



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, November 18, 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 249 0876
Personnel and Finance Committee was held Wednesday 11/13
Safety and Public Works Committee at 7:15 PM

**NOTICE TO THE PUBLIC: Council Member Terry will be attending virtually from 310 Canal Park Dr,
Duluth, MN 55802**

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

1. **Call To Order**

2. **Roll Call**

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

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval of Bills**

B. **Approval of Minutes**

C. **Department Activity Reports**

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

6. **Council Committee Reports**

A. **Safety & Public Works Committee**

1. Discuss Sanitary Forcemain Sewer Lining Project and Sewer Rates

2. Direction on Active Code Enforcement Cases

B. Personnel & Finance Committee

1. Ratify Hiring Brandon Burgau as Police Intern
2. Ratify Hiring Nicholas Carvelli as Apprentice Lineworker
3. Approval of Memorandum Of Agreement (MOA) with IBEW Union setting wages for Administrative Assistant Position
4. Approve Deferment of Assessments
5. Discussion of Civil Attorney Contract
6. 2025 Budget and Levy Discussion
7. Authorize City Administrator to Attend Conference for Sourcewell

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)

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 2027) **1 term** (Expire 2026)

- B. Adopt a Resolution Awarding the Sale of General Obligation Bonds, Series 2024A; Fixing their Form and Specifications; Directing their Execution and Delivery; and Providing for their Payment**

8. New Business

- A. Discussion of Process to Fill Vacant At-Large Position effective January 6, 2025**
- B. Call for Public Hearing - Request to Vacate Right of Ways**
- C. Public Hearing and Adopt Resolution - Ordering Improvement and Ordering Preparation of Plans - Improvement 23-13 - TH 371B/Willow Street Roundabout Project**

D. First Reading - Proposed Ordinance 1577 - Annexation of 15106 Riverside Drive

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 Labor Negotiation Strategy Session pursuant to MN Statutes, 13D.03, Subd 1(b) to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals conducted pursuant to MN Statutes, 179A.01 to 179A.25. The Closed Labor Negotiation Strategy Session meeting may be further closed for discussion of litigation strategy protected by the attorney-client privilege, as permitted by MN Statutes, 13D.05, Subd 3(b). The specific subject to be discussed, pursuant to MN Statutes, 13D.01, Subd 3, are the legal positions and strategy in the interest arbitration between the City and IBEW 31 (Public Utilities) Union, BMS Case No. 24-PN-0860.**

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"

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 10/01/2024 - 10/31/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 2740 - AT&T MOBILITY:							
X10032024/TRNST							
85081	AT&T MOBILITY	09/25/2024	10/11/2024	49.88	0.00	Paid	Y
	ACCT 287292136423 TRANSIT PHONE	pziemer					10/11/2024
203-9000-43321	TELEPHONE			49.88			
X10032024/HR							
85082	AT&T MOBILITY	09/25/2024	10/11/2024	49.88	0.00	Paid	Y
	ACCT 287292136423 HR PHONE 8/26-9/25	pziemer					10/11/2024
101-1400-43321	TELEPHONE			49.88			
X10032024/ADM							
85083	AT&T MOBILITY	09/25/2024	10/11/2024	99.76	0.00	Paid	Y
	ACCT 287292136423 ADMIN PHONES	pziemer					10/11/2024
101-1400-43321	TELEPHONE			99.76			
X10032024/CDD							
85084	AT&T MOBILITY	09/25/2024	10/11/2024	149.64	0.00	Paid	Y
	ACCT 287292136423 COM DEV PHONES 8/26-9/25	pziemer					10/11/2024
101-2400-43321	TELEPHONE			149.64			
X10032024/ENG							
85085	AT&T MOBILITY	09/25/2024	10/11/2024	359.05	0.00	Paid	Y
	ACCT 287292136423 ENG DEPT 8/26-9/25	pziemer					10/11/2024
101-1700-43321	TELEPHONE			275.98			
238-3160-43321	TELEPHONE			83.07			
X10032024/IT							
85086	AT&T MOBILITY	09/25/2024	10/11/2024	176.22	0.00	Paid	Y
	IT PHONES 8/26-9/25-24 ACCT 287292136423	pziemer					10/11/2024
101-1800-43321	TELEPHONE			176.22			
X10032024/PARKS							
85087	AT&T MOBILITY	09/25/2024	10/11/2024	244.03	0.00	Paid	Y
	ACCT 287292136423 PARKS PHONES 8/26-9/25	pziemer					10/11/2024
230-5200-43321	TELEPHONE			205.80			
230-5204-42210	OPERATING SUPPLIES			38.23			
X10032024/STRT							
85088	AT&T MOBILITY	09/25/2024	10/11/2024	209.41	0.00	Paid	Y
	ACCT 287292136423 STREET PHONES 8/26-9/25	pziemer					10/11/2024
235-3100-43321	TELEPHONE			88.11			
237-3190-43321	TELEPHONE			121.30			
X10032024/POLICE							
85089	AT&T MOBILITY	09/25/2024	10/11/2024	2,142.46	0.00	Paid	Y
	ACCT 287287520356	pziemer					10/11/2024
225-2120-43309	COMPUTER TECHNICAL SUPPORT			802.83			
225-2120-43321	TELEPHONE			1,339.63			
Total for vendor 2740 - AT&T MOBILITY:				3,480.33	0.00		

Vendor 3338 - BIRCHDALE FIRE & SECURITY:

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
154690							
85143	BIRCHDALE FIRE & SECURITY	09/25/2024	10/11/2024	1,075.00	0.00	Paid	Y
	ANNUAL FIRE ALARM INSPECTION - MAIN	pziemer					10/11/2024
260-9020-43300	PROFESSIONAL SERVICES			1,075.00			
	Total for vendor 3338 - BIRCHDALE FIRE & SECURITY:			1,075.00	0.00		
Vendor 0133 - CWC RECORDER:							
326 LAURA ST							
85066	CWC RECORDER	10/02/2024	10/04/2024	46.00	0.00	Paid	Y
	RECORDING FEE SCDP SE BRD	pziemer					10/04/2024
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			46.00			
	Total for vendor 0133 - CWC RECORDER:			46.00	0.00		
Vendor 0769 - HYTEC CONSTRUCTION INC:							
14697							
85141	HYTEC CONSTRUCTION INC	09/27/2024	10/11/2024	80,275.00	0.00	Paid	Y
	PAY REQ 2 - BRD WATER TOWER WINDOW REPAIR	pziemer					10/11/2024
229-0000-45530	PYMTS TO CONTRACTORS			80,275.00			
14551							
85142	HYTEC CONSTRUCTION INC	09/01/2024	10/11/2024	31,049.80	0.00	Paid	Y
	PAY REQ 1 BRD WATER TOWER WINDOWS	pziemer					10/11/2024
229-0000-45530	PYMTS TO CONTRACTORS			31,049.80			
	Total for vendor 0769 - HYTEC CONSTRUCTION INC:			111,324.80	0.00		
Vendor MISC - MICHAEL & JULIE DEGEN:							
1002 15TH ST SE							
85145	MICHAEL & JULIE DEGEN	10/09/2024	10/11/2024	500.00	0.00	Paid	Y
	101-23 NUISANCE FORGIVE PORTION PER	pziemer					10/11/2024
101-2400-36101	SPECIAL ASSMT - COUNTY			500.00			
	Total for vendor MISC - MICHAEL & JULIE DEGEN:			500.00	0.00		
Vendor 1974 - MN DEPT OF HEALTH PLAN REVIEW:							
LUM REVIEW 2024							
85207	MN DEPT OF HEALTH PLAN REVIEW	10/15/2024	10/15/2024	250.00	0.00	Paid	Y
	RCA REMODEL PLAN REVIEW - LUM PARK	pziemer					10/15/2024
229-0000-43300-23:10	PROFESSIONAL SERVICES			250.00			
	Total for vendor 1974 - MN DEPT OF HEALTH PLAN REVIEW:			250.00	0.00		

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution GRANT							
# of Invoices:	15	# Due:	0	Totals:	116,676.13	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:				116,676.13	0.00		

--- TOTALS BY GL DISTRIBUTION ---

101-1400-43321	TELEPHONE	149.64
101-1700-43321	TELEPHONE	275.98
101-1800-43321	TELEPHONE	176.22
101-2400-36101	SPECIAL ASSMT - COUNTY	500.00
101-2400-43321	TELEPHONE	149.64
202-6323-45510	CAPITAL - RESIDENTIAL	46.00
203-9000-43321	TELEPHONE	49.88
225-2120-43309	COMPUTER TECHNICAL SUPPORT	802.83
225-2120-43321	TELEPHONE	1,339.63
229-0000-43300-23:10	PROFESSIONAL SERVICES	250.00
229-0000-45530	PYMTS TO CONTRACTORS	111,324.80
230-5200-43321	TELEPHONE	205.80
230-5204-42210	OPERATING SUPPLIES	38.23
235-3100-43321	TELEPHONE	88.11
237-3190-43321	TELEPHONE	121.30
238-3160-43321	TELEPHONE	83.07
260-9020-43300	PROFESSIONAL SERVICES	1,075.00

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
--- TOTALS BY FUND ---							
	101 - GENERAL FUND			1,251.48	0.00		
	202 - SCDP GRANTS			46.00	0.00		
	203 - TRANSIT FUND			49.88	0.00		
	225 - PUBLIC SAFETY FUND			2,142.46	0.00		
	229 - PANDEMIC GRANTS			111,574.80	0.00		
	230 - PARK & RECREATION FUND			244.03	0.00		
	235 - STREET & SEWER FUND			88.11	0.00		
	237 - SANITARY SEWER FUND			121.30	0.00		
	238 - STORM SEWER FUND			83.07	0.00		
	260 - AIRPORT FUND			1,075.00	0.00		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			111,574.80	0.00		
	1400 - ADMINISTRATION			149.64	0.00		
	1700 - ENGINEERING			275.98	0.00		
	1800 - IT/GIS			176.22	0.00		
	2120 - POLICE DEPARTMENT			2,142.46	0.00		
	2400 - COMMUNITY DEVL/INSPECTION			649.64	0.00		
	3100 - S & S MAINTENANCE			88.11	0.00		
	3160 - STORM SEWER EXPENSE			83.07	0.00		
	3190 - SANITARY SEWER EXPENSE			121.30	0.00		
	5200 - PARK MAIN/ADMINISTRATION			205.80	0.00		
	5204 - CONCESSIONS			38.23	0.00		
	6323 - SE BRAINERD SCDP GRANT			46.00	0.00		
	9000 - TRANSIT FUND			49.88	0.00		
	9020 - AIRPORT M & O			1,075.00	0.00		

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
Vendor 0011 - ACE HARDWARE:							
328347/1 85572	ACE HARDWARE TAPE/BIT SET 230-5200-42220	10/31/2024 pziemer REPAIR & MAINT	11/20/2024	32.36 32.36	32.36	Open	N 11/20/2024
328508/1 85626	ACE HARDWARE HOOKS 225-2220-42210	11/07/2024 pziemer OPERATING SUPPLIES	11/20/2024	26.98 26.98	26.98	Open	N 11/20/2024
328648/1 85632	ACE HARDWARE AIR HOSE SPLICER/CLAMP 230-5200-42220	11/13/2024 pziemer REPAIR & MAINT	11/20/2024	9.87 9.87	9.87	Open	N 11/20/2024
Total for vendor 0011 - ACE HARDWARE:				69.21	69.21		
Vendor 2902 - ADVANCE AUTO PARTS:							
6574425572470 85509	ADVANCE AUTO PARTS TRACTOR 110 BATTERY 235-3100-42220	10/01/2024 pziemer REPAIR & MAINT	11/20/2024	28.13 28.13	28.13	Open	N 11/20/2024
6574431826673 85640	ADVANCE AUTO PARTS TRUCK 109 WINDSHIELD WIPERS 235-3125-42220	11/13/2024 pziemer REPAIR & MAINT	11/20/2024	16.48 16.48	16.48	Open	N 11/20/2024
Total for vendor 2902 - ADVANCE AUTO PARTS:				44.61	44.61		
Vendor 3343 - ARROW MANAGEMENT:							
33776 85568	ARROW MANAGEMENT ABATEMENTS X5 OCT 2024 101-2400-43405	11/08/2024 pziemer NUISANCES	11/20/2024	3,171.00 3,171.00	3,171.00	Open	N 11/20/2024
Total for vendor 3343 - ARROW MANAGEMENT:				3,171.00	3,171.00		
Vendor 4310 - AUTOSMITH SERVICE GROUP:							
19974 85499	AUTOSMITH SERVICE GROUP SQD 444 REMOTE START 225-2120-42221	10/28/2024 pziemer SQUAD CAR REPAIR SUPPLIES	11/20/2024	499.99 499.99	499.99	Open	N 11/20/2024
Total for vendor 4310 - AUTOSMITH SERVICE GROUP:				499.99	499.99		
Vendor 2068 - BAXTER POLICE DEPARTMENT:							

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4TH QTR 24 TZD							
85587	BAXTER POLICE DEPARTMENT	11/12/2024	11/20/2024	4,196.03	4,196.03	Open	N
	REMIT 4TH QTR 2024 TZD	pziemer					11/20/2024
	225-0000-20800			4,196.03			
	DUE TO OTHER GOVT UNITS						
	Total for vendor 2068 - BAXTER POLICE DEPARTMENT:			4,196.03	4,196.03		
Vendor 3939 - BELSON OUTDOORS:							
WQ 371381							
85574	BELSON OUTDOORS	11/01/2024	11/20/2024	14,848.61	14,848.61	Open	N
	QTY 10 PICNIC TABLES	pziemer					11/20/2024
	400-9050-45530			14,848.61			
	CAPITAL - OTHER						
	Total for vendor 3939 - BELSON OUTDOORS:			14,848.61	14,848.61		
Vendor 3120 - BOLTON & MENK:							
0348608							
85537	BOLTON & MENK	10/28/2024	11/20/2024	2,818.50	2,818.50	Open	N
	23:16 S BRD RESURFACING PROJECT 9/14/pziemer						11/20/2024
	401-9030-43300-23:16			2,818.50			
	PROFESSIONAL SERVICES						
	Total for vendor 3120 - BOLTON & MENK:			2,818.50	2,818.50		
Vendor 0296 - BRAINERD PUBLIC UTILITIES:							
11/13/24							
85620	BRAINERD PUBLIC UTILITIES	11/13/2024	11/20/2024	131,084.78	131,084.78	Open	N
	REMIT LOST THRU 11/12/24	pziemer					11/20/2024
	251-9360-43467			131,084.78			
	REMIT LOCAL SALES TAX COLLECT						
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			131,084.78	131,084.78		
Vendor 4075 - BRAINERD TRUCK AND TRAILER LLC:							
W 6191							
85561	BRAINERD TRUCK AND TRAILER LLC	10/14/2024	11/20/2024	3,258.41	3,258.41	Open	N
	16 SPARTAN PUMPER - REPAIRS	pziemer					11/20/2024
	225-2220-42220			3,258.41			
	REPAIR & MAINT						
	Total for vendor 4075 - BRAINERD TRUCK AND TRAILER LLC:			3,258.41	3,258.41		
Vendor 2072 - BREEZY POINT POLICE DEPARTMENT:							
4TH QTR 24 TZD							
85588	BREEZY POINT POLICE DEPARTMENT	11/12/2024	11/20/2024	1,105.70	1,105.70	Open	N
	REMIT 4TH QTR 2024 TZD	pziemer					11/20/2024
	225-0000-20800			1,105.70			
	DUE TO OTHER GOVT UNITS						
	Total for vendor 2072 - BREEZY POINT POLICE DEPARTMENT:			1,105.70	1,105.70		
Vendor 4209 - CALLTOWER:							

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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
202211978 85520	CALLTOWER CALLTOWER 11/1/24-11/30/24 101-1800-43321	11/01/2024 pziemer	11/20/2024	350.18 350.18	350.18	Open	N 11/20/2024
Total for vendor 4209 - CALLTOWER:				350.18	350.18		
Vendor 3393 - CAUGHEY, DARIN:							
11/12/24 85630	CAUGHEY, DARIN 2024 BOOT REIMBURSEMENT 50% 235-3100-42210	11/12/2024 pziemer	11/20/2024	133.50 133.50	133.50	Open	N 11/20/2024
Total for vendor 3393 - CAUGHEY, DARIN:				133.50	133.50		
Vendor 0447 - CDW GOVERNMENT, INC:							
AB4GS5S 85634	CDW GOVERNMENT, INC BATT TECH REPL X4 101-1800-43309	11/04/2024 pziemer	11/20/2024	864.16 864.16	864.16	Open	N 11/20/2024
Total for vendor 0447 - CDW GOVERNMENT, INC:				864.16	864.16		
Vendor 4269 - COLUMN SOFTWARE:							
425BB603-0070 85494	COLUMN SOFTWARE NOH: CUP - PARKING 722 LAUREL 101-2400-43350	10/30/2024 pziemer	11/20/2024	67.63 67.63	67.63	Open	N 11/20/2024
425BB603-0071 85495	COLUMN SOFTWARE NOH: CUP 214 S 8TH BREW PUB 101-9200-43350	10/30/2024 pziemer	11/20/2024	51.03 51.03	51.03	Open	N 11/20/2024
425BB603-0072 85496	COLUMN SOFTWARE NOH: IUP 203 HAWKINS SHORT TERM RENT# 101-2400-43350	10/30/2024 pziemer	11/20/2024	55.87 55.87	55.87	Open	N 11/20/2024
425BB603-0073 85497	COLUMN SOFTWARE NOH: IUP 502 JUNIPER SHORT TERM RENT# 101-2400-43350	10/30/2024 pziemer	11/20/2024	47.51 47.51	47.51	Open	N 11/20/2024
425BB603-0067 85531	COLUMN SOFTWARE NOH: IMP 23-13 WILLOW ROUNABOUT 401-9030-43350-23:13	10/22/2024 pziemer	11/20/2024	88.00 88.00	88.00	Open	N 11/20/2024

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425BB603-0069 85532	COLUMN SOFTWARE NOH: IUP 524 8TH SHORT TERM RENTAL 101-2400-43350	10/30/2024 pziemer	11/20/2024	47.51 47.51	47.51	Open	N 11/20/2024
425BB603-0074 85638	COLUMN SOFTWARE NOH: ORD 1574 AMEND FEES 11/9/24 101-9200-43350	11/05/2024 pziemer	11/20/2024	27.27 27.27	27.27	Open	N 11/20/2024
425BB603-0075 85639	COLUMN SOFTWARE NOH: ORD 1575 FIRE RESTRICTIONS 11-9- 101-9200-43350	11/05/2024 pziemer	11/20/2024	129.68 129.68	129.68	Open	N 11/20/2024
Total for vendor 4269 - COLUMN SOFTWARE:				514.50	514.50		
Vendor 0122 - COMMUNITY ACTION:							
NOV 2024 85582	COMMUNITY ACTION NOV 24 LEVY PAYMENT 101-9200-43460	11/12/2024 pziemer	11/20/2024	8,054.38 8,054.38	8,054.38	Open	N 11/20/2024
Total for vendor 0122 - COMMUNITY ACTION:				8,054.38	8,054.38		
Vendor 0125 - CONSOLIDATED TELEPHONE CO:							
21478416 85594	CONSOLIDATED TELEPHONE CO CAMPGROUND WIFI 11/12-12-11 END OF S 230-5280-43321	11/12/2024 pziemer	11/20/2024	11.95 11.95	11.95	Open	N 11/20/2024
21489492/CH 85595	CONSOLIDATED TELEPHONE CO 11/12/24-12/11/24 CITY HALL PHONES 101-1940-43321	11/12/2024 pziemer	11/20/2024	54.46 54.46	54.46	Open	N 11/20/2024
21489492/FD 85596	CONSOLIDATED TELEPHONE CO 11/12/24-12/11/24 FIRE DEPT PHONE/IN 225-2220-43321	11/12/2024 pziemer	11/20/2024	100.00 100.00	100.00	Open	N 11/20/2024
21489492/STRTS 85597	CONSOLIDATED TELEPHONE CO 11/12/24-12/11/24 STREETS DEPT 235-3100-43321	11/12/2024 pziemer	11/20/2024	114.37 114.37	114.37	Open	N 11/20/2024
21489492/AIRPORT 85598	CONSOLIDATED TELEPHONE CO 11/12/24-12/11/24 AIRPORT CIRCUIT 260-9020-43321	11/12/2024 pziemer	11/20/2024	141.63 141.63	141.63	Open	N 11/20/2024

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21489492/PARKS							
85599	CONSOLIDATED TELEPHONE CO	11/12/2024	11/20/2024	150.00	150.00	Open	N
	11/12/24-12/11/24 KIWANIS/MEMORIAL Inpziemer						11/20/2024
	230-5200-43321 TELEPHONE			150.00			
21474275							
85618	CONSOLIDATED TELEPHONE CO	11/12/2024	11/20/2024	560.32	560.32	Open	N
	11/12-12/11 AIRPORT PHONE SERVICE ANIpziemer						11/20/2024
	260-9020-43321 TELEPHONE			560.32			
21489492/IT							
85628	CONSOLIDATED TELEPHONE CO	11/12/2024	11/20/2024	542.00	542.00	Open	N
	11/12/24-12/11/24 IT INTERNET/PHONE pziemer						11/20/2024
	101-1800-43321 TELEPHONE			542.00			
21489492/PD							
85629	CONSOLIDATED TELEPHONE CO	11/12/2024	11/20/2024	144.74	144.74	Open	N
	11/12/24-12/11/24 PD PHONE/INTERNET pziemer						11/20/2024
	225-2120-43321 TELEPHONE			94.74			
	225-2120-43309 COMPUTER TECHNICAL SUPPORT			50.00			
	Total for vendor 0125 - CONSOLIDATED TELEPHONE CO:			1,819.47	1,819.47		
Vendor 2069 - CROSBY POLICE DEPARTMENT:							
4TH QTR 24 TZD							
85589	CROSBY POLICE DEPARTMENT	11/12/2024	11/20/2024	980.35	980.35	Open	N
	REMIT 4TH QTR 2024 TZD pziemer						11/20/2024
	225-0000-20800 DUE TO OTHER GOVT UNITS			980.35			
	Total for vendor 2069 - CROSBY POLICE DEPARTMENT:			980.35	980.35		
Vendor 2075 - CROSSLAKE POLICE DEPARTMENT:							
4TH QTR 24 TZD							
85590	CROSSLAKE POLICE DEPARTMENT	11/12/2024	11/20/2024	663.31	663.31	Open	N
	REMIT 4TH QTR 2024 TZD pziemer						11/20/2024
	225-0000-20800 DUE TO OTHER GOVT UNITS			663.31			
	Total for vendor 2075 - CROSSLAKE POLICE DEPARTMENT:			663.31	663.31		
Vendor 0133 - CWC RECORDER:							
1002916							
85525	CWC RECORDER	11/01/2024	11/20/2024	46.00	46.00	Open	N
	CUP 2602 11TH ST SE pziemer						11/20/2024
	101-2400-43350 PRINTING/LEGAL PUBLICATION			46.00			
2025 DEFERMENTS							
85636	CWC RECORDER	11/14/2024	11/20/2024	138.00	138.00	Open	N
	PAY YEAR 2025 DEFERMENTS pziemer						11/20/2024
	101-9200-43350 LEGAL PUBLICATIONS			138.00			

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Total for vendor 0133 - CWC RECORDER:				184.00	184.00		
Vendor 1156 - CWC SHERIFF:							
4TH QTR 24 TZD							
85591	CWC SHERIFF	11/12/2024	11/20/2024	1,949.86	1,949.86	Open	N
	REMIT 4TH QTR 2024 TZD	pziemer					11/20/2024
	225-0000-20800						
	DUE TO OTHER GOVT UNITS			1,949.86			
Total for vendor 1156 - CWC SHERIFF:				1,949.86	1,949.86		
Vendor 0135 - CWC TREASURER:							
7454/CH							
85557	CWC TREASURER	11/01/2024	11/20/2024	7,975.00	7,975.00	Open	N
	NOV 24 SHARED SVCS - CITY HALL	pziemer					11/20/2024
	101-9200-43300						
	PROFESSIONAL SERVICES			7,975.00			
7454/LIB							
85558	CWC TREASURER	11/01/2024	11/20/2024	675.00	675.00	Open	N
	NOV 2024 SHARED SERVICES - LIBRARY	pziemer					11/20/2024
	211-5500-43300						
	PROFESSIONAL SERVICES			675.00			
Total for vendor 0135 - CWC TREASURER:				8,650.00	8,650.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2326816							
85565	DAHLHEIMER BEVERAGE	11/08/2024	11/20/2024	37.90	37.90	Open	N
	JANITORIAL - TP	pziemer					11/20/2024
	211-5500-42220						
	REPAIR & MAINT			37.90			
Total for vendor 3438 - DAHLHEIMER BEVERAGE:				37.90	37.90		
Vendor 1573 - DELL MARKETING LP:							
10780420090							
85625	DELL MARKETING LP	11/04/2024	11/20/2024	747.48	747.48	Open	N
	QTY 4 MONITORS	pziemer					11/20/2024
Total for vendor 1573 - DELL MARKETING LP:				747.48	747.48		
Vendor 4363 - DERUYCK CONSTRUCTION:							
1212 BEECH - #1							
85631	DERUYCK CONSTRUCTION	11/12/2024	11/20/2024	8,970.11	8,970.11	Open	N
	SCDP 1212 BEECH PROGRESS PAYMENT 1	pziemer					11/20/2024
	275-6550-43300						
	PROFESSIONAL SERVICES			8,970.11			
Total for vendor 4363 - DERUYCK CONSTRUCTION:				8,970.11	8,970.11		
Vendor 2804 - DH ATHLETICS LLC:							

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1094 85573	DH ATHLETICS LLC QTY 3 PORTABLE PICKLEBALL SYSTEMS 230-5231-42210	11/01/2024 pziemer	11/20/2024	6,185.67 6,185.67	6,185.67 6,185.67	Open	N 11/20/2024
	Total for vendor 2804 - DH ATHLETICS LLC:			6,185.67	6,185.67		
Vendor 4361 - ENGST, JACOB:							
10/10/24 85578	ENGST, JACOB REIMB - BCA DMT TRAINING 225-2120-43330	10/10/2024 pziemer	11/20/2024	395.20 395.20	395.20 395.20	Open	N 11/20/2024
	Total for vendor 4361 - ENGST, JACOB:			395.20	395.20		
Vendor 1859 - ENTERPRISE FM TRUST:							
FBN5171104/PROCEEDS 85602	ENTERPRISE FM TRUST GAIN ON 28CSF4 - CSO 443 CITY OWNED 400-0000-39101	11/06/2024 pziemer	11/20/2024	(18,150.00) (18,150.00)	(18,150.00)	Open	N 11/20/2024
FBN5171104/CDD 85603	ENTERPRISE FM TRUST NOV 24 COM DEV VEHICLE LEASES 101-2400-43331	11/06/2024 pziemer	11/20/2024	890.66 890.66	890.66	Open	N 11/20/2024
FBN5171104/ENG 85604	ENTERPRISE FM TRUST NOV 24 ENG VEHICLE LEASES 101-1700-43331 238-3160-43331	11/06/2024 pziemer	11/20/2024	2,616.21 1,760.92 855.29	2,616.21	Open	N 11/20/2024
FBN5171104/FD 85605	ENTERPRISE FM TRUST NOV 24 FIRE DEPT VEHICLE LEASES 225-2220-43331	11/06/2024 pziemer	11/20/2024	652.38 652.38	652.38	Open	N 11/20/2024
FBN5171104/PARKS 85606	ENTERPRISE FM TRUST NOV 24 PARKS DEPT VEHICLE LEASES 230-5200-43331	11/06/2024 pziemer	11/20/2024	5,879.07 5,879.07	5,879.07	Open	N 11/20/2024
FBN5171104/PD 85607	ENTERPRISE FM TRUST NOV 24 POLICE DEPT VEHICLE LEASES 225-2120-43331	11/06/2024 pziemer	11/20/2024	13,895.10 13,895.10	13,895.10	Open	N 11/20/2024
FBN5171104/STRTS 85608	ENTERPRISE FM TRUST NOV 24 STREET DEPT VEHICLE LEASES	11/06/2024 pziemer	11/20/2024	6,013.46	6,013.46	Open	N 11/20/2024

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	GL Distribution						
	235-3100-43331	LEASE PAYMENTS		4,134.30			
	237-3190-43331	LEASE PAYMENTS		1,879.16			
	Total for vendor 1859 - ENTERPRISE FM TRUST:			11,796.88	11,796.88		
Vendor 3402 - FLEETPRIDE:							
121135470 85510	FLEETPRIDE	11/01/2024	11/20/2024	12.96	12.96	Open	N 11/20/2024
	DRIVER INSPECTION BOOKS & NYLON PUSH	pziemer					
	235-3125-42220	REPAIR & MAINT		12.96			
121170721 85535	FLEETPRIDE	11/04/2024	11/20/2024	349.00	349.00	Open	N 11/20/2024
	PRE-TIP VEHICLE INSPECTION BOOKS	pziemer					
	235-3125-42220	REPAIR & MAINT		349.00			
	Total for vendor 3402 - FLEETPRIDE:			361.96	361.96		
Vendor 0071 - FORUM COMMUNICATIONS COMPANY:							
MP3161231024 85576	FORUM COMMUNICATIONS COMPANY	10/31/2024	11/20/2024	604.50	604.50	Open	N 11/20/2024
	JOB POSTING - TRANSIT OP SPEC.	pziemer					
	203-9000-43350	PRINTING/LEGAL PUBLICATION		604.50			
	Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:			604.50	604.50		
Vendor 0186 - GALLS LLC:							
029438013 85500	GALLS LLC	10/23/2024	11/20/2024	272.77	272.77	Open	N 11/20/2024
	716 UNIFORM PANTS AND SHIRT	pziemer					
	225-2120-41113	UNIFORM ALLOWANCE		272.77			
029445068 85501	GALLS LLC	10/24/2024	11/20/2024	101.93	101.93	Open	N 11/20/2024
	CSO BURGAW - INITIAL ISSUE	pziemer					
	225-2121-41113	UNIFORM ALLOWANCE		101.93			
	Total for vendor 0186 - GALLS LLC:			374.70	374.70		
Vendor 0008 - GENERATOR POWER SYSTEMS:							
#32 85555	GENERATOR POWER SYSTEMS	10/30/2024	11/20/2024	620.00	620.00	Open	N 11/20/2024
	ANNUAL GENERATOR MAINTENANCE	pziemer					
	225-2220-42220	REPAIR & MAINT		620.00			
#33 85556	GENERATOR POWER SYSTEMS	10/30/2024	11/20/2024	620.00	620.00	Open	N 11/20/2024
	ANNUAL GENERATOR MAINTENANCE - MILL	pziemer					
	225-2220-42220	REPAIR & MAINT		620.00			

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Total for vendor 0008 - GENERATOR POWER SYSTEMS:				1,240.00	1,240.00		
Vendor 0200 - HEARTLAND ANIMAL RESCUE:							
OCTOBER 2024							
85559	HEARTLAND ANIMAL RESCUE	10/31/2024	11/20/2024	4,191.33	4,191.33	Open	N
	OCT 24 BOARDING/ADMIN	pziemer					11/20/2024
	225-2700-43430	MISCELLANEOUS		2,272.00			
	225-2700-43300	PROFESSIONAL SERVICES		1,919.33			
Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:				4,191.33	4,191.33		
Vendor 0209 - HEARTLAND TIRE INC.:							
3053227							
85544	HEARTLAND TIRE INC.	11/06/2024	11/20/2024	278.57	278.57	Open	N
	SQUAD 410 TIRES	pziemer					11/20/2024
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		278.57			
3053310							
85621	HEARTLAND TIRE INC.	11/08/2024	11/20/2024	294.99	294.99	Open	N
	SQD 410 DRIVER REAR TIRE	pziemer					11/20/2024
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		294.99			
Total for vendor 0209 - HEARTLAND TIRE INC.:				573.56	573.56		
Vendor 0201 - HEARTLAND TIRE SERVICE INC:							
15028469							
85521	HEARTLAND TIRE SERVICE INC	11/04/2024	11/20/2024	65.24	65.24	Open	N
	TRUCK 103 TIRE REPAIR	pziemer					11/20/2024
	235-3125-42220	REPAIR & MAINT		65.24			
15028528							
85579	HEARTLAND TIRE SERVICE INC	11/07/2024	11/20/2024	102.20	102.20	Open	N
	PATCH TRAILER TIRE REPLACEMENT	pziemer					11/20/2024
	235-3100-42220	REPAIR & MAINT		102.20			
Total for vendor 0201 - HEARTLAND TIRE SERVICE INC:				167.44	167.44		
Vendor 0634 - HUBBARD RADIO BRAINERD:							
MC-1241075695							
85518	HUBBARD RADIO BRAINERD	10/31/2024	11/20/2024	2,700.00	2,700.00	Open	N
	TRANSIT RADIO ADS	pziemer					11/20/2024
	203-9000-43340	ADVERTISING/MARKETING		2,700.00			
Total for vendor 0634 - HUBBARD RADIO BRAINERD:				2,700.00	2,700.00		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							

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IN4680674 85502	INNOVATIVE OFFICE SOLUTIONS LLC TONER, FLASH DRIVES 225-2120-42200 225-2120-42210	10/30/2024 pziemer OFFICE SUPPLIES OPERATING SUPPLIES	11/20/2024	50.88 20.18 30.70	50.88	Open	N 11/20/2024
IN4681005 85503	INNOVATIVE OFFICE SOLUTIONS LLC STICKY NOTES/DISPENSER 225-2120-42200	10/30/2024 pziemer OFFICE SUPPLIES	11/20/2024	25.36 25.36	25.36	Open	N 11/20/2024
IN4681597 85533	INNOVATIVE OFFICE SOLUTIONS LLC RECORDS PRINTER TONER 225-2120-42200	10/31/2024 pziemer OFFICE SUPPLIES	11/20/2024	73.89 73.89	73.89	Open	N 11/20/2024
IN4693051 85622	INNOVATIVE OFFICE SOLUTIONS LLC TONER, ID HOLDERS, INDEX CARDS 225-2120-42200	11/13/2024 pziemer OFFICE SUPPLIES	11/20/2024	113.67 113.67	113.67	Open	N 11/20/2024
Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:				263.80	263.80		
Vendor 3488 - JEFFERSON FIRE & SAFETY:							
IN319700 85562	JEFFERSON FIRE & SAFETY QTY 2 CHAINS 225-2220-42210	10/21/2024 pziemer OPERATING SUPPLIES	11/20/2024	588.59 588.59	588.59	Open	N 11/20/2024
IN319921 85563	JEFFERSON FIRE & SAFETY EXTRICATION GLOVES X2 225-2220-42250	10/28/2024 pziemer PERSONAL PROTECTIVE GEAR	11/20/2024	71.63 71.63	71.63	Open	N 11/20/2024
Total for vendor 3488 - JEFFERSON FIRE & SAFETY:				660.22	660.22		
Vendor 0220 - KENNEDY & GRAVEN:							
184188 85539	KENNEDY & GRAVEN SALE OF INDUSTRIAL LOTS 295-6510-43300	10/23/2024 pziemer PROFESSIONAL SERVICES	11/20/2024	713.00 713.00	713.00	Open	N 11/20/2024
Total for vendor 0220 - KENNEDY & GRAVEN:				713.00	713.00		
Vendor MISC - LAKE SUPERIOR COLLEGE:							
1258460 85577	LAKE SUPERIOR COLLEGE BOOKS/CLASS REGISTRATION - J.REED 101-1700-43330	11/05/2024 pziemer PROFESSIONAL DEVELOPMENT	11/20/2024	190.00 190.00	190.00	Open	N 11/20/2024

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Total for vendor MISC - LAKE SUPERIOR COLLEGE:

190.00

190.00

Vendor 0313 - LAKES AREA SENIOR CENTER:

NOV 2024

85583

LAKES AREA SENIOR CENTER

11/12/2024

11/20/2024

8,054.38

8,054.38

Open

N

NOV 24 LEVY PAYMENT

pziemer

11/20/2024

101-9200-43461

REMIT SENIOR CITIZEN LEVY

8,054.38

Total for vendor 0313 - LAKES AREA SENIOR CENTER:

8,054.38

8,054.38

Vendor 0232 - LEAGUE MN CITIES INS TRUS:

40001339/4TH 2024

85575

LEAGUE MN CITIES INS TRUS

11/01/2024

11/20/2024

60,380.16

60,380.16

Open

N

PROP/CASUALTY INSURANCE 4TH INSTALLMfpziemer

11/20/2024

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

337.33

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

1,919.02

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

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	GL Distribution						
	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			
	238-3160-43361	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:			60,380.16	60,380.16		

Vendor 1753 - MARCO:

INV13158638

85627	MARCO	11/06/2024	11/20/2024	2,535.00	2,535.00	Open	N
	FMC UPGRADE 7.2.5 TO 7.6	pziemer					11/20/2024
	Total for vendor 1753 - MARCO:			2,535.00	2,535.00		

Vendor 0243 - MARCO FINANCING:

542113576

85633	MARCO FINANCING	11/07/2024	11/20/2024	1,100.58	1,100.58	Open	N
	COPIER LEASE 2ND FLOOR	pziemer					11/20/2024
	101-1800-43331	LEASE PAYMENTS		1,100.58			
	Total for vendor 0243 - MARCO FINANCING:			1,100.58	1,100.58		

Vendor 1384 - MARTIN-MCALLISTER:

16458

85534	MARTIN-MCALLISTER	10/31/2024	11/20/2024	625.00	625.00	Open	N
	POLICE ASSESSMENT/POTENTIAL HIRE	pziemer					11/20/2024
	225-2120-43300	PROFESSIONAL SERVICES		625.00			
	Total for vendor 1384 - MARTIN-MCALLISTER:			625.00	625.00		

Vendor 2392 - MENARDS:

32535

85564	MENARDS	11/08/2024	11/20/2024	57.86	57.86	Open	N
	PICK & SLEDGHAMMER - TOOLS FOR ERT	pziemer					11/20/2024
	238-3160-42210	OPERATING SUPPLIES		57.86			
	Total for vendor 2392 - MENARDS:			57.86	57.86		

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

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11/5/24 85637	MICKEY'S PIZZA - J&T FOOD SERVICE 11/5 GENERAL ELECTION JUDGE MEALS 101-1410-43430 MISCELLANEOUS Total for vendor 0669 - MICKEY'S PIZZA - J&T FOOD SERVICE:	11/05/2024 pziemer	11/20/2024	462.78 462.78 462.78	462.78 462.78	Open	N 11/20/2024
Vendor 0254 - MILLS MOTORS INC:							
602759 85569	MILLS MOTORS INC SQD 432 REPLACE EXHAUST PIPE 225-2120-42221 SQUAD CAR REPAIR SUPPLIES Total for vendor 0254 - MILLS MOTORS INC:	11/06/2024 pziemer	11/20/2024	375.10 375.10 375.10	375.10 375.10	Open	N 11/20/2024
Vendor 3657 - MINNESOTA PAVING & MATERIALS:							
1858249 85601	MINNESOTA PAVING & MATERIALS 2024 COLD MIX QTY 82.36 TON 235-3100-42220 REPAIR & MAINT Total for vendor 3657 - MINNESOTA PAVING & MATERIALS:	11/01/2024 pziemer	11/20/2024	6,794.70 6,794.70 6,794.70	6,794.70 6,794.70	Open	N 11/20/2024
Vendor 3168 - MOTORS-N-MORE:							
30851 85504	MOTORS-N-MORE SQD 428 TIRES ROTATED/OIL CHANGE 225-2120-42221 SQUAD CAR REPAIR SUPPLIES	11/05/2024 pziemer	11/20/2024	53.45 53.45	53.45	Open	N 11/20/2024
30854 85545	MOTORS-N-MORE SQD 437 TIRES ROTATED/OIL CHANGE 225-2120-42221 SQUAD CAR REPAIR SUPPLIES	11/06/2024 pziemer	11/20/2024	53.45 53.45	53.45	Open	N 11/20/2024
30855 85546	MOTORS-N-MORE SQD 401 TIRES ROTATED AND OIL CHANGE 225-2120-42221 SQUAD CAR REPAIR SUPPLIES Total for vendor 3168 - MOTORS-N-MORE:	11/06/2024 pziemer	11/20/2024	53.45 53.45 160.35	53.45 160.35	Open	N 11/20/2024
Vendor 1449 - M-R SIGN CO., INC.:							
226238 85526	M-R SIGN CO., INC. STREET SIGNS X10 235-3170-42210 OPERATING SUPPLIES Total for vendor 1449 - M-R SIGN CO., INC.:	10/28/2024 pziemer	11/20/2024	722.16 722.16 722.16	722.16 722.16	Open	N 11/20/2024

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
Vendor 0798 - MR TIRE:							
38040							
85585	MR TIRE	11/01/2024	11/20/2024	21.49	21.49	Open	N
	SKID STEER TRAILER TIRE REPAIR	pziemer					11/20/2024
	230-5200-42220	REPAIR & MAINT		21.49			
	Total for vendor 0798 - MR TIRE:			21.49	21.49		
Vendor 0427 - NISSWA POLICE DEPT:							
4TH QTR 24 TZD							
85592	NISSWA POLICE DEPT	11/12/2024	11/20/2024	1,898.77	1,898.77	Open	N
	REMIT 4TH QTR 2024 TZD	pziemer					11/20/2024
	225-0000-20800	DUE TO OTHER GOVT UNITS		1,898.77			
	Total for vendor 0427 - NISSWA POLICE DEPT:			1,898.77	1,898.77		
Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:							
OCT 24/PD							
85540	NORTH COUNTRY JANITORIAL & SUPPLY I	11/01/2024	11/20/2024	1,093.00	1,093.00	Open	N
	OCT 24 POLICE DEPT JANITORIAL	pziemer					11/20/2024
	225-2120-43300	PROFESSIONAL SERVICES		1,093.00			
OCT 24/FD							
85541	NORTH COUNTRY JANITORIAL & SUPPLY I	11/01/2024	11/20/2024	383.00	383.00	Open	N
	OCT 24 FIRE DEPT JANITORIAL	pziemer					11/20/2024
	225-2220-43300	PROFESSIONAL SERVICES		383.00			
OCT 24/CH							
85542	NORTH COUNTRY JANITORIAL & SUPPLY I	11/01/2024	11/20/2024	1,077.00	1,077.00	Open	N
	OCT 24 CITY HALL JANITORIAL	pziemer					11/20/2024
	101-1940-43300	PROFESSIONAL SERVICES		1,077.00			
OCT 24/PW							
85543	NORTH COUNTRY JANITORIAL & SUPPLY I	11/01/2024	11/20/2024	382.00	382.00	Open	N
	OCT 24 PUBLIC WORKS GARAGE JANITORIAL	pziemer					11/20/2024
	235-3100-43300	PROFESSIONAL SERVICES		191.00			
	230-5200-43300	PROFESSIONAL SERVICES		191.00			
	Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:			2,935.00	2,935.00		
Vendor 1153 - NORTHLAND ARBORETUM:							
NOV 2024							
85584	NORTHLAND ARBORETUM	11/12/2024	11/20/2024	8,054.38	8,054.38	Open	N
	NOV 24 LEVY PAYMENT	pziemer					11/20/2024
	101-9200-43462	REMIT ARBORETUM LEVY		8,054.38			
	Total for vendor 1153 - NORTHLAND ARBORETUM:			8,054.38	8,054.38		
Vendor 0284 - OFFICE SHOP:							

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DB: Brainerd

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1147969-0 85508	OFFICE SHOP TAC PINS 225-2120-42200	11/05/2024 pziemer	11/20/2024	9.96	9.96	Open	N 11/20/2024
	OFFICE SUPPLIES			9.96			
1147878-0 85523	OFFICE SHOP COPY PAPER - CITY HALL 101-1940-42200	11/04/2024 pziemer	11/20/2024	224.21	224.21	Open	N 11/20/2024
	OFFICE SUPPLIES			224.21			
1147882-0 85524	OFFICE SHOP DRY ERASE MARKERS 101-1940-42200	11/04/2024 pziemer	11/20/2024	10.44	10.44	Open	N 11/20/2024
	OFFICE SUPPLIES			10.44			
333702-0 85538	OFFICE SHOP LIBRARY COPIER CONTRACT 211-5505-43430	10/28/2024 pziemer	11/20/2024	144.25	144.25	Open	N 11/20/2024
	MISC - COPY MACHINE PYMTS			144.25			
1147010-0 85571	OFFICE SHOP SQUAD ROOM REMODEL 400-9050-45530	10/09/2024 pziemer	11/20/2024	36,796.07	36,796.07	Open	N 11/20/2024
	CAPITAL - OTHER			36,796.07			
1147683-0 85619	OFFICE SHOP COPY PAPER - TRANSIT 203-9000-42200	10/28/2024 pziemer	11/20/2024	52.50	52.50	Open	N 11/20/2024
	OFFICE SUPPLIES			52.50			
	Total for vendor 0284 - OFFICE SHOP:			37,237.43	37,237.43		

Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:

1647-312999 85586	O'REILLY AUTOMOTIVE STORES INC. SHOP SUPPLIES - ENGINE CLEANER, STABlpziemer 230-5200-42220	11/04/2024	11/20/2024	48.96	48.96	Open	N 11/20/2024
	REPAIR & MAINT			48.96			
	Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.:			48.96	48.96		

Vendor 4362 - PEARL SWAN LLC:

823 WASHINGTON 85609	PEARL SWAN LLC BRD EXTERIOR IMPROVEMENT GRANT PROGRpziemer 295-6510-43434	11/12/2024	11/20/2024	5,000.00	5,000.00	Open	N 11/20/2024
	ECONOMIC INITIATIVES			5,000.00			
	Total for vendor 4362 - PEARL SWAN LLC:			5,000.00	5,000.00		

Vendor 0561 - PEOPLES SECURITY:

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
256963 85566	PEOPLES SECURITY SECURITY MONITORING 211-5500-42220	10/31/2024 pziemer	11/20/2024	23.99	23.99	Open	N 11/20/2024
	REPAIR & MAINT			23.99			
	Total for vendor 0561 - PEOPLES SECURITY:			23.99	23.99		

Vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:

4TH QTR 24 TZD

85593	PEQUOT LAKES POLICE DEPARTMENT REMIT 4TH QTR 2024 TZD 225-0000-20800	11/12/2024 pziemer	11/20/2024	1,468.80	1,468.80	Open	N 11/20/2024
	DUE TO OTHER GOVT UNITS			1,468.80			
	Total for vendor 2073 - PEQUOT LAKES POLICE DEPARTMENT:			1,468.80	1,468.80		

Vendor 2620 - PERSONNEL EVALUATION INC:

52960

85641	PERSONNEL EVALUATION INC PROFILE - POTENTIAL HIRE 225-2120-43300	10/31/2024 pziemer	11/20/2024	25.00	25.00	Open	N 11/20/2024
	PROFESSIONAL SERVICES			25.00			
	Total for vendor 2620 - PERSONNEL EVALUATION INC:			25.00	25.00		

Vendor 3413 - RATWIK, ROSZAK AND MALONEY:

SEPT 2024

85635	RATWIK, ROSZAK AND MALONEY SEPT 24 RETAINER/SPECIAL SERVICES	10/01/2024 pziemer	11/20/2024	9,336.81	9,336.81	Open	N 11/20/2024
	101-1610-43301 CITY ATTORNEY			4,627.49			
	101-0000-14100 DUE FROM COMPONENT UNIT			323.00			
	101-1610-43301 CITY ATTORNEY			68.00			
	101-0000-14100 DUE FROM COMPONENT UNIT			3,434.00			
	101-2400-43405 NUISANCES			884.32			
	Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:			9,336.81	9,336.81		

Vendor 0317 - SHORT ELLIOTT HENDRICKSON:

476783

85600	SHORT ELLIOTT HENDRICKSON 21:15 BUFFALO HILLS GULLY THRU 10/31/pziemer	11/08/2024	11/20/2024	518.00	518.00	Open	N 11/20/2024
	401-9030-43300-21:15 PROFESSIONAL SERVICES			518.00			
	Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:			518.00	518.00		

Vendor 4185 - SRF CONSULTING GROUP:

16811.00-15

85536	SRF CONSULTING GROUP 23:05 TH 210 WATERMAIN & SAN/SWR REL(pziemer	10/31/2024	11/20/2024	33,313.64	33,313.64	Open	N 11/20/2024
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	401-9030-43330-23:05	PROFESSIONAL DEVELOPMENT		33,313.64			
16359.00-15 85567	SRF CONSULTING GROUP 23:06 TH 210/LUM PARK BRIDGE STUDY Tfpziemer 229-9030-43300-23:06	10/31/2024 pziemer	11/20/2024	4,346.33 4,346.33	4,346.33	Open	N 11/20/2024
	Total for vendor 4185 - SRF CONSULTING GROUP:			37,659.97	37,659.97		
Vendor 2589 - STAPLES ADVANTAGE:							
6016246123 85623	STAPLES ADVANTAGE PENS/STORAGE BOXES 225-2120-42200	11/02/2024 pziemer	11/20/2024	52.54 52.54	52.54	Open	N 11/20/2024
	Total for vendor 2589 - STAPLES ADVANTAGE:			52.54	52.54		
Vendor 0322 - STREICHERS PROF EQUIP:							
I1725705 85505	STREICHERS PROF EQUIP 725 UNIFORM PANTS 225-2120-41113	10/24/2024 pziemer	11/20/2024	149.98 149.98	149.98	Open	N 11/20/2024
I1726373 85506	STREICHERS PROF EQUIP 721SR - INITIAL ISSUE 225-2120-41113	10/29/2024 pziemer	11/20/2024	1,687.75 1,687.75	1,687.75	Open	N 11/20/2024
I1726833 85507	STREICHERS PROF EQUIP 721SR - INITIAL ISSUE 225-2120-41113	10/31/2024 pziemer	11/20/2024	1,548.90 1,548.90	1,548.90	Open	N 11/20/2024
I1727542 85547	STREICHERS PROF EQUIP 721SR - INITIAL ISSUE 225-2120-41113	11/05/2024 pziemer	11/20/2024	23.98 23.98	23.98	Open	N 11/20/2024
I1725700 85624	STREICHERS PROF EQUIP 722 UNIFORM PANTS 225-2120-41113	10/24/2024 pziemer	11/20/2024	159.97 159.97	159.97	Open	N 11/20/2024
	Total for vendor 0322 - STREICHERS PROF EQUIP:			3,570.58	3,570.58		
Vendor 0040 - TACTICAL SOLUTIONS:							
10526 85570	TACTICAL SOLUTIONS ANNUAL RADAR/LIDAR CERTIFICATIONS 225-2120-43300	11/06/2024 pziemer	11/20/2024	520.00 520.00	520.00	Open	N 11/20/2024

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Total for vendor 0040 - TACTICAL SOLUTIONS:				520.00	520.00		
Vendor 2956 - ULINE:							
185075975							
85511	ULINE	10/31/2024	11/20/2024	168.64	168.64	Open	N
	STREET GARAGE EYE WASH -LESS SALES T	pziemer					11/20/2024
	235-3100-42220	REPAIR & MAINT		168.64			
Total for vendor 2956 - ULINE:				168.64	168.64		
Vendor 0039 - VESTIS:							
2530333954							
85519	VESTIS	10/31/2024	11/20/2024	62.35	62.35	Open	N
	RUGS AND OVERALLS	pziemer					11/20/2024
	235-3100-43430	MISCELLANEOUS		62.35			
2530336458							
85580	VESTIS	11/07/2024	11/20/2024	86.63	86.63	Open	N
	RUGS AND OVERALLS	pziemer					11/20/2024
	235-3100-43430	MISCELLANEOUS		86.63			
Total for vendor 0039 - VESTIS:				148.98	148.98		
Vendor 0344 - WASTE PARTNERS INC:							
4AX90400							
85512	WASTE PARTNERS INC	10/31/2024	11/20/2024	163.05	163.05	Open	N
	OCT 24 CITY HALL WASTE REMOVAL	pziemer					11/20/2024
	101-1940-43380	UTILITIES		163.05			
4AX90401							
85513	WASTE PARTNERS INC	10/31/2024	11/20/2024	239.02	239.02	Open	N
	OCT 24 DOWNTOWN WASTE REMOVAL	pziemer					11/20/2024
	401-1003-43300	PROFESSIONAL SERVICES		239.02			
4AX90399							
85514	WASTE PARTNERS INC	10/31/2024	11/20/2024	128.70	128.70	Open	N
	OCT 24 FIRE DEPT WASTE REMOVAL	pziemer					11/20/2024
	225-2220-43380	UTILITIES		128.70			
4AX90404							
85515	WASTE PARTNERS INC	10/31/2024	11/20/2024	881.40	881.40	Open	N
	OCT 24 PARKS DEPT WASTE REMOVAL	pziemer					11/20/2024
	230-5200-43380	UTILITIES		881.40			
4AX90398							
85516	WASTE PARTNERS INC	10/31/2024	11/20/2024	128.70	128.70	Open	N
	OCT 24 PW GARAGE WASTE REMOVAL	pziemer					11/20/2024
	235-3100-43380	UTILITIES		64.35			
	230-5200-43380	UTILITIES		64.35			

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4A90403 85517	WASTE PARTNERS INC OCT 24 WASTE OIL LOCATION 227-3230-43428	10/31/2024 pziemer	11/20/2024	76.05 76.05	76.05	Open	N 11/20/2024
	USED OIL RECYCLING EXPENSE			76.05			
4AX00259 85522	WASTE PARTNERS INC OCT 24 LIBRARY WASTE REMOVAL 211-5500-43380	10/31/2024 pziemer	11/20/2024	105.83 105.83	105.83	Open	N 11/20/2024
	UTILITIES			105.83			
	Total for vendor 0344 - WASTE PARTNERS INC:			1,722.75	1,722.75		
Vendor 3199 - WEX BANK:							
100609174/CDD 85610	WEX BANK OCT 24 CDD FUEL/CAR WASH 101-2400-42212	10/31/2024 pziemer	11/20/2024	45.34 32.39	45.34	Open	N 11/20/2024
	101-2400-42220	MOTOR FUELS REPAIR & MAINT		12.95			
100609174/ENG 85611	WEX BANK OCT 24 ENG DEPT FUEL 401-9030-42212	10/31/2024 pziemer	11/20/2024	126.49 39.77	126.49	Open	N 11/20/2024
	238-3160-42212	MOTOR FUELS		86.72			
100609174/FD 85612	WEX BANK OCT 24 FIRE DEPT FUEL 225-2220-42212	10/31/2024 pziemer	11/20/2024	1,427.78 1,427.78	1,427.78	Open	N 11/20/2024
		MOTOR FUELS					
100609174/PARKS 85613	WEX BANK OCT 24 PARKS DEPT FUEL 230-5200-42212	10/31/2024 pziemer	11/20/2024	1,596.69 1,596.69	1,596.69	Open	N 11/20/2024
		MOTOR FUELS					
100609174/PD 85614*	WEX BANK OCT 24 POLICE DEPT FUEL 225-2120-42212	10/31/2024 pziemer	11/20/2024	4,447.35 4,516.42	4,447.35	Open	N 11/20/2024
	225-2120-42212	MOTOR FUELS		(69.07)			
		MOTOR FUELS					
100609174/STRTS 85615*	WEX BANK OCT 24 STREET DEPT FUEL 235-3100-42212	10/31/2024 pziemer	11/20/2024	3,818.07 3,185.89	3,818.07	Open	N 11/20/2024
	235-3100-42212	MOTOR FUELS		(0.98)			
	237-3190-42212	MOTOR FUELS		633.16			
100609174/TRANSIT 85616*	WEX BANK OCT 24 TRANSIT FUEL	10/31/2024 pziemer	11/20/2024	6,956.14	6,956.14	Open	N 11/20/2024

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DB: Brainerd

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	GL Distribution						
	203-9000-42212	MOTOR FUELS		6,999.13			
	203-9000-42212	MOTOR FUELS		(42.99)			
100609174/ADMIN							
85617	WEX BANK	10/31/2024	11/20/2024	(36.26)	(36.26)	Open	N
	OCT 24 WEX EDGE REBATE	pziemer					11/20/2024
	101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)		(36.26)			
	Total for vendor 3199 - WEX BANK:			18,381.60	18,381.60		
Vendor 3899 - WEX HEALTH INC:							
0002042088-IN							
85560	WEX HEALTH INC	10/31/2024	11/20/2024	42.50	42.50	Open	N
	OCT 2024 COBRA	pziemer					11/20/2024
	101-9200-43300	PROFESSIONAL SERVICES		42.50			
	Total for vendor 3899 - WEX HEALTH INC:			42.50	42.50		
Vendor 1159 - WINNERS TROPHY:							
13577/ADM							
85527	WINNERS TROPHY	10/31/2024	11/20/2024	570.00	570.00	Open	N
	2025 DOG TAGS	pziemer					11/20/2024
	101-1400-42210	OPERATING SUPPLIES		570.00			
13577/FD							
85528	WINNERS TROPHY	10/31/2024	11/20/2024	55.00	55.00	Open	N
	TOWER AWARD - POC FD	pziemer					11/20/2024
	225-2220-43430	MISCELLANEOUS		55.00			
13577/COUNCIL							
85529	WINNERS TROPHY	10/31/2024	11/20/2024	30.00	30.00	Open	N
	NAMPLATE FOR COUNCIL MTGS - CLC	pziemer					11/20/2024
	101-9200-43430	MISCELLANEOUS		30.00			
13577/PARKS							
85530	WINNERS TROPHY	10/31/2024	11/20/2024	1,104.00	1,104.00	Open	N
	2024 PARKS TROPHIES	pziemer					11/20/2024
	230-5215-42210	OPERATING SUPPLIES		644.00			
	230-5231-42210	OPERATING SUPPLIES		368.00			
	230-5212-42210	OPERATING SUPPLIES		92.00			
	Total for vendor 1159 - WINNERS TROPHY:			1,759.00	1,759.00		
Vendor 0354 - ZIEGLER, INC:							
IN001704378							
85581	ZIEGLER, INC	11/10/2024	11/20/2024	1,773.16	1,773.16	Open	N
	MOTOR GRADER 112 CARBIDE CUTTING EDGE	pziemer					11/20/2024
	235-3125-42220	REPAIR & MAINT		1,773.16			
	Total for vendor 0354 - ZIEGLER, INC:			1,773.16	1,773.16		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution						

# of Invoices:	138	# Due:	138	Totals:	457,256.98	457,256.98
# of Credit Memos:	2	# Due:	2	Totals:	(18,186.26)	(18,186.26)
Net of Invoices and Credit Memos:					439,070.72	439,070.72

* 3 Net Invoices have Credits Totalling: (113.04)

--- TOTALS BY GL DISTRIBUTION ---

101-0000-14100	DUE FROM COMPONENT UNIT	3,757.00
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)	(36.26)
101-1400-42210	OPERATING SUPPLIES	570.00
101-1400-43361	INS - GENERAL LIABILITY	577.79
101-1410-43430	MISCELLANEOUS	462.78
101-1610-43301	CITY ATTORNEY	4,695.49
101-1700-43330	PROFESSIONAL DEVELOPMENT	190.00
101-1700-43331	LEASE PAYMENTS	1,760.92
101-1700-43361	INS - GENERAL LIABILITY	376.64
101-1700-43363	INS - AUTO	187.00
101-1800-43309	COMPUTER SUPPORT	864.16
101-1800-43321	TELEPHONE	892.18
101-1800-43331	LEASE PAYMENTS	1,100.58
101-1800-43361	INS - GENERAL LIABILITY	210.80
101-1940-42200	OFFICE SUPPLIES	234.65
101-1940-43300	PROFESSIONAL SERVICES	1,077.00
101-1940-43321	TELEPHONE	54.46
101-1940-43361	INS - GENERAL LIABILITY	16.50
101-1940-43380	UTILITIES	163.05
101-2400-42212	MOTOR FUELS	32.39
101-2400-42220	REPAIR & MAINT	12.95
101-2400-43331	LEASE EXPENSE	890.66
101-2400-43350	PRINTING/LEGAL PUBLICATION	264.52
101-2400-43361	INS - GENERAL LIABILITY	417.25
101-2400-43363	INS - AUTO	166.50
101-2400-43405	NUISANCES	4,055.32
101-9200-43300	PROFESSIONAL SERVICES	8,017.50
101-9200-43350	LEGAL PUBLICATIONS	345.98
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	337.33
101-9200-43430	MISCELLANEOUS	30.00
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	52.50
203-9000-42212	MOTOR FUELS	6,956.14
203-9000-43340	ADVERTISING/MARKETING	2,700.00
203-9000-43350	PRINTING/LEGAL PUBLICATION	604.50
203-9000-43361	INS - GENERAL LIABILITY	358.22
203-9000-43363	INS - AUTO	0.17
203-9000-43365	INS - OTHER	4.63
211-5500-42220	REPAIR & MAINT	61.89
211-5500-43300	PROFESSIONAL SERVICES	675.00
211-5500-43361	INS - GENERAL LIABILITY	30.39
211-5500-43362	INS - PROPERTY	2,242.50

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/18/2024 - 11/18/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	211-5500-43365	INS - OTHER		153.61			
	211-5500-43380	UTILITIES		105.83			
	211-5505-43430	MISC - COPY MACHINE PYMTS		144.25			
	225-0000-20800	DUE TO OTHER GOVT UNITS		12,262.82			
	225-2120-41113	UNIFORM ALLOWANCE		3,843.35			
	225-2120-42200	OFFICE SUPPLIES		295.60			
	225-2120-42210	OPERATING SUPPLIES		30.70			
	225-2120-42212	MOTOR FUELS		4,447.35			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		1,609.00			
	225-2120-43300	PROFESSIONAL SERVICES		2,263.00			
	225-2120-43309	COMPUTER TECHNICAL SUPPORT		50.00			
	225-2120-43321	TELEPHONE		94.74			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		395.20			
	225-2120-43331	LEASED PAYMENTS		13,895.10			
	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			
	225-2121-41113	UNIFORM ALLOWANCE		101.93			
	225-2220-42210	OPERATING SUPPLIES		615.57			
	225-2220-42212	MOTOR FUELS		1,427.78			
	225-2220-42220	REPAIR & MAINT		4,498.41			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		71.63			
	225-2220-43300	PROFESSIONAL SERVICES		383.00			
	225-2220-43321	TELEPHONE		100.00			
	225-2220-43331	LEASED PAYMENTS		652.38			
	225-2220-43361	INS - GENERAL LIABILITY		412.50			
	225-2220-43362	INS - PROPERTY		1,309.00			
	225-2220-43363	INS - AUTO		1,919.02			
	225-2220-43365	INS - OTHER		370.95			
	225-2220-43380	UTILITIES		128.70			
	225-2220-43430	MISCELLANEOUS		55.00			
	225-2700-43300	PROFESSIONAL SERVICES		1,919.33			
	225-2700-43430	MISCELLANEOUS		2,272.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		76.05			
	229-9030-43300-23:06	PROFESSIONAL SERVICES		4,346.33			
	230-5200-42212	MOTOR FUELS		1,596.69			
	230-5200-42220	REPAIR & MAINT		112.68			
	230-5200-43300	PROFESSIONAL SERVICES		191.00			
	230-5200-43321	TELEPHONE		150.00			
	230-5200-43331	LEASE PAYMENTS		5,879.07			
	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		945.75			
	230-5212-42210	OPERATING SUPPLIES		92.00			
	230-5215-42210	OPERATING SUPPLIES		644.00			
	230-5231-42210	OPERATING SUPPLIES		6,553.67			
	230-5280-43321	TELEPHONE		11.95			
	235-3100-42210	OPERATING SUPPLIES		133.50			
	235-3100-42212	MOTOR FUELS		3,184.91			
	235-3100-42220	REPAIR & MAINT		7,093.67			
	235-3100-43300	PROFESSIONAL SERVICES		191.00			
	235-3100-43321	TELEPHONE		114.37			
	235-3100-43331	LEASE PAYMENTS		4,134.30			
	235-3100-43361	INS - GENERAL LIABILITY		1,999.76			

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	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		64.35			
	235-3100-43430	MISCELLANEOUS		148.98			
	235-3125-42220	REPAIR & MAINT		2,216.84			
	235-3170-42210	OPERATING SUPPLIES		722.16			
	237-3190-42212	MOTOR FUELS		633.16			
	237-3190-43331	LEASE PAYMENTS		1,879.16			
	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			
	238-3160-42210	OPERATING SUPPLIES		57.86			
	238-3160-42212	MOTOR FUELS		86.72			
	238-3160-43331	LEASE PAYMENTS		855.29			
	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		131,084.78			
	260-9020-43321	TELEPHONE		701.95			
	260-9020-43361	INS - GENERAL LIABILITY		125.00			
	275-6550-43300	PROFESSIONAL SERVICES		8,970.11			
	295-6510-43300	PROFESSIONAL SERVICES		713.00			
	295-6510-43361	INS - GENERAL LIABILITY		29.11			
	295-6510-43434	ECONOMIC INITIATIVES		5,000.00			
	400-0000-39101	SALE OF ASSETS		(18,150.00)			
	400-9050-45530	CAPITAL - OTHER		51,644.68			
	401-1003-43300	PROFESSIONAL SERVICES		239.02			
	401-9030-42212	MOTOR FUELS		39.77			
	401-9030-43300-21:15	PROFESSIONAL SERVICES		518.00			
	401-9030-43300-23:16	PROFESSIONAL SERVICES		2,818.50			
	401-9030-43330-23:05	PROFESSIONAL DEVELOPMENT		33,313.64			
	401-9030-43350-23:13	LEGAL PUBLICATIONS		88.00			

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 11/18/2024 - 11/18/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 24/25

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			67,264.03	67,264.03		
	203 - TRANSIT FUND			10,676.16	10,676.16		
	211 - LIBRARY FUND			3,413.47	3,413.47		
	225 - PUBLIC SAFETY FUND			80,847.36	80,847.36		
	227 - RECYCLING FUND			76.05	76.05		
	229 - PANDEMIC GRANTS			4,346.33	4,346.33		
	230 - PARK & RECREATION FUND			23,054.50	23,054.50		
	235 - STREET & SEWER FUND			23,224.84	23,224.84		
	237 - SANITARY SEWER FUND			4,004.32	4,004.32		
	238 - STORM SEWER FUND			1,745.62	1,745.62		
	251 - LOCAL OPTION SALES TAX			131,084.78	131,084.78		
	260 - AIRPORT FUND			826.95	826.95		
	275 - LOCAL INCOME - SCDP			8,970.11	8,970.11		
	295 - EDA FUND			5,742.11	5,742.11		
	400 - CAPITAL PROJECTS FUND			33,494.68	33,494.68		
	401 - CONSTRUCTION FUND			37,016.93	37,016.93		
--- TOTALS BY DEPT/ACTIVITY ---							
	0000 -			(2,166.44)	(2,166.44)		
	1003 - 10:03 DWNTWN MAIN CNTRACT			239.02	239.02		
	1400 - ADMINISTRATION			1,147.79	1,147.79		
	1410 - ELECTIONS			462.78	462.78		
	1610 - LEGAL-CIVIL ATTORNEY			4,695.49	4,695.49		
	1700 - ENGINEERING			2,514.56	2,514.56		
	1800 - IT/GIS			3,067.72	3,067.72		
	1940 - CITY HALL			1,545.66	1,545.66		
	2120 - POLICE DEPARTMENT			52,347.34	52,347.34		
	2121 - COMMUNITY SERVICE			101.93	101.93		
	2220 - FIRE DEPARTMENT			11,943.94	11,943.94		
	2400 - COMMUNITY DEVL/INSPECTION			5,839.59	5,839.59		
	2700 - ANIMAL CONTROL			4,191.33	4,191.33		
	3100 - S & S MAINTENANCE			20,285.84	20,285.84		
	3125 - SNOW REMOVAL			2,216.84	2,216.84		
	3160 - STORM SEWER EXPENSE			1,745.62	1,745.62		
	3170 - TRAFFIC CONTROL			722.16	722.16		
	3190 - SANITARY SEWER EXPENSE			4,004.32	4,004.32		
	3230 - RECYCLING EXPENSE			76.05	76.05		
	5200 - PARK MAIN/ADMINISTRATION			15,752.88	15,752.88		
	5212 - KICKBALL PROGRAM			92.00	92.00		
	5215 - ADULT SOFTBALL			644.00	644.00		
	5231 - PICKLEBALL			6,553.67	6,553.67		
	5280 - CAMPGROUND			11.95	11.95		

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD
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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 ---							
	5500 - LIBRARY-BUDGETED			3,269.22	3,269.22		
	5505 - TAXABLE FEES			144.25	144.25		
	6510 - ECONOMIC DEVELOPMENT AUTH			5,742.11	5,742.11		
	6550 - LOCAL INCOME - SCDP			8,970.11	8,970.11		
	9000 - TRANSIT FUND			10,676.16	10,676.16		
	9020 - AIRPORT M & O			826.95	826.95		
	9030 - CONSTRUCTION PROJ-MISC			41,124.24	41,124.24		
	9050 - CAPITAL PROJECTS-MISC			51,644.68	51,644.68		
	9200 - CITY-WIDE			44,269.70	44,269.70		
	9360 - LOCAL OPTION SALES TAX			131,084.78	131,084.78		

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: Stunek, Terry, Stenglein, Johnson, Czeczok, O'Day, 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 JOHNSON AND CZECZOK, DULY CARRIED, TO APPROVE THE AGENDA MOVING ITEM FIVE FROM PERSONNEL AND FINANCE TO ITEM H UNDER UNFINISHED BUSINESS.

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

- A. Approval of Bills**
- B. Approval of Minutes**
- C. Department Activity Report**
- D. Adopt Resolution Accepting 3rd Quarter Parks Donations**
- E. Approve Event/Street Closure Application- Community Thanksgiving**
- F. Approval of Transfers of Funds**

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

Council Committee Reports

Personnel and Finance Committee

Ratify Hiring of Samuel Richey as Police Officer

Committee Chair Johnson stated that this hiring will bring the Police Department to twenty-six sworn officers. The twenty-seventh officer is in the pre-employment process.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO RATIFY THE HIRING OF MR. SAMUEL RICHEY EFFECTIVE NOVEMBER 4, 2024, ON STEP 2 OF THE POLICE OFFICER WAGE GRID (\$34.60 PER HOUR).

Approve Deferment of Assessments

Committee Chair Johnson stated that these are the annual applications that have previously been deferred.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO APPROVE THE APPLICATIONS FOR DEFERMENT OF ASSESSMENTS PAYABLE IN 2025 FOR APPLICANTS AT PID'S 41191220, 41300682, AND 41250875.

2025 Levy and Budget Update

Committee Chair Johnson stated that staff has been working to lower the final levy for 2025 from the 8% proposed in the preliminary levy. So far, staff has reduced the levy by \$73,451 and the budget will be further discussed at the next Personnel and Finance meeting.

November 4, 2024

Member Czeczok asked to review the items staff is proposing to be removed from the budget prior to the next meeting.

Finance Director Hillman stated that a summary could be sent out to City Council on Tuesday morning.

Committee Chair Johnson stated that he would also like to see these items, and he would like the summary to be provided in the packet for the next meeting for the public.

Adopt Resolution Relating to Finance Transferring Certain Funds to and From Sinking Funds 316 and 321

Committee Chair Johnson stated that these funds are previous debt issuances that have been fully paid off and there is a cash balance. This transfer will help to pay off other debts.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO ADOPT RESOLUTION RELATING TO FINANCE TRANSFERRING CERTAIN FUNDS TO AND FROM SINKING FUNDS, CLOSING OUT FUNDS 316 AND 321 WITH CASH BALANCES TO BE TRANSFERRED TO 6 OTHER DEBT SERVICE FUNDS AND ANY FUTURE DELINQUENT TAX REVENUES OR SPECIAL ASSESSMENT COLLECTIONS GOING TO FUND 400.

RESOLUTION 49:24

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

Safety and Public Works Committee

Adopt Resolutions - IIJA Technical Assistance Grant Agreement and Support NSBP Grant Application

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK TO APPROVE THE IIJA TECHNICAL ASSISTANCE GRANT AGREEMENT AND ADOPT RESOLUTION AGREEING TO THE TERMS OF THE GRANT.

RESOLUTION 50:24

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

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO ADOPT RESOLUTION SUPPORTING THE NSBP GRANT APPLICATION.

RESOLUTION 53:24

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

Authorize Application - Carbon Reduction Program Grant - TH 210/Lum Park Pedestrian Bridge Project

Committee Chair O'Day stated that the City has already received \$1.3 million from this grant. The City is applying for an additional \$1 million.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO APPLY FOR THE CRP GRANT PROGRAM FOR THE TH 210/LUM PARK PEDESTRIAN BRIDGE PROJECT FOR \$1 MILLION.

Authorize Application - Surface Transportation Block Grant Program - Oak Street Reconstruction Project

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPLY FOR THE STBGP GRANT FOR THE OAK STREET RECONSTRUCTION PROJECT IN THE AMOUNT OF \$1.25 MILLION.

Discussion on Lowell Safe Routes to School Project Construction Detour

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, THAT NO SIGNED DETOUR BE PLANNED FOR THE LOWELL SAFE ROUTES TO SCHOOL PROJECT.

Approve Bolton & Menk Amendment Request - Laurel Street Bridge Repair Project

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE AMENDMENT REQUEST FOR BOLTON & MENK IN THE AMOUNT OF \$1,950.

Award Engineering Services Proposal - Hawkins/Ronald/Joseph Resurfacing Project

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK, DULY CARRIED, TO AWARD OF THE ENGINEERING SERVICES CONTRACT FOR THE HAWKINS /RONALD/ JOSEPH RESURFACING PROJECT TO MOORE ENGINEERING IN THE AMOUNT OF \$80,000.

Update on TH 371B/Willow Street Comparison of Costs

Committee Chair O'Day stated that the committee reviewed the comparison. The comparison was difficult. The overall cost would have been cheaper, but the City has received a grant for this project.

Member Johnson clarified that HSIP cannot be used for sanitary and water. The grant does not affect the \$140,000 in water and \$69,000 for sanitary and storm sewer rate payers. The water fund does not need additional expenditures.

Unfinished Business

Call for Applicants – Informational:

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

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

Transportation Advisory Committee- 2 terms (Expire 2025)

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

Economic Development Authority- 1 term (Expire 2026)

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

Planning Commission—1 term (Expire 2026)

Final Reading and Public Hearing - Proposed Ordinance 1574 - Fee Schedule

Community Development Director Kramvik gave an overview of the proposed ordinance.

Member Czeczok asked why staff is recommending increases.

Community Development Director Kramvik stated that the increases are based on the amount of time it takes our inspectors and staff to issue these permits. It's also based on comparing to other municipalities.

Mayor Badeaux stated that he is still concerned about the cost of the decreasing fees for food trucks.

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

The Chair opened the public hearing at 7:48 p.m.

No one came forward.

The Chair Closed the public hearing at 7:49 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS TERRY AND O'DAY TO ADOPT ORDINANCE 1574.

ORDINANCE 1574

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

Member Johnson asked what a summary publication is.

Community Development Director Kramvik stated that a summary publication is desired as it would cost hundreds of dollars to publish the ordinance in the newspaper. The City has done this with the zoning code, sewer code, and Charter updates. The resolution states that the entire ordinance is available for review at City Hall.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND CZECZOK TO ADOPT RESOLUTION FOR SUMMARY PUBLICATION OF ORDINANCE 1574.

RESOLUTION 51:24

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

Final Reading and Public Hearing - Proposed Ordinance 1575 - Burning Restrictions

Community Development Director Kramvik gave an overview of the ordinance.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND CZECZOK, DULY CARRIED, TO CONDUCT THE FINAL READING OF ORDINANCE 1575 AND DISPENSE WITH THE ACTUAL READING.

The Chair opened the public hearing at 7:53 p.m.

No one came forward.

The Chair Closed the public hearing at 7:53 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND TERRY TO
ADOPT ORDINANCE 1575.

ORDINANCE 1575

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

Integration Work Group Update

Administrator Broyles gave an overview of the process the City has taken to begin integration of City and BPU, IT and Finance Departments. The work group would like formal direction to continue the integration of the departments.

Member Czeczok stated that he feels strongly about holding a workshop in the first quarter so that all Members have the best information available to them.

Member O'Day stated that anytime the City is looking to explore more efficiency, he is all for it, but he wants to make sure that integration is something that comes before the Council in the end to get approved.

Administrator Broyles stated that staff want to be as transparent as possible. All recommendations will be brought before the full Council.

Member Johnson stated that the City is looking for efficiency and to save money for the rate payers and taxpayers. He hopes that the integration work group is looking for efficiencies that don't cost more.

Member Czeczok stated that integration was a goal for Administrator Broyles. He wants clarification on when the City Council would like the integration to take place, before or after the IBEW 31 (Public Utilities) contract is finalized.

Administrator Broyles stated that there is not anymore staff work to be done with the contract ratification. The workgroup could continue after the ratification if Council desires, however, he believes work can continue intentionally and methodically.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN TO
CONTINUE THE WORKGROUP INCLUDING NECESSARY STAFF, WAIT UNTIL AFTER
ARBITRATION WITH IBEW LOCAL 31 IS COMPLETE, AND CONDUCT A JOINT
WORKSHOP, REGARDING INTEGRATION, WITH THE PUBLIC UTILITIES COMMISSION IN
THE FIRST QUARTER OF 2025.

Member Terry asked for clarification on why the Council would be waiting until after the contract is ratified.

Member Czeczok stated that that is how the timeline has been presented all along.

Member Stenglein stated that the City will not benefit by waiting, as the process will be long and complicated.

Member Johnson stated that he agrees with Member Stenglein.

Member O'Day stated that if staff isn't spending time with arbitration, it is smart to continue with integration.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND TERRY, DULY CARRIED, TO DIVIDE THE QUESTION AMENDING THE MOTION AND SEPARATING OUT WAITING UNTIL ARBITRATION WITH IBEW LOCAL 31 IS COMPLETE.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECHOK AND STENGLEIN, DULY CARRIED, TO CONTINUE THE WORKGROUP INCLUDING NECESSARY STAFF AND CONDUCT A JOINT WORKSHOP, REGARDING INTEGRATION, WITH THE PUBLIC UTILITIES COMMISSION IN THE FIRST QUARTER OF 2025.

MOVED BY COUNCIL MEMBER CZECHOK TO HAVE THE WORKSHOP ON THE SAME DAY AS THE COUNCIL RETREAT.

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

MOVED AND SECONDED BY COUNCIL MEMBER STENGLEIN AND CZECHOK, DULY CARRIED, TO SCHEDULE AN INTEGRATION WORKSHOP ON FEBRUARY 10TH AT 6:00 P.M. IN THE CITY COUNCIL CHAMBERS.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECHOK AND STENGLEIN TO WAIT UNTIL AFTER ARBITRATION WITH IBEW 31 IS COMPLETE.

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

Member Johnson stated that the City should take its time with this matter and not put a timeline on it.

Update on Information Requested on BLRA

Administrator Broyles stated that the estimated staff time spent on the airport was included, these are estimates as the City does not track its time in a way to provide hard data.

Member Johnson stated that one of the reasons the City has been pursuing the County assuming the complete ownership of the airport was how much staff time the HR Department spends. The low number of hours spent by HR leads him to further wanting nothing to do with the airport.

Member Czechok commented that the IT department hours are not presented as the hours are reimbursed to the City. He does not agree with this as time spent at the Airport takes away from their work at other City facilities.

Member Johnson stated that this is called an opportunity cost, it is a loss to the City.

Provide Direction for Paradigm Auto Code Violations

Community Development Director Kramvik gave an overview of the solutions for Paradigm Auto. Staff is concerned with crushed material in this area so close to the river.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO ALLOW THE PROPERTY OWNER 90 DAYS TO INITIATE THE LAND SWAP

OR SUBMIT ALL APPLICABLE ZONING APPLICATIONS TO THE COMMUNITY DEVELOPMENT DEPARTMENT. AT THE CONCLUSION OF THE 90 DAYS, IF EITHER OPTION HAS NOT BEEN INITIATED: THE PROPERTY OWNER MAY REQUEST ADDITIONAL TIME FROM THE CITY COUNCIL: OR STAFF INITIATES LEGAL ACTION FROM THE CITY ATTORNEY.

Provide Direction for Contested Nuisance Assessments

Community Development Director Kramvik gave an overview of all of the contested nuisance assessments and the staff recommendations for each property.

MOVED AND SECONDED BY CZECZOK AND O'DAY TO FOLLOW STAFF RECOMMENDATIONS FOR CONTESTED NUISANCE ASSESSMENTS.

Chair Bevans stated he would vote against the motion because he knows more information than given for some of these properties. The Beaver Dam property has been a great tragedy.

Member Johnson stated that he would be voting against the motion due to 1420 Quince Street.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO FOLLOW STAFF RECOMMENDATIONS FOR NUISANCE ASSESSMENTS AT PIDS 41240739, 41300794, 41190954, 41250653, AND 41240591.

Member Johnson stated that he has been hearing complaints about 1420 Quince property since before he was elected.

MOVED AND SECONDED BY COUNCIL MEMBER JOHNSON AND CZECZOK, DULY CARRIED, TO MAINTAIN FULL ASSESSMENT OF \$1,025 AT 41250666.

Chair Bevans stated that the Beaver Dam property has a new owner, in order to give the new property owner a break but maintain incentive to finish the property he would like to see \$10,500 forgiven. He presumes that the new owner knew about the assessment before purchasing.

Member Johnson stated that the owner should have seen the red flag with contract for deed.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY, DULY CARRIED, TO WAIVE \$10,500 OF THE \$21,000 ASSESSMENT AT 41330502.

Adopt Resolution Reaffirming the Purchase of the Roberts Property and Discussion of the Wellhead Protection Partner Grant

Finance Director Hillman gave an overview of the property purchase and a potential grant opportunity to assist with the purchase. She stated that the main reason to purchase the property is for wellhead protection. Staff recommend passing the resolution reaffirming the purchase of the Roberts Properties and determining whether to apply for the wellhead protection partner grant which would extend the closing date.

Attorney Langel stated that the resolution is to make a clear record of the purchase of the two parcels from the Roberts. Delaying the purchase of the property to apply for the competitive grant has potential to be problematic with the sellers. If the Council chooses to

extend the timeline for closing, the Council could go into closed session to discuss the provisions of the purchase agreement.

Member Czczok asked about the grant and funding for the purchase and the need for a closed session.

Attorney Langel stated that it would require an amendment to the terms of the purchase, for which the City could hold a closed session.

Member O'Day stated that there are a lot of opportunities with the property, he doesn't want to go after a grant that would cuff the City into not utilizing the property in other ways such as park land. He thinks its in the better interest of the City to pay for the property outright.

Chair Bevans asked where the wells would be. He asked why two purchase agreements couldn't be drawn.

Public Utilities Director Evans stated that the land would be used in the future as two new wells would be needed. He also stated that there is a great probability that the water has less manganese in it and is therefore a purer water source. Unfortunately, the well placement has not been determined.

Finance Director Hillman stated that the grant is not reimbursable. If the City Council decides to apply for the competitive grant, the property agreement will need to be extended.

Member Johnson talked about the history of this property, and now that the City is this close, he is concerned about getting a grant that locks the land up in perpetuity. He supports the purchase, but he isn't sure about application of the grant.

Member Czczok asked about the purchase resolution. If the City approves the purchase, he would love to get money from the State to finance it. If the purchase agreement stalls out, the City could still apply for the grant.

Attorney Langel stated that the resolution is needed for clarification. If the purchase of the property stalls out, arguably, the sellers could sell the property to someone else.

Community Development Director Kramvik stated that he asked the wellhead protection consultants whether there should be development on the property. The consultants do not recommend development.

Finance Director Hillman stated that there needs to be a signed purchase agreement in order to apply for the grant. There is a possibility of purchasing credits back from the grant if the City pursues the grant.

Public Utilities Director Evans stated that there could be parks and trails on the property. Future expansion could be multiple well sites and realignment for water and sewer lines.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND JOHNSON TO ADOPT RESOLUTION APPROVING PROPERTY PURCHASE AGREEMENT.

RESOLUTION 52:24

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

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO ADJOURN TO CLOSED SESSION AFTER THE COMPLETION OF THE AGENDA TO DISCUSS OPTIONS FOR PAYMENT.

Public Forum

The Chair opened the public forum at 9:06 p.m.

No one came forward.

The Chair closed the public forum at 9:06 p.m.

Staff Reports

Police Chief Davis gave an update on the damaged rapid flashing beacon sign discussed at the last meeting. The City Prosecutor has submitted a claim of restitution against the driver, the case is not complete. He stated that Sergeant Rosier nominated Street/Sewer employees Lardy and Schlegel for the Booyah Award. He read Sergeant Rosier's statement of nomination.

City Engineer Dehn stated that there is a storm sewer outfall that has been scouring an area near a sanitary sewer main. The contractor will be starting work this week with repairs.

Finance Director Hillman stated that the General Election is on November 5th, all polling locations are open from 7:00 a.m. to 8:00 p.m. She thanked Election Judges for their hard work and the polling locations for allowing the City to use their facilities. She stated that the Canvass of the General Election needed to take place between November 7th and 15th. She requested that the City Council set the canvassing date for November 13th at 11:30 a.m. in the Brainerd City Council Chambers.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO SET THE CITY COUNCIL CANVASS OF THE GENERAL ELECTION FOR NOVEMBER 13TH, 2024 AT 11:30 A.M. IN THE CITY COUNCIL CHAMBERS.

Public Works Director Habighorst thanked Engineer Dehn for his tour and information.

Community Development Director Kramvik stated that the EDA will be attending a tour at the Just for Krypto Facility on Thursday, November 8th. The City Council and Public Utilities Commission have been invited and the meeting has been publicly noticed.

Administrator Broyles welcomed Public Works Director Habighorst.

Mayor's Report

Mayor Badeaux stated that the Council was asked to write a letter of support for the YMCA for the DEED childcare grant, there was no time for the Council to approve it, so the Mayor on behalf of himself signed the letter. Halloween, Dangerous Decibels in Gregory Park was great. North Brainerd was a happening place, Zion Lutheran, and Franklin Arts Center. Hometown Holiday celebration is Saturday, November 30th, the City Hall tree lighting will take place at 5:00 p.m.

Council Member Reports

Member Czczok stated that the Public Utilities Commission decided to increase water rates by 20% on December 1st.

Member O'Day welcomed Mr. Habighorst and reminded everyone to vote tomorrow.

Chair Bevans stated that he had 1,730 trick or treaters at his house for Halloween.

Member Johnson thanked North Brainerd for their Halloween celebration, it's always electric.

Member Terry stated that they collect 47.2 pounds at the drug take back day. She thanked the Brainerd Police Department for participating.

Member Stunek wished everyone running good luck and reminded everyone to get out and vote.

Adjourn

Adjourn to Closed Session per MN Statute 13D.05 Subd. 3(c) to Discuss Potential Amendments to Purchase Agreement with Roberts Sand and Gravel Concerning PIDS 41361081 41361080

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY TO TO ADJOURN TO CLOSED SESSION PER MN STATUTE 13D.05 SUBD. 3(C) TO DISCUSS POTENTIAL AMENDMENTS TO THE PURCHASE AGREEMENT WITH ROBERTS SAND AND GRAVEL CONCERNING PIDS 41361081 AND 41361080

The Chair adjourned to closed session at 9:04 p.m.

The Council took a 7-minute break.

The Chair reconvened the meeting at 9:41 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STUNEK, TO ADJOURN THE MEETING.

The Chair adjourned the meeting at 9:41p.m.

Nicholas W. Broyles
City Administrator



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD



Officer Travis Gleason is this month's Booyah winner!

On October 19th, 2024, Officer Gleason was awarded the 2024 George J Kaisersatt School Safety Patrol Distinguished Service Award by the American Legion Department of Minnesota for Officer Gleason's work with Legionville.

This is a great honor for the and a testament to Officer Gleason's dedication to the Legionville program.

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
October	1,676	369	644	393	13.21 Minutes	54



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

Month	2024	2023
Citations (Inc. Parking Tickets & Written Warnings)	150	146

62 parking tickets were issued in the month of October, with the following dispositions.

1	Dismissed
30	Paid in Full
0	Partial Payments Received
31	No Payment Received

Revenue Recapture Receipts:

2023 Total:	\$ 8,046.99
2024 To Date:	\$8,245.10

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
24014574	10/04/2024	Conduct on Premises	916 South 6 th Street Unit B
24014804	10/09/2024	Conduct on Premises	1209 Southeast 11 th Street
24015645	10/28/2024	Conduct on Premises	922 Broadway Street

TRAINING & STAFF DEVELOPMENT

2024 BCA Criminal Justice Information Users Conference

Administrative Supervisor Miranda Halverson and Records Management Lead Allyson Timmons attended the BCA User Conference. This conference provided information about integrated information services and best practices for a wide audience including all criminal justice agencies. This year's conference discussed records management, audits, and data practices laws, and described the latest criminal trends and tools available to track criminals, as well as understanding upcoming changes that impact agency workflow.

DataMaster (DMT) Certification

Officers Johnson and Engst attended the DMT Certification course, which certified law enforcement personnel in the use of the DataMaster DMT-G evidential breath test instrument. Class attendees learned proper administration, interpretation of test results, and court testimony regarding the DMT. A significant portion of the course allowed for hands-on instrumentation practice. A written and practical test was administered to show the class attendee had a good understanding of the information taught. This course is required prior to running breath tests on the DMT.

The Art of Everyday Leadership

Administrative Supervisor Miranda Halverson and Records Management Lead Allyson Timmons attended The Art of Everyday Leadership training. This course equipped participants in the practical skills of influential leadership, deepened understanding of brain/body response to change and uncertainty and learned and practiced practical communication tools.

MN Data Practice – Law Enforcement Workshop

Brainerd Police hosted the MN Data Practice advanced workshop on law enforcement data. This workshop focused on key law enforcement provisions in Minnesota law, featuring discussions of general legal requirements, including traffic accident data, maltreatment investigations and law enforcement videos, and real-life problem-solving scenarios based on actual inquiries to the data practice office.

AR 15 Armorer Training

Officers Larson and Personius attended the AR 15 Armorer training. Armorers are certified in the proper maintenance, care, and repair of the AR15 rifle.

Critical Incident Training

Department training this month included Critical Incident Training. This class covered an overview of mental illness: schizophrenia and psychotic disorders, mood disorders, cognitive disorders, personality and substance disorders. It went in-depth of the causes and nature of the illnesses, typical patterns of behaviors, common medications, and guidelines for officer response. It also provided information on de-escalation methods in the class with scenario based training using role-playing actors.

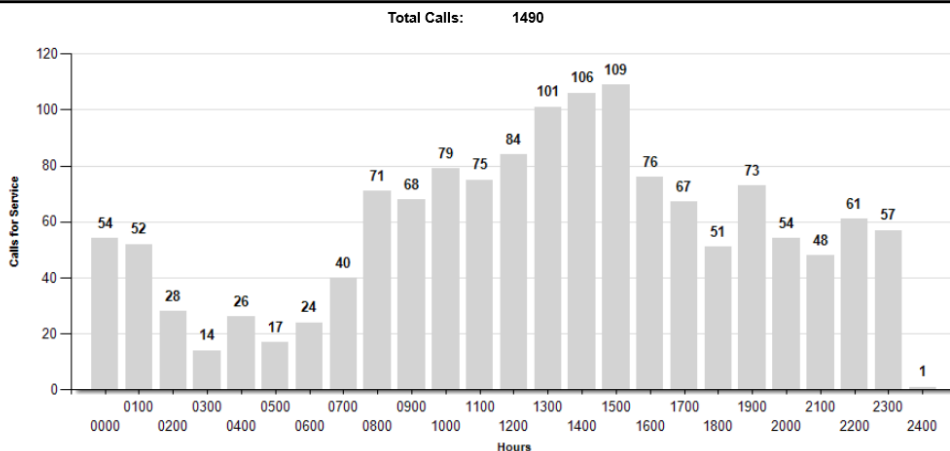
OVERALL CALLS FOR SERVICE

October	2024	2023
Number of Calls for Service	1,436	1,403



Calls for Service Hourly

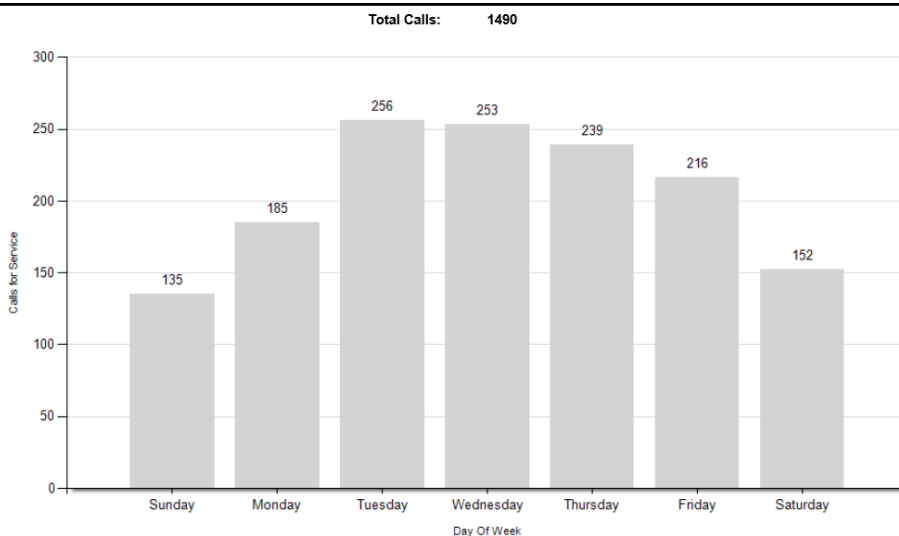
10/1/2024 to 10/31/2024



Calls for Service Day Of Week

Start Date: 10/1/2024

End Date: 10/31/2024



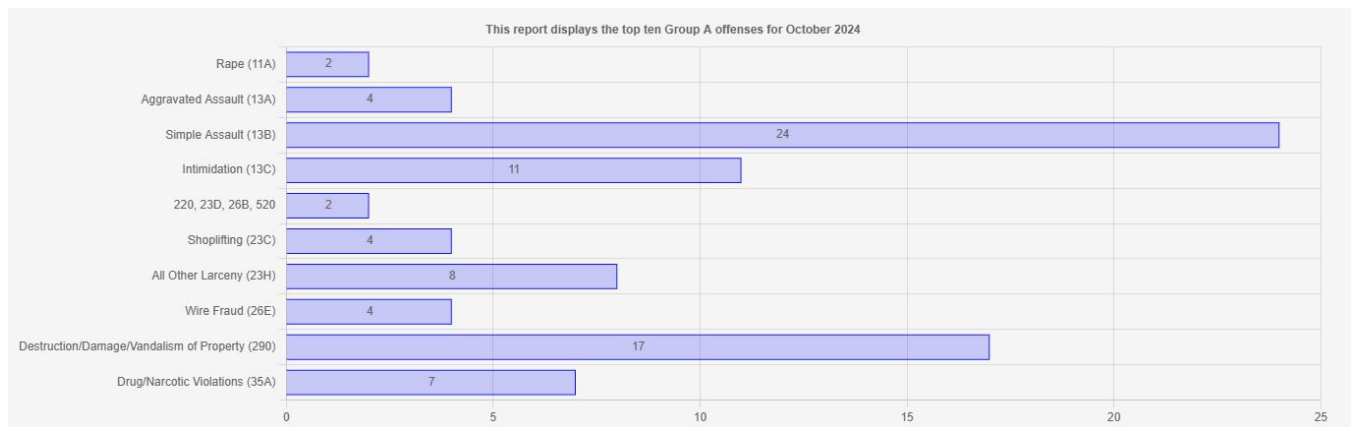
CRIME STATISTICS

Year to Date through October	2024	2023
Group A Offenses Known or Reported to Police	860	1,028
Group A and B Arrests	694	662

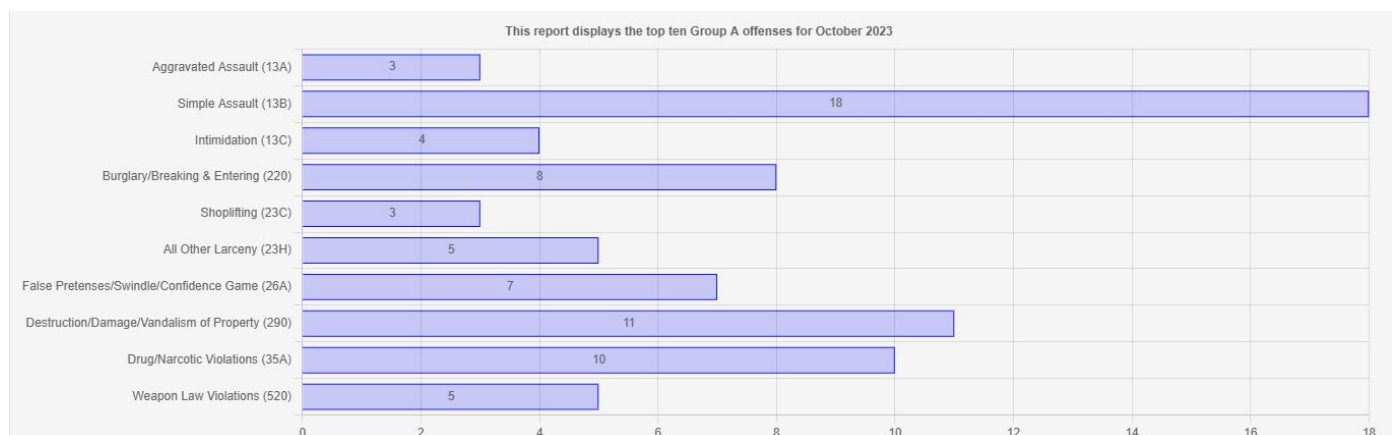
**** Note: 2024 totals do not include case files that have not yet been coded.**

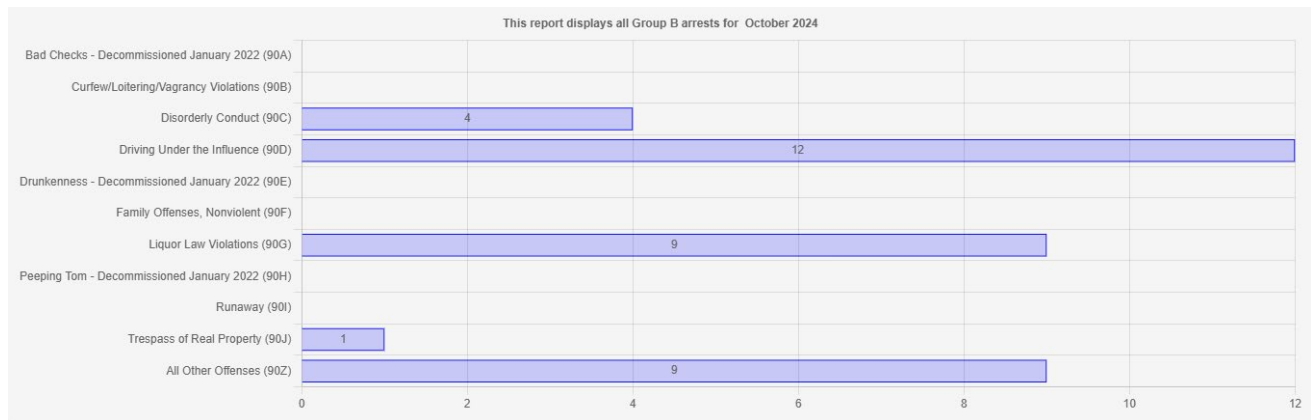
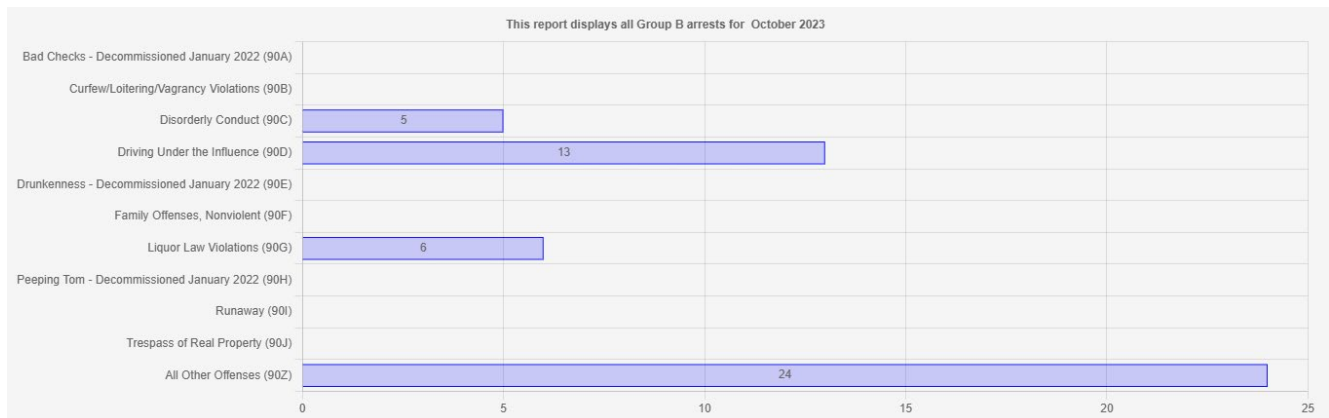
TOP 10 GROUP A OFFENSES

October 2024



October 2023



GROUP B ARREST DATA**October 2024****October 2023****COMMUNITY OUTREACH****National Drug Take Back Day**

Brainerd Police Department participated with Brainerd Lakes Area Drug Education (BLADE) in the National Drug Take Back Day, where community members could drop off any unused, expired, or unwanted medications to be safely disposed of.



Lake Region Christian School Community Helper Day

Brainerd Police Officers attended the Community Helper Day at Lake Region Christian School where students learned about the officers' squad cars and equipment and got high-fives from Safety Pup!



School Safety Patrol Distinguished Service Award

Officer Travis Gleason was selected to be the recipient of the 2024 George J Kaisersatt School Safety Patrol Distinguished Service Award by the American Legion Department of Minnesota for Officer Gleason's work with Legionville.



Halloween Safety Event

The police department held our Halloween Safety Event where children came through the police department garage and trick-or-treated through different stations with officers, office staff, volunteers from the Lakes Area Law Enforcement Association and Safety Pup. We had around 600 trick-or-treaters. This event is sponsored by the National Child Safety Council and the Lakes Area Law Enforcement Association.





COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

October 2024



BUILDING PERMITS

The Community Development Department issued 93 building permits with a total project valuation of \$2,150,845 in the month of October. Within the Central Business District (prev. River to Rail), 19 permits were issued. These improvements resulted in \$12,333 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 October 2024		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – Remodel	6	\$1,213,370
Commercial – Building – Roofing	1	\$82,700
Commercial – Mechanical – Air Conditioner	1	N/A
Commercial – Mechanical – Furnace/Boiler	3	N/A
Commercial – Mechanical – Remodel	3	\$175,243
Commercial – Plumbing – New/Addition	1	\$3,000
Commercial – Plumbing – Remodel	3	\$42,556
Commercial – Plumbing – Water Heater	3	N/A
Engineering – Curb Cut	1	N/A
Engineering – Excavation	9	N/A
Fence	5	N/A
Residential – Building – Deck	1	\$10,000
Residential – Building – Demolition	1	N/A
Residential – Building – New/Addition	3	\$600,000
Residential – Building – Remodel	3	\$18,976
Residential – Building – Roofing	18	N/A
Residential – Building – Roofing+Garage	5	N/A

Residential – Building – Siding	1	N/A
Residential – Building – Windows/Doors	6	N/A
Residential – HUD HOME – Installation	1	N/A
Residential – Mechanical – Furnace/Boiler	7	N/A
Residential – Mechanical – Furnace+AC	1	N/A
Residential – Plumbing – New/Addition	1	N/A
Residential – Plumbing – Remodel	1	N/A
Residential – Plumbing – Water Heater	5	N/A
Residential – Plumbing – Water Softener	1	N/A
Sign	1	\$5,000
Temporary Sign	1	N/A

There were three (3) single-family home building permits issued in the month of October with a total valuation of \$600,000.

BUILDING INSPECTIONS

The Community Development Department conducted 211 building inspections and re-inspections in October.

CODE ENFORCEMENT

The Community Development Department conducted 101 code enforcement inspections and re-inspections in October resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Junk and Debris	30
Outdoor Storage	5
Sign in ROW	2
Tree Diseased/Dead	14
Unlicensed/Inoperable Vehicles	8
Unsafe Structure	3
Zoning Code Violation	15
Animal Feces	2
Deposit of Material on Street	2
Exterior Structure	5
Garbage	6
Grass/Weeds	9
Total = 101	

**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. The City obtained an administrative warrant to abate garbage/junk/debris, which was abated October 31st.
- 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. The new property owner resolved all issues regarding the non-compliant septic system.
- 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 three (3) new rental licenses in the month of October.

The Housing Inspector completed 27 rental property inspections and re-inspections in October.

CONTRACTOR REGISTRATION

The Community Development Department issued two (2) contractor registrations in October.

PLANNING AND ZONING

November 20th Planning Commission Agenda:

- 1) Consider Interim Use Permit Renewal for a Short-Term Rental at 502 Juniper St.
- 2) Consider Interim Use Permit Renewal for a Short-Term Rental at 524 N 8th St.
- 3) Consider Interim Use Permit Renewal for a Short-Term Rental at 203 Hawkins Dr.
- 4) Consider Conditional Use Permit for a Brew Pub at 214 S 8th St.
- 5) Consider Conditional Use Permit and Variance for a Mixed-Use Building at 722 Laurel St.
- 6) Review Proposed Design Standards Ordinance.



The Planning Commission will conduct a final review of the Proposed Design Standards Ordinance. Staff will be recommending the Commission conduct the public hearing for the proposed ordinance at their regularly scheduled December meeting. In addition to the public hearing, staff will present preliminary language for a crypto-mining ordinance.

ECONOMIC DEVELOPMENT

The Brainerd EDA toured the Just for Krypto facility to learn about crypto mining and the different types of mining occurring at the facility. The tour group also included members of the City Council. The tour group was able to witness immersion mining, open air mining inside a building, and exterior open-air mining. Members of the public also attended to provide a better understanding of the facility.

The EDA will be reviewing the consultants' 2024 progress at the regularly scheduled December 5th meeting and as well as reviewing consultant contract proposals for 2025.

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 the project was completed.

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.

Address: 2602 S 11th St

PZE Process: Conditional Use Permit

Date Issued: 10/21/2024

Project Description: To add a propane storage tank to the property site.

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



City Council Agenda Request

MEETING DATE: November 18, 2024

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

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY:

DEPARTMENT: Administration

PRESENTER:

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE: The City was asked by the Northland Arboretum Executive Director Trevor Pumnea to support the Northland Arboretum in seeking the Greater Minnesota Regional Parks and Trails "regional designation". You can find more information here [Greater Minnesota Regional Parks and Trails Commission - GMRPTC - Greater Minnesota Regional Parks and Trails Commission \(gmrptcommission.org\)](http://GreaterMinnesotaRegionalParksandTrailsCommission-GMRPTC-GreaterMinnesotaRegionalParksandTrailsCommission(gmrptcommission.org))

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Authorize Administrator Broyles to Sign Letter of Support for the Northland Arboretum for the Regional Designation through the Greater Minnesota Regional Parks and Trails Commission.

FINANCIAL IMPACT:

XXXXXXXX, XX, 2024

Renee Mattson
Executive Director
Greater MN Regional Parks and Trails Commission

Re: Regional Designation Support for the Northland Arboretum

Members of the Greater Minnesota Regional Parks and Trails Commission,

The City of Brainerd supports the Northland Arboretum and their Board of Directors in seeking regional designation through the Greater Minnesota Regional Parks and Trails Commission (GMRPTC).

The Northland Arboretum (Arb) is a non-profit organization supporting their 3 main pillars of outdoor recreation, education and conservation. The City of Brainerd has financially supported the Arb for over 22 years through city levy dollars. The Arb is fiscally responsible and very strong. This year marks the 50-year anniversary of the Northland Arboretum.

The Arb has 120 acres within the city limits of Brainerd and the Arb property joins 110 acres of City of Brainerd ownership providing opportunities for the future related to the city of Brainerd.

Regional designation of this great community and regional asset will strengthen even more the commitment and longevity of the facility, its operations and allow the Arb to become more inclusive of all individuals.

The City of Brainerd is proud to support the Board of Directors of the Northland Arboretum in achieving regional designation through GMRPTC.

Thank you.

Sincerely,

Nicholas W. Broyles
Brainerd City Administrator



City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Discuss Sanitary Forcemain Sewer Lining Project and Sewer Rates

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: On the October 21st Council meeting, Council requested staff bring a recommendation regarding the sewer lining project with a recommendation on a potential adjustment to the sewer rates needed to accommodate the project. In reviewing project and capital plan, staff would recommend the project be programmed in 2027. In reviewing the current 10-Year CIP, 2025 and 2026 are relatively heavier programmed construction years from both project administrative (staffing) and funding perspectives. 2027 is a lighter year in comparison and would allow for a couple years of planning and preparation of the funding needed.

As for the sewer rates, staff is recommending no adjustment to the sewer rates at this time. In 2027, staff would recommend budgeting for \$1.4 million to accommodate the current estimate plus years of anticipated construction inflation and engineering costs. Due to the large estimated amount, staff would recommend to bond for the project and spread the costs over time.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: In regard to the recommendation of the sewer rates, staff is recommending bonding as an alternative to paying cash out of reserves for the project. While this comes with additional costs in interest charges, this prevents significant withdrawals from the sanitary reserves account, which can put the City at risk if other emergencies occur and there isn't a healthy reserve balance available. In addition, the current sewer rates resolution is adopted through 2025 and the rate study provides guidance for rates through 2028. By starting the project in 2027 and bonding, this would allow for the City to follow the first 4 years of the sewer rate study recommendation and allow for a new sewer rate study to be completed for the following 5 years with the next several years of projects, including the sewer lining project.

At \$1.4 million, "excess" reserves above the minimum cash reserves in 2027 could be used (roughly \$600,000) which would still leave around \$800,000 to be funded. To keep the reserves at or above the minimum level, staff is anticipating that rates may have to be adjusted over 25% over the next 3 years to cover the \$800,000. After that time, the rates would be at a level where either new large projects would have to continue to be identified regularly or the sanitary sewer fund would be overfunded.

RECOMMENDED ACTION/MOTION: Staff is recommending to include the project in 2027 in the 10-Year CIP and to continue moving forward with the sewer rates as per the rate study recommendation. Further, staff is recommending that a new rate study be completed in 2027 to accommodate the new project.

FINANCIAL IMPACT: Dependent on Council action.

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%	



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
Contents

1	Executive Summary.....	1
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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We're confident in our ability to balance these requirements.



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

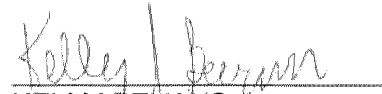
2025 Meter Size

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 Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Direction on Active Code Enforcement Cases

AGENDA: SPW Committee

ACTION REQUESTED: Direction Requested

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

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

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Attached is the case file for:

401 4th Ave NE – Exterior Structure

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

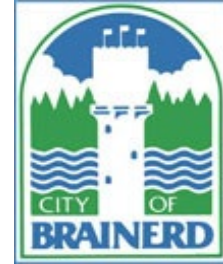
- 1) Continued administrative citations for an amount determined by the City Council
- 2) Abatement of the offense (depending on the type of offense)
- 3) Legal action (at the recommendation of the City Attorney depending on the type of the offense)
- 4) Cease corrective action

RECOMMENDED ACTION/MOTION:

Staff recommend a \$300 citation once a month until a correction plan is approved by the Community Development Department.

FINANCIAL IMPACT: N/A

MEMO



TO: Mayor and City Council

FROM: James Kramvik, Community Development Director

DATE: November 18th, 2024

RE: Recommendations for Active Code Enforcement Cases

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

- **401 4th Ave NE – Exterior Structure**
 - Received one (1) Notice of Violation Letter 08/01/24 and three (3) Citations
 - Significant peeling paint
 - The homeowner reached out after the initial notice of violation and staff granted an additional 30 days for completion. The project has not been completed and the homeowner has not followed up with staff.
 - First Citation 10/7/24 – Third Citation 10/28/24
 - \$600 in open citations

Staff recommend a \$300 citation once a month until a correction plan is approved by the Community Development Department.

Running Summary of Actions Taken

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

303 J St NE – Issuing a \$300 citation each month until the fence is corrected.

1306 Oak St – Repeat garbage issue. Obtained warrant 11/16/23 to abate the garbage.

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

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

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

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

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

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

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

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

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

1306 Quince St – Sent 10-day final letter 6/18 for abatement; Issued was resolved by mortgage company.

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

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

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

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

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

408 2nd Ave NE – Obtained a warrant on 7/17/24 to abate the Japanese Knotweed.

813 Holly St – Repeat offense animal feces. Issued a letter to owner of abatement and requesting an administrative warrant to abate.

917 7th St S – Long grass will be abated.

1701 Maple St – Property owner trying to evict

608 9th St N – Dead/hazardous tree was removed on Monday November 4th.

1812 Oak St – Garbage/Junk/Debris – property was abated first week of November.

August 01, 2024

SHAW, CHAD JOSEPH
401 4TH AVE NE
BRainerd, MN 56401

ORDER TO CORRECT ADMINISTRATIVE VIOLATION

Dear Property Owner(s),

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

Property Address: 401 4TH AVE NE
Real Estate Code: 41191606

Violation: Exterior Structure
IPMC 304.1, 304.6

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

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

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

Action should be taken on or before 08/31/2024

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

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

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

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

Respectfully,
By Order of:
THE CITY OF BRAINERD





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

THIS IS THE ONLY NOTICE YOU WILL RECEIVE

Administrative Citation

Department of Building Safety – 218-828-2307

EN24-0458

Date of Violation: 10/28/2024

Parcel ID: 41191606

Violator(s): SHAW, CHAD JOSEPH
401 4TH AVE NE
BRainerd, MN 56401

Location/Address of Violation: **401 4TH AVE NE**

VIOLATION

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

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

Citation Amount Due: \$300.00

Payment Due By: 30 Days from Date of Violation

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

Re-inspection Date: 11/07/2024

For uncorrected or continued violations, the City may correct the violation and assess the charges for doing so.

An additional citation will be issued if the violation is not corrected by the re-inspection date.

Failure to pay the fine will result in it being assessed against the property as provided in Minnesota Statute 429.

Unpaid fines, including an administrative charge of \$25.00 plus interest of the total balance, will be assessed against the property of the owner charged with the violation.

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

Representative: Jason Stockinger, Building Inspector

Date: 10/28/2024

Representative's Signature:

(served via first class mail)





City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Ratify Hiring Brandon Burgau as Police Intern

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 1 minute

SUMMARY OF ISSUE: Staff conducted the hiring process for our 2024 Fall Police Intern position. We had 2 candidates apply and have offered the Internship to Brandon Burgau. Staff is requesting that the City Council ratify the hiring of 2024 Fall Police Intern Brandon Burgau effective November 19, 2024.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff applied for and was granted the Sourcewell's Internship Reimbursement Program for our Fall Police Intern. Sourcewell's program will reimburse the City up to \$15 per hour for Mr. Burgau's employment.

RECOMMENDED ACTION/MOTION: Motion to ratify the hiring of Brandon Burgau as our 2024 Fall Police Intern effective November 19, 2024, at \$20.09 per hour.

FINANCIAL IMPACT: Unknown - Depends on hours worked.



City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Ratify Hiring Nicholas Carvelli as Apprentice Lineworker

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: On October 7, 2024, the City Council authorized Staff to conduct a hiring process for the Apprentice Lineworker position. We received two applications for the internal job posting. Staff offered the position to Nicholas Carvelli at \$35.08 per hour. This rate reflects the 1st 6 months Apprentice Lineworker Progression Schedule which is 72.5% of the Lineworker Step 5 wage. Mr. Carvelli's employment began on November 12, 2024.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to ratify the hiring of Nicholas Carvelli as an Apprentice Lineworker effective November 12, 2024, at \$35.08 per hour which represents the 1st 6 months of the Apprentice Lineworker Progression Schedule.

FINANCIAL IMPACT: This hiring fills our last Lineworker vacancy.



City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Approval of Memorandum Of Agreement (MOA) with IBEW Union setting wages for Administrative Assistant Position

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director

DEPARTMENT: HR

PRESENTER: Kris Schubert, Human Resources
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: On October 21, 2024, the City Council approved the job description for the new Administrative Assistant position and authorized Staff to negotiate the wage for the position with the IBEW Local No. 31 Administrative Support Union. Attached is a signed Memorandum of Agreement (MOA) from the Union establishing the wage for the Administrative Assistant position.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Union contract requires that all new positions coming within the terms of the Agreement shall be posted for five working days.

RECOMMENDED ACTION/MOTION: Motion to approve the attached MOA with the IBEW Local No. 31 Administrative Support Union setting the 2024 - 2026 wages for the Administrative Assistant Position; further, to authorize Staff to conduct an internal hiring process for the Administrative Assistant position.

FINANCIAL IMPACT: N/A - this was discussed at that October 21, 2024, meeting.

Memorandum of Agreement

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

WHEREAS, the City and Union are parties to a collective bargaining agreement in effect from January 1, 2024, to December 31, 2026 (hereinafter, "CBA"); and

WHEREAS, Article 9 of the CBA stipulates pay schedules for positions within the unit represented by the Union; and

WHEREAS, after the CBA went into effect, the City created the new Administrative Assistant position that was not previously included in the unit represented by the Union; and

WHEREAS, the parties agree that the new Administrative Assistant position is within the Administrative Support bargaining unit represented by the Union, but the terms and conditions of employment for that position are not currently included within the CBA; and

WHEREAS, the City and Union wish to address the terms and conditions of employment for the Administrative Assistant position by mutual agreement.

NOW, THEREFORE, IT IS HEREBY AGREED AS FOLLOWS:

1. The position of Administrative Assistant shall be included as a position within the Administrative Support bargaining unit represented by the Union, as defined in the CBA, effective as of the date of this MOA. The City reserves the right to modify the duties of this position and discontinue this position at any time. The City further reserves all other managerial rights, including, but not necessarily limited to, those identified in Article 1 – General Conditions, Section 2 of the CBA.
2. The Administrative Assistant shall be compensated in accordance with the following wage grid, which shall be incorporated into Article 12 – Wages, Section 1, of the 2024 CBA:

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

3. This MOA will be in effect until the successor CBA has been ratified by the Union and the City. It is the parties' intent to incorporate the terms of this MOA into the successor CBA between the parties.
4. The parties agree that the Administrative Assistant will, in all other respects, be governed by the CBA, unless otherwise stated in this MOA.

5. The City and the Union agree that this MOA will not result in the payment of back pay to any employee.
6. The City and the Union acknowledge that this MOA shall not be deemed to constitute a precedent or create a past practice which would be applicable to any other member of the bargaining unit or classification identified in the CBA or be admissible in any arbitration proceeding or other proceeding involving a dispute between the parties as evidence of a precedent or past practice. This MOA may not be used as evidence—whether in negotiations, arbitration, or other proceeding, other than for purposes of enforcing this MOA—or otherwise be used in any manner to interpret the CBA, or to seek similar benefits for any City employee(s) other than the employee(s) hired for the Administrative Assistant, 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 Administrative Assistant position. No party has relied upon any oral statements or promises that are not set forth in this document. The terms of this MOA are contractual and supersede any and all prior agreements between the Parties relating to the subject matter of this MOA. No waiver or modification of any provision of this MOA is valid unless it is in writing and signed by all parties.
8. This MOA shall be construed to have been drafted equally by the parties.

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

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

FOR THE CITY OF BRAINERD

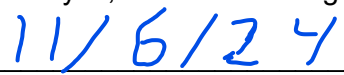
FOR INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS, LOCAL
NO. 31

Nicholas W. Broyles, City Administrator



Will Keyes, Business Manager

Date



Date



City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Approve Deferment of Assessments

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Connie Hillman, Finance Director

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE:

The City received an application for deferment for pay year 2025 related to improvement 22:06 South Brainerd Reconstruction that was completed in 2024. Staff used Resolution 37:22 (attached) to determine eligibility. Staff also used the 2025 property valuations that were sent out in March 2024 for item 4C in determining if a financial hardship exists.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Staff determined that the resident meets all the criteria in sections 4 and 5 of the resolution.

RECOMMENDED ACTION/MOTION:

Approve the application for deferment of assessments payable in 2025 for the applicant at PID 41250586

FINANCIAL IMPACT:

**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.

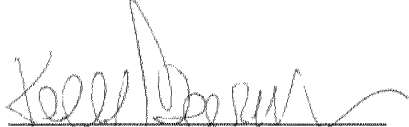
- B. The special assessments to be deferred must be multi-year assessments and the original principal amount must exceed \$300.00.
 - C. The Crow Wing County Assessor's estimated market value of the applicant's homestead is less than \$173,800 (2022 assessment median homestead value per Crow Wing County).
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

DEFERRED ASSESSMENTS
CITY OF BRAINERD

APPLICATION AND AUTHORIZATION FOR DELAYED PAYMENT OF TAX ON SPECIAL ASSESSMENT FOR
SENIOR CITIZENS OR DISABLED PERSONS HOMESTEAD MS. 435.193, MS. 435.194 AND/OR WHERE A FINANCIAL
HARDSHIP EXISTS - RESOLUTION NO. 54:16.

TO: Nick Broyles, City Administrator, City of Brainerd, Minnesota

NAME <u>ROBERT J DAN DANELL</u>	I am (check one)
ADDRESS <u>1021 SOUTH 7TH ST.</u> <u>BRAINERD, MN 56401</u>	☒ At least 65 years of age
	☐ Retired by virtue of a total or permanent disability
	☐ Financial hardship exists
R.E. CODE OF PROPERTY: <u>41250586</u>	
LEGAL DESCRIPTION OF PROPERTY: <u>Sleepers Park Addition to the city of B PT of corner</u> <u>1 corner 321 ft S from SW 1/4 cor. of lot 18 BLK 6 then S 74 FT then E 130 FT</u> <u>Then N 74 FT Then W 130 FT TO POB EXC THERE</u>	

I, the undersigned, declare under penalties of perjury:

That I, my spouse and family combined shall not have an annual gross income 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 the application (see attached).

That the special assessments to be deferred exceed \$300.00.

That my total assets including my spouse's exclusive of the homestead do not exceed \$25,000.00.

That the Crow Wing County Assessor's estimated market value of my homestead is less than \$173,800.

That my interest in the ownership of the above property was acquired on JULY 20 2009, and is as follows (check one):

☐ Sole ownership

☒ Joint tenancy, held with SHARON L. DAN DANELL (WIFE)

☐ Other (specify) _____

That on Jan 1, 2024 I owned and occupied the above property as my homestead and such occupancy began on July 2009.

That the taxes for improvements on the special assessments adopted by Resolution No. 46:24 on OCT 21, 2024, by the City of Brainerd which have been allocated against the subject property would create undue personal hardship on my behalf and I respectfully request that payment be so deferred for the installments payable in the year 2025. (NOTE: Application for deferment shall be made each year.)

I declare under penalties of perjury that the above information is correct to the best of my knowledge and belief:

Signed Robert J. Dan Danell
Owner

I, Nick Broyles, City Administrator of the City of Brainerd, Crow Wing County, State of Minnesota, do hereby certify that the application of DAN DANELL, above named, has been duly reviewed and that in accordance with the minutes of official record for the meeting held _____, 20__, in said city council chambers, was duly APPROVED or DENIED.

That in accordance with approval granted, that the assessment on the affiant's subject property levied for annual collection composed of principal \$ 447.14 and interest, which is based on the unpaid principal balance payable in the year 2025 should be so deferred with interest at the annual rate of 4.9 %, until such time as it is deemed the applicant no longer qualifies or the property loses its eligibility.

Date: _____ 20__

City Administrator

DRAFTED BY:
Pamela Ziemer
City of Brainerd
501 Laurel St
Brainerd MN 56401



City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Discussion of Civil Attorney Contract

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Nick Broyles, City Administrator,
Connie Hillman, Finance Director

DEPARTMENT: Finance

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

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The current contract for civil legal services is held by Ratwik, Roszak, and Maloney (RRM) and expires December 31, 2024. The City last issued an RFP for civil legal services in 2013 for services effective 2014. RRM has performed said services since 2014. The City has historically issued this contract in two-year increments.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Council has a few options. You can (1) begin a competitive RFP process for delivery of services beginning in 2025, (2) remain with RRM and staff can begin negotiations with them and present financials to the Council for consideration, or (3) considering ongoing activities around arbitration, negotiate an extension to the current RRM contract for a specified amount of time as determined by Council.

RECOMMENDED ACTION/MOTION: Authorize staff to pursue one of three options.

1. Issue an RFP for a competitive process.
2. Elect to remain with RRM and direct staff to enter into negotiations with them and present financials to Council for consideration.
3. Direct staff to negotiate an extension to the current contract with RRM to complete arbitration.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: 2025 Budget and Levy Discussion

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): 10 Minutes

SUMMARY OF ISSUE: At the November 4th council meeting, staff advised the Council that as of 10/29/24, the levy had been reduced by \$73,451 and the proposed capital decreased from \$2,509,734 to \$2,394,090. Council requested staff to send out an email to Council and to include that email in the council packet, detailing the changes that had been made to reduce the levy. The details were emailed 11/5/2024 and the email is attached.

Staff continues to review budget line items and the current levy has been reduced an additional \$43,684 for a total reduction of \$117,135 since September. The information from the 11/5/24 email has been updated, and the additional changes are noted in the explanation, and Capital is now at \$2,242,090.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Council set the preliminary airport levy at \$1,000 which, together with adjustments made by staff, brings the current 2025 levy to \$7,267,122 - a 4.43% increase over the 2024 levy. A summary recap of the 2025 levy and budget is attached, as well as a summary of the long-term capital plan. It would not be a recommendation to lower the capital levy at this time, since there is a projected negative balance in 2027.

At the October 2, 2024 P&F meeting, the committee wanted to look at the street capital tree budget and reduce it from \$25,000 to \$15,000. Currently, it is still in the capital budget at \$25,000 since no formal council action has been taken.

At the November 13, 2024 P&F meeting, the P&F Committee made the following recommendations:

- Reduce the capital levy by \$100,000 and reduce the Park Board's facility funding request by \$100,000 each year.
- Use \$125,000 as the 2024 Airport appropriation. This amount was derived by taking the \$150,000 funding presented initially at the September 3, 2024 council meeting, less \$25,000 to account for the Finance and HR work performed by City Staff.

- The above changes result in a levy amount of \$7,291,122 or a 4.77% increase over the 2024 levy. The Committee's recommendation is to use a 4.75% levy increase for the December 2, 2024 budget and public hearing.

To reflect the P&F Committee recommendations, Staff added to the agenda request:

- Updated budget levy recap reflecting the changes recommended by the P&F Committee.
- Updated 2025 capital summary reflecting the reduction of the 2025 street tree replacement to \$15,000, showing the proposed capital for 2025 at \$2,132,090.
- Updated summary of the long-term capital plan, reflecting the \$100,000 decrease to the capital levy and future set aside for parks facilities each year.

RECOMMENDED ACTION/MOTION:

1. Discussion of the 2025 budget and levy;
2. Discussion of the tree budget for streets; and
3. Motion establishing the levy amount to use for the budget public hearing to be held December 2, 2024 council meeting.

FINANCIAL IMPACT:

Toni Gage

From: Connie Hillman
Sent: Tuesday, November 5, 2024 6:52 AM
To: James Kramvik; Jessie Dehn; John Davis; Kris Schubert; Mike Habighorst; Nick Broyles; Shawn Strong; Tim Holmes
Cc: Toni Gage
Subject: 2025 Budget/Levy Changes
Attachments: Budget Update.xlsx

Mayor and Council-

As requested, attached is a detailed summary changes made to the budget/levy since September.

Connie



Connie Hillman, CPA | Finance Director/Deputy City Clerk
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-828-2307 | chillman@ci.brainerd.mn.us

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2025 Budget Changes

Operating Budget

	Preliminary Budget	Current Budget	Dollar Change	Explanation
				Park Board cut one temporary employee (\$10,425 reduction); updating budgeted start dates and start steps based on hirings and resignations; budgeted \$25,000 for employees moving to Steps 7 and 8.
Personnel Services	9,212,138	9,211,759	(379)	
Supplies	665,750	660,750	(5,000)	Parks Board reduced Mills Field maintenance line item by \$5,000
				Increase in Professional Services for FSA Administration (\$2,470 increase); Eliminated replacing a leased vehicle in Community Development (\$2,203 reduction); State Aid Fire reimbursement pass through to the Relief Association (\$41,200 increase) - see revenue increase below.
Services	3,318,585	3,360,053	41,468	
Transfers Out/Capital Outlay	408,332	408,332	-	
Total in Operating Expenditures	13,604,805	13,640,894	36,089	
Other Taxes	(198,500)	(198,500)	-	
Licenses & Permits	(497,865)	(497,865)	-	
				Increased 2025 budget based on 2024 amounts received in September for Police (\$60,300 increase) and Fire State Aids (\$41,200 increase). The Fire State Aid payment is passed through to the Fire Relief Association.
Grants & Aids	(5,821,022)	(5,922,522)	(101,500)	
				Increased the budgeted amount from Sourcewell for intern reimbursement from \$12 to \$15 per hour for 5 positions at 536 hours.
Revenue from Other Gov'ts	(312,004)	(320,044)	(8,040)	
Charges for Services	(1,025,210)	(1,025,210)	-	
Total Operating Non-Tax Levy Revenue	(7,854,601)	(7,964,141)	(109,540)	
Net Difference			(73,451)	

Capital Budget - 2025

	Preliminary Budget	Current Budget	Dollar Change	Explanation
				Will be reduced by \$150,000 by postponing City Hall bathroom remodels. Was not reflected in 11/4 agenda request
Facilities	626,000	626,000	-	
City Hall - General	10,000	10,000	-	
Administration	2,000	2,000	-	
				Removed cost to move BS&A software to the Cloud
IT/GIS	95,500	45,500	(50,000)	
Police	101,500	101,500	-	
Fire	595,000	604,356	9,356	Increased cost of tender to actual
Civil Defense	-	-	-	
Community Development	28,000	28,000	-	
				Park Board decreased tree replacement program by \$10,000 and reduced bench installation program by \$5,000 to \$0 for 2025
Public Works - Parks	762,734	747,734	(15,000)	
Public Works - Streets	199,000	199,900	900	
Public Works - Engineering	90,000	30,000	(60,000)	Eliminated street scan software
	2,509,734	2,394,990	(114,744)	

2025 Budget Changes - as of 11/12/24

Operating Budget

	Preliminary Budget	Current Budget	Dollar Change	Explanation
Personnel Services	9,212,138	9,181,775	(30,363)	Park Board cut one temporary employee (\$10,425 reduction); updating budgeted start dates and start steps based on hirings and resignations; budgeted \$25,000 for employees moving to Steps 7 and 8. Open enrollment complete, updated health insurance elections.
Supplies	665,750	658,750	(7,000)	Parks Board reduced Mills Field maintenance line item by \$5,000; reduced fire PPE by \$2,000
Services	3,318,585	3,358,598	40,013	Increase in Professional Services for FSA Administration (\$2,470 increase); Eliminated replacing a leased vehicle in Community Development (\$3,657 reduction); State Aid Fire reimbursement pass through to the Relief Association (\$41,200 increase) - see revenue increase below.
Transfers Out/Capital Outlay	408,332	408,332	-	
Total in Operating Expenditures	13,604,805	13,607,455	2,650	
Other Taxes	(198,500)	(198,500)	-	
Licenses & Permits	(497,865)	(503,865)	(6,000)	Increased building permits by \$6,000 as an estimated amount due to the increase in fees passed at the 11/4 council meeting
Grants & Aids	(5,821,022)	(5,924,522)	(103,500)	Increased 2025 budget based on 2024 amounts received in September for Police (\$62,300 increase) and Fire State Aids (\$41,200 increase). The Fire State Aid payment is passed through to the Fire Relief Association.

	Preliminary Budget	Current Budget	Dollar Change	Explanation
Revenue from Other Gov'ts	(312,004)	(320,039)	(8,035)	Increased the budgeted amount from Sourcewell for intern reimbursement from \$12 to \$15 per hour for 5 positions at 536 hours.
Charges for Services	(1,025,210)	(1,027,460)	(2,250)	Increased the budget for fire fees to be more in line with YTD numbers
Total Operating Non-Tax Levy	(7,854,601)	(7,974,386)	(119,785)	
Net Difference			(117,135)	

Capital Budget - 2025

	Preliminary Budget	Current Budget	Dollar Change	Explanation
Facilities	626,000	476,000	(150,000)	Removed the \$150,000 by postponing City Hall bathroom remodels until 2026
City Hall - General	10,000	10,000	-	
Administration	2,000	-	(2,000)	Removed the Scanner
IT/GIS	95,500	45,500	(50,000)	Removed cost to move BS&A software to the Cloud
Police	101,500	101,500	-	
Fire	595,000	604,356	9,356	Increased cost of tender to actual
Civil Defense	-	-	-	
Community Development	28,000	28,000	-	
Public Works - Parks	762,734	747,734	(15,000)	Park Board decreased tree replacement program by \$10,000 and reduced bench installation program by \$5,000 to \$0 for 2025
Public Works - Streets	199,000	199,000	-	
Public Works - Engineering	90,000	30,000	(60,000)	Eliminated street scan software
	2,509,734	2,242,090	(267,644)	

2025 Levy Overview
As of 11/12/2024

	Actual 2023	Adopted Budget 2024	Current 2025 Budget	Difference in Budgets	% Difference Current vs 2024 Budget
TOTAL OPERATING EXPENDITURES					
Personnel Services	\$ 8,177,017	\$ 8,513,967	\$ 9,181,775	\$ 667,808	7.84%
Supplies	630,111	651,200	658,750	7,550	1.16%
Services	2,846,257	2,955,941	3,358,598	402,657	13.62%
Transfers Out/Capital Outlay	378,482	403,142	408,332	5,190	1.29%
Total Expenditures	\$ 12,031,867	\$ 12,524,250	\$ 13,607,455	\$ 1,083,205	8.65%
TOTAL CAPITAL	\$ 1,255,927	\$ 1,280,927	\$ 1,280,927	-	0.00%
TOTAL DEBT LEVY	\$ 920,000	\$ 977,193	\$ 765,000	\$ (212,193)	-21.71%
OTHER LEVIES					
Perm Improvement	\$ 375,350	\$ 386,610	\$ 417,539	\$ 30,929	8.00%
Sr Activity/Green Space/Comm Fest.	281,511	289,959	313,154	23,195	8.00%
Library	149,788	149,788	152,784	2,996	2.00%
EDA	152,861	186,812	186,812	-	0.00%
Airport	155,500	146,080	1,000	(145,080)	-99.32%
Total Other Levies	\$ 1,115,010	\$ 1,159,249	\$ 1,071,289	\$ (87,960)	-7.59%
TOTAL ESTIMATED EXPENDITURES	\$ 15,322,804	\$ 15,941,619	\$ 16,724,671	\$ 783,052	4.91%
TOTAL REVENUE - NON-PROPERTY TAX					
Other Taxes	\$ (254,764)	\$ (213,000)	\$ (198,500)	\$ (14,500)	-6.81%
Licenses & Permits	(358,672)	(462,500)	(503,865)	41,365	8.94%
Grants & Aids	(5,952,783)	(5,814,872)	(5,924,522)	109,650	1.89%
Revenue from Other Gov'ts	(405,627)	(263,564)	(320,039)	56,475	21.43%
Charges for Services	(961,801)	(980,390)	(1,027,460)	47,070	4.80%
Fines & Forfeitures	(129,499)	(129,000)	(126,000)	(3,000)	-2.33%
Other Revenues	(1,177,129)	(944,500)	(961,000)	16,500	1.75%
Transfers In/Debt Proceeds	(801,414)	(128,000)	(187,000)	59,000	46.09%
Total Revenues	\$(10,041,689)	\$ (8,935,826)	\$ (9,248,386)	\$ 312,560	3.50%
(USE)/ADDITION TO FUND BALANCE					
Election	\$ 15,000	\$ (15,000)	\$ 15,000	\$ (30,000)	
Public Safety Aid - # of Officers		(145,000)	(95,700)	(49,300)	
Public Safety Aid - RMS Software		-	(15,275)	15,275	
Fund Balance Policy/Levy to 8%		113,188	(113,188)	226,376	
Estimated Levy	\$ 5,296,115	\$ 6,958,981	\$ 7,267,122	\$ 308,141	4.43%
Actual Levy / <i>Proposed</i>	\$ 6,443,500	\$ 6,958,981	\$ 7,267,122		
% Increase		8.00%	4.43%		
\$ Increase		515,481	308,141		

City of Brainerd
Capital Plan: Summary
2025-2054 - 30 Years

	2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	2035	2036
Tax Levy: Current	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927	\$ 1,280,927
Tax Levy: Add/Sub	293,349	299,666	306,300	313,265	320,578	328,257	336,320	414,786	423,675	433,009	442,809	453,100	463,905
Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-
Other/Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Under budget	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Assets	56,350	110,600	75,100	82,000	68,100	70,600	69,100	94,100	52,800	112,100	71,600	134,600	81,100
General Fund	(35,000)	(25,000)	(50,000)	(30,000)	-			-					
Interest Earnings	18,000	3,345	1,516	3,231	1,648	3,521	4,118	6,246	3,432	6,143	6,339	9,259	-
Dedicated to Fire Buildings	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Revenues	\$ 1,678,626	\$ 1,734,538	\$ 1,678,843	\$ 1,714,422	\$ 1,736,253	\$ 1,748,305	\$ 1,755,465	\$ 1,861,059	\$ 1,825,834	\$ 1,897,179	\$ 1,866,675	\$ 1,942,885	\$ 1,890,932
Vehicles	\$ 107,500	\$ 689,856	\$ 150,000	\$ 551,000	\$ 99,000	\$ 360,500	\$ 98,000	\$ 902,000	\$ 114,000	\$ 91,000	\$ 115,500	\$ 2,526,000	\$ 622,000
Equipment	417,000	359,000	555,100	681,500	492,500	429,600	613,500	421,500	267,100	915,000	478,500	646,100	469,500
Furniture & Fixtures	10,000	10,000	10,000	10,000	10,000	10,000	30,000	10,000	10,000	10,000	10,000	10,000	10,000
Buildings	846,203	476,000	984,000	362,000	68,000	77,000	141,000	123,000	100,000	-	-	-	-
Improvements	117,500	148,000	156,111	117,500	150,000	105,000	179,500	161,667	105,000	162,500	105,000	172,000	168,611
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-
Parks Facilities	262,000	40,000	-	81,000	410,000	794,200	768,000	688,500	263,500	77,500	139,000	302,500	-
Expenditures	\$ 1,760,203	\$ 1,722,856	\$ 1,855,211	\$ 1,803,000	\$ 1,229,500	\$ 1,776,300	\$ 1,830,000	\$ 2,306,667	\$ 859,600	\$ 1,256,000	\$ 848,000	\$ 3,656,600	\$ 1,270,111
Beginning Cash Balance	\$ 2,858,584	\$ 2,777,007	\$ 2,788,689	\$ 2,612,321	\$ 2,523,743	\$ 3,030,496	\$ 3,002,501	\$ 2,927,966	\$ 2,482,358	\$ 3,448,592	\$ 4,089,771	\$ 5,108,446	\$ 3,394,731
Annual Surplus (deficit)	(81,577)	11,682	(176,369)	(88,578)	506,753	(27,995)	(74,535)	(445,608)	966,234	641,179	1,018,675	(1,713,715)	620,821
Cash Balance	\$ 2,777,007	\$ 2,788,689	\$ 2,612,321	\$ 2,523,743	\$ 3,030,496	\$ 3,002,501	\$ 2,927,966	\$ 2,482,358	\$ 3,448,592	\$ 4,089,771	\$ 5,108,446	\$ 3,394,731	\$ 4,015,552
Savings (Water Tower)	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962
Dedicated for Fire Buildings	260,000	275,000	340,000	405,000	470,000	535,000	600,000	665,000	730,000	795,000	860,000	925,000	990,000
Set Aside for Parks Facilities	349,000	868,234	1,401,466	1,861,897	1,974,732	1,631,980	1,323,258	1,103,085	1,260,045	1,587,005	1,862,719	1,976,922	2,403,864
Rollover of Budgeted Items	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500
	\$ 1,808,545	\$ 1,285,993	\$ 511,393	\$ (102,616)	\$ 226,302	\$ 476,059	\$ 645,246	\$ 354,811	\$ 1,099,085	\$ 1,348,304	\$ 2,026,265	\$ 133,347	\$ 262,226

2025 Levy Overview
As of 11/13/2024

**** UPDATED AFTER P&F MEETING ****

	Actual 2023	Adopted Budget 2024	Current 2025 Budget	Difference in Budgets	% Difference Current vs 2024 Budget
TOTAL OPERATING EXPENDITURES					
Personnel Services	\$ 8,177,017	\$ 8,513,967	\$ 9,181,775	\$ 667,808	7.84%
Supplies	630,111	651,200	658,750	7,550	1.16%
Services	2,846,257	2,955,941	3,358,598	402,657	13.62%
Transfers Out/Capital Outlay	378,482	403,142	408,332	5,190	1.29%
Total Expenditures	\$ 12,031,867	\$ 12,524,250	\$ 13,607,455	\$ 1,083,205	8.65%
TOTAL CAPITAL	\$ 1,255,927	\$ 1,280,927	\$ 1,180,927	(100,000)	-7.81%
TOTAL DEBT LEVY	\$ 920,000	\$ 977,193	\$ 765,000	\$ (212,193)	-21.71%
OTHER LEVIES					
Perm Improvement	\$ 375,350	\$ 386,610	\$ 417,539	\$ 30,929	8.00%
Sr Activity/Green Space/Comm Fest.	281,511	289,959	313,154	23,195	8.00%
Library	149,788	149,788	152,784	2,996	2.00%
EDA	152,861	186,812	186,812	-	0.00%
Airport	155,500	146,080	125,000	(21,080)	-14.43%
Total Other Levies	\$ 1,115,010	\$ 1,159,249	\$ 1,195,289	\$ 36,040	3.11%
TOTAL ESTIMATED EXPENDITURES	\$ 15,322,804	\$ 15,941,619	\$ 16,748,671	\$ 807,052	5.06%
TOTAL REVENUE - NON-PROPERTY TAX					
Other Taxes	\$ (254,764)	\$ (213,000)	\$ (198,500)	\$ (14,500)	-6.81%
Licenses & Permits	(358,672)	(462,500)	(503,865)	41,365	8.94%
Grants & Aids	(5,952,783)	(5,814,872)	(5,924,522)	109,650	1.89%
Revenue from Other Gov'ts	(405,627)	(263,564)	(320,039)	56,475	21.43%
Charges for Services	(961,801)	(980,390)	(1,027,460)	47,070	4.80%
Fines & Forfeitures	(129,499)	(129,000)	(126,000)	(3,000)	-2.33%
Other Revenues	(1,177,129)	(944,500)	(961,000)	16,500	1.75%
Transfers In/Debt Proceeds	(801,414)	(128,000)	(187,000)	59,000	46.09%
Total Revenues	\$(10,041,689)	\$ (8,935,826)	\$ (9,248,386)	\$ 312,560	3.50%
(USE)/ADDITION TO FUND BALANCE					
Election	\$ 15,000	\$ (15,000)	\$ 15,000	\$ (30,000)	
Public Safety Aid - # of Officers		(145,000)	(95,700)	(49,300)	
Public Safety Aid - RMS Software		-	(15,275)	15,275	
Fund Balance Policy/Levy to 8%		113,188	(113,188)	226,376	
Estimated Levy	\$ 5,296,115	\$ 6,958,981	\$ 7,291,122	\$ 332,141	4.77%
Actual Levy / <i>Proposed</i>	\$ 6,443,500	\$ 6,958,981	\$ 7,291,122		
% Increase		8.00%	4.77%		
\$ Increase		515,481	332,141		

2025 Capital Detail

*** UPDATED AFTER P&F MEETING ***

	2025 as of 6/26/24	2025 as of 8/20/24	2025 Current
Facilities			
City Hall Bathrooms	150,000	150,000	-
Library - Exterior/Mechanical (Study)	426,000	426,000	426,000
Fire Station 1 - Remodel/Addition Engineering **	50,000	50,000	50,000
City Hall - General			
Office Furniture	10,000	10,000	10,000
Administration			
Scanner	2,000	2,000	-
IT/GIS			
Server Replacement	15,000	15,000	15,000
Laptops	25,500	25,500	25,500
Software - Finance/Permit - to Cloud	50,000	50,000	-
ID Card Printer	5,000	5,000	5,000
Police			
Leased Squad Car Build Ups	98,000	98,000	98,000
Officer Furniture	3,500	3,500	3,500
Fire			
Tender	575,000	575,000	584,356
Radios and Pagers	20,000	20,000	20,000
Civil Defense			
Community Development			
Comprehensive Plan	28,000	28,000	28,000
Public Works - Parks			
Snowblower	85,000	-	-
Tree Replacement	25,000	25,000	15,000
Picnic Table/Grilling Station/Trash Can Replacement	15,000	15,000	15,000
Park Weed and Feed Program	25,000	25,000	25,000
Bench Installation Program	5,000	5,000	-
Park ADA Upgrades	25,000	25,000	25,000
Park Sign Replacement	5,000	5,000	5,000
Security Cameras	6,500	8,000	8,000
Skid Steer		75,000	75,000
Skid Steer Attachments (50% of Cost here)		20,500	20,500
<i>Facility Projects</i>			
Buffalo Hills- Parking Lot Reconfiguration	40,000	40,000	40,000
Public Works - Streets			
Tree Replacement	25,000	25,000	15,000
Leased Vehicles Build Up	7,500	7,500	7,500
Broom Attachment & Trailer	70,000	-	-
Skid Steer		75,000	75,000
Skid Steer Attachments (50% of Cost here)		20,500	20,500
Trailer		18,000	18,000
Scan Tool		8,000	8,000
Air Compressor	15,000	15,000	15,000
Street Sweeping Screening/ Transfers Out	30,000	30,000	30,000
Public Works - Engineering			
GPS Receiver	28,500	30,000	30,000
Street Scan Implementation	60,000	60,000	-
Total Cash to be Spent	1,925,500	1,990,500	1,712,856
<i>Park Board Long-term Capital Asset Maintenance Request</i>			
	519,234	519,234	419,234
Total Capital Planned	\$ 2,444,734	\$ 2,509,734	\$ 2,132,090

City of Brainerd
Capital Plan: Summary
2025-2054 - 30 Years

**** UPDATES AFTER P&F MEETING ****

	<u>2024</u>	<u>2025</u>	<u>2026</u>	<u>2027</u>	<u>2028</u>	<u>2029</u>	<u>2030</u>	<u>2031</u>	<u>2032</u>	<u>2033</u>	<u>2034</u>	<u>2035</u>	<u>2036</u>
Tax Levy: Current	\$ 1,280,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927	\$ 1,180,927
Tax Levy: Add/Sub	293,349	299,666	306,300	313,265	320,578	328,257	336,320	414,786	423,675	433,009	442,809	453,100	463,905
Bonds	-	-	-	-	-	-	-	-	-	-	-	-	-
Other/Grants	-	-	-	-	-	-	-	-	-	-	-	-	-
Under budget	-	-	-	-	-	-	-	-	-	-	-	-	-
Sale of Assets	56,350	110,600	75,100	82,000	68,100	70,600	69,100	94,100	52,800	112,100	71,600	134,600	81,100
General Fund	(35,000)	(25,000)	(50,000)	(30,000)	-	-	-	-	-	-	-	-	-
Interest Earnings	18,000	3,345	1,516	3,231	1,648	3,521	4,118	6,246	3,432	6,143	6,339	9,259	-
Dedicated to Fire Buildings	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000	65,000
Revenues	\$ 1,678,626	\$ 1,634,538	\$ 1,578,843	\$ 1,614,422	\$ 1,636,253	\$ 1,648,305	\$ 1,655,465	\$ 1,761,059	\$ 1,725,834	\$ 1,797,179	\$ 1,766,675	\$ 1,842,885	\$ 1,790,932
Vehicles	\$ 107,500	\$ 689,856	\$ 150,000	\$ 551,000	\$ 99,000	\$ 360,500	\$ 98,000	\$ 902,000	\$ 114,000	\$ 91,000	\$ 115,500	\$ 2,526,000	\$ 622,000
Equipment	417,000	359,000	555,100	681,500	492,500	429,600	613,500	421,500	267,100	915,000	478,500	646,100	469,500
Furniture & Fixtures	10,000	10,000	10,000	10,000	10,000	10,000	30,000	10,000	10,000	10,000	10,000	10,000	10,000
Buildings	846,203	476,000	984,000	362,000	68,000	77,000	141,000	123,000	100,000	-	-	-	-
Improvements	117,500	138,000	156,111	117,500	150,000	105,000	179,500	161,667	105,000	162,500	105,000	172,000	168,611
Transfers Out	-	-	-	-	-	-	-	-	-	-	-	-	-
Parks Facilities	262,000	40,000	-	81,000	410,000	794,200	768,000	688,500	263,500	77,500	139,000	302,500	-
Expenditures	\$ 1,760,203	\$ 1,712,856	\$ 1,855,211	\$ 1,803,000	\$ 1,229,500	\$ 1,776,300	\$ 1,830,000	\$ 2,306,667	\$ 859,600	\$ 1,256,000	\$ 848,000	\$ 3,656,600	\$ 1,270,111
Beginning Cash Balance	\$ 2,858,584	\$ 2,777,007	\$ 2,698,689	\$ 2,422,321	\$ 2,233,743	\$ 2,640,496	\$ 2,512,501	\$ 2,337,966	\$ 1,792,358	\$ 2,658,592	\$ 3,199,771	\$ 4,118,446	\$ 2,304,731
Annual Surplus (deficit)	(81,577)	(78,318)	(276,369)	(188,578)	406,753	(127,995)	(174,535)	(545,608)	866,234	541,179	918,675	(1,813,715)	520,821
Cash Balance	\$ 2,777,007	\$ 2,698,689	\$ 2,422,321	\$ 2,233,743	\$ 2,640,496	\$ 2,512,501	\$ 2,337,966	\$ 1,792,358	\$ 2,658,592	\$ 3,199,771	\$ 4,118,446	\$ 2,304,731	\$ 2,825,552
Savings (Water Tower)	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962	103,962
Dedicated for Fire Buildings	260,000	275,000	340,000	405,000	470,000	535,000	600,000	665,000	730,000	795,000	860,000	925,000	990,000
Set Aside for Parks Facilities	349,000	768,234	1,201,466	1,561,897	1,574,732	1,131,980	723,258	403,085	460,045	687,005	862,719	876,922	1,203,864
Rollover of Budgeted Items	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500	255,500
	\$ 1,808,545	\$ 1,295,993	\$ 521,393	\$ (92,616)	\$ 236,302	\$ 486,059	\$ 655,246	\$ 364,811	\$ 1,109,085	\$ 1,358,304	\$ 2,036,265	\$ 143,347	\$ 272,226



City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Authorize City Administrator to Attend Conference for Sourcewell

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 Mintues

SUMMARY OF ISSUE: The Association of Governmental Risk Pools (AGRiP) is holding their annual Governance Conference from March 16-19 in Las Vegas, NV. Sourcewell has invited their Board of Trustees to attend. City Administrator Broyles sits on this Board. All expenses will be paid by Sourcewell. Information about the conference is attached.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Authorize City Administrator to attend the AGRiP Governance Conference March 16-19, 2025

FINANCIAL IMPACT:



ASSOCIATION OF GOVERNMENTAL RISK POOLS

Governance Conference 2025 is March 16-19 in Las Vegas, NV.

Pool member registration will open in late November. QEI Patron registration will open in mid December.

Governance Conference is for pool governing body members and the team supporting them to learn and problem-solve in a pool-focused environment. Governing body members can explore concepts that relate to their role at the pool and in their role within a local public entity.

All attendees will:

- Have a forum to ask questions pertinent to your pool.
- Learn how other pools do things, so you can consider new ideas to implement back home.
- Build a network of trusted people who understand the work you do.
- Connect with service providers in the pooling industry.

More than 30 sessions focus on important artificial intelligence, governance concepts and current pooling issues.

Explore More

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Officentre, Suite 200
Southfield, MI 48034
Phone: (518) 389-
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info@agrip.org

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City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Adopt a Resolution Awarding the Sale of General Obligation Bonds, Series 2024A; Fixing their Form and Specifications; Directing their Execution and Delivery; and Providing for their Payment

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Connie Hillman, Finance Director,
Danny Loch, Finance Manager

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

Baker Tilly will virtually present an overview of the City's bond rating (attached) as well as the tabulation of bid results, which are not available until Monday.

The City is issuing debt for the following purposes:

- Improvement Bonds - Amount of the local share and special assessments on the 2024 South Brainerd Reconstruction project, plus the cost of issuance. This portion of the debt will be repaid with levy dollars and assessment collections.
- Utility Revenue Bonds - Amount of the water improvements of the 2024 South Brainerd Reconstruction 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 attached resolution is a draft. You will notice that the draft resolution has many blanks that can only be completed after the bids are received, which will occur on Monday, November 18th. The sale information will be forwarded to our bond council who will complete the resolution.

RECOMMENDED ACTION/MOTION:

Adopt a resolution awarding the sale of General Obligation Bonds, Series 2024A, in the original aggregate principal amount of \$_____ ; fixing their form and specifications; directing their execution and delivery; and providing for their payment.

FINANCIAL IMPACT:

November 7, 2024

City of Brainerd
City Hall
501 Laurel Street
Brainerd, MN 56401
Attention: Connie Hillman, Finance Director

Re: **US\$3,370,000 City of Brainerd, Minnesota, General Obligation Bonds, Series 2024A, dated: Date of delivery, due: February 01, 2035**

Dear Connie Hillman

Pursuant to your request for an S&P Global Ratings rating on the above-referenced obligations, S&P Global Ratings has assigned a rating of "AA-". S&P Global Ratings views the outlook for this rating as stable. A copy of the rationale supporting the rating is enclosed.

This letter constitutes S&P Global Ratings' permission for you to disseminate the above-assigned ratings to interested parties in accordance with applicable laws and regulations. However, permission for such dissemination (other than to professional advisors bound by appropriate confidentiality arrangements or to allow the Issuer to comply with its regulatory obligations) will become effective only after we have released the ratings on standardandpoors.com. Any dissemination on any Website by you or your agents shall include the full analysis for the rating, including any updates, where applicable. Any such dissemination shall not be done in a manner that would serve as a substitute for any products and services containing S&P Global Ratings' intellectual property for which a fee is charged.

To maintain the rating, S&P Global Ratings must receive all relevant financial and other information, including notice of material changes to financial and other information provided to us and in relevant documents, as soon as such information is available. Relevant financial and other information includes, but is not limited to, information about direct bank loans and debt and debt-like instruments issued to, or entered into with, financial institutions, insurance companies and/or other entities, whether or not disclosure of such information would be required under S.E.C. Rule 15c2-12. You understand that S&P Global Ratings relies on you and your agents and advisors for the accuracy, timeliness and completeness of the information submitted in connection with the rating and the continued flow of material information as part of the surveillance process. Please send all information via electronic delivery to: pubfin_statelocalgovt@spglobal.com. If SEC rule 17g-5 is applicable, you may post such information on the appropriate website. For any information not available in electronic format or posted on the applicable website,

Please send hard copies to:
S&P Global Ratings
Public Finance Department
55 Water Street
New York, NY 10041-0003

The rating is subject to the Terms and Conditions, if any, attached to the Engagement Letter applicable to the rating. In the absence of such Engagement Letter and Terms and Conditions, the rating is subject to the attached Terms and Conditions. The applicable Terms and Conditions are incorporated herein by reference.

S&P Global Ratings is pleased to have the opportunity to provide its rating opinion. For more information please visit our website at www.standardandpoors.com. If you have any questions, please contact us. Thank you for choosing S&P Global Ratings.

Sincerely yours,

S&P Global Ratings
a division of Standard & Poor's Financial Services LLC

al
enclosures

cc: **Bond Services Bond Services**
Christine Hogan

S&P Global Ratings
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RatingsDirect®

Summary:

Brainerd, Minnesota; General Obligation; Non-School State Programs

Primary Credit Analyst:

Virginia A Murillo, San Francisco 1-415-371-5098; virginia.murillo@spglobal.com

Secondary Contact:

Scott Nees, Chicago + 1 (312) 233 7064; scott.nees@spglobal.com

Table Of Contents

Credit Highlights

Outlook

Summary:

Brainerd, Minnesota; General Obligation;
Non-School State Programs

Credit Profile		
US\$3.37 mil GO bnds ser 2024A due 02/01/2035		
Long Term Rating	AA-/Stable	New
Brainerd GO		
Long Term Rating	AA-/Stable	Affirmed

Credit Highlights

- S&P Global Ratings assigned its 'AA-' long-term rating to Brainerd, Minn.'s roughly \$3.37 million series 2024A general obligation (GO) bonds based on the application of its criteria, "Methodology For Rating U.S. Governments," published Sept. 9, 2024, on RatingsDirect.
- At the same time, S&P Global Ratings affirmed its 'AA-' long-term rating and underlying rating (SPUR) on the city's existing GO debt.
- The outlook is stable.

Security

The city's full-faith-and-credit unlimited-tax GO pledge secures the bonds. Brainerd additionally pledges net water-utility revenue and special assessments against benefitted properties; however, the rating reflects our opinion of the city's GO pledge because we lack sufficient supporting information to rate the additional pledges under applicable criteria. Brainerd's bonds outstanding also include additional pledges, but we rate that debt to the GO pledge.

Officials intend to use series 2024A bond proceeds to reimburse road improvements and related utility-improvement-project costs for its 18-block street project.

Credit overview

In our view, Brainerd's healthy fund balance and liquidity, coupled with conservative management practices, support the rating. Brainerd's lower economic indicators, notably income, and higher long-term debt liabilities, both of which are weaker compared with similar-rated peers, somewhat offset credit strengths.

Brainerd's main revenue sources are state aid and property taxes, which accounted for 49% and 31%, respectively, of general fund revenue in fiscal 2023. Officials adopted the fiscal 2024 budget that plans for a minor use of \$47,000 of general fund balance, or a negative 0.4% of general fund revenue. Management reports positive budget variances for fiscal 2024, and we think it is possible the city could outperform the budget.

Brainerd is currently planning the fiscal 2025 preliminary budget, reflecting 9% general fund spending growth compared with fiscal 2024. It has balanced the budget largely through an expected 6%-8% levy increase. Some labor

contracts that expired in 2023 and those set to expire at the end of 2024 are under negotiation, but management has incorporated estimated costs into its budgeting.

Our forward-looking assessment of Brainerd's debt-and-liability profile reflects tentative plans to issue up to \$7.5 million of additional new debt through 2026 for routine street improvements; however, we note the debt profile benefits from rapid amortization. Due to Brainerd's unlimited statutory taxing flexibility supporting reliable levy growth and modest state aid increases, we think stable revenue will likely support, at least, balanced finances during the two-year outlook.

The rating further reflects our view of:

- Real gross county product has lagged the national average recently. Brainerd has experienced continued market value and population growth following the shift to remote work that attracted residents to the rural, recreation-based community. Management reports development plans for a new assisted-living and child-care center and expects more-modest short-term market value growth, which we view as feasible.
- Uneven operating results recently reflect Brainerd's \$1.9 million payment to settle a lawsuit with former city firefighters in fiscal 2022. The city has a history of breakeven-to-surplus operating results. Due to taxing flexibility and modest state aid increases, we expect financial performance will likely remain stable during the next few fiscal years.
- Management policies and practices are sufficient, in our view, with realistic budget assumptions and comprehensive monthly budget-to-actual reporting to the city council. While Brainerd maintains a capital plan it updates annually, we do not consider this plan robust. The city lacks a long-term financial plan. Brainerd has formal investment- and debt-management and fund-balance policies. Although the city fell out of compliance with its formal 35%-50% of operating expenditures fund balance due to the payoff of a legal settlement, we expect Brainerd will likely comply again with its fund-balance policy during the next few fiscal years because it has historically outperformed the budget. The city has implemented policies and practices to mitigate cyber risk.
- Gross direct debt currently totals about \$37.1 million. Brainerd plans to issue approximately \$2.5 million-\$3.75 million of additional debt to support infrastructure projects annually. However, the city has a history of matching future issuances with expiring amortization schedules of previously issued debt, and we expect debt costs will likely remain manageable.
- Brainerd has limited exposure to pension and other postemployment benefit liabilities with low per capita net pension liabilities and current retirement benefit costs that, while growing, will likely remain a small share of the budget.
- For more information on our institutional framework assessment for Minnesota municipalities, see "Institutional Framework Assessment: Minnesota Local Governments," published Sept. 10, 2024.

Environmental, social, and governance

We view environmental, social, and governance factors as neutral in our credit-rating analysis.

Outlook

The stable outlook reflects S&P Global Ratings' opinion that Brainerd will likely maintain healthy reserves, supported

by its stable revenue profile and statutory taxing flexibility. Brainerd's growing property tax base and history of conservative budgeting further support the stable outlook.

Downside scenario

We could lower the rating if Brainerd were to experience sustained financial deterioration, leading to a further weakening of reserves, or if debt were to hamper financial flexibility.

Upside scenario

With all else equal, we could raise the rating if core economic metrics were to improve to levels we consider comparable with higher-rated peers.

Table 1

Brainerd, Minnesota--credit summary	
Institutional framework	1
Individual credit profile	2.83
Economy	5.5
Financial performance	3
Reserves and liquidity	1
Debt and liabilities	2.00
Management	2.65

Table 2

Brainerd, Minnesota--key credit metrics				
	Most recent	2023	2022	2021
Economy				
Gross county product per capita as a % of U.S.	65.0	--	65.0	67.0
County per capita personal income as a % of U.S.	81.0	--	81.0	86.0
Market value (\$000s)	1,223,371	1,147,039	995,357	843,253
Market value per capita (\$)	82,515	77,367	72,941	62,612
Top 10 taxpayers as a % of taxable value	10.9	11.8	19.5	14.5
County unemployment rate (%)	3.6	3.4	3.1	4.3
Local median household effective buying income as a % of U.S.	68.0	67.0	67.0	70.0
Local per capita effective buying income as a % of U.S.	71.0	71.0	73.0	76.0
Local population	14,826	14,826	13,646	13,468
Financial performance				
Operating fund revenue (\$000s)	--	13,202	11,315	8,909
Operating fund expenditures (\$000s)	--	13,067	13,937	8,300
Net transfers and other adjustments (\$000s)	--	1,106	462	(653)
Operating result (\$000s)	--	1,241	(2,160)	(44)
Operating result as a % of revenue	--	9.4	(19.1)	(0.5)
Operating result three-year average (%)	--	(3.4)	(5.5)	2.3
Reserves and liquidity				
Available reserves as a % of operating revenue	--	23.7	22.5	53.0
Available reserves (\$000s)	--	3,127	2,549	4,722

Table 2

Brainerd, Minnesota--key credit metrics (cont.)				
	Most recent	2023	2022	2021
Debt and liabilities				
Debt service cost as % of revenue	7.4	7.4	7.9	30.8
Net direct debt per capita (\$)	2,177	2,202	2,290	2,596
Net direct debt (\$000s)	32,276	32,650	31,256	34,965
Direct debt 10-year amortization (%)	86.0	--	--	--
Pension and other postemployment benefit costs as a % of revenue	5.0	5.0	6.0	5.0
Net pension liabilities per capita (\$)	389	389	847	232
Combined net pension liabilities (\$000s)	5,761	5,761	11,562	3,129

Ratings Detail (As Of November 7, 2024)		
Brainerd GO		
Long Term Rating	AA-/Stable	Affirmed
Brainerd GO		
Long Term Rating	AA-/Stable	Affirmed
Brainerd GO		
Long Term Rating	AAA/Stable	Affirmed
Underlying Rating for Credit Program	AA-/Stable	Affirmed
Brainerd GO bnds		
Long Term Rating	AA-/Stable	Affirmed

Certain terms used in this report, particularly certain adjectives used to express our view on rating relevant factors, have specific meanings ascribed to them in our criteria, and should therefore be read in conjunction with such criteria. Please see Ratings Criteria at www.spglobal.com/ratings for further information. Complete ratings information is available to RatingsDirect subscribers at www.capitaliq.com. All ratings affected by this rating action can be found on S&P Global Ratings' public website at www.spglobal.com/ratings.

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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 in City Hall in said City on Monday, November 18, 2024, commencing at 7:30 p.m.

The following members of the Council were present:

and the following were absent:

* * *

* * *

* * *

The Mayor announced that the next order of business was consideration of the proposals which had been received for the purchase of the City's General Obligation Bonds, Series 2024A, to be issued in the original aggregate principal amount of \$_____.

The City Administrator presented a tabulation of the proposals that had been received in the manner specified in the Terms of Proposal for the Bonds. The proposals are as set forth in EXHIBIT A attached.

After due consideration of the proposals, Member _____ then introduced the following written resolution, the reading of which was dispensed with by unanimous consent, and moved its adoption:

RESOLUTION
NO. _____

**A RESOLUTION AWARDING THE SALE OF GENERAL
OBLIGATION BONDS, SERIES 2024A, IN THE ORIGINAL
AGGREGATE PRINCIPAL AMOUNT OF \$_____; FIXING
THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR
EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR
PAYMENT**

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

Section 1. Sale of Bonds.

1.01. Authorization for Sale of Bonds. Pursuant to a resolution adopted by the City Council on October 21, 2024, the City authorized the sale of its General Obligation Bonds, Series 2024A (the "Bonds"), for the following purposes:

(a) to finance the construction of certain assessable public improvements in the City designated as the South Brainerd Reconstruction Project (Improvement 22-08) (the "Assessable Improvements"), pursuant to Minnesota Statutes, Chapters 429 and 475, as amended (the "Improvement Act"); and

(b) to finance 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").

1.02. Award to the Purchaser and Interest Rates. The proposal of _____, _____ (the "Purchaser"), to purchase the Bonds of the City is hereby found and determined to be a reasonable offer and is hereby accepted, the proposal being to purchase the Bonds at a price of \$_____ (par amount of \$_____, [plus original issue premium of \$_____,] [less original issue discount of \$_____,] less underwriter's discount of \$_____), plus accrued interest, if any, to date of delivery for the Bonds bearing interest as follows:

<u>Year</u>	<u>Interest Rate</u>	<u>Year</u>	<u>Interest Rate</u>
2026	%	2031	%
2027		2032	
2028		2033	
2029		2034	
2030		2035	

True interest cost: _____%

1.03. Purchase Contract. Any amount paid by the Purchaser over the minimum purchase price shall be credited to the accounts of the Debt Service Fund hereinafter created or deposited in the accounts of the Construction Fund hereinafter created, as determined by the Finance Director of the City in consultation with the City's municipal advisor. The Finance Director is

directed to deposit the good faith check or deposit of the Purchaser, pending completion of the sale of the Bonds, and to return the good faith deposits of the unsuccessful proposers. The Mayor and City Administrator are directed to execute a contract with the Purchaser on behalf of the City.

1.04. Terms and Principal Amounts of the Bonds. The City will forthwith issue and sell the Bonds pursuant to the Improvement Act and the Utility Revenue Act (collectively, the “Act”) in the original aggregate principal amount of \$_____, originally dated the date of delivery (which is anticipated to be December 18, 2024), in the denomination of \$5,000 each or any integral multiple thereof, numbered No. R-1, upward, bearing interest as above set forth, and maturing serially on February 1 in the years and amounts as follows:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2026	\$	2031	\$
2027		2032	
2028		2033	
2029		2034	
2030		2035	

(a) \$_____ of the Bonds (the “Improvement Bonds”), maturing on February 1 in the years and in the amounts set forth below, will be used to finance the construction of the Assessable Improvements:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2026	\$	2031	\$
2027		2032	
2028		2033	
2029		2034	
2030		2035	

(b) The remainder of the Bonds in the principal amount of \$_____ (the “Utility Revenue Bonds”), maturing on February 1 in the years and in the amounts set forth below, will be used to finance the construction of the Utility Improvements:

<u>Year</u>	<u>Amount</u>	<u>Year</u>	<u>Amount</u>
2026	\$	2031	\$
2027		2032	
2028		2033	
2029		2034	
2030		2035	

1.05. Optional Redemption. The City may elect on February 1, 2033, and on any day thereafter to prepay 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 will determine. If less than all Bonds of a maturity are called for redemption, the City will notify DTC (as defined in Section 7 hereof) of the particular amount of such maturity to be prepaid. 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. Prepayments will be at a price of par plus accrued interest.

[TO BE COMPLETED IF TERM BONDS ARE REQUESTED BY THE PURCHASER: 1.06.

Mandatory Redemption; Term Bonds. The Bonds maturing on February 1, 20__ and February 1, 20__ and shall hereinafter be referred to collectively as the "Term Bonds." The principal amount of the Term Bond subject to mandatory sinking fund redemption on any date may be reduced through earlier optional redemptions, with any partial redemptions of the Term Bonds credited against future mandatory sinking fund redemptions of such Term Bonds in such order as the City shall determine. The Term Bonds are subject to mandatory sinking fund redemption and shall be redeemed in part at par plus accrued interest on February 1 of the following years and in the principal amounts as follows:]

Sinking Fund Installment Date

February 1, 20__ Term Bond

Principal Amount

* *Maturity*

February 1, 20__ Term Bond

Principal Amount

* *Maturity*

Section 2. Registration and Payment.

2.01. Registered Form. The Bonds will be issued only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof, is payable by check, draft, or wire issued by the Registrar described herein.

2.02. Dates; Interest Payment Dates. Each Bond will be dated as of the last interest payment date preceding the date of authentication to which interest on the Bond has been paid or made available for payment, unless (i) the date of authentication is an interest payment date to which interest has been paid or made available for payment, in which case the Bond will be dated as of the date of authentication, or (ii) the date of authentication is prior to the first interest payment date, in which case the Bond will be dated as of the date of original issue. The interest on the Bonds is payable on February 1 and August 1 of each year, commencing August 1, 2025, to the registered owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not that day is a business day.

2.03. Registration. The City will appoint a bond registrar, transfer agent, authenticating agent and paying agent (the "Registrar" and the "Paying Agent"). The effect of registration and the rights and duties of the City and the Registrar with respect thereto are as follows:

(a) Register. The Registrar must keep at its principal corporate trust office a bond register in which the Registrar provides for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of a Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar will authenticate and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until that interest payment date.

(c) Exchange of Bonds. When Bonds are surrendered by the registered owner for exchange the Registrar will authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. Bonds surrendered upon transfer or exchange will be promptly cancelled by the Registrar and thereafter disposed of as directed by the City.

(e) Improper or Unauthorized Transfer. When a Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the Bond until the Registrar is satisfied that the endorsement on the Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar will incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The City and the Registrar may treat the person in whose name a Bond is registered in the bond register as the absolute owner of the Bond, whether the Bond is overdue or not, for the purpose of receiving payment of, or on account of, the principal of and interest on the Bond and for all other purposes and payments so made to registered owner or upon the owner's order will be valid and effectual to satisfy and discharge the liability upon the Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. The Registrar may impose a charge upon the owner thereof for a transfer or exchange of Bonds, sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to the transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. If a Bond becomes mutilated or is destroyed, stolen or lost, the Registrar will deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of the mutilated Bond or in lieu of and in substitution for a Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it and as provided by law, in which both the City and the Registrar must be named as obligees. Bonds so surrendered to the Registrar will be cancelled by the Registrar and evidence of such cancellation must be given to the City. If the mutilated, destroyed, stolen or lost Bond has already matured or

been called for redemption in accordance with its terms it is not necessary to issue a new Bond prior to payment.

(i) Redemption. In the event any of the Bonds are called for redemption, notice thereof identifying the Bonds to be redeemed will be given by the Registrar by mailing a copy of the redemption notice by first class mail (postage prepaid) to the registered owner of each Bond to be redeemed at the address shown on the registration books kept by the Registrar and by publishing the notice if required by law. Failure to give notice by publication or by mail to any registered owner, or any defect therein, will not affect the validity of the proceedings for the redemption of Bonds. Bonds so called for redemption will cease to bear interest after the specified redemption date, provided that the funds for the redemption are on deposit with the place of payment at that time.

2.04. Appointment of Initial Registrar. The City appoints U.S. Bank Trust Company, National Association, Saint Paul, Minnesota, as the initial Registrar. The Mayor and the City Administrator are authorized to execute and deliver, on behalf of the City, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, the resulting corporation is authorized to act as successor Registrar. The City agrees to pay the reasonable and customary charges of the Registrar for the services performed. The City reserves the right to remove the Registrar upon thirty (30) days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar must deliver all cash and Bonds in its possession to the successor Registrar and must deliver the bond register to the successor Registrar. On or before each principal or interest due date, without further order of the City Council, the City Administrator must transmit to the Registrar monies sufficient for the payment of all principal and interest then due.

2.05. Execution, Authentication and Delivery. The Bonds will be prepared under the direction of the City Administrator and executed on behalf of the City by the signatures of the Mayor and the City Administrator, provided that those signatures may be printed, engraved or lithographed facsimiles of the originals. If an officer whose signature or a facsimile of whose signature appears on the Bonds ceases to be such officer before the delivery of a Bond, that signature or facsimile will nevertheless be valid and sufficient for all purposes, the same as if the officer had remained in office until delivery. Notwithstanding such execution, a Bond will not be valid or obligatory for any purpose or entitled to any security or benefit under this resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on a Bond is conclusive evidence that it has been authenticated and delivered under this resolution. When the Bonds have been so prepared, executed and authenticated, the City Administrator will deliver the same to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore made and executed, and the Purchaser is not obligated to see to the application of the purchase price.

Section 3. Form of Bond.

3.01. Execution of the Bonds. The Bonds will be printed or typewritten in substantially the form as attached hereto as EXHIBIT B.

3.02. Approving Legal Opinion. The City Administrator is directed to obtain a copy of the proposed approving legal opinion of Kennedy & Graven, Chartered, Minneapolis, Minnesota, and to cause the opinion to be printed on or accompany each Bond.

Section 4. Payment; Security; Pledges; and Covenants.

4.01. Debt Service Fund. The Bonds are payable from the General Obligation Bonds, Series 2024A Debt Service Fund (the "Debt Service Fund") hereby created. The Debt Service Fund shall be administered by the Finance Director as a bookkeeping account separate and apart from all other funds maintained in the official financial records of the City. The City will maintain the following accounts in the Debt Service Fund: the "Assessable Improvements Account" and the "Utility Improvements Account." Amounts in the Assessable Improvements Account are irrevocably pledged to the Improvement Bonds, and amounts in the Utility Improvements Account are irrevocably pledged to the Utility Revenue Bonds.

(a) Assessable Improvements Account. Proceeds of special assessments levied or to be levied against property specially benefited by the Assessable Improvements (the "Assessments") and ad valorem taxes hereinafter levied for the payment of the Improvement Bonds (the "Taxes") are hereby pledged to the Assessable Improvements Account of the Debt Service Fund. There is hereby appropriated to the Assessable Improvements Account all investment earnings on amounts in the Assessable Improvements Account and any other funds of the City for the payment of the principal of, premium, if any, and interest on the Improvement Bonds. There is also hereby appropriated to the Assessable Improvements Account a pro rata portion of (i) amounts over the minimum purchase price of the Bonds paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof; and (ii) capitalized interest financed with proceeds of the Bonds, if any.

(b) Utility Improvements Account. The City will continue to maintain and operate its Water Fund, to which will be credited all gross revenues of the water system, and out of which will be paid all normal and reasonable expenses of current operations of the water system. Any balances therein are deemed net revenues (the "Net Revenues") and will be transferred, from time to time, to the Utility Improvements Account of the Debt Service Fund, which Utility Improvements Account will be used only to pay the principal of and interest on the Utility Revenue Bonds and any other bonds similarly authorized. There will always be retained in the Utility Improvements Account a sufficient amount to pay the principal of and interest on all the Utility Revenue Bonds, and the Finance Director must report any current or anticipated deficiency in the Utility Improvements Account to the City Council. There is hereby appropriated to the Utility Improvements Account all investment earnings on amounts in the Utility Improvements Account and any other funds of the City for the payment of the principal of, premium, if any, and interest on the Utility Revenue Bonds. There is also hereby appropriated to the Utility Improvements Account a pro rata portion of (i) amounts over the minimum purchase price of the Bonds paid by the Purchaser, to the extent designated for deposit in the Debt Service Fund in accordance with Section 1.03 hereof; and (ii) capitalized interest financed with proceeds of the Bonds, if any.

4.02. Construction Fund. The City hereby creates the General Obligation Bonds, Series 2024A Construction Fund (the "Construction Fund"). The City will maintain the following accounts in the Construction Fund: the "Assessable Improvements Account" and the "Utility Improvements Account."

(a) Assessable Improvements Account. Proceeds of the Improvement Bonds, less the appropriations made in Section 4.01(a) hereof, together with any other funds appropriated for the Assessable Improvements, Assessments, and Taxes collected during the construction of the Assessable Improvements, will be deposited in the Assessable Improvements Account of the Construction Fund to be used solely to defray expenses of the Assessable Improvements and the payment of principal and interest on the Improvement Bonds prior to the completion and payment of all costs of the Assessable Improvements. Any balance remaining in the Assessable Improvements Account after completion of the Assessable Improvements may be used to pay the cost in whole or in part of any other improvement instituted under the Improvement Act under the direction of the City Council. When the Assessable Improvements are completed and the costs thereof paid, the Assessable Improvements Account is to be closed and subsequent collections of Assessments and Taxes for the Assessable Improvements are to be deposited in the Assessable Improvements Account of the Debt Service Fund.

(b) Utility Improvements Account. Proceeds of the Utility Revenue Bonds, less the appropriations made in Section 4.01(b) hereof, will be deposited in the Utility Improvements Account of the Construction Fund to be used solely to defray expenses of the Utility Improvements. When the Utility Improvements are completed and the cost thereof paid, the Utility Improvements Account is to be closed and any funds remaining may be deposited in the Utility Improvements Account of the Debt Service Fund.

4.03. City Covenants with Respect to the Improvement Bonds. It is hereby determined that the Assessable Improvements will directly and indirectly benefit abutting property, and the City hereby covenants with the holders from time to time of the Bonds as follows:

(a) The City has caused or will cause the Assessments for the Assessable Improvements to be promptly levied so that the first installment will be collectible not later than 2025 and will take all steps necessary to assure prompt collection, and the levy of the Assessments is hereby authorized. The City Council will cause to be taken with due diligence all further actions that are required for the construction of each Assessable Improvement financed wholly or partly from the proceeds of the Improvement Bonds, and will take all further actions necessary for the final and valid levy of the Assessments and the appropriation of any other funds needed to pay the Improvement Bonds and interest thereon when due.

(b) In the event of any current or anticipated deficiency in Assessments and Taxes, the City Council will levy additional ad valorem taxes in the amount of the current or anticipated deficiency.

(c) The City will keep complete and accurate books and records showing receipts and disbursements in connection with the Assessable Improvements, Assessments and Taxes levied therefor and other funds appropriated for their payment, collections thereof and disbursements therefrom, monies on hand and, the balance of unpaid Assessments.

(d) The City will cause its books and records to be audited at least annually and will furnish copies of such audit reports to any interested person upon request.

(e) At least twenty percent (20%) of the cost of the Assessable Improvements described herein will be specially assessed against benefited properties.

4.04. City Covenants with Respect to the Utility Revenue Bonds. The City Council covenants and agrees with the holders of the Bonds that so long as any of the Utility Revenue Bonds remain outstanding and unpaid, it will keep and enforce the following covenants and agreements:

(a) The City will continue to maintain and efficiently operate the water system as a public utility and convenience free from competition of other like municipal utilities and will cause all revenues therefrom to be deposited in bank accounts and credited to the Water Fund as hereinabove provided, and will make no expenditures from those accounts except for a duly authorized purpose and in accordance with this resolution.

(b) The City will also maintain the Utility Improvements Account of the Debt Service Fund as a separate account and will cause money to be credited thereto from time to time, out of Net Revenues from the water system in sums sufficient to pay principal of and interest on the Utility Revenue Bonds when due.

(c) The City will keep and maintain proper and adequate books of records and accounts separate from all other records of the City in which will be complete and correct entries as to all transactions relating to the water system and which will be open to inspection and copying by any Bondholder, or the Bondholder's agent or attorney, at any reasonable time, and it will furnish certified transcripts therefrom upon request and upon payment of a reasonable fee therefor, and said account will be audited at least annually by a qualified public accountant and statements of such audit and report will be furnished to all Bondholders upon request.

(d) The City Council will cause persons handling revenues of the water system to be bonded in reasonable amounts for the protection of the City and the Bondholders and will cause the funds collected on account of the operations of such systems to be deposited in a bank whose deposits are guaranteed under the Federal Deposit Insurance Law.

(e) The City Council will keep the water system insured at all times against loss by fire, tornado and other risks customarily insured against with an insurer or insurers in good standing, in such amounts as are customary for like plants, to protect the holders, from time to time, of the Utility Revenue Bonds and the City from any loss due to any such casualty and will apply the proceeds of such insurance to make good any such loss.

(f) The City and each and all of its officers will punctually perform all duties with reference to the water system as required by law.

(g) The City will impose and collect charges of the nature authorized by Section 444.075 of the Utility Revenue Act, at the times and in the amounts required to produce Net Revenues adequate to pay all principal and interest when due on the Utility Revenue Bonds and to create and maintain such reserves securing said payments as may be provided in this resolution.

(h) The City Council will levy general ad valorem taxes on all taxable property in the City when required to meet any deficiency in the pledged Net Revenues.

4.05. General Obligation Pledge. For the prompt and full payment of the principal of and interest on the Bonds, as the same respectively become due, the full faith, credit and taxing powers of the City will be and are hereby irrevocably pledged. If the balance in the Debt Service Fund is ever insufficient to pay all principal and interest then due on the Bonds and any other bonds payable therefrom, the deficiency will be promptly paid out of monies in the general fund of the City which are available for such purpose, and such general fund may be reimbursed with or without interest from the Debt Service Fund when a sufficient balance is available therein.

4.06. Pledge of Tax Levy. For the purpose of paying a portion of the principal of and interest on the Improvement Bonds, there is levied a direct annual irrevocable ad valorem tax upon all of the taxable property in the City, which will be spread upon the tax rolls and collected with and as part of other general taxes of the City. The Taxes will be credited to the Assessable Improvements Account of the Debt Service Fund above provided and will be in the years and amounts as attached hereto as EXHIBIT C.

4.07. Debt Service Coverage. It is hereby determined that the estimated collection of Assessments and Taxes will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Improvement Bonds. It is hereby determined that the estimated collection of Net Revenues will produce at least five percent (5%) in excess of the amount needed to meet when due the principal and interest payments on the Utility Revenue Bonds. The tax levy provided for the Bonds in Section 4.06 hereof is irrevocable until all of the Bonds are paid, provided that at the time the City makes its annual tax levies the Finance Director may certify to the County Auditor-Treasurer of Crow Wing County, Minnesota (the "County Auditor-Treasurer") the amount available in the Debt Service Fund to pay principal and interest due during the ensuing year, and the County Auditor will thereupon reduce the levy collectible during such year by the amount so certified.

4.08. Filing of Resolution. The City Administrator is authorized and directed to file a certified copy of this resolution with the County Auditor-Treasurer and to obtain the certificate required by Section 475.63 of the Act.

Section 5. Authentication of Transcript.

5.01. City Proceedings and Records. The officers of the City are authorized and directed to prepare and furnish to the Purchaser and to the attorneys approving the Bonds, certified copies of proceedings and records of the City relating to the Bonds and to the financial condition and affairs of the City, and such other certificates, affidavits and transcripts as may be required to show the facts within their knowledge or as shown by the books and records in their custody and under their control, relating to the validity and marketability of the Bonds, and such instruments, including any heretofore furnished, may be deemed representations of the City as to the facts stated therein.

5.02. Certification as to Official Statement. The Mayor, the City Administrator, and the Finance Director are authorized and directed to certify that they have examined the Official Statement prepared and circulated in connection with the issuance and sale of the Bonds and that to the best of their knowledge and belief the Official Statement is a complete and accurate representation of the facts and representations made therein as of the date of the Official Statement.

5.03. Other Certificates. The Mayor, the City Administrator, and the Finance Director are hereby authorized and directed to furnish to the Purchaser at the closing such certificates as

are required as a condition of sale. Unless litigation shall have been commenced and be pending questioning the Bonds or the organization of the City or incumbency of its officers, at the closing the Mayor, the City Administrator, and the Finance Director shall also execute and deliver to the Purchaser a suitable certificate as to absence of material litigation, and the Finance Director shall also execute and deliver a certificate as to payment for and delivery of the Bonds.

5.04 Electronic Signatures. The electronic signature of the Mayor, the President of the City Council, the City Administrator, and/or the Finance Director to this resolution or any certificate authorized to be executed hereunder shall be as valid as an original signature of such party and shall be effective to bind the City thereto. For purposes hereof, (i) "electronic signature" means a manually signed original signature that is then transmitted by electronic means; and (ii) "transmitted by electronic means" means sent in the form of a facsimile or sent via the internet as a portable document format ("pdf") or other replicating image attached to an electronic mail or internet message.

Section 6. Tax Covenants.

6.01. Tax-Exempt Bonds. The City covenants and agrees with the holders from time to time of the Bonds that it will not take or permit to be taken by any of its officers, employees or agents any action which would cause the interest on the Bonds to become subject to taxation under the Internal Revenue Code of 1986, as amended (the "Code"), and the Treasury Regulations promulgated thereunder, in effect at the time of such actions, and that it will take or cause its officers, employees or agents to take, all affirmative action within its power that may be necessary to ensure that such interest will not become subject to taxation under the Code and applicable Treasury Regulations, as presently existing or as hereafter amended and made applicable to the Bonds.

6.02. No Rebate Required.

(a) The City will comply with requirements necessary under the Code to establish and maintain the exclusion from gross income of the interest on the Bonds under Section 103 of the Code, including without limitation requirements relating to temporary periods for investments, limitations on amounts invested at a yield greater than the yield on the Bonds, and the rebate of excess investment earnings to the United States, if the Bonds (together with other obligations reasonably expected to be issued in calendar year 2024) exceed the small-issuer exception amount of \$5,000,000.

(b) For purposes of qualifying for the small issuer exception to the federal arbitrage rebate requirements, the City finds, determines and declares that the aggregate face amount of all tax-exempt bonds (other than private activity bonds) issued by the City (and all subordinate entities of the City) during the calendar year in which the Bonds are issued and outstanding at one time is not reasonably expected to exceed \$5,000,000, all within the meaning of Section 148(f)(4)(D) of the Code.

6.03. Not Private Activity Bonds. The City further covenants not to use the proceeds of the Bonds or to cause or permit them or any of them to be used, in such a manner as to cause the Bonds to be "private activity bonds" within the meaning of Sections 103 and 141 through 150 of the Code.

6.04. Qualified Tax-Exempt Obligations. In order to qualify the Bonds as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Code, the City makes the following factual statements and representations:

(a) the Bonds are not “private activity bonds” as defined in Section 141 of the Code;

(b) the City hereby designates the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code;

(c) the reasonably anticipated amount of tax-exempt obligations (other than any private activity bonds that are not qualified 501(c)(3) bonds) which will be issued by the City (and all subordinate entities of the City) during calendar year 2024 will not exceed \$10,000,000; and

(d) not more than \$10,000,000 of obligations issued by the City during calendar year 2024 have been designated for purposes of Section 265(b)(3) of the Code.

6.05. Procedural Requirements. The City will use its best efforts to comply with any federal procedural requirements which may apply in order to effectuate the designations made by this section.

Section 7. Book-Entry System; Limited Obligation of City.

7.01. The Depository Trust Company. The Bonds will be initially issued in the form of a separate single typewritten or printed fully registered Bond for each of the maturities set forth in Section 1.04 hereof. Upon initial issuance, the ownership of each Bond will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee for The Depository Trust Company, New York, New York, and its successors and assigns (“DTC”). Except as provided in this section, all of the outstanding Bonds will be registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC.

7.02. Participants. With respect to Bonds registered in the registration books kept by the Registrar in the name of Cede & Co., as nominee of DTC, the City, the Registrar and the Paying Agent will have no responsibility or obligation to any broker dealers, banks and other financial institutions from time to time for which DTC holds Bonds as securities depository (the “Participants”) or to any other person on behalf of which a Participant holds an interest in the Bonds, including but not limited to any responsibility or obligation with respect to (i) the accuracy of the records of DTC, Cede & Co. or any Participant with respect to any ownership interest in the Bonds, (ii) the delivery to any Participant or any other person (other than a registered owner of Bonds, as shown by the registration books kept by the Registrar) of any notice with respect to the Bonds, including any notice of redemption, or (iii) the payment to any Participant or any other person, other than a registered owner of Bonds, of any amount with respect to principal of, premium, if any, or interest on the Bonds. The City, the Registrar and the Paying Agent may treat and consider the person in whose name each Bond is registered in the registration books kept by the Registrar as the holder and absolute owner of such Bond for the purpose of payment of principal, premium and interest with respect to such Bond, for the purpose of registering transfers with respect to such Bonds, and for all other purposes. The Paying Agent will pay all principal of, premium, if any, and interest on the Bonds only to or on the order of the respective registered owners, as shown in the registration books kept by the Registrar, and all such payments will be valid and effectual to fully satisfy and discharge the City’s obligations with respect to payment of principal of, premium, if any, or interest on the Bonds to the extent of the sum or sums so paid. No person other than a registered owner of Bonds, as shown in the registration books kept by the Registrar, will receive a certificated Bond evidencing the obligation of this resolution. Upon

delivery by DTC to the City Administrator of a written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the words "Cede & Co." will refer to such new nominee of DTC; and upon receipt of such a notice, the City Administrator will promptly deliver a copy of the same to the Registrar and Paying Agent.

7.03. Representation Letter. The City has heretofore executed and delivered to DTC a Blanket Issuer Letter of Representations (the "Representation Letter") which shall govern payment of principal of, premium, if any, and interest on the Bonds and notices with respect to the Bonds. Any Paying Agent or Registrar subsequently appointed by the City with respect to the Bonds will agree to take all action necessary for all representations of the City in the Representation Letter with respect to the Registrar and Paying Agent, respectively, to be complied with at all times.

7.04. Transfers Outside Book-Entry System. In the event the City, by resolution of the City Council, determines that it is in the best interests of the persons having beneficial interests in the Bonds that they be able to obtain Bond certificates, the City will notify DTC, whereupon DTC will notify the Participants, of the availability through DTC of Bond certificates. In such event the City will issue, transfer and exchange Bond certificates as requested by DTC and any other registered owners in accordance with the provisions of this resolution. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the City and discharging its responsibilities with respect thereto under applicable law. In such event, if no successor securities depository is appointed, the City will issue and the Registrar will authenticate Bond certificates in accordance with this resolution and the provisions hereof will apply to the transfer, exchange and method of payment thereof.

7.05. Payments to Cede & Co. Notwithstanding any other provision of this resolution to the contrary, so long as a Bond is registered in the name of Cede & Co., as nominee of DTC, payments with respect to principal of, premium, if any, and interest on the Bond and notices with respect to the Bond will be made and given, respectively in the manner provided in DTC's Operational Arrangements, as set forth in the Representation Letter.

Section 8. Continuing Disclosure.

8.01. Execution of Continuing Disclosure Certificate. "Continuing Disclosure Certificate" means that certain Continuing Disclosure Certificate executed by the Mayor and City Administrator and dated the date of issuance and delivery of the Bonds, as originally executed and as it may be amended from time to time in accordance with the terms thereof.

8.02. City Compliance with Provisions of Continuing Disclosure Certificate. The City hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. Notwithstanding any other provision of this resolution, failure of the City to comply with the Continuing Disclosure Certificate is not to be considered an event of default with respect to the Bonds; however, any Bondholder may take such actions as may be necessary and appropriate, including seeking mandate or specific performance by court order, to cause the City to comply with its obligations under this section.

Section 9. Defeasance. When all Bonds and all interest thereon have been discharged as provided in this section, all pledges, covenants and other rights granted by this resolution to the holders of the Bonds will cease, except that the pledge of the full faith and credit of the City for the prompt and full payment of the principal of and interest on the Bonds will remain in full force and effect. The City may discharge all Bonds which are due on any date by depositing with the Registrar

on or before that date a sum sufficient for the payment thereof in full. If any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued to the date of such deposit.

(The remainder of this page is intentionally left blank.)

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 ____ day of _____, 2024.

KELLY BEVANS
President of the Council

Adopted this ____ day of _____, 2024.

DAVE BADEAUX
Mayor

ATTEST:

NICK BROYLES
City Administrator

EXHIBIT A
PROPOSALS

EXHIBIT B
FORM OF BOND

No. R-_____

\$_____

UNITED STATES OF AMERICA
STATE OF MINNESOTA
COUNTY OF CROW WING
CITY OF BRAINERD

GENERAL OBLIGATION BOND
SERIES 2024A

<u>Rate</u>	<u>Maturity</u>	<u>Date of Original Issue</u>	<u>CUSIP</u>
-------------	-----------------	-----------------------------------	--------------

February 1, 20__	December 18, 2024		
------------------	-------------------	--	--

Registered Owner: CEDE & CO.

The City of Brainerd, Minnesota, a duly organized and existing municipal corporation in Crow Wing County, Minnesota (the "City"), acknowledges itself to be indebted and for value received hereby promises to pay to the Registered Owner specified above or registered assigns, the principal sum of \$_____ on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above (calculated on the basis of a 360 day year of twelve 30 day months), payable February 1 and August 1 in each year, commencing August 1, 2025, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check, draft, or wire by U.S. Bank Trust Company, National Association, Saint Paul, Minnesota, as Bond Registrar, Paying Agent, Transfer Agent and Authenticating Agent, or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the City have been and are hereby irrevocably pledged.

The City may elect on February 1, 2033, and on any day thereafter to prepay 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 will determine. If less than all Bonds of a maturity are called for redemption, the City will notify The Depository Trust Company ("DTC") of the particular amount of such maturity to be prepaid. 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. Prepayments will be at a price of par plus accrued interest.

[INSERT TERM BOND LANGUAGE AND SCHEDULES IF APPLICABLE]

This Bond is one of an issue in the aggregate principal amount of \$_____ all of like original issue date and tenor, except as to number, maturity date, interest rate, and redemption privilege, all issued pursuant to a resolution adopted by the City Council on November 18, 2024 (the "Resolution"), for the purpose of providing money to defray the expenses incurred

and to be incurred in making certain assessable public improvements and improvements to the water system of the City, pursuant to and in full conformity with the home rule charter of the City and the Constitution and laws of the State of Minnesota, including Minnesota Statutes, Chapters 429, 444, and 475, as amended, and the principal hereof and interest hereon are payable in part from special assessments levied against property specially benefited by improvements, ad valorem taxes, and net revenues of the water system of the City, as set forth in the Resolution to which reference is made for a full statement of rights and powers thereby conferred. The full faith and credit of the City are irrevocably pledged for payment of this Bond and the City Council has obligated itself to levy additional ad valorem taxes on all taxable property in the City in the event of any deficiency in special assessments, ad valorem taxes, and net revenues pledged, which taxes may be levied without limitation as to rate or amount. The Bonds of this series are issued only as fully registered Bonds in denominations of \$5,000 or any integral multiple thereof of single maturities.

The City Council has designated the issue of Bonds of which this Bond forms a part as "qualified tax-exempt obligations" within the meaning of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code") relating to disallowance of interest expense for financial institutions and within the \$10 million limit allowed by the Code for the calendar year of issue.

IT IS HEREBY CERTIFIED AND RECITED that in and by the Resolution, the City has covenanted and agreed that it will continue to own and operate the water system free from competition by other like municipal utilities; that adequate insurance on said water system and suitable fidelity bonds on employees will be carried; that proper and adequate books of account will be kept showing all receipts and disbursements relating to the Water Fund, into which it will pay all of the gross revenues from the water system; that it will also create and maintain a Utility Improvements Account within the General Obligation Bonds, Series 2024A Debt Service Fund, into which it will pay, out of the net revenues from the water system a sum sufficient to pay principal of the Utility Revenue Bonds (as defined in the Resolution) and interest on the Utility Revenue Bonds when due; and that it will provide, by ad valorem tax levies, for any deficiency in required net revenues of the water system.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the City at the principal office of the Bond Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing, upon surrender hereof together with a written instrument of transfer satisfactory to the Bond Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the City will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The City and the Bond Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the City nor the Bond Registrar will be affected by any notice to the contrary.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the home rule charter and the Constitution and laws of the State of Minnesota, to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the City in

accordance with its terms, have been done, do exist, have happened and have been performed as so required, and that the issuance of this Bond does not cause the indebtedness of the City to exceed any constitutional, statutory, or charter limitation of indebtedness.

This Bond is not valid or obligatory for any purpose or entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon has been executed by the Bond Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, the City of Brainerd, Crow Wing County, Minnesota, by its City Council, has caused this Bond to be executed on its behalf by the facsimile or manual signatures of the Mayor and City Administrator and has caused this Bond to be dated as of the date set forth below.

Dated: December 18, 2024

CITY OF BRAINERD, MINNESOTA

(Facsimile)
Mayor

(Facsimile)
City Administrator

CERTIFICATE OF AUTHENTICATION

This is one of the Bonds delivered pursuant to the Resolution mentioned within.

**U.S. BANK TRUST COMPANY, NATIONAL
ASSOCIATION**

By _____
Authorized Representative

ABBREVIATIONS

The following abbreviations, when used in the inscription on the face of this Bond, will be construed as though they were written out in full according to applicable laws or regulations:

TEN COM -- as tenants in common

UNIF GIFT MIN ACT

Custodian

(Cust)

(Minor)

TEN ENT -- as tenants by entireties

under Uniform Gifts or Transfers to Minors
Act, State of _____

JT TEN -- as joint tenants with right of
survivorship and not as tenants in common

Additional abbreviations may also be used though not in the above list.

ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto _____ the within Bond and all rights thereunder, and does hereby irrevocably constitute and appoint _____ attorney to transfer the said Bond on the books kept for registration of the within Bond, with full power of substitution in the premises.

Dated: _____

Notice: The assignor's signature to this assignment must correspond with the name as it appears upon the face of the within Bond in every particular, without alteration or any change whatever.

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed by a financial institution that is a member of the Securities Transfer Agent Medallion Program ("STAMP"), the Stock Exchange Medallion Program ("SEMP"), the New York Stock Exchange, Inc. Medallion Signatures Program ("MSP") or other such "signature guarantee program" as may be determined by the Registrar in addition to, or in substitution for, STAMP, SEMP or MSP, all in accordance with the Securities Exchange Act of 1934, as amended.

The Bond Registrar will not effect transfer of this Bond unless the information concerning the assignee requested below is provided.

Name and Address:

(Include information for all joint owners if this Bond
is held by joint account.)

Please insert social security or other
identifying number of assignee

PROVISIONS AS TO REGISTRATION

The ownership of the principal of and interest on the within Bond has been registered on the books of the Registrar in the name of the person last noted below.

Date of Registration

Registered Owner

Signature of
Officer of Registrar

Cede & Co.
Federal ID #13-2555119

EXHIBIT C
TAX LEVY SCHEDULE

YEAR *	TAX LEVY
2025	\$
2026	
2027	
2028	
2029	
2030	
2031	
2032	
2033	
2034	

** Year tax levy collected.*

STATE OF MINNESOTA)
)
COUNTY OF CROW WING) SS.
)
CITY OF BRAINERD)

I, the undersigned, being the duly qualified and acting City Administrator of the City of Brainerd, Minnesota (the "City"), do 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 November 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 original aggregate principal amount of \$_____.

WITNESS My hand officially as such City Administrator and the corporate seal of the City this _____ day of November, 2024.

(SEAL)

City Administrator
City of Brainerd, Minnesota



City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Discussion of Process to Fill Vacant At-Large Position effective January 6, 2025

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Nick Broyles, City Administrator,
Connie Hillman, Finance Director

DEPARTMENT: Finance

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

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE:

Council member Czezczok will begin serving as a council member for ward 3 on January 6, 2025. This will create a vacancy in the At-Large position. By statute, the Council has to appoint someone to fill the vacancy for the remainder of the term. The process used is up to the Council. State Statute 412.02 Subd. 2a addresses a vacancy.

With previous vacancies, the Council has appointed an individual to fill the unexpired portion of the term (January 6, 2025 - December 31, 2026) rather than holding a special election to fill a vacancy. With the last Council vacancy, Council took applications for approximately 3 weeks. There was a week between when the application period closed and when interviews were conducted. Interviews were held during a regular council meeting, the appointment was made at the same council meeting, and the individual took office at the next meeting.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: If it is Council's desire to have the vacancy filled by January 6, 2025, a proposed timeline could be:

- Accept applications for the vacant at-large position from November 19 - December 6, 2024 (about a 2 1/2 week time period).
- Staff will provide an update to Council at the December 2, 2024 council meeting for Council to determine if interviews will be done at the December 16, 2024 regular council meeting; or before the regular council meeting; or if a special meeting should be held based on the number of applications received by that date.
- Appoint applicant at December 16th council meeting to be effective January 6, 2025. The appointee will take the oath at the same time as the other newly elected officials.

The proposed official notice and application is also attached for council review.

RECOMMENDED ACTION/MOTION:

1. Declare a vacancy of the At-Large position set to expire December 31, 2026
2. Establish a time period for applications to be accepted and the date when City Council is expected to act.

FINANCIAL IMPACT:

Office of the Revisor of Statutes

Office of the Revisor of Statutes

2024 Minnesota Statutes

Authenticate  PDF

412.02 MS 1945 [Repealed, 1949 c 119 s 110]

412.02 CITY ELECTIONS; OFFICERS, TERMS, VACANCIES, CITY EMPLOYEES.

Subdivision 1. **Officers elected.** The following officers shall be elected for the terms and in the years shown and in the cities described in the table.

Officer	Number of Years in Term	Year Elected	City Elected
Mayor	Two or four	Every two years except where four years is otherwise provided pursuant to statute	Every statutory city
Clerk	Four	Every four years in year when treasurer is not elected	Every statutory standard plan city in which there is no clerk-treasurer
Treasurer	Four	Every four years in year in which clerk is not elected	Every statutory standard plan city in which there is no clerk-treasurer
Clerk- Treasurer	Four	Every four years in year in which one council member is elected	Every statutory standard plan city where such office exists pursuant to subdivision 3
Three Council members	Four	Two every four years and one in alternative election	Every statutory standard plan city with a council of five
Four Council members	Four	Two each election	Every statutory optional plan city with a council of five
Five Council members	Four	Three every four years and two in alternative election	Every statutory standard plan city with a council of seven
Six Council members	Four	Three each election	Every statutory optional plan city with a council of seven

Subd. 1a. **City council; city employees.** Neither the mayor nor any city council member may be employed by the city. For purposes of this subdivision, "employed" refers to full-time permanent employment as defined by the city's employment policy.

Subd. 2. **Term.** Terms of elective officers shall commence on the first Monday in January following the election at which the officer is chosen. All officers chosen and qualified as such shall hold office until their successors qualify.

Subd. 2a. **Vacancy.** Except as otherwise provided in subdivision 2b, a vacancy in an office shall be filled by council appointment until an election is held as provided in this subdivision. In case of a tie vote in the council, the mayor shall make the appointment. If the vacancy occurs before the first day to file affidavits of candidacy for the next regular city election and more than two years remain in the unexpired term, a special election shall be held at or before the next regular city election and the appointed person shall serve until the qualification of a successor elected at a special election to fill the unexpired portion of the term. If the vacancy occurs on or after the first day to file affidavits of candidacy for the regular city election or when less than two years remain in the unexpired term, there need not be a special election to fill the vacancy and the appointed person shall serve until the

qualification of a successor. The council must specify by ordinance under what circumstances it will hold a special election to fill a vacancy other than a special election held at the same time as the regular city election.

All of the provisions of the Minnesota Election Law are applicable to special elections as far as practicable.

Subd. 2b. **Inability or refusal to serve.** A vacancy in the office of mayor or council member may be declared by the council when the officeholder is unable to serve in the office or attend council meetings for a 90-day period because of illness, or because of absence from or refusal to attend council meetings for a 90-day period. If any of the preceding conditions occurs, the council may, after it has by resolution declared a vacancy to exist, fill the vacancy at a regular or special council meeting for the remainder of the unexpired term, or until the person is again able to resume duties and attend council meetings, whichever is earlier. When the person is again able to resume duties and attend council meetings, the council shall by resolution remove the temporary officeholder and restore the original officeholder.

Subd. 3. **Clerk, treasurer combined; audit standards.** (a) In cities operating under the standard plan of government the council may by ordinance adopted at least 60 days before the next regular city election combine the offices of clerk and treasurer in the office of clerk-treasurer, but such an ordinance shall not be effective until the expiration of the term of the incumbent treasurer or when an earlier vacancy occurs. After the effective date of the ordinance, the duties of the treasurer and deputy treasurer as prescribed by this chapter shall be performed by the clerk-treasurer or a duly appointed deputy. The offices of clerk and treasurer may be reestablished by ordinance.

(b) If the offices of clerk and treasurer are combined as provided by this section and the city's annual revenue for all governmental and enterprise funds combined is more than the amount in paragraph (c), the council shall provide for an annual audit of the city's financial affairs by the state auditor or a public accountant in accordance with minimum auditing procedures prescribed by the state auditor. If the offices of clerk and treasurer are combined and the city's annual revenue for all governmental and enterprise funds combined is the amount in paragraph (c), or less, the council shall provide for an audit of the city's financial affairs by the state auditor or a public accountant in accordance with minimum audit procedures prescribed by the state auditor at least once every five years, which audit shall be for a one-year period to be determined at random by the person conducting the audit.

(c) For the purposes of paragraph (b), the amount in 2004 is \$150,000, and in 2005 and after, \$150,000 adjusted for inflation using the annual implicit price deflator for state and local expenditures as published by the United States Department of Commerce.

Subd. 4. MS 1971 [Repealed, [1973 c 34 s 7](#)]

Subd. 5. MS 1982 [Repealed, [1983 c 359 s 151](#)]

Subd. 6. **Council increased or reduced.** The council may by ordinance adopted at least 60 days before the next regular city election submit to the voters of the city the question of whether the city council should be increased or reduced to seven or five members. The ordinance shall include a schedule of elections and terms and ward boundary changes, if applicable, to accomplish the change. The proposal shall be voted on at the next city general election and, if approved by a majority of those voting on the question, go into effect in accordance with the schedule and ward boundaries, if applicable.

Subd. 7. **Wards.** (a) A city may adopt an ordinance to elect its city council members by ward in the following circumstances:

(1) if the ordinance is submitted to the voters of the city for approval at a regular or special election, and the ordinance is adopted at least 180 days before that election; or

(2) when approved or ordered to do so by a court of competent jurisdiction acting in response to a challenge to the city's method of conducting elections.

(b) If the city is petitioned by at least 15 percent of the electors voting at the last previous city election asking that the question of city council member election by ward be put to the voters of the city, the city must adopt an ordinance for that purpose and submit the ordinance to the voters of the city for approval at a regular or special election.

(c) An ordinance must designate the boundaries of the wards. The ordinance must also state whether the city will otherwise operate as a statutory standard plan city or statutory optional plan city, subject to voter approval as may be required under this chapter. If submitted to the voters by ballot question, the ordinance shall go into effect at the next regular city election if it is approved by a majority of those voting on the question. Except as provided by this subdivision, section [205.10](#) applies to a ballot question submitted to the voters at a special election under this subdivision.

(d) A city that elects its council members by ward is subject to the requirements of sections [204B.135](#) and [205.84](#).

History: [1959 c 675 art 6 s 30](#); [1961 c 230 s 1](#); [1963 c 799 s 5](#); [1963 c 811 s 1](#); [1965 c 417 s 1-4](#); [1967 c 289 s 2](#); [1973 c 34 s 1](#); [1973 c 123 art 2 s 1 subd 2](#); [art 2 s 2](#); [1973 c 492 s 7](#); [1974 c 337 s 5](#); [1976 c 2 s 131](#); [1976 c 44 s 21](#); [1981 c 172 s 3,4](#); [1983 c 359 s 62](#); [1986 c 444](#); [1989 c 30 s 1,2](#); [1995 c 27 s 2](#); [1996 c 422 s 2,3](#); [1999 c 75 s 2](#); [1999 c 132 s 43](#); [2004 c 281 s 2](#); [2010 c 206 s 2](#); [2021 c 31 art 3 s 27](#); [2024 c 112 art 3 s 12,13](#)

**OFFICIAL NOTICE
APPLICANTS SOUGHT
FOR APPOINTMENT
TO THE POSITION OF
CITY COUNCIL MEMBER
CITY OF BRAINERD**

The Brainerd City Council seeks candidates for appointment to fill the upcoming At-Large Council Member vacancy due to Jeff Czczok being elected to Ward 3. The appointed At-Large Council member shall serve through December 2026 to finish out the term. Applicants must meet the criteria of election eligibility as provided in the Brainerd City Charter, under the laws of the State of Minnesota and be a resident of the City of Brainerd. Applicants shall submit the application accompanied with a resume which outlines the individual's history of work, public service, community involvement or other accomplishments which will assist the Council to make an informed decision prior to the deadline of **December 6th, 2024**, at 4:30 p.m. It is expected that the City Council will officially act to appoint the position at the **December 18, 2024**, meeting. The chosen applicant will assume the office at the first meeting in January.

Applications are available on our website; www.ci.brainerd.mn.us. The application shall be submitted to via email to tgage@ci.brainerd.mn.us or in person no later than 4:30 p.m. Friday, **December 6th, 2024**. Questions regarding the duties of the position or aspects of the process may be directed to City Administrator Nicholas Broyles at nbroyles@ci.brainerd.mn.us or by phone at 218-454-3404.

By Order of the Brainerd City Council on November 18, 2024.

Nicholas Broyles
City Administrator

Brainerd Dispatch legal notice: Publication on XXXXX, and XXXX.

City of Brainerd City Council Application Form

Any questions contact City Hall at 218-828-2307

Date: _____

General Information:

Name: Last _____ First _____ M.I. _____

PLEASE NOTE: For this City Council position within the City Limits of Brainerd.

Address: _____ City, State, Zip: _____

Phone Number(s): Home: _____ Work: _____

Cell: _____ Email Address: _____

Why do you want to serve on the City Council?

What skills, strengths, or abilities do you believe you will add to the organization?

Council meetings are typically the First and Third Monday evenings each month; are you able to commit to this schedule? _____

Are you aware of any situation that might be perceived by others as a “Conflict of Interest” if you are appointed: ____ Yes ____ No ____ Perhaps – **Please Explain:**

Please list any additional comments on the back of this form (limit of 2 pages)

(Signature)

(Date)

Submit completed application forms via one of the following options:

Email: tgage@ci.brainerd.mn.us

Mail: City of Brainerd, 501 Laurel Street, Brainerd MN 56401



City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Call for Public Hearing - Request to Vacate Right of Ways

AGENDA: Main

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: At the September 3rd Council meeting, Council directed staff to bring forth right of way that serves no public purpose for the Council to consider vacating the right of way. Per MN Statute 412.851, cities may vacate right of way on their own accord (without a petition of adjacent property owners) by resolution passed by a four-fifths vote. In addition, it is required that a public hearing be held and adjacent property owners be notified of the public hearing before the right of way can be vacated.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff is recommending calling for a public hearing for the attached public rights of way as indicated in the Madison Heights and Rademacher's Commerical Addition plats. The indicated areas are highlighted in the attached maps.

- In the Madison Heights plat, staff is recommending vacating Outlot B and the 10-foot walk between Lots 8 and 9.
- In the Rademacher's Commercial Addition, staff is recommending vacating the frontage road between Block 1 and State Highway 25.

RECOMMENDED ACTION/MOTION: Staff recommends calling for the public hearings for each right of way vacation to be held on Monday, December 16th at 7:30 p.m.

FINANCIAL IMPACT: N/A

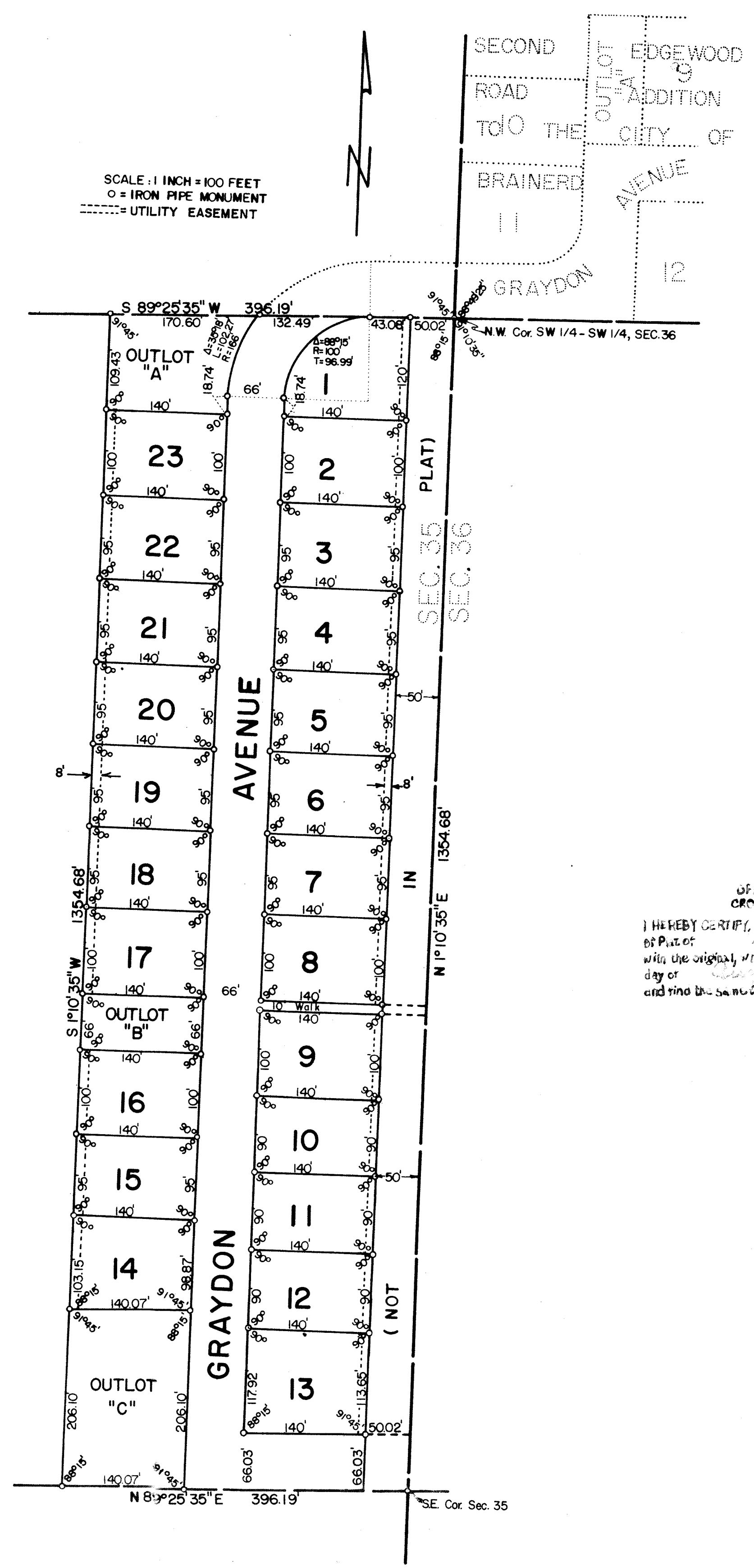


These data are provided on an "AS-IS" basis, without warranty of any type, expressed or implied, including but not limited to any warranty as to their performance, merchantability, or fitness for any particular purpose.

Graydon

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

MADISON HEIGHTS



KNOW ALL MEN BY THESE PRESENTS: THAT EDGEWOOD HOMES, INC., A MINNESOTA CORPORATION, IS THE OWNER OF THE WEST 346 FEET OF THE EAST 396 FEET OF THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER (SE $\frac{1}{4}$ -SE $\frac{1}{4}$) OF SECTION 35, TOWNSHIP 45 NORTH, RANGE 31 WEST AND BEING DESIROUS OF PLATTING SAID LAND INTO LOTS, HAVE HAD THE SAME SURVEYED AND THE ANNEXED PLAT THEREOF, MADE ACCORDING TO THE STATUTES IN SUCH CASES, MADE AND PROVIDED. THE NAME OF THIS PLAT SHALL BE "MADISON HEIGHTS". GRAYDON AVENUE, A 66 FOOT STREET AND THE 10 FOOT WALK BETWEEN LOTS 8 AND 9, AS INDICATED ON THE PLAT, ARE HEREBY DEDICATED TO THE PUBLIC. SUBJECT TO RESTRICTIONS OR RESERVATIONS OF RECORD, IF ANY. SUBJECT TO UTILITY EASEMENT AS SHOWN ON THE PLAT.

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

WITNESSES: *Antonia Blankens*
Dean M. Anderson

EDGEWOOD HOMES, INC.
By: *D. R. Madison*
D. R. MADISON - PRESIDENT
By: *Isabel T. Madison*
ISABEL T. MADISON - SECRETARY

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

My Commission Expires: *Antonia Blankens*
JUNE 17, 1972

Antonia Blankens
NOTARY PUBLIC
CROW WING COUNTY, MINNESOTA

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

Dean M. Anderson
REGISTERED LAND SURVEYOR
MINNESOTA REG. NO. 3091

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

My Commission Expires: *Antonia Blankens*
JUNE 17, 1972

Antonia Blankens
NOTARY PUBLIC
CROW WING COUNTY, MINNESOTA

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

Einer R. Anderson
By: *Del Jensen*, Deputy
AUDITOR
CROW WING COUNTY, MINNESOTA

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

Doug M. Anderson
TREASURER
CROW WING COUNTY, MINNESOTA

THIS PLAT OF "MADISON HEIGHTS" WAS APPROVED BY THE COUNCIL FOR THE CITY OF BRAINERD, MINNESOTA, THIS 17TH DAY OF JULY, 1965.

ATTEST: *Robert H. Benson*
CITY CLERK

Maurice E. Kieberg
PRESIDENT OF THE COUNCIL

OFFICE OF REGISTER OF DEEDS
CROW WING COUNTY, MINNESOTA

I HEREBY CERTIFY THAT I HAVE CAREFULLY COMPARED THE WITHIN COPY OF PLAT OF "MADISON HEIGHTS" WITH THE ORIGINAL WHICH WAS FILED IN THIS OFFICE FOR RECORD THIS 3RD DAY OF JULY, 1965, AT 6 O'CLOCK P.M. and find the same to be a true and correct copy thereof.

Antonia Blankens
REGISTER OF DEEDS

218067
STATE OF MINNESOTA } SS
COUNTY OF CROW WING }
I hereby certify that the within instrument was filed in this office for record on the 3RD day of JULY, A.D. 1965, at 6 O'CLOCK P.M. and was duly filed in the file.

Antonia Blankens
Register of Deeds



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

Jack's House

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

RADEMACHER'S COMMERCIAL ADDITION

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

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

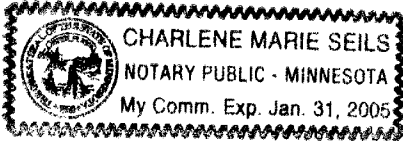
Have caused the same to be surveyed and platted as RADEMACHER'S COMMERCIAL ADDITION and do hereby donate and dedicate to the public for public use forever Frontage Road as shown on this plat and also dedicating the easements as shown on this plat for drainage and utility purposes only.

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

OWNERS:
Harold R. Rademacher
Helen B. Rademacher

State of Minnesota
County of Crow Wing

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



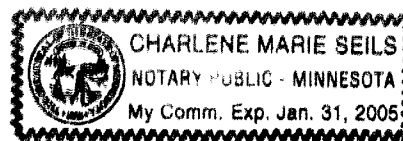
Charlene M. Seils
Notary Public
Crow Wing County, Minnesota
My Commission Expires: Jan. 31, 2005

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

Jeffrey W. Miller
Jeffrey W. Miller, Land Surveyor
Minnesota License Number 13336

State of Minnesota
County of Crow Wing

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



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

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

Roy A. Luukkonen
Auditor
Crow Wing County, Minnesota

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

Lauren E. Borden
Treasurer
Crow Wing County, Minnesota

This plat of RADEMACHER'S COMMERCIAL ADDITION was approved by the Planning Commission of the City of Brainerd, Minnesota, on this 1st day of April, 2002.

ATTEST: [Signature]
Chairman

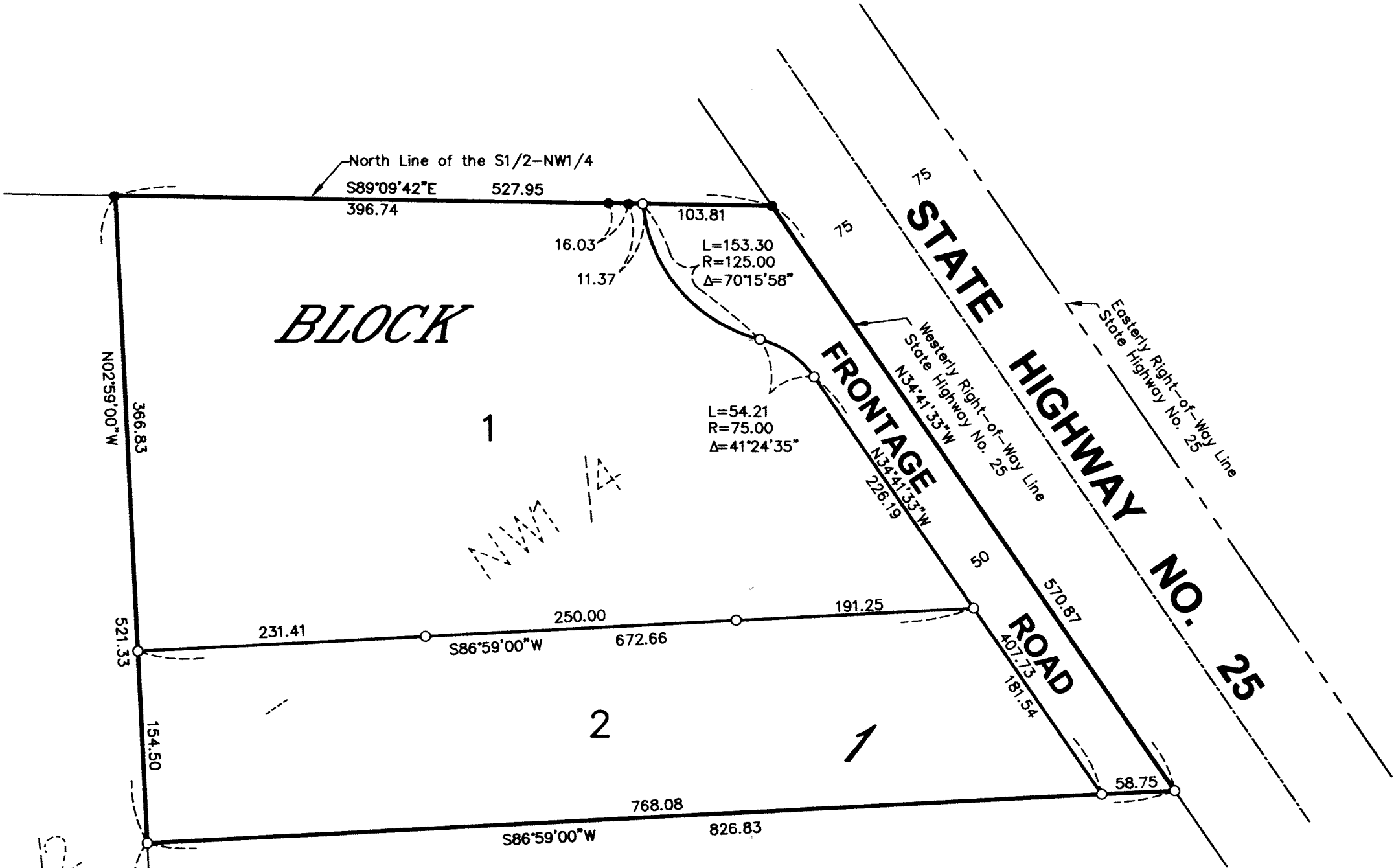
[Signature]
Secretary

This plat of RADEMACHER'S COMMERCIAL ADDITION was approved by the City Council of Brainerd, Minnesota, on this 1st day of April, 2002.

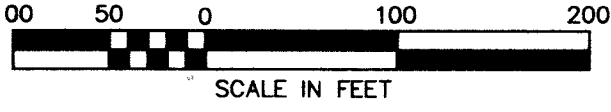
ATTEST: [Signature]
Mayor

[Signature]
City Administrator

Office of County Recorder
County of Crow Wing, MN
I hereby certify that the within instrument was filed
in this office for record on the 29th day of May
A.D. 2002 at 1:00 PM
and was duly recorded as Doc. No. 13336



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



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

DRAINAGE AND UTILITY EASEMENTS ARE AS SHOWN BELOW

BEING 5 FEET IN WIDTH AND ADJOINING ALL INTERIOR SIDE LOT LINES AND 10 FEET IN WIDTH AND ADJOINING ALL ROAD LINES UNLESS OTHERWISE SHOWN.

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



City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: Public Hearing and Adopt Resolution - Ordering Improvement and Ordering Preparation of Plans - Improvement 23-13 - TH 371B/Willow Street Roundabout Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Mike Habighorst, Public Works Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Pursuant the notice of hearing and to continue with the assessment proceedings, the Council must hold a public hearing to consider the improvement and hear testimony for or against the said improvements.

Following the public hearing, if Council adopts the attached resolution that orders the improvement and prepares plans, staff would present final plans at an upcoming Council meeting requesting final approval and authorization to advertise for bids.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Improvement 23-13 is the TH 371B/Willow Street Roundabout project in South Brainerd at the intersection of South 6th Street and Willow Street. The project also includes reconstruction of Willow Street from South 6th Street to South 7th Street, including replacement of underground utilities.

Staff will be available to answer any questions or concerns the Council may have about the project at the meeting.

RECOMMENDED ACTION/MOTION:

1. Hold the improvement hearing to hear testimony for or against the said improvements.
2. Adopting the attached resolution in which orders the improvement and preparation of the plans.

FINANCIAL IMPACT: N/A

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

R E S O L U T I O N
NO. _____

**RESOLUTION ORDERING IMPROVEMENT AND
PREPARATION OF PLANS**

WHEREAS, a motion by the City Council passed on the 21st day of October, 2024, fixed a date for a Council hearing on the proposed improvement listed below:

IMPROVEMENT 23-13 – TH 371B/WILLOW STREET ROUNDABOUT PROJECT

Street Reconstruction

Willow Street – South 6th Street to South 7th Street

WHEREAS, ten days' mailed notice and two weeks' published notice of the hearing was given, and the hearing was held thereon on the 18th day of November, 2024, at which all persons desiring to be heard were given an opportunity to be heard thereon,

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

1. Such improvement is necessary, cost-effective, and feasible as detailed in the feasibility report.
2. Such improvement is hereby ordered as proposed in the council resolution adopted 21st day of October, 2024.
3. Such improvement has no relationship to the comprehensive municipal plan.
4. Jessie Dehn is hereby designated as the engineer for this improvement. The engineer shall prepare plans and specifications for the making of such improvement.
5. The city council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Adopted this 18th day of November 2024

KELLY BEVANS
President of the Council

Approved this 18th day of November 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

EXHIBIT A

IMPACT OF ASSESSMENTS CITY OF BRAINERD IMPROVEMENT NO. 23-13

Available at Hearing Held November 18, 2024

The impact of the improvement is to provide necessary and desirable facilities for public use. The impact of the assessments for the improvement is to make benefited properties and their owners responsible for paying the costs of the improvement over time, not the public at large. The extent of the impact of the assessments depends upon the amount assessed.

A reasonable estimate of the total amount assessed is \$62,550. This is approximately one-half of the street reconstruction costs being assessed, per the City's Assessment Policy. The City reserves the right when actually levying assessments to assess up to the full costs of the improvement, which may exceed estimates available at the time of the hearing on the improvement.

The following is a description of the methodology the city intends to use to calculate individual assessments for affected parcels on Improvement 23-13: Front footage with applicable deductions for side-yards calculated in based on the City's Assessment Policy. The City reserves the right when actually levying assessments to modify or depart from this methodology to the extent the City deems appropriate.

City of Brainerd, Minnesota Street and Sewer Assessment Policy

1. Introduction

Special assessments are a charge imposed on properties for an improvement that benefits the owners of that selected property. The authority to use special assessments originates in the state constitution which allows the state legislature to give cities and other local government units the authority “to levy and collect assessments for local improvements upon property benefitted hereby”. The legislature designates that authority to cities in Minnesota Statutes Chapter 429.

A charter city (in which Brainerd is) may choose to use either Chapter 429 or provisions of the charter to assess for local improvements, however, even the state law requires that charter cities follow state law in certain steps of the proceedings.

Special Assessments have three distinct characteristics:

- They are a levy the City uses to finance, or partially finance, a public improvement program.
- The city levies the charge only against those parcels of property that receive some special benefit from the program.
- The amount of the charge bears a direct relationship to value of the benefits the property receives.

The City of Brainerd, Minnesota finds it beneficial to fund portions or all the 5-year street and sewer capital plan using special assessments. Special assessment proceedings will follow the procedures as outlined in Minnesota Statute 429 and any modifications thereto.

2. Assessable Improvements

How Much is Being Assessed?

Developer New Construction

On projects where utilities and roadways are being constructed for the first time, the developer is responsible for installing the watermain, sanitary sewer, grading, surfacing, storm sewers, and any other incidental features it sees fit. The city requires developers to construct all facilities to city standards and be approved by the City engineering department. While it is ultimately up to the developer to decide how the development costs incurred are recouped, the developer will typically split these costs to the number of parcels developed and recoup its cost through the sale price of the lots.

Petitioned New Construction

On projects where the city is petitioned to install the new improvements, the entire project cost being constructed is assessed to the abutting properties, as either by a per lot basis or by a front-foot basis.

Petitioned or Council Authorized Reconstruction of Resurfacing

Whether the city acts upon its own authority to make an improvement or it is petitioned by property owners, the city assesses one-half (1/2) of the cost of the reconstruction or resurfacing improvement including construction and engineering of the said improvement on a front-foot or per lot basis. The other one-half (1/2) of the resurfacing or reconstruction cost is paid by the city. If utilities such as sanitary sewer, water mains, or storm sewers are being reconstructed along with the project, the cost of this work is not assessed, but rather is covered through user fees and rates set by council or public utilities commission. If a project consisting of overlaying a street is proposed, the entire project cost is assessed to abutting properties. The City does not typically assess for new sidewalks, but may from time to time, assess for the entire costs of repairs thereto.

Pursuant to Petition – Properties Abutting the City but outside City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

Pursuant to Council Action – Properties not Abutting the City Corporate Boundaries

The City does not construct municipal utilities outside of its corporate boundaries until such time the properties are annexed and within the City of Brainerd corporate boundaries. Once annexation is completed, the utilities are installed and the entire cost of installation of said utilities are assessed to abutting property owners.

In prior years, the City Council authorized the construction of utility improvements outside its corporate boundaries and not abutting the city. To pay for such costs, the council established a Water Connection Charge (WCC) and Sewer Connection Charge (SCC). This charge, as initially set by council resolution, represents the average costs of constructing such utility improvements and is payable immediately upon connection to the system. This charge is enacted if the property owner elects to divide the property in which assessments were imposed and deferred. If a lot is split and the owner elects to connect to sewer and water, the WCC and SCC are charged to the property owner, with the balance of the deferred assessment remaining on the other parcel created from the split.

The WCC and SCC set by council resolution will remain in effect until repealed by the council. Said resolution may be adjusted periodically by the city council.

3. Initiation of an Improvement

By Petition from Property Owners

Per Minnesota Statute 429, if the council chooses to proceed with an improvement based on a petition, it must have the signatures of at least 35 percent in frontage of the property bordering the proposed improvements. If the council relies upon a petition as its basis for proceeding, it cannot make substantial change the improvement from what is asked for in the petition. The council must pass a resolution determining whether the petition is legally sufficient or not.

By Council Action

Per City of Brainerd Charter Section 92, in the first instance in which the council desires to levy a special assessment for an improvement, it shall require a two-thirds (2/3) vote of the members elect except in the case of sidewalks, in which a majority is sufficient.

4. Proceedings

Minnesota Statute 429

The City of Brainerd has elected to utilize Minnesota Statute 429 for its assessment proceedings, as amended and incorporated by reference into this policy.

Interest Rates

The council determines the interest rate on the special assessments, along with any other repayment provisions. The interest rate is typically set by ensuring a reasonable relationship between the assessments interest rate and the bond interest rate if the city issued bonds for the project. If the city finances the project with funds on hand, the council will look at the interest rate the city would otherwise have earned on the funds.

5. Payments

Once the assessments have been adopted, property owners originally have numerous options for repayment:

1. Pay the total amount of the assessment within 30 days after the council adopts the assessment rolls. This this situation, the city cannot charge interest; or
2. Pay the assessments in annual installments (with interest) under the terms set by the council; or
3. Pay the entire amount at any time after the 30 days, but before any certification to the county auditor. The property owner pays only the amount of interest accrued as of the date of payment; or
4. At any time after certification to the County Auditor, the property owner may still pay the entire remaining unpaid amount to the County Treasurer. However, the property owner must pay the entire remaining unpaid amount of the assessment before November 15 of any year and must also pay all interest accrued until the end of that calendar year.

6. Deferments

The City Council has adopted policy which allows for assessment deferments for elderly person and for all other persons who fall within the economic hardship criteria. A deferred assessment is not forgiven but is postponed until such time that the property owner either elects to resume making the annual installments as certified, no longer meets the economic hardship criteria, or sells the property. Persons interested in deferring assessments must apply each year to have the following year assessment installment deferred. After 10 years, no further applications are necessary, and the deferred installments will remain permanently deferred without accrual of additional interest, until such time that the deferred assessment is voluntarily paid of the property is sold. The most current deferment criteria passed by council resolution can be requested from the City Clerk and a copy provided to the requestor.

7. Other Frequently Asked Questions

Will Improvements Affect my Property Taxes?

While it is well documented within the real estate industry that streets and utilities that are in poor condition decrease the marketability and sale prices of homes, improvements to the streets and utilities do not automatically increase the taxes on the property. Property market valuations, as determined by the County Assessor, are based on the recent sale prices of comparable properties within the neighborhood. Following improvements to streets and utilities, the marketability of properties tends to increase, and the properties can demand a higher sale price. As years pass and the history of sale prices in the neighborhood show increases, the County Assessor will adjust the market valuation of properties to more closely reflect the price the property would sell for. If the market valuations in the neighborhood are increasing at a faster rate than the City, County, and School District averages, the property taxes will tend to increase over time.

Why is There a Difference Between my Front Footage and Assessable Footage?

If you live on a corner lot, your property is subject to assessments for improvements on both streets. The City Council has adopted a side-yard deduction assessment policy to help reduce the burden for the owners of corner lots or reconstruction or resurfacing projects. Your side-yard is defined as the side of your lot with the most street frontage. Improvements made to your side-yard street result in the city paying for the cost of one-half of your side-yard footage and the property owner being assessed for one-half (1/2) of the side-yard footage. The most common assessment notices for side-yard street improvements will list the front-footage as 140 feet and the assessable front-footage as 70 feet.

Mayor Badeaux
and Brainerd City Council Members

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

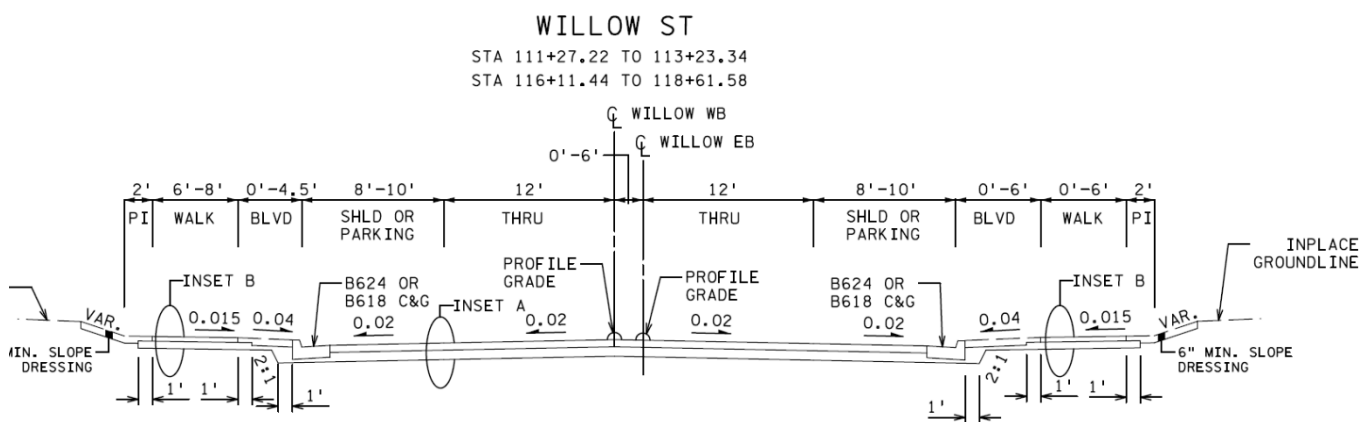
The intent of this section of the report is to give a broad overview of construction types for the project along with outlining the feasibility of the project.

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.

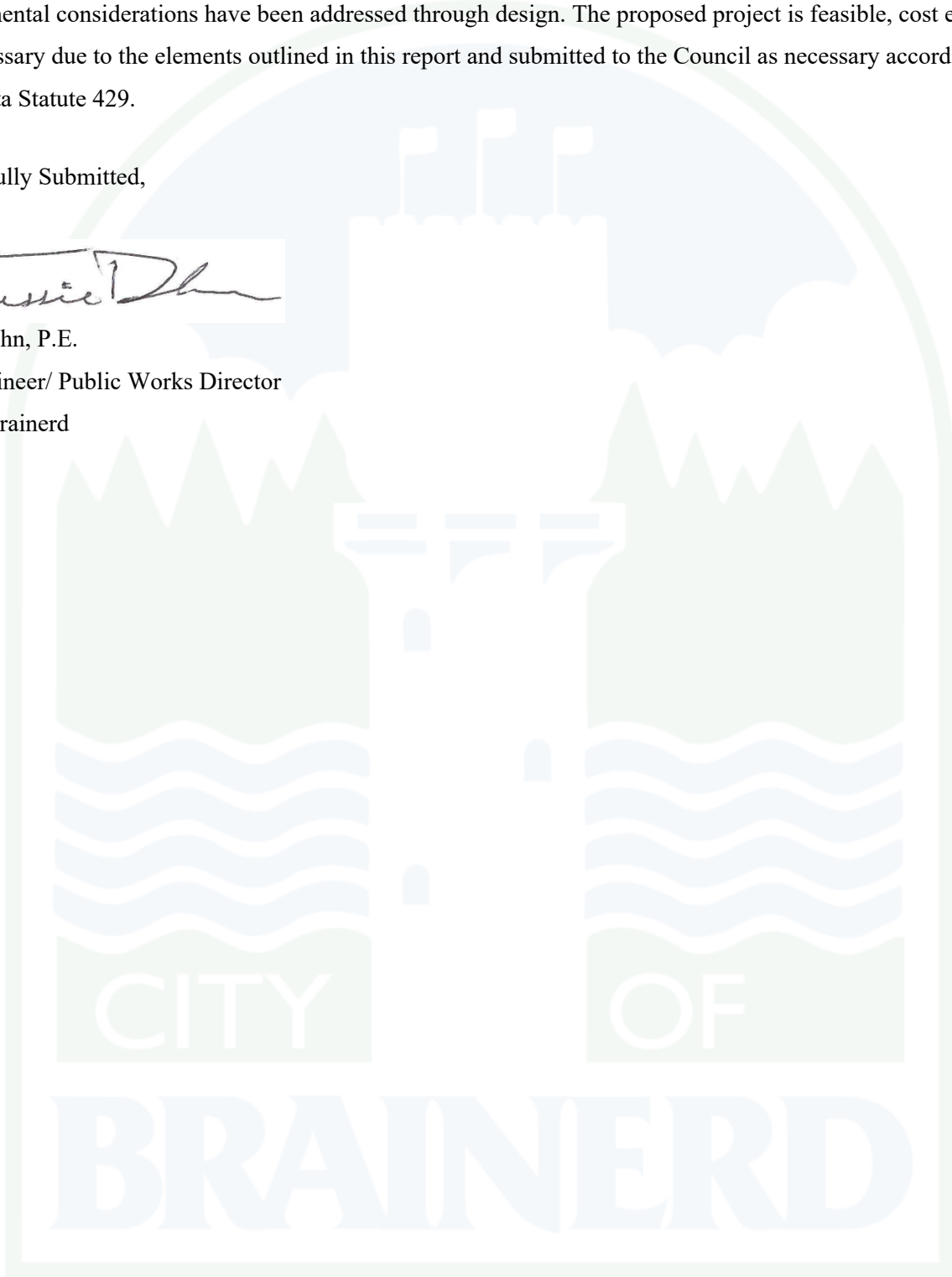
Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Jessie Dehn".

Jessie Dehn, P.E.

City Engineer/ Public Works Director

City of Brainerd





City Council Agenda Request

MEETING DATE: November 18, 2024

TITLE OF ITEM: First Reading - Proposed Ordinance 1577 - 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.

City Council approved Ordinance 1576 at the October 21st meeting, which approved the annexation of 15106 Riverside Drive. Staff submitted all necessary documents for review to the Office of Administrative Hearings. Upon review, they determined that staff only noticed one of the two owners of Parcel 9934P001. The owners were not listed on Crow Wing County's website. Due to both owners not being notified, the office is requiring the ordinance and public hearing to be redone.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

Per State Statute, public hearings for annexations must have a 30-day notice. Notices must be sent to properties contiguous with the parcel, to the township, and County. Crow Wing County serves as the elected policymakers for Unorganized – 1st Assessment Territory.

Staff noticed the public hearing for December 16th where the City Council will conduct the public hearing and review Proposed Ordinance 1577.

RECOMMENDED ACTION/MOTION:

1) Conduct the first reading and dispense with the actual reading of Proposed Ordinance 1577, 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.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1577**

**AN ORDINANCE PROVIDING FOR THE ANNEXATION OF CERTAIN
PROPERTIES LOCATED IN UNORGANIZED – 1ST ASSESMENT TERRITORY, 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 Territory 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 County 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

CROW WING COUNTY LAND SERVICES
C/O CHRIS PENCE
322 LAUREL STREET
BRainerd, MN 56401

November 7, 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, December 16th, 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, 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

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

November 7, 2024

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James L. Kramvik
Community Development Director

Enclosure

SPRENGER, PATRICK L
15100 RIVERSIDE DR
BRAINERD, MN 56401

November 7, 2024

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James L. Kramvik
Community Development Director

Enclosure

MILENDER, GLEN
15098 RIVERSIDE DR
BRAINERD, MN 56401

November 7, 2024

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James L. Kramvik
Community Development Director

Enclosure

COONFIELD, BRUCE
15106 RIVERSIDE DR
BRAINERD, MN 56401

November 7, 2024

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SCENIC ACRES

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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