# CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, December 2, 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: 2493 876 8381
**Personnel and Finance Committee was held the 11/27 at 11:00 AM**
**Safety and Public Works Committee at 7:00 PM**

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

1. **Call To Order**

2. **Roll Call**

   ___K. Stunek ___K. Terry___T. Stenglein ___G. Johnson ___J. Czeczok ___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. **Approve Licenses**

   D. **Department Activity Reports**

   E. **MN Charitable Gambling Application to Conduct Off-site Gambling submitted by Brainerd Area Hockey Association for an Event to be held on February 17, 2024 at 502 Jackson St, Brainerd.**

   F. **Authorize the Sale of Retired Fire Department Equipment**

   G. **Authorize Execution of Agreement between Minnesota Department of Revenue (MnDOR) and City of Brainerd for Collection of Local Sales and Use Tax**

H. **Approval of Transfers of Funds**

6. **Presentations**

A. **Brainerd Public Utilities Operating and Capital Budget Presentation**

B. **2025 Budget and Levy Discussion and Public Hearing**

7. **Council Committee Reports**

A. **Safety & Public Works Committee**

1. Approve Payment for Imp 22-08 - South Brainerd Reconstruction
2. Approve Final Pay Estimate - Imp 24-02 - 2024 Chip Sealing
3. Approve Final Pay Estimate - Imp 23-15 and 23-27 - Evergreen/Bluff Resurfacing Project
4. Approve Layout for Lowell Safe Routes to School Project
5. Discuss Sanitary Forcemain Sewer Lining Project and Sewer Rates

B. **Personnel & Finance Committee**

1. Accept the Resignation of IT/Data Analyst Abigail Sova
2. Ratify Hiring of Colton Gutenkauf as Police Officer
3. Ratify Hiring of Lisa Asbach for Administrative Specialist - Public Works
4. Approve Memorandum Of Agreement (MOA) with IUOE Street Division Union for 2024-2026 Wage Adjustment
5. Approve 2025-2027 Contract Terms and Wage Resolution with LELS Local #65 (Police Officer) Union
6. Authorization to enter into a Contract with Ratwik, Roszak and Maloney for Civil Attorney Services
7. Authorization to Enter into Agreement with CliftonLarsonAllen (CLA) for 2024 Audit Services
8. State and Local Fiscal Recovery Funds (SLFRF) Update
9. Discussion of 2025 Non-Working Funds Budgets
10. Discussion of 2025 Operating Budget and Levy

8. **Unfinished Business**

A. **Call for Applicants (Note: The 2024 exipring terms on commissions are included with the call for applicants. These new vacancies may be appointed beginning December 18 for 2025)**
**Mayor Recommended: (terms to expire on 12/31 of said year)**
**Airport Commission - 1 term (2027)**
**Charter Commission – 2 terms (Expire 2025) 2 terms (Expire 2026) 3 terms (Expire 2028)**
**Housing and Redevelopment Authority - 1 term (Expire 2029)**
**Library Board - 1 term (Expire 2025)**
**Transportation Advisory Committee- 4 terms (Expire 2026)**
**Mayor Recommended: (terms to expire on 9/7 of said year)**
**Economic Development Authority- 1 term (Expire 2026)**
**Parks & Recreation - 1 term (Expire 2029)**
**Public Utilities Commission - 1 term (Expire 2029)**
**Council President Recommended: (terms expire on 12/31 of said year)**
**Planning Commission-- 1 term (Expire 2026) 2 terms (Expire 2027)**

B. **Consider Expediting IT Integration Workshop**

9. **New Business**

A. **Consider Interim Use Permit Renewal for a Short-Term Rental at 502 Juniper St.**

B. **Consider Interim Use Permit Renewal for a Short-Term Rental at 524 N 8th St.**

C. **Consider Interim Use Permit Renewal for a Short-Term Rental at 203 Hawkins Dr.**

D. **Consider Conditional Use Permit for a Brew Pub at Last Turn Saloon 214 S 8th St.**

E. **Consider Conditional Use Permit and Variance for a Mixed-Use Building at 722 Laurel St.**

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

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

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn**

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"*

INVOICE REGISTER REPORT FOR CITY OF BRAINERD
EXP CHECK RUN DATES 12/02/2024 - 12/02/2024
BOTH JOURNALIZED AND UNJOURNALIZED
BOTH OPEN AND PAID



| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|---|
| **Vendor 0011 - ACE HARDWARE:** | | | | | | | | |
| 328707/1 | | | | | | | | |
| 85642 | ACE HARDWARE | | 11/15/2024 | 12/04/2024 | 47.68 | 47.68 | Open | N |
| | AIR HOSE/BUSHING | | pziemer | | | | | 12/04/2024 |
| | 230-5200-42220 | REPAIR & MAINT | | | 47.68 | | | |
| 328763/1 | | | | | | | | |
| 85673 | ACE HARDWARE | | 11/19/2024 | 12/04/2024 | 8.99 | 8.99 | Open | N |
| | COUPLERS | | pziemer | | | | | 12/04/2024 |
| | 225-2220-42210 | OPERATING SUPPLIES | | | 8.99 | | | |
| 328760/1 | | | | | | | | |
| 85674 | ACE HARDWARE | | 11/19/2024 | 12/04/2024 | 6.29 | 6.29 | Open | N |
| | COUPLER HOSE | | pziemer | | | | | 12/04/2024 |
| | 225-2220-42210 | OPERATING SUPPLIES | | | 6.29 | | | |
| 328743/1 | | | | | | | | |
| 85683 | ACE HARDWARE | | 11/18/2024 | 12/04/2024 | 98.88 | 98.88 | Open | N |
| | POSTS/FASTENERS EDA SIGNS | | pziemer | | | | | 12/04/2024 |
| | 295-6510-43434 | ECONOMIC INITIATIVES | | | 98.88 | | | |
| 328805/1 | | | | | | | | |
| 85697 | ACE HARDWARE | | 11/20/2024 | 12/04/2024 | 13.47 | 13.47 | Open | N |
| | ANTIFREEZE | | pziemer | | | | | 12/04/2024 |
| | 225-2220-42220 | REPAIR & MAINT | | | 13.47 | | | |
| 328818/1 | | | | | | | | |
| 85725 | ACE HARDWARE | | 11/20/2024 | 12/04/2024 | 24.29 | 24.29 | Open | N |
| | #2 ROUND POINT SHOVEL | | pziemer | | | | | 12/04/2024 |
| | 235-3170-42220 | REPAIR & MAINT | | | 24.29 | | | |
| 328848/1 | | | | | | | | |
| 85737 | ACE HARDWARE | | 11/21/2024 | 12/04/2024 | 28.76 | 28.76 | Open | N |
| | GREAT STUFF FOAM | | pziemer | | | | | 12/04/2024 |
| | 238-3160-42220 | REPAIR & MAINT | | | 28.76 | | | |
| | Total for vendor 0011 - ACE HARDWARE: | | | | 228.36 | 228.36 | | |
| **Vendor 2902 - ADVANCE AUTO PARTS:** | | | | | | | | |
| 6574432389718 | | | | | | | | |
| 85654 | ADVANCE AUTO PARTS | | 11/18/2024 | 12/04/2024 | 77.67 | 77.67 | Open | N |
| | TUBE GREASE | | pziemer | | | | | 12/04/2024 |
| | 235-3125-42220 | REPAIR & MAINT | | | 77.67 | | | |
| 6574432426826 | | | | | | | | |
| 85678 | ADVANCE AUTO PARTS | | 11/19/2024 | 12/04/2024 | 10.60 | 10.60 | Open | N |
| | TRUCK 119 OIL FILTER | | pziemer | | | | | 12/04/2024 |
| | 235-3125-42220 | REPAIR & MAINT | | | 10.60 | | | |
| | Total for vendor 2902 - ADVANCE AUTO PARTS: | | | | 88.27 | 88.27 | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|---|
| **Vendor 1453 - AMERICAN DOOR WORKS:** | | | | | | | | |
| 03-016864 | | | | | | | | |
| 85675 | AMERICAN DOOR WORKS | | 11/12/2024 | 12/04/2024 | 1,123.43 | 1,123.43 | Open | N |
| | PW GARAGE DOOR REPAIR | | pziemer | | | | | 12/04/2024 |
| | 235-3100-42220 | REPAIR & MAINT | | | 1,123.43 | | | |
| 03-016910 | | | | | | | | |
| 85684 | AMERICAN DOOR WORKS | | 11/19/2024 | 12/04/2024 | 642.00 | 642.00 | Open | N |
| | STREET GARAGE OVERHEAD DOOR REPAIR | | pziemer | | | | | 12/04/2024 |
| | 235-3125-42220 | REPAIR & MAINT | | | 642.00 | | | |
| | Total for vendor 1453 - AMERICAN DOOR WORKS: | | | | 1,765.43 | 1,765.43 | | |
| **Vendor 2846 - AMERICAN WELDING-GAS INC:** | | | | | | | | |
| 0010485788 | | | | | | | | |
| 85770 | AMERICAN WELDING-GAS INC | | 11/01/2024 | 12/04/2024 | 84.85 | 84.85 | Open | N |
| | WELDING GAS CYLINDER RENTAL | | pziemer | | | | | 12/04/2024 |
| | 235-3100-43410 | RENTAL EXPENSE | | | 84.85 | | | |
| 0010490614 | | | | | | | | |
| 85796 | AMERICAN WELDING-GAS INC | | 11/25/2024 | 12/04/2024 | 17.91 | 17.91 | Open | N |
| | WHITE AND YELLOW PAINT MARKERS | | pziemer | | | | | 12/04/2024 |
| | 235-3125-42220 | REPAIR & MAINT | | | 17.91 | | | |
| | Total for vendor 2846 - AMERICAN WELDING-GAS INC: | | | | 102.76 | 102.76 | | |
| **Vendor 3859 - ASL INTERPRETING SERVICES INC:** | | | | | | | | |
| INV-00368-A | | | | | | | | |
| 85664 | ASL INTERPRETING SERVICES INC | | 11/18/2024 | 12/04/2024 | 37.01 | 37.01 | Open | N |
| | INTERPRETING SERVICES | | pziemer | | | | | 12/04/2024 |
| | 225-2120-43300 | PROFESSIONAL SERVICES | | | 37.01 | | | |
| | Total for vendor 3859 - ASL INTERPRETING SERVICES INC: | | | | 37.01 | 37.01 | | |
| **Vendor 0745 - BATTERIES PLUS:** | | | | | | | | |
| P78033068 | | | | | | | | |
| 85797 | BATTERIES PLUS | | 11/25/2024 | 12/04/2024 | 29.87 | 29.87 | Open | N |
| | BATTERIES | | pziemer | | | | | 12/04/2024 |
| | 225-2120-42210 | OPERATING SUPPLIES | | | 29.87 | | | |
| | Total for vendor 0745 - BATTERIES PLUS: | | | | 29.87 | 29.87 | | |
| **Vendor 3966 - BLUE SKY TRANSIT:** | | | | | | | | |
| OCT 2024 | | | | | | | | |
| 85742* | BLUE SKY TRANSIT | | 11/01/2024 | 12/04/2024 | 97,729.63 | 97,729.63 | Open | N |
| | OCT 24 THIRD PARTY SERVICES | | pziemer | | | | | 12/04/2024 |
| | 203-9000-43401 | VEHICLE REPAIRS | | | 14,604.90 | | | |
| | 203-9000-43440 | TRANSIT SERVICE CONTRACT PY | | | 85,374.73 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| | 203-9000-43440 | TRANSIT SERVICE PENALTY | | (2,250.00) | | | |
| | Total for vendor 3966 - BLUE SKY TRANSIT: | | | 97,729.63 | 97,729.63 | | |
| Vendor 3120 - BOLTON & MENK: | | | | | | | |
| 0349299 | | | | | | | |
| 85651 | BOLTON & MENK | 11/06/2024 | 12/04/2024 | 6,963.50 | 6,963.50 | Open | N |
| | 24:06 LAUREL ST BRIDGE REHAB | pziemer | | | | | 12/04/2024 |
| | 401-9030-43300-24:06 | PROFESSIONAL SERVICES | | 6,963.50 | | | |
| | Total for vendor 3120 - BOLTON & MENK: | | | 6,963.50 | 6,963.50 | | |
| Vendor 0074 - BRAINERD GENERAL RENTAL: | | | | | | | |
| 179365 | | | | | | | |
| 85645 | BRAINERD GENERAL RENTAL | 11/15/2024 | 12/04/2024 | 295.00 | 295.00 | Open | N |
| | LIFT FOR CITY HALL TREE LIGHTS | pziemer | | | | | 12/04/2024 |
| | 101-9200-43430 | MISCELLANEOUS | | 295.00 | | | |
| | Total for vendor 0074 - BRAINERD GENERAL RENTAL: | | | 295.00 | 295.00 | | |
| Vendor 0078 - BRAINERD LAKES AREA DEV C: | | | | | | | |
| NOV 2024 | | | | | | | |
| 85692 | BRAINERD LAKES AREA DEV C | 11/20/2024 | 12/04/2024 | 3,000.00 | 3,000.00 | Open | N |
| | NOV 24 ECONOMIC DEVELOPMENT CONSULTI | pziemer | | | | | 12/04/2024 |
| | 295-6510-43300 | PROFESSIONAL SERVICES | | 3,000.00 | | | |
| | Total for vendor 0078 - BRAINERD LAKES AREA DEV C: | | | 3,000.00 | 3,000.00 | | |
| Vendor 0296 - BRAINERD PUBLIC UTILITIES: | | | | | | | |
| 11/18/24 | | | | | | | |
| 85656 | BRAINERD PUBLIC UTILITIES | 11/18/2024 | 12/04/2024 | 75.55 | 75.55 | Open | N |
| | REMIT NOV 24 COBRA | pziemer | | | | | 12/04/2024 |
| | 101-0000-20850 | DUE TO COMPONENT UNIT | | 75.55 | | | |
| OCT 24/CITY | | | | | | | |
| 85657 | BRAINERD PUBLIC UTILITIES | 11/01/2024 | 12/04/2024 | 2,525.65 | 2,525.65 | Open | N |
| | 9/24/24-10/24/24 CITY UTILITIES | pziemer | | | | | 12/04/2024 |
| | 101-1940-43381 | BPU UTILITIES | | 2,293.29 | | | |
| | 101-9200-43381 | BPU UTILITIES | | 142.85 | | | |
| | 236-3180-43381 | BPU UTILITIES | | 37.50 | | | |
| | 401-1003-43380 | UTILITIES | | 52.01 | | | |
| OCT 24/STREETS | | | | | | | |
| 85658 | BRAINERD PUBLIC UTILITIES | 11/01/2024 | 12/04/2024 | 23,894.63 | 23,894.63 | Open | N |
| | 9/24/24-10/24/24 STREET DEPT UTILITI | pziemer | | | | | 12/04/2024 |
| | 235-3100-43381 | BPU UTILITIES | | 23,247.11 | | | |
| | 230-5200-43381 | BPU UTILITIES | | 647.52 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| OCT 24/PD | | | | | | | |
| 85659 | BRAINERD PUBLIC UTILITIES | 11/01/2024 | 12/04/2024 | 3,183.42 | 3,183.42 | Open | N |
| | 9/24/24-10/24/24 POLICE DEPT UTILITIE | pziemer | | | | | 12/04/2024 |
| | 225-2120-43381 BPU UTILITIES | | | 3,183.42 | | | |
| OCT 24/FD | | | | | | | |
| 85660 | BRAINERD PUBLIC UTILITIES | 11/01/2024 | 12/04/2024 | 1,983.24 | 1,983.24 | Open | N |
| | 9/24/24-10/24/24 FIRE DEPT UTILITIES | pziemer | | | | | 12/04/2024 |
| | 225-2220-43381 BPU UTILITIES | | | 1,983.24 | | | |
| OCT 24/LIB | | | | | | | |
| 85661 | BRAINERD PUBLIC UTILITIES | 11/01/2024 | 12/04/2024 | 1,954.36 | 1,954.36 | Open | N |
| | 9/24/24-10/24/24 LIBRARY UTILITIES | pziemer | | | | | 12/04/2024 |
| | 211-5500-43381 BPU UTILITIES | | | 1,954.36 | | | |
| OCT 24/PARKS | | | | | | | |
| 85662 | BRAINERD PUBLIC UTILITIES | 11/01/2024 | 12/04/2024 | 5,752.76 | 5,752.76 | Open | N |
| | 9/24/24-10/24/24 PARKS UTILITIES | pziemer | | | | | 12/04/2024 |
| | 230-5200-43381 BPU UTILITIES | | | 5,315.55 | | | |
| | 230-5280-43380 UTILITIES | | | 437.21 | | | |
| | Total for vendor 0296 - BRAINERD PUBLIC UTILITIES: | | | 39,369.61 | 39,369.61 | | |
| Vendor 0102 - CANON FINANCIAL SERVICE: | | | | | | | |
| 36642312 | | | | | | | |
| 85757 | CANON FINANCIAL SERVICE | 11/23/2024 | 12/04/2024 | 80.69 | 80.69 | Open | N |
| | 12/1/24-12/31/24 FD COPIER CONTRACT | pziemer | | | | | 12/04/2024 |
| | 225-2220-43331 LEASED PAYMENTS | | | 80.69 | | | |
| | Total for vendor 0102 - CANON FINANCIAL SERVICE: | | | 80.69 | 80.69 | | |
| Vendor 0447 - CDW GOVERNMENT, INC: | | | | | | | |
| AB4186B | | | | | | | |
| 85652 | CDW GOVERNMENT, INC | 11/07/2024 | 12/04/2024 | 3,045.20 | 3,045.20 | Open | N |
| | VEEAM ESSENTIALS/BACKUP M365 12/27/24 | pziemer | | | | | 12/04/2024 |
| | 101-0000-15500 PREPAID EXPENSE | | | 2,891.90 | | | |
| | 260-0000-15500 PREPAID EXPENSE | | | 153.30 | | | |
| | Total for vendor 0447 - CDW GOVERNMENT, INC: | | | 3,045.20 | 3,045.20 | | |
| Vendor 0119 - CLAREY'S SAFETY EQUIPMENT: | | | | | | | |
| 214355 | | | | | | | |
| 85676 | CLAREY'S SAFETY EQUIPMENT | 11/15/2024 | 12/04/2024 | 538.08 | 538.08 | Open | N |
| | CALIBRATION GAS | pziemer | | | | | 12/04/2024 |
| | 225-2220-42210 OPERATING SUPPLIES | | | 538.08 | | | |
| | Total for vendor 0119 - CLAREY'S SAFETY EQUIPMENT: | | | 538.08 | 538.08 | | |
| Vendor 4258 - CREDIT BUREAU OF ALEXANDRIA: | | | | | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| OCT 2024 | | | | | | | |
| 85755 | CREDIT BUREAU OF ALEXANDRIA | 11/25/2024 | 12/04/2024 | 74.00 | 74.00 | Open | N |
| | PRE-EMPLY BACKGROUND CHECKS X2 | pziemer | | | | | 12/04/2024 |
| | 101-1700-43300 PROFESSIONAL SERVICES | | | 14.80 | | | |
| | 230-5200-43300 PROFESSIONAL SERVICES | | | 18.50 | | | |
| | 235-3100-43300 PROFESSIONAL SERVICES | | | 3.70 | | | |
| | 225-2120-43300 PROFESSIONAL SERVICES | | | 37.00 | | | |
| | Total for vendor 4258 - CREDIT BUREAU OF ALEXANDRIA: | | | 74.00 | 74.00 | | |
| Vendor 3438 - DAHLHEIMER BEVERAGE: | | | | | | | |
| 2337315 | | | | | | | |
| 85752 | DAHLHEIMER BEVERAGE | 11/22/2024 | 12/04/2024 | 37.90 | 37.90 | Open | N |
| | JANITORIAL SUPPLIES | pziemer | | | | | 12/04/2024 |
| | 211-5500-43430 MISCELLANEOUS | | | 37.90 | | | |
| | Total for vendor 3438 - DAHLHEIMER BEVERAGE: | | | 37.90 | 37.90 | | |
| Vendor 1381 - DECHANTAL EXCAVATING LLC: | | | | | | | |
| 22:08 PAY REQ 7 | | | | | | | |
| 85766 | DECHANTAL EXCAVATING LLC | 11/19/2024 | 12/04/2024 | 25,618.03 | 25,618.03 | Open | N |
| | 22:08 SOUTH BRAINERD - THRU 11/18/24 | pziemer | | | | | 12/04/2024 |
| | 401-9030-45530-22:08 CAPITAL-PYMTS TO CONTRACTS | | | 25,618.03 | | | |
| ARPA PAY REQ 2 | | | | | | | |
| 85769 | DECHANTAL EXCAVATING LLC | 11/20/2024 | 12/04/2024 | 201,853.36 | 201,853.36 | Open | N |
| | 23:08, 23:09, 23:10 ARPA PROJECTS PA | pziemer | | | | | 12/04/2024 |
| | 229-0000-45530-23:08 PYMTS TO CONTRACTORS | | | 14,902.34 | | | |
| | 229-0000-45530-23:09 PYMTS TO CONTRACTORS | | | 167,156.31 | | | |
| | 229-0000-45530-23:10 PYMTS TO CONTRACTORS | | | 19,794.71 | | | |
| | Total for vendor 1381 - DECHANTAL EXCAVATING LLC: | | | 227,471.39 | 227,471.39 | | |
| Vendor 1573 - DELL MARKETING LP: | | | | | | | |
| 10780420090 | | | | | | | |
| 85625 | DELL MARKETING LP | 11/04/2024 | 12/04/2024 | 747.48 | 747.48 | Open | N |
| | QTY 4 MONITORS | pziemer | | | | | 12/04/2024 |
| | 101-1800-42210 OPERATING SUPPLIES | | | 747.48 | | | |
| | Total for vendor 1573 - DELL MARKETING LP: | | | 747.48 | 747.48 | | |
| Vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI: | | | | | | | |
| NOV 2024 | | | | | | | |
| 85693 | DESTINATION DOWNTOWN BRAINERD COALI | 11/20/2024 | 12/04/2024 | 833.34 | 833.34 | Open | N |
| | NOV 24 ECONOMIC DEVELOPMENT CONSULTI | pziemer | | | | | 12/04/2024 |
| | 295-6510-43300 PROFESSIONAL SERVICES | | | 833.34 | | | |
| | Total for vendor 0440 - DESTINATION DOWNTOWN BRAINERD COALI: | | | 833.34 | 833.34 | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| **Vendor 2804 - DH ATHLETICS LLC:** | | | | | | | |
| 1094 | | | | | | | |
| 85573 | DH ATHLETICS LLC | 11/01/2024 | 12/04/2024 | 6,185.67 | 6,185.67 | Open | N |
| | QTY 3 PORTABLE PICKLEBALL SYSTEMS | pziemer | | | | | 12/04/2024 |
| | 230-5231-42210 OPERATING SUPPLIES | | | 6,185.67 | | | |
| | Total for vendor 2804 - DH ATHLETICS LLC: | | | 6,185.67 | 6,185.67 | | |
| **Vendor 3353 - DTM FLEET SERVICE:** | | | | | | | |
| 2221 | | | | | | | |
| 85686 | DTM FLEET SERVICE | 11/19/2024 | 12/04/2024 | 8,205.87 | 8,205.87 | Open | N |
| | SQD 413 NEW BUILD | pziemer | | | | | 12/04/2024 |
| | 400-9050-45530 CAPITAL - OTHER | | | 8,205.87 | | | |
| | Total for vendor 3353 - DTM FLEET SERVICE: | | | 8,205.87 | 8,205.87 | | |
| **Vendor 1286 - EAST SIDE OIL COMPANY:** | | | | | | | |
| R114509 | | | | | | | |
| 85644 | EAST SIDE OIL COMPANY | 11/13/2024 | 12/04/2024 | 145.00 | 145.00 | Open | N |
| | FILTERS/ANTIFREEZE | pziemer | | | | | 12/04/2024 |
| | 227-3230-43428 USED OIL RECYCLING EXPENSE | | | 145.00 | | | |
| | Total for vendor 1286 - EAST SIDE OIL COMPANY: | | | 145.00 | 145.00 | | |
| **Vendor 0170 - FASTENAL COMPANY:** | | | | | | | |
| MNBAX270858 | | | | | | | |
| 85772 | FASTENAL COMPANY | 11/13/2024 | 12/04/2024 | 92.89 | 92.89 | Open | N |
| | ANCHORS - REPAIRS | pziemer | | | | | 12/04/2024 |
| | 230-5200-42220 REPAIR & MAINT | | | 92.89 | | | |
| | Total for vendor 0170 - FASTENAL COMPANY: | | | 92.89 | 92.89 | | |
| **Vendor 3865 - FIRST ARRIVING IO INC:** | | | | | | | |
| 4100 | | | | | | | |
| 85679 | FIRST ARRIVING IO INC | 11/19/2024 | 12/04/2024 | 998.00 | 998.00 | Open | N |
| | DASHBOARD RENEWAL 1/14/25-1/13/26 | pziemer | | | | | 12/04/2024 |
| | 225-0000-15510 PREPAID OTHER | | | 998.00 | | | |
| | Total for vendor 3865 - FIRST ARRIVING IO INC: | | | 998.00 | 998.00 | | |
| **Vendor 0356 - HIRSHFIELD'S DECORATING:** | | | | | | | |
| 09344810 | | | | | | | |
| 85753 | HIRSHFIELD'S DECORATING | 11/22/2024 | 12/04/2024 | 141.94 | 141.94 | Open | N |
| | WHITE PAINT - PARKS | pziemer | | | | | 12/04/2024 |
| | 230-5200-42220 REPAIR & MAINT | | | 141.94 | | | |
| | Total for vendor 0356 - HIRSHFIELD'S DECORATING: | | | 141.94 | 141.94 | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| **Vendor 0203 - HOLDEN ELECTRIC:** | | | | | | | |
| 78220 | | | | | | | |
| 85799 | HOLDEN ELECTRIC | 11/25/2024 | 12/04/2024 | 126.75 | 126.75 | Open | N |
| | EXTERIOR LIGHT REPAIR - PW GARAGE | pziemer | | | | | 12/04/2024 |
| | 235-3125-42220 REPAIR & MAINT | | | 126.75 | | | |
| | Total for vendor 0203 - HOLDEN ELECTRIC: | | | 126.75 | 126.75 | | |
| **Vendor 0769 - HYTEC CONSTRUCTION INC:** | | | | | | | |
| 14742 | | | | | | | |
| 85648 | HYTEC CONSTRUCTION INC | 11/23/2024 | 12/04/2024 | 15,375.00 | 15,375.00 | Open | N |
| | 75% PROGRESS BILLING PAVILLION 1 & 2 | pziemer | | | | | 12/04/2024 |
| | 400-9050-45530 CAPITAL - OTHER | | | 15,375.00 | | | |
| 14740 | | | | | | | |
| 85649 | HYTEC CONSTRUCTION INC | 11/01/2024 | 12/04/2024 | 206,150.00 | 206,150.00 | Open | N |
| | BRD PD EXTERIOR REMOFEL PAY REQ 1 | pziemer | | | | | 12/04/2024 |
| | 400-9050-45530 CAPITAL - OTHER | | | 206,150.00 | | | |
| 14737 | | | | | | | |
| 85650 | HYTEC CONSTRUCTION INC | 11/01/2024 | 12/04/2024 | 36,100.00 | 36,100.00 | Open | N |
| | PAY REQ 3 - BRD WATER TOWER WINDOWS | pziemer | | | | | 12/04/2024 |
| | 229-0000-45530 PYMTS TO CONTRACTORS | | | 36,100.00 | | | |
| | Total for vendor 0769 - HYTEC CONSTRUCTION INC: | | | 257,625.00 | 257,625.00 | | |
| **Vendor 1518 - ICMA MEMBERSHIP RENEWALS:** | | | | | | | |
| #1226016/2025 | | | | | | | |
| 85767 | ICMA MEMBERSHIP RENEWALS | 11/25/2024 | 12/04/2024 | 1,085.00 | 1,085.00 | Open | N |
| | 2025 MEMBERSHIP DUES N.BROYLES | pziemer | | | | | 12/04/2024 |
| | 101-0000-15510 PREPAID OTHER | | | 1,085.00 | | | |
| | Total for vendor 1518 - ICMA MEMBERSHIP RENEWALS: | | | 1,085.00 | 1,085.00 | | |
| **Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:** | | | | | | | |
| IN4698892 | | | | | | | |
| 85687 | INNOVATIVE OFFICE SOLUTIONS LLC | 11/20/2024 | 12/04/2024 | 125.76 | 125.76 | Open | N |
| | COPIER PAPER, ADDRESS LABELS | pziemer | | | | | 12/04/2024 |
| | 225-2120-42200 OFFICE SUPPLIES | | | 125.76 | | | |
| | Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC: | | | 125.76 | 125.76 | | |
| **Vendor 3488 - JEFFERSON FIRE & SAFETY:** | | | | | | | |
| IN317139 | | | | | | | |
| 85680 | JEFFERSON FIRE & SAFETY | 11/01/2024 | 12/04/2024 | 245.00 | 245.00 | Open | N |
| | WILDLAND FIRE BOOTS | pziemer | | | | | 12/04/2024 |
| | 225-2220-42250 PERSONAL PROTECTIVE GEAR | | | 245.00 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|---|
| IN318662 | | | | | | | | |
| 85681 | JEFFERSON FIRE & SAFETY | | 11/01/2024 | 12/04/2024 | 230.75 | 230.75 | Open | N |
| | WILDLAND FIRE BOOTS | | pziemer | | | | | 12/04/2024 |
| | 225-2220-42250 | PERSONAL PROTECTIVE GEAR | | | 230.75 | | | |
| | Total for vendor 3488 - JEFFERSON FIRE & SAFETY: | | | | 475.75 | 475.75 | | |
| Vendor 0220 - KENNEDY & GRAVEN: | | | | | | | | |
| 184889 | | | | | | | | |
| 85768 | KENNEDY & GRAVEN | | 11/20/2024 | 12/04/2024 | 1,199.50 | 1,199.50 | Open | N |
| | GEN FIN. MATTERS/INDUSTRIAL LOTS THR | | pziemer | | | | | 12/04/2024 |
| | 101-1610-43301 | CITY ATTORNEY | | | 86.50 | | | |
| | 295-0000-20600 | DEPOSITS PAYABLE | | | 1,113.00 | | | |
| | Total for vendor 0220 - KENNEDY & GRAVEN: | | | | 1,199.50 | 1,199.50 | | |
| Vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC: | | | | | | | | |
| 11/20/24 | | | | | | | | |
| 85724 | KITCHIGAMI REGIONAL LIBRARY - CC | | 11/06/2024 | 12/04/2024 | 225.10 | 225.10 | Open | N |
| | REMIT LIB CC CHARGES THRU 11/6/24 | | pziemer | | | | | 12/04/2024 |
| | 211-0000-20800 | DUE TO OTHER GOVT UNITS | | | 225.10 | | | |
| | Total for vendor 3545 - KITCHIGAMI REGIONAL LIBRARY - CC: | | | | 225.10 | 225.10 | | |
| Vendor 3469 - LAKES AREA MAT SERVICE INC: | | | | | | | | |
| 20241119 #520 | | | | | | | | |
| 85726 | LAKES AREA MAT SERVICE INC | | 11/19/2024 | 12/04/2024 | 55.20 | 55.20 | Open | N |
| | POLICE DEPT FLOOR MATS | | pziemer | | | | | 12/04/2024 |
| | 225-2120-43300 | PROFESSIONAL SERVICES | | | 55.20 | | | |
| 20241105 #520 | | | | | | | | |
| 85727 | LAKES AREA MAT SERVICE INC | | 11/05/2024 | 12/04/2024 | 55.20 | 55.20 | Open | N |
| | POLICE DEPT FLOOR MATS | | pziemer | | | | | 12/04/2024 |
| | 225-2120-43300 | PROFESSIONAL SERVICES | | | 55.20 | | | |
| 20241119 #522 | | | | | | | | |
| 85728 | LAKES AREA MAT SERVICE INC | | 11/19/2024 | 12/04/2024 | 45.60 | 45.60 | Open | N |
| | CITY HALL FLOOR MATS | | pziemer | | | | | 12/04/2024 |
| | 101-1940-43410 | RENTAL EXPENSE | | | 45.60 | | | |
| 20241105 #522 | | | | | | | | |
| 85729 | LAKES AREA MAT SERVICE INC | | 11/05/2024 | 12/04/2024 | 45.60 | 45.60 | Open | N |
| | CITY HALL FLOOR MATS | | pziemer | | | | | 12/04/2024 |
| | 101-1940-43410 | RENTAL EXPENSE | | | 45.60 | | | |
| #522 - CREDIT | | | | | | | | |
| 85741 | LAKES AREA MAT SERVICE INC | | 11/19/2024 | 12/04/2024 | (0.09) | (0.09) | Open | N |
| | OVERPAID INV#20241111 #522 | | pziemer | | | | | 12/04/2024 |
| | 101-1940-43410 | RENTAL EXPENSE | | | (0.09) | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| | Total for vendor 3469 - LAKES AREA MAT SERVICE INC: | | | 201.51 | 201.51 | | |
| Vendor 3627 - LAKES AREA WILDLIFE CONTROL: | | | | | | | |
| NOV 2024 | | | | | | | |
| 85740 | LAKES AREA WILDLIFE CONTROL | 11/21/2024 | 12/04/2024 | 3,168.00 | 3,168.00 | Open | N |
| | NOV 24 ANIMAL CONTROL CONTRACT | pziemer | | | | | 12/04/2024 |
| | 225-2700-43300 PROFESSIONAL SERVICES | | | 3,168.00 | | | |
| | Total for vendor 3627 - LAKES AREA WILDLIFE CONTROL: | | | 3,168.00 | 3,168.00 | | |
| Vendor 0227 - LAKES PRINTING: | | | | | | | |
| 00224396 | | | | | | | |
| 85754 | LAKES PRINTING | 11/04/2024 | 12/04/2024 | 86.40 | 86.40 | Open | N |
| | BUSINESS CARDS J.DEHN & M.HABIGHORST | pziemer | | | | | 12/04/2024 |
| | 101-1700-43350 PRINTING/LEGAL PUBLICATION | | | 43.20 | | | |
| | 101-1700-43350 PRINTING/LEGAL PUBLICATION | | | 16.20 | | | |
| | 230-5200-43350 PRINTING/LEGAL PUBLICATION | | | 10.80 | | | |
| | 235-3100-43350 PRINTING/LEGAL PUBLICATION | | | 6.48 | | | |
| | 237-3190-43350 PRINTING/LEGAL PUBLICATIONS | | | 3.24 | | | |
| | 238-3160-43350 PRINTING/LEGAL PUBLICATIONS | | | 3.24 | | | |
| | 401-9030-43350 LEGAL PUBLICATIONS | | | 3.24 | | | |
| | Total for vendor 0227 - LAKES PRINTING: | | | 86.40 | 86.40 | | |
| Vendor 0232 - LEAGUE MN CITIES INS TRUS: | | | | | | | |
| 9320 | | | | | | | |
| 85756 | LEAGUE MN CITIES INS TRUS | 11/25/2024 | 12/04/2024 | 1,000.00 | 1,000.00 | Open | N |
| | LMC CA 395876 MOWER DEBRIS VS DOOR | pziemer | | | | | 12/04/2024 |
| | 280-9700-43470 UNINSURED LOSSES | | | 1,000.00 | | | |
| | Total for vendor 0232 - LEAGUE MN CITIES INS TRUS: | | | 1,000.00 | 1,000.00 | | |
| Vendor 0237 - LOCATORS - SUPPLIES INC: | | | | | | | |
| 0318143-IN | | | | | | | |
| 85795 | LOCATORS - SUPPLIES INC | 11/25/2024 | 12/04/2024 | 535.59 | 535.59 | Open | N |
| | NITRILE GLOVES | pziemer | | | | | 12/04/2024 |
| | 235-3125-42220 REPAIR & MAINT | | | 535.59 | | | |
| | Total for vendor 0237 - LOCATORS - SUPPLIES INC: | | | 535.59 | 535.59 | | |
| Vendor 1753 - MARCO: | | | | | | | |
| INV13158638 | | | | | | | |
| 85627 | MARCO | 11/06/2024 | 12/04/2024 | 2,535.00 | 2,535.00 | Open | N |
| | FIREWALL UPGRADE | pziemer | | | | | 12/04/2024 |
| | 101-1800-43300 PROFESSIONAL SERVICES | | | 2,535.00 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|---|
| INV13202455 | | | | | | | | |
| 85685 | MARCO | | 11/19/2024 | 12/04/2024 | 1,218.36 | 1,218.36 | Open | N |
| | UNIFY IT 11/19/24-12/18/24 | | pziemer | | | | | 12/04/2024 |
| | 101-1800-43309 | COMPUTER SUPPORT | | | 1,111.82 | | | |
| | 260-9020-43309 | COMPUTER SUPPORT | | | 106.54 | | | |
| INV13230609 | | | | | | | | |
| 85798 | MARCO | | 11/25/2024 | 12/04/2024 | 2,671.50 | 2,671.50 | Open | N |
| | MICROSOFT 365 10/16/24-11/15/24 | | pziemer | | | | | 12/04/2024 |
| | 101-1800-43309 | COMPUTER SUPPORT | | | 2,447.50 | | | |
| | 260-9020-43309 | COMPUTER SUPPORT | | | 224.00 | | | |
| | Total for vendor 1753 - MARCO: | | | | 6,424.86 | 6,424.86 | | |
| Vendor 2392 - MENARDS: | | | | | | | | |
| 33003 | | | | | | | | |
| 85682 | MENARDS | | 11/15/2024 | 12/04/2024 | 183.33 | 183.33 | Open | N |
| | LUMBER FOR EDA SIGNS | | pziemer | | | | | 12/04/2024 |
| | 295-6510-43434 | ECONOMIC INITIATIVES | | | 183.33 | | | |
| 33307 | | | | | | | | |
| 85723 | MENARDS | | 11/20/2024 | 12/04/2024 | 37.98 | 37.98 | Open | N |
| | INSULATED GLOVES | | pziemer | | | | | 12/04/2024 |
| | 235-3125-42220 | REPAIR & MAINT | | | 37.98 | | | |
| | Total for vendor 2392 - MENARDS: | | | | 221.31 | 221.31 | | |
| Vendor 0889 - MENARDS - BAXTER: | | | | | | | | |
| 32835 | | | | | | | | |
| 85647 | MENARDS - BAXTER | | 11/13/2024 | 12/04/2024 | 117.60 | 117.60 | Open | N |
| | CASTERS, MISC | | pziemer | | | | | 12/04/2024 |
| | 230-5200-42220 | REPAIR & MAINT | | | 117.60 | | | |
| 33206 | | | | | | | | |
| 85730 | MENARDS - BAXTER | | 11/19/2024 | 12/04/2024 | 752.82 | 752.82 | Open | N |
| | HORSESHOE PITS | | pziemer | | | | | 12/04/2024 |
| | 230-5200-42220 | REPAIR & MAINT | | | 752.82 | | | |
| | Total for vendor 0889 - MENARDS - BAXTER: | | | | 870.42 | 870.42 | | |
| Vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND: | | | | | | | | |
| 2024627 | | | | | | | | |
| 85646 | MINNESOTA/WISCONSIN PLAYGROUND | | 11/14/2024 | 12/04/2024 | 1,148.00 | 1,148.00 | Open | N |
| | MEMORIAL BENCH | | pziemer | | | | | 12/04/2024 |
| | 230-5225-42220 | REPAIR & MAINT | | | 1,148.00 | | | |
| | Total for vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND: | | | | 1,148.00 | 1,148.00 | | |
| Vendor 3992 - MOMENTUM TRUCK GROUP: | | | | | | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| R500007831:01 | | | | | | | |
| 85655 | MOMENTUM TRUCK GROUP | 11/18/2024 | 12/04/2024 | 632.76 | 632.76 | Open | N |
| | ENGINE 23 OIL CHANGE/WIPER REPAIR | pziemer | | | | | 12/04/2024 |
| | 225-2220-42220 REPAIR & MAINT | | | 632.76 | | | |
| R500007839:01 | | | | | | | |
| 85696 | MOMENTUM TRUCK GROUP | 11/19/2024 | 12/04/2024 | 1,002.84 | 1,002.84 | Open | N |
| | TENDER 1 OIL CHANGE/TIRE REPAIR | pziemer | | | | | 12/04/2024 |
| | 225-2220-42220 REPAIR & MAINT | | | 1,002.84 | | | |
| | Total for vendor 3992 - MOMENTUM TRUCK GROUP: | | | 1,635.60 | 1,635.60 | | |
| Vendor 3168 - MOTORS-N-MORE: | | | | | | | |
| 30871 | | | | | | | |
| 85688 | MOTORS-N-MORE | 11/18/2024 | 12/04/2024 | 419.96 | 419.96 | Open | N |
| | SQD 437 BRAKES | pziemer | | | | | 12/04/2024 |
| | 225-2120-42221 SQUAD CAR REPAIR SUPPLIES | | | 419.96 | | | |
| 30873 | | | | | | | |
| 85689 | MOTORS-N-MORE | 11/19/2024 | 12/04/2024 | 105.95 | 105.95 | Open | N |
| | SQD 411 OIL CHANGE, TIRES ROTATE | pziemer | | | | | 12/04/2024 |
| | 225-2120-42221 SQUAD CAR REPAIR SUPPLIES | | | 105.95 | | | |
| 30874 | | | | | | | |
| 85690 | MOTORS-N-MORE | 11/20/2024 | 12/04/2024 | 216.07 | 216.07 | Open | N |
| | SQD 411 WINDOW SWITCH | pziemer | | | | | 12/04/2024 |
| | 225-2120-42221 SQUAD CAR REPAIR SUPPLIES | | | 216.07 | | | |
| 30876 | | | | | | | |
| 85691 | MOTORS-N-MORE | 11/19/2024 | 12/04/2024 | 107.00 | 107.00 | Open | N |
| | SQD 432 EXHAUST SMELL FIXED | pziemer | | | | | 12/04/2024 |
| | 225-2120-42221 SQUAD CAR REPAIR SUPPLIES | | | 107.00 | | | |
| 30884 | | | | | | | |
| 85748 | MOTORS-N-MORE | 11/22/2024 | 12/04/2024 | 23.00 | 23.00 | Open | N |
| | SQD 412 OIL CHANGE | pziemer | | | | | 12/04/2024 |
| | 225-2120-42221 SQUAD CAR REPAIR SUPPLIES | | | 23.00 | | | |
| | Total for vendor 3168 - MOTORS-N-MORE: | | | 871.98 | 871.98 | | |
| Vendor 0273 - NAPA AUTO PARTS: | | | | | | | |
| 759933 | | | | | | | |
| 85677 | NAPA AUTO PARTS | 11/18/2024 | 12/04/2024 | 145.55 | 145.55 | Open | N |
| | TRUCK 105 PLOW JACK | pziemer | | | | | 12/04/2024 |
| | 235-3125-42220 REPAIR & MAINT | | | 145.55 | | | |
| | Total for vendor 0273 - NAPA AUTO PARTS: | | | 145.55 | 145.55 | | |
| Vendor 0736 - NORTHLAND FIRE PROTECTION: | | | | | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| 60787 | | | | | | | |
| 85663 | NORTHLAND FIRE PROTECTION | 11/15/2024 | 12/04/2024 | 870.00 | 870.00 | Open | N |
| | ANNUAL CITY HALL ALARM TESTING | pziemer | | | | | 12/04/2024 |
| | 101-1940-42220 REPAIR & MAINT | | | 870.00 | | | |
| 60807 | | | | | | | |
| 85722 | NORTHLAND FIRE PROTECTION | 11/15/2024 | 12/04/2024 | 345.00 | 345.00 | Open | N |
| | ANNUAL FIRE ALARM TESTING - STREETS | pziemer | | | | | 12/04/2024 |
| | 235-3100-42220 REPAIR & MAINT | | | 172.50 | | | |
| | 230-5200-42220 REPAIR & MAINT | | | 172.50 | | | |
| | Total for vendor 0736 - NORTHLAND FIRE PROTECTION: | | | 1,215.00 | 1,215.00 | | |
| Vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.: | | | | | | | |
| 1647-316667 | | | | | | | |
| 85751 | O'REILLY AUTOMOTIVE STORES INC. | 11/22/2024 | 12/04/2024 | 44.94 | 44.94 | Open | N |
| | SQD OIL X6 | pziemer | | | | | 12/04/2024 |
| | 225-2120-42221 SQUAD CAR REPAIR SUPPLIES | | | 44.94 | | | |
| | Total for vendor 2137 - O'REILLY AUTOMOTIVE STORES INC.: | | | 44.94 | 44.94 | | |
| Vendor 2986 - S&P GLOBAL RATINGS: | | | | | | | |
| 11485890 | | | | | | | |
| 85800 | S&P GLOBAL RATINGS | 11/12/2024 | 12/04/2024 | 14,487.00 | 14,487.00 | Open | N |
| | 2024A GO BONDS - ANALYTICAL SERVICES | pziemer | | | | | 12/04/2024 |
| | 401-9030-43300-22:08 PROFESSIONAL SERVICES | | | 14,487.00 | | | |
| | Total for vendor 2986 - S&P GLOBAL RATINGS: | | | 14,487.00 | 14,487.00 | | |
| Vendor 4364 - SCIENCE MUSEUM OF MINNESOTA: | | | | | | | |
| INV817 | | | | | | | |
| 85653 | SCIENCE MUSEUM OF MINNESOTA | 11/15/2024 | 12/04/2024 | 600.00 | 600.00 | Open | N |
| | YOUTH PROGRAM | pziemer | | | | | 12/04/2024 |
| | 211-5501-43430 MISC - SPECIFIED DONATION USE | | | 600.00 | | | |
| | Total for vendor 4364 - SCIENCE MUSEUM OF MINNESOTA: | | | 600.00 | 600.00 | | |
| Vendor 3612 - SEVERSON PORTER LAW: | | | | | | | |
| NOV 2024 | | | | | | | |
| 85739 | SEVERSON PORTER LAW | 11/21/2024 | 12/04/2024 | 18,883.33 | 18,883.33 | Open | N |
| | NOV 24 PROSECUTION AGREEMENT | pziemer | | | | | 12/04/2024 |
| | 225-2127-43310 MISDEMEANOR PROSECUTOR | | | 18,883.33 | | | |
| | Total for vendor 3612 - SEVERSON PORTER LAW: | | | 18,883.33 | 18,883.33 | | |
| Vendor 2589 - STAPLES ADVANTAGE: | | | | | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| 6016666169 | | | | | | | |
| 85665 | STAPLES ADVANTAGE | 11/09/2024 | 12/04/2024 | 474.39 | 474.39 | Open | N |
| | SQUAD ROOM CHAIR MATS X9 | pziemer | | | | | 12/04/2024 |
| | 400-9050-45530 CAPITAL - OTHER | | | 474.39 | | | |
| | Total for vendor 2589 - STAPLES ADVANTAGE: | | | 474.39 | 474.39 | | |
| Vendor 0322 - STREICHERS PROF EQUIP: | | | | | | | |
| I1728852 | | | | | | | |
| 85666 | STREICHERS PROF EQUIP | 11/12/2024 | 12/04/2024 | 74.99 | 74.99 | Open | N |
| | 721SR - INITITAL ISSUE | pziemer | | | | | 12/04/2024 |
| | 225-2120-41113 UNIFORM ALLOWANCE | | | 74.99 | | | |
| I1728976 | | | | | | | |
| 85667 | STREICHERS PROF EQUIP | 11/12/2024 | 12/04/2024 | 212.98 | 212.98 | Open | N |
| | 724 BOOTS | pziemer | | | | | 12/04/2024 |
| | 225-2120-41113 UNIFORM ALLOWANCE | | | 212.98 | | | |
| I1729091 | | | | | | | |
| 85668 | STREICHERS PROF EQUIP | 11/13/2024 | 12/04/2024 | 279.00 | 279.00 | Open | N |
| | 721SR - INITIAL ISSUE | pziemer | | | | | 12/04/2024 |
| | 225-2120-41113 UNIFORM ALLOWANCE | | | 279.00 | | | |
| I1729099 | | | | | | | |
| 85669 | STREICHERS PROF EQUIP | 11/13/2024 | 12/04/2024 | 540.92 | 540.92 | Open | N |
| | 721SR - INITITAL ISSUE | pziemer | | | | | 12/04/2024 |
| | 225-2120-41113 UNIFORM ALLOWANCE | | | 540.92 | | | |
| I1729266 | | | | | | | |
| 85670 | STREICHERS PROF EQUIP | 11/13/2024 | 12/04/2024 | 70.97 | 70.97 | Open | N |
| | 703 UNIFORM SHIRT | pziemer | | | | | 12/04/2024 |
| | 225-2120-41113 UNIFORM ALLOWANCE | | | 70.97 | | | |
| I1729514 | | | | | | | |
| 85671 | STREICHERS PROF EQUIP | 11/14/2024 | 12/04/2024 | 27.98 | 27.98 | Open | N |
| | 725 NAMEPLATE | pziemer | | | | | 12/04/2024 |
| | 225-2120-41113 UNIFORM ALLOWANCE | | | 27.98 | | | |
| I1729731 | | | | | | | |
| 85738 | STREICHERS PROF EQUIP | 11/15/2024 | 12/04/2024 | 74.99 | 74.99 | Open | N |
| | 721SR - INITIAL ISSUE | pziemer | | | | | 12/04/2024 |
| | 225-2120-41113 UNIFORM ALLOWANCE | | | 74.99 | | | |
| I1730231 | | | | | | | |
| 85749 | STREICHERS PROF EQUIP | 11/19/2024 | 12/04/2024 | 125.96 | 125.96 | Open | N |
| | CSO 773BB INITIAL ISSUE | pziemer | | | | | 12/04/2024 |
| | 225-2121-41113 UNIFORM ALLOWANCE | | | 125.96 | | | |
| | Total for vendor 0322 - STREICHERS PROF EQUIP: | | | 1,407.79 | 1,407.79 | | |
| Vendor 2591 - STRONG, SHAWN: | | | | | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| 11/21/24 | | | | | | | |
| 85758 | STRONG, SHAWN | 11/25/2024 | 12/04/2024 | 188.94 | 188.94 | Open | N |
| | REIMB MILEAGE MN GOVIT CONF 2024 | pziemer | | | | | 12/04/2024 |
| | 101-1800-43330 PROFESSIONAL DEVELOPMENT | | | 188.94 | | | |
| | Total for vendor 2591 - STRONG, SHAWN: | | | 188.94 | 188.94 | | |
| Vendor 3838 - SWANSON HASKAMP CONSULTING: | | | | | | | |
| NOV 2024 | | | | | | | |
| 85694 | SWANSON HASKAMP CONSULTING | 11/20/2024 | 12/04/2024 | 2,916.67 | 2,916.67 | Open | N |
| | NOV 24 ECONOMIC DEVELOPMENT CONSULTI | pziemer | | | | | 12/04/2024 |
| | 295-6510-43300 PROFESSIONAL SERVICES | | | 2,916.67 | | | |
| | Total for vendor 3838 - SWANSON HASKAMP CONSULTING: | | | 2,916.67 | 2,916.67 | | |
| Vendor 4304 - TACMED SOLUTIONS: | | | | | | | |
| SO170285 | | | | | | | |
| 85672 | TACMED SOLUTIONS | 11/13/2024 | 12/04/2024 | 145.60 | 145.60 | Open | N |
| | TRT MED KIT | pziemer | | | | | 12/04/2024 |
| | 225-2131-42210 OPERATING SUPPLIES | | | 145.60 | | | |
| | Total for vendor 4304 - TACMED SOLUTIONS: | | | 145.60 | 145.60 | | |
| Vendor 0039 - VESTIS: | | | | | | | |
| 2530338947 | | | | | | | |
| 85643 | VESTIS | 11/14/2024 | 12/04/2024 | 62.35 | 62.35 | Open | N |
| | RUGS AND OVERALLS | pziemer | | | | | 12/04/2024 |
| | 235-3100-43430 MISCELLANEOUS | | | 62.35 | | | |
| 2530341414 | | | | | | | |
| 85736 | VESTIS | 11/21/2024 | 12/04/2024 | 86.63 | 86.63 | Open | N |
| | RUGS AND OVERALLS | pziemer | | | | | 12/04/2024 |
| | 235-3100-43430 MISCELLANEOUS | | | 86.63 | | | |
| | Total for vendor 0039 - VESTIS: | | | 148.98 | 148.98 | | |
| Vendor 0087 - VISIT BRAINERD: | | | | | | | |
| NOV 2024 | | | | | | | |
| 85695 | VISIT BRAINERD | 11/20/2024 | 12/04/2024 | 3,333.34 | 3,333.34 | Open | N |
| | NOV 24 ECONOMIC DEVELOPMENT CONSULTI | pziemer | | | | | 12/04/2024 |
| | 295-6510-43300 PROFESSIONAL SERVICES | | | 3,333.34 | | | |
| | Total for vendor 0087 - VISIT BRAINERD: | | | 3,333.34 | 3,333.34 | | |
| Vendor 3652 - WENDEL: | | | | | | | |
| 440502-3 | | | | | | | |
| 85721 | WENDEL | 11/01/2024 | 12/04/2024 | 165.77 | 165.77 | Open | N |
| | BRD MN FD STUDY THRU 9/29/24 | pziemer | | | | | 12/04/2024 |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| | 400-9050-45530 | CAPITAL - OTHER | | 165.77 | | | |
| | | Total for vendor 3652 - WENDEL: | | 165.77 | 165.77 | | |
| Vendor 0888 - WEST BRAINERD AUTO SERVICE: | | | | | | | |
| 047419 | | | | | | | |
| 85750 | WEST BRAINERD AUTO SERVICE | 11/21/2024 | 12/04/2024 | 45.00 | 45.00 | Open | N |
| | TOW 24016734 | pziemer | | | | | 12/04/2024 |
| | 225-2120-42210 | OPERATING SUPPLIES | | 45.00 | | | |
| | Total for vendor 0888 - WEST BRAINERD AUTO SERVICE: | | | 45.00 | 45.00 | | |
| Vendor 4296 - WHITE CAP L.P.: | | | | | | | |
| 50029217566 | | | | | | | |
| 85771 | WHITE CAP L.P. | 11/18/2024 | 12/04/2024 | 603.96 | 603.96 | Open | N |
| | VANDALISM REPAIR - JAYCEES PARK PARK | pziemer | | | | | 12/04/2024 |
| | 230-5200-42220 | REPAIR & MAINT | | 603.96 | | | |
| | Total for vendor 4296 - WHITE CAP L.P.: | | | 603.96 | 603.96 | | |
| Vendor 0346 - WIDSETH SMITH NOLTING: | | | | | | | |
| 234915 | | | | | | | |
| 85773 | WIDSETH SMITH NOLTING | 11/19/2024 | 12/02/2024 | 462.50 | 462.50 | Open | N |
| | BRAINERD PD RTU REPLACEMENT | pziemer | | | | | 12/04/2024 |
| | 229-0000-43300-23:26 | PROFESSIONAL SERVICES | | 462.50 | | | |
| | Total for vendor 0346 - WIDSETH SMITH NOLTING: | | | 462.50 | 462.50 | | |
| # of Invoices: 100 | # Due: 100 | Totals: | | 720,502.27 | 720,502.27 | | |
| # of Credit Memos: 1 | # Due: 1 | Totals: | | (0.09) | (0.09) | | |
| Net of Invoices and Credit Memos: | | | | 720,502.18 | 720,502.18 | | |
| * 1 Net Invoices have Credits Totalling: | | | | (2,250.00) | | | |

--- TOTALS BY GL DISTRIBUTION ---

| | | |
|---|---|---|
| 101-0000-15500 | PREPAID EXPENSE | 2,891.90 |
| 101-0000-15510 | PREPAID OTHER | 1,085.00 |
| 101-0000-20850 | DUE TO COMPONENT UNIT | 75.55 |
| 101-1610-43301 | CITY ATTORNEY | 86.50 |
| 101-1700-43300 | PROFESSIONAL SERVICES | 14.80 |
| 101-1700-43350 | PRINTING/LEGAL PUBLICATION | 59.40 |
| 101-1800-42210 | OPERATING SUPPLIES | 747.48 |
| 101-1800-43300 | PROFESSIONAL SERVICES | 2,535.00 |
| 101-1800-43309 | COMPUTER SUPPORT | 3,559.32 |
| 101-1800-43330 | PROFESSIONAL DEVELOPMENT | 188.94 |
| 101-1940-42220 | REPAIR & MAINT | 870.00 |
| 101-1940-43381 | BPU UTILITIES | 2,293.29 |
| 101-1940-43410 | RENTAL EXPENSE | 91.11 |
| 101-9200-43381 | BPU UTILITIES | 142.85 |
| 101-9200-43430 | MISCELLANEOUS | 295.00 |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| | 203-9000-43401 | VEHICLE REPAIRS | | 14,604.90 | | | |
| | 203-9000-43440 | TRANSIT SERVICE CONTRACT PY | | 83,124.73 | | | |
| | 211-0000-20800 | DUE TO OTHER GOVT UNITS | | 225.10 | | | |
| | 211-5500-43381 | BPU UTILITIES | | 1,954.36 | | | |
| | 211-5500-43430 | MISCELLANEOUS | | 37.90 | | | |
| | 211-5501-43430 | MISC - SPECIFIED DONATION USE | | 600.00 | | | |
| | 225-0000-15510 | PREPAID OTHER | | 998.00 | | | |
| | 225-2120-41113 | UNIFORM ALLOWANCE | | 1,281.83 | | | |
| | 225-2120-42200 | OFFICE SUPPLIES | | 125.76 | | | |
| | 225-2120-42210 | OPERATING SUPPLIES | | 74.87 | | | |
| | 225-2120-42221 | SQUAD CAR REPAIR SUPPLIES | | 916.92 | | | |
| | 225-2120-43300 | PROFESSIONAL SERVICES | | 184.41 | | | |
| | 225-2120-43381 | BPU UTILITIES | | 3,183.42 | | | |
| | 225-2121-41113 | UNIFORM ALLOWANCE | | 125.96 | | | |
| | 225-2127-43310 | MISDEMEANOR PROSECUTOR | | 18,883.33 | | | |
| | 225-2131-42210 | OPERATING SUPPLIES | | 145.60 | | | |
| | 225-2220-42210 | OPERATING SUPPLIES | | 553.36 | | | |
| | 225-2220-42220 | REPAIR & MAINT | | 1,649.07 | | | |
| | 225-2220-42250 | PERSONAL PROTECTIVE GEAR | | 475.75 | | | |
| | 225-2220-43331 | LEASED PAYMENTS | | 80.69 | | | |
| | 225-2220-43381 | BPU UTILITIES | | 1,983.24 | | | |
| | 225-2700-43300 | PROFESSIONAL SERVICES | | 3,168.00 | | | |
| | 227-3230-43428 | USED OIL RECYCLING EXPENSE | | 145.00 | | | |
| | 229-0000-43300-23:26 | PROFESSIONAL SERVICES | | 462.50 | | | |
| | 229-0000-45530 | PYMTS TO CONTRACTORS | | 36,100.00 | | | |
| | 229-0000-45530-23:08 | PYMTS TO CONTRACTORS | | 14,902.34 | | | |
| | 229-0000-45530-23:09 | PYMTS TO CONTRACTORS | | 167,156.31 | | | |
| | 229-0000-45530-23:10 | PYMTS TO CONTRACTORS | | 19,794.71 | | | |
| | 230-5200-42220 | REPAIR & MAINT | | 1,929.39 | | | |
| | 230-5200-43300 | PROFESSIONAL SERVICES | | 18.50 | | | |
| | 230-5200-43350 | PRINTING/LEGAL PUBLICATION | | 10.80 | | | |
| | 230-5200-43381 | BPU UTILITIES | | 5,963.07 | | | |
| | 230-5225-42220 | REPAIR & MAINT | | 1,148.00 | | | |
| | 230-5231-42210 | OPERATING SUPPLIES | | 6,185.67 | | | |
| | 230-5280-43380 | UTILITIES | | 437.21 | | | |
| | 235-3100-42220 | REPAIR & MAINT | | 1,295.93 | | | |
| | 235-3100-43300 | PROFESSIONAL SERVICES | | 3.70 | | | |
| | 235-3100-43350 | PRINTING/LEGAL PUBLICATION | | 6.48 | | | |
| | 235-3100-43381 | BPU UTILITIES | | 23,247.11 | | | |
| | 235-3100-43410 | RENTAL EXPENSE | | 84.85 | | | |
| | 235-3100-43430 | MISCELLANEOUS | | 148.98 | | | |
| | 235-3125-42220 | REPAIR & MAINT | | 1,594.05 | | | |
| | 235-3170-42220 | REPAIR & MAINT | | 24.29 | | | |
| | 236-3180-43381 | BPU UTILITIES | | 37.50 | | | |
| | 237-3190-43350 | PRINTING/LEGAL PUBLICATIONS | | 3.24 | | | |
| | 238-3160-42220 | REPAIR & MAINT | | 28.76 | | | |
| | 238-3160-43350 | PRINTING/LEGAL PUBLICATIONS | | 3.24 | | | |
| | 260-0000-15500 | PREPAID EXPENSE | | 153.30 | | | |
| | 260-9020-43309 | COMPUTER SUPPORT | | 330.54 | | | |
| | 280-9700-43470 | UNINSURED LOSSES | | 1,000.00 | | | |
| | 295-0000-20600 | DEPOSITS PAYABLE | | 1,113.00 | | | |
| | 295-6510-43300 | PROFESSIONAL SERVICES | | 10,083.35 | | | |
| | 295-6510-43434 | ECONOMIC INITIATIVES | | 282.21 | | | |
| | 400-9050-45530 | CAPITAL - OTHER | | 230,371.03 | | | |
| | 401-1003-43380 | UTILITIES | | 52.01 | | | |
| | 401-9030-43300-22:08 | PROFESSIONAL SERVICES | | 14,487.00 | | | |
| | 401-9030-43300-24:06 | PROFESSIONAL SERVICES | | 6,963.50 | | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| | 401-9030-43350 | LEGAL PUBLICATIONS | | 3.24 | | | |
| | 401-9030-45530-22:08 | CAPITAL-PYMTS TO CONTRACTS | | 25,618.03 | | | |

| Inv Num / Inv Ref# / GL Distribution | Vendor / Description / Entered By | Inv Date | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| --- TOTALS BY FUND --- | | | | | | | |
| 101 - GENERAL FUND | | | | 14,936.14 | 14,936.14 | | |
| 203 - TRANSIT FUND | | | | 97,729.63 | 97,729.63 | | |
| 211 - LIBRARY FUND | | | | 2,817.36 | 2,817.36 | | |
| 225 - PUBLIC SAFETY FUND | | | | 33,830.21 | 33,830.21 | | |
| 227 - RECYCLING FUND | | | | 145.00 | 145.00 | | |
| 229 - PANDEMIC GRANTS | | | | 238,415.86 | 238,415.86 | | |
| 230 - PARK & RECREATION FUND | | | | 15,692.64 | 15,692.64 | | |
| 235 - STREET & SEWER FUND | | | | 26,405.39 | 26,405.39 | | |
| 236 - PARKING LOT FUND | | | | 37.50 | 37.50 | | |
| 237 - SANITARY SEWER FUND | | | | 3.24 | 3.24 | | |
| 238 - STORM SEWER FUND | | | | 32.00 | 32.00 | | |
| 260 - AIRPORT FUND | | | | 483.84 | 483.84 | | |
| 280 - PACKAGE INSURANCE FUND | | | | 1,000.00 | 1,000.00 | | |
| 295 - EDA FUND | | | | 11,478.56 | 11,478.56 | | |
| 400 - CAPITAL PROJECTS FUND | | | | 230,371.03 | 230,371.03 | | |
| 401 - CONSTRUCTION FUND | | | | 47,123.78 | 47,123.78 | | |
| --- TOTALS BY DEPT/ACTIVITY --- | | | | | | | |
| 0000 - | | | | 244,957.71 | 244,957.71 | | |
| 1003 - 10:03 DWNTWN MAIN CNTRACT | | | | 52.01 | 52.01 | | |
| 1610 - LEGAL-CIVIL ATTORNEY | | | | 86.50 | 86.50 | | |
| 1700 - ENGINEERING | | | | 74.20 | 74.20 | | |
| 1800 - IT/GIS | | | | 7,030.74 | 7,030.74 | | |
| 1940 - CITY HALL | | | | 3,254.40 | 3,254.40 | | |
| 2120 - POLICE DEPARTMENT | | | | 5,767.21 | 5,767.21 | | |
| 2121 - COMMUNITY SERVICE | | | | 125.96 | 125.96 | | |
| 2127 - MISDEMEANOR PROSECUTOR | | | | 18,883.33 | 18,883.33 | | |
| 2131 - TACTICAL TEAM | | | | 145.60 | 145.60 | | |
| 2220 - FIRE DEPARTMENT | | | | 4,742.11 | 4,742.11 | | |
| 2700 - ANIMAL CONTROL | | | | 3,168.00 | 3,168.00 | | |
| 3100 - S & S MAINTENANCE | | | | 24,787.05 | 24,787.05 | | |
| 3125 - SNOW REMOVAL | | | | 1,594.05 | 1,594.05 | | |
| 3160 - STORM SEWER EXPENSE | | | | 32.00 | 32.00 | | |
| 3170 - TRAFFIC CONTROL | | | | 24.29 | 24.29 | | |
| 3180 - PARKING LOTS EXPENSE | | | | 37.50 | 37.50 | | |
| 3190 - SANITARY SEWER EXPENSE | | | | 3.24 | 3.24 | | |
| 3230 - RECYCLING EXPENSE | | | | 145.00 | 145.00 | | |
| 5200 - PARK MAIN/ADMINISTRATION | | | | 7,921.76 | 7,921.76 | | |
| 5225 - MEMORIAL BENCHES & TREE PROGRAM | | | | 1,148.00 | 1,148.00 | | |
| 5231 - PICKLEBALL | | | | 6,185.67 | 6,185.67 | | |
| 5280 - CAMPGROUND | | | | 437.21 | 437.21 | | |
| 5500 - LIBRARY-BUDGETED | | | | 1,992.26 | 1,992.26 | | |

| Inv Num / Inv Ref# | Vendor / Description / GL Distribution | Inv Date / Entered By | Due Date | Inv Amt | Amt Due | Status | Jrnlized / Post Date |
|---|---|---|---|---|---|---|---|
| --- TOTALS BY DEPT/ACTIVITY --- | | | | | | | |
| | 5501 - SPECIFIED DONATION USE | | | 600.00 | 600.00 | | |
| | 6510 - ECONOMIC DEVELOPMENT AUTH | | | 10,365.56 | 10,365.56 | | |
| | 9000 - TRANSIT FUND | | | 97,729.63 | 97,729.63 | | |
| | 9020 - AIRPORT M & O | | | 330.54 | 330.54 | | |
| | 9030 - CONSTRUCTION PROJ-MISC | | | 47,071.77 | 47,071.77 | | |
| | 9050 - CAPITAL PROJECTS-MISC | | | 230,371.03 | 230,371.03 | | |
| | 9200 - CITY-WIDE | | | 437.85 | 437.85 | | |
| | 9700 - PACKAGE INSURANCE | | | 1,000.00 | 1,000.00 | | |

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.

Member Terry attended the meeting virtually from 310 Canal Park Dr, Duluth, MN 55802 appropriate notice to the public was given.

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 E UNDER NEW BUSINESS AND ADDING APPROVE EVENT APPLICATION FOR HOLIDAY HAYRIDES TO SAFETY AND PUBLIC WORKS.

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 STENGLEIN AND O'DAY TO APPROVE THE CONSENT CALENDAR.

A. **Approval of Bills**
B. **Approval of Minutes**
C. **Department Activity Report**
D. **Authorize Letter of Support for the Northland Arboretum for the Regional Designation through the Greater Minnesota Parks and Trails Commission**

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

### Safety and Public Works Committee

### Discuss Sanitary Forcemain Sewer Lining Project and Sewer Rates

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK TO DIRECT STAFF TO PROVIDE MORE INFORMATION AT THE NEXT COUNCIL MEETING.

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.

### Direction on Active Code Enforcement

Committee Chair O'Day stated that the owner has been working with staff on and off, but the project has not come to completion.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO FINE THE PROPERTY AT 401 4$^{TH}$ AVE NE $300 ONCE A MONTH UNTIL A CORRECTION PLAN IS APPROVED BY THE COMMUNITY DEVELOPMENT DEPARTMENT.

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.

**Approve Event Application- Holiday Hayrides (added item)**

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECZOK TO APPROVE THE EVENT APPLICATION FOR HOLIDAY HAYRIDES FOR NOVEMBER 30TH DOWNTOWN BRAINERD FROM 4:00 P.M. TO 6:00 P.M.

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.

**Personnel and Finance Committee**

**Ratify Hiring Brandon Burgau as Police Intern**

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO RATIFY THE HIRING OF BRANDON BURGAU AS OUR 2024 FALL POLICE INTERN EFFECTIVE NOVEMBER 19, 2024, AT $20.09 PER HOUR.

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.

**Ratify Hiring Nicholas Carvelli as Apprentice Lineworker**

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY 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.

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.

**Approval of Memorandum Of Agreement (MOA) with IBEW Union setting wages for Administrative Assistant Position**

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK 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.

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.

**Approve Deferment of Assessments**

Committee Chair Johnson stated that this owner meets all of the criteria for deferment.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO APPROVE THE APPLICATION FOR DEFERMENT OF ASSESSMENTS PAYABLE IN 2025 FOR THE APPLICANT AT PID 41250586.

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.

**Discussion of Civil Attorney Contract**

Committee Chair Johnson stated that the committee discussed whether the City should issue an RFP for attorney services. The City is currently going through arbitration and are satisfied with Ratwik, Roszak, and Maloney (RRM) services, so two member of the committee thought it important to stay with our current City Attorney.

Member Czeczok stated that if he is not mistaken the current contract with our City Attorney was agreed to in 2014 asked for clarification.

Administrator Broyles stated that the last time the City went out for RFP was in 2014.

Member Johnson stated that per the City Charter, the City appoints the City Attorney every two years.

Finance Director Hillman stated that the City considers the City Attorney contract every two years.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY TO ELECT TO REMAIN WITH RRM AND DIRECT STAFF TO ENTER INTO NEGOTIATIONS WITH THEM AND PRESENT FINANCIALS TO COUNCIL FOR CONSIDERATION.

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.

**2025 Budget and Levy Discussion**

Finance Director Hillman clarified that the City wants to reduce the Capital Levy by $100,000 and reduce the Park Board facility funding request by $100,000 each year.

Member Czeczok stated that the Council has talked about the Airport levy at least a half a dozen times in the last year. He finds it interesting that the request started at $225,000, then went through the committee, and the City Council set it at $1,000. Now it has returned to a larger amount again. It is not the City's responsibility to match what the County pays for the Airport. The Council's responsibility is to the taxpayers, who ultimately pay the levy. There is a remedy for the situation.

Member O'Day asked for clarification on how the committee got to $125,000. He does not think that the entire Council agrees with what to levy for the Airport.

Member Johnson stated that two members of the committee wanted to come back to the Council with $150,000 levy for the airport, they determined that the $150,000 was already defeated by the Council. The $125,000 is the original levy less the roughly $25,000 in staff time that the City is putting into the airport.

Chair Bevans stated that he supports $1,000 for the Airport. He agrees with Member Czeczok, he thinks the double taxation is something that can be fixed. He thinks that the tragedy is that the City wrote a proposal to the County to discuss the taxation of the Airport. It appears that the County is not even interested in administering the levy for the Airport. He does not believe that the levy should fall on primarily the back of the Brainerd taxpayers.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK TO 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, REDUCE THE CAPITAL TREE BUDGET TO $15,000, AND PRESENT 4.75% INCREASE AT THE DECEMBER 2ND, 2024 BUDGET PUBLIC HEARING.

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

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK TO, REDUCE THE PARK BOARD’S FACILITY FUNDING REQUEST BY $100,000 EACH YEAR, REDUCE THE CAPITAL LEVY BY $100,000, AND REDUCE THE CAPITAL TREE BUDGET TO $15,000.

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

Member Johnson commented that a 4.75% increase would include $125,000 for the Airport for the Budget Public Hearing.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND O’DAY TO PRESENT A 4% LEVY INCREASE AT THE DECEMBER 2ND, 2024 BUDGET PUBLIC HEARING.

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

**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)

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

Lauren Volz, Baker Tilly, gave an overview of the sale results for the South Brainerd Reconstruction Bonds. The sales result was a 3.168% interest rate to Hilltop Securities Inc. in the aggregate amount of $2,910,000. The City’s bond rating is AA-, this is dependent on financial strength and conservative management practices.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O’DAY TO ADOPT RESOLUTION AWARDING THE SALE OF GENERAL OBLIGATION BONDS, SERIES 2024A, IN THE ORIGINAL AGGREGATE PRINCIPAL AMOUNT OF $2,910,000; FIXING THEIR FORM AND SPECIFICATIONS; DIRECTING THEIR EXECUTION AND DELIVERY; AND PROVIDING FOR THEIR PAYMENT.

**RESOLUTION 54:24**

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.

## New Business

### Discussion of Process to Fill Vacant At-Large Position effective January 6, 2025

Member Johnson stated that he originally supported a shorter period of time in which to apply. He had a great conversation with Member Czeczok about including our newly elected Council Member in the decision-making process and now supports the motion.

Chair Bevans is concerned about the amount of time for Council Members to consider the applicants.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON TO DECLARE A VACANCY OF THE AT-LARGE POSITION SET TO EXPIRE DECEMBER 31,2026 ; FURTHER, TO ACCEPT APPLICATIONS FOR THE VACANCY FROM NOVEMBER 19TH, 2024 THROUGH DECEMBER 30TH WITH AN ANTICIPATED APPOINTMENT ON JANUARY 6TH, 2025.

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.

### Call for Public Hearing - Request to Vacate Right of Ways

City Engineer Dehn stated that staff is recommending two public hearings for vacation of right of ways.

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND CZECZOK TO FOR PUBLIC HEARING FOR MADISON HEIGHTS PLAT AND RADEMACHER COMMERCIAL ADDITION FOR EACH RIGHT OF WAY VACATION TO BE HELD ON DECEMBER 16TH, 2024 AT 7:30 P.M.

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.

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

The Chair opened the public hearing at 8:07 p.m.

Blake Peterson, 623 Willow St, stated that they will be receiving about $100 for an easement from the City. He does not feel this is fair market value. He asked why it is the homeowners responsibility to pay $5,200 so that the City can acquire the land. He does not feel that putting a roundabout on this corner will add value to the property.

City Engineer Dehn stated that $5,200 is for half of the assessment which pays for the street reconstruction. The easement cost is for the City's cost for constructing the sidewalk, gutters, etc. on his property.

Chair Bevans stated that the easement is not a purchase agreement. The City will use the property during the construction.

The Chair closed the public hearing at 8:12 p.m.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND O'DAY TO ADOPT RESOLUTION ORDERING IMPROVEMENT AND ORDERING PREPARATION OF PLANS FOR IMPROVEMENT 23-13- TH 371B/WILLOW STREET ROUNDABOUT PROJECT.

**RESOLUTION 55:24**

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.

**First Reading - Proposed Ordinance 1577 - Annexation of 15106 Riverside Drive**
**Public Forum**

Community Development Director Kramvik clarified that the City Council passed Ordinance 1576, but all adjacent properties were not notified of the public hearing. Therefore, the Council must conduct another public hearing at the December 16th meeting, with notification to all adjacent properties, and pass Ordinance 1577 which will annex 15106 Riverside Drive and repeal Ordinance 1576.

Member Czeczok clarified that the Office of Administrative Hearings found the discrepancy.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO CONDUCT THE FIRST READING AND DISPENSE WITH THE ACTUAL READING OF PROPOSED ORDINANCE 1577, AN ORDINANCE PROVIDING FOR THE ANNEXATION OF 15106 RIVERSIDE DRIVE.

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 City Administrator to Attend Conference for Sourcewell**

Administrator Broyles stated that he has the opportunity as a Board of Trustee Member for Sourcewell to attend the annual Governance Conference. All expenses would be paid by Sourcewell, it would just cost his time.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO AUTHORIZE THE CITY ADMINISTRATOR TO ATTEND THE AGRIP GOVERNANCE CONFERENCE ON MARCH 16-19, 2025.

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.

**Public Forum**

The Chair opened the public forum at 8:17 p.m.

No one came forward.

The Chair closed the public forum at 8:17 p.m.

**Staff Reports**

HRA Director Charpentier stated that their staff met with their DEED rep who stated that the HRA small cities grant would be likely more competitive if they only applied for a streetscape

grant this round. The streetscape grant includes lighting, benches, etc. The HRA would submit another pre-application for commercial and residential funding along Washington street in 2026.

Public Works Director Habighorst stated that a contractor has stabilized the sewer main near Evergreen Cemetery. Staff will be working on design for a permanent fix. The Police Department has been assisting our Park Department in installing cameras in three areas in our parks.

Community Development Director Kramvik stated that the Planning Commission will review three short term rental renewals, a brew pub at Last Turn saloon, and a CUP and variance request for seven residential units above Bob and Fran's at their November meeting. The Planning Commission will be reviewing a crypto mining ordinance in December. Finally, the EDA, City Council, and Public Utilities Commission toured the facilities at Just for Krypto, it was very interesting and beneficial in creating the ordinance.

Chair Bevans asked for an update on the Roberts property purchase.

Attorney Langel stated that the documents are prepared, they are just waiting on the current owner to travel to sign his documents.

Administrator Broyles stated that he will be on vacation Wednesday through Friday this week, he will be traveling to welcome his first grandson.

**Mayor's Report**

Mayor Badeaux stated that Brainerd Jaycees and Brainerd Community Action have been presenting community awards. They awarded Visit Brainerd with Non-Profit of the Year and Wade Haapajoki as Citizen of the Year. There will be a ceremony in the first part of 2025. He stated that Small Business Saturday is November 30th downtown with Window Walk from 11:00 a.m.- 6:00 p.m., Hayrides from 4:00 p.m.-6:00 p.m., City Hall Tree Lighting at 5:00 p.m., and the unveiling of the cookie statues downtown. The statues look really cool. He is excited for people to see them.

**Council Member Reports**

Member Johnson reminded the kids of Brainerd not to drop kick the cookies.

Chair Bevans stated that he is sad to see Bob and Fran's and the Auto Import going out of business. He stopped into Auto Import. Their family has been running that location for over fifty years.

Member O'Day congratulated Administrator Broyles on his first grandchild. He thanked all of the voters and poll workers. He commented that it is amazing how much work goes into voting, our poll workers in Crow Wing County are very efficient and accurate.

Member Czeczok thanked Mayor Badeaux for the recognition Youth Volunteer of the Year, she has a very impressive resume. He also congratulated Administrator Broyles on his first grandchild.

**Adjourn**

**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.**

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STENGLEIN TO ADJOURN TO CLOSED SESSION.

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.

The Chair adjourned to closed session at 8:28 p.m.

The Council took a 7-minute break.

The Chair reconvened the meeting at 9:10 p.m.

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

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.

The Chair adjourned the meeting at 9:10 p.m.

Nicholas W. Broyles
City Administrator

**2025 LICENSE RENEWALS**
**DECEMBER 2, 2024 COUNCIL MEETING**

**GARBAGE LICENSE - 4 RENEWALS**

Garrison Disposal dba Nisswa Sanitation
PO Box 780
Nisswa, MN 56468

Waste Partners, Inc.
2928 State Hwy 371
Pine River, MN 56474

Waste Management of Brainerd
7968 Industrial Park Road
Baxter, MN 56425

Pequot Lakes Sanitation
PO Box 639
Pequot Lakes MN 56401

**TOBACCO LICENSES - 15 RENEWALS**

S & R Quisberg, Inc. dba Brainerd Cub Foods
417 8th Ave NE
Brainerd, MN 56401

Cornerstone Liquor
817 Washington Street
Brainerd, MN 56401

Limo's Etc. Inc
326 Washington St
Brainerd MN 56401

Vapor North
328 Washington Street
Brainerd, MN 56401

Northdale Oil Inc
421 NE Washington Street
Brainerd, MN 56401

Tobacco Den
633 Washington Street NE
Brainerd, MN 56401

Save Liquor
701 Industrial Park Rd SW
Brainerd, MN 56401

Walgreens #05635
340 W Washington St
Brainerd MN 56401

Casey's General Store
850 Lum Park Road
Brainerd, MN 56401

Mid-Town Depot
321 Washington Street
Brainerd MN 56401

Casey's #4264
3325 Oak Street
Brainerd, MN 56401

Shep's on 6th
315 S 6th Street
Brainerd MN 56401

Cashwise Liquor
513 B Street NE
Brainerd, MN 56401

Mill Avenue Holiday
1500 Mill Avenue
Brainerd, MN 56401

Northern Tier Retail LLC dba Super America
1223 South 6th Street
Brainerd, MN 56401

**SECOND HAND GOODS LICENSE - 3 RENEWALS**

United Gold & Silver
702 W Washington Street
Brainerd, MN 56401

EL Menk Jewelers
623 Laurel Street
Brainerd MN 56401

Bridge of Harmony
216 S 7th Street
Brainerd MN 56401

**PAWNBROKERS LICENSE - 2 RENEWALS**

T & B Pawn & Gun Inc.
515 Washington Street
Brainerd, MN 56401

Iron Hills Gun & Pawn Inc.
704 Front Street
Brainerd, MN 56401

**TAXI CAB LICENSES - 1 RENEWAL**

Brainerd Area Taxi
709 Charles Street
Brainerd MN, 56401

**SECOND HAND AUTO LICENSES - 6 RENEWALS**

Midway Auto
10 E Washington Street
Brainerd, MN 56401

Auto Import
22 Washington Street
Brainerd, MN 56401

Tanner Motors
620 W Washington St
Brainerd, MN 56401

Tanner Nissan
620 W Washington St
Brainerd, MN 56401

Motors-N-More
510 10th Ave NE
Brainerd, MN 56401

Eclipse Automotive
210 NW 5th Street
Brainerd MN 56401

## Contingent Upon Inspection by the Fire Department

**TOBACCO LICENSES - 3 RENEWALS**

Yesterday's Gone
219 S 9th Street
Brainerd, MN 56401

Holiday Stationstores, Inc.
424 South 6th Street
Brainerd, MN 56401

HA Smokey's Tobacco
706 Washington Street
Brainerd, MN 56401

The Parlor
714 Laurel St
Brainerd MN 56401

**TAXI CAB LICENSES - 1 RENEWAL**

Grab-A-Cab
422 Charles Street
Brainerd, MN 56401

**SECOND HAND AUTO LICENSES - 1 RENEWAL**

Brainerd Sports & Marine
13377 State Hwy 25
Brainerd, MN 56401

# Brainerd Fire Department Monthly Report

November 2024

This month, the Brainerd Fire Department continued its focus on education, providing valuable training opportunities for both our firefighters and the public.

**Community and Public Education**

• Fire Extinguisher Training:

Delivered fire extinguisher training for employees of a local business to enhance workplace safety.

• Community Avalanche Awareness and Rescue Training:

Offered free to the community in partnership with the Corey Borg-Massanari Foundation. This training, aimed at backcountry enthusiasts from the Brainerd Lakes area, was led by expert instructors from Summit County, Colorado. We are proud to have been able to provide this potentially lifesaving training to about 75 individuals over the three days.

**Firefighter training and Development**

Firefighter training focused on diverse emergency response scenarios, including:

• Mass Casualty Triage (EMS): Preparing for incidents involving multiple victims.

• Ice/Open Water Rescue: Addressing winter-specific rescue operations.

• Emergency Driving: Advanced driving techniques taught by MHSC to enhance safety and response efficiency. This training is provided free of charge through a partnership with the driving school and Sourcewell.

**Community Engagement**

• Brainerd Chamber of Commerce Leadership Academy - Public Safety Day:

The fire department hosted participants, providing hands-on experiences such as trying on gear, exploring the ladder truck, and learning about the department's equipment. This event showcased our team and served as a potential recruitment opportunity.

• Thanksgiving Meal Delivery:

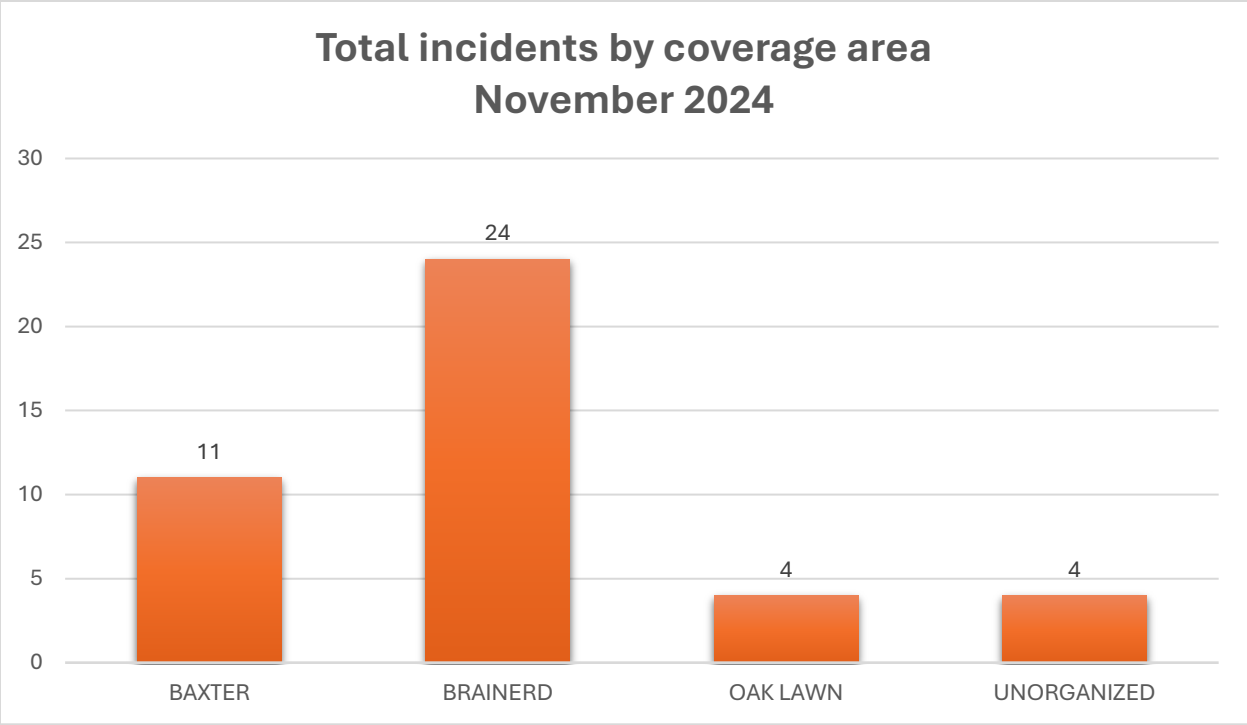
Assisted the Brainerd American Legion Post 255 in delivering meals to those in need, continuing a cherished annual tradition.

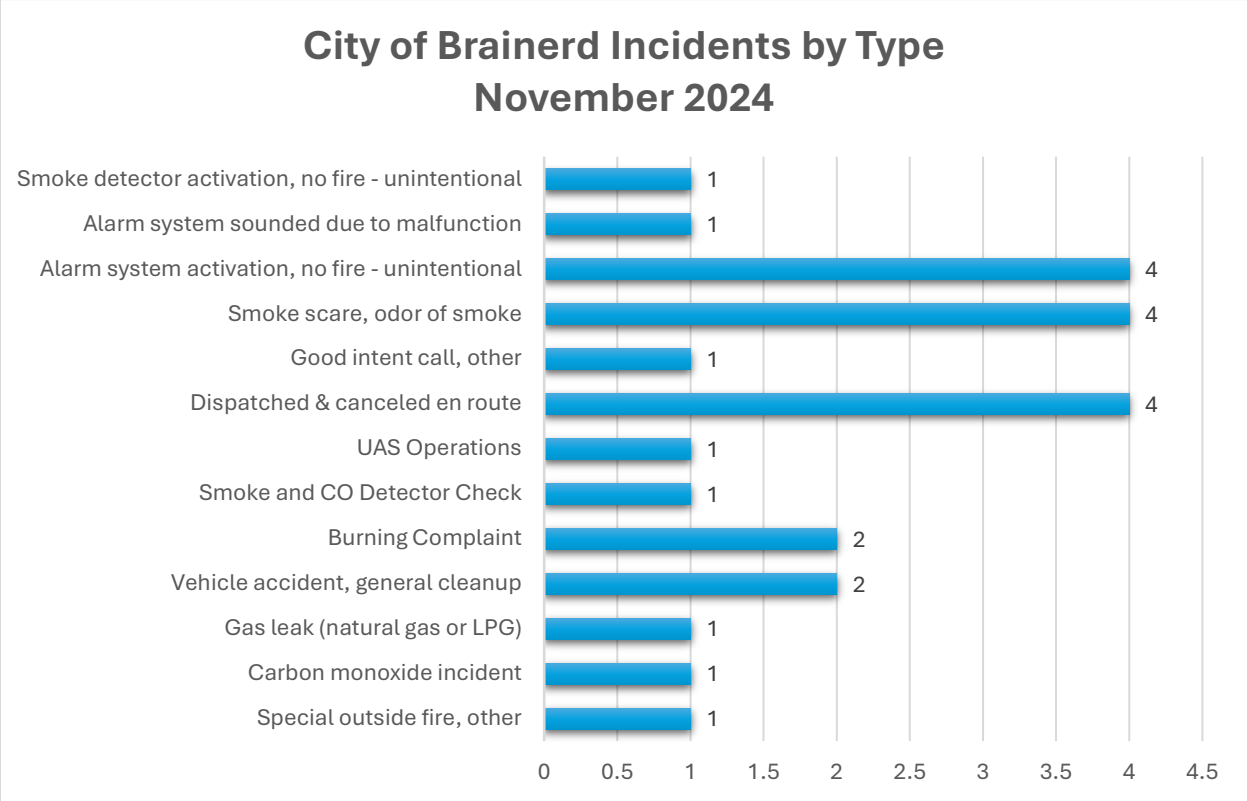
• Hometown Holidays Celebration:

Helped kick off the holiday season by delivering Santa to downtown Brainerd's festive celebration.

# Brainerd Fire Department Monthly Report

November 2024




November was a busy and rewarding month for the department, as we balanced training, community outreach, and festive events to serve the community.

December 2, 2024

# HR DIRECTOR REPORT

**In this report:**

- Union Updates
- IT Integration
- Personnel
- Open Enrollment
- Wellness Committee

## Union Updates

Our arbitration hearing with the IBEW Public Utilities Union will be held on December 18th. It will likely be the end of January before we receive the decision from the Arbitrator.

A Memorandum of Agreement was negotiated with the IBEW Administrative Support Union to establish the wage for the new Administrative Assistant position. An internal posting was completed on November 26th. A recommendation will be presented at the December 16th Council meeting.

LELS (Police Officers) Union voted and approved the tentative agreement terms on November 21st. The Council will be considering the tentative agreement and wage resolution at its December 2nd meeting.

First round of negotiations with the Teamsters Union representing our Police Sergeants and Lieutenant will take place on December 9th. We have also scheduled negotiations with the United Steel Workers Union that represents our Hydro employee for December 19th.

## IT Integration

At the November 4th Council meeting, the Council considered a request from the Integration Work Group for formal direction if the Work Group should continue to pursue integration of the City-side and Public Utilities IT and Finance Departments. The Council voted to continue the Work Group and that the Work Group may include applicable Staff as needed. The Council also scheduled a Joint Integration Workshop between the Council and the Public Utilities Commission for February 10, 2025, at 6 pm.

With Abby Sova's recent resignation, Staff is reviewing how her resignation impacts the Public Utilities Department's immediate IT needs and the proposed IT Integration initiative. Please note that the proposed 2025 Public Utilities Department Budget currently includes a new Network Administrator position to be hired as soon as possible and a System Administrator position to be hired 6 – 8 months thereafter. The 2025 Budget will be presented for consideration to the Commission at its November 26th meeting and to the City Council on December 2nd.

Staff plans to keep the Commission's Personnel Committee informed of any developments and to help finalize the applicable job descriptions for Council consideration.

## Personnel

New Hires/Promotions for City/BPU/HRA:
Nicholas Carvelli - Apprentice Lineworker (11/12)
Colton Gutenkauf - Police Officer (12/4)
Lisa Asbach - Administrative Spec. Public Works (12/23)
Brandon Burgau - Police Intern (11/19)

Farewell to:
Abigail Sova - IT/Data Analyst (12/2)
Carl Kezar - Meter Serviceworker (12/12)

Current Job Opportunities:

Transit Operation Specialist - Posting closed on October 25th.

Recreation Specialist - Conditional Job Offer given and candidate is going through the pre-employment process.

Journeyman Electrician - Interviews will take place the first week of December.

Facilities Custodian - Interviews will take place the first week of December.

Paid on-call Firefighter - Four job offers were extended and the individuals are completing the pre-employment process.

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

## Open Enrollment

Our 2025 open enrollment election period ended on October 31st and all employees have elected their 2025 benefits. Our payroll ladies are working feverishly to administratively process all of our benefits changes so employees will see those adjustments on January 1st including switching to Blue Cross/Blue Shield for health insurance. We would also like to thank all our employees for completing this process in a timely manner!

## Wellness Committee

Our December Lunch-N-Learn will be taking place on December 18th at 11:30am or 12:30pm at the Fire Department. This will be our annual Christmas Party!

The Wellness Committee is participating in the Be a Santa to a Senior program this Holiday season. If you are able to participate, you will find a tree with tags at both City Hall and BPU. On the tag is a name of a Senior and an item they were needing this Holiday season. Once the item is purchased please wrap the item, attached the tag, and return to City Hall by December 9th. The Wellness Committee will then bring all gifts received to Home Instead and they will then be delivered to the Senior.

The Wellness Committee is looking for new members and for someone to lead the group in 2025. If interested in joining the Wellness Committee and/or leading it, please reach out to the HR Department.

# Recreation Report

**Winter Sports and Activities**

- **Adult and Youth Pond Hockey**
  - Registration is opening shortly
  - City staff will administer program as opposed to last year

- **Warming House Attendants**
  - Job posting is up and live

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

Here's a summary of our rental activity so far:
**Monthly Rentals**:
May: 6 rentals
June: 23 rentals
July: 32 rentals
August: 24 Rentals
September: 15 rentals
Total: 107 rentals
**Rental Details**:
Average Duration: 30-60 minutes
**Total Revenue for 2024: $985**

# Parks Maintenance Report

- Hung downtown Christmas banners.
- Removed brush piles from new disc course.
- Cleaning and prepping warming houses.
- Repairing and painting picnic tables.
- Removed and stored all relevant add banners from fields.
- Replaced faulty air hose on shop reel.
- Decorated and tested City Hall Christmas tree.
- Put up barricades, repaired damaged topsoil, and re-seeded soccer field area at JCP.(vandalism)
- Manufactured two new frames and mounting brackets for new park signs. BAP and JCP.
- Reconfigured Traverse with winter flooding hose reel and gear.
- Fixed trap door on GGP. Bandstand.(vandalism)
- Cut and trimmed up misc. trees.
- Fixed broken gates at BAP.
- Moved office desk from P/D to Transit office.
- Garbage pick-up and Buster Park routine maintenance.
- Pressure washed all park garbage receptacles and stored for winter.
- Attended required safety training.
- Replaced faulty ground fault outlet in City Hall parking lot.

- Procured lumber and hardware for horseshoe pits.
- Took delivery of steel picnic tables / will assemble.
- Putting up wreaths and swags for downtown décor.
- Ordered 3 more heavy duty Pickleball net systems for MMP.
- Removed and stored basketball goals for winter.
- Checked all hockey goal nets for upcoming season.
- Readied all blowers and plows for winter.
- Washed and winterized summer equipment.
- Assembled and installed misc. memorial benches.

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## Parks Projects Report

**Parks ARPA Projects**
Work has been completed on the projects. The shade structure frames are assembled and installed but the fabric shades are at the maintenance facility for installation in the spring. Items that were removed from the scope of work for cost savings will be installed in the spring by maintenance staff. Maintenance staff will be working over the winter and spring on additional items at Jaycees to complete the improvements such as the horseshoe pits, new sign, warming house, door replacements, and building exterior paint. Staff will monitor the seeding placed by the contractor in spring for final turf establishment before final project acceptance and closeout.

**Buster Park Pavilion**
This work is complete. Staff will be placing new wood chips in the park when staff time allows.

**Memorial Park Disc Golf Course**
The new disc golf course has been installed and opened to the public.

**Building Demolitions**
The demo at Jaycees has been completed. Maintenance staff will be responsible to complete topsoil and seeding of the areas.

**Gregory Park Warming House/Pavilion Gutter Replacement**
This work is complete.

**Memorial Park Rink Lights Automatic Timer**
This work is complete.

**Lum Park Pavilion Rehabilitations**
Work is nearly complete on Pavilions #1 and #2. Painting is mainly all that remains. This will be complete in the spring when temperature and weather allows.

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## Streets Maintenance Report

**Maintenance Tasks Completed Month Prior**

- Completed fall street sweeping
- Continue storm and sanitary sewer mapping
- Install E911 signs
- Assist Community Development in installation of City property for sale signs

- Tree removal with Brainerd Public utilities
- Sand streets as needed
- Preparing snow plow truck for season
- Trimmed low hanging branches where needed
- Addressed complaints regarding signs in right of way

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## Engineering Report

**South Brainerd Reconstruction Project**
The project is mainly complete. Final restoration remains to be completed before the project will be finally accepted and closed out.

**S. 6th/Willow Roundabout Project**
Staff is reviewing 90% plans and will be continuing the assessment procedures over the next few Council meetings. Offers for easements have been sent to property owners and SEH has been following up with property owners. However, we have not received all the responses as needed. As we approach the 60-day negotiating window, staff may be bringing a recommendation to initiate Eminent Domain proceedings as needed. We are expecting to continue plan development to 100% concurrently with the right of way process.

**Buffalo Hills Gully Remediation Project**
The project is mainly complete. Tree planting and live stake installation is planned to occur next spring.

**Evergreen/Bluff Resurfacing Project**
This work is complete and MnDOT State Aid has performed a final inspection of the project.

**Laurel Street Bridge Repair Project**
This work is mainly complete. Final restoration is expected to occur in spring.

**O Street Outfall Project**
This work is complete with seeding placed. Re-establishment of the turfgrass is likely not expected to occur until next spring.

**2024 Large Patching Project**
The patching on Northtown and Clara is completed. The final patching on SW 4th Street did not occur before the season ended.

**2024 Chip Seal Project**
This work has been completed.

**PD HVAC Replacement Project**
This work is complete.

**PD Exterior Improvements Project**
This project has begun and work that was able to occur with coordination of the HVAC replacement is complete. EIFS and painting will have to occur in Spring 2025 due to the weather constraints.

**Historic Water Tower Rehabilitation Project – Phase 2**
The contractor has completed work on the electrical portion of this project. They are continuing replacement of

the windows and repair of the mortar joints.

**2025 Lowell Safe Routes to School Project**
WSB has developed a draft layout. Once approved, they will be moved into the design phase. Design development will occur during the rest of 2024 in cooperation with the school district.

**Other Activities**

- Participated in weekly check-in meetings for TH 371B/Willow Street Roundabout Project
- Coordinated with contractor and WSB on Parks ARPA project
- Reviewed upcoming event applications
- Reviewed building permits for appropriate erosion control plans and requirements
- Reviewed and approved excavation and utility permits
- Reviewed amendment request from WSB for Parks ARPA project
- Prepared a revised 2025 Parks facility Fee Schedule
- Reviewed Proposals for Engineering Services on Hawkins-Joseph-Ronald Resurfacing Project
- Reviewed change order item requests for Parks ARPA project
- Attended for APWA-MN Fall Conference
- Compiled vacated right of way documents for MnDOT for adjacent streets to TH 210
- Participated in System Preservation webinar training
- Participated in TH 210 Reconstruction project utility design meeting
- Attended Region 5 TAC meeting
- Met with contractor to discuss scope of work for City Hall restrooms
- Participated in interviews for Public Works Admin Specialist
- Participated in interviews for Recreation Specialist
- Discussed details of Holiday Hay Ride event
- Participated in discussion of upcoming panel on RFP session at CEAM Conference
- Reviewed final pay voucher quantities for Parks ARPA project with WSB
- Met with Region 5 Planning to discuss TA LOI
- Attended MPCA Smart Salting certification course
- Discuss prioritization of utility projects and lines
- Answered questions regarding downtown snow removal special assessments
- Participated in TH 210 Reconstruction detour/staging discussion
- Discussed potential CWC sidewalk installation on Mill Avenue from Washington to E Street
- Met with SEH to introduce staff and discuss upcoming projects
- Discuss non-working funds budgets (sanitary and storm sewer)
- Met with Public Works Division leaders
- Met in Jaycees Park with BPU to discuss lighting layout
- Discuss upcoming details of South Brainerd Resurfacing project with City Attorney
- Participated in South Brainerd Resurfacing Informational Meeting with residents and property owners
- Requested assistance from school district staff regarding district staff parking adjacent to homes
- Provided clarification on speed limit on Riverside Drive to resident
- Investigated sewer utility information for potential development
- Provided answers to questions by SRF regarding TH 210/Lum Park Pedestrian Bridge for grant application

- Provided seed mix clarification to Parks Maintenance for repair work at Jaycees Park
- Met with Park Board member and PW Director to discuss capital planning process
- Requested clarification from title company regarding recent sale of a property on roundabout project.
- Reviewed draft CATEX report for TH 371B/Willow St Roundabout project.
- Prepared and sent amendment request to MnDOT for TH 371B/Willow St Roundabout engineering costs
- Requested reservation of advance MSAS funds for 2024 and 2025 projects
- Reviewed proposals for Ash Tree removals in South and Southeast Brainerd
- Reviewed final pay estimates for Chip Seal and Evergreen/Bluff Resurfacing projects
- Clarified question regarding flags on Washington Street for Veteran's Day
- Provided responses to inquiries regarding I&I Study/CIPP Lining reports
- Filed Change In Construction status form with State Aid office for Evergreen/Bluff project
- Prepared mailings for vacation hearings in Madison Heights and Rademacher's Commercial
- Provided answers to questions regarding South Brainerd Resurfacing project
- Prepared and sent documents per Info Request regarding South Brainerd Resurfacing project

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## Transit Report

**Activities**

- Receiving new bus (ordered back in 2022) in January 2025.
    - Disposition of 2 buses will also happen early 2025 (will go to government auction)
- Working with MnDOT on process of procuring new dispatch/scheduling/routing software
- Third Party Contractor Blue Sky Transit currently has a driver shortage causing service disruptions
- New ADA Policy Plan work in process. Will bring to City Council for approval once completed. Americans with Disabilities Act
    - ADA and Reasonable Modification process and complaint forms now on Transit Webpage on City of Brainerd Website
- Staff attended Regional meeting with MnDOT in Bemidji at Paul Bunyan Transit
- Working with a new Transit Advertising company that produces ad revenue for our agency by wrapping advertisements on the buses. Our previous Advertising company retired October 2024
- Ran a radio ad for Transit on all local radio stations. Ad ran every morning and afternoon for 2 months.
- Working on creating updated Transit brochures that will be printed and distributed by end of 2024
- Still trying to find a Full Time Transit Operations Specialist
- Streets Department staff installed bike rack on new bus #240
- 2 minor accidents (Blue Sky Driver responsible and the driver was let go)
    - Bus 201 accident damage has been repaired and bus is back in service
    - Bus 155 accident damage repair will be scheduled
- 1 bus transmission failure. Bus is at a transmission shop where they are installing a new rebuilt transmission. Expect to put the bus back into service beginning of December
- Received approval from MnDOT to participate in future special events, on occasion, outside of normal service hours

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** MN Charitable Gambling Application to Conduct Off-site Gambling submitted by Brainerd Area Hockey Association for an Event to be held on February 17, 2024 at 502 Jackson St, Brainerd.

**AGENDA:**

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:**

**DEPARTMENT:** Administration

**PRESENTER:**

**ESTIMATED TIME (MIN):**

**SUMMARY OF ISSUE:**

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

**RECOMMENDED ACTION/MOTION:**

**FINANCIAL IMPACT:**

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Authorize the Sale of Retired Fire Department Equipment

**AGENDA:** Consent

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Tim Holmes, Fire Chief

**DEPARTMENT:** Fire

**PRESENTER:** Tim Holmes, Fire Chief

**ESTIMATED TIME (MIN):** 1 minute

**SUMMARY OF ISSUE:** Authorize the sale of retired fire department equipment using our public auction site. With the delivery of a new pickup truck, we are requesting to sell our 1997 GMC utility truck.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** The 1997 GMC utility truck is on a 3500 chassis, 4 door cab, with a utility box on the rear.

**RECOMMENDED ACTION/MOTION:** Authorize the sale of retired fire department equipment using our public auction site.

**FINANCIAL IMPACT:** Money from the sale of the equipment will go back into the Fire Capital Fund.

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Authorize Execution of Agreement between Minnesota Department of Revenue (MnDOR) and City of Brainerd for Collection of Local Sales and Use Tax

**AGENDA:** Consent

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Connie Hillman, Finance Director

**DEPARTMENT:** Finance

**PRESENTER:**

**ESTIMATED TIME (MIN):** N/A

**SUMMARY OF ISSUE:**
The City needs to execute a new agreement with Minnesota Department of Revenue (MnDOR) for the State to continue administering the City's local option sales and use tax.

The State is changing the administration fee calculation from a flat fee of 1.35% to 1.0% effective January 1, 2025 to cover the administration, collection and auditing of local sales taxes administered by the Department.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

**RECOMMENDED ACTION/MOTION:**
Authorize signature on agreement between Minnesota Department of Revenue and City of Brainerd for collection of a local sales and use tax.

**FINANCIAL IMPACT:**

# Agreement Between the Minnesota Department of Revenue and City of Brainerd for Collection of a Local Sales and Use Tax

**Introduction**

This agreement concerns administration of local taxes identified below:

- Brainerd sales tax
- Brainerd use tax

Laws of Minnesota 2006 Chapter 259, Article 3, Section 11 and amended by Laws of Minnesota 2014 Chapter 308, Article 3, Section 27 authorize the above taxes. The taxes are imposed by Brainerd Ordinance Number 1294 adopted September 3, 2019.

**Administration, collection and enforcement**

The Department of Revenue (department) will administer, collect, and enforce the Brainerd taxes identified in the introduction, as authorized under:

- Minnesota Statutes, section(s) 297A.99, and
- any other governing laws or statutes identified in the introduction

The administration, collection, and enforcement process will follow:

- Minnesota Statutes, Chapters 297A, 289A, and 270C
- Minnesota rules Chapter 8130, and
- Administrative procedures

Local tax administration also includes processing refunds, litigation, and authority to enter into settlement agreements on behalf of Brainerd. If the local tax revenues collected are not sufficient to cover actions taken, Brainerd must provide the department with sufficient funding to process all adjustments.

Brainerd agrees to update the ordinance listed above as needed to remain consistent with current language and definitions used in the governing Minnesota Statutes. Brainerd further agrees to take corrective action within 90 days if notified by the department of required ordinance language changes. The department will not enforce or engage in compliance activities for local taxes administered by the department if any portion of Brainerd's ordinance is not consistent with the governing Minnesota statutes. Local special taxes imposed before 2010 are not subject to this limitation.

**Registration of vendors**

The department is responsible for notifying vendors that are registered for state sales and use tax of their obligations to collect and remit Brainerd taxes covered by this agreement. The department is also responsible for informing newly registered businesses of their obligations to collect and remit Brainerd sales and use taxes covered by this agreement.

Accounts registered for state sales and use tax who have a ZIP Code in the Brainerd tax jurisdiction will be registered for the Brainerd taxes by the department. We will mail an informational notice of registration to these businesses.

**Outreach and education**
The department will register and notify all vendors that are currently registered for state sales and use tax and the general public about the Brainerd taxes by posting a notice on the department's website (www.revenue.state.mn.us). Other notifications will be made at the time of registration, through the department's website.

Brainerd acknowledges that there is no cost-effective way to identify specific vendors located outside the Brainerd taxing jurisdiction who are required to be registered for Brainerd taxes. Identification of these vendors will be voluntary by vendor response to general notifications by the department and through other contacts that the vendor has with the department or the Streamlined Sales Tax Governing Board's (SSTGB) central registration system.

**Publicity**
If Brainerd maintains an official website, it will display (on its main web page) a link to a notice that residents and businesses may reference for more information about the local taxes. Brainerd will briefly describe the taxes and provide a link to the department's website (www.revenue.state.mn.us). Also state in the description that local use taxes on purchases of goods and services made outside of the political subdivision that are used in the political subdivision, are subject to local use taxes.

Local governments that bill residents and businesses for utilities must include a notice of the local taxes at least once per year. The notice must include a brief description of both the local sales and use taxes and reference the department's website link.

**Returns and remittance**
Vendors will collect and remit Brainerd taxes covered by this agreement as part of their Minnesota sales and use tax returns, which include simplified electronic returns (SER's) authorized by the SSTGB. Revenues collected by the department are deposited in the State Treasury and credited to a special account. The department will draw from this account to recover department costs as provided in this agreement, and to transmit collections to Brainerd. Brainerd will accrue no interest on this amount.

**Transmittal of tax**
The department will transmit the taxes reported on returns monthly through the automatic clearinghouse system.

For each month of collection, the department will transmit taxes reported for that month in one monthly payment. The transmittal will be sent approximately 40 days after month end. The department retains a fee for administering, collecting, and enforcing the Brainerd taxes as provided in this agreement. The department sends notification each month to Brainerd with the month's sales and use tax collections and the administrative fees deducted.

**Reports**
Upon request, the department will provide Brainerd with a report showing information about taxpayers and the amount of taxes remitted. This report can be requested once per year at no additional cost. Brainerd must submit a written request via email or US mail. The department will consider requests for more frequent reports for an additional administrative fee.

**Disclosure**
Brainerd understands that any local sales and use tax account information given to it by the department is subject to the classification and disclosure provisions in Minnesota Statutes, chapters 13 and 270B. Pursuant to Minnesota Statutes, section 270B.12, subdivision 2, such information can only be used to the extent necessary to administer the local sales or use tax.

The department will provide disclosure training materials to Brainerd's designated representative. Brainerd must train any employees with a business need to access not public Minnesota sales and use tax information provided by the department. All employees who have a business reason to access not public tax information must complete the required training annually. New employees and other users who did not previously have a business reason to access not public tax information must complete the training before they may be granted access it.

Brainerd must update its disclosure authorization form by December 31 of each year, providing a list of all personnel who are trained and authorized to view not public Minnesota sales and use tax information. If an authorized employee or official no longer needs access to tax information due to a change of duties, separation from employment, or any other reason, it is Brainerd's obligation to instruct the department's local tax liaison to terminate access rights for that individual by the start of the next calendar quarter.

Failure to conduct the required disclosure trainings or update the user access list as described above will result in the department suspending Brainerd's access to not public Minnesota sales and use tax information until such training is completed.

**Inspection of records and audit information**
The department will allow Brainerd to inspect and audit all data, records, and other information relating to its local sales or use tax, the cost of collecting the tax, and the performance by the department under this agreement. Brainerd will submit any requests to inspect the sales or use tax data to the department in writing, as prescribed by the department.

**Reimbursement of costs**
The Department will review its own direct and indirect costs for administering, collecting, and auditing local taxes, and as needed adjust costs accordingly.

For each month of collection, the following calculation of reimbursement for administrative costs will apply.

> Minnesota Statutes, section 297A.99, subdivision 11 states the Department shall deduct the direct and indirect costs to administer local taxes. Brainerd will pay a flat rate of up to 1.0% of sales taxes collected to cover the administration, collection, and auditing of all local sales taxes administered by the Department. If the reimbursement of costs increases, the Department will notify Brainerd at least 180 days prior to the rate change. An updated agreement is only

required when an increase to the flat rate of 1.0% is determined. Any shortfalls or reserves will be managed across years to the extent possible.

**Termination of a local tax**

The department will provide a report to Brainerd after the last month that the tax is in effect. The report will indicate the total amount of Brainerd taxes, corresponding adjustments made, prior month corrections, and administrative fees retained. In addition, when a tax ends, the department will work with Brainerd to determine a reserve amount the department will retain which will be used as a fund to make adjustments or refunds. Please see the Responsibilities section below for more details. The portion of this fund not used for refunds or adjustments will be transmitted to Brainerd at the close of the period of limitations. The account remains open for a period equal to the statute of limitations provided in Minnesota Statutes, section 289A.40, for sales and use tax returns. The account will be reconciled, and Brainerd will be notified of the final settlement.

**Responsibilities**

When the boundary limits for Brainerd change, it is the responsibility of Brainerd to notify and provide the department with the updated boundary information. The department will only update the rate calculator and ZIP Code guide upon receiving this information. Minnesota Statute requires that the department notify vendors of their tax obligations when boundaries change. Vendors not notified will be relieved of liability until notification occurs. The department will not engage in compliance activities for vendors in the new boundary area who have not been formally notified of the change.

If Brainerd updates or amends the city ordinance relating to the Brainerd tax covered by this agreement, Brainerd must provide a draft of the changes to the department for review before it is made final. The department will review the changes to ensure compliance with governing statutes. Brainerd will then provide the department with a signed copy of the revised or amended ordinance.

Brainerd must provide the department with current contact information annually and advise when any changes occur. This includes, but is not limited to, the contact person, phone number, address, and email.

Brainerd will notify the department prior to the 90-day notification requirement for when the tax will end. The department will work with Brainerd to project an estimated amount to retain for the reserve fund. This amount retained will allow for adjustments and refunds as mentioned in the “Termination of local tax” section. In the event the Department does not retain enough revenues to cover any adjustments once the tax ends, a bill will be sent for the outstanding amount. See Minnesota Statutes, section 297A.99, subdivision 9.

**Effective date**

This agreement is effective the day following imposition of the tax and supersedes any previous agreement.

**Modifications**

Any portion of this agreement may be modified. Modifications must be in writing and signed by the Commissioner of Revenue and an authorized representative of Brainerd.

**Minnesota Department of Revenue**

Signature: _____
Paul Marquart
Commissioner of Revenue

Date: _____

**Brainerd Representative**

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

Signature: _____

Print Name: _____

Print Title: _____

Date: _____

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Approval of Transfers of Funds

**AGENDA:** Consent

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Connie Hillman, Finance Director

**DEPARTMENT:** Finance

**PRESENTER:**

**ESTIMATED TIME (MIN):** N/A

**SUMMARY OF ISSUE:**

| Transfer From: | Transfer To: | Amount |
|---|---|---|
| Public Safety Fund (225) | Fire Capital Fund (404) - Per FAB Agreements | $126,348 |

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

**RECOMMENDED ACTION/MOTION:**

**FINANCIAL IMPACT:**
Included in the 2024 budget

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Brainerd Public Utilities Operating and Capital Budget Presentation

**AGENDA:** Main

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Danny Loch, Finance Manager, Chris Evans, Public Utilities Director

**DEPARTMENT:** Finance

**PRESENTER:** Danny Loch, Finance Manager, Chris Evans, Public Utilities Director

**ESTIMATED TIME (MIN):** 15 Minutes

**SUMMARY OF ISSUE:**
Per Chapter Six, Section 7 of the Brainerd City Charter:

The Commission shall, at the first meeting of the City Council, in December of each year, present an operating budget for the following year as well as a five year capital improvement plan outlining anticipated future capital expenditures. The budget shall set forth all expenditures that can be anticipated for the operation of the Commission, during said fiscal year, and when approved, in whole or such part as may be approved by the City Council, shall constitute the authority for the Commission to make such expenditures, subject to the provisions of this Charter. The Commission shall have the power to purchase and pay for all supplies necessary for the management of said business, when so approved by the City Council either as a part of said budget or by resolution of the City Council authorizing same, except that the Commission shall have the power to purchase supplies and machinery in case of sudden and extraordinary injury of said plants, making such purchases and contracts necessary to repair the same.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** The attached presented documents were approved at the Commission meeting on November 26, 2024.

**RECOMMENDED ACTION/MOTION:** A motion adopting the 2025 operating budget and 5 year capital improvement plan for the Brainerd Public Utilities Commission.

**FINANCIAL IMPACT:**

# BRAINERD PUBLIC UTILITIES

## OPERATING BUDGET FOR THE YEAR ENDED DECEMBER 31, 2025 AND CAPITAL IMPROVEMENT BUDGET FOR THE YEARS 2025 THROUGH 2029

**BRAINERD PUBLIC UTILITIES**
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**OPERATING AND CAPITAL BUDGETS**


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**2025 OPERATING BUDGET**

Detail of 2024 Operating Budget
Combined All Departments 4
Electric Department 5
Water Department 7
Wastewater Treatment Department 10

# Capital Improvement Budget

## 2025 - 2029

**Brainerd Public Utilities**
**Electric Distribution and Hydro Generation Department**
**Capital Improvement Budget**
**For the Years 2025 Through 2029**

| Project Description | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|
| **Electric Distribution** | | | | | |
| ***Distribution System Improvements*** | | | | | |
| ***Distribution Improvements*** | | | | | |
| OH Improvements | $ - | $ 225,000 | $ 240,000 | $ 255,000 | $ 270,000 |
| UG Improvements | - | 240,000 | 255,000 | 265,000 | 280,000 |
| Directional Drilling Charges | 60,000 | 65,000 | 70,000 | 75,000 | 80,000 |
| Distribution Transformers | - | 400,000 | 400,000 | 400,000 | 400,000 |
| New Extensions/Expansions | 100,000 | 100,000 | 100,000 | 100,000 | 100,000 |
| Distribution Protection (VFI, MVI, Viper) | 249,000 | 265,000 | 270,000 | 280,000 | 290,000 |
| Metering | 100,000 | 105,000 | 110,000 | 115,000 | 120,000 |
| Buffalo Hills Rebuild | 250,000 | - | - | - | - |
| EagleView Rebuild | 225,000 | - | - | - | |
| ***Substation Improvements*** | | | | | |
| Main Substation | 105,000 | 110,000 | 115,000 | 120,000 | 125,000 |
| Downtown Substation | 100,000 | - | - | - | - |
| ***Lighting System Improvements*** | | | | | |
| City Street Projects | 125,000 | 700,000 | 700,000 | 140,000 | 145,000 |
| ***Tools and Equipment*** | | | | | |
| High Voltage Tools | 25,000 | 30,000 | 30,000 | 35,000 | 35,000 |
| Safety Tools | 35,000 | 40,000 | 45,000 | 50,000 | 55,000 |
| Test Equipment | 25,000 | 30,000 | 35,000 | 40,000 | 45,000 |
| ***Vehicles/Trailers*** | | | | | |
| Digger Derrick Truck | 470,000 | - | - | - | - |
| Bucket Truck | 160,000 | 350,000 | - | - | - |
| Operations Pickup | 50,000 | - | - | - | - |
| ***Administration*** | | | | | |
| Computer System Improvements | 200,000 | 55,000 | 60,000 | 60,000 | 60,000 |
| Service Center Improvements | 50,000 | 50,000 | 50,000 | 50,000 | 50,000 |
| Total Electric Distribution | 2,329,000 | 2,765,000 | 2,480,000 | 1,985,000 | 2,055,000 |
| **Hydro Generation** | | | | | |
| ***PowerhHouse Building and Flow Control*** | | | | | |
| Upgrade of Bascule Gate Hydraulics | - | 200,000 | - | - | - |
| Exterior Painting of Powerhouse | - | 50,000 | - | - | - |
| Upgrade of Slide Gates | - | - | 300,000 | - | - |
| Wicket Gate Replacement | 170,000 | - | - | - | - |
| Lockout Equipment | 5,000 | - | - | - | - |
| ***Generation Equipment*** | | | | | |
| SCADA System Improvements | 40,000 | 45,000 | 45,000 | 50,000 | 50,000 |
| Relay Controls | 75,000 | - | - | - | - |
| Design and Replacement of Two Turbines | 645,000 | 4,850,000 | 4,850,000 | 4,850,000 | - |
| Replacement Parts of Older Turbines | - | 50,000 | - | 50,000 | - |
| Dryside Generator Work | 50,000 | - | - | - | - |
| Total Hydro Generation | 985,000 | 5,195,000 | 5,195,000 | 4,950,000 | 50,000 |
| Contingencies 5% | 165,700 | 398,000 | 383,750 | 346,750 | 105,250 |
| Total Electric Department | 3,479,700 | 8,358,000 | 8,058,750 | 7,281,750 | |
| Less: Projects Funded with Bonds/Grants | 1,115,000 | 5,900,000 | 5,550,000 | 4,850,000 | - |
| Less: Projects Funded Fund Balance/Carryover | 310,000 | 50,000 | - | - | - |
| Net Projects Funded through Operations | 2,054,700 | 2,458,000 | 2,508,750 | 2,431,750 | |

**Brainerd Public Utilities**
**Water Department**
**Capital Improvement Budget**
**For the Years 2025 Through 2029**

| | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|
| **Water Department** | | | | | |
| ***Water Production and Treatment*** | | | | | |
| Well Rehab | $ 55,000 | $ 60,000 | $ 60,000 | $ 65,000 | $ 65,000 |
| Filter Bed Improvements | 125,000 | - | - | - | 137,500 |
| Actuators | 75,000 | - | - | - | - |
| Pump House Roof | 30,000 | 32,000 | 35,000 | 30,000 | - |
| SCADA System Improvements | 20,000 | 20,000 | 20,000 | 15,000 | - |
| HVAC Improvements/dehumidifer | - | 25,000 | - | - | - |
| Parking Lot Improvements | - | 25,000 | - | - | - |
| Well House Improvements | 35,000 | - | - | - | 40,000 |
| Chemical Addition Equipment/Improvements | 5,000 | 5,000 | 5,000 | 5,000 | 5,000 |
| Security System | 25,000 | 25,000 | 30,000 | 32,000 | 32,000 |
| Reclamation/Backwash Construction Project | - | - | 5,650,000 | 5,650,000 | - |
| Creation Well #9 | - | 60,000 | - | - | - |
| High service Pump | - | 100,000 | 100,000 | - | - |
| New Plant Provision | - | - | 75,000 | 100,000 | 3,800,000 |
| ***Water Distribution System*** | | | | | |
| Gates/Valves/Hydrants | 50,000 | 55,000 | 57,500 | 60,000 | 62,500 |
| SCADA System Improvements | 25,000 | 25,000 | 25,000 | 30,000 | 30,000 |
| City Watermain Projects | | | | | |
| Willow Roundabout | 280,000 | - | - | - | - |
| Beech/Oakridge Reconstruction | 700,000 | - | - | - | - |
| South Brainerd including Graydon Avenue | 760,000 | - | - | - | - |
| Alley Project | 140,000 | - | - | - | - |
| Hawkins | 100,000 | | | | |
| Highway 210/Washington Street | - | 2,500,000 | 2,500,000 | - | - |
| Southeast Brainerd Reconstruction | - | 700,000 | - | 900,000 | - |
| Northeast Brainerd Reconstruction | - | - | 801,000 | - | 800,000 |
| Oak Street Reconstruction | - | - | - | - | 1,500,000 |
| Meters | 15,000 | 20,000 | 20,000 | 25,000 | 25,000 |
| New Services Improvements | 140,000 | 140,000 | 140,000 | 140,000 | 140,000 |
| Lum and Riverside Booster Station Improvements | 20,000 | 20,000 | 20,000 | 20,000 | 20,000 |
| Pump House Booster Rebuilt/Riverside upgrade | 150,000 | 150,000 | - | - | - |
| Distribution Tower Maintenance | 25,000 | 25,000 | 25,000 | 25,000 | 25,000 |
| Lead Service Replacements | - | 3,200,000 | 3,400,000 | 3,600,000 | 3,850,000 |
| Robert's Property Line realignment | - | - | - | 250,000 | - |
| ***Administration*** | | | | | |
| Computer System Improvements | 62,000 | 35,000 | 40,000 | 40,000 | 45,000 |
| Service Center Improvements | 25,000 | 25,000 | 25,000 | 25,000 | 30,000 |
| Total Water Before Contingencies | 2,862,000 | 7,247,000 | 13,028,500 | 11,012,000 | 10,607,000 |
| Contingencies | 143,100 | 362,350 | 651,425 | 550,600 | 530,350 |
| Total Water Department | $ 3,005,100 | $ 7,609,350 | $ 13,679,925 | $ 11,562,600 | $ 11,137,350 |
| Less: Projects Funded with Bonds | 1,980,000 | 4,800,000 | 8,151,000 | 5,850,000 | 8,025,000 |
| Less: Projects Funded with Grants | - | 1,600,000 | 4,200,000 | 4,300,000 | 1,925,000 |
| Net Projects Funded through Operations | 1,025,100 | 1,209,350 | 1,328,925 | 1,412,600 | 1,187,350 |

**Brainerd Public Utilities**
**Wastewater Treatment Department**
**Capital Improvement Budget**
**For the Years 2025 through 2029**

| Project Description | 2025 | 2026 | 2027 | 2028 | 2029 |
|---|---|---|---|---|---|
| **Wastewater Treatment Department** | | | | | |
| ***Wastewater Treatment*** | | | | | |
| Control Building HVAC Upgrade | $ 130,000 | $ - | $ - | $ - | $ - |
| Roofs | $ 30,000 | $ 32,500 | $ 35,000 | $ 37,500 | $ 40,000 |
| Sampling Devices/system Flow Meters | 10,000 | 15,000 | 15,000 | 20,000 | 20,000 |
| PLC Upgrades | 60,000 | 60,000 | 65,000 | 65,000 | 70,000 |
| UV Bulbs | 17,500 | 40,000 | 15,000 | 45,000 | 20,000 |
| Storage Tank/Biosolids Upgrades | 500,000 | 12,000,000 | 12,000,000 | - | - |
| SBR Parts | 35,000 | 35,000 | 35,000 | 35,000 | 35,000 |
| Digester Cover Upgrade/Flare Regulator | - | - | 35,000 | - | - |
| GBT Control Panel | 150,000 | - | - | - | - |
| SBR Blower Bearings | - | - | - | 30,000 | - |
| Hydry Dehumidifiers | 10,000 | - | - | 10,000 | - |
| Headwork Grit Classifier | 110,000 | - | - | - | - |
| Screen Improvements Headworks | 25,000 | - | - | - | - |
| Feed Pumps/Digester Feed/Parts | - | 10,000 | - | 10,000 | - |
| Lab Equipment | 10,000 | 10,000 | 12,000 | 12,000 | 14,000 |
| Crack Fill/Parking Lot/Resurface | 20,000 | - | - | - | - |
| ***Lift Station Improvements*** | | | | | |
| ***Main Lift Pumping Station*** | | | | | |
| Controls | 45,000 | - | - | - | - |
| Motor Control Pump Station | - | - | 60,000 | - | - |
| Submersible Pumps | 100,000 | 110,000 | 120,000 | 130,000 | - |
| VFD's | 35,000 | 40,000 | 42,000 | 45,000 | 45,000 |
| Rake Parts | 15,000 | 15,000 | 17,500 | 17,500 | 20,000 |
| Generator Replacement | 250,000 | - | - | - | - |
| Roof | - | - | 15,000 | - | - |
| Hydry Dehumidifiers | 7,500 | - | - | - | - |
| Main Lift Heat/Air Exchanger | 150,000 | 175,000 | - | - | - |
| **Evergreen Lift Station** | | | | | |
| Rake Parts | 7,500 | 7,500 | 9,500 | 9,500 | - |
| Motor Control | 10,000 | - | - | - | - |
| Roof | - | - | - | 14,500 | - |
| Door | 20,000 | - | - | - | - |
| Hydry Dehumidifier | 5,000 | - | - | - | - |
| submersible Pumps replacment | 100,000 | 100,000 | 100,000 | - | - |
| ***Other Lift Stations*** | | | | | |
| SW 6th Security Fence/yard improvement | 27,100 | - | - | - | - |
| SCADA System Improvements | 40,000 | 45,000 | 45,000 | 50,000 | 50,000 |
| Force Main Mapping | 25,000 | - | - | - | - |
| Crack Fill Driveways | 15,000 | - | - | - | - |
| Pump Replacements/VFD | 140,000 | 140,000 | 150,000 | 150,000 | 155,000 |
| Walnut & Pine Generator and fence | 77,100 | - | - | - | - |
| Tyrol Generator and fence | 77,100 | - | - | - | - |
| Tyrol Grinder Replacment | 15,000 | - | - | - | - |
| State Hospital Grinder Replacement | 15,000 | - | - | - | - |
| ***Vehicles and Trailers*** | | | | | |
| Truck | 65,000 | - | - | - | - |
| Vac-Tron Trailer | - | 240,000 | - | - | - |
| ***Administration*** | | | | | |
| Computer System Improvements | 62,000 | 35,000 | 40,000 | 40,000 | 45,000 |
| Service Center Improvements | 25,000 | 25,000 | 25,000 | 25,000 | 30,000 |
| Total Wastewater Treatment Before Contingencies | 2,435,800 | 13,135,000 | 12,836,000 | 746,000 | 544,000 |
| Contingencies | 121,790 | 656,750 | 641,800 | 37,300 | 27,200 |
| Total Wastewater Treatment Department | $ 2,557,590 | $ 13,791,750 | $ 13,477,800 | $ 783,300 | $ 571,200 |
| Less: Projects Funded with Bonds | 500,000 | 12,000,000 | 12,000,000 | - | - |
| Less: Projects Funded with Fund Balance/Carryover | 310,000 | 80,000 | - | - | - |
| Net Projects Funded through Operations | 1,747,590 | 1,791,750 | 1,477,800 | 783,300 | 571,200 |

# 2025 Operating Budget

**Brainerd Public Utilities**
**Summary of 2025 Operating Budget**
**Combined All Departments**

| | Actual | | | 2024 | | 2024 Favorable (Unfavorable) | 2025 |
|---|---|---|---|---|---|---|---|
| | 2021 | 2022 | 2023 | Projected Actual | Budget | Variance | Budget |
| ***Utility Revenue*** | | | | | | | |
| Residential | $ 9,354,559 | $ 9,561,816 | $ 9,920,264 | $ 9,589,107 | $ 10,148,400 | $ (559,293) | $ 10,352,500 |
| Commercial | 18,096,016 | 18,174,299 | 20,417,355 | 24,468,783 | 21,378,600 | 3,090,183 | 27,637,600 |
| Total Utility Revenue | 27,450,575 | 27,736,115 | 30,337,619 | 34,057,889 | 31,527,000 | 2,530,889 | 37,990,100 |
| **Other Revenue** | | | | | | | |
| Local Option Sales Tax Proceeds - Brainerd | 1,331,925 | 1,539,391 | 1,453,667 | 1,763,496 | 1,472,400 | 291,096 | 1,472,400 |
| Local Option Sales Tax Proceeds - Baxter | 383,049 | 401,500 | 423,641 | 348,693 | 422,400 | (73,707) | 422,400 |
| Interest Revenue Investments | (46,660) | (671,411) | 395,522 | 536,521 | 73,200 | 463,321 | 119,200 |
| Interest Revenue - Notes Receivable | 135,313 | 117,505 | 121,159 | 109,145 | 92,400 | 16,745 | - |
| Federal Grant Revenue - Build America Bond | 88,709 | 77,558 | 70,570 | 40,152 | 62,400 | (22,248) | 62,400 |
| Other Revenue | 359,900 | 1,347,763 | 697,323 | 1,152,466 | 447,000 | 705,466 | 665,000 |
| Contributed Capital | 976,000 | - | - | - | - | - | - |
| Total Other Revenue | 3,228,236 | 2,812,306 | 3,161,882 | 3,950,473 | 2,569,800 | 1,380,673 | 2,741,400 |
| Total Revenue | 30,678,811 | 30,548,421 | 33,499,501 | 38,008,363 | 34,096,800 | 3,911,563 | 40,731,500 |
| **Expenses** | | | | | | | |
| Purchased Power | 12,021,143 | 12,256,210 | 13,781,295 | 15,060,129 | 15,276,000 | 215,871 | 19,960,000 |
| Salaries and Wages | 4,476,436 | 4,593,642 | 4,700,500 | 4,401,958 | 4,910,400 | 508,442 | 5,930,980 |
| Operations and Maintenance | 2,388,074 | 2,968,458 | 3,325,247 | 2,974,537 | 3,077,400 | 102,863 | 3,558,360 |
| Employee Benefits | 1,270,824 | 2,000,112 | 1,877,788 | 1,656,758 | 1,850,400 | 193,642 | 1,963,000 |
| Other Charges | 934,372 | 972,445 | 1,284,681 | 1,405,824 | 1,135,800 | (270,024) | 1,481,970 |
| Depreciation | 5,461,105 | 5,262,875 | 5,253,000 | 5,256,835 | 5,022,000 | (234,835) | 5,254,500 |
| Interest Expense - Bonds | 926,639 | 946,648 | 827,164 | 792,045 | 822,800 | 30,755 | 822,800 |
| Cash Transfers to City | 761,150 | 756,373 | 783,245 | 778,077 | 816,000 | 37,923 | 816,000 |
| Total Expenses | 28,239,743 | 29,756,763 | 31,832,920 | 32,326,162 | 32,910,800 | 584,638 | 39,787,610 |
| ***Change in Net Position*** | $ 2,439,068 | $ 791,658 | $ 1,666,581 | $ 5,682,201 | $ 1,186,000 | $ 4,496,201 | $ 943,890 |

**Brainerd Public Utilities**
**2025 Operating Budget**
**Electric Department**

| | Actual | | | 2024 | | 2024 Variance Positive | 2025 |
|---|---|---|---|---|---|---|---|
| | 2021 | 2022 | 2023 | Projected Actual | Budget | (Negative) | Budget |
| **Electric Department** | | | | | | | |
| **Revenue** | | | | | | | |
| Utility Revenue | | | | | | | |
| Residential | $ 6,471,225 | $ 6,591,857 | $ 6,832,295 | $ 6,419,099 | $ 6,960,000 | $ (540,901) | $ 6,960,000 |
| Commercial | 9,836,029 | 10,128,886 | 10,583,243 | 10,184,959 | 10,620,000 | (435,041) | 10,620,000 |
| Large Commercial | 3,245,975 | 3,218,293 | 2,677,238 | 2,386,391 | 2,748,000 | (361,609) | 2,748,000 |
| Industrial | - | 506,772 | 2,749,837 | 7,322,356 | 3,600,000 | 3,722,356 | 9,000,000 |
| City of Brainerd | 353,436 | 349,837 | 361,491 | 350,019 | 362,400 | (12,381) | 362,400 |
| BPU | 766,335 | 760,117 | 820,176 | 749,627 | 780,000 | (30,373) | 780,000 |
| Total Utility Revenue | 20,673,000 | 21,555,762 | 24,024,280 | 27,412,449 | 25,070,400 | 2,342,049 | 30,470,400 |
| Other Revenues | | | | | | | |
| Late Payment Penalties | 66,145 | 111,151 | 136,974 | 143,220 | 102,000 | 41,220 | 102,000 |
| Permits and Fees | 25,394 | 36,849 | 47,298 | 36,067 | 30,000 | 6,067 | 30,000 |
| Bad Debt Recoveries | 15,541 | 5,329 | 2,596 | 455 | 6,000 | (5,545) | 6,000 |
| Interest Revenue | (62) | (235,020) | 89,702 | 11,949 | 9,600 | 2,349 | 9,600 |
| Rental Revenue | 7,012 | 74,718 | 1,300 | 65,627 | 12,000 | 53,627 | 12,000 |
| Gain (Loss) on Sale of Capital Assets | 31,522 | 33,954 | 8,584 | 27,228 | 1,200 | 26,028 | 1,200 |
| Refunds and Reimbursements | 30,532 | 11,385 | 9,113 | 15,121 | 3,600 | 11,521 | 3,600 |
| Bond Premium | 15,357 | 60,589 | 14,233 | 12,092 | 13,200 | (1,108) | 13,200 |
| Grant Revenue | - | - | - | - | - | - | - |
| Sale of Renewable Energy Credits | - | - | - | - | - | - | - |
| Other Non-Operating Revenue | 24,816 | 118,607 | 225,309 | 191,500 | 46,800 | 144,700 | 176,800 |
| Total Other Revenue | 216,257 | 217,562 | 535,109 | 503,258 | 224,400 | 278,858 | 354,400 |
| Total Revenue | 20,889,257 | 21,773,324 | 24,559,389 | 27,915,708 | 25,294,800 | 2,620,908 | 30,824,800 |
| **Expenses** | | | | | | | |
| Purchased Power | 12,021,143 | 12,256,210 | 13,781,295 | 15,060,129 | 15,276,000 | 215,871 | 19,960,000 |
| **Generation and Distribution** | | | | | | | |
| Salaries and Wages | | | | | | | |
| Regular Wages | 1,656,963 | 1,468,814 | 1,353,790 | 1,208,524 | 2,028,000 | 819,476 | 2,258,800 |
| Overtime Wages | 175,955 | 196,274 | 184,354 | 203,528 | - | (203,528) | - |
| Double Overtime Wages | 21,439 | 58,346 | 35,038 | 43,817 | - | (43,817) | - |
| Vacation Pay | 159,582 | 163,362 | 147,489 | 175,004 | - | (175,004) | - |
| Sick Pay | 47,340 | 45,644 | 56,231 | 106,529 | - | (106,529) | - |
| Services to the City | 51,269 | 74,861 | 69,947 | 58,284 | - | (58,284) | - |
| Less: Wages Capitalized | (264,472) | (175,222) | - | (325,000) | (264,000) | 61,000 | - |
| | 1,848,076 | 1,832,079 | 1,846,849 | 1,470,687 | 1,764,000 | 293,313 | 2,258,800 |
| Operations and Maintenance | | | | | | | |
| Communications | 11,632 | 4,630 | 14,805 | 2,497 | 3,600 | 1,103 | 3,700 |
| Utilities | 10,039 | 12,815 | 11,729 | 8,159 | 13,200 | 5,041 | 13,200 |
| Small Tools and Supplies | 47,849 | 66,767 | 53,410 | 51,043 | 63,600 | 12,557 | 63,600 |
| Personal Protection Equipment | 27,452 | 22,780 | 33,250 | 27,683 | 26,400 | (1,283) | 38,000 |
| Motor Fuels | 43,214 | 65,220 | 63,353 | 52,861 | 63,600 | 10,739 | 63,600 |
| Maintenance and Repair | | | | | | | |
| Equipment | 41,590 | 108,083 | 77,587 | 77,205 | 88,800 | 11,595 | 148,800 |
| Buildings | 16,651 | 26,810 | 9,920 | 8,221 | 13,200 | 4,979 | 33,200 |
| Other | 84,183 | 127,118 | 71,364 | 97,019 | 60,000 | (37,019) | 124,100 |
| Street Lights | 16,746 | 28,231 | 35,434 | 61,544 | 37,200 | (24,344) | 57,600 |
| Maintenance Agreements | - | - | - | 1,411 | - | (1,411) | 1,000 |
| Cleaning and Waste Removal | 6,863 | 16,014 | 4,738 | 9,997 | 4,800 | (5,197) | 5,400 |
| Testing and Monitoring | 8,467 | 9,211 | 9,388 | 6,989 | 4,800 | (2,189) | 8,000 |
| IT System Expesnes | - | - | 165 | 6,657 | - | (6,657) | 5,000 |
| Consulting Services | - | 2,846 | 10,320 | - | 81,600 | 81,600 | 81,600 |
| Other Services | 45,720 | 65,153 | 15,297 | 23,512 | 37,200 | 13,688 | 11,900 |
| | 360,406 | 555,678 | 410,760 | 434,799 | 498,000 | 63,201 | 658,700 |

**Brainerd Public Utilities**
**2025 Operating Budget**
**Electric Department**

| | 2021 | 2022 | 2023 | 2024 Projected Actual | 2024 Budget | 2024 Variance Positive (Negative) | 2025 Budget |
|---|---|---|---|---|---|---|---|
| **Electric Department (Continued)** | | | | | | | |
| **Generation and Distribution (Continued)** | | | | | | | |
| Employee Benefits | | | | | | | |
| Employee Benefits | $ 3,332 | $ - | $ - | $ - | $ 1,200 | $ 1,200 | $ 1,200 |
| Pension | 34,628 | 132,957 | 133,195 | 133,315 | 141,600 | 8,285 | 141,600 |
| Health Insurance | 255,234 | 297,416 | 267,825 | 279,344 | 232,800 | (46,544) | 249,600 |
| Payroll Taxes | 134,944 | 135,021 | 129,978 | 133,147 | 144,000 | 10,853 | 144,000 |
| | 428,138 | 565,394 | 530,998 | 545,805 | 519,600 | (26,205) | 536,400 |
| Other Charges | | | | | | | |
| Licenses and Permits | 37,132 | 38,511 | 4,898 | 19,108 | 9,600 | (9,508) | 21,800 |
| Travel and Conferences | 42,315 | 36,059 | 65,631 | 57,650 | 51,600 | (6,050) | 51,600 |
| Miscellaneous | 372 | 400 | 26,834 | 2,400 | 1,200 | (1,200) | 1,200 |
| | 79,819 | 74,970 | 97,363 | 79,158 | 62,400 | (16,758) | 74,600 |
| Depreciation and Amortization | 2,096,158 | 2,092,585 | 2,098,704 | 2,098,800 | 2,038,800 | (60,000) | 2,041,800 |
| Total Generation and Distribution | 4,812,597 | 5,120,706 | 4,984,674 | 4,629,249 | 4,882,800 | 253,551 | 5,570,300 |
| **Administration** | | | | | | | |
| Salaries and Wages | | | | | | | |
| Regular Wages | 659,487 | 634,642 | 603,446 | 603,941 | 855,600 | 251,659 | 1,122,300 |
| Overtime Wages | 14,610 | 20,478 | 12,876 | 15,836 | - | (15,836) | - |
| Vacation Pay | 73,879 | 73,656 | 77,698 | 83,047 | - | (83,047) | - |
| Sick Pay | 38,891 | 49,247 | 60,028 | 85,048 | - | (85,048) | - |
| Board Member Salaries | 6,480 | 6,586 | 6,270 | 6,200 | 7,200 | 1,000 | 7,300 |
| | 793,347 | 784,609 | 760,318 | 794,072 | 862,800 | 68,728 | 1,129,600 |
| Operations and Maintenance | | | | | | | |
| Communications | 41,356 | 58,384 | 68,293 | 69,792 | 60,000 | (9,792) | 84,600 |
| Utilities | 38,103 | 36,345 | 40,153 | 29,031 | 43,200 | 14,169 | 43,200 |
| Small Tools and Supplies | 2,447 | 13 | 68 | 77 | 1,200 | 1,123 | 1,200 |
| Personal Protection Equipment | 13 | 60 | 92 | 123 | - | (123) | - |
| Motor Fuels | 5,033 | 6,246 | - | 8 | - | (8) | - |
| Maintenance and Repair | | | | | | | |
| Equipment | 14,527 | 5,414 | 8,158 | 11,289 | 8,400 | (2,889) | 13,900 |
| Buildings | 7,134 | 12,179 | 4,626 | 4,245 | 4,800 | 555 | 9,800 |
| Other | 288 | 66 | - | - | - | - | - |
| Maintenance Agreements | 89,317 | 115,351 | 160,414 | 151,574 | 135,600 | (15,974) | 158,400 |
| IT System Services | 479 | 33,254 | 28,371 | 29,192 | 25,200 | (3,992) | 31,600 |
| Consulting Services | 126,272 | 133,843 | 194,630 | 157,723 | 153,600 | (4,123) | 250,500 |
| Human Resource Services | - | 55,920 | 46,554 | 42,000 | 48,000 | 6,000 | 60,480 |
| Office Supplies | 22,574 | 11,624 | 10,521 | 8,369 | 12,000 | 3,631 | 12,000 |
| Other Services | 16,402 | 46,287 | 25,822 | 11,422 | 16,800 | 5,378 | 28,000 |
| | 363,945 | 514,986 | 587,702 | 514,847 | 508,800 | (6,047) | 693,680 |
| Employee Benefits | | | | | | | |
| Employee Benefits | 28,306 | 23,143 | 29,323 | 8,532 | 9,600 | 1,068 | 35,800 |
| Pension | 11,783 | 312,185 | 216,905 | 123,210 | 122,400 | (810) | 122,400 |
| Health Insurance | 196,102 | 192,987 | 212,291 | 209,181 | 244,800 | 35,619 | 296,000 |
| Payroll Taxes | 57,585 | 54,977 | 56,151 | 54,049 | 66,000 | 11,951 | 66,000 |
| | 293,776 | 583,292 | 514,670 | 394,973 | 442,800 | 47,827 | 520,200 |
| Other Charges | | | | | | | |
| General and Worker Comp. Insurance | 144,451 | 170,377 | 232,445 | 270,207 | 226,800 | (43,407) | 267,800 |
| Dues and Subscriptions | 72,149 | 65,445 | 108,577 | 98,358 | 109,200 | 10,842 | 109,200 |
| Licenses and Permits | 40,124 | 41,289 | 8,553 | 19,159 | 12,000 | (7,159) | 12,000 |
| Travel and Conferences | 10,995 | 12,325 | 19,415 | 15,755 | 14,400 | (1,355) | 32,200 |
| Miscellaneous | 1,306 | 270 | 550 | - | - | - | - |
| Bank Charges | 51,632 | 4,671 | - | - | - | - | - |
| Credit Card Transaction Fees | 111,706 | 206,031 | 247,898 | 358,173 | 226,800 | (131,373) | 350,000 |
| Interest Expense - Other | 8,385 | 14,921 | 34,624 | 21,127 | 15,600 | (5,527) | 15,600 |
| Interest Expense - Bonds | 236,517 | 211,773 | 183,426 | 153,091 | 156,800 | 3,709 | 156,800 |
| Bond Issuance Costs | - | - | - | - | - | - | - |
| Cash Transfers to City | 761,150 | 756,373 | 783,245 | 778,077 | 816,000 | 37,923 | 816,000 |
| Amortization of Deferred Charges | - | - | 34,966 | 34,965 | 37,200 | 2,235 | 37,200 |
| Bad Debts | 20,272 | 13,883 | - | 26,831 | 18,000 | (8,831) | 18,000 |
| | 1,458,687 | 1,497,358 | 1,653,699 | 1,775,742 | 1,632,800 | (142,942) | 1,814,800 |
| Depreciation | 172,489 | 167,899 | 148,177 | 151,200 | 132,000 | (19,200) | 136,900 |
| Total Administration | 3,082,244 | 3,548,144 | 3,664,566 | 3,630,835 | 3,579,200 | (51,635) | 4,295,180 |
| Total Expenses | 19,915,984 | 20,925,060 | 22,430,535 | 23,320,212 | 23,738,000 | 417,788 | 29,825,480 |
| Change in Net Position | $ 973,273 | $ 848,264 | $ 2,128,854 | $ 4,595,496 | $ 1,556,800 | $ 3,038,696 | $ 999,320 |

**Brainerd Public Utilities**
**2025 Operating Budget**
**Water Department**

| | Actual | | | 2024 | | 2024 Variance Positive | 2025 |
|---|---|---|---|---|---|---|---|
| | 2021 | 2022 | 2023 | Projected Actual | Budget | (Negative) | Budget |
| **Water Department** | | | | | | | |
| **Revenue** | | | | | | | |
| Utility Revenue | | | | | | | |
| Residential | $ 1,469,941 | $ 1,564,247 | $ 1,649,491 | $ 1,656,400 | $ 1,682,400 | $ (26,000) | $ 1,826,500 |
| Commercial | 2,265,451 | 1,506,912 | 1,397,676 | 1,365,100 | 1,470,000 | (104,900) | 1,929,600 |
| City of Brainerd | 114,859 | 124,465 | 138,721 | 138,400 | 138,000 | 400 | 149,300 |
| BPU | 84,865 | 87,587 | 105,950 | 105,000 | 96,000 | 9,000 | 111,700 |
| Total Utility Revenue | 3,935,116 | 3,283,211 | 3,291,838 | 3,264,900 | 3,386,400 | (121,500) | 4,017,100 |
| Other Revenues | | | | | | | |
| Late Payment Penalties | 13,427 | 20,861 | 25,270 | 28,068 | 20,400 | 7,668 | 20,400 |
| Permits and Fees | 2,650 | 2,400 | 6,238 | 3,800 | 6,000 | (2,200) | 4,000 |
| Local Option Sales Tax Proceeds - Baxter | 308,891 | 323,758 | 348,693 | 348,693 | 349,200 | (507) | 349,200 |
| Bad Debt Recoveries | 445 | 297 | 1,149 | 1,459 | 1,800 | (341) | 1,800 |
| Interest Revenue | 6,765 | (24,837) | 34,116 | 36,069 | 9,600 | 26,469 | 9,600 |
| Bond Premium | 75,981 | 302,366 | 147,834 | 125,875 | 147,600 | (21,725) | 147,600 |
| Gain (Loss) on Sale Capital Assets | 1,051 | 11,157 | - | 1,108 | - | 1,108 | - |
| Refunds and Reimbursements | (1,166) | (59) | (251) | 165 | - | 165 | - |
| Grant Revenue | - | - | - | - | - | - | - |
| Other Revenue | 23,108 | 590 | 28,210 | 383,073 | 14,400 | 368,673 | 59,400 |
| Contributed Capital | 976,000 | - | - | - | - | - | - |
| Total Other Revenue | 1,407,152 | 636,533 | 591,259 | 928,310 | 549,000 | 379,310 | 592,000 |
| Total Revenue | 5,342,268 | 3,919,744 | 3,883,097 | 4,193,210 | 3,935,400 | 257,810 | 4,609,100 |
| **Expenses** | | | | | | | |
| **Production** | | | | | | | |
| Salaries and Wages | | | | | | | |
| Regular Wages | 244,904 | 310,003 | 385,482 | 350,373 | 542,400 | 192,027 | 517,600 |
| Overtime Wages | 30,507 | 33,035 | 19,410 | 27,851 | - | (27,851) | - |
| Double Overtime Wages | - | 11,237 | 23,028 | 18,230 | - | (18,230) | - |
| Vacation Pay | 19,167 | 24,180 | 27,585 | 31,685 | - | (31,685) | - |
| Sick Pay | 2,510 | 31,763 | 12,167 | 14,728 | - | (14,728) | - |
| | 297,088 | 410,218 | 467,672 | 442,867 | 542,400 | 99,533 | 517,600 |
| Operations and Maintenance | | | | | | | |
| Communications | 3,464 | 2,554 | 2,514 | 2,955 | 2,400 | (555) | 3,800 |
| Utilities | 139,242 | 114,201 | 116,447 | 107,448 | 121,200 | 13,752 | 121,200 |
| Small Tools and Supplies | 28,677 | 16,951 | 31,589 | 1,008 | 19,200 | 18,192 | 19,200 |
| Personal Protection Equipment | - | - | - | 1,892 | - | (1,892) | 2,000 |
| Maintenance and Repairs | | | | | | | |
| Equipment | 27,362 | 18,412 | 59,359 | 45,788 | 26,400 | (19,388) | 26,400 |
| Buildings | 1,808 | 855 | 3,568 | 977 | 1,200 | 223 | 1,200 |
| Other | 530 | - | - | - | - | - | - |
| Cleaning and Waste Removal | 70 | - | - | - | - | - | - |
| Testing and Monitoring | 10,545 | 7,953 | 9,075 | 10,631 | 7,200 | (3,431) | 9,600 |
| Chemicals | - | - | - | - | - | - | 66,000 |
| Printing and Publishing | - | 1,000 | - | - | - | - | - |
| Consulting Services | - | - | - | 38,164 | - | (38,164) | - |
| Other Commodities | 90,570 | 100,987 | 112,130 | 94,934 | 94,800 | (134) | 28,800 |
| Office Supplies | 915 | 1,236 | 508 | - | 1,200 | 1,200 | 1,200 |
| | 303,183 | 264,149 | 335,190 | 303,797 | 273,600 | (30,197) | 279,400 |
| Employee Benefits | | | | | | | |
| Employee Benefits | 1,636 | - | 452 | - | - | - | - |
| Pension | 6,730 | 30,213 | 34,269 | 34,133 | 40,800 | 6,667 | 40,800 |
| Health Insurance | 82,879 | 88,804 | 103,482 | 80,485 | 94,800 | 14,315 | 94,800 |
| Payroll Taxes | 20,707 | 27,490 | 32,320 | 32,743 | 40,800 | 8,057 | 40,800 |
| | 111,952 | 146,507 | 170,523 | 147,361 | 176,400 | 29,039 | 176,400 |
| Other Charges | | | | | | | |
| Licenses and Taxes | 933 | - | 591 | 627 | 600 | (27) | 720 |
| Depreciation | 296,604 | 278,444 | 182,021 | 182,400 | 267,600 | 85,200 | 267,600 |
| Total Production | 1,009,760 | 1,099,318 | 1,155,997 | 1,077,052 | 1,260,600 | 183,548 | 1,241,720 |

**Brainerd Public Utilities**
**2025 Operating Budget**
**Water Department**

| | Actual | | | 2024 | | 2024 Variance Positive | 2025 |
|---|---|---|---|---|---|---|---|
| | 2021 | 2022 | 2023 | Projected Actual | Budget | (Negative) | Budget |
| **Water Department (Continued)** | | | | | | | |
| **Expenses (Continued)** | | | | | | | |
| **Distribution** | | | | | | | |
| Salaries and Wages | | | | | | | |
| Regular Wages | 325,399 | 433,748 | 452,727 | 469,579 | 597,600 | 128,021 | 591,700 |
| Overtime Wages | 34,180 | 36,469 | 51,470 | 48,763 | - | (48,763) | - |
| Double Overtime Wages | 7,135 | 1,164 | 4,895 | 4,682 | - | (4,682) | - |
| Vacation Pay | 30,122 | 42,791 | 53,107 | 58,577 | - | (58,577) | - |
| Sick Pay | 16,217 | 25,182 | 12,798 | 16,381 | - | (16,381) | - |
| Less: Wages Capitalized | (13,290) | - | - | 271 | - | (271) | - |
| | 399,763 | 539,354 | 574,997 | 598,253 | 597,600 | (653) | 591,700 |
| Operations and Maintenance | | | | | | | |
| Communications | 4,167 | 1,057 | 3,848 | 4,169 | 2,400 | (1,769) | 2,400 |
| Utilities | 85,342 | 75,982 | 74,017 | 66,281 | 74,400 | 8,119 | 64,400 |
| Small Tools and Supplies | 14,620 | 16,841 | 21,657 | 19,597 | 21,600 | 2,003 | 21,600 |
| Personal Protection Equipment | 1,911 | 5,490 | 6,756 | 1,864 | 4,800 | 2,936 | 4,800 |
| Motor Fuels | 15,690 | 24,285 | 20,241 | 17,780 | 19,200 | 1,420 | 19,200 |
| Maintenance and Repair | | | | | | | |
| Equipment | 30,413 | 52,277 | 18,508 | 41,735 | 36,000 | (5,735) | 36,000 |
| Buildings | 6,399 | 8,547 | 4,127 | 3,977 | 4,800 | 823 | 4,800 |
| Other | 2,987 | 45,800 | 76,125 | 12,537 | 46,800 | 34,263 | 36,400 |
| Maintenance Agreements | - | - | - | 705 | - | (705) | - |
| Cleaning and Waste Removal | 4,383 | 2,560 | 2,213 | 1,759 | 2,400 | 641 | 2,400 |
| Testing and Monitoring | 174 | - | 142 | - | - | - | - |
| Printing and Publishing | - | - | - | - | - | - | - |
| Consulting Services | 41,021 | 42,230 | 119,019 | 70,000 | 78,000 | 8,000 | 78,000 |
| Other Commodities | 6,275 | 13,035 | 7,732 | 8,263 | 7,200 | (1,063) | 7,200 |
| Office Supplies | 1,418 | - | 323 | - | 600 | 600 | 600 |
| IT System Expenses | - | - | 65 | - | - | - | - |
| Other Services | 1,726 | 743 | 12,317 | 12,625 | 1,200 | (11,425) | 1,200 |
| | 216,526 | 288,847 | 367,090 | 261,293 | 299,400 | 38,107 | 279,000 |
| Employee Benefits | | | | | | | |
| Employee Benefits | $ 25 | $ - | $ - | $ 217 | $ - | $ (217) | $ - |
| Pension | 9,539 | 40,690 | 40,868 | 43,032 | 45,600 | 2,568 | 45,600 |
| Health Insurance | 63,165 | 89,100 | 84,531 | 64,263 | 108,000 | 43,737 | 108,000 |
| Payroll Taxes | 28,883 | 40,258 | 40,104 | 43,271 | 45,600 | 2,329 | 45,600 |
| | 101,612 | 170,048 | 165,503 | 150,783 | 199,200 | 48,417 | 199,200 |
| Other Charges | | | | | | | |
| Dues and Subscriptions | 647 | 300 | 775 | 1,333 | 600 | (733) | 1,200 |
| Licenses and Taxes | 17,577 | 576 | 6,544 | 6,545 | 7,200 | 655 | 15,000 |
| Travel and Conferences | 6,182 | 14,854 | 16,998 | 17,285 | 8,400 | (8,885) | 9,400 |
| Miscellaneous | 26 | - | - | - | - | - | - |
| | 24,432 | 15,730 | 24,317 | 25,163 | 16,200 | (8,963) | 25,600 |
| Depreciation | 823,709 | 828,581 | 1,024,685 | 1,024,800 | 828,000 | (196,800) | 1,032,900 |
| Total Distribution | 1,566,042 | 1,842,560 | 2,156,592 | 2,060,292 | 1,940,400 | (119,892) | 2,128,400 |
| **Administration** | | | | | | | |
| Salaries and Wages | | | | | | | |
| Regular Wages | 236,626 | 230,256 | 217,003 | 214,941 | 300,000 | 85,059 | 424,200 |
| Overtime Wages | 6,182 | 7,240 | 4,255 | 5,292 | - | (5,292) | - |
| Doubletime Wages | - | - | 179 | 131 | - | (131) | - |
| Vacation Pay | 26,260 | 26,824 | 28,359 | 29,325 | - | (29,325) | - |
| Sick Pay | 13,354 | 17,307 | 20,605 | 30,213 | - | (30,213) | - |
| Board Member Salaries | 2,160 | 2,195 | 2,090 | 2,067 | 2,400 | 333 | 4,190 |
| | 284,582 | 283,822 | 272,491 | 281,969 | 302,400 | 20,431 | 428,390 |

**Brainerd Public Utilities**
**2025 Operating Budget**
**Water Department**

| | Actual | | | 2024 | | 2024 Variance | 2025 |
|---|---|---|---|---|---|---|---|
| | 2021 | 2022 | 2023 | Projected Actual | Budget | Positive (Negative) | Budget |
| **Water Department (Continued)** | | | | | | | |
| **Expenses (Continued)** | | | | | | | |
| **Administration (Continued)** | | | | | | | |
| Operations and Maintenance | | | | | | | |
| Communications | 13,083 | 20,012 | 22,178 | 26,707 | 19,200 | (7,507) | 26,600 |
| Utilities | 13,888 | 14,161 | 15,143 | 10,069 | 15,600 | 5,531 | 15,600 |
| Small Tools and Supplies | 1,388 | 13 | 57 | 25 | - | (25) | - |
| Personal Protection Equipment | 13 | 185 | 31 | 41 | - | (41) | - |
| Maintenance and Repair | | | | | | | |
| Equipment | 6,633 | 7,438 | 3,282 | 5,380 | 3,600 | (1,780) | 3,600 |
| Buildings | 5,550 | 10,998 | 4,084 | 4,128 | 4,800 | 672 | 4,800 |
| Other | 113 | - | - | - | - | - | - |
| Maintenance Agreements | 21,270 | 32,030 | 43,943 | 42,560 | 39,600 | (2,960) | 39,600 |
| IT System Services | 159 | 11,766 | 11,722 | 9,492 | 9,600 | 108 | 9,600 |
| Cleaning and Waste Removal | 831 | 733 | 1,072 | 755 | 1,200 | 445 | 1,200 |
| Printing and Publishing | 1,822 | 13,604 | 5,760 | 7,583 | 3,600 | (3,983) | 10,000 |
| Consulting Services | 40,654 | 78,559 | 149,970 | 101,500 | 86,400 | (15,100) | 86,400 |
| Human Resource Services | - | 11,990 | 15,518 | 16,800 | 15,600 | (1,200) | 22,500 |
| Other Commodities | 423 | 888 | 723 | 573 | 600 | 27 | 600 |
| Office Supplies | 7,368 | 3,812 | 4,114 | 2,696 | 2,400 | (296) | 3,400 |
| Other Services | 983 | 1,143 | 1,103 | 3,196 | 1,200 | (1,996) | 2,900 |
| | 114,178 | 207,332 | 278,700 | 231,505 | 203,400 | (28,105) | 226,800 |
| Employee Benefits | | | | | | | |
| Employee Benefits | 587 | 160 | 3,702 | 6,335 | - | (6,335) | 7,200 |
| Pension | 6,016 | 105,153 | 73,251 | 20,340 | 48,000 | 27,660 | 48,000 |
| Health Insurance | 72,398 | 71,479 | 72,608 | 77,679 | 88,800 | 11,121 | 88,800 |
| Payroll Taxes | 20,662 | 19,059 | 19,577 | 20,297 | 22,800 | 2,503 | 22,800 |
| | 99,663 | 195,851 | 169,138 | 124,651 | 159,600 | 34,949 | 166,800 |
| Other Charges | | | | | | | |
| Insurance and Bonds | 44,301 | 46,779 | 68,642 | 67,189 | 68,400 | 1,211 | 68,400 |
| Dues and Subscriptions | 8,888 | 7,523 | 6,875 | 9,963 | 8,400 | (1,563) | 8,400 |
| Licenses and Taxes | 7,965 | 9,430 | 4,330 | 6,421 | 2,400 | (4,021) | 6,100 |
| Travel and Conferences | 1,220 | 1,595 | 7,865 | 3,477 | 2,400 | (1,077) | 10,400 |
| Miscellaneous | 63 | 498 | 310 | 413 | 600 | 187 | 600 |
| Bank Charges | 17,613 | 2,158 | 380 | - | - | - | - |
| Credit Card Transaction Fees | 37,235 | 72,482 | 82,633 | 80,100 | 75,600 | (4,500) | 136,500 |
| Interest - Other | 1,038 | 903 | 5,885 | 725 | 2,400 | 1,675 | 2,400 |
| Interest - Bonds | 254,312 | 355,400 | 306,058 | 302,500 | 302,400 | (100) | 302,400 |
| Bond Issuance Costs | 87,243 | - | 22,113 | - | - | - | - |
| Amortization of Deferred Charges | - | 5,008 | - | - | 6,000 | 6,000 | - |
| Bad Debts | 2,000 | 1,498 | - | 1,331 | 2,400 | 1,069 | 2,400 |
| | 461,878 | 503,274 | 505,091 | 472,120 | 471,000 | (1,120) | 537,600 |
| Depreciation/Amortization | 61,839 | 60,274 | 55,204 | 54,835 | 42,000 | (12,835) | 55,600 |
| Total Administration | 1,022,140 | 1,250,553 | 1,280,624 | 1,165,080 | 1,178,400 | 13,320 | 1,415,190 |
| Total Expenses | 3,597,942 | 4,192,431 | 4,593,213 | 4,302,424 | 4,379,400 | 76,976 | 4,785,310 |
| Change in Net Position | $ 1,744,326 | $ (272,687) | $ (710,116) | $ (109,213) | $ (444,000) | $ 334,787 | $ (176,210) |

**Brainerd Public Utilities**
**2025 Operating Budget**
**Wastewater Department**

| | Actual | | | 2024 | | 2024 Variance Positive | 2025 |
|---|---|---|---|---|---|---|---|
| | 2021 | 2022 | 2023 | Projected Actual | Budget | (Negative) | Budget |
| **Wastewater Department** | | | | | | | |
| **Revenue** | | | | | | | |
| Utility Revenue | | | | | | | |
| Residential | $ 1,413,393 | $ 1,405,712 | $ 1,438,478 | $ 1,513,608 | $ 1,506,000 | $ 7,608 | $ 1,566,000 |
| Commercial | 787,350 | 736,018 | 823,926 | 1,035,124 | 810,000 | 225,124 | 1,123,000 |
| City of Baxter | 630,421 | 745,875 | 745,875 | 816,829 | 744,000 | 72,829 | 800,000 |
| City of Brainerd | 10,609 | 8,852 | 12,561 | 14,288 | 9,600 | 4,688 | 13,000 |
| BPU | 686 | 685 | 661 | 691 | 600 | 91 | 600 |
| Total Utility Revenue | 2,842,459 | 2,897,142 | 3,021,501 | 3,380,540 | 3,070,200 | 310,340 | 3,502,600 |
| Other Revenues | | | | | | | |
| Late Payment Penalties | 17,354 | 27,385 | 31,270 | 37,383 | 27,600 | 9,783 | 27,600 |
| Local Option Sales Tax Proceeds - Brainerd | 1,331,925 | 1,539,391 | 1,453,667 | 1,763,496 | 1,472,400 | 291,096 | 1,472,400 |
| Local Option Sales Tax Proceeds - Baxter | 74,158 | 77,742 | 74,948 | - | 73,200 | (73,200) | 73,200 |
| Bad Debt Recoveries | 641 | 972 | 1,645 | - | - | - | - |
| Interest Revenue - Investments | (53,363) | (411,554) | 271,704 | 488,503 | 54,000 | 434,503 | 100,000 |
| Gain (Loss) on Sale Capital Assets | 127 | - | - | - | - | - | - |
| Refunds and Reimbursements | - | 44 | (2,898) | 589 | - | 589 | - |
| Interest Revenue - Notes Receivable | 135,313 | 117,505 | 121,159 | 109,145 | 92,400 | 16,745 | - |
| Federal Grant Revenue - Build America Bond | 88,709 | 77,558 | 70,570 | 40,152 | 62,400 | (22,248) | 62,400 |
| Bond Premium | 9,657 | 40,407 | 8,766 | 8,541 | 8,400 | 141 | 8,400 |
| Grant Revenue | - | - | - | - | - | - | - |
| Other Revenue | (704) | 7,657 | 6,740 | 68,197 | 6,000 | 62,197 | 51,000 |
| Total Other Revenue | 1,603,817 | 1,477,107 | 2,037,571 | 2,516,007 | 1,796,400 | 719,607 | 1,795,000 |
| Total Revenue | 4,446,276 | 4,374,249 | 5,059,072 | 5,896,547 | 4,866,600 | 1,029,947 | 5,297,600 |
| **Expenses** | | | | | | | |
| **Treatment** | | | | | | | |
| Salaries and Wages | | | | | | | |
| Regular Wages | 345,830 | 268,850 | 334,045 | 354,827 | 412,800 | 57,973 | 456,800 |
| Overtime Wages | 72,442 | 69,325 | 55,283 | 54,923 | - | (54,923) | - |
| Doubletime Wages | 229 | 13,948 | 15,553 | 17,065 | - | (17,065) | - |
| Vacation Pay | 21,569 | 26,633 | 20,913 | 22,037 | - | (22,037) | - |
| Sick Pay | 4,650 | 5,296 | 2,527 | 2,501 | - | (2,501) | - |
| | 444,720 | 384,052 | 428,321 | 451,353 | 412,800 | (38,553) | 456,800 |
| Operations and Maintenance | | | | | | | |
| Communications | 6,336 | - | 4,538 | 48 | 5,400 | 5,352 | 5,400 |
| Utilities | 498,840 | 540,953 | 602,058 | 551,969 | 604,800 | 52,831 | 604,800 |
| Small Tools and Supplies | 15,666 | 13,704 | 27,700 | 16,912 | 21,600 | 4,688 | 21,600 |
| Personal Protection Equipment | 1,459 | 1,769 | 6,742 | 1,731 | 3,600 | 1,869 | 3,600 |
| Motor Fuels | 13,832 | 19,979 | 20,399 | 17,301 | 19,200 | 1,899 | 28,200 |
| Maintenance and Repair | | | | | | | |
| Equipment | 102,328 | 97,222 | 134,868 | 86,699 | 104,400 | 17,701 | 104,400 |
| Buildings | 14,729 | 10,828 | 39,245 | 10,413 | 30,000 | 19,587 | 30,000 |
| Other | 497 | - | 25 | - | - | - | - |
| Annual Maintenance Agreements | - | - | - | 955 | - | (955) | - |
| Cleaning and Waste Removal | 4,383 | 5,521 | 5,142 | 4,457 | 4,800 | 343 | 4,800 |
| Testing and Monitoring | 55,785 | 69,784 | 84,526 | 63,733 | 81,600 | 17,867 | 81,600 |
| Printing and Publishing | 420 | - | - | - | - | - | - |
| Consulting Services | 13,515 | 2,535 | 8,148 | - | 14,400 | 14,400 | 69,500 |
| Chemicals | - | - | - | 64,096 | - | (64,096) | 65,000 |
| Other Commodities | 51,996 | 54,836 | 75,164 | 86,500 | 74,400 | (12,100) | 31,000 |
| Office Supplies | 5,624 | 2,533 | 793 | - | 2,400 | 2,400 | 2,400 |
| Other Services | 1,231 | 313 | 963 | 303 | 1,200 | 897 | 1,200 |
| | 786,641 | 819,977 | 1,010,311 | 905,117 | 967,800 | 62,683 | 1,053,500 |
| Employee Benefits | | | | | | | |
| Employee Benefits | 2,100 | - | - | 253 | - | (253) | - |
| Pension | 6,999 | 27,878 | 30,899 | 31,644 | 31,200 | (444) | 34,800 |
| Health Insurance | 68,201 | 65,814 | 67,093 | 79,493 | 81,600 | 2,107 | 89,200 |
| Payroll Taxes | 31,353 | 27,613 | 29,901 | 31,233 | 32,400 | 1,167 | 32,400 |
| | 108,653 | 121,305 | 127,893 | 142,624 | 145,200 | 2,576 | 156,400 |
| Other Charges | | | | | | | |
| Licenses and Permits | 26,631 | 29,840 | 8,152 | 21,500 | 21,600 | 100 | 21,600 |
| Dues and Subscriptions | 3,954 | - | 233 | 800 | - | (800) | 600 |
| Travel and Conferences | 7,106 | 15,940 | 20,138 | 4,536 | 18,000 | 13,464 | 18,000 |
| Miscellaneous | 19 | - | 1,000 | - | - | - | - |
| | 37,710 | 45,780 | 29,523 | 26,836 | 39,600 | 12,764 | 40,200 |
| Depreciation | 1,690,732 | 1,516,353 | 1,430,502 | 1,430,400 | 1,416,000 | (14,400) | 1,416,000 |
| Total Treatment | 3,068,456 | 2,887,467 | 3,026,550 | 2,956,331 | 2,981,400 | 25,069 | 3,122,900 |

**Brainerd Public Utilities**
**2025 Operating Budget**
**Wastewater Department**

| | Actual | | | 2024 | | 2024 Variance Positive | 2025 |
|---|---|---|---|---|---|---|---|
| | 2021 | 2022 | 2023 | Projected Actual | Budget | (Negative) | Budget |
| **Wastewater Depart. (Continued)** | | | | | | | |
| **Expenses** | | | | | | | |
| **Lift Stations** | | | | | | | |
| Salaries and Wages | | | | | | | |
| Regular Wages | 104,831 | 57,023 | 69,344 | 81,551 | 145,200 | 63,649 | 167,300 |
| Overtime Wages | 19,347 | 16,031 | 8,903 | 10,437 | - | (10,437) | - |
| Doubletime Wages | 33 | 3,618 | 3,165 | 2,768 | - | (2,768) | - |
| Vacation Pay | 8,441 | 10,644 | 6,131 | 6,133 | - | (6,133) | - |
| Sick Pay | 1,291 | 8,414 | 1,570 | 940 | - | (940) | - |
| | 133,943 | 95,730 | 89,113 | 101,829 | 145,200 | 43,371 | 167,300 |
| Operations and Maintenance | | | | | | | |
| Communications | 3,508 | 2,849 | 2,918 | 2,617 | 3,600 | 983 | 3,600 |
| Utilities | 110,646 | 119,334 | 128,242 | 123,821 | 129,600 | 5,779 | 129,600 |
| Small Tools and Supplies | 1,383 | 124 | 122 | 2,951 | 1,200 | (1,751) | 3,400 |
| Motor Fuels | 6,174 | 6,246 | - | - | 6,000 | 6,000 | 6,000 |
| Maintenance and Repair | | | | | | | |
| Equipment | 20,523 | 24,111 | 34,739 | 4,968 | 28,800 | 23,832 | 28,800 |
| Buildings | 3,770 | 9,865 | - | 4,560 | 4,800 | 240 | 4,800 |
| Other | - | - | - | - | - | - | - |
| Cleaning and Waste Removal | 9,858 | 10,605 | 12,805 | 9,099 | 10,800 | 1,701 | 10,800 |
| Testing and Monitoring | 1,400 | - | - | - | - | - | - |
| Consulting Services | 7,898 | - | 10,821 | 653 | 3,600 | 2,947 | 3,600 |
| Other Services | 368 | 335 | 557 | 483 | 1,200 | 717 | 1,200 |
| | 165,528 | 173,469 | 190,204 | 149,152 | 189,600 | 40,448 | 191,800 |
| Employee Benefits | | | | | | | |
| Employee Benefits | $ - | $ - | $ - | $ - | $ - | $ - | $ - |
| Pension | 2,231 | 6,545 | 7,328 | 7,221 | 10,800 | 3,579 | 10,800 |
| Health Insurance | 26,977 | 16,350 | 18,350 | 23,147 | 31,200 | 8,053 | 31,200 |
| Payroll Taxes | 9,370 | 6,244 | 7,047 | 7,105 | 10,800 | 3,695 | 10,800 |
| | 38,578 | 29,139 | 32,725 | 37,473 | 52,800 | 15,327 | 52,800 |
| Other Charges | | | | | | | |
| Licenses and Permits | - | - | 360 | 67 | - | (67) | - |
| Travel and Conferences | - | 1,914 | 3,135 | - | 2,400 | 2,400 | 2,400 |
| | - | 1,914 | 3,495 | 67 | 2,400 | 2,333 | 2,400 |
| Depreciation | 276,130 | 276,774 | 275,806 | 276,000 | 268,800 | (7,200) | 268,800 |
| Total Lift Stations | 614,179 | 577,026 | 591,343 | 564,521 | 658,800 | 94,279 | 683,100 |
| **Administration** | | | | | | | |
| Salaries and Wages | | | | | | | |
| Regular Wages | 230,896 | 216,851 | 210,129 | 198,507 | 280,800 | 82,293 | 376,600 |
| Overtime Wages | 4,277 | 4,209 | 2,052 | 3,067 | - | (3,067) | - |
| Doubletime Wages | - | - | 144 | 120 | - | (120) | - |
| Vacation Pay | 25,299 | 24,436 | 26,285 | 28,093 | - | (28,093) | - |
| Sick Pay | 12,285 | 16,087 | 20,039 | 28,724 | - | (28,724) | - |
| Board Member Salaries | 2,160 | 2,195 | 2,090 | 2,067 | 2,400 | 333 | 4,190 |
| | 274,917 | 263,778 | 260,739 | 260,577 | 283,200 | 22,623 | 380,790 |

**Brainerd Public Utilities**
**2025 Operating Budget**
**Wastewater Department**

| | Actual | | | 2024 | | 2024 Variance Positive | 2025 |
|---|---|---|---|---|---|---|---|
| | 2021 | 2022 | 2023 | Projected Actual | Budget | (Negative) | Budget |
| **Wastewater Depart. (Continued)** | | | | | | | |
| **Administration (Continued)** | | | | | | | |
| **Expenses (Continued)** | | | | | | | |
| Operations and Maintenance | | | | | | | |
| Communications | 10,736 | 19,997 | 21,792 | 26,468 | 19,200 | (7,268) | 31,600 |
| Utilities | 10,913 | 9,957 | 11,443 | 8,305 | 12,000 | 3,695 | 12,000 |
| Small Tools and Supplies | 16 | - | 7 | 25 | - | (25) | - |
| Maintenance and Repair | | | | | | | |
| Equipment | 846 | 255 | 2,765 | 3,509 | 2,400 | (1,109) | 2,400 |
| Buildings | 580 | - | - | - | - | - | - |
| Other | 952 | - | - | - | - | - | - |
| Maintenance Agreements | 23,586 | 32,512 | 53,583 | 52,940 | 39,600 | (13,340) | 55,000 |
| IT System Services | 628 | 21,378 | 8,552 | 9,700 | 8,400 | (1,300) | 10,900 |
| Cleaning and Waste Removal | 198 | - | 86 | - | - | - | - |
| Printing and Publishing | 1,403 | 12,759 | 5,345 | 4,396 | 3,600 | (796) | 5,000 |
| Consulting Services | 22,101 | 29,781 | 20,131 | 45,441 | 30,000 | (15,441) | 30,000 |
| Other Commodities | - | - | 309 | 67 | - | (67) | - |
| Human Resource Services | - | 11,990 | 15,518 | 16,800 | 15,600 | (1,200) | 22,580 |
| Office Supplies | 4,966 | 4,175 | 4,729 | 3,144 | 4,800 | 1,656 | 4,800 |
| Other Services | 742 | 1,216 | 1,027 | 652 | 1,200 | 548 | 1,200 |
| | 77,667 | 144,020 | 145,287 | 171,448 | 136,800 | (34,648) | 175,480 |
| Employee Benefits | | | | | | | |
| Employee Benefits | (1,695) | - | 2,767 | 3,697 | 1,200 | (2,497) | 1,200 |
| Pension | 4,005 | 104,122 | 72,289 | 19,176 | 48,000 | 28,824 | 48,000 |
| Health Insurance | 67,125 | 66,679 | 72,616 | 72,093 | 82,800 | 10,707 | 82,800 |
| Payroll Taxes | 19,017 | 17,775 | 18,666 | 18,121 | 22,800 | 4,679 | 22,800 |
| | 88,452 | 188,576 | 166,338 | 113,088 | 154,800 | 41,712 | 154,800 |
| Other Charges | | | | | | | |
| General and Worker Comp. Insurance | 46,014 | 61,312 | 79,240 | 95,307 | 76,800 | (18,507) | 85,700 |
| Dues and Subscriptions | 12,329 | 11,607 | 26,760 | 29,675 | 22,800 | (6,875) | 27,900 |
| Licenses and Permits | 1,450 | 2,096 | 1,615 | 3,903 | 600 | (3,303) | 2,200 |
| Travel and Conferences | 2,439 | 1,466 | 6,778 | 3,053 | 3,600 | 547 | 11,200 |
| Miscellaneous | 2,864 | 480 | - | - | - | - | - |
| Bank Charges | 16,688 | 1,493 | - | - | - | - | - |
| Credit Card Transaction Fees | 37,235 | 72,482 | 82,633 | 119,391 | 75,600 | (43,791) | 125,250 |
| Interest Expense - Other | 1,038 | 903 | 1,185 | 725 | 600 | (125) | 600 |
| Interest Expense Bonds | 435,810 | 379,475 | 337,680 | 336,454 | 363,600 | 27,146 | 363,600 |
| Bond Issuance Costs | - | - | 36,588 | - | - | - | - |
| Amortization of Deferred Charges | - | 5,008 | 5,634 | 5,635 | 6,000 | 365 | 6,000 |
| Bad Debts | 2,835 | 2,032 | 2,898 | 2,091 | 2,400 | 309 | 2,400 |
| | 558,702 | 538,354 | 581,011 | 596,233 | 552,000 | (44,233) | 624,850 |
| Depreciation | 43,444 | 41,965 | 37,901 | 38,400 | 28,800 | (9,600) | 34,900 |
| Total Administration | 1,043,182 | 1,176,693 | 1,191,276 | 1,179,746 | 1,155,600 | (24,146) | 1,370,820 |
| Total Expenses | 4,725,817 | 4,641,186 | 4,809,169 | 4,700,598 | 4,795,800 | 95,202 | 5,176,820 |
| Change in Net Position | $ (279,541) | $ (266,937) | $ 249,903 | $ 1,195,949 | $ 70,800 | $ 1,125,149 | $ 120,780 |

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** 2025 Budget and Levy Discussion and Public Hearing

**AGENDA:** Main

**ACTION REQUESTED:** Discussion Item

**SUBMITTED BY:** Connie Hillman, Finance Director

**DEPARTMENT:** Finance

**PRESENTER:** Connie Hillman, Finance Director

**ESTIMATED TIME (MIN):** 30 Minutes

**SUMMARY OF ISSUE:**
Cities with population over 500 are required to hold a meeting at which the budget and levy will be discussed, and the public allowed to speak. The meeting must be after November 24 and not later that December 30 and held at 6:00 p.m. or later. The meeting can be part of a regular scheduled meeting or a special meeting scheduled for this purpose.

At the September 16, 2024 council meeting, the motion was to set the budget public hearing for December 2nd at 7:30 p.m during the regular council meeting.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

**RECOMMENDED ACTION/MOTION:**
Discussion of the 2025 budget and levy and allow the public to speak regarding the 2025 budget and levy.

**FINANCIAL IMPACT:**

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Approve Payment for Imp 22-08 - South Brainerd Reconstruction

**AGENDA:** SPW Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Mike Habighorst, Public Works Director, Jessie Dehn, Public Works Director

**DEPARTMENT:** Public Works

**PRESENTER:** Mike Habighorst, Public Works Director

**ESTIMATED TIME (MIN):** 2 Minutes

**SUMMARY OF ISSUE:** Staff is requesting approval to increase the authorized payment amount for Improvement 22-08 - South Brainerd Reconstruction project. With the completion of the project and punch list items, staff is requesting to issue a Partial Payment for the work completed. Attached is Partial Pay Request #7.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** The partial payment would pay the contractor for all work completed totaling $3,657,551.02. The payment withholds 1% retainage that we are holding until spring when final turf seeding is fully established and acceptable. At that time, staff would request a Final Payment releasing the remaining retainage.

**RECOMMENDED ACTION/MOTION:** Staff recommends authorization to pay the contractor up to $3,620,975.51.

**FINANCIAL IMPACT:** $25,618.03

**Contract Number:** 23-01
**Pay Request Number:** 7

| Project Number | Project Description |
|---|---|
| 22-08 | South Brainerd Reconstruction |

| | | | |
|---|---|---|---|
| **Contractor:** | DeChantal Excavating LLC<br>P O Box 315<br>Brainerd, MN 56401 | **Vendor Number:**<br>**Up To Date:** | N/A<br>11/18/2024 |

| **Contract Amount** | | **Funds Encumbered** | |
|---|---|---|---|
| Original Contract | $3,557,788.80 | Original | $3,557,788.80 |
| Contract Changes | $6,682.52 | Additional | N/A |
| Revised Contract | $3,564,471.32 | Total | $3,557,788.80 |

| **Work Certified To Date** | |
|---|---|
| Base Bid Items | $3,650,868.50 |
| Contract Changes | $6,682.52 |
| Material On Hand | $0.00 |
| Total | $3,657,551.02 |

| Work Certified This Request | Work Certified To Date | Less Amount Retained | Less Previous Payments | Amount Paid This Request | Total Amount Paid To Date |
|---|---|---|---|---|---|
| $25,876.80 | $3,657,551.02 | $36,575.51 | $3,595,357.48 | $25,618.03 | $3,620,975.51 |
| | | Percent: Retained: 1% | | | Percent Complete: 102.61% |

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By DeChantal Excavating LLC
Al DeChantal
Contractor
11/18/2024
Date

Approved By City of Brainerd
Jessie Dehn
City Engineer
11/19/2024
Date

**Payment Summary**

| No. | Up To Date | Work Certified Per Request | Amount Retained Per Request | Amount Paid Per Request |
|---|---|---|---|---|
| 1 | 2024-04-26 | $918,715.43 | $45,935.77 | $872,779.66 |
| 2 | 2024-05-24 | $594,912.47 | $29,745.63 | $565,166.84 |
| 3 | 2024-06-21 | $474,739.80 | $23,736.99 | $451,002.81 |
| 4 | 2024-07-30 | $874,103.70 | $43,705.18 | $830,398.52 |
| 5 | 2024-08-23 | $332,485.61 | $16,624.28 | $315,861.33 |
| 6 | 2024-09-30 | $436,717.21 | ($123,431.11) | $560,148.32 |
| 7 | 2024-11-18 | $25,876.80 | $258.77 | $25,618.03 |

| Funding Category Name | Funding Category Number | Work Certified to Date | Less Amount Retained | Less Previous Payments | Amount Paid this Request | Total Amount Paid to Date |
|---|---|---|---|---|---|---|
| Brainerd Public Utilities - Water | | $1,163,890.00 | $11,638.91 | $1,152,251.09 | $0.00 | $1,152,251.09 |
| Sanitary Sewer | | $309,756.60 | $3,097.56 | $306,659.04 | $0.00 | $306,659.04 |
| Sidewalk (Not Assessed) | | $151,406.85 | $1,514.06 | $149,892.79 | $0.00 | $149,892.79 |
| South Brainerd Reconstruction | | $1,662,774.32 | $16,627.75 | $1,620,528.54 | $25,618.03 | $1,646,146.57 |
| Storm Sewer | | $267,858.25 | $2,678.58 | $265,179.67 | $0.00 | $265,179.67 |
| Trees (Not Assessed) | | $101,865.00 | $1,018.65 | $100,846.35 | $0.00 | $100,846.35 |

| Accounting Number | Funding Source | Amount Paid this Request | Revised Contract Amount | Funds Encumbered to Date | Paid Contractor to Date |
|---|---|---|---|---|---|
| South Brainerd Reconstruction | Local-City of Brainerd | $25,618.03 | $3,564,471.32 | $3,557,788.80 | $3,620,975.51 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Base Bid | 1 | 2021.501 | MOBILIZATION | LS | $137,580.00 | 1 | 0 | $0.00 | 1 | $137,580.00 |
| Base Bid | 2 | 2101.502 | CLEARING | EACH | $425.00 | 38 | 0 | $0.00 | 83 | $35,275.00 |
| Base Bid | 3 | 2101.502 | GRUBBING | EACH | $85.00 | 49 | 0 | $0.00 | 94 | $7,990.00 |
| Base Bid | 4 | 2101.505 | CLEARING | ACRE | $4,400.00 | 1.06 | 0 | $0.00 | 1.06 | $4,664.00 |
| Base Bid | 5 | 2101.505 | GRUBBING | ACRE | $2,100.00 | 1.06 | 0 | $0.00 | 1.06 | $2,226.00 |
| Base Bid | 6 | 2104.502/0001111 | REMOVE SHRUB | EACH | $30.00 | 20 | 0 | $0.00 | 19 | $570.00 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Base Bid | 7 | 2104.502 | REMOVE CONCRETE STEPS | EACH | $105.00 | 8 | 0 | $0.00 | 21 | $2,205.00 |
| Base Bid | 8 | 2104.502 | REMOVE PIPE APRON | EACH | $95.00 | 2 | 0 | $0.00 | 1 | $95.00 |
| Base Bid | 9 | 2104.502 | REMOVE MANHOLE OR CATCH BASIN | EACH | $245.00 | 26 | 0 | $0.00 | 30 | $7,350.00 |
| Base Bid | 10 | 2104.502 | REMOVE CASTING | EACH | $70.00 | 23 | 0 | $0.00 | 25 | $1,750.00 |
| Base Bid | 11 | 2104.502 | REMOVE GATE VALVE & BOX | EACH | $200.00 | 20 | 0 | $0.00 | 21 | $4,200.00 |
| Base Bid | 12 | 2104.502 | REMOVE CURB STOP & BOX | EACH | $150.00 | 84 | 0 | $0.00 | 88 | $13,200.00 |
| Base Bid | 13 | 2104.502 | REMOVE HYDRANT | EACH | $250.00 | 9 | 0 | $0.00 | 9 | $2,250.00 |
| Base Bid | 14 | 2104.502 | SALVAGE GATE VALVE | EACH | $500.00 | 1 | 0 | $0.00 | 1 | $500.00 |
| Base Bid | 15 | 2104.502 | SALVAGE BOULDER | EACH | $27.00 | 3 | 0 | $0.00 | 7 | $189.00 |
| Base Bid | 16 | 2104.503 | SALVAGE LANDSCAPE EDGER | L F | $2.95 | 280 | 0 | $0.00 | 280 | $826.00 |
| Base Bid | 17 | 2104.503 | REMOVE LANDSCAPE EDGER | L F | $0.90 | 45 | 0 | $0.00 | 30 | $27.00 |
| Base Bid | 18 | 2104.503 | SAWING CONCRETE PAVEMENT (FULL DEPTH) | L F | $4.40 | 724 | 0 | $0.00 | 747 | $3,286.80 |
| Base Bid | 19 | 2104.503 | SAWING BITUMINOUS PAVEMENT (FULL DEPTH) | L F | $2.10 | 2548 | 0 | $0.00 | 2819 | $5,919.90 |
| Base Bid | 20 | 2104.503 | REMOVE WATER MAIN | L F | $1.50 | 3953 | 0 | $0.00 | 3538 | $5,307.00 |
| Base Bid | 21 | 2104.503 | REMOVE SEWER PIPE (STORM) | L F | $9.00 | 3205 | 0 | $0.00 | 869 | $7,821.00 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| Base Bid | 22 | 2104.503 | REMOVE SEWER PIPE (SANITARY) | L F | $1.00 | 1045 | 0 | $0.00 | 3603 | $3,603.00 |
| Base Bid | 23 | 2104.503 | REMOVE CURB & GUTTER | L F | $2.90 | 14420 | 0 | $0.00 | 14546 | $42,183.40 |
| Base Bid | 24 | 2104.503 | REMOVE GUARDRAIL | L F | $14.50 | 90 | 0 | $0.00 | 90 | $1,305.00 |
| Base Bid | 25 | 2104.503 | REMOVE WATER SERVICE PIPE | L F | $1.00 | 2337 | 0 | $0.00 | 2459 | $2,459.00 |
| Base Bid | 26 | 2104.503 | SALVAGE FENCE | L F | $11.00 | 124 | 0 | $0.00 | 114 | $1,254.00 |
| Base Bid | 27 | 2104.504 | REMOVE CONCRETE DRIVEWAY PAVEMENT | S Y | $4.75 | 1018 | 0 | $0.00 | 1031 | $4,897.25 |
| Base Bid | 28 | 2104.504 | REMOVE CONCRETE PAVEMENT | S Y | $7.45 | 2227 | 0 | $0.00 | 2227 | $16,591.15 |
| Base Bid | 29 | 2104.504 | REMOVE BITUMINOUS DRIVEWAY PAVEMENT | S Y | $3.00 | 2561 | 0 | $0.00 | 2424 | $7,272.00 |
| Base Bid | 30 | 2104.504 | REMOVE BITUMINOUS PAVEMENT | S Y | $2.55 | 27134 | 0 | $0.00 | 28764 | $73,348.20 |
| Base Bid | 31 | 2104.505/0000001 | REMOVE CONCRETE VALLEY GUTTER | S Y | $9.90 | 56 | 0 | $0.00 | 56 | $554.40 |
| Base Bid | 32 | 2104.518 | REMOVE CONCRETE SIDEWALK | S F | $0.85 | 15642 | 0 | $0.00 | 15743 | $13,381.55 |
| Base Bid | 33 | 2104.518 | REMOVE LANDSCAPE MULCH | S F | $1.00 | 548 | 0 | $0.00 | 548 | $548.00 |
| Base Bid | 34 | 2104.518 | REMOVE LANDSCAPE ROCK | S F | $1.00 | 992 | 0 | $0.00 | 992 | $992.00 |
| Base Bid | 35 | 2104.618 | REMOVE STONE PAVERS | S F | $5.00 | 20 | 0 | $0.00 | 35 | $175.00 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Base Bid | 36 | 2104.618 | SALVAGE STONE PAVERS | S F | $15.00 | 122 | 0 | $0.00 | 122 | $1,830.00 |
| Base Bid | 37 | 2105.607 | COMMON EXCAVATION | C Y | $9.00 | 11208 | 2284 | $20,556.00 | 11208 | $100,872.00 |
| Base Bid | 38 | 2105.607 | MUCK EXCAVATION | C Y | $13.60 | 459 | 0 | $0.00 | 120 | $1,632.00 |
| Base Bid | 39 | 2105.607 | SELECT GRANULAR BORROW (LV) | C Y | $19.25 | 305 | 0 | $0.00 | 313 | $6,025.25 |
| Base Bid | 40 | 2105.607 | STABILIZING AGGREGATE | C Y | $5.00 | 930 | 0 | $0.00 | 67 | $335.00 |
| Base Bid | 41 | 2108.504 | GEOTEXTILE FABRIC TYPE 5 | S Y | $5.25 | 172 | 0 | $0.00 | 0 | $0.00 |
| Base Bid | 42 | 2130.523 | WATER | MGAL | $57.00 | 191 | 0 | $0.00 | 0 | $0.00 |
| Base Bid | 43 | 2211.509 | AGGREGATE BASE CLASS 5 | TON | $21.00 | 7443 | 0 | $0.00 | 8577 | $180,117.00 |
| Base Bid | 44 | 2360.509 | TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) | TON | $80.00 | 4138 | 0 | $0.00 | 4449 | $355,920.00 |
| Base Bid | 45 | 2411.502 | CONCRETE STAIRWAY | EACH | $907.00 | 7 | 0 | $0.00 | 8 | $7,256.00 |
| Base Bid | 46 | 2411.603 | INSTALL LANDSCAPE EDGER | L F | $5.00 | 149 | 157 | $785.00 | 167 | $835.00 |
| Base Bid | 47 | 2411.604 | RECONSTRUCT STONE RETAINING WALL | S Y | $145.00 | 9 | 9 | $1,305.00 | 9 | $1,305.00 |
| Base Bid | 48 | 2451.507 | GRANULAR BEDDING | C Y | $16.50 | 668 | 0 | $0.00 | 2399 | $39,583.50 |
| Base Bid | 49 | 2452.601 | TEMPORARY VERTICAL SHORING | LS | $4,500.00 | 1 | 0 | $0.00 | 1 | $4,500.00 |
| Base Bid | 50 | 2501.502 | 12" RC PIPE APRON | EACH | $986.00 | 1 | 0 | $0.00 | 1 | $986.00 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| Base Bid | 51 | 2501.503 | 18" PC-CS PIPE CULVERT | L F | $67.30 | 10 | 0 | $0.00 | 10 | $673.00 |
| Base Bid | 52 | 2503.503 | 12" RC PIPE SEWER DESIGN 3006 CLASS III | L F | $54.30 | 1586 | 0 | $0.00 | 1609 | $87,368.70 |
| Base Bid | 53 | 2503.503 | 15" RC PIPE SEWER DESIGN 3006 CLASS III | L F | $61.80 | 420 | 0 | $0.00 | 408 | $25,214.40 |
| Base Bid | 54 | 2503.503 | 18" RC PIPE SEWER DESIGN 3006 CLASS III | L F | $65.95 | 10 | 0 | $0.00 | 10 | $659.50 |
| Base Bid | 55 | 2501.602 | PRECAST HEADWALLS | EACH | $2,450.00 | 1 | 0 | $0.00 | 1 | $2,450.00 |
| Base Bid | 56 | 2503.503 | 4" PVC PIPE SEWER | L F | $39.00 | 12 | 0 | $0.00 | 50 | $1,950.00 |
| Base Bid | 57 | 2503.503 | 6" PVC PIPE SEWER | L F | $37.00 | 1482 | 0 | $0.00 | 1814 | $67,118.00 |
| Base Bid | 58 | 2503.503 | 8" PVC PIPE SEWER | L F | $61.00 | 2122 | 0 | $0.00 | 2149 | $131,089.00 |
| Base Bid | 59 | 2503.503 | 10" PVC PIPE SEWER | L F | $87.00 | 18 | 0 | $0.00 | 26 | $2,262.00 |
| Base Bid | 60 | 2503.503 | 12" PVC PIPE SEWER | L F | $74.00 | 6 | 0 | $0.00 | 5 | $370.00 |
| Base Bid | 61 | 2503.602 | SANITARY SEWER SERVICE | EACH | $655.00 | 57 | 0 | $0.00 | 53 | $34,715.00 |
| Base Bid | 62 | 2503.602 | CONNECT TO EXISTING SANITARY SEWER | EACH | $624.00 | 13 | 0 | $0.00 | 8 | $4,992.00 |
| Base Bid | 63 | 2503.602 | 8"X6" PVC REDUCER | EACH | $312.00 | 1 | 0 | $0.00 | 1 | $312.00 |
| Base Bid | 64 | 2503.602 | 6" PIPE CAP (SANITARY) | EACH | $300.00 | 5 | 0 | $0.00 | 4 | $1,200.00 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Base Bid | 65 | 2503.602 | 4" PIPE PLUG | EACH | $199.00 | 1 | 0 | $0.00 | 0 | $0.00 |
| Base Bid | 66 | 2503.602 | 6" PLUG-DUCTILE IRON | EACH | $483.00 | 2 | 0 | $0.00 | 1 | $483.00 |
| Base Bid | 67 | 2503.602 | 12" PIPE PLUG | EACH | $770.00 | 2 | 0 | $0.00 | 2 | $1,540.00 |
| Base Bid | 68 | 2503.604 | 4" INSULATION | S Y | $58.00 | 120 | 0 | $0.00 | 146 | $8,468.00 |
| Base Bid | 69 | 2503.623 | PUMPING | L S | $4,800.00 | 1 | 0 | $0.00 | 1 | $4,800.00 |
| Base Bid | 70 | 2504.601 | TEMPORARY WATER SERVICE | LS | $50,000.00 | 1 | 0 | $0.00 | 1 | $50,000.00 |
| Base Bid | 71 | 2504.602 | ADJUST VALVE BOX-WATER | EACH | $345.00 | 1 | 0 | $0.00 | 3 | $1,035.00 |
| Base Bid | 72 | 2504.602 | WATER SERVICE TAP AND HOOKUP (1") | EACH | $1,168.00 | 82 | 0 | $0.00 | 83 | $96,944.00 |
| Base Bid | 73 | 2504.602 | WATER SERVICE TAP AND HOOKUP (2") | EACH | $2,219.00 | 2 | 0 | $0.00 | 8 | $17,752.00 |
| Base Bid | 74 | 2504.602 | WATER SERVICE TAP & HOOKUP SPECIAL | EACH | $1,600.00 | 7 | 0 | $0.00 | 6 | $9,600.00 |
| Base Bid | 75 | 2504.602 | CONNECT TO EXISTING WATER MAIN | EACH | $1,600.00 | 17 | 0 | $0.00 | 18 | $28,800.00 |
| Base Bid | 76 | 2504.602 | HYDRANT | EACH | $7,586.00 | 10 | 0 | $0.00 | 10 | $75,860.00 |
| Base Bid | 77 | 2504.602 | INSTALL PLUG | EACH | $500.00 | 6 | 0 | $0.00 | 3 | $1,500.00 |
| Base Bid | 78 | 2504.602 | 4" GATE VALVE AND BOX | EACH | $2,149.00 | 2 | 0 | $0.00 | 2 | $4,298.00 |
| Base Bid | 79 | 2504.602 | 6" GATE VALVE AND BOX | EACH | $2,726.00 | 26 | 0 | $0.00 | 26 | $70,876.00 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| Base Bid | 80 | 2504.602 | 8" GATE VALVE AND BOX | EACH | $3,652.00 | 3 | 0 | $0.00 | 3 | $10,956.00 |
| Base Bid | 81 | 2504.602 | 12" GATE VALVE AND BOX | EACH | $5,981.00 | 4 | 0 | $0.00 | 4 | $23,924.00 |
| Base Bid | 82 | 2504.603 | 1" TYPE K COPPER PIPE | L F | $41.00 | 2452 | 0 | $0.00 | 2463 | $100,983.00 |
| Base Bid | 83 | 2504.603 | 2" TYPE K COPPER PIPE | L F | $71.50 | 212 | 0 | $0.00 | 123 | $8,794.50 |
| Base Bid | 84 | 2504.603 | 4" WATERMAIN DUCTILE IRON CL 52 | L F | $91.00 | 26 | 0 | $0.00 | 74 | $6,734.00 |
| Base Bid | 85 | 2504.603 | 6" WATERMAIN DUCTILE IRON CL 52 | L F | $67.00 | 4397 | 0 | $0.00 | 4485 | $300,495.00 |
| Base Bid | 86 | 2504.603 | 8" WATERMAIN DUCTILE IRON CL 52 | L F | $84.00 | 1482 | 0 | $0.00 | 1510 | $126,840.00 |
| Base Bid | 87 | 2504.603 | 12" WATERMAIN DUCTILE IRON CL 52 | L F | $123.00 | 504 | 0 | $0.00 | 533 | $65,559.00 |
| Base Bid | 88 | 2504.608 | PIPE FITTINGS | LB | $17.00 | 6360 | 0 | $0.00 | 4997 | $84,949.00 |
| Base Bid | 89 | 2506.502 | CONSTRUCT DRAINAGE STRUCTURE DESIGN G OR H | EACH | $3,333.00 | 7 | 0 | $0.00 | 10 | $33,330.00 |
| Base Bid | 90 | 2506.502 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007 | EACH | $5,550.00 | 9 | 0 | $0.00 | 8 | $44,400.00 |
| Base Bid | 91 | 2506.502 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 48-4020 | EACH | $4,331.00 | 16 | 0 | $0.00 | 16 | $69,296.00 |
| Base Bid | 92 | 2506.503 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 4021 | EACH | $3,120.00 | 1 | 0 | $0.00 | 2 | $6,240.00 |
| Base Bid | 93 | 2506.502 | CASTING ASSEMBLY | EACH | $1,045.00 | 23 | 0 | $0.00 | 17 | $17,765.00 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Base Bid | 94 | 2506.503 | CONSTRUCT DRAINAGE STRUCTURE DESIGN 4007 (EXTRA DEPTH) | L F | $355.00 | 27.72 | 0 | $0.00 | 30.72 | $10,905.60 |
| Base Bid | 95 | 2506.602 | CONNECT INTO EXISTING DRAINAGE STRUCTURE | EACH | $2,150.00 | 2 | 0 | $0.00 | 3 | $6,450.00 |
| Base Bid | 96 | 2506.602 | CONNECT INTO EXISTING STORM SEWER | EACH | $1,850.00 | 7 | 0 | $0.00 | 7 | $12,950.00 |
| Base Bid | 97 | 2506.602 | SEAL DRAINAGE STRUCTURE | EACH | $223.00 | 31 | 0 | $0.00 | 22 | $4,906.00 |
| Base Bid | 98 | 2506.602 | CONCRETE COLLAR | EACH | $725.00 | 4 | 0 | $0.00 | 2 | $1,450.00 |
| Base Bid | 99 | 2506.603 | SUPPORT DRAINAGE PIPE (SANITARY) | EACH | $150.00 | 6 | 0 | $0.00 | 4 | $600.00 |
| Base Bid | 100 | 2511.504 | GEOTEXTILE FILTER TYPE 7 | S Y | $8.00 | 56 | 0 | $0.00 | 20 | $160.00 |
| Base Bid | 101 | 2511.507 | RANDOM RIPRAP CLASS III | C Y | $115.00 | 18 | 0 | $0.00 | 11 | $1,265.00 |
| Base Bid | 102 | 2511.602 | PLACE BOULDER | EACH | $160.00 | 3 | 0 | $0.00 | 0 | $0.00 |
| Base Bid | 103 | 2521.518 | 4" CONCRETE WALK | S F | $6.20 | 15422 | 0 | $0.00 | 15719 | $97,457.80 |
| Base Bid | 104 | 2521.518 | 6" CONCRETE WALK | S F | $12.50 | 2957 | 0 | $0.00 | 1987 | $24,837.50 |
| Base Bid | 105 | 2531.503 | CONCRETE CURB AND GUTTER DESIGN B612 | L F | $38.20 | 197 | 0 | $0.00 | 103 | $3,934.60 |
| Base Bid | 106 | 2531.503 | CONCRETE CURB AND GUTTER DESIGN B618 | L F | $17.90 | 13874 | 0 | $0.00 | 13223 | $236,691.70 |
| Base Bid | 107 | 2531.503 | CONCRETE CURB AND GUTTER DESIGN B624 | L F | $33.50 | 318 | 0 | $0.00 | 56 | $1,876.00 |
| Base Bid | 108 | 2531.504 | 7" CONCRETE DRIVEWAY PAVEMENT | S Y | $71.20 | 1685 | 0 | $0.00 | 1929 | $137,344.80 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| Base Bid | 109 | 2531.604 | 8" CONCRETE VALLEY GUTTER | S Y | $163.45 | 92 | 0 | $0.00 | 156 | $25,498.20 |
| Base Bid | 110 | 2531.618 | TRUNCATED DOMES | S F | $55.00 | 256 | 0 | $0.00 | 286 | $15,730.00 |
| Base Bid | 111 | 2535.503 | BITUMINOUS CURB | L F | $46.25 | 37 | 0 | $0.00 | 216 | $9,990.00 |
| Base Bid | 112 | 2540.602 | SALVAGE & REINSTALL MAILBOX | EACH | $185.00 | 33 | 1 | $185.00 | 24 | $4,440.00 |
| Base Bid | 113 | 2540.602 | TEMPORARY MAILBOX SUPPORT | EACH | $45.00 | 78 | 0 | $0.00 | 87 | $3,915.00 |
| Base Bid | 114 | 2540.603 | METAL RAILING | L F | $389.00 | 8 | 0 | $0.00 | 10 | $3,890.00 |
| Base Bid | 115 | 2540.603 | LANDSCAPE EDGER | L F | $5.00 | 183 | 0 | $0.00 | 0 | $0.00 |
| Base Bid | 116 | 2540.618 | INSTALL STONE PAVERS | S F | $50.00 | 122 | 18 | $900.00 | 28 | $1,400.00 |
| Base Bid | 117 | 2557.603 | INSTALL FENCE | L F | $15.50 | 124 | 114 | $1,767.00 | 114 | $1,767.00 |
| Base Bid | 118 | 2557.603 | INSTALL RAILING | L F | $104.00 | 8 | 0 | $0.00 | 10 | $1,040.00 |
| Base Bid | 119 | 2563.601 | TRAFFIC CONTROL | LS | $16,900.00 | 1 | 0 | $0.00 | 1 | $16,900.00 |
| Base Bid | 120 | 2571.502 | DECIDUOUS SHRUB 4' HT B&B | EACH | $145.00 | 11 | 0 | $0.00 | 18 | $2,610.00 |
| Base Bid | 121 | 2571.502 | CONIFEROUS TREE 8' HT B&B | EACH | $995.00 | 2 | 0 | $0.00 | 11 | $10,945.00 |
| Base Bid | 122 | 2571.502 | DECIDUOUS TREE 4' HT B&B | EACH | $695.00 | 1 | 0 | $0.00 | 0 | $0.00 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Base Bid | 123 | 2571.502 | DECIDUOUS TREE 2" CAL B&B | EACH | $895.00 | 88 | 0 | $0.00 | 98 | $87,710.00 |
| Base Bid | 124 | 2572.602 | TREE PRUNING | EACH | $300.00 | 11 | 0 | $0.00 | 2 | $600.00 |
| Base Bid | 125 | 2573.501 | STABILIZED CONSTRUCTION EXIT | LS | $16,200.00 | 1 | 0 | $0.00 | 1 | $16,200.00 |
| Base Bid | 126 | 2573.501 | EROSION CONTROL SUPERVISOR | LS | $1,800.00 | 1 | 0 | $0.00 | 1 | $1,800.00 |
| Base Bid | 127 | 2573.502 | STORM DRAIN INLET PROTECTION | EACH | $155.00 | 54 | 0 | $0.00 | 61 | $9,455.00 |
| Base Bid | 128 | 2573.503 | SILT FENCE, TYPE HI | L F | $5.00 | 298 | 28 | $140.00 | 333 | $1,665.00 |
| Base Bid | 129 | 2573.503 | SEDIMENT CONTROL LOG TYPE STRAW | L F | $5.00 | 480 | 0 | $0.00 | 600 | $3,000.00 |
| Base Bid | 130 | 2574.507 | COMMON TOPSOIL BORROW (CV) | C Y | $37.00 | 2708 | 0 | $0.00 | 2734 | $101,158.00 |
| Base Bid | 131 | 2575.501 | TURF ESTABLISHMENT | LS | $44,500.00 | 1 | 0 | $0.00 | 1 | $44,500.00 |
| Base Bid | 132 | 2575.523 | RAPID STABILIZATION METHOD 3 | MGAL | $50.00 | 23 | 0 | $0.00 | 0 | $0.00 |
| Base Bid | 133 | 2575.604 | MULCH MATERIAL TYPE SPECIAL | S Y | $9.95 | 63 | 24 | $238.80 | 24 | $238.80 |
| Base Bid | 134 | 2575.607 | LANDSCAPE ROCK | C Y | $150.00 | 15 | 0 | $0.00 | 0 | $0.00 |
| **Base Bid Totals:** | | | | | | | | **$25,876.80** | | **$3,650,868.50** |

**Project Category Totals**

| Project | Category | Amount This Request | Amount To Date |
|---|---|---|---|
| 22-08 | | $25,876.80 | $3,650,868.50 |

**Contract Change Item Status**

| Project | CC | Line | Item | Unit Price | Contract Quantity | Contract Amount | New Item or Adj to Existing | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 22-08 | CO1 | 135 | - SALVAGE AND REINSTALL KEYSTONE RETAINING WALL (L S) | $2,671.90 | 1 | $2,671.90 | ITM | $0.00 | $0.00 | 1 | $2,671.90 |
| 22-08 | CO1 | 136 | - REMOVE AND INSTALL NEW TIMBER RETAINING WALL (L S) | $2,385.77 | 1 | $2,385.77 | ITM | $0.00 | $0.00 | 1 | $2,385.77 |
| 22-08 | CO1 | 137 | - REPAIR PRIVATE SEWER LINE (L S) | $412.65 | 1 | $412.65 | ITM | $0.00 | $0.00 | 1 | $412.65 |
| 22-08 | CO1 | 138 | - REMOVE CONCRETE RETAINING WALL (L S) | $607.20 | 1 | $607.20 | ITM | $0.00 | $0.00 | 1 | $607.20 |
| 22-08 | CO1 | 139 | - RELOCATE SHED (L S) | $605.00 | 1 | $605.00 | ITM | $0.00 | $0.00 | 1 | $605.00 |
| **Contract Change Totals:** | | | | | | | | | **$0.00** | | **$6,682.52** |

**Contract Change Totals**

| Number | Description | Effective Date | Amount |
|---|---|---|---|
| 1 | Extra work related to two retaining wall removals that were not included in the plan. One of the retaining walls was reinstalled. A third retaining wall was removed. Also included is the relocation of a shed over the top of the planned storm line replacement down to pond off of S 8th Street that was not present during preliminary survey/plan development. While that line was being replaced, an unknown private storm sewer line was hit and repaired, and that is also included. See invoice for Change Order 1. | 06/04/2024 | $6,682.52 |

**Material On Hand Additions**

| Line | Item | Description | Date | Added | Comments |
|---|---|---|---|---|---|
| | | | | | |

**Material On Hand Balance**

| Line | Item | Description | Date | Added | Used | Remaining |
|---|---|---|---|---|---|---|
| 57 | 2503.503 | 6" PVC PIPE SEWER | 2024-04-23 | 1,484 L F $21,211.28 | 1,484 L F $21,211.28 | 0 L F $0.00 |
| 58 | 2503.503 | 8" PVC PIPE SEWER | 2024-04-23 | 2,128 L F $30,416.18 | 2,128 L F $30,416.18 | 0 L F $0.00 |
| 72 | 2504.602 | WATER SERVICE TAP AND HOOKUP (1") | 2024-04-23 | 49 EACH $42,225.68 | 49 EACH $42,225.68 | 0 EACH $0.00 |
| 79 | 2504.602 | 6" GATE VALVE AND BOX | 2024-04-23 | 10 EACH $13,972.58 | 10 EACH $13,972.58 | 0 EACH $0.00 |
| 85 | 2504.603 | 6" WATERMAIN DUCTILE IRON CL 52 | 2024-04-23 | 2,323 L F $145,187.50 | 2,323 L F $145,187.50 | 0 L F $0.00 |
| 87 | 2504.603 | 12" WATERMAIN DUCTILE IRON CL 52 | 2024-04-23 | 520 L F $55,000.00 | 520 L F $55,000.00 | 0 L F $0.00 |

| | |
|---|---|
| **Contract Total** | **$3,657,551.02** |

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Approve Final Pay Estimate - Imp 24-02 - 2024 Chip Sealing

**AGENDA:** SPW Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Mike Habighorst, Public Works Director, Jessie Dehn, Public Works Director

**DEPARTMENT:** Public Works

**PRESENTER:** Mike Habighorst, Public Works Director

**ESTIMATED TIME (MIN):** 2 Minutes

**SUMMARY OF ISSUE:** Attached to this item is the Final Pay Request for Improvement 24-02 - 2024 Chip Sealing Project. The project included chip sealing on several new paved streets in Northeast Brainerd.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** The final amount for the 2024 Chip Sealing Project is $159,736.09. The original contract amount was $148,920.05. $150,000 was budgeted in the Capital Improvement Plan using Construction Fund 401. The project came in 3.8% above budget, attributed to quantity overruns on the measured oil quantities used on the project versus what was estimated.

**RECOMMENDED ACTION/MOTION:** Staff recommends approval of the Final Pay Request for Imp 24-02 - 2024 Chip Sealing Project in the amount of $159,736.09.

**FINANCIAL IMPACT:** $159,736.09

**Contract Number:** 24-02
**Pay Request Number:** 1

| Project Number | Project Description |
|---|---|
| 24-01 | 2024 Chip Seal Project |

| | | | |
|---|---|---|---|
| **Contractor:** | Asphalt Surface Technologies Corp.<br>P.O. Box 1025<br>St. Cloud, MN 56302 | **Vendor Number:** | N/A |
| | | **Up To Date:** | 11/19/2024 |

| **Contract Amount** | | **Funds Encumbered** | |
|---|---|---|---|
| Original Contract | $148,920.05 | Original | $148,920.05 |
| Contract Changes | $0.00 | Additional | N/A |
| Revised Contract | $148,920.05 | Total | $148,920.05 |

| **Work Certified To Date** | |
|---|---|
| Base Bid Items | $159,736.09 |
| Contract Changes | $0.00 |
| Material On Hand | $0.00 |
| Total | $159,736.09 |

| Work Certified This Request | Work Certified To Date | Less Amount Retained | Less Previous Payments | Amount Paid This Request | Total Amount Paid To Date |
|---|---|---|---|---|---|
| $159,736.09 | $159,736.09 | $0.00 | $0.00 | $159,736.09 | $159,736.09 |
| | | Percent: Retained: 0% | | | Percent Complete: 107.26% |

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By
Jessie Dehn
City Engineer
11/19/2024
Date

Approved By Asphalt Surface Technologies Corp.
Dale Strondberg
Contractor
11/20/2024
Date

| Payment Summary | | | | |
|---|---|---|---|---|
| **No.** | **Up To Date** | **Work Certified Per Request** | **Amount Retained Per Request** | **Amount Paid Per Request** |
| 1 | 2024-11-19 | $159,736.09 | $0.00 | $159,736.09 |

| Funding Category Name | Funding Category Number | Work Certified to Date | Less Amount Retained | Less Previous Payments | Amount Paid this Request | Total Amount Paid to Date |
|---|---|---|---|---|---|---|
| City of Brainerd | | $159,736.09 | $0.00 | $0.00 | $159,736.09 | $159,736.09 |

| Accounting Number | Funding Source | Amount Paid this Request | Revised Contract Amount | Funds Encumbered to Date | Paid Contractor to Date |
|---|---|---|---|---|---|
| City of Brainerd | Local-City of Brainerd | $159,736.09 | $148,920.05 | $148,920.05 | $159,736.09 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Base Bid | 1 | 2021.501 | MOBILIZATION | LS | $20,000.00 | 1 | 1 | $20,000.00 | 1 | $20,000.00 |
| Base Bid | 2 | 2355.506 | BITUMINOUS MATERIAL FOR FOG SEAL | GAL | $3.50 | 4823 | 5869 | $20,541.50 | 5869 | $20,541.50 |
| Base Bid | 3 | 2356.504 | BITUMINOUS SEAL COAT | S Y | $0.80 | 40190 | 40190 | $32,152.00 | 40190 | $32,152.00 |
| Base Bid | 4 | 2356.506 | BITUMINOUS MATERIAL FOR SEAL COAT | GAL | $3.23 | 14065 | 16593 | $53,595.39 | 16593 | $53,595.39 |
| Base Bid | 5 | 2563.601 | TRAFFIC CONTROL | LS | $15,000.00 | 1 | 1 | $15,000.00 | 1 | $15,000.00 |
| Base Bid | 6 | 2582.503 | 4" SOLID LINE MULTI COMP | L F | $2.40 | 120 | 117 | $280.80 | 117 | $280.80 |
| Base Bid | 7 | 2582.503 | 4" BROKEN LINE MULTI COMP | L F | $2.40 | 1182 | 870 | $2,088.00 | 870 | $2,088.00 |
| Base Bid | 8 | 2582.503 | 4" DBLE SOLID LINE MULTI COMP | L F | $4.80 | 260 | 207 | $993.60 | 207 | $993.60 |
| Base Bid | 9 | 2582.518 | PAVEMENT MESSAGE MULTI-COMPONENT | S F | $11.00 | 112 | 112 | $1,232.00 | 112 | $1,232.00 |
| Base Bid | 10 | 2582.518 | CROSSWALK MULTI COMP | S F | $7.40 | 1872 | 1872 | $13,852.80 | 1872 | $13,852.80 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| **Base Bid Totals:** | | | | | | | | **$159,736.09** | | **$159,736.09** |

**Project Category Totals**

| Project | Category | Amount This Request | Amount To Date |
|---|---|---|---|
| 24-01 | | $159,736.09 | $159,736.09 |

**Contract Change Item Status**

| Project | CC | Line | Item | Unit Price | Contract Quantity | Contract Amount | New Item or Adj to Existing | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| **Contract Change Totals:** | | | | | | | | | **$0.00** | | **$0.00** |

**Contract Change Totals**

| Number | Description | Effective Date | Amount |
|---|---|---|---|
| | | | |

**Material On Hand Additions**

| Line | Item | Description | Date | Added | Comments |
|---|---|---|---|---|---|
| | | | | | |

**Material On Hand Balance**

| Line | Item | Description | Date | Added | Used | Remaining |
|---|---|---|---|---|---|---|
| | | | | | | |

| | |
|---|---|
| **Contract Total** | **$159,736.09** |

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Approve Final Pay Estimate - Imp 23-15 and 23-27 - Evergreen/Bluff Resurfacing Project

**AGENDA:** SPW Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Mike Habighorst, Public Works Director, Jessie Dehn, Public Works Director

**DEPARTMENT:** Public Works

**PRESENTER:** Mike Habighorst, Public Works Director

**ESTIMATED TIME (MIN):** 2 Minutes

**SUMMARY OF ISSUE:** Attached to this item is the Final Pay Request for Improvements 23-15 and 23-27 - Evergreen and Bluff Resurfacing Project. The project included patching of large sections of Evergreen Avenue between N. 10th and NE 1st, and chip sealing of Evergreen Avenue and Bluff Avenue between Terrace and Evergreen.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** The final amount for the total contract is $157,539.40. The Bluff Avenue portion was $25,484.25 and the Evergreen Avenue portion was $132,055.15. The original bid contract amount was $131,169.35. The quantity overruns were on both segments. Additional pavement removal was required on Bluff Avenue to restore appropriate drainage after removal of the tree causing heaved curb. Additional pavement patching area was needed beyond what was estimated to encompass the full distressed area. The Bluff Avenue portion of the project would be funded with local funds. The Evergreen Avenue portion of the project is State Aid eligible and State Aid has performed their final inspection and approved the project.

**RECOMMENDED ACTION/MOTION:** Staff recommends approval of the Final Pay Request for Improvements 23-15 and 23-27 - Evergreen and Bluff Resurfacing Project in the amount of $157,539.40.

**FINANCIAL IMPACT:** $157,539.40

**Contract Number:** 23-08
**Pay Request Number:** 2

| Project Number | Project Description |
|---|---|
| 23-15 | Bluff Avenue Resurfacing Project |
| 23-27 | Evergreen Avenue Resurfacing Project |

| | | | |
|---|---|---|---|
| **Contractor:** | Anderson Brothers Construction Company of Brainerd LLC<br>11325 State Hwy 210<br>Brainerd, MN 56401 | **Vendor Number:** | N/A |
| | | **Up To Date:** | 11/12/2024 |

| **Contract Amount** | | **Funds Encumbered** | |
|---|---|---|---|
| Original Contract | $131,169.35 | Original | $131,169.35 |
| Contract Changes | $0.00 | Additional | N/A |
| Revised Contract | $131,169.35 | Total | $131,169.35 |

| **Work Certified To Date** | |
|---|---|
| Base Bid Items | $157,539.40 |
| Contract Changes | $0.00 |
| Material On Hand | $0.00 |
| Total | $157,539.40 |

| Work Certified This Request | Work Certified To Date | Less Amount Retained | Less Previous Payments | Amount Paid This Request | Total Amount Paid To Date |
|---|---|---|---|---|---|
| $38,341.58 | $157,539.40 | $0.00 | $113,237.93 | $44,301.47 | $157,539.40 |
| | Percent: Retained: 0% | | | Percent Complete: 120.1% | |

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Maria Bertram
City Engineer
11/20/2024
Date

Approved By Anderson Brothers Construction Company of Brainerd LLC

Jessie Dehn
Contractor
11/20/2024
Date

| Payment Summary | | | | |
|---|---|---|---|---|
| **No.** | **Up To Date** | **Work Certified Per Request** | **Amount Retained Per Request** | **Amount Paid Per Request** |
| 1 | 2024-08-09 | $119,197.82 | $5,959.89 | $113,237.93 |
| 2 | 2024-11-12 | $38,341.58 | ($5,959.89) | $44,301.47 |

| Funding Category Name | Funding Category Number | Work Certified to Date | Less Amount Retained | Less Previous Payments | Amount Paid this Request | Total Amount Paid to Date |
|---|---|---|---|---|---|---|
| City of Brainerd | | $25,484.25 | $0.00 | $18,236.44 | $7,247.81 | $25,484.25 |
| MSAS 108-116-003 | | $132,055.15 | $0.00 | $95,001.49 | $37,053.66 | $132,055.15 |

| Accounting Number | Funding Source | Amount Paid this Request | Revised Contract Amount | Funds Encumbered to Date | Paid Contractor to Date |
|---|---|---|---|---|---|
| City of Brainerd | Local-City of Brainerd | $7,247.81 | $18,915.25 | $18,915.25 | $25,484.25 |
| City of Brainerd | Municipal (MSAS > 5000) | $37,053.66 | $112,254.10 | $112,254.10 | $132,055.15 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Base Bid | 1 | 2021.501 | MOBILIZATION | LS | $45,000.00 | 0.12 | 0.06 | $2,700.00 | 0.12 | $5,400.00 |
| Base Bid | 2 | 2101.502 | CLEARING | EACH | $1,175.90 | 1 | 0 | $0.00 | 0 | $0.00 |
| Base Bid | 3 | 2101.502 | GRUBBING | EACH | $1,175.90 | 1 | 0 | $0.00 | 0 | $0.00 |
| Base Bid | 4 | 2104.501 | REMOVE CONCRETE CURB & GUTTER | L F | $6.10 | 110 | 0 | $0.00 | 147 | $896.70 |
| Base Bid | 5 | 2104.503 | SAWING BITUMINOUS PAVEMENT (FULL DEPTH) | L F | $3.55 | 120 | 0 | $0.00 | 407 | $1,444.85 |
| Base Bid | 6 | 2104.504 | REMOVE BITUMINOUS PAVEMENT | S Y | $14.15 | 49 | 0 | $0.00 | 269 | $3,806.35 |
| Base Bid | 7 | 2355.506 | BITUMINOUS MATERIAL FOR FOG SEAL | GAL | $4.00 | 180 | 180 | $720.00 | 180 | $720.00 |
| Base Bid | 8 | 2356.504 | BITUMINOUS SEAL COAT | S Y | $0.80 | 1493 | 1493 | $1,194.40 | 1493 | $1,194.40 |
| Base Bid | 9 | 2356.506 | BITUMINOUS MATERIAL FOR SEAL COAT | GAL | $3.20 | 523 | 523 | $1,673.60 | 523 | $1,673.60 |

**Contract Item Status**

| Base/Alt | Line | Item | Description | Units | Unit Price | Contract Quantity | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|
| Base Bid | 10 | 2360.509 | TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) | TON | $125.00 | 7 | 0 | $0.00 | 31 | $3,875.00 |
| Base Bid | 11 | 2531.503 | CONCRETE CURB & GUTTER DESIGN B618 | L F | $42.25 | 110 | 0 | $0.00 | 147 | $6,210.75 |
| Base Bid | 12 | 2563.601 | TRAFFIC CONTROL | LS | $2,188.33 | 0.12 | 0 | $0.00 | 0.12 | $262.60 |
| Base Bid | 1 | 2021.501 | MOBILIZATION | LS | $24,126.76 | 0.88 | 0.44 | $10,615.78 | 0.88 | $21,231.55 |
| Base Bid | 2 | 2104.503 | SAWING BITUMINOUS PAVEMENT (FULL DEPTH) | L F | $3.55 | 385 | 0 | $0.00 | 0 | $0.00 |
| Base Bid | 3 | 2104.504 | REMOVE BITUMINOUS PAVEMENT | S Y | $4.00 | 3050 | 0 | $0.00 | 3730 | $14,920.00 |
| Base Bid | 4 | 2355.506 | BITUMINOUS MATERIAL FOR FOG SEAL | GAL | $4.00 | 915 | 915 | $3,660.00 | 915 | $3,660.00 |
| Base Bid | 5 | 2356.504 | BITUMINOUS SEAL COAT | S Y | $0.80 | 7615 | 7615 | $6,092.00 | 7615 | $6,092.00 |
| Base Bid | 6 | 2356.506 | BITUMINOUS MATERIAL FOR SEAL COAT | GAL | $3.20 | 2665 | 2665 | $8,528.00 | 2665 | $8,528.00 |
| Base Bid | 7 | 2360.509 | TYPE SP 9.5 WEARING COURSE MIXTURE (2,C) | TON | $90.00 | 620 | 0 | $0.00 | 811 | $72,990.00 |
| Base Bid | 8 | 2563.601 | TRAFFIC CONTROL | LS | $1,677.05 | 0.88 | 0 | $0.00 | 0.88 | $1,475.80 |
| Base Bid | 9 | 2582.503 | 4" SOLID LINE MULTI COMP | L F | $1.90 | 300 | 504 | $957.60 | 504 | $957.60 |
| Base Bid | 10 | 2582.503 | 4" BROKEN LINE MULTI COMP | L F | $1.90 | 320 | 240 | $456.00 | 240 | $456.00 |
| Base Bid | 11 | 2582.503 | 4" DBLE SOLID LINE MULTI COMP | L F | $3.80 | 190 | 459 | $1,744.20 | 459 | $1,744.20 |
| **Base Bid Totals:** | | | | | | | | **$38,341.58** | | **$157,539.40** |

| Project Category Totals | | | |
|---|---|---|---|
| **Project** | **Category** | **Amount This Request** | **Amount To Date** |
| 23-15 | | $6,288.00 | $25,484.25 |
| 23-27 | | $32,053.58 | $132,055.15 |

**Contract Change Item Status**

| Project | CC | Line | Item | Unit Price | Contract Quantity | Contract Amount | New Item or Adj to Existing | Quantity This Request | Amount This Request | Quantity To Date | Amount To Date |
|---|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | | |
| **Contract Change Totals:** | | | | | | | | | **$0.00** | | **$0.00** |

| Contract Change Totals | | | |
|---|---|---|---|
| **Number** | **Description** | **Effective Date** | **Amount** |
| | | | |

| Material On Hand Additions | | | | | |
|---|---|---|---|---|---|
| **Line** | **Item** | **Description** | **Date** | **Added** | **Comments** |
| | | | | | |

| Material On Hand Balance | | | | | | |
|---|---|---|---|---|---|---|
| **Line** | **Item** | **Description** | **Date** | **Added** | **Used** | **Remaining** |
| | | | | | | |

| | |
|---|---|
| **Contract Total** | **$157,539.40** |

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Approve Layout for Lowell Safe Routes to School Project

**AGENDA:** SPW Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Mike Habighorst, Public Works Director, Jessie Dehn, Public Works Director

**DEPARTMENT:** Public Works

**PRESENTER:** Mike Habighorst, Public Works Director

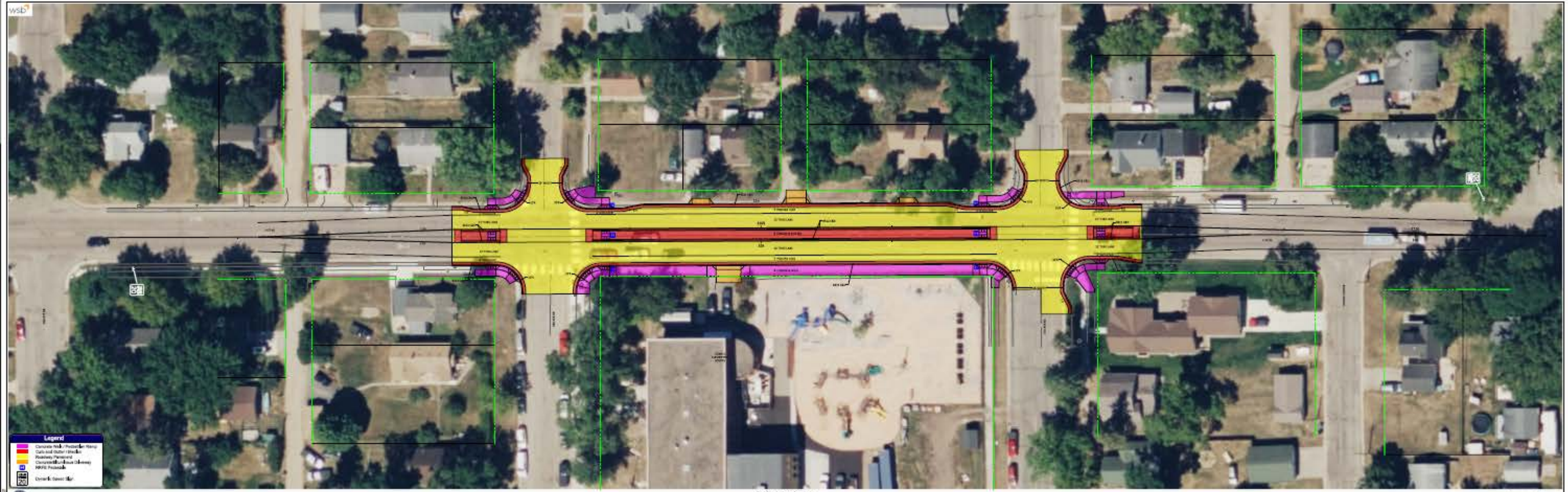
**ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE:** Attached is a preliminary draft layout for the Lowell Elementary Safe Routes to School project. Staff is recommending Council approval of the layout as attached and to move the project forward to design. Using Harrison Elementary as a framework, the attached layout includes a median and curb bump outs where appropriate. WSB staff will also be available for questions from the Council.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** Staff has worked with WSB to develop a layout that maintains a minimum width for plow equipment, maintains parking lanes on both sides of H Street, and provides curb bump outs to narrow crossing distances where appropriate. Staff/WSB met with School District staff to discuss operations of the school, specifically in regard to pick up and drop off queuing. Based on comments received by the school, we are not recommending bump outs adjacent to the school property on 4th Ave, H Street, or on the southwest corner of H Street and 3rd Ave where District staff has reported that queuing can extend through the intersection at 3rd. Staff recommends not including bump outs at corners where queuing occurs during pick up and drop off times to prevent vehicles from having to enter the traffic lane to continue in the queue line.

**RECOMMENDED ACTION/MOTION:** Staff recommends approval of the attached layout as presented for the Lowell Elementary Safe Routes to School project.

**FINANCIAL IMPACT:** N/A




Preliminary Layout
Safe Routes to School | Lowell Elementary School
BRAINERD, MINNESOTA

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

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

**AGENDA:** SPW Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Mike Habighorst, Public Works Director, Jessie Dehn, Public Works Director

**DEPARTMENT:** Public Works

**PRESENTER:** Mike Habighorst, 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. This item was tabled from the November 18th Council meeting to allow staff to have further discussion regarding capital plans. In having been able to have further discussions regarding capital planning, staff is still recommending the project be programmed in 2027.

As a reminder to staff's comments on sewer rate recommendation from November 18th, 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:** Staff is recommending bonding as an alternative to paying cash out of reserves for the project. 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.

UTILITY FINANCIAL SOLUTIONS, LLC

# 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 Depreciatior | 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)*

| Sanitary Meter 3/4" | 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% |

| Wastewater Meter 1" | 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

SEH

Building a Better World for All of Us®

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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

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# 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** |

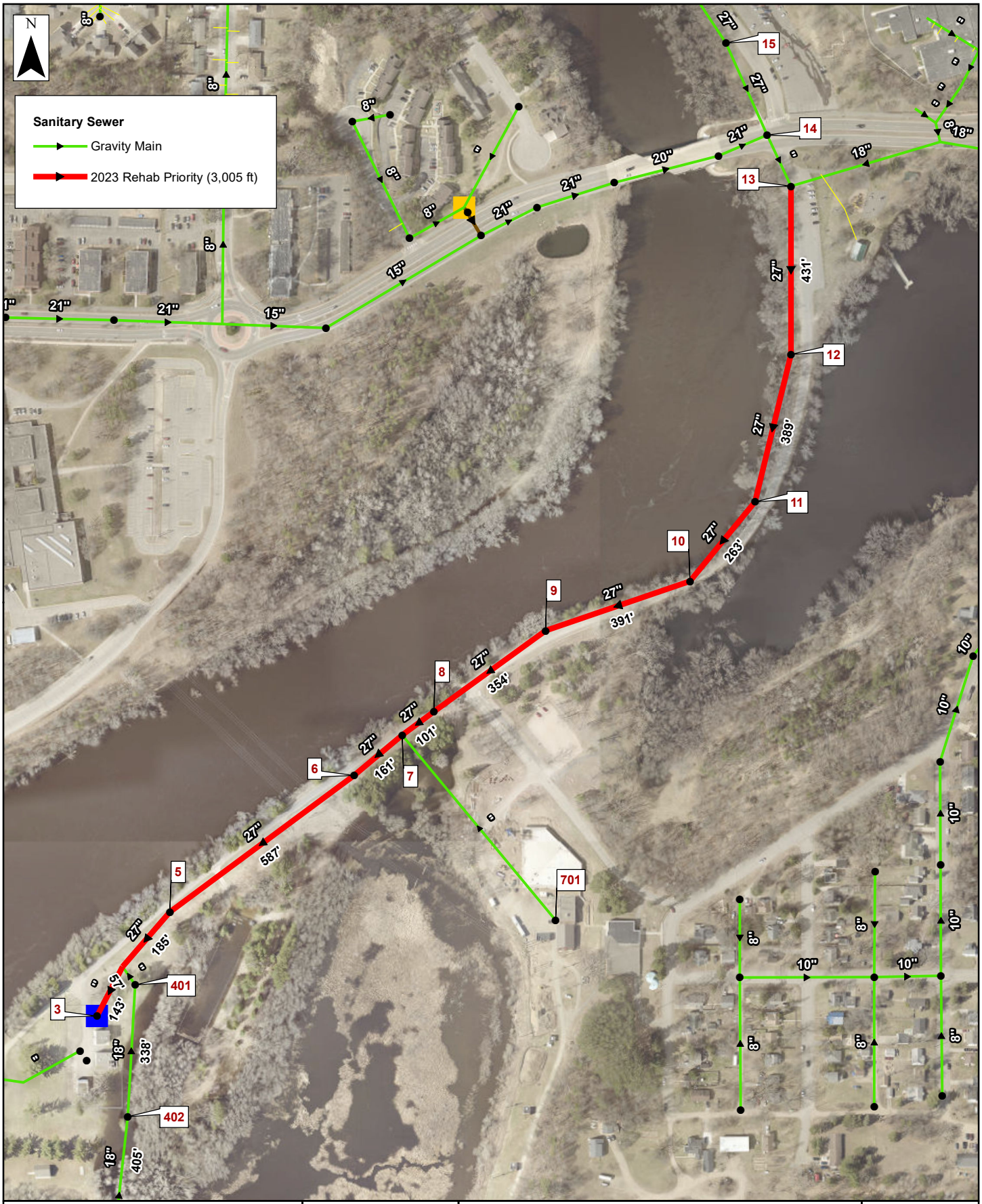
Unfortunately, there are not many options for pairing this project down to a smaller size to accommodate annual budgeting. Please note that previous reports provided by SEH included cost estimates for a project area twice the size, extending all the way up to Laurel Street, but was trimmed down for the 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:\AE\BIRDMN\156034\5-final-dsgn\51-drawings\90-GIS\MXDs\Archive\2023_Proposed_Mainline_CIPP_8x11.mxd

SEH
3535 VADNAIS CENTER DR.
ST. PAUL, MN 55110
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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.

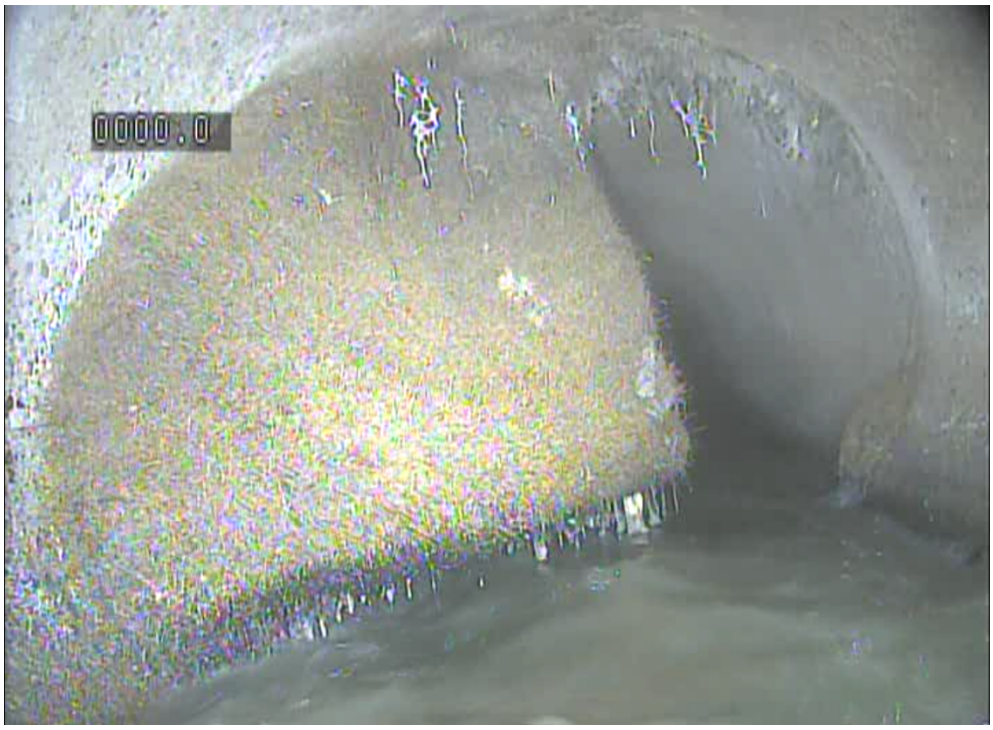


Image 1: Major Root Ball/Obstruction, MH12

Image 2: Significant Root Intrusion, Pipe 09-08

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

SEH

**R E S O L U T I O N**
**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 | 2024 Fixed Monthly Customer Charge |
|---|---|
| ¾" | $6.55 |
| 1" | $14.00 |
| 1 ½" | $19.85 |
| 2" | $36.25 |
| 3" | $56.25 |
| 4" | $105.00 |
| 6" | $140.00 |

| 2025 Meter Size | 2025 Fixed Monthly Customer Charge |
|---|---|
| ¾" | $7.05 |
| 1" | $15.00 |
| 1 ½" | $21.10 |
| 2" | $37.50 |
| 3" | $57.50 |
| 4" | $105.00 |
| 6" | $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

**From:** Jeff Czeczok
**To:** Nick Broyles
**Cc:** Mike Habighorst; Jessie Dehn; Chris Evans BPU; Connie Hillman; Toni Gage; Kelly Bevans; Mike ODay
**Subject:** Agenda Request: FW: CIPP Lining Planning Report
**Date:** Wednesday, November 27, 2024 10:20:45 AM
**Attachments:** image001.png

---

Nick,
Seeing as how I've no idea if these email exchanges will be included in the related packet item on the council agenda, I'm requesting that this entire exchange be included in the packet, primarily due in part as a few of the responses haven't been received.
Additionally, as the Council and Nayor were included in most of these exchanges and this information could perhaps be used for the Council to base their decision on, it is a requirement that all of this be available for the public that is attending the meeting.

Thank you.

Sincerely, Jeff

---

**From:** Jeff Czeczok
**Sent:** Friday, November 22, 2024 3:03 PM
**To:** Nick Broyles <nbroyles@ci.brainerd.mn.us>
**Cc:** Mike Habighorst <mhabighorst@ci.brainerd.mn.us>; Chris Evans BPU <cevans@bpu.org>; Connie Hillman <chillman@ci.brainerd.mn.us>; Jessie Dehn <jdehn@ci.brainerd.mn.us>
**Subject:** RE: CIPP Lining Planning Report

Nick,
I'm having some trouble here based on reading the March 2, 2023 I&I study Final -n we recently received from Mike.
I've copied my question below and your related response which was my first question along with an item found in the March 2023 I&I study from literally the first page:

1. Please confirm for me if the City has known about this specific collection line being in need of repair for many years, perhaps as long ago as 2003?
   Staff is not aware when the City was informed. In the future, staff will update Council when information such as this becomes known. All of staff are committed to serving Brainerd in the best manner possible.

March 2, 2023 I&I study:
The field investigation methods were aimed at localizing sources of I&I within the City's sanitary sewer basins known to have ongoing issues as well as those identified within the City's 2003 I/I Abatement Program. The results of the field investigations along with recommendations for further action steps are provided in the report.

The above two sentences do not square with your response and I'd appreciate an explanation.

Please blind copy Mayor and Council.

Jeff

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**From:** Nick Broyles <nbroyles@ci.brainerd.mn.us>
**Sent:** Tuesday, November 19, 2024 5:16 PM
**To:** Jeff Czeczok <jczeczok@ci.brainerd.mn.us>
**Cc:** Mike Habighorst <mhabighorst@ci.brainerd.mn.us>; Chris Evans BPU <cevans@bpu.org>; Connie Hillman <chillman@ci.brainerd.mn.us>; Jessie Dehn <jdehn@ci.brainerd.mn.us>
**Subject:** CIPP Lining Planning Report

Jeff,

Thank you for your questions. Staff responses are in blue below.

1. Please confirm for me if the City has known about this specific collection line being in need of repair for many years, perhaps as long ago as 2003?
   Staff is not aware when the City was informed. In the future, staff will update Council when information such as this becomes known. All of staff are committed to serving Brainerd in the best manner possible.

From the SEH report:

Sanitary sewer flow monitoring was conducted from 15 Mar 22 through 03 Aug 22. 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)

1. I requested to provide an estimate of the expense of the I&I for the long term and you indicated that it isn't possible. I also asked what the estimated expense of the cost today is, and you didn't respond. See the following:
   "If nothing else, I would appreciate it if we could get the continued expense of having to treat the I&I as it exists today."
   Given the complexity of the variables, the expenses would be different each day the analysis is conducted. Therefore, each day construction cost increase and each day the utility line further deteriorates .

From the Agenda Request, the last line states:

"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."

1. What are the consequences of having the sanitary sewer fund over funded?
   Staff (Finance) will investigate this and get back to you. Connie, please research this further and provide a response to the group.

2. Why has the Council not been made aware of the SEH report until just recently seeing as how the report is dated February of 2024?
   Staff is committed to being as transparent as possible in conducting City business. I apologize for our shortcomings in the past. I assure you that staff is committed to continuous improvement. Staff will investigate this question further and get back to you. Mike and Jessie, please investigate this further and provide a response to the group.

3. What role will the city staff have once this lining project is given the green light?
   Staff will determine if the project will be designed in-house or assigned to an outside engineering consultant. Once the project is awarded, staff will make every effort to ensure the project is completed on time and within budget.

4. If the project is given the OK so it is performed next year, and a consultant is hired to do the project oversight, wouldn't moving forward this way save a significant expense due in part of the savings we would have by avoiding the inflation and interest?
   If we move this project to the left, another project will have to be pushed to the right.

Regards
Nick

**Nick Broyles** | City Administrator
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-828-2307 | nbroyles@ci.brainerd.mn.us

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**From:** Jeff Czeczok <jczeczok@ci.brainerd.mn.us>
**Sent:** Monday, November 18, 2024 4:49 PM
**To:** Nick Broyles <nbroyles@ci.brainerd.mn.us>
**Cc:** Mike Habighorst <mhabighorst@ci.brainerd.mn.us>; Chris Evans BPU <cevans@bpu.org>
**Subject:** RE: CIPP Lining Planning Report

Nick,
I've several additional questions:

Please confirm for me if the City has known about this specific collection line being in need of repair for many years, perhaps as long ago as 2003?
I understand there have been other studies performed since that time.

From the SEH report:

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)

I requested to provide an estimate of the expense of the I&I for the long term and you indicated that it isn't possible.
I also asked what the estimated expense of the cost today is and you didn't respond.
See the following:
"If nothing else, I would appreciate it if we could get the continued expense of having to treat the I&I as it exists today."

From the Agenda Request, the last line states:
"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."

What are the consequences of having the sanitary sewer fund over funded?

Why has the Council not been made aware of the SEH rport until just recently seeing as how the report is dated February of 2024?

What role will the city staff have once this lining project is given the green light?

If the project is given the OK so it is performed next year, and a consultant is hired to do the project oversight, wouldn't moving forward this way save a significant expense due in part of the savings we would have by avoiding the inflation and interest?

Thanks, Jeff

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**From:** Nick Broyles <nbroyles@ci.brainerd.mn.us>

**Sent:** Monday, November 18, 2024 3:50 PM
**To:** Jeff Czeczok <jczeczok@ci.brainerd.mn.us>
**Cc:** Mike Habighorst <mhabighorst@ci.brainerd.mn.us>; Chris Evans BPU <cevans@bpu.org>
**Subject:** CIPP Lining Planning Report

Mayor and City Council,

Mike H., Chris E., and Jessie are meeting tomorrow to ensure that street priorities and

utility priorities are coordinated. They will discuss the contents of your email from earlier today to make sure that everyone is on the same page. Regarding your question about cost analysis, it would be extremely difficult to determine the cost of waiting until 2027, and this would require a significant amount of staff time. Moreover, we cannot determine the amount of I&I coming from this specific segment because a large percentage of the City of Brainerd flows into this line. Lastly, 2025 and 2026 are scheduled with projects and Public Works is recommending this project be scheduled for 2027. Please direct questions to department directors Mike H. and Chris E., and myself.

Regards
Nick

**Nick Broyles** | City Administrator
City of Brainerd | 501 Laurel Street Brainerd MN 56401
218-828-2307 | nbroyles@ci.brainerd.mn.us

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**From:** Jeff Czeczok <jczeczok@ci.brainerd.mn.us>
**Sent:** Monday, November 18, 2024 10:30:38 AM
**To:** Nick Broyles <nbroyles@ci.brainerd.mn.us>
**Cc:** Mike Habighorst <mhabighorst@ci.brainerd.mn.us>; Jessie Dehn <jdehn@ci.brainerd.mn.us>; Chris Evans BPU <cevans@bpu.org>; Connie Hillman <chillman@ci.brainerd.mn.us>; Danny Loch BPU <dloch@bpu.org>
**Subject:** CIPP Lining Planning Report

Hello Nick,
I've several serious concerns between what has been provided to the S&PW Committee and the Mayor and City Council regarding the recommendation we've been provided.
The basis of my concerns revolve around the CIPP lining report attachment provided to the City by SEH.
A great deal of the concerns outlined are related to the ongoing I&I issues and there isn't any associated expense provided with the information provided, so I would appreciate it if there could be an estimate of the added expense of the ongoing I&I if we continue to put this problem off for an additional 2 years. If nothing else, I would appreciate it if we could get the continued expense of having to treat the I&I as it exists today.

There also doesn't appear to have been provided any estimated life of the existing infrastructure and only indications of the seriousness of the existing problems, so I'm requesting an estimate of the time the City has before we experience the problems worsening further and costing even more.

I've copied below the initial couple of pages in the report provided by SEH in case the Mayor and Council didn't get an opportunity to read it and this way they can read for themselves the concerns to which I'm referring.

Thanks, Jeff

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.
PLANNING REPORT – CIPP SEWER LINING BRDMN 156034 Page 1
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.

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Accept the Resignation of IT/Data Analyst Abigail Sova

**AGENDA:** P&F Committee

**ACTION REQUESTED:** Approve/Deny Motion

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

**DEPARTMENT:** HR

**PRESENTER:** Kris Schubert, Human Resources Director

**ESTIMATED TIME (MIN):** 2 minutes

**SUMMARY OF ISSUE:** IT/Data Analyst Abigail Sova submitted her resignation letter on November 18, 2024. Ms. Sova's last working day will be December 2, 2024.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** In light of Ms. Sova's resignation, Staff has begun the hiring process to fill the Business Office Support Specialist position to address immediate office coverage needs. The Business Office Support Specialist position was included in the 2024 Public Utilities Department budget; further, on October 21, 2024, the City Council approved an MOA with the IBEW Union setting the wage for that position. Public Utilities Director Evans had originally delayed the hiring process for that position to review staffing needs and now feels that position needs to be filled immediately. The Integration Work Group will also discuss how Ms. Sova's resignation will impact their process for possible integration of the City-side and Public Utilities Department IT Departments.

**RECOMMENDED ACTION/MOTION:** Motion to accept Agibail Sova's resignation effective December 2, 2024.

**FINANCIAL IMPACT:**

Abigail Sova

[redacted]

RECEIVED
NOV 19 2024
CITY OF BRAINERD
ADMINISTRATION

November 18, 2024

Dear BPU Management Team:

I am writing to formally resign from my position as IT/Data Analyst at Brainerd Public Utilities, with my final day of employment being December 2, 2024. This was not an easy decision, as my time here has been incredibly rewarding, and I have truly enjoyed being part of such a supportive and talented team at BPU.

Over the course of my tenure, I have had the privilege of growing professionally, learning from dedicated colleagues, and contributing to important projects that impact the community. The experiences I've gained at Brainerd Public Utilities have not only enhanced my skill set but also deepened my appreciation for the work this organization does to serve the public.

While I am sad to leave, I am grateful for the opportunities I've had here and for the friendships I've made along the way. It has been an honor to work with such a remarkable group of individuals. I will always look back on my time with fondness and respect.

In the coming weeks, I am committed to helping make the transition as seamless as possible. I am happy to assist in training my replacement, organizing documentation, or any other tasks that will help ensure a smooth handover of my responsibilities.

Warmest regards,

Abigail Sova

11/18/24
CE

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Ratify Hiring of Colton Gutenkauf as Police Officer

**AGENDA:** P&F Committee

**ACTION REQUESTED:** Approve/Deny Motion

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

**DEPARTMENT:** HR

**PRESENTER:** Kris Schubert, Human Resources Director

**ESTIMATED TIME (MIN):** 2 minutes

**SUMMARY OF ISSUE:** Colton Guenkauf was offered a Police Officer position and has successfully completed the pre-employment hiring process. Mr. Gutenkauf will start on December 4, 2024, on Step 1 of the Police Officer wage grid ($32.95 per hour) in accordance with the hiring guidance previously provided by the Council.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

**RECOMMENDED ACTION/MOTION:** Motion to ratify the hiring of Mr. Colton Gutenkauf effective December 4, 2024, on Step 1 of the Police Officer wage grid ($32.95 per hour).

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

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Ratify Hiring of Lisa Asbach for Administrative Specialist - Public Works

**AGENDA:** P&F Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Kris Schubert, Human Resources Director, Mike Habighorst, Public Works Director

**DEPARTMENT:** HR

**PRESENTER:** Kris Schubert, Human Resources Director

**ESTIMATED TIME (MIN):** 2 minutes

**SUMMARY OF ISSUE:** We received 31 applications for the Administrative Specialist - Public Works Department position and 8 candidates were invited to interview. Staff offered the position to Lisa Asbach who will be starting with us on December 23, 2024, at Step 1 of the 2024 Administrative Specialist - Public Works wage grid ($25.26 per hour).

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

**RECOMMENDED ACTION/MOTION:** Ratify the hiring of Lisa Asbach effective December 23, 2024; further, that she be placed on Step 1 of the Administrative Specialist - Public Works wage grid ($25.26 per hour).

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

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Approve Memorandum Of Agreement (MOA) with IUOE Street Division Union for 2024-2026 Wage Adjustment

**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:** Our first union contract settlement that included the new 2024 wage grid was reached with the IUOE Local No. 49 Street Division Union. After that settlement, we negotiated higher Across-the-Board Increases (ABI) with both the IBEW Administrative Support Union and IUOE Local No. 49 Parks Division Unions. Staff recommends that the Council approve the attached Memorandum of Agreement (MOA) with the IUOE Local No. 49 Street Division Union to adjust wage increases effective July 1, 2024, July 1, 2025, and January 1, 2026. This MOA promotes uniformity within the City amongst different bargaining unions and non-union employees and maintains a uniform pay scale.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** With this MOA, the wage scale for IUOE Street Division Union members will receive the following ABI during the term of the CBA:

| Effective Date: | ABI: | Change from CBA: |
|---|---|---|
| 1/1/2024 | 2.5% | No change |
| 7/1/2024 | 2.25% | Increase of 0.25% |
| 1/1/2025 | 3.75% | No change |
| 7/1/2025 | 2.75% | Increase of 0.75% |
| 1/1/2026 | 3% | Increase of 1% |

**RECOMMENDED ACTION/MOTION:** Motion to approve the attached MOA with the IUOE Local No. 49 Union to adjust wage increases effective July 1, 2024, July 1, 2025, and January 1, 2026.

**FINANCIAL IMPACT:** The wage adjustments are included in the 2024 and 2025 budgets.

## MEMORANDUM OF AGREEMENT

This Memorandum of Agreement ("MOA") is entered into between the City of Brainerd ("City") and the International Union of Operating Engineers, Local No. 49 ("Union"), on behalf of the Brainerd Public Works Department Street Division bargaining unit. The City and the Union are hereinafter referred to collectively as the "parties," and individually as a "party."

**WHEREAS,** the City and the Union are parties to a collective bargaining agreement ("CBA") governing the terms and conditions of employment for members of the Brainerd Public Works Department Street Division bargaining unit for the period between January 1, 2024 through December 31, 2026; and

**WHEREAS,** after ratifying the CBA, the Brainerd City Council adopted Resolution 15:24 on February 20, 2024, setting the hourly wages for City employees who are members of the Brainerd Public Works Department Street Division bargaining unit as provided in the CBA for 2024, 2025, and 2026; and

**WHEREAS,** after ratifying the CBA, the City subsequently entered into separate labor agreements with exclusive representatives representing other bargaining units, and further subsequently by Resolution adopted separate hourly wages for City employees who are members of separate bargaining units; and

**WHEREAS,** the City would like to implement increases in wages for Brainerd Public Works Department Street Division bargaining unit members covered by the CBA in order to promote uniformity within the City amongst different bargaining units and non-union employees and to maintain a uniform pay scale; and

**WHEREAS,** because the CBA is closed and will remain in effect through December 31, 2026, the City desires to enter into this MOA with the Union to adjust wage increases effective July 1, 2024, July 1, 2025, and January 1, 2026.

**NOW, THEREFORE**, for the reasons stated, the City and the Union agree as follows:

1. **Wage Increases:** The wage scale for bargaining unit members will receive the following Across the Board Increases (ABI) during the term of the CBA:

| Effective Date | ABI | Change from CBA |
|---|---|---|
| 1/1/2024 | 2.5% | No change |
| 7/1/2024 | 2.25% | Increase of 0.25% |
| 1/1/2025 | 3.75% | No change |
| 7/1/2025 | 2.75% | Increase of 0.75% |
| 1/1/2026 | 3% | Increase of 1% |

2. **No Precedent or Past Practice.** The Parties acknowledge that this MOA shall not be deemed to constitute a precedent or create a past practice 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.

3. **Entire Agreement**. The Parties agree that the MOA constitutes the entire agreement between the parties with respect to ABI during the term of the CBA. No Party has relied upon any oral statement 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 the MOA is valid unless it is in writing and signed by all parties.

4. **Mutual Drafting**. This MOA shall not be construed for or against either party, regardless of which party drafted the agreement or any portion thereof. The agreement shall for all purposes be deemed to have been mutually drafted.

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

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

**FOR THE CITY OF BRAINERD**

Nicholas W. Broyles
City Administrator

Dated

**FOR THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL NO. 49**

Todd E. Djonne
Business Representative

11-22-24
Dated

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Approve 2025-2027 Contract Terms and Wage Resolution with LELS Local #65 (Police Officer) Union

**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:** The City has reached a Tentative Agreement (TA) with the Law Enforcement Labor Services, Inc. Local #65 (LELS) Union representing our Police Officers for the 2025-2027 Union Contract. The attached summary includes the items agreed to by the City and Union during negotiations. The contract includes the below Across-the-Board Increases (ABI) for the 2025-2027 contract:

| 1/1/2025 | 7/1/2025 | 1/1/2026 | 1/1/2027 |
|---|---|---|---|
| 3.75% | 2.75% | 3% | 3% |

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** One of the items noted in the TA is approval of a Memorandum of Agreement (MOA) with the Union regarding Earned Sick and Safe Time (ESST). The 2023 MN Legislature approved this new law that was implemented as of 1/1/2024; however, the 2024 MN Legislature modified that law. We are working with our City Attorney to update our Employee Policy Manual and to provide updated ESST MOAs to the unions to incorporate the 2024 law changes; therefore, those documents will be presented to the Council for approval when finalized.

**RECOMMENDED ACTION/MOTION:**

1. Motion to approve the attached 2025-2027 Tentative Agreement Summary between the City and LELS #65 Union representing our Police Officers; and

2. Adopt the attached resolution setting the LELS #65 wages for 2025-2027.

**FINANCIAL IMPACT:** The 2025 wage adjustments are included in the City's 2025 budget.

**City of Brainerd – LELS Local #65 Union**
**Tentative Agreement Terms**
**November 14, 2024**

The following is the tentative agreement package terms reached between the City of Brainerd and the LELS Local #65 Union during 2025-2027 contract negotiations. This package is for Union and City Council consideration/approval:

## 1. ARTICLE VIII – HOLIDAYS

8.1 All employees will receive an additional eight (8) hours of straight time pay for each of the following 10 holidays: New Year's Day, President's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, ~~Columbus Day~~Indigenous Peoples Day, Veteran' s Day, Thanksgiving Day, Christmas Day.

8.2 All regularly scheduled work required on holidays outlined in Article VIII, Section 1, shall be compensated for at the rate of double time as Holiday premium pay which will be paid from midnight to midnight, on the day of the holiday, for hours actually worked. The Holiday premium pay is paid in addition to the ~~plus~~ eight (8) hours of Holiday pay noted in Section 8.1.

8.3 In addition to the above holidays, employees will receive two (2) "Floating Holidays" which will consist of either an 8 or 10 hour shift depending on the officer's current schedule. The Floating Holidays shall be arranged by the employee with the department head. Employees may use their floating holidays at any time during the year. Probationary employees whose first working day is between January 1st and June 30th, inclusively, shall receive two (2) floating holidays and probationary employees whose first working day is between July 1st and December 31st, inclusively, shall receive one (1) floating holiday.

8.4 For the employee to qualify for the holiday pay provided by this article, the employee must be employed in good standing and in paid status with the City the day prior to the holiday and the day after the holiday. For purposes of this article, an employee is in "good standing" if the employee is not on an unpaid status or on administrative leave pending the outcome of an investigation into allegations of misconduct against the employee on the day prior to and the day after the holiday. If an employee who is on paid administrative leave pending the outcome of an investigation into allegations of misconduct on the day prior to and/or the day after a holiday does not receive discipline (as described in Article 4) as a result of the investigation, the employee shall receive the applicable holiday pay payment on the next regularly scheduled paycheck following the conclusion of the investigation.

**2. ARTICLE XII – HOSPITALIZATION**

12.1 The EMPLOYER will offer a hospitalization and medical coverage plan, to include a coordination of benefits clause with Medicaid and group policies (does not pertain to individual policies). ~~The EMPLOYER will contribute 80% of the monthly family premium. The EMPLOYER will contribute 95% of the monthly single premium.~~

12.2 The base health insurance plan will have a ~~$2,800 single/ $5,600~~ $3,300 single/$6,600 family deductible as indexed annually. For the base plan, the EMPLOYER will contribute 80% of the monthly family premium and the EMPLOYER will contribute 95% of the monthly single premium. A summary of this plan as well as other health plans that can be offered during this contract are outlined in Appendix B.

**3. Incorporate ESST MOA into contract into Article XIV – Sick Leve and Other Leaves of Absence.**

**4. ARTICLE XIX - SEVERANCE PAY**

19.1 All regular full-time employees shall be entitled to one hundred percent (100%) of unused sick leave as severance pay, with a maximum 960 hours, upon retirement or if they become disabled and must terminate their employment with written proof by a physician. In the event of death, severance pay shall be paid to the beneficiary. Employees who leave their employment in good standing with the City of Brainerd after twenty (20) years of service shall be entitled to ~~75%~~ 50% of all accumulated sick leave up to the maximum of 960 hours. The terms retirement and in good standing are defined in the in the City's Employee Policy Manual.

**5. Renew the Health Insurance MOA for 2025 (see press release from the Better Health Collective). Also, agreed to eliminate front-loading HSA contributions effective 1/1/25.**

**6. ARTICLE XI. Wages.**

| 1/1/2025 | 7/1/2025 | 1/1/2026 | 1/1/2027 |
|---|---|---|---|
| 3.75% | 2.75% | 3% | 3% |

**7. No retroactive backpay if contract is not agreed to and signed by 1/1/2025.**

**R E S O L U T I O N**
**No. :24**

BE IT RESOLVED by the Council of the City of Brainerd that the hourly wages for the following City employees who are members of the Law Enforcement Labor Services, Inc. Local #65 (Police Officers) Union shall be based on the rates identified in the below 8-step grid.

| 2025 - 2027 LELS HOURLY RATES OF PAY | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| **Police Officer** | **Step 1** | **Step 2** | **Step 3** | **Step 4** | **Step 5** | **Step 6** | **Step 7** | **Step 8** |
| 1/1/2025 | 36.96 | 38.36 | 39.77 | 41.18 | 42.58 | 43.99 | 47.52 | 49.28 |
| 7/1/2025 | 37.98 | 39.41 | 40.86 | 42.31 | 43.75 | 45.20 | 48.83 | 50.64 |
| 1/1/2026 | 39.12 | 40.59 | 42.09 | 43.58 | 45.06 | 46.56 | 50.29 | 52.16 |
| 1/1/2027 | 40.29 | 41.81 | 43.35 | 44.89 | 46.41 | 47.96 | 51.80 | 53.72 |

BE IT FURTHER RESOLVED that the above wage grid shall be incorporated into the LELS 2025-2027 Union Contract as Appendix A and the 2025 initial placement for each member of this union will be incorporated as a Supplement to said Union Contract.

Adopted this ____ day of _____, 2024.

_____
KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2024.

_____
DAVE BADEAUX
Mayor

ATTEST:_____
NICHOLAS W. BROYLES
City Administrator

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Authorization to enter into a Contract with Ratwik, Roszak and Maloney for Civil Attorney Services

**AGENDA:** P&F Committee

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Connie Hillman, Finance Director

**DEPARTMENT:** Finance

**PRESENTER:** Nick Broyles, City Administrator

**ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE:**

At the November 18, 2024 council meeting, Council elected to remain with Ratwik, Roszak, and Maloney (RRM) for civil attorney services and directed Staff to enter into negotiations with them and present financials to council for consideration.

Attached is a proposed agreement with RRM for services for calendar years 2025 and 2026. The following changes of the agreement are:

- Non-retainer hourly wage increase $10 per hour ($180) for 2025 and an additional $10 per hour ($190) for 2026.
- Development matters hourly rate increase by $5 per hour ($200) for the term of the agreement. Generally, this cost is passed onto the developer.
- Litigation matters hourly rate increase of $10 per hour ($195) for the term of the agreement.
- Retainer amount would increase by $2,000 for 2025 ($57,000) and an additional $2,000 a year increase for 2026 (59,000).

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

Below is a summary of what has been paid to RRM:

| Calendar Year | Total Paid | General Fund |
|---|---|---|
| 2023 | $95,775 | $75,326 |
| 2022 | 112,366 | 80,341 |
| 2021 | 107,696 | 77,558 |
| 2020 | 120,612 | 81,719 |
| 2019 | 147,489 | 78,824 |
| 2018 | 107,342 | 72,658 |
| 2017 | 119,740 | 62,468 |
| 2016 | 66,154 | 54,785 |

| | | |
|---|---|---|
| 2015 | 77,702 | 68,379 |
| 2014 | 86,005 | 76,723 |

The difference between the two columns represents legal fees paid for by the HRA, BPU, Airport, Transit and any legal fees for construction projects that are coded directly to the project.

**RECOMMENDED ACTION/MOTION:**
Authorize Staff to enter into an agreement with Rawik, Roszk & Maloney for 2025 and 2026 services.

**FINANCIAL IMPACT:**

# CONTRACT FOR CIVIL LEGAL SERVICES

This agreement is entered into by and between the **City of Brainerd**, 501 Laurel Street, Brainerd, MN 56401 (hereinafter "City") and the law firm of **Ratwik, Roszak, & Maloney, P.A.,** 444 Cedar Street, Suite 2100, St. Paul, MN 55101 (hereinafter "Law Firm"), for the purpose of utilizing the Law Firm to provide civil legal services to the City.

## RECITALS

**WHEREAS,** the Law Firm has provided civil legal services to the City since January 1, 2014, and has the skill and expertise necessary to perform the duties as set forth in this Agreement; and

**WHEREAS,** the City and the Law Firm desire for the Law Firm to continue to provide civil legal services to the City for 2025 and 2026.

**NOW THEREFORE, IN CONSIDERATION OF** the mutual promises contained herein and other good and sufficient consideration the parties agree to the following:

## TERMS

**1. Scope and Nature of Legal Services:** The parties agree to the following description of the nature of the legal services to be provided by the Law Firm to the City:

**1.1 Retainer Matters:** The Law Firm shall provide the following basic civil legal services to the City in exchange for the retainer fee set forth in Paragraph 5.1:

A. Two City Council meetings per month (additional meetings will be billed at a flat rate of $750 per meeting).

B. Routine legal advice through telephone, electronic communication, or personal consultations with elected officials, City Administrator, Department Heads, and various City staff as appropriate.

C. Routine review of ordinances, resolutions, agreements, forms, notices, deeds, city charter, and other legal documents as necessary.

D. Updates on relevant new legislation and case law affecting municipal government.

**1.2 Non-Retainer Matters:** The parties contemplate that the Law Firm will also provide civil legal services outside the scope of services covered by the retainer as described in paragraph 1.1 above. Legal services outside of the annual retainer would be billed at the Law Firm's $180 hourly rate for 2025 and $190 for 2026, except for Development and Litigation Matters, as provided in Sections 1.3 and 1.4. The Non-Retainer Matters include all other legal services not set forth in Sections 1.1, 1.3 and 1.4, including projects requiring significant legal research and analysis, formal written legal opinions, drafting complex agreements, drafting charter amendments, grievances, on-site labor negotiations, investigations, property acquisition and routine zoning and code enforcement.

**1.3 Development Matters:** The Law Firm will perform legal services in the Land Use/Economic Development area where the project proposer is required to reimburse the City for legal services. These legal services will be billed to the City by the Law Firm at $200.00 per hour during the term of this Agreement.

**1.4 Litigation Matters:** Contested case and litigation matters in which representation is not otherwise provided by insurance defense counsel, will be billed to the City by the Law Firm at the rate of $195.00 per hour during the term of this Agreement. This category includes eminent domain proceedings, assessment appeals to district court, annexation proceedings, and any litigation (e.g., contract disputes, debt collection and removal of hazardous structures).

## 2. Reimbursable Costs and Expenses.

**2.1 General Rule:** For all costs associated with retainer and non-retainer work, the City will reimburse the Law Firm for actual, necessary, and reasonable costs and expenses incurred by the Law Firm in the performance of the legal services contained in this Agreement.

**2.2 Specific Rates:**

| Description of Costs | Rate |
|---|---|
| Mileage | I.R.S. Rates |
| Parking | Actual Cost |

| | |
|---|---|
| Photocopying | No charge except for large projects, which are billed at $.20 per page |
| Facsimile | No charge |
| Postage | Actual Cost |
| Messenger | Actual Cost |
| Court Costs | Actual Cost |
| Arbitration Costs | Actual Cost |
| Other Contested Case Costs | Actual Cost |

**2.3 Billing Procedures:** Notwithstanding the provisions of Paragraph 5 regarding billing and payment procedures, the parties understand and agree that certain expenses may not be known to the Law Firm until after the monthly bill for legal services has been prepared and mailed to the City for payment. For example, an arbitrator's award and bill may not arrive until months after all legal services have been provided, billed, and paid.

**3. Responsible Attorney and Staff.** Joseph J. Langel shall be the primary attorney for the City. Mr. Langel shall be responsible for the performance of this agreement, although he may be assisted by other attorneys or support staff in the firm.

**4. Conflict of Interest and Attorney/Client Privilege Issues:**

**4.1 Conflict of Interest:** The Law Firm will notify the City if the Law Firm represents or has ever represented an opposing party in a legal matter, whether within or outside of the retainer. The Law Firm declares that it represents many school districts, cities, counties, and other public entities throughout the State of Minnesota, and in the area of the City of Brainerd.

**4.2 Attorney/Client Privilege:** The Law Firm is authorized to utilize e-mail without encryption to transmit and receive confidential client information. Cordless and cellular telephones may be used by the Law Firm to transmit and receive confidential client information. The City specifically acknowledges that it understands the confidentiality risks associated with inadvertent interception.

**5. Billing Format, Cycle, Payment Expectations and Interests.**

**5.1 Retainers:** The annual retainer for the retainer services described in Paragraph 1.1 shall be $57,000 for 2025 and $59,000 for 2026.

**5.2** **Billing Format:** The Law Firm will submit monthly statements for both retainer and non-retainer matters, itemizing legal services rendered for the prior month broken down into categories. These categories include retainer, non-retainer matters, and non-retainer developer-reimbursable matters.

**5.3** **Billing Cycle:** The Law Firm will bill monthly for legal services rendered in the prior month. Generally, bills will go out approximately fifteen (15) days after the end of the prior month.

**5.4** **Payment Expectations:** The City will pay the bill of the Law Firm within thirty (30) days or less of its receipt of the bill by forwarding a check to the Law Firm paying for both legal services and expenses shown on the Law Firm's bill.

**5.5** **Disputes:** In the event that the City disputes any aspect of the Law Firm's bill, the appropriate City representative will contact Joseph J. Langel at the Law Firm stating the nature of the dispute. The parties pledge their mutual good faith in resolving any disputes.

**5.6** **Interest:** Because the City will be paying the Law Firm's bills within thirty (30) days from their receipt, no interest will be charged. If the City determines that it will be necessary to deviate from that payment schedule, then it will notify the Law Firm. An interest rate of 8% per annum will be charged to the City if it elects a payment schedule greater than thirty (30) days, subject to change as may be mutually agreed between the parties.

**5.7** **Term:** The term of this Agreement will be from January 1, 2025, to December 31, 2026, subject to the following provision:

1. During the term of the Agreement, either party may terminate the Agreement upon thirty (30) calendar days' written notice to the other party.

**5.8** **City Approval:** The City Council has approved the Law Firm's performance of legal services for the City during the term of this agreement.

**5.9** **Severability.** Upon termination of this agreement, the City shall only be responsible for the pro rata portion of the annual retainer

under Section 5.1 and amounts owed for completed work under sections 1.2, 1.3 and 1.4.

**5.10 Other.** The City expressly reserves its right to hire independent counsel on matters it determines requires an attorney with expertise in a particular field. In such a situation, the City shall remain responsible to the Law Firm for the monthly fee provided under this agreement along with any billings not related to the matter for which special counsel was retained. The City shall only be responsible to the Law Firm for extra expenses in relation to the matter for which special counsel is retained if the City names the Law Firm as co-counsel in the matter or otherwise requests the Law Firm's participation.

**THE CITY OF BRAINERD**

By: _____
Dave Badeaux, Mayor

By: _____
Nick Broyles, City Administrator

**RATWIK, ROSZAK & MALONEY, P.A.**

By: _____
Joseph J. Langel, President

RRM: 558144

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Authorization to Enter into Agreement with CliftonLarsonAllen (CLA) for 2024 Audit Services

**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:**
Attached is the Statement of Work - Audit Services (the engagement letter) from CliftonLarsonAllen (CLA) for the 2024 audit services. The fee for the 2024 audit services is listed on page 11 of the document.

The 2024 base audit fee is $56,000 plus a 5% technology fee for a total cost of $58,800 and that is a 4.7% increase from 2023 services base audit fee. There are additional fees for implementing the new GASB Standard 101 (Compensated Absences) and preparation of the OSA form. Total fee could be $61,162.50 including the technology fee, with part of the fee being paid for by the Airport. The cost of the audit services are split based on total revenues of the City and Airport.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**
Council could go out for RFP for audit services. Staff would not recommend this for 2024 audit services as Staff does not feel that there would be enough time to do the RFP and get the audit done prior to the June 30th deadline. Staff should have, and will add a reminder to discuss audit services in July of 2025.

Below is a history of audit fees:

| Audit Year | Total Fee | City's Share | Airport's Share |
|---|---|---|---|
| 2023 * | $66,937 | $49,224 | 17,713 |
| 2022 * | 60,899 | 33,264 | 27,635 |
| 2021 | 47,670 | 39,566 | 8,104 |
| 2020 | 45,465 | 40,464 | 5,001 |
| 2019 | 45,294 | 38,953 | 6,341 |
| 2018 | 46,020 | 40,958 | 5,062 |
| 2017 | 45,570 | 43,570 | 2,000 |

* 2023 and 2022 audit years had GASB 96 and 87 lease standards and 2023 had new audit risk standard and a change in reporting entity for additional costs.

**RECOMMENDED ACTION/MOTION:**
Authorize signature on the Statement of Work - Audit Services with CLA for 2024 audit services.

**FINANCIAL IMPACT:**
Current budget has $52,000 for 2024 audit services.

CliftonLarsonAllen LLP
https://www.claconnect.com

August 1, 2024

***Statement of Work - Audit Services***

This agreement constitutes a statement of work ("SOW") under the master service agreement ("MSA") dated November 23, 2022, or superseding MSA, made by and between CliftonLarsonAllen LLP ("CLA," "we," "us," and "our") and City of Brainerd ("you," "your," or "the entity"). We are pleased to confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services CLA will provide for the entity as of and for the year ended December 31, 2024.

Mary Reedy is responsible for the performance of the audit engagement.

**Scope of audit services**
We will audit the financial statements of the governmental activities, the business-type activities, the aggregate discretely present component units, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of City of Brainerd, and the related notes to the financial statements as of and for the year ended December 31, 2024.

The Governmental Accounting Standards Board (GASB) provides for certain required supplementary information (RSI) to accompany the entity's basic financial statements.

The RSI will be subjected to certain limited procedures, but will not be audited.

We will also evaluate and report on the presentation of the supplementary information other than RSI accompanying the financial statements in relation to the financial statements as a whole.

**Nonaudit services**
We will also provide the following nonaudit services:

- Preparation of your financial statements and the related notes.
- Preparation of the required supplementary information (RSI).
- Preparation of the supplementary information.
- Preparation of schedule of expenditures of federal awards.
- Preparation of the DCF

**Audit objectives**

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion about whether your financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

**Audit objectives**

The objectives of our audit of the financial statements are to obtain reasonable assurance about whether the basic financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinions about whether your basic financial statements are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America (U.S. GAAP). Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (U.S. GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Our audit will be conducted in accordance with U.S. GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), and the audit requirements of Passenger Facility Charge Audit Guide for Public Agencies, issued by the Federal Aviation Administration (the Guide). Those standards require us to be independent of the entity and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. Our audit will include tests of your accounting records, a determination of major program(s) in accordance with the Uniform Guidance, and other procedures we consider necessary to enable us to express opinions and render the required reports.

We will apply certain limited procedures to the RSI in accordance with U.S. GAAS. However, we will not express an opinion or provide any assurance on the RSI because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. We will also perform procedures to enable us to express an opinion on whether the supplementary information (as identified above) other than RSI accompanying the financial statements is fairly stated, in all material respects, in relation to the financial statements as a whole.

The objectives of our audit also include:

- Reporting on internal control over financial reporting and on compliance with the provisions of laws,

regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.

- Reporting on internal control over compliance related to major programs and expressing an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Uniform Guidance and the Guide.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The Uniform Guidance and the Guide report on internal control over compliance will include a paragraph that states that the purpose of the report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance and the Guide. Both reports will state that the report is not suitable for any other purpose.

We will issue written reports upon completion of our audit of your financial statements and compliance with requirements applicable to major programs.

Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph to our auditors' report, or if necessary, withdraw from the engagement. If our opinions on the financial statements or compliance are other than unmodified, we will discuss the reasons with you in advance. If circumstances occur related to the condition of your records, the availability of sufficient, appropriate audit evidence, or the existence of a significant risk of material misstatement of the financial statements or material noncompliance caused by error, fraudulent financial reporting, or misappropriation of assets, which in our professional judgment prevent us from completing the audit or forming an opinion on the financial statements or an opinion on compliance, we retain the right to take any course of action permitted by professional standards, including declining to express opinions or issue reports, or withdrawing from the engagement.

As part of our audit, we will also perform the procedures and provide the report required by the Minnesota Legal Compliance Audit Guide for Political Subdivisions.

It is our understanding that our auditors' report will be included in your annual report which is comprised of the financial statements and that your annual report will be issued by June 30, 2025. Our responsibility for other information included in your annual report does not extend beyond the financial information identified in our opinion on the financial statements. We have no responsibility for determining whether such other information is properly stated and do not have an obligation to perform any procedures to corroborate other information contained in your annual report. We are required by professional standards to read the other information and consider whether a material inconsistency exists between the other information and the financial statements because the credibility of the financial statements and our

auditors' report thereon may be undermined by material inconsistencies between the audited financial statements and other information. If, based on the work performed, we conclude that an uncorrected material misstatement of the other information exists, we are required to describe it in our report.

**Auditor responsibilities, procedures, and limitations**

We will conduct our audit in accordance with U.S. GAAS, the standards for financial audits contained in *Government Auditing Standards*, the Uniform Guidance, and the Guide.

Those standards require that we exercise professional judgment and maintain professional skepticism throughout the planning and performance of the audit. As part of our audit, we will:

• Identify and assess the risks of material misstatement of the financial statements and material noncompliance, whether due to fraud or error, design and perform audit procedures responsive to those risks, and evaluate whether audit evidence obtained is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement or a material noncompliance resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

• Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.

• Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the amounts and disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

• Conclude, based on our evaluation of audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity’s ability to continue as a going concern for a reasonable period of time.

Although our audit planning has not been concluded and modifications may be made, we have identified the following significant risk(s) of material misstatement as part of our audit planning:

• Management override of internal controls

• Improper revenue recognition

There is an unavoidable risk, because of the inherent limitations of an audit, together with the inherent limitations of internal control, that some material misstatements or noncompliance may not be detected, even though the audit is properly planned and performed in accordance with U.S. GAAS, *Government Auditing Standards*, and the Uniform Guidance. Because we will not perform a detailed examination of all transactions, material misstatements, whether from (1) errors, (2) fraudulent financial reporting, (3)

misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity, may not be detected. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not require auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management and those charged with governance of any material errors, fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management and those charged with governance of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. We will include such matters in the reports required for a single audit.

Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting fraud or errors that are material to the financial statements and to preventing and detecting misstatements resulting from noncompliance with provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance and the Guide, we will perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance and the Guide.

An audit is not designed to provide assurance on internal control or to identify deficiencies, significant deficiencies, or material weaknesses in internal control. However, we will communicate to you in writing significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we identify during the audit that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the entity's compliance with the provisions of laws, regulations, contracts, and grant agreements that have a material effect on the financial statements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

We will include in our report on internal control over financial reporting and on compliance relevant information about any identified or suspected instances of fraud and any identified or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements that may have occurred that are required to be communicated under *Government Auditing Standards*.

The Uniform Guidance and the Guide requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards that may have a direct and material effect on each of the entity's major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the "OMB Compliance Supplement" for the types of compliance requirements that could have a direct and material effect on each of the entity's major programs. The purpose of these procedures will be to express an opinion on the entity's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance and the Guide.

We will evaluate the presentation of the schedule of expenditures of federal awards accompanying the financial statements in relation to the financial statements as a whole. We will make certain inquiries of management and evaluate the form, content, and methods of preparing the schedule to determine whether the information complies with U.S. GAAP and the Uniform Guidance, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We will compare and reconcile the schedule to the underlying accounting records and other records used to prepare the financial statements or to the financial statements themselves.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

**Management responsibilities**

Our audit will be conducted on the basis that you (management and, when appropriate, those charged with governance) acknowledge and understand that you have certain responsibilities that are fundamental to the conduct of an audit.

You are responsible for the preparation and fair presentation of the financial statements, RSI, and the schedule of expenditures of federal awards in accordance with U.S. GAAP. Management is also responsible for identifying all federal awards received, understanding and complying with the compliance requirements, and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received) in accordance with the requirements of the Uniform Guidance and the Guide.

Management's responsibilities include the selection and application of accounting principles; recording and reflecting all transactions in the financial statements; determining the reasonableness of significant accounting estimates included in the financial statements; adjusting the financial statements to correct material misstatements; and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the entity's ability to continue as a going concern for 12 months beyond the financial statement date.

Management is responsible for compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and

conditions of federal awards applicable to the entity's federal programs. Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are responsible for the design, implementation, and maintenance of effective internal control, including internal control over compliance, relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including evaluating and monitoring ongoing activities and safeguarding assets to help ensure that appropriate goals and objectives are met; and that there is reasonable assurance that government programs are administered in compliance with compliance requirements.

You are responsible for the design, implementation, and maintenance of internal controls to prevent and detect fraud; assessing the risk that the financial statements may be materially misstated as a result of fraud; and for informing us about all known or suspected fraud affecting the entity involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for implementing systems designed to achieve compliance with applicable laws and regulations and the provisions of contracts and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; identifying and ensuring that the entity complies with applicable laws, regulations, contracts, and grant agreements, including compliance with federal statutes, regulations, and the terms and conditions of federal awards applicable to the entity's federal programs; and informing us of all instances of identified or suspected noncompliance whose effects on the financial statements should be considered.

You are responsible for taking timely and appropriate steps to remedy any fraud; noncompliance with provisions of laws, regulations, contracts, or grant agreements; or abuse that we may report. Additionally, as required by the Uniform Guidance and the Guide, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings; and to follow up and take prompt corrective action on reported audit findings and to prepare a summary schedule of prior audit findings and a corrective action plan. The summary schedule of prior audit findings should be available for our review.

You are responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, including amounts and disclosures, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters, and for the accuracy and completeness of that information (including information from within and outside of the general and subsidiary ledgers), and for ensuring management information and financial information is reliable and properly reported; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance and the Guide; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the entity from whom we

determine it necessary to obtain audit evidence.

You agree to inform us of events occurring or facts discovered subsequent to the date of the financial statements that may affect the financial statements.

You agree to include our report on the schedule of expenditures of federal awards in any document that contains and indicates that we have reported on the schedule of expenditures of federal awards. You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon or make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with our report thereon. Your responsibilities include acknowledging to us in the representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is fairly presented in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

Management is responsible for the preparation and fair presentation of other supplementary information in accordance with U.S. GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon or make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. You agree to provide us written representations related to the presentation of the supplementary information.

Management is responsible for the preparation of other information included in your annual report. You agree to provide the final version of such information to us in a timely manner, and if possible, prior to the date of our auditors' report. If the other information included in your annual report will not be available until after the date of our auditors' report on the financial statements, you agree to provide written representations indicating that (1) the information is consistent with the financial statements, (2) the other information does not contain material misstatements, and (3) the final version of the documents will be provided to us when available, and prior to issuance of the annual report by the entity, so that we can complete the procedures required by professional standards. Management agrees to correct material inconsistencies that we may identify. You agree to include our auditors' report in any document containing financial statements that indicates that such financial statements have been audited by us.

Management is responsible for providing us with a written confirmation concerning representations made by you and your staff to us in connection with the audit and the presentation of the basic financial statements and RSI. During our engagement, we will request information and explanations from you regarding, among other matters, the entity's activities, internal control, future plans, specific transactions, and accounting systems and procedures. The procedures we will perform during our engagement and the conclusions we reach as a basis for our report will be heavily influenced by the representations that we

receive in the representation letter and otherwise from you. Accordingly, inaccurate, incomplete, or false representations could cause us to expend unnecessary effort or could cause a material fraud or error to go undetected by our procedures. In view of the foregoing, you agree that we shall not be responsible for any misstatements in the entity's financial statements that we may fail to detect as a result of misrepresentations made to us by you.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies to us of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the "Audit objectives" section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other engagements or studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

**Responsibilities and limitations related to nonaudit services**

For all nonaudit services we may provide to you, management agrees to assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, and/or experience to understand and oversee the services; evaluate the adequacy and results of the services; and accept responsibility for the results of the services. Management is also responsible for ensuring that your data and records are complete and that you have received sufficient information to oversee the services.

**Use of financial statements**

Should you decide to include or incorporate by reference these financial statements and our auditors' report(s) thereon in a future private placement or other offering of equity or debt securities, you agree that we are under no obligation to re-issue our report or provide consent for the use of our report in such a registration or offering document. We will determine, at our sole discretion, whether we will re-issue our report or provide consent for the use of our report only after we have performed the procedures we consider necessary in the circumstances. If we decide to re-issue our report or consent to the use of our report, we will be required to perform certain procedures including, but not limited to, (a) reading other information incorporated by reference in the registration statement or other offering document and (b) subsequent event procedures. These procedures will be considered an engagement separate and distinct from our audit engagement, and we will bill you separately. If we decide to re-issue our report or consent to the use of our report, you agree that we will be included on each distribution of draft offering materials and we will receive a complete set of final documents. If we decide not to re-issue our report or decide to withhold our consent to the use of our report, you may be required to engage another firm to audit periods covered by our audit reports, and that firm will likely bill you for its services. While the successor auditor may request access to our workpapers for those periods, we are under no obligation to permit such access.

If the parties (i.e., you and CLA) agree that CLA will not be involved with your official statements related to municipal securities filings or other offering documents, we will require that any official statements or other offering documents issued by you with which we are not involved clearly indicate that CLA is not involved

with the contents of such documents. Such disclosure should read as follows:

> CliftonLarsonAllen LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. CliftonLarsonAllen LLP also has not performed any procedures relating to this offering document.

With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your website or submitted on a regulator website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in those sites or to consider the consistency of other information in the electronic site with the original document.

We may issue preliminary draft financial statements to you for your review. Any preliminary draft financial statements should not be relied on or distributed.

**Engagement administration and other matters**

We understand that your employees will prepare all confirmations, account analyses, and audit schedules we request and will locate any documents or invoices selected by us for testing. A list of information we expect to need for our audit and the dates required will be provided in a separate communication.

At the conclusion of the engagement, we will complete the auditor sections of the electronic Data Collection Form SF-SAC and perform the steps to certify the Form SF-SAC and single audit reporting package. It is management's responsibility to complete the auditee sections of the Data Collection Form. We will create the single audit reporting package PDF file for submission; however, it is management's responsibility to review for completeness and accuracy and electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditors' reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse and, if appropriate, to pass-through entities. The Data Collection Form and the reporting package must be electronically submitted within the earlier of 30 calendar days after receipt of the auditors' reports or nine months after the end of the audit period.

We will provide copies of our reports to the entity; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing confidential or sensitive information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the sole and exclusive property of CLA and constitutes confidential and proprietary information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to Minnesota Office of the State Auditor, or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of CLA personnel. Furthermore, upon request, we may provide copies or electronic versions of selected audit documentation to the

aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven years after the report release date or for any additional period requested by the Minnesota Office of the State Auditor. If we are aware that a federal or state awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Professional standards require us to be independent with respect to you in the performance of these services. Any discussion that you have with our personnel regarding potential employment with you could impair our independence with respect to this engagement. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence and objectivity. Further, any employment offers to any staff members working on this engagement without our prior knowledge may require substantial additional procedures to ensure our independence. You will be responsible for any additional costs incurred to perform these procedures.

Our audit engagement ends on delivery of our signed report. Any additional services that might be requested will be a separate, new engagement. The terms and conditions of that new engagement will be governed by a new, specific SOW for that service.

*Government Auditing Standards* require that we make our most recent external peer review report publicly available. The report is posted on our website at www.CLAconnect.com/Aboutus/.

**Fees**

| | |
|---|---|
| Audit of financial statements | $56,000.00 |
| GASB 101 – Compensated Absences | $1,500.00 |
| Preparation of OSA form | $750.00 |

We will also bill for expenses (including travel, report production, word processing, postage, internal and administrative charges, etc.) plus a technology and client support fee of five percent (5%) of all professional fees billed. Our invoices, including applicable state and local taxes, will be rendered each month as work progresses and are payable on presentation.

**Unexpected circumstances**
We will advise you if unexpected circumstances require significant additional procedures resulting in a substantial increase in the fee estimate.

**Changes in accounting and audit standards**
Standard setters and regulators continue to evaluate and modify standards. Such changes may result in new or revised financial reporting and disclosure requirements or expand the nature, timing, and scope of the activities we are required to perform. To the extent that the amount of time required to provide the services described in the SOW increases due to such changes, our fee may need to be adjusted. We will discuss such

circumstances with you prior to performing the additional work.

**Agreement**
We appreciate the opportunity to provide the services described in this SOW related to the MSA. All terms and provisions of the MSA shall apply to these services. If you agree with the terms of this SOW, please sign below to indicate your acknowledgement and understanding of, and agreement with, this SOW.

Sincerely,

**CliftonLarsonAllen LLP**

**Response:**
This letter correctly sets forth the understanding of City of Brainerd.

**CLA**

Mary Reedy

SIGN: Mary Reedy

DATE: November 14, 2024

**Client**

City of Brainerd

SIGN:

City of Brainerd, Finance Director

DATE:

City of Brainerd

SIGN:

Council Member

DATE:

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** State and Local Fiscal Recovery Funds (SLFRF) Update

**AGENDA:** P&F Committee

**ACTION REQUESTED:** Information Only

**SUBMITTED BY:** Connie Hillman, Finance Director

**DEPARTMENT:** Finance

**PRESENTER:** Connie Hillman, Finance Director

**ESTIMATED TIME (MIN):** 5 Mintues

**SUMMARY OF ISSUE:**
The City received $1,468,098 in Coronavirus State and Local Fiscal Recovery Funds (SLFRF). The City elected the standard allowance, which allows the entire funding to be used for the general provision of government services. The funding needs to be spent and/or committed by December 31, 2024. The deadline for spending any committed funding is December 31, 2026. The City would be considered to have incurred an obligation if the City has entered into a contract that requires payments by December 31, 2024.

The attached spreadsheet details how the Council elected to spend the funds, the amount spent on each project through November, total checks to be paid 12/4/24, and the remaining balance.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:** The funds not yet spent are $168,321. The City has entered into agreement for the parks and water tower projects and the amounts remaining on the contracts, plus retainage withheld after the 12/4 payment, cover the remaining amount for the projects. It is Staff's understanding that the funding would be considered obligated/committed by December 31, 2024 and the City would have until December 31, 2026 to actually spend the dollars. Community Development Director Kravmik has been in contact with DW Jones and their ability to use the $80,000 by the end of the year. Staff has been told they have a contractor in place and the plan is to start demolition of the building in early December. A demolition permit was submitted to the Community Development Department on November 25th with an estimated cost of $350,000. Grant awards can cover up to 30% of a project's cost, while the remaining funds (70%) must be secured through other sources by the applicant. The estimated demolition costs will fully utilize the $80,000 allocated by the City.

Options:

- Stay the course. Staff can provide an update at the December 16th meeting on the main street grant.
- If Council wants to have all of the funding spent by December 31, 2024, reallocate the funding. An example could be increasing the budgets for the police department HVAC, pedestrian bridge, and the motor grader. The City has spent an additional $78,000, $13,000 and $85,040,

respectively, in 2024. These costs were coming out of the capital budget. Use SLFRF dollars rather than capital and then the remaining amounts to be paid on the parks and watertower contracts would be paid out of the capital fund. The funding for the main street grant would be eliminated.

- Do a combination of the options listed above.

**RECOMMENDED ACTION/MOTION:** Discussion and review of budget

**FINANCIAL IMPACT:**

**ARPA Budget**

| | Budget | Total Spent through 11/30/2024 | To be paid 12/4/24 | Remaining |
|---|---|---|---|---|
| **Total Funding** | **$ 1,468,098** | 1,468,097.57 | | |
| Allocated to EDA - Mainstreet Grant | 80,000 | - | | 80,000.00 |
| Future Parks Capital ** | 575,000 | 332,391.18 | 201,853.36 | 40,755.46 |
| 2023 Capital (Motor Grader) | 345,000 | 345,000.00 | | - |
| Police Department HVAC | 204,397 | 204,494.93 | | (97.93) |
| Pedestrian Bridge Feasibility Study | 35,000 | 35,062.72 | | (62.72) |
| Stairs and Windows - Historic Watertower | 200,000 | 111,324.80 | 36,100.00 | 52,575.20 |
| Holiday Decorations | 28,701 | 33,550.38 | | (4,849.38) |
| **To Be Determined** | **$ (0)** | **406,273.56** | **237,953.36** | **168,320.63** |

** Future Park Capital Priority Order

| | | | |
|---|---|---|---|
| Jaycees Park | $ 200,000 | 134,909.13 | 14,902.34 |
| Lum Park Beach | 150,000 | 63,134.53 | 167,156.31 |
| Kiwanis Park | 75,000 | 15,900.00 | |
| Lum Park Campground | 150,000 | 118,447.52 | 19,794.71 |
| | $ 575,000 | $ 332,391.18 | $ 201,853.36 |

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Discussion of 2025 Non-Working Funds Budgets

**AGENDA:** P&F Committee

**ACTION REQUESTED:** Information Only

**SUBMITTED BY:** Connie Hillman, Finance Director

**DEPARTMENT:** Finance

**PRESENTER:** Connie Hillman, Finance Director

**ESTIMATED TIME (MIN):** 10 Minutes

**SUMMARY OF ISSUE:**
Please see the attached memo from Staff and attached proposed budgets for Transit, Library, Recycling, Parking Lot, Permenent Improvement, Mayor's Contingency, Sanitary and Storm Sewer Funds.

The Council also adopts a budget for the EDA fund. It is not included in the packet as the EDA Commission will be meeting on December 5th to finalize the budget and will be presented to the Council at the December 16th council meeting for discussion and adoption.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

**RECOMMENDED ACTION/MOTION:**
Review/discussion of budgets

**FINANCIAL IMPACT:**

# MEMO

**TO:** Mayor and Council

**FROM:** Finance Director Connie Hillman

**DATE:** November 26, 2024

**RE:** Non-Working Funds 2025 Budget Discussion

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The Council has had several discussions about the working funds – General, Public Safety, Parks, and Streets – as the operations of these funds are supported by property taxes as well as the capital fund. However, there are other funds that the Council has historically officially adopted a budget for as well.

## Transit Fund:

The Transit Fund accounts for government grant revenues which are restricted for the expenditures of the City's dial-a-ride transportation system operation. Transit is funded through state and federal grants and ridership fees.

## Library Fund:

The Library Fund accounts for the tax levy revenue requested by the Library from the City and to track the City's cost of maintaining the building. The enclosed budget was approved by the Library Board at the October 30, 2024 meeting.

## Recycling Fund:

The Recycling Fund accounts for revenue from Crow Wing County's SCORE funds that are restricted for the City's recycling program. The Fund also accounts for the revenue and costs of the used oil recycling facility located at the fire department. 100% of the SCORE funds received were distributed to the garbage haulers licensed with the City. Since 2020, the City will not receive any SCORE funds from the County. The amount budgeted to be received in free-will offerings, does not cover the cost of the charge for collection of the used anti-freeze and filters as well as the dumpster that is also provided. The facility promotes water quality and reduces the possibility of pollutants entering our waterways from illegal dumping or spills. Therefore, to balance the budget a transfer of $1,500 will be made from the Storm Sewer fund as done since 2021.

# City Parking Lots Fund:

The City Parking Lots Fund accounts for all charges for services from parking lot rentals which are committed to maintaining the City's paid parking lots. The last time Council increased the rates effective April 2022.

# Permanent Improvement Fund:

The Permanent Improvement Fund is established by authority of the City Charter to account for the property tax levy which is committed for paying the cost of improving streets and alleys. The amount of the property tax collected cannot exceed 9% of the City's previous year's total levy. For 2025, the levy is 6% of the 2024 total levy. The funds are transferred out of the Permanent Improvement fund into the Construction Fund (401).

# Mayor's Contingency Fund:

The Mayor's Contingency Fund was established by City Council policy to account for local government aid which is committed for the use of the Mayor in paying expenditures incurred by the Mayor in promoting the best interest of the City. Any funds not used by the end of the year are transferred back to the General Fund.

# Sanitary Sewer Collection Fund:

The Sanitary Sewer Collection Fund is a proprietary fund. A proprietary fund is a business-like fund of a local government and uses the full accrual method of accounting. The Sanitary Sewer Collection Fund provides for the operation and maintenance of the wastewater collections. The fund charges user fees to those served by the system.

The budget reflects the R&M portion of the road construction projects that are associated with the sanitary sewer collection system. The capital portion of the construction projects are not in the budget as this fund is a proprietary fund. The cost of these projects as well as associated principal debt payments come into play when we do the rate study and cash flow analysis. Performing a quick cash flow analysis, the City may want to consider issuing debt for the upcoming 2025 construction projects.

# Storm Sewer Collection Fund:

The Storm Sewer Fund is also proprietary fund. The Storm Sewer Fund provides for the maintenance of the City's storm sewer system. The fund charges user fees to those served by the system.

The increase in the Salaries and Benefits line includes the shared Environmental Resources Tech between Brainerd and Baxter. 100% of the estimated cost is included in

this line and 50% of the estimated cost from Baxter is part of the Intergovernmental revenue line item.

The budget reflects the R&M portion of the road construction projects that are associated with the storm sewer collection system. The capital portion of the construction projects are not in the budget as this fund is a proprietary fund. The cost of these projects come into play when we do the rate study and cash flow analysis. Performing a quick cash flow analysis, the City may want to consider issuing debt for the upcoming 2025 construction projects.

If you have any questions before the meeting, please let me know.

# TRANSIT FUND

| | 2023 Actual | 2024 Budget | 2025 Budget |
|---|---|---|---|
| **Revenues** | | | |
| Property Taxes | - | - | - |
| Grants & Aids | 1,276,551 | 1,453,690 | 1,669,670 |
| Intergovernmental | - | - | - |
| Charges for Services | 132,211 | 227,428 | 164,400 |
| Other Revenue | 4,568 | 5,000 | 5,000 |
| **Total Revenues** | **1,413,330** | **1,686,118** | **1,839,070** |
| **Expenditures** | | | |
| Personnel Services | 111,173 | 142,453 | 252,022 |
| Supplies | 94,331 | 114,479 | 86,550 |
| Services | 1,267,547 | 1,255,064 | 1,279,528 |
| Capital | - | 114,904 | 147,000 |
| **Total Expenditures** | **1,473,052** | **1,626,900** | **1,765,100** |
| **Other Sources (Uses)** | | | |
| Transfer In (Out) | - | - | - |
| Other Sources (Uses) | - | 5,000 | - |
| **Total Other Sources (Uses)** | **-** | **5,000** | **-** |
| **Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)** | **(59,722)** | **64,218** | **73,970** |
| Fund Balance - Jan 1st | 323,888 | 264,166 | 328,384 |
| Fund Balance - Dec 31st | 264,166 | 328,384 | 402,354 |

# LIBRARY FUND

| | 2023 Actual | 2024 Budget | 2025 Budget |
|---|---|---|---|
| **Revenues** | | | |
| Property Taxes | 148,814 | 149,788 | 152,784 |
| Other Taxes | 1,685 | - | - |
| Interest | 4,041 | - | - |
| Contributions & Donations | 12,448 | - | - |
| Other Revenue | 2,486 | - | - |
| **Total Revenues** | **169,475** | **149,788** | **152,784** |
| **Expenditures** | | | |
| Supplies | 11,456 | 10,300 | 10,300 |
| Services | 139,780 | 139,488 | 142,484 |
| Capital | 2,912 | - | - |
| **Total Expenditures** | **154,148** | **149,788** | **152,784** |
| **Other Sources (Uses)** | | | |
| Transfer In (Out) | - | - | - |
| Other Sources (Uses) | 37,919 | - | - |
| **Total Other Sources (Uses)** | **37,919** | **-** | **-** |
| **Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)** | **53,246** | **-** | **-** |
| Fund Balance - Jan 1st | 352,496 | 405,742 | 405,742 |
| Fund Balance - Dec 31st | 405,742 | 405,742 | 405,742 |

# RECYCLING FUND

| | 2023 Actual | 2024 Budget | 2025 Budget |
|---|---|---|---|
| **Revenues** | | | |
| Property Taxes | - | - | - |
| Intergovernmental | - | - | - |
| Used Oil Revenue | 461 | 500 | 500 |
| Other Revenue | 9 | - | - |
| **Total Revenues** | **470** | **500** | **500** |
| **Expenditures** | | | |
| Services | - | - | - |
| Used Oil Expenditures | 1,897 | 1,972 | 1,822 |
| **Total Expenditures** | **1,897** | **1,972** | **1,822** |
| **Other Sources (Uses)** | | | |
| Transfer In (Out) | 1,500 | 1,500 | 1,500 |
| Other Sources (Uses) | - | - | - |
| **Total Other Sources (Uses)** | **1,500** | **1,500** | **1,500** |
| **Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)** | **73** | **28** | **178** |
| Fund Balance - Jan 1st | 360 | 432 | 460 |
| Fund Balance - Dec 31st | 432 | 460 | 638 |

# PARKING LOT FUND

| | 2023 Actual | 2024 Budget | 2025 Budget |
|---|---|---|---|
| **Revenues** | | | |
| Property Taxes | - | - | - |
| Charges for Services | 49,291 | 51,000 | 52,000 |
| Other Revenue | - | - | - |
| **Total Revenues** | **49,291** | **51,000** | **52,000** |
| **Expenditures** | | | |
| Personnel Services | - | - | - |
| Supplies | - | 100 | - |
| Services | 13,011 | 17,674 | 17,731 |
| Capital | - | - | - |
| **Total Expenditures** | **13,011** | **17,774** | **17,731** |
| **Other Sources (Uses)** | | | |
| Transfer In (Out) | (32,537) | (30,200) | (30,700) |
| Other Sources (Uses) | - | - | - |
| **Total Other Sources (Uses)** | **(32,537)** | **(30,200)** | **(30,700)** |
| **Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)** | **3,743** | **3,026** | **3,569** |
| Fund Balance - Jan 1st | (27,256) | (23,513) | (20,487) |
| Fund Balance - Dec 31st | (23,513) | (20,487) | (16,918) |

# PERMANENT IMPROVEMENT FUND

| | 2023 Actual | 2024 Budget | 2025 Budget |
|---|---|---|---|
| **Revenues** | | | |
| Property Taxes | 373,183 | 386,610 | 417,539 |
| Other Taxes | 4,698 | - | - |
| **Total Revenues** | **377,881** | **386,610** | **417,539** |
| **Expenditures** | | | |
| Personnel Services | - | - | - |
| Supplies | - | - | - |
| Services | - | - | - |
| Capital | - | - | - |
| **Total Expenditures** | **-** | **-** | **-** |
| **Other Sources (Uses)** | | | |
| Transfer In (Out) | (375,558) | (386,610) | (417,539) |
| Other Sources (Uses) | - | - | - |
| **Total Other Sources (Uses)** | **(375,558)** | **(386,610)** | **(417,539)** |
| **Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)** | **2,323** | **-** | **-** |
| Fund Balance - Jan 1st | 6,641 | 8,964 | 8,964 |
| Fund Balance - Dec 31st | 8,964 | 8,964 | 8,964 |

# MAYOR'S CONTINGENCY FUND

| | 2023 Actual | 2024 Budget | 2025 Budget |
|---|---|---|---|
| **Revenues** | | | |
| Property Taxes | - | - | - |
| Other Taxes | - | - | - |
| **Total Revenues** | **-** | **-** | **-** |
| **Expenditures** | | | |
| Personnel Services | - | - | - |
| Supplies | - | - | - |
| Services | 1,337 | 2,500 | 2,500 |
| Capital | - | - | - |
| **Total Expenditures** | **1,337** | **2,500** | **2,500** |
| **Other Sources (Uses)** | | | |
| Transfer In (Out) | 2,500 | 2,500 | 2,500 |
| Other Sources (Uses) | (1,163) | - | - |
| **Total Other Sources (Uses)** | **1,337** | **2,500** | **2,500** |
| **Excess of Revenue Over (Under) Expenditures and Other Sources (Uses)** | **-** | **-** | **-** |
| Fund Balance - Jan 1st | - | - | - |
| Fund Balance - Dec 31st | - | - | - |

# SANITARY SEWER
# ENTERPRISE FUND

| | 2023 Actual | 2024 Budget | 2025 Budget |
|---|---|---|---|
| **Operating Revenues** | | | |
| Charges for Services | 850,716 | 887,616 | 852,765 |
| **Total Revenues** | **850,716** | **887,616** | **852,765** |
| **Operating Expenditures** | | | |
| Salaries and Benefits | 163,677 | 178,925 | 200,627 |
| Professional Services | 8,176 | 1,300 | 1,000 |
| Repairs and Maintenance | 42,750 | 20,000 | 40,000 |
| Insurance | 5,767 | 5,965 | 7,006 |
| Lease Payments | - | 7,512 | 15,038 |
| Depreciation/Amortization | 487,860 | 490,000 | 482,000 |
| Materials and Supplies | 6,086 | 10,500 | 8,800 |
| Miscellaneous | 1,184 | 2,752 | 2,676 |
| **Total Operating Expenses** | **715,500** | **716,954** | **757,147** |
| **Operating Income (Loss)** | **135,216** | **170,662** | **95,618** |
| **Nonoperating Revenues (Expenses)** | | | |
| Intergovernmental | 272,249 | 250,000 | 275,000 |
| Gain (Loss) on Disposal of Asset | - | - | - |
| Interest Income | 14,479 | - | 5,000 |
| Interest Expense and Fiscal Charges | (46,259) | (38,696) | (28,674) |
| Contributed Capital | - | - | - |
| **Total Nonoperating Revenue (Exp.)** | **240,470** | **211,304** | **251,326** |
| **Change in Net Position Before Transfers** | **375,685** | **381,966** | **346,944** |
| Transfers In (Out) | - | - | - |
| **Change in Net Position** | **375,685** | **381,966** | **346,944** |
| Net Position- Beginning of Year | 8,811,941 | 9,187,627 | 9,569,593 |
| Net Position - End of Year | 9,187,627 | 9,569,593 | 9,916,537 |

# STORM SEWER
# ENTERPRISE FUND

| | 2023 Actual | 2024 Budget | 2025 Budget |
|---|---|---|---|
| **Operating Revenues** | | | |
| Charges for Services | 482,733 | 552,594 | 485,000 |
| **Total Revenues** | **482,733** | **552,594** | **485,000** |
| **Operating Expenditures** | | | |
| Salaries and Benefits | 27,079 | 126,019 | 159,177 |
| Professional Services | 38,957 | 2,500 | 2,500 |
| Repairs and Maintenance | 1,730 | 50,000 | 20,000 |
| Insurance | 2,885 | 2,984 | 3,502 |
| Depreciation | 303,724 | 280,000 | 300,000 |
| Materials and Supplies | 940 | - | 1,200 |
| Miscellaneous | 3,101 | 7,600 | 18,065 |
| **Total Operating Expenses** | **378,417** | **469,103** | **504,444** |
| **Operating Income (Loss)** | **104,317** | **83,491** | **(19,444)** |
| **Nonoperating Revenues (Expenses)** | | | |
| Intergovernmental | - | 945,941 | 60,141 |
| Interest Income | 4,729 | - | - |
| Interest Expense and Fiscal Charges | 1,499 | - | - |
| **Total Nonoperating Revenue (Exp.)** | **6,229** | **945,941** | **60,141** |
| **Change in Net Position Before Transfers** | **110,545** | **1,029,432** | **40,697** |
| Transfers In (Out) | (1,500) | (1,500) | (1,500) |
| **Change in Net Position** | **109,045** | **1,027,932** | **39,197** |
| Net Position- Beginning of Year | 7,039,060 | 7,148,105 | 8,176,037 |
| Net Position - End of Year | 7,148,105 | 8,176,037 | 8,215,233 |

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Discussion of 2025 Operating Budget and Levy

**AGENDA:** P&F Committee

**ACTION REQUESTED:** Discussion Item

**SUBMITTED BY:** Connie Hillman, Finance Director

**DEPARTMENT:** Finance

**PRESENTER:** Connie Hillman, Finance Director

**ESTIMATED TIME (MIN):** 10 Minutes

**SUMMARY OF ISSUE:**
Updated the budget per Council action on November 18th - reducing the capital levy $100,000 (decreased the future park capital items by $100,000 and reducing the Streets tree replacement budget by $10,000) and the 2025 airport appropriation of $1,000.

Since that meeting, Staff has updated personnel services for conditional job offers made, and updated a couple health insurance elections.

The City received its workers' comp renewal information on Monday. Per the LMC budget guide put out in July, it was recommended to budget a 3.5% increase in rates and a 10% increase in experience mod. The initial budget had an estimated increase of 5% to the rates and an experience mod of 1.07, as detailed in the August budget presentation. With the renewal, the rates decreased and the City's experience mod is .89 for 2025 (was .97 for 2024). The renewal lowered the budget for the working funds by $135,200.

For general insurance, the LMC budget guide had suggested increase in rates for property, liability, auto and equipment. The assumptions were included in the August budget presentation. Last Friday, the LMC sent out an email with updated rate information as well. This estimate lowered the budget for the working funds by about $27,000.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**
The recap that is attached shows that to achieve a balanced budget for 2025, the levy would need to be increased by $25,764 or .37% increase over the 2024 levy.

Options:

- Set the final levy at $6,984,745, a .37% increase over the 2024 levy.
- Remove the use of fund balance in the amount of $113,188. This would help the City work toward meeting its fund balance policy. The levy would then be $7,097,933, a 2% increase over the 2024 levy.

- Set the final levy anywhere in the range of a $6,984,745 to $7,237,340 a .37% to 4% increase - and restore the capital levy, increase the permanent improvement levy and/or just increase fund balance to get in compliance and have a more steady increase rather than having peaks and valleys in the overall levy.

**RECOMMENDED ACTION/MOTION:**
Discussion of the 2025 budget and levy.

**FINANCIAL IMPACT:**

# League of Minnesota Cities Insurance Trust

Group Self-Insured Workers' Compensation Plan
145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

## Notice of Premium Options for Standard Premiums of $300,000 - $500,000

BRAINERD, CITY OF
501 LAUREL STREET
BRAINERD, MN 56401-3595

Agreement No.: WC 1000992_Q-9
Agreement Period:
From: 01/01/2025
To: 01/01/2026

Enclosed is a quotation for workers' compensation deposit premium. **Note: Renewal Coverage will be bound as per the expiring coverage arrangement, including coverage for elected and appointed officials, with the premium indicated on the quote, unless the member or agent sends a written request not to bind renewal coverage.**

| PAYROLL DESCRIPTION | CODE | RATE | ESTIMATED PAYROLL | DEPOSIT PREMIUM |
|---|---|---|---|---|
| SEE ATTACHED SCHEDULE FOR DETAILS | | | | |

| | | |
|---|---|---|
| Manual Premium | | 471,020 |
| Credit | 0.89 | -51,812 |
| Standard Premium | | 419,208 |
| Deductible Credit | 0.00% | 0 |
| Premium Discount | | -47,011 |
| Net Deposit Premium | | $372,197 |
| Adjustment for Commission* | | 0 |
| Total Net Deposit Premium | | $372,197 |

*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

**Agent:**
00400 Weizenegger Engel Insurance
Po Box 328
Owatonna, MN 55060-0328

# Notice of Premium Options for Standard Premiums of $300,000 - $500,000 (Con't)

**OPTIONS**

**Please indicate below the premium option you wish to select. You may choose only one option and you cannot change options during the agreement period.**

| 1. ☐ Regular Premium Option | Net Deposit Premium | Commission Adjustment | Total Net Deposit Premium |
|---|---|---|---|
| | 372,197 | 0 | 372,197 |

**2. ☐ Deductible Premium Option**

Deductible options are available in return for a premium credit applied to your estimated standard Premium of $ 419,208. The deductible will apply per occurrence to paid medical costs only. There is no aggregate limit.

| | Deductible per Occurrence | Premium Credit | Credit Amount | Net Deposit Premium | Commission Adjustment | Total Net Deposit Premium |
|---|---|---|---|---|---|---|
| ☐ | $250 | 0.50% | -2,096 | 370,101 | 0 | 370,101 |
| ☐ | $500 | 1.00% | -4,192 | 368,005 | 0 | 368,005 |
| ☐ | $1,000 | 1.60% | -6,707 | 365,490 | 0 | 365,490 |
| ☐ | $2,500 | 3.00% | -12,576 | 359,621 | 0 | 359,621 |
| ☐ | $5,000 | 4.50% | -18,864 | 353,333 | 0 | 353,333 |
| ☐ | $10,000 | 6.00% | -25,152 | 347,045 | 0 | 347,045 |
| ☐ | $25,000 | 9.50% | -39,825 | 332,372 | 0 | 332,372 |
| ☐ | $50,000 | 13.50% | -56,593 | 315,604 | 0 | 315,604 |

**3. ☐ Retrospective Rates Premium Option**

| | Retro-Rated Minimum Factor | Est. Minimum Premium | Retro-Rated MaximumFactor | Est. Maximum Premium |
|---|---|---|---|---|
| ☐ | 0.498 % | 208,766 | 1.300 % | 544,970 |
| ☐ | 0.450 % | 188,644 | 1.500 % | 628,812 |
| ☐ | 0.377 % | 158,041 | 2.000 % | 838,416 |

This quotation is for a deposit premium based on your estimate of payroll and selected options. Your final actual premium will be computed after an audit of payroll subsequent to the close of your agreement year and will be subject to revisions in rates, payrolls and experience modification. While you are a member of the LMCIT Workers' Compensation Plan, you will be eligible to participate in dividend distributions from the Trust based upon claims experience and earnings of the Trust.

If you desire the coverage offered above, please return this signed document for the option you have selected.

This quotation should be signed by an authorized representative of the member requesting coverage.

## Notice of Premium Options for Standard Premiums of $300,000 - $500,000 (Con't)

| Signature | Title | Date |
|---|---|---|

## Notice of Premium Options for Standard Premiums of $300,000 - $500,000 (Con't)

### CONTINUATION SCHEDULE FOR QUOTATION PAGE

| | REMUNERATION | RATE | CODE | DESCRIPTION | EST. PREM |
|---|---|---|---|---|---|
| | 626,146 | 4.51 | 5506 | STREET CONSTRUCTION | 28,239 |
| | 1,109,300 | 2.57 | 7520 | WATERWORKS | 28,509 |
| | 2,258,800 | 1.85 | 7539 | ELECTRIC & STEAM PLANT | 41,788 |
| | 624,100 | 2.28 | 7580 | SEWEAGE DISPOSAL PLANT | 14,229 |
| | 241,249 | 7.61 | 7706 | FIREFIGHTERS (NOT VOLUNTEER) FULL-TIME PAID | 18,359 |
| POP | 30,522 | 202.98 | 7708 | FIREFIGHTERS (VOLUNTEER) | 61,954 |
| | 2,885,837 | 7.72 | 7720 | POLICE | 222,787 |
| | 60,000 | 4.12 | 8227 | CITY SHOP & YARD | 2,472 |
| | 3,554,642 | 0.41 | 8810 | CLERICAL OFFICE EMPLOYEES NOC | 14,574 |
| | 12,429 | 4.70 | 9016 | SKATING RINK OPERATION | 584 |
| | 560,333 | 5.50 | 9102 | PARKS | 30,818 |
| | 869,399 | 0.76 | 9410 | MUNICIPAL EMPLOYEES | 6,607 |
| | 18,200 | 0.55 | 9411 | ELECTED OR APPOINTED OFFICIALS | 100 |
| | | | | Manual Premium | 471020.0 |

# League of Minnesota Cities Insurance Trust

**Group Self-Insured Workers' Compensation Plan**
**145 University Avenue West St. Paul, MN 55103-2044 Phone(651) 215-4173**

# DEFINITION OF MEMBER ENDORSEMENT

It is agreed and understood the "Member" named in item 1 of the Information Page is amended to include:

| |
|---|
| Utility Commission; Economic Development Authority |

**LM4684 (1/24)**

**From:** Honeck, Laura
**Subject:** League of Minnesota Cities Insurance Trust: 2025 Coverages, Rates, and Dividend Amounts
**Date:** Friday, November 22, 2024 10:19:46 AM
**Attachments:** image001.png
image002.png

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You don't often get email from lhoneck@lmc.org. Learn why this is important

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

Dear Member,

The League of Minnesota Cities Insurance Trust Board of Trustees has set premium rates and coverage changes for the coming year. A dividend will also be returned to members. A copy of this communication will be sent to your insurance agent.

**Rates are decreasing**
Property/casualty rates will decrease by an average of 6.5%, and workers' compensation rates will decrease by an average of 20%. Please keep in mind your own premium rate will also be affected by changes in your expenditures, payrolls, experience ratings, and other factors.

Learn more about 2025 premium rates

**Coverage changes**
There are several coverage changes taking place, including five that are material in nature and several others that are clarifying in nature.

Learn more about 2025 coverage changes

**Dividends total $8 million**
The Trust will return $3 million to members of the property/casualty program and $5 million to members of the workers' compensation program. A check for your share of the dividend will be mailed in December.

Learn more about the dividends

**Thank you for your partnership**
We look forward to providing you risk management programs and broad, affordable, and stable coverage. If you have any questions about the changes taking place this year, feel free to contact your agent or underwriter.

**Dan Greensweig**
**LMCIT Administrator**

**Jennifer Wolf**
**LMCIT Deputy Administrator**

League of Minnesota Cities | 145 University Ave. West | St. Paul, MN 55103
(651) 281-1200 | Toll-Free: (800) 925-1122
lmc.org | Facebook | X | LinkedIn

**2025 Levy Overview**
**As of 11/26/24**

| | 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 | $ 9,027,851 | $ 513,884 | 6.04% |
| Supplies | 630,111 | 651,200 | 658,750 | 7,550 | 1.16% |
| Services | 2,846,257 | 2,955,941 | 3,330,145 | 374,204 | 12.66% |
| Transfers Out/Capital Outlay | 378,482 | 403,142 | 408,332 | 5,190 | 1.29% |
| **Total Expenditures** | $ 12,031,867 | $ 12,524,250 | $ 13,425,078 | $ 900,828 | 7.19% |
| **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 | 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** | **$ 16,442,294** | **$ 500,675** | **3.14%** |
| **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% (2024) | | 113,188 | (113,188) | 226,376 | |
| Estimated Levy | **$ 5,296,115** | **$ 6,958,981** | **$ 6,984,745** | **$ 25,764** | **0.37%** |
| Actual Levy / ***Proposed*** | **$ 6,443,500** | ***$ 6,958,981*** | ***$ 6,984,745*** | | |
| % Increase | | ***8.00%*** | ***0.37%*** | | |
| $ Increase | | 515,481 | 25,764 | | |

**2025 Capital Detail**

| | 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 |
| *Facility Projects* | | | |
| 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** |
| *Park Board Long-term Capital Asset Maintenance Request* | *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

| | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 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:** December 2, 2024

**TITLE OF ITEM:** Consider Expediting IT Integration Workshop

**AGENDA:** Main

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** Nick Broyles, City Administrator

**DEPARTMENT:** Administration

**PRESENTER:** Nick Broyles, City Administrator

**ESTIMATED TIME (MIN):** 5 Minutes

**SUMMARY OF ISSUE:** The Integration Work Group met on November 25, 2024, and recommends expediting the Joint Workshop between the City Council and Public Utilities Commission to specifically discuss and consider integrating the city-side and Public Utilities into one IT Department. The Integration Work Group also recommends that the meeting be held sooner rather than later. Thursday, December 19th is a suggested date. However, the date can be changed based on the availability of the Council and Commission members.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**

**RECOMMENDED ACTION/MOTION:** Motion to expedite and schedule a Joint Workshop between the City Council and Public Utilities Commission for December 19, 2024, at 6 pm to specifically discuss and consider integrating the city-side and Public Utilities into one IT Department.

**FINANCIAL IMPACT:** N/A

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Consider Interim Use Permit Renewal for a Short-Term Rental at 502 Juniper St.

**AGENDA:** Main

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** James Kramvik, Community Development Director

**DEPARTMENT:** Community Development

**PRESENTER:** James Kramvik, Community Development Director

**ESTIMATED TIME (MIN):** 2 min

**SUMMARY OF ISSUE:**
Michael Fish, on behalf of property owner Brian Knoll has applied for the renewal of a short-term rental at 502 Juniper St. Brainerd, MN 56401. The property owners have been operating the short-term rental for a year and there have been no issues or concerns at the property.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**
The Planning Commission considered this request at their November 20th meeting and unanimously recommended approval of the interim use permit request with staff's conditions.

*Note: A new short-term rental interim use permit is approved for one year pursuant to Section 515-3-36 Short-Term Rentals of the Zoning Code. After one year of operation, the property owner must reapply for an interim use permit which expires in two years if approved by City Council.*

**RECOMMENDED ACTION/MOTION:**
Staff recommends approval of the Interim Use Permit for one short-term rental unit at 502 Juniper St. Brainerd, MN 56401 with the following conditions:

1. The Interim Use Permit for a short-term rental at 502 Juniper St. shall terminate on 12/31/2026.
2. Upon sale or transfer of the property, the Interim Use Permit for a short-term rental at 502 Juniper St. is no longer valid.
3. Submittal of the City of Brainerd monthly lodging tax form.

**FINANCIAL IMPACT:** N/A

# M E M O

**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** November 20th, 2024

**RE:** Consider Interim Use Permit Renewal for a Short-Term Rental Renewal at 502 Juniper St.

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**REQUEST**

**PUBLIC HEARING. Interim Use Permit Renewal**

**APPLICANT:** Michael Fish on behalf of property owner Brian Knoll for the renewal of a short-term rental at 502 Juniper St. Brainerd, MN 56401. The property owners have been operating the short-term rental for a year and there have been no issues or concerns at the property.

**CONTEXT**

| | |
|---|---|
| Parcel Number: | 41241262 |
| Zoning District: | Traditional Neighborhood-One (TN-1) District |
| Property Area: | 6,579 SQFT |
| Adjacent Uses: | North: Public Park<br>East: House of Worship<br>South: Single Family Dwelling<br>West: Single Family Dwelling |
| Adjacent Zoning: | North: Park<br>East: Traditional Neighborhood-One (TN-1) District<br>South: Traditional Neighborhood-One (TN-1) District<br>West: Traditional Neighborhood-One (TN-1) District |

**AERIAL MAP**

**FINDINGS OF FACT**

1. The property at 502 Juniper St. Brainerd, MN 56401 is located in a TN-1 (Traditional Neighborhood-One) District. The TN-1 District allows short-term rentals as an Interim Use according to Zoning Code Appendix A: Table of Uses.
2. Short-term rentals must comply with the following minimum standards as required by the Section 515-3-36 of the Zoning Code:
    a. The maximum rental period shall not be more than 28 consecutive nights.
        *i. The applicants' proposal will not exceed 28 consecutive nights for a rental period.*
    b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.
        *i. The applicant has applied for the renewal of an Interim Use Permit for the operation of a short-term rental.*

c. The application for an interim use permit shall include:
    i. The number of bedrooms with dimensions and all other sleeping accommodations
        1. *The proposed short rental has four (4) bedrooms.*
        2. *The dimensions of each of these respective bedrooms are 10.5' x 11.5', 13.5' x 19', 14' x 14', and 7' x 13.5.'*
    ii. The number of off-street parking spaces available to guests.
        1. *There are four off-street parking spaces allocated to guests in the driveway and the applicant does not permit short term renters to utilize on-street parking.*
    iii. All accessory structures and outdoor recreational features available for guest use
        1. *The yard is available for guest use along with a fire pit. Guests are responsible for making sure that all the fires are completely extinguished when they are done tending them. If the property manager receives a call from a neighbor concerned about a fire that is unattended or too large, the manager will deal with it immediately.*
    iv. A pet, garbage, and noise policy.
        1. *There are no pets allowed on the property in their submitted policies noted as, "House Rules".*
        2. *Two garbage bins for use are located at the property with a capacity of six bags.*
        3. *There is a rule imposing quiet hours after 10:00 PM until 9:00 AM.*
    v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
        1. *The housing inspector confirmed this during the inspection.*
d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:
    i. Contact Information. The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will always be accessible to the public on the City of Brainerd website.
        1. *Mr. Fish is the responsible party for this rental unit, and he resides within 50 miles of the premises.*
    ii. Occupancy. The maximum number of guests allowed at the property.
        1. *The posted rules for the short-term rental state a guest maximum of 8 guests and parties are prohibited.*
    iii. Vehicles. The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles

shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street more than forty-eight (48) continuous hours.

1. *The rules state that there is parking available in the driveway. This would include trailers, however not recreational vehicles, as they are specifically prohibited by the rules.*

iv. Garbage. Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in fly tight containers sufficient to receive all garbage which may accumulate between times of collection.

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

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

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

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

1. *The rental rules prohibit pets.*

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

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

*ii. There is no proposed limit on guests to the property.*

*iii. Bedroom one is 120 SQFT which exceeds the 120 SQFT requirement to room two guests.*

*iv. Bedroom two is 256 SQFT which exceeds the 150 SQFT requirement to room three guests.*

*v. Bedroom three is 196 SQFT which exceeds the 150 SQFT requirement to room three guests.*

*vi. Bedroom four is 94.5 SQFT which exceeds the requirement to room one guest.*

vii. *Total occupancy of the short-term rental is 9 guests based on the square footage calculation; the applicant states the occupancy is 8 within the house rules.*

f. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Building Department, whichever is stricter.
    i. *The rooms used for sleeping have egress windows and smoke detectors that comply with the Minnesota State Building Code and were inspected by the Housing Inspector and the Fire Marshal.*
g. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).
    i. *The short-term rental is connected to the city sewer and water system. The building plans show a full bathroom with a toilet, tub/shower, and sink.*
h. Additional occupancy by use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.
    i. *The applicant is not proposing occupancy by use of recreational vehicles, tents, accessory structures, or fish houses. Their policies for the property explicitly prohibit them.*
i. The permit holder shall keep a report detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.
j. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
    i. *The premises has been inspected by the Housing Inspector and is scheduled for inspection by the Fire Marshal.*
k. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.
l. A permit holder must post their rental license permit number on all print, poster, or web advertisements.
m. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.

*i. The application for short-term rentals includes an application for local sales tax that has been submitted to the City's Finance Department. It is the owner's responsibility to contact the MN Department of Health.*

As of this writing, no party has contacted the Community Development Department regarding the Interim Use Permit.

**STAFF RECOMMENDATION**

Staff recommends approval of the Interim Use Permit for one short term rental unit at 502 Juniper St. Brainerd, MN 56401 with the following conditions:

1) The Interim Use Permit for a short-term rental at 502 Juniper St. shall terminate on 12/31/2026.
2) Upon sale or transfer of the property, the Interim Use Permit for a short-term rental at 502 Juniper St. is no longer valid.
3) Submittal of the City of Brainerd monthly lodging tax form.

**Community Development Department**
City Hall – 501 Laurel Street Brainerd, MN 56401
218/828-2307/Fax 218-828-2316 www.ci.brainerd.mn.us

# INTERIM USE PERMIT for SHORT-TERM RENTAL

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

**Property Address** for this *Interim Use Permit*: 500 Juniper ST Brainerd MN 56401

*I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use Permit to allow* Short term rental for traveling medical Personnel. managed by MN Real Estate and Manag LLC *at the property address listed above until the date of* _____

**Legal Description** (attach, if lengthy): Lot 6-18 Block 72 Addition _____
N 87 ½ ft Lots 16 Thru 18 Inclusive Block 72

**Property Owner**: Brian Knoll
Address: 4055 Wild Rose Pl West Linn OR 97068
(Street) (City) (State) (Zip)
Contact Information #: 702-273-9692 (Home) _____ (Business)
_____ (Fax) knoll.brian@gmail.com (E-mail)

**Applicant**: (if different than Property Owner) Mike Fish (MN Real Estate Management LLC
Address: 205 14391 Edgewood N Baxter MN 56425
(Street) (City) (State) (Zip)
Contact Information #: 218-232-7079 (Home) MN Real Estate and Management (Business)
_____ (Fax) mike@mnREandM.com (E-mail)

**Contact Person**: (if different than Property Owner) Mike Fish
Address: " " " "
(Street) (City) (State) (Zip)
Contact Information #: 218-232-7079 (Home) " (Business)
_____ (Fax) " (E-mail)

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

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

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

**Signed by:** _____ **Date:** _____
(Property Owner)

_____
(Property Owner-Please print Name)

_____ **Date:** 12-3-23
(Applicant-If different than owner)

Mike Fish
(Applicant - Please print name)

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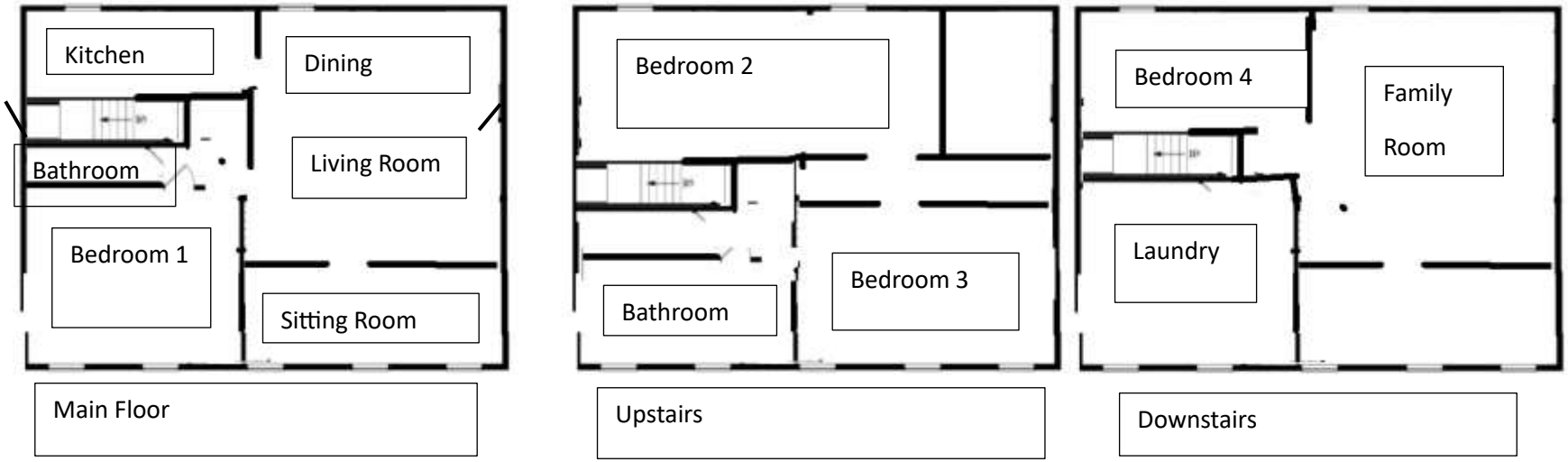
## Interim Use Permit

*Supporting Information*

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

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

(con't)




## Floor plan for: 502 Juniper St, Brainerd, MN 56401, USA

Bedroom Dimensions:

Bedroom 1: 10.5 X 11.5= 120 $ft^2$

Bedroom 2: 13.5 X 19 = 256.5 $ft^2$

Bedroom 3: 14 x 14= 196 $ft^2$

Bedroom 4: 7 X 13.5 = 94.5 $ft^2$

Authentisign ID: 4B0FCD8D-803C-EE11-A3F1-6045BDED1B5F

# 502 JUNIPER GENERAL HOUSE RULES

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

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

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

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

## SMOKING OR VAPING INSIDE

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

## FIREWORKS

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

## PETS

There are no pets allowed on the property.

## Illegal Drugs or other Illicit Activity

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

## HARD TO CLEAN MESSES

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

Authentisign ID: 4B0FCD8D-803C-EE11-A3F1-6045BDED1B5F

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

**YARD DEBRIS**

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

**GARBAGE**

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

**UNAUTHORIZED GUESTS OVERNIGHT**

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

**NEIGHBOR OR POLICE CALL**

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

**EXCESSIVE OR INDECENT NOISE**

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

**SELF TANNING LOTION, FINGERNAIL POLISH & REMOVER**

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

**EXTRA DAYTIME GUESTS**

Authentisign ID: 4B0FCD8D-803C-EE11-A3F1-6045BDED1B5F

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

**PARKING**

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

**USE OF AMENITIES**

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

**OPERATION OF ATVs & SNOWMOBILES**

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

**USE OF FIREARMS**

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

**OUTSIDE FIRES**

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

**LARGE GROUPS, MEETINGS, PARTIES**

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

**NOTICE OF HEARING**

TO WHOM IT MAY CONCERN:

Notice is hereby given that Michael Fish on behalf of property owner Brian Knoll has submitted an Interim Use Permit to operate a short-term rental at 502 Juniper St. Brainerd, MN 56401. The property included in this application is described as:

*Lot 16, Block 72*
*TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD*
*P.I.N. 41241262*
*Section 24, Township 45, Range 31*

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

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, November 20th, 2024, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Interim Use Permit.

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

Dated this 30th day of October, 2024

James L. Kramvik
Community Development Director

Publication Date: November 2nd, 2024

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Consider Interim Use Permit Renewal for a Short-Term Rental at 524 N 8th St.

**AGENDA:** Main

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** James Kramvik, Community Development Director

**DEPARTMENT:** Community Development

**PRESENTER:** James Kramvik, Community Development Director

**ESTIMATED TIME (MIN):** 2 min

**SUMMARY OF ISSUE:**
Ms. Nita Gross, on behalf of MN Lake Properties LLC has applied for the renewal of a Short-Term Rental at 524 8th St N Brainerd, MN 56401. The property owners have been operating the short-term rental for nearly a year and there have been no issues or concerns at the property.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**
The Planning Commission considered this request at their November 20th meeting and unanimously recommended approval of the interim use permit request with staff's conditions.

*Note: A new short-term rental interim use permit is approved for one year pursuant to Section 515-3-36 Short-Term Rentals of the Zoning Code. After one year of operation, the property owner must reapply for an interim use permit which expires in two years if approved by City Council.*

**RECOMMENDED ACTION/MOTION:**
Recommend approval of the Interim Use Permit for one short term rental unit at 524 8th St N Brainerd, MN 56401 with the following conditions:

1. The Interim Use Permit for 524 N 8th St shall terminate on 12/31/2026.
2. Upon sale or transfer of the property, the Interim Use Permit for a short-term rental at 524 N 8th St is no longer valid.
3. Submittal of the City of Brainerd monthly lodging tax form.

**FINANCIAL IMPACT:** N/A

# MEMO

**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** November 20th, 2024

**RE:** Consider Interim Use Permit for a Short-Term Rental Renewal at 524 8th St N

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**REQUEST**

**PUBLIC HEARING. Interim Use Permit Renewal**

**APPLICANT:** Ms. Nita Gross on behalf of MN Lake Properties LLC applied for the renewal of a Short-Term Rental at 524 8th St N Brainerd, MN 56401. The property owners have been operating the short-term rental for nearly a year and there have been no issues or concerns at the property

**CONTEXT**

| | |
|---|---|
| Parcel Numbers: | 41240960 |
| Zoning District: | Traditional Neighborhood One (TN-1) District |
| Property Area: | 4526.90 SQFT |
| Adjacent Uses: | North: Single Family Dwelling<br>East: Single Family Dwelling<br>South: Single Family Dwelling<br>West: Single Family Dwelling |
| Adjacent Zoning: | North: Traditional Neighborhood One (TN-1) District<br>East: Traditional Neighborhood One (TN-1) District<br>South: Traditional Neighborhood One (TN-1) District<br>West: Traditional Neighborhood One (TN-1) District |

**AERIAL MAP**

**FINDINGS OF FACT**

1. The property at 524 N 8th St Brainerd, MN 56401 is located in a Traditional Neighborhood One (TN-1) District. The TN-1 District allows short-term rentals as an Interim Use according to Zoning Code Appendix A: Table of Uses.
2. Short-term rentals must comply with the following minimum standards as required by the Section 515-3-36 of the Zoning Code:
    a. The maximum rental period shall not be more than 28 consecutive nights.
    b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.
        *i. This application process serves as a fulfillment of this requirement of the interim use permit process.*
    c. The application for an interim use permit shall include:
        i. The number of bedrooms with dimensions and all other sleeping accommodations
            *1. The applicant provided a floor plan of the subject property which includes two bedrooms at 121 and 110 SQFT.*
        ii. The number of off-street parking spaces available to guests.
            *1. The house rules note that parking in the driveway is available but also noted the presence of on-street parking on both 8th and Holly Streets totaling 4 spaces.*

iii. All accessory structures and outdoor recreational features available for guest use
    1. *There is a patio and attached garage located at the subject property and are available for use by the occupants during their stay at the property.*
iv. A pet, garbage, and noise policy.
    1. *The house rules prohibit pets directly.*
    2. *The house rules note that trash pickup services are provided through Waste Partners with a Thursday pick-up and instructions for disposal provided at the time of occupancy.*
    3. *The house rules note all loud noises are prohibited after 10:30 PM.*
v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
    1. *These materials are referenced in the rules and available to occupants of the property.*

d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:
    i. Contact Information. The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will always be accessible to the public on the City of Brainerd website.
        1. *The applicant states in the house rules these will be available to the occupants during their stay.*
    ii. Occupancy. The maximum number of guests allowed at the property.
        1. *The applicant requests occupancy of five (5) guests. However, according to the bedroom dimensions depicted in the floor plan, the occupancy maximum will be four (4).*
    iii. Vehicles. The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street more than forty-eight (48) continuous hours.
        1. *The parking instructions note that a "boat" is allowed to be parked in the paved driveway. The paved driveway has space for one vehicle or trailer. The applicant states that there are four (4) on-street parking spaces available to guests.*
    iv. Garbage. Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in

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

1. *The house rules state garbage collection occurs on Thursday's and that the instructions will be given at the time of occupancy.*

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

1. *Quiet hours start at 10:00 PM.*

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

1. *No pets are permitted on the premises per the rules of the premises.*

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

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

ii. *Bedroom one is 121 SQFT which exceeds the 100 SQFT requirement for rooming two (2) guests.*

iii. *Bedroom two is 110 SQFT which exceeds the 100 SQFT requirement for rooming two (2) guests.*

iv. *Total occupancy of the short-term rental is four (4) guests based on the square footage calculation; the applicant states the occupancy is five (5) within the house rules.*

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

i. *The bedrooms meet this criterion, as the premises has been inspected and is currently a licensed rental property.*

g. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).

i. *The short-term rental is connected to the city sewer and water system.*

h. Additional occupancy by use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.

    i. *The utilization of recreational vehicles as sleeping space on the premises is prohibited.*

i. The permit holder shall keep a report detailing use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.

j. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
    i. *The subject property is a licensed rental and will be placed on the annual inspection schedule by the rental housing inspector and the Fire Marshal. The housing inspector and Fire Marshal have inspected this property and approved the inspection.*

k. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.

l. A permit holder must post their rental license permit number on all print, poster, or web advertisements.

m. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.
    i. *The owner of the property has been made aware of these requirements.*

As of this writing, no party has contacted the Community Development Department regarding the Interim Use Permit.

**STAFF RECOMMENDATION**

Staff recommends approval of the Interim Use Permit for one short term rental unit at 524 8th St N Brainerd, MN 56401 with the following conditions:

1) The Interim Use Permit for 524 8th St N shall terminate on 12/31/2026.
2) Upon sale or transfer of the property, the Interim Use Permit for a short-term rental at 524 8th St N is no longer valid.
3) Submittal of the City of Brainerd monthly lodging tax form.

**Community Development Department**
City Hall – 501 Laurel Street Brainerd, MN 56401
218/828-2307/Fax 218-828-2316 www.ci.brainerd.mn.us

RECEIVED
OCT 10 2024
CITY OF BRAINERD
ADMINISTRATION

# INTERIM USE PERMIT for SHORT-TERM RENTAL

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

**Property Address** for this *Interim Use Permit*: 524 N. 8th Street, Brainerd MN 56401

*I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use Permit to allow* Short Term Rental

_____

_____

_____ *at the property address listed above until the date of* _____

**Legal Description** (attach, if lengthy): W. 90 ft. of Lot 13 Block 14 Addition Block 140

_____

_____

**Property Owner**: My Lake Properties LLC

Address: 10568 Pine Song Dr. SW, Nisswa MN. 56468
(Street) (City) (State) (Zip)

Contact Information #: Cell: Nita Gross (owner) _____
(Home) (218) 330-0552 (Business)

_____ mnlakeproperty@gmail.com
(Fax) (E-mail)

**Applicant**: (if different than Property Owner) _____

Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____ _____
(Home) (Business)

_____ _____
(Fax) (E-mail)

**Contact Person**: (if different than Property Owner) _____

Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____ _____
(Home) (Business)

_____ _____
(Fax) (E-mail)

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

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

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

**Signed by:** Nita Gross (Property Owner) **Date:** 10/7/2024

Nita Gross
(Property Owner-Please print Name)

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

_____
(Applicant - Please print name)

---

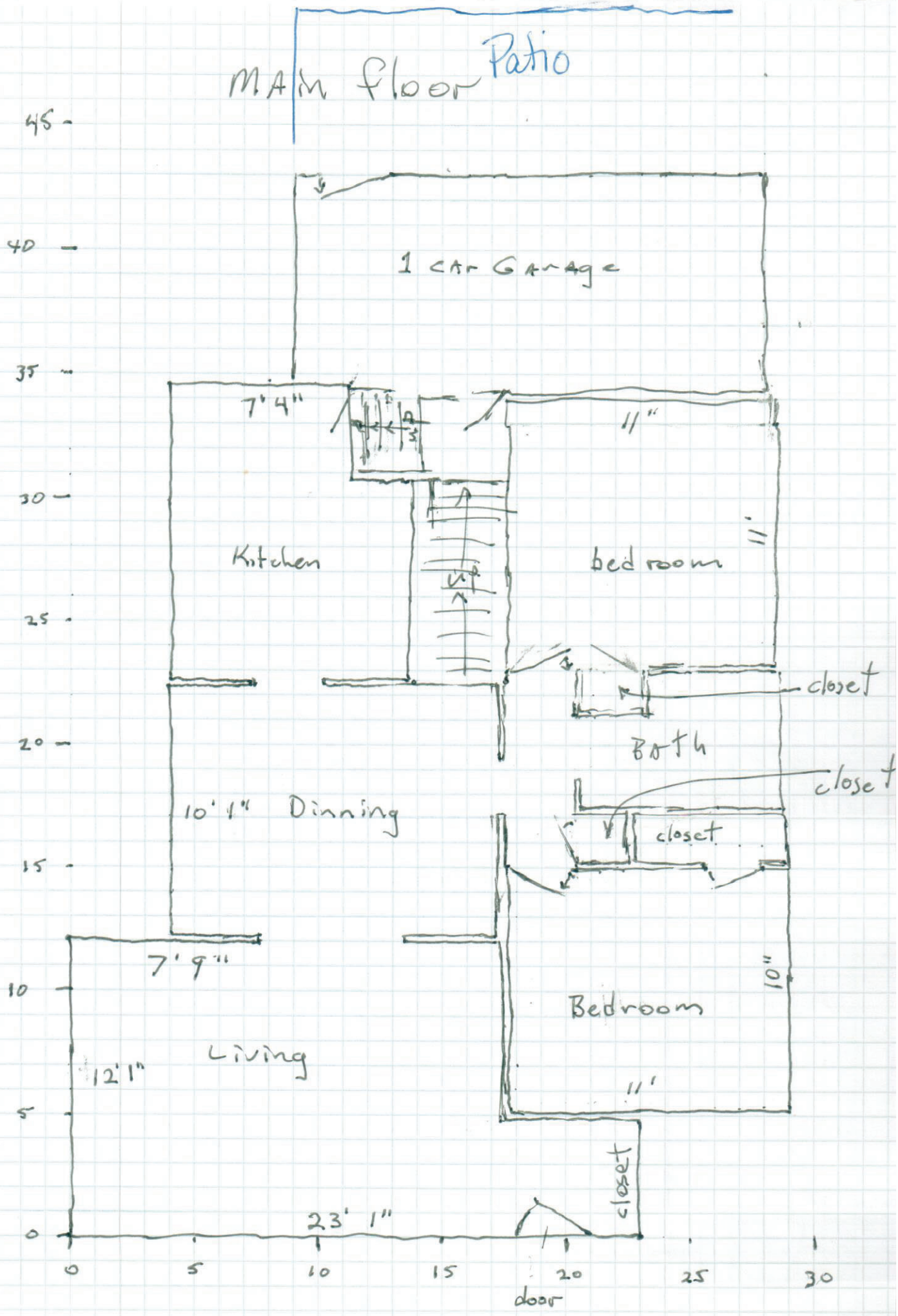
## Interim Use Permit

*Supporting Information*

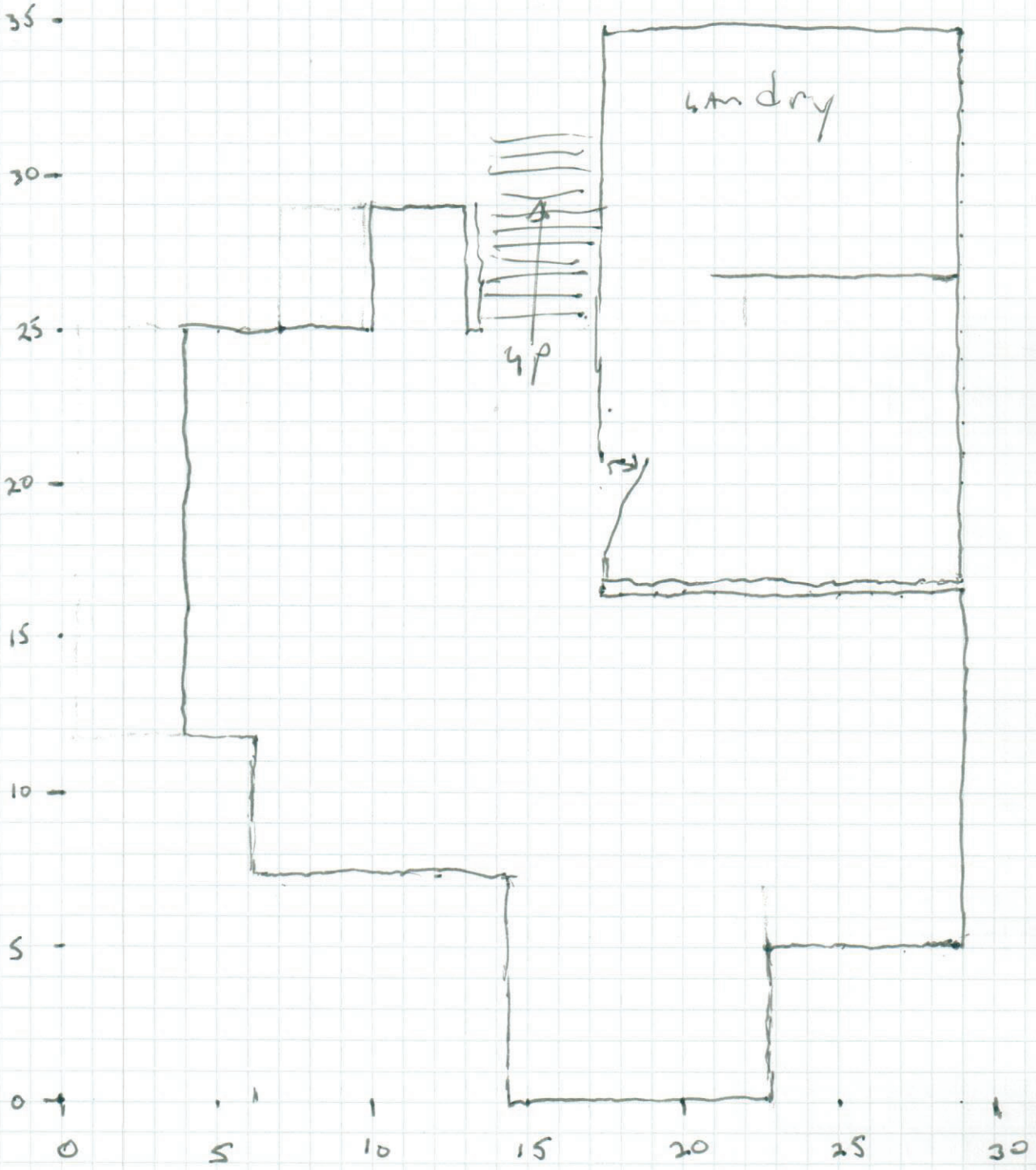
***The City Council may approve an Interim Use Permit if all of the "Criteria for Review of Interim Use Permits" are met.*** In order to facilitate review of this application for an *Interim Use Permit,* the applicant must address each of the *"Criteria"*, referred to in Section 515-5-3 of the Zoning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

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

(con't)


MAIN floor
Patio
1 car Garage
7' 4"
11"
Kitchen
bedroom
11'
closet
Bath
closet
10' 1" Dinning
closet
7' 9"
10'
Bedroom
12' 1"
Living
11'
closet
23' 1"
door
45
40
35
30
25
20
15
10
5
0
0
5
10
15
20
25
30

# Lower level



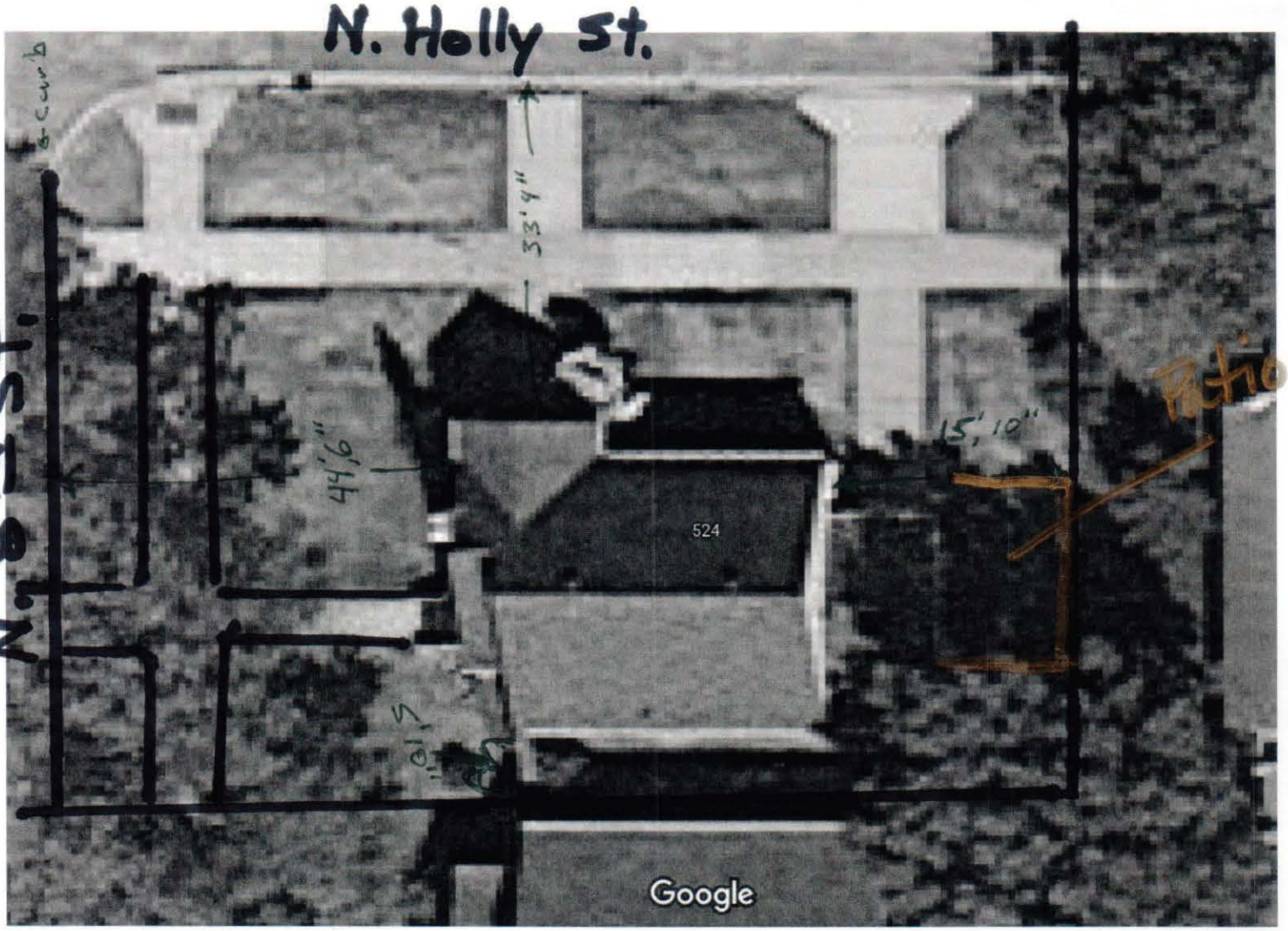
Hello,

House rules will be…
No loud noise past 10:30 pm
Not pets
Two parking spaces on 8th Street (in front of house) and two parking spaces on N Holly Street (next to house). Parking will be available in the driveway also.
Boat parking only aloud in the driveway.
Two guest rooms, 3 people in one and 2 people in the other.

Trash pick up by Waste Partners is on Thursdays, (owner pays). Property manager provides instructions for appropriate handling of trash to the renters.

Please let me know if there is anything else you would like included in the rules.

All other information listed on the rental ordinance requirement form will be provided to renters (phone numbers, management contact information, license, safety requirements ect..)


N. Holly St.
N. 8th St.
& curb
33'4"
44'9"
15'10"
Patio
524
Google

**NOTICE OF HEARING**

TO WHOM IT MAY CONCERN:

Notice is hereby given Ms. Nita Gross on behalf of MN Lake Properties LLC has submitted an Interim Use Permit to operate a short-term 524 8th St N Brainerd, MN 56401. The property included in this application is described as:

*Lot 13, Block 140*
*Town of Brainerd & First Addition To Brainerd*
*P.I.N. 41240960*
*Section 24, Township 45, Range 31*

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

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, November 20, 2024, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Interim Use Permit.

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

Dated this 30th day of October, 2024

James L. Kramvik
Community Development Director

Publication Date: November 2nd, 2024

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Consider Interim Use Permit Renewal for a Short-Term Rental at 203 Hawkins Dr.

**AGENDA:** Main

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** James Kramvik, Community Development Director

**DEPARTMENT:** Community Development

**PRESENTER:** James Kramvik, Community Development Director

**ESTIMATED TIME (MIN):** 2 min

**SUMMARY OF ISSUE:**
Mr. Safaie and Ms. Derasmo have applied for a renewal of their existing IUP for one short-term rental at 203 Hawkins Dr. Brainerd, MN 56401. The property owners have been operating the short-term rental for over a year and there have been no issues or concerns at the property.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**
The Planning Commission considered this request at their November 20th meeting and unanimously recommended approval of the interim use permit request with staff's conditions.

*Note: A new short-term rental interim use permit is approved for one year pursuant to Section 515-3-36 Short-Term Rentals of the Zoning Code. After one year of operation, the property owner must reapply for an interim use permit which expires in two years if approved by City Council.*

**RECOMMENDED ACTION/MOTION:**
Staff recommends approval of the renewal of the current Interim Use Permit for one short term rental unit at 203 Hawkins Dr. Brainerd, MN 56401 with the following conditions:

1. The Interim Use Permit for a short-term rental at 203 Hawkins Drives shall terminate on 12/31/2026.
2. There shall be no more than two vehicles parked on the street.
3. Upon sale or transfer of the property, the Interim Use Permit for a short-term rental at 203 Hawkins Drive is no longer valid.
4. Submittal of the City of Brainerd monthly lodging tax form.

**FINANCIAL IMPACT:** N/A

# M E M O

**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** November 20th, 2024

**RE:** Consider Interim Use Permit Renewal for Short-Term Rental – 203 Hawkins Dr.

**REQUEST**

**PUBLIC HEARING. Interim Use Permit Renewal**

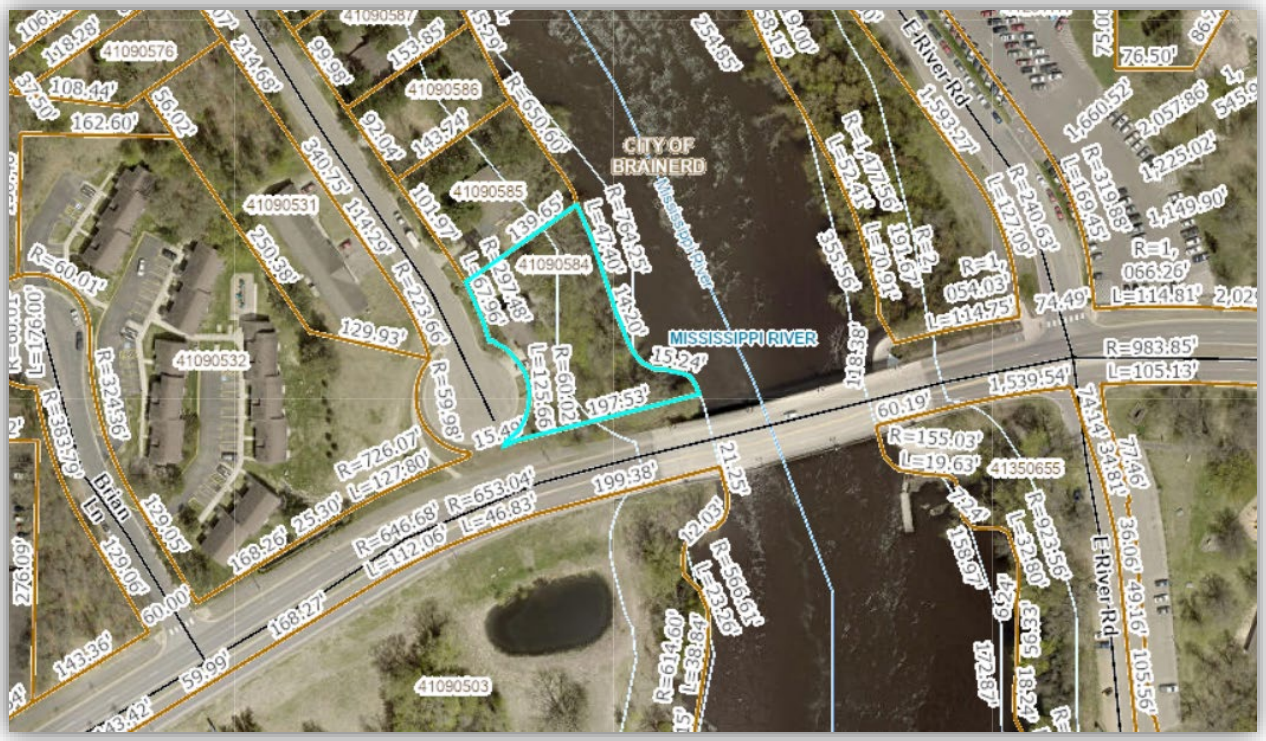
**APPLICANT:** Bobby Safaie and Alexandra Derasmo

Mr. Safaie and Ms. Derasmo have applied for a renewal of their existing IUP for one short-term rental at 203 Hawkins Dr. Brainerd, MN 56401. The property owners have been operating the short-term rental for over a year and there have been no issues or concerns at the property.

**CONTEXT**

| | |
|---|---|
| Parcel Number: | 41090584 |
| Zoning District: | Contemporary Neighborhood-Two (CN-2) District |
| Property Area: | 28,123 SQFT |
| Adjacent Uses: | North: Residential – Single Family Dwelling<br>East: Mississippi River<br>South: College – Central Lakes College<br>West: Multi-Family Residential (Rentals) |
| Adjacent Zoning: | North: Contemporary Neighborhood-Two (CN-2) District<br>East: Mississippi River<br>South: Public-Semi-Public (PSP) District<br>West: Contemporary Neighborhood-Two (CN-2) District |

**AERIAL MAP**




**FINDINGS OF FACT**

1. The property at 203 Hawkins Dr. Brainerd, MN 56401 is located in a CN-2 (Contemporary Neighborhood-Two) District. The CN-2 District allows short-term rentals as an Interim Use according to Zoning Code Appendix A: Table of Uses.
2. Short-term rentals must comply with the following minimum standards as required by the Section 515-3-36 of the Zoning Code:
    a. The maximum rental period shall not be more than 28 consecutive nights.
        *i. The applicants' proposal will not exceed 28 consecutive nights for a rental period.*
    b. The permit holder (owner) of a short-term rental must apply for and receive an interim use permit.
        *i. The applicant has applied for a renewal of the current Interim Use Permit for the operation of a short-term rental.*
    c. The application for an interim use permit shall include:
        i. The number of bedrooms with dimensions and all other sleeping accommodations
            *1. The proposed short rental unit is 2,079 SQFT. in size and has four bedrooms.*
            *2. The dimensions of each of these respective bedrooms are 17' x 21', 12' x 16', and 12' x 12', and 12.5' x 12.5'.*

ii. The number of off-street parking spaces available to guests.
    1. *There are four off street parking spaces allocated to guests; two in the driveway and two in the street loaded garage.*
iii. All accessory structures and outdoor recreational features are available for guest use.
    1. *The only accessory structure available for guest usage is the attached garage and the dock installed on the Mississippi River.*
iv. A pet, garbage, and noise policy.
    1. *There are no listed prohibitions of pets in their House Rules and the property owner has indicated a limit of four (4) pets at any one time.*
    2. *Garbage and recycling bins for use are located at the front of the property and picked up on Wednesdays. They are only to be placed at the front of the property on Tuesday night per the policy.*
    3. *There is a rule imposing quiet hours after 10:00 PM.*
v. The permit holder shall post emergency contact information (police, fire, hospital) and show renters the location of fire extinguishers in the short-term rental unit.
    1. *The housing inspector will confirm this upon inspection of the rental unit.*

d. A permit holder must disclose in writing to their renters the following information regarding property policies and City codes:
    i. Contact Information. The managing agent or local contact's name, address, and phone number. The agent shall be available 24 hours a day, seven days a week, whenever the property is being rented. Property contact information will be always accessible to the public on the City of Brainerd website.
        1. *Mr. Safaie and Ms. Derasmo have retained the services of Larry Frasier as the responsible party for this rental unit, as he resides within 50 miles of the premises.*
    ii. Occupancy. The maximum number of guests allowed at the property.
        1. *The posted rules for the short-term rental do not state a guest maximum but do prohibit parties.*
    iii. Vehicles. The maximum number of vehicles, recreational vehicles, and trailers allowed on the property and where they are to be parked. Parking in a yard that fronts a street as well as along an interior side of a house is required to be on an improved surface. Recreational vehicles shall not be parked in any right-of-way or utility easement. No vehicle or trailer shall be parked on a street more than forty-eight (48) continuous hours.
        1. *The rules state that there is parking available in the driveway and on the cul-de-sac adjacent on which the property lies. This would include recreational vehicles or trailers.*

iv. Garbage. Garbage and refuse containers shall be placed out for collection no earlier than 6:00 P.M. the day before collection and removed by the end of the day of collection. Garbage shall be placed in fly tight containers sufficient to receive all garbage which may accumulate between times of collection.
    1. *The weekly garbage schedule is provided for renters on Wednesdays per the provided House Rules.*
v. Noise. No person shall, between the hours of 10:00 P.M. and 7:00 A.M. congregate at, or participate in any party or gathering of two or more people from which noise emanates of a sufficient volume so as to disturb the peace, quiet, or repose of another person.
    1. *The short-term House Rules impose quiet hours after 10:00pm.*
vi. Pets. No person shall keep, maintain, or otherwise house more than a total of four cats or dogs within any household in the City of Brainerd. It shall be unlawful for any person to allow a dog or cat to run at large and to keep or harbor a dog that habitually barks, yelps, howls, cries, or whimpers so as to unreasonably disturb the peace and quiet of any person in the vicinity. The owner of any animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.
    1. *The House Rules state no more than a combination of four cats or dogs can be on the property at any one time.*

e. The occupancy of a short-term rental shall be limited to no more than 3 people per bedroom or the occupancy set by the Building Official.
    i. *According to Section 404.4.1 of the Property Maintenance Code, every bedroom shall contain not less than 70 square feet (6.5 m2) and every bedroom occupied by more than one person shall contain not less than 50 square feet (4.6 m2) of floor area for each occupant thereof, whichever is less.*
    ii. *There is no proposed limit on guests to the property.*
    iii. *Bedroom one is 357 SQFT which exceeds the 150 SQFT requirement to room three guests.*
    iv. *Bedroom two is 192 SQFT which exceeds the 150 SQFT requirement to room three guests.*
    v. *Bedroom three is 144 SQFT which exceeds the 100 SQFT requirement to room two guests.*
    vi. *Bedroom four is 156 SQFT which exceeds the 100 SQFT requirement to room three guests.*
    vii. *Total occupancy of the short-term rental is 11 guests.*
f. Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Building Department, whichever is stricter.

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

g. The short-term rental shall be connected to city sewer and water or an approved septic system. A valid septic system certificate of compliance is required at the time of rental license issuance and annual renewal. A short-term rental shall have a full bathroom (sink, toilet, and tub or shower).
    i. *The short-term rental is connected to City sewer and water system. The building plans show a full bathroom with a toilet, tub/shower, and sink.*

h. Additional occupancy by the use of recreational vehicles, tents, accessory structures, or fish houses is not permitted.
    i. *The applicant is not proposing occupancy by use of recreational vehicles, tents, accessory structures, or fish houses. However, their policies for the property do not explicitly prohibit them.*

i. The permit holder shall keep a report detailing the use of the short-term rental by recording the full name, address, phone number and vehicle license number of the guest reserving the rental. A copy of the report shall be provided to the Zoning Administrator upon request.

j. A short-term rental shall be a licensed rental unit by the City and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to the City of Brainerd's rental housing maintenance code. Each unit shall be inspected annually by the rental housing inspector and the Fire Marshal.
    i. *The premises have been inspected by the Housing Inspector and Fire Marshal.*

k. The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, nearby water bodies, public safety, and safety of renters. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of renters.

l. A permit holder must post their rental license permit number on all print, poster, or web advertisements.

m. It is the owner's responsibility to apply for state and local sales tax numbers, including hotel and motel use sales tax. It is the owner's responsibility to contact the Minnesota Department of Health about lodging license requirements.
    i. *The application for short-term rentals includes an application for lodging tax that must be submitted to the City's Finance Department. It is the owner's responsibility to contact the MN Department of Health.*

As of this writing, no party has contacted the Community Development Department regarding the Interim Use Permit.

**STAFF RECOMMENDATION**

Staff recommends approval of the renewal of the current Interim Use Permit for one short term rental unit at 203 Hawkins Dr. Brainerd, MN 56401 with the following conditions:

1) The Interim Use Permit for a short-term rental at 203 Hawkins Drives shall terminate on 12/31/2026.
2) There shall be no more than two vehicles parked on the street.
3) Upon sale or transfer of the property, the Interim Use Permit for a short-term rental at 203 Hawkins Drive is no longer valid.
4) Submittal of the City of Brainerd monthly lodging tax form.

**Community Development Department**
City Hall – 501 Laurel Street Brainerd, MN 56401
218/828-2307/Fax 218-828-2316 www.ci.brainerd.mn.us

# INTERIM USE PERMIT for SHORT-TERM RENTAL

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

**Property Address** for this *Interim Use Permit*: 203 HAWKINS DR

*I (We) the undersigned, do hereby respectfully request the Brainerd City Council to grant an Interim Use Permit to allow* SHORT-TERM RENTAL

_____

_____

_____ *at the property address listed above until the date of* _____

**Legal Description** (attach, if lengthy): Lot _____ Block _____ Addition _____

_____

_____

**Property Owner**: BOBAK AND ALEXANDRA SAFAIE

Address: 203 HAWKINS DR BRAINERD, MN 56401
(Street) (City) (State) (Zip)

Contact Information #: 561-564-7513 _____
(Home) (Business)

_____ allied0215@icloud.com
(Fax) (E-mail)

**Applicant**: (if different than Property Owner) _____

Address: _____
(Street) (City) (State) (Zip)

Contact Information #: _____ _____
(Home) (Business)

_____ _____
(Fax) (E-mail)

**Contact Person**: (if different than Property Owner) Larry Frasier

Address: 12115 Fuschia Dr Baxter, MN 56425
(Street) (City) (State) (Zip)

Contact Information #: 218-330-7897 _____
(Home) (Business)

_____ _____
(Fax) (E-mail)

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

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

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

**Signed by:** _____ **Date:** 10/24/2024
(Property Owner)

Bobak saffaie
(Property Owner-Please print Name)

_____ **Date:** 10/24/2024
(Applicant-If different than owner)

Alexandra saffaie
(Applicant - Please print name)

---

## Interim Use Permit

*Supporting Information*

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

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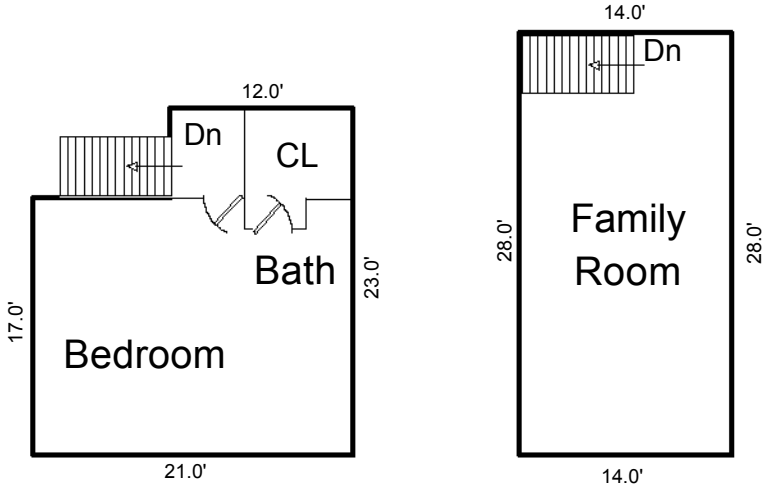
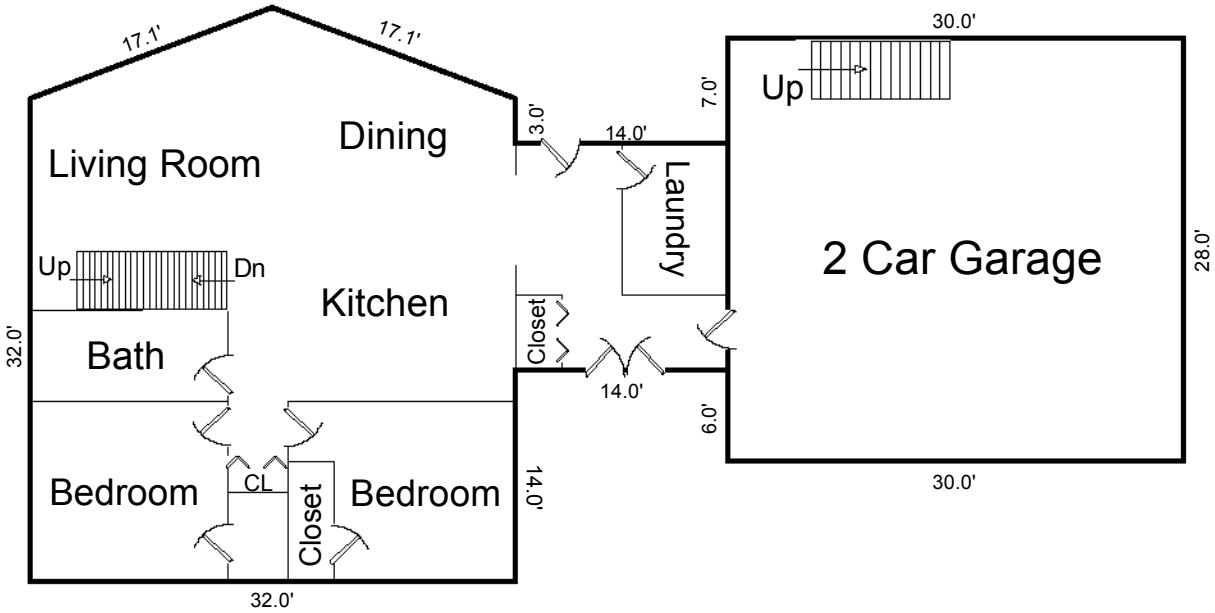
   (b) The proposed use meets all special standards which may apply to its class of conditional uses as set forth in this section.
   (c) The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
   (d) The proposed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

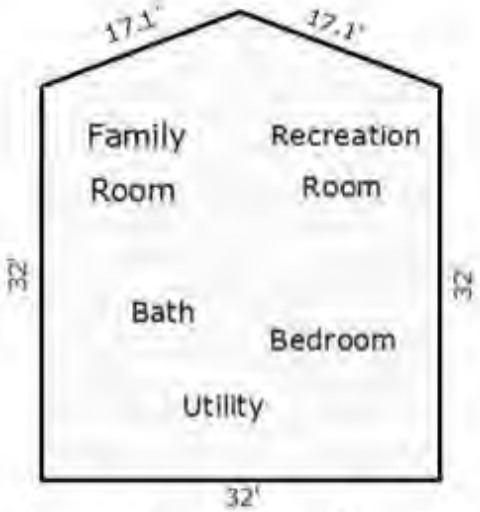
(con't)

# Upper Level


12.0'
Dn
CL
Bath
23.0'
17.0'
Bedroom
21.0'
14.0'
Dn
28.0'
Family
Room
28.0'
14.0'

# Main Level


17.1'
17.1'
Living Room
Dining
Up
Dn
Kitchen
Bath
32.0'
Bedroom
CL
Closet
Bedroom
32.0'
14.0'
3.0'
14.0'
Laundry
Closet
14.0'
7.0'
6.0'
30.0'
Up
2 Car Garage
30.0'
28.0'




Basement

AREA CALCULATIONS SUMMARY

| Code | Description | Net Size | Net Totals |
|---|---|---|---|
| [illegible] | [illegible] | [illegible] | [illegible] |

AREA BREAKDOWN

| Breakdown | Subtotals |
|---|---|

# GENERAL HOUSE INFO

- There are NO SECURITY CAMERAS inside the home - only the outside of the home. Please do NOT touch them they are for protection of guests and the home. You will be charged a **fee of $200** if they are tampered with.
- CTC Internet is provided, login credentials are all over the house.
- A whole house water filtering system is installed making the water soft when showering, and safe to drink from either the fridge door or the faucet. More information available upon request.
- The backyard is very steep so please be careful and watch your step at all times. We do provide tea-lighting outside please turn on so you can see when enjoying the backyard and don't forget to turn off when finished.
- The dock is very steep as well please watch your step and pay attention at all times when on the dock. We do have a rope you can grab onto to go up and down the stairs. Please don't leave any trash on the dock or outside AREAS.....**Be VERY careful during the winter months the dock / everything can be very slippery and iced over.**
- We provide a propane and charcoal grill. PLEASE clean up after you use the grills. Don't leave any utensils or anything outside. Also stay far away from the home when using the charcoal grill as you see the whole house is made out of cedar wood. Please dispose of the ashes after use. We do have propane tanks filled for your use during your stay. If some feel empty more are located in the garage.
- Garbage pick up: Tuesday Nights pickup Wednesday mornings. Please when leaving for your stay all trash is taken out.The garbage cans are located out front of the house.
- Please do **NOT** move our furniture - if moved and not put back the way you arrived you will be charged a $100 fee. Also please **DO NOT take anything From the home including towels / washcloths. We keep tight inventory and you will be charged for missing items.**
- **We do provide a few paper towels, coffee pods / filters and toilet paper to get your trip started.**
- **If there is anything broken during your stay please contact me immediately so I can fix it or help with anything. If something needs fixing or cant find something please contact me so I can help you have an amazing stay!!!**
- **NO PETS ALLOWED ON PROPERTY**
- **QUIET TIME is from 10pm-7AM**
- **No more then 11 guests this is set by the building officials**
- **No more then two vehicles on the street**

# HOUSE RULES

- **Check out time is at 10am**
- **Furniture is not to be moved**
- **Please ensure all trash is removed prior to check out**
- **Strictly no parties allowed**
- **No pets**
- **No more then 2 vehicles on the street**
- **Please respect our neighbors**
- **Quiet hours are from 10pm-7am**
- **No shoes on carpeted areas**
- **Please be careful when driving on our street we have lots box families**
- **No speeding on our block**
- **Please leave our home how you found it.**
- **No smoking in the home**

**Best the river retreat**

**NOTICE OF HEARING**

TO WHOM IT MAY CONCERN:

Notice is hereby given that Bobby Safaie and Alexandra Derasmo have submitted an Interim Use Permit to operate a short-term rental at 203 Hawkins Dr. Brainerd, MN 56401. The property included in this application is described as:

*LOT 12 BLOCK 1, EXCEPT THE NW'LY 22.0 FT THEREOF. & ALSO INCLUDING THE FOLLOWING PART; PART OF GOV. LOT 2 LYING E'LY OF HAWKINS DR, S' LY OF LOT 12 BLK 1 BONNY WOODE ADD, & N'LY OF W. COLLEGE DRIVE.*
*BONNY WOODE ADDITION TO THE CITY OF BRAINERD*
*P.I.N. 41090584*
*Section 09, Township 133, Range 28*

The property is zoned CN-2 (Contemporary Neighborhood-Two) District. Appendix A: Table of Uses of the Zoning Code requires an Interim Use Permit for the operation of a short-term rental in a CN-2 District as regulated by Section 515-3-34 Short-Term Rentals. Information on the proposed short-term rental is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, November 20th, 2024, in the Brainerd City Hall Council Chambers, 501 Laurel Street, to consider the Interim Use Permit.

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

Dated this 30th day of October, 2024

James L. Kramvik
Community Development Director

Publication Date: November 2nd, 2024

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Consider Conditional Use Permit for a Brew Pub at Last Turn Saloon 214 S 8th St.

**AGENDA:** Main

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** James Kramvik, Community Development Director

**DEPARTMENT:** Community Development

**PRESENTER:** James Kramvik, Community Development Director

**ESTIMATED TIME (MIN):** 5 min

**SUMMARY OF ISSUE:**
Ed Mattson, on behalf of Mattson Properties LLC has submitted a request for a Conditional Use Permit to operate a brew pub at the Last Turn Saloon 214 S. 8th St., Brainerd, MN 56401.

214 S. 8th St. is located in the Main Street (MS) zoning district. Zoning Ordinance 515-3 Allowed Uses. Appendix A: Table of Uses allows for the operation of a brew pub/brewery as a Conditional Use in the MS District.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**
The Planning Commission considered this request at their November 20th meeting and unanimously recommended approval with staff conditions.

Before approval, the Commission discussed their concerns about the potential for odors emanating from the building. The applicant was not present to answer questions about odors and ventilation but did speak with staff during the application process and clarified that this is a smaller operation than a brewery and outdoor odors would not be a concern. The applicant stated that they "do not anticipate any odor concerns but any odors emitting from the site will be handled promptly." Upon additional research after the Planning Commission meeting, staff is recommending an additional condition to the CUP.

*"The brew pub shall be properly ventilated, so odors associated with the brewing process shall not be perceptible beyond the property line."*

Adding this as a condition would allow the Community Development Department to issue a letter for corrective action if odors associated with brewing become an issue. If corrective action is not taken by the property owner/business, the CUP could be revoked by City Council.

**RECOMMENDED ACTION/MOTION:**
Recommend approval of the Conditional Use Permit for 214 S 8th St. Brainerd, MN 56401. Staff recommend applying the following conditions to the
permit:

1. Prior to the brewery operation, the building official shall perform an inspection to ensure no odors from the brewery are perceptible beyond the property line.
2. The brew pub shall be properly ventilated, so odors associated with the brewing process shall not be perceptible beyond the property line.

**FINANCIAL IMPACT:** N/A

# MEMO

**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** November 20th, 2024

**RE:** Consider Conditional Use Permit for a Brew Pub at 214 S. 8th St.

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**INTRODUCTION**

Ed Mattson on behalf of Mattson Properties LLC has submitted a request for a Conditional Use Permit to operate a brew pub at the Last Turn Saloon 214 S. 8th St., Brainerd, MN 56401.

**Parcel Number:** 41241480

**Zoning District:** Main Street (MS) District

**Property Area:** 5,277 SQFT

**Adjacent Uses:**
North: Business Offices
East: Financial Institution
South: Commercial Business
West: Commercial Main Floor – Apartments Second Floor

**Adjacent Zoning:**
North: Main Street (MS) District
East: Town Center (TC) District
South: Main Street (MS) District
West: Main Street (MS) District

**FINDINGS OF FACTS**

1. 214 S. 8th St. Brainerd, MN 56401 is located in the Main Street (MS) zoning district. Zoning Ordinance 515-3 Allowed Uses. Appendix A: Table of Uses allows for the operation of a brew pub/brewery as a Conditional Use in the MS District.
    A. According to Section 515-6-2 Definitions a **Brew Pub** is a restaurant and brewery that brews less than 3,500 barrels of beer per year for sales on the premises provided the beer is sold for consumption on the premises and not sold to other bars, restaurants, or wholesalers, except that an establishment licensed under

Minnesota Statutes 304A.301, Subdivision 6D may sell "growlers" off-sale with appropriate City licenses.

B. *The property is currently operating as a restaurant and bar. The property owner would like to add the operation of a brew pub at the location.*

2. According to 515-3-Allowed-Uses Brew Pub/Brewery (off-sale, on-sale, taproom, tasting room), Cidery, Microdistillery, Cocktail Room A brewer with an on-sale malt liquor license subject to the provisions of Minnesota Statutes 340A and the following:
   A. No outdoor storage is permitted.
      i. *The applicant has stated there is no proposed outdoor storage.*
   B. The operation must comply with the requirements of (515-3-28) for Outdoor Dining, if applicable.
      i. *The applicant will not offer outdoor dining.*
   C. No odors from the brewery shall be perceptible beyond the property line. If such odors occur, the brewery shall take appropriate measures to reduce or mitigate any odors generated from the operation and be in compliance with any applicable Minnesota Pollution Control standards.
      i. *The applicant does not anticipate any odor concerns but does indicate that any odors emitting from the site will be handled promptly.*
   D. On-site sale of wine or spirits is permitted in accord with Minnesota Statutes and Brainerd City Code XII.s
      i. *The applicant holds a current liquor license, and updates are being handled by the finance department.*

3. **Criteria for Granting Conditional Use Permits.** In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.
   A. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.
      i. *The proposed use of operating a brew pub is supported as a conditional use under Zoning Code Section 515-3-10 in the MS district.*
   B. The proposed use meets the regulations and standards established in this Ordinance.
      i. *The brew pub use meets all requirements of Section 515-3-10 Brew Pub/Brewery (off-sale, on-sale, taproom, tasting room), Cidery, Microdistillery, Cocktail Room.*
   C. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
      i. *The Building Official and Fire Marshal have no concerns.*
   D. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
      i. *The building as currently used is appropriately oriented to the road. The applicant does not propose to change the footprint of the facility.*

E. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
    i. *The applicant proposes no changes to the parcel.*
F. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
    i. *This property is not located in a residential neighborhood and the proposed brew pub is similar to the previous use of a restaurant/ bar. According to Section 515-4-12 Off-Street Parking - The MS District has no off-street parking requirements for the proposed establishment.*
G. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.
    i. *Economic Development Goal 1: Support infill and redevelopment throughout Brainerd as a strategic component of growth.*
        1. *Policy 1: Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exist.*

4. **Section 515-2.B.7 Conditions**. In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses. Such conditions may include, but are not limited to, the following:
    A. Increasing the required lot size or yard setback dimension.
    B. Limiting the height, size, or location of buildings.
    C. Regulating ingress and egress to the property and the proposed structures thereon with particular references to vehicle and pedestrian safety and convenience, traffic flow and control, and access in case of fire or another catastrophe.
    D. Regulating the street width.
    E. Increasing the number of required off-street parking spaces.
    F. Limiting the number, size, location, or lighting of signs.
    G. Requiring a berm, fencing, screening, landscaping, or other facilities to protect adjacent or nearby property.
    H. Requiring dedication of some open or green space.
    I. Regulating the appearance of the facilities or site so that they are harmonious with the neighborhood and City.

As of this writing, no parties have contacted the Community Development Department for more information on the Conditional Use Permit application

**STAFF RECOMMENDATIONS**

The Community Development Department recommends approval of the Conditional Use Permit for 214 S. 8th St. Brainerd, MN 56401. Staff recommend applying the following conditions to the permit:

1) Prior to the brewery operation, the building official shall perform an inspection to ensure no odors from the brewery are perceptible beyond the property line.

**Community Development Department**
City Hall – 501 Laurel Street Brainerd, MN 56401
218-828-2307
www.ci.brainerd.mn.us

OCT 23 2024
CITY OF BRAINERD
COMMUNITY DEVELOPMENT DEPT

# CONDITIONAL USE/REZONING/VARIANCE APPLICATION

| | RESIDENTIAL | | COMMERCIAL | |
|---|---|---|---|---|
| CONDITIONAL USE PERMIT | ☐ | ($350.00) | ☒ | ($500.00 + $500.00 escrow deposit) |
| REZONING | ☐ | ($350.00) | ☐ | ($500.00) |
| VARIANCE | ☐ | ($350.00) | ☐ | ($500.00 + $500.00 escrow deposit) |
| ZONING TEXT AMENDMENT | ☐ | ($250.00) | ☐ | ($400.00) |

**PROPERTY ADDRESS:** 214 South 8th Street – Brainerd

**LEGAL DESCRIPTION:** Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

**Property Owner Name:** Mattson Properties LLC

**Street Address:** 109 2nd Ave NE **City:** Brainerd **State:** MN **Zip Code** 56401

**Phone Number:** 218-330-8210 **Fax:** _____ **E-mail:** edmattson@hotmail.com

**Applicant Name:** (If different than Property Owner) Shawn Hopman

**Street Address:** 626 River St. S. **City:** Pillager **State:** MN **Zip Code:** 56473

**Phone Number:** _____ **Fax:** _____ **E-mail:** _____

**Description of Request:** Brew Pub permit for Last Turn.

**Property Owner Signature** — 10/23/24 **Date**

Edward Mattson
(Please print name)

**Applicant Signature** — 10/23/24 **Date**

Shawn Hopman
(Please print name)

(OVER)

**NOTICE OF HEARING**

TO WHOM IT MAY CONCERN:

Notice is hereby given that Ed Mattson on behalf of Mattson Properties, LLC, 109 2nd Ave. NE, Brainerd has submitted a request for a Conditional Use Permit to operate a brew pub at The Last Turn Saloon 214 S 8th St., Brainerd. The property included in this application is described as:

*TOWN OF BRAINERD & FIRST ADDITION TO BRAINERD*
*N ½ OF LOT 5 BLOCK 41 & ALL OF LOT 6 BLOCK 41*
*Parcel #: 41241480*
*Section 24, Township 045, Range 031*

The property is zoned MS (Main Street) District, and Zoning Ordinance Section 513-3 Appendix A Table of Uses allows brew pub/brewery (off-sale, on-sale, taproom, tasting room), cidery, microdistillery, cocktail room as a conditional use in the MS District. A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Planning Commission at 6:00 p.m. Wednesday, November 20th, 2024 in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

Any individual needing special accommodations or would like more information about this request, please call (218) 828-2309.

Dated this 30th day of October, 2024

James L. Kramvik
Community Development Director

Publication Date: November 2nd, 2024

# City Council
# Agenda Request

**MEETING DATE:** December 2, 2024

**TITLE OF ITEM:** Consider Conditional Use Permit and Variance for a Mixed-Use Building at 722 Laurel St.

**AGENDA:** Main

**ACTION REQUESTED:** Approve/Deny Motion

**SUBMITTED BY:** James Kramvik, Community Development Director

**DEPARTMENT:** Community Development

**PRESENTER:** James Kramvik, Community Development Director

**ESTIMATED TIME (MIN):** 10 min

**SUMMARY OF ISSUE:**
David Pueringer, 616 ½ Front Street, Brainerd has submitted a request for a Conditional Use Permit to convert the main floor of a commercial building into two (2) commercial units and the second floor into seven (7) apartment units. The current use of the property is Bob & Fran's Factory Direct.

**Conditional Use Permit** request to convert the existing main floor commercial space into two (2) commercial units and the second floor into seven (7) residential apartment units.

**Variance** request from the parking requirements for the seven (7) units of additional housing and one (1) additional commercial space.

**ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:**
The Planning Commission considered these requests at their November 20th meeting and unanimously recommended approval of the Conditional Use Permit for a mixed-use building.

The Planning Commission and the public had some concerns regarding the variance request and provided the following comments:

**Public:**
*Andy Larson (Chairperson of the BN Credit Union)*
As a downtown organization, he stated they are not opposed to the variance but have some concerns and questions.

1. Parking is a concern as the Credit Union has worked with the City to accommodate parking for their members.
2. Occupancy limitations in apartments.
3. Lawn chairs and grills out back blocking egress.
4. Green space for dogs, as the BN Credit Union is the only area around with green space.

*Business Owner (Anonymous Call)*

1. Concerned that new tenants may park in private parking lots.

*Dave Pueringer (Applicant)*

1. Dogs are not allowed in the downtown buildings.
2. Grills and lawn chairs are not allowed on the sides of the buildings, and they own several buildings downtown.
3. If people park in areas that they are not supposed to, there are terms in the lease to evict them if needed.
4. Pueringer Investments have a lot of experience of transforming buildings downtown and have not had any problems, and they manage the buildings professionally.

**Planning Commission/ Staff:**
Commissioner Duval loved the project idea and could get onboard pretty easily, but the parking question was the sticking point. The letter that was submitted was helpful with some of the concerns regarding what due diligence was done to explore private parking options by the applicant. He stated he does like the new off-street parking ordinance that requires some off-street parking to handle the demand of properties of this nature. He agreed with Director Kramvik's notion that you could condition a requirement with the variance that says they will get put on the waiting list for the alley parking and the commission could discuss how many spaces could be required.

Director Kramvik stated that there are 39 spaces in the City's alley parking lot that are currently occupied with a wait list of 9 people. The BN and Maple parking lots would not be ideal options to require parking leases for the apartment units due to the distance from the building. However, there is significant availability in both parking lots if tenants would like to lease a space.

Commissioner Gorham added to the discussion and stated that being a regular downtown person, they could have all the rules about parking, but unless they are enforced, they don't mean much. There has not been enforcement as one of Mr. Pueringer's tenants downtown park in front of Bridge of Harmony all day. The reason they do it, is because they get away with it.

**RECOMMENDED ACTION/MOTION:**
Recommend approval of the Conditional Use Permit for 722 Laurel Street.

Recommend approval of the Variance request for 722 Laurel Street with the following conditions:

1. Tenants are prohibited from parking in private parking lot facilities without approval from the property owner.
2. The applicant will apply for four spaces in the alley parking lot with the City of Brainerd and secure a lease when they become available.

**FINANCIAL IMPACT:** N/A

# M E M O

**TO:** Planning Commission

**FROM:** James Kramvik, Community Development Director

**DATE:** November 20th, 2024

**RE:** Consider Conditional Use Permit and Variance Request for a Mixed-Use Building at 722 Laurel Street

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**REQUEST**

**PUBLIC HEARING. Conditional Use Permit** to convert the existing main floor commercial space into two (2) commercial units and the second floor into seven (7) residential apartment units.

**Variance** request from the parking requirements for the seven (7) units of additional housing and one (1) additional commercial space.

David Pueringer, 616 ½ Front Street, Brainerd has submitted a request for a Conditional Use Permit to convert the main floor of a commercial building into two (2) commercial units and the second floor into seven (7) apartment units. The current use of the property is Bob & Fran's Factory Direct.

**CONTEXT**

Parcel Number: 41241273

Zoning District: Main Street (MS) District

Property Area: Approximately 6,263 SQFT

Adjacent Uses:
North: Pit Stop Bar
East: BN Credit Union
South: Bremer Bank parking lot
West: Retail Store

Adjacent Zoning:
North: MS (Main Street) District
East: TC (Town Center) District
South: MS (Main Street) District
West: MS (Main Street) District

**AERIAL MAP**

**FINDINGS OF FACT – CONDITIONAL USE PERMIT**

1. The property at 722 Laurel Street Brainerd, MN 56401 is in MS (Main Street) District. Zoning Ordinance 515-3 Allowed Uses. Appendix A: Table of Uses allows for a mixed-use building, including residential uses not on the main floor as a Conditional Use.
2. The purpose of the MS (Main Street) District is to encourage the continuation of a viable, traditional downtown area by allowing a mix of retail and commercial uses that physically contribute to and reinforce the well-formed, walkable development pattern.
    a. *The applicant proposes seven (7) one-bedroom apartments on the second floor with two (2) commercial units on the first floor. One commercial unit currently exists on the first floor.*
3. The MS District also requires that new mixed use buildings exceed 20+ units per acre according to Table 515-2-12.1. MS Dimensional Standards – Density, Lot Size, Coverage and Height Standards.
    a. *The seven (7) one-bedroom apartments units on an approximate 0.14 acre lot equates to fifty (50) dwelling units per acre.*

4. Table 515-4-12.4 Parking Space Minimum
    a. Single-Family, Attached Single-Family and Multi-Family Dwellings: one (1) space per dwelling unit.
        i. *The applicant proposes seven new residential dwelling units for the property which require an additional seven spaces that are either owned or leased by the property owner.*
    b. Commercial Uses: One (1) space per commercial unit.
        i. *The applicant proposes expanding the number of commercial units from one to two. The additional unit requires the owner to provide one additional parking space which is either owned or leased by the owner of the property or business.*
    c. The applicant is requesting a variance from Table 515-4-12.4 Parking Space Minimum to add no additional parking spaces as a result of the building remodel.
5. Criteria for Granting Conditional Use Permits. In granting a Conditional Use Permit, the City Council shall consider the advice and recommendations of the Planning Commission and the effect of the proposed use upon the health, safety, morals and general welfare of occupants or surrounding lands. Among other things, the City Council shall make the following findings where applicable.
    a. The proposed use conforms to the Zoning District and is a permitted Conditional Use identified on Appendix A: Table of Uses.
        i. *Mixed-use buildings, including residential uses not on the main floor, is a conditional use in the MS District.*
    b. The proposed use meets the regulations and standards established in this Ordinance.
        i. *There are no special standards associated with this use.*
    c. The proposed use shall not involve any element or cause any condition that may be dangerous, injurious, or noxious to any other property or persons.
        i. *The structure will not be dangerous, injurious, or noxious to the surrounding properties.*
    d. The proposed use shall be sited, oriented, and landscaped to produce a harmonious relationship of buildings and grounds to adjacent buildings and properties.
        1. *The building is existing, and the applicant does not propose any major exterior improvements. The existing building is orientated towards Laurel Street which is consistent with surrounding properties.*
        2. *The building is a historic building in downtown Brainerd which consists primarily of brick siding with historical architectural features.*
        3. *According to Section 515-4-10.A.3.b (General Landscaping Improvement Standards) The Main Street District is exempt from landscape requirements*
    e. The proposed use shall produce a total visual impression and environment which is consistent with the environment of the neighborhood.
        1. *The proposed use is consistent with the environment and the neighborhood, as there are other mixed-use buildings in the neighborhood.*

f. The proposed use shall organize vehicular access and parking to minimize traffic congestion in a residential neighborhood.
    1. *The applicant is requesting a variance from the parking requirements of the MS Zoning District.*
g. The proposed use shall preserve the objectives of this Ordinance and shall be consistent with the Comprehensive Plan.
    1. **Economic Development Goal 1**: Support infill and redevelopment throughout Brainerd as a strategic component of growth.
        a. **Policy 1**: Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exist.
    2. **Housing Goal 1:** Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.
        a. Expand home ownership and rental opportunities through rehabilitation and new construction.

6. Conditions. In reviewing applications for conditional use permits, the City may attach whatever reasonable conditions are deemed necessary to mitigate anticipated adverse impacts associated with the proposed use, to protect the value of property within the Zoning District, and to achieve the goals of the City's Comprehensive Plan. In determining such conditions, special consideration shall be given to protecting nearby properties from objectionable views, noise, traffic, and other characteristics associated with such uses.
    a. *Staff do not recommend additional conditions be placed upon the requested Conditional Use Permit.*

**FINDINGS OF FACT – VARIANCE REQUEST**

7. The applicant has submitted a request for a variance from the parking requirements for MS (Main Street) Zoning District. The applicant proposes to add no additional parking spaces.
    a. Table 515-4-12.4 Parking Space Minimum requires one (1) parking space per dwelling unit and one (1) parking space per commercial unit in the MS Zoning District.
        i. *The applicant proposes seven (7) new residential dwelling units for the property which require an additional seven (7) parking spaces.*
        ii. *The applicant proposes expanding the number of commercial units from one to two. The additional unit requires the owner to provide one (1) additional parking space.*
        iii. *As a result of the proposed mixed-use remodel project, the property owner is required to provide eight (8) additional parking spaces which are either owned or leased by the owner of the property or business.*
8. Section 515-5-4.B.3, General Provisions and Evaluation Criteria – Variances shall only be permitted:
    a. When they are in harmony with the general purposes and intent of the ordinance and:

i. *The applicant proposes a mixed-use building which is a Conditional Use Permit in the MS District. Also, the proposed project aligns with the purpose of the MS Zoning District, which is to encourage the continuation of a viable, traditional downtown area by allowing a mix of retail and commercial uses that physically contribute to and reinforce the well-formed, walkable development pattern.*

b. When the variances are consistent with the Comprehensive Plan.
   i. **Economic Development Goal 1**: Support infill and redevelopment throughout Brainerd as a strategic component of growth.
      a. **Policy 1**: Drive infill development and redevelopment towards areas where current infrastructure is present, or places where high levels of blight or disinvestment exist.
   **ii.** **Housing Goal 1:** Provide a diverse mix of housing choices for all stages of life, income ranges, and ownership/rental preferences.
      a. Expand home ownership and rental opportunities through rehabilitation and new construction.
   a. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.

2. Section 515-5-4.B.4, Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the Zoning Ordinance.;
   a. The plight of the landowner is due to circumstances unique to the property not created by the landowner; and
      i. *The two-story building is historic to downtown Brainerd and has existed for many years. The building is completely built out to the property lines.*
      ii. *The applicant is proposing no exterior improvements or additions that would reduce the number of parking spaces available for the building.*
      iii. *Adding a parking lot or underground parking to the property is not feasible.*
   b. The variance, if granted, will not alter the essential character of the locality.
      i. *This variance, if granted, will not substantially alter the character of the locality as the proposed use is consistent with other mixed-use buildings in the neighborhood.*
      ii. *The building consists primarily of brick siding with historical architectural features that match other downtown structures.*
      iii. *This property is adding an additional seven (7) residential units to the block which does not have the parking impact that a larger building would have in this location.*
   c. Economic considerations alone do not constitute practical difficulties. Practical difficulties include, but are not limited to, inadequate access to direct sunlight for solar energy systems.
      i. *In this case, the practical difficulties are not an economic consideration as adding a parking lot or underground parking to the property is not feasible.*
      ii. *Staff did confirm that the nearest City parking lot did not have any availability and had a considerable waiting list.*

3. Section 515-5-4. B.5, The Commission may impose conditions in the granting of variances. A condition must be directly related to and must bear a rough proportionality to the impact created by the variance.
    a. *The City Council recently approved new parking standards for the MS District based on the recommendation of the Planning Commission and Parking Commission. The Parking Commission has voiced their concerns in the past regarding residential tenants parking in the right-of-way which is regulated as two hour parking during the day for downtown customers. The off-street parking ordinance passed in 2024 requires new buildings and building expansions to provide parking spaces to help alleviate issues between customer and tenant parking.*

As of this writing, one party has contacted the Community Development Department for more information on the Conditional Use Permit and Variance application for the proposed mixed-use building. The individual was concerned that there was no parking plan and that new tenants may try parking in private parking lots.

**STAFF RECOMMENDATIONS**

The Community Development Department recommends approval of the Conditional Use Permit for 722 Laurel Street.

The Community Development Department recommends approval of the Variance request for 722 Laurel Street with the following conditions:

1) Tenants are prohibited from parking in private parking lot facilities without approval from the property owner.

**Community Development Department**
City Hall – 501 Laurel Street Brainerd, MN 56401
218-828-2307
www.ci.brainerd.mn.us

# CONDITIONAL USE/REZONING/VARIANCE APPLICATION

RJR

| | RESIDENTIAL | COMMERCIAL |
|---|---|---|
| CONDITIONAL USE PERMIT | ☑ ($350.00) | ☐ ($500.00 + $500.00 escrow deposit) |
| REZONING | ☐ ($350.00) | ☐ ($500.00) |
| VARIANCE | ☑ ($350.00) | ☐ ($500.00 + $500.00 escrow deposit) |
| ZONING TEXT AMENDMENT | ☐ ($250.00) | ☐ ($400.00) |

**PROPERTY ADDRESS:** 924 LAUREL

**LEGAL DESCRIPTION:** Lot(s): _____ Block: _____ Addition: _____
(attach description if lengthy)

**Property Owner Name:** DAWN RUEHLINGER

**Street Address:** _____ **City:** _____ **State:** _____ **Zip Code** _____

**Phone Number:** _____ **Fax:** _____ **E-mail:** _____

**Applicant Name:** (If different than Property Owner) _____

**Street Address:** _____ **City:** _____ **State:** _____ **Zip Code:** _____

**Phone Number:** _____ **Fax:** _____ **E-mail:** _____

**Description of Request:** CONDITIONAL USE PERMIT FOR A MIXED USE BUILDING WITH 2 APARTMENT UNITS ON 2ND FLOOR - GROUND LEVEL WILL BE DIVIDED INTO 2 UNITS (COMMERCIAL)
VARIENCE REQUEST TO PARKING FOR THE 2 UNITS OF HOUSING

Dawn Ruehlinger
**Property Owner Signature**

10-15-24
**Date**

Dawn Ruehlinger
(Please print name)

Dawn Ruehlinger
**Applicant Signature**

10/15/24
**Date**

Dawn Ruehlinger
(Please print name)

(OVER)

David Pueringer
616 ½ Front St. #11
Brainerd Mn.  56401

11/20/2024

To:
James Kramvic
Planing and Zoning
City Hall,
Brainerd, Minnesota  56401

This letter is to clarify the questions about the proposed modification of the Property at 724 Laurel street Brainerd, currently known as" Factory Direct."

We are asking for a variance on the parking requirements to allow us to build seven apartments in the upper portion of this building.  There is no land available next to this building.

We also asked Bremer bank if they were willing to lease us parking spaces for these proposed tenants as they were the closest most logical location to rent spaces to us.  Lauren their manager, said they were unable to rent to us.

There are multiple city owned parking spaces along this whole alley which the city is currently renting.  I own all the apartment buildings adjoining this alley from South 7th to South 8th street.

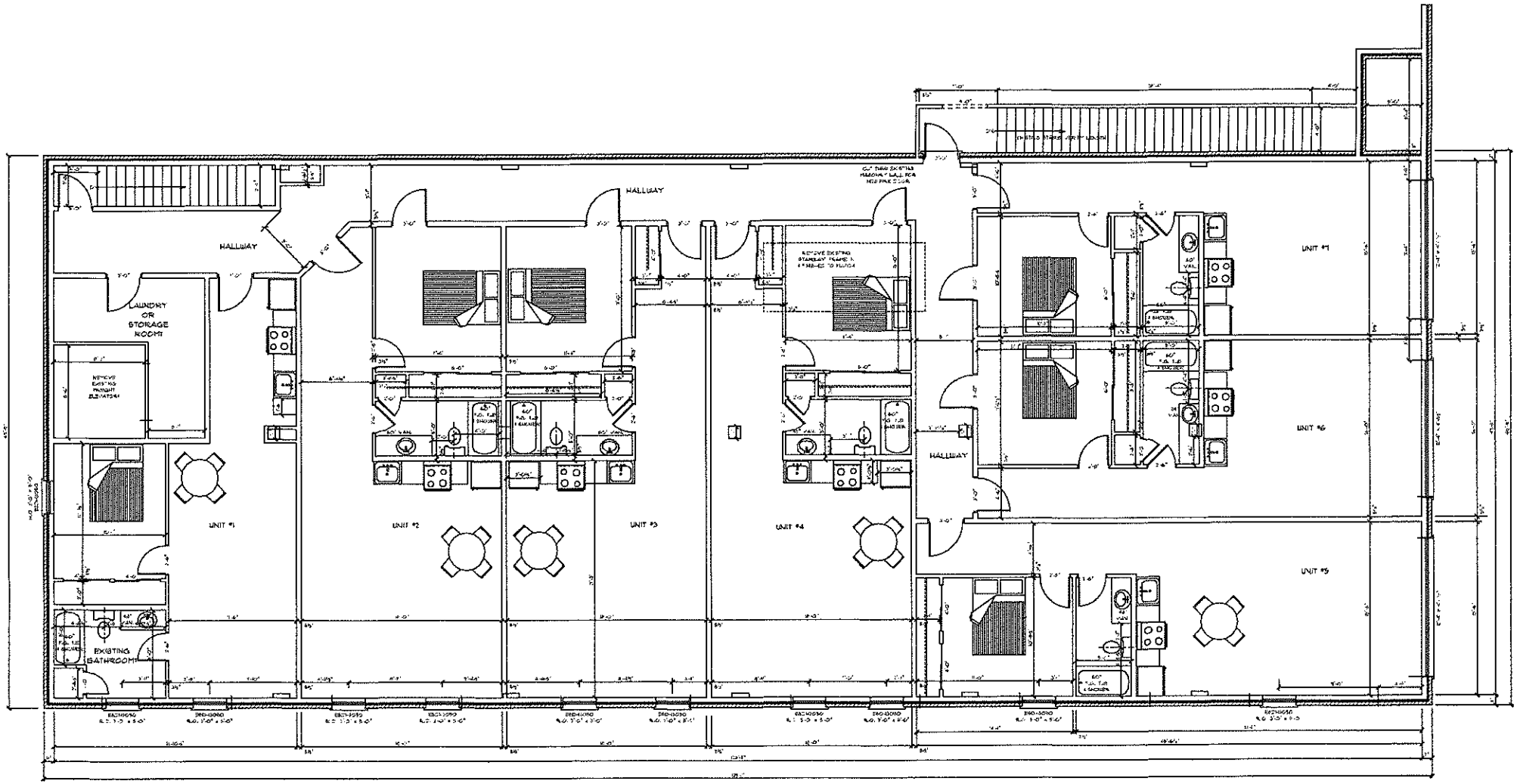
I talked to Tony at  city hall who is in charge of parking.  She indicated that there are about ten extra  open rentable city owned spaces at all times. We could help bring in additional revenue for parking if our new tenants were to rent some of these spaces. This would b a win win situation.

We are able to direct tenants to the rentable parking spaces, so they would not be taking up unauthorized parking areas. Also, most all or our tenants work, and do not generally need parking spaces during the day.

This building is an historic building, and because of it's size it is hard to make ends meet, and find tenants that will fill a building this large. Adding the apartments will help generate more revenue, and also more taxes.  Also, the additional shoppers will be a great addition to the economy for the downtown.

I hope this letter helps clear up some of the questions you may have.
Thank you for your time and consideration,
Sincerely

David Pueringer




## NEW THIRD LEVEL FLOOR PLAN

SCALE: 1/4"=1'-0"

NOTE:
FIELD VERIFY ALL DIMENSIONS, HEIGHTS AND SIZES OF EXISTING STRUCTURAL MATERIALS.
ALL DIMENSIONS ARE TO FACE OF STUD UNLESS OTHERWISE NOTED.
2 - 2" X 10" HEADERS OVER ALL EXTERIOR OPENINGS UNLESS OTHERWISE NOTED. DOUBLE TRUSSES ON OPENINGS WIDER THAN 5 FEET.
EXTERIOR DOORS BY THERMA-TRU OR EQUAL. WINDOWS ARE MARVIN INTEGRITY, WITH ALL FALL PROTECTION REQUIREMENTS. VERIFY ALL SIZES AND ROUGH OPENINGS WITH OWNER AND MANUFACTURER. ANY WINDOW WITHIN 18" OF THE FLOOR IS TO BE TEMPERED. WINDOW HEADER HEIGHT TO BE 6'-9 7/8" UNLESS NOTED. VERIFY EXTERIOR DOOR ROUGH OPENING HEIGHTS.
VERIFY ALL TRUSSES, BEAMS AND MICRO-LAMS WITH TRUSS MANUFACTURER.
INSULATE AROUND ALL BATHROOMS AND BEDROOMS.

MEETING OF ENERGY CODE REQUIREMENTS TO BE THE RESPONSIBILITY OF CONTRACTOR. THIS PLAN WAS DESIGNED TO COMPLY WITH 2020 MN STATE BUILDING CODE AT THE TIME AND FOR THE LOCATION THEY WERE DRAWN. CHECK WITH YOUR CONTRACTOR REGARDING LOCAL CODES THAT MAY VARY. THE OWNER AND CONTRACTOR ASSUME THE RESPONSIBILITY TO COMPLY WITH LOCAL CODES.

P.F.S. DESIGN LLC
218-821-0630

PROJECT FOR: FURRINGER INVESTEMENTS - 114 LAUREL

PAGE NO. 4 OF 4

DATE: OCTOBER 8 2024

REVISED OCTOBER 8, 2024
REVISED OCTOBER 14, 2024

**NOTICE OF HEARING**

TO WHOM IT MAY CONCERN:

Notice is hereby given that David Pueringer, 616 ½ Front Street, Brainerd has submitted a request for a Conditional Use Permit and Variance at 722 Laurel Street, Brainerd. The CUP application is to convert the existing main floor commercial space into two (2) commercial units and the second floor into seven (7) residential apartment units. The variance is from the parking requirements for the seven (7) units of housing and one (1) additional commercial space. The property included in this application is described as:

*Town of Brainerd & First Addition to Brainerd*
*Lot 008 Block 71*
*Parcel#: 41241273*
*LOTS 13 THRU 15 INCLUSIVE BLOCK 71 EX. THE W'LY 81 1/6 FT THEREOF, AND ALSO LOTS 16 AND 17 BLOCK 71 EX. THE W'LY 79 ½ FT THEREOF*
*Section 24, Township 045, Range 031*

The property is located in the MS District (Main Street) and Zoning Ordinance Section 513-3 Appendix A Table of Uses allows for a mixed-use building, including residential uses not on main floor as a Conditional Use. Section 515-4-12.4 Parking Space Minimum indicates one (1) parking space per dwelling unit and commercial space is required, unless a variance is granted.

A copy of the proposed site plan is on file for review at the Community Development Department.

A Public Hearing will be conducted by the Brainerd Planning Commission at 6:00 p.m. Wednesday, November 20th, 2024, in the Council Chambers at Brainerd City Hall, 501 Laurel Street, to consider the Conditional Use Permit request.

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

Dated this 30th day of October, 2024

James L. Kramvik
Community Development Director

Publication Date: November 2nd, 2024