



CITY COUNCIL AGENDA

City of Brainerd, Minnesota
City Hall, 501 Laurel Street, Council Chambers
Monday, December 16, 2024 @ 7:30 PM

The public is invited to attend these meetings in person

Attend by phone: 1-844-992-4726

City Council - Meeting Access Code: 2483 213 3204

Personnel and Finance Committee was held December 11th

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. Czczok ___M. O'Day ___K.
Bevans ___Mayor Badeaux

3. **Pledge of Allegiance**

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

5. **Consent Calendar**

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

A. **Approval of Bills**

B. **Approval of Minutes**

C. **Department Activity Reports**

D. **Approve Tobacco License Renewal by Dollar General Store 30773, 402 Washington Street**

E. **Approve Taxi Cab License Submitted by Grab-A-Cab, 912 4th Ave NE**

F. **Approval of Transfers of Funds**

G. **Approve of Memorandum Of Understanding (MOU) with Crow Wing County Fair Board for Snow Storage**

6. **Presentations**

- A. **The Center Annual Presentation**
- B. **Northland Arboretum Annual Presentation**
- C. **Brainerd Community Action Annual Presentation**
- 7. **Council Committee Reports**
 - A. **Personnel & Finance Committee**
 - 1. Ratify Hiring Kayla Huether for Recreation Specialist
 - 2. Approve the Promotion of Toni Gage to Administrative Assistant
 - 3. Ratify Hiring New Paid On-Call Firefighters
 - 4. Adopt a Resolution Setting the 2025 - 2026 Wages for the City Administrator, Department Heads and Non-Union Supervisors
 - 5. Adopt Resolution Allowing for One Time Election to Contribute to PERA Defined Contribution Plan for Public Utilities Commissioner
 - 6. Authorize Staff to Advertise for 2024 Statewide Affordable Housing Aid (SAHA) Funds
 - 7. Approve Shared Services Agreement with the Brainerd EDA
 - 8. State and Local Fiscal Recovery Funds (SLFRF) Update
 - B. **Safety & Public Works Committee**
 - 1. Award Proposal - Ash Tree Removal
 - 2. Adopt Resolutions Supporting Grant Applications
 - 3. Approve Transit Americans With Disabilities Act Policy Plan
 - 4. Authorize the Public Utilities Department to Reject Bid for Water Reclamation/Backwash Building
 - 5. Approve 10-Year Capital Improvement Plan (2025-2034)
- 8. **Unfinished Business**
 - A. **Call for Applicants**
 - 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)**
 - Parks & Recreation - 1 term (Expire 2029)**
 - Public Utilities Commission - 1 term (Expire 2026) 1 term (Expire 2029)**

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)
Council President Recommended (terms expire on 12/31 of said year)
Planning Commission - 1 term (Expire 2027)

B. **Final Reading and Public Hearing - Proposed Ordinance 1577 - Annexation of 15106 Riverside Drive**

C. **Public Hearing and Adopt Resolutions - Vacation of Public Right of Ways**

9. **New Business**

A. **Adopt Resolutions - Approve Plans, Authorize Advertisement, and Authorize and Direct the Use of the Power of Eminent Domain - Improvement 23-13 - TH 371B/Willow Street Roundabout Project**

B. **Adopt Resolution Setting the 2025 Levy for the City and Brainerd HRA**

C. **Adopt 2025 Budgets**

D. **Determine Selection Process for the 2025-2026 City Council President & Vacant Seat**

10. **Public Forum**

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

11. **Staff Reports**

(Verbal: Any Updates since Packet)

12. **Mayor's Report**

13. **Council Member Reports**

14. **Adjourn**

A. **Adjourn to the Joint Workshop of the City Council and Public Utilities Commission on December 19th at 6:00 p.m. in the City Council Chambers**

15. **Council Communications**

A. **2024-12-19 Christmas with the Homeless**

B. **2024-11-27 Matten Investments Letter**

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

MISSION

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

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

Vendor 2740 - AT&T MOBILITY:															
11032024/PD															
85498		AT&T MOBILITY		10/25/2024		11/08/2024		2,143.62		0.00		Paid		Y	
		ACCT 287287520356 PD PHONES		pziemer										11/08/2024	
		225-2120-43309		COMPUTER TECHNICAL SUPPORT				802.83							
		225-2120-43321		TELEPHONE				1,340.79							
				Total for vendor 2740 - AT&T MOBILITY:				2,143.62		0.00					
# of Invoices:		1		# Due:		0		Totals:		2,143.62		0.00			
# of Credit Memos:		0		# Due:		0		Totals:		0.00		0.00			
Net of Invoices and Credit Memos:										2,143.62		0.00			

--- TOTALS BY GL DISTRIBUTION ---

225-2120-43309	COMPUTER TECHNICAL SUPPORT	802.83
225-2120-43321	TELEPHONE	1,340.79

--- TOTALS BY FUND ---

225 - PUBLIC SAFETY FUND	2,143.62	0.00
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--- TOTALS BY DEPT/ACTIVITY ---

2120 - POLICE DEPARTMENT	2,143.62	0.00
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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 12/16/2024 - 12/16/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 0011 - ACE HARDWARE:							
328955/1							
85820	ACE HARDWARE	11/26/2024	12/18/2024	2.24	2.24	Open	N
	EYEGLOSS/SEWER CAMERA REPAIR KIT	pziemer					12/18/2024
237-3190-42220	REPAIR & MAINT			2.24			
328964/1							
85824	ACE HARDWARE	11/27/2024	12/18/2024	11.68	11.68	Open	N
	CORD/CUBE - DOWNTOWN DECORATIONS	pziemer					12/18/2024
401-1003-43430	MISCELLANEOUS			11.68			
329094/1							
85913	ACE HARDWARE	12/05/2024	12/18/2024	50.46	50.46	Open	N
	SNOW PLOW PUSH BLADE PAINT	pziemer					12/18/2024
235-3125-42220	REPAIR & MAINT			50.46			
328987/1							
85919	ACE HARDWARE	11/27/2024	12/18/2024	3.49	3.49	Open	N
	DISH SOAP	pziemer					12/18/2024
225-2120-42210	OPERATING SUPPLIES			3.49			
329059/1							
85924	ACE HARDWARE	12/04/2024	12/18/2024	125.20	125.20	Open	N
	IMPLEMENT PAINT FOR PLOW BLADES	pziemer					12/18/2024
235-3125-42220	REPAIR & MAINT			125.20			
329108/1							
85940	ACE HARDWARE	12/06/2024	12/18/2024	36.87	36.87	Open	N
	SHOP RESUPPLY	pziemer					12/18/2024
235-3125-42220	REPAIR & MAINT			36.87			
329124/1							
85985	ACE HARDWARE	12/06/2024	12/18/2024	5.39	5.39	Open	N
	MAGIC ERASERS	pziemer					12/18/2024
225-2120-42220	REPAIR & MAINT			5.39			
329147/1							
86020	ACE HARDWARE	12/09/2024	12/18/2024	31.96	31.96	Open	N
	QUICKRETE - JCP MAINT	pziemer					12/18/2024
230-5200-42220	REPAIR & MAINT			31.96			
329166/1							
86024	ACE HARDWARE	12/09/2024	12/18/2024	75.53	75.53	Open	N
	SPRAYPAINT - CAMPGROUND	pziemer					12/18/2024
230-5280-42220	REPAIR & MAINT			75.53			
Total for vendor 0011 - ACE HARDWARE:				342.82	342.82		

Vendor 2902 - ADVANCE AUTO PARTS:

6574433280035

85821	ADVANCE AUTO PARTS	11/27/2024	12/18/2024	225.10	225.10	Open	N
	TRUCK 106 BATTERY REPLACEMENT	pziemer					12/18/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
235-3125-42220	REPAIR & MAINT			225.10			
	Total for vendor 2902 - ADVANCE AUTO PARTS:			225.10	225.10		
Vendor 2670 - AMERICAN STEEL SUPPLY INC:							
123260							
85905	AMERICAN STEEL SUPPLY INC	11/21/2024	12/18/2024	69.20	69.20	Open	N
	HORSHOE PIT REPAIRS	pziemer					12/18/2024
230-5200-42220	REPAIR & MAINT			69.20			
123279							
85944	AMERICAN STEEL SUPPLY INC	11/22/2024	12/18/2024	1,706.80	1,706.80	Open	N
	CAMPGROUND EXPANSION	pziemer					12/18/2024
229-0000-45530-23:10	PYMTS TO CONTRACTORS			1,706.80			
	Total for vendor 2670 - AMERICAN STEEL SUPPLY INC:			1,776.00	1,776.00		
Vendor 0041 - ANDERSON BROTHERS CONSTRU:							
23-08 FINAL							
85926	ANDERSON BROTHERS CONSTRU	11/20/2024	12/18/2024	44,301.47	44,301.47	Open	N
	BLUFF EVERGREEN RESURFACING - FINAL	pziemer					12/18/2024
401-9030-45530-23:15	CAPITAL-PYMTS TO CONTRACTS			7,247.81			
401-9030-45530-23:27	CAPITAL-PYMTS TO CONTRACTS			37,053.66			
	Total for vendor 0041 - ANDERSON BROTHERS CONSTRU:			44,301.47	44,301.47		
Vendor 0047 - ASTECH INC.:							
24:01 -FINAL							
85889	ASTECH INC.	11/19/2024	12/18/2024	159,736.09	159,736.09	Open	N
	2024 CHIP SEAL PROJECT	pziemer					12/18/2024
401-9030-45530-24:01	CAPITAL-PYMTS TO CONTRACTS			159,736.09			
	Total for vendor 0047 - ASTECH INC.:			159,736.09	159,736.09		
Vendor 4310 - AUTOSMITH SERVICE GROUP:							
1574							
85920	AUTOSMITH SERVICE GROUP	12/02/2024	12/18/2024	644.48	644.48	Open	N
	SQD 410 TIRES X2 - ORDERED AUG - RCVI	pziemer					12/18/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			644.48			
	Total for vendor 4310 - AUTOSMITH SERVICE GROUP:			644.48	644.48		
Vendor 0745 - BATTERIES PLUS:							
P78311006							
85927	BATTERIES PLUS	12/04/2024	12/18/2024	14.39	14.39	Open	N
	BATTERIES	pziemer					12/18/2024
225-2120-42210	OPERATING SUPPLIES			14.39			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
P78487602							
86043	BATTERIES PLUS	12/09/2024	12/18/2024	43.50	43.50	Open	N
	BATTERIES	pziemer					12/18/2024
225-2120-42210	OPERATING SUPPLIES			43.50			
	Total for vendor 0745 - BATTERIES PLUS:			57.89	57.89		

Vendor 3120 - BOLTON & MENK:

0350805							
86052	BOLTON & MENK	11/25/2024	12/18/2024	2,641.00	2,641.00	Open	N
	23:16 S. BRD RESURFACING 10/12/24-11/pziemer						12/18/2024
401-9030-43300-23:16	PROFESSIONAL SERVICES			2,641.00			
0351007							
86074	BOLTON & MENK	11/27/2024	12/18/2024	1,162.00	1,162.00	Open	N
	24:06 LAUREL ST BRIDGE	pziemer					12/18/2024
401-9030-43300-24:06	PROFESSIONAL SERVICES			1,162.00			
	Total for vendor 3120 - BOLTON & MENK:			3,803.00	3,803.00		

Vendor 0078 - BRAINERD LAKES AREA DEV C:

1025							
86036	BRAINERD LAKES AREA DEV C	12/10/2024	12/18/2024	2,000.00	2,000.00	Open	N
	EDA EXTERIOR IMPROVEMENT GRANT ADMIN/pziemer						12/18/2024
295-6510-43434	ECONOMIC INITIATIVES			2,000.00			
	Total for vendor 0078 - BRAINERD LAKES AREA DEV C:			2,000.00	2,000.00		

Vendor 0296 - BRAINERD PUBLIC UTILITIES:

12/11/24							
86046	BRAINERD PUBLIC UTILITIES	12/11/2024	12/18/2024	124,055.04	124,055.04	Open	N
	REMIT LOST THRU 12/11/24	pziemer					12/18/2024
251-9360-43467	REMIT LOCAL SALES TAX COLLECT			124,055.04			
12/11/24 - WAC							
86048	BRAINERD PUBLIC UTILITIES	12/11/2024	12/18/2024	40,000.00	40,000.00	Open	N
	REMITTANCE OF WAC DUE BY 1/1/25	pziemer					12/18/2024
233-0000-43430	MISCELLANEOUS			40,000.00			
	Total for vendor 0296 - BRAINERD PUBLIC UTILITIES:			164,055.04	164,055.04		

Vendor 4075 - BRAINERD TRUCK AND TRAILER LLC:

W6378							
86062	BRAINERD TRUCK AND TRAILER LLC	12/10/2024	12/18/2024	1,036.49	1,036.49	Open	N
	ENG 21 ANNUAL MAINT/OIL CHANGE	pziemer					12/18/2024
225-2220-42220	REPAIR & MAINT			1,036.49			
W6382							
86063	BRAINERD TRUCK AND TRAILER LLC	12/11/2024	12/18/2024	991.09	991.09	Open	N
	TOWER 20 -ANNUAL MAINT/INSPECTION	pziemer					12/18/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
225-2220-42220	REPAIR & MAINT			991.09			
	Total for vendor 4075 - BRAINERD TRUCK AND TRAILER LLC:			2,027.58	2,027.58		
Vendor 4369 - BREKKEN'S CLOTHIERS INC:							
617 LAUREL							
86022	BREKKEN'S CLOTHIERS INC	12/06/2024	12/18/2024	3,284.00	3,284.00	Open	N
	BRD EXTERIOR IMPROVEMENT GRANT	pziemer					12/18/2024
295-6510-43434	ECONOMIC INITIATIVES			3,284.00			
	Total for vendor 4369 - BREKKEN'S CLOTHIERS INC:			3,284.00	3,284.00		
Vendor 0092 - BRIAN'S WELDING:							
0054911							
86049	BRIAN'S WELDING	12/10/2024	12/18/2024	173.00	173.00	Open	N
	REPAIR WATER DROP TANK FRAME	pziemer					12/18/2024
225-2220-42220	REPAIR & MAINT			173.00			
	Total for vendor 0092 - BRIAN'S WELDING:			173.00	173.00		
Vendor 4209 - CALLTOWER:							
202258693							
85953	CALLTOWER	12/01/2024	12/18/2024	350.60	350.60	Open	N
	CALLTOWER 12/1/24-12/31/24	pziemer					12/18/2024
101-1800-43321	TELEPHONE			350.60			
	Total for vendor 4209 - CALLTOWER:			350.60	350.60		
Vendor 0102 - CANON FINANCIAL SERVICE:							
36645241							
85956	CANON FINANCIAL SERVICE	11/23/2024	12/18/2024	77.97	77.97	Open	N
	12/1/24-12/31/24 LIB COPIER CONTRACT	pziemer					12/18/2024
211-5505-43430	MISC - COPY MACHINE PYMTS			77.97			
36640855							
85957	CANON FINANCIAL SERVICE	11/22/2024	12/18/2024	19.73	19.73	Open	N
	12/1/24-12/31/24 LIB FAX CONTRACT	pziemer					12/18/2024
211-5505-43430	MISC - COPY MACHINE PYMTS			19.73			
	Total for vendor 0102 - CANON FINANCIAL SERVICE:			97.70	97.70		
Vendor 0307 - CENTERPOINT ENERGY:							
92166-0/OCT24/ENG							
85972	CENTERPOINT ENERGY	11/22/2024	12/18/2024	422.22	422.22	Open	N
	10/17/24-11/14/24 CITY HALL/ANNEX UT	pziemer					12/18/2024
101-1940-43380	UTILITIES			265.72			
101-1940-43380	UTILITIES			156.50			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
92166-0/OCT24/STRTS							
85973	CENTERPOINT ENERGY	11/22/2024	12/18/2024	228.31	228.31	Open	N
	10/17/24-11/14/24 STREETS -PW GARAGE	pziemer					12/18/2024
235-3100-43380	UTILITIES			228.31			
92166-0/OCT24/PKS							
85974	CENTERPOINT ENERGY	11/22/2024	12/18/2024	228.30	228.30	Open	N
	10/17/24-11/14/24 PARKS -PW GARAGE	pziemer					12/18/2024
230-5200-43380	UTILITIES			228.30			
92166-0/OCT24/FD							
85975	CENTERPOINT ENERGY	11/22/2024	12/18/2024	182.83	182.83	Open	N
	10/17/24-11/14/24 FIRE DEPT UTILITIES	pziemer					12/18/2024
225-2220-43380	UTILITIES			84.82			
225-2220-43380	UTILITIES			98.01			
92166-0/OCT24/PD							
85976	CENTERPOINT ENERGY	11/14/2024	12/18/2024	27.25	27.25	Open	N
	10/17/24-11/14/24 POLICE DEPT UTILIT	pziemer					12/18/2024
225-2120-43380	UTILITIES			27.25			
92166-0/OCT24/LIB							
85977	CENTERPOINT ENERGY	11/22/2024	12/18/2024	747.39	747.39	Open	N
	10/17/24-11/14/24 LIBRARY UTILITIES	pziemer					12/18/2024
211-5500-43380	UTILITIES			747.39			
Total for vendor 0307 - CENTERPOINT ENERGY:				1,836.30	1,836.30		

Vendor 1343 - CHARTER COMMUNICATIONS:

175587701112124

85928	CHARTER COMMUNICATIONS	11/21/2024	12/18/2024	46.85	46.85	Open	N
	BUSINESS TV	pziemer					12/18/2024
225-2120-43380	UTILITIES			46.85			
Total for vendor 1343 - CHARTER COMMUNICATIONS:				46.85	46.85		

Vendor 4269 - COLUMN SOFTWARE:

425BB603-0076

85968	COLUMN SOFTWARE	11/30/2024	12/18/2024	123.38	123.38	Open	N
	NOTICE: AT LARGE VACANCY 11-23-24	pziemer					12/18/2024
101-1410-43350	PRINTING/LEGAL PUBLICATION			123.38			

425BB603-0077

85969	COLUMN SOFTWARE	11/30/2024	12/18/2024	71.50	71.50	Open	N
	NOH: FRONTAGE RD VACATION 11-30-24	pziemer					12/18/2024
101-1700-43350	PRINTING/LEGAL PUBLICATION			71.50			

425BB603-0078

85970	COLUMN SOFTWARE	11/30/2024	12/18/2024	87.50	87.50	Open	N
	NOHL MADISON HEIGHTS VACATION 11-30-24	pziemer					12/18/2024
101-1700-43350	PRINTING/LEGAL PUBLICATION			87.50			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
425BB603-0079							
86060	COLUMN SOFTWARE	12/07/2024	12/18/2024	49.93	49.93	Open	N
	NOH: VARIANCE REQ: 313 J STREET	pziemer					12/18/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			49.93			
425BB603-0080							
86061	COLUMN SOFTWARE	12/03/2024	12/18/2024	49.93	49.93	Open	N
	NOH: PROP ORD - DESIGN STANDARD 12-3	pziemer					12/18/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			49.93			
	Total for vendor 4269 - COLUMN SOFTWARE:			382.24	382.24		

Vendor 0122 - COMMUNITY ACTION:

DEC 2024

86025	COMMUNITY ACTION	12/09/2024	12/18/2024	8,054.38	8,054.38	Open	N
	DEC 24 LEVY PAYMENT	pziemer					12/18/2024
101-9200-43460	REMIT COMMUNITY ACTION LEVY			8,054.38			
	Total for vendor 0122 - COMMUNITY ACTION:			8,054.38	8,054.38		

Vendor 4258 - CREDIT BUREAU OF ALEXANDRIA:

NOV 2024

86075	CREDIT BUREAU OF ALEXANDRIA	12/09/2024	12/18/2024	37.00	37.00	Open	N
	PRE-EMPLY CHECKS - L.ASBACH	pziemer					12/18/2024
101-1700-43300	PROFESSIONAL SERVICES			14.80			
230-5200-43300	PROFESSIONAL SERVICES			18.50			
235-3100-43300	PROFESSIONAL SERVICES			3.70			
	Total for vendor 4258 - CREDIT BUREAU OF ALEXANDRIA:			37.00	37.00		

Vendor 4163 - CUSTOMIZED FIRE RESCUE TRAINING:

2883

85828	CUSTOMIZED FIRE RESCUE TRAINING	11/26/2024	12/18/2024	1,500.00	1,500.00	Open	N
	10/21/24 SCBA CONFIDENCE CLASS	pziemer					12/18/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			1,500.00			
	Total for vendor 4163 - CUSTOMIZED FIRE RESCUE TRAINING:			1,500.00	1,500.00		

Vendor 0132 - CWC HIGHWAY DEPT:

7501

85816	CWC HIGHWAY DEPT	11/01/2024	12/18/2024	22,950.32	22,950.32	Open	N
	2024 PAVEMENT MARKING COST SHARE	pziemer					12/18/2024
401-9030-45530-24:04	CAPITAL-PYMTS TO CONTRACTS			22,950.32			
	Total for vendor 0132 - CWC HIGHWAY DEPT:			22,950.32	22,950.32		

Vendor 0133 - CWC RECORDER:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
1601 PINE ST							
85904	CWC RECORDER	12/02/2024	12/18/2024	46.00	46.00	Open	N
	RECORDING FEE - KUHN	pziemer					12/18/2024
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			46.00			
1816 PINE ST							
85925	CWC RECORDER	12/05/2024	12/18/2024	46.00	46.00	Open	N
	SCDP RECORDING FEE - KUKOWSKI	pziemer					12/18/2024
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			46.00			
1220 ROSEWOOD							
86030	CWC RECORDER	12/10/2024	12/18/2024	46.00	46.00	Open	N
	SCDP RECORDING FEE - FARNUM	pziemer					12/18/2024
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			46.00			
1603 PINE ST							
86031	CWC RECORDER	12/10/2024	12/18/2024	46.00	46.00	Open	N
	SCDP RECORDING FEE - LAYER	pziemer					12/18/2024
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			46.00			
22-08 DEF. ASSESSMEN							
86035	CWC RECORDER	12/09/2024	12/18/2024	46.00	46.00	Open	N
	1021 S 7TH ST - 22-08 DEFERRED ASSE	pziemer					12/18/2024
101-9200-43350	LEGAL PUBLICATIONS			46.00			
906 SE 12TH ST							
86053	CWC RECORDER	12/11/2024	12/18/2024	46.00	46.00	Open	N
	SCDP RECORDING FEE - HESS	pziemer					12/18/2024
202-6323-45510	SE BRD - CAPITAL - RESIDENTIAL			46.00			
24-11568							
86079	CWC RECORDER	12/10/2024	12/18/2024	46.00	46.00	Open	N
	CUP - 502 JUNIPER DOC #1004315	pziemer					12/18/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
24-11567							
86080	CWC RECORDER	12/10/2024	12/18/2024	46.00	46.00	Open	N
	CUP 203 HAWKINS DRIVE DOC#1004314	pziemer					12/18/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			46.00			
24-11565							
86081	CWC RECORDER	12/10/2024	12/18/2024	92.00	92.00	Open	N
	CUP/VARIANCE 524 8TH ST N DOC#100431	pziemer					12/18/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			92.00			
24-11563							
86082	CWC RECORDER	12/10/2024	12/18/2024	92.00	92.00	Open	N
	CUP/VARIANCE 722 LAUREL DOC#100437-1	pziemer					12/18/2024
101-2400-43350	PRINTING/LEGAL PUBLICATION			92.00			
Total for vendor 0133 - CWC RECORDER:				552.00	552.00		

Vendor 0135 - CWC TREASURER:

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
7527/CH							
85959	CWC TREASURER	12/01/2024	12/18/2024	7,975.00	7,975.00	Open	N
	DEC 24 SHARED SERVICES	pziemer					12/18/2024
101-9200-43300	PROFESSIONAL SERVICES			7,975.00			
7527/LIB							
85960	CWC TREASURER	12/01/2024	12/18/2024	675.00	675.00	Open	N
	DEC 24 SHARED SERVICES - LIBRARY	pziemer					12/18/2024
211-5500-43300	PROFESSIONAL SERVICES			675.00			
	Total for vendor 0135 - CWC TREASURER:			8,650.00	8,650.00		
Vendor 3438 - DAHLHEIMER BEVERAGE:							
2340846							
85945	DAHLHEIMER BEVERAGE	12/02/2024	12/18/2024	319.50	319.50	Open	N
	JANITORIAL SUPPLIES - PARKS	pziemer					12/18/2024
230-5200-42220	REPAIR & MAINT			319.50			
	Total for vendor 3438 - DAHLHEIMER BEVERAGE:			319.50	319.50		
Vendor 1381 - DECHANTAL EXCAVATING LLC:							
23:11 PAY REQ 1							
85961	DECHANTAL EXCAVATING LLC	11/19/2024	12/18/2024	58,559.98	58,559.98	Open	N
	O ST OUTFALL RECONSTRUCTION THRU 11/1	pziemer					12/18/2024
401-9030-45530-23:11	CAPITAL-PYMTS TO CONTRACTS			58,559.98			
	Total for vendor 1381 - DECHANTAL EXCAVATING LLC:			58,559.98	58,559.98		
Vendor 4155 - DEHN, JESSIE:							
11/22/24							
85918	DEHN, JESSIE	12/04/2024	12/18/2024	188.94	188.94	Open	N
	MILEAGE REIMB. APWA CONF -J.DEHN	pziemer					12/18/2024
101-1700-43330	PROFESSIONAL DEVELOPMENT			188.94			
	Total for vendor 4155 - DEHN, JESSIE:			188.94	188.94		
Vendor 3353 - DTM FLEET SERVICE:							
2243							
85929	DTM FLEET SERVICE	12/03/2024	12/18/2024	8,055.36	8,055.36	Open	N
	SQD 415 NEW BUILD	pziemer					12/18/2024
400-9050-45530	CAPITAL - OTHER			8,055.36			
2244							
85930	DTM FLEET SERVICE	12/03/2024	12/18/2024	8,257.43	8,257.43	Open	N
	SQD 414 NEW BUILD	pziemer					12/18/2024
400-9050-45530	CAPITAL - OTHER			8,257.43			
	Total for vendor 3353 - DTM FLEET SERVICE:			16,312.79	16,312.79		
Vendor 1859 - ENTERPRISE FM TRUST:							

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
FBN5204307							
86004	ENTERPRISE FM TRUST	12/05/2024	12/18/2024	890.66	890.66	Open	N
	DEC 24 COM DEV VEHICLE LEASES	pziemer					12/18/2024
101-2400-43331	LEASE EXPENSE			890.66			
FBN5204307/ENG							
86005	ENTERPRISE FM TRUST	12/05/2024	12/18/2024	2,559.21	2,559.21	Open	N
	DEC 24 ENG DEPT VEHICLE LEASES	pziemer					12/18/2024
101-1700-43331	LEASE PAYMENTS			1,703.92			
238-3160-43331	LEASE PAYMENTS			855.29			
FBN5204307/FD							
86006	ENTERPRISE FM TRUST	12/05/2024	12/18/2024	8,610.35	8,610.35	Open	N
	DEC 24 FIRE DEPT VEHICLE LEASES	pziemer					12/18/2024
225-2220-43331	LEASED PAYMENTS			8,610.35			
FBN5204307/PD							
86007	ENTERPRISE FM TRUST	12/05/2024	12/18/2024	13,911.42	13,911.42	Open	N
	DEC 24 POLICE DEPT VEHICLE LEASES	pziemer					12/18/2024
225-2120-43331	LEASED PAYMENTS			13,911.42			
FBN5204307/PARKS							
86008	ENTERPRISE FM TRUST	12/05/2024	12/18/2024	5,880.79	5,880.79	Open	N
	DEC 24 PARKS DEPT VEHICLE LEASES	pziemer					12/18/2024
230-5200-43331	LEASE PAYMENTS			5,880.79			
FBN5204307/STRTS							
86009	ENTERPRISE FM TRUST	12/05/2024	12/18/2024	5,964.31	5,964.31	Open	N
	DEC 24 STREET DEPT VEHICLE LEASES	pziemer					12/18/2024
235-3100-43331	LEASE PAYMENTS			4,085.15			
237-3190-43331	LEASE PAYMENTS			1,879.16			
Total for vendor 1859 - ENTERPRISE FM TRUST:				37,816.74	37,816.74		

Vendor 3480 - FALLS FLAG SOURCE:

26241							
86051	FALLS FLAG SOURCE	11/01/2024	12/18/2024	650.00	650.00	Open	N
	QTY 10 FLAGS - DOWNTOWN	pziemer					12/18/2024
101-1940-42220	REPAIR & MAINT			650.00			
Total for vendor 3480 - FALLS FLAG SOURCE:				650.00	650.00		

Vendor 4154 - FLAHERTY & HOOD, P.A.:

22279							
85964	FLAHERTY & HOOD, P.A.	12/06/2024	12/18/2024	1,539.15	1,539.15	Open	N
	LABOR AND CONSULTING SVCS	pziemer					12/18/2024
101-0000-14100	DUE FROM COMPONENT UNIT			1,539.15			
Total for vendor 4154 - FLAHERTY & HOOD, P.A.:				1,539.15	1,539.15		

Vendor 3402 - FLEETPRIDE:

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	GL Distribution GRANT						
122049025							
86070	FLEETPRIDE	12/11/2024	12/18/2024	217.22	217.22	Open	N
	TRUCKS 108 & 109 TURN SIGNALS	pziemer					12/18/2024
235-3125-42220	REPAIR & MAINT			217.22			
	Total for vendor 3402 - FLEETPRIDE:			217.22	217.22		

Vendor 0071 - FORUM COMMUNICATIONS COMPANY:

MP3161231124

85955	FORUM COMMUNICATIONS COMPANY	11/30/2024	12/18/2024	1,209.00	1,209.00	Open	N
	JOB POSTING - PW ADMIN/REC SPECIALIST	pziemer					12/18/2024
101-1700-43350	PRINTING/LEGAL PUBLICATION			241.80			
230-5200-43350	PRINTING/LEGAL PUBLICATION			302.25			
235-3100-43350	PRINTING/LEGAL PUBLICATION			60.45			
230-5200-43350	PRINTING/LEGAL PUBLICATION			604.50			
	Total for vendor 0071 - FORUM COMMUNICATIONS COMPANY:			1,209.00	1,209.00		

Vendor 3213 - GRAINGER:

9338052930

85965	GRAINGER	12/06/2024	12/18/2024	32.94	32.94	Open	N
	STEPLADDER SAFETY LABELS	pziemer					12/18/2024
230-5200-42220	REPAIR & MAINT			32.94			
	Total for vendor 3213 - GRAINGER:			32.94	32.94		

Vendor 3011 - GUARDIAN PEST CONTROL INC:

2619819

86071	GUARDIAN PEST CONTROL INC	11/01/2024	12/18/2024	59.00	59.00	Open	N
	PEST CONTROL - FD	pziemer					12/18/2024
225-2220-42221	R&M BUILDING			59.00			
	Total for vendor 3011 - GUARDIAN PEST CONTROL INC:			59.00	59.00		

Vendor 4368 - HABIGHORST, MIKE:

11/22/24

86003	HABIGHORST, MIKE	11/22/2024	12/18/2024	188.94	188.94	Open	N
	REIMB: MILEAGE, APWA-MN CONFERENCE P	pziemer					12/18/2024
101-1700-43330	PROFESSIONAL DEVELOPMENT			188.94			
	Total for vendor 4368 - HABIGHORST, MIKE:			188.94	188.94		

Vendor 0200 - HEARTLAND ANIMAL RESCUE:

NOV 2024

85971	HEARTLAND ANIMAL RESCUE	11/30/2024	12/18/2024	4,566.33	4,566.33	Open	N
	NOV 24 BOARDING/ADMIN FEES	pziemer					12/18/2024
225-2700-43430	MISCELLANEOUS			2,647.00			
225-2700-43300	PROFESSIONAL SERVICES			1,919.33			
	Total for vendor 0200 - HEARTLAND ANIMAL RESCUE:			4,566.33	4,566.33		

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Vendor 0209 - HEARTLAND TIRE INC.:							
3053200 85931	HEARTLAND TIRE INC. SQD 412 TIRE	11/05/2024 pziemer	12/18/2024	305.63	305.63	Open	N 12/18/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			305.63			
3054000 85932	HEARTLAND TIRE INC. SQD 432 TIRE PRESSURE SENSOR	12/02/2024 pziemer	12/18/2024	254.12	254.12	Open	N 12/18/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			254.12			
	Total for vendor 0209 - HEARTLAND TIRE INC.:			559.75	559.75		
Vendor 0356 - HIRSHFIELD'S DECORATING:							
09345672 86064	HIRSHFIELD'S DECORATING GREEN PAINT - JCP	12/11/2024 pziemer	12/18/2024	41.99	41.99	Open	N 12/18/2024
230-5200-42220	REPAIR & MAINT			41.99			
	Total for vendor 0356 - HIRSHFIELD'S DECORATING:			41.99	41.99		
Vendor 0634 - HUBBARD RADIO BRAINERD:							
MC-1241176353 85962	HUBBARD RADIO BRAINERD NOV 24 TRANSIT RADIO ADS	11/30/2024 pziemer	12/18/2024	2,466.00	2,466.00	Open	N 12/18/2024
203-9000-43340	ADVERTISING/MARKETING			2,466.00			
	Total for vendor 0634 - HUBBARD RADIO BRAINERD:			2,466.00	2,466.00		
Vendor 0769 - HYTEC CONSTRUCTION INC:							
14803 85814	HYTEC CONSTRUCTION INC POLICE DEPT EXTERIOR - PAY REQ 2	11/26/2024 pziemer	12/18/2024	25,617.70	25,617.70	Open	N 12/18/2024
400-9050-45530	CAPITAL - OTHER			25,617.70			
14823 86058	HYTEC CONSTRUCTION INC JCP WARMING HOUSE - DOOR REPLACEMENT	11/30/2024 pziemer	12/18/2024	5,842.00	5,842.00	Open	N 12/18/2024
230-5200-42220	REPAIR & MAINT			5,842.00			
	Total for vendor 0769 - HYTEC CONSTRUCTION INC:			31,459.70	31,459.70		
Vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:							
IN4706249 85933	INNOVATIVE OFFICE SOLUTIONS LLC STICKY NOTES, DESK CALENDAR, OFFICE	11/28/2024 pziemer	12/18/2024	45.75	45.75	Open	N 12/18/2024
225-2120-42200	OFFICE SUPPLIES			45.75			

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	GL Distribution GRANT						
IN4713573							
86037	INNOVATIVE OFFICE SOLUTIONS LLC	12/10/2024	12/18/2024	57.54	57.54	Open	N
	TONER	pziemer					12/18/2024
225-2120-42200	OFFICE SUPPLIES			57.54			
IN4715285							
86055	INNOVATIVE OFFICE SOLUTIONS LLC	12/11/2024	12/18/2024	140.25	140.25	Open	N
	RECORDS TONER, INDEX CARDS, ENVELOPE	pziemer					12/18/2024
225-2120-42200	OFFICE SUPPLIES			140.25			
Total for vendor 3202 - INNOVATIVE OFFICE SOLUTIONS LLC:				243.54	243.54		

Vendor 3488 - JEFFERSON FIRE & SAFETY:

IN321055							
85817	JEFFERSON FIRE & SAFETY	11/29/2024	12/18/2024	88.73	88.73	Open	N
	FLIR POGO PIN ASSEMBLY	pziemer					12/18/2024
225-2220-42220	REPAIR & MAINT			88.73			
PB001901							
85939	JEFFERSON FIRE & SAFETY	12/06/2024	12/18/2024	3,397.16	3,397.16	Open	N
	QTY 4 SETS OF PROTECTIVE GEAR	pziemer					12/18/2024
225-2220-42250	PERSONAL PROTECTIVE GEAR			3,397.16			
11/20/24							
85958	JEFFERSON FIRE & SAFETY	11/20/2024	12/18/2024	3,768.60	3,768.60	Open	N
	FIRE HOSE X8	pziemer					12/18/2024
225-2220-42210	OPERATING SUPPLIES			3,768.60			
IN321322							
86001	JEFFERSON FIRE & SAFETY	12/09/2024	12/18/2024	1,150.00	1,150.00	Open	N
	QTY 10 CLASS A FOAM	pziemer					12/18/2024
225-2220-42210	OPERATING SUPPLIES			1,150.00			
Total for vendor 3488 - JEFFERSON FIRE & SAFETY:				8,404.49	8,404.49		

Vendor 0220 - KENNEDY & GRAVEN:

185248							
86050	KENNEDY & GRAVEN	12/09/2024	12/18/2024	66.00	66.00	Open	N
	SALE OF INDUSTRIAL PARK LOTS THRU 11/	pziemer					12/18/2024
295-0000-20600	DEPOSITS PAYABLE			66.00			
Total for vendor 0220 - KENNEDY & GRAVEN:				66.00	66.00		

Vendor 0017 - KEVTEL CORPORATION:

I-12042024							
85815	KEVTEL CORPORATION	12/02/2024	12/18/2024	5,194.00	5,194.00	Open	N
	2025 2-WAY TOWER RENTAL	pziemer					12/18/2024
203-0000-15510	PREPAID OTHER			5,194.00			
Total for vendor 0017 - KEVTEL CORPORATION:				5,194.00	5,194.00		

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	GL Distribution GRANT						
Vendor 0221 - KITCHIGAMI REG LIBRARY:							
BR2024-2							
85818	KITCHIGAMI REG LIBRARY	12/02/2024	12/18/2024	39,750.00	39,750.00	Open	N
	2ND HALF 2024 LEVY PAYMENT	pziemer					12/18/2024
211-5500-43450	KITCHIGAMI REGIONAL LIBR PYMT			39,750.00			
	Total for vendor 0221 - KITCHIGAMI REG LIBRARY:			39,750.00	39,750.00		
Vendor 2058 - LAKES AREA HUMAN RESOURCE ASSN:							
1209							
85997	LAKES AREA HUMAN RESOURCE ASSN	12/03/2024	12/18/2024	225.00	225.00	Open	N
	2025 MEMBERSHIP DUES K.SCHUBERT	pziemer					12/18/2024
101-1400-43433	DUES & SUBSCRIPTIONS			225.00			
1210							
86021	LAKES AREA HUMAN RESOURCE ASSN	12/03/2024	12/18/2024	225.00	225.00	Open	N
	2025 MEMBERSHIP DUES -B.BOSER	pziemer					12/18/2024
101-1400-43433	DUES & SUBSCRIPTIONS			225.00			
	Total for vendor 2058 - LAKES AREA HUMAN RESOURCE ASSN:			450.00	450.00		
Vendor 0313 - LAKES AREA SENIOR CENTER:							
DEC 2024							
86026	LAKES AREA SENIOR CENTER	12/09/2024	12/18/2024	8,054.38	8,054.38	Open	N
	DEC 24 LEVY PAYMENT	pziemer					12/18/2024
101-9200-43461	REMIT SENIOR CITIZEN LEVY			8,054.38			
	Total for vendor 0313 - LAKES AREA SENIOR CENTER:			8,054.38	8,054.38		
Vendor 4373 - LITTLE FALLS AUTO & TRANSMISSION:							
34094							
86033	LITTLE FALLS AUTO & TRANSMISSION	11/20/2024	12/18/2024	5,774.85	5,774.85	Open	N
	BUS 161 TRANSMISSION REPAIRS - LESS	pziemer					12/18/2024
203-9000-42220	REPAIR & MAINT			5,774.85			
	Total for vendor 4373 - LITTLE FALLS AUTO & TRANSMISSION:			5,774.85	5,774.85		
Vendor 0239 - MACQUEEN EQUIPMENT INC:							
P61379							
85831	MACQUEEN EQUIPMENT INC	11/27/2024	12/18/2024	179.97	179.97	Open	N
	SEWER CAMERA O-RING KIT	pziemer					12/18/2024
238-3160-42220	REPAIR & MAINT			179.97			
030397							
85896	MACQUEEN EQUIPMENT INC	11/27/2024	12/18/2024	4,174.57	4,174.57	Open	N
	QTY 8 HELMETS & FOAM JET	pziemer					12/18/2024
225-2220-42210	OPERATING SUPPLIES			334.57			
225-2220-42250	PERSONAL PROTECTIVE GEAR			3,840.00			
	Total for vendor 0239 - MACQUEEN EQUIPMENT INC:			4,354.54	4,354.54		

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Vendor 1753 - MARCO:							
INV13240407 85899	MARCO INTUNE DEPLOYMENT SUPPORT	11/27/2024 pziemer	12/18/2024	1,725.00	1,725.00	Open	N 12/18/2024
101-1800-43300	PROFESSIONAL SERVICES			1,725.00			
INV13276785 86065	MARCO RENEW EXPIRED EXCHANGE CERTIFICATE	12/09/2024 pziemer	12/18/2024	57.50	57.50	Open	N 12/18/2024
101-1800-43309	COMPUTER SUPPORT			57.50			
Total for vendor 1753 - MARCO:				1,782.50	1,782.50		
Vendor 1384 - MARTIN-MCALLISTER:							
16525 85934	MARTIN-MCALLISTER POLICE ASSESSMENT/POTENTIAL HIRE	11/30/2024 pziemer	12/18/2024	625.00	625.00	Open	N 12/18/2024
225-2120-43300	PROFESSIONAL SERVICES			625.00			
Total for vendor 1384 - MARTIN-MCALLISTER:				625.00	625.00		
Vendor 0889 - MENARDS - BAXTER:							
34322 85917	MENARDS - BAXTER SLEDS FOR BIG SEV - MAYOR	12/05/2024 pziemer	12/18/2024	119.94	119.94	Open	N 12/18/2024
245-1310-43430	MISCELLANEOUS			119.94			
Total for vendor 0889 - MENARDS - BAXTER:				119.94	119.94		
Vendor 3394 - MIDWEST MACHINERY CO:							
10315373 85999	MIDWEST MACHINERY CO SCRATCHER BLADES	12/09/2024 pziemer	12/18/2024	49.98	49.98	Open	N 12/18/2024
235-3125-42220	REPAIR & MAINT			49.98			
Total for vendor 3394 - MIDWEST MACHINERY CO:				49.98	49.98		
Vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:							
2024558 85825	MINNESOTA/WISCONSIN PLAYGROUND MEMORIAL BENCH	11/01/2024 pziemer	12/18/2024	1,148.00	1,148.00	Open	N 12/18/2024
230-5225-42220	REPAIR & MAINT			1,148.00			
Total for vendor 1877 - MINNESOTA/WISCONSIN PLAYGROUND:				1,148.00	1,148.00		
Vendor 0264 - MN DEPT LABOR & INDUSTRY:							

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
ABR0342694X							
86076	MN DEPT LABOR & INDUSTRY	11/30/2024	12/18/2024	10.00	10.00	Open	N
	PRESSURE VESSEL -STRTS GARAGE	pziemer					12/18/2024
235-3100-42220	REPAIR & MAINT			10.00			
ABR0342831X							
86077	MN DEPT LABOR & INDUSTRY	11/30/2024	12/18/2024	20.00	20.00	Open	N
	CITY HALL BOILER	pziemer					12/18/2024
101-1940-42220	REPAIR & MAINT			20.00			
ABR0342032X							
86078	MN DEPT LABOR & INDUSTRY	11/30/2024	12/18/2024	10.00	10.00	Open	N
	PRESSURE VESSEL	pziemer					12/18/2024
230-5200-42220	REPAIR & MAINT			10.00			
Total for vendor 0264 - MN DEPT LABOR & INDUSTRY:				40.00	40.00		
Vendor 1021 - MOTOROLA:							
8282024940							
86054	MOTOROLA	11/18/2024	12/18/2024	17,749.92	17,749.92	Open	N
	QTY 3 RADIO/PAGER FOR FD	pziemer					12/18/2024
404-9055-45580	CAPITAL - 800 MHZ RADIOS			17,749.92			
Total for vendor 1021 - MOTOROLA:				17,749.92	17,749.92		
Vendor 3168 - MOTORS-N-MORE:							
30889							
85935	MOTORS-N-MORE	12/03/2024	12/18/2024	202.69	202.69	Open	N
	SQD 432 OXYGEN SENSOR	pziemer					12/18/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			202.69			
30906							
86044	MOTORS-N-MORE	12/10/2024	12/18/2024	53.45	53.45	Open	N
	SQD 410 OIL CHANGE/TIRES ROTATE	pziemer					12/18/2024
225-2120-42221	SQUAD CAR REPAIR SUPPLIES			53.45			
Total for vendor 3168 - MOTORS-N-MORE:				256.14	256.14		
Vendor 0273 - NAPA AUTO PARTS:							
762348							
85822	NAPA AUTO PARTS	11/27/2024	12/18/2024	173.51	173.51	Open	N
	TRUCK 106 BATTERY REPLACEMENT	pziemer					12/18/2024
235-3125-42220	REPAIR & MAINT			173.51			
765203							
86042	NAPA AUTO PARTS	12/09/2024	12/18/2024	146.49	146.49	Open	N
	TRUCK 105 FRONT PLOW JACK	pziemer					12/18/2024
235-3125-42220	REPAIR & MAINT			146.49			
Total for vendor 0273 - NAPA AUTO PARTS:				320.00	320.00		

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
Vendor 4371 - NOBLE CAUSE TRAINING & DEVELOPMENT:							
12/5/24							
86019	NOBLE CAUSE TRAINING & DEVELOPMENT	12/05/2024	12/18/2024	250.00	250.00	Open	N
	702 POLICE PERFORMANCE APPRAISAL TRN	pziemer					12/18/2024
225-2131-43330	PROFESSIONAL DEVELOPMENT			250.00			
Total for vendor 4371 - NOBLE CAUSE TRAINING & DEVELOPMENT:				250.00	250.00		

Vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:

NOV 24/PD							
85979	NORTH COUNTRY JANITORIAL & SUPPLY I	12/02/2024	12/18/2024	1,093.00	1,093.00	Open	N
	NOV 24 POLICE DEPT JANITORIAL	pziemer					12/18/2024
225-2120-43300	PROFESSIONAL SERVICES			1,093.00			
NOV 24/CH							
85980	NORTH COUNTRY JANITORIAL & SUPPLY I	12/02/2024	12/18/2024	1,077.00	1,077.00	Open	N
	NOV 24 CITY HALL JANITORIAL	pziemer					12/18/2024
101-1940-43300	PROFESSIONAL SERVICES			1,077.00			
NOV 24/FD							
85981	NORTH COUNTRY JANITORIAL & SUPPLY I	12/02/2024	12/18/2024	383.00	383.00	Open	N
	NOV 24 FIRE DEPT JANITORIAL	pziemer					12/18/2024
225-2220-43300	PROFESSIONAL SERVICES			383.00			
NOV 24/PW GARAGE							
85982	NORTH COUNTRY JANITORIAL & SUPPLY I	12/02/2024	12/18/2024	382.00	382.00	Open	N
	NOV 24 PUBLIC WORKS GARAGE	pziemer					12/18/2024
235-3100-43300	PROFESSIONAL SERVICES			191.00			
230-5200-43300	PROFESSIONAL SERVICES			191.00			
Total for vendor 3018 - NORTH COUNTRY JANITORIAL & SUPPLY I:				2,935.00	2,935.00		

Vendor 1153 - NORTHLAND ARBORETUM:

DEC 2024							
86027	NORTHLAND ARBORETUM	12/09/2024	12/18/2024	8,054.38	8,054.38	Open	N
	DEC 24 LEVY PAYMENT	pziemer					12/18/2024
101-9200-43462	REMIT ARBORETUM LEVY			8,054.38			
Total for vendor 1153 - NORTHLAND ARBORETUM:				8,054.38	8,054.38		

Vendor 0736 - NORTHLAND FIRE PROTECTION:

60848							
85941	NORTHLAND FIRE PROTECTION	11/22/2024	12/18/2024	690.00	690.00	Open	N
	ANNUAL FIRE ALARM INSPECTION FD	pziemer					12/18/2024
225-2220-43300	PROFESSIONAL SERVICES			690.00			
60997							
85942	NORTHLAND FIRE PROTECTION	12/06/2024	12/18/2024	744.10	744.10	Open	N
	SERVICE/RE-CERT HAND HELD EXTINGUISH	pziemer					12/18/2024
225-2220-43300	PROFESSIONAL SERVICES			744.10			

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Inv Num Inv Ref# GL Distribution	Vendor Description GRANT	Inv Date Entered By	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
60981 85943	NORTHLAND FIRE PROTECTION ONE YEAR FIRE ALARM MONITORING 225-2220-43300	12/02/2024 pziemer	12/18/2024	360.00 360.00	360.00	Open	N 12/18/2024
61013 86073	NORTHLAND FIRE PROTECTION SERVICE/RECERT FIRE EXTINGUISHERS LIF 211-5500-43430	12/06/2024 pziemer	12/18/2024	423.90 423.90	423.90	Open	N 12/18/2024
Total for vendor 0736 - NORTHLAND FIRE PROTECTION:				2,218.00	2,218.00		
Vendor 4062 - NOVACARE REHABILITATION:							
848145037 85900	NOVACARE REHABILITATION FITNESS TESTING/POTENTIAL HIRE 225-2120-43300	11/20/2024 pziemer	12/18/2024	185.00 185.00	185.00	Open	N 12/18/2024
Total for vendor 4062 - NOVACARE REHABILITATION:				185.00	185.00		
Vendor 0284 - OFFICE SHOP:							
334114-0 85813	OFFICE SHOP COPIER CONTRACT FD 225-2220-43331	11/27/2024 pziemer	12/18/2024	103.56 103.56	103.56	Open	N 12/18/2024
1146351-0 85901	OFFICE SHOP SQUAD ROOM REMODEL - FURNITURE 400-9050-45530	11/01/2024 pziemer	12/18/2024	22,505.00 22,505.00	22,505.00	Open	N 12/18/2024
1148748-0 86000	OFFICE SHOP CANNED DUSTER 235-3100-42200	11/26/2024 pziemer	12/18/2024	36.55 36.55	36.55	Open	N 12/18/2024
1149221-0 86059	OFFICE SHOP ORGANIZER, LABELS, CALENDAR & OFFICE 101-1940-42200	12/10/2024 pziemer	12/18/2024	297.01 297.01	297.01	Open	N 12/18/2024
Total for vendor 0284 - OFFICE SHOP:				22,942.12	22,942.12		
Vendor 3634 - ONSITE MEDICAL SERVICES INC:							
245603 85998	ONSITE MEDICAL SERVICES INC ANNUAL HEARING TESTS 225-2120-43300	11/01/2024 pziemer	12/18/2024	775.00 775.00	775.00	Open	N 12/18/2024
Total for vendor 3634 - ONSITE MEDICAL SERVICES INC:				775.00	775.00		

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Vendor 0561 - PEOPLES SECURITY:							
258606							
85916	PEOPLES SECURITY	11/30/2024	12/18/2024	23.99	23.99	Open	N
	SECURITY SYSTEM MONITORING	pziemer					12/18/2024
211-5500-43430	MISCELLANEOUS			23.99			
Total for vendor 0561 - PEOPLES SECURITY:				23.99	23.99		
Vendor 0291 - PIKE PLUMBING AND HEATING:							
88787							
85812	PIKE PLUMBING AND HEATING	11/14/2024	12/18/2024	120.00	120.00	Open	N
	GGP - BACKFLOW PREVENTER TESTING	pziemer					12/18/2024
230-5200-42220	REPAIR & MAINT			120.00			
Total for vendor 0291 - PIKE PLUMBING AND HEATING:				120.00	120.00		
Vendor 0521 - PITNEY BOWES INC:							
3106958124							
86066	PITNEY BOWES INC	12/11/2024	12/18/2024	398.82	398.82	Open	N
	POSTAGE MACHINE 10/30/24-1/29/25	pziemer					12/18/2024
101-1940-43331	LEASE PAYMENTS			265.88			
101-0000-15510	PREPAID OTHER			132.94			
Total for vendor 0521 - PITNEY BOWES INC:				398.82	398.82		
Vendor 3027 - PRATT'S AFFORDABLE EXCAVATING INC.:							
5169							
86032	PRATT'S AFFORDABLE EXCAVATING INC.	12/06/2024	12/18/2024	17,210.00	17,210.00	Open	N
	EVERGREEN LANDING SEWER MAIN REPAIR	pziemer					12/18/2024
237-3190-42220	REPAIR & MAINT			17,210.00			
Total for vendor 3027 - PRATT'S AFFORDABLE EXCAVATING INC.:				17,210.00	17,210.00		
Vendor 0100 - PRINT SHOP INK:							
4056							
86034	PRINT SHOP INK	11/12/2024	12/18/2024	355.90	355.90	Open	N
	2024 TAX FORMS AP/PAYROLL	pziemer					12/18/2024
101-1400-42210	OPERATING SUPPLIES			355.90			
Total for vendor 0100 - PRINT SHOP INK:				355.90	355.90		
Vendor 4372 - PRO-TEC DESIGN INC:							
117005							
86038	PRO-TEC DESIGN INC	11/30/2024	12/18/2024	14,601.46	14,601.46	Open	N
	SECURITY CAMERAS: GGP, BRIDGE, LPW	pziemer					12/18/2024
400-9050-45530	CAPITAL - OTHER			14,601.46			

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	GL Distribution GRANT						
117061 86039	PRO-TEC DESIGN INC PARKS CAMERA 5-YEAR LICENSING	11/30/2024 pziemer	12/18/2024	4,759.78	4,759.78	Open	N 12/18/2024
Total for vendor 4372 - PRO-TEC DESIGN INC:				19,361.24	19,361.24		
Vendor 2775 - RAFFERTY'S PIZZA:							
120124 85978	RAFFERTY'S PIZZA MEALS FOR ELECTION JUDGES - GENERAL	12/01/2024 pziemer	12/18/2024	533.98	533.98	Open	N 12/18/2024
101-1410-43430	MISCELLANEOUS			533.98			
Total for vendor 2775 - RAFFERTY'S PIZZA:				533.98	533.98		
Vendor 4370 - RAGE HOLDINGS LLC:							
1111 OAK STREET 86028	RAGE HOLDINGS LLC BRD EXTERIOR IMPROVEMENT GRANT PROGRAM	12/06/2024 pziemer	12/18/2024	5,000.00	5,000.00	Open	N 12/18/2024
295-6510-43434	ECONOMIC INITIATIVES			5,000.00			
Total for vendor 4370 - RAGE HOLDINGS LLC:				5,000.00	5,000.00		
Vendor 3413 - RATWIK, ROSZAK AND MALONEY:							
OCT 2024 86047	RATWIK, ROSZAK AND MALONEY OCT 24 RETAINER/SPECIAL SERVICES	11/01/2024 pziemer	12/18/2024	14,528.92	14,528.92	Open	N 12/18/2024
101-1610-43301	CITY ATTORNEY			4,326.24			
101-0000-14100	DUE FROM COMPONENT UNIT			902.42			
101-1610-43301	CITY ATTORNEY			2,400.32			
101-0000-14100	DUE FROM COMPONENT UNIT			4,440.33			
101-2400-43405	NUISANCES			1,711.61			
401-9030-43300-23:13	PROFESSIONAL SERVICES			748.00			
Total for vendor 3413 - RATWIK, ROSZAK AND MALONEY:				14,528.92	14,528.92		
Vendor 1066 - SCHUBERT, KRIS:							
12/4/24 85984	SCHUBERT, KRIS REMIB MILEAGE - HR NETWORKING	12/04/2024 pziemer	12/18/2024	37.52	37.52	Open	N 12/18/2024
101-1400-43330	PROFESSIONAL DEVELOPMENT			37.52			
Total for vendor 1066 - SCHUBERT, KRIS:				37.52	37.52		
Vendor 0317 - SHORT ELLIOTT HENDRICKSON:							
478295 85823	SHORT ELLIOTT HENDRICKSON 23:13 WILLOW ROUNDABOUT THRU 10/31/24	11/22/2024 pziemer	12/18/2024	7,578.68	7,578.68	Open	N 12/18/2024
401-9030-43300-23:13	PROFESSIONAL SERVICES			7,578.68			

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
Total for vendor 0317 - SHORT ELLIOTT HENDRICKSON:				7,578.68	7,578.68		
Vendor 4302 - SPACES LLC:							
92891FCB-0003							
85827	SPACES LLC	11/29/2024	12/18/2024	80.00	80.00	Open	N
	CONFERENCE ROOM RENTAL	pziemer					12/18/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			80.00			
AB45BB4F-0002							
85936	SPACES LLC	11/29/2024	12/18/2024	40.00	40.00	Open	N
	CONFERENCE ROOM 11/14/24	pziemer					12/18/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			40.00			
Total for vendor 4302 - SPACES LLC:				120.00	120.00		
Vendor 4185 - SRF CONSULTING GROUP:							
16359.00-16							
85912	SRF CONSULTING GROUP	11/30/2024	12/18/2024	2,287.11	2,287.11	Open	N
	TH 210/LUM PARK PED BRIDGE STUDY THRU	pziemer					12/18/2024
229-9030-43300-23:06	PROFESSIONAL SERVICES			2,287.11			
16811.00-16							
85966	SRF CONSULTING GROUP	11/30/2024	12/18/2024	2,073.28	2,073.28	Open	N
	23:06 TH210 WATERMAIN/SAN/SWR RELOCAL	pziemer					12/18/2024
229-9030-43300-23:06	PROFESSIONAL SERVICES			2,073.28			
Total for vendor 4185 - SRF CONSULTING GROUP:				4,360.39	4,360.39		
Vendor 3138 - ST. LOUIS MRO INC.:							
63216							
85983	ST. LOUIS MRO INC.	11/01/2024	12/18/2024	59.00	59.00	Open	N
	PRE-EMPTY X2 AND DRUG FORMS	pziemer					12/18/2024
101-1700-43430	MISCELLANEOUS			9.80			
230-5200-43430	MISCELLANEOUS			12.25			
235-3100-43430	MISCELLANEOUS			2.45			
225-2120-43300	PROFESSIONAL SERVICES			24.50			
235-3100-43430	MISCELLANEOUS			4.45			
230-5200-43430	MISCELLANEOUS			3.33			
260-9020-43324	SAFETY TRAINING/PHYSICALS			2.22			
Total for vendor 3138 - ST. LOUIS MRO INC.:				59.00	59.00		
Vendor 2589 - STAPLES ADVANTAGE:							
6018235434							
86056	STAPLES ADVANTAGE	11/30/2024	12/18/2024	65.62	65.62	Open	N
	TONER - INVESTIGATOR OFFICE	pziemer					12/18/2024
225-2120-42200	OFFICE SUPPLIES			65.62			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
6018235435							
86057	STAPLES ADVANTAGE	11/30/2024	12/18/2024	82.48	82.48	Open	N
	FILE BOXES	pziemer					12/18/2024
225-2120-42200	OFFICE SUPPLIES			82.48			
	Total for vendor 2589 - STAPLES ADVANTAGE:			148.10	148.10		

Vendor 0322 - STREICHERS PROF EQUIP:

I1730758							
85937	STREICHERS PROF EQUIP	11/21/2024	12/18/2024	291.98	291.98	Open	N
	701 UNIFORM JACKET	pziemer					12/18/2024
225-2120-41113	UNIFORM ALLOWANCE			291.98			
I1731996							
85986	STREICHERS PROF EQUIP	12/02/2024	12/18/2024	39.98	39.98	Open	N
	721 - SR INITIAL ISSUE	pziemer					12/18/2024
225-2120-41113	UNIFORM ALLOWANCE			39.98			
I1732275							
85987	STREICHERS PROF EQUIP	12/03/2024	12/18/2024	18.99	18.99	Open	N
	717CG - INITIAL ISSUE	pziemer					12/18/2024
225-2120-41113	UNIFORM ALLOWANCE			18.99			
I1732779							
86045	STREICHERS PROF EQUIP	11/25/2024	12/18/2024	135.97	135.97	Open	N
	728 VEST CARRIER	pziemer					12/18/2024
225-2120-41113	UNIFORM ALLOWANCE			135.97			
	Total for vendor 0322 - STREICHERS PROF EQUIP:			486.92	486.92		

Vendor 4367 - SUPERFIT CANINE:

12042024							
85897	SUPERFIT CANINE	12/04/2024	12/18/2024	3,450.92	3,450.92	Open	N
	AVALANCHE PREPAREDNESS COURSE	pziemer					12/18/2024
225-2220-43330	PROFESSIONAL DEVELOPMENT			3,450.92			
	Total for vendor 4367 - SUPERFIT CANINE:			3,450.92	3,450.92		

Vendor 0325 - THELEN HTG & RFG CO:

23:26 PAY REQ 2							
85898	THELEN HTG & RFG CO	11/20/2024	12/18/2024	108,300.00	108,300.00	Open	N
	BRAINERD PD-RTU THRU 10/31/24	pziemer					12/18/2024
229-0000-45530-23:26	PYMTS TO CONTRACTORS			108,300.00			
	Total for vendor 0325 - THELEN HTG & RFG CO:			108,300.00	108,300.00		

Vendor 0334 - U.S. BANK:

7550461							
86040	U.S. BANK	11/25/2024	12/18/2024	500.00	500.00	Open	N
	MN GO BONDS 2023A	pziemer					12/18/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
401-9030-43300-21:12	PROFESSIONAL SERVICES			210.00			
101-0000-14100	DUE FROM COMPONENT UNIT			110.00			
101-0000-14100	DUE FROM COMPONENT UNIT			180.00			
Total for vendor 0334 - U.S. BANK:				500.00	500.00		

Vendor 4357 - URBAN COMPANIES LLC:

24:06 PAY REQ 2

86041	URBAN COMPANIES LLC	12/09/2024	12/18/2024	5,003.65	5,003.65	Open	N
	24:06 LAUREL ST BRIDGE REHAB THRU 12/pziemer						12/18/2024
401-9030-45530-24:06	CAPITAL-PYMTS TO CONTRACTS			5,003.65			
Total for vendor 4357 - URBAN COMPANIES LLC:				5,003.65	5,003.65		

Vendor 0039 - VESTIS:

2530343897

85819	VESTIS	11/28/2024	12/18/2024	62.35	62.35	Open	N
	RUGS AND OVERALLS	pziemer					12/18/2024
235-3100-43430	MISCELLANEOUS			62.35			
2530346395							
85914	VESTIS	12/05/2024	12/18/2024	86.63	86.63	Open	N
	COVERALLS, SHIRTS, AND MATS	pziemer					12/18/2024
235-3100-43430	MISCELLANEOUS			86.63			
Total for vendor 0039 - VESTIS:				148.98	148.98		

Vendor 0344 - WASTE PARTNERS INC:

4BX92176

85923	WASTE PARTNERS INC	11/30/2024	12/18/2024	102.83	102.83	Open	N
	NOV 24 LIBRARY WASTE REMOVAL	pziemer					12/18/2024
211-5500-43380	UTILITIES			102.83			
4BX92605							
85946	WASTE PARTNERS INC	11/30/2024	12/18/2024	163.05	163.05	Open	N
	NOV 24 CITY HALL WASTE REMOVAL	pziemer					12/18/2024
101-1940-43380	UTILITIES			163.05			
4BX92606							
85947	WASTE PARTNERS INC	11/30/2024	12/18/2024	204.75	204.75	Open	N
	NOV 24 DOWNTOWN WASTE REMOVAL	pziemer					12/18/2024
401-1003-43300	PROFESSIONAL SERVICES			204.75			
4BX92604							
85948	WASTE PARTNERS INC	11/30/2024	12/18/2024	128.70	128.70	Open	N
	NOV 24 FIRE DEPT WASTE REMOVAL	pziemer					12/18/2024
225-2220-43380	UTILITIES			128.70			
4BX92607							
85949	WASTE PARTNERS INC	11/30/2024	12/18/2024	315.40	315.40	Open	N
	NOV 24 PD WASTE REMOVAL	pziemer					12/18/2024
225-2120-43380	UTILITIES			315.40			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
4BX92609							
85950	WASTE PARTNERS INC	11/30/2024	12/18/2024	468.00	468.00	Open	N
	NOV 24 PARKS DEPT	pziemer					12/18/2024
	230-5200-43380 UTILITIES			468.00			
4BX92603							
85951	WASTE PARTNERS INC	11/30/2024	12/18/2024	128.70	128.70	Open	N
	NOV 24 PW GARAGE WASTE REMOVAL	pziemer					12/18/2024
	235-3100-43380 UTILITIES			64.35			
	230-5200-43380 UTILITIES			64.35			
4BX92608							
85952	WASTE PARTNERS INC	11/30/2024	12/18/2024	76.05	76.05	Open	N
	NOV 24 WASTE OIL LOCATION	pziemer					12/18/2024
	227-3230-43428 USED OIL RECYCLING EXPENSE			76.05			
	Total for vendor 0344 - WASTE PARTNERS INC:			1,587.48	1,587.48		

Vendor 0888 - WEST BRAINERD AUTO SERVICE:

047431							
85938	WEST BRAINERD AUTO SERVICE	11/27/2024	12/18/2024	45.00	45.00	Open	N
	TOW DWI ICR 24017047	pziemer					12/18/2024
	225-2120-42210 OPERATING SUPPLIES			45.00			
047553							
85988	WEST BRAINERD AUTO SERVICE	12/06/2024	12/18/2024	45.00	45.00	Open	N
	TOW: DRUGS ICR 24017369	pziemer					12/18/2024
	225-2120-42210 OPERATING SUPPLIES			45.00			
	Total for vendor 0888 - WEST BRAINERD AUTO SERVICE:			90.00	90.00		

Vendor 3199 - WEX BANK:

101434103/CDD							
85989	WEX BANK	11/29/2024	12/18/2024	111.06	111.06	Open	N
	NOV 2024 COM DEV FUEL	pziemer					12/18/2024
	101-2400-42212 MOTOR FUELS			111.06			
101434103/ENG							
85990*	WEX BANK	11/30/2024	12/18/2024	189.98	189.98	Open	N
	NOV 24 ENG DEPT FUEL	pziemer					12/18/2024
	401-9030-42212 MOTOR FUELS			88.95			
	401-9030-42212 MOTOR FUELS			(0.57)			
	238-3160-42212 MOTOR FUELS			101.60			
101434103/FD							
85991	WEX BANK	11/30/2024	12/18/2024	1,206.71	1,206.71	Open	N
	NOV 24 FIRE DEPT FUEL	pziemer					12/18/2024
	225-2220-42212 MOTOR FUELS			1,206.71			
101434103/PARKS							
85992	WEX BANK	11/30/2024	12/18/2024	599.32	599.32	Open	N
	NOV 24 PARKS DEPT FUEL	pziemer					12/18/2024

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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
230-5200-42212	MOTOR FUELS			599.32			
101434103/PD							
85993*	WEX BANK	11/30/2024	12/18/2024	4,288.39	4,288.39	Open	N
	NOV 24 POLICE DEPT FUEL	pziemer					12/18/2024
225-2120-42212	MOTOR FUELS			4,359.93			
225-2120-42212	MOTOR FUELS			(71.54)			
101434103/STRTS							
85994	WEX BANK	11/30/2024	12/18/2024	3,194.54	3,194.54	Open	N
	NOV 24 STREET DEPT FUEL	pziemer					12/18/2024
237-3190-42212	MOTOR FUELS			78.05			
235-3100-42212	MOTOR FUELS			3,116.49			
101434103/TRANSIT							
85995*	WEX BANK	11/30/2024	12/18/2024	6,135.19	6,135.19	Open	N
	NOV 24 TRANSIT FUEL	pziemer					12/18/2024
203-9000-42212	MOTOR FUELS			6,197.94			
203-9000-42212	MOTOR FUELS			(62.75)			
101434103/ADM							
85996	WEX BANK	11/30/2024	12/18/2024	(33.16)	(33.16)	Open	N
	NOV 24 WEX EDGE REBATE	pziemer					12/18/2024
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)			(33.16)			
Total for vendor 3199 - WEX BANK:				15,692.03	15,692.03		
Vendor 3899 - WEX HEALTH INC:							
0002059164-IN							
85967	WEX HEALTH INC	11/30/2024	12/18/2024	42.50	42.50	Open	N
	NOV 24 COBRA	pziemer					12/18/2024
101-9200-43300	PROFESSIONAL SERVICES			42.50			
Total for vendor 3899 - WEX HEALTH INC:				42.50	42.50		
Vendor 1159 - WINNERS TROPHY:							
13622/ADM							
86067	WINNERS TROPHY	12/11/2024	12/18/2024	30.00	30.00	Open	N
	COUNCIL NAMEPLATE - CHAMBERS	pziemer					12/18/2024
101-1110-43430	MISCELLANEOUS			30.00			
13622/ENG							
86068	WINNERS TROPHY	12/11/2024	12/18/2024	30.00	30.00	Open	N
	STAFF NAMEPLATE - CHAMBERS	pziemer					12/18/2024
101-1700-43430	MISCELLANEOUS			30.00			
13622/PARKS							
86069	WINNERS TROPHY	12/11/2024	12/18/2024	28.00	28.00	Open	N
	SOFTBALL AWARD - SUMMER 2024	pziemer					12/18/2024
230-5215-42210	OPERATING SUPPLIES			28.00			

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						
13619							
86072	WINNERS TROPHY	12/07/2024	12/18/2024	105.00	105.00	Open	N
	2024 FIREFIGHTER OF THE YEAR	pziemer					12/18/2024
	225-2220-42210	OPERATING SUPPLIES		105.00			
	Total for vendor 1159 - WINNERS TROPHY:			193.00	193.00		
Vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:							
125217							
85954	WRUCK SEWER & PORTABLE RENTAL LLC	11/01/2024	12/18/2024	505.00	505.00	Open	N
	OCT 2024 PORTABLE RENTALS	pziemer					12/18/2024
	230-5215-42210	OPERATING SUPPLIES		135.00			
	230-5200-43410	RENTAL EXPENSE		370.00			
	Total for vendor 4305 - WRUCK SEWER & PORTABLE RENTAL LLC:			505.00	505.00		
Vendor 1712 - WSB & ASSOCIATES:							
R-025844-000-4							
85826	WSB & ASSOCIATES	11/21/2024	12/18/2024	8,053.75	8,053.75	Open	N
	ARPA PROJECTS OCT 2024	pziemer					12/18/2024
	229-0000-43300-23:08	PROFESSIONAL SERVICES		2,684.58			
	229-0000-43300-23:09	PROFESSIONAL SERVICES		2,684.58			
	229-0000-43300-23:10	PROFESSIONAL SERVICES		2,684.59			
R-025844-000-5							
85963	WSB & ASSOCIATES	12/06/2024	12/18/2024	6,737.00	6,737.00	Open	N
	ARPA PROJECTS THRU 11/30/24	pziemer					12/18/2024
	229-0000-43300-23:08	PROFESSIONAL SERVICES		2,245.66			
	229-0000-43300-23:09	PROFESSIONAL SERVICES		2,245.67			
	229-0000-43300-23:10	PROFESSIONAL SERVICES		2,245.67			
	Total for vendor 1712 - WSB & ASSOCIATES:			14,790.75	14,790.75		
Vendor 0354 - ZIEGLER, INC:							
IN001725158							
85829	ZIEGLER, INC	11/29/2024	12/18/2024	202.73	202.73	Open	N
	TRUCK 106 MASTER SWITCH	pziemer					12/18/2024
	235-3125-42220	REPAIR & MAINT		202.73			
IN001723028							
85830	ZIEGLER, INC	11/27/2024	12/18/2024	7.14	7.14	Open	N
	LOADER 116 O-RING SEAL	pziemer					12/18/2024
	235-3125-42220	REPAIR & MAINT		7.14			
IN001730387							
85915	ZIEGLER, INC	12/05/2024	12/18/2024	165.22	165.22	Open	N
	GRADER 113 OIL FILTER, LUBE FILTER, (pziemer						12/18/2024
	235-3125-42220	REPAIR & MAINT		165.22			
	Total for vendor 0354 - ZIEGLER, INC:			375.09	375.09		

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GL Distribution GRANT

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3698 - AMAZON:

11/2/24							
85880	AMAZON	11/02/2024	12/18/2024	351.49	351.49	Open	N
	AWS OCT 2024	pziemer					12/18/2024
101-1800-43309	COMPUTER SUPPORT			351.49			
10/19/24							
85881	AMAZON	11/01/2024	12/18/2024	415.73	415.73	Open	N
	UNDER DESK COMPUTER MOUNTS X7	pziemer					12/18/2024
400-9050-45530	CAPITAL - OTHER			415.73			
10/24/24							
85885	AMAZON	11/01/2024	12/18/2024	20.98	20.98	Open	N
	IPHONE CASE - IT	pziemer					12/18/2024
101-1800-42210	OPERATING SUPPLIES			20.98			
11/4/24 - 3							
85886	AMAZON	11/04/2024	12/18/2024	39.98	39.98	Open	N
	TV WALL MOUNT QTY 2	pziemer					12/18/2024
101-1800-42210	OPERATING SUPPLIES			39.98			
11/7/24 - 3							
85887	AMAZON	11/07/2024	12/18/2024	81.00	81.00	Open	N
	CABLE LABELS QTY 2	pziemer					12/18/2024
101-1800-42210	OPERATING SUPPLIES			81.00			
11/4/24 - 4							
85888	AMAZON	11/04/2024	12/18/2024	219.98	219.98	Open	N
	KEYBOARD WALL MOUNTS QTY 2	pziemer					12/18/2024
101-1800-42210	OPERATING SUPPLIES			219.98			
11/19/24 - 2							
85890	AMAZON	11/19/2024	12/18/2024	(391.55)	(391.55)	Open	N
	RETUN UNDER MOUNTS - LESS SHIPPING	pziemer					12/18/2024
400-9050-45530	CAPITAL - OTHER			(391.55)			
10/30/24							
85895	AMAZON	11/01/2024	12/18/2024	(6.99)	(6.99)	Open	N
	CREDIT FOR IPHONE CASE - SHIPPED LAT	pziemer					12/18/2024
101-1800-42210	OPERATING SUPPLIES			(6.99)			
	Total for vendor 3698 - AMAZON:			730.62	730.62		

Vendor 0133 - CWC RECORDER:

W-24-17052							
85876	CWC RECORDER	11/01/2024	12/18/2024	10.00	10.00	Open	N
	CWC SELF SERVICE 1-DAY SUBSCRIPTION	pziemer					12/18/2024
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
	Total for vendor 0133 - CWC RECORDER:			10.00	10.00		

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PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3973 - FUSION LEARNING PARTNERS:

11/8/24							
85883	FUSION LEARNING PARTNERS	11/08/2024	12/18/2024	625.00	625.00	Open	N
	2024 MN IT CONFERENCE - SSTRONG	pziemer					12/18/2024
101-1800-43330	PROFESSIONAL DEVELOPMENT			625.00			
	Total for vendor 3973 - FUSION LEARNING PARTNERS:			625.00	625.00		

Vendor 1289 - INT'L CODE COUNCIL:

11/13/24							
85879	INT'L CODE COUNCIL	11/13/2024	12/18/2024	142.50	142.50	Open	N
	2024 MN COMMERCIAL CODE BOOK	pziemer					12/18/2024
101-2400-43435	BOOKS & PAMPHLETS			142.50			
	Total for vendor 1289 - INT'L CODE COUNCIL:			142.50	142.50		

Vendor 4192 - MARRIOTT:

11/21/24							
85882	MARRIOTT	11/21/2024	12/18/2024	461.78	461.78	Open	N
	HOTEL - MN IT CONFERENCE SSTRONG	pziemer					12/18/2024
101-1800-43330	PROFESSIONAL DEVELOPMENT			461.78			
	Total for vendor 4192 - MARRIOTT:			461.78	461.78		

Vendor 0517 - MCFOA:

10/29/24							
85878	MCFOA	11/01/2024	12/18/2024	50.00	50.00	Open	N
	MEMBERSHIP RENEW - C.HILLMAN	pziemer					12/18/2024
101-1400-43433	DUES & SUBSCRIPTIONS			50.00			
	Total for vendor 0517 - MCFOA:			50.00	50.00		

Vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:

11/18/24							
85872	MN STATE COLLEGES & UNIVERSITIES	11/18/2024	12/18/2024	575.00	575.00	Open	N
	CONCRETE FIELD INSPECTOR CLASS - 2025	pziemer					12/18/2024
101-0000-15510	PREPAID OTHER			575.00			
	Total for vendor 3871 - MN STATE COLLEGES & UNIVERSITIES:			575.00	575.00		

Vendor MISC - UDEMY:

11/19/24							
85884	UDEMY	11/19/2024	12/18/2024	37.75	37.75	Open	N
	PRACTICE EXAM -PERMIT TECH S.BESTUL	pziemer					12/18/2024
101-2400-43330	PROFESSIONAL DEVELOPMENT			37.75			
	Total for vendor MISC - UDEMY:			37.75	37.75		

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GL Distribution	GRANT						

PCard: 2257 U.S. BANK Card Holder: CITY HALL

Vendor 3028 - UNIVERSITY OF MINNESOTA:							
10/30/24							
85873	UNIVERSITY OF MINNESOTA	11/01/2024	12/18/2024	165.00	165.00	Open	N
	SWPPP RECERT E.PRATT 2025	pziemer					12/18/2024
101-1700-43330	PROFESSIONAL DEVELOPMENT			165.00			
Total for vendor 3028 - UNIVERSITY OF MINNESOTA:				165.00	165.00		

Vendor 3697 - USPS:							
11/7/24							
85874	USPS	12/04/2024	12/18/2024	9.68	9.68	Open	N
	POSTAGE -ANNEXATION MAILING	pziemer					12/18/2024
101-2400-43322	POSTAGE			9.68			
11/14/24 - 2							
85875	USPS	11/14/2024	12/18/2024	26.94	26.94	Open	N
	SHIPPING/INS TRANSIT TICKETS	pziemer					12/18/2024
203-9000-43322	POSTAGE			26.94			
Total for vendor 3697 - USPS:				36.62	36.62		

Vendor 3858 - ZOOM VIDEO COMMUNICATIONS:							
INV281470952							
85877	ZOOM VIDEO COMMUNICATIONS	11/18/2024	12/18/2024	31.98	31.98	Open	N
	ZOOM 11/18/24-12/17/24	pziemer					12/18/2024
101-1800-43309	COMPUTER SUPPORT			31.98			
Total for vendor 3858 - ZOOM VIDEO COMMUNICATIONS:				31.98	31.98		

Total PCard: 2257 U.S. BANK Card Holder: CITY HALL				2,866.25	2,866.25		
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Inv Ref#	Description	Entered By					Post Date

GL Distribution GRANT
PCard: 2257 U.S. BANK Card Holder: FIRE

Vendor 3866 - 5.11 TACTICAL:							
10/31/24							
85921	5.11 TACTICAL	11/01/2024	12/18/2024	168.00	168.00	Open	N
	UNIFORM PANTS	pziemer					12/18/2024
225-2220-41113	UNIFORM ALLOWANCE			168.00			
Total for vendor 3866 - 5.11 TACTICAL:				168.00	168.00		

Vendor 2392 - MENARDS:							
10/31/24							
85922	MENARDS	11/01/2024	12/18/2024	19.99	19.99	Open	N
	HDMI SPLITTER	pziemer					12/18/2024
225-2220-42210	OPERATING SUPPLIES			19.99			
Total for vendor 2392 - MENARDS:				19.99	19.99		

Total PCard: 2257 U.S. BANK Card Holder: FIRE	187.99	187.99
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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						

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

Vendor 3698 - AMAZON:

10/29/24 - 2

85862	AMAZON	11/01/2024	12/18/2024	14.79	14.79	Open	N
	VACUUM BAGS	pziemer					12/18/2024
211-5500-43430	MISCELLANEOUS			14.79			

11/4/24 - 2

85864	AMAZON	11/04/2024	12/18/2024	46.95	46.95	Open	N
	PLANNER, NOTEBOOKS, REPORT COVERS	pziemer					12/18/2024
211-5500-42200	OFFICE SUPPLIES			46.95			

11/7/24 - 2

85865	AMAZON	11/07/2024	12/18/2024	45.16	45.16	Open	N
	GAME SUPPLIES, CLEANING GLOVES	pziemer					12/18/2024
211-5501-43430	MISC - SPECIFIED DONATION USE			45.16			

10/28/24

85867	AMAZON	11/01/2024	12/18/2024	65.63	65.63	Open	N
	USB LIGHT, GAME PIECES, CRAFT, LABELS	pziemer					12/18/2024
211-5501-43430	MISC - SPECIFIED DONATION USE			65.63			
Total for vendor 3698 - AMAZON:				172.53	172.53		

Vendor 0160 - DEMCO INC:

10/28/24

85861	DEMCO INC	11/01/2024	12/18/2024	562.03	562.03	Open	N
	BOOK CART, READING INCENTIVES	pziemer					12/18/2024
211-5501-43430	MISC - SPECIFIED DONATION USE			562.03			

11/19/24

85866	DEMCO INC	11/19/2024	12/18/2024	157.06	157.06	Open	N
	BOOK REPAIR SUPPLIES, CHILDRENS WALL	pziemer					12/18/2024
211-5501-43430	MISC - SPECIFIED DONATION USE			157.06			

11/14/24

85870	DEMCO INC	11/14/2024	12/18/2024	107.10	107.10	Open	N
	PROGRAM INCENTIVES, DISPLAY RACKS	pziemer					12/18/2024
211-5501-43430	MISC - SPECIFIED DONATION USE			107.10			
Total for vendor 0160 - DEMCO INC:				826.19	826.19		

Vendor MISC - MAILCHIMP:

11/4/24

85863	MAILCHIMP	11/04/2024	12/18/2024	45.00	45.00	Open	N
	EMAIL SUBSCRIPTION SERVICE	pziemer					12/18/2024
211-5500-43430	MISCELLANEOUS			45.00			
Total for vendor MISC - MAILCHIMP:				45.00	45.00		

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BOTH OPEN AND PAID

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
GL Distribution GRANT							
PCard: 2257 U.S. BANK Card Holder: LIBRARY							
Vendor 0039 - VESTIS:							
10/31/24							
85868	VESTIS	11/01/2024	12/18/2024	71.10	71.10	Open	N
	RUG SERVICES	pziemer					12/18/2024
211-5500-43430	MISCELLANEOUS			71.10			
11/14/24							
85869	VESTIS	11/14/2024	12/18/2024	35.55	35.55	Open	N
	RUG SERVICE	pziemer					12/18/2024
211-5500-43430	MISCELLANEOUS			35.55			
11/21/24							
85871	VESTIS	11/21/2024	12/18/2024	35.55	35.55	Open	N
	RUG SERVICE	pziemer					12/18/2024
211-5500-43430	MISCELLANEOUS			35.55			
Total for vendor 0039 - VESTIS:				142.20	142.20		
Total PCard: 2257 U.S. BANK Card Holder: LIBRARY				1,185.92	1,185.92		

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

Vendor 4366 - MYSTIC LAKE CASINO HOTEL:							
11/22/24							
85892	MYSTIC LAKE CASINO HOTEL	11/22/2024	12/18/2024	291.58	291.58	Open	N
	HOTEL STAY CONFERENCE M.HABIGHORST	pziemer					12/18/2024
	101-1700-43330	PROFESSIONAL DEVELOPMENT		291.58			
11/22/24 - 2							
85893	MYSTIC LAKE CASINO HOTEL	11/22/2024	12/18/2024	291.58	291.58	Open	N
	HOTEL STAY CONFERENCE -J.DEHN	pziemer					12/18/2024
	101-1700-43330	PROFESSIONAL DEVELOPMENT		291.58			
	Total for vendor 4366 - MYSTIC LAKE CASINO HOTEL:			583.16	583.16		

Vendor 3697 - USPS:							
11/21/24 - 2							
85894	USPS	11/21/2024	12/18/2024	26.67	26.67	Open	N
	POSTAGE/INSURANCE TRANSIT TICKETS	pziemer					12/18/2024
	203-9000-43322	POSTAGE		26.67			
	Total for vendor 3697 - USPS:			26.67	26.67		

Total PCard: 2257 U.S. BANK Card Holder: PARKS				609.83	609.83		
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Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						

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

Vendor 3698 - AMAZON:

11/7/24							
85839	AMAZON	11/07/2024	12/18/2024	63.95	63.95	Open	N
	CUBICLE HOOKS	pziemer					12/18/2024
225-2120-42200	OFFICE SUPPLIES			63.95			
11/1/24							
85840	AMAZON	11/01/2024	12/18/2024	264.26	264.26	Open	N
	POWER STRIPS - SQD ROOM	pziemer					12/18/2024
400-9050-45530	CAPITAL - OTHER			264.26			
11/8/24 - 2							
85845	AMAZON	11/08/2024	12/18/2024	113.94	113.94	Open	N
	UNIFORM EAR PIECES X6	pziemer					12/18/2024
225-2120-41113	UNIFORM ALLOWANCE			113.94			
11/18/24							
85853	AMAZON	11/18/2024	12/18/2024	105.88	105.88	Open	N
	FLASH DRIVES	pziemer					12/18/2024
225-2120-42210	OPERATING SUPPLIES			105.88			
11/19/24							
85854	AMAZON	11/19/2024	12/18/2024	35.85	35.85	Open	N
	FLASH DRIVES/BUSINESS CARD HOLDERS	pziemer					12/18/2024
225-2120-42210	OPERATING SUPPLIES			35.85			
Total for vendor 3698 - AMAZON:				583.88	583.88		

Vendor 4255 - DANNER:

11/15/24							
85851	DANNER	11/15/2024	12/18/2024	144.00	144.00	Open	N
	715 INVESTIGATOR WEAR	pziemer					12/18/2024
225-2120-41113	UNIFORM ALLOWANCE			144.00			
Total for vendor 4255 - DANNER:				144.00	144.00		

Vendor MISC - DULUTH TRADING CO:

11/15/24							
85860	DULUTH TRADING CO	11/15/2024	12/18/2024	99.08	99.08	Open	N
	715 INVESTIGATOR WEAR	pziemer					12/18/2024
225-2120-41113	UNIFORM ALLOWANCE			99.08			
Total for vendor MISC - DULUTH TRADING CO:				99.08	99.08		

Vendor 2716 - FBI/LEEDA:

11/4/24							
85841	FBI/LEEDA	11/04/2024	12/18/2024	50.00	50.00	Open	N
	701 - FBI-LEEDA MEMBERSHIP	pziemer					12/18/2024

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

225-2120-43433	DUES & SUBSCRIPTIONS			50.00			
	Total for vendor 2716 - FBI/LEEDA:			50.00	50.00		

Vendor 2392 - MENARDS:

10/24/24

85832	MENARDS	11/01/2024	12/18/2024	23.49	23.49	Open	N
	EVIDENCE SUPPLIES	pziemer					12/18/2024
225-2120-42210	OPERATING SUPPLIES			23.49			
	Total for vendor 2392 - MENARDS:			23.49	23.49		

Vendor 4067 - MISSION CRITICAL CONCEPTS TRAINING:

11/22/24

85857	MISSION CRITICAL CONCEPTS TRAINING	11/22/2024	12/18/2024	1,099.00	1,099.00	Open	N
	729 TRT TRAINING - 2025	pziemer					12/18/2024
225-0000-15510	PREPAID OTHER			1,099.00			
	Total for vendor 4067 - MISSION CRITICAL CONCEPTS TRAINING:			1,099.00	1,099.00		

Vendor 0418 - MN CHIEF'S OF POLICE ASSO:

10/30/24

85838	MN CHIEF'S OF POLICE ASSO	11/01/2024	12/18/2024	137.00	137.00	Open	N
	200 PERMIT TO ACQUIRE CARDS	pziemer					12/18/2024
225-2120-42210	OPERATING SUPPLIES			137.00			
	Total for vendor 0418 - MN CHIEF'S OF POLICE ASSO:			137.00	137.00		

Vendor 0664 - MN POST BOARD:

11/4/24

85842	MN POST BOARD	11/04/2024	12/18/2024	91.94	91.94	Open	N
	POST LICENSE - S.RICHEY	pziemer					12/18/2024
225-2120-43433	DUES & SUBSCRIPTIONS			91.94			
	Total for vendor 0664 - MN POST BOARD:			91.94	91.94		

Vendor 3322 - PICTURE PERFECT FRAMING STUDIO:

11-14-24

85849	PICTURE PERFECT FRAMING STUDIO	11/14/2024	12/18/2024	223.75	223.75	Open	N
	OFFICER OF THE YEAR PICTURE FRAMING	pziemer					12/18/2024
225-2120-43300	PROFESSIONAL SERVICES			223.75			
	Total for vendor 3322 - PICTURE PERFECT FRAMING STUDIO:			223.75	223.75		

Vendor 3001 - SAFE KIDS:

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Inv Ref#	Description	Entered By					Post Date
	GL Distribution GRANT						

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

11/21/24							
85855	SAFE KIDS	11/21/2024	12/18/2024	55.00	55.00	Open	N
	715 CAR SEAT RECERT TRAINING	pziemer					12/18/2024
225-2120-43330	PROFESSIONAL DEVELOPMENT			55.00			
	Total for vendor 3001 - SAFE KIDS:			55.00	55.00		

Vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :

11/7/24							
85846	SIRCHIE FINGER PRINT LABORATORIES,	11/08/2024	12/18/2024	162.73	162.73	Open	N
	EVIDENCE SUPPLIES	pziemer					12/18/2024
225-2120-42210	OPERATING SUPPLIES			162.73			
	Total for vendor 0497 - SIRCHIE FINGER PRINT LABORATORIES, :			162.73	162.73		

Vendor 4306 - TACTACAM REVEAL:

11/5/24							
85844	TACTACAM REVEAL	11/05/2024	12/18/2024	13.00	13.00	Open	N
	NOV 24 CAMERA SUBSCRIPTION X1	pziemer					12/18/2024
225-2120-43433	DUES & SUBSCRIPTIONS			13.00			
11/8/24							
85847	TACTACAM REVEAL	11/08/2024	12/18/2024	5.00	5.00	Open	N
	CAMERA FOOTAGE RETRIEVAL	pziemer					12/18/2024
225-2120-43433	DUES & SUBSCRIPTIONS			5.00			
	Total for vendor 4306 - TACTACAM REVEAL:			18.00	18.00		

Vendor 3703 - TRANSUNION RISK:

11/4/24							
85843	TRANSUNION RISK	11/04/2024	12/18/2024	75.00	75.00	Open	N
	INVESTIGATIONS & PARKING TKT COLLECTI	pziemer					12/18/2024
225-2120-42210	OPERATING SUPPLIES			75.00			
	Total for vendor 3703 - TRANSUNION RISK:			75.00	75.00		

Vendor 3697 - USPS:

10/25/24							
85833	USPS	11/01/2024	12/18/2024	1.77	1.77	Open	N
	POSTAGE	pziemer					12/18/2024
225-2120-43322	POSTAGE			1.77			
10/29/24							
85834	USPS	11/01/2024	12/18/2024	9.90	9.90	Open	N
	POSTAGE	pziemer					12/18/2024
225-2120-43322	POSTAGE			9.90			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution GRANT							
PCard: 2257 U.S. BANK Card Holder: POLICE							
10/28/24							
85835	USPS	11/01/2024	12/18/2024	10.50	10.50	Open	N
	POSTAGE	pziemer					12/18/2024
225-2120-43322	POSTAGE			10.50			
11/08/24							
85848	USPS	11/08/2024	12/18/2024	18.35	18.35	Open	N
	POSTAGE	pziemer					12/18/2024
225-2120-43322	POSTAGE			18.35			
11/14/24							
85850	USPS	11/14/2024	12/18/2024	1.77	1.77	Open	N
	POSTAGE	pziemer					12/18/2024
225-2120-43322	POSTAGE			1.77			
11/15/24							
85852	USPS	11/15/2024	12/18/2024	26.79	26.79	Open	N
	POSTAGE	pziemer					12/18/2024
225-2120-43322	POSTAGE			26.79			
11/21/24							
85856	USPS	11/21/2024	12/18/2024	146.00	146.00	Open	N
	POSTAGE	pziemer					12/18/2024
225-2120-43322	POSTAGE			146.00			
11/22/24							
85858	USPS	11/22/2024	12/18/2024	1.77	1.77	Open	N
	POSTAGE	pziemer					12/18/2024
225-2120-43322	POSTAGE			1.77			
Total for vendor 3697 - USPS:				216.85	216.85		
Total PCard: 2257 U.S. BANK Card Holder: POLICE				2,979.72	2,979.72		

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						
	GRANT						
PCard: 2257 U.S. BANK Card Holder: STREETS							
Vendor 3719 - FLEET FARM:							
11/7/24							
85891	FLEET FARM	11/07/2024	12/18/2024	115.14	115.14	Open	N
	KEROSENE FOR PATCH TRAILER	pziemer					12/18/2024
235-3100-42220	REPAIR & MAINT			115.14			
	Total for vendor 3719 - FLEET FARM:			115.14	115.14		
Total PCard: 2257 U.S. BANK Card Holder: STREETS				115.14	115.14		
# of Invoices:	245	# Due:	245	Totals:	944,194.02	944,194.02	
# of Credit Memos:	3	# Due:	3	Totals:	(431.70)	(431.70)	
Net of Invoices and Credit Memos:				943,762.32	943,762.32		
* 3 Net Invoices have Credits Totalling:				(134.86)			
--- TOTALS BY GL DISTRIBUTION ---							
101-0000-14100	DUE FROM COMPONENT UNIT			7,171.90			
101-0000-15510	PREPAID OTHER			707.94			
101-0000-36299	MISCELLANEOUS REVENUE (NONTAX)			(33.16)			
101-1110-43430	MISCELLANEOUS			30.00			
101-1400-42210	OPERATING SUPPLIES			355.90			
101-1400-43330	PROFESSIONAL DEVELOPMENT			37.52			
101-1400-43433	DUES & SUBSCRIPTIONS			500.00			
101-1410-43350	PRINTING/LEGAL PUBLICATION			123.38			
101-1410-43430	MISCELLANEOUS			533.98			
101-1610-43301	CITY ATTORNEY			6,726.56			
101-1700-43300	PROFESSIONAL SERVICES			14.80			
101-1700-43330	PROFESSIONAL DEVELOPMENT			1,126.04			
101-1700-43331	LEASE PAYMENTS			1,703.92			
101-1700-43350	PRINTING/LEGAL PUBLICATION			400.80			
101-1700-43430	MISCELLANEOUS			39.80			
101-1800-42210	OPERATING SUPPLIES			354.95			
101-1800-43300	PROFESSIONAL SERVICES			1,725.00			
101-1800-43309	COMPUTER SUPPORT			440.97			
101-1800-43321	TELEPHONE			350.60			
101-1800-43330	PROFESSIONAL DEVELOPMENT			1,086.78			
101-1940-42200	OFFICE SUPPLIES			297.01			
101-1940-42220	REPAIR & MAINT			670.00			
101-1940-43300	PROFESSIONAL SERVICES			1,077.00			
101-1940-43331	LEASE PAYMENTS			265.88			
101-1940-43380	UTILITIES			585.27			
101-2400-42212	MOTOR FUELS			111.06			
101-2400-43322	POSTAGE			9.68			
101-2400-43330	PROFESSIONAL DEVELOPMENT			37.75			
101-2400-43331	LEASE EXPENSE			890.66			
101-2400-43350	PRINTING/LEGAL PUBLICATION			375.86			
101-2400-43405	NUISANCES			1,711.61			
101-2400-43433	DUES & SUBSCRIPTIONS			10.00			
101-2400-43435	BOOKS & PAMPHLETS			142.50			

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Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	101-9200-43300	PROFESSIONAL SERVICES		8,017.50			
	101-9200-43350	LEGAL PUBLICATIONS		46.00			
	101-9200-43460	REMIT COMMUNITY ACTION LEVY		8,054.38			
	101-9200-43461	REMIT SENIOR CITIZEN LEVY		8,054.38			
	101-9200-43462	REMIT ARBORETUM LEVY		8,054.38			
	202-6323-45510	CAPITAL - RESIDENTIAL		230.00			
	203-0000-15510	PREPAID OTHER		5,194.00			
	203-9000-42212	MOTOR FUELS		6,135.19			
	203-9000-42220	REPAIR & MAINT		5,774.85			
	203-9000-43322	POSTAGE		53.61			
	203-9000-43340	ADVERTISING/MARKETING		2,466.00			
	211-5500-42200	OFFICE SUPPLIES		46.95			
	211-5500-43300	PROFESSIONAL SERVICES		675.00			
	211-5500-43380	UTILITIES		850.22			
	211-5500-43430	MISCELLANEOUS		649.88			
	211-5500-43450	KITCHIGAMI REGIONAL LIBR PYMT		39,750.00			
	211-5501-43430	MISC - SPECIFIED DONATION USE		936.98			
	211-5505-43430	MISC - COPY MACHINE PYMTS		97.70			
	225-0000-15510	PREPAID OTHER		1,099.00			
	225-2120-41113	UNIFORM ALLOWANCE		843.94			
	225-2120-42200	OFFICE SUPPLIES		455.59			
	225-2120-42210	OPERATING SUPPLIES		691.33			
	225-2120-42212	MOTOR FUELS		4,288.39			
	225-2120-42220	REPAIR & MAINT		5.39			
	225-2120-42221	SQUAD CAR REPAIR SUPPLIES		1,460.37			
	225-2120-43300	PROFESSIONAL SERVICES		2,926.25			
	225-2120-43322	POSTAGE		216.85			
	225-2120-43330	PROFESSIONAL DEVELOPMENT		95.00			
	225-2120-43331	LEASED PAYMENTS		13,911.42			
	225-2120-43380	UTILITIES		389.50			
	225-2120-43433	DUES & SUBSCRIPTIONS		159.94			
	225-2131-43330	PROFESSIONAL DEVELOPMENT		250.00			
	225-2220-41113	UNIFORM ALLOWANCE		168.00			
	225-2220-42210	OPERATING SUPPLIES		5,378.16			
	225-2220-42212	MOTOR FUELS		1,206.71			
	225-2220-42220	REPAIR & MAINT		2,289.31			
	225-2220-42221	R&M BUILDING		59.00			
	225-2220-42250	PERSONAL PROTECTIVE GEAR		7,237.16			
	225-2220-43300	PROFESSIONAL SERVICES		2,177.10			
	225-2220-43330	PROFESSIONAL DEVELOPMENT		5,030.92			
	225-2220-43331	LEASED PAYMENTS		8,713.91			
	225-2220-43380	UTILITIES		311.53			
	225-2700-43300	PROFESSIONAL SERVICES		1,919.33			
	225-2700-43430	MISCELLANEOUS		2,647.00			
	227-3230-43428	USED OIL RECYCLING EXPENSE		76.05			
	229-0000-43300-23:08	PROFESSIONAL SERVICES		4,930.24			
	229-0000-43300-23:09	PROFESSIONAL SERVICES		4,930.25			
	229-0000-43300-23:10	PROFESSIONAL SERVICES		4,930.26			
	229-0000-45530-23:10	PYMTS TO CONTRACTORS		1,706.80			
	229-0000-45530-23:26	PYMTS TO CONTRACTORS		108,300.00			
	229-9030-43300-23:06	PROFESSIONAL SERVICES		4,360.39			
	230-5200-42212	MOTOR FUELS		599.32			
	230-5200-42220	REPAIR & MAINT		6,467.59			
	230-5200-43300	PROFESSIONAL SERVICES		209.50			
	230-5200-43331	LEASE PAYMENTS		5,880.79			
	230-5200-43350	PRINTING/LEGAL PUBLICATION		906.75			
	230-5200-43380	UTILITIES		760.65			

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
	230-5200-43410	RENTAL EXPENSE		370.00			
	230-5200-43430	MISCELLANEOUS		15.58			
	230-5215-42210	OPERATING SUPPLIES		163.00			
	230-5225-42220	REPAIR & MAINT		1,148.00			
	230-5280-42220	REPAIR & MAINT		75.53			
	233-0000-43430	MISCELLANEOUS		40,000.00			
	235-3100-42200	OFFICE SUPPLIES		36.55			
	235-3100-42212	MOTOR FUELS		3,116.49			
	235-3100-42220	REPAIR & MAINT		125.14			
	235-3100-43300	PROFESSIONAL SERVICES		194.70			
	235-3100-43331	LEASE PAYMENTS		4,085.15			
	235-3100-43350	PRINTING/LEGAL PUBLICATION		60.45			
	235-3100-43380	UTILITIES		292.66			
	235-3100-43430	MISCELLANEOUS		155.88			
	235-3125-42220	REPAIR & MAINT		1,399.92			
	237-3190-42212	MOTOR FUELS		78.05			
	237-3190-42220	REPAIR & MAINT		17,212.24			
	237-3190-43331	LEASE PAYMENTS		1,879.16			
	238-3160-42212	MOTOR FUELS		101.60			
	238-3160-42220	REPAIR & MAINT		179.97			
	238-3160-43331	LEASE PAYMENTS		855.29			
	245-1310-43430	MISCELLANEOUS		119.94			
	251-9360-43467	REMIT LOCAL SALES TAX COLLECT		124,055.04			
	260-9020-43324	SAFETY TRAINING/PHYSICALS		2.22			
	295-0000-20600	DEPOSITS PAYABLE		66.00			
	295-6510-43434	ECONOMIC INITIATIVES		10,284.00			
	400-9050-45530	CAPITAL - OTHER		79,325.39			
	401-1003-43300	PROFESSIONAL SERVICES		204.75			
	401-1003-43430	MISCELLANEOUS		11.68			
	401-9030-42212	MOTOR FUELS		88.38			
	401-9030-43300-21:12	PROFESSIONAL SERVICES		210.00			
	401-9030-43300-23:13	PROFESSIONAL SERVICES		8,326.68			
	401-9030-43300-23:16	PROFESSIONAL SERVICES		2,641.00			
	401-9030-43300-24:06	PROFESSIONAL SERVICES		1,162.00			
	401-9030-45530-23:11	CAPITAL-PYMTS TO CONTRACTS		58,559.98			
	401-9030-45530-23:15	CAPITAL-PYMTS TO CONTRACTS		7,247.81			
	401-9030-45530-23:27	CAPITAL-PYMTS TO CONTRACTS		37,053.66			
	401-9030-45530-24:01	CAPITAL-PYMTS TO CONTRACTS		159,736.09			
	401-9030-45530-24:04	CAPITAL-PYMTS TO CONTRACTS		22,950.32			
	401-9030-45530-24:06	CAPITAL-PYMTS TO CONTRACTS		5,003.65			
	404-9055-45580	CAPITAL - 800 MHZ RADIOS		17,749.92			

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User: pziemer

DB: Brainerd

INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 12/16/2024 - 12/16/2024

BOTH JOURNALIZED AND UNJOURNALIZED

BOTH OPEN AND PAID

Page: 40/41

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
GL Distribution	GRANT						
--- TOTALS BY FUND ---							
101 -	GENERAL FUND			61,808.60	61,808.60		
202 -	SCDP GRANTS			230.00	230.00		
203 -	TRANSIT FUND			19,623.65	19,623.65		
211 -	LIBRARY FUND			43,006.73	43,006.73		
225 -	PUBLIC SAFETY FUND			63,931.10	63,931.10		
227 -	RECYCLING FUND			76.05	76.05		
229 -	PANDEMIC GRANTS			129,157.94	129,157.94		
230 -	PARK & RECREATION FUND			16,596.71	16,596.71		
233 -	WAC FUND			40,000.00	40,000.00		
235 -	STREET & SEWER FUND			9,466.94	9,466.94		
237 -	SANITARY SEWER FUND			19,169.45	19,169.45		
238 -	STORM SEWER FUND			1,136.86	1,136.86		
245 -	CONTINGENCY FUND			119.94	119.94		
251 -	LOCAL OPTION SALES TAX			124,055.04	124,055.04		
260 -	AIRPORT FUND			2.22	2.22		
295 -	EDA FUND			10,350.00	10,350.00		
400 -	CAPITAL PROJECTS FUND			79,325.39	79,325.39		
401 -	CONSTRUCTION FUND			303,196.00	303,196.00		
404 -	FIRE DEPARTMENT CAPITAL			17,749.92	17,749.92		
--- TOTALS BY DEPT/ACTIVITY ---							
0000 -				179,003.23	179,003.23		
1003 -	10:03 DWNTWN MAIN CNTRACT			216.43	216.43		
1110 -	MAYOR & COUNCIL			30.00	30.00		
1310 -	CONTINGENCY FUND			119.94	119.94		
1400 -	ADMINISTRATION			893.42	893.42		
1410 -	ELECTIONS			657.36	657.36		
1610 -	LEGAL-CIVIL ATTORNEY			6,726.56	6,726.56		
1700 -	ENGINEERING			3,285.36	3,285.36		
1800 -	IT/GIS			3,958.30	3,958.30		
1940 -	CITY HALL			2,895.16	2,895.16		
2120 -	POLICE DEPARTMENT			25,443.97	25,443.97		
2131 -	TACTICAL TEAM			250.00	250.00		
2220 -	FIRE DEPARTMENT			32,571.80	32,571.80		
2400 -	COMMUNITY DEVL/INSPECTION			3,289.12	3,289.12		
2700 -	ANIMAL CONTROL			4,566.33	4,566.33		
3100 -	S & S MAINTENANCE			8,067.02	8,067.02		
3125 -	SNOW REMOVAL			1,399.92	1,399.92		
3160 -	STORM SEWER EXPENSE			1,136.86	1,136.86		
3190 -	SANITARY SEWER EXPENSE			19,169.45	19,169.45		
3230 -	RECYCLING EXPENSE			76.05	76.05		
5200 -	PARK MAIN/ADMINISTRATION			15,210.18	15,210.18		

12/12/2024 01:02 PM

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INVOICE REGISTER REPORT FOR CITY OF BRAINERD

EXP CHECK RUN DATES 12/16/2024 - 12/16/2024

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Page: 41/41

Inv Num	Vendor	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized
Inv Ref#	Description	Entered By					Post Date
	GL Distribution						GRANT
--- TOTALS BY DEPT/ACTIVITY ---							
	5215 - ADULT SOFTBALL			163.00	163.00		
	5225 - MEMORIAL BENCHES & TREE PROGRAM			1,148.00	1,148.00		
	5280 - CAMPGROUND			75.53	75.53		
	5500 - LIBRARY-BUDGETED			41,972.05	41,972.05		
	5501 - SPECIFIED DONATION USE			936.98	936.98		
	5505 - TAXABLE FEES			97.70	97.70		
	6323 - SE BRAINERD SCDP GRANT			230.00	230.00		
	6510 - ECONOMIC DEVELOPMENT AUTH			10,284.00	10,284.00		
	9000 - TRANSIT FUND			14,429.65	14,429.65		
	9020 - AIRPORT M & O			2.22	2.22		
	9030 - CONSTRUCTION PROJ-MISC			307,339.96	307,339.96		
	9050 - CAPITAL PROJECTS-MISC			79,325.39	79,325.39		
	9055 - FIRE DEPARTMENT CAPITAL			17,749.92	17,749.92		
	9200 - CITY-WIDE			32,226.64	32,226.64		
	9360 - LOCAL OPTION SALES TAX			124,055.04	124,055.04		

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

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

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

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND STENGLEIN, DULY CARRIED, TO APPROVE THE AGENDA.

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

- A. Approval of Bills
- B. Approval of Minutes
- C. Department Activity Report
- D. Approval of Licenses
- 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

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.

Presentations

Brainerd Public Utilities Operating and Capital Budget Presentation

BPU Finance Manager Loch gave an overview of the Public Utilities operating budget and five-year capital plan for all divisions. There were updates to the five-year capital plan due to the Washington Street project, updated numbers from the Hydro generation, and the increase in cost to other capital items. He noted that there were two additional items added to the capital plan, the lead service line replacement project and provisions for a new water plant. He stated that Commission directed staff to provide the least impactful course for rate payers to include these items.

Member Johnson asked how long the City has to spend the appropriation from the Senate earmarks for the Water Treatment Facility.

Manager Loch stated that the City needs to award a contract by the end of 2027.

Member Czeczok stated that he thought it was remarkable, that at the commission, Manager Loch presented three versions of the capital improvement including a worst case budget.

Manager Loch highlighted the additional positions in the operating budget, two in anticipation of potential new positions in IT, and the 3 new approved positions in 2024 that are currently in process of interviewing.

Member Czczok asked Manager Loch to explain why there were two positions added to the operating budget that have not been approved. He is concerned that the budget is not transparent and that the Commission had no idea what they were voting on.

HR Director Schubert stated that the positions are included in the budget, the Utilities Commission gave conceptual approval to the two new positions: Systems Administrator and Network Administrator positions. The Commission was given a sample job description. At this point, the job descriptions have not been vetted by HR and the integration workgroup is still looking at what needs to be done with the department.

Public Utilities Director Evans further clarified that they were included in the budget as a conceptual idea, making sure that there were places reserved in the budget so at such a time in the future when the positions are created, the positions could be filled right away instead of being postponed to the next budget cycle.

Member Johnson stated that by approving the budget, they are not approving a new full time employees. He thinks it is proper budgeting to include positions you intend to add, so that there is money in the budget to hire immediately. In his opinion, approving the budget and approving the positions are two entirely different actions.

Member Czczok asked whether the credit card fees savings is reflected in the budget and the amount of savings.

Manager Loch stated that the Commission approved credit card transaction fees, which is 4.75% to be passed on to those using credit cards. The estimated savings is \$490,000.

Member Johnson asked for clarification on whether approving the budget approved the two new positions.

HR Director Schubert stated that the Council is not approving the positions by approving the budget. The positions need to be vetted and negotiated.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO ADOPT THE 2025 BRAINERD PUBLIC UTILITIES COMMISSION OPERATING AND CAPITAL BUDGETS.

2025 Budget and Levy Discussion and Public Hearing

Finance Director Hillman stated the purpose of the meeting is to discuss the City of Brainerd's 2025 budget and levy and allow for public input. She gave an overview of how tax capacity and property taxes are determined. The City's tax capacity for 2025 is \$13,318,012 and an increase of \$360,372 over 2024. Ms. Hillman gave an overview of the 2025 levy and capital budget. The total budgeted expenditures for 2025 are \$16,611,138, and the total estimated non-property tax revenues are \$9,248,386. The estimated levy needed for 2025 is \$7,237,341, a 4% increase. The preliminary levy was set at 8%, the final levy can be less than the preliminary levy but not higher. Finally, she gave an overview of the estimated impact of the preliminary and final levy would have on residential and commercial properties.

Member Johnson stated that he heard on the radio that the funding for the Library has been stagnant for years. He stated that Finance Director Hillman highlighted a 2% increase to the

Library levy, and \$500,000 in the capital budget for the building. The radio advertisement was misleading.

Finance Director Hillman stated that she believes the radio ad refers to the County's funding support of the Library.

Budget Public Hearing

The Chair opened the budget public hearing at 8:25 p.m.

No one came forward.

The Chair closed the budget public hearing at 8:26 p.m.

Council Committee Reports

Safety and Public Works Committee

Approve Payment for Imp 22-08 - South Brainerd Reconstruction

Committee Chair O'Day stated that the contract is about \$25,618 over the estimate.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND CZECHOK, DULY CARRIED, TO AUTHORIZE PAYMENT OF CONTRACTOR UP TO \$3,620,976.

Approve Final Pay Estimate - Imp 24-02 - 2024 Chip Sealing

Committee Chair O'Day stated that the contract is about \$11,000 over the original contract amount. The original estimate did not take into account turn radius at two intersections.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE FINAL PAY REQUEST FOR IMPROVEMENT 24-02- 2024 CHIP SEALING PROJECT IN THE AMOUNT OF \$159,736.

Approve Final Pay Estimate - Imp 23-15 and 23-27 - Evergreen/Bluff Resurfacing Project

Committee Chair O'Day stated that this project was \$157,540 over budget. There were a number of factors that included curbing and gutter replacement due to destruction from a large tree.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE FINAL PAY REQUEST FOR IMPROVEMENTS 23-15 AND 23-27 - EVERGREEN AND BLUFF RESURFACING PROJECT IN THE AMOUNT OF \$157,540.

Approve Layout for Lowell Safe Routes to School Project

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN, DULY CARRIED, TO APPROVE THE LAYOUT AS PRESENTED FOR THE LOWELL ELEMENTARY SAFE ROUTES TO SCHOOL PROJECT.

Discuss Sanitary Forcemain Sewer Lining Project and Sewer Rates

Member Czechok stated that he asked that the fees come back after the Rosewood sewer line in the alley was repaired. He is rather alarmed, to see the amount of work that needs

to be done. He stated that the Evergreen project was scheduled for this year, due to the cost it was rescheduled. The Council is always looking for the best interest of our taxpayers, the project will cost even more in 2027 when it is now scheduled. He is not in favor of bonding for any project, especially one that will cost even more due to when the work is completed. He asked for clarification on "...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" that was included in the agenda request for this item.

Finance Director Hillman stated that she believes that we would not want our current rate payers to pay for future projects. That is why the City would not want the fund to be overfunded. However, there are no ramifications for having the fund be overfunded.

Member Czczok stated that to suggest that any account pertaining to our deteriorating sanitary sewer infrastructure could be potentially overfunded seems ludicrous. This project is mammoth, and it makes absolutely no sense to put the project off.

Member O'Day stated that in discussions about this project, there are a lot of things that came up. The project was in the plan for this year at about half of the scope. Doing the project all at once is vital. It will save money in the long run to do the entire project in one year. Pushing out the project makes sense to him, as the pipe is not failing, right now.

Member Johnson stated that he agrees that there is no such thing as excess reserves as we do not have money to do the projects in the plan now. He also thinks that the City plans for these projects for two reasons, for budgeting purposes and to communicate with the public when the project is happening. However, the City budgets \$400,000 per year for these sanitary projects, this project is significantly more than that amount. He does think it needs to be pushed back and identify how it will be paid for. The City will most likely be bonding, but he also supports looking at increasing rates in 2025 and 2026.

Member Czczok stated that the project is \$1.1 million today, it will be \$1.4 million in 2027. If the City can bond in 2027, it can bond in 2025.

Chair Bevans stated that he agrees that the rates should be looked at much sooner than anticipated.

Member O'Day stated that he would be open to discussion about bonding priorities as future discussion.

Member Johnson stated that when he talked about bonding in his comments, he meant issuing debt.

MOVED AND SECONDED BY COUNCIL MEMBERS O'DAY AND STENGLEIN TO INCLUDE THE PROJECT IN 2027 IN THE 10-YEAR CAPITAL IMPROVEMENT PLAN AND TO CONTINUE MOVING FORWARD WITH THE SEWER RATES AS PER THE RATE STUDY RECOMMENDATION.

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

Personnel and Finance Committee

Accept the Resignation of IT/Data Analyst Abigail Sova

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO ACCEPT AGIBAIL SOVA'S RESIGNATION EFFECTIVE DECEMBER 2, 2024.

Ratify Hiring of Colton Gutenkauf as Police Officer

Committee Chair Johnson stated that the Police Department will now be fully staffed with 27 sworn officers.

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

Ratify Hiring of Lisa Asbach for Administrative Specialist - Public Works

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

Approve Memorandum Of Agreement (MOA) with IUOE Street Division Union for 2024- 2026 Wage Adjustment

Committee Chair Johnson stated that the Street division was the first union to settle their contract, this agreement will bring them into the same rate structure as the other union contracts.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO APPROVE MOA WITH THE IUOE LOCAL NO. 49 UNION TO ADJUST WAGE INCREASES EFFECTIVE JULY 1, 2024, JULY 1, 2025, AND JANUARY 1, 2026.

Approve 2025-2027 Contract Terms and Wage Resolution with LELS Local #65 (Police Officer) Union

Committee Chair Johnson stated that the LELS union has accepted the same wage rate structure as the other unions. This union is the first to negotiate and settle for 2027.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO 2025-2027 TENTATIVE AGREEMENT SUMMARY BETWEEN THE CITY AND LELS #65 UNION REPRESENTING OUR POLICE OFFICERS.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY TO ADOPT RESOLUTION SETTING THE 2025-2027 LELS WAGES AS PRESENTED.

RESOLUTION 56:24

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

Authorization to enter into a Contract with Ratwik, Roszak and Maloney for Civil Attorney Services

Committee Chair Johnson stated that there were minor changes to the hourly rate and retainer.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO AUTHORIZE STAFF TO ENTER INTO AN AGREEMENT WITH RATWIK, ROSZAK & MALONEY FOR 2025 AND 2026 SERVICES.

Authorization to Enter into Agreement with CliftonLarsonAllen (CLA) for 2024 Audit Services

Committee Chair Johnson stated that it is too late to do an RFP for audit services this year with the tight timeline. It is something that the City can look at in June or July of next year. The last time the City did an RFP for audit services was around 2017.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO AUTHORIZE SIGNATURE ON THE STATEMENT OF WORK - AUDIT SERVICES WITH CLA FOR 2024 AUDIT SERVICES.

State and Local Fiscal Recovery Funds (SLFRF) Update

Committee Chair Johnson stated that Staff gave information on the status of the SLFRF dollars. Most of the funds have been spent or are committed, but Staff will know more in the next couple of weeks on the main street grant.

Finance Director Hillman clarified that the funds would not be used to reduce the levy, but the money would be spent on additional capital projects if there are funds remaining.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND TERRY, DULY CARRIED, TO STAY THE COURSE AND DIRECT STAFF TO PROVIDE AN UPDATE AT THE DECEMBER 16TH MEETING ON THE MAIN STREET GRANT.

Discussion of 2025 Non-Working Funds Budgets

Committee Chair Johnson stated Staff had provided the budgets for the non-working funds. These are funds that operations are generally not supported by levy dollars. These budgets, along with the operating budget will be adopted at the next council meeting.

Discussion of 2025 Operating Budget and Levy

Finance Director Hillman gave an overview of the changes that have been made to the budget since November. Finance Director Hillman also stated that the worker's compensation renewal was received. The initial budget had an increase in rates and an increase in the City's experience mod rate. With the renewal, the rates actually decreased and the experience mod for 2025 is .89 (was .97 for 2024). This results in a reduction to the operating budget of about \$135,000. Updated information was also provided by the LMC regarding overall 2025 rates for general liability insurance. With the updated assumptions, the City's budget for general liability insurance also decreased about \$27,000. The recap provided in the packet showed a .37% increase (\$25,764) over the 2024 levy to achieve a balanced budget in 2025. She stated that the Council has a couple of options to consider before they set the final levy in December.

Member Terry gave a statement about the incorrect label of double taxation on the citizens for the Airport, the budgeting process for both the County and the City, and false conflict of interest claims made against her. For the Council to bring up reducing the Airport levy toward the end of the year is unfair to the County Commission and the employees of the Airport. She hopes that the County can reconsider the request next year with more time, better planning, and consideration from the City Council. She finds the claims of conflict of interest entertaining as there are other Council Members who have interests in the City and yet she is the only one being questioned.

Chair Bevans stated that he is hesitant to say he will support a leavy increase of .37% at the next meeting. He thinks there are a few things he believes should be put back into the budget. He will support this motion now.

MOVED AND SECONDED BY COUNCIL MEMBER JOHNSON AND TO DIRECT STAFF TO PLAN FOR THE LEVY AT AN INCREASE OF 2% AND REMOVE THE USE OF \$113,188 IN FUND BALANCE TO ACHIEVE A BALANCED BUDGET FOR THE FINAL LEVY.

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

Unfinished Business

Mayor Recommendation to Library Board

Mayor Badeaux recommended Mary Koep to the Library Board.

MOVED AND SECONDED BY MEMBERS JOHNSON AND STUNEK, DULY CARRIED, TO APPOINT MARY KOEP TO THE LIBRARY BOARD TERM EXPIRING 2025.

Council President Recommendation to Planning Commission

Chair Bevans recommended Justin Grecula to the Planning Commission.

MOVED AND SECONDED BY COUNCIL MEMBERS JOHNSON AND CZECZOK, DULY CARRIED, TO APPOINT JUSTIN GRECULA TO THE PLANNING COMMISSION TERM EXPIRING 2026.

Call for Applicants – Informational:

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)

Parks & Recreation - **1 term** (Expire 2029)

Public Utilities Commission - **1 term** (Expire 2029)

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)

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

Planning Commission-- **1 term** (Expire 2027)

Consider Expediting IT Integration Workshop

Administrator Broyles requested that the Council consider expediting the IT Integration Workshop with the Public Utilities Commission due to staff changes.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO MOVE THE JOINT WORKSHOP OF THE CITY COUNCIL AND PUBLIC UTILITIES COMMISSION TO DECEMBER 19TH AT 6:00 P.M. AND TO REMOVE THE DATE OF FEBRUARY 10TH.

New Business

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

Community Development Director Kramvik gave an overview of application and history with the property.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND O'DAY, DULY CARRIED, TO RENEW THE SHORT-TERM RENTAL AT 502 JUNIPER STREET WITH THE FOLLOWING CONDITIONS: THE INTERIM USE PERMIT FOR A SHORT-TERM RENTAL SHALL TERMINATE ON 12/31/2026, UPON SALE OR TRANSFER OF THE PROPERTY THE INTERIM USE PERMIT FOR A SHORT-TERM RENTAL AT 502 JUNIPER STREET IS NO LONGER VALID, AND SUBMITTAL OF THE CITY OF BRAINERD MONTHLY LODGING TAX FORM.

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

Community Development Director Kramvik gave an overview of the application and history of the property.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO RENEW THE SHORT TERM RENTAL AT 524 N 8TH STREET WITH THE FOLLOWING CONDITIONS: THE INTERIM USE PERMIT FOR A SHORT-TERM RENTAL SHALL TERMINATE ON 12/31/2026, UPON SALE OR TRANSFER OF THE PROPERTY THE INTERIM USE PERMIT FOR A SHORT-TERM RENTAL AT 524 N 8TH STREET IS NO LONGER VALID, AND SUBMITTAL OF THE CITY OF BRAINERD MONTHLY LODGING TAX FORM.

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

Community Development Director Kramvik gave an overview of the application and history of the property.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND STENGLEIN, DULY CARRIED, TO RENEW THE SHORT-TERM RENTAL AT 203 HAWKINS DRIVE WITH THE FOLLOWING CONDITIONS: THE INTERIM USE PERMIT FOR A SHORT-TERM RENTAL SHALL TERMINATE ON 12/31/2026, THERE SHALL BE NO MORE THAN TWO VEHICLES PARKED ON THE STREET, UPON SALE OR TRANSFER OF THE PROPERTY THE INTERIM USE PERMIT FOR A SHORT-TERM RENTAL AT 203 HAWKINS DRIVE IS NO LONGER VALID, AND SUBMITTAL OF THE CITY OF BRAINERD MONTHLY LODGING TAX FORM.

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

Community Development Director Kramvik gave an overview of the conditional use permit.

Member Johnson asked about smells emanating in two years' time.

Community Development Director Kramvik stated that by adding the condition about smell, if it is a problem in the future, it could be grounds for revocation of the permit if it is unable to be remedied.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR 214 S 8TH ST. BRAINERD, MN 56401. STAFF RECOMMEND APPLYING THE FOLLOWING CONDITIONS

TO THE PERMIT: 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 AND THE BREW PUB SHALL BE PROPERLY VENTILATED, SO ODORS ASSOCIATED WITH THE BREWING PROCESS SHALL NOT BE PERCEPTIBLE BEYOND THE PROPERTY LINE.

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

Community Development Director Kramvik gave an overview of the mixed-use development. There were concerns about parking, outside structures, and dogs by community members, the applicant ensured that he would secure parking, prohibit outside structures, and prohibit dogs.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND STUNEK, DULY CARRIED, TO APPROVE THE CONDITIONAL USE PERMIT FOR 722 LAUREL STREET.

MOVED AND SECONDED BY COUNCIL MEMBERS STENGLEIN AND CZECZOK, DULY CARRIED, TO APPROVE THE VARIANCE REQUEST FOR 722 LAUREL STREET WITH THE FOLLOWING CONDITIONS: TENANTS ARE PROHIBITED FROM PARKING IN PRIVATE PARKING LOT FACILITIES WITHOUT APPROVAL FROM THE PROPERTY OWNER AND 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.

Public Forum

The Chair opened the public forum at 9:20 p.m.

No one came forward.

The Chair closed the public forum at 9:21 p.m.

Staff Reports

Community Development Director Kramvik stated that the Thrifty White building is scheduled for demolition on December 9th. The EDA will hear a request from Country Manor for further tax abatement on December 5th. The Planning Commission will hold a public hearing for a proposed ordinance for design standards for mixed development on the Washington Street corridor.

Member Czeczok asked for clarification on the tax abatement request by Country Manor.

Community Development Director Kramvik stated that with the interest and construction rates changing, the request is for additional abatement for a longer term.

Attorney Langel stated that the closing of the Roberts' Property is scheduled to happen the day after tomorrow.

Mayor's Report

Mayor Badeaux thanked everyone who attended Hometown Holidays and Small Business Saturday. He thanked everyone involved, and the Parks Department especially for working on the tree.

Council Member Reports

Member Johnson asked Public Works Director Habighorst about rinks.

Public Works Director Habighorst stated that he did not want to give a specific date for rinks opening. But assured Member Johnson that they have begun flooding.

Member Stunek stated that the Community Meal prepared 1,587 meals for the community. He thanked the Brainerd Police and Fire Departments as well as all of the first responders who delivered meals to our community members.

Chair Bevans stated that he attended the funeral of Ms. Betty Alderman, she and her husband owned Alderman's Hardware. She was a great asset to the community.

Adjourn

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

The Chair adjourned the meeting at 9:28 p.m.

Nicholas W. Broyles
City Administrator

Pursuant to due call and notice thereof, the special meeting of the Brainerd City Council was called to order at 11:30 A.M. by Council President Bevans.

Upon roll call, the following members were noted as present: Terry, Johnson, Czczok, Stunek, and Bevans.

Canvassing of 2024 General Election Results

Finance Director Hillman stated that the City of Brainerd had 7,982 registered voters as of 7:00 a.m. on November 5th, 2024, the City had 945 voters register during the day, for a total of 8,927 eligible voters. The total number of votes cast 6,765 about 76% voter turn out. She stated that the winning At-Large Candidates were Mike O'Day and Kevin Stunek. The Ward 1 winning candidate was Tad Erickson. The Ward 3 winning candidate was Jeff Czczok.

MOVED AND SECONDED BY COUNCIL MEMBERS CZECZOK AND JOHNSON, DULY CARRIED, TO ACCEPT THE RESULTS OF THE ELECTION AND EXECUTE THE ABSTRACT.

Adjourn

MOVED AND SECONDED BY COUNCIL MEMBERS STUNEK AND TERRY, DULY CARRIED, TO ADJOURN THE MEETING.

The Chair adjourned the meeting at 11:32 p.m.

Nicholas W. Broyles
City Administrator



BRAINERD POLICE DEPARTMENT MONTHLY REPORT



BOOYAH AWARD

Officer Hunter Williams is this month's Booyah Winner!



On 11-08-2024, Officer Williams received a report of a suspicious person at the Holiday on South 6th Street. Through the investigation, it was learned the unknown male was taking inappropriate photographs of unaware female parties. The subject was unknown to officers at the time and appeared to be frequenting the area with the concerning conduct. Officer Williams was able to find the identity of the male party through his investigation, utilization of Investigator Middleton's available resources, and assistance of external agencies. After several weeks of working on the investigation, the subject was arrested in Little Falls and booked into CWC on charges of felony harassment, gross misdemeanor interference of privacy, and misdemeanor public nuisance. Great work on this investigation, BOOYAH!

TRAINING & STAFF DEVELOPMENT

Allied Radio Matrix for Emergency Response (ARMER) Training

Investigator Middleton attended this 2-day class intended for personnel who will be teaching others within their agencies on the use of trunked mobile and portable radios. The course educated the students on the proper operation and features of modern radios. The course included a detailed overview of the trunked radio system to be used (ARMER, ISICS, etc.) by the target agencies, as well as the local subnetwork for city and county agencies. A technical review of coverage, tower sites, Fleetmap/Talk Groups and Interoperability was included. State, Regional and Local operational requirements were presented and discussed, to ensure students establish an understanding of being part of a larger multi-user network.

BODY WORN CAMERA DATA REPORT

Month	Number of Videos	Hours of Video	GB of Videos	Average MB per Video	Average Time Length of Videos	Average Number of Videos Per Day
November	1,500	330	575	393	13.20 Minutes	50



STAFFING & ASSIGNMENTS



New Patrol Officer, Samule Richey

Sam grew up in Star Prairie, WI. He previously lived in Utah for the last six years working as a Sheriff's Deputy. Sam moved to Brainerd with his wife and daughter. He enjoys exploring new places as well as historic places. In Sam's free time you can find him outdoors hunting, fishing, hiking, and mt. biking.



New Police Intern, Brandon Burgau

Brandon is originally from Menaga and now is in the Pillager area. He is a first year Law Enforcement student at Central Lakes College. Brandon's plans are to become a police officer after schooling.



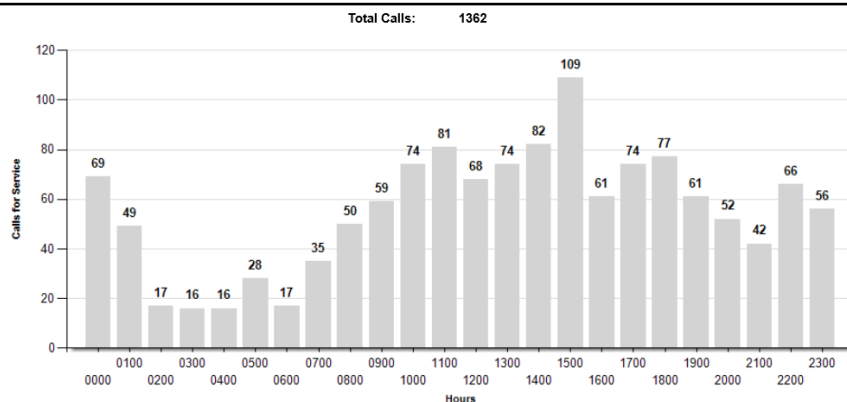
OVERALL CALLS FOR SERVICE

November	2024	2023
Number of Calls for Service	1,333	1,324



Calls for Service Hourly

11/1/2024 to 11/30/2024



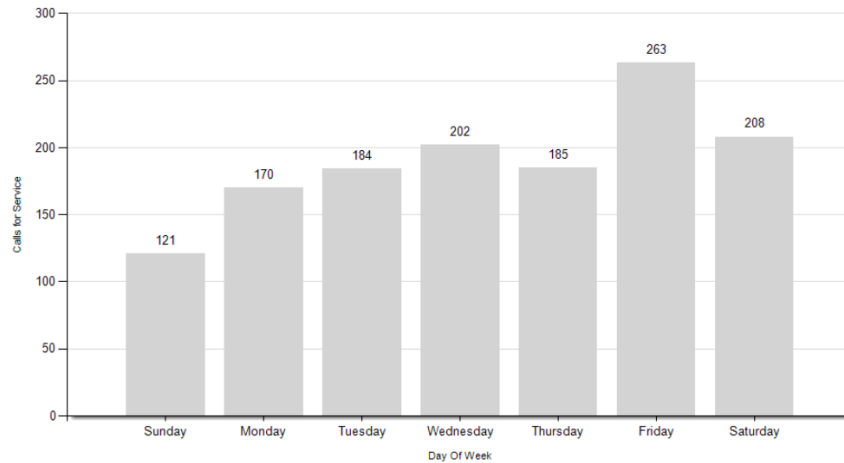


Calls for Service Day Of Week

Start Date: 11/1/2024

End Date: 11/30/2024

Total Calls: 1362



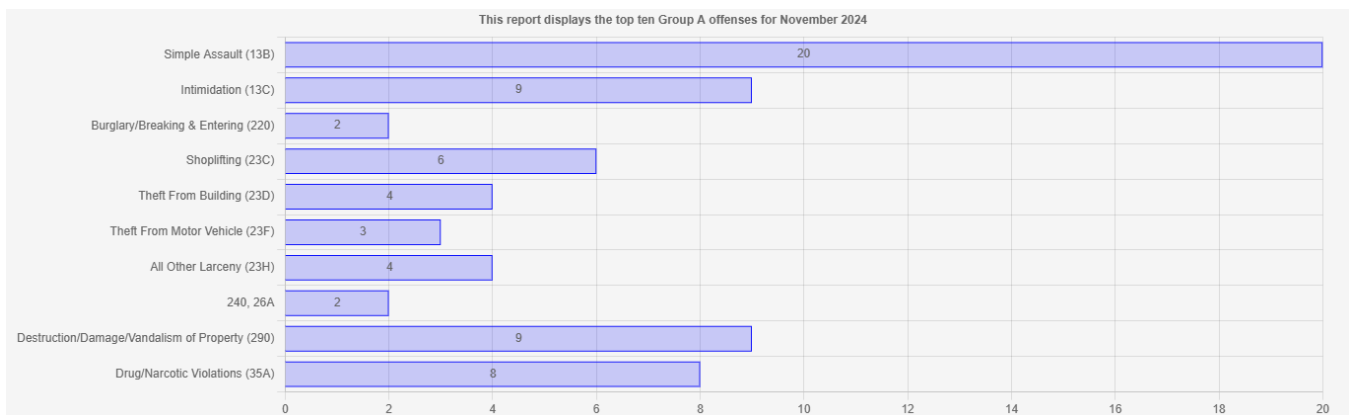
CRIME STATISTICS

Year to Date through November	2024	2023
Group A Offenses Known or Reported to Police	32	54
Group A and B Arrests	759	709

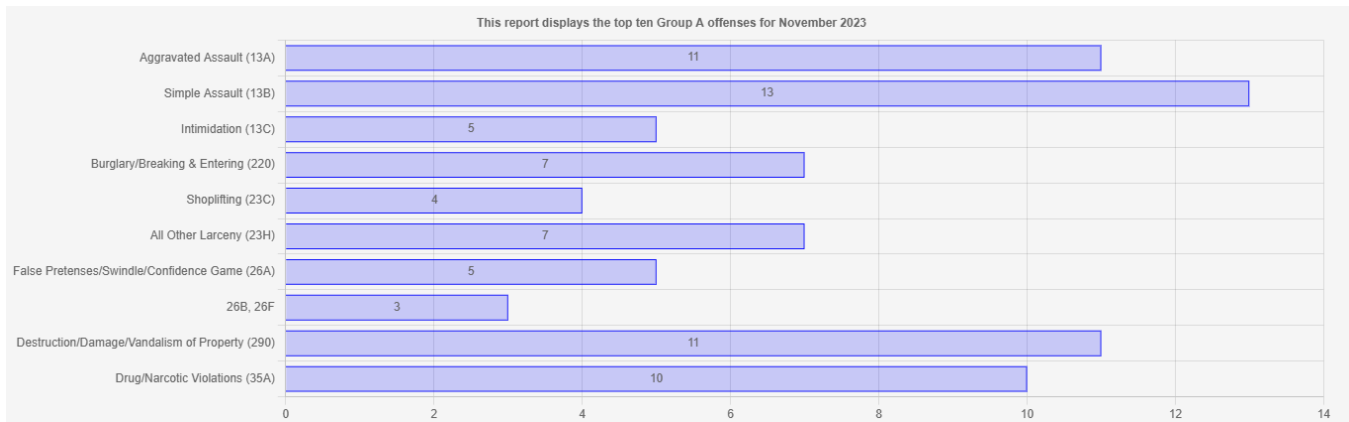
**** Note: 2024 totals do not include case files that have not yet been coded.**

TOP 10 GROUP A OFFENSES

November 2024

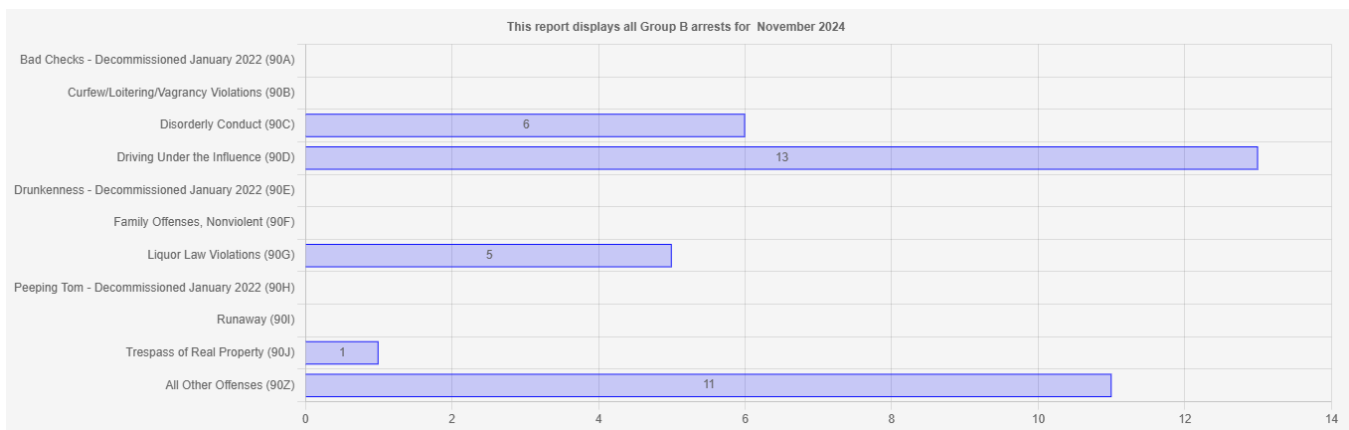


November 2023

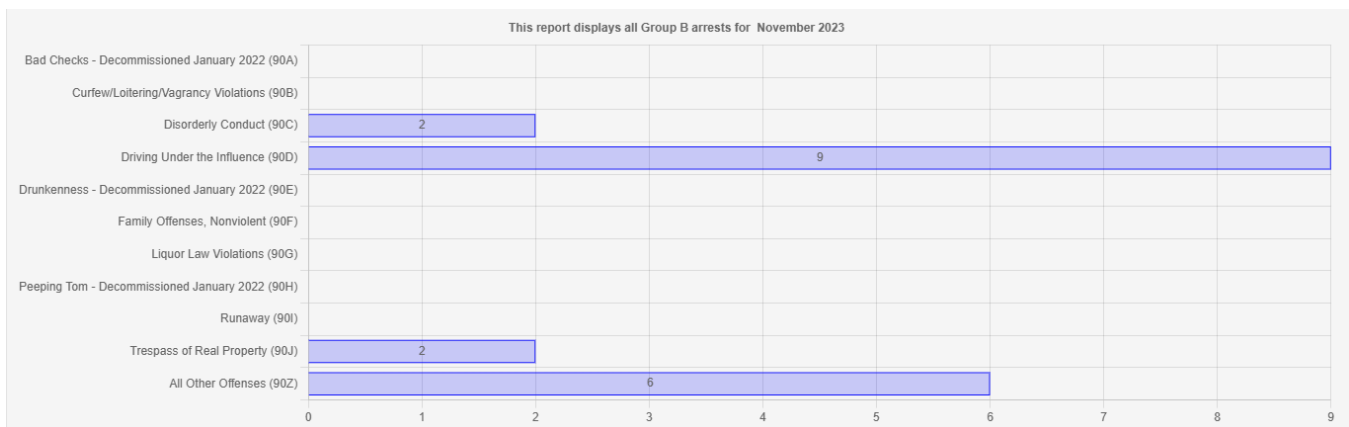


GROUP B ARREST DATA

November 2024



November 2023



CITATIONS, PARKING TICKETS, & WRITTEN WARNINGS

Month	2024	2023
Citations (Inc. Parking Tickets & Written Warnings)	118	138

18 parking tickets were issued in the month of November, with the following dispositions.

1	Dismissed
5	Paid in Full
0	Partial Payments Received
12	No Payment Received

Revenue Recapture Receipts:

2023 Total:	\$ 8,046.99
2024 To Date:	\$8,295.10

CONDUCT ON PREMISES ACTIVITY REPORT

ICR	Date Reported	Title	Address
24015818	11/01/2024	Conduct on Premises	109 Laurel Street, Apt 3
24016659	11/19/2024	Conduct on Premises	109 Laurel Street, Apt 4
24016776	11/22/2024	Conduct on Premises	1720 Norwood Street
24016849	11/23/2024	Conduct on Premises	815 South 7 th Street

COMMUNITY OUTREACH



Brainerd Police assisted in coordinating road closures and delivering Thanksgiving meals. Thanksgiving meals were delivered to Crow Wing County residents by several volunteers. The Brainerd Community Thanksgiving dinner is coordinated by four service organizations, the Brainerd American Legion, the Brainerd Veterans of Foreign Wars, Brainerd Eagles and Elks clubs with deliveries of the dinners by volunteers from the Brainerd Fire, Brainerd Police, Crow Wing County Sheriff and Baxter Police departments.



Officers Williams and Walkowiak attend the annual tree lighting at City Hall to kick of the Holiday Season!



COMMUNITY DEVELOPMENT DEPARTMENT REPORT

James Kramvik, CDD

November 2024



BUILDING PERMITS

The Community Development Department issued 68 building permits with a total project valuation of \$507,470 in the month of November. Within the Central Business District (prev. River to Rail), 11 permits were issued. These improvements resulted in \$1,544 being waived in permit fees.

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

Issued Permits for November 2024		
Type Of Permit	# Issued	Total Project Valuation
Commercial – Building – New/Addition	1	\$4,500
Commercial – Building – Remodel	1	\$25,000
Commercial – Building – Siding	1	\$4,900
Commercial – Mechanical – Furnace/Boiler	2	N/A
Commercial – Mechanical – Remodel	2	\$17,000
Commercial – Mechanical- Roof Top Unit	2	N/A
Commercial – Plumbing – Water Heater	2	N/A
Engineering – Excavation	7	N/A
Residential – Building – Deck	1	\$150
Residential – Building – New/Addition	2	\$450,000
Residential – Building – Roofing	11	N/A
Residential – Building – Roofing+Garage	1	N/A
Residential – Building – Sewer/Water Line	1	N/A
Residential – Building – Siding	1	N/A
Residential – Building – Windows/Doors	8	N/A
Residential – Mechanical – Furnace/Boiler	9	N/A
Residential – Mechanical – Furnace+AC	2	N/A

Residential – Plumbing – New/Addition	3	N/A
Residential – Plumbing – Water Heater	8	N/A
Sign	3	\$5,920

There were two (2) single-family home building permits issued in the month of November with a total valuation of \$450,000.

BUILDING INSPECTIONS

The Community Development Department conducted 195 building inspections and re-inspections in November.

CODE ENFORCEMENT

The Community Development Department conducted 60 code enforcement inspections and re-inspections in November resulting in violations across the following categories:

CODE ENFORCEMENT INSPECTIONS	
Junk and Debris	21
Premises Identification	1
Tree Diseased/Dead	1
Unlicensed/Inoperable Vehicles	7
Unsafe Structure	1
Vacant Dwelling	1
Zoning Code Violation	15
Damaged Roof	1
City Code Violation	1
Fence Repair	1
Exterior Structure	2
Garbage	3
Grass/Weeds	5
Total = 60	

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

Direction on Active Code Enforcement Cases

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

- 1) **823 Willow St** – Unlicensed Rental - Issuing \$300 citation monthly for non-licensed rental. Legal action from the City Attorney is taking place.
- 2) **303 J St NE** – Fence - Issuing a \$300 citation each month until the non-permitted fence is corrected. Property owner has applied for a variance and fence permit 12/2/24.
- 3) **1812 Oak St** – Unlicensed Rental – Issuing a \$300 citation each month for non-licensed rental. Legal action from the City Attorney is taking place with a scheduling conference set for 8/5/24. The house has been vacated, so the \$300 citations have been halted. The City

obtained an administrative warrant to abate garbage/junk/debris, which was abated October 31st. The property owner has obtained and completed a new roofing permit.

- 4) **319 N 9th St** – Property Maintenance/ Roof – Issuing a \$300 citation each month until roof is corrected.

VACANT BUILDING REGISTRY

Properties proposed to be assessed in 2024

408 2nd Ave NE – Vacant Building – No Response

224 5th St N – Fire Damage

Properties that have registered/ applied for permits

1521 Norwood St – Fire Damage – Recently Purchased

1216 6th St S – Owner Repaired Roof

1623 9th Ave NE – Remodel Permit Issued – Work in Progress

1812 Oak St – Roof Damage. Roof permit was obtained and completed.

Vacant Building Registry Letters Sent after 9/1/2024

715 7th Ave NE – Grass and Structural Issues

1201 L St NE – Returned in Mail – Posted to Door

912 6th Ave NE – Returned in Mail – Posted to Door

1022 13th Ave NE – Siding Uncompleted 3+ years

508 9th St N – Roof Damage and Grass. Property currently being purchased and the City is working with the new owner.

1420 Quince – Construction debris, Grass, Uncompleted work 15+ years

1119 13th St SE – Roof Damage

1889 Graydon Ave – Open Excavation – No Progress

RENTAL LICENSES & INSPECTIONS

The Community Development Department issued one (1) new rental license in the month of November.

The Housing Inspector completed 11 rental property inspections and re-inspections in November.

CONTRACTOR REGISTRATION

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

PLANNING AND ZONING

December 18th Planning Commission Agenda:

- 1) Consider Variance for Fence at 303 J St NE
- 2) Review Proposed Design Standards Ordinance.

The Planning Commission will conduct the public hearing for the proposed ordinance. In addition to the public hearing, staff will present preliminary language for a crypto-mining ordinance.

Staff are currently reviewing all residential properties in the City of Brainerd and compiling a list of vacant and underdeveloped properties. Once the list is completed, staff will create a ranking and metric system for the most developable properties within the City, with a plan on educating property owners on the potential for higher density development or redevelopment based on the updated zoning code changes.



ECONOMIC DEVELOPMENT

2025-2026 EDA Goals and Action Steps

The Brainerd EDA approved their 2025-2026 Goals and Action Steps at the December 5th meeting. The following actions were added:

1. Developing/defining/branding our different neighborhood districts with the goal of being able to be more strategic about how we roll out initiatives and deciding which neighborhoods to target.
2. Implement a grant program to improve business signage in the downtown district with new adopted design standards.

3. Create a program and contract for private property owners to list underutilized properties on the EDA website.
4. Continue to work with the School District in developing the parcel North of Buffalo Hills Park.
5. Create a comprehensive plan for Brainerd's Downtown.
6. Create a development strategy, specifically for infrastructure, for potential developers.
7. Develop a Key Performance Indicators/Metrics report that the EDA can both use internally to track the progress we are making as well as demonstrate to outside developers that we are a good place to invest in.
8. Complete Business Retention and Expansion (BRE) visits that involve interviews and information gathering.
9. Conduct quarterly EDA business tours.
10. Tour childcare facilities to understand difficulties in operation and potential for expansion.
11. Create a marketing strategy and campaign for the EDA website and available Brainerd properties.
12. Develop and implement an advertising campaign focused on recruiting entrepreneurs, developers, investors and the like to start a business within the corporate limits of the City of Brainerd.
13. Update the EDA website quarterly.
14. Optimize the website with additional links, contact information, and land prices to make it easier for developers and interested businesses.

EDA Shared Services Agreements and Budget

The EDA elected to fully fund all five of the consultant contracts and the Initiative Foundation's request. Based on a budget of \$186,812 the EDA would have a net revenue of \$19,362 for 2025. Staff recommend the net revenue be used for grants or EDA initiatives.

	2024	2025
BLAEDC	\$36,000	\$37,000
Swanson Haskamp	\$35,000	\$35,000
Visit Brainerd	\$40,000	\$63,100
DDBC	\$10,000	\$10,000
City of Brainerd	\$17,000	\$17,000
IF Request	\$5,350	\$5,350
Total	\$137,000	\$167,450

Country Manor Tax Abatement Request

The City of Brainerd received an application for financial assistance through tax abatement from Foundation for Health Care Continuums related to the proposed construction of a 110-unit senior living campus with attached childcare facility for 8 infants, 14 toddlers, 40 preschoolers and 30 school aged children. The total development cost for the project is approximately \$49,335,000 and the estimated taxable value is approximately \$21,928,000.

The developer has applied for an amended tax abatement to offset a portion of the extraordinary costs associated with construction of the project. The developer's most recent request for

assistance is for 65% of the City's share of annual tax abatement revenues for \$1,200,000 for up to 20 years. The request in 2023 had been recommended by the EDA and granted by the City Council as 45% of the City share of taxes related to the project for up to 10 years.

The EDA reviewed the revised request at their December 5th meeting and recommended approval of the additional abatement of request with 100% abatement in the first three years of operation. Staff have reached out to the County to get an updated taxable value estimate for City Council's consideration. The estimated taxable value for the building is preliminary and subject to further review and includes 0% annual market value inflator.

PLANNING AND ZONING PROCESSES – CURRENT PROGRESS UPDATE

Address: 100 Washington St. COMPLETED

PZE Process: Conditional Use Permit **Date Issued:** 1/2/2024

Project Description: The utilization of the property as an auto repair shop.

Project Progress: The applicant has applied for a sign permit. The Fire Marshal is working with the property owner and business to bring the building up to fire code.

Address: 524 N 8th St COMPLETED

PZE Process: Interim Use Permit **Date Issued:** 1/2/2024

Project Description: The utilization of the property as a short-term rental.

Project Progress: The applicant has obtained a rental license and is now allowed to operate a short-term rental at the subject property.

Address: 418 8th Ave NE COMPLETED

PZE Process: Conditional Use Permit **Date Issued:** 3/4/2024

Project Description: The utilization of the property as a commercial childcare facility with two Early Head Start Classrooms and a total enrollment of 16 children.

Project Progress: The Conditional Use Permit was approved by the City Council at the April 1st, 2024 meeting. A fence permit was applied for and issued.

Address: PID 41040887 620 3rd St NW STARTED

PZE Process: Conditional Use Permit Amendment **Amendment Approved:** 3/4/24

Project Description: The applicant proposed the construction of a 12-unit apartment complex.

Project Progress: The applicant has not begun construction. The applicant was approved for a Conditional Use Permit Amendment at the March 4th, 2024, City Council meeting. The site has been graded, permits issued, and the construction project has started.

Address: PID 41040888 610 3rd St NW

PZE Process: Conditional Use Permit Amendment **Amendment Approved:** 4/1/24

Project Description: The construction of a health club and boarding house.

Project Progress: The applicant has not begun construction of the facility but has begun site grading. The applicant was approved for a Conditional Use Permit amendment at the April 1st, 2024 City Council meeting. The site has been graded and stabilized.

Address: PID 41040889 580 3rd St NW

PZE Process: Conditional Use Permit

Date Issued: 3/4/2024

Project Description: The construction of a residential 12-unit multifamily apartment building consisting of two 2-bedroom units and ten studio apartment units.

Project Progress: The Conditional Use Permit was approved by the City Council at the April 1st, 2024 meeting. The site has been graded and stabilized.

Address: 714 7th St S

COMPLETED

PZE Process: Interim Use Permit for a Short-Term Rental

Date Issued: 4/1/24

Project Description: The utilization of the property as a short-term rental.

Project Progress: The applicant has obtained a rental license, and a local agent/contact has been assigned.

Address: 805 Laurel St

PZE Process: Conditional Use Permit and Variance

Date Issued: 4/22/2024

Project Description: To construct a mixed-use multifamily building supporting commercial space along with 78 units of housing.

Project Progress: The developer is awaiting news of the MN Workforce Housing Grant recipients which will most likely be determined in mid-September.

Address: 1101 Pine St

COMPLETED

PZE Process: Variance

Date Issued: 5/6/2024

Project Description: To construct a 12' wide concrete street loaded driveway off of Pine Street rather than off the alley to an existing accessory structure.

Project Progress: Project completed.

Address: 1111 Oak St

STARTED

PZE Process: Conditional Use Permit and Variance

Date Issued: 5/6/2024

Project Description: To construct a 5+ unit apartment and exceed 20+ DU/AC in the TN-2 District. Variance from the landscape requirements.

Project Progress: The remodel permit has been issued and the property owner is currently working on the property.

Address: 1918 Thiesse Dr

DENIED

PZE Process: Interim Use Permit for Outdoor Storage

Date Issued: Denied

Project Description: Outdoor storage as a principal use on an industrial lot.

Project Progress: None

Address: 1123 15th Ave NE

COMPLETED

PZE Process: Interim Use Permit

Date Issued: 8/5/2024

Project Description: The utilization of the property as a short-term rental.

Project Progress: The applicant has obtained a rental license; a local agent has been assigned and the necessary inspections have been completed.

Address: 418 8th Ave NE

COMPLETED

PZE Process: Conditional Use Permit Amendment

Date Issued: 8/5/2024

Project Description: The expansion of a fenced in area of the property to be used as a commercial childcare facility with two Early Head Start Classrooms and a total enrollment of 16 children. Additionally, to allow the expansion of one more classroom later in the year.

Project Progress: The Conditional Use Permit was approved by the City Council at the April 1st, 2024 meeting. A fence permit was applied for and issued, but it was discovered that the fence was too small of an area and needed expansion. A new fence permit was issued to Elite Fencing and the project was completed.

Address: 703 Oak St

PZE Process: Conditional Use Permit Amendment

Date Issued: 9/3/2024

Project Description: To construct an outdoor playground at the current childcare facility

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

Address: 1306 Chicago Ave

PZE Process: Variance

Date Issued: 10/8/2024

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

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

Address: 2602 S 11th St

PZE Process: Conditional Use Permit

Date Issued: 10/21/2024

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

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

Address: 502 Juniper St

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/2/2024

Project Description: The utilization of the property as a short-term rental.

Project Progress: The applicant has obtained a rental license; a local agent has been assigned and the necessary inspections have been completed. This is a renewal.

Address: 524 N 8th St

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/2/2024

Project Description: The utilization of the property as a short-term rental.

Project Progress: The applicant has obtained a rental license; a local agent has been assigned and the necessary inspections have been completed. This is a renewal.

Address: 203 Hawkins Dr

COMPLETED

PZE Process: Interim Use Permit Renewal

Date Issued: 12/2/2024

Project Description: The utilization of the property as a short-term rental.

Project Progress: The applicant has obtained a rental license; a local agent has been assigned and the necessary inspections have been completed. This is a renewal.

Address: 214 S 8th St

PZE Process: Conditional Use Permit

Date Issued: 12/2/2024

Project Description: To operate a brew pub at the Last Turn Saloon.

Project Progress: In progress

Address: 722 Laurel St

PZE Process: Conditional Use Permit

Date Issued: 12/2/2024

Project Description: To convert the existing main floor commercial space into two (2) commercial units and the second floor into seven (7) residential apartment units

Project Progress: Property owner will submit the necessary applications.

Address: 722 Laurel St

PZE Process: Variance

Date Issued: 12/2/2024

Project Description: From the parking requirements for the seven (7) units of additional housing and one (1) additional commercial space.

Project Progress: In progress with the CUP in the remodel process.



BRAINERD PUBLIC UTILITIES

8027 Highland Scenic Rd • P.O. Box 373 • Brainerd, Minnesota 56401

Business Office: 218.829.8726 ■ **Repair Service:** 218.829.2193

www.bpu.org

Brainerd Public Utilities Utility Director Report 16 December 2024

Financial Reports

October's financial report is ongoing, due to budgeting, Lead service line inquiries and strategic planning and finance committee preparations the October report was not finalized for this month.

2025 Budget Process

The budget was presented to the Finance committee on Tuesday the 19th and will be presented at the Commission meeting. Once approved, the recommendations from the Commission will be presented by staff at the December 2nd City Council meeting.

Water Treatment Facility Reclamation and Backwash Project

Meetings have occurred with Bolton & Menk, the project is progressing on schedule. Bidding and requests for bids were published and bid opening was held at 2PM on Thursday the 21st. Information will be presented at the regularly scheduled meeting.

Streetlighting/Water/Wastewater Cost Studies

The cost studies for streetlighting/water/wastewater have begun and are collecting data for Utility Financial Solutions. Meetings with UFS have continued to determine their data needs and requests for the cost studies. UFS is awaiting staff responses before continuing.

Communities Local Energy Action Program:

Staff continue discussion with Region 5, Tri County Community Action and the National Renewable Energy Laboratory related to the technical assistance program and the program preparation related to renewable by 2040 initiative. Local meeting with Department of Energy, National Renewable Energy Lab and local partners related to the grant is intended in October. Scoping of the project is on-going, staff reviewed a draft of the project scope document and provided comments to NREL staff for additional consideration.

After Hours Call Center:

Staff have stressed concerns about after-hours call capabilities. Staff attended presentations from both Cooperative Response Center and Gold Cross answering services. Staff have included in the budget an additional amount for call center services from Gold Cross Answering services. This will enable and allow customers to call and receive a live person on the call center, as they would have with Central station operating 24 hours a day, as well as give us the ability to set up our processes and procedures for dispatching after-hours calls.

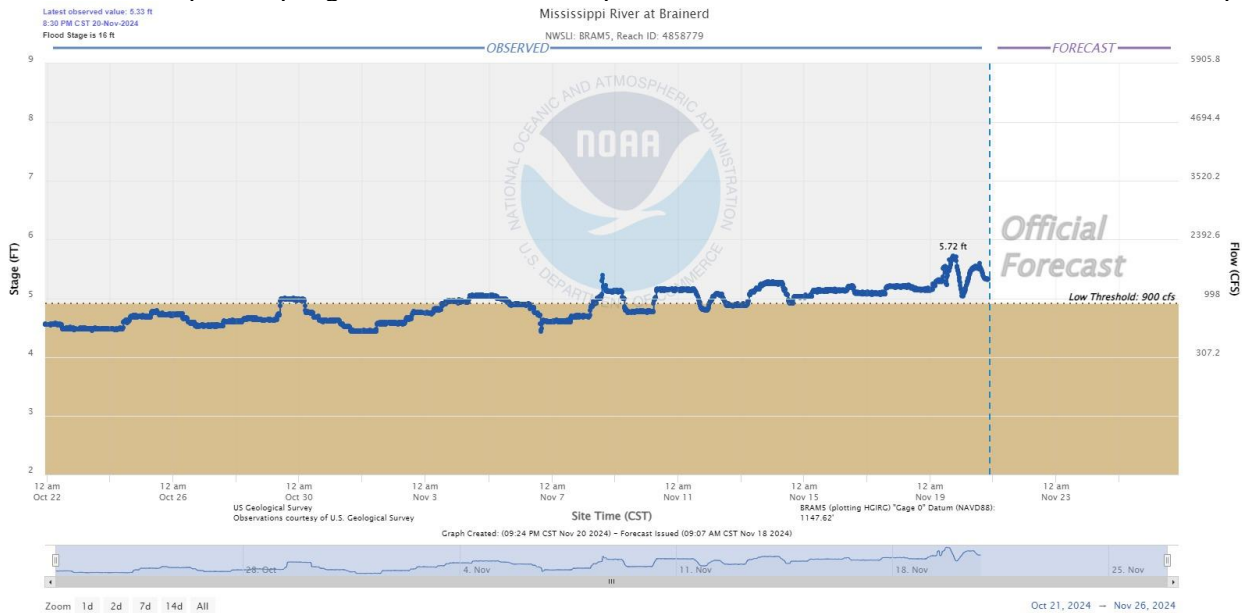
Hydro Department:

November Update: The inspection of turbine and pit #2 was completed in October. BPU staff made adjustments to the wickets, operating shafts, and arms. A final report will be provided by Barr.

Generators #1 and #2 are currently online, producing approximately 1280 kW.

Flows:

11-18-24 Flows have been more than 10% above the Mississippi Low Flow plan trigger. Meeting the DNR criteria for this plan. Spill gate and Generator operation are back in normal run of the river flow plan.



Electric Department:

The decommissioning of the NE substation has been completed. Crews are still actively working on distribution maintenance projects. Vegetation management is set to begin in December, with certain projects contingent on weather conditions.

Water Distribution:

Phase 2: Water System Analysis

November Update: (In Progress)

October Report: Preliminary estimates of water age have been developed for the water distribution system using our model. The results indicate that water may take up to 20 days to pass through the end user meter in certain areas. This suggests that the current pipe sizing, system design, and low consumption rates may contribute to the extended water age. We conducted modeling runs under various scenarios, simulating different tank storage configurations both online and offline, but these adjustments did not improve the water age timelines. We are actively exploring options to increase water turnover in the system.

Phase 3: Sequential Hydrant Flushing Plan (In Progress)

November Update: Flushing of the water distribution system is ongoing, with roughly 85% of the work completed. Crews will continue as weather conditions allow. Once the flushing is finished, the field data will be analyzed and provided to the commission.

October Report: The development of a comprehensive sequential hydrant flushing plan for the water distribution system is approximately 75% complete. Utilizing the updated water model, this phase aims to provide clear guidelines on the recommended order of operations for flushing activities. It will also verify flushing velocities to ensure effective cleaning and allow staff to collect valuable data during the process. Hydrant flushing has begun and will continue over the next couple of weeks.

2024 Leak Survey:

November Update:

Staff has successfully repaired 3 of the 7 leaking hydrants. The remaining 4 hydrants lack gate valves, so repairs will require a water outage. Additionally, two of the three BPU service lines have been replaced.

October Report:

Water Conservation Services conducted the 2024 water leak survey and identified thirteen leaks: six service leaks and seven hydrant leaks. The Distribution crew will rebuild the affected hydrants. Three of the six service leaks are on the BPU service side and will be repaired accordingly. The remaining three leaks are located on the customer side, and those customers will be notified of the leaks and required to make the necessary repairs.

Climavison:

November Update: TEP has completed the structural analysis report for Climavison. The assessment confirms that the tank and its components can adequately support the current and proposed loads, with no modifications needed at this time.

Next steps: If the commission is interested in the project, the next steps will involve developing a lease agreement, with construction potentially beginning as early as spring 2025.

Plants/Production Activities:

October 2024 Water Pumping Statistics:

Water pumped to North distribution system was 32.8 MG for an average of 1.06 MGD. Water pumped to South distribution system was 5.076 MG for an average of 0.164 MGD. Chemical usage averages for the month: 2.97 gallons of fluoride per day, 6.17 gallons of caustic soda per day, 9.74 gallons of orthophosphate per day, and 23.77 pounds of chlorine per day. Went through 23 filter backwash events while using an average of 0.241 MG for each event.

Wells:

All wells functioning effectively, no deficiencies or shortcomings found. Preparation for colder winter weather and testing heating units in all well house structures is continuing.

Filtration Plant:

Deficiency found in the form of a leaking filter basin drain valve; the water is periodically leaking to the backwash waste seepage basin; current plan is to obtain a quote for replacement and order it when appropriate. Deficiency found on the valve control panel for the # 2 filter train. The AUTO/HAND/OFF switch is intermittently failing when starting backwash events. Further investigation will occur to determine a permanent fix. Staff fixed various potable water plumbing leaks. Daily test results indicate an average of 95.55% removal of iron from the raw water concentration and 95.7% removal of manganese.

Booster Pump Stations:

Riverside booster station and Lum Park booster station continue to operate effectively.

Call-out events:

No call out events in this time period.

Minnesota Department of Health Sanitary Survey:

Deficiencies found by MDH district engineer during survey were all addressed and fixed.



City of Brainerd
IT/GIS Department Monthly Report
November 2024

Projects

- Continued discussions regarding potential IT integrations – research, needs assessment, planning, etc
- Police squad room equipment returned to renovated space (11/6) with new desks - temporary network in training room dismantled.
- Sergeants moved temporarily to training room (11/19) while office space is renovated and new desks installed, temporary network reestablished in training room. Moved back 11/22
- Ongoing research regarding policy for artificial intelligence (AI) use on city devices/network

Hardware/Software

- Firewall update 11/1 that eliminated need for dedicated identity server (ISE-PIC)
- Began project 11/25 to implement Intune for endpoint management, which will phase out on prem patch management, work continues into Dec.
- Implementing multifactor authentication at log-in (BCA requirement for Police)
- New security cameras installed 11/18 at Kiwans Park, Lyman Park, and College Dr bridge. Camera feeds will stream directly into police squad room and be available to staff via web and mobile app.
- Three new police squad cars equipped and configured for service.

Other

- Technical support for numerous meetings – City Council, Park Board, Planning Comm, EDA, etc
- Attended annual MN IT Conference – majority of sessions focused on cybersecurity or AI.
- Staff added: Public Works Director, Police Officer, Police CSO
- Staff departed: none

Statistics

Telephone: total calls 7260 ↓ (8565)

Police 2979, City Hall 2371, Transit 1645, Fire 236, Public Works 29

Website: total views 8648 ↓ (18884) users 2438 ↓ (6187)

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

Email: sent 7464 ↓ (8286) 249/day, received 32955 ↓ (33719) 1098/day

YouTube: City channel views 732 ↓ (949), hours watched 149 ↓ (233), subscribers +6

Facebook (city): followers 3510 (+15), reach 7470 ↓ (8590), interactions 361 ↓ (1.3k)

Cisco Secure Endpoint: files scanned 7.6M ↓ (8M) IPs scanned 861k ↓ (889K)



City Council Agenda Request

MEETING DATE: December 16, 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:

I would have to assume that ever since the City has offered a cafeteria plan, the FSA administrative fee has been paid out of the Section 125 Fund (895). However, the benefit (savings in payroll taxes) to cover the administrative fee cost, has been accounted for in the working funds. With a new FSA administrator effective January 1st, Staff would like to start with a zero cash balance in Fund 895 and change the practice of paying the administration fee out of Fund 895. The administration fee will be paid out of the General Fund (101) and Fund 895 will only be to track employee deductions and reimbursements through the cafeteria plan. The recommended transfer to zero out the cash in Fund 895 would be:

Transfer From:	Transfer To:	Amount
General Fund (101)	Section 125 Fund (895)	\$20,002.80

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: For financial reporting purposes, Fund 895 is reported as part of the General Fund. Therefore, there is no impact on fund balance for reporting.

RECOMMENDED ACTION/MOTION: Authorize the transfer of \$20,002.80 from General Fund (101) to Section 125 Fund (895).

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Approve of Memorandum Of Understanding (MOU) with Crow Wing County Fair Board for Snow Storage

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN):

SUMMARY OF ISSUE: Staff is recommending for council to approve this MOU for snow storage. This is the first year of this MOU, as the CWC Fair Grounds wants to ensure we clean up the site in the spring.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: We are not being charged for the site, CWC Fair Grounds wants to ensure we pick up the trash in the spring.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the MOU for snow storage.

FINANCIAL IMPACT: N/A

CROSS-JURISTICTIONAL MAINTENANCE UNDERSTANDING

BETWEEN CITY OF BRAINERD AND THE CROW WING COUNTY FAIR BOARD

This Agreement is made and entered into this 16th day of December 2024, by and between the City of Brainerd Street and Sewer Department, 501 Laurel Street, Brainerd, Minnesota, 56401, hereinafter referred to as "City of Brainerd", and the Crow Wing County Fair Board, a nonprofit community group, 2000 13th St. SE, Brainerd, MN 56401, hereinafter referred to as "CWC Fair Board"

WHEREAS, CWC Fair Board is responsible for operations at 2000 13th Street, located in Oak Lawn Township in Crow Wing County; and,

WHEREAS, City of Brainerd and the CWC Fair Board wish to mutually agree on snowplowing operations and snow storage during winter months at the fairground site located at 2000 13th St. SE Brainerd, MN 56401,

NOW THEREFORE City of Brainerd and CWC Fair Board agree to the following:

1. **MAINTENANCE**

The Crow Wing County Highway Department agrees to perform minimal snowplowing activities to the main asphalt surfaces, serving fairground buildings, at the Crow Wing County fairgrounds, when 6" of snow accumulates. In exchange the CWC Fair Board agrees to let City of Brainerd haul and store snow from other locations in the southeast corner of the property during winter months. Snowplowing at the fairgrounds will be secondary and performed only when all City of Brainerd maintained roads are deemed sufficient by the Street and Sewer Department of the City of Brainerd.

*Minimal means making one pass with a plow truck, plowing the road adequately for emergency service response. No sand or salt will be used.

2. **COSTS**

This is an equal work agreement. Neither party will invoice the other for performing the agreed upon tasks in this agreement.

3. **EXCLUSIONS**

None. This agreement covers all duties, responsibilities and expectations by both parties.

4. **TERM**

This Agreement shall remain in effect until May 31, 2030. At that time the terms of this agreement will be reviewed and, if necessary, modified to suit the current conditions. This agreement carries remains in effect if not renewed by expiration date.

5. **TERMINATION**

Either entity may terminate this agreement by providing a 30-day written notice to the other party.

6. **NOTICE**

For purposes of delivery of any notices hereunder, the notice shall be effective if delivered to the City of Brainerd Public Works Director, 501 Laurel St, Brainerd, Minnesota, 56401, Crow Wing County, and the Crow Wing County Fair Board President, 2000 13th St. SE Brainerd, MN 56401, Oak Lawn Township, Crow Wing County.

7. **INDEMNIFICATION**

City of Brainerd and CWC Fair Board mutually agree to indemnify and hold harmless each other from any claims, losses, costs, expenses or damages resulting from the acts or omissions of the respective officers, agents, or employees relating to activities conducted by either party under this Agreement.

8. **ENTIRE AGREEMENT**

It is understood and agreed that the entire agreement of the parties is contained herein and that this Agreement supersedes all oral agreements and all negotiations between the parties relating to the subject matter hereof, as well as any previous agreement presently in effect between the parties to the subject matter hereof. Any alterations, variations, or modifications of the provisions of this Agreement shall be valid only when they have been reduced to writing and duly signed by the parties. This Memo Of Understanding will be valid for five (5) years.

9. **PURPOSE**

The purpose of this Agreement is to establish a clear set of responsibilities and expectations with respect to snowplowing and snow storage by City of Brainerd and the CWC Fair Board.

10. **BACKGROUND**

Prior to 2024, there was not a written agreement. City of Brainerd values the CWC Fair Grounds location as it is centrally located. City of Brainerd is also looking for additional sites for snow storage.

11. **SITE CLEAN UP**

Crow Wing County Fair board request assistance from all parties who dump snow on the fairgrounds property assist with cleaning up the site in the spring of trash, road debris, etc. They are writing this into each of the agreements between City of Brainerd, Crow Wing County, and MnDOT.

Nick Broyles
City of Brainerd
Administrator

Myron Stevens
Crow Wing County Fair Board
Manager

THE Center

November 26, 2024

Dear Brainerd City Council, Mayor and City Administrator,

Enclosed you will find requested information in response to our agreement with the City of Brainerd. The Center's Board of Directors has employed an executive director. The Director has maintained over fifty-four activities, programs and events weekly for individuals age 45 and up.

Funding that was received from the City of Brainerd from January 1, 2024, through October 31, 2024, is \$80,543.80. Our monthly financials are one month prior so numbers are calculated through the end of October. October Financials are attached. Total Center income for that same time frame was \$387,056. Income includes: room rents, Gift Shop sales, donut sales, greeting card sales, entertainment fundraising events, rummage sale, monthly silent auctions, monthly dinners, newsletter ads, bake sales, plant sale, office and apartment rents, gambling donations: bingo events and raffles, other city, businesses and individual's donations. Expenses for that same time frame, were \$356,460. Expenses include; gas, electric, water, office supplies, insurance, elevator, phone, internet, fire protection, pest control, cleaning supplies, and miscellaneous supplies. The Center fundraises over 74% of our income!!

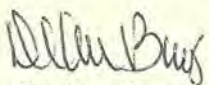
The following page provides number breakdowns of programs, activities and events, that happen at The Center because of financial support from the City of Brainerd. The number of attendees for each activity, event and program are listed from January 1, 2024 to October 31, 2024. Log in sheets are in every room of The Center. Coordinators of activities beyond The Center provide numbers following their programs.

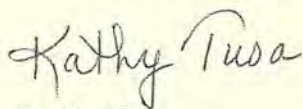
In addition to our day to day operations, how do the members of The Center give back to the residents of the City of Brainerd and the lakes area? We give back by coordinating free bandstand concerts Thursday evenings from first Thursday in June to the last Thursday of August. Our Toy Makers Group also provides wooden toys and cloth dolls that are given to children in crisis. And our Prayer Quilt group makes quilts that are given to individuals of all ages who have serious medical conditions. The Center's Choir is excited to be performing at senior apartment buildings, assisted living, memory care and nursing facilities.

The 2025 Budget is attached also. It was approved at The Center's Annual Meeting that was held on Thursday, November 21, 1 pm.

We cannot thank you enough for the support The Center receives from the City of Brainerd. We look forward to continuing our mission of supporting individuals age 45 and up within City of Brainerd and the lakes area.

Sincerely,


DeAnn Barry
Executive Director


Kathy Tusa
President of the Board of Directors

2024 Programs, Activities, & Event Numbers According to Areas

Health & Wellness

Workout Rooms	1025
Bone Builders	2509
Chair Yoga	140
Line Dancing	356
Walking Group	20
Band & Dancing	1402
Pickleball	1050
Tennis	984
Zumba Gold	7
Golf	60
Belly Dancing	<u>6</u>
Total:	7559

Art

Watercolor	23
Open Craft	10
Rosemaling	72
Wood Carving	204
Card Recycling	470
Fabric Art	<u>387</u>
Total:	1166

Mental Health & Well Being

Dementia Care Givers	126
L&L Mental Health	<u>16</u>
Total:	142

Exercise Your Mind

Bridge	757
Cribbage	691
500 Cards	549
Whist	253
Scrabble	234
Dominos	53
Pinochle	233
Hand & Foot	37
Billiards	544
Mahjong	<u>926</u>
Total:	4277

Educational

Lunch & Learns	98
Great Decisions	152
AARP Smart Drivers	171
Prediabetes Class	209
Flora Bouquet Classes	<u>18</u>
Total:	648

Entertainment

Platinum Players (rehearsals)	44
The Center's Singer's (rehearsals)	375
Movie Matinee	53
2nd Monday Dinners	411
Performances in Gregory Park	1511
Bus Trips	<u>54</u>
Total:	2448

Multi-Generational

Bingo	1904
Donut eating: dining in	<u>539</u>
Total:	2443

Giving Back to Brainerd & the Community:

Toy Makers	197
Prayer Quilters	836
Platinum Players actors	8
The Center's Singer's Performances	576
Performed 32 times	
Legal Aid	43
Christmas for the Homeless	78
Ageless Expo	<u>375</u>
Total:	2113

Support Groups:

Growing Older Together	78
Come What May	44
Veteran Group	<u>681</u>
Total:	803

Total for 2024 January 1 to November 15, 2024

Number of individual users for 2024 21719
 Number of volunteer hours for 2024 18821

The Center
Proposed Budget for 2025

Revenue	
Activities Income	174,800.00
Flow Through Income	27,900.00
Newsletter Advertising Revenue	22,000.00
Tower and LSS Fees	33,600.00
Gambling Donations	31,000.00
City Funding	115,200.00
Donations and Memberships	33,500.00
Total Revenue	438,000.00
Disbursements	
Payroll Costs	168,056.35
Operating Expenses	9,700.00
Office Expenses	39,722.40
Maintenance	19,600.00
Utilities	51,700.00
Newsletter Costs	30,000.00
Activities Costs	58,500.00
Costs to offset Flow through revenue	20,700.00
Depreciation	53,000.00
Total Disbursements	450,978.75
Net Operating Revenue (Loss)	(12,978.75)
Other Revenue	
Toymakers	2,000.00
Bandstand project	12,000.00
Brick Building Rent	9,500.00
Quilters	5,500.00
Total other revenue	29,000.00
Other Expenses	
Toymakers Expense	1,000.00
Bandstand project	12,000.00
Brick Bldg Expense	6,000.00
Quilters	5,500.00
Total other expense	24,500.00
Net Other	4,500.00
Net Income, (Loss)	(8,478.75)
Non-cash depreciation add back	53,000.00
Net cash increase	44,521.25

Lakes Area Senior Activity Center
Statement of Financial Position
As of October 31, 2024

Accrual Basis

	Oct 31, 24
ASSETS	
Current Assets	
Checking/Savings	
Cash - Unrestricted	
1101 - Cash on Hand	200.00
1102 - Petty Cash	222.00
1120 - Bremer Checking 4117	155,898.04
1150 - Reserve for Facilities #2412	157,572.14
1160 - Brick Store-Security Dep #1825	1,055.90
Cash - Unrestricted - Other	4,860.12
Total Cash - Unrestricted	319,608.20
Investments	
1170.5 - Endowment Fund-Brd Comm Fnd	477,184.30
Total Investments	477,184.30
1155 - Major Repairs Reserve - 2458	125,000.00
Total Checking/Savings	921,792.50
Total Current Assets	921,792.50
Fixed Assets	
1200 - Fixed Assets	18,475.13
1210 - Donated Building	458,986.20
1230 - Kitchen Renovation 2005	25,874.11
1240 - Tower Windows 2005	31,620.00
1250 - Accumulated Depreciation	-833,158.96
1606 - Center Windows & Sidewalk	125,270.28
1645 - Equipment	87,955.14
1655 - Furniture & Fixtures	56,386.44
1681 - 817 Kingwood Parking Lot	50,087.48
1682 - North 8th Parking Lot	144,618.00
1683 - Elevator	138,889.02
1684 - Brick Store	78,910.15
1685 - Donut Machine	2,500.00
Total Fixed Assets	382,512.97
TOTAL ASSETS	1,304,305.47
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
1121 - Membership Scholarship	215.00
2100 - Payroll Liabilities	
2100.1 - SIMPLE Payable-Employer	-114.50
2100.2 - SIMPLE Payable-Employee	-164.47
2205 - Federal W/H Tax Payable	-187.38
2210 - Social Security W/H Tax Payable	6.66
2212 - Medicare W/H Tax Payable	1.58
2415 - SUTA Payable	1,101.29
Total 2100 - Payroll Liabilities	643.16
2450 - Brick Building Security Deposit	880.13
Total Other Current Liabilities	1,738.31
Total Current Liabilities	1,738.31
Total Liabilities	1,738.31
Equity	
1110 - Retained Earnings	870,536.32
3200 - Unrestricted	387,420.68
Net Income	44,610.16
Total Equity	1,302,567.16
TOTAL LIABILITIES & EQUITY	1,304,305.47

Lakes Area Senior Activity Center Statement of Activities

Accrual Basis

October 2024

	Oct 24	Jan - Oct 24
Ordinary Income/Expense		
Income		
REVENUE - PROGRAMS, PROJECTS		
4113 - Interest Income - All Acct		
4113.1 - Endowment Fund Interest	0.00	2,061.90
4113 - Interest Income - All Acct - Other	246.51	4,146.93
Total 4113 - Interest Income - All Acct	246.51	6,208.83
4116 - Meeting Room Income	450.00	2,540.00
4117.1 - Legacy Fund.	175.00	27,825.18
4119 - Gift Shop Income	401.49	4,427.67
4120 - Donut Income	10,608.71	86,073.83
4124 - Greeting Cards Income	150.00	1,940.75
4127 - Miscellaneous Income	0.00	5,385.75
4128 - Activity/Event Income	1,305.61	9,722.93
4128.1 - Ageless Expo	1,025.00	6,412.02
4130 - Rummage/Silent Auction Sales	915.00	9,970.94
4134 - Fundraising Meals	410.00	4,425.00
4140 - Defensive Driving Income	490.00	3,770.00
4160.1 - Ribfest	1,865.00	1,865.00
4170 - Newsletter Ads	0.00	19,416.25
4180 - Bake Sale	1,456.65	2,490.40
4181 - Plant Sale	0.00	21,756.50
4190 - Trips Income	0.00	2,870.00
4192 - Tower User Fees	793.16	8,271.30
4193 - LSS Dining User Fees	2,000.00	20,000.00
Total REVENUE - PROGRAMS, PROJECTS	22,294.13	245,372.35
SUPPORT (DONATIONS)		
4020 - Gambling	4,000.00	9,100.00
4106 - City of Baxter	0.00	20,200.00
4110 - City of Brainerd	8,054.38	80,543.80
4117 - Donations Income	56.00	6,165.15
4118 - Memberships Income	2,925.00	25,675.00
Total SUPPORT (DONATIONS)	15,035.38	141,683.95
Total Income	37,329.51	387,056.30
Gross Profit	37,329.51	387,056.30
Expense		
OFFICE & BUILDING		
5530 Bank Charges Expense	10.35	219.07
Total OFFICE & BUILDING	10.35	219.07
PERSONNEL		
5200 - Wages & Salaries	10,800.47	112,401.36
5215 - FUTA	0.00	374.12
5216 - SUTA Expense	0.11	774.74
5224 - Direct Deposit Fee	36.00	380.00
5226 - SIMPLE-Employer Match	229.00	2,404.50
5230 - Medicare Expense	156.80	1,629.81
5231 - Social Security Expense	869.63	6,968.90
5234 - Worker's Comp Expense	1,591.00	1,591.00
Total PERSONNEL	13,482.81	126,524.43
5237 - CPA	360.00	4,339.86
5270 - Travel/Seminar	0.00	50.00
5271 - Dues/Subscriptions	674.00	2,738.00

Lakes Area Senior Activity Center Statement of Activities

Accrual Basis

October 2024

	Oct 24	Jan - Oct 24
5320 • Office Supplies	0.00	2,705.64
5322 • Cleaning Supplies	456.06	3,042.13
5323.1 • Trash Removal	287.23	2,676.31
5323.2 • Elevator Maintenance	0.00	2,450.46
5323.3 • Pest Control	0.00	462.00
5323.5 • Fire Protection	0.00	5,760.88
5330 • Telephone	242.43	2,363.84
5331 • Cable TV	167.35	1,742.37
5340 • Postage	0.00	627.40
5350 • Electric Water	2,267.31	20,217.52
5351 • Gas	260.00	8,827.43
5360 • Advertising	770.30	4,465.20
5361 • Printing	0.00	158.10
5370 • Newsletter Printing	0.00	18,602.37
5370.1 • Newsletter Mailing	0.00	6,279.62
5375 • Marketing Expense	0.00	588.00
5410 • Miscellaneous	0.00	51.50
5509 • Equipment Repairs	0.00	1,417.10
5510 • Repairs & Maintenance-Building	4,209.91	34,780.59
5620 • Insurance - Bldg & Liab.	1,415.62	12,505.81
5631 • Kitchen	83.65	2,443.15
5650 • Activity	113.98	5,183.56
5650.1 • Ageless Expo	1,991.26	3,203.28
5661 • Plant Sale	0.00	1,690.67
5660 • Donut	3,252.00	31,810.12
5665 • Greeting Cards	12.25	750.07
5670 • Defensive Driving	205.00	3,530.00
5680 • Donations	0.00	100.00
5690 • Fund Raising Meals	0.00	1,274.30
5690.1 • Ribfest	63.35	63.35
5692 • Trips	0.00	2,507.50
5697 • Depreciation Expense	4,481.00	40,329.00
Total Expense	34,765.86	356,460.63
Net Ordinary Income	2,543.65	30,595.67
Other Income/Expense		
Other Income		
TEMPORARILY RESTRICTED		
6003 • Toymakers	1,025.00	2,280.00
6005 • Quilters	775.00	6,198.00
6014 • Bandstand Project	0.00	10,000.00
Total TEMPORARILY RESTRICTED	1,800.00	18,488.00
6002 • Brick Building Rent	1,600.00	11,990.00
6101 • Unrealized Gains/Losses	0.00	939.37
Total Other Income	3,400.00	31,417.37
Other Expense		
EXPENSE TEMPORARILY RESTRICTED		
7014 • Bandstand	0.00	8,148.36
Total EXPENSE TEMPORARILY RESTRICTED	0.00	8,148.36
7002 • Brick Bldg Expense		
7002.3 • Brick Building Insurance	0.00	1,350.00
7002.4 • Brick Building Utilities	199.15	2,533.17
7002 • Brick Bldg Expense - Other	0.00	392.19
Total 7002 • Brick Bldg Expense	199.15	4,275.36
7003 • Toymakers Expense	28.35	476.18
7004 • Quilters Expense	460.00	4,502.98
Total Other Expense	687.50	17,402.88
Net Other Income	2,712.50	14,014.49
Net Income	5,256.15	44,610.16

Lakes Area Senior Activity Center
Statement of Cash Flows
January through October 2024

	<u>Jan - Oct 24</u>
OPERATING ACTIVITIES	
Net Income	44,610.16
Adjustments to reconcile Net Income to net cash provided by operations:	
1121 · Membership Scholarship	115.00
2100 · Payroll Liabilities:2100.1 · SIMPLE Payable-Employer	-102.81
2100 · Payroll Liabilities:2100.2 · SIMPLE Payable-Employee	-141.37
2100 · Payroll Liabilities:2205 · Federal W/H Tax Payable	-1,101.00
2100 · Payroll Liabilities:2210 · Social Security W/H Tax Payable	-2,079.66
2100 · Payroll Liabilities:2212 · Medicare W/H Tax Payable	-486.34
2100 · Payroll Liabilities:2415 · SUTA Payable	774.74
2100 · Payroll Liabilities:2420 · State W/H Tax Payable	-663.00
Net cash provided by Operating Activities	<u>40,925.72</u>
INVESTING ACTIVITIES	
1250 · Accumulated Depreciation	40,329.00
1685 · Donut Machine	-2,500.00
Net cash provided by Investing Activities	<u>37,829.00</u>
Net cash increase for period	78,754.72
Cash at beginning of period	<u>843,037.78</u>
Cash at end of period	<u><u>921,792.50</u></u>

Lakes Area Senior Activity Center

Statement of Activities Prev Year Comparison

Accrual Basis

October 2024

	Oct 24	Oct 23	\$ Change
Ordinary Income/Expense			
Income			
REVENUE - PROGRAMS, PROJECTS			
4113 · Interest Income - All Acct	248.51	261.92	-13.41
4116 · Meeting Room Income	450.00	200.00	250.00
4117.1 · Legacy Fund.	175.00	100.00	75.00
4119 · Gift Shop Income	401.49	354.69	46.80
4120 · Donut Income	10,608.71	6,978.84	3,629.87
4124 · Greeting Cards Income	150.00	232.50	-82.50
4128 · Activity/Event Income	1,305.61	504.00	801.61
4128.1 · Ageless Expo	1,025.00	0.00	1,025.00
4130 · Rummage/Silent Auction Sales	915.00	562.00	353.00
4134 · Fundraising Meals	410.00	240.00	170.00
4140 · Defensive Driving Income	490.00	120.00	370.00
4160.1 · Ribfest	1,865.00	0.00	1,865.00
4180 · Bake Sale	1,456.65	1,411.50	45.15
4192 · Tower User Fees	793.16	651.85	141.31
4193 · LSS Dining User Fees	2,000.00	2,000.00	0.00
Total REVENUE - PROGRAMS, PROJECTS	22,294.13	13,617.30	8,676.83
SUPPORT (DONATIONS)			
4020 · Gambling	4,000.00	1,025.00	2,975.00
4110 · City of Brainerd	8,054.38	7,819.75	234.63
4117 · Donations Income	56.00	568.00	-512.00
4118 · Memberships Income	2,925.00	1,740.00	1,185.00
Total SUPPORT (DONATIONS)	15,035.38	11,152.75	3,882.63
Total Income	37,329.51	24,770.05	12,559.46
Gross Profit	37,329.51	24,770.05	12,559.46
Expense			
OFFICE & BUILDING			
5530 Bank Charges Expense	10.35	0.00	10.35
Total OFFICE & BUILDING	10.35	0.00	10.35
PERSONNEL			
5200 · Wages & Salaries	10,800.47	9,686.40	1,114.07
5216 · SUTA Expense	0.11	53.18	-53.07
5224 · Direct Deposit Fee	36.00	0.00	36.00
5226 · SIMPLE-Employer Match	229.00	0.00	229.00
5230 · Medicare Expense	156.60	140.45	16.15
5231 · Social Security Expense	669.63	600.56	69.07
5234 · Worker's Comp Expense	1,591.00	1,616.00	-25.00
Total PERSONNEL	13,482.81	12,096.59	1,386.22
5237 · CPA	360.00	540.00	-180.00
5271 · Dues/Subscriptions	674.00	557.00	117.00
5320 · Office Supplies	0.00	438.96	-438.96
5322 · Cleaning Supplies	456.06	38.28	417.78
5323.1 · Trash Removal	267.23	273.50	-6.27
5330 · Telephone	242.43	243.05	-0.62
5331 · Cable TV	167.35	159.46	7.89
5350 · Electric Water	2,267.31	2,383.46	-116.15
5351 · Gas	260.00	1,422.00	-1,162.00
5360 · Advertising	770.30	0.00	770.30
5361 · Printing	0.00	62.00	-62.00
5370 · Newsletter Printing	0.00	4,031.30	-4,031.30
5370.1 · Newsletter Mailing	0.00	1,425.64	-1,425.64
5375 · Marketing Expense	0.00	701.89	-701.89
5410 · Miscellaneous	0.00	43.90	-43.90
5509 · Equipment Repairs	0.00	1,156.43	-1,156.43

These financial statements were not subjected to an audit, review, or compilation engagement.

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Lakes Area Senior Activity Center
Statement of Activities Prev Year Comparison
October 2024

Accrual Basis

	Oct 24	Oct 23	\$ Change
5510 · Repairs & Maintenance-Building	4,209.91	0.00	4,209.91
5620 · Insurance - Bldg & Liab.	1,415.62	1,014.63	400.99
5631 · Kitchen	83.65	106.40	-22.75
5650 · Activity	113.98	2,112.01	-1,998.03
5650.1 · Ageless Expo	1,991.26	0.00	1,991.26
5660 · Donut	3,252.00	787.69	2,464.31
5665 · Greeting Cards	12.25	109.25	-97.00
5670 · Defensive Driving	205.00	185.00	20.00
5690 · Fund Raising Meals	0.00	109.32	-109.32
5690.1 · Ribfest	63.35	0.00	63.35
5697 · Depreciation Expense	4,481.00	4,481.00	0.00
Total Expense	34,785.86	34,478.76	307.10
Net Ordinary Income	2,543.65	-9,708.71	12,252.36
Other Income/Expense			
Other Income			
TEMPORARILY RESTRICTED			
6003 · Toymakers	1,025.00	80.00	945.00
6006 · Quilters	775.00	200.00	575.00
Total TEMPORARILY RESTRICTED	1,800.00	280.00	1,520.00
6002 · Brick Building Rent	1,600.00	710.00	890.00
Total Other Income	3,400.00	990.00	2,410.00
Other Expense			
7002 · Brick Bldg Expense			
7002.3 · Brick Building Insurance	0.00	190.79	-190.79
7002.4 · Brick Building Utilities	199.15	640.76	-441.61
Total 7002 · Brick Bldg Expense	199.15	831.55	-632.40
7003 · Toymakers Expense	28.35	0.00	28.35
7004 · Quilters Expense	460.00	369.97	90.03
Total Other Expense	687.50	1,201.52	-514.02
Net Other Income	2,712.50	-211.52	2,924.02
Net Income	5,256.15	-9,920.23	15,176.38

Lakes Area Senior Activity Center Statement of Activities Budget Performance

Accrual Basis

October 2024

	Oct 24	Budget	Jan - Oct 24	YTD Budget	Annual Budget
Ordinary Income/Expense					
Income					
REVENUE - PROGRAMS, PROJECTS					
4113 - Interest Income - All Acct			2,061.90		
4113.1 - Endowment Fund Interest	0.00				
4113 - Interest Income - All Acct - Other	248.51	125.00	4,148.93	1,250.00	1,500.00
Total 4113 - Interest Income - All Acct	248.51	125.00	6,208.83	1,250.00	1,500.00
4116 - Meeting Room Income	450.00	169.67	2,540.00	1,866.66	2,000.00
4117.1 - Legacy Fund	175.00		27,825.18		
4119 - Gift Shop Income	401.49	541.67	4,427.67	5,416.66	6,500.00
4120 - Donut Income	10,608.71	8,750.00	86,073.83	87,500.00	105,000.00
4124 - Greeting Cards Income	150.00	169.67	1,940.75	1,866.66	2,000.00
4127 - Miscellaneous Income	0.00	250.00	5,385.75	2,500.00	3,000.00
4128 - Activity/Event Income	1,305.61	866.67	9,722.93	6,666.66	8,000.00
4128.1 - Ageless Expo	1,025.00	416.67	5,412.02	4,166.66	5,000.00
4128.2 - Entertainment	0.00	25.00	0.00	250.00	300.00
4130 - Rummage/Silent Auction Sales	915.00	833.33	9,970.94	8,333.34	10,000.00
4134 - Fundraising Meals	410.00	516.67	4,425.00	5,166.66	6,200.00
4140 - Defensive Driving Income	490.00	558.33	3,770.00	5,583.34	6,700.00
4160.1 - Ribfest	1,865.00	500.00	1,865.00	5,000.00	6,000.00
4170 - Newsletter Ads	0.00	1,500.00	19,416.25	15,000.00	18,000.00
4180 - Bake Sale	1,456.85	125.00	2,490.40	1,250.00	1,500.00
4181 - Plant Sale	0.00	2,000.00	21,756.50	20,000.00	24,000.00
4190 - Trips Income	0.00	500.00	2,870.00	5,000.00	6,000.00
4190.3 - Concerts Franklin	0.00	83.33	0.00	833.34	1,000.00
4192 - Tower User Fees	793.16	1,583.33	8,271.30	15,833.34	19,000.00
4193 - LSS Dining User Fees	2,000.00	1,800.00	20,000.00	18,000.00	21,800.00
Total REVENUE - PROGRAMS, PROJECTS	22,294.13	21,106.34	245,372.35	211,083.32	253,300.00
SUPPORT (DONATIONS)					
4020 - Gambling	4,000.00	708.33	9,100.00	7,083.34	8,500.00
4106 - City of Baxter	0.00	1,633.33	20,200.00	16,333.34	19,800.00
4110 - City of Brainerd	8,054.38	7,916.67	80,543.80	79,166.66	95,000.00
4117 - Donations Income	56.00	416.67	6,166.15	4,166.66	5,000.00
4118 - Memberships Income	2,925.00	2,083.33	25,675.00	20,833.34	25,000.00
Total SUPPORT (DONATIONS)	15,035.38	12,758.33	141,683.95	127,583.34	153,100.00
Total Income	37,329.51	33,864.67	387,056.30	338,666.66	406,400.00
Gross Profit	37,329.51	33,864.67	387,056.30	338,666.66	406,400.00
Expense					
OFFICE & BUILDING					
5530 Bank Charges Expense	10.35		219.07		
Total OFFICE & BUILDING	10.35		219.07		
PERSONNEL					
5200 - Wages & Salaries	10,800.47	11,814.96	112,401.36	118,149.58	141,779.50
5215 - FUTA	0.00		374.12		
5216 - SUTA Expense	0.11	45.83	774.74	458.34	550.00
5224 - Direct Deposit Fee	36.00		380.00		
5226 - SIMPLE-Employer Match	229.00	335.56	2,404.50	3,355.66	4,026.78
5230 - Medicare Expense	156.60	171.32	1,629.81	1,713.15	2,055.80
5231 - Social Security Expense	669.63	732.53	6,966.90	7,325.30	8,790.36
5234 - Worker's Comp Expense	1,591.00	166.67	1,591.00	1,666.66	2,000.00
Total PERSONNEL	13,482.81	13,266.87	126,524.43	132,688.70	159,202.44
5237 - CPA	360.00	333.33	4,338.86	3,333.34	4,000.00
5239 - Tax Prep	0.00	85.00	0.00	850.00	1,020.00
5240 - Income Tax - 990T	0.00	75.00	0.00	750.00	900.00
5270 - Travel/Seminar	0.00	25.00	50.00	250.00	300.00
5271 - Dues/Subscriptions	574.00	225.00	2,738.00	2,250.00	2,700.00
5273 - Parking	0.00	41.67	0.00	416.66	500.00
5320 - Office Supplies	0.00	333.33	2,705.64	3,333.34	4,000.00
5322 - Cleaning Supplies	456.00	250.00	3,042.13	2,500.00	3,000.00
5323.1 - Trash Removal	267.23	288.67	2,676.31	2,666.66	3,200.00
5323.2 - Elevator Maintenance	0.00	416.67	2,450.48	4,166.66	5,000.00
5323.3 - Pest Control	0.00	50.00	462.00	500.00	600.00
5323.5 - Fire Protection	0.00	166.67	5,760.88	1,866.66	2,000.00
5330 - Telephone	242.43	291.67	2,363.84	2,916.66	3,500.00
5331 - Cable TV	167.35	100.00	1,742.37	1,200.00	1,200.00
5340 - Postage	0.00	83.33	627.40	833.34	1,000.00
5350 - Electric Water	2,267.31	2,083.33	20,217.52	20,833.34	25,000.00
5351 - Gas	0.00	1,833.33	8,827.43	18,333.34	22,000.00
5360 - Advertising	770.30	416.67	4,465.20	4,166.66	5,000.00
5361 - Printing	0.00	83.33	198.10	833.34	1,000.00
5370 - Newsletter Printing	0.00	1,666.67	18,602.37	16,666.66	20,000.00
5370.1 - Newsletter Mailing	0.00	500.00	8,279.62	5,000.00	6,000.00
5375 - Marketing Expense	0.00		588.00		
5410 - Miscellaneous	0.00	41.67	51.50	416.66	500.00
5509 - Equipment Repairs	0.00	416.67	1,417.10	4,166.66	5,000.00
5510 - Repairs & Maintenance-Building	4,209.91	583.33	34,760.59	5,833.34	7,000.00
5620 - Insurance - Bldg & Liab.	1,415.62	1,410.20	12,505.81	14,102.00	16,922.40

These financial statements were not subjected to an audit, review, or compilation engagement.

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Lakes Area Senior Activity Center Statement of Activities Budget Performance

Accrual Basis

October 2024

	Oct 24	Budget	Jan - Oct 24	YTD Budget	Annual Budget
5621 • Volunteer Recognition	0.00	83.33	0.00	833.34	1,000.00
5631 • Kitchen	83.65	208.33	2,443.15	2,083.34	2,500.00
5650 • Activity	113.98	688.67	5,183.66	6,666.66	8,000.00
5650.1 • Ageless Expo	1,991.26	216.67	3,203.28	2,166.66	2,600.00
5650.5 • Entertainment	0.00	25.00	0.00	250.00	300.00
5651 • Plant Sale	0.00	250.00	1,690.67	2,500.00	3,000.00
5660 • Donut	3,252.00	3,916.67	31,810.12	39,166.66	47,000.00
5665 • Greeting Cards	12.25	83.33	750.07	833.34	1,000.00
5670 • Defensive Driving	205.00	558.33	3,530.00	5,583.34	6,700.00
5680 • Donations	0.00	100.00	100.00		
5690 • Fund Raising Meals	0.00	250.00	1,274.30	2,500.00	3,000.00
5690.1 • Ribfest	63.35	166.67	83.35	1,666.66	2,000.00
5692 • Trips	0.00	500.00	2,507.50	5,000.00	6,000.00
5697 • Depreciation Expense	4,481.00	4,416.67	40,329.00	44,166.66	53,000.00
Total Expense	34,785.86	36,387.08	356,460.63	383,670.68	436,644.84
Net Ordinary Income	2,543.65	-2,520.41	30,595.67	-25,204.02	-30,244.84
Other Income/Expense					
Other Income					
TEMPORARILY RESTRICTED					
6003 • Toymakers	1,025.00	166.67	2,290.00	1,666.66	2,000.00
6005 • Quilters	775.00	420.00	6,198.00	4,200.00	5,040.00
6014 • Bandstand Project	0.00	791.67	10,000.00	7,916.66	9,500.00
Total TEMPORARILY RESTRICTED	1,800.00	1,378.34	18,488.00	13,783.32	16,540.00
6002 • Brick Building Rent	1,800.00	1,000.00	11,990.00	10,000.00	12,000.00
6101 • Unrealized Gains/Losses	0.00		939.37		
Total Other Income	3,400.00	2,378.34	31,417.37	23,783.32	28,540.00
Other Expense					
EXPENSE TEMPORARILY RESTRICTED					
7014 • Bandstand	0.00	683.33	8,148.36	6,833.34	8,200.00
Total EXPENSE TEMPORARILY RESTRICTED	0.00	683.33	8,148.36	6,833.34	8,200.00
7002 • Brick Bldg Expense					
7002.2 • Brick Building Maintenance	0.00	625.00	0.00	6,250.00	7,500.00
7002.3 • Brick Building Insurance	0.00		1,350.00		
7002.4 • Brick Building Utilities	199.15	83.33	2,533.17	833.34	1,000.00
7002 • Brick Bldg Expense - Other	0.00		392.19		
Total 7002 • Brick Bldg Expense	199.15	708.33	4,275.36	7,083.34	8,500.00
7003 • Toymakers Expense	28.35	83.33	476.18	833.34	1,000.00
7004 • Quilters Expense	480.00	333.33	4,502.98	3,333.34	4,000.00
Total Other Expense	687.50	1,808.32	17,402.88	18,083.36	21,700.00
Net Other Income	2,712.50	570.02	14,014.49	5,699.96	6,840.00
Net Income	5,256.15	-1,950.39	44,610.16	-19,504.06	-23,404.84

City of Brainerd Annual Presentation

Northland Arboretum

Regional Designation

- Must have an approved master plan approved by the Greater Minnesota Parks and Trails Commission.
- Funding cannot be used for general operating expenses.
- State funding can only be used for infrastructure development which can include facilities, recreation development, bathrooms, etc.
- Projects must be based on community needs. This is supported by our 550 quantitative results and over 700 qualitative/thematic results from our research survey.
- Most common themes were infrastructure, path-based recreation, kid-friendly activities, and accessibility.

Nature Playscape

- We've completed the first phase of our inclusive nature playscape and lighted sledding hill.
- Most of the first phase of the project was to get the core communication board, ADA parking, the ADA paved paths, the raised garden beds complete, and install playground features.
- The second phase will include adaptive educational signage, digital storytelling, an edible native berry garden, and accessible digging machines and accessible hand-pump water sluices.
- The third and final phase includes enhanced aesthetic elements and pollinator habitats.

Inventory Management

- We've become a certified arboretum through ArbNet accreditation and we're working towards the second level of certification.
- We've cataloged and inventoried over 400 species of botanical plants.
- We've partnered with the Dutch government and contracted PlantSoon to create an immersive GPS navigated educational experience through our existing gardens.
- This project will be completed in Spring 2025

Bicycle Playground and Adaptive Trails

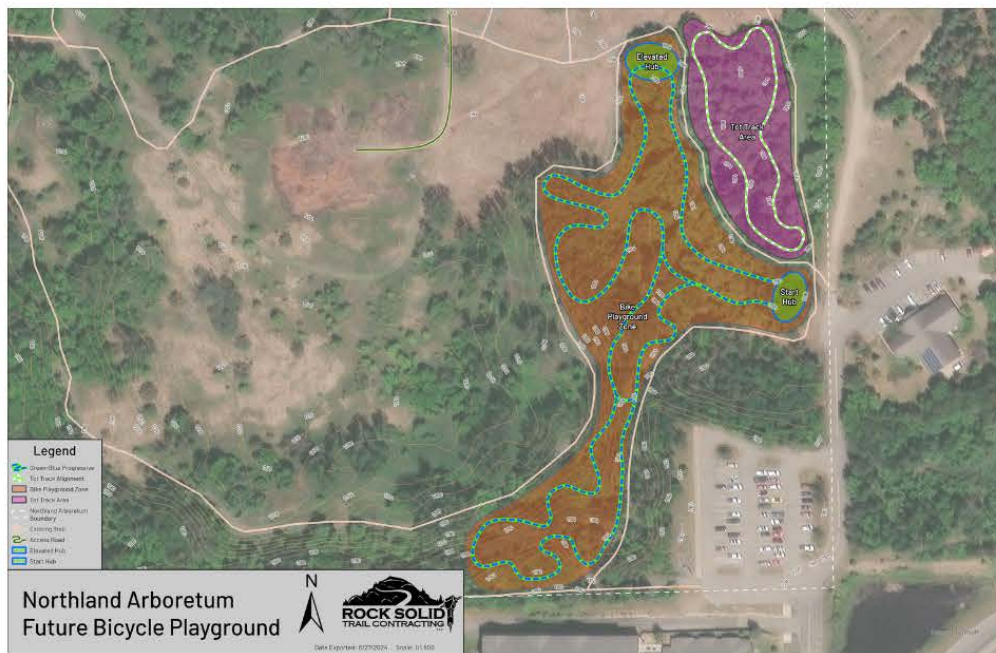
- Through donor advised funds, we were able to design Central Minnesota's largest bicycle playground AKA bike park.
- The bike park will consist of a "tot track" for kids to learn the pre-requisite skills to ride the intermediate portions of the bike park. The trails will get progressively more difficult until local kids gain the pre-requisite skills to enjoy the robust surrounding biking experiences.
- This will also serve tourists, visitors, local bike clubs, and serve as a location for skills-based education sessions.
- We are also opening 1.6 miles of adaptive trails, on a flat gravel path through the former Brainerd Landfill, through beautiful pollinator habitat that was part of a \$40k Prairie Restoration Project.

When I arrived, the Northland Arboretum's revenue was just over \$423k in 21-22 with the City of Brainerd contributing a significant portion of our operating revenue. In 22-23, our revenue was nearly \$470k with the City of Brainerd contributing over 20% of our operating revenue. In 23-24, our revenue was \$562k with the City of Brainerd contributing 17.2% of our operating revenue.

We are working to become a community asset and working towards a more financially solvent future as an organization. I cannot thank you enough for your continued support of the central park and the value it brings to the community. Through regional park designation, we will be able to develop the infrastructure to become a premier recreation destination centrally located between the rapidly developing cities of Brainerd and Baxter.

Best,

Trevor Pumnea



Bike Park Plan

Construction Begins Fall 2024

Nature Playscape

Grand Opening Sept. 21





December 12, 2024

Dear Brainerd City Council, City Administrator, and Advisors,

As we close out another remarkable year, Brainerd Community Action is honored to share our achievements and plans for the upcoming year. Enclosed, you will find a summary of our work throughout 2024, along with a comprehensive operating budget proposal for 2025.

This past year has seen continued growth in our community engagement and programming. Our focus remains on creating opportunities for Brainerd residents to build lasting memories and deep connections right in their own neighborhoods. Through long-standing traditions and exciting new initiatives, we have worked diligently to strengthen community ties and promote local belonging.

Our community events remain at the heart of what we do. The 4th of July Celebration continues to be the largest and most cherished event in the region, drawing families from near and far. We've also celebrated the enduring success of events with the city like the Flapjack Festival / Touch a Truck, the St. Patrick's Day Parade, and the annual Tree Lighting Ceremony. In 2024, we were thrilled to introduce new opportunities for family fun and engagement, such as *Movies and Concerts in the Park* and the soon to be annual *Police vs. Firefighter Softball Game*. Additionally, the festive *Downtown Christmas Cookie Statues* added a whimsical and heartwarming touch to our holiday season, bringing joy to residents and visitors alike.

One of the most exciting developments of the year was the formation of the *Downtown Neighborhood Association*. This new group joins our existing neighborhood associations—North Brainerd, East Bank, and Southeast Brainerd—in working to foster a sense of community, connectivity, and quality of life. Each association continues to focus on organizing small neighborhood events, creating communication networks, and offering volunteer opportunities for local improvements. Looking ahead, we are eager to expand these neighborhood programs into either West Brainerd or Northeast Brainerd, depending on interest and community need.

Lastly, our *Community Empowerment Fund* remains a cornerstone initiative, enabling us to support local projects and provide essential services that empower our residents. These efforts have been pivotal in ensuring that Brainerd Community Action continues to adapt to the needs of our city, strengthening our mission to serve and uplift every member of our community.

We extend our sincere gratitude to the City of Brainerd for your continued trust, support, and collaboration. With your partnership, we look forward to another year of innovation, growth, and positive impact for our community.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Badeaux", is written over a light blue circular stamp. The stamp contains the text "Brainerd Community Action" in a circular arrangement.

Dave Badeaux

Executive Director

On behalf of the Board of Directors

	2024 Budget	2025 Budget
Total 41000 · Government Contracts	\$ 96,000.00	\$ 96,652.56
Total OPERATIONS COSTS		
Staff	\$ 60,000.00	\$ 63,000.00
Payroll Taxes	\$ 5,500.00	\$ 5,500.00
Bookkeeping		
Bookkeeping - Accounting Fees	\$ 3,683.00	\$ 4,200.00
Bookkeeping - Payroll Processing	\$ 1,000.00	\$ 1,000.00
Bookkeeping - QuickBooks Subscription	\$ 1,469.60	\$ 1,469.60
Tax Preparation	\$ 825.00	\$ 825.00
Bremer Bank Rent	\$ 2,400.00	\$ 2,400.00
Community Partner Networking (mileage, meals)		
Insurance	\$ 3,760.10	\$ 4,500.00
Phone/Internet	\$ 1,500.00	\$ 1,750.00
Technology Upgrades	\$ 1,200.00	\$ 1,200.00
Website Domain / MS Office	\$ 200.00	\$ 200.00
Adobe Subscriptions / Images and Editing		
Printing Costs - Internal	\$ 850.00	\$ 850.00
Letterhead and Envelopes	\$ 350.00	\$ 350.00
Supplies - Office	\$ 500.00	\$ 500.00
Membership Dues	\$ 210.00	\$ 400.00
Advertising Marketing	\$ 2,500.00	\$ 2,500.00
Misc (Storage)		\$ 1,200.00
Volunteer Contributions		
Operations Total:	\$ 85,947.70	\$ 91,844.60
REMAINING:	\$ 10,052.30	\$ 4,807.96

44000 · Fourth of July Fundraising Efforts		
44010 · Service Clubs	\$ 15,000.00	\$ 15,000.00
44020 · Corporate Donations	\$ 15,000.00	\$ 15,000.00
44030 · City Donations	\$ 15,000.00	\$ 16,000.00
Fundraisers		
44040 · Individual Donations	\$ 500.00	\$ 500.00
44050 · Parade Entry Fees		\$ 1,500.00
44060 · Organization/Business Donations		
44070 · Vendor's fees	\$ 3,000.00	\$ 3,000.00
44150 Arts In The Park Fundraiser	\$ 10,000.00	\$ 10,000.00
44000 · TOTAL 4th of JULY FUNDRAISING EFFORTS	\$ 58,500.00	\$ 61,000.00

64000 · 4th of July Expenses		
64010 · Parade	\$ 3,243.05	\$ 3,500.00
64011 · Community/Volunteer Expenses	\$ 1,750.00	\$ 1,750.00
64012 · Advertising	\$ 8,031.47	\$ 10,000.00
64013 · Entertainment (Arts in the Park Bands)	\$ 1,550.00	\$ 2,000.00
64014 · Fireworks	\$ 25,000.00	\$ 25,000.00
Insurance	\$ 2,000.00	\$ 2,000.00

64015 · Trash	\$ 2,000.00	\$ 2,000.00
Bug Spray	\$ 1,000.00	\$ 1,000.00
64016 · Stationary	\$ 200.00	\$ 200.00
64017 · Mailings	\$ 250.00	\$ 150.00
64018 · Sound	\$ 700.00	\$ 700.00
64020 · electric expense	\$ 2,600.00	\$ 2,600.00
64021 · School District		\$ 1,500.00
64022 · Supplies	\$ 4,000.00	\$ 4,000.00
64023 · Misc.	\$ 300.00	\$ 300.00
64026 · Restrooms	\$ 2,800.00	\$ 2,800.00
64027 · In Kind		
64028 · Arts in the Park awards	\$ 1,500.00	\$ 1,500.00
Total 64000 · 4th of July Expenses	\$ 56,924.52	\$ 61,000.00
REMAINING 4th of July Balance	\$ 1,575.48	\$ -
TOTAL REMAINING Balance	\$ 11,627.78	\$ 4,807.96



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Ratify Hiring Kayla Huether for Recreation Specialist

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Brittney Boser, HR Assistant

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: We received 43 applications for the Recreation Specialist position with 8 candidates invited to interview. Staff offered the position to Kayla Huether who will be starting with us on December 30, 2024, at Step 2 of the Recreation Specialist wage grid (\$32.22 per hour).

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Ratify the hiring of Kayla Huether effective December 30, 2024; further, that she be placed on Step 2 of the Recreation Specialist wage grid (\$32.22 per hour).

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



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Approve the Promotion of Toni Gage to Administrative Assistant

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Brittney Boser, HR Assistant

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: On November 18th, the City Council approved a Memorandum of Agreement with the IBEW Administrative Support Union setting wages for the Administrative Assistant position and authorized staff to conduct an internal hiring process. Staff recommends promoting Toni Gage to the Administrative Assistant position effective December 17th, 2024. Toni has been employed by the City since 2021 and currently services in our Administrative Specialist - Finance position. Ms. Gage accepted the job offer at Step 2 of the 2024 Administrative Assistant wage grid (\$28.08 per hour). This placement ensures that her promoted hourly wage is greater than she would have received in her current position for 2025.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Motion to approve the promotion of Toni Gage to the Administrative Assistant position effective December 17, 2024, at Step 2 (\$28.08 per hour).

FINANCIAL IMPACT: This promotion is included in the 2025 budget.



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Ratify Hiring New Paid On-Call Firefighters

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Kris Schubert, Human Resources
Director, Tim Holmes, Fire Chief

DEPARTMENT: HR

PRESENTER: Brittney Boser, HR Assistant

ESTIMATED TIME (MIN): 2 minutes

SUMMARY OF ISSUE: We received 15 applications for the Paid on-call Firefighter job posting with 6 candidates interviewed. Jason Dann, Isaiah Macejkovic, Patrick Nelson, and Nathan Sievert have completed the pre-employment testing process and are ready to begin on January 1, 2025. All four new hires will be paid the Trainee Firefighter rate (\$11.05 per hour). Please note that the trainee rate is 60% of the current base wage of a Paid on-call Firefighter and the \$3 per hour salary redirection has been applied as required by the Brainerd Fire Department Relief Association for its pension plan.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: After the hiring of these individuals on January 1, 2025, we will have 39 Paid on-call Firefighters.

RECOMMENDED ACTION/MOTION: Motion to ratify the hiring of Jason Dann, Isaiah Macejkovic, Patrick Nelson, and Nathan Sievert as Paid on-call Firefighters effective January 1, 2025; further, that they be paid at the Trainee Firefighter rate (\$11.05 per hour).

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Adopt a Resolution Setting the 2025 - 2026 Wages for the City Administrator, Department Heads and Non-Union Supervisors

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

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

DEPARTMENT: HR

PRESENTER: Brittney Boser, HR Assistant

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached is a wage resolution setting the 2025 - 2026 wages for our City Administrator, Department Heads and Non-Union Supervisors. This action is consistent with the 2025 - 2026 wage adjustments for our union contract settlements.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The wage resolution does not include positions that are included in the Public Utilities Department Managers and Supervisors Union as their wages will be negotiated as part of their union contract.

RECOMMENDED ACTION/MOTION: Motion to adopt the attached wage resolution setting the 2025 - 2026 wages for the City Administrator, Department Heads, applicable Municipal Utility Division Managers, and Non-Union Supervisors.

FINANCIAL IMPACT: The wage adjustments are included in the 2025 budget.

RESOLUTION

No. :24

BE IT RESOLVED by the Council of the City of Brainerd that that the 2025 - 2026 wages for the City Administrator, Department Heads, and Non-Union Supervisory positions shall be based on the rates identified in the below 8-step grids:

City Administrator, Department Heads, and Non-Union Supervisors:

	<i>Step 1</i>	<i>Step 2</i>	<i>Step 3</i>	<i>Step 4</i>	<i>Step 5</i>	<i>Step 6</i>	<i>Step 7</i>	<i>Step 8</i>
Recreation Specialist								
1/1/2025	32.20	33.43	34.66	35.89	37.11	38.34	41.41	42.94
7/1/2025	33.09	34.35	35.61	36.88	38.13	39.39	42.55	44.12
1/1/2026	34.08	35.38	36.68	37.99	39.27	40.57	43.83	45.44
Recreation Coordinator								
1/1/2025	37.28	38.70	40.12	41.54	42.96	44.37	47.93	49.70
7/1/2025	38.31	39.76	41.22	42.68	44.14	45.59	49.25	51.07
1/1/2026	39.46	40.95	42.46	43.96	45.46	46.96	50.73	52.60
Police Administrative Supervisor								
1/1/2025	39.59	41.10	42.60	44.11	45.62	47.13	50.90	52.79
7/1/2025	40.68	42.23	43.77	45.32	46.87	48.43	52.30	54.24
1/1/2026	41.90	43.50	45.08	46.68	48.28	49.88	53.87	55.87
Transit Coordinator								
1/1/2025	40.97	42.54	44.10	45.66	47.22	48.77	52.68	54.63
7/1/2025	42.10	43.71	45.31	46.92	48.52	50.11	54.13	56.13
1/1/2026	43.36	45.02	46.67	48.33	49.98	51.61	55.75	57.81
Assistant City Engineer; City Building Official; Fire Marshal/Deputy Chief								
1/1/2025	45.42	47.15	48.90	50.62	52.35	54.08	58.41	60.57
7/1/2025	46.67	48.45	50.24	52.01	53.79	55.57	60.02	62.24
1/1/2026	48.07	49.90	51.75	53.57	55.40	57.24	61.82	64.11
IT Supervisor								
1/1/2025	47.02	48.81	50.60	52.39	54.19	55.97	60.46	62.70
7/1/2025	48.31	50.15	51.99	53.83	55.68	57.51	62.12	64.42
1/1/2026	49.76	51.65	53.55	55.44	57.35	59.24	63.98	66.35
Community Development Director; Deputy Police Chief; City Engineer								
1/1/2025	48.66	50.52	52.37	54.23	56.08	57.93	62.57	64.89
7/1/2025	50.00	51.91	53.81	55.72	57.62	59.52	64.29	66.67
1/1/2026	51.50	53.47	55.42	57.39	59.35	61.31	66.22	68.67
Finance Manager								
1/1/2025	50.37	52.29	54.21	56.12	58.04	59.96	64.75	67.15
7/1/2025	51.76	53.73	55.70	57.66	59.64	61.61	66.53	69.00
1/1/2026	53.31	55.34	57.37	59.39	61.43	63.46	68.53	71.07
Finance Director/Deputy City Clerk; Fire Chief; HR Director; IT/GIS Director								
1/1/2025	52.13	54.12	56.10	58.09	60.07	62.06	67.02	69.50
7/1/2025	53.56	55.61	57.64	59.69	61.72	63.77	68.86	71.41
1/1/2026	55.17	57.28	59.37	61.48	63.57	65.68	70.93	73.55
Police Chief								
1/1/2025	59.98	62.27	64.55	66.84	69.13	71.40	77.13	79.98
7/1/2025	61.63	63.98	66.33	68.68	71.03	73.36	79.25	82.18
1/1/2026	63.48	65.90	68.32	70.74	73.16	75.56	81.63	84.65
Public Works Director								
1/1/2025	53.95	56.01	58.07	60.12	62.18	64.23	69.37	71.94
7/1/2025	55.43	57.55	59.67	61.77	63.89	66.00	71.28	73.92
1/1/2026	57.09	59.28	61.46	63.62	65.81	67.98	73.42	76.14
Public Utilities Director								
1/1/2025	64.85	67.32	69.79	72.26	74.74	77.21	83.38	86.47
7/1/2025	66.63	69.17	71.71	74.25	76.80	79.33	85.67	88.85
1/1/2026	68.63	71.25	73.86	76.48	79.10	81.71	88.24	91.52
City Administrator								
1/1/2025	66.82	69.36	71.91	74.45	76.99	79.55	85.91	89.09
7/1/2025	68.66	71.27	73.89	76.50	79.11	81.74	88.27	91.54
1/1/2026	70.72	73.41	76.11	78.80	81.48	84.19	90.92	94.29

BE IT FURTHER RESOLVED, to clarify the following:

- The City Administrator and all Department Heads, and Non-Union Supervisory employees are salaried positions.
- The annual salaries for the City Administrator, Department Heads, and Non-Union Supervisory employees shall be calculated based on the hourly rate identified in the previous 8-step grids.
- The rates include a 3.75% Across-the-Board Increase (ABI) effective 1/1/2025; 2.75% ABI increase effective 7/1/2025; and a 3% ABI effective 1/1/26.

BE IT FURTHER RESOLVED that the City Administrator, Department Heads, and Non-Union Supervisory employees currently employed by the City will be placed on the 2025 wage grid steps for their position as of 1/1/25 as illustrated as follows:

<u>Position</u>	<u>Employee</u>	<u>Step</u>
Recreation Specialist	Kayla Huether	2
Police Administrative Supervisor	Miranda Halverson	2
Transit Coordinator	Crystal Gauthier	3
City Building Official	Darrin Deseth	3
Fire Marshal/Deputy Chief	David Cox	5
IT Supervisor	Aaron Andersen	7
Community Development Director	James Kramvik	3
Deputy Police Chief	Anthony Runde	4
City Engineer	Jessie Dehn	5
Finance Manager	Daniel Loch	6
Finance Director/Deputy City Clerk	Connie Hillman	7
Fire Chief	Timothy Holmes	6
HR Director	Kristy Schubert	3
IT/GIS Director	Shawn Strong	5
Police Chief	John Davis	3
Public Utilities Director	Christopher Evans	4
Public Works Director	Mike Habighorst	3
City Administrator	Nicholas Broyles	5

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 16, 2024

TITLE OF ITEM: Adopt Resolution Allowing for One Time Election to Contribute to PERA Defined Contribution Plan for Public Utilities Commissioner

AGENDA: P&F Committee

ACTION REQUESTED: Adopt Resolution

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Public Utilities

PRESENTER: Chris Evans, Public Utilities Director

ESTIMATED TIME (MIN): 2

SUMMARY OF ISSUE: During 2024, the 2024 Pension and Retirement Policy and Supplemental Budget Bill was signed into law on May 15. This law included a one-time open enrollment election period from October 1, 2024 to October 30, 2024 for certain public officials who began service with a public employer between February 1, 2024 and July 31, 2024 to contribute to PERA's defined contribution plan.

This election was only allowed during the one-time election period. The decision to contribute is permanent for the eligible member and effective for all current and future service with the City. PERA noted by law that it is the individual eligible members' decision to participate in the optional PERA membership. Commissioner Erickson elected to participate and PERA requires the attached resolution be approved for the election.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

RECOMMENDED ACTION/MOTION: Staff recommend adopting the attached resolution as required by PERA for the on-time election period allowing the Public Utilities Commissioner to contribute to the defined contribution plan.

FINANCIAL IMPACT: Less than \$425

RESOLUTION

XX:24

**A RESOLUTION TO ENROLL PUBLIC OFFICIALS IN THE DEFINED CONTRIBUTION PLAN
DURING THE ONE-TIME OPEN ELECTION PERIOD**

WHEREAS, Tad Erickson is the Brainerd Public Utilities Commissioner of City of Brainerd, having taken office on February, 20, 2024; and

WHEREAS, acting under Minnesota 2024 Session Law Chapter 102—H. F. No. 5040, article 4, sec. 17, subd. 2, Tad Erickson has chosen to participate in the Defined Contribution Plan (DCP) of the Public Employees Retirement Association (PERA) effective upon filing such election with the PERA office between October 1, 2024 and October 30, 2024; and

WHEREAS, Tad Erickson has provided this council with a copy of such written election on the Open Election Period Selection Form required by PERA; and

WHEREAS, in making this election, Tad Erickson understands that participation in the DCP is permanent for all current and future DCP-eligible service with City of Brainerd.

NOW THEREFORE, BE IT RESOLVED by the City Council of the City of Brainerd, Minnesota, as follows:

- 1) The City of Brainerd hereby approves Tad Erickson to be enrolled in the Defined Contribution Plan of the Public Employees Retirement Association of Minnesota; and
- 2) The Brainerd Public Utilities Commissioner for the City of Brainerd is hereby authorized to execute all documents necessary to effectuate the intent of this resolution.

Adopted this 16th day of December 2024

KELLY BEVANS
President of the Council

Approved this 17th day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Authorize Staff to Advertise for 2024 Statewide Affordable Housing Aid (SAHA) Funds

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

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

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

The City received \$96,242 in December 2023 from the Statewide Affordable Housing Aid. The Aid is to help counties, tribal governments and greater Minnesota local governments develop and preserve affordable housing within their jurisdictions. In 2024, the City Council directed staff to advertise the funds publicly and consider options at a future meeting. At the August 5th City Council meeting, the Council reviewed two proposals and awarded \$88,000 to Habitat for Humanity for the construction of three single-family homes. The City of Brainerd will receive \$96,242 again in 2024 and funding will be received in two equal installments in July and December.

Staff has attached a document from the MN Department of Revenue that outlines eligibility requirements.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

In order for developers to plan summer construction projects, staff recommends advertising the available SAHA funds at the beginning of 2025. Available funds include the remaining balance of \$8,242 from 2023 along with the additional \$96,242 from 2024 for a total of \$104,484. Staff is asking for authorization to advertise for 2024 SAHA funds with a January 24th deadline to receive proposals. This timeline would allow City Council to award funds at the February 3rd City Council meeting.

RECOMMENDED ACTION/MOTION:

Authorize staff to advertise for proposals for available SAHA funds with a January 24th submittal deadline.

FINANCIAL IMPACT: N/A



Statewide Affordable Housing Aid

Statewide Affordable Housing Aid helps counties, Tribal nations, and greater Minnesota local governments develop and preserve affordable housing within their jurisdictions to keep families from losing housing and to help those experiencing homelessness find housing. Aid was first paid in 2023.

About the Program

The Department of Revenue certifies amounts for eligible Tribal nations, counties, and cities by August 1 each year. We base this certification on current laws, including any changes from the most recent legislative session.

A summary of how aid was calculated is included with each year's certification.

In 2023, Statewide Affordable Housing Aid was paid in one installment on December 26. Beginning in 2024, it will be paid to cities and counties in two equal installments in the year after it is certified. The first half will be paid each year on July 20 and the second half on December 26. The aid for Tribal nations will be paid each year in one installment by December 26 of the year it is certified.

2025 Certification

Tribal nations - 2025 Statewide Affordable Housing Aid Amounts (The aid amounts for Tribal nations will be calculated and certified by August 1, 2025.)

[Counties - 2025 Statewide Affordable Housing Aid Amounts](#)

[Cities - 2025 Statewide Affordable Housing Aid Amounts](#)

[Summary of 2025 Statewide Affordable Housing Aid](#)

2024 Certification

[Tribal nations - 2024 Statewide Affordable Housing Aid Amounts](#) (Due to law changes during the 2024 legislative session, the aid amounts for Tribal nations were recalculated and recertified on July 31, 2024.)

[Counties - 2024 Statewide Affordable Housing Aid Amounts](#)

[Cities - 2024 Statewide Affordable Housing Aid Amounts](#)

[Summary of 2024 Statewide Affordable Housing Aid](#)

2023 Certification

[Tribal nations - 2023 Statewide Affordable Housing Aid Amounts](#)

[Counties - 2023 Statewide Affordable Housing Aid Amounts](#)

[Cities - 2023 Statewide Affordable Housing Aid Amounts](#)

[Summary of 2023 Statewide Affordable Housing Aid](#)

Use of Aid

Funds from this aid program must be spent on a qualifying project by December 31 of the fourth year after the aid was received.

Funds will also be considered spent if both of these conditions are met:

- A county or eligible city demonstrates to Minnesota Housing that the city or county cannot expend funds on a qualifying project by the deadline due to factors outside the control of the city or county
- The funds are transferred to a local housing trust fund

Funds transferred to a local housing trust fund must be spent on a project or household that meets affordability requirements.

Qualifying Projects

Qualifying projects include:

- Emergency rental assistance for households earning less than 80% of area median income as determined by the United States Department of Housing and Urban Development
- Financial support to nonprofit affordable housing providers in their mission to provide safe, dignified, affordable, and supportive housing
- Construction, acquisition, rehabilitation, demolition or removal of structures, construction financing, permanent financing, interest rate reduction, refinancing, and gap financing of housing to provide affordable housing for households that have incomes not exceeding:
 - **For homeownership projects**, 115% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
 - **For rental housing projects**, 80% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
- **For areas outside Anoka, Carver, Dakota, Hennepin, Ramsey, Scott, or Washington counties:** the development of properties that are rented at market value if the relevant unit of government submits with their report to Minnesota Housing a resolution and supporting documentation showing that the area meets the requirements of Minnesota Statute 462A.39, subd. 4, para. (a)

For more information about qualifying projects, go to the [Minnesota Housing Local Government Housing Programs](#) under Local and Statewide Affordable Housing Aid.

Affordability Requirements

Housing developed or rehabilitated with funds under this program must be affordable to the local work force.

Projects are prioritized that provide affordable housing to households with incomes that:

- **For homeownership projects**, do not exceed 80% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development
- **For rental housing projects**, do not exceed 50% of the greater of state or area median income as determined by the United States Department of Housing and Urban Development.

Priority may be given to projects that:

- Reduce disparities in home ownership
- Reduce housing cost burden, housing instability, or homelessness
- Improve the habitability of homes
- Create accessible housing
- Create more energy- or water-efficient homes

Gap financing is the difference between the costs of the property and either:

- The market value of the property upon sale
- The amount the targeted household can afford for housing, based on industry standards and practices.

If aid from this program is used for demolition or removal of existing structures, the cleared land must be used for the construction of housing to be owned or rented by persons who meet the income limits described above.

If an aid recipient uses the aid on new construction or substantial rehabilitation of a building containing more than four units, the loan recipient must construct, convert, or adapt the building to include:

- The greater of at least one unit or at least 5% of units that:
 - Are accessible as defined by section 1002 of the current State Building Code Accessibility Provisions for Dwellings Units in Minnesota
 - Include at least one roll-in shower
- The greater of at least one unit or at least 5% of units that are sensory-accessible with:
 - Soundproofing between shared walls for first and second floor units
 - No fluorescent lighting in units and common areas
 - Low-fume paint
 - Low-chemical carpet

- Low-chemical carpet glue in units and common areas

Note: These guidelines do not relieve a project funded by this aid program from meeting other applicable accessibility requirements.

Reporting to Minnesota Housing

Beginning in 2025, aid recipients must submit a report annually to Minnesota Housing no later than December 1. The report must include documentation of the location of any unspent funds distributed and of qualifying projects completed or planned with funds.

For more information about the report and submission process, go to the [Minnesota Housing Local Government Housing Programs](#) under Local and Statewide Affordable Housing Aid.

Tribal Nation Application

All 11 federally recognized Tribal nations located in Minnesota are eligible to receive aid.

Eligible Tribal nations may choose to receive aid by:

1. Emailing PropTax.Admin@state.mn.us by January 15 of the year they would like to start receiving aid
2. Certify their most recent estimated number of enrolled members to PropTax.Admin@state.mn.us by March 1 of each year

For aid payable in 2024 only, Tribal nations have until June 30 to choose to receive aid and provide their most recent estimated number of enrolled members.

Questions?

For more information about this program, including answers to frequently asked questions, go to the [Minnesota Housing Local Government Housing Programs](#) under Local and Statewide Affordable Housing Aid.

You can email us about aid distribution at PropTax.Admin@state.mn.us.

462A.39 WORKFORCE HOUSING DEVELOPMENT PROGRAM.

Subdivision 1. **Establishment.** The commissioner of Minnesota housing finance shall establish a workforce housing development program to award grants or deferred loans to eligible project areas to be used for qualified expenditures. Grants or deferred loans authorized under this section may be made without limitations relating to the maximum incomes of the renters.

Subd. 2. **Definitions.** (a) For purposes of this section, the following terms have the meanings given.

(b) "Eligible project area" means a home rule charter or statutory city located outside of a metropolitan county as defined in section 473.121, subdivision 4, with a population exceeding 500; a community that has a combined population of 1,500 residents located within 15 miles of a home rule charter or statutory city located outside a metropolitan county as defined in section 473.121, subdivision 4; federally recognized Tribal reservations; or an area served by a joint county-city economic development authority.

(c) "Joint county-city economic development authority" means an economic development authority formed under Laws 1988, chapter 516, section 1, as a joint partnership between a city and county and excluding those established by the county only.

(d) "Market rate residential rental properties" means properties that are rented at market value, including new modular homes, new manufactured homes, and new manufactured homes on leased land or in a manufactured home park, and may include rental developments that have a portion of income-restricted units.

(e) "Qualified expenditure" means expenditures for market rate residential rental properties including acquisition of property; construction of improvements; and provisions of loans or subsidies, grants, interest rate subsidies, public infrastructure, and related financing costs.

Subd. 3. **Application.** The commissioner shall develop forms and procedures for soliciting and reviewing application for grants or deferred loans under this section. At a minimum, a city must include in its application a resolution of its governing body certifying that the matching amount as required under this section is available and committed.

Subd. 4. **Program requirements.** (a) The commissioner must not award a grant or deferred loans to an eligible project area under this section until the following determinations are made:

(1) the average vacancy rate for rental housing located in the eligible project area, and in any other city located within 15 miles or less of the boundaries of the area, has been five percent or less for at least the prior two-year period;

(2) one or more businesses located in the eligible project area, or within 25 miles of the area, that employs a minimum of 20 full-time equivalent employees in aggregate have provided a written statement to the eligible project area indicating that the lack of available rental housing has impeded their ability to recruit and hire employees; and

(3) the eligible project area has certified that the grants or deferred loans will be used for qualified expenditures for the development of rental housing to serve employees of businesses located in the eligible project area or surrounding area.

(b) Preference for grants or deferred loans awarded under this section shall be given to eligible project areas with less than 30,000 people.

(c) Among comparable proposals, preference must be given to projects with a higher proportion of units that are not income-restricted.

Subd. 5. **Allocation.** The amount of a grant or deferred loans may not exceed 50 percent of the rental housing development project cost. The commissioner shall not award a grant or deferred loans to an eligible project area without certification by the eligible project area that the amount of the grant or deferred loans shall be matched by a local unit of government, business, nonprofit organization, or federally recognized Tribe, with \$1 for every \$2 provided in grant or deferred loans funds.

Subd. 6. **Report.** Beginning January 15, 2018, the commissioner must annually submit a report to the chairs and ranking minority members of the senate and house of representatives committees having jurisdiction over taxes and workforce development specifying the projects that received grants or deferred loans under this section and the specific purposes for which the grant funds were used.

History: 2017 c 94 art 11 s 7; 2023 c 37 art 4 s 14,15



For Release:

THE CITY OF BRAINERD IS ACCEPTING WRITTEN PROPOSALS FOR AFFORDABLE HOUSING AID

As a part of the Statewide Affordable Housing Aid, the City of Brainerd has received \$104,484 in funds for use in 2025 to help preserve affordable housing within their jurisdiction. The City of Brainerd is requesting proposals for projects within the city limits that would qualify for these funds.

For more information about project eligibility: <https://www.revenue.state.mn.us/statewide-affordable-housing-aid>

Please submit detailed proposals to Community Development Director James Kramvik by January 24th.

In Person: City of Brainerd, City Hall, 501 Laurel Street, Brainerd, MN 56401

Electronically: jkramvik@ci.brainerd.mn.us



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Approve Shared Services Agreement with the Brainerd EDA

AGENDA: P&F Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: James Kramvik, Community
Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community
Development Director

ESTIMATED TIME (MIN): 2 min

SUMMARY OF ISSUE:

At the December 5th EDA meeting, the Board authorized fully funding the shared services agreement with the City of Brainerd for 2025 in the amount of \$17,000.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

The 2025 shared services agreement is attached and outlines the services that are to be provided by City staff.

RECOMMENDED ACTION/MOTION:

Approve the 2025 shared services agreement with the EDA in the amount of \$17,000.

FINANCIAL IMPACT: N/A

SHARED SERVICES AGREEMENT

This agreement is entered into this ____ day of _____, 2024; between the City of Brainerd, a municipal corporation, and the Brainerd Economic Development Authority (EDA), a public body, corporate and politic.

WHEREAS, the EDA needs administrative and support staff services to fulfill its statutory duties; and

WHEREAS, City has the professional and administrative capacity to support the EDA; and

WHEREAS, the City historically provided these services to the EDA; and

WHEREAS, the parties desire to enter into an agreement memorializing the existing arrangement between them.

NOW, THEREFORE, IT IS HEREBY AGREED THAT:

I. Scope of Service

On behalf of the EDA, the City will provide the following services, consistent with State law and the directives of the EDA:

- a. Oversee the overall financial management of the EDA by working closely with the EDA Board of Commissioners; and
- b. Prepare an annual budget for approval by the EDA Board; and
- c. Operate per the approved budget, oversee accounts payable, and prepare checks on behalf of the EDA Board; and
- d. Oversee the EDA's Strategic Plan and complete goals and objectives; report results quarterly to the EDA; and,
- e. Communicate potential problems to the EDA Board and offer viable solutions; and
- f. Schedule EDA Board meetings, prepare Agendas and materials (including program/project reports, fiscal reports, resolutions and minutes), attend Board meetings; and
- g. Maintain all records of the EDA per laws and regulations; and
- h. Manage agreements between the EDA and hired consultants; and
- i. Represent the EDA in the Central Business District meetings; and,
- j. Coordinate quarterly roundtable discussions with all consultants providing services to the EDA; and
- k. Other projects as directed by the EDA Board.

II. Compensation

In consideration of the services rendered by the City, the EDA shall compensate the City \$17,000 annually, to be paid in two installments in July and December.

III. Term

The term of this agreement shall be for a period of one year commencing on the 1st day of January 2025 and terminating on the 31st day of December 2025. Either party may terminate this agreement for any reason upon 30-days' advance written notice. In the event either party terminates this agreement

before its expiration any fees owed to the City of Brainerd will be prorated through the last day of the 30-day termination period.

IV. Indemnification

To the fullest extent permitted by law, the City agrees to defend, indemnify and hold harmless the EDA, and its employees, officials, and agents from and against all claims, actions, damages, losses and expenses, including reasonable attorney fees, arising out of the City's negligence or the City's failure to perform its obligations under this Agreement.

V. Compliance with Laws

The EDA and City shall abide by all Federal, State or local laws, statutes, ordinances, rules and regulations now in effect, or hereafter adopted, pertaining to this Agreement or the subject matter of this Agreement. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the County of Crow Wing, State of Minnesota

VI. Independent Contractor Status

The City is an independent Contractor and nothing herein contained shall be construed to create the relationship of an employer and employee between EDA and City employees. The City shall at all times be free to exercise initiative, judgment and discretion as to how to best perform or provide services. The City also acknowledges and agrees that no withholding or deduction for State or Federal income taxes, FICA, FUTA, or otherwise, will be made from the payments due the City and that it is the City's sole obligation to comply with applicable provisions of all Federal and State tax laws.

VII. Authorized Representative

Notification required to be provided pursuant to this Agreement shall be provided to the following named persons and addresses unless otherwise stated in this Agreement or in a modification of this Agreement.

City of Brainerd

City Administrator
Nicholas W. Broyles
501 Laurel Street
Brainerd, MN 56401

Brainerd EDA

Chair
Kevin Yeager
501 Laurel Street
Brainerd, MN 56401

VIII. Severability

The provisions of this Agreement shall be deemed severable. If any part of this Agreement is rendered void, invalid, or unenforceable such rendering shall not affect the validity and enforceability of the remain der of this Agreement unless the part or parts which are void, invalid or otherwise unenforceable shall substantially impair the value of the entire Agreement with respect to either party.

IX. Modifications

The EDA and the City hereby acknowledge that they have read this Agreement and affirmatively states and represents that they understand its contents. Further, that the above constitutes the entire agreement by and between the EDA and the City and is binding upon themselves, their heirs, assigns and successors in interest and any alterations, variations, modifications or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the EDA and the City

Approved this the ____ day of _____ 2024.

Brainerd Economic Development Authority

City of Brainerd

By: _____

KEVIN YEAGER, CHAIR

By: _____

KELLY BEVANS
BRAINERD CITY COUNCIL PRESIDENT



City Council Agenda Request

MEETING DATE: December 16, 2024

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

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: At the December 2nd Council meeting Staff gave an update on the SLFRF dollars. Council action at the December 2nd meeting was to stay the course and Staff was to provide an update at the December 16th meeting on the main street grant.

To refresh, 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 provisions 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 December 10, 2024, total checks to be paid 12/18/24, and the remaining balance.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Updated on Maintstreet Grant - Demolition has started to occur inside the building. Asbestos is being removed before external demolition can begin. The December 2, 2024 agenda stated that DW Jones submitted a demolition permit with an estimated cost of \$350,000. Grant awards can cover up to 30% of the project costs, 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. Staff will be going another AP run for year-end. Checks will be cut on December 30th. Staff has communicated with DW Jones, the deadline for them to submit for reimbursement is December 23rd.

Parks Projects - The total contract amount is \$478,862, work certified to date is \$470,809. Retainage amount is \$23,540. Staff is estimating the remaining amount to be paid on the contract is \$4,920 for seeding in the spring.

Historic Watertower - Staff does not foresee another payment before the end of the year. The contract amount will cover the remaining \$53,600 of SLFRF dollars.

Options:

- Stay the course. Reporting for SLFRF will show that the City has committed funds of \$73,100 to be spent by December 31, 2026. The downside is if DW Jones is not able to spend the \$80,000 by December 23rd. The City has not entered into a contract for the demolition in order for them to be committed.
- Amend the SLFRF budget per attachment. The City has spent \$78,000, \$13,000 and \$85,040 since 4/1/24 on the HVAC, bridge feasibility study, and motor grader, respectively. These funds are coming out of the Capital Fund (400). If Council desires to amend the budget, the City then could pay the Maintstreet grant, the remaining parks projects and the historic watertower payment out of Capital (400) instead of with SLFRF dollars. All SLFRF dollars would be spent by the December 31, 2024 deadline.

RECOMMENDED ACTION/MOTION: Amend SLFRF budget as presented.

FINANCIAL IMPACT:

ARPA Budget

	Budget	Total Spent through 12/10/2024	To be paid 12/18/24	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	534,244.54	14,790.75	25,964.71
2023 Capital (Motor Grader)	345,000	345,000.00		-
Police Department HVAC	204,397	204,457.43		(60.43)
Pedestrian Bridge Feasibility Study	35,000	35,062.72		(62.72)
Stairs and Windows - Historic Watertower	200,000	147,424.80		52,575.20
Holiday Decorations	28,701	33,550.38		(4,849.38)
To Be Determined	\$ (0)	168,357.70	14,790.75	153,567.38
** Future Park Capital Priority Order				
Jaycees Park	\$ 200,000	149,811.47	4,930.24	
Lum Park Beach	150,000	230,290.84	4,930.25	
Kiwanis Park	75,000	15,900.00		
Lum Park Campground	150,000	138,242.23	4,930.26	
	\$ 575,000	\$ 534,244.54	\$ 14,790.75	

ARPA Budget - PROPOSED

	Budget	Amended	Total Spent through 12/10/2024	To be paid 12/18/24	Remaining
Total Funding	\$ 1,468,098	\$ 1,468,098	1,468,097.57		
Allocated to EDA - Mainstreet Grant	80,000	-	-		-
Future Parks Capital **	575,000	549,035	534,244.54	14,790.75	(0.29)
2023 Capital (Motor Grader)	345,000	429,000	429,030.00		(30.00)
Police Department HVAC	204,397	278,937	273,997.43		4,939.57
Pedestrian Bridge Feasibility Study	35,000	35,000	35,062.72		(62.72)
Stairs and Windows - Historic Watertower	200,000	147,425	147,424.80		0.20
Holiday Decorations	28,701	28,701	33,550.38		(4,849.38)
To Be Determined	\$ (0)	\$ (0)	14,787.70	14,790.75	(2.62)
** Future Park Capital Priority Order					
Jaycees Park	\$ 200,000	\$ 200,000	149,811.47	4,930.24	
Lum Park Beach	150,000	150,000	230,290.84	4,930.25	
Kiwanis Park	75,000	49,035	15,900.00		
Lum Park Campground	150,000	150,000	138,242.23	4,930.26	
	\$ 575,000	\$ 549,035	\$ 534,244.54	\$ 14,790.75	



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Award Proposal - Ash Tree Removal

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director, James Kramvik, Community Development
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: The City received a grant from the MnDNR to perform ash tree replacements within the boulevard space as a result of the discovery of emerald ash borer (EAB). There is \$45,000 available in grant dollars. Staff requested proposals from various vendors to perform removal of 14 poor condition ash trees in South and Southeast Brainerd. The quotes received are attached.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The three proposals received are as follows (in order beginning with lowest proposal):

1. Toenyan Tree Service LLC = \$8,500
2. Carr's Tree Service = \$9,250
3. Mike's Tree Company = \$13,500

RECOMMENDED ACTION/MOTION: Staff recommends award of the proposal to Toenyan Tree Service LLC in the amount of \$8,500.

FINANCIAL IMPACT: \$8,500.

Estimate # 09902-E

Client Information

Client: City of Brainerd
 Client Address: 501 Laurel St, Brainerd, MN, 56401
 Client Phone: -
 Client Email: jdehn@ci.brainerd.mn.us
 Job Site Contact: Jessie Dehn

Proposed Work

DESCRIPTION

PRICE

Tree Removal Haul All

\$ 9,250.00

Marked Ash Trees taken down in sizes needed to do safely. Brush & logs chipped & hauled from site.

Stumps ground approximately 6" below grade, clean debris, install proper amount of black dirt, seed.

#396 Includes removing the large hanger in the ash, from adjacent basswood.

#395&201

#392&393

#391

#390

#389

N/A

#297 #298 #299 #300

#394



Subtotal: \$ 9,250.00

Tax Exempt 0%: \$ 0.00

Total: \$ 9,250.00

We thank you for the opportunity to submit the prices and specifications noted above.
 Please contact your estimator if you would like to proceed with the quotation.

Acceptance of proposal.

The above prices, specifications and conditions are satisfactory and hereby accepted. Carr's Tree Service - Brainerd is authorized to do the work as specified.

Estimator: Erik Euteneuer

09902-E, Rev 2

Date: Nov 18, 2024

Authorized Signature: _____

Date: _____

Terms and Conditions:

Prices are valid for 60 days.

Sales tax is subject to change to reflect current rates.

If approved work needs to be rescheduled or canceled, contact your Consulting Arborist with as much notice as possible.

Payment is due within 30 days of Invoice date. Finance charges may apply after that.

Payment options:

Pay electronically via text and/or email. A 3% convenience fee will apply.

Check mailed to PO Box 250, Ottertail, MN 56571, include Invoice number on check.

With approved financing through Wisetack.

Check on the day of service.

Other Important Notes and Disclaimers:

All work will be performed by trained arborists in accordance with applicable industry guidelines and ANSI Standards.

We are fully licensed and insured. Certificate of Insurance issued upon request.

By accepting the proposal of work at the listed jobsite address, the customer declares ownership and/or control to make decisions regarding the scope of work described and authorizing payment.

Property Damage: CTS is not responsible for damage caused to the area by equipment required to perform the work or from the tree itself, unless otherwise noted in the scope of work. This includes but is not limited to lawn, driveway, septic, well, underground sprinklers, and underground wiring.

Stump Grinding: Trees and/or stumps will be located for underground utilities before grinding 100% of the time. CTS is not responsible for damage caused to other underground items not visible before grinding, including but not limited to sprinklers and private underground lines that are not part of the locate service and not disclosed by the client.

Plant Health Care: The purpose of PHC treatments is to provide your trees with the assistance they need to protect themselves from invasive pests & diseases. Our arborists will recommend treatments proven to be successful with your tree's needs, but there are many factors outside our control that can cause a decline in the tree's health. Some treatments are not able to be guaranteed.

Cable & Brace Systems: The purpose of a support system is to prolong longevity of a tree's life. Carr's Tree Service does not place a guarantee against any risk of loss or damage to property due to a sustained loss. While support systems reduce potential risk, it will not eliminate risk. Ground and/or aerial inspections should always be conducted by a qualified Arborist. The customer is responsible for scheduling future inspections (2-3yrs)

REQUEST FOR ASH TREE REMOVAL QUOTE

Submittal Deadline
4:30 pm, November 22nd, 2024

The City of Brainerd is seeking tree removal quotes for ash trees in Brainerd. All labor and materials necessary for completing the project shall be provided.

1. **Tree Removal.** Removal of the tagged ash trees shall include complete removal of the tree, stump grinding, installation of topsoil and grass seed, site cleanup. All ash trees are tagged and tag numbers and addresses are included in this request for quote.

Qualifications

1. All work shall be done in compliance with accepted horticultural standards.
2. Contractor shall provide the following insurance information:
 - a. Workmen's compensation insurance covering all employees in statutory limits who perform any of the obligations assumed by the Contractor under this contract.
 - b. Public liability insurance on all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired; public liability limits of not less than \$500,000 for one person and \$1,000,000 each accident; property damage limit of \$500,000 for each accident.
 - c. Automobile liability insurance on all self-propelled vehicles used in connection with the contract, whether owned, non-owned or hired; public liability limits of not less than \$500,000 for one person and \$1,000,000 each accident; property damage limit of \$500,000 for each accident.

Questions

Contact City Engineer, Jessie Dehn at jdehn@ci.brainerd.mn.us or 218-454-3411.

Three options are available for the delivery of quotes.

- 1) Email: jdehn@ci.brainerd.mn.us
- 2) Mail: Brainerd City Hall
C/O Jessie Dehn
501 Laurel Street
Brainerd, MN 56401
- 3) Dropbox located on the west side of City Hall at 501 Laurel St.

TREE ADDRESSES AND TAG NUMBERS

<u>Tag</u>	<u>Address</u>
396	905 13 th St. SE
395 & 201	1023 11 th St. SE
394	923 11 th St. SE
393 & 392	823 Quince St.
391	623 9 th St. S.
390	1724 Maple St.
389	1324 Norwood St.
	520 9 th St. S.
299 & 300	810 Walnut St.
297 & 298	810 Walnut St.





A Local Company You Can Trust

City Of Brainerd 20241113

Wednesday, November 13, 2024

Mike's Tree Company, LLC
218-825-8207
5906 Pine Beach Road
Brainerd, MN 56401

PROPOSAL



Customer
City Of Brainerd 501 Laurel Street Brainerd, MN 56401

Salesperson
David Smith (218) 838 - 9668 david.smith@mikestreecompany.com

Work Site
501 Laurel Street Brainerd, MN 56401

Phone: 218-513-4412 Shawn Middagh
Phone: James 218-454-3410



#	Item	Description	Qty	Cost
1	Ash	REMOVAL Remove specified ash trees located at addresses listed below, identified by aluminum tag number (one exception): 905 13th St. SE - remove tree tag # 396 1023 11th St. SE - remove tree tag # 395 1017 11th St. SE - remove tree tag # 201 923 11th St. SE - remove tree tag # 394 823 Quince St. - remove tree tag # 393 - remove tree tag # 392 623 S 9th St. - remove tree tag # 391 1724 Maple St. - remove tree tag # 390 1324 Norwood St. - remove tree tag # 389	14	\$10,000.00



Mike's Tree Company, LLC
 218-825-8207
 5906 Pine Beach Road
 Brainerd, MN 56401

PROPOSAL



520 S 9th St.
 - remove ash tree, no tag

810 Walnut St.
 - remove tree tag # 298
 - remove tree tag # 297
 - remove tree tag # 300
 - remove tree tag # 299

****Mark stumps for grinding.**
****Haul away all wood, brush, and debris from tree removal.**

2	STUMP GRINDING Grind 14 stumps, near road, located at addresses listed below. Haul away all stump grindings. Backfill holes with black soil. Apply grass seed.	0	\$3,500.00
---	--	---	-------------------

905 13th St. SE
 - one stump

1023 11th St. SE
 - one stump

1017 11th St. SE
 - one stump

923 11th St. SE
 -one stump

823 Quince St.
 - two stumps right of house, along S. 9th St.

623 S. 9th St.
 - one stump

1724 Maple St.
 - one stump

1324 Norwood St.
 - one stump

520 S. 9th St.
 - one stump

810 Walnut St.
 - two stumps right of drive
 - two stumps left of drive



Mike's Tree Company, LLC
218-825-8207
5906 Pine Beach Road
Brainerd, MN 56401

PROPOSAL



****DISCLAIMER****

Client is responsible for marking any private underground lines (irrigation, private utility lines, dog fence, low voltage, etc.) Mike's Tree Company is not responsible for damaged irrigation lines, sprinkler heads, private utility lines, etc. if they are not marked by the client. Mike's Tree Company is responsible for issuing a public underground utility locate with Gopher State One Call. **STUMP GRINDING DOES NOT TAKE PLACE THE SAME DAY AS REMOVALS AND IS INVOICED SEPARATELY.**

Subtotal: \$13,500.00

Tax: \$0.00

Signature _____

Date _____

Total: \$13,500.00

By signing this proposal I am accepting the work as described above along with the terms and conditions.

Please email your acceptance or sign and return to the office.



Mike's Tree Company, LLC
218-825-8207
5906 Pine Beach Road
Brainerd, MN 56401

PROPOSAL



Terms and Conditions

It is agreed by and between Mike's Tree Company LLC and the authorizing party (customer and/or customer's agent) that the following provisions are made as part of this contract:

Completion of Contract: Mike's Tree Company LLC agrees to do its best to meet any agreed upon performance dates but shall not be liable in damages or otherwise for delays because of inclement weather, labor, or any other cause beyond its control; nor shall the customer be relieved of completion for delays.

Insurance by Contractor: Mike's Tree Company LLC warrants that it is insured for liability resulting from injury to person(s) or property and that all employees are covered by Workers' Compensation as required by law.

Tree Ownership: The authorizing party warrants that all trees listed are located on the customer's property, and, if not, that the authorizing party has received full permission from the owner to allow Mike's Tree Company to perform the specified work. Should any tree be mistakenly identified as to ownership, the customer agrees to indemnify Mike's Tree Company LLC for any damages or costs incurred from the result thereof. Any permits needed to do the specified work are the authorizing party's responsibility.

Stump Removal: Unless specified in the proposal, stump removal is not included in the price quoted. Stump removal will not occur on the same date/time as tree removal unless specified in the proposal. Stumps from winter removals will be ground in the spring after the snow melt. Client is responsible for marking any underground irrigation or private utility lines. Mike's Tree Company is not responsible for damaged irrigation lines, sprinkler heads, or private utility lines if they are not marked by the client. Mike's Tree Company is responsible for issuing a public underground utility locate with Gopher State One Call.

Lawn Repair: Mike's Tree Company LLC will attempt to minimize all disturbances to the customer's lawn and make every effort to clean the entire area affected by the specified work unless specified in the proposal not to do so (leave all).

Terms of Payments: Unless otherwise noted in this proposal, the customer agrees to pay upon receipt of their invoice. Finance charges will be assessed after 30 days.

Returned Check Fee: There will be a \$30.00 fee charged for all checks returned to our office for non-sufficient funds.

Expiration: This proposal is valid for 30 days from the day it was sent.

MTC Process

1. The scope of work is determined by the authorizing party and a Mike's Tree Company Project Manager.
2. Proposal is built and sent by authorizing party.
3. Once the proposal is accepted it is submitted to Mike's Tree Company's Operations Manager for scheduling.
4. Mike's Tree Company office will call or text the day before we are coming to do the work to give the authorizing party a notice.
5. Mike's Tree Company crew will show up and provide the specified work, cleanup, mark any stumps, for underground locates and leave.
6. Once the work order is stamped by the Project Manager, it is turned into the office for invoicing and stump locating.
7. Invoicing goes out and invoices are due upon receipt to the authorizing party. Finance charges will be assessed after 30 days. Stump locates will be performed within 48 hours of being called in and scheduled for grinding within 10-14 days for stump grinding.
8. After stump grinding is performed and stamped completed, the stump grinding portion will then be invoiced and due upon receipt. Finance charges will be assessed after 30 days of receipt.



Mike's Tree Company, LLC
218-825-8207
5906 Pine Beach Road
Brainerd, MN 56401

PROPOSAL



Recent Developments in Tree Health in Brainerd

In January of 2024, the insect called emerald ash borer was confirmed to be present in trees within the Brainerd city limits, following confirmation in Cass and Morrison Counties in late 2023. Emerald ash borer is an invasive insect that kills every species of ash tree, usually within two to four years. While panic is never advised, the entire eastern United States can testify that this threat to tree health cannot be ignored. It has already killed over 100 million ash trees, with some areas losing up to 100 percent of their ash population.

What is EAB?

Emerald Ash Borer (*Agilus planipennis*) is an invasive insect, it attacks every species of ash, and predictably kills each tree it attacks. It is here, and our ash trees will require attention. More information about this insect can be found on the [University of Minnesota's website](#).

What action can you take?

Ash treatments involve hiring a certified pesticide applicator to inject the insecticide (emamectin benzoate) into the trunk of your ash tree. This is done near the base, and the insecticide is carried to all live and healthy parts of the tree. When EAB attacks, the insecticide kills the damaging larvae and protects your tree until the injection is repeated two years later.

What if you decide not to treat?

Unfortunately, EAB will attack. Homeowners and municipalities around the country can attest to what happened after they decided to forego treatments. The result is dead trees that eventually must be dealt with. Ash trees killed by EAB will fail, and they usually come down in large, heavy pieces – it is not uncommon for them to break off at ground level. Of course, not every ash can or should be treated. "Valuable" means it has value to someone. You can decide if your ash trees hold value. But this has and will eliminate millions of our trees. If an ash remains untreated, we (and now, you) know the result. Treatment or removal – unfortunately, there is no third option.

What is your best course of action?

Our Plant Health Care department is here to offer advice and solutions. We will help identify your ash trees (no one expects you to be the expert) and honestly help determine if insecticide treatment is right for your trees. Treatment is more affordable than many homeowners think, and it is far more affordable than removal and disposal! These trees belong to you, and the decision is yours. [Mike's Tree Company](#) arborists are here to inform your decision and to provide whichever solution you prefer. A free consultation can be set up by calling us at 218-825-8207.

Toenyan TREE SERVICE LLC

7800 HIGHLAND SCENIC RD, BAXTER, MN 56425

218-232-3000



Name City of Brainerd

Date 11/10/24

Address _____

City, State, Zip _____

Phone(s) _____

TREE WORK

DEBRIS WORK

STUMP WORK

Tag#	Address	COST
396	905 13th St SE	\$750
395/201	1023 11th St SE	\$400/\$600
394	923 11th St SE	\$400
393/392	823 Quince St	\$400/\$550
391	623 9th St S.	\$300
390	1724 Maple St	\$600
389	1324 Norwood St	\$750
299/300	810 Walnut St	\$400/\$400
297/298	810 Walnut St	\$400/\$400
Untagged	520 S. 9th St	\$750

SUBTOTAL _____

SALES TAX _____

TOTAL 7,100

PAYMENT ON COMPLETION

PAYMENT TYPE:

Cash Check Credit Card

Toenyan Tree Service and it's employees will complete work in accordance with the above specifications. This estimate may be withdrawn if not accepted within thirty days.

Toenyan Tree Service AUTHORIZED SIGNATURE:

X _____

The above prices, specifications and conditions are satisfactory and are hereby accepted. Toenyan Tree Service is authorized to do the work as specified.

CUSTOMER ACCEPTANCE OF APPROVAL:

X _____

Toenyan TREE SERVICE LLC

7800 HIGHLAND SCENIC RD, BAXTER, MN 56425

218-232-3000



Name City of Brainerd Date 11/10/24

Address _____

City, State, Zip _____

Phone(s) _____

TREE WORK

DEBRIS WORK

STUMP WORK

~~WORK DESCRIPTION~~

Clean up

COST

Stump grinding can
be added for an
additional \$50/per tree

OR

Stump gringing w/
black dirt to fill in
the holes for an
additional \$100/per tree

SUBTOTAL _____

SALES TAX _____

TOTAL _____

PAYMENT ON COMPLETION

PAYMENT TYPE:

Cash Check Credit Card

Toenyan Tree Service and it's employees will complete work in accordance with the above specifications. This estimate may be withdrawn if not accepted within thirty days.

Toenyan Tree Service AUTHORIZED SIGNATURE:

X _____

The above prices, specifications and conditions are satisfactory and are hereby accepted. Toenyan Tree Service is authorized to do the work as specified.

CUSTOMER ACCEPTANCE OF APPROVAL:

X _____



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Adopt Resolutions Supporting Grant Applications

AGENDA: SPW Committee

ACTION REQUESTED: Adopt Resolution

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 recommending adoption of the 4 attached resolutions that provide for Council support for grant applications for the following projects and grant programs:

- TH 210/Lum Park Pedestrian Bridge
 - Carbon Reduction Program (CRP) - \$1 Million
 - Active Transportation (AT) - \$1 Million
 - Transportation Alternatives (TA) - \$800,000

- Oak Street Reconstruction
 - Surface Transportation Block Grant Program (STBGP) - \$1.25 Million

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: As a reminder, the TH 210/Lum Park Pedestrian Bridge project has received about \$1.3 Million in CRP grant funds to date and SRF is preparing a grant application on the City's behalf for the National Scenic Byway Program (NSBP) for \$1 Million. Results of all grant applications will likely not be known until late spring or early summer.

RECOMMENDED ACTION/MOTION: Staff recommends adoption of the attached resolutions supporting the grant applications as presented.

FINANCIAL IMPACT: N/A

RESOLUTION
NO. _____

**RESOLUTION SUPPORTING APPLICATION FOR CARBON REDUCTION PROGRAM
FUNDING**

WHEREAS, the FY 2027 funding target for the Central Minnesota ATP is \$1,380,000; and

WHEREAS, Carbon Reduction Program projects receive federal funding; and

WHEREAS, CRP funds can be used to reimburse construction costs on CRP eligible items, and that construction costs above the CRP infrastructure grant award will have alternate funding sources; and

WHEREAS, the City of Brainerd is the sponsoring agency for the CRP project identified as the TH 210/Lum Park Pedestrian Bridge and Cuyuna Lakes State Trail Project; and

WHEREAS, the project will provide for a safe, grade-separated pedestrian bridge crossing that removes TH 210 as a barrier by constructing Americans with Disabilities Act (ADA) compatible, multimodal infrastructure and improving access for users of all abilities; and

WHEREAS, the project supports the strategy included in the Minnesota Department of Transportation Carbon Reduction Strategy (2023) through providing Travel Options by constructing a new trail bridge over TH 210 and a multi-use trail continuing development of alternative transportation facilities which will connect to existing destinations and other local and state trails; and

WHEREAS, the project will support alternative transportation options to single occupancy vehicles which supports transportation goals related to access, mobility, safety and equity; and

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, that the Brainerd City Council supports the submittal of the AT application, and

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Brainerd City Council will pay all costs associated with the project beyond the CRP infrastructure grant award.

Adopted this 16th day of December 2024

KELLY BEVANS
President of the Council

Approved this 16th day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

RESOLUTION
NO. _____

AUTHORIZING THE CITY TO FILE AN APPLICATION WITH THE MINNESOTA
DEPARTMENT OF TRANSPORTATION FOR 2024 ACTIVE TRANSPORTATION
INFRASTRUCTURE GRANTS

WHEREAS: \$12.502 million in Active Transportation (AT) funding is available, with a minimum of \$50,000 and cap of \$1,000,000 for each project; and

WHEREAS, AT funds can be used to reimburse construction costs on AT eligible items, and that construction costs above the AT infrastructure grant award will have alternate funding sources; and

WHEREAS, the project will provide for a safe, grade-separated pedestrian bridge crossing that removes TH 210 as a barrier by constructing Americans with Disabilities Act (ADA) compatible, multimodal infrastructure and improving access for users of all abilities; and

WHEREAS, the project will enhance the trail system connectivity in Brainerd by constructing a new trail bridge over TH 210 and a multi-use trail which will connect to existing local and state trails for the continued development of the area's trail systems and will provide safer access to parks and other recreational resources; and

WHEREAS, the project will support healthy and active lifestyle for local residents and visitors to the Brainerd Lakes Area, saving on healthcare costs to individuals, employers, insurance providers, and the State government; and

WHEREAS, the project is planned to be constructed in 2026 for an estimated construction cost of \$6,000,000.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, that the Brainerd City Council supports the construction of the project and agrees to maintain such improvements; and,

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Brainerd City Council supports the submittal of the AT application; and,

NOW, THEREFORE BE IT FURTHER RESOLVED, that the Brainerd City Council will pay all costs associated with the project beyond the AT infrastructure grant award.

Adopted this 16th day of December 2024

KELLY BEVANS
President of the Council

Approved this 16th day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

RESOLUTION
NO. _____

RESOLUTION AGREEING TO MAINTAIN FACILITY

WHEREAS, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, Transportation Alternatives projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS, the City of Brainerd is the sponsoring agency for the transportation alternatives project identified as the TH 210/Lum Park Pedestrian Bridge and Cuyuna Lakes State Trail Project.

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

the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

Adopted this 16th day of December 2024

KELLY BEVANS
President of the Council

Approved this 16th day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

RESOLUTION
NO. _____

SPONSORING AGENCY RESOLUTION

Be it resolved that the City of Brainerd agrees to act as sponsoring agency for the project identified as the TH 210/Lum Park Pedestrian Bridge and Cuyuna Lakes State Trail Project seeking Transportation Alternatives grant funding and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

Be it further resolved that Jessie Dehn, City Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

Adopted this 16th day of December 2024

KELLY BEVANS
President of the Council

Approved this 16th day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

RESOLUTION
NO. _____

RESOLUTION AGREEING TO MAINTAIN FACILITY

WHEREAS, the Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS, State Transportation Block Grant Program (STBGP) projects receive federal funding; and

WHEREAS, the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with STBGP funds, this requirement should be applied to the project proposer; and

WHEREAS, the City of Brainerd is the sponsoring agency for the proposed project identified as the Oak Street Reconstruction Project.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, the City of Brainerd hereby agrees to assume responsibility for the maintenance of property and facilities related to the aforementioned STBGP project in accordance with agreements between the City and MnDOT; and,

NOW, THEREFORE, BE IT FURTHER RESOLVED BY THE CITY COUNCIL OF BRAINERD, MINNESOTA, that the Brainerd City Council supports the submittal of the STBGP application for the Oak Street Reconstruction Project.

Adopted this 16th day of December 2024

KELLY BEVANS
President of the Council

Approved this 16th day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Approve Transit Americans With Disabilities Act Policy Plan

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works
Director

ESTIMATED TIME (MIN): 2 Minutes

SUMMARY OF ISSUE: Attached is the update of Transit's ADA policy required by MnDOT.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: TAC has not reviewed this update due to the deadline from MnDOT. This ADA policy will be presented to the first 2025 TAC meeting.

RECOMMENDED ACTION/MOTION: Approval of updated Transit ADA policy.

FINANCIAL IMPACT: None



**BRAINERD CROW WING
PUBLIC TRANSIT**



AMERICANS WITH DISABILITIES ACT PLAN

Including policies regarding General ADA Requirements, Reasonable Modifications,
No Shows, and a Suspension Appeals Process

for

Brainerd & Crow Wing County Transit

Approved by:

City of Brainerd City Council

Date Approved:

December 16, 2024

ADA Contact Information

Name & Title: Crystal Gauthier, Transit Coordinator

Mailing Address: 501 Laurel St, Brainerd MN, 56401

Phone Number: 218-454-3429

Email Address: cgauthier@ci.brainerd.mn.us

Reasonable Modification Contact Information

Title: Crystal Gauthier, Transit Coordinator

I. Introduction and Purpose

The Americans with Disabilities Act of 1990 (ADA) requires that individuals with disabilities receive the same level of service as non-disabled individuals. Services that are “separate but equal” are not acceptable. Section 504 prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

This ADA policy is written to establish operating and service guidelines and procedures for the implementation of the requirements of the Americans with Disabilities Act of 1990 (ADA), the U.S. Department of Transportation (U.S. DOT) regulations for implementing ADA (49 CFR Parts 27, 37 and 38), and any applicable state laws and regulations. Brainerd & Crow Wing County Transit operates a demand-response service and complies with ADA requirements with respect to such services.

ADA Policy Statement

It is the policy of Brainerd & Crow Wing County Transit to comply with all the legal requirements of federal and state laws and regulations as they pertain to individuals with disabilities. If state laws and federal regulations are contradictory, the federal ADA regulations prevail. The transit system provides quality transportation services without discrimination to all persons including individuals with disabilities. Discrimination on the basis of disability against any person by transit system employees will not be condoned or tolerated.

Goals: Service is provided in a manner that meets the following goals:

1. Provides safe, accessible, and dignified services to all persons, including individuals with disabilities.
2. Expedites the safe and efficient boarding, securing, transporting, and alighting of all passengers, regardless of mobility status.
3. Accommodates a wide range of mobility aids within the confines of available vehicles and commercial standard equipment.

Applicability: This policy applies to all transit system employees, services, facilities, and vehicles. It applies equally to all persons needing and/or using the services provided by the system.

Definitions:

Disability: With respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

Fixed Route Service: Operates along a prescribed route according to a fixed (regular) schedule.

Mobility Device: A device that is designed to assist an individual with disabilities with locomotion. Examples include wheelchairs, canes, crutches, and walkers. Also called mobility aid.

Securement Area or Station: A designated location for riders using wheelchairs, equipped with a securement system.

Securement Device, Equipment or System: Equipment used for securing wheelchairs against uncontrolled movement during transport.

Service Animal: Any guide dog, signal dog, or other animal that has been individually trained to work or perform tasks for an individual with a disability, including, but not limited to, guiding individuals with impaired vision, alerting individuals with impaired hearing to intruders or sounds, providing minimal protection or rescue work, pulling a wheelchair, or fetching dropped items.

Wheelchair: A mobility aid belonging to any class of three- or more- wheeled devices, usable indoors, designed or modified for and used by individuals with mobility impairments, whether operated manually or powered.

II. General Guidance and Procedures for Implementing Policy

Recruitment and Employment

As stated in the transit system's personnel policies, the agency is an Equal Opportunity Employer (EOE) and fully complies with ADA in its recruitment, hiring, and continued employment practices.

Facility and Vehicle Accessibility

The transit system administrative facility, and vehicles shall meet or exceed the requirements of 49 CFR Parts 27, 37 and 38 and requirements of the State of Minnesota. If state requirements do not meet federal requirements, the federal ADA regulations prevail. All vehicles purchased for fixed route, route deviation, and demand responsive service will be accessible. Vehicles purchased for demand response service will only be non-accessible to the extent that the demand response system, when viewed in its entirety, provides the same level of service for individuals with disabilities as for individuals without disabilities.

Certification of Equivalent Service – Appendix C to Part 37

The Brainerd & Crow Wing County Transit certifies that its demand responsive service offered to individuals with disabilities, including individuals who use wheelchairs, is equivalent to the level and quality of service offered to individuals without disabilities. Such service, when viewed in its entirety, is provided in the most integrated setting feasible and is equivalent with respect to:

- (1) Response time;
- (2) Fares;

- (3) Geographic service area;
- (4) Hours and days of service;
- (5) Restrictions on trip purpose;
- (6) Availability of information and reservation capability; and
- (7) Constraints on capacity or service availability.

In accordance with 49 CFR 37.77, public entities operating demand responsive systems for the general public which receive financial assistance under 49 U.S.C. 5311 or 5307 must file this certification with the MnDOT OTAT before procuring any inaccessible vehicle. Such public entities not receiving FTA funds shall also file the certification with the MnDOT OTAT. This certification is valid for no longer than one year from its date of filing.

Crystal Gauthier

(Name of authorized official)

Transit Coordinator

(Title)

Crystal Gauthier

(Signature)

Vehicle and Route Assignment

☒ All demand response vehicles operated by Brainerd & Crow Wing County Transit are accessible and persons with disabilities, including wheelchair users, can board any vehicle.

OR

☐ The demand response system of Brainerd & Crow Wing County Transit, when viewed in its entirety, is accessible. All trips by wheelchair users will be assigned to accessible vehicles. To the extent possible, the assignment of particular types of vehicles will be based upon rider needs. Trip denials will be tracked by whether or not a rider requires use of the lift or ramp, to monitor that service is not disproportionately denied to individuals with disabilities because an accessible vehicle is not available. Brainerd & Crow Wing County Transit provides demand response rural public transportation and provides equivalent service to individuals with disabilities, that is consistent with U.S. DOT ADA regulations under 49 CFR Part 37, Section 37.77. This transportation will be provided in the most integrated setting appropriate to the needs of the individual and will be equivalent to the service provided other individuals with respect to:

- Response time
- Fares
- Geographic area of service
- Hours and days of service
- Restrictions or priorities based on trip purpose
- Availability of information and reservations capability
- Any constraints on capacity or availability

Maintenance of Accessible Features

Accessibility features on vehicles, including lifts, ramps, wheelchair securement devices and public address systems, will be maintained in operative condition. The preventive maintenance program of Brainerd & Crow Wing County Transit provides for regular and frequent maintenance checks of these features as well as preventive maintenance as recommended by the equipment manufacturers. In addition, the lift must be cycled as part of each pre-trip inspection.

Inoperative Lifts and Ramps

Drivers are required to report lift or ramp failures immediately. Vehicles with inoperative lifts will be removed from service and replaced with an accessible vehicle until the inoperative lift is repaired. For vehicles equipped with ramps, it may be possible to continue in service as long as the ramp can be and is deployed manually when necessary. If an inoperative ramp cannot be (or is not) deployed manually, the transit agency will apply the policy for a vehicle with an inoperative lift.

Wheelchair Accommodation

All accessible vehicles meet or exceed the requirements of 49 CFR Part 38.

Transportation providers are required to carry a wheelchair and its user, as long as the lift can accommodate the size and weight of the wheelchair and its user, and there is space in the securement area for the wheelchair on the vehicle without blocking the aisle. If a vehicle lift/ramp and securement area can accommodate a wheelchair (or other mobility device), Brainerd & Crow Wing County Transit will transport the device (and its user).

An individual who uses a wheelchair that, when occupied, exceeds the weight rating of the vehicle lift/ramp, will be offered the opportunity to board and disembark from the vehicle separately from the wheelchair. However, transit agency personnel are not permitted to operate a passenger's wheelchair (i.e. a motorized wheelchair). The individual may travel with another individual who can assist with operating the unoccupied wheelchair to maneuver it on and off the lift/ramp.

Boarding

Drivers and scheduling practices will provide adequate time for a passenger with a disability to board and/or disembark the vehicle, which includes adjusting the schedule if necessary and waiting for passengers to be seated before moving the vehicle. Only a properly trained transit system employee can operate the lift or ramp and secure the wheelchair in the securement station. Passengers may board facing toward or away from the vehicle.

Wheelchair Securement

☐ Brainerd & Crow Wing County Transit does not require that wheelchairs be secured on board the vehicle. However, the driver will secure a passenger's wheelchair if requested by the passenger.

OR

☒ Brainerd & Crow Wing County Transit requires that all wheelchairs be secured. Drivers should not allow a passenger to ride if they are not secured properly unless the securement system will not accommodate the wheelchair. Drivers cannot deny a passenger a ride based on the inability to secure the wheelchair unless legitimate safety requirements cannot be met. However, drivers must warn the passengers of the danger of riding in a non-secured wheelchair. Passengers who refuse to allow their wheelchairs to be secured may be denied service.

Securement of wheelchairs is the responsibility of the driver. Drivers are trained in the proper operation of all securement equipment based on the equipment manufacturer's specifications. Drivers will listen to and respect riders' instructions on how to secure their equipment. Drivers cannot be expected to be familiar with each and every wheelchair type that may come aboard, and securement attachment points may differ by wheelchair manufacturer. The rider may be in the best position to instruct the driver on how to properly secure their mobility device.

If the securement system is not compatible with the wheelchair the passenger is using, the driver will still make an attempt to safely secure the wheelchair. If the wheelchair cannot be secured because of the wheelchair design, the passenger still has the right to ride in the vehicle.

Drivers must secure wheelchairs in the designated securement area only, even if the passenger wants their mobility device to be secured in a non-designated area. The wheelchair is not allowed to block the aisle.

In cases where an individual using a wheelchair attempts to board and requires use of a securement location that is currently occupied by another passenger that is not using a wheelchair, the driver will ask that passenger to allow the individual using a wheelchair to use the securement position.

Seat Belt Usage

When riding in a Brainerd & Crow Wing County Transit vehicle, seat belts and shoulder harnesses:

☐ are recommended but not required for passengers riding in their secured wheelchair. Based on the following exemption: *Provide in narrative and cite how an exemption would be allowable.*

OR

☒ are required for ALL passengers. Seat belt requirement under Minnesota State Statutes 169.686, a properly adjusted and fastened seat belt, including both the shoulder and lap belt when the vehicle is so equipped, shall be worn by the driver and passengers. Brainerd & Crow Wing County Transit has available seatbelt extenders, should a passenger require or request.

Driver Assistance

Drivers will make themselves available to assist individuals with disabilities and will assist upon request of the passenger. Drivers will assist a passenger with using the

vehicle ramp, lift and/or securement systems using the accessibility-related equipment and features on their vehicles. It is the policy of Brainerd & Crow Wing County Transit that all wheelchairs be secured by the 4-point floor system to anchor the wheelchair to the floor. It is mandatory that all passengers are secured with seat belts.

Use of Lift or Ramp by Individuals Not Using a Mobility Device

The driver will deploy the lift or ramp for any individual, with or without a disability who is not using a mobility device to board or alight the vehicle upon request.

Accommodation of Other Mobility Devices

Mobility devices that are not wheelchairs, but which are primarily designed for use by individuals with mobility impairments, will be accommodated to the extent that the ADA-compliant lift or ramp and securement areas can safely do so. However, these devices are the responsibility of the individual passenger, and must be secured in a manner that does not interfere with the safe operation of the vehicles and the transport of other passengers.

Transfer to Fixed Seating

All passengers using wheelchairs have an option of transferring to fixed seating once on board the vehicles. Drivers may recommend, but never require, wheelchair users to transfer to fixed seating. No waivers are allowed to be required.

Accommodation of Portable Oxygen

Individuals are allowed to travel with respirators and portable oxygen supplies on board, consistent with applicable U.S. DOT rules on the transportation of hazardous materials in 49 CFR Subtitle B, Chapter 1, Subchapter C.

Priority Seating

With the exception of the wheelchair securement stations, the transit system does not require any passenger to sit in designated seating.

Priority seating for seniors and individuals with disabilities is to be designated by permanent signage in each vehicle. In cases where an individual with a disability requests use of priority seating that is currently occupied by another passenger, the driver will ask that passenger to move so as to allow the individual with a disability use of the priority seating. In cases where a wheelchair user requires the use of a securement location, the driver will ask any passenger (including other passengers with disabilities) to vacate the securement location.

Service Animals

In compliance with 49 CFR Part 37, the transit system allows trained service animals to accompany passengers with disabilities. The driver will not ask for proof of the qualifications of the animal but may ask only the following questions: if the animal is a service animal required because of a disability and what tasks the animal has been trained to perform. Brainerd & Crow Wing County Transit does not impose species or breed restrictions. However, any animal which is not under the passenger's control, or

which becomes a direct threat to the health or safety of other passengers may be restricted from riding.

Emotional support animals or “comfort animals” are not service animals within the context of the US DOT ADA regulations. *No pets are allowed on the bus unless they are contained in a pet carrier. Passengers must receive approval from the dispatcher, prior to transporting an animal on the bus. Use of a service animal by a person with a disability is not restricted.*

Alighting

It is the responsibility of the driver to determine that the location for passenger alighting is safe. For drivers to determine safe locations for pick up and drop off, ramps and wheelchair paths must be clear of snow, ice, parked cars, trash and other obstructions. For fixed route and demand response services, the driver will allow a passenger who uses the lift or ramp to alight at any stop, unless the lift or ramp cannot be deployed, will be damaged if deployed, or conditions at the stop would present unsafe conditions for all passengers. Only the driver will unsecure the wheelchair and operate the lift or ramp to return the passenger to the ground level.

Staff Training

All drivers and transit system staff are trained to proficiency in use of accessibility equipment, the operating policies related to each of the service requirements described, and in properly and respectfully assisting and treating individuals with disabilities with sensitivity. Mechanics are also trained to properly maintain lifts and other accessibility equipment.

Rider Information

All printed informational materials are made available in accessible formats upon request, for example, large print for individuals with low vision or audio for blind individuals, as well as accessible electronic formats.

To request any transit information in an alternative accessible format please contact City Hall Administration at 218-828-2307, or email transit dispatch at transit@ci.brainerd.mn.us.

Personal Care Attendants

Under the ADA, an agency cannot require a passenger to have a personal care attendant (PCA). If a PCA accompanies a passenger, the PCA will ride free of charge. A family member or friend is not considered a PCA, unless that individual is acting in that capacity.

Stop Announcements

☒ Brainerd & Crow Wing County Transit does not operate a deviated-fixed route.

OR

☐ Brainerd & Crow Wing County Transit operates a deviated-fixed route service. As such, stop announcements and route identification announcements are made at transfer

points, major intersections, destination points, intervals along the route sufficient to orient passengers to their location, and any stop request as is required.

Systems that operate a deviated-fixed route will:

☐ Make stop announcements using an automated system but ensure that drivers are trained to make announcements in the case of system failures.

OR

☐ Train drivers to verbally make stop and route identification announcements in a clear and concise manner in order to adequately assist clients who may have a disability that prevents them from otherwise recognizing stops and/or routes.

Complaint Procedure

All complaints of discrimination on the basis of disability will be forwarded to the Transit Coordinator for prompt and objective investigation. In addition, Brainerd & Crow Wing County Transit will submit all complaints received within 10 days, to the MnDOT Office of Transit and Active Transportation (OTAT) Compliance Coordinator, at which time further investigation occurs to determine the extent of the complaint and under which class. OTAT will provide the transit system with a written response to the complaint and any actions required, in a timely manner.

Brainerd & Crow Wing County Transit will promptly communicate its response to the complaint allegations, including its reasons for the response, to the complainant. The response will be documented. Internal corrective actions may include specialized training for staff, corrective processes or procedures, or disciplinary action will be taken for behavior prohibited by this policy, up to and including termination of employment.

Documentation of each complaint will be kept on file for a minimum of one year, and a summary of all complaints will be kept for at least five years. This meets DOT regulations that require FTA grantees to maintain all complaints of noncompliance with 49 CFR Part 27 for one year, and a record of all such complaints, which is permitted to be in summary form, for five years.

Reasonable Modification Policy

The purpose of the reasonable modification policy is to ensure that Brainerd & Crow Wing County Transit offers equal and effective opportunities and access to public transportation services for persons with disabilities and full compliance with the provisions of the Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973.

This policy applies to all safety-sensitive transportation vehicle operators including full, part time, casual/substitutes/seasonal, and those staff that may be required to operate the vehicle. For the purposes of this section, the term reasonable accommodation shall be interpreted in a manner consistent with the term “reasonable modifications” as set forth in the Americans with Disabilities Act Title II regulations at 28 CFR 35.130(b)(7), and not as it is defined or interpreted for the purposes of employment discrimination under Title I of the ADA (42 U.S.C. 12111–12112) and its implementing regulations at 29 CFR part 1630.

Brainerd & Crow Wing County Transit is committed to providing equal access and opportunity to individuals with disabilities in all programs, services and activities. Brainerd & Crow Wing County Transit recognizes that in order to have equally effective opportunities and benefits, individuals with disabilities may need reasonable modifications to policies and procedures. Brainerd & Crow Wing County Transit will adhere to all applicable federal and state laws, regulations and guidelines with respect to providing reasonable modifications, as necessary, to afford equal access to programs for persons with disabilities. Brainerd & Crow Wing County Transit does not discriminate on the basis of disability in admission to, participation in, or receipt of services and benefits under any transit program or activity. Brainerd & Crow Wing County Transit will take appropriate steps to ensure that persons with disabilities have an equal opportunity to participate.

No individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of Brainerd & Crow Wing County Transit, or be subject to discrimination by Brainerd & Crow Wing County Transit.

A reasonable modification is a change or exception to a policy, practice, or procedure that allows persons with disabilities to have equal access to programs, services, and activities. Brainerd & Crow Wing County Transit will make reasonable modifications to policies, practices, and procedures when necessary to ensure access to transit services for individuals with disabilities, unless:

- ◆ Making the accommodation would fundamentally alter the nature of the public transportation service.
- ◆ Making the accommodation would create a direct threat to the health or safety of other passengers.

- ◆ The individual with a disability is able to fully use Brainerd & Crow Wing County Transit's service without the accommodation being made.
- ◆ Making the accommodation creates an undue financial burden on the transit system.

ELIGIBILITY CRITERIA

Brainerd & Crow Wing County Transit provides Curb to Curb Service, an individual is eligible to be considered to receive a reasonable modification if that individual has:

- ◆ A physical or mental impairment that substantially limits one or more of the major life activities of such individual;
- ◆ A record of such impairment; or
- ◆ Has been regarded as having such impairment.

REQUESTS FOR REASONABLE MODIFICATION

Brainerd & Crow Wing County Transit shall make information about how to contact Brainerd & Crow Wing County Transit to make requests for reasonable modifications readily available to the public through its website, brochures, and other rider policy guidelines. Brainerd & Crow Wing County Transit shall follow these procedures in taking requests:

- a. Individuals requesting modifications shall describe the modification to service needed in order to use the service. Door through Door services and/or the carrying or delivering of package(s) will not be considered a reasonable modification.
- b. Individuals requesting modifications are not required to use the term "reasonable modification" when making a request. Personnel at Brainerd & Crow Wing County Transit will determine if the request represents a reasonable modification and proceed in accommodating the request accordingly.
- c. Whenever feasible, Brainerd & Crow Wing County Transit requests that individuals make such requests for modifications before Brainerd & Crow Wing County Transit is expected to provide the modified service.
- d. Where a request for modification cannot practicably be made and determined in advance (e.g., because of a condition or barrier at the destination of a, route deviation, demand response, paratransit, or fixed route trip of which the individual with a disability was unaware until arriving), operating personnel shall make a determination of whether the modification should be provided at the time of the request. Operating personnel may consult with Brainerd & Crow Wing County Transit's management before making a determination to grant or deny the request.

Requests for accommodation may be made either orally or in writing. The reasonable accommodation process begins as soon as the request for accommodation is made. The request can be submitted in any written format. Alternative means of filing a request, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing or upon request.

INTERACTIVE PROCESS

When a request for accommodation is made, Brainerd & Crow Wing County Transit and the individual requesting an accommodation must engage in a good faith interactive process to determine what, if any accommodation shall be provided. The individual and the Brainerd & Crow Wing County Transit must communicate with each other about the request, the process for determining whether an accommodation will be provided, and the potential accommodations. Communication is a priority throughout the entire process.

TIME FRAME FOR PROCESSING REQUESTS TO PROVIDE REASONABLE MODIFICATION

Brainerd & Crow Wing County Transit will process requests for reasonable accommodation and then provide accommodations, where appropriate, in as short a time frame as reasonably possible. Brainerd & Crow Wing County Transit recognizes, however, that the time necessary to process a request will depend on the nature of the accommodation(s) requested and whether it is necessary to obtain supporting information.

GRANTING A REASONABLE MODIFICATION REQUEST

As soon as Brainerd & Crow Wing County Transit determines that a reasonable accommodation will be provided, that decision shall be immediately communicated to the individual. When adequate time is provided, this notice must be in writing in order to maintain the required information for reporting purposes. When granting a request is communicated orally Brainerd & Crow Wing County Transit will follow up in writing. Upon request, alternative means of response will be provided.

In choosing among alternatives for meeting nondiscrimination and accessibility requirements with respect to new, altered, or existing facilities, or designated or specified transportation services, Brainerd & Crow Wing County Transit shall give priority to those methods that offer services, programs, and activities to qualified individuals with disabilities in the most integrated setting appropriate to the needs of individuals with disabilities.

DENIAL OF REASONABLE MODIFICATION REQUEST

As soon as Brainerd & Crow Wing County Transit determines that a request for reasonable accommodation will be denied, Brainerd & Crow Wing County Transit will communicate the basis for the decision immediately. When adequate time is provided, this notice will be in writing to the individual requesting the modification.

Any denial communicated orally will be followed up in writing. The explanation for the denial will clearly state:

- ◆ The specific reasons for the denial;
- ◆ Any alternative accommodation that may create the same access to transit services as requested by the individual; and
- ◆ The opportunity to file a complaint relative to the Brainerd & Crow Wing County Transit's decision on the request.

COMPLAINT PROCESS

Brainerd & Crow Wing County Transit has a process for investigating and tracking complaints from qualified individuals. These procedures shall be posted on the Brainerd & Crow Wing County Transit's website and will be provided to any individual where the Brainerd & Crow Wing County Transit has denied a request for accommodation. The process and any forms necessary to file a complaint are readily available from the web. Alternative means of filing complaints, such as personal interviews, phone calls, or taped requests, will be made available for persons with disabilities if unable to communicate their request in writing or upon request.

Any person who believes she or he has been discriminated against in obtaining a reasonable modification may file a complaint by completing and submitting a Brainerd & Crow Wing County Transit's Reasonable Modification Complaint Form. Brainerd & Crow Wing County Transit investigates complaints received no more than 30 days after receipt. Brainerd & Crow Wing County Transit will process complaints that are complete. Brainerd & Crow Wing County Transit will work with MnDOT OTAT to determine resolution in the process. Once the complaint is received, the complainant will receive an acknowledgement of receipt. If more information is needed to resolve the complaint, Brainerd & Crow Wing County Transit may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to Brainerd & Crow Wing County Transit.

If Brainerd & Crow Wing County Transit is not contacted by the complainant or does not receive the additional information within 30 business days, the Brainerd & Crow Wing County Transit may administratively close the complaint. In addition, a complaint may be administratively closed if the complainant no longer wishes to pursue their case.

After Brainerd & Crow Wing County Transit investigates the complaint and has consulted and received direction from MnDOT OTAT, a decision will be rendered in writing to the complainant. Brainerd & Crow Wing County Transit will issue either a Letter of Closure or Letter of Finding.

- ♦ **Letter of Finding** – This letter will summarize the complaint, any interviews conducted regarding the complaint, and explains what actions will be taken by Brainerd & Crow Wing County Transit to address the complaint.
- ♦ **Letter of Closure** – This letter will explain why Brainerd & Crow Wing County Transit has determined that the complaint does not merit accommodation under the Americans with Disabilities Act and that the complaint will be closed.

If the complainant disagrees with the decision of Brainerd & Crow Wing County Transit, an opportunity to appeal the decision may be pursued provided the complaint files notice of appeal within 21 days of the initial decision of Brainerd & Crow Wing County Transit. At any time, the complainant has the right to file a complaint directly with MnDOT, through their website complaint section, through the Motor Carrier website, or through the Ombudsman website.

In the event of appeal, the complainant will be granted all due process, including the ability to present additional evidence, present the case in person during an appeal hearing, and to be represented by counsel.

DESIGNATED EMPLOYEE

Brainerd & Crow Wing County Transit shall designate one official within the organization responsible for processing reasonable modification requests and handling complaints. This individual is:

Crystal Gauthier, Transit Coordinator
Brainerd & Crow Wing County Transit
501 Laurel St, Brainerd MN, 56401
218-454-3429

RECORD RETENTION

Brainerd & Crow Wing County Transit will maintain all records related to reasonable modification requests and denials for at least three (3) years.

No Show Policy

This policy is intended to address the actions by habitual abusers of service scheduling and provide clear protocols for addressing passengers who fail to show for their scheduled trip without properly canceling the trip. This policy is intended to address those repeat offenders, and not the occasional incident that may occur with some passengers.

DEFINITIONS

No-show – Any passenger who is unavailable for pick-up of a scheduled trip that has not notified Brainerd & Crow Wing County Transit to cancel that trip. Trips in which passengers will not be picked up due to circumstances related to service will not be considered a no-show.

NO-SHOW PROCEDURE

The transit operator will wait for passengers for 3 minutes beyond the pick-up time window of zero minutes before to twenty minutes after the scheduled pickup time. The transit operator will make reasonable attempts to locate the passenger. If the passenger cannot be located within the established 3 minutes, the transit operator must contact the Dispatcher with the no-show. Passengers who do not make themselves available within that window will be considered a no-show. The Dispatcher has the responsibility to determine if the transit operator is to continue without the passenger.

Upon permission to continue without the passenger, the transit operator is to record the arrival time, departure time, and vehicle mileage on the Daily Manifest.

Scheduled trips will be considered canceled if notice is given to dispatcher prior to the bus enroute for the trip thus allowing the vehicle to be rerouted for another rider. Any scheduled trip not cancelled within that window will be considered a no-show and will be logged as such. A no-show designation for a trip will be monitored to determine the habitual nature of no-shows associated with a passenger.

Exceptions may be made for passengers who are unduly delayed due to medical appointments or procedures and other circumstances beyond their control. The passenger will be required to contact Brainerd & Crow Wing County Transit as soon as practicable following the missed trip and a new driver will be dispatched as soon as possible if applicable.

HABITUAL NO-SHOW PROCEDURE

Passengers who have 3 no-shows within 90 days will be provided a written warning for each no show. After 3 no shows in a period of 90 days from the date of the first no show, the individual can be subject to a suspension of service for up to 30 days.

All suspension periods will begin 2 weeks from the date of the suspension notice letter mailed to the passenger.

The length of a passenger's suspension will adhere to the progressive corrective action plan described as followed:

- First violation in 90 days: Verbal or Written Warning
- Second violation in 90 days: Verbal or Written Warning
- Third violation in 90 days: Written Suspension Warning
- Fourth violation in 90 days: Written Suspension Notice of up to 30 days suspension

All penalties imposed under this policy are first subject to an appeals process (see Suspension Appeals Process). Before any suspension, the potentially affected individual will receive written notice that transportation service will be suspended beginning fourteen (14) days from the date of notice. The individual will receive a copy of the appeals process that details passenger rights in this situation. The written notice of suspension will contain instructions and materials necessary to challenge or appeal the suspension decision.

Brainerd & Crow Wing County Transit will continue to serve passengers appealing pending suspensions until all appeals have been settled. For passengers who do not choose to appeal, suspensions will commence on the date specified in the written notice.

At no time will Brainerd & Crow Wing County Transit require, charge, or bill a passenger when they violate the No Show policy for the passenger trip or any penalties.

Suspension Due to Direct Threat to the Health or Safety of Others

Americans with Disabilities Act (ADA): FTA C 4710.1 Circular Section 2.2.7, § 37.5(h) permits agencies to refuse service to individuals with disabilities if they engage in violent, seriously disruptive, or illegal conduct, or if they pose a direct threat to the health or safety of others.

SERVICE DENIAL DUE TO RIDER CONDUCT

“It is not discrimination under this part for an entity to refuse to provide service to an individual with disabilities because that individual engages in violent, seriously disruptive, or illegal conduct, or represents a direct threat to the health or safety of others. However, an entity shall not refuse to provide service to an individual with disabilities solely because the individual's disability results in appearance or involuntary behavior that may offend, annoy, or inconvenience employees of the entity or other persons” (§ 37.5(h)).

DETERMINING A DIRECT THREAT

Brainerd & Crow Wing County Transit may refuse to transport individuals who pose a significant risk to the health or safety of others. The definition of “direct threat” is intended to be interpreted consistently with the parallel definition in the Department of Justice regulations. That is, Part 37 does not require a public entity to permit an individual to participate in or benefit from the services, programs, or activities of that public entity when that individual poses a direct threat to the health or safety of others. In determining whether an individual poses a direct threat to the health or safety of others, Brainerd & Crow Wing County Transit must make an individualized assessment, based on reasonable judgment, that relies on current medical knowledge or on the best available objective evidence, to ascertain: the nature, duration, and severity of the risk, the probability that the potential injury will actually occur, and whether reasonable modifications of policies, practices, or procedures or the provision of auxiliary aids or services will mitigate the risk. Presuming certain conduct will occur based on specific disabilities is not appropriate. For example, it is incorrect to presume all riders with particular psychiatric disabilities will behave in a violent manner that constitutes a direct threat to others. The definition of direct threat refers to a direct threat to other individuals and not to the person with the disability.

STEPS TO TAKE BEFORE REFUSING SERVICE

Before refusing service to an individual with a disability, Brainerd & Crow Wing County Transit will make reasonable attempts to resolve issues with riders or, if appropriate, caregivers or guardians. Brainerd & Crow Wing County Transit will document the incident or incidents leading to the service denial, substantiating how such an incident rises to the level of seriously disruptive or a direct threat.

Brainerd & Crow Wing County Transit will provide the rider with a written warning before denying service.

RIGHT OF INDIVIDUALS TO CONTEST SERVICE DENIALS

Access to public transit is a civil right and inherent in any civil right is the opportunity for due process. This means providing an individual who is denied service the opportunity to contest that decision, correct the situation, and resume service. Service refusals cannot be permanent unless an individual continues to pose a direct threat to the health or safety of others. Riders must have the opportunity to subsequently present information to Brainerd & Crow Wing County Transit, demonstrating that issues have been resolved or presenting options to mitigate any problems, to have service reinstated. This also means providing a rider required to travel with an attendant the opportunity to appeal such a requirement. As with service refusals, riders have the right to subsequently provide information demonstrating they have addressed Brainerd & Crow Wing County Transit's concerns and can now travel without an attendant or propose other solutions that permit them to travel on their own. Brainerd & Crow Wing County Transit will follow the approved Suspension Appeals Process provided in this policy.

Suspension Appeals Process

A suspension may result from violations of passenger behavior rules, violation of the no-show policy, or for other inappropriate or disruptive behavior. Regardless of the reason for suspension, each passenger has a right to appeal the decision through an appeals process.

Appeals must be submitted in writing to Crystal Gauthier, Transit Coordinator, by mail at 501 Laurel St, Brainerd MN, 56401, or by email at cgauthier@ci.brainerd.mn.us within 10 days of issuance/receipt of the determination letter. Written appeals must provide for the date of issue/incident and service suspension, circumstances involved in the issue/incident, passengers understanding of the suspension, suggested remedies passenger is offering in response to re-instatement of ridership. All passengers will be permitted to continue using service during the appeals process, unless it is established that the rider engaged in a violent, seriously disruptive, or illegal conduct, or if the rider poses a direct threat to the health or safety of others. Brainerd & Crow Wing County Transit management will inform all schedulers/dispatchers that the suspension is pending an appeal and to allow service to continue for the affected passenger. Brainerd & Crow Wing County Transit will provide all information to the MnDOT OTAT Compliance Coordinator for review and approval during the appeals process.

An Appeals Committee comprised of a mixture of the Transportation Advisory Committee, and transit personnel will review all applicable information from Brainerd & Crow Wing County Transit and the involved passenger. To maintain separation of function the individual(s) who made initial determination will not be involved in hearing/determining appeals outcome. All passengers will be offered the opportunity to speak directly with Committee members and/or the Transit Manager regarding the submitted appeal and/or circumstances that led the suspension and subsequent appeal. The Transportation Advisory Committee will either uphold or overturn the suspension. Following review by the Transportation Advisory Committee an individual may ask that the appeal be forwarded to the City Council or County Board. The City Council or County Board will make a determination on the validity of the suspension. All decisions of the City Council or County Board are final.

After a thorough review of all available information and testimony, the Appeals Committee will have 10 days in which to issue a recommendation to sustain or reverse the suspension. The Committee recommendation will be forwarded to the Transit Manager and/or the assigned personnel for final review and implementation.

The Brainerd & Crow Wing County Transit administration will have ten (10) days to issue a final suspension decision in writing to the passenger involved. All final decisions will be implemented within fourteen (14) days of passenger notification. The appeal process will be resolved within ten (10) days of receipt of appeal request.

All communications will be made available in alternate format upon request.

ADA Complaint Process

Background

The Americans with Disabilities Act of 1990 (ADA), provides protection that no individual with a disability shall on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any federally funded program, service, or activity.

Brainerd & Crow Wing County Transit is committed to providing non-discriminatory service to ensure that no person is excluded from participation in, or denied the benefits of, or subjected to discrimination in the receipt of its services by providing protection that no individual with a disability shall on the basis of disability, be excluded from participation in, be denied the benefits of, or be subjected to discrimination as stated in the Americans with Disabilities Act of 1990 (ADA).

If you feel that you have been discriminated against, please provide the following necessary information to facilitate the processing of your complaint. If assistance is required to complete the form, or if you have questions, please do not hesitate to call the ADA Coordinator at 218-454-3429. **Once completed, return a signed and dated copy to:**

**Crystal Gauthier, Transit Coordinator
501 Laurel St, Brainerd MN, 56401**

Note: The following information is necessary to assist us in processing your complaint. Should you require any assistance in completing this form, please call 218-454-3429.

ADA Complaint Form

Section I:				
Name:				
Address:				
Telephone (Home/Cell):			Telephone (Work):	
Email:				
Do you require an accessible format?	Large Print		Audio Tape	
	TTY/TDD		Other:	
Section II:				
Are you filing this complaint on your own behalf? *			Yes	No
*If you answered "yes" to this question, go to Section III.				
If not, please supply the name and relationship of the person for whom you are filing:				
Have you obtained permission from this person?			Yes	No
Section III:				
If you believe you were discriminated against based on a disability, please provide as much detail concerning the alleged discrimination.				
Date of Alleged Discrimination (Month, Day, Year): _____ Time: _____				
Transit Line/Route: _____ Vehicle ID or Name: _____ Location: _____				
Name(s) of Employee(s) involved: _____				
Explain as clearly as possible what happened and why you believe you were discriminated against. If more space is needed, please use the back of this form.				

Section IV		
Have you previously filed an ADA complaint with this agency?	Yes	No
Contact name:	Telephone number:	
Section V		
Have you filed this complaint with any other federal, state, or local agency, or with any federal or state court?		
☐ Yes ☐ No		
If yes, check all that apply:		
☐ Federal Agency: _____	☐ Federal Court: _____	
☐ State Agency: _____	☐ State Court: _____	
☐ Local Agency: _____	☐ Local Court: _____	
Please provide contact information for the person you spoke to at the above agency:		
Name:	Title:	
Agency:		
Address:		
Telephone:		

Important Notice: To protect your rights, your complaint must be filed within 180 days following the date of the alleged discrimination. Failure to file within 180 days may result in dismissal of the complaint. You may attach any additional written materials or other information that you think is relevant to your complaint to this form.

Signature and date required below.

Signature of Person Filing Complaint

Date

If you need assistance completing this form, contact Brainerd & Crow Wing County Transit at 218-454-3429.

Once completed, return a signed and dated copy to:

**Crystal Gauthier, Transit Coordinator
Brainerd & Crow Wing County Transit
501 Laurel St, Brainerd MN, 56401**

Reasonable Modification Complaint Process

Brainerd & Crow Wing County Transit investigates complaints received no more than 30 days after receipt. Brainerd & Crow Wing County Transit will process complaints that are complete. Once the complaint is received, the complainant will receive an acknowledgement of receipt. If more information is needed to resolve the complaint, Brainerd & Crow Wing County Transit may contact the complainant. The complainant has 30 business days from the date of the letter to send requested information to Brainerd & Crow Wing County Transit.

If Brainerd & Crow Wing County Transit is not contacted by the complainant or does not receive the additional information within 30 business days, the Brainerd & Crow Wing County Transit may administratively close the complaint. In addition, a complaint may be administratively closed if the complainant no longer wishes to pursue their case.

After Brainerd & Crow Wing County Transit investigates the complaint and has consulted and received directive from MnDOT OTAT, a decision will be rendered in writing to the complainant. Brainerd & Crow Wing County Transit will issue either a Letter of Closure or Letter of Finding.

- ◆ **Letter of Finding** – This letter will summarize the complaint, any interviews conducted regarding the complaint, and explains what actions will be taken by Brainerd & Crow Wing County Transit to address the complaint.
- ◆ **Letter of Closure** – This letter will explain why Brainerd & Crow Wing County Transit has determined that the complaint does not merit accommodation under the Americans with Disabilities Act and that the complaint will be closed.

If the complainant disagrees with the decision of Brainerd & Crow Wing County Transit, an opportunity to appeal the decision may be pursued provided the complaint files notice of appeal within 21 days of the initial decision of Brainerd & Crow Wing County Transit.

In the event of appeal, the complainant will be granted all due process, including the ability to be present additional evidence, present the case in person during an appeal hearing, and to be represented by counsel.

Reasonable Modification Complaint Form

Part I

Date: _____
Name: _____
Address: _____
Telephone: _____
Email Address: _____

Preferred contact method: ☐ Phone ☐ Email Best time to contact you: _____

Additional Formats Needed:

☐ None ☐ TDD ☐ Other
☐ Large Print ☐ Audio Tape

Part II

Are you filing this complaint on your own behalf?

☐ Yes – Proceed to Part III
☐ No – Please provide the name of and your relationship with this person:

Name of Individual: _____

Your Relationship: _____

Please explain why you have filed for a third party:

Confirm:

☐ I have obtained permission of the aggrieved party to file this form on his or her behalf.
☐ I have not confirmed permission to file this form on behalf of the aggrieved party.

Part III.

If you believe you were not heard in your reasonable modification request or did not receive the services you requested, please provide as much detail concerning the incident. Brainerd & Crow Wing County Transit investigates complaints received no more than 30 days after receipt.

Date of incident (Month, Day, Year): _____ Time: _____

Name(s) _____ of _____ Employee(s) _____ involved:

☐ Through dispatching services

☐ Through operator request

Explain as clearly as possible what happened and why your reasonable modification request was not granted or did not receive the services you requested. If more space is needed, please use the back of this form.

Signature and date required below.

Signature of Person Filing Complaint

Date

If you need assistance completing this form, contact Brainerd & Crow Wing County Transit at 218-454-3429.

Once completed, return a signed and dated copy to:

**Crystal Gauthier, Transit Coordinator
Brainerd & Crow Wing County Transit
501 Laurel St, Brainerd MN, 56401**



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Authorize the Public Utilities Department to Reject Bid for Water Reclamation/Backwash Building

AGENDA: Consent

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Danny Loch, Finance Manager

DEPARTMENT: Administration

PRESENTER: Chris Evans, Public Utilities Director

ESTIMATED TIME (MIN): 1

SUMMARY OF ISSUE: At the Commission meeting on November 26, 2024 Commission voted to reject all bids for the water reclamation tank and backwash project. The project was budgeted for \$6,500,000 and the lowest bid received was over \$10,300,000. During the budget process, the commission voted to reject all bids. Bolton & Menk requests council action ratifying commission's vote.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: This project is a MN Direct Appropriation that requires a contract by 31 December 2027 and not a regular grant. BPU will continue to pursue additional funding and has postponed the project but has budgeted for it in 2027.

RECOMMENDED ACTION/MOTION: Staff recommends Council concur with the recommendation to and decision of Commission authorizing the Public Utilities Department to reject all bids for the water reclamation and backwash project.

FINANCIAL IMPACT:



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Approve 10-Year Capital Improvement Plan (2025-2034)

AGENDA: SPW Committee

ACTION REQUESTED: Approve/Deny Motion

SUBMITTED BY: Mike Habighorst, Public Works
Director

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: Attached is the 10-Year Capital Improvement Report for the years 2025-2034 for the Council review. Included is the 10-Year CIP for planned street and utility construction projects for the next 10 years along with a map illustrating the locations of the projects over the next 5 years.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Much of the plan is similar to what was presented to the Council during the June Capital Budget Workshop. Most changes from that time include revised project estimates since that time as well as updated project listings. Examples include the following:

- Addition of Lowell Safe Routes to School project with award of SRTS grant funds.
- Addition of resurfacing of Ronald/Joseph as part of the South Brainerd Alley project that was discussed earlier in 2024.
- Addition of the Evergreen Storm Sewer Outfall Repair project. This was referenced at a couple recent Council meetings as a result of washout repairs to the sanitary sewer main adjacent to the Evergreen Cemetery.
- SE 15th/Rosewood Alley Watermain/Sanitary Sewer project. This was approved by Council and PUC, however due to the late approval by PUC, the contractor was unable to secure materials before end of season so this project is planned for construction in 2025.
- Updated 2026 South Brainerd Resurfacing to include some additional Reconstruction to accommodate lead line watermain and water services.
- Added East River Road Sanitary Sewer Interceptor Lining Project to 2027.

RECOMMENDED ACTION/MOTION: Staff recommends approval of the 10-Year Capital Improvement Plan for years 2025-2034 as presented.

FINANCIAL IMPACT: N/A

CITY OF BRAINERD

10-YEAR STREET AND SEWER CAPITAL IMPROVEMENT PLAN

2025-2034



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Introduction

The City of Brainerd was incorporated in 1881 and is governed by a Home Rule Charter. Brainerd is the County Seat of Crow Wing County and is in central Minnesota approximately 125 miles north of the Minneapolis/St. Paul Metropolitan area. The City is approximately 12.64 square miles and serves an estimated population of 14,395 (2020 census).

The City of Brainerd's 10-Year Capital Improvements Plan (CIP) is a 10-Year investment guide for the construction and/or improvement of City streets, sanitary sewers, and storm sewers. City staff have prepared the plan to assist the City Council in long range planning of capital infrastructure upgrades and to give a big picture perspective on the continuing need to fund a transportation and utility system that serves the constituents of Brainerd and uses their tax dollars in the most efficient and cost-effective manner.

It is important to note that 10-Year CIP is a fluid document, and therefore amendments thereto will be presented to the City Council on an annual basis when changes or amendments to the document are made. Changes to the document or priorities established in the plan should be expected and can be caused in reductions to funding levels, project delays due to price fluctuations, opportunities for grants or other aides, delays in obtaining construction permits or necessary approvals, emergency needs, or simply changes in community preferences.

Purpose of the 10-Year Capital Improvements Program

A capital improvement is simply a major expenditure of City funds for the acquisition or construction of public lands. A CIP is a document designed to anticipate capital improvement expenditures and schedule them over a ten-year period so that they may be financed in the most efficient and cost-effective method possible. A CIP allows the matching of expenditures with anticipated income. As potential expenditures are reviewed, the City considers the benefits, costs, alternatives, and impact on operating expenditures.

The City of Brainerd believes that the CIP process is an important element of responsible fiscal management. Major capital expenditures can be anticipated and coordinated to minimize potentially adverse financial impacts caused by the timing and magnitude of capital outlays. This coordination of capital expenditures is important to the City in achieving its goals of adequate physical assets and sound fiscal management. Good planning is essential for the wise use of limited financial resources.

As stated above, the purpose of the 10-Year CIP is to guide staff and the City Council down the path of financial feasibility and sustainability, while maintaining the essential services that the City provides. More importantly, the 10-Year CIP:

1. Sets forth an estimated schedule, timing, and details of specific capital improvements.
2. Identifies estimated costs associated with the specific capital improvements.
3. Outlines the need for the improvements; and
4. The sources or revenues needed to pay for the improvements.

Street System Overview

The City of Brainerd maintains approximately 80.20 miles of streets of which 19.87 miles are covered under State Aid rules and eligible for State Aid funding. The City also maintains 16.26 miles of alleys, 2.73 of which are paved and 13.53 which are unpaved. The City uses a comprehensive pavement management system and database that rates and scores pavements based upon calculations of condition ratings based upon a 0-4 scale (0 being pavement that has completely failed and 4 being pavement that was just constructed). During this pavement rating process, City Staff use multiple different measurements on a street to measure certain types of cracking and distresses within the pavement that are turned into a pavement score using a linear regression equation. During this process, staff also use judgement to rate the curb condition on each street. These pavement ratings are used to identify and group projects into larger projects, thereby driving project costs down. There are other circumstances in which a street may need to be reconstructed or resurfaced, those being underlying utilities in critical or undersized conditions or the need for expansion or safety improvements. Generally,

improvements to storm sewer systems fall in line with street resurfacing and reconstruction.

The City has typically rated their pavements on 3-year cycles. The last comprehensive pavement rating was performed in 2018. Ratings in 2021 were likely not collected due to COVID-19 and following that time, resources have been limited based on staffing issues and amount of projects each year. City Council has discussed potentially hiring a consultant to automate the rating process. In 2018, the aggregate average pavement score in the City was 3.354 Average Rating per Linear Foot. This pavement score is a direct reflection of how the City has performed in keeping up and maintaining the pavement system and gives a big picture perspective on what City staff can do differently to improve street conditions. The average age of a City street in 2024 is 25.92 years old. The City also uses many types of pavement management techniques such as seal coating, crack sealing, and large patching to extend the life of the streets. There have been numerous research projects performed by local and state agencies that have proven that pavement management techniques such as the ones listed generally extend the life of pavements.

Miles of Road by Surface Rating										
Surface Rating	2005		2012		2015		2018		2021	
	Miles	%	Miles	%	Miles	%	Miles	%	Miles	%
0.00-0.25	0.03	0.04%	-	0.00%	0.04	0.05%	0.02	0.03%	-	0.00%
0.26-0.50	-	0.00%	-	0.00%	-	0.00%	-	0.00%	-	0.00%
0.51-0.75	-	0.00%	0.51	0.63%	0.07	0.09%	-	0.00%	0.14	0.17%
0.76-1.00	0.62	0.80%	0.25	0.31%	0.33	0.41%	-	0.00%	0.17	0.21%
1.01-1.25	0.14	0.18%	0.36	0.44%	0.70	0.87%	0.21	0.27%	-	0.00%
1.26-1.50	2.29	2.93%	1.11	1.39%	1.05	1.31%	0.30	0.37%	0.33	0.42%
1.51-1.75	1.99	2.55%	1.08	1.35%	2.02	2.51%	0.82	1.02%	0.65	0.81%
1.76-2.00	4.63	5.92%	1.59	1.99%	3.12	3.89%	2.99	3.72%	3.25	4.05%
2.01-2.25	2.16	2.77%	6.54	8.16%	3.45	4.31%	2.81	3.50%	2.48	3.09%
2.26-2.50	3.18	4.07%	3.50	4.37%	3.46	4.31%	4.17	5.20%	3.37	4.20%
2.51-2.75	4.25	5.44%	3.85	4.80%	5.62	7.00%	3.03	3.77%	4.31	5.37%
2.76-3.00	10.47	13.40%	3.51	4.38%	5.40	6.74%	3.43	4.28%	4.09	5.10%
3.01-3.25	3.39	4.33%	6.82	8.50%	8.54	10.65%	8.08	10.07%	9.71	12.11%
3.26-3.50	6.47	8.27%	10.78	13.44%	9.88	12.32%	14.05	17.52%	7.81	9.73%
3.51-3.75	10.19	13.04%	11.40	14.22%	9.60	11.97%	12.75	15.90%	7.56	9.43%
3.76-4.00	28.32	36.25%	28.89	36.02%	26.92	33.57%	27.55	34.35%	36.34	45.31%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%	80.20	100.00%

Table 1 - Miles of Road by Surface Rating

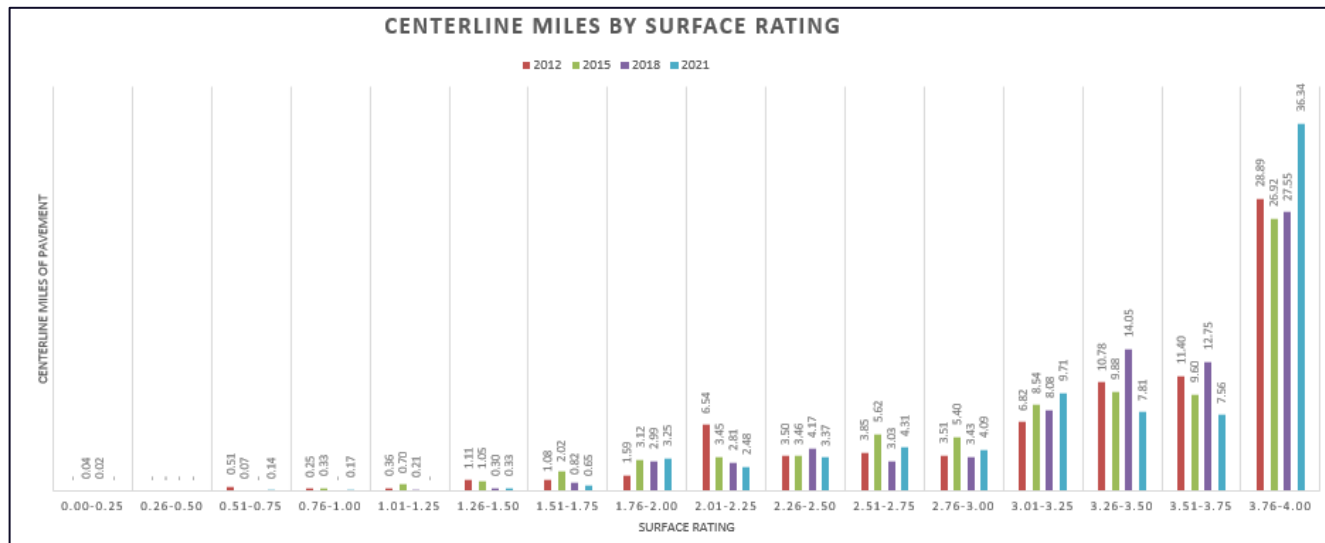


Figure 1 - Centerline Miles by Surface Rating

Miles of Road by Age										
Pavement	2005		2012		2015		2018		2021	
Age	Miles	%	Miles	%	Miles	%	Miles	%	Miles	%
0-5	15.68	20.07%	11.79	14.70%	13.71	17.09%	12.86	16.03%	10.30	12.84%
6-10	10.35	13.25%	13.57	16.92%	6.96	8.68%	10.55	13.15%	9.28	11.58%
11-15	9.07	11.61%	10.83	13.50%	12.31	15.35%	10.61	13.22%	8.54	10.65%
16-20	11.72	15.00%	7.63	9.51%	9.76	12.17%	6.89	8.59%	11.40	14.21%
21-25	6.51	8.33%	11.82	14.74%	8.57	10.68%	10.13	12.62%	9.41	11.73%
26-30	3.87	4.95%	4.89	6.09%	10.57	13.18%	12.47	15.55%	8.32	10.38%
31-35	10.21	13.06%	3.21	4.00%	4.61	5.74%	2.50	3.11%	8.03	10.02%
36-40	5.98	7.66%	7.01	8.75%	2.25	2.80%	2.69	3.35%	3.21	4.01%
41-45	2.05	2.63%	6.11	7.61%	6.95	8.66%	5.83	7.27%	1.92	2.39%
46-50	2.03	2.60%	1.83	2.28%	2.36	2.95%	3.51	4.37%	6.00	7.48%
51-55	0.21	0.27%	0.98	1.22%	0.81	1.01%	0.54	0.68%	2.13	2.66%
56-60	0.17	0.21%	0.36	0.44%	1.13	1.41%	1.25	1.55%	0.56	0.70%
61-65	0.14	0.18%	0.05	0.06%	0.07	0.09%	0.26	0.32%	0.88	1.09%
66-70	-	0.00%	-	0.00%	-	0.00%	-	0.00%	0.07	0.09%
71-75	-	0.00%	0.14	0.17%	0.14	0.17%	-	0.00%	-	0.00%
76+	0.14	0.18%	-	0.00%	0	0.00%	0.14	0.17%	0.14	0.17%
Totals	78.13	100.00%	80.21	100.00%	80.20	100.00%	80.20	100.00%	80.20	100.00%

Table 2 - Centerline Miles by Surface Rating

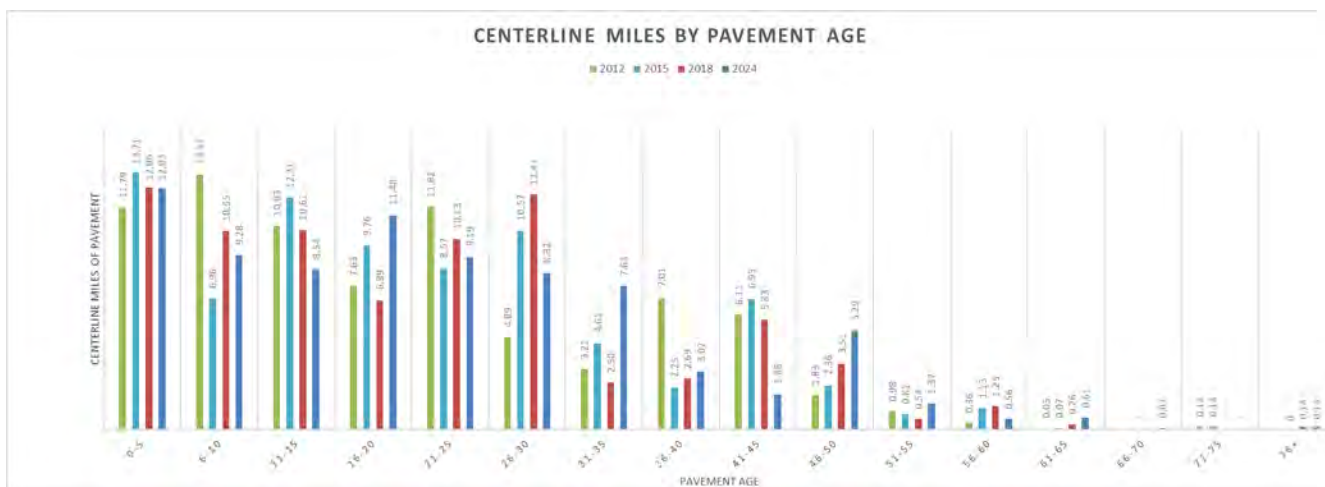


Figure 2 - Centerline Miles by Pavement Age

Pavement Management Summary					
	2005	2012	2015	2018	2021
Average Pavement Rating	3.246	3.273	3.216	3.354	3.400
Average Age of Street	18.92	20.48	21.01	20.94	24.92

Table 3 - Pavement Management Summary



Figure 3 - Pavement Management Summary

Sanitary Sewer System Overview

The City of Brainerd operates and maintains approximately 77.44 miles of sanitary sewer, of which 49.7% is vitrified clay, 39.9% is poly-vinyl chloride, 5.9% is reinforced concrete, 0.1% is steel, and 1.8% is high-density polyethylene, and 2.7% is cured in place pipe. This equates to 203,089 linear feet (LF) of vitrified clay, 162,961 LF of poly-vinyl chloride, 24,250 LF of reinforced concrete, 470 LF of steel, and 7,218 LF of high-density polyethylene, and 10,887 LF of cured in place pipe. All the pipes range in size with the smallest pipes in the system being 6 inches and the largest besting 27 inches. The current average age of the City's sewer system is about 52.1 years old. The current oldest sewer in the system was constructed in 1904, and the newest sewer in the system was constructed in 2024.

The City uses closed captioned television equipment to video the pipe and performs annual maintenance with flushing and root cutting to the system every year. To properly maintain the sewer system, and to meet League of Minnesota Cities insurance requirements, the City adopted the League of Minnesota Cities Sewer Maintenance Policy, which states that major problem lines should be maintained 2-3 times/year, problem lines a time/year, clay lines every 2-5 years, PVC and CIPP pipe every 6-10

years, and interceptors every 11-20 years. This, on average, means the City needs to maintain approximately 97,872 LF of pipe/year.

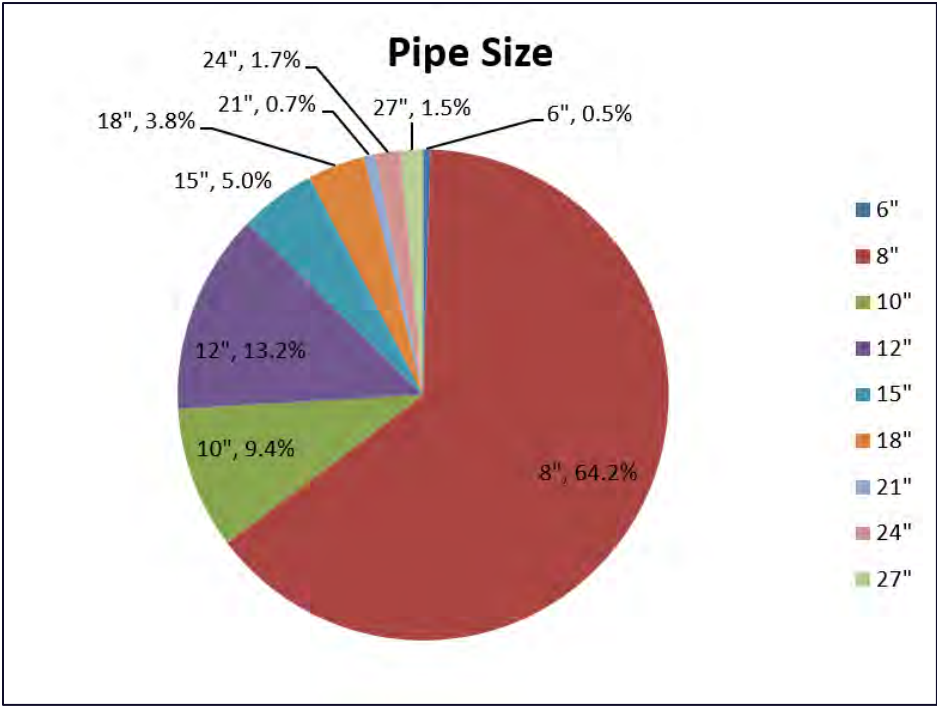


Figure 4 - Sanitary Sewer Pipe Size

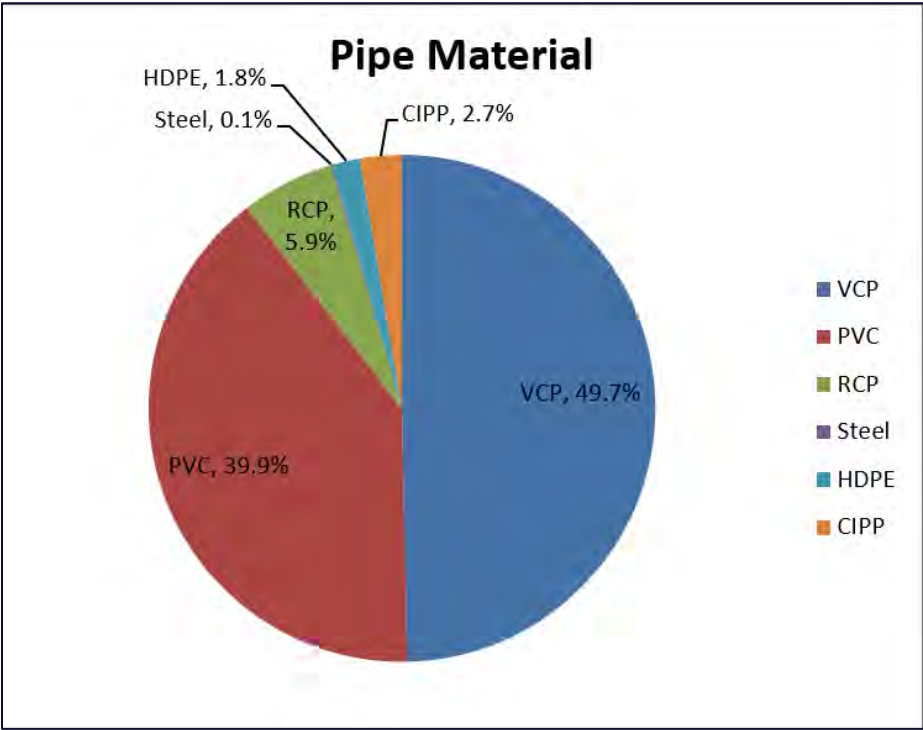


Figure 5 - Sanitary Sewer Pipe Material

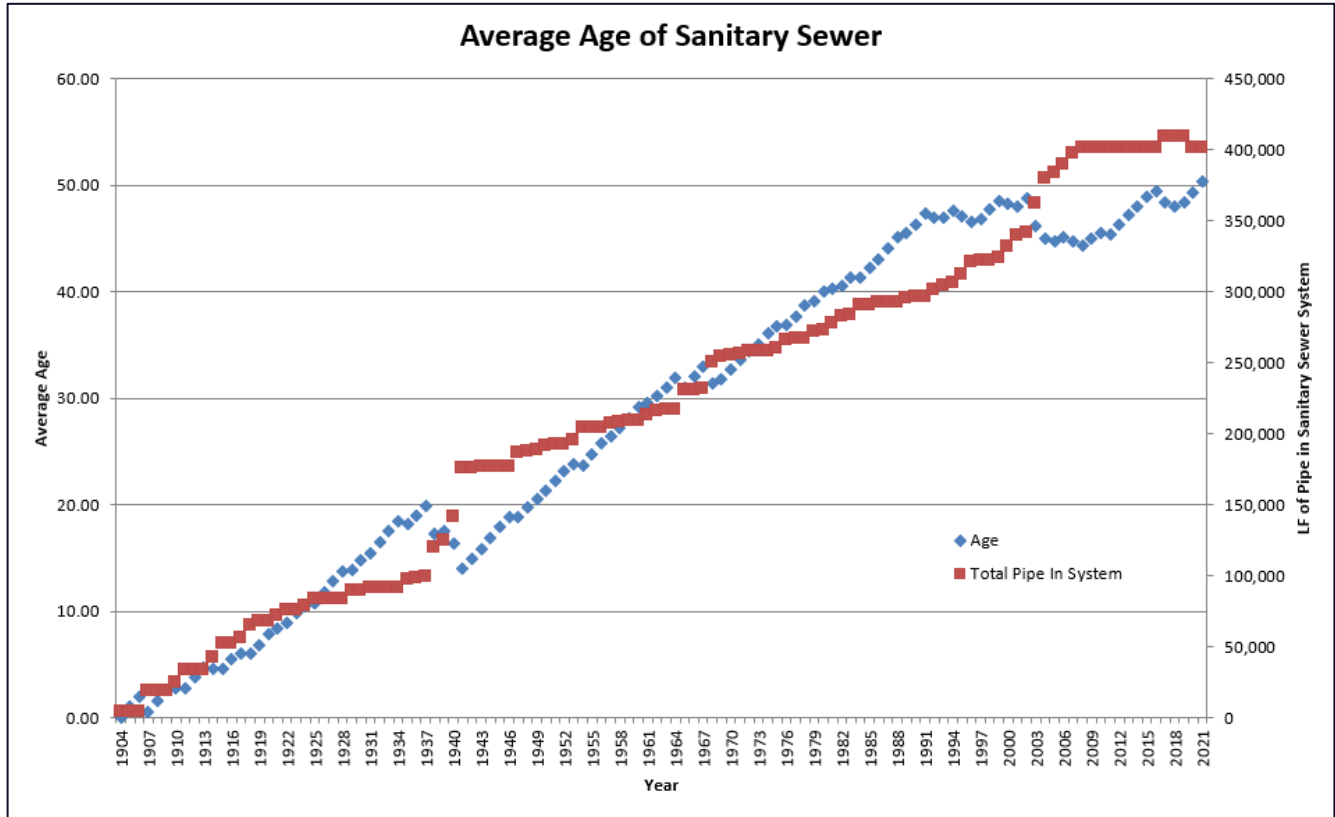


Figure 6 - Sanitary Sewer Average Age

Funding Options for a 10-Year Capital Plan

There are numerous ways to fund capital replacement and rehabilitation projects, both at a local level and laid out by Minnesota Statute. The most financially stable and viable solution to funding a 10-Year CIP is through levying money through local taxes. The City has numerous funds in which they pay for capital improvement projects, and include the Construction Fund 401, Sanitary Sewer Fund 237, Storm Sewer Fund 238. Currently, the City levies approximately \$385,000 into the Construction Fund 401. The City generates revenues into Sanitary Sewer Fund 237 and 238 through rates paid for by the users of each respective system. The Sanitary Sewer rate for 2025 is \$1.34 per 1,000 gallons plus a flat fee based upon water meter size serving the home or business. The Storm Sewer rate for 2025 is based upon a single-family residential fee of \$5.30/household. Commercial stormwater equivalent residential unit is based upon the single-family residential rate and get charged the single-family rate for every 1/12 acre of impervious area on the site. The Sanitary Sewer rate generates approximately \$875,000 of revenues into Sanitary Sewer Fund 237 every year while the storm sewer

rate generates approximately \$550,000 of revenues into the Storm Sewer Fund 238 every year.

Other sources of financing the 10-Year CIP are through assessing a portion of the improvement costs to the benefiting properties typically adjacent to the street or utility improvement. The City typically does not assess for replacement or rehabilitation of the storm sewer utility, as it is very difficult for the City to prove cost benefit of a replaced utility if the utility was functioning before the replacement. Minnesota Statute 429 lays out a very detailed process for assessing properties benefitted from a public improvement. The main objective when assessing properties for a portion of the cost of an improvement project is that the assessment bears a direct relationship to the value of the benefits (typically the fair market value) that the assessed property receives. The City assesses 50% of what a typical residential street costs to reconstruct or resurface. This is, in most cases, approximately \$35.00/front foot for a resurfacing project, \$75.00/front foot for a reconstruction project, and approximately \$175.00/front foot for new construction (storm sewer included, but no sanitary or water utilities). Typically, the City assesses the entire cost of sanitary sewer and water utilities to the adjacent property owner, as these utilities are a direct benefit to the property, they serve within the corporate City limits.

A last source of financing improvement projects is through the issuance of general obligation utility bonds or statute 429 bonds. State statute lays out specific guidelines and processes to issue bonds for capital infrastructure replacement, specifically in sections 429 and 475 of Minnesota Statute.

Determining an Appropriate Funding Level for a 10-Year Capital Plan

The City has used its available resources to fit a 10-Year plan to current funding levels and opportunities, while also recognizing the need to keep infrastructure within the City at an acceptable level to protect the health and safety of its constituents.

Project Selections and Benefits in Combining Projects

When compiling the data for the 10-year CIP, the City also considered location of projects as seeing the benefit in grouping similar projects near each other and thereby driving down project costs. As you can see from the upcoming listed projects, 2025 has focus on southeast and south Brainerd, 2026 has focus on southeast Brainerd, 2027 in northeast Brainerd, 2028 in northeast and southeast Brainerd, and 2029's primary focuses will be Oak Street and northeast Brainerd. Much of the infrastructure in northwest and southwest Brainerd is newer with much recent reconstruction occurring in north Brainerd, thus the focus is in centralized areas of southeast, northeast, and south Brainerd. This plan also reflects the focus on the reconstruction of Highway 210 through Brainerd in 2026 and 2027, in which the City will have a large role in assisting MnDOT throughout the project.

Appendix



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2025	25-01	2025 Seal Coat	\$185,000	\$185,000	\$0	\$0	\$0	\$0	\$0	\$0	Madison Street, St. Louis/Chicago/Portland/Rosewood, SE 15th/Quince/SE 16th, Walnut/Pine, NW 3rd/NW 4th/Jackson, Greenwood Street
2025	25-02	2025 Street Patching	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	
2025	25-03	2025 Street Striping	\$7,500	\$7,500	\$0	\$0	\$0	\$0	\$0	\$0	
2025	23-13	S. 6th/Willow Roundabout Project	\$1,674,500	\$0	\$62,550	\$407,790	\$65,865	\$123,235	\$265,060	\$750,000	HSIP Grant Award, Includes Willow Street Reconstruction from from 6th to 7th
2025	21-13	Beech/Oakridge Reconstruction Project	\$2,325,445	\$135,111	\$431,766	\$612,114	\$17,100	\$455,695	\$673,659	\$0	Beech Street (Oak to Oakridge), Oakridge Street (Beech to 28th)
2025	17-12 / 20-04	Wright/S. 10th Street Reconstruction Project	\$3,832,903	\$0	\$764,235	\$1,332,248	\$45,018	\$181,803	\$1,509,600	\$0	S. 10th Street (Wright to Industrial Park), Wright Street (6th to 13th) includes Realignment
2025	23-16	South Brainerd Resurfacing Project	\$902,900	\$342,950	\$342,950	\$0	\$0	\$0	\$217,000	\$0	Ridge Drive, Ridge Court, Aspen Court, Carol Lane, Crestview Lane (Buffalo Hills to Pineview), Norway Court, Pineview Drive, Belle Rae Circle, Woodcrest Road, Graydon Avenue (Buffalo Hills to Woodcrest)
2025	24-05	Hawkins-Ronald-Joseph Resurfacing Project	\$929,575	\$161,450	\$161,450	\$0	\$0	\$0	\$606,675	\$0	Hawkins Drive, Ronald Street (S. 6th to S. 7th), Joseph Street (S. 6th to S. 7th), Alley between S. 6th and S. 7th Streets from Paul Street to Joseph Street
2025	24-07	Lowell Elementary Safe Routes to School Project	\$755,980	\$0	\$0	\$105,980	\$0	\$0	\$0	\$650,000	Safe Routes to School Grant
2025		Evergreen Storm Sewer Outfall Repair Project	\$150,000	\$0	\$0	\$0	\$0	\$150,000	\$0	\$0	Adjacent to Evergreen Cemetery property
2025		SE 15th/Rosewood Alley Watermain/Sanitary Sewer Main Project	\$125,439	\$0	\$0	\$0	\$59,562	\$0	\$65,877	\$0	
		TOTAL 2025	\$10,944,242	\$887,011	\$1,762,951	\$2,458,131	\$187,545	\$910,733	\$3,337,871	\$1,400,000	
2026	26-01	2026 Seal Coat	\$195,000	\$195,000	\$0	\$0	\$0	\$0	\$0	\$0	North Brainerd - Juniper, N. 3rd, N. 6th, N. 7th, South Brainerd - S. 7th/Tamarac/Sycamore/Rosewood, Vine, Todd, Paul St/Paul Cir/S. 7th/S. 8th, S. 7th/Madison
2026	26-02	2026 Street Patching	\$55,000	\$55,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026	26-03	2026 Street Striping	\$20,000	\$20,000	\$0	\$0	\$0	\$0	\$0	\$0	
2026		TH 210/Washington Street Reconstruction Project (MnDOT)	\$3,775,000	\$0	\$0	\$1,250,000	\$25,000	\$0	\$2,500,000	\$0	
2026		Southeast Brainerd Reconstruction Project	\$2,004,940	\$505,666	\$373,015	\$0	\$412,279	\$46,481	\$667,500	\$0	Maple Street (17th to 19th), Norwood Street (17th to 19th), 18th Street SE (Oak to Laurel), 19th Street SE (Oak to Laurel)
2026		South Brainerd Reconstruction/Resurfacing Project	\$4,407,067	\$1,064,511	\$1,064,511	\$0	\$574,472	\$171,047	\$1,532,525	\$0	Reconstruction = Graydon Avenue (S. Leg Birchridge to S. 6th), Birchridge Drive (S. Leg Graydon to S. 6th), Linden Lane -- Resurfacing = Spruce Drive, Birchridge Drive (S. Leg Graydon to Spruce), Graydon Avenue (Woodcrest to S. Leg Birchridge), Hillcrest Drive
2026		Pine Street Resurfacing Project	\$213,657	\$106,828	\$106,828	\$0	\$0	\$0	\$0	\$0	Pine Street (14th to Walnut)
2026		Dal-Mar Resurfacing Project	\$155,779	\$77,890	\$77,890	\$0	\$0	\$0	\$0	\$0	Dal-Mar Drive from end of curb to dead end
2026		S. 11th Street Resurfacing Project	\$213,199	\$106,599	\$106,599	\$0	\$0	\$0	\$0	\$0	S. 11th Street (Industrial Park to Thiesse)
2026		2026 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2026	\$11,089,641	\$2,131,494	\$1,728,843	\$1,250,000	\$1,011,752	\$267,528	\$4,700,025	\$0	



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2027	27-01	2027 Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-02	2027 Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027	27-03	2027 Street Striping	\$15,000	\$15,000	\$0	\$0	\$0	\$0	\$0	\$0	
2027		TH 210/Washington Street Reconstruction Project (MnDOT)	\$3,775,000	\$0	\$0	\$1,250,000	\$25,000	\$0	\$2,500,000	\$0	
2027		Northeast Brainerd Reconstruction Project	\$2,475,739	\$661,366	\$420,525	\$0	\$308,385	\$284,463	\$801,000	\$0	14th Avenue NE (L to O), 15th Avenue NE (Lum Park Rd to L), J Street NE (13th to 15th), K Street NE (13th to 15th), L Street NE (13th to 14th), M Street NE (13th to 14th)
2027		East River Road Sanitary Sewer Interceptor Lining Project	\$1,400,000	\$0	\$0	\$0	\$1,400,000	\$0	\$0	\$0	Sanitary Sewer Main CIPP Lining - College Drive to Main Lift
2027		2027 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2027	\$7,945,739	\$906,366	\$420,525	\$1,250,000	\$1,733,385	\$334,463	\$3,301,000	\$0	
2028	28-01	2028 Seal Coat	\$170,000	\$170,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-02	2028 Street Patching	\$60,000	\$60,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028	28-03	2028 Street Striping	\$21,000	\$21,000	\$0	\$0	\$0	\$0	\$0	\$0	
2028		Southeast Brainerd Reconstruction Project	\$3,142,214	\$1,068,198	\$612,765	\$0	\$257,361	\$386,870	\$817,020	\$0	Quince Street (11th to 15th), 11th Street SE (Quince to Oak), 12th Street SE (Quince to Oak), 14th Street SE (Quince to Oak)
2028		Northeast Brainerd Resurfacing Project	\$365,083	\$182,541	\$182,541	\$0	\$0	\$0	\$0	\$0	C Street NE (1st to 3rd), D Street NE (Gillis to 3rd), F Street NE (1st to 3rd), G Street NE (1st to 3rd)
2028		2028 Storm Sewer Outfall Replacement Project	\$50,000	\$0	\$0	\$0	\$0	\$50,000	\$0	\$0	
		TOTAL 2028	\$3,808,297	\$1,501,740	\$795,306	\$0	\$257,361	\$436,870	\$817,020	\$0	
2029	29-01	2029 Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-02	2029 Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029	29-03	2029 Street Striping	\$16,000	\$16,000	\$0	\$0	\$0	\$0	\$0	\$0	
2029		Oak Street Reconstruction	\$2,989,961	\$0	\$591,235	\$703,852	\$55,182	\$56,308	\$1,583,384	\$0	Oak Street (16th St SE to TH 18/25)
2029		Northeast Brainerd Reconstruction Project	\$2,615,400	\$726,375	\$416,680	\$0	\$525,017	\$197,304	\$750,024	\$0	6th Avenue NE (E to H), 7th Avenue NE (E to H), F Street NE (6th to 8th), G Street NE (6th to 8th)
2029		Laurel Street Patching Project	\$50,000	\$0	\$0	\$50,000	\$0	\$0	\$0	\$0	Laurel Street (SW 4th St to S 6th St)
		TOTAL 2029	\$5,916,361	\$987,375	\$1,007,915	\$753,852	\$580,199	\$253,612	\$2,333,409	\$0	
		TOTALS 2025-2029	\$39,704,280	\$6,413,986	\$5,715,541	\$5,711,983	\$3,770,241	\$2,203,205	\$14,489,324	\$1,400,000	
		% PARTICIPATION	100.0%	16.2%	14.4%	14.4%	9.5%	5.6%	36.5%	3.5%	



YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2030	30-01	2030 Seal Coat	\$180,000	\$180,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-02	2030 Street Patching	\$65,000	\$65,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030	30-03	2030 Street Striping	\$22,000	\$22,000	\$0	\$0	\$0	\$0	\$0	\$0	
2030		Southeast Brainerd Reconstruction Project	\$3,959,405	\$1,037,263	\$595,019	\$0	\$684,272	\$452,812	\$1,190,038	\$0	Maple Street (15th to 17th), Norwood Street (15th to 17th), 15th Street SE (Maple to Laurel), 16th Street SE (Norwood to Laurel)
2030		15th Street SE Resurfacing Project	\$66,233	\$33,117	\$33,117	\$0	\$0	\$0	\$0	\$0	Oak Street to Maple Street
		TOTAL 2030	\$4,292,638	\$1,337,380	\$628,136	\$0	\$684,272	\$452,812	\$1,190,038	\$0	
2031	31-01	2031 Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-02	2031 Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031	31-03	2031 Street Striping	\$17,000	\$17,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031		Street Scanning	\$35,000	\$35,000	\$0	\$0	\$0	\$0	\$0	\$0	
2031		Pine/Quince Reconstruction Project	\$2,384,678	\$0	\$390,163	\$680,148	\$364,152	\$256,593	\$693,622	\$0	Pine Street (S. 6th to S. 10th), Quince Street (S. 6th to S. 11th)
2031		Wright/Thiesse Extensions Resurfacing Project	\$657,691	\$328,846	\$328,846	\$0	\$0	\$0	\$0	\$0	Wright Street (13th to End), Thiesse Drive (West End to East End)
		TOTAL 2031	\$3,354,370	\$640,846	\$719,008	\$680,148	\$364,152	\$256,593	\$693,622	\$0	
2032	32-01	2032 Seal Coat	\$190,000	\$190,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-02	2032 Street Patching	\$70,000	\$70,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032	32-03	2032 Street Striping	\$23,000	\$23,000	\$0	\$0	\$0	\$0	\$0	\$0	
2032		Northeast Brainerd Reconstruction Project	\$3,181,695	\$925,002	\$530,621	\$0	\$588,105	\$209,380	\$928,587	\$0	12th Avenue NE (J to M), 13th Avenue NE (J to M), K Street NE (11th to 13th), L Street NE (11th to 13th), M Street NE (11th to 13th)
		TOTAL 2032	\$7,474,491	\$1,208,002	\$530,621	\$0	\$588,105	\$209,380	\$928,587	\$0	

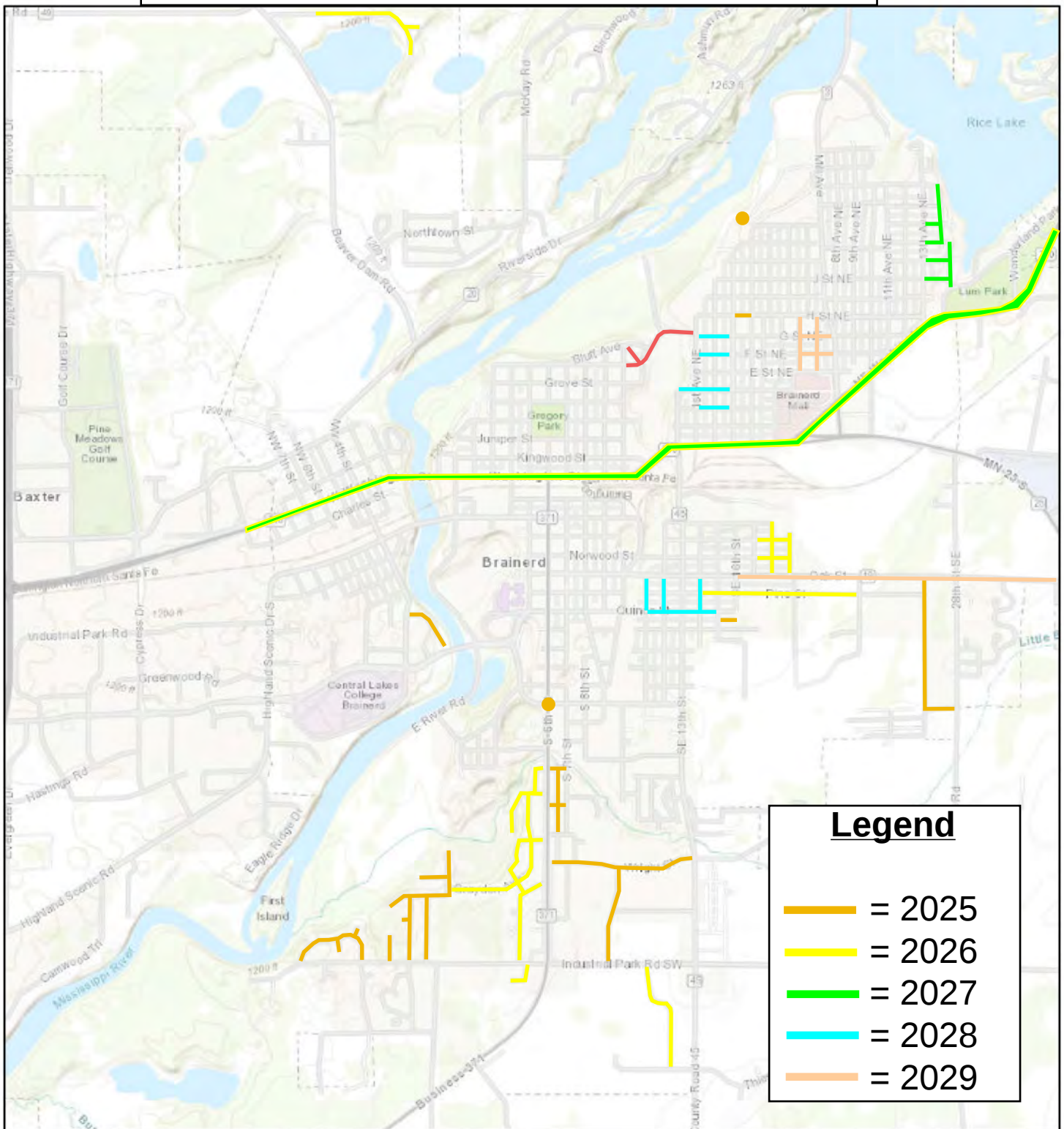


YEAR	PROJ. NO.	PROJECT DESCRIPTION	TOTAL	CONSTRUCTION FUND	SPECIAL ASSESSMENTS	MUNICIPAL STATE AID	SANITARY SEWER FUND	STORM WATER UTILITY	WATER FUND (BPU)	OTHER SOURCES	COMMENTS
2033	33-01	2033 Seal Coat	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-02	2033 Street Patching	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033	33-03	2033 Street Striping	\$18,000	\$18,000	\$0	\$0	\$0	\$0	\$0	\$0	
2033		Oak Street/TH 18/TH 25 Roundabout Project	\$1,075,000	\$0	\$0	\$1,000,000	\$0	\$0	\$75,000	\$0	
2033		Southeast Brainerd Reconstruction Project	\$4,079,791	\$1,218,690	\$699,093	\$0	\$505,151	\$213,568	\$1,443,289	\$0	11th Street SE (Willow to Quince), 12th Street SE (Willow to Quince), Rosewood Street (11th to 15th), 14th Street SE (Rosewood to Quince)
2033		South Brainerd Sanitary Sewer Rehabilitation Project	\$500,000	\$0	\$0	\$0	\$500,000	\$0	\$0	\$0	
		TOTAL 2033	\$5,947,791	\$1,511,690	\$699,093	\$1,000,000	\$1,005,151	\$213,568	\$1,518,289	\$0	
2034	34-01	2034 Seal Coat	\$200,000	\$200,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034	34-02	2034 Street Patching	\$75,000	\$75,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034	34-03	2034 Street Striping	\$24,000	\$24,000	\$0	\$0	\$0	\$0	\$0	\$0	
2034		28th Street Resurfacing Project	\$331,981	\$165,990	\$165,990	\$0	\$0	\$0	\$0	\$0	Oakridge Road to Oak Street
2034		Northeast Brainerd Reconstruction Project	\$2,289,549	\$801,976	\$460,048	\$0	\$257,627	\$217,839	\$552,058	\$0	Q Street NE (Mill to End), 8th Avenue NE (O to Q), 9th Avenue NE (O to Q), O Street NE (Mill to 9th)
		TOTAL 2034	\$2,920,530	\$1,266,967	\$626,039	\$0	\$257,627	\$217,839	\$552,058	\$0	
		TOTALS 2030-2034	\$21,380,808	\$5,964,884	\$3,202,897	\$1,680,148	\$2,899,307	\$1,350,193	\$4,882,595	\$0	
		% PARTICIPATION	100.0%	28.6%	15.3%	7.9%	17.5%	6.3%	24.6%	0.0%	

		TOTALS 2025-2034	\$49,326,929	\$12,378,870	\$8,918,438	\$7,392,131	\$6,669,549	\$3,553,398	\$19,371,919	\$1,400,000	
		% PARTICIPATION	100.0%	23.4%	14.4%	11.3%	11.6%	6.0%	31.7%	1.5%	

5-Year Capital Improvement Plan Map

2025-2029





City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Final Reading and Public Hearing - Proposed Ordinance 1577 - Annexation of 15106 Riverside Drive

AGENDA: Main

ACTION REQUESTED: Ordinance

SUBMITTED BY: James Kramvik, Community Development Director

DEPARTMENT: Community Development

PRESENTER: James Kramvik, Community Development Director

ESTIMATED TIME (MIN): 5 min

SUMMARY OF ISSUE:

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

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

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS:

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

City Council conducted the first reading of proposed Ordinance 1577 at the November 18th meeting.

RECOMMENDED ACTION/MOTION:

1) Conduct the final reading and dispense with the actual reading of proposed Ordinance 1577, an ordinance providing for the annexation of 15106 Riverside Drive.

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

2) Conduct the public hearing of proposed Ordinance 1577.

3) Approve proposed Ordinance 1577.

FINANCIAL IMPACT: N/A

**ORDINANCE
NO. 1577**

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

THE CITY COUNCIL OF THE CITY OF BRAINERD DOES ORDAIN:

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

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

P.I.N. 99340577

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

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

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

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

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

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

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

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

SECTION NINE: This Ordinance shall repeal and replace Ordinance 1576.

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

Adopted this ____ day of _____, 2024

KELLY BEVANS
President of the Council

Approved this ____ day of _____, 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

Published: One Time, _____



Property Owner Petition for Annexation by Ordinance

City of Brainerd

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

www.ci.brainerd.mn.us

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

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

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

Property Information

Property Address: 15106 Riverside Dr PID: 99340577

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

It is hereby requested by:

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

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

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

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

Owner Information

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

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

Dated: 7/7/2024

Signatures: 

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

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

CERTIFIED MAIL

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

November 7, 2024

TO WHOM IT MAY CONCERN:

Pursuant to Minnesota Statutes Annotated Section 414. 033 (Annexation by Ordinance), the City of Brainerd will be holding a Public Hearing on Monday, December 16th, 2024 at 7:30 pm to consider annexation of certain land owned by Bruce Coonfield, 15106 Riverside Drive, Brainerd, MN 56401.

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

*LOT 1 BLOCK 2, SUBJ TO AN ESMNT FOR CSAH #20.
SCENIC ACRES
P.I.N. 99340577
Section 34, Township 134, Range 28*

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

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

Sincerely,



James L. Kramvik
Community Development Director

Enclosure

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

November 7, 2024

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Sincerely,

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

James L. Kramvik
Community Development Director

Enclosure

SPRENGER, PATRICK L
15100 RIVERSIDE DR
BRAINERD, MN 56401

November 7, 2024

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Sincerely,

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James L. Kramvik
Community Development Director

Enclosure

MILENDER, GLEN
15098 RIVERSIDE DR
BRAINERD, MN 56401

November 7, 2024

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James L. Kramvik
Community Development Director

Enclosure

COONFIELD, BRUCE
15106 RIVERSIDE DR
BRAINERD, MN 56401

November 7, 2024

TO WHOM IT MAY CONCERN:

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SCENIC ACRES

P.I.N. 99340577

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James L. Kramvik
Community Development Director

Enclosure



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

PID 99340577

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



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Public Hearing and Adopt Resolutions - Vacation of Public Right of Ways

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

DEPARTMENT: Public Works

PRESENTER: Jessie Dehn, Public Works Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: City staff brought a recommendation to the Council to hold a public hearing to hear public testimony on potential vacation of public right of ways in the following plats:

- Rademacher's Commercial Addition
- Madison Heights
- Second Addition to Madison Heights

Staff has published and posted notice of the public hearing set for December 16th at 7:30 p.m., as well as personal mailed notice to all affected property owners within the areas of the potential vacations.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Staff is recommending that the City Council, based upon the testimony received tonight, adopt the attached resolution vacating these right-of-ways. Per the resolutions, the City would retain any utility easements where they exist. There is currently no utility infrastructure in the Madison Heights and Second Addition to Madison Heights lands. There are some parallel utilities along the highway right of way in the Rademacher's Commerical Addition Frontage Road. With no public purpose, vacation of these properties makes the properties more marketable or valuable in the future for the adjacent property owners.

RECOMMENDED ACTION/MOTION:

1. Staff recommends opening two public hearings to hear testimony for or against the proposed vacations as submitted.
 1. Rademacher's Commercial Addition - Frontage Road
 2. Madison Heights - Outlot B and 10' Walk, Second Addition to Madison Heights - Park
2. Staff recommends adoption of the attached resolutions, in which vacates the public lands.

FINANCIAL IMPACT: N/A

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on December 16th, 2024, to consider vacation of the following public lands described as follows:

RADEMACHER'S COMMERCIAL ADDITION in the City of Brainerd, Crow Wing County, MN

- FRONTAGE ROAD between Block 1 and State Highway 25

Notice is further given that the City Council of Brainerd will meet in the Council Chambers of the City Hall at Brainerd, Minnesota, at 7:30 p.m. on Monday, December 16th, 2024 to conduct a Public Hearing to consider said Vacation.

Such persons as desire to be heard with reference to the proposed vacation of said public lands will be heard at this meeting.

Dated this 20th day of November 2024

Jessie Dehn, P.E.
City Engineer

Publish - 2 times on
November 23, and November 30, 2024

RADEMACHER'S COMMERCIAL ADDITION

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

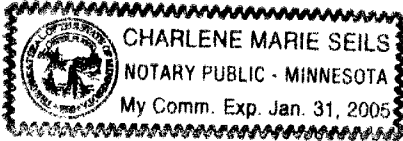
LEGAL DESCRIPTION:
That part of the South Half of the Northwest Quarter (S1/2-NW1/4), Section 29, Township 45, Range 30, Crow Wing County, Minnesota described as follows: Commencing at the point on the south line of said NW1/4 which is 1308.21 feet East assumed bearing, from the West Quarter corner of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

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

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

OWNERS:
Harold R. Rademacher
Helen B. Rademacher

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

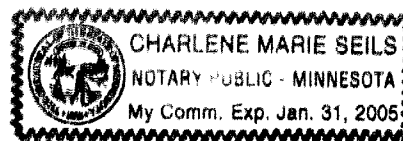


Charlene M. Seils
Notary Public
Crow Wing County, Minnesota
My Commission Expires: Jan. 31, 2005

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

Jeffrey W. Miller, Land Surveyor
Minnesota License Number 13336

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



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

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

Roy A. Luukkonen
Auditor
Crow Wing County, Minnesota

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

Lauren E. Borden
Treasurer
Crow Wing County, Minnesota

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

ATTEST: [Signature]
Chairman

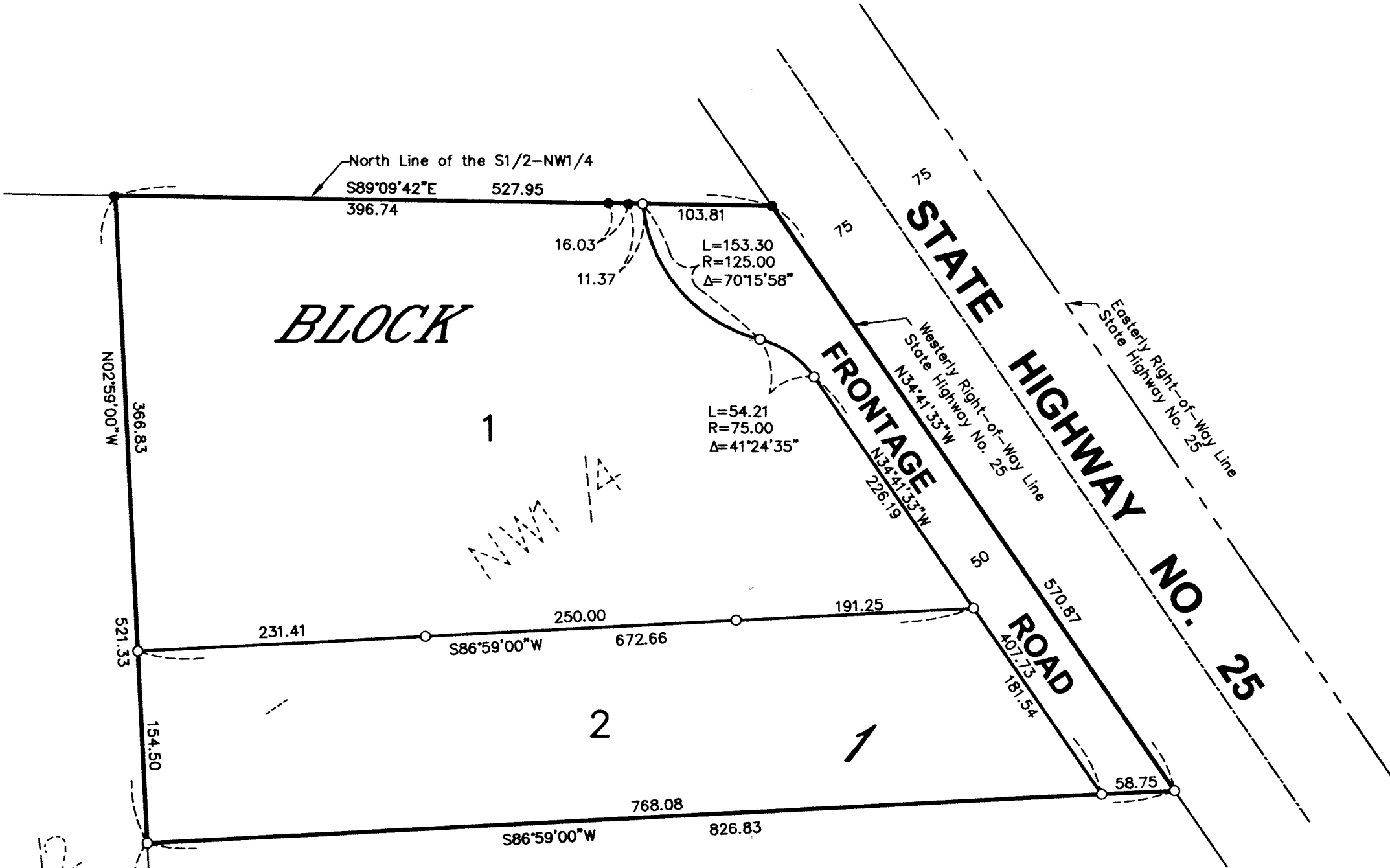
[Signature]
Secretary

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

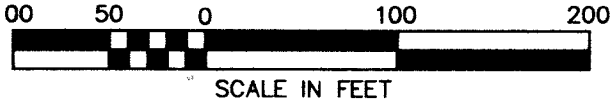
ATTEST: [Signature]
Mayor

[Signature]
City Administrator

Office of County Recorder
County of Crow Wing, MN
I hereby certify that the within instrument was filed
in this office for record on the 1st day of April, 2002
Attest: [Signature]
and was duly recorded as Doc. No. 13336



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



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

DRAINAGE AND UTILITY EASEMENTS ARE AS SHOWN BELOW

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

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



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

Jack's House

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

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

**RESOLUTION VACATING FRONTAGE ROAD – RADEMACHER’S COMMERCIAL
ADDITION in BRAINERD, MN**

WHEREAS, the City Council established a public hearing noting its interest in vacating pursuant to Minnesota Statute § 412.851 a frontage road legally described as:

That Frontage Road, RADEMACHER’S COMMERCIAL ADDITION, according to the recorded plat thereof, Section 29, Township 45 North, Range 30 West, Crow Wing County Minnesota, which lies west of the westerly right-of-way line of State Highway No. 25.

and setting a public hearing to consider the vacation of such; and

WHEREAS, a public hearing to consider the vacation of such frontage road was held on the 16th day of December, 2024, before the City Council in the City Hall located at 501 Laurel Street, Brainerd, MN at 7:30 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners on the 11th day of November, 2024 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because:

The previously platted Frontage Road only serves private property and serves no public purpose.

The Council has determined that a frontage road in this location is unnecessary to provide access to the properties adjacent.

The Frontage Road would be restricted both to the north and south by private property.

It is determined that this would be unnecessary for additional right of way for trunk highway purposes as compared with the property immediately adjacent to the north and south.

WHEREAS, as a result of the vacation, damages are due to the following property owners in the amounts listed below:

No damages are due.

And WHEREAS, four-fifths of all members of the City Council concur in this resolution;

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

1. That such petition for vacation is hereby granted and the frontage road described as follows is hereby vacated:

That Frontage Road, RADEMACHER'S COMMERCIAL ADDITION, according to the recorded plat thereof, Section 29, Township 45 North, Range 30 West, Crow Wing County Minnesota, which lies west of the westerly right-of-way line of State Highway No. 25.

2. Damages shall be issued to the following property owners in the following amounts:

No damages are required

Adopted this 16th day of December 2024

KELLY BEVANS
President of the Council

Approved this 16th day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

NOTICE OF HEARING

TO WHOM IT MAY CONCERN:

Notice is hereby given that the City Council of Brainerd, Minnesota, will meet in the Council Chambers of the City Hall at 7:30 p.m. on December 16th, 2024, to consider vacation of the following public lands described as follows:

MADISON HEIGHTS plat in the City of Brainerd, Crow Wing County, MN

- OUTLOT "B" between Lots 17 and 18
- 10' WALK between Lots 8 and 9

SECOND ADDITION TO MADISON HEIGHTS in the City of Brainerd, Crow Wing County, MN

- PARK between Lot 8, Block 1 and Lot 1, Block 2

Notice is further given that the City Council of Brainerd will meet in the Council Chambers of the City Hall at Brainerd, Minnesota, at 7:30 p.m. on Monday, December 16th, 2024 to conduct a Public Hearing to consider said Vacation.

Such persons as desire to be heard with reference to the proposed vacation of said public lands will be heard at this meeting.

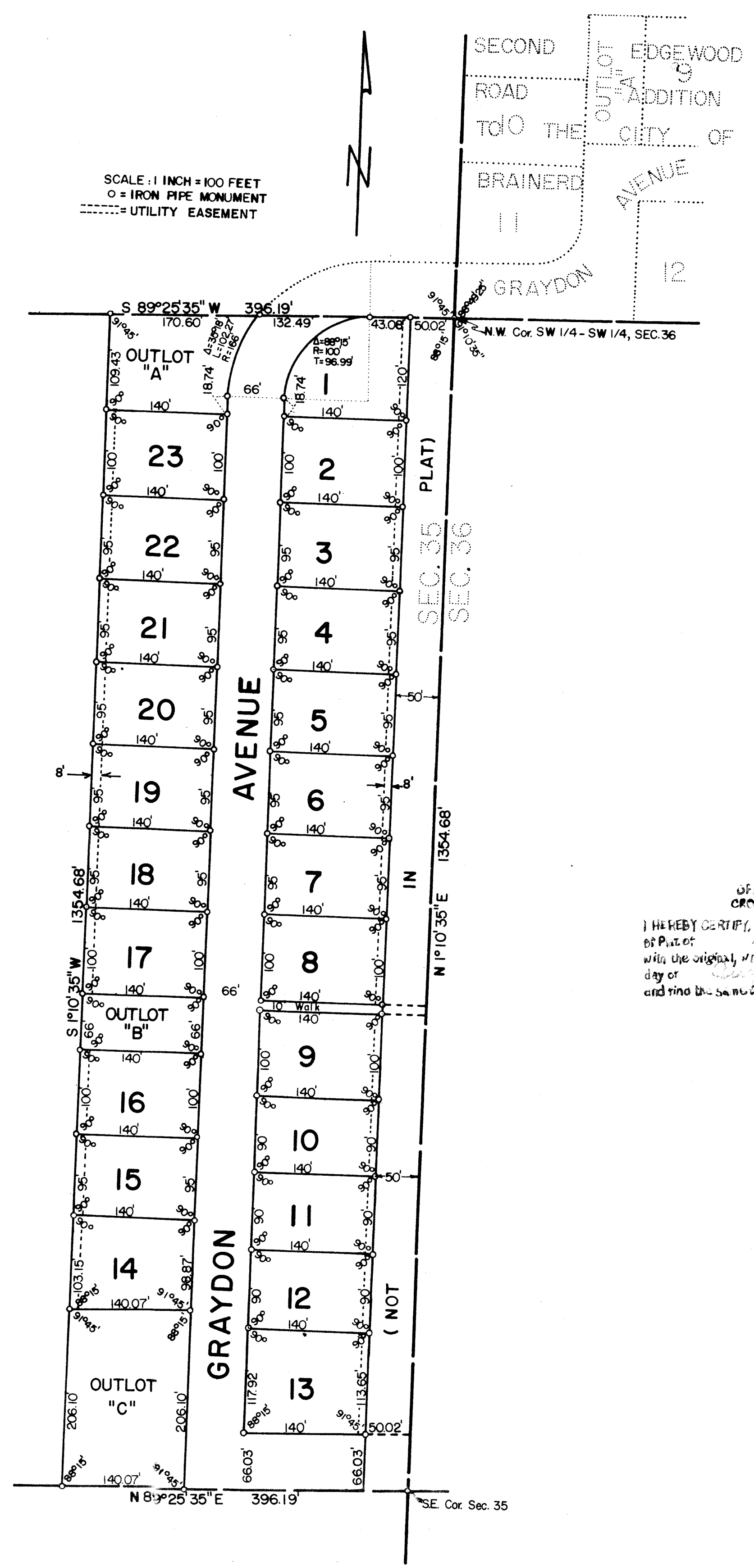
Dated this 20th day of November 2024



Jessie Dehn, P.E.
City Engineer

Publish - 2 times on
November 23, and November 30, 2024

MADISON HEIGHTS



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

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

WITNESSES: *Antonia Blankens*
Dean M. Anderson

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

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

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

Antonia Blankens
NOTARY PUBLIC
CROW WING COUNTY, MINNESOTA

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

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

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

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

Antonia Blankens
NOTARY PUBLIC
CROW WING COUNTY, MINNESOTA

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

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

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

Doug M. Anderson
TREASURER
CROW WING COUNTY, MINNESOTA

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

ATTEST: *Robert H. Benson*
CITY CLERK

Maurice E. Kieberg
PRESIDENT OF THE COUNCIL

OFFICE OF REGISTER OF DEEDS
CROW WING COUNTY, MINNESOTA

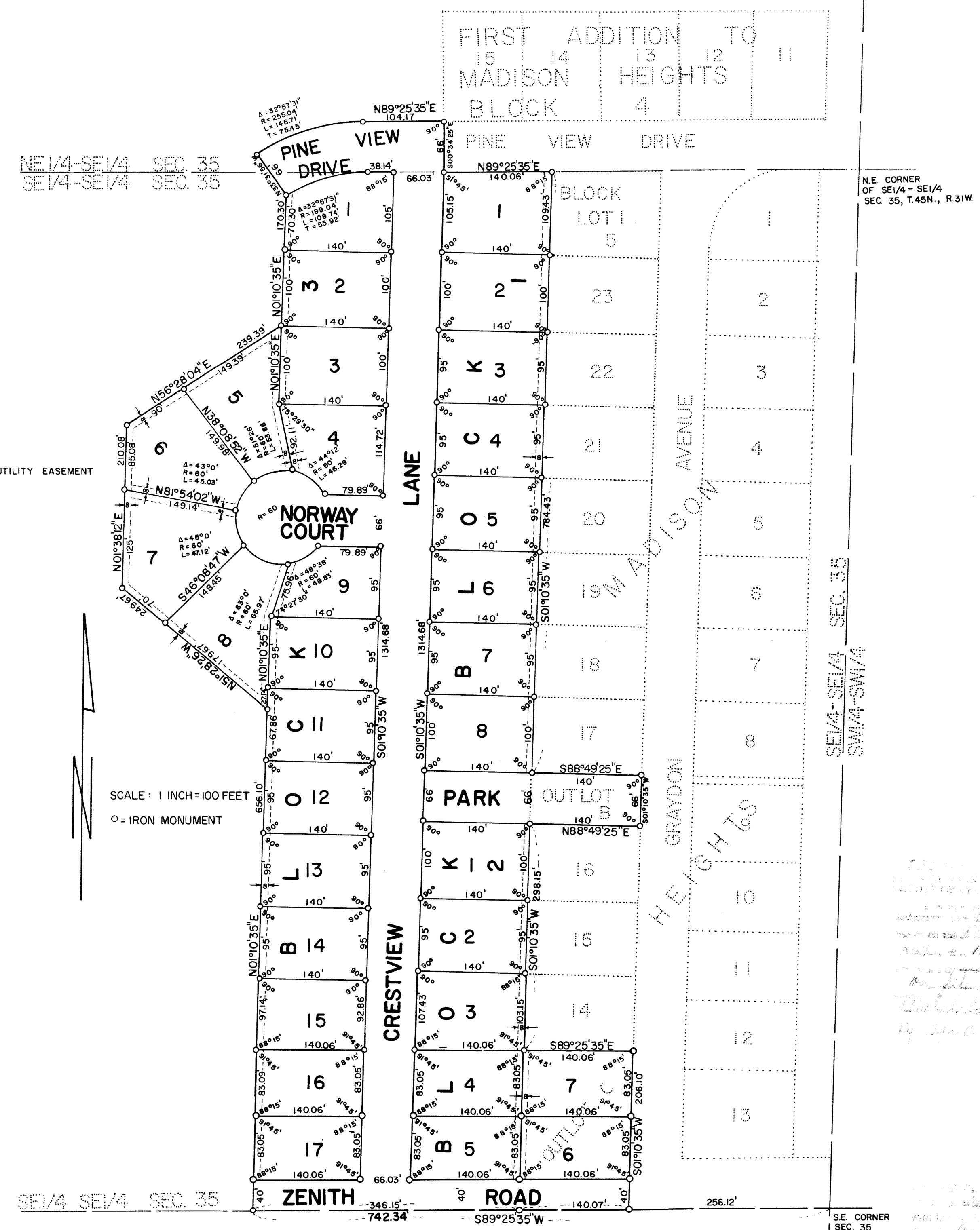
I HEREBY CERTIFY THAT I HAVE CAREFULLY COMPARED THE WITHIN COPY OF PLAT OF "MADISON HEIGHTS" WITH THE ORIGINAL WHICH WAS FILED IN THIS OFFICE FOR RECORD THIS 3RD DAY OF JULY, 1965, AT 6 O'CLOCK P.M. and find the same to be a true and correct copy thereof.

Antonia Blankens
REGISTER OF DEEDS

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

Antonia Blankens
Register of Deeds

SECOND ADDITION TO MADISON HEIGHTS



KNOW ALL MEN BY THESE PRESENTS: THAT EDGEWOOD HOMES, INC., A MINNESOTA CORPORATION, IS THE OWNERS OF THE FOLLOWING DESCRIBED LAND; OUTLOT B AND OUTLOT C, MADISON HEIGHTS AND THAT PART OF THE EAST HALF OF THE SOUTHEAST QUARTER (E $\frac{1}{2}$ -SE $\frac{1}{4}$) SECTION 35, TOWNSHIP 45 NORTH, RANGE 31 WEST OF THE FOURTH PRINCIPAL MERIDIAN, CROW WING COUNTY, MINNESOTA, DESCRIBED AS FOLLOWS: COMMENCING AT THE SOUTHEAST CORNER OF SAID SECTION 35; THENCE SOUTH 89 DEGREES 25 MINUTES 35 SECONDS WEST ASSUMED BEARING, 396.19 FEET ALONG THE SOUTH LINE OF SAID SECTION 35 TO THE PLACE OF BEGINNING; THENCE SOUTH 89 DEGREES 25 MINUTES 35 SECONDS WEST 346.15 FEET ALONG THE SOUTH LINE OF SAID SECTION 35; THENCE NORTH 01 DEGREE 10 MINUTES 35 SECONDS EAST 656.10 FEET; THENCE NORTH 51 DEGREES 28 MINUTES 26 SECONDS WEST 249.67 FEET; THENCE NORTH 01 DEGREE 38 MINUTES 12 SECONDS EAST 210.08 FEET; THENCE NORTH 56 DEGREES 28 MINUTES 04 SECONDS EAST 239.39 FEET; THENCE NORTH 01 DEGREE 10 MINUTES 35 SECONDS EAST 170.30 FEET; THENCE NORTH 33 DEGREES 31 MINUTES 56 SECONDS WEST 66.0 FEET TO A POINT ON A CIRCULAR CURVE, THE RADIUS OF SAID CURVE BEARS SOUTH 33 DEGREES 31 MINUTES 56 SECONDS EAST FROM SAID POINT TO THE CENTER OF THE CURVE; THENCE NORTHEASTERLY ALONG SAID CURVE OF RADIUS 255.04 FEET AND CENTRAL ANGLE OF 32 DEGREES 57 MINUTES 31 SECONDS FOR A DISTANCE OF 146.71 FEET; THENCE NORTH 89 DEGREES 25 MINUTES 35 SECONDS EAST 104.17 FEET; THENCE SOUTH 00 DEGREES 34 MINUTES 25 SECONDS EAST 66.0 FEET; THENCE NORTH 89 DEGREES 25 MINUTES 35 SECONDS EAST 140.06 FEET; THENCE SOUTH 01 DEGREE 10 MINUTES 35 SECONDS WEST 1354.68 FEET TO THE PLACE OF BEGINNING, AND BEING DESIROUS OF PLATTING SAID LAND INTO LOTS, HAVE HAD THE SAME SURVEYED AND THE ANNEXED PLAT THEREOF MADE ACCORDING TO THE STATUTES IN SUCH CASES, MADE AND PROVIDED. THE NAME OF THIS PLAT SHALL BE SECOND ADDITION TO MADISON HEIGHTS. THE STREETS, PINE VIEW DRIVE, CRESTVIEW LANE, NORWAY COURT AND ZENITH ROAD AND THE PARK ARE HEREBY DEDICATED TO THE PUBLIC, SUBJECT TO RESERVATIONS OR RESTRICTIONS OF RECORD, IF ANY. UTILITY EASEMENTS ARE RESERVED AS INDICATED. IN WITNESS WHEREOF, EDGEWOOD HOMES, INC., A MINNESOTA CORPORATION, HAS CAUSED THESE PRESENTS TO BE EXECUTED IN ITS CORPORATE NAME THIS 1TH DAY OF OCT., 1968.

WITNESSES:
D. R. Madison
Ronald R. Madison
EDGEWOOD HOMES, INC.
BY: *D. R. Madison*
D. R. MADISON, PRESIDENT
BY: *Ronald R. Madison*
RONALD R. MADISON, SECRETARY

STATE OF MINNESOTA)
COUNTY OF CROW WING)
ON THIS 7 DAY OF OCT, 1968, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY, PERSONALLY APPEARED D. R. MADISON AND RONALD R. MADISON, TO ME PERSONALLY KNOWN, WHO, BEING EACH BY ME DULY SWORN, DID SAY THAT THEY ARE RESPECTIVELY THE PRESIDENT AND SECRETARY OF EDGEWOOD HOMES, INC., THE CORPORATION NAMED IN THE FOREGOING DEDICATION, THAT THE SEAL AFFIXED TO SAID DEDICATION IS THE CORPORATE SEAL OF SAID CORPORATION AND THAT SAID DEDICATION WAS SIGNED AND SEALED IN BEHALF OF SAID CORPORATION BY AUTHORITY OF ITS BOARD OF DIRECTORS AND SAID D. R. MADISON AND RONALD R. MADISON ACKNOWLEDGE SAID DEDICATION TO BE THE FREE ACT AND DEED OF SAID CORPORATION.

MY COMMISSION EXPIRES: _____
NOTARY PUBLIC
CROW WING COUNTY, MINNESOTA
I, DEAN M. ANDERSON, REGISTERED LAND SURVEYOR NO. 3091, DO HEREBY CERTIFY THAT I HAVE, AT THE INSTANCE OF THE OWNERS, MADE THE ABOVE MENTIONED SURVEY AND PLAT OF SECOND ADDITION TO MADISON HEIGHTS AND THAT ALL INFORMATION SHOWN HEREON IS CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. THERE ARE NO WET LANDS OR PUBLIC ROADS, OTHER THAN SHOWN ON THE PLAT, ON THIS LAND. IRON PIPE MONUMENTS HAVE BEEN PLACED AT THE POINTS INDICATED ON THE PLAT FOR THE GUIDANCE OF FUTURE SURVEYS. THE OUTSIDE BOUNDARIES OF THIS PLAT ARE CORRECTLY SHOWN.
Dean M. Anderson
REGISTERED LAND SURVEYOR
MINNESOTA REG. NO. 3091

STATE OF MINNESOTA)
COUNTY OF CROW WING)
ON THIS 3RD DAY OF OCTOBER, 1968, BEFORE ME, A NOTARY PUBLIC WITHIN AND FOR SAID COUNTY, PERSONALLY APPEARED DEAN M. ANDERSON, TO ME WELL KNOWN TO BE THE SAME AS HIS FREE ACT AND DEED.
Ray F. Rutger
MY COMMISSION EXPIRES: FEB. 6, 1975
NOTARY PUBLIC
CROW WING COUNTY, MINNESOTA

I, EINER R. ANDERSON, AUDITOR FOR CROW WING COUNTY, MINNESOTA, DO HEREBY CERTIFY THAT THE TAXES ON THE LANDS DESCRIBED HEREON HAVE BEEN PAID FOR THE YEARS PRIOR TO 1967.
Einer R. Anderson
AUDITOR
CROW WING COUNTY, MINNESOTA
I, DOUG M. ANDERSON, TREASURER FOR CROW WING COUNTY, MINNESOTA, DO HEREBY CERTIFY THAT THE TAXES ON THE LANDS DESCRIBED HEREON, PAYABLE IN THE YEAR 1969, HAVE BEEN PAID.
Doug M. Anderson
TREASURER
CROW WING COUNTY, MINNESOTA

THIS PLAT OF SECOND ADDITION TO MADISON HEIGHTS WAS APPROVED BY THE COUNCIL FOR THE CITY OF BRAINERD, MINNESOTA, THIS 4TH DAY OF NOVEMBER, 1968.

ATTEST:
Robert H. Benson
CITY CLERK
B. E. Vinkelman
PRESIDENT OF THE COUNCIL



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

Graydon

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

RESOLUTION
NO. _____

**RESOLUTION VACATING OUTLOT B, WALK, AND PARK – MADISON HEIGHTS AND
SECOND ADDITION TO MADISON HEIGHTS in BRAINERD, MN**

WHEREAS, the City Council established a public hearing noting its interest in vacating pursuant to Minnesota Statute § 412.851 public lands legally described as:

1. Outlot B, MADISON HEIGHTS, according to the recorded plat thereof, Section 35, Township 45 North, Range 31 West, Crow Wing County Minnesota, which lies between Lots 16 and 17, easterly of the easterly line of Park, SECOND ADDITION OF MADISON HEIGHTS, and westerly of the westerly line of Graydon Avenue.
2. That part of the 10' Walk, MADISON HEIGHTS, according to the recorded plat thereof, Section 35, Township 45 North, Range 31 West, Crow Wing County Minnesota, which lies between Lots 8 and 9, and easterly of the easterly line of Graydon Avenue.
3. Park, SECOND ADDITION TO MADISON HEIGHTS, according to the recorded plat thereof, Section 35, Township 45 North, Range 31 West, Crow Wing County Minnesota, which lies between Lot 8, Block 1 and Lot 1, Block 2, westerly of the westerly line of Outlot B, MADISON HEIGHTS, and easterly of the easterly line of Crestview Lane.

and setting a public hearing to consider the vacation of such; and

WHEREAS, a public hearing to consider the vacation of such public lands was held on the 16th day of December, 2024, before the City Council in the City Hall located at 501 Laurel Street, Brainerd, MN at 7:30 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners on the 11th day of November, 2024 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owning or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the Council in its discretion has determined that the vacation will benefit the public interest because:

The previously platted outlot, park and walk only serves private property and serves no public purpose.

The Council has determined that the 10' walk would not provide connectivity as there is no current or future walks adjacent to Graydon Avenue nor immediately east of this location and existing walk and trail exist shortly north and south of this location.

The Outlot B and Park serve no public purpose as a future street with adjacent streets north (Pineview Drive) and south (Buffalo Hills Lane). Future street at this location would not provide improved connectivity for the neighborhood.

The Outlot B and Park serve no public purpose as a future park with the Buffalo Hills/Lions Park immediately east of this location, which was conveyed to the City of Brainerd from the Independent School District No. 181 six years following the platting of MADISON HEIGHTS and three years following the platting of SECOND ADDITION OF MADISON HEIGHTS.

WHEREAS, as a result of the vacation, damages are due to the following property owners in the amounts listed below:

No damages are due.

And WHEREAS, four-fifths of all members of the City Council concur in this resolution;

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

1. That such petition for vacation is hereby granted and the public lands described as follows is hereby vacated:
 - a. Outlot B, MADISON HEIGHTS, according to the recorded plat thereof, Section 35, Township 45 North, Range 31 West, Crow Wing County Minnesota, which lies between Lots 16 and 17, easterly of the easterly line of Park, SECOND ADDITION OF MADISON HEIGHTS, and westerly of the westerly line of Graydon Avenue.
 - b. That part of the 10' Walk, MADISON HEIGHTS, according to the recorded plat thereof, Section 35, Township 45 North, Range 31 West, Crow Wing County Minnesota, which lies between Lots 8 and 9, and easterly of the easterly line of Graydon Avenue.
 - c. Park, SECOND ADDITION TO MADISON HEIGHTS, according to the recorded plat thereof, Section 35, Township 45 North, Range 31 West, Crow Wing County Minnesota, which lies between Lot 8, Block 1 and Lot 1, Block 2, westerly of the westerly line of Outlot B, MADISON HEIGHTS, and easterly of the easterly line of Crestview Lane.

2. Damages shall be issued to the following property owners in the following amounts:

No damages are required

Adopted this 16th day of December 2024

KELLY BEVANS
President of the Council

Approved this 16th day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Adopt Resolutions - Approve Plans, Authorize Advertisement, and Authorize and Direct the Use of the Power of Eminent Domain - Improvement 23-13 - TH 371B/Willow Street Roundabout Project

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

DEPARTMENT: Public Works

PRESENTER: Mike Habighorst, Public Works Director

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Attached are two resolutions for the Council to consider in regards to the upcoming TH 371B/Willow Street Roundabout Project. In continuation of the assessment and right-of-way process as we prepare the project plans for bidding, staff is recommending adoption of the two resolutions as follows:

1. Approving Plans and Specification and Ordering Advertisement for Bids
2. Authorizing and Directing the Use of the Power of Eminent Domain, As Necessary, to Acquire Certain Lands, Easements, and Other Rights and Interests

The first of the two resolutions would provide Council authorization to finalize and approve the plans and move to the bidding stage, however contingent on receiving clearance from MnDOT to do so. There are a couple hurdles yet to be cleared before bidding can occur. One, as the project is on the trunk highway, MnDOT's Central Office will need to also approve the final plans. This is expected shortly as MnDOT staff has been involved throughout the design process, including a Central Office review. Second, right-of-way needs to be either secured or the process moved ahead towards the Eminent Domain process. Under either option, MnDOT would consider the property "secured" and allow the project to go ahead to bidding. This is to prevent any potential barriers to construction after the project is awarded should necessary easements have not been acquired.

The second resolution would authorize the use, if needed, of Eminent Domain to acquire the necessary easements for the project. On October 18th, offer letters were sent, beginning the required 60-day negotiation window. During that time, SEH staff has been diligently working to establish communications with all property owners to guide the process and answer questions. They have established dialogue with some property owners. However, some owners have not provided any response at all. To date, only one signed easement agreement has been received. The Eminent Domain process is not intended to be adversarial but rather to assist with continuing the acquisition process

when agreement is not able to be found. With adoption of the resolution, SEH would continue to work to engage with property owners to come to agreements wherever possible. Sometimes the continuation towards Eminent Domain can help convey the necessity and timeliness of the acquisitions for the project. In addition, the adoption of this resolution allows the City Attorney to begin next steps in the process, including filing petition with the court and setting a court date which is a minimum 20 days out. Following the end of the Eminent Domain process, the Right-of-Way Certificate can be completed and final MnDOT reviews can be completed. With this process, staff is hopeful to keep the project on schedule to bid in February with an award in March, with planned construction in June and July 2025. Delays in this process would have a high potential to delay construction from 2025.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: SEH staff will be present at the Council meeting to assist with any questions the Council may have on the plans and specifications. Staff is planning that final reviews/approvals would occur over the next couple months, allowing for the advertisement for bids to begin in February. Intention would be that bids would open in early March with award shortly following.

RECOMMENDED ACTION/MOTION: Staff recommends Council adopt the following resolutions for Improvement 23-13: TH 371B/Willow Street Roundabout Project:

1. Approving Plans and Specification and Ordering Advertisement for Bids
2. Authorizing and Directing the Use of the Power of Eminent Domain, As Necessary, to Acquire Certain Lands, Easements, and Other Rights and Interests

FINANCIAL IMPACT: N/A

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

**RESOLUTION APPROVING PLANS AND SPECIFICATIONS AND
ORDERING ADVERTISEMENT FOR BIDS**

WHEREAS, pursuant to a resolution passed by the Council November 18th, 2024, the City Engineer has prepared plans and specifications for Improvement No. 23-13, the improvement of Willow Street between South 6th Street and South 7th Street and has presented such plans and specifications to the Council for approval;

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

1. Such plans and specifications, a copy of which is on file at the offices of the City Administrator and the City Engineer, are hereby approved.
2. The City Administrator shall prepare and cause to be inserted in the official paper an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published, shall specify the work to be done, shall state that bids will be received by the City Administrator until the date and time listed on the advertisement, at which time they will be publicly opened in the Council Chambers of the City Hall by the City Administrator and City Engineer, will then be tabulated, and will be considered by the Council at 7:30 p.m. on the Council meeting following the bid opening in the Council Chambers of the City Hall, Brainerd, Minnesota. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the Council on the issue of responsibility. No bids will be considered unless sealed and filed with the City Administrator and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the City Administrator for five (5) percent of the amount of such bid.

Adopted this 16th day of December 2024

KELLY BEVANS
President of the Council

Approved this 17th day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator

MINNESOTA DEPARTMENT OF TRANSPORTATION
CITY OF BRAINERD
CROW WING COUNTY, MINNESOTA

CONSTRUCTION PLAN FOR GRADING, ROUNDABOUT, BITUMINOUS SURFACING, ADA IMPROVEMENTS, AND
PEDESTRIAN CROSSWALK FLASHER SYSTEM

LOCATED ON TH 371B FROM 240' S. OF WILLOW ST. TO 215' N. OF WILLOW ST.
LOCATED ON S. 4TH ST. AND WILLOW ST. (MSAS 124) FROM 330' W. OF TH371B TO 380' E. OF TH371B

STATE PROJ. NO. 1814-10
GROSS LENGTH 457.46 FEET 0.087 MILES
BRIDGES-LENGTH FEET MILES
EXCEPTIONS-LENGTH FEET MILES
NET LENGTH 457.46 FEET 0.087 MILES
REF. POINT .005+00.603 TO REF. POINT .005+00.678

NOTE: LENGTH AND DESCRIPTION BASED
ON THE 371B NB ALIGNMENT

STATE PROJ. NO. 108-070-001
GROSS LENGTH 734.36 FEET 0.139 MILES
BRIDGES-LENGTH FEET MILES
EXCEPTIONS-LENGTH FEET MILES
NET LENGTH 734.36 FEET 0.139 MILES

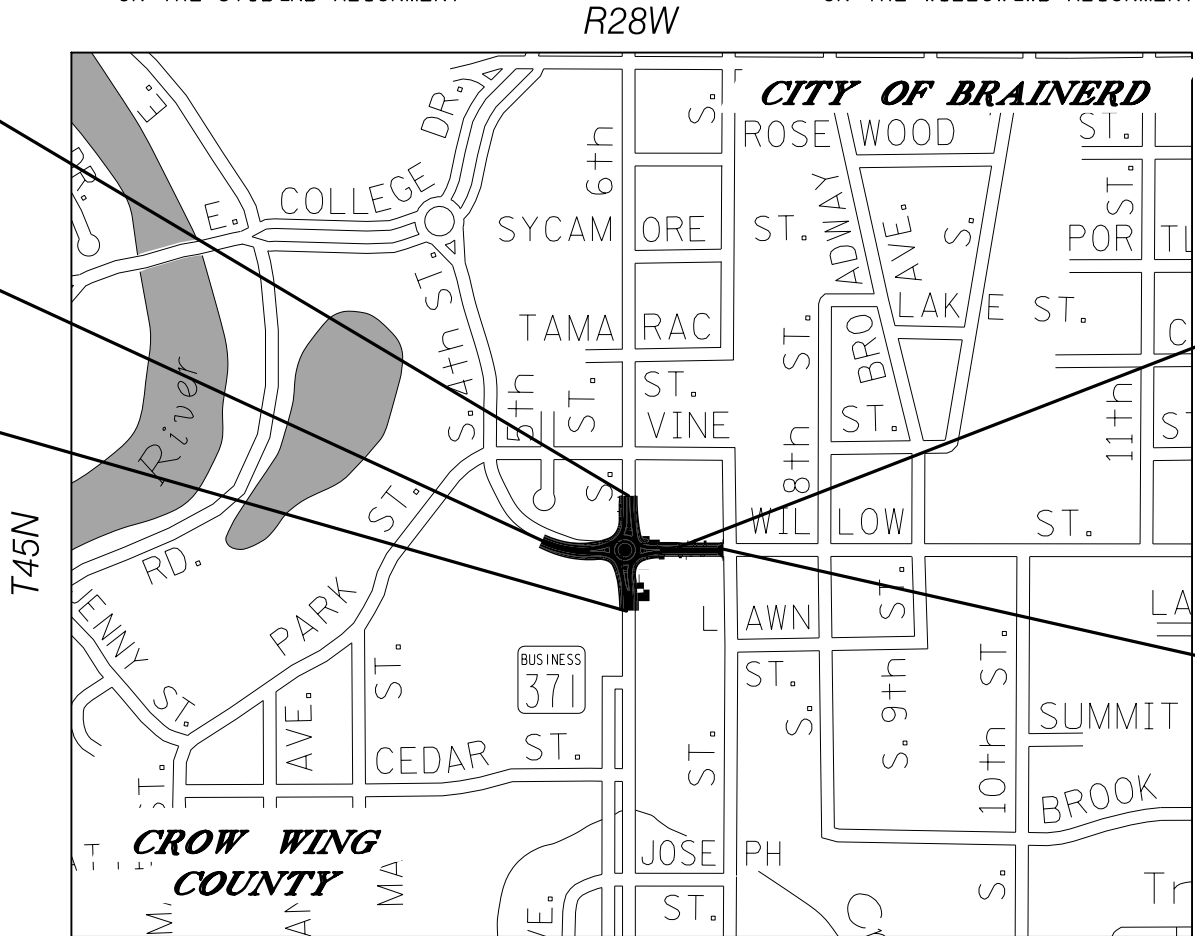
NOTE: LENGTH AND DESCRIPTION BASED
ON THE WILLOW WB ALIGNMENT

AGREEMENT NO. -----
CITY OF BRAINERD
SP 1814-10 (TH371B=337)
FED. PROJ. NO. HSIP-CRP 1825(065)
DISTRICT 3 (BAXTER)

END S.P. 1814-10
371B NB STA. 205+33.95

BEGIN S.P. 108-070-001
WILLOW WB STA. 111+27.22

BEGIN S.P. 1814-10
371B NB STA. 200+76.49



END S.P. 108-070-001
WILLOW WB STA. 116+84.98
START S.A.P. 108-124-009
WILLOW WB STA. 116+84.98

END S.A.P. 108-124-009
WILLOW WB STA. 118+61.58



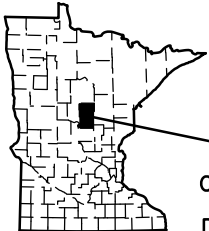
PLAN REVISIONS		
DATE	SHEET NO.	APPROVER

DESIGN DESIGNATION FOR:
TH371B

Design ESALS	2046	=	2,718,000
ADT (Current Year) 2019	=	12,900	
ADT (Future Year) 2046	=	14,640	
DHV (Design Hr. Vol.) 2046	=	1610	
D (Directional Distr.) 2046	=	60 %	
T (Heavy Commercial) 2046	=	4.7 %	
Design Speed	40	MPH	
Based on	Sight Distance		
Height of eye	3.5	FT	
Height of object	2.0	FT	
Design Speed not achieved at:			
STA.	TO STA.		

DESIGN DESIGNATION FOR:
S. 4TH ST. AND WILLOW ST.
(MSAS 124)

Design ESALS	2046	=	268,000
ADT (Current Year) 2019	=	2,650	
ADT (Future Year) 2046	=	3,010	
DHV (Design Hr. Vol.) 2046	=	330	
D (Directional Distr.) 2046	=	60 %	
T (Heavy Commercial) 2046	=	3.6 %	
Design Speed	30	MPH	
Based on	Sight Distance		
Height of eye	3.5	FT	
Height of object	2.0	FT	
Design Speed not achieved at:			
STA.	TO STA.		



PROJECT LOCATION
COUNTY: CROW WING
DISTRICT: 3A-BAXTER

FOR PLANS AND UTILITIES SYMBOLS SEE TECHNICAL MANUAL

STATE PROJ. NO. CHARGE IDENTIFIER

FED. PROJ. NO. HSIP-CRP 1825(065)

GOVERNING SPECIFICATIONS

THE 2020 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
'STANDARD SPECIFICATIONS FOR CONSTRUCTION' SHALL GOVERN.
ALL TRAFFIC CONTROL DEVICES AND SIGNING SHALL CONFORM AND BE
CONSTRUCTED IN ACCORDANCE TO THE 'MINNESOTA MANUAL ON UNIFORM
TRAFFIC CONTROL DEVICES' (MN MUTCD) AND PART VI, 'FIELD MANUAL FOR
TEMPORARY TRAFFIC CONTROL ZONE LAYOUTS'.

INDEX

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8-11	TABULATIONS
12-14	TYPICAL SECTIONS
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20-39	STANDARD PLAN SHEETS
40-43	ALIGNMENT PLAN AND TABULATIONS
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80-82	CITY PLAN SHEETS
XS1-XS17	CROSS SECTIONS

THIS PLAN CONTAINS..99. SHEETS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE
LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: LUKE JOHNSON LICENSE #. 57103

DATE: XX/XX/2024 SIGNATURE:

DESIGN SQUAD. SEH

STATE AID APPROVALS:

DISTRICT STATE AID ENGINEER 20
REVIEWED FOR COMPLIANCE WITH STATE AID AND/OR
FEDERAL AID RULES/POLICY

STATE AID ENGINEER 20
APPROVED FOR STATE AID AND/OR FEDERAL AID FUNDING

APPROVED 20 BRAINERD CITY ENGINEER

OFFICE OF LAND MANAGEMENT APPROVAL 20 DIRECTOR, LAND MANAGEMENT

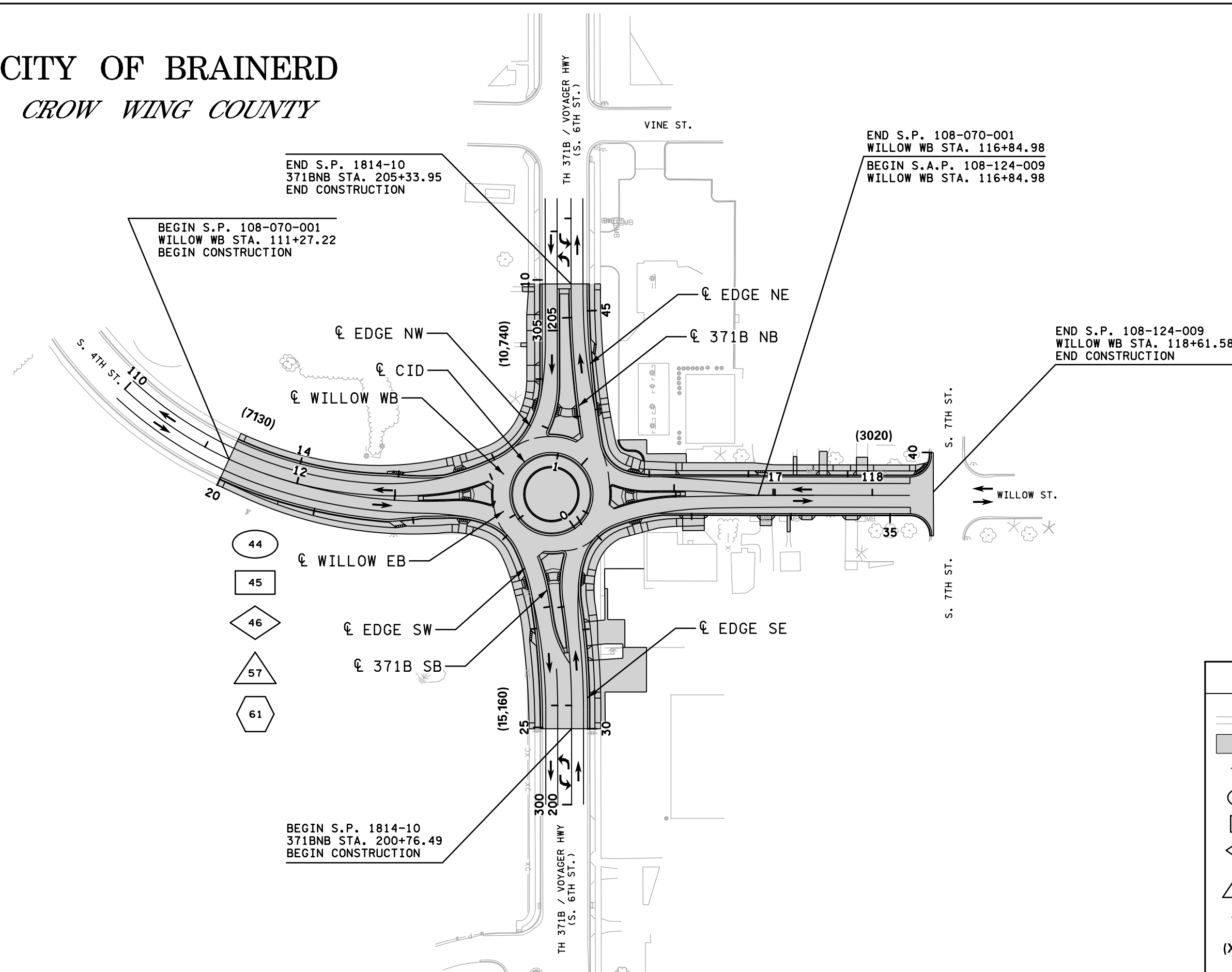
APPROVED 20 STATE DESIGN ENGINEER

S.P. 108-070-001, S.A.P. 108-124-009
STATE PROJ. NO. 1814-10 (TH 371B =337)

Sheet No. 1 of 82 Sheets

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12/11/2024
JJJohnson

CITY OF BRAINERD
CROW WING COUNTY



LEGEND	
	EXISTING FEATURES
	NEW CONSTRUCTION
	TRAFFIC FLOW ARROW
	INPLACE UTILITY AND TOPOGRAPHY PLAN SHEET NO.
	REMOVAL PLAN SHEET NO.
	CONSTRUCTION PLAN SHEET NO.
	DRAINAGE PLAN SHEET NO.
	TURF ESTABLISHMENT & EROSION CONTROL PLAN SHEET NO.
(XXXX)	AVERAGE DAILY TRAFFIC (2045)

DESIGN TEAM				
DRAWN BY:	MRB			
DESIGNER:	JLL			
CHECKED BY:	LJJ			
NO.	BY	DATE	REVISIONS	

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Certified By: _____ Lic. No. XXXXX
Printed Name: LUKE J. JOHNSON Date: 9/6/2024



CITY OF BRAINERD
TH 371B/WILLOW ST. ROUNDABOUT
S.P. 108-070-001, S.A.P. 108-124-009

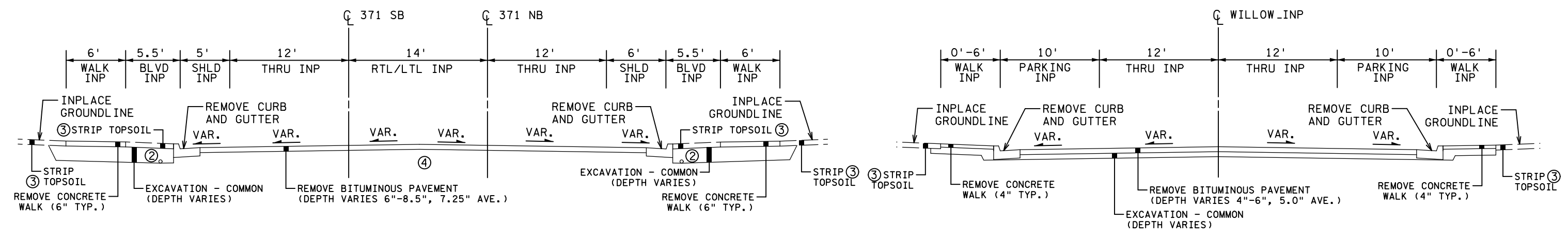
GENERAL LAYOUT

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GL 1 OF GL 1	82

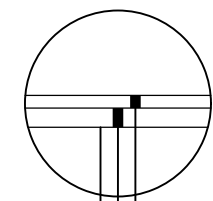
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TH 371B INPLACE

WILLOW ST INPLACE

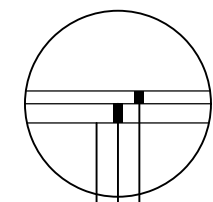


INSET A



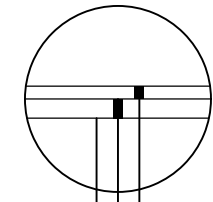
4.0" TYPE SP 9.5 WEARING
COURSE MIXTURE (4,C)
(SPWEA440C) (TWO 2.0" LIFTS)
6" AGGREGATE BASE (CV) CLASS 6
GRADING GRADE

INSET B



4" CONCRETE WALK
6" AGGREGATE BASE (CV) CLASS 6
GRADING GRADE

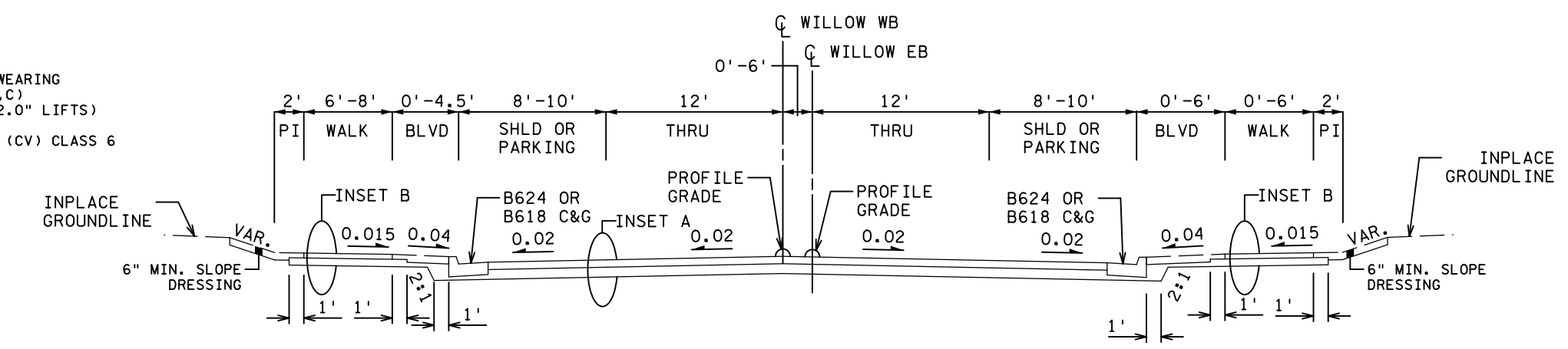
INSET C



6" CONCRETE MEDIAN ①
10" AGGREGATE BASE (CV) CLASS 6
GRADING GRADE

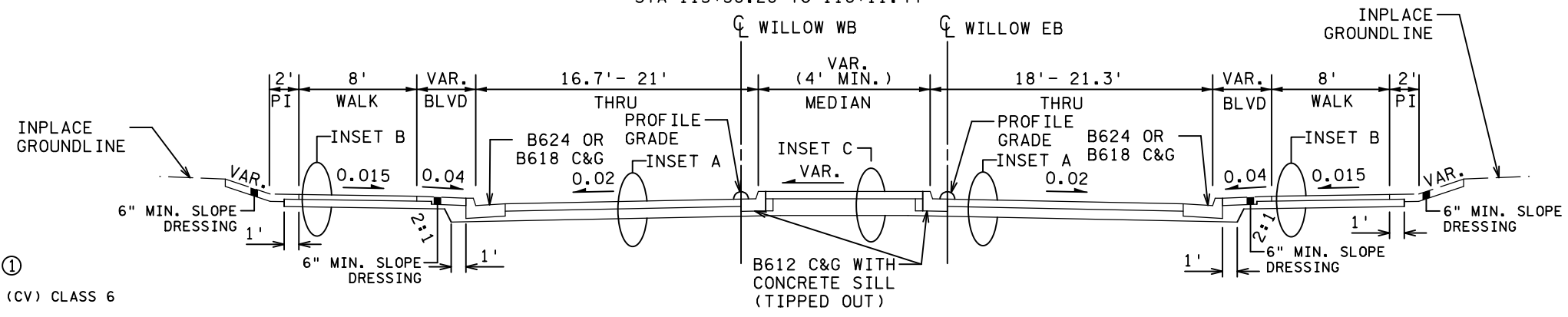
WILLOW ST

STA 111+27.22 TO 113+23.34
STA 116+11.44 TO 118+61.58



WILLOW ST

STA 113+23.34 TO 113+95.63
STA 115+38.28 TO 116+11.44



- GENERAL NOTES:
- ALL SLOPES ARE FT/FT
 - NO MIDLANE JOINTS ALLOWED
 - FINISHED CROSS SLOPES OF WALKS SHALL NOT EXCEED 0.02 FT/FT
 - DIMENSIONS TO CURB AND GUTTER ARE TO FACE OF CURB
 - SEE SOIL AND CONSTRUCTION NOTES FOR ADDITIONAL INFORMATION

- SPECIFIC NOTES:
- ① PAID FOR AS 6" COLORED CONCRETE WALK.
 - ② REMOVE EXISTING 4" DRAIN TILE - PAID FOR AS REMOVE PIPE DRAIN.
 - ③ STRIP TOPSOIL TO BE PAID FOR AS EXCAVATION - COMMON. ASSUMED TO BE 6" DEPTH.
 - ④ EXISTING TH371B AGGREGATE BASE AND SELECT GRANULAR SHOULD NOT BE REMOVED

DESIGN TEAM				NO.	BY	DATE	REVISIONS
DRAWN BY:	MRB						
DESIGNER:	JLL						
CHECKED BY:	LJJ						

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Certified By: _____ Lic. No. XXXXX
Printed Name: LUKE J. JOHNSON Date: 9/6/2024



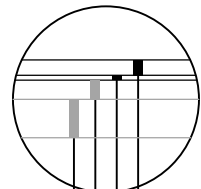
CITY OF BRAINERD
TH 371B/WILLOW ST. ROUNDABOUT
S.P. 1814-10
S.P. 108-070-001, S.A.P. 108-124-009

TYPICAL SECTIONS

FILE NO. BRODMN173744	12
TS1 OF TS3	82

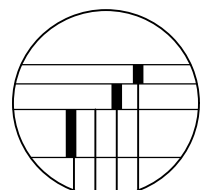
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12/11/2024
LJJohnson

INSET D



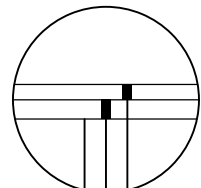
- 6.0" TYPE SP 9.5 WEARING COURSE MIXTURE (4,C) (SPWEA440C) (THREE 2.0" LIFTS)
- AGGREGATE BASE (CV) CLASS 6, DEPTH VARIES
- INPLACE AGGREGATE BASE (8" TYP.)
- INPLACE SELECT GRANULAR (16" TYP.)

INSET E



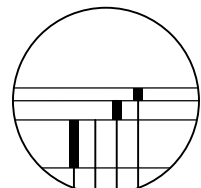
- 6.0" TYPE SP 9.5 WEARING COURSE MIXTURE (4,C) (SPWEA440C) (THREE 2.0" LIFTS)
- 8" (MIN.) AGGREGATE BASE (CV) CLASS 6
- GRADING GRADE
- 16" SELECT GRANULAR MATERIAL

INSET F



- 6" CONCRETE WALK
- 6" AGGREGATE BASE (CV) CLASS 6
- GRADING GRADE

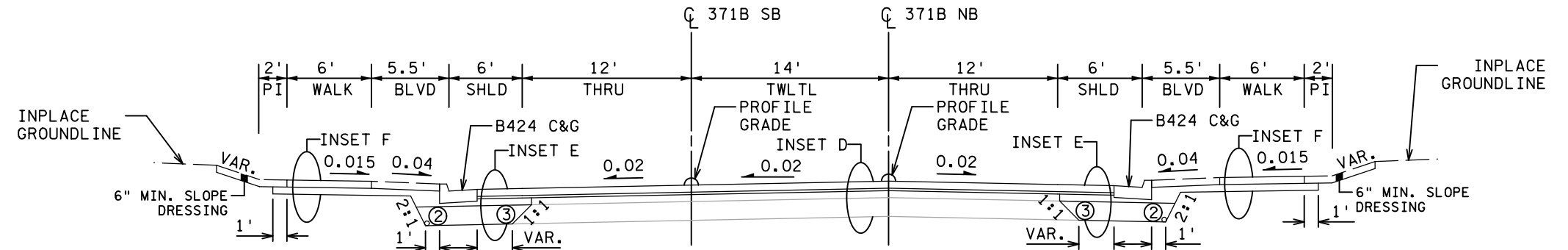
INSET G



- 6" CONCRETE MEDIAN ①
- 12" (MIN.) AGGREGATE BASE (CV) CLASS 6
- INPLACE AGGREGATE BASE (8" TYP.)
- INPLACE SELECT GRANULAR (16" TYP.)

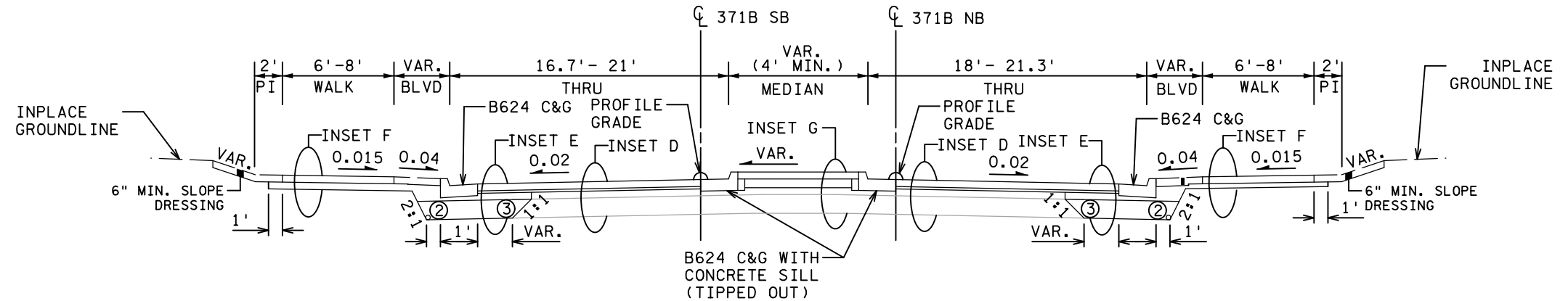
TH371B

STA 200+76.49 TO 201+53.34
STA 205+28.95 TO 205+33.95



TH371B

STA 201+53.34 TO 202+51.84
STA 203+79.10 TO 205+28.95



GENERAL NOTES:

- ALL SLOPES ARE FT/FT
- NO MIDLANE JOINTS ALLOWED
- FINISHED CROSS SLOPES OF WALKS SHALL NOT EXCEED 0.02 FT/FT
- DIMENSIONS TO CURB AND GUTTER ARE TO FACE OF CURB
- SEE SOIL AND CONSTRUCTION NOTES FOR ADDITIONAL INFORMATION

SPECIFIC NOTES:

- ① PAID FOR AS 6" COLORED CONCRETE WALK.
- ② 4" PERF TP PIPE DRAIN. SEE DRAINAGE PLANS FOR LOCATION.
- ③ CONSTRUCT FROM EDGE OF THE EXISTING ROAD CORE AND MATCH INPLACE DEPTHS

DESIGN TEAM				
DRAWN BY:	MRB			
DESIGNER:	JLL			
CHECKED BY:	LJJ			
NO.	BY	DATE	REVISIONS	

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.
Certified By: _____ Lic. No. XXXXX
Printed Name: LUKE J. JOHNSON Date: 9/6/2024



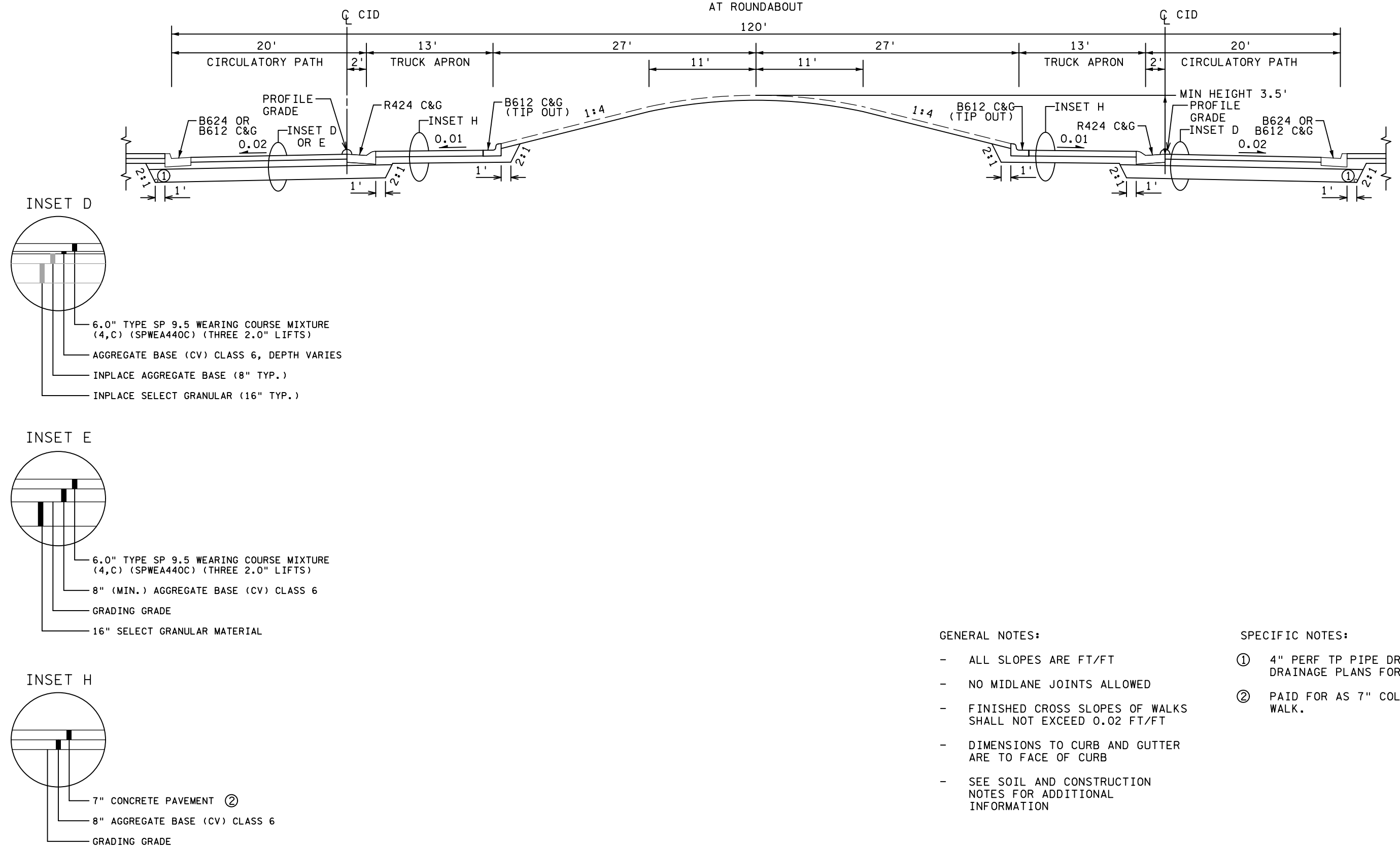
CITY OF BRAINERD
TH 371B/WILLOW ST. ROUNDABOUT
S.P. 1814-10
S.P. 108-070-001, S.A.P. 108-124-009

TYPICAL SECTIONS

FILE NO.
BRDMN173744
TS2
OF TS3

13
82

ROUNDAABOUT CROSS SECTION



GENERAL NOTES:

- ALL SLOPES ARE FT/FT
- NO MIDLANE JOINTS ALLOWED
- FINISHED CROSS SLOPES OF WALKS SHALL NOT EXCEED 0.02 FT/FT
- DIMENSIONS TO CURB AND GUTTER ARE TO FACE OF CURB
- SEE SOIL AND CONSTRUCTION NOTES FOR ADDITIONAL INFORMATION

SPECIFIC NOTES:

- ① 4" PERF TP PIPE DRAIN. SEE DRAINAGE PLANS FOR LOCATION.
- ② PAID FOR AS 7" COLORED CONCRETE WALK.

DESIGN TEAM				
DRAWN BY: <u>MRB</u>				
DESIGNER: <u>JLL</u>				
CHECKED BY: <u>LJJ</u>				
	NO.	BY	DATE	REVISIONS

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Certified By: _____ Lic. No. XXXXX
 Licensed Professional Engineer

Printed Name: LUKE J. JOHNSON Date: 9/6/2024



CITY OF BRAINERD
TH 371B/WILLOW ST. ROUNDABOUT
S.P. 1814-10
S.P. 108-070-001, S.A.P. 108-124-009

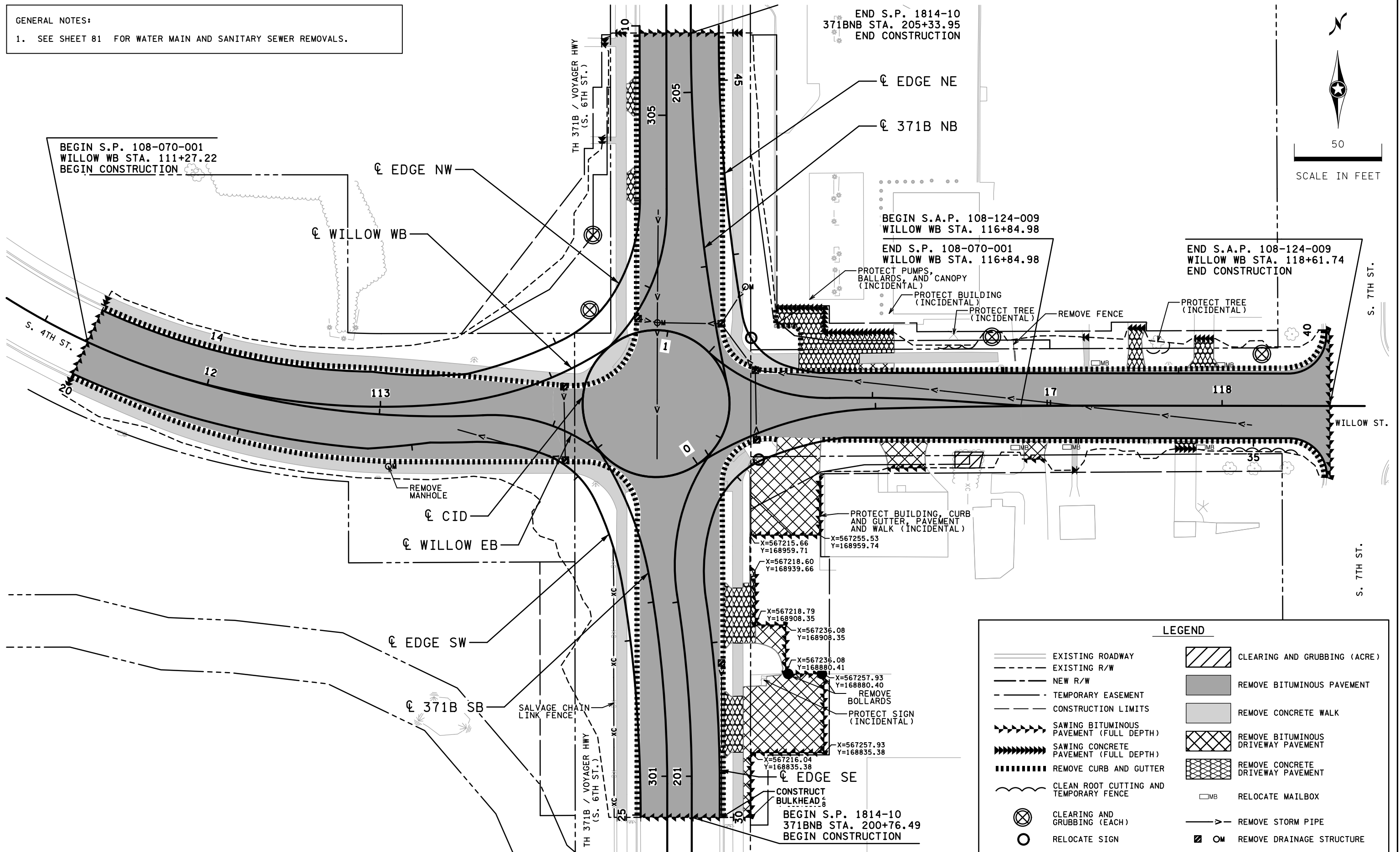
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TS3 OF TS3	82

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GENERAL NOTES:

1. SEE SHEET 81 FOR WATER MAIN AND SANITARY SEWER REMOVALS.



DESIGN TEAM				
DRAWN BY:	MRB			
DESIGNER:	JLL			
CHECKED BY:	LJJ			
NO.	BY	DATE	REVISIONS	

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Certified By: _____ Lic. No. XXXXX
Printed Name: LUKE J. JOHNSON Date: 9/6/2024



CITY OF BRAINERD
TH 371B/WILLOW ST. ROUNDABOUT
S.P. 1814-10
S.P. 108-070-001, S.A.P. 108-124-009

REMOVAL PLAN		FILE NO.	45
		BRDMN173744	
		REM1	82
		OF REM1	

Page 217 of 257

LEGEND

BITUMINOUS PAVEMENT

6" CONCRETE WALK/BLVD ⑤

4" CONCRETE WALK/BLVD

BITUMINOUS DRIVEWAY PAVEMENT ④

6" CONCRETE DRIVEWAY PAVEMENT

8" CONCRETE DRIVEWAY PAVEMENT

CONCRETE PAVEMENT ① (7" DEPTH)

CONCRETE MEDIAN (6" DEPTH) ②

CONSTRUCTION LIMITS

EXISTING R/W

NEW R/W

TEMPORARY EASEMENT

EXISTING ROADWAY

PROPOSED ROADWAY

TRAFFIC FLOW ARROW

SPECIFIC NOTES:

①

SEE SHEET 17 FOR ROUNDABOUT CONCRETE JOINT DETAIL - PAID FOR AS 7" COLORED CONCRETE WALK

②

PAID FOR AS 6" COLORED CONCRETE WALK

③

CONSTRUCT NOSE PER MNDOT STD. PLT. 7113

④

PAID FOR AS TYPE SP 9.5 WEARING COURSE MIX (4,C) SPWEA440C - MATCH EXISTING PAVEMENT DEPTH (ASSUMED 6")

⑤

CONCRETE SURFACING AT RAMPS, LANDINGS, AND FLARES PAID FOR AS CONCRETE CURB RAMP WALK

DESIGN TEAM				NO.	BY	DATE	REVISIONS
DRAWN BY:	MRB						
DESIGNER:	JLL						
CHECKED BY:	LJJ						

END S.P. 1814-10
371BNB STA. 205+33.95
END CONSTRUCTION

BEGIN S.P. 1814-10
371BNB STA. 200+76.49
BEGIN CONSTRUCTION

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Certified By: _____ Lic. No. XXXXX
Printed Name: LUKE J. JOHNSON Date: 9/6/2024

CITY OF BRAINERD
TH 371B/WILLOW ST. ROUNDABOUT
S.P. 1814-10
S.P. 108-070-001, S.A.P. 108-124-009

CONSTRUCTION PLAN

FILE NO.	46
BRODMN173744	
CP1	82
OF CP1	

Page 218 of 257

RESOLUTION
NO. _____

AUTHORIZING AND DIRECTING THE USE OF THE POWER OF EMINENT DOMAIN, AS NECESSARY, TO ACQUIRE CERTAIN LANDS, EASEMENTS, AND OTHER RIGHTS AND INTERESTS FOR THE PURPOSE OF CONSTRUCTION OF A ROUNDABOUT AT THE INTERSECTION OF HIGHWAY 371 BUSINESS (SOUTH 6TH STREET) AND WILLOW STREET INCLUDING RECONSTRUCTION AND ASSOCIATED IMPROVEMENTS ON WILLOW STREET BETWEEN SOUTH 6TH AND 7TH STREETS

WHEREAS, the City of Brainerd intends to construct a roundabout at the intersection of Highway 371 Business (South 6th Street) and Willow Street including reconstruction of Willow Street between South 6th and 7th Streets, together with associated improvements ("Project"), and

WHEREAS, the construction of the Project will require the acquisition of temporary and permanent easements, and other rights and interests in the City; and

WHEREAS, the Project constitutes a legitimate public purpose for the acquisition of the necessary easements; and

WHEREAS, City representatives have been in contact with representatives of the Owners of each of the Parcels and to explain the need for each of the needed easements; and

WHEREAS, the City retained independent appraisers to determine the just compensation due to each of the Owners; the City made offers to purchase the needed rights and interests from each of the Owners; the offers to purchase are based on the appraised value of just compensation, pursuant to Minn. Stat. § 1174.036; and

WHEREAS, the City desires to acquire the necessary properties and easements through negotiation with the owners; and

WHEREAS, the Project construction schedule contemplates that work begins in the spring of 2025; and

WHEREAS, it is necessary that the City have title and possession to the necessary right of way interests for the Project before the construction contracts may be let; and

WHEREAS, the City Council finds that it is reasonably necessary and appropriate, , and in the interest of the public health, safety, and general welfare of the citizens of the City, that title and possession of the lands, easements, and other rights and interested described on the attached Exhibit A be acquired for the purposes of the Project; and

WHEREAS, the City Council finds that the construction schedule for the Project makes it necessary to acquire title and possession of the lands, easements, and other rights and interests described on the attached Exhibit A prior to the filing of the final report of the condemnation commissioners to be appointed by the district court.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brainerd, as follows:

1. Title and possession of the lands, easements, and other rights and interests described on the attached Exhibit A are to be acquired for the stated public purpose for constructing the Project and that these rights and interests shall be acquired through a negotiated purchase or, if necessary, through the exercise of the power of eminent domain and the use of the quick-take procedure.

2. The City Administrator and the City Attorney are authorized and directed to take all steps necessary to acquire the lands, easements, and other rights and interests described on the attached Exhibit A by filing an action in eminent domain and by the use of the quick-take procedure pursuant to Minnesota Statutes, Section 117.042.

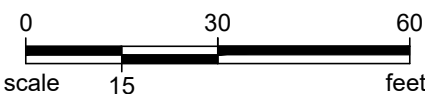
Adopted this 16th day of December 2024

KELLY BEVANS
President of the Council

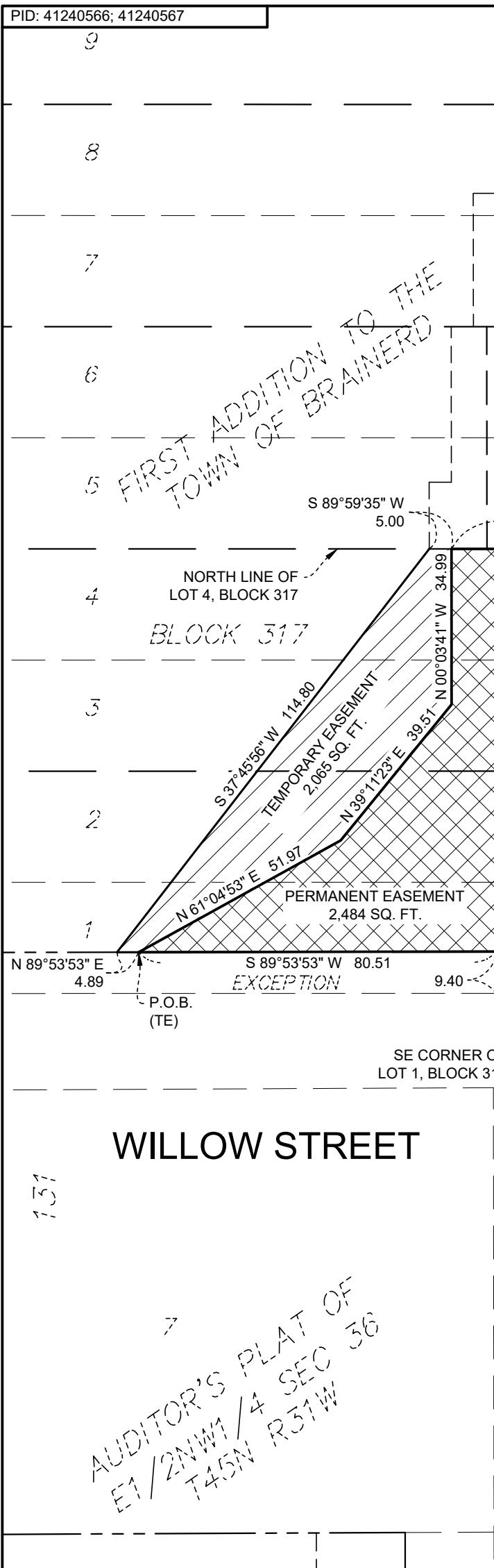
Approved this 17th day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON THE CROW WING COUNTY
COORDINATE SYSTEM, NAD83 (2011 ADJ)



N 89°59'35" E 10.00
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LOT 4, BLOCK 317
P.O.B. (PE)

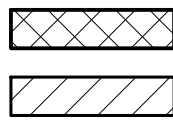
EAST LINE OF
BLOCK 317

POINT 9.40 FEET
NORTH OF THE
SE CORNER OF LOT 1

SE CORNER OF
LOT 1, BLOCK 317

WILLOW STREET

T.H. 371B / VOYAGER HWY (S. 6TH ST.)



PERMANENT EASEMENT

TEMPORARY EASEMENT

EASEMENT EXHIBIT FOR:

Parcel 1 - 1220 6th St. S. (Gary G. & Janet Grevillius)

BRAINERD,
MINNESOTA

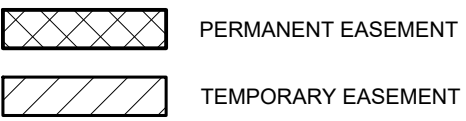
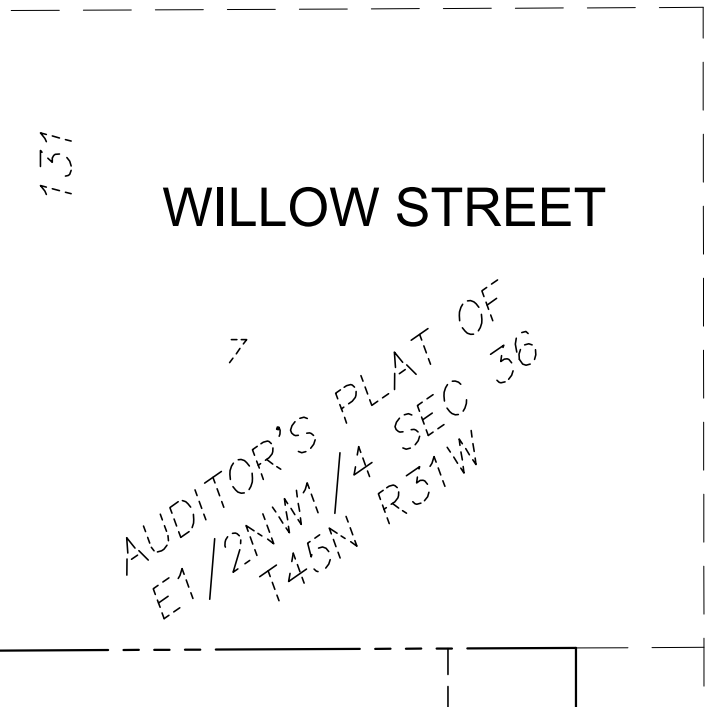
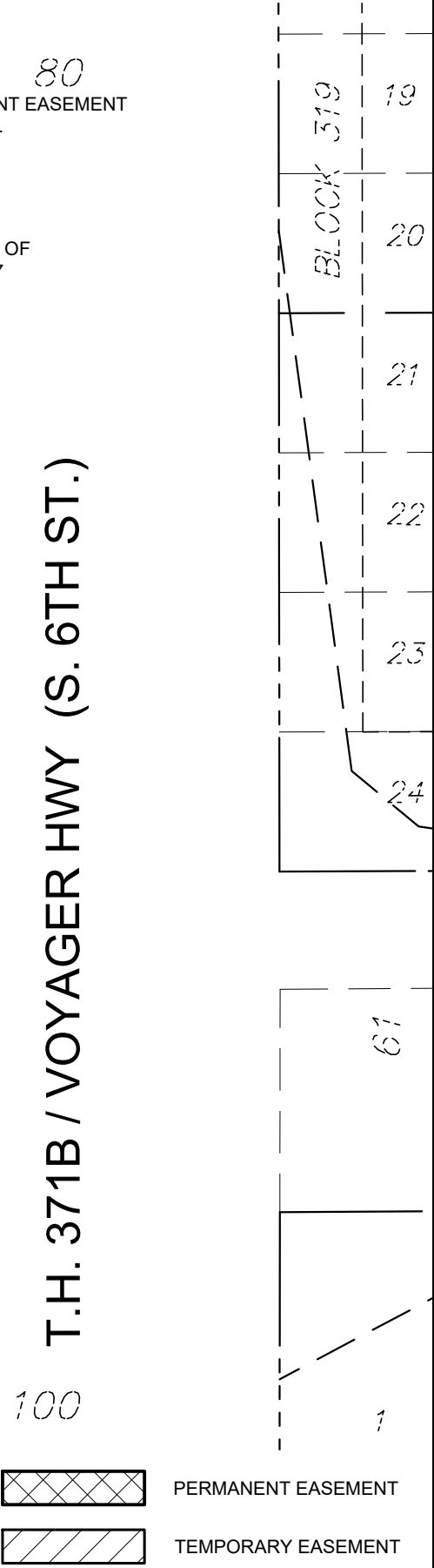
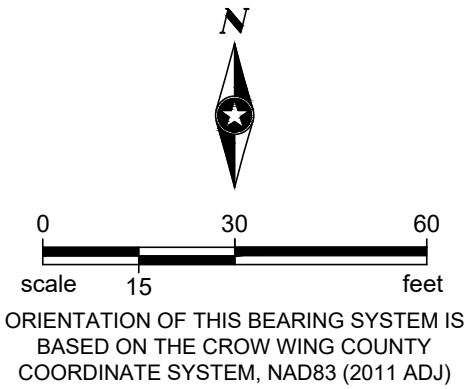
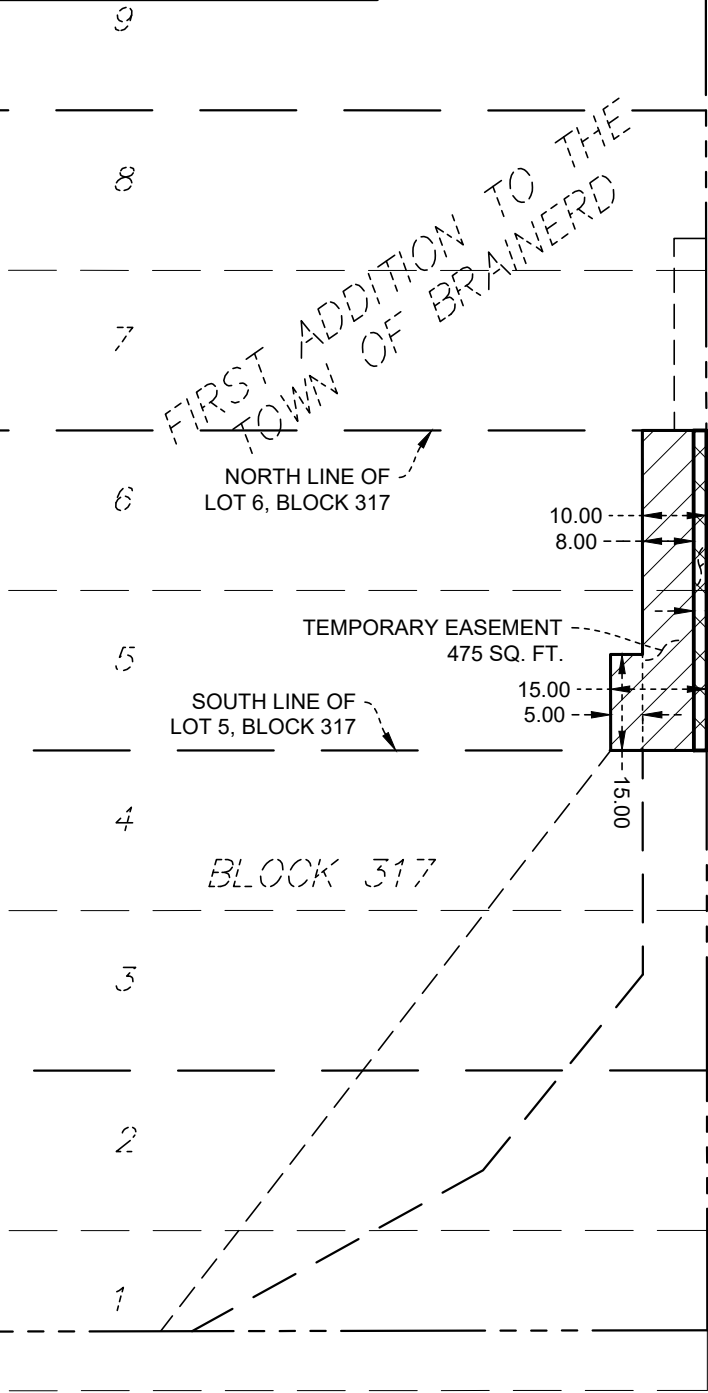
SEH Project BRDMN173744
Drawn By brw
Surveyed By tjm
Checked By djb

I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS
PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I
AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE
STATE OF MINNESOTA.

Daniel J. Bemboom
Daniel J. Bemboom, LS
DATE 06/04/2024 LICENSE NO. 46562

 PHONE: 218.855.1700
416 South 6th Street, Suite 101
Brainerd, MN 56401-3540
www.sehinc.com

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EASEMENT EXHIBIT FOR:
Parcel 2 - 1216 6th St. S. (Brian K. Wallin)

**BRAINERD,
MINNESOTA**

SEH Project BRDMN173744
Drawn By brw
Surveyed By tjm
Checked By djb

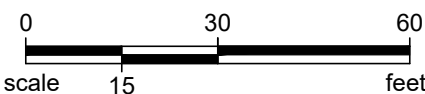
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Daniel J. Bemboom, LS
DATE 06/04/2024 LICENSE NO. 46562

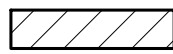
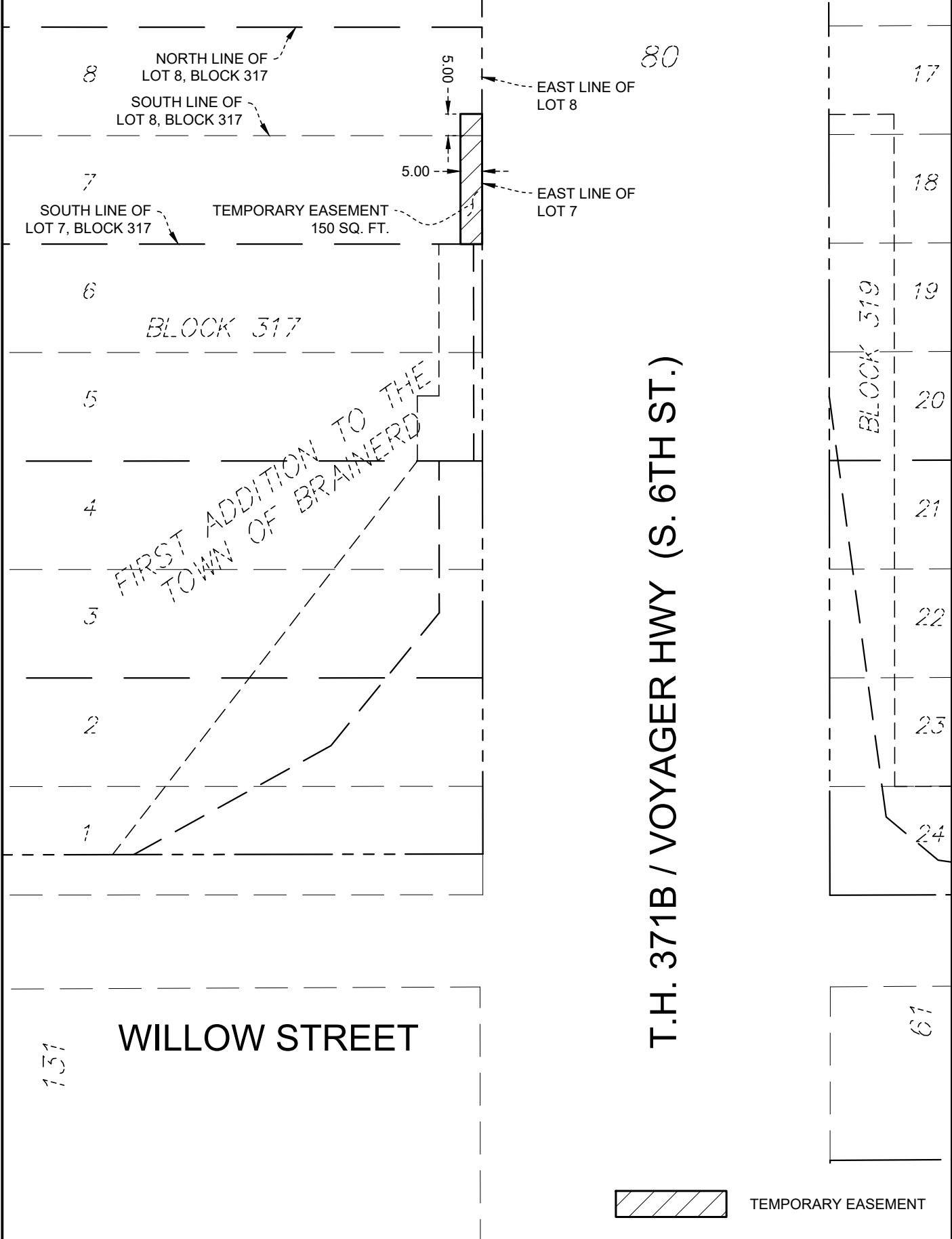
SEH PHONE: 218.855.1700
416 South 6th Street, Suite 101
Brainerd, MN 56401-3540
www.sehinc.com

2
of 2

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ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON THE CROW WING COUNTY
COORDINATE SYSTEM, NAD83 (2011 ADJ)



TEMPORARY EASEMENT

EASEMENT EXHIBIT FOR:
Parcel 3 - 1210 6th St. S. (Todd & Gabrielle Sutton)

**BRAINERD,
MINNESOTA**

SEH Project BRDMN173744
Drawn By brw
Surveyed By tjm
Checked By djb

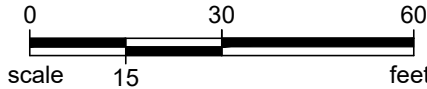
I HEREBY CERTIFY THAT THIS SURVEY, PLAN, OR REPORT WAS
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Daniel J. Bemboom
Daniel J. Bemboom, LS
DATE 06/04/2024 LICENSE NO. 46562

 PHONE: 218.855.1700
416 South 6th Street, Suite 101
Brainerd, MN 56401-3540
www.sehinc.com

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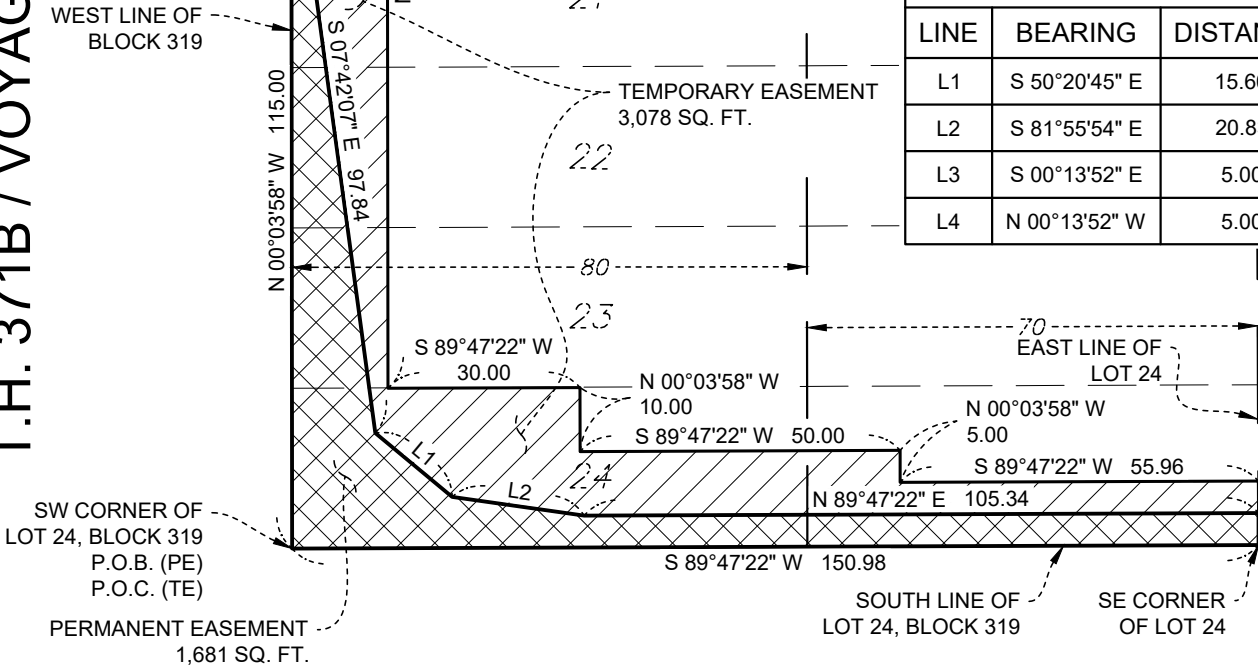
T.H. 371B / VOYAGER HWY (S. 6TH ST.)



ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON THE CROW WING COUNTY
COORDINATE SYSTEM, NAD83 (2011 ADJ)

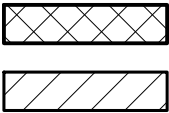
BLOCK 319
FIRST ADDITION TO THE
TOWN OF BRAINERD

LINE TABLE		
LINE	BEARING	DISTANCE
L1	S 50°20'45" E	15.60
L2	S 81°55'54" E	20.83
L3	S 00°13'52" E	5.00
L4	N 00°13'52" W	5.00



WILLOW STREET

AUDITOR'S PLAT OF
E1/2NW1/4 SEC 36
T45N R31W



PERMANENT EASEMENT

TEMPORARY EASEMENT

EASEMENT EXHIBIT FOR:

Parcel 4 - 1223 6th St. S. (Realty Income Properties 3, LLC)

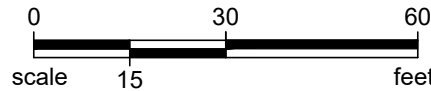
BRAINERD,
MINNESOTA

SEH Project BRDMN173744
Drawn By brw
Surveyed By tjm
Checked By djb

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Daniel J. Bemboom, LS
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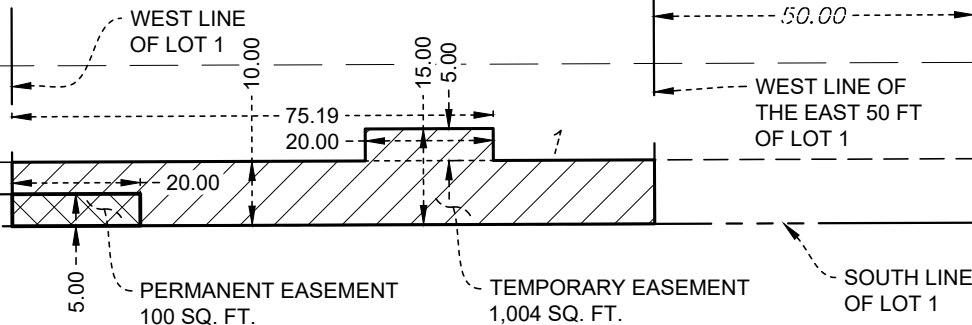
 PHONE: 218.855.1700
416 South 6th Street, Suite 101
Brainerd, MN 56401-3540
www.sehinc.com



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FIRST ADDITION TO THE
TOWN OF BRAINERD

BLOCK 319



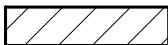
WILLOW STREET

SOUTH 7TH STREET

AUDITOR'S PLAT OF
E1/2NW1/4 SEC 36
T45N R31W



PERMANENT EASEMENT



TEMPORARY EASEMENT

EASEMENT EXHIBIT FOR:
Parcel 5 - 615 Willow St. (Nancy K. Patterson)

BRAINERD,
MINNESOTA

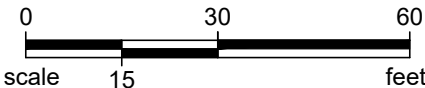
SEH Project BRDMN173744
Drawn By brw
Surveyed By tjm
Checked By djb

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Daniel J. Bemboom
Daniel J. Bemboom, LS
DATE 06/04/2024 LICENSE NO. 46562



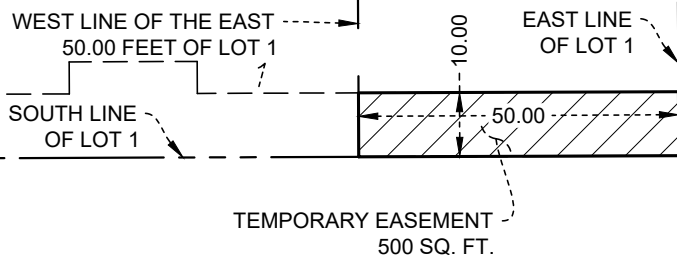
PHONE: 218.855.1700
416 South 6th Street, Suite 101
Brainerd, MN 56401-3540
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COORDINATE SYSTEM, NAD83 (2011 ADJ)

FIRST ADDITION TO THE
TOWN OF BRAINERD

BLOCK 319



WILLOW STREET

SOUTH 7TH STREET

AUDITOR'S PLAT OF
E1/2NW1/4 SEC 36
T45N R31W



EASEMENT EXHIBIT FOR:
Parcel 6 - 623 Willow St. (Trevor Pumnea)

BRAINERD,
MINNESOTA

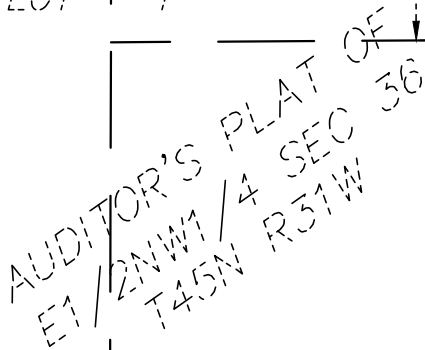
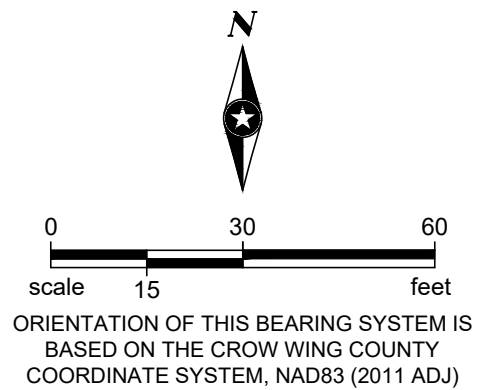
SEH Project BRDMN173744
Drawn By brw
Surveyed By tjm
Checked By djb

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STATE OF MINNESOTA.

Daniel J. Bemboom
Daniel J. Bemboom, LS
DATE 06/04/2024 LICENSE NO. 46562



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BRAINERD,
MINNESOTA

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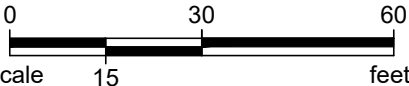
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Brainerd, MN 56401-3540
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BLOCK 319

TEMPORARY EASEMENT

2
of 2



ORIENTATION OF THIS BEARING SYSTEM IS
BASED ON THE CROW WING COUNTY
COORDINATE SYSTEM, NAD83 (2011 ADJ)

FIRST ADDITION TO THE
TOWN OF BRAINERD

19 6
20 5
21 4
22 3
23 BLOCK 319 2
24 1

NORTH LINE
OF LOT 1

NE CORNER
OF LOT 1
WEST 137

WILLOW STREET

TEMPORARY EASEMENT
453 SQ. FT.

SOUTH LINE OF
WILLOW STREET

EAST 45

WEST 62.4

10.00

S 00°28'30" W 40

N 00°08' E 150

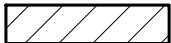
EAST LINE OF THE
WEST 125.00 FEET
OF LOT 1

S 01°23'30" E 150.04

AUDITOR'S PLAT OF
E1/2NW1/4 SEC 36
T45N R31W

SOUTH LINE
OF LOT 1

WEST 49



TEMPORARY EASEMENT

EASEMENT EXHIBIT FOR:
Parcel 9 - 612 Willow St. (Kimberly Erickson)

BRAINERD,
MINNESOTA

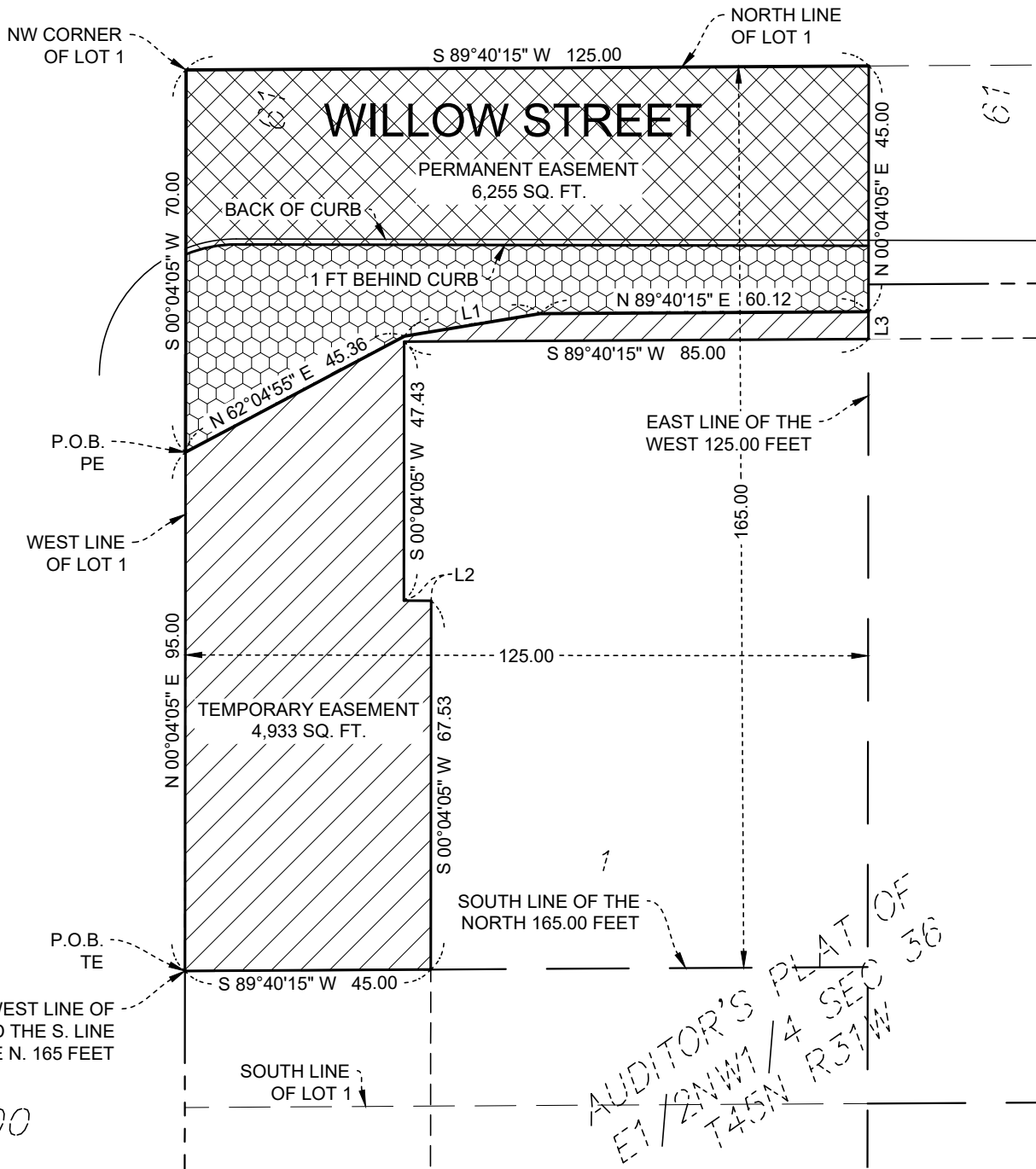
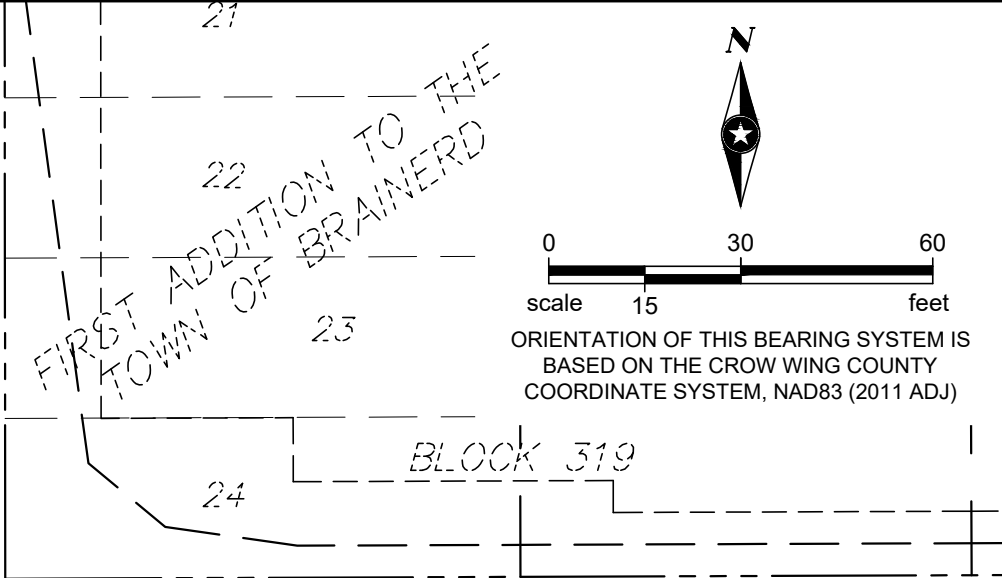
SEH Project BRDMN173744
Drawn By brw
Surveyed By tjm
Checked By djb

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AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE
STATE OF MINNESOTA.

Daniel J. Bemboom
Daniel J. Bemboom, LS
DATE 06/04/2024 LICENSE NO. 46562

 PHONE: 218.855.1700
416 South 6th Street, Suite 101
Brainerd, MN 56401-3540
www.sehinc.com

T.H. 371B / VOYAGER HWY (S. 6TH ST.)



LINE TABLE		
LINE	BEARING	DISTANCE
L1	N 80°32'54" E	25.17
L2	S 89°51'22" E	5.00
L3	S 00°04'05" W	5.00

- PERMANENT EASEMENT (PRESCRIPTIVE) = 4,058 SQ. FT.
- PERMANENT EASEMENT (ADDITIONAL) = 2,197 SQ. FT.
- TEMPORARY EASEMENT = 4,933 SQ. FT.

AUDITOR'S PLAT OF
E1/2NW1/4 SEC 36
T45N R31W

EASEMENT EXHIBIT FOR:
Parcel 10 - 1301 6th St. S. (Lazy H Properties LLC)

**BRAINERD,
MINNESOTA**
SEH Project BRDMN173744
Drawn By brw
Surveyed By tjm
Checked By djb

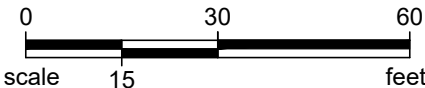
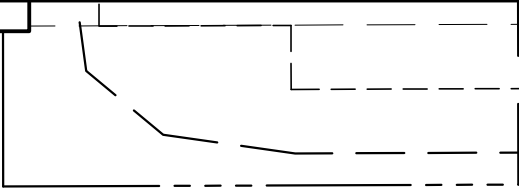
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Daniel J. Bemboom
Daniel J. Bemboom, LS
DATE 08/20/2024 LICENSE NO. 46562

PHONE: 218.855.1700
416 South 6th Street, Suite 101
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2
of 2

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80

T.H. 371B / VOYAGER HWY (S. 6TH ST.)



ORIENTATION OF THIS BEARING SYSTEM IS
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COORDINATE SYSTEM, NAD83 (2011 ADJ)

WILLOW STREET

61

AUDITOR'S PLAT OF
E1/2NW1/4 SEC 36
T45N R31W

WEST LINE
OF LOT 1

INT. OF THE WEST LINE OF
LOT 1 AND THE N. LINE
OF THE S. 25 FEET
P.O.B.

NORTH LINE OF THE
SOUTH 25.00 FEET

TEMPORARY EASEMENT
2,455 SQ. FT.

S 00°04'05" W 85.63

S 89°40'15" W 45.00

45.00

25.00

N 00°04'05" E 45.73

SOUTH LINE
OF LOT 1

NORTH LINE
OF LOT 2

EAST LINE OF THE
WEST 125.00 FEET

N 89°47'55" E 35.00

N 00°04'05" E 40.00

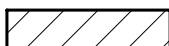
N 89°47'55" E 10.00

WEST LINE
OF LOT 2

125.00

2

100



TEMPORARY EASEMENT

EASEMENT EXHIBIT FOR:

Parcel 11 - 1307 6th St. S. (MOORES PROPERTIES, INC.)

BRAINERD,
MINNESOTA

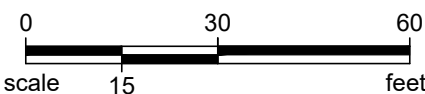
SEH Project BRDMN173744
Drawn By brw
Surveyed By tjm
Checked By djb

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STATE OF MINNESOTA.

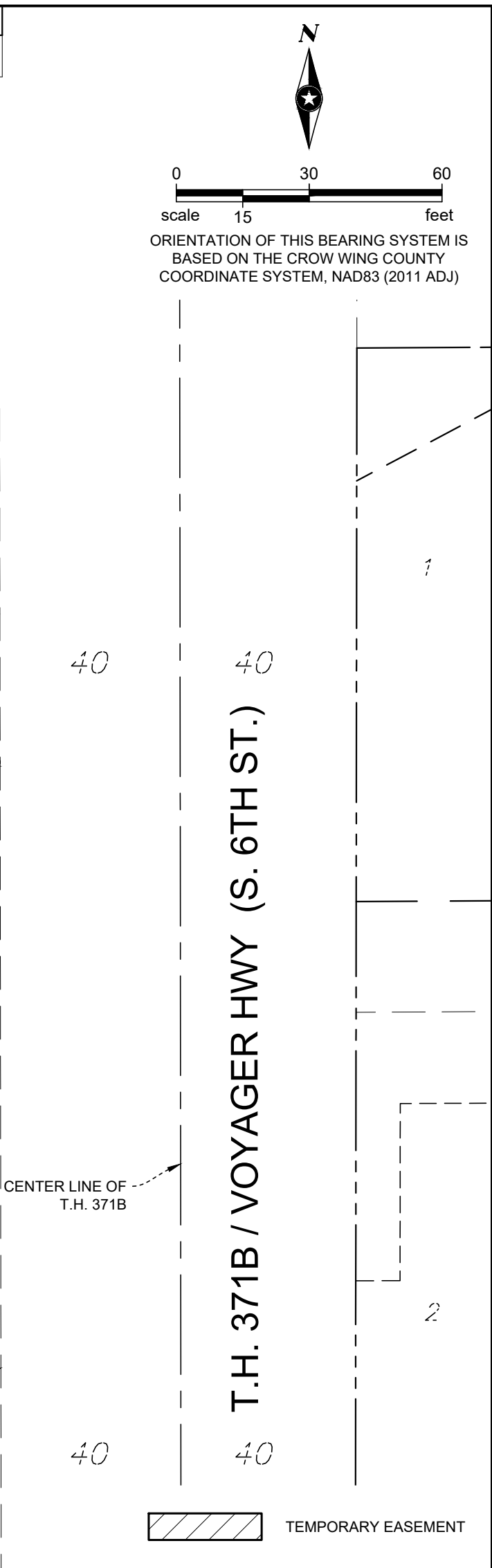
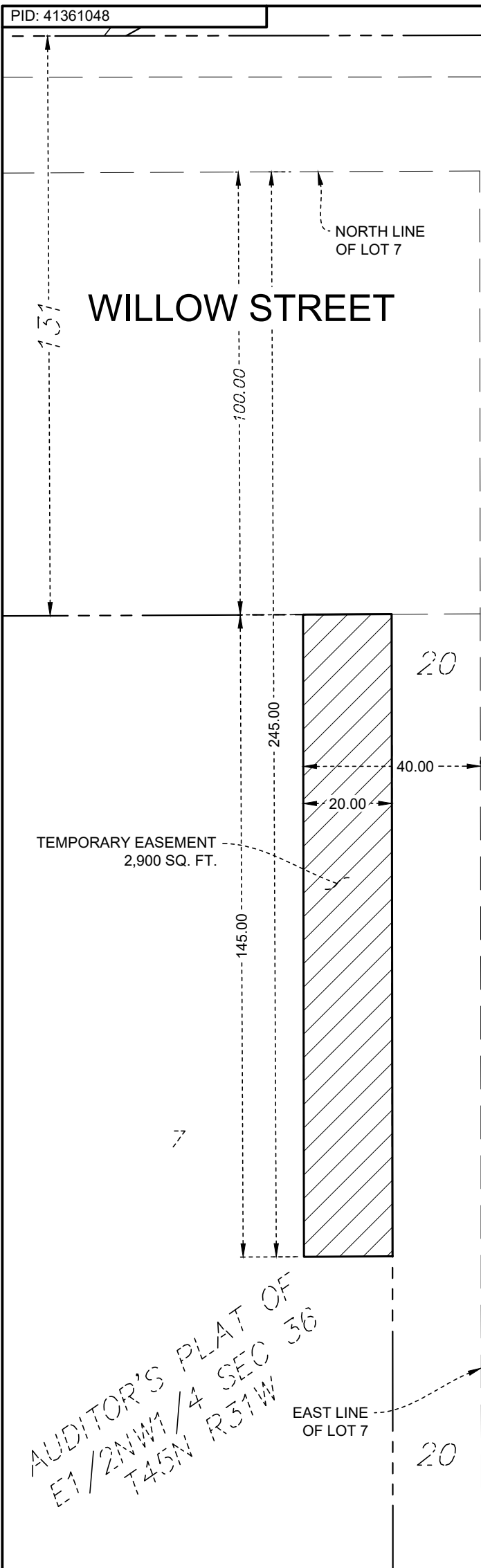
Daniel J. Bemboom
Daniel J. Bemboom, LS
DATE 08/01/2024 LICENSE NO. 46562

 PHONE: 218.855.1700
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AUDITOR'S PLAT OF
E1/2NW1/4 SEC 36
T45N R31W

EASEMENT EXHIBIT FOR:
Parcel 12 - 1420 6th St. S. (Trinity Lutheran Church)

**BRAINERD,
MINNESOTA**
SEH Project BRDMN173744
Drawn By brw
Surveyed By tjm
Checked By djb

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AM A DULY LICENSED LAND SURVEYOR UNDER THE LAWS OF THE
STATE OF MINNESOTA.
Daniel J. Bemboom
Daniel J. Bemboom, LS
DATE 06/04/2024 LICENSE NO. 46562

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Brainerd, MN 56401-3540
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2
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Save: 6/4/2024 11:10 AM twisted Plot: 6/4/2024 11:11 AM X:\AE\B\BRDMN173744\9-survey\92-CAD\15-dwg\BRDMN173744EX12.dwg



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Adopt Resolution Setting the 2025 Levy for the City and Brainerd HRA

AGENDA: Main

ACTION REQUESTED: Adopt Resolution

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

DEPARTMENT: Finance

PRESENTER: Connie Hillman, Finance Director

ESTIMATED TIME (MIN): 5 Minutes

SUMMARY OF ISSUE: The final levy for the City and Brainerd HRA needs to be certified to the County by December 30, 2024, The final levy can be lower, but not higher than the preliminary levy.

The preliminary levy was set in September, with the City levy at \$7,515,698, an 8% increase over the 2024 levy, and Brainerd HRA levy at \$173,960, a 0% increase over the 2024 levy.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Since September, Staff has updated the budget based on actual revenues received throughout the rest of the year, and have reviewed expenditure line items, updating assumptions based on additional information received and direction from Council. The current attached recap shows a levy amount of \$6,984,091, about a .36% increase over the 2024 levy.

At the December 2nd Council meeting, direction was given to Staff to prepare the budgets with a 2% increase in the levy. It was suggested to not use \$113,188 of fund balance from 2024. There is an attachment called Recap - 2% reflecting this update.

Also attached is a draft resolution for Council to adopt. The amount for the City's levy is blank, and the amount listed for the Brainerd HRA is the dollar amount set at the preliminary levy. The Council has the option of setting the levy between a 0% and 8% increase over the 2024 levy. The chart below shows various levy amounts and Staff's calculation for the tax rate.

	Levy Amount	Estimated Tax Rate
2023	\$6,958,981	54.183%
8% Increase	7,515,698	56.963%
4% Increase	7,237,341	54.851%
3% Increase	7,167,749	54.323%
2.5% Increase	7,132,955	54.059%
2% Increase	7,098,160	53.795%

1.5% Increase	7,063,365	53.531%
1% Increase	7,028,570	53.267%
0.5% Increase	6,993,775	53.003%
0.36% Increase	6,981,032	52.929%
0.0% Increase	6,958,981	52.739%

RECOMMENDED ACTION/MOTION: Adopt a resolution setting the City and Brainerd HRA levies for pay year 2025.

FINANCIAL IMPACT:

2025 Levy Overview

As of 12/11/24

	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	\$ 9,027,197	\$ 513,230	6.03%
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	\$ 13,424,424	\$ 900,174	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	\$ 16,441,640	\$ 500,021	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	\$ 6,984,091	\$ 25,110	0.36%
Actual Levy / <i>Proposed</i>	\$ 6,443,500	\$ 6,958,981	\$ 6,984,091		
% Increase		8.00%	0.36%		
\$ Increase		515,481	25,110		

2025 Levy Overview
As of 12/11/24

	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	\$ 9,027,197	\$ 513,230	6.03%
Supplies	630,111	651,200	658,750	7,550	1.16%
Services	2,846,257	2,955,941	3,331,027	375,086	12.69%
Transfers Out/Capital Outlay	378,482	403,142	408,332	5,190	1.29%
Total Expenditures	\$ 12,031,867	\$ 12,524,250	\$ 13,425,306	\$ 901,056	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	\$ 16,442,522	\$ 500,903	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	
Estimated Levy	\$ 5,296,115	\$ 6,958,981	\$ 7,098,161	\$ 139,180	2.00%
Actual Levy / <i>Proposed</i>	\$ 6,443,500	\$ 6,958,981	\$ 7,098,161		
% Increase		8.00%	2.00%		
\$ Increase		515,481	139,180		

RESOLUTION
XX:24

WHEREAS, the Brainerd City Council is required to set a Final Levy by December 30, 2024; and

WHEREAS, the Brainerd City Council held its first Budget Workshop on August 26, 2024 and the budget was discussed during council meetings on September 3, 2024, September 16, 2024, November 4, 2024, November 18, 2024, and December 2, 2024; and

WHEREAS, the Brainerd City Council, during the budget workshop and council meetings, discussed the overall budget process, the overall expenditures of the City;

NOW, THEREFORE BE IT RESOLVED by the City of Brainerd, County of Crow Wing, State of Minnesota that the following sums are the levy for the taxes payable in the year 2025:

\$ plus \$173,960 for the HRA.

Adopted this ____ day of December 2024

KELLY BEVANS
President of the Council

Approved this ____ day of December 2024

DAVE BADEAUX
Mayor

ATTEST: _____
NICHOLAS W. BROYLES
City Administrator



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Adopt 2025 Budgets

AGENDA: Main

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: At the December 2, 2024 council meeting, the Council reviewed the budgets for Transit, Library, Recycling, Parking Lot, Permanent Improvement, Mayor's Contingency, Sanitary and Storm Sewer Funds. The Sanitary and Storm Sewer budgets were updated for the workers' comp and insurance assumption updates.

The EDA Fund budget is also attached. The EDA Board met on December 5th and have submitted the attached budget for Council approval.

The Capital Fund budget is as presented at the December 2, 2024 public hearing.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: The Working Fund budget (General, Public Safety, Parks and Streets) is presented with the final levy being \$7,098,161, a 2% increase over the 2024 levy. If the final levy is set at a different amount, the budget will need to be updated or amended. A budget for the General Fund (aka working funds) needs to be set by December 31st.

The parks budget is part of the Working Funds and Capital Equipment and Facilities budgets, but it has been separated out as informational.

RECOMMENDED ACTION/MOTION: Adopt budgets as presented or with adjustments.

FINANCIAL IMPACT:

WORKING FUNDS

(General, Public Safety, Parks, & Streets)

	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>
Revenues			
Property Taxes	3,812,766	4,255,650	4,395,098
Other Taxes	254,764	213,000	198,500
Intergovernmental	6,358,410	6,078,436	6,244,561
Charges for Services	961,801	980,390	1,027,460
Licenses & Permits	358,672	462,500	503,865
Fines & Forfeits	129,499	129,000	126,000
Special Assessments	74,745	65,000	70,000
Interest	83,159	45,000	50,000
Market Adj. for Investments	128,847	-	-
Other Revenue	819,776	799,500	799,000
Total Revenues	12,982,439	13,028,476	13,414,484
Expenditures			
General Government	2,965,804	3,130,894	3,342,707
Police	4,828,374	5,024,377	5,300,134
Fire	1,217,684	1,264,886	1,348,310
Misdemeanor Prosecutor	220,000	226,600	233,171
Animal Control	74,248	81,048	80,229
Parks - all programs	1,169,713	1,218,763	1,453,269
Streets	1,459,073	1,464,499	1,572,308
Total Expenditures	11,934,896	12,411,067	13,330,128
Other Sources (Uses)			
Transfer In (Out)	283,217	(421,222)	(222,332)
Other Sources (Uses)	(158,374)	(253,000)	-
Sale of Assets	70,602	35,000	42,000
Total Other Sources (Uses)	195,445	(639,222)	(180,332)
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	1,242,988	(21,813)	(95,976)

	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>
Expenditures			
Personnel Services	8,177,017	8,513,967	9,027,197
Supplies	630,111	651,200	658,750
Services	2,578,130	2,687,941	3,021,826
Other	549,638	557,959	622,355
Total Expenditures	11,934,896	12,411,067	13,330,128

CAPITAL EQUIPMENT & FACILITIES

	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>
Revenues			
Property Taxes	1,247,833	1,280,927	1,180,927
Other Taxes	15,487	-	-
Intergovernmental	119,498	-	-
Special Assessments	53,532	-	-
Interest	25,275	18,000	3,346
Other Revenue	7,500	-	-
Total Revenues	<u>1,469,124</u>	<u>1,298,927</u>	<u>1,184,273</u>
Expenditures			
Capital	818,950	1,760,203	1,712,856
Total Expenditures	<u>818,950</u>	<u>1,760,203</u>	<u>1,712,856</u>
Other Sources (Uses)			
Bond Proceeds	-	-	-
Bond Issuance Costs	-	-	-
Transfer In (Out)	102,515	358,349	364,665
Other Sources (Uses)	30,924	21,350	85,600
Total Other Sources (Uses)	<u>133,439</u>	<u>379,699</u>	<u>450,265</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>783,613</u>	<u>(81,577)</u>	<u>(78,318)</u>
Fund Balance - Jan 1st	2,134,721	2,918,334	2,836,757
Fund Balance - Dec 31st	2,918,334	2,836,757	2,758,439

CAPITAL EQUIPMENT & FACILITIES EXPENDITURE DETAIL

2025 Proposed Capital		Subtotals
Facilities		
Library - Exterior/Mechanical (Study)	426,000	} \$ 476,000
Fire Station 1 - Remodel/Addition Engineering	50,000	
City Hall - General		
Office Furniture	10,000	} \$ 10,000
Administration		} \$ -
IT/GIS		
Server Replacement	15,000	} \$ 45,500
Laptops	25,500	
ID Card Printer	5,000	
Police		
Leased Squad Car Build Ups	98,000	} \$ 101,500
Officer Furniture	3,500	
Fire		
Tender	584,356	} \$ 604,356
Radios and Pagers	20,000	
Civil Defense		
Community Development		
Comprehensive Plan	28,000	} \$ 28,000
Public Works - Parks		
Tree Replacement	15,000	} \$ 228,500
Picnic Table/Grilling Station/Trash Can Replacement	15,000	
Park Weed and Feed Program	25,000	
Park ADA Upgrades	25,000	
Park Sign Replacement	5,000	
Security Cameras	8,000	
Skid Steer	75,000	
Skid Steer Attachments (50% of Cost here)	20,500	
<i>Facility Projects</i>		
Buffalo Hills- Parking Lot Reconfiguration	40,000	

CAPITAL EQUIPMENT & FACILITIES EXPENDITURE DETAIL (continued)

2025 Proposed Capital		Subtotals
Public Works - Streets		
Tree Replacement	15,000	} \$ 189,000
Leased Vehicles Build Up	7,500	
Skid Steer	75,000	
Skid Steer Attachments (50% of Cost here)	20,500	
Trailer	18,000	
Scan Tool	8,000	
Air Compressor	15,000	
Street Sweeping Screening/ Transfers Out	30,000	
Public Works - Engineering		
GPS Receiver	30,000	} \$ 30,000
Total Cash to be Spent	1,712,856	
<i>Park Board Long-term Capital Asset Maintenance Request</i>	<i>419,234</i>	
Total Capital Planned 2025	\$ 2,132,090	

TRANSIT FUND

	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>
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	<u>1,413,330</u>	<u>1,686,118</u>	<u>1,839,070</u>
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	<u>1,473,052</u>	<u>1,626,900</u>	<u>1,765,100</u>
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	-	5,000	-
Total Other Sources (Uses)	<u>-</u>	<u>5,000</u>	<u>-</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>(59,722)</u>	<u>64,218</u>	<u>73,970</u>
Fund Balance - Jan 1st	323,888	264,166	328,384
Fund Balance - Dec 31st	264,166	328,384	402,354

LIBRARY FUND

	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>
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	<u>169,475</u>	<u>149,788</u>	<u>152,784</u>
Expenditures			
Supplies	11,456	10,300	10,300
Services	139,780	139,488	142,484
Capital	2,912	-	-
Total Expenditures	<u>154,148</u>	<u>149,788</u>	<u>152,784</u>
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Other Sources (Uses)	37,919	-	-
Total Other Sources (Uses)	<u>37,919</u>	<u>-</u>	<u>-</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>53,246</u>	<u>-</u>	<u>-</u>
Fund Balance - Jan 1st	352,496	405,742	405,742
Fund Balance - Dec 31st	405,742	405,742	405,742

RECYCLING FUND

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

PARKING LOT FUND

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

PERMANENT IMPROVEMENT FUND

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

MAYOR'S CONTINGENCY FUND

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

EDA FUND

	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>
Revenues			
Property Taxes	151,857	186,812	186,812
Other Taxes	1,609	-	-
Interest	834	550	550
Other Revenues	-	-	-
Total Revenues	<u>154,301</u>	<u>187,362</u>	<u>187,362</u>
Expenditures			
Personnel Services	-	-	-
Supplies	-	-	-
Services	143,297	143,492	182,592
Total Expenditures	<u>143,297</u>	<u>143,492</u>	<u>182,592</u>
Other Sources (Uses)			
Transfer In (Out)	(227,815)	-	-
Other Sources (Uses)	227,815	-	-
Total Other Sources (Uses)	<u>-</u>	<u>-</u>	<u>-</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>11,004</u>	<u>43,870</u>	<u>4,770</u>
Fund Balance - Jan 1st	69,280	80,284	124,153
Fund Balance - Dec 31st	80,284	124,153	128,923

SANITARY SEWER ENTERPRISE FUND

	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>
Operating Revenues			
Charges for Services	850,716	887,616	852,765
Total Revenues	<u>850,716</u>	<u>887,616</u>	<u>852,765</u>
Operating Expenditures			
Salaries and Benefits	163,677	178,925	195,151
Professional Services	8,176	1,300	1,000
Repairs and Maintenance	42,750	20,000	40,000
Insurance	5,767	5,965	6,306
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	<u>715,500</u>	<u>716,954</u>	<u>750,970</u>
Operating Income (Loss)	<u>135,216</u>	<u>170,662</u>	<u>101,795</u>
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.)	<u>240,470</u>	<u>211,304</u>	<u>251,326</u>
Change in Net Position Before Transfers	<u>375,685</u>	<u>381,966</u>	<u>353,121</u>
Transfers In (Out)	-	-	-
Change in Net Position	<u>375,685</u>	<u>381,966</u>	<u>353,121</u>
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	9,922,713

STORM SEWER ENTERPRISE FUND

	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>
Operating Revenues			
Charges for Services	482,733	552,594	485,000
Total Revenues	<u>482,733</u>	<u>552,594</u>	<u>485,000</u>
Operating Expenditures			
Salaries and Benefits	27,079	126,019	157,958
Professional Services	38,957	2,500	2,500
Repairs and Maintenance	1,730	50,000	20,000
Insurance	2,885	2,984	3,152
Depreciation	303,724	280,000	300,000
Materials and Supplies	940	-	1,200
Miscellaneous	3,101	7,600	18,065
Total Operating Expenses	<u>378,417</u>	<u>469,103</u>	<u>502,875</u>
Operating Income (Loss)	<u>104,317</u>	<u>83,491</u>	<u>(17,875)</u>
Nonoperating Revenues (Expenses)			
Intergovernmental	-	945,941	60,066
Interest Income	4,729	-	-
Interest Expense and Fiscal Charges	1,499	-	-
Total Nonoperating Revenue (Exp.)	<u>6,229</u>	<u>945,941</u>	<u>60,066</u>
Change in Net Position Before Transfers	<u>110,545</u>	<u>1,029,432</u>	<u>42,191</u>
Transfers In (Out)	(1,500)	(1,500)	(1,500)
Change in Net Position	<u>109,045</u>	<u>1,027,932</u>	<u>40,691</u>
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	8,216,728

PARK BOARD BUDGET – Informational

	<u>2023 Actual</u>	<u>2024 Budget</u>	<u>2025 Budget</u>
Revenues			
Intergovernmental	1,000	-	-
Charges for Services	133,207	151,750	179,750
Other Revenue	3,966	2,000	2,000
Total Revenues	<u>138,173</u>	<u>153,750</u>	<u>181,750</u>
Expenditures			
Personnel Services	811,888	852,425	977,529
Supplies	126,732	167,500	180,500
Services	231,093	198,838	295,240
Total Expenditures	<u>1,169,713</u>	<u>1,218,763</u>	<u>1,453,269</u>
Other Sources (Uses)			
Transfer In (Out)	-	-	-
Sale of Assets	34,179	-	9,000
Total Other Sources (Uses)	<u>34,179</u>	<u>-</u>	<u>9,000</u>
Excess of Revenue Over (Under)			
Expenditures and Other Sources (Uses)	<u>(997,361)</u>	<u>(1,065,013)</u>	<u>(1,262,519)</u>
Capital - Budgeted	217,500	397,500	187,500
Capital Savings	-	349,000	419,234
Total Capital	<u>217,500</u>	<u>746,500</u>	<u>606,734</u>
Actual/Budget Requested	<u>(1,214,861)</u>	<u>(1,811,513)</u>	<u>(1,869,253)</u>



City Council Agenda Request

MEETING DATE: December 16, 2024

TITLE OF ITEM: Determine Selection Process for the 2025-2026 City Council President & Vacant Seat

AGENDA: Main

ACTION REQUESTED: Discussion Item

SUBMITTED BY: Nick Broyles, City Administrator

DEPARTMENT: Administration

PRESENTER: Jeff Czczok, Councilmember

ESTIMATED TIME (MIN): 10 Minutes

SUMMARY OF ISSUE: Selection of the next City Council President will occur at the first City Council meeting in 2025. There are a couple of ways to conduct this process, including (1) a verbal process of nominating candidates followed by verbal voting, or (2) verbal nominations and paper ballots, or non-verbal, voting. The former being more overt and the latter being more private and discreet. Councilman Czczok prefers the latter and can describe the process.

ALTERNATIVE, OPTIONS, EFFECTS ON OTHERS/COMMENTS: Election of City Council President (4 votes required): Following is a proposed process to elect a City Council President at the first meeting in 2025.

1. The City Administrator serves as temporary chair and calls the meeting to order, conducts roll call, and leads the Pledge of Allegiance.
2. The City Administrator asks Council members for nominations for Council President. No member can nominate themselves and nominations do not require a second.
3. Once all nominations are received, Council members write their choice for President on paper ballots provided. Each ballot will have the identity of the Council member.
4. Ballots are passed to the City Administrator who reads them aloud and maintains vote counts for each nominee.
5. If one person receives at least 4 votes, the process ends, and the new Council President assumes control of the meeting.
6. If no one individual receives 4 votes, and there is a split vote between two or more nominees, repeat the process through three complete iterations.
7. In the fourth iteration, the nominee with the fewest votes is removed from the ballot and another vote is taken. If there is a tie, a vote will occur between just the tied members to determine who continues in the process.
8. Repeat this process until someone gets 4 votes, or you are down to 2 nominees. The Mayor will cast the deciding vote if a 3-3 tie occurs.
9. Once a majority of council members vote for a single nominee, a motion to approve the member for President is in order.
10. The elected Council President will assume control of the meeting and ask for nominees for Vice President of the City Council.

Appointment to an Open Seat on the Council: The process of selecting an appointment for a position on the City Council will follow the same rules with the Council President conducting the process.

1. *The council members' names associated with their votes are not provided publicly until a majority of votes are secured for one individual for president and a complete record of the voting will be provided in the minutes if there is more than one round of voting.
2. *If there is only 1 round of voting, the City Administrator will publicly announce for whom each council member cast their vote unless the Council decides otherwise.
3. (*) - Items are the same for appointed council seats.

RECOMMENDED ACTION/MOTION: Determine the method to elect the City Council President for 2025 and how to appoint an individual to the open City Council seat.

FINANCIAL IMPACT: N/A

DEC 02 2024

Brainerd City Council

CITY OF BRAINERD
ADMINISTRATION

"Christmas with the Homeless!"
invites you to join us at The Center,
Dec. 19th 5-8

Food / Fun / Drinks

Please clean out your closets and
help keep our homeless warm!
Items needed...

Warm Boots
Warm Coats
Hats & gloves
Warm Socks - New
Thermal Undergarments
Snow Pants

Thank you for all you do
to better our town. God Bless

Brenda Biever
218-838-8473

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DEC 02 2024

CITY OF BRAINERD
ADMINISTRATION

2 ND ANNUAL CHRISTMAS
WITH THE HOMELESS



Thursday December 19th at The
Center 5pm-8pm

803 Kingwood St. Brainerd, MN



There will be food, refreshments, and fun
provided!



Donations & Volunteering

Brenda 218-~~838-8473~~



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NOV 27 2024

CITY OF BRAINERD
ADMINISTRATION

PROPOSED TAXES

TO WHO IT MAY CONCERN NOV 25
2024

Parcel ID # 45301076 5 ACRES

City Limits 62 ACRES Non Wet

Ground 38 ACRES wet Land

only use for Wildlife Habitat

So From a Wildlife Lover

to a concerned Affordable

Citizen, I encourage the

Planning of our future not

to be such a burden on

our financial well being.

Now from yr 2024 to year

2005 my tax + suppose

Value Doubled Doubled

16,000 to 30,600 you say

16,000 to 30,600 you say

WATCH YOUR SPENDING.