIAL ASSESSMENT DISTRICT (308 22-08)
SPEC. POPULATION: ALL ACTIVE PARCELS
DISTRICT STATUS: ACTIVE DISTRICTS ONLY

Page: 2/5
DB: BRAINERD

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
308 22-08	Active	Active	41240665 MATHEW, MACIE A & CRIST, CORY	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41240666 HALL, ALLEN V	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41240667 TUTTLE, ROBERT W &	8,219.43	10	10	4.9000000	821.94	482.20	1,304.14
308 22-08	Active	Active	41240778 BACON, ALVIN	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41240781 MORGAN, RITA L GST TRUST	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41240782 STIREWALT, AMANDA J	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41240783 MENK, EDWIN L & SUSAN	3,945.33	10	10	4.9000000	394.53	231.46	625.99
308 22-08	Active	Active	41240784 MCKAY, RICHARD G & MARY	2,630.22	10	10	4.9000000	263.02	154.30	417.32
308 22-08	Active	Active	41240799 BEMENT, HARRY & ARLISS	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41240800 KUHN, DALE P & DEBRA L	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41240801 BOCK, JOSEPH S	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41240802 MIGHTY HOME LLC	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41240803 ANNABLE, TINA	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41240805 LURA, ROBERT & JUDITH	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41250500 KAUL, DAVID	4,011.08	10	10	4.9000000	401.11	235.31	636.42
308 22-08	Active	Active	41250554 CASTLEBERG, DEREK E & KATE	4,372.74	10	10	4.9000000	437.27	256.53	693.80
308 22-08	Active	Active	41250555 MORRISON, MARILYN J	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41250556 VLECK, DANIEL P & AMY M	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41250557 DOCKTER, NICOLE BARBARA	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41250558 SOUTH SEVENTH LLC	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41250559 WEBER, PAUL G & BRADLEY C	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41250560 COOPER, CHAD A	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41250561 MUDGETT, KAITLYN & VOSS, ALEXANDER	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41250562 WILT FAMILY PROPERTIES LLC	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41250586 DANDANELL, ROBERT J & SHARON L	4,471.37	10	10	4.9000000	447.14	262.32	709.46

10/17/2024
10:15 AM

PROJECTED INSTALLMENT REPORT FOR CITY OF BRAINERD
POPULATION: SPECIAL ASSESSMENT DISTRICT (308 22-08)
SPEC. POPULATION: ALL ACTIVE PARCELS
DISTRICT STATUS: ACTIVE DISTRICTS ONLY

Page: 3/5
DB: BRAINERD

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
308 22-08	Active	Active	41250587 MYERS, ZACHARY DOUGLAS JAMES	3,945.33	10	10	4.9000000	394.53	231.46	625.99
308 22-08	Active	Active	41250588 TURNER, TINA MARIE	3,731.62	10	10	4.9000000	373.16	218.92	592.08
308 22-08	Active	Active	41250590 KAUL, DAVID W & VICKI L	3,090.51	10	10	4.9000000	309.05	181.31	490.36
308 22-08	Active	Active	41250591 HEFNER, ZACHARY	3,452.16	10	10	4.9000000	345.22	202.52	547.74
308 22-08	Active	Active	41251099 GARSON, TANYA R	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41251100 COOKE, ANNE R	1,643.89	10	10	4.9000000	164.39	96.44	260.83
308 22-08	Active	Active	41251101 TAX FORFEITED	1,643.89	10	10	4.9000000	164.39	96.44	260.83
308 22-08	Active	Active	41251102 TAP LLC	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41360666 HAMILTON, JO ANNMARIE	4,602.88	10	10	4.9000000	460.29	270.03	730.32
308 22-08	Active	Active	41360667 WASHINGTON, CHARLETTE G	5,063.17	10	10	4.9000000	506.32	297.03	803.35
308 22-08	Active	Active	41360711 SALVATION ARMY	4,142.59	10	10	4.9000000	414.26	243.03	657.29
308 22-08	Active	Active	41360712 REED, MITCHELL G & SARA B	5,917.99	10	10	4.9000000	591.80	347.18	938.98
308 22-08	Active	Active	41360713 WARRICK, SHIRLEY M	10,520.87	10	10	4.9000000	1,052.09	617.21	1,669.30
308 22-08	Active	Active	41360714 SCOTT, JASON & ASHLEY	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360715 TERRY, KARA JO	3,024.75	10	10	4.9000000	302.48	177.45	479.93
308 22-08	Active	Active	41360716 FRANZWA, EUGENE V & PATRICIA TRUST	3,156.26	10	10	4.9000000	315.63	185.16	500.79
308 22-08	Active	Active	41360717 BARTOSH, RICHARD A & BEATE	3,222.02	10	10	4.9000000	322.20	189.02	511.22
308 22-08	Active	Active	41360718 JOHNSON, CAROLYN J	3,024.75	10	10	4.9000000	302.48	177.45	479.93
308 22-08	Active	Active	41360719 OWEN, TIMOTHY D &	6,509.79	10	10	4.9000000	650.98	381.90	1,032.88
308 22-08	Active	Active	41360720 BOUTA, JERRY & LAURIE	10,520.87	10	10	4.9000000	1,052.09	617.21	1,669.30
308 22-08	Active	Active	41360868 BRAINERD HOSPITALITY LLC	23,014.41	10	10	4.9000000	2,301.44	1,350.16	3,651.60
308 22-08	Active	Active	41360869 BRAINERD SOUTH HOUSING GROUP INC	10,866.09	10	10	4.9000000	1,086.61	637.47	1,724.08
308 22-08	Active	Active	41360870 EVANGELICAL LUTHERAN GOOD SAMARITAN	11,507.21	10	10	4.9000000	1,150.72	675.08	1,825.80
308 22-08	Active	Active	41360871 RENNEKE, DEAN	15,140.19	10	10	4.9000000	1,514.02	888.21	2,402.23
308 22-08	Active	Active	41360872 POTTS PROPERTIES LLC	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32

10/17/2024
10:15 AM

PROJECTED INSTALLMENT REPORT FOR CITY OF BRAINERD
POPULATION: SPECIAL ASSESSMENT DISTRICT (308 22-08)
SPEC. POPULATION: ALL ACTIVE PARCELS
DISTRICT STATUS: ACTIVE DISTRICTS ONLY

Page: 4/5
DB: BRAINERD

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
308 22-08	Active	Active	41360873 ST JOSEPH'S MEDICAL CENTER	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360874 RIVER OAKS PROPERTIES LLC	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360875 EVANGELICAL LUTHERAN GOOD SAMARITAN	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360876 PRODUCTIVE ALTERNATIVES INC	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360877 PRODUCTIVE ALTERNATIVES INC	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360878 PRODUCTIVE ALTERNATIVES INC	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360879 S SQUARED CAPITAL LLC	15,781.31	10	10	4.9000000	1,578.13	925.82	2,503.95
308 22-08	Active	Active	41360880 EVANGELICAL LUTHERAN GOOD SAMARITAN	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41360887 EVANGELICAL LUTHERAN GOOD SAMARITAN	15,995.02	10	10	4.9000000	1,599.50	938.36	2,537.86
308 22-08	Active	Active	41360905 CASTLE, THOMAS & YULLY M	11,046.92	10	10	4.9000000	1,104.69	648.08	1,752.77
308 22-08	Active	Active	41360906 KUMMET, DEBBIE J	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41360907 KUMMET, DEBBIE J	3,287.77	10	10	4.9000000	328.78	192.88	521.66
308 22-08	Active	Active	41360908 KUMMET, DEBBIE J	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360909 ROSENBERG, GREGORY & BERIT	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360910 GRAFF, JON C	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360911 RAJALA, TORVIN & PATSY	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360912 MODGLIN, KEITH	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360913 COTTEN, LORI R	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360914 DOUCETTE, ERIC & BETHANY	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360915 QUAST, MICHAEL ALAN	11,309.94	10	10	4.9000000	1,130.99	663.51	1,794.50
308 22-08	Active	Active	41360916 MANKOWSKI, ERIK G	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360917 CRANDALL, ROBERT L & DIANA J	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360918 MILLER, PAMELA L & JACK A	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360919 OGDEN, KATHY M	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41360920 DEGEN, MICHAEL & JULIE	11,375.69	10	10	4.9000000	1,137.57	667.36	1,804.93

10/17/2024
10:15 AM

PROJECTED INSTALLMENT REPORT FOR CITY OF BRAINERD
POPULATION: SPECIAL ASSESSMENT DISTRICT (308 22-08)
SPEC. POPULATION: ALL ACTIVE PARCELS
DISTRICT STATUS: ACTIVE DISTRICTS ONLY

Page: 5/5
DB: BRAINERD

District	Parcel Status	District Status	Parcel Number	Remaining Principal	Orig No Yrs	Rem No Yrs	Interest Rate	2025 Principal Installmnt	2025 Interest Installmnt	2025 Total Installmnt
308 22-08	Active	Active	41361035 SCHILLING, TROY & DEBORAH SMITH	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41361036 WELDON, CHASE &	6,575.55	10	10	4.9000000	657.56	385.76	1,043.32
308 22-08	Active	Active	41361039 VERCHOTA, ALLIE M	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41361041 BRAINERD HOUSING & REDEVELOPMENT AU	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41361042 REYNOLDS, BROCK & KATI	4,931.66	10	10	4.9000000	493.17	289.32	782.49
308 22-08	Active	Active	41361117 GOLDEN OAK PROPERTIES LLC	6,016.62	10	10	4.9000000	601.66	352.97	954.63
District Totals				614,945.10				61,494.75	36,076.24	97,570.99
-----> Totals For 308-0000-36101				614,945.10				61,494.75	36,076.24	97,570.99
Grand Totals				614,945.10				61,494.75	36,076.24	97,570.99

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:

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

**RESOLUTION
NO. 37:22**

RESOLUTION ESTABLISHING CRITERIA FOR DEFERMENT OF ASSESSMENTS

WHEREAS, Minnesota Statutes sections 435.193 through 435.195 authorize the City of Brainerd to defer the payment of special assessments imposed upon homestead property owned by qualified citizens; and

WHEREAS, said deferment of assessments may be permitted at the discretion of the City Council; and

WHEREAS, the City Council finds and determines that deferral of special assessments for certain citizens is in the public interest; and

WHEREAS, it is necessary and proper that the City Council set forth its general policies and guidelines for granting said deferrals of special assessments for property owners.

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

1. That the City Council endorses the principle of deferment of special assessments for citizens where the payment of said special assessments constitutes hardship.
2. The Council, in accordance therewith, may defer the payment of any special assessment on homestead property when payment of the assessment would create a hardship upon the property owner as defined herein.
3. The deferment may be granted upon an application by the owner on a form prescribed by the City Administrator to establish the qualifications of the owner for said deferment. All deferments shall be subject to renewal each following year upon the filing of a similar application not later than November 1. The Council shall either grant or deny the deferment, and if it grants the deferment, the deferred assessment shall bear interest at the rate established in the Resolution adopting the assessment. If the Council grants the deferment, the City Administrator shall notify the County Auditor who shall, in accordance with Minnesota Statute section 435.194, record a notice of the deferment with the County Recorder setting forth the amount of the assessment and the interest.
4. A hardship shall be deemed to exist when all of the following apply:
 - A. The combined annual gross income of the applicant's household is not in excess of the low income limits established by the Housing and Redevelopment Authority of the City of Brainerd in effect at the time of application. All data necessary to confirm applicant's income shall be furnished to the City Administrator.

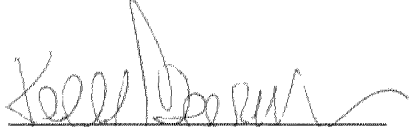
- B. The special assessments to be deferred must be multi-year assessments and the original principal amount must exceed \$300.00.
 - C. The Crow Wing County Assessor's estimated market value of the applicant's homestead is less than \$173,800 (2022 assessment median homestead value per Crow Wing County).
5. The payment of an assessment may be deferred for any homestead property owner by:
- A. A person is 65 years of age or older for whom it would be a hardship to make the payments.
 - B. A person retired by reason of permanent and total disability for whom it would be a hardship to make payments. A disability shall be deemed to exist when the applicant presents a signed letter by a licensed medical doctor attesting that the applicant is unable to be gainfully employed because of a permanent and total disability.
 - C. A person who is a member of the Minnesota National Guard or other military reserves who is ordered into active military service as defined in Section 19.05, subdivision 5b or 5c, as stated in the person's military orders for whom it would be a hardship to make the payments.
 - D. Veteran and received the market value exclusion for veterans with disability through Crow Wing County and for whom it would be hardship to make the payments with the exception of 4C.

Notwithstanding the foregoing provisions of this paragraph, the City Council may consider exceptional and unusual circumstances pertaining to an applicant not covered by the above standards; but any determination shall be made in a non-discriminatory manner and shall not give the applicant an unreasonable preference or advantage over the other applicants.

6. The option to defer the payment of special assessments shall terminate and all amounts accumulated plus applicable interest shall become due upon the occurrence of any of the following events:
- A. The death of the owner when there is no spouse who is eligible for deferment;
 - B. The sale, transfer, or subdivision of all or any part of the property;
 - C. Loss of homestead status on the property;

- D. Determination by the Council for any reason that there would be no hardship to require immediate or partial payment; or
 - E. Failure to file a renewal application with the time prescribed by Paragraph 3.
7. This Resolution supersedes Resolution No. 06:05 adopted on February 22, 2005, and Resolution No. 54:16 adopted on November 21, 2016.

Adopted this 17th day of October 2022


KELLY BEVANS
President of the Council

Approved this 18th day of October 2022


DAVE BADEAUX
Mayor

ATTEST:


JENNIFER BERGMAN
City Administrator



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Consider \$1/Acre Incentive Program and Parameters

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Administration

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

At the August EDA meeting, the EDA directed Swanson Haskamp Consulting (SHC) to put the program structure together for the \$1/Acre land credit program. As discussed, the land credit program is technically a business subsidy program and therefore any business must demonstrate public benefit based on the City's objectives for the program.

SHC prepared a memo with the parameters of the potential incentive program and presented it at the October 3rd EDA meeting. The purchaser must submit a development plan that includes: 1) Detailed site plan, 2) Building/Architectural Concept Plans with estimated cost, 3) Job/employment plan; and 4) \$10,000 application fee. The EDA did not recommend setting the number of jobs that must be created and would like to review it on a case by case basis.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The EDA unanimously recommended approval of the \$1/Acre land credit program as presented by SHC at the October 3 meeting.

RECOMMENDED ACTION/MOTION:

Approve the \$1/Acre land credit program as presented by SHC.

FINANCIAL IMPACT: N/A



MEMO

To: Members of Brainerd EDA

CC: James Kramvik, Community Development Director

From: Jennifer Haskamp, AICP, SHC & Kamp

Date: September 25, 2024

RE: Industrial Land Sale Incentives - \$1/acre program structure

Background

At the August meeting the EDA directed SHC to put the program structure together for the \$1/Acre land credit program. As discussed, the land credit program is technically a business subsidy program and therefore any business must demonstrate public benefit based on the City's objectives for the program. The following draft program is provided for your consideration and discussion.

Land Credit Program - Overview

The Land Credit Program is an incentive program available in the Thiesse Industrial Park. The program would have the following requirements:

- **Types of Business:** The land must be developed and used by a business that is identified as a permitted use within the Industrial Zoning District (See City Code, Table of Uses). Businesses permitted by Conditional Use may be qualified but are subject to approval by the City Council and the EDA.
- **Business Subsidy Law:** The Minnesota rules for Business Subsidy (which the land credit is defined) requires a business to remain in operation for five (5) years on the site or they have to repay the subsidy. The law requires a subsidy agreement to include new job and wage growth which must be reported annually to the state. The City is responsible for providing the reporting forms, and the form must be returned by the form. The report is required annually until the goals stated within the agreement are met. Failure to meet the requirements, or goals, necessitates reimbursement of a prorated amount of the subsidy.
- **Security:** The purchaser will be required to enter into a development agreement with the City that will establish the terms of the project and the specific construction, employment and wage targets. If the developer/owner does not meet the terms of the development agreement, or the land credits do not cover the subsidy, a prorated amount of the subsidy will have to be paid to the EDA. These terms and obligations will need to be acknowledged by the purchaser's lender. The development agreement will give the EDA the right to assess the reimbursement against the property.
- **Calculation of Credits:** The purchaser must put together a development plan for the site that 1) estimates the construction value and completion date of the structure; and 2) the annual payroll and number of jobs created. The development plan will be used to estimate the amount of credit, and if it exceeds the amount of the subsidy, and all other terms are met, then the EDA will certify that the

purchaser has completed the terms of the agreement. Upon certification of construction credits and job credits, a satisfaction will be recorded releasing the purchaser from those repayment obligations.

- **Construction Credit Calculation:** The amount of credit given for the construction of the building will be determined on a case-by-case basis. The land value will be initially estimated by the assessor's estimated market value, which will be confirmed/refined through the mortgage appraisal process.
- **Jobs Credit Calculation:** The amount of credit given for job creation will be given on a case-by-case basis determined by the development plan.
- **Development Plan Application:** The purchaser must submit a development plan that includes 1) Detailed site plan, 2) Building/Architectural Concept Plans with estimated cost, 3) Job/employment plan; and 3) \$10,000 application fee.
 - Once the Development Plan is approved, full engineering, grading and architectural construction drawing must be completed, and all applicable permits obtained.
 - The Development Plan, including full civil/architectural plan sets and applicable permits will be incorporated by reference into the Development Agreement.
- **Development Agreement:** The Development Agreement will memorialize the specific terms of the project including timeline for construction, five years of business reporting, and under what terms the subsidy would need to be paid back. The Development Agreement will stipulate that the purchaser agrees to meet the specific project objectives for building value and payroll calculations, or the purchaser may owe the balance/difference to the EDA. If the purchaser does not repay the balance, the EDA may assess it against the property in the same manner as it would for public improvements.

Objectives:

The EDA will evaluate each proposal to determine if it meets the following objectives:

- Improves the value of the vacant land in the Thiesse Industrial Park through construction of a structure that is consistent with the Industrial Zoning District purpose and objectives.
- Creates jobs that are on-site (occupies the structure as a home base).
- Contributes to the tax base in the City of Brainerd.

Minimum Terms

The program will be administered on a specific project-by-project basis, however, certain minimum terms or objectives should be laid out to provide guidance to a potential purchaser. The following draft minimum terms are provided for consideration:

- **Construction Costs/Investment:** A Purchaser must demonstrate that they intend to build a structure that would appraise at least three (3) times the value of the land. Since the lots are of varying sizes, and a purchaser could combine parcels, it is important to ensure that adequate investment is placed into the structure given that the land will be contributed at a \$1/acre.
- **Job Creation:** It may be prudent to establish a minimum number of jobs to qualify for the subsidy. For example, a minimum of three FTE jobs must be established to qualify for the subsidy. This would be stated as a term within the application materials.
- **Land Value/Commission:** The Purchaser will be responsible for paying broker fees, both on the buy (if applicable) and sell side. Such commission will be calculated using the appraised market value of the land.

- **Application Fee:** \$10,000

Land Purchase Process Overview

The following overview of the process to purchase land under this program is provided as follows. This list is not all inclusive and additional information may be requested by the EDA or City.

1. **Interested Party Inquiry:** The purchaser, or their broker, may contact the Community Development Director or Jennifer Haskamp, Kamp Real Estate & Development. The purchaser should be prepared to discuss the general building plans and business operations, and estimated land price.
2. **Offer & Concept Plan:** The purchaser should submit a written offer to the Brainerd EDA. The specific lot and block must be identified, and the price offered for the land must be included. The City will prepare a land and job credit application form that must accompany the application. The concept plan must include a site plan and building elevations and/or rendering to demonstrate proposed building.
3. **EDA Review and Concept Plan Approval:** Offers, Preliminary Land Credit, Sale and Concept Plan will be reviewed by the EDA. If approved, the purchaser will move to the subsequent steps.
4. **Documents:** Staff and the City Attorney will prepare all required documents. (Purchase Agreement, development agreement, etc.)
5. **Site Plan Approval (and other land use approvals):** The Site Plan and Architectural plans are subject to review and approval by the Planning Commission and City Council. If other land use approvals are required, such as a Conditional Use Permit, this process will be run concurrently with the Site Plan Approval process.
 - a. Note: A Public Hearing at the Planning Commission, separate from the EDA requirements, may be required depending on the specific land use approval process.
6. **Public Hearing:** A Public Hearing at the EDA for the sale and development agreement is required for all projects within the program.
7. **Authorization & Execution:** The completed package including plans and development agreement must be authorized so that the deed can be executed, and development agreement recorded so that the property can be closed.

Address	Parcel Owner	Property Occupant	Parcel Number	Full Time	Part Time
1916 10TH ST S	DICK FAMILY REAL ESTATE LLC	C & L DISTRIBUTING	41360999	28	12
1924 10TH ST SE	DH HOLDINGS LLC	DIGITAL HORIZONS	41361000	5	0
2801 11TH ST SE	2801 PROPERTY LLC	SUPREME COUNTERS	41010550	5	0
1902 SE 13TH ST	DLP INVESTMENTS LLC	POMPS TIRES	41361013	5	0
1954 SE 13TH ST	HEARTLAND PROPERTIES OF BLAINE LLC	HEARTLAND TIRE	41361015	15	
11869 COUNTY ROAD 45	BTD GROUP LLC	BTD WOOD POWDER COAT	41010556	5	0
714 INDUSTRIAL PARK RD	VANWYNGEEREN PROPERTIES BRAINERD LLC	CWC RECYCLING	41010617	15	
1021 INDUSTRIAL PARK RD	FELSKE PROPERTIES LLC	OAKRIDGE HOMES	41361024	16	
1111 INDUSTRIAL PARK RD	SONS & DAUGHTERS PARTNERSHIP, LLC	OCELCO	41361025	19	2
702 INDUSTRIAL PARK RD SW	THOMPSON, ROXANNE D	WW THOMPSON CONCRETE	41010609	22 seasonal	
1100 INDUSTRIAL PARK RD SW	NEW EARTH TECHNOLOGIES LLC	REVOLV MFG	41010558	70	
1120 INDUSTRIAL PARK RD SW	STERADIAN LLC	KLD	41010559	6	1
1640 KITTY HAWK CT	KITTY HAWK PROPERTY LLC	JUST FOR KRYPTO	41310503	4	1
1102 MADISON ST	CONSOLIDATED TELEPHONE CO	CTC	41361030	25 some WFH	
1235 MADISON ST	MARIGOLD FOODS INC	CLOVER LEAF DAIRY	41361016	4	
902 THIESSE DR	GOODIN COMPANY		41010540	20	0
924 THIESSE RD	TM RESOURCES LLC	LM STEEL	41010539	6	
10145 THIESSE RD	G J R INVESTMENTS LLP	LEXINGTON MFG	41060516	100	
923 WRIGHT ST	D5 INVESTMENT LLC	DAHLHEIMER BEVERAGE	41361004	6	
924 WRIGHT ST	OPTIC PROPERTIES LLC	PRECISION TOOL	41361003	23	1
1217 WRIGHT ST	HENCO PROPERTY LEASING LLC	AMERICAN STEEL	41361010	6	
		AMERICAN WELDING GAS		5	

Total Properties:

Property.Zoning = GI



City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Consider Conditional Use Permit for Propane Fuel Storage Tank Facility at 2602 S. 11th St. for Superior Fuel Company

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

Superior Fuel has applied for a Conditional Use Permit (CUP) at 2602 S. 11th St. to utilize the site for propane storage. The bulk storage tank would be used for the loading of smaller delivery trucks. As proposed, the bulk storage tank will meet all setbacks and is located in the rear yard.

The proposed location for the tank was reviewed by the Fire Department and meets structure setbacks.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The Planning Commission will hold a public hearing and review the CUP request on Monday, October 21st at 5:30 pm before the City Council meeting. Staff will provide comments and a recommendation from the Planning Commission at the City Council meeting.

RECOMMENDED ACTION/MOTION:

The Community Development Department recommends approval of the Conditional Use Permit for 2602 11th St SE Brainerd, MN 56401. Staff recommend applying the following conditions to the permit:

- 1) A final inspection by the Fire Marshal and Building Official is to be conducted prior to operation of the facility.

FINANCIAL IMPACT: N/A

MEMO



TO: Planning Commission

FROM: James Kramvik, Community Development Director

DATE: October 21, 2024

RE: Consider Conditional Use Permit for Propane Fuel Storage Tank Facility at 2602 S. 11th St. for Superior Fuel Company

Introduction:

Superior Fuel has applied for a Conditional Use Permit (CUP) at 2602 S. 11th St. to utilize the site for propane storage. The bulk storage tank would be used for the loading of smaller delivery trucks.

Parcel Number: 41010555

Zoning District: General Industrial (GI) District

Property Area: 2.33 Acres

Adjacent Uses: North: Industrial Business
East: Industrial Business
South: Industrial Business
West: Private Owned Commercial Building

Adjacent Zoning: North: General Industrial (GI) District
East: General Industrial (GI) District
South: General Industrial (GI) District
West: General Industrial (GI) District

AERIAL MAP



Findings of Fact:

1. The property at 2602 11th St SE Brainerd, MN 56401 is in a General Industrial (GI) zoning district. Zoning Ordinance [515-3 Allowed Uses. Appendix A: Table of Uses](#) allows for the use of Bulk Liquid Storage as a Conditional Use in the GI District.
 - A. *The property is currently operating as a contracting business.*
 - B. *The site plan proposed by Superior Fuel utilizes the property for bulk fuel storage and for the storage of small residential propane tanks.*
2. According to [Section 515-3-11 Bulk Liquid Storage](#). Any Bulk Liquid Storage use must comply with the following minimum standards:
 - A. All applicable Minnesota Pollution Control Agency requirements are satisfactorily met.
 - i. *The engineering department has no issue with the proposed plan. The bulk storage tank will be located above ground.*
 - B. A drainage system subject to the approval of the City Engineer shall be installed.
 - i. *The applicant is not proposing any changes to the existing storage, parking, and turnaround areas.*
 - C. Storage areas are landscaped, fenced, and screened from view of neighboring uses, abutting Residential Zoning Districts and public rights-of-way.
 - i. *The proposed storage area for residential propane tanks will be screened by a chain link fence with slats.*
 - D. Vehicular access points shall create a minimum of conflict with through traffic movement and shall be subject to approval of the City Engineer.
 - i. *There will be no impacts to the entrance to the property as a result of the change of use.*

- E. All storage tanks shall be located in the rear yard not less than 25 feet from any property boundary lines and setback 150 feet from any adjoining residential zoning districts. No tanks shall be permitted in the front yard or side yard abutting public rights-of-way.
 - i. *As proposed, the bulk storage tanks will meet all setbacks and are located in the rear yard. The tank will be located approximately ninety (90) feet from the northern boundary, ninety-four (94) feet from the southern boundary, and one-hundred ninety-one (191) feet from the eastern boundary. The property is not adjacent to residential zoning.*
- F. Storage tanks shall be surrounded by 25 feet of open area. Storage of any kind is prohibited in said open area, except equipment incidental to the storage tank. Approved parking must be set back ten (10) feet from any storage tank.
 - i. *As proposed, the bulk storage tank is surrounded by 25 feet of open area. The applicant has not proposed parking near the storage tank.*
- G. Storage tanks shall be set back from existing structures, as outlined in the Fire Code, based on tank size.
 - i. *The proposed location was reviewed by the Fire Department and meets structure setbacks.*
- H. All bulk storage plans and processes shall be subject to review and approval from the Fire Department.
 - i. *The Fire Department has fully reviewed the site plan and has no issues.*
- I. Storage tanks shall not interfere with site circulation, including but not limited to, parking, driveway, curb cuts, and loading areas.
 - i. *The bulk storage tank does not interfere with site circulation. The site maintains proper circulation for vehicles, distribution trucks, and emergency vehicles.*
- J. A wire weave / chain link security fence shall be required around all storage tanks. The location of said fence shall be as per the Uniform Fire Code.
 - i. *The applicant proposed a chain link security fence around the bulk storage tank.*
- K. Storage sites shall be accessible by service and emergency vehicles.
 - i. *The Fire Department has reviewed the site plan and has no issues with accessibility to the property.*
- L. All filling valves of the storage tanks shall be enclosed and have locking devices.
 - i. *The filling valves of the storage tanks will be enclosed with locking devices.*
- M. A warning sign shall be required for every tank and shall be placed in a conspicuous location, directly on the tank indicating a supplier's name, address, phone number, that highly flammable and dangerous material is stored therein, and that no smoking requirements must be observed or a sufficient warning to that effect. Said signage may not exceed four (4) square feet.
 - i. *Prior to the final inspection, staff will ensure that the proper warning signs have been placed.*
- N. Provisions are made to control and minimize noise, air, and water pollution.

- i. The property is next to a larger bulk propane distribution facility and is surrounded by other industrial uses. Staff have no concern regarding noise, air, and water pollution for the proposed use.*

3. **Criteria for Granting Conditional Use Permits.** In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.

- A. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.
 - i. Bulk fuel storage is allowed in the General Industrial (GI) Zoning District with an approved conditional use permit.*
- B. The proposed use meets the regulations and standards established in this Ordinance.
 - i. The proposed site plan meets all the requirements of [Section 515-3-11 Bulk Liquid Storage](#) which regulates bulk liquid fuel storage facilities. The applicant does not propose any changes to the parking lot or buildings.*
- C. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
 - i. The Building Official and Fire Marshal have reviewed the site plan and have no issues. The facility as proposed meets all requirements of the Fire Code.*
- D. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
 - i. The proposed bulk fuel storage facility is harmonious with the adjacent industrial properties. The bulk fuel storage tank will be located in the rear yard and residential storage tanks will be screened with a privacy fence.*
- E. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
 - i. The applicant proposes no changes to the parcel besides the additional fencing, which is required for outdoor storage.*
- F. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
 - i. This property is not located in a residential neighborhood.*
- G. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the [Comprehensive Plan](#).
 - i. Economic Development Goal 1: Support infill and redevelopment throughout Brainerd as a strategic component of growth.
 - 1. Policy 1: Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exist.*

4. **Section 515-2.B.7 Conditions.** In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated

adverse impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses. Such conditions may include, but are not limited to, the following:

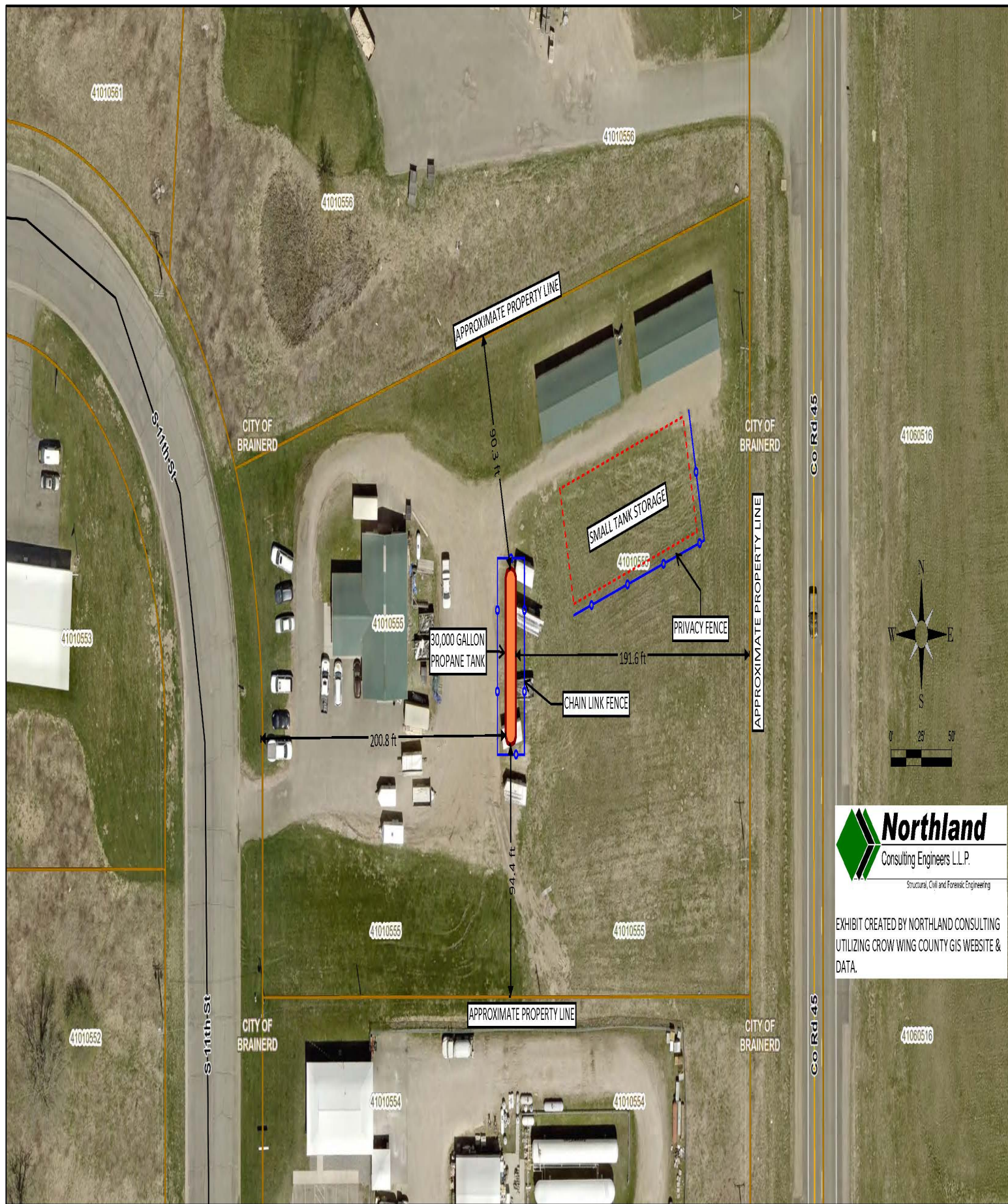
- A. Increasing the required lot size or yard setback dimension.
- B. Limiting the height, size, or location of buildings.
- C. Regulating ingress and egress to the property and the proposed structures thereon with particular references to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or another catastrophe.
- D. Regulating the street width.
- E. Increasing the number of required off-street parking spaces.
- F. Limiting the number, size, location, or lighting of signs.
- G. Requiring a berm, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
- H. Requiring dedication of some open or green space.
- I. Regulating the appearance of the facilities or site so that they are harmonious with the neighborhood and City.

As of this writing, no parties have contacted the Community Development Department for more information on the Conditional Use Permit application for the proposed propane storage at 2602 11th St SE, Brainerd.

Staff Recommendations:

The Community Development Department recommends approval of the Conditional Use Permit for 2602 11th St SE Brainerd, MN 56401. Staff recommend applying the following conditions to the permit:

- 1) A final inspection by the Fire Marshal and Building Official are to be conducted prior to operation of the facility.



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

Superior Fuel Propane Tank

Land Use Classification

Commercial District 1	Commercial/Heavy Industrial District	Rural Residential - 20	Rural Residential - 5	Rural Residential - 1	Shoreland District
Agricultural/Forestry District	Commercial District 2	Commercial/Light Industrial District	Rural Residential - 10	Rural Residential - 2.5	Sensitive Shoreland District
Airport District					Urban Growth District
					Waterfront Commercial

Date: 9/12/2024 Time: 2:36 PM



Community Development Department

City Hall - 501 Laurel Street Brainerd, MN 56401

218-828-2307

www.ci.brainerd.mn.us

CONDITIONAL USE/REZONING/VARIANCE APPLICATION

	RESIDENTIAL	COMMERCIAL
CONDITIONAL USE PERMIT	☐ (\$350.00)	☒ (\$500.00 + \$500.00 escrow deposit)
REZONING	☐ (\$350.00)	☐ (\$500.00)
VARIANCE	☐ (\$350.00)	☐ (\$500.00 + \$500.00 escrow deposit)
ZONING TEXT AMENDMENT	☐ (\$250.00)	☐ (\$400.00)

PROPERTY ADDRESS: 2602 S 11th Street Brainerd MN 56401

LEGAL DESCRIPTION: Lot(s): 005 Block: 001 Addition: LOT 5 Block 1
(attach description if lengthy)

Property Owner Name: TAZ Properties of Brainerd LLC

Street Address: 2602 S 11th St City: Brainerd State: MN Zip Code: 56401

Phone Number: _____ Fax: _____ E-mail: _____

Applicant Name: (If different than Property Owner) Superior Fuel Company

Street Address: 1330 Tower Ave City: Superior State: WI Zip Code: 54880

Phone Number: 218 428-3683 Fax: _____ E-mail: Ryan@superiorfuelcompany.com

Description of Request: Superior Fuel is looking to purchase site and add a 30,000 gallon Propane Storage tank to the site. The tank would be used to store and for loading of smaller delivery trucks.

Nikki L. Turrotte
Property Owner Signature

Nikki L. Turrotte
(Please print name)

Ryan Gunderson
Applicant Signature

Ryan Gunderson
(Please print name)

9/10/24
Date

9/10/24
Date

(OVER)

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that Superior Fuel Company, 1330 Tower Ave., Superior, WI 54880 has submitted a request for a Conditional Use Permit for propane storage and delivery truck loading of propane at 2602 11th St SE, Brainerd, MN 56401. The property included in this application is described as:

*LOT 5 BLOCK 1
BRAINERD INDUSTRIAL PARK
Parcel #: 41010555
Section 01, Township 44, Range 31*

The property is zoned GI (General Industrial) District, and Zoning Ordinance Section 513-3 Appendix A Table of Uses allows bulk liquid storage as a conditional use in the GI District. A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted as a Special Planning Commission Meeting at 5:30 p.m. Monday, October 21st, 2024 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2309.

Dated this 4th day of October, 2024



James L. Kramvik
Community Development Director

Publication Date: October 9th, 2024





City Council Agenda Request

MEETING DATE: October 21, 2024

TITLE OF ITEM: Adopt Resolution - Receive Feasibility Report and Call for Public Hearing - Improvement 23-13 - TH 371B/Willow Street Roundabout Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

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

SUMMARY OF ISSUE: Attached to this request is the feasibility report and a resolution in which receives the report and sets the public hearing for Improvement 23-13 - TH 371B/Willow Street Roundabout Project.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff will walk through the feasibility report and respond to any questions that the City Council may have about the project at the meeting.

RECOMMENDED ACTION/MOTION: Staff recommends adopting the attached resolution receiving the feasibility report and setting the public hearing for Improvement 23-13 - TH 371B/Willow Street Roundabout Project on November 18th, 2024 at 7:30 PM.

FINANCIAL IMPACT: N/A

MEMO



TO: Mayor and Council Members

FROM: Jessie Dehn, PE, Public Works Director/City Engineer

DATE: 10/17/2024

RE: City Improvement 23-13 – TH 371B/Willow Street Roundabout Project

Street Reconstruction

Willow Street – South 6th Street to South 7th Street

Dear Mayor Badeaux and City Council Members,

We are pleased to present this report for improvements as listed above. Generally, the improvements consist of construction of a roundabout at the intersection of State Highway 371B (South 6th Street) and Willow Street and one block of full reconstruction of street surfaces, storm sewer replacement, sanitary sewer replacement, watermain replacement and upgrades, removal of existing concrete and bituminous surfacing, curb and gutter replacements, sidewalk and pedestrian ramp upgrades, restoration, and other miscellaneous incidental items.

Project Description and Existing Conditions

This project is a multi-part project including two main scopes of work. First, reconfiguration of the intersection of Highway 371B/Willow Street into a single-lane roundabout. Second, a small-scale reconstruction project located in south Brainerd on Willow Street adjacent to the east leg of the aforementioned intersection that has fallen into general disrepair and has conditions that may not be acceptable for public use. There are also sanitary sewers along with watermains that have fallen into disrepair that need replacement. When streets and utilities come to this point, the City has an obligation to repair or make repairs to these streets to make them safe and passable for the travelling public, along with ensuring the streets have proper drainage systems installed.

The City utilizes a pavement management system which scores pavement and curb conditions based on current deficiencies within the pavements. The equation utilizes measurements of different cracking, potholing, and other surface and subgrade deficiencies that lead to a street falling into dis-repair or an unacceptable condition. The score is from 0-4, zero means the road is completely impassable and a 4 means that a street is brand new or newly constructed. Below is a the pavement and curb scores based on 2021 data for the one block of Willow Street between South 6th Street and South 7th Street. This data also has the last year a resurfacing was completed. Please note the scores read pavement score/curb score:

Street	Pavement and Curb Scores
Willow Street (S. 6 th Street to S. 7 th Street)	Pavement 1.88/4.00, Curb 2.5/4.00 – Last Resurfaced in 1985 – Originally Constructed in 1959

During pavement evaluation processes, we look at specific types of pavement deficiencies to score the pavements and enter equations. We typically look at a localized 100-foot segment for scoring pavements that is most representative of the street. This does not mean that other areas of the street may be in worse or better condition during scoring. Staff looks at the entire street when identifying project limits and does not focus solely on scores. There are also other needs when considering project limits such as underlying utility needs and needs for sidewalk inclusion that staff looks at when evaluating project termini.

This block of Willow Street is at or has exceeded its planned life expectancy. The street is exhibiting weathered surfaces, transverse and longitudinal cracking, and other distresses that indicate the pavement needs reconstruction. Curb and gutter condition is deteriorating in locations. Underlying watermain needs were also taken into consideration with the help of Brainerd Public Utilities. Storm sewers within the project limits have also deteriorated and will be replaced and reconfigured to tie into the new storm drainage system in the TH 371B/Willow Street roundabout.

Highway 371B is listed as a principal arterial street while Willow Street is functionally classified as a major collector route. This block is also a part of the City's municipal state aid system, listed as Municipal State Aid Route 124. The future use and designation of these streets is not proposed or anticipated to change in future years and serve as arterial and collector streets that provide as routes to collect traffic to other arterial routes to and from South Brainerd.

As a principal arterial, Highway 371B carries a significant traffic volume, approximately 10,000 vehicles per day. Traffic on Willow Street was last measured at 2,465 vehicles per day in 2023. Traffic on this segment would be attributed to the adjacent Speedway convenience store and distribution of traffic to the residential areas to the east of this block.

Proposed Project and Work Types

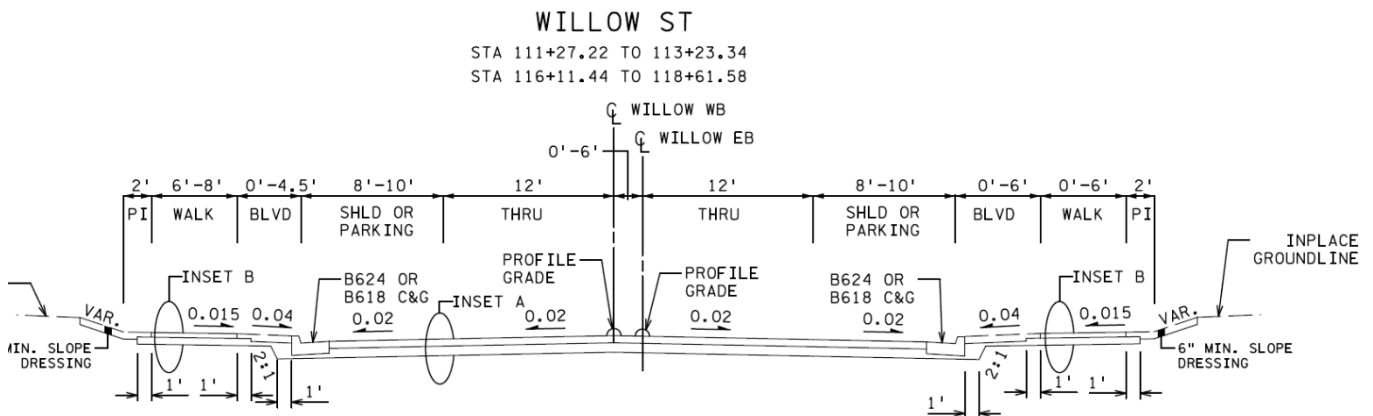
The intent of this section of the report is to give a broad overview of construction types for the project along with outlining the feasibility of the project.

Street reconstruction of this nature is highly intrusive. The underlying utility needs and current surface and curb and gutter ratings are driving most of the improvements.

Right-of-Way – The project intends to acquire necessary permanent and temporary construction easements as necessary for construction of the proposed project. Most of the current rights-of-way on the project are 80-feet or more in width, in which allows the full reconstruction of the street, replacement of old utilities, concrete sidewalk replacement, and restoration. Temporary construction easements will be needed to complete proposed improvements including new sidewalk installation and driveway tie ins. Permanent easements are mostly needed in relation to construction of the expanded extents of the roundabout intersection configuration.

Removals – The street in the project area has bituminous pavement surfacing. This is being proposed to all be removed to access underlying utilities. All curb and gutter are proposed for removal in the project limits, as all was part of the original construction. Newer pavement and curb and gutter at the intersection (recently reconstructed in 2018) will need to be removed to reconfigure the alignment for the proposed roundabout. Sidewalks, driveways, and other pavements outside of the street are all being proposed for removal with the project, as street grades and utility re-alignments, along with the condition of these elements, make it necessary.

Proposed Typical Sections – The City is proposing to use the below depicted typical section. This is showing a 43-foot-wide street (40' bituminous surface with 3-feet of curb and gutter drivable surface). This section allows for two lanes of traffic (12-feet wide) and two parking lanes (8-feet wide), which matches what configuration is existing. The City is proposing a State Aid pavement design. With an assumed subgrade R-Value of 50, this equates to a typical section depth of 6 inches of aggregate base and 4 inches of bituminous asphalt.



Utilities – Full replacement of existing watermain infrastructure within the block of reconstruction of Willow Street is proposed. Limited replacement of newer watermain will be performed within the intersection to meet MnDOT requirements that no pressurized utilities be present within the roundabout circle. Storm sewer main along with sanitary sewer main and service connections will be replaced within the proposed reconstruction portion of the project. Storm sewer within the proposed roundabout intersection will be replaced to accommodate the altered drainage configuration of the intersection. Water services to residences and businesses are proposed to be replaced with the project where watermain is being replaced.

Restoration – Boulevards will be restored with black dirt and seed in any disturbed area. Boulevard trees removed with construction will be replaced on a 1:1 basis. Existing landscaping, stairs, and other elements placed by property owners will be individually addressed with the project by city staff and the property owner. Any sprinklers present within the project area will need to be removed by the resident or business prior to construction and replaced once restoration has occurred.

Environmental Considerations and Erosion Control – Standard erosion control BMP's will be placed during construction. Storm sewer will be offline for most of the project, and the contractor will be responsible to ensure the sites are accessible to both vehicles and pedestrians throughout construction. Impervious surface areas are likely to be minimally increased due to the roundabout construction as compared with current impervious areas. No protected or endangered species are anticipated to be affected by the proposed construction.

Project Estimated Costs

Below is a breakdown of estimated project costs for the project. The totals outlined below reflect an estimated cost with engineering costs included based on the awarded engineering services contract to SEH. The costs reflected in bids from contractors may vary from these costs based on workload, project site conditions, or other factors out of the City's control. The costs are based on historical values for each item of work and vary due

to market conditions. Costs are broken down to roadway (street, curb and gutter, restoration, etc.), storm sewer, sanitary sewer, watermain, and assessable:

TH 371B/Willow Street Roundabout Project	
Roadway	\$2,108,081
Storm Sewer	\$123,235
Sanitary Sewer	\$64,865
BPU (Watermain)	\$265,060
Assessable Costs (not included in total)	\$62,550
Total Construction and Engineering	\$2,561,241

The intended uses of these streets and this infrastructure is not anticipated to change over the life of these improvements. Feasibility analysis is completed during the survey, preliminary design, public meetings, and final design of the proposed improvements. Through this analysis, city staff have completed most of the plans and specifications that are explained and contained in this report. The streets proposed for reconstruction have exceeded their life expectancy. The City has an obligation to maintain these traffic corridors for pedestrians and vehicles. Underlying utilities proposed for replacement are undersized and in critical need of replacement. Necessary permanent and temporary construction easements will be acquired prior to construction as necessary, and environmental considerations have been addressed through design. The proposed project is feasible, cost effective, and necessary due to the elements outlined in this report and submitted to the Council as necessary according to Minnesota Statute 429.

Respectfully Submitted,



Jessie Dehn, P.E.

City Engineer/ Public Works Director

City of Brainerd

R E S O L U T I O N
xx:24

**RESOLUTION RECEIVING REPORT
CALLING HEARING ON IMPROVEMENT**

WHEREAS, a report has been prepared by the City Engineer with reference to the improvement of the following described improvements:

IMPROVEMENT 23-13 – TH 371B/WILLOW STREET ROUNDABOUT PROJECT

Street Reconstruction

Willow Street – South 6th Street to South 7th Street

This report was received by the Council on the 21st day of October 2024.

WHEREAS, the statute provides that no such improvements shall be made until the Council shall have held a public hearing on such improvements following mailed notice and two publications thereof in the official newspaper stating time and place of the hearing, the general nature of the improvement, the estimated costs thereof, and the area proposed to be assessed, and that a reasonable estimate of the total amount to be assessed, and a description of the methodology used to calculate individual assessments for affected parcels (the “Impact of Assessments”) has been made available at the hearing, all in accordance with law; and

WHEREAS, this City Council has heretofore discussed and made determinations about the Impact of Assessments:

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

1. The Council will consider the above-described improvement in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvements pursuant to Minnesota Statute Chapter 429 at an estimated total cost of \$1,994,870.80.
2. A public hearing shall be held on such proposed improvement on the 18th day of November 2024, in the Council Chambers of the Brainerd City Hall at 7:30 p.m. and the City Administrator shall give mailed and published notice of such hearing and improvement as required by law.

Adopted this 21st day of October 2024

KELLY BEVANS
President of the Council

Approved this 22nd day of October 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

NOTICE OF HEARING ON IMPROVEMENT

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on November 18, 2024, to consider making the improvement as described below pursuant to Minnesota Statute Sections 429.011 to 429.111:

IMPROVEMENT 23-13 – TH 371B/WILLOW STREET ROUNDABOUT PROJECT

Street Reconstruction– Grading, Aggregate Base, Bituminous, Concrete Curb and Gutter, Storm Sewer, Watermain, and Incidentals

Willow Street – South 6th Street to South 7th Street

The area proposed to be assessed is the property abutting said streets and alleys.

The estimated cost of such improvements is \$1,994,870.80.

Such persons as desire to be heard with reference to the proposed improvements will be heard at this meeting.

Any individual needing special accommodations, please call 218-828-2307.

Dated: October 21, 2024

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

Publish Brainerd Dispatch October 26, 2024, and November 2, 2024